



LATE ITEMS BUSINESS PAPER

General Meeting

Wednesday 13 July 2016

Roma Administration Centre

NOTICE OF MEETING

Date: 13 July 2016

Mayor:

Councillor T D Golder

Deputy Mayor:
Councillors:

Councillor J L Chambers
Councillor R Bryant
Councillor N H Chandler
Councillor P J Flynn
Councillor C J O'Neil
Councillor G B McMullen
Councillor D J Schefe
Councillor J M Stanford

Chief Executive Officer:

Ms Julie Reitano

Senior Management:

Mr Cameron Castles (Director Infrastructure Services)
Mr Rob Hayward (Director Development, Facilities &
Environmental Services)
Ms Sharon Frank (Director Corporate, Community & Commercial
Services)

Officers:

Ms Jane Frith (Coordinator Corporate Communications)

Please find attached agenda for the **General Meeting** to be held at the Roma Administration Centre on **July 13, 2016 at 9.00AM.**

Julie Reitano
Chief Executive Officer

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COUNCILLOR REPORT

Meeting: General 13 July 2016

Date: 12 July 2016

Item Number: L.1

File Number: D16/59627

SUBJECT HEADING: Level of Assessment for Tourist Parks in Draft Maranoa Planning Scheme

Classification: Open Access

Author & Councillor's Title: Cr Tyson Golder

Executive Summary:

While Council is in the process of preparing a new planning scheme for the region, it is an appropriate time to consider the levels of assessment that should apply to development.

The level of assessment applicable to the development of a "Tourist park" has been identified as being of particular interest.

Councillor's Recommendation:

That Council support an amendment to the draft Maranoa Planning Scheme to lower the level of assessment for "Tourist park" in the Open Space and Recreation Zone from Impact assessment to:

- (a) Code assessment where the development provides a maximum of 10 accommodation sites; or
- (b) Impact assessment where the development provides in excess of 10 accommodation sites.

Background:

The establishment of tourist accommodation in the form of caravan parks particularly in, and in proximity to Roma, has recently been a subject of interest to Councillors and members of the community. While Council is in the process of preparing a new planning scheme for the region, it is an appropriate time to consider the level of assessment that should apply to this type of development.

Town planning definition

Both the current Roma Town Planning Scheme and Bungil Planning Scheme define a "Caravan park" as:

'any premises used for the parking and/or siting of caravans and/or relocatable homes for the purpose of providing accommodation. The term includes the use of camping areas and cabins for short term accommodation where such camping areas and cabins are ancillary to the caravan park use. The term also includes any manager's office and residence, any amenity buildings and recreation and entertainment facilities which cater exclusively for the occupants of the caravan park.'

The draft Maranoa Planning Scheme has been prepared in accordance with the Queensland Planning Provisions and uses a standard suite of definitions that are used in planning schemes throughout the State. The draft planning scheme defines the use of land for a camping ground, caravan park and holiday cabins as a “**Tourist Park**”:

“Premises used to provide for accommodation in caravans, self-contained cabins, tents and similar structures for the public for short term holiday purposes. The use may include, where ancillary, a manager’s residence and office, kiosk, amenity buildings, food and drink outlet, or the provision of recreation facilities for the use of occupants of the tourist park and their visitors, and accommodation for staff.”

The use **does not** include:

Relocatable home park, tourist attraction, short-term accommodation, non-resident workforce accommodation.

Note: the above listed uses are separately defined within the planning scheme.

Level of assessment for a Caravan park/Tourist park

Under both the Roma Town Planning Scheme and the Bungil Planning Scheme a development approval for a Material change of use is required to operate a Caravan park in any zone. The level of assessment for a Caravan park in the areas regulated by these planning schemes, is Impact.

The draft Maranoa Planning Scheme proposes to lower the level of assessment for Caravan parks/Tourist parks within certain zones that are considered appropriate for this type of development to operate.

The proposed levels of assessment for a Tourist park are as follows:

Zone	Proposed Level of Assessment
Rural	Code*
Rural Residential	Code* if on allotments of 10ha or greater Impact if on allotments below 10ha in area
Residential Living (Roma, Injune, Mitchell, Surat, Wallumbilla, Yuleba)	Impact
Township (Amby, Jackson, Muckadilla, and Mungallala)	Code*
Principal Centre (Commercial - Roma)	Impact
Major Centre (Commercial - Injune, Mitchell and Surat)	Code*
District Centre	Impact

(Commercial – Wallumbilla, Yuleba)

Industrial **Impact**

Community Facilities **Impact**

Open Space and Recreation **Impact**

*if no part of the lot is within a Defined Flood Event area on any relevant Regulatory Map, otherwise Impact assessable.

Determining an appropriate level of assessment

Development types that Council wishes to have some level of control over are most commonly categorized into the following levels of assessment:

Impact Assessment

Impact assessment is the highest level of development assessment and is generally reserved for land uses that have the potential to result in greater impacts or impacts that are largely unknown at the time the application is submitted. Impact assessment may apply to land uses that are not compatible with the land zoning and that Council wishes to discourage in particular areas. Development that is subject to impact assessment requires a greater level of regulation than code and self-assessable development and involves a more rigorous assessment process. Development that is impact assessable requires public notification and may be subject to appeals by third parties. In Maranoa, Impact assessable applications are determined at a General Council Meeting.

Code Assessment

Code assessment generally applies to development that has low impacts that can be regulated by the planning scheme codes. Code assessable development cannot be assessed entirely against quantifiable criteria and requires some discretion when assessing the application. Applications that are code assessable do not require public notification and can be assessed relatively quickly. Code assessable applications are usually determined by officer delegation and do not get considered at a General Council Meeting.

Self-assessment

Self-assessable development is low impact and generally small in scale. It does not involve any technical issues that could require a level of professional expertise to assess. It is development that is identified by Council as not needing a development permit but must still comply with certain requirements. The development proponent is required to assess the proposal against the acceptable outcomes contained in the relevant planning scheme codes. Where compliance with the acceptable outcomes cannot be achieved a code assessable application is triggered.

Amending the levels of development assessment

With the draft planning scheme yet to have gone on public notification it is an appropriate time for Maranoa Council to reconsider the levels of assessment that should apply to a “**Tourist park**”. In particular, Council may wish to consider lowering the level of assessment that applies within the *Open Space and Recreation Zone* and the *Rural Zone*.

Open space and recreation zone

The purpose of the recreation and open space zone code is to provide for a range of sporting, recreation, leisure, cultural and educational activities. It may provide for local, district and regional scale parks that serve the recreation needs of residents and visitors and may include areas for conservation of natural values.

Areas such as parks, playing fields and playgrounds are generally accessible to the public. However, access may be limited in certain areas and at certain times. Where required to meet community needs, development may include structures such as shelters, amenity facilities, picnic tables, clubhouses, gymnasiums, swimming pools, tennis courts and other infrastructure to support recreational or sporting activities.

Rural Zone

The purpose of the rural zone code is to:

- *provide for rural uses including cropping, intensive horticulture, intensive animal industries, animal husbandry, animal keeping and other primary production activities;*
- *provide opportunities for non-rural uses that are compatible with agriculture, the environmental features, and landscape character of the rural area where the uses do not compromise the long-term use of the land for rural purposes;*
- *protect or manage significant natural resources and processes to maintain the capacity for primary production.*

Options for amending the level of assessment for Tourist park

The level of assessment for a particular development type can vary depending on the scale and likely impact of an activity.

For example, a Tourist park providing up to 10 caravan/camp sites may be self-assessable, whereas a development providing greater than 10 caravan/camp sites may be subject to code assessment.

Development that is code or self-assessable should be compatible with, and have the potential to enhance other uses that are common within the relevant zone.

While the accommodation provided in a Bed and Breakfast is typically contained within the principal residence as opposed to vacant sites where visitors establish their own temporary accommodation in a Tourist park, the impacts of both uses could be

comparable when on a small scale. A Bed and Breakfast (also termed “Farmstay”, “Host home accommodation” or “Short-term accommodation”) is self-assessable in the Rural Zone under both the existing Bungil Planning Scheme and the draft Maranoa Planning Scheme. Given the similarities between the two uses and that they have the potential to enhance and support certain rural activities, it is reasonable to consider lowering the level of assessment for a small scale Tourist Park in the Rural Zone.

Similarly, camping and caravanning is also compatible with a range of activities undertaken in the Open Space and Recreation Zone. Bassett Park and the Wallumbilla Show Grounds are examples of open space and recreation areas within the Maranoa that have facilitated camping and caravanning for many years.

Examples of how lower levels of assessment may be applied, are detailed in the table below:

Level of assessment	Criteria
Self	<p>Need to consider parameters to manage the scale and operation and avoid adverse impacts on surrounding land uses.</p> <p>E.g.</p> <ul style="list-style-type: none"> • if on allotments exceeding a certain size • if limited to [XX] no. of caravan/camp sites • if on allotments located adjacent to a State-controlled road. <p>If self-assessable, Council may not have the opportunity to assess private developments.</p>
Code	<p>Subject to compliance with certain criteria, otherwise Impact.</p> <p>E.g.</p> <ul style="list-style-type: none"> • if on allotments exceeding a certain size • if limited to [XX] no. of caravan/camp sites (e.g. a maximum of 10 sites)
Code	<p>All – will enable Council to assess privately operated open space and recreation uses within the zone.</p>

Requirements for Tourist park in draft Maranoa Planning Scheme

The specific requirements for a Tourist park in the draft Maranoa Planning Scheme are contained in **Attachment 1**. These requirements apply in addition to the general requirements that are applicable to all development types, such as water supply, electricity, road access etc.

Development that is self-assessable must comply with all of the acceptable outcomes of the relevant planning scheme codes (i.e. the requirements listed in the right hand column of the code tables). If a development proposal does not comply with all of the applicable acceptable outcomes, it becomes Code assessable and an application to Council is required.

If Council decides to lower the level of assessment for a Tourist park, it may be necessary (particularly in the case of self-assessment) to amend the criteria in the planning scheme codes to maintain a level of control and ensure development does not result in any adverse impacts.

Consultation:

Director – Development, Facilities & Environmental Services
Manager – Planning & Building Development

Policy Implications:

A lower level of assessment for small scale Tourist parks indicates that Council supports this form of development in the Open Space and Recreation Zone. Development that conforms to the requirements for Code assessment (i.e. maximum of 10 accommodation sites) may be decided by officer delegation and will not be required to be determined by Council resolution.

Financial Resource Implications:

The application fees for Code assessable development are generally lower than the fees applicable to Impact assessable development. This is reflective of the workload involved in assessing each type of application.

Supporting Documentation:

1 Extract from Draft Maranoa Planning Scheme

D16/59624

Extract from Draft Maranoa Planning Scheme

EXTRACT - THE ACCOMMODATION ACTIVITIES CODE	
Performance outcomes	Acceptable outcomes
RELOCATABLE HOME PARK AND TOURIST PARK	
PLANNING	
Use, density and built form	
<p>PO 12 Scale and location Development is located on premises:</p> <ul style="list-style-type: none"> (a) within or in close proximity to an urban area; (b) with convenient access to infrastructure, services and facilities; and (c) with sufficient area to: <ul style="list-style-type: none"> (i) provide adequate boundary setbacks, open space, access, car parking and landscaping; and (ii) ensure a reasonable standard of amenity is provided for occupants of the premises and adjoining properties. 	<p>AO 12.1 A minimum allotment size of 4000 square metres is required to accommodate the use.</p> <p>For Tourist park:</p> <p>AO 12.2 Development is located is located on a major road and/or scenic route. Note – Major roads include State-controlled roads, Trunk collectors, Major collectors and Commercial streets.</p>
<p>PO 13 Density and site coverage The development provides suitable levels of buffering, amenity, privacy and recreation areas commensurate with the reasonable expectations of visitors and residents having regard to the nature of the accommodation use and the character of the locality.</p>	<p>AO 13.1 There is a maximum of one relocatable home, camping site, tourist or permanent accommodation unit for each 120 square metres of site area.</p> <p>AO 13.2 Where accommodation is provided in units or cabins, the combined building footprint of all buildings and roofed structures does not exceed 40% of the total site area.</p>
<p>PO 14 Separation Separation distances are provided to ensure a reasonable level of privacy for all residents and visitors of the <i>Relocatable home park or Tourist park</i>.</p>	<p>AO 14.1 Relocatable homes, camping sites, tourist and permanent accommodation buildings are sited such that no part of the structure is within 3.0 metres of any other relocatable home, camping site, tourist or permanent accommodation building.</p> <p>AO 14.2 No part of any relocatable home, camping site, tourist and/or permanent accommodation building is located within 2.0 metres of any internal vehicle movement area.</p>
Amenity	
<p>PO 15 General amenity Amenities and facilities are conveniently located for the day to day living and</p>	<p>AO 15.1 Toilet, laundry and ablution facilities are provided on the site for visitors and</p>

comfort of visitors and residents.	<p>residents.</p> <p>AO 15.2</p> <p>Where private facilities are not provided to each relocatable home, camping site, tourist and/or permanent accommodation building or the like, amenity buildings providing toilet, laundry or ablution facilities are to be located:</p> <ol style="list-style-type: none"> a) a maximum distance of 100 metres from any site; and b) no closer than 6.0 metres to any site.
<p>PO 16 Pedestrian Comfort</p> <p>Convenient access is provided for the comfort of people visiting and residing at the <i>Relocatable home park</i> or <i>Tourist park</i>.</p>	<p>AO 16.1</p> <p>Pedestrian footpaths are provided adjacent to the road frontage/s of the premises and connected to any existing footpaths at the frontage of adjoining premises, in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p> <p>Note – AO 16.1 does not apply to development located in the Rural residential zone or Rural zone, unless pedestrian footpaths exist at the frontage of adjoining premises.</p> <p>AO 16.2</p> <p>Internal footpaths are provided between all accommodation sites and associated services and facilities on the premises.</p> <p>Note - Internal footpaths may be accommodated within the internal vehicle carriageways.</p>
Landscaping, privacy and fencing	
<p>PO 17 Open space</p> <p>Open space is provided to meet the needs of visitors and residents for privacy, relaxation, entertainment, recreation and direct access to daylight and open air.</p>	<p>AO 17.1</p> <p>A minimum of 20% of the total site area, exclusive of landscaped setbacks, is provided for open space.</p> <p>AO 17.2</p> <p>Each relocatable home, camping site, tourist and/or permanent accommodation building or the like, is provided with private open space that has a minimum dimension of 2.5 metres by 2.5 metres.</p> <p>Note – Areas provided for private and communal open space do not include areas provided for clothes drying.</p>
<p>PO 18 Landscaping</p> <p>Street trees and landscaping at the site shall:</p> <ol style="list-style-type: none"> (a) contribute positively to the built form and the street; (b) be visually pleasing and create an attractive environment; (c) be located to take account of the direction of the breezes and sun; (d) be located to give privacy and buffering from or for any incompatible uses, (e) be located to avoid interference with electricity lines and other 	<p>AO 18.1</p> <p>Landscaping is to be provided with a minimum width of 1.5 metres along any boundary fronting a public road and 1.0 metre along side and rear boundaries.</p> <p>AO 18.2</p> <p>A minimum 2.0 metre wide vegetated buffer is provided to any vehicle movement and parking area that adjoins a boundary shared with an accommodation activity.</p> <p>AO 18.3</p> <p>Relocatable home sites, cabins, tent sites and the like are clearly delineated and</p>

<p>infrastructure; and (f) maintain sight lines at intersections for traffic.</p>	<p>separated from adjoining sites by trees and/or shrubs. AO 18.4 Mature street trees are planted at the site frontage/s in accordance with SC6.2 <i>Planning scheme policy – Landscaping.</i></p>
<p>PO 19 Fencing Fencing is provided to ensure privacy and amenity for visitors and residents of the development and adjoining premises.</p>	<p>AO 19.1 Fencing is provided along all side and rear boundaries of the site. AO 19.2 The constructed fence is to consist of a 1.8 metre high solid structure.</p>
Avoiding nuisance	
<p>PO 20 Refuse storage Refuse storage and collection facilities are located in areas that:</p> <ul style="list-style-type: none"> (a) retain reasonable standards of amenity for occupants of the premises and adjoining properties; (b) are not visually obtrusive from the street; and (c) provide convenient access for service vehicles. 	<p>AO 20.1 Refuse storage areas are located a minimum distance of 50 metres from any relocatable home, camping site, tourist or permanent accommodation building. For Tourist park: AO 20.2 A central refuse storage area is provided for a bulk refuse container/s per every 40 accommodation sites or part thereof within the development and is serviced by a licensed contractor. AO 20.3 Central refuse storage areas are enclosed on a minimum of three sides with a screen wall extending 0.2 metres above the height of all refuse containers and screened by dense planting. For Relocatable home park: AO 20.4 Refuse containers are provided for every relocatable home site.</p>
ENGINEERING	
Access, parking and manoeuvring	
<p>PO 21 Parking and manoeuvring The design and management of internal vehicle access, parking and manoeuvring areas facilitates the safe and convenient use of the <i>Relocatable home park</i> or <i>Tourist park</i>.</p>	<p>AO 21.1 Internal vehicle access and manoeuvring areas are provided to enable service and emergency vehicles to access each accommodation site and connect sites with amenities, recreational open space and external roads. AO 21.2 Internal vehicle movement areas:</p> <ul style="list-style-type: none"> (a) have a carriageway width of no less than 6.0 metres for two way traffic and not less than 4.0 metres for one way traffic; (b) are constructed with a sealed pavement surface the width of the carriage way; (c) incorporate signposts/markings to

	<p>indicate single direction vehicle movements;</p> <ul style="list-style-type: none">(d) are designed and signposted to discourage vehicle speeds in excess of 15 kilometres per hour;(e) provide a loop circulation system with cul-de-sacs avoided or minimised; and(f) incorporate turning bays to enable conventional service vehicles to reverse direction with a maximum of two movements where cul-de-sacs are provided. <p>AO 21.3 No relocatable home site has direct access to a public road.</p>
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OFFICER REPORT

Meeting: General 13 July 2016

Date: 12 July 2016

Item Number: L.2

File Number: D16/59739

SUBJECT HEADING: Consideration of Elected Member Attendance at Conferences

Classification: Open Access

Name of Applicant:

Location:

Author & Officer's Title: Kelly Rogers, Coordinator - Elected Members & Community Engagement

Executive Summary:

The report seeks formalisation of Elected Member attendance at an upcoming conference as part of advocacy activities and/or enhancing strategy and policy development for Maranoa Regional Council.

Officer's Recommendation:

That Council endorse the attendance of the Mayor & Manager – Economic & Community Development at the TSBE AccessChina Tour on 23 – 28 October 2016 in China.

Body of Report:

TSBE AccessChina Tour

This business trip, hosted by Toowoomba and Surat Basin Enterprise (TSBE), offers member Mayors an opportunity to meet with over 200 business leaders to investigate opportunities in the China market.

The five-day program focuses on activating opportunities in China for areas such as resources and manufacturing, education, training, financial services/investment facilitation, tourism and health.

Delegates will hear from world class speakers, build relationships with fellow delegates, and visit a range of key business sites.

The Mayor has indicated a keen interest in attending the upcoming event as portfolio Chair for Major Stakeholder Engagement, and in the interest of expanding business opportunities for our region.

The tour will be held on 23 – 28 July 2016 in China.

Consultation (internal/external):

Councillors of Maranoa Regional Council

Risk Assessment (Legal, Financial, Political etc.):

The Act requires that Councillors' attendance at conferences and deputations be permitted by the local government. Unauthorised Councillor attendance at conferences could compromise insurance entitlements should circumstances arise that lead to the submission of an insurance claim.

Policy Implications:

Councillor Expenses & Provision of Facilities Policy

Financial Resource Implications:

Delegate Package: Estimated at \$7,000 per person

Link to Corporate Plan:

Corporate Plan 2004-2019

Strategic Priority 1: Community Leadership & Accountability

1.7 Advocacy

1.7.2 Formal submissions

Supporting Documentation:

Nil.

Report authorised by:

Director - Corporate, Community & Commercial Services

OFFICER REPORT

Meeting: General 13 July 2016

Date: 13 July 2016

Item Number: L.3

File Number: D16/59747

SUBJECT HEADING: Minor Updates to the Corporate Plan

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:

As part of the budget deliberations each year, a review of new initiatives is undertaken, and a comparison made to the Corporate Plan. Where any minor changes are required, these are presented to Council ahead of the budget adoption process.

Officer's Recommendation:

That the schedule of amendments be included in the Corporate Plan 2014 – 2019.

Body of Report:

The following minor changes are requested:

Corporate Plan Key Action: 7.4.1 Economic development strategy *and partnerships*

Review and update the Maranoa Regional Economic Development Strategy (initially 2010-2015), *and develop strategic partnerships with economic development organisations to progress common interests (e.g. South West Regional Economic Development (SWRED), Downs and Surat Basin Alliance of Councils, Toowoomba & Surat Basin Enterprise (TSBE)).*

Corporate Plan Key Action (New): 5.6.10 Biosecurity

Develop a Biosecurity plan and embed new legislative requirements in Council's operations.

Corporate Plan Key Action (New): 5.6.11 Cluster Fencing (Advocate for, and administer funding on behalf of identified management groups).

Corporate Plan Key Action: 10.1.5 Employee *and supplier induction and refresher programs*

Review structure, resourcing, content and delivery of the employee *and supplier induction program*, ensuring that new employees *and suppliers/contractors* quickly become familiar with key Council policies and practices ('work ready'), and have a positive first impression of our organisation.

Corporate Plan Key Action: 2.3.1 Competitive local business *and My Maranoa Business initiative*

Through the My Maranoa Business initiative, explore and implement partnerships with competitive local business, develop standard criteria and weightings/points *to recognise local content and identify and implement other initiatives to promote and support local business.*

Consultation (internal/external):

The amendments flow from the development of the draft Strategic Management Projects which has been discussed with the Directors and Managers.

Risk Assessment (Legal, Financial, Political etc.):

Nil

Policy Implications:

The amendments, if accepted, will update Council's Corporate Plan 2014 – 2019.

Financial Resource Implications:

Nil

Link to Corporate Plan:

Corporate Plan 2014-2019

Strategic Priority 10: Organisational Management

10.1 Organisational Culture

10.1.4 Communicate what we do and why

Supporting Documentation:

Nil

Report authorised by:

Chief Executive Officer