



Minutes

Of The

General Council Meeting

Held in the Council Chambers, 45 Glendon Street Kingaroy

on Wednesday, 18 July 2012

Chief Executive Officer: Ken McLoughlin



SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday, 18 July 2012

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Minutes of the meeting of the South Burnett Regional Council, held in the Council Chambers, 45 Glendon Street Kingaroy on 18 July 2012 at 8.57am.

PRESENT:

Councillors:

Present: Cr DW Kratzmann (Mayor), Cr CD Dalton, Cr KA Duff, Cr BL Green, Cr DJ Palmer, Cr DP Tessmann

Permanent Absence: Cr KM Campbell

Cr KM Campbell has a leave of absence from the meeting.

Council Officers:

Gary Wall (General Manager Finance & Information Services), John Kersnovski (General Manager Infrastructure Services), Eleanor Sharpe (General Manager Community & Economic Development), Stan Taylor (General Manager Planning & Environment)

1. Leave Of Absence

Resolution:

Moved Cr KA Duff, seconded Cr DP Tessmann.

That leave of absence be granted for Cr KM Campbell.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

2. Prayers

A representative of the Ministers Fraternal, Geoff Folker, Kingaroy Baptist Church offered prayers for Council and for the conduct of the Council meeting.

3. Address From Public Gallery

Members of the Public who wish to raise matters from the Public Gallery are advised that this section of the Minutes will be considered at 9.00am on Wednesday 18 July 2012.

4. Receipt Of Petitions

Nil.

5. Confirmation Of Minutes Of Previous Meeting

5.1 South Burnett Regional Council Minutes

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 20 June 2012 as recorded be confirmed.

Resolution:

Moved Cr KA Duff, seconded Cr BL Green.

That the minutes of the previous meeting held on Wednesday 20 June 2012 as recorded be confirmed

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

5.2 South Burnett Regional Council Budget Minutes

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 11 July 2012 as recorded be confirmed.

Resolution:

Moved Cr CD Dalton, seconded Cr DP Tessmann.

That the minutes of the previous meeting held on Wednesday 11 July 2012 as recorded be confirmed

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

6. Mayoral Report

6.1 MR - 1294261 - Mayoral Report

Summary

Mayoral Report to council for the period Monday 18 June 2012 to Wednesday 11 July 2012.

Officer's Recommendation

That the Mayoral Report to council for the period Monday 18 June 2012 to Wednesday 11 July 2012.

Resolution:

Moved Cr DW Kratzmann, seconded Cr KA Duff.

That the report be received.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

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

See Business Function Headings

7. Planning & Environment

7.1 Environmental Services

Nil.

7.2 Natural Resource Management (NRM) & Parks

Nil.

7.3 Planning & Land Management

7.3.1 P&LM - 1292623 - Housing Affordability Fund Round Two - Sunnyvale development Construction of Link Road

Summary

- Amended Affordable Housing grant (\$3.7million) approved by the Federal Minister, Department of Families, Housing, Community Service and Indigenous Affairs (FAHSCIA).
- Grant to cover construction of part of Link Road for Master Plan Development at Sunnyvale Estate.
- Council approval sought to allow agreement to be signed off subject to Queensland Treasury Corporation and Department of Local Government & Planning approval being granted as well as an Infrastructure Agreement between Council, Owners and Developer being finalised.

Officer's Recommendation

That Council:

1. Approve the project under Federal funding for \$3.7M to construct the Link Road as depicted on drawing no. ONF Sunnyvale M&B, drawn by O'Reilly, Nunn, Favier, Surveyors subject to the Developer providing 250 allotments (Residential A&B) at a discounted price over 5 years; and
2. Give delegated authority to the Chief Executive Officer to negotiate all final terms and conditions with the Developer, Federal government, Queensland Treasury Corporation and the State Government's Local Government and Planning Department, in order to finalise this project.

PROCEDURAL MOTION:

Moved Cr CD Dalton, seconded Cr KA Duff.

That the previous item lay on the table until stakeholder briefings are held.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

7.3.2 P&LM - 1252273 - Forwarding a SeDA Reconfiguration of a Lot (1 lot into 3 lots) for property at Aerodrome Road Taabinga - Lot 3 RP193219 - Owner : C & J Ludlow C/- O'Reilly Nunn Favier

Summary

Key Point Summary

- Application for Reconfiguring a Lot (1 lot into 3 lots);
- Subject site included within the Rural Residential Zone with Preferred Land Use of Rural Residential B under the Kingaroy Shire IPA Planning Scheme;
- Applicant sought to subdivide an existing Rural Residential B lot into 3 lots below the 2ha minimum lot size consistent with Rural Residential C minimum lot size of 4000m²;
- Application is Impact Assessable against the Kingaroy Shire IPA Planning Scheme;
- Department of Transport and Main Roads were triggered as a Concurrence Agency and provided conditions of approval;
- Application was publicly advertised between 25 May 2012 and 20 June 2012;
- One (1) submission was received against the development during the public notification period; and
- Application recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council approve the Development Application for Reconfiguring a Lot (1 lot into 3 lots) on 11 Aerodrome Road, Kingaroy, and described as Lot 3 on RP193219, subject to the following conditions:

General

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:
- Proposed Subdivision prepared by O'Reilly Nunn Favier, Drawing No. 4743P/1 Rev C Sheet 1 of 1.
- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Operational Works (site works, road widening, kerb and channel and associated drainage, landscaping, access driveways, water supply and sewerage discharge, sludge collection and removal, stormwater disposal).
- GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

- GEN4. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN5. 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*.
- GEN6. 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 \$111 (3 x \$ 37.00); 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.
- GEN7. 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.
- GEN8. 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 Plan of Survey.

Electrical and Telecommunications

- RAL1. Prior to Council sealing the Plan of Survey the applicant is to provide each lot with a telecommunication service. Where supply is not able to be provided at this time, details of the proposed service is to be provided for Council's consideration and approval.
- RAL2. Prior to Council sealing the Plan of Survey the applicant is to provide each lot with an electricity supply. Where supply is not able to be provided at this time, details of the proposed supply shall be provided for Council's consideration and approval.

Water Supply

- ENG1. The proposed Lots will only be provided with a trickle feed connection to Councils reticulated water network.

Stormwater Drainage

- ENG2. All stormwater drainage systems, including all surface, underground and roof water components, to effectively drain all stormwater falling on to the proposed development to Council's stormwater system, rain water tanks or other lawful point of discharge.
- ENG3. Stormwater drainage is to 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.

Property Access

- ENG4. Property access to each lot shall be in accordance with IPWEAQ standard drawing R – 056 and table S2.7 – Design and Construction Standards of the Kingaroy Shire Council IPA Planning Scheme.

- ENG5. The rear access (Hatchet or Battleaxe) allotment (Proposed Lot 5) shall be provided with a 100mm compacted gravel driveway a minimum width of 4.0m, extending the full length of the access leg of the allotment (77.3m) in accordance with table S2.7 – Design and Construction Standards of the Kingaroy Shire Council IPA Planning Scheme.

Advice

- ADV1. Section 341(3) 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.
- ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV3. Telecommunication connections can be arranged by logging onto Telstra's website (www.telstrasmartcommunity.com) and completing the 'Intent to Develop' form to register your development.
- ADV4. Council would encourage you to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity can take up to eight (8) months from the date of application to Ergon Energy.
- ADV5. 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.

Adopted Infrastructure Charges Notice

To: C & J Ludlow
C/- O'Reilly Nunn Favier
PO Box 896
KINGAROY QLD 4610

Date of Issue: 13 June 2012

Reference Number: IR1252273

Amount of the Charge: \$8,741.22

Land to which the charge applies: 11 Aerodrome Road, Kingaroy
(and described as Lot 3 on RP193219)

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

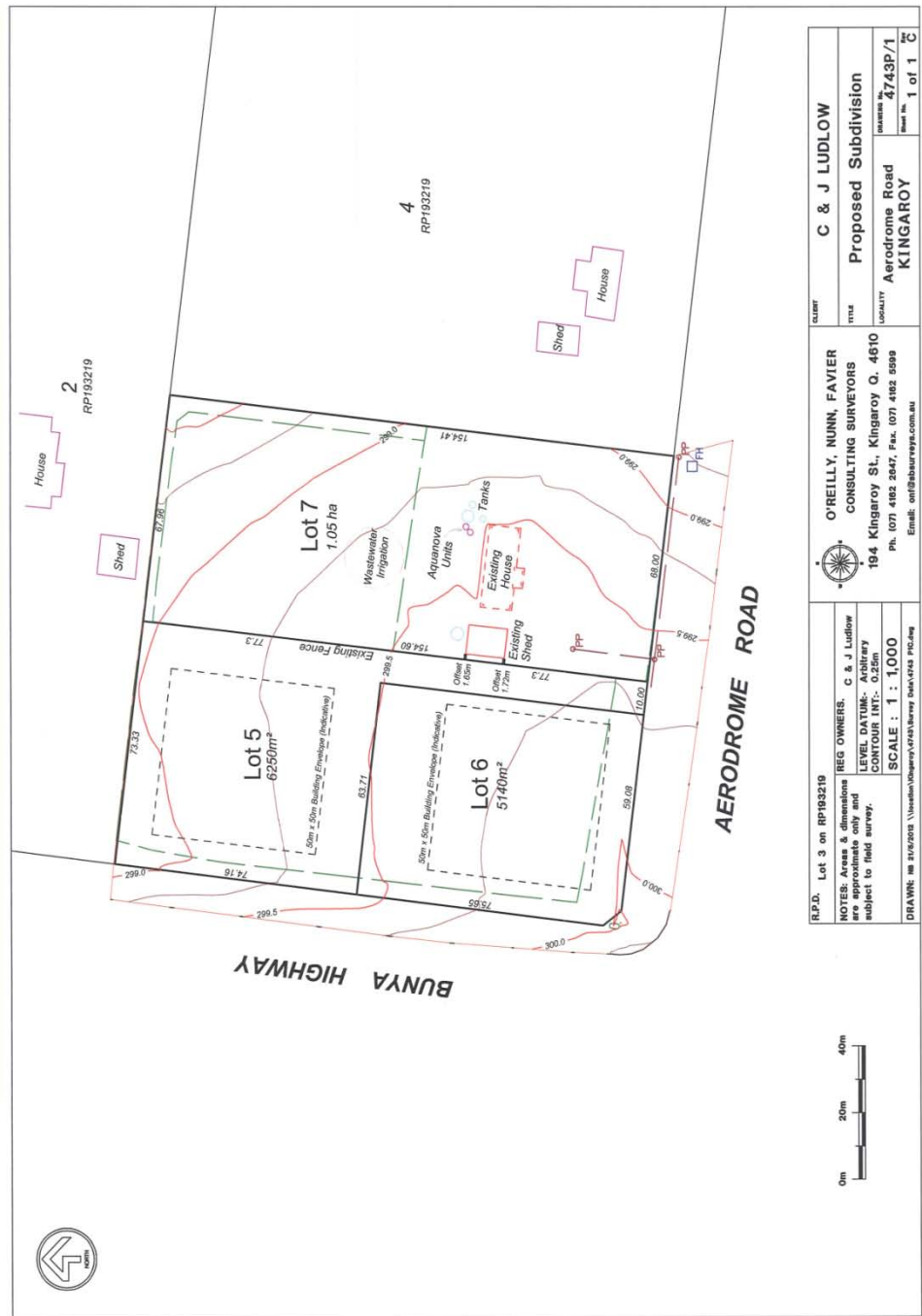
When the charge is payable: **Reconfiguring a Lot:** Prior to Council approval of the plan of subdivision for the reconfiguration (in accordance with Section 648H (a) of the *Sustainable Planning Act 2009*).

Advisory Notes:

- The abovementioned charge may in the future be indexed;
- 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:

Index Used: CPI Brisbane		CPI:	CPI % Index: N/A	
Water Supply - Charge	Catchment	Kingaroy : LL Zone	Charge/EP:	\$ 1,456.87
Development Type: RAL Demand EP: 1 lot into 3 lots @ 3 EP per Lot Discription : 3 lot subdivision at Aerodrome Road, Total EP: 9.00 Kingaroy Credit EP: 3.00 Total EP less credit: 6.00 Contribution Payable: \$ 8,741.22 Receipt No.: <input type="text"/>				
Sewerage - Charge	Catchment	N/A	Charge/EP:	N/A
Development Type: RAL Demand EP: N/A Discription : 3 lot subdivision at Aerodrome Road, Total EP: N/A Kingaroy Credit EP: N/A Total EP less credit: N/A Contribution Payable: N/A Receipt No.: <input type="text"/>				
Parks - Charge	Catchment	N/A	Charge/EP:	N/A
Development Type: RAL Demand EP: N/A Discription : 3 lot subdivision at Aerodrome Road, Total EP: N/A Kingaroy Credit EP: N/A Total EP less credit: N/A Contribution Payable: <input type="text"/> N/A Receipt No.: <input type="text"/>				
Other Contributions or Infrastructure to be provided in lieu of charges				
Contribution Type:	N/A	Quantity:	N/A	
Infrastructure In Lieu of Charges:	N/A			Receipt No.: <input type="text"/>
TOTAL CHARGES				
		Total Charge: \$	8,741.22	
CHECKED BY:	James D'Arcy	DATE:	<input type="text"/> 29/06/2012	

Proposal Plans



<p>RP.D. Lot 3 on RP193219</p> <p>REG OWNERS: C & J Ludlow</p> <p>LEVEL DATUM: AGLD84</p> <p>CONTROUN INT: 1:1000</p> <p>SCALE: 1 : 1,000</p> <p>DRAWN: 18/07/2011 VisitationSurvey@SouthBurnettRegionalCouncil.nsw.gov.au</p>	<p>O'REILLY, NUNN, FAVIER CONSULTING SURVEYORS 194 Kingaroy St., Kingaroy Q. 4610 Ph. 071 482 2647, Fax. 071 482 5099 Email: info@sbsurvey.com.au</p>	<p>CLIENT: C & J LUDLOW</p> <p>TITLE: Proposed Subdivision</p> <p>LOCALITY: Aerodrome Road KINGAROY</p> <p>DRAWING No: 4743P/1</p> <p>Sheet No: 1 of 1 C</p>
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Resolution:

Moved Cr CD Dalton, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

Carried 5/1
FOR VOTE - Cr DW Kratzmann (Mayor), Cr CD Dalton, Cr KA Duff, Cr BL Green,
Cr DJ Palmer
AGAINST VOTE - Cr DP Tessmann
ABSENT. DID NOT VOTE - Cr KM Campbell
PRESENT. DID NOT VOTE - Nil

7.3.3 P&LM - 1286838 - Blackbutt Benarkin Lions Club Incorporated - Request to waive building application fees in relation to the placement of a removal container on land leased from Council at the old Scout Den at Blackbutt

Summary

The Blackbutt / Benarkin Lions Club Incorporated is seeking a waiver of the \$360 building assessment fee (based on 2011/2012 fees and charges) for the siting of a shipping container at Crumpton Drive, Blackbutt (Lot 87 on SP102260).

Officer's Recommendation

That Council:

- approve 100% waiver of the \$360 Building Assessment Fee for the siting of a shipping container on land located at Crumpton Drive, Blackbutt (Lot 87 on SP102260), having regard to the community nature of the proposed works to be undertaken by the Blackbutt / Benarkin Lions Club Incorporated; and
- based on Council's previous consideration of fee waiver requests and Council's *Consideration of Applications for Reduction in Council's Fees & Charges – Building & Development Applications Policy*, it is considered reasonable to retain the \$150 Document Lodgement Fee as paid by the applicant on 27 June 2012.

Resolution:

Moved Cr CD Dalton, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell

7.3.4 P&LM - 1289910 - South Burnett Regional Council - State Planning Regulatory Provisions (Adopted Charges) 2012 - Adopted Infrastructure Charges Resolution

Summary

- The Draft State Planning Regulatory Provision (Adopted Charges) (Draft SPRP) which enables Council to levy infrastructure charges via an adopted infrastructure charges notice expired on 30 June 2012
- The Department of State Development, Infrastructure and Planning (the Department) informed Council on 25 June 2011 that to ensure local governments retain the ability to levy infrastructure charges, the Deputy Premier, Minister for State Development, Infrastructure and Planning, recently made the State planning regulatory provision (adopted charges) 2012 (SPRP 2012)
- Council requested the Department to provide advice on the possible implications of the adoption of the SPRP 2012 on Council's ability to continue levying infrastructure charges as Council has not to date made an adopted infrastructure charges resolution
- The Department advised its position is that it is in Council's best interest to have an adopted infrastructure charges resolution in place that is consistent with the SPRP 2012
- An adopted infrastructure charges notice allows Council to determine the amount charged for trunk infrastructure
- Recommendation that Council resolve to prepare an adopt infrastructure charges resolution pursuant to the SPRP 2012

Officer's Recommendation

That Council resolve to prepare an Adopted Infrastructure Charges Resolution pursuant to the *State Planning Regulatory Provision (Adopted Charges) 2012* by using the resolution template provided by the Department.

Resolution:

Moved Cr CD Dalton, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

7.3.5 P&LM - 1224160 - Allen K & Tanya L Christensen - AT Consulting - Forwarding SeDA Reconfiguration of a Lot (1 lot into 6 lots) Lot 4 RP187484 23-25 Millis Way Nanango - Applicant/Owner: Mike Iveson atf MRI Trust

Summary

Key Point Summary

- Application for Reconfiguring a Lot (1 lot into 6 lots);
- Subject site included within the Community Expansion Zone under the Nanango Shire IPA Planning Scheme;

- Application is Impact Assessable against the Nanango Shire IPA Planning Scheme;
- No Referral Agencies were triggered;
- Application was publicly advertised between 27 April 2012 and 22 May 2012;
- Two (2) properly made submissions in opposition were received during the public notification period relating to water runoff and stormwater; and
- Application recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council approve the Development Application for Reconfiguring a Lot (1 lot into 6 lots) on 23-25 Millis Way, Nanango, and described as Lot 4 on RP187484, subject to the following conditions:

General

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:
- Contour & Details Survey prepared by Kimmorley Surveying Pty Ltd, Drawing No.10057-2 Dated 17-9-2010;
 - Draft Fill plan for Stage 1 prepared by Kimmorley Surveying Pty Ltd.
- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Operational Works (site works, road widening, kerb and channel and associated drainage, landscaping, access driveways, water supply and sewerage discharge, sludge collection and removal, stormwater disposal).
- GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN4. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN5. 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*.
- GEN6. 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 \$222 (6 x \$ 37.00); 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.
- GEN7. 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.
- GEN8. 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.

Fences and Walls

- RAL1. Prior to sealing the Plan of Survey or the issue of Building Works Approval, the applicant is to construct a fence along the property boundaries of Lots 1, 2, 4, 5 and 6, connecting to a road frontage over 1.2m in height are tapered to 1.2m in height over a length of 4m toward the road frontage.

Electrical and Telecommunications

- ENG1. Prior to Council sealing the Plan of Survey the applicant is to provide each lot with a telecommunication service. Where supply is not able to be provided at this time, details of the proposed service is to be provided for Council's consideration and approval.
- ENG2. Prior to Council sealing the Plan of Survey the applicant is to provide each lot with an electricity supply. Where supply is not able to be provided at this time, details of the proposed supply shall be provided for Council's consideration and approval.

Stormwater Drainage

- ENG3. The stormwater drainage is to 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.
- ENG4. All stormwater collected from the proposed lots including roof water and overflow from rainwater tanks is to be piped to a legal point of discharge. The legal point of discharge for proposed Lots 1, 2, 4, 5 and 6 is the kerb and channel system adjacent to the site on Millis Way.
- ENG5. Heavy duty galvanised steel roof water kerb adaptors (Kacey or similar), are to be installed in the kerb and channelling during construction for proposed Lots 1, 2, 4, 5 and 6, in accordance with South Burnett Regional Council standards.
- ENG6. The drainage pit (kerb inlet) in the kerb and channel system on Millis Way adjacent to proposed Lot 1 shall up upgraded in accordance with the following standards;
- IPWEAQ SEQ D-061 Drainage Pits Kerb Inlet – Precast Inlet Details – Type “M”
 - IPWEAQ SEQ D-062 Drainage Pits Kerb Inlet – Grate and Frame
 - IPWEAQ SEQ D-063 Drainage Pits Kerb Inlet – Lip in Line – Typical inlet on grade

Detailed Engineering drawings showing this drainage pit shall be submitted for the approval of the Manager of Engineering Services as part of an Operational Works Application All drawings submitted to Council as part of an Operational Works Application shall be certified by a Registered Professional Engineer of Queensland (RPEQ).

- ENG7. Onsite attenuation devices shall be installed on each lot as per Option 1 of the Engineering Report carried out by AT Consulting Engineering (Appendix H of the Development Assessment Report dated 29 February 2012). The attenuation tanks shall be sized in accordance with the procedures described in QUDM. The overflow from the tanks on Lots 1, 2, 4, 5, and 6 shall be piped to the Kerb and

Channel system on Millis Way discharging through the Kerb adaptors described above.

NB. Site plans detailing the exact sizing and structural makeup of these tanks shall be submitted to Council as part of an operational works application.

Water and Sewerage

- ENG8. All lots within the development shall be connected to Council's Reticulated Water Supply System. The works shall include, but not be limited to, the construction of pipework, valves, fire hydrants, connection to the existing system, relocation of utility and Council services, service connections including stop taps to each lot, and reinstatement of all properties and road reserve affected by the works.
- ENG9. Nominal Main Sizes are to be designed in accordance with the "Guidelines for the Planning and Design of Urban Water Supply Schemes" and Technical Bulletins published by the Department of Natural Resources and have consideration for the demand and pressure required at each lot including the demand created by all future stages.
- ENG10. Reticulated sewerage disposal is to be connected to each lot in accordance with current South Burnett Regional Council standards.

Lot Filling

- ENG11. Lot filling shall be carried out on-site generally in accordance with Option 3 of the Engineering Report carried out by AT Consulting Engineering (Appendix H of the Development Assessment Report dated 29 February 2012).

Access handle

- ENG12. The rear access (Hatchet or Battleaxe) allotment (Proposed Lot 3) shall be provided with a 125mm reinforced concrete driveway a minimum width of 3.5m, extending the full length of the access leg of the allotment (40.5m) in accordance with the IPWEAQ Standard Drawing SEQ R – 53.

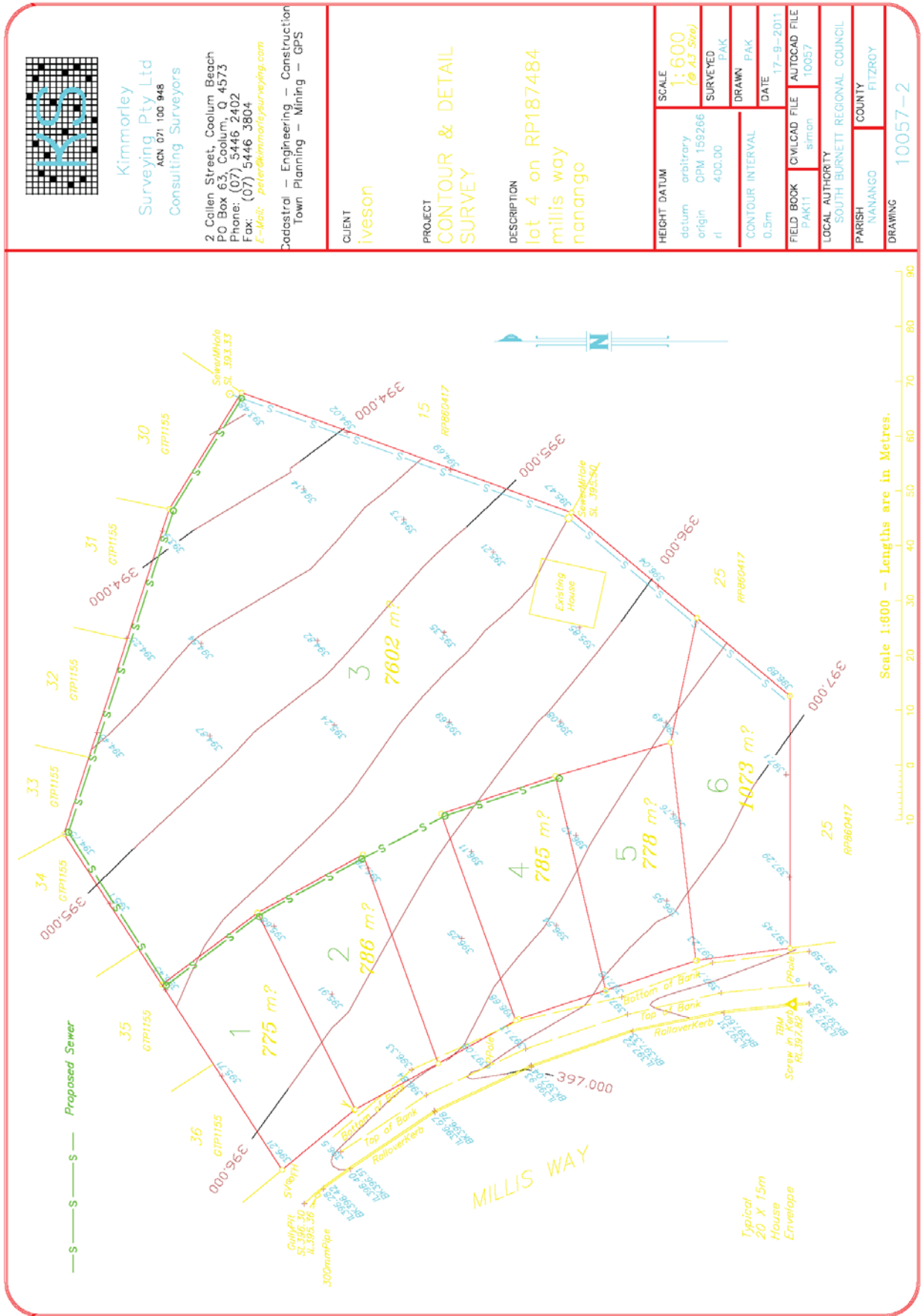
Advice

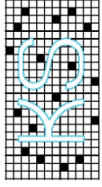
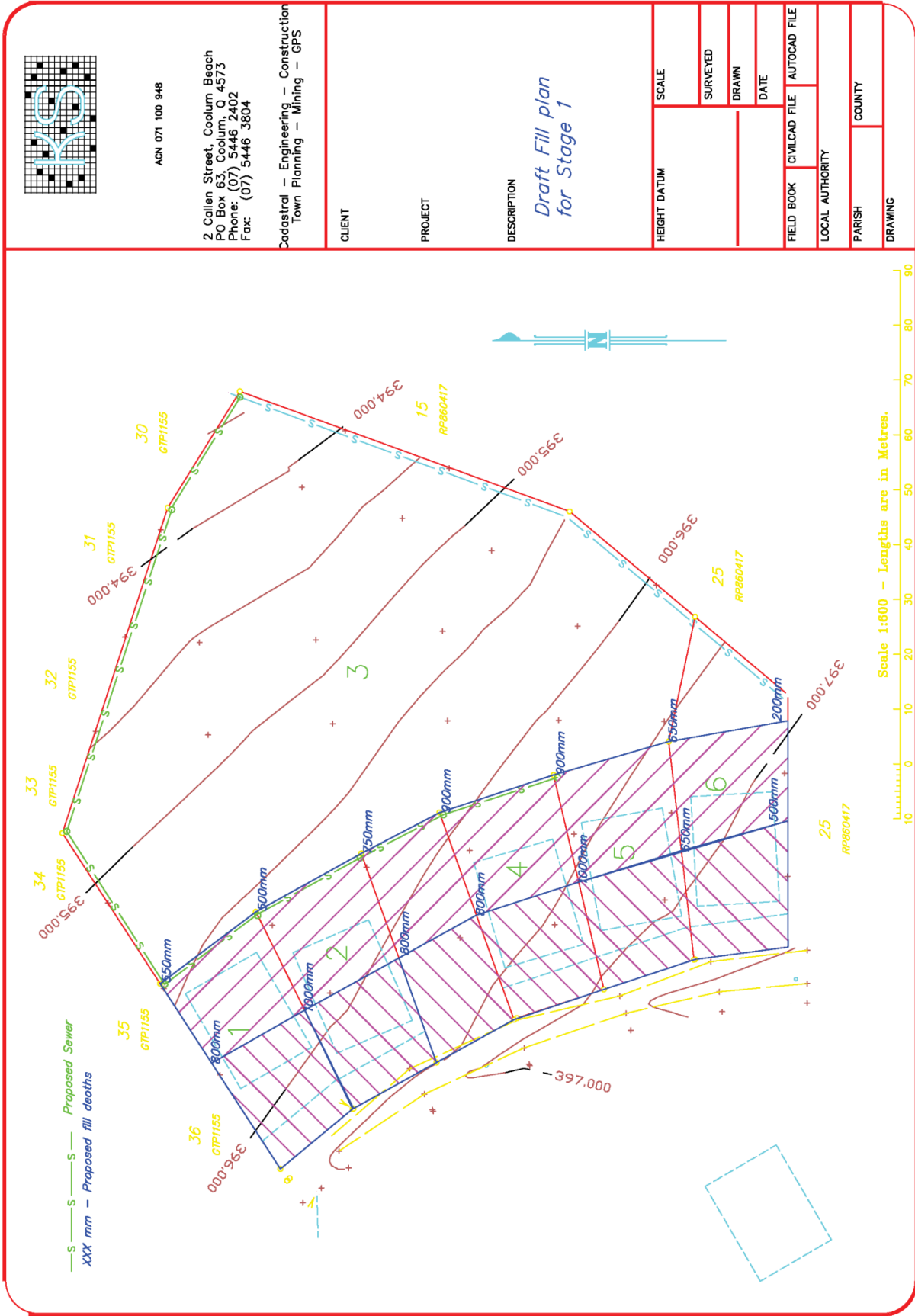
- ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.
- ADV2. Section 341(2) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) 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. Telecommunication connections can be arranged by logging onto Telstra's website (www.telstrasmartcommunity.com) and completing the 'Intent to Develop' form to register your development.
- ADV5. Council would encourage you to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity can take up to eight (8) months from the date of application to Ergon Energy.
- ADV6. 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.

Index Used: CPI Brisbane		CPI: 1-Mar-11	CPI % Index: N/A
Water Supply - Charge	Catchment	Nanango	Charge/EP: \$ 1,396.88
Development Type: RAL		Demand EP: 6 Lots @ 3EP per Lot	
Discription : Subdivision at 23-25 Millis Way, Nanango		Total EP:	18.00
		Credit EP:	3.00
		Total EP less credit:	15.00
		Contribution Payable: \$	20,953.20 Receipt No.: <input type="text"/>
Sewerage - Charge	Catchment	Nanango	Charge/EP: \$ 611.63
Development Type: RAL		Demand EP: 6 Lots @ 3EP per Lot	
Discription : Subdivision at 23-25 Millis Way, Nanango		Total EP:	18.00
		Credit EP:	3.00
		Total EP less credit:	15.00
		Contribution Payable: \$	9,174.45 Receipt No.: <input type="text"/>
Parks - Charge	Catchment	R	Charge/EP: \$ 389.04
Development Type: RAL		Demand EP: 6 Lots @ 3EP per Lot	
Discription : Subdivision at 23-25 Millis Way, Nanango		Total EP:	18.00
		Credit EP:	3.00
		Total EP less credit:	15.00
		Contribution Payable: \$	5,835.60 Receipt No.: <input type="text"/>
Other Contributions or Infrastructure to be provided in lieu of charges			
Contribution Type:	N/A	Quantity:	N/A
Infrastructure In Lieu of Charges:	N/A		Receipt No.: <input type="text"/>
TOTAL CHARGES			
		Total Charge: \$	35,963.25
CHECKED BY:	Brian Moloney	DATE:	15/08/2012

Proposal Plans





ACN 071 100 948

2 Callen Street, Coolom Beach
 PO Box 63, Coolom, Q. 4573
 Phone: (07) 5446 2402
 Fax: (07) 5446 3804

Cadastral – Engineering – Construction
 Town Planning – Mining – GPS

CLIENT

PROJECT

DESCRIPTION

*Draft Fill plan
 for Stage 1*

HEIGHT DATUM	SCALE	SURVEYED	DRAWN	DATE
FIELD BOOK	CIVILCAD FILE	AUTOCAD FILE		
LOCAL AUTHORITY	PARRISH	COUNTY		
DRAWING				

Resolution:

Moved Cr CD Dalton, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

7.3.6 P&LM - 1250329 - Requesting that plumbing fees be reduced in order to complete New Kindergarten Building for Kindergarten at 90-92 First Avenue (5 North Street) Kingaroy

Summary

Key Point Summary

- Council received a written request for a reduction in plumbing fees from the Kingaroy Kindergarten Association Incorporated;
- The association paid the following fees:
 - Plumbing Assessment & Inspections – \$1,130.00
- The association meet the requirements of Council's policy for the reduction in fees; and
- Recommended that with the exception of \$160.00 inspection fee all other plumbing fees are waived.

Officer's Recommendation

That Council approve a refund of \$970 in respect of plumbing fees for the proposed new kindergarten addition at 90-92 First Avenue, Kingaroy having regard to the community nature of the proposed development.

Resolution:

Moved Cr CD Dalton, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

PROCEDURE:

Motion:

Moved Cr DP Tessmann, seconded Cr CD Dalton.

That the following matter be taken from the table and considered.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

7.3.7 P&LM - 1239262 - St John's Lutheran Primary School - Advising Council that St John's Lutheran Primary School is interested in persuing a co-application with Council to purchase land adjacent to the School at Lot 69 RP221281

Summary

Key Point Summary

- St John's Lutheran Primary School made a written request to Council seeking assistance in purchasing 94 Ivy Street (Lot 69 on RP221281) which is Crown Land and owned by the Queensland Government
- The subject site is currently a Reserve for Parks and Recreation being owned by the Queensland Government and managed on their behalf by Council
- The subject site is included within the Parks & Open Space Zone under the Kingaroy Shire IPA Planning Scheme
- St John's Lutheran Primary School seeks written support from Council to DEHP which will assist the application by the School to DEHP

Officer's Recommendation

That Council provide a letter to the Department of Environment and Heritage Protection (DEHP) in support of the request by St John's Lutheran Primary School to purchase 94 Ivy Street (Lot 69 on RP221281) from the Queensland Government.

Resolution:

Moved Cr CD Dalton, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

Cr KA Duff addressed council with NRM, Parks and Environment portfolio report.
Cr CD Dalton addressed council with Planning, Land Management and Waste portfolio report.

ADJOURNMENT:

Motion:

Moved Cr DJ Palmer, seconded Cr KA Duff.

That the meeting adjourn for twenty (20) minutes.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

CITIZENSHIP CEREMONY

During the adjournment a citizenship ceremony was held for Mr Peter Franz and Mrs Geertje Brussee.

RESUMPTION:

Motion:

Moved Cr BL Green, seconded Cr KA Duff.

That the meeting resume at 10.48am with attendance as previous to the adjournment

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

8. Community & Economic Development

8.1 Community & Cultural Services

8.1.1 C&CS - 1288019 - Healthy Communities Committee Minutes 21 June 2012

Document Information

IR No 1288019

Author Executive Services Officer

**Endorsed
By General manager Community and Economic Development**

Date 2 July 2012

Précis

Minutes of the Healthy Communities Committee

Summary

Providing a copy of the minutes from the Healthy Communities Committee meeting held in Kingaroy on Thursday 21 June 2012

Officer's Recommendation

That Council endorse the minutes and recommendations of the Healthy Communities Committee meeting held on 21 June 2012.



South Burnett
Regional Council

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Healthy Communities Committee

Meeting Minutes

MEETING DATE:	Thursday 21 June 2012	TIME:	2:00pm
VENUE:	Council Chambers, Glendon Street, Kingaroy		
ATTENDEES:	Nicole Connolly (TPS); Caitlin Isaac (RHealth); Eleanor Sharpe (SBRC); Berneice Hilly (RHealth); Nicole O'Brien (BIEDO); Prue Leng (BIEDO); Kerry Oldfield (SBRC); Damien Tessmann; Elaine Thompson, Brett Reeve		
APOLOGIES:	Karen Baron (Rotary); Elizabeth Handley (Health); Louise Judge (SBCN); Carolyn Knudsen (SBRC); Lydia Gunston (TPS); Greg Griffith (SBRC); Janine Pay (Sport & Rec Officer (SRO)); Cr Keith Campbell (SBRC); Michael Eadie (PCYC); Sheryl Ludke (Community Health); Nina Temperton (SBCTC); Louise Gray (CTC); Colleen Gunn (GGG); Prue Bauer (CTC Youth); Sue Crossley		

Business for Discussion

Confirmation of Previous Meeting Minutes

Minutes of meeting held 17 May 2012.

Moved Nicole Connolly seconded Caitlin Isaac

That minutes of the previous meeting be adopted.

Carried 9/0

Cr Damien Tessmann advised the committee that the recommendation in the previous minutes for Council to contribute \$2000 toward the Seeds of Hope project was adopted.

Berneice arrived at meeting just after confirmation of previous minutes.

1. Change start times for meetings

Janine Pay requested that future meetings start earlier due to it getting darker earlier with Winter.

All agreed that this would allow people from outside the region to attend on a more regular basis.

Recommendation

That the Healthy Communities Committee meetings start at 1:00pm and finish at 3:00pm as of July 2012.

Moved Prue Leng seconded Berneice Hilly

Carried 10/0

2. Update from the Healthy Communities Officer Kerry Oldfield

- Kerry advised the committee that she now had promotional gifts available – used for people that get involved with the programs she is running e.g. Learn to Swim programs in Kingaroy and Nanango. Should anyone want to use any for their programs/events give Kerry a call.
- Community Garden working bee will be held on Saturday 23 June 2012.



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Healthy Communities Committee

- Heart Move and Lift for Life programs are starting. Lynelle Siler will be starting programs in Durong – 10-15 people per program. Lynelle will hold one (1) session per week for Heart Move program and two (2) sessions per week for Lift for Life program starting from 9 July 2012. Other providers should be up and running by next term. Kerry has also received interest in the program from Proston.
 - Pool programs in Nanango and Kingaroy are now completed. Participants from the completed pool programs are now eligible to go into the Membership Subsidies Program. Council will cover 50% of a 10 visit pass which will enable participants to use the pool and get more swimming lessons if they want. This subsidy will mean approximately \$50 off their 10 visit pass.
 - Sue from CTC will be having a stall at the Nanango Markets in July, she will be calling it 'Ask Me Day' so if you want anything on the stall let Kerry know and she will pass it onto Sue.
 - Eleanor spoke with Michael Hunter and he has advised that the hall hire fees will be reduced for groups running programs that benefit the community e.g. the halls will be hired out at the community meeting rate rather than the full commercial rate.
 - Good Food Choices – Kerry and Bemeice met with the Mayor and Craig Patch, a letter has been drafted to send out to food businesses in the South Burnett. All participating businesses will have to have their proposed menu's put through a nutrition database at the hospital before being approved for the program. Everything is on hold for now until 1 July to see if Bemeice's position will be extended.
3. **Healthy Communities Website** (Standing Item)
- Nicole O'Brien and Kerry have met and discussed the design and content of the website, ongoing.
4. **Active South Burnett Activities** (Standing Item)
- Jasmine has resigned; her job has been split into two (2) positions 1. Kingaroy/North (Fraser Coast) and 2. Kingaroy/South.
 - Positions in Health and Sport and Rec are being reviewed so are in limbo at the moment until it is known if funding is going to be renewed. Eleanor acknowledged and thanked all of the organisations on the committee RHealth, Darling Downs Public Health and Sport and Recreation
 - Active South Burnett meetings will be held by-monthly, next meeting will be held in August.
 - Reading Bug – Berneice advised that they are meeting fortnightly and have received funding of \$3000 from the Healthy Communities Committee. Also an application has been submitted to Council for funding through the Disaster Recovery Program.

It has been proposed to hold a Reading Bug stall at the Nanango Markets each month. At the stall there will be the Reading Bug egg. Children will be encouraged to come and read to the egg and will receive a sticker, once they have four (4) stickers they can then go to their local library and receive a free book.

There was a suggestion that the egg could be found at Tarong in October. This will need to be confirmed and workplace health and safety issues address. The egg will arrive in Nanango on 19 October 2012 at the Nanango markets and the egg will formally hatch at the markets in February.



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Healthy Communities Committee

General Business

Lydia Gunston has resigned from the Health Communities Committee.

COAG – On Wednesday 20 June Council was briefed on the Healthy Communities funding. The funding was originally over two (2) years and has been extended by the Federal government to three (3) years. Kerry Oldfield will be extended for a further 12 months. Kerry has been working on adjusting the budget and program timing. There will be some suggested cutbacks on memberships from \$50,000 to \$26,500, Heart Foundation \$10,000 to \$6,500, Active Parks Come and Try programs \$20,500 to \$19,500, Active and Healthy Families programs \$47,000 to \$28,700, Food Outlet incentives \$15,000 to \$10,000 and Community Garden \$25,000 to \$10,500.

Recommendation

That Council continue with the program over a three (3) year period and endorse the Deed of Variation.

Moved Caitlin Isaac seconded Elaine Thompson

Carried 10/0

Updates from Members

- Caitlin is winding up the Lighten Up programs in four (4) towns; she is hoping to start up a program in Wondai soon.
- Berneice with TAFE and Chef Jason Ford have done three (3) diabetes cookery courses so far this year which have been very successful.
- Berneice advised that the Grow and Eat workshops and the Community Kitchen programs have been very successful.
- Stanwell will be holding a free healthy breakfast for R U OK day on 13 September and have requested a \$1,500 contribution from the Health Communities Committee.

Recommendation

That the Healthy Communities Committee recommends to Council that it contributes \$1,500 towards the free healthy breakfast for R U OK day on 13 September 2012.

Moved Nicole Connolly seconded Berneice Hilly

Carried 10/0

- October Mental Health month – if you have any events in October that can link in with this talk to Nicole Connolly.
- Nicole advised that there will be an 'Everyone's Environment Grant' available through Federal government in July. The grants are between \$2,000 & \$100,000 over three (3) years.
- Eleanor and Janine are on the Wide bay Burnett Regional Sport and Recreation committee which meets every two (2) months Eleanor advised that there will be a sub-committee discussing opportunities that may be available to host training teams for the upcoming Commonwealth games.



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Healthy Communities Committee

- International Men's Day on 19 November - Brett wants to try and tie this in with other Healthy Communities programs/events

Meeting closed: 3:10 pm

Next meeting – Thursday 19 July 2012, 1:00-3:00pm, Council Chambers, Glendon Street, Kingaroy

Resolution:

Moved Cr DP Tessmann, seconded Cr DJ Palmer.

That Council endorse the minutes and recommendations of the Healthy Communities Committee meeting held on 21 June 2012.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

8.1.2 C&CS - 1292935 - Minutes of the Arts Culture & Heritage Management Advisory Committee Meeting held on 10 July 2012.

Summary

Providing a copy of the Minutes of the Arts, Culture and Heritage Management Advisory Committee Meeting held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Tuesday, 10 July 2012.

Officer's Recommendation

That Council endorse the minutes and recommendations of the Arts, Culture and Heritage Management Advisory Committee held on Tuesday, 10 July 2012.



SOUTH BURNETT
REGIONAL COUNCIL

Minutes

Of the

Arts Culture & Heritage Committee

Held in the Kingaroy Town Common Hall, Kingaroy

on 10 July 2012

Commencing at 9.00 a.m.

General Manager Community & Economic Development: Eleanor Sharpe



Regional Arts Development Fund Committee Minutes

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2.4	Budget Review.....	1
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2.5	Outcome Reports.....	2
3.	GENERAL SECTION	3
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Arts Culture & Heritage Committee – MINUTES – 10 JULY 2012

Minutes of the meeting of the Arts Culture & Heritage Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Tuesday, 10 July 2012 at 9.00 a.m.

Present

Cr Cheryl Dalton, Rosie Schmidt, Michael Hunter, Peter Peacey, Robyn Dower, Elizabeth Schneidewin, Susan McBride, Julia Shaw and Ted Wall

Meeting opened at .00 a.m.

1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

1.1 RADF Committee Meeting Minutes

That the minutes of the previous meeting held on Tuesday, 12 June 2012 as recorded be confirmed.

Resolution: That the minutes of the previous Committee Meeting held on Tuzesday, 12 June 2012 as record be confirmed.

Moved: Ted Wall

Seconded: Liz Schneidewin

Carried: 7/0

2. AGENDA ITEMS

2.1 Welcome

Cr Dalton welcomed the committee members to the meeting.

2.2 Apologies

Cr Debra Palmer, Council's Manager Community & Cultural Services, Carolyn Knudsen and Elaine Madill.

2.3 Correspondence

- Sponsorship for 2013 / Tractor Factor – National Film & Archive – Big Screen
Michael Hunter advised that National Film & Archive have requested an increased contribution from Council for Big Screen Filmfest 2013. National Film & Sound Archive have offered their services free of charge to copy a compilation of their archive footage titled 'Tractor Factor' to be used in conjunction with Tractor Tattoo 2012.

2.4 Budget Review

Update on the 2012/2013 Budget.

Cr Dalton advised the committee that Council have not yet received any confirmation of Council's 2012-2013 Bid from Arts Queensland. Cr Dalton asked that once Council has received confirmation from Arts Queensland and Council adoption of the 2012/2013 ACH budget, that the Committee members be advised via email.

2.5 Round One Applications for the 2012/2013 Year (4 June to 2 July)

Council has received four (4) applications for Round One with a total amount requested of \$14,295 (ex GST).

Robyn Dower declared an interest in the next application and left the meeting at 9.30am

Applicant: Wondai Regional Art Gallery

Description of Workshop: The Jigsaw

Cost: \$560.00

Arts Culture & Heritage Committee – MINUTES – 10 JULY 2012

Resolution: ***That this application be approved subject to the following conditions and approval of the Council and Arts Queensland Budget:***

- One additional letter of support to be provided from an independent group/individual.
- A revised Budget to be submitted.
- A minimum 80% participation from SBR residents.
- To include advertising to the wider community
- To provide dates of workshop/event to enable placement of details on Council's website
- This

Moved: Susan McBride

Seconded: Julia Shaw

Carried 6/0

Robyn Dower returned to the meeting at 9.52am

Applicant: Deborah Lees

Description of Workshop: "The People of Wondai"

Cost: \$10,900

Resolution: ***The Committee believes this is an interesting concept, however this application is not approved as it does not meet the RADF Guidelines.***

Moved: Susan McBride

Seconded: Liz Schneidewin

Carried 7/0

Julia Shaw declared an interest in the following two (2) applications and left the meeting at 10.03am

Applicant: Nanango Art Society

Description of Workshop: Community Craft Workshop

Cost: \$325.00

Resolution: ***This application is not approved as it does not meet the RADF Guidelines.***

Moved: Ted Wall

Seconded: Peter Peacey

Carried 6/0

Applicant: Anna Hardy

Description of Workshop: Artist in Residence – "Winds of Change Art Gallery"

Cost: \$2,510.00

Resolution: ***This application is not approved as it does not meet the RADF Guidelines.***

Moved: Robyn Dower

Seconded: Peter Peacey

Carried 6/0

Julia Shaw returned to the meeting at 10.25am

Elaine Madill joined the meeting at 10.28am

2.5 Outcome Reports

An Outcome Report was received by the following group:

Arts Culture & Heritage Committee – MINUTES – 10 JULY 2012

1. Friends of Cultcha Inc – Our Queensland – Our Bloomin’ Beautiful Blackbutt Art Workshop for \$1,200.00.

Resolution: That the Outcome report be accepted.

Moved: Robyn Dower

Seconded: Julia Shaw

Carried 8/0

3. GENERAL SECTION

3.1 Other Business

- 2012/2013 Round Dates

Resolution: That Council set the next round dates.

Moved: Susan McBride

Seconded: Ted Wall

Carried 8/0

The next Arts Culture & Heritage Meeting is to be held on Tuesday 4 September 2012 starting at 9.00 am at the Council Chambers in Kingaroy.

Meeting closed at 10.45am

Resolution:

Moved Cr CD Dalton, seconded Cr DJ Palmer.

That Council endorse the minutes and recommendations of the Arts, Culture and Heritage Management Advisory Committee held on Tuesday 10 July 2012.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

8.2 Economic Development & Property Management

8.2.1 ED&PM - 1292872 - Wondai Aerodrome Leases

Summary

Expressions of interest (EOI) were called in April 2012 for licenses to occupy hangar and terminal space/structures at both the Wondai and Kingaroy Aerodromes. This report deals with the EOI's for the Wondai Aerodrome and makes recommendations on which groups to enter into negotiations for licenses to occupy. The call for EOI's followed a number of meetings, discussions and correspondence whereby agreement could not be reached between users for all user groups to work together to manage the Wondai Aerodrome.

Officer's Recommendation

That Council delegate authority to the Chief Executive Officer to negotiate suitable licenses to occupy with:

- the Burnett Flyers Inc for an area of land capable of erecting a hanger and to conduct their Club's activities;
- the South East Queensland Gyroplane Club for an area of land on which to build a hanger with access to the existing tarmac;
- the Barambah Aero Club for the terminal building meeting room with conditions to include appropriate access to the room by all approved aerodrome users or activities;
- owners of existing building structures, once ownership can be established.

Resolution:

Moved Cr DP Tessmann, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

Cr DP Tessmann addressed council with Economic Development and Community & Cultural Services portfolio report.

9. Infrastructure

9.1 Operations

9.1.1 O - 1295620 - Naming of Unnamed Road Proston

Summary

Correspondence has been received requesting that an unnamed road to the east of Proston township be named. Investigations revealed that the road appears never to have been named and there are only structures located on one of the parcels fronting the road.

Naming of the road is possible and recommended in this report.

Officer's Recommendation

That Council name the road to the east of, and intersecting with Middle Road, Proston and traversing between Portion 2 BO553 and Lot 28 RP66780, Lot 2 SP23790 and various lots on RP66780 and Lot 1 SP237290 and Lot 14 RP66780, Two Twelve Street.

Resolution:

Moved Cr KA Duff, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

Cr DW Kratzmann addressed council with Governance and Roads portfolio report.
Cr BL Green addressed council with Water and Wastewater portfolio report.

Resolution:

Moved Cr BL Green, seconded Cr DJ Palmer.

That Council commend Matt Wyvill, Cameron Ansell and Adam Brand on their endeavours in persuing their Associate Diplomas in engineering studies.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

General Manager G Wall presented Finance and Information Services portfolio report to council on behalf of Cr KM Campbell.

9.2 Water & Wastewater

Nil.

9.3 Technical Services

Nil.

10. Finance & Information Services

10.1 Information Services

Nil.

10.2 Financial Operations & Planning

Nil.

11. Executive Services

11.1 Executive

Nil.

11.2 Human Resources

Nil.

11.3 Corporate Governance

11.3.1 CG - 1292851 - Portfolio Representation Policy

Summary

Council has adopted a portfolio system where each Councillor has been assigned as a portfolio representative for a specific portfolio.

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives.

The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*. The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

Officer's Recommendation

That the Portfolio Representative Policy be adopted.



Portfolio Representative Policy

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1. POLICY OBJECTIVES

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives.

2. BACKGROUND AND/OR PRINCIPLES

Council has adopted a portfolio system where each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolios are as follows:

- Finance and Information Services Portfolio
- Community & Cultural Services Portfolio
- Economic Development Portfolio
- Roads Portfolio
- Water & Wastewater Portfolio
- Planning & Land Management and Waste Portfolio
- NRM, Parks and Environment Portfolio
- Governance Portfolio

Portfolios and Councillor representation may be reviewed as Council deems appropriate.

3. GENERAL INFORMATION

The Mayor acts as media spokesperson for the whole of Council and is therefore Council's primary media representative. However, where appropriate the Portfolio Representative may also act as Council media representatives, working closely with the Chief Executive Officer and/or relevant General Manager or Manager to formulate appropriate media approaches and responses. In this capacity Councillors are expected to be available where possible for media engagements.

The Portfolio Councillor is the portfolio spokesperson in the Ordinary Council Meetings for those agenda items falling within their allocated portfolio.

4. POLICY STATEMENT

While Council has adopted this portfolio system, the system does not diminish a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*, and the requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the *Local Government Act 2009*.

Councillor responsibilities associated with their portfolio are:

1. To be familiar with the vision for the activities that form the Councillor's portfolio as set out in the Community Plan, as adopted by Council.
2. To be familiar with the Corporate Plan, in particular the goals and strategies for the activities that the Councillor's portfolio is responsible for delivering.
3. To be familiar with the annual Operational Plan and the annual Budget for income and expenditure for the activities that form the Councillor's portfolio.
4. To have a sound understanding within the portfolio area of the capital projects being undertaken including the progress of actual annual capital expenditure against annual capital budget (year to date).
5. To be the Council's spokesperson for the portfolio area in the media, explaining Council's adopted position on issues affecting the portfolio. In this context it is not expected that the portfolio Councillor will be the technical expert but the portfolio Councillor is expected to understand and be able to explain the strategic context of issues and their impact on the achievement of the Council's adopted plans and the community.
6. To be the Portfolio spokesperson at Council meetings. Councillors may provide a full brief to Council on matters in relation to their portfolio. Alternatively they may provide an introduction or an overview of the matter then hand over to the General Manager.
7. To conduct further research as necessary including engaging with the community and requesting further information from Council Officers in accordance with Council's Advice Guidelines.
8. To liaise and communicate with the relevant General Manager, and where appropriate Managers, on a monthly basis to keep themselves abreast of and to give Council's perspective with regard to strategic issues including future planning, strategic options, current progress in completing the Operational Plan, budgetary issues and progress with major strategic projects.
9. To represent the Council as per the Council's councillor appointment's to external committees and community forums.
10. To keep the Mayor abreast of issues within the Councillor's portfolio.
11. To keep other Councillors informed regarding matters that may affect their divisional area.

12. To keep Portfolio Councillors informed on significant matters that may affect their particular portfolio area.

The responsibilities of a Portfolio Councillor **do not** include the following:

- Involvement in operational matters;
- Giving directions to staff;
- Committing Council funds or promise to fund or resource any project or matter;
- Making strategic or policy decisions on behalf of Council; or
- Portraying personal views when representing or speaking on behalf of Council.

The portfolios are focused at a strategic level of Council policy.

The policy is not intended to detract from any Councillor's responsibility to represent their constituents on day to day issues.

The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to the strategic issue at hand.

The policy is to facilitate broader engagement between the community and Council however it does not form the basis to create or operate de facto committees.

5. SCOPE

This policy applies to the Mayor and Councillors of the South Burnett Regional Council.

6. LEGISLATIVE AUTHORITY

Not Applicable

7. ASSOCIATED POLICY PROCEDURES

Advice Guidelines

8. DEFINITIONS

Not Applicable

9. RELATED POLICIES

Councillor Code of Conduct
Employee Code of Conduct

10. DATE REVIEWED

This policy was developed in June 2012 following the adoption of Councillor Portfolios at the Post Election Meeting of 16 May 2012.

11. NEXT REVIEW

This policy is to be reviewed after the quadrennial elections in 2016.

Page 3 of 3

Resolution:

Moved Cr CD Dalton, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

11.4 Strategic Projects & Grants

Nil.

12. Information Section

12.1 IS - 1278320 - Reports for the Information of Council

Summary

Workplace Health & Safety Report
Delegated Authority Report
List of Correspondence Pending Completion of Assessment Report

Officer's Recommendation

That the reports be received.

Resolution:

Moved Cr KA Duff, seconded Cr CD Dalton.

That the report be received.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr KM Campbell*

13. General Section

Nil.

14. Confidential Section

Nil.

There being no further business the meeting was declared closed at 11.40am.

Confirmed before me this day of2012

..... **MAYOR**