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# **LATE ITEMS**

# **AGENDA**

## **Ordinary Meeting**

**Wednesday 9 June 2021**

Roma Administration Centre

### **NOTICE OF MEETING**

Date: 4 June 2021

Mayor:

Councillor T D Golder

Deputy Mayor:

Councillor G B McMullen

Councillors:

Councillor J R P Birkett

Councillor M C Edwards

Councillor J L Guthrie

Councillor J M Hancock

Councillor W L Ladbrook

Councillor C J O'Neil

Councillor W M Taylor

Chief Executive Officer:

Ms Julie Reitano

Executive Management:

Mr Rob Hayward (Deputy Chief Executive Officer/Director  
Development, Facilities & Environmental Services)

Ms Sharon Frank (Director Corporate & Community Services)

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on **9 June, 2021 at 9.00AM.**

Julie Reitano  
**Chief Executive Officer**

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**Classification:** Closed Access  
Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
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**Classification:** Closed Access  
Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
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- LC.8 Additional Rates Modelling for Draft Budget**  
**Classification:** Closed Access  
Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.

## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 10 March 2021

**Item Number:** L.1

**File Number:** D21/20545

**SUBJECT HEADING:** Proposed Administrative Amendment to Maranoa Planning Scheme

**Classification:** Open Access

**Officer's Title:** Manager - Planning & Building Development

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### **Executive Summary:**

It is proposed that Council make an *administrative amendment* to the Maranoa Planning Scheme. The purpose and general effect of the amendment is to:

- correct errors in spelling, grammar, numbering and cross references;
- correct factual matters;
- update redundant and outdated terms;
- clarify explanatory matters; and
- improve the format and presentation of the planning scheme.

### **Recommendation:**

That Council:

1. Prepare an *administrative amendment* to the *Maranoa Planning Scheme 2017*;
2. Decide to adopt proposed Amendment No. 4 to the *Maranoa Planning Scheme 2017* as presented in the Supporting Documents to this report;
3. Give effect to proposed Amendment No. 4 on 30 June 2021; and
4. Fulfil the requirements for making an *administrative amendment* for section 20 of the *Planning Act 2016* and the *Ministers Guidelines and Rules*.

### **Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

The proposed amendment addresses administrative matters only. It will not have any affect on the planning scheme policy nor does it affect any particular individuals or organisations.



### Acronyms:

#### Are there any industry abbreviations that will be used in the report?

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

Acronym	Description
MGR	Minister's Guidelines and Rules

### Context:

#### Why is the matter coming before Council?

This report proposes that Council make an *administrative amendment* to the Maranoa Planning Scheme.

The *Minister's Guidelines and Rules* (MGR) is a statutory planning instrument under the *Planning Act 2016* that sets out the process for amending a planning scheme.

For an *administrative amendment*, the initial stage of 'Planning and preparation' requires Council to decide to amend the planning scheme. Once the proposed amendment has been prepared, Council must then decide to adopt the proposed amendment so that it may take effect.

A decision to make and adopt a planning scheme amendment is outside the scope of officer delegations and must be made by the elected Council.

### Background:

#### Has anything already happened in relation to this matter?

*(Succinct overview of the relevant facts, without interpretation)*

It is proposed that Council make an *administrative amendment* to the Maranoa Planning Scheme.

The purpose of the amendment is to:

- correct errors in spelling, grammar, numbering and cross references;
- correct factual matters;
- update redundant and outdated terms;
- clarify explanatory matters; and
- improve the format and presentation of the planning scheme.

A summary of the proposed changes to the planning scheme is attached in the Supporting Documents.

### Legislation, Local Laws, State Policies & Other Regulatory Requirements:

#### What does the legislation and other statutory instruments include about the matter under consideration?

*(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)*

Section 20 of the *Planning Act 2016* enables Council to amend its planning scheme under the *Minister's Guidelines and Rules*.

Schedule 1 of the *Minister's Guidelines and Rules* describes the types of planning scheme amendments that may be made. For Council to make an *administrative amendment*, it must be satisfied that it corrects or changes-

- i. *an explanatory matter about the instrument;*
- ii. *the format or presentation of the instrument;*
- iii. *a spelling, grammatical or mapping error in the instrument that does not materially affect the remainder of the instrument;*
- iv. *a factual matter incorrectly stated in the instrument;*
- v. *a redundant or outdated term in the instrument;*
- vi. *inconsistent numbering of provisions in the instrument;*
- vii. *cross-references in the instrument.*

The process for undertaking an *administrative amendment* as it applies under the *Minister's Guidelines and Rules* includes the following relevant steps:

**1. Planning and preparation:**

- Council prepares the proposed amendment.

**2. Adoption:**

- Council decides to adopt the amendment.
- Council gives public notice of the adoption in accordance with the Planning Act.
- Within 10 business days of publishing the public notice, Council gives the chief executive a copy of the public notice and a certified copy of the administrative amendment, as adopted, including:
  - An electronic copy of the amendment; and
  - A copy of all electronic planning scheme spatial data files (mapping) relevant to the minor amendment.

**Council Policies or Asset Management Plans:**

***Does Council have a policy, plan or approach ordinarily followed for this type of decision?***

***What are relevant sections of the policy or plan?***

(Quote/insert the relevant section's wording / description within the report)

N/A - The process for amending a planning scheme is prescribed by the *Planning Act 2016* and subordinate legislation.

**Input into the Report & Recommendation:**

***Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?*** (Please include consultation with the

funding body, any dates of critical importance or updates or approvals required)

Internal:

Officers of Planning and Building Development

Deputy CEO/Director, Development, Facilities and Environmental Services

External:

Amendments to the planning scheme have been informed by feedback from users.

**Funding Bodies:**

*Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.* (Please do not just include names)

N/A - The project is internally funded.

**This Financial Year's Budget:**

*Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$) ? Is this already included in the budget? (Include the account number and description).*

*If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?*

Costs associated with amending the planning scheme have been considered in Council's budget.

**Future Years' Budgets:**

*Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$) ?* (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

The proposed amendment will not affect future years' budgets.

**Impact on Other Individuals or Interested Parties:**

*Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?* (Interested Parties Analysis - IS9001:2015)

The proposed amendment is aimed at improving the readability of the planning scheme and will be beneficial to users generally.

**Risks:**

*What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does)* (List each identified risk in a table)

Risk	Description of likelihood & consequences
N/A	

The proposed administrative amendments do not change the policy intent of the planning scheme.

**Advice to Council:**

*What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?*

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Council should make the proposed administrative amendment as it will clarify the planning scheme policy, correct administrative errors and improve the presentation of the planning scheme.

**Recommendation:**

***What is the 'draft decision' based on the advice to Council?***

***Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

It is recommended that Council resolve to prepare and adopt an *administrative amendment* to the *Maranoa Planning Scheme 2017* by following the process provided under Section 20 of the *Planning Act 2016* and under the *Minister's Guidelines and Rules*.

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

**Supporting Documentation:**

1 [🔗](#) Proposed Amendment Register

D21/44439

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## PROPOSED AMENDMENT NO. 4 – MARANOA PLANNING SCHEME (ADMINISTRATIVE AMENDMENT 2021)

Planning Scheme Part	Amendment	Rationale	Administrative Amendment Category
Part 1 – About the Planning Scheme	<ul style="list-style-type: none"> <li>Renumbering of references to Development codes to align with codes.</li> <li>Correction of Policy titles and numbering.</li> <li>Update Council Administration Centre address details.</li> </ul>	Correction of numbering, titling etc.	iv. a factual matter incorrectly stated in the instrument; vi. inconsistent numbering of provisions in the instrument; vii. cross-references in the instrument;
Part 3 – Strategic Framework	<ul style="list-style-type: none"> <li>Amend text to align references to long-term infrastructure planning with LGIP</li> <li>Correct text referring to incorrect infrastructure type e.g. reference to sewerage and water network under transport network provisions.</li> <li>Update terminology used to describe mining and extractive resources as per advice from DNRME regarding appropriate descriptor of resource activities occurring in Maranoa.</li> <li>Amend content relating to the Maranoa Economic and Community Plan to accurately describe and refer to content of the current adopted plan.</li> </ul>	Amendments relating to LGIP align the planning scheme text to the LGIP text which plans for a 10-15 year period of urban growth.	i. an explanatory matter about the instrument; iv. a factual matter incorrectly stated in the instrument; vii. cross-references in the instrument;
Part 5 – Tables of Assessment	Correct terminology of “Car park” to align with land use definition of “Parking station” in Schedule 1 – Definitions in the following tables: <ul style="list-style-type: none"> <li>Table 5.5.5 – Principal Centre Zone</li> <li>Table 5.5.8 – Industry Zone</li> <li>Table 5.5.9 – Community Facilities Zone</li> <li>Table 5.5.10 – Recreation and Open Space Zone</li> </ul> Delete duplication of land use from the following tables (i.e. remove “Car park” from assessment table where otherwise identified as “Parking station”): <ul style="list-style-type: none"> <li>Table 5.5.4 – Township Zone</li> </ul>	Correct inconsistency in terminology and achieve alignment with land use definitions in Schedule 1.	iv. a factual matter incorrectly stated in the instrument
Part 5 – Tables of Assessment	Amend the Assessment Benchmarks for “Emergency services” in Table 5.5.3 to: <i>Acceptable outcomes of the <del>Rural</del> General Residential Zone Code</i>	Correction of drafting error. Table incorrectly refers to “Rural Residential Zone Code”.	iv. a factual matter incorrectly stated in the instrument
Part 6 – Zone Codes	Correct terminology of “Car park” to align with land use definition of “Parking station” in Schedule 1 – Definitions in the following Code tables: (included in “Other Activities – additional requirements” section of table) <ul style="list-style-type: none"> <li>Industry Zone Code</li> <li>Township Zone Code</li> <li>Principal Centre Zone Code</li> <li>Community Facilities Zone Code</li> <li>Recreation and Open Space Zone Code</li> </ul>	Correct inconsistency in terminology and achieve alignment with land use definitions in Schedule 1.	iv. a factual matter incorrectly stated in the instrument

Part 6 – Zone Codes	<p>Amend Acceptable Outcomes of the following codes:</p> <ul style="list-style-type: none"> <li>• Rural Zone Code</li> <li>• Rural Residential Zone Code</li> <li>• General Residential Zone Code</li> <li>• Township Zone Code</li> <li>• Principal Centre Zone Code</li> <li>• Major Centre Zone Code</li> <li>• District Centre Zone Code</li> <li>• Industry Zone Code</li> <li>• Community Facilities Zone Code</li> <li>• Recreation and Open Space Zone Code</li> </ul> <p>as follows:</p> <p><b>Acceptable Outcome</b></p> <p>All uses provide vehicle parking <del>and service vehicle manoeuvring</del> in accordance with Schedule 7, Parking Standards.</p> <p>Insert Additional Acceptable Outcome:</p> <p>All uses provide for vehicle manoeuvring in accordance with Australian Standard AS 2890.</p> <p>Amend Acceptable Outcome numbering accordingly.</p>	Schedule 7 prescribes parking requirements for various vehicle types. Manoeuvring standards are prescribed by Australian Standards.	<p>iv. a factual matter incorrectly stated in the instrument;</p> <p>vi. inconsistent numbering of provisions in the instrument;</p>
Part 6 – Zone Codes	<p>Remove notes from the Zone code tables that refer to the Categories of assessment for different uses.</p> <p><i>e.g. Note: Accommodation activities (Dual occupancy, Dwelling house, Dwelling unit, Home based business, Non-resident workforce accommodation, Rural worker's accommodation, Short-term accommodation, Tourist park) are code assessable, accepted development subject to requirements or accepted development in the Rural Zone.</i></p>	Categories of assessment are clearly defined in Part 6 – Categories of Assessment. The additional notes cause confusion interpreting the scheme, particularly when there are certain exceptions or parameters around a Category of assessment for development. e.g. a use may be Code assessable in a particular zone, however the site could be affected by an Overlay that changes the level of assessment to Impact. These notes fail to recognize these situations.	i. an explanatory matter about the instrument
Part 6 – Zone Codes	<p>Amend Rural zone code:</p> <p><b>AO 20.1</b></p> <p>No direct access to State Controlled Roads is permitted except at <del>where the site access is existing intersections</del> or where the development site has frontage only to a State Controlled Road/s.</p> <p><b>AO 33.1</b></p> <p>Where business activities are adjoining land used or proposed to be used for accommodation purposes and visible from the adjoining property/ies., <del>are to be fenced</del> fencing is provided along the common boundaries.</p> <p>Where the Business activities are on lots equal to or greater than the minimum lot size, the fence may be terminated 50 metres along the boundary after the outer limit of the use.</p> <p>The constructed fence is to consist of a solid structure not more than 25% transparent to a height of 2 metres.</p>	Amendments provide clarification of desired outcome.	iii. a spelling, grammatical or mapping error in the instrument that does not materially affect the remainder of the instrument;

Part 6 – Zone Codes	Amend Principal centre zone code Table 6.2.5.4.1 – PO 3 to remove the word ‘commercial’: <b>PO 3 Density and site coverage</b> <i>The density of uses in the Principal Centre Zone does not impact adversely on the <del>commercial</del> amenity of adjoining General Residential Zone areas.</i>	Correction of drafting error.	iv. a factual matter incorrectly stated in the instrument
Part 6 – Zone Codes	Amend Industry zone code Table 6.2.8.3.1 – Overall Outcome (b) to remove inaccurate wording: <i>(b) development is sited having regard to its servicing capabilities in terms of transport, water, sewerage, electricity, gas, telecommunications infrastructure, proximity to <del>sea and</del> airports, road and rail, other associated industries and workforce;</i>	Correction of drafting error.	iv. a factual matter incorrectly stated in the instrument
Part 6 - Zone Codes	Amend all Zone codes to remove the word “The” from the Code titles. e.g. “ <del>The</del> General Residential Zone Code”	Achieves consistent referencing throughout the scheme.	ii. the format or presentation of the instrument; iii. a spelling, grammatical or mapping error in the instrument that does not materially affect the remainder of the instrument;
Part 7 - Local Plans	Update Local Plan code titles to ensure all regional townships are captured as follows: <ul style="list-style-type: none"> <li><i>Mitchell <del>and District</del> Local Plan Code</i></li> <li><i>Roma <del>and District</del> Local Plan Code</i></li> <li><i>Yuleba <del>and District</del> Local Plan Code</i></li> </ul> Amend Acceptable Outcomes with the Local Plan codes to reference current adopted Local Plans and Objective numbering.	Correction of document titling. Maranoa Regional Council Local Plans (external to planning scheme) updated in 2018, post adoption of the planning scheme.	iv. a factual matter incorrectly stated in the instrument;
Part 8 - Overlays	Remove the word “The” from the Overlay Code titles in the Assessment Benchmarks tables contained in the relevant Overlay Codes: e.g. “ <del>The</del> Agricultural land overlay code”	Achieves consistent referencing throughout the scheme.	ii. the format or presentation of the instrument; iii. a spelling, grammatical or mapping error in the instrument that does not materially affect the remainder of the instrument;
Part 8 - Overlays	Part 8.2.7.4 – Infrastructure Overlay Code – Amend Note associated with PO 1 to remove reference to MinesOnLine Mapping System and replace with GeoResGlobe for spatial mining and exploration data: <a href="https://georesglobe.information.qld.gov.au/">https://georesglobe.information.qld.gov.au/</a>	Minesonline mapping is now obsolete and has been replaced by GeoResGlobe.	v. a redundant or outdated term in the instrument
Part 8 – Overlays	Amend Airport Environs Overlay Code Part 8.2.8.1 as follows: Insert additional text in the introduction to the Overlay code to clearly identify when the code applies: <b>8.2.8.1 Application</b> <i>This code applies to accepted development subject to requirements and assessable development:</i> <i>(a) subject to the Airport environs overlay shown on the overlay maps contained within Schedule 2 (Mapping);</i> Delete irrelevant text in the Purpose and Overall Outcomes of the Infrastructure Overlay Code as follows:	Reference to the local overlay mapping has been unintentionally omitted from the Code Application.  Reference to cane railways is irrelevant.  Amended wording clarifies development requirements.	iii. a spelling, grammatical or mapping error in the instrument that does not materially affect the remainder of the instrument; iv. a factual matter incorrectly stated in the instrument; v. a redundant or outdated term in the instrument vii. cross-references in the instrument;



	<p><i>“railways (including cane railways); and”</i></p> <p>Amend AO 1.1 and associated Note as follows:</p> <p><b>AO 1.1</b></p> <p><i>The obstacle limitation surface (OLS) of the airport is not intruded upon by:</i></p> <ul style="list-style-type: none"> <li><i>(a) buildings;</i></li> <li><i>(b) structures (both freestanding or attached to buildings, including signs, masts or antennae); or</i></li> <li><i>(c) vegetation; or</i></li> <li><i>(d) any temporary structures or equipment associated with the development construction.</i></li> </ul> <p>Replace “Note”:</p> <p><del><i>Note: where proposed development is likely to intrude into the OLS of the airport, it is highly recommended that CASA and Airservices Australia be consulted prior to the lodgement of any development application to determine how compliance with performance outcome PO1 can be achieved.</i></del></p> <p><i>Note: Any development that may infringe the OLS of the airport, either during or post construction, will require referral to Airservices Australia and/or CASA for assessment. It is recommended to consult Airservices Australia and CASA prior to lodgement of any development application to determine how compliance with performance outcome PO1 can be achieved.</i></p>		
Part 9 – Development Codes	<p>Amend Reconfiguring a Lot Code Table 9.4.5.4.1 as follows:</p> <p>Delete Acceptable Outcome:</p> <p><b>AO 29.2</b></p> <p><i>Where access is via an easement, the access road within the easement is to be designed and constructed in accordance with the Capricorn Municipal Development Guidelines.</i></p> <p>Amend Acceptable Outcome as follows:</p> <p><b>AO 37.1</b></p> <p><i>Additional lots are not created within the Defined Flood Area (1% AEP Event).</i></p>	<p>The CMDG does not specify design standards for access easements. Standards can be determined on a case by case basis according to the lot configuration and intended use.</p> <p>The adopted flood hazard overlay incorporates various design events. (i.e. not all of the region’s urban flood hazard mapping is based on a 1% AEP event)</p>	<p>v. a redundant or outdated term in the instrument;</p> <p>iv. a factual matter incorrectly stated in the instrument;</p>
Part 9 - Development Codes	<p>Remove the word “The” from the Use Code titles in the Assessment Benchmarks tables contained in the relevant Use Codes:</p> <p>e.g. “<del>The</del> Accommodation activities code”</p>	<p>Achieves consistent referencing throughout the scheme.</p>	<p>ii. the format or presentation of the instrument;</p> <p>iii. a spelling, grammatical or mapping error in the instrument that does not materially affect the remainder of the instrument;</p>
Schedule 2 - Index	<p>Update mapping index to reflect all amendments affecting the planning scheme mapping</p>	<p>The proposed amendments include various changes to the titling and numbering of the planning scheme mapping.</p>	<p>iii. a spelling, grammatical or mapping error in the instrument that does not materially affect the remainder of the instrument;</p> <p>vi. inconsistent numbering of provisions in the instrument;</p>



Schedule 7 - Parking Standards	<p>Amend the Minimum Service Vehicle Provision in Table SC7.1.1 for use type 'Non-resident workforce accommodation' to state:</p> <p>HRV</p> <p>All vehicles to enter and leave the premises in forward gear.</p> <p>Note: HRV = Heavy Rigid Vehicle</p> <p>Amend Schedule text to reference "vehicle parking spaces" rather than "car parking spaces" as follows:</p> <p><b>7.2 Minimum <del>car</del> parking requirements</b></p> <p><i>(a) The required number of <del>car</del> vehicle parking spaces may be reduced for development in the Principal centre zone and the Major centre zone where the applicant can satisfy Council that less provision is justified having regard to the submission of a parking management plan and the use of shared parking.</i></p> <p><i>(b) Where development incorporates multiple uses, <del>car</del> vehicle parking will be calculated on each use within the development.</i></p> <p><i>(c) Minimum <del>car</del> vehicle park dimensions are to accord with Australian Standards for a four wheel drive vehicle.</i></p> <p><i>(e) The <del>car</del> vehicle parking requirements and standards contained in this schedule are in addition to any State and Commonwealth Government standards that require disabled parking spaces to be provided.</i></p>	<p>Correction of drafting error.</p> <p>The provisions of Schedule 7 relate to various vehicle types, not only cars.</p>	<p>iv. a factual matter incorrectly stated in the instrument;</p>
Throughout document	<ul style="list-style-type: none"> <li>• Italicise references to legislation.</li> <li>• Update references to superseded legislation.</li> <li>• Correct numbering of POs and AOs.</li> <li>• Correct table and heading numbering.</li> <li>• Amend e.g. to eg. as per Council corporate document style guide.</li> <li>• Change hyphens to en dashes/em dashes and vice versa.</li> <li>• Amend text for measurement units e.g. change 15 metres to 15 m, hectares to ha etc.</li> <li>• Remove commas, add spaces for numbers e.g. 32,544 changed to 32 544 (removing commas and adding spaces over four figures and having no space for four figures).</li> <li>• Change quotations from single to double where relevant.</li> <li>• Formatting edits and punctuation changes e.g. spacing, punctuation and capitalisation after "Note:".</li> <li>• Update/amend references to other documents e.g. replace Maranoa Community Plan with Maranoa Economic and Community Plan.</li> <li>• Amend document styling including font styles, bold, font size etc. in accordance with Council corporate document style guide.</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to text for measurement units and formatting as per Australian Government Style Manual.</li> <li>• Australian Government Style Manual suggests single quotation marks when drawing attention to words and double quotation marks only when quotations within quotations.</li> <li>• Achieves consistency throughout document.</li> <li>• Provides clarification of content.</li> <li>• Removes redundant referencing.</li> </ul>	<p>i. an explanatory matter about the instrument;</p> <p>ii. the format or presentation of the instrument;</p> <p>iii. a spelling, grammatical or mapping error in the instrument that does not materially affect the remainder of the instrument;</p> <p>iv. a factual matter incorrectly stated in the instrument;</p> <p>v. a redundant or outdated term in the instrument;</p> <p>vi. inconsistent numbering of provisions in the instrument;</p> <p>vii. cross-references in the instrument;</p>

## **PLANNING & BUILDING DEVELOPMENT REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 11 May 2021

**Item Number:** L.2

**File Number:** D21/36944

**SUBJECT HEADING:** Changes to development conditions for the RCTC caravan park expansion (Ref: 2020/20118)

**Classification:** Open Access

**Officer's Title:** Lead Town Planner

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**Executive Summary:** The Roma Clay Target Club (RCTC) is seeking minor changes to development approval reference 2020/20118, issued for the expansion of the caravan park located at 155 Geoghegan Road, Roma.

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

#### **That:**

- a) Council issue a Decision notice (change application) to the Roma Clay Target Club;
- b) The Decision notice (change application) approve changes to development conditions in Attachment 1 of Decision notice 2020/20118 dated 16 December 2020; and
- c) The Decision Notice (change application) be accompanied by a development approval showing the following changes to Attachment 1 of Decision notice 2020/20118:

#### **That Condition 27 be amended:**

#### **From:**

Fencing is to be provided along the Geoghegan Road frontage extending from the western site access to the western elevation of the Club House, as generally shown in red on Approved Plan Number 202009503 - *Stage 3 Proposed Site Layout dated 23/06/20 (marked in Red)*. The fencing shall be provided to a height of 2.6 metres and consist of a 1.8-metre-high solid screen panel topped with a 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail. The fencing shall avoid any disturbance to the existing trees along this site boundary.

**Note:** A building permit will be required to be issued prior to the construction of the fence.

#### **To:**

Fencing is to be provided along the Geoghegan Road frontage extending from the western site access to the western elevation of the Club House, as generally shown in red on Approved Plan Number 202009503 - *Stage 3 Proposed Site Layout dated 23/06/20 (marked in Red)*. The fencing shall avoid any disturbance to the existing trees along this site boundary.

The fencing shall be provided to a height of 2.6 metres for a minimum length of 10 metres extending westward from the western site access and along the same general alignment as existing fencing at the site, before gradually tapering down to a minimum height of 1.8 metres.

The section of fencing that is 2.6 metres in height shall consist of a 1.8-metre-high solid screen panel topped with a 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail.

The remainder of the fence shall consist no less than a 1.2-metre-high solid screen panel topped with a maximum 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail.

**Note:** A building permit will be required to be issued prior to the construction of the fence.

**That Condition 46 be amended:**

**From:**

Stormwater runoff from caravans and impervious surface areas is to be collected internally and piped generally in accordance with CMDG Guidelines D-5 'Stormwater Drainage Design' to the existing table drain on Geoghegan Road as a lawful point of discharge.

**To:**

Stormwater runoff from caravans and impervious surface areas is to be directed generally in accordance with CMDG Guidelines D-5 'Stormwater Drainage Design' to the existing table drain on Geoghegan Road as a lawful point of discharge.

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**Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Council's decision regarding this matter is likely to affect:

- Members and associates of the Roma Clay Target Club; and
- Submitters to the originating application, Mr. Tom Eddy, Mr. Steve & Mrs. Sue Fitzgerald and Mr. Royce & Mrs. Melissa Kimlin; and
- Mr. Dale and Mrs. Leesa Waldron and Mr. Alec Waldron, who provided comments about the originating application.

**Acronyms:**

***Are there any industry abbreviations that will be used in the report?***

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

Acronym	Description
RCTC	Roma Clay Target Club

**Context:**

***Why is the matter coming before Council?***

The development approval authorising the expansion of the caravan park was issued by Council resolution, and therefore any request to vary the approval should be determined by the elected Council.

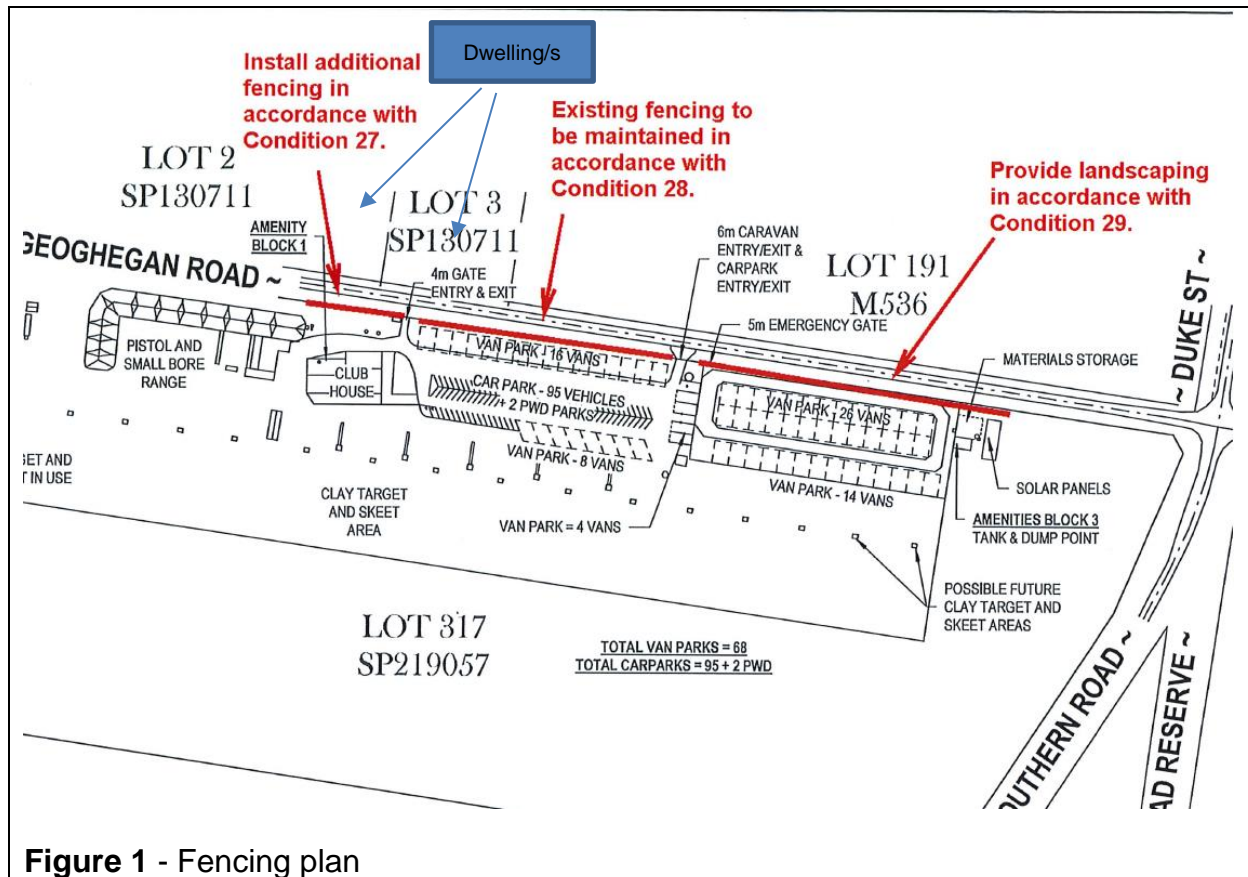
**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

- In December 2020 Council issued a development approval to increase the capacity of the caravan park at the RCTC from 44 sites to 68 sites.
- The approval was issued subject to 71 development conditions that were imposed, in part, to ensure adequate service levels were achieved and potential planning, environment and transport impacts were mitigated (conditions attached).
- A condition of the development approval (Condition 27) required an extension to existing screen fencing at the site, which was to be constructed along the Geoghegan Road frontage from the western site access to the western elevation of the Club House. Figure 1 below illustrates the fencing requirement/s.

- The fence was conditioned to match in with existing fencing and was to be 2.6 metres in height, consisting of a 1.8 metre high solid screen panel topped with a 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail.
- The condition was imposed primarily to address privacy concerns raised by nearby resident/s. The resident/s were worried that the increased patronage would result in additional foot traffic between the caravan sites and the amenities located in the Club House (refer Figure 1 below for context). In other words, and importantly, the fence was not intended to screen out caravans (as was the case for the existing fence) but to ensure that people walking between the caravan sites and the club rooms could not be seen by nearby residents and vice-versa.



#### Changes requested by the RCTC

- The RCTC have made an application to Council to reduce the required fence height from 2.6 metres to 1.8 metres. They contend that a fence to 1.8 metres is adequate to screen foot traffic and that a 2.6 metre high fence at this location is excessive for its intended purpose, particularly considering the separation distances between the site and nearby sensitive receptors, as well as the presence of existing landscaping/vegetation at this location.



- The RCTC have also requested that Condition 46 regarding stormwater management be amended so that stormwater is not required to be “piped” to a lawful point of discharge - but ‘directed’. This request is more to correct an administrative error and replacing the word “piped” with “directed” is considered reasonable and will not change the intent of the condition.

Discussions with nearby residents regarding the fence

- Council officers have discussed the matter of a reduced fence height with the nearby resident/s who had raised the privacy issues with the original development application. Their preference is that the condition remain as is, and that the fence be constructed to 2.6 metres. They contend that anything lower will result in ongoing privacy issues.

Discussions with RCTC representatives regarding the fence

- Council officers have discussed this matter with representatives of the RCTC and further to their change application. The RCTC maintain that the condition as it currently stands is unreasonable; however, they are prepared to install the fence to the required height for a portion of the site frontage and directly opposite the concerned resident/s. They would then taper the fence height down gradually to a minimum 1.8 metres.



**Legislation, Local Laws, State Policies & Other Regulatory Requirements:**

***What does the legislation and other statutory instruments include about the matter under consideration?*** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

In assessing the proposed changes and in determining whether or not the proposed changes constitute a “minor change”, Council must have regard to the definition of a *minor change* as provided in Schedule 2 of the *Planning Act 2016*, being the changes:

- a. would not result in substantially different development; and
- b. if a development application for the development, including the change, were made when the change application is made would not cause –
  - the inclusion of prohibited development in the application; or
  - referral to a referral agency, other than to the chief executive (SARA), if there were no referral agencies for the development application;
  - involve a referral agency, other than the chief executive (SARA), if there were no referral agencies for the development application; or
  - involve extra referral agencies, other than to the chief executive (SARA); or
  - a referral agency to assess the application against, or have regard to, matters prescribed by regulation under section 55(2), other than matters the referral agency must have assessed the application against, or have had regard to, when the application was made; or
  - public notification if public notification was not required for the development application

In determining if the proposed change would not result in a “substantially different development”, regard must be given to Schedule 1 of the Development Assessment Rules, which state;

*“A change may be considered to result in a substantially different development if the proposed change;*

- a) Involves a new use; or*
- b) Results in the application applying to a new parcel of land; or*
- c) Dramatically changes the built form in terms of scale, bulk or appearance; or*
- d) Changes the ability of the proposed development to operate as intended; or*
- e) Removes a component that is integral to the operation of the development; or*

- f) Significantly impacts on traffic flow and the transport network, such as increasing traffic to the site; or*
- g) Introduces new impacts or increases the severity of known impacts; or*
- h) Removes an incentive or offset component that would have balanced a negative impact of the development; or*
- i) Impacts on infrastructure provision.”*

**Council Policies or Asset Management Plans:**

***Does Council have a policy, plan or approach ordinarily followed for this type of decision?***

***What are relevant sections of the policy or plan?***

*(Quote/insert the relevant section's wording / description within the report)*

Council does not have an adopted policy or plan that is followed for this type of decision, and ordinarily relies on the provisions of the *Planning Act 2016* when reaching a decision. The *Planning Act 2016* requires that when considering a minor change application Council must consider:

- the information the applicant included with the application; and*
- any properly made submissions about the development application or another change application that was approved; and*
- all matters the responsible entity would or may assess against or have regard to, if the change application were a development application; and*
- another matter that the responsible entity considers relevant.*

Note: the above legislative extract has been summarised for relevance to this application.

**Input into the Report & Recommendation:**

***Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?*** (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Consultation about this application has occurred with:

- Deputy Chief Executive Officer/ Director Development, Facilities and Environmental Services
- Manager Planning & Building Development (internal)
- RCTC representatives (external)
- Nearby residents to the application site (external)

The Officer's recommendation has been informed by feedback received from the persons consulted.



### Funding Bodies:

*Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.* (Please do not just include names)

N/A – The project is a private development that will be funded by an external party.

### This Financial Year's Budget:

*Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)?* *Is this already included in the budget? (Include the account number and description).*

*If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?*

The costs of fulfilling any development approval obligations, financial or otherwise, remains the sole responsibility of the operators and landowner/s. There is potential for Council to incur costs only in the event that its decision regarding the application is appealed to the Court.

### Future Years' Budgets:

*Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?* (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

As above.

### Impact on Other Individuals or Interested Parties:

*Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?* (Interested Parties Analysis - IS9001:2015)

The State Assessment and Referral Agency were a referral agency for this application and will be *interested* in Council's decision. As the matters raised in the change application do not directly affect the referral agencies conditions, they will not be impacted by Council's decision.

Members and associates of the RCTC will be *interested* and *impacted* by Council's decision.

Nearby residents Mrs. Leesa Waldron and Mr. Alec Waldron and Mr. Royce & Mrs. Melissa Kimlin will be interested in and impacted by Council's decisions as their homes are located directly opposite the RCTC.

### Risks:

*What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does)* (List each identified risk in a table)

Risk	Description of likelihood & consequences
See below	

As with any planning decision reached by Council, there is a risk that the applicant can appeal any aspect of the decision to the Planning and Environment Court (the Court).

**Note:** The likelihood of an appeal by any party is not a valid planning consideration and must not be used to inform Council's decision on any planning matter.

**Advice to Council:**

***What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?***

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

That Council endorse the officer recommendation and agree, in part, to changes to development approval 2020/20118. The following information is provided by way of justification:

Fence height (Condition 27)

- The development condition requiring the construction of a 2.6-metre-high fence was imposed primarily to screen foot traffic from nearby residents and also to match in with existing fencing at the site. Officers consider both of these objectives can be fulfilled by providing a tapered fence, that is 2.6 metres in height for the portion of the site that is directly opposite the closest residence, before tapering down to a more standard privacy fence height of 1.8 metres.

Stormwater management (Condition 46)

- Changing wording in this development condition to replace the word 'piped' with 'directed' is reasonable and will not change the intent of the condition.

**Recommendation:**

***What is the 'draft decision' based on the advice to Council?***

***Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

***Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

That Council endorse the Officer recommendation and agree, in part, to changes to development approval 2020/20118. This recommendation does not suggest a decision contrary to an existing Council policy.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

**Supporting Documentation:**

[1](#) Decision Notice Approval

D20/121267

**Report authorised by:**

Manager - Planning & Building Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



File: 2020/20118

Enquiries to: Department of Development, Facilities and Environmental Services

16 December 2020

Roma Clay Target Club  
C/- Brandon & Associates Pty Ltd  
Attention: Phil Latimore  
PO Box 136  
Drayton North Qld 4350

Dear Mr. Latimore,

**Decision notice–Approval (with conditions)**

(Given under section 63 (2) of the *Planning Act 2016*)

I acknowledge the below application was properly made to Council on 24 June 2020.

**Application details**

Approval Sought:	<b>Development Permit</b>
Application Proposal:	<b>Material Change of Use "Tourist park" (expansion of existing Tourist park)</b>
Category of Assessment:	<b>Impact Assessment</b>
Planning Scheme:	<b>Maranoa Planning Scheme 2017</b>

**Location details**

Street Address:	<b>155 Geoghegan Road, Roma QLD 4455</b>
Real Property Description:	<b>Lot: 317 SP: 219057</b>

**Decision**

I wish to advise that on 9 December 2020 the above development application was approved in full with conditions by Council.

**Details of the approval**

The following approval/s are given:

	<i>Planning Regulation 2017 reference</i>	Development Permit	Preliminary Approval
Development assessable under the planning scheme, superseded planning scheme, a temporary local planning instrument, a master plan or a preliminary approval which includes a variation approval  - material change of use		<input checked="" type="checkbox"/>	

**Conditions**

This approval is subject to conditions in **Attachment 1** and **Attachment 2**.

**Further development permits**

Please be advised that the following development permits are required to be obtained before the development can be carried out:

- Development Permit – Operational Works; unless compliant with the requirements for Accepted development in the *Planning Regulation 2017* or the Maranoa Planning Scheme 2017
- Development Permit – Building Works

**Properly made submissions**

Two properly made submissions were made in relation to the application.

Name of submitter	Residential or business address
1. Mr. Steve Fitzgerald	67-75 Northern Road, Roma
Mrs. Sue Fitzgerald	67-75 Northern Road, Roma
Mr. Tim Eddy	4 McDowall Street, Roma
2. Mr. Royce Kimlin	156 Geoghegan Road, Roma
Mrs. Melissa Kimlin	156 Geoghegan Road, Roma

### Referral agencies for the application

The referral agencies for this application are:

For an application involving	Name and address of referral agency	Advice agency or concurrence agency
<p><b>State transport infrastructure – Schedule 10, Part 9, Division 4, Subdivision 2, Table 4</b></p> <p>Development application for a material change of use, other than an excluded material change of use, that is assessable development under a local categorising instrument, if all or part of the premises –</p> <p>(a) are within 25m of a State transport corridor; or</p> <p>(b) are a future State transport corridor; or</p> <p>(c) are—</p> <p>(i) adjacent to a road that intersects with a State-controlled road; and</p> <p>(ii) within 100m of the intersection.</p>	<p>State Assessment and Referral Agency PO Box 825 Toowoomba QLD 4350</p>	<p>Refer to Attachment 2 for conditions of approval imposed by the State Assessment and Referral Agency as a Concurrence Agency.</p>

### Approved plans, specifications and drawings

Copies of the following approved plans, specifications and/or drawings are enclosed.

Plan/Document Number	Plan/Document Name	Date
Drawing Number 20209503 Rev A	Stage 3 Proposed Site Layout (marked in Red).	23/06/20
Drawing Number 20209504 Rev A	Detailed Site Layout & Site Vehicle Turn Path	23/06/20
Drawing Number 20209505 Rev A	Geoghegan Road Turn Path Details 1 of 2	23/06/20
Drawing Number 20209506 Rev A	Geoghegan Road Turn Path Details 2 of 2	23/06/20
Drawing Number 20209507 Rev A	Services Layout	23/06/20
Drawing Number 20209508 Rev A	Shooting Area Site Safety Template Layout	23/06/20



Drawing Number 20209509 Rev A	Stormwater Layout	23/06/20
200309_Service Report A	Stage 3 Expansion of existing Caravan Park – Engineering Report	21/06/20

#### Currency period for the approval (s.85 of the *Planning Act 2016*)

This approval lapses if the first change of use does not happen within 2 years after the approval starts to have effect.

#### Appeal rights

The rights of an applicant to appeal to a tribunal or the Planning and Environment Court against a decision about a development application are set out in chapter 6, part 1 of the *Planning Act 2016*. For certain applications, there may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the *Planning Act 2016*).

##### Appeal by an applicant

An applicant for a development application may appeal to the Planning and Environment Court against the following:

- the refusal of all or part of the development application
- a provision of the development approval
- the decision to give a preliminary approval when a development permit was applied for
- a deemed refusal of the development application.

An applicant may also have a right to appeal to the Development tribunal. For more information, see schedule 1 of the *Planning Act 2016*.

##### Appeal by an eligible submitter

An eligible submitter for a development application may appeal to the Planning and Environment Court against the decision to approve the application, to the extent the decision relates to:

- any part of the development application that required impact assessment
- a variation request.

The timeframes for starting an appeal in the Planning and Environment Court are set out in section 229 of the *Planning Act 2016*.

**Attachment 3** is an extract from the *Planning Act 2016* that sets out the applicant's appeal rights and the appeal rights of a submitter.

To stay informed about any appeal proceedings which may relate to this decision visit: <https://planning.dsdmip.qld.gov.au/planning/our-planning-system/dispute-resolution/pe-court-database>.

For further information, please contact Christopher Tickner, Lead Town Planner on the phone number provided below or via email to [planning@maranoa.qld.gov.au](mailto:planning@maranoa.qld.gov.au).

Yours faithfully



Danielle Pearn

**Manager Planning and Building Development**

- cc. Referral Agency - State Assessment and Referral Agency  
Department of State Development, Manufacturing,  
Infrastructure and Planning  
PO Box 825  
Toowoomba QLD 4350
- enc. Attachment 1—Assessment Manager Conditions of Approval (Maranoa Regional Council)  
Attachment 2—Concurrence Agency Response  
Attachment 3—Appeal Provisions  
Attachment 4—Statement of Reasons  
Attachment 5—Adopted Infrastructure Charges Notice  
Attachment 6—Approved Plans and Specifications

**ATTACHMENT 1 – ASSESSMENT MANAGER CONDITIONS OF APPROVAL (MARANOA REGIONAL COUNCIL)****Development Conditions****Development details**

1. The approved development is a Material Change of Use – “Tourist Park” as defined in the Planning Scheme and as shown on the approved plans.
2. The approved “Tourist Park” is permitted to provide a maximum of sixty-eight accommodation sites.
3. Four of the approved sixty-eight accommodation sites may be occupied by visitors for up to 90 consecutive days over a 12-month period. These sites must be fully contained within Stage 1 of the approved development as shown on approved plan *20209504 Proposed detailed site carpark and caravan park layout dated 23/06/20*, be located away from the designated entrances to the site, and be screened entirely from view at the adjacent street frontage by fencing, so as not be visually obtrusive from the street.

The remaining tourist park sites must not be occupied by any guest or caravan, campervan, motor home or similar for a period exceeding 14 consecutive days, or for any cumulative period of more than 30 days within a 12-month period.

4. A maximum of one of the approved sixty-eight tourist park sites is permitted to be occupied by a resident caretaker. The caretaker's accommodation may only be occupied by a person or persons associated with the day to day operations and maintenance of the premises. Caretakers accommodation is exempt from the above occupancy restrictions.

The caretaker's accommodation is to be contained within Stage 1 of the approved development as shown on approved plan *20209504 Proposed detailed site carpark and caravan park layout dated 23/06/20*, be located away from the designated entrances to the site, and be screened entirely from view at the adjacent street frontage by fencing, so as not be visually obtrusive from the street.

5. Relocatable homes and any permanent accommodation structures are not permitted within the “Tourist Park”, with the exception of a caretaker's residence.

**Compliance inspection**

6. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless noted in the approval conditions or otherwise confirmed in writing by Council.
7. Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.



**Approved plans and documents**

8. The approved development is to be carried out in accordance with the following approved plans/documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number	Plan/Document Name	Date
Drawing Number 20209503 Rev A	Stage 3 Proposed Site Layout (marked in Red).	23/06/20
Drawing Number 20209504 Rev A	Detailed Site Layout & Site Vehicle Turn Path	23/06/20
Drawing Number 20209505 Rev A	Geoghegan Road Turn Path Details 1 of 2	23/06/20
Drawing Number 20209506 Rev A	Geoghegan Road Turn Path Details 2 of 2	23/06/20
Drawing Number 20209507 Rev A	Services Layout	23/06/20
Drawing Number 20209508 Rev A	Shooting Area Site Safety Template Layout	23/06/20
Drawing Number 20209509 Rev A	Stormwater Layout	23/06/20
200309_Service Report A	Stage 3 Expansion of existing Caravan Park – Engineering Report	21/06/20

**Development works**

9. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
10. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads."
11. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

**Applicable standards**

12. All works must comply with:
  - a. this development approval;
  - b. Council's standard designs for such work
  - c. the Capricorn Municipal Development Guidelines; and
  - d. Australian Standards.
13. Despite the requirements of paragraphs a-d above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-d in the event of any inconsistency.
14. The developer must also ensure that any works do not conflict with any requirements imposed by any concurrent lawful requirements outside those stated above.

**Caravan/Tourist Park Licence**

15. A license for the operation of a "Tourist Park", as required by Council's Local Laws, must always remain in effect whilst the approved use is carried out. The licence holder is responsible for ensuring any conditions attached to this licence are complied with.

**Advertising signage**

16. Any proposed advertising signage is subject to further development approval unless compliant with the requirements for "Accepted development" or "Accepted development subject to requirements" identified in the planning scheme in force at the time.
17. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach into adjoining properties or roads.

**Refuse storage**

18. Bulk refuse storage and collection facilities must be located within the "Tourist Park" in a central location that is screened and retains reasonable standards of amenity for occupants of the premises and surrounding properties. The bulk refuse storage must not be visually obtrusive when viewed from the street.
19. The bulk refuse storage area must be 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.
20. The bulk refuse storage areas must be located a maximum distance of 50 metres from accommodation areas.
21. Convenient access to the bulk refuse storage area must be provided for service vehicles.
22. Waste containers must be maintained in a clean and tidy state at all times while the use continues, and shall be emptied and the waste removed from the site on a regular basis.

**Avoiding nuisance**

23. No unreasonable nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.

**Note:** In most instances, Council is responsible for investigating complaints and enforcing the controls for nuisances. When investigating a complaint, Council will consider amongst other matters, the amount, duration, characteristics and qualities of the nuisance, as well

as the sensitivity of the receptor and the potential impact of the nuisance on adjacent properties.

24. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at 1.5 metres from the site at any property boundary.
25. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

**Note:** The Queensland Government *Environmental Protection Act 1994* includes controls for light nuisances. Council is responsible for investigating light pollution complaints and enforcing the controls for light nuisances. When investigating a lighting complaint, Council will consider amongst other matters, the amount, duration, characteristics and qualities of the lighting, as well as the sensitivity of the receptor and the potential impact of lighting on adjacent properties.

26. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.

#### Fencing and landscaping

27. Fencing is to be provided along the Geoghegan Road frontage extending from the western site access to the western elevation of the Club House, as generally shown in red on Approved Plan Number 202009503 - *Stage 3 Proposed Site Layout dated 23/06/20 (marked in Red)*. The fencing shall be provided to a height of 2.6 metres and consist of a 1.8 metre high solid screen panel topped with a 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail. The fencing shall avoid any disturbance to the existing trees along this site boundary.

**Note:** A building permit will be required to be issued prior to the construction of the fence.

28. Existing fencing on the Geoghegan Road frontage in front of the Stage 1 accommodation sites that consists of a 1.8 metre high solid screen panel topped with a 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail shall be maintained in good repair for the duration of the approved use.
29. Landscaping shall be provided along the entire length of the Stage 3 northern site boundary to provide a densely vegetated visual screen to a minimum height of 3.0 metres. Any dead or unhealthy plants must be promptly replaced throughout the life of the development.
30. Site landscaping is to be irrigated during an establishment period of two years, and ground covers should fully cover vegetated areas within one year of planting.
31. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.
32. Landscaping must not interfere with site lines at access driveways for vehicle traffic.

#### Construction activities and erosion control

33. During the course of any construction activities, soil erosion and sediment must be managed in accordance with CMDG Design Guidelines D-7 'Erosion Control and Stormwater Management'.



34. If there is a possibility of erosion or silt or other materials being washed off the property during the development process or after the development is completed, the developer must document and implement a management plan that prevents this from occurring.
35. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.
36. Stockpiles of topsoil, sand, aggregate, spoil or other material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.
37. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately where there is a potential hazard to pedestrians and/or passing traffic.
38. Temporary fencing must be erected and maintained around the perimeter of the development site whilst construction activities are carried out.

#### Services

39. The "Tourist Park" is to be connected to Council's reticulated water supply network in accordance with the Water Services Association of Australia (WSAA) publication WSA02-2002 Water Reticulation Code of Australia (version 2.3) and CMDG Design Guidelines – D11 'Water Reticulation', at no cost to Council.
40. The approved development is to be connected to Council's reticulated sewerage disposal system in accordance with the Sewerage Code of Australia and the CMDG Design Guideline - D12 'Sewerage Reticulation', at no cost to Council.
41. Any connection to or works associated with Council's sewerage infrastructure must be completed by a qualified plumber/drainlayer under Council supervision. No works are to be undertaken on Council's sewerage infrastructure without first obtaining the express permission of Council.

**Note:** Any damage caused to Council's sewer infrastructure due to the progression of works or as a result of the approved use shall be rectified at the landowner's expense.

42. The "Tourist Park" must be connected to an electricity reticulation service in accordance with the relevant service provider's requirements and specifications along the relevant building standards, requirements and specifications (as relevant).
43. If the "Tourist Park" is connected to a telecommunication service, then such works shall be undertaken in accordance with the relevant service providers requirements and specifications along with relevant building standards requirements and specifications (as relevant).
44. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.
45. The site must have access to a reliable water supply for firefighting purposes.

#### Stormwater and drainage

46. Stormwater runoff from caravans and impervious surface areas is to be collected internally and piped generally in accordance with CMDG Guidelines D-5 'Stormwater Drainage Design' to the existing table drain on Geoghegan Road as a lawful point of discharge.

47. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during construction and at all times after the commencement of use.
48. Post-development stormwater runoff flows from the development site are not to exceed predevelopment stormwater runoff flows to adjoining properties or roads.
49. Stormwater must not be allowed to pond on the property being developed during the development process and after the development has been completed.
50. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

#### Access, car parking and manoeuvring

51. Vehicle access and egress to the "Tourist Park" is not permitted west of the Stage 1 accommodation sites shown as '4m Gate Entry & Exit' on approved *Drawing Number 20206505 Detailed Site Layout dated 23/06/20*. Site Vehicle Turn Path Signage is to be erected on the site boundary and at strategic locations along the Geoghegan Road frontage of the site indicating that access to the "Tourist Park" is not permitted at this location. Signage is to be erected internally within the site preventing caravans, accommodation vehicles and trailers from exiting the site at this location and to direct these vehicle types to exit the site in the approved location.
52. Access and egress for the "Tourist Park" is to be provided from Geoghegan Road in the general location denoted as "Caravan Entry/Exit & Car park Entry/Exit" on approved *Drawing Number 20206505 Detailed Site Layout dated 23/06/20*. The vehicle crossover shall be constructed in accordance with CMDG-R-40 Rev E Accesses Along Bitumen Roads ADT <300VPD. Signage shall be erected at or within the vicinity of the approved access directing vehicles to access the site at this location.
53. All vehicle crossovers must be designed to cater for the maximum vehicle size accessing the site with suitable flares and tapers provided for the vehicle swept path movements to ensure no damage to the roadway or verge.
54. The landowner shall be responsible for the construction and maintenance of vehicle crossovers from the road carriageway to the property boundary and for obtaining any approvals required for complying with the applicable designs and standards.
55. All internal access roads shall have a carriageway width no less than 6.0 metres for two-way traffic and not less than 4.0 metres for one-way traffic. Signposts and markings must be provided to indicate the direction of vehicle movements.
56. All internal access roads shall be sign posted to discourage vehicle speeds in excess of 15 kilometres per hour.
57. All vehicle driveways are to be sealed with an impervious surface prior to commencement of the use. Surfacing shall consist of reinforced concrete, concrete pavers, segmental clay pavers, asphaltic hotmix or two coat (primerseal/seal) bitumen seal.
58. Service vehicle access and manoeuvring is to be designed in accordance with AS/NZS 2890.2.2004 – Parking facilities Part 2: Off-street commercial vehicle facilities requirements.
59. No on-street parking is permitted at the frontage of the development site at any time. Signage is to be established on the development site boundary to this effect.

60. Visitors to the "Tourist Park" shall be encouraged to access and exit the premises from/toward the Geoghegan Road and Roma-Southern Road intersection. Measures such as signage and other forms of communication (i.e. advertising on website, pamphlets, etc.) shall be implemented to advise visitors of the required vehicle movements to and from the site.

#### Amenities

61. Toilet, laundry, and ablutions facilities are to be provided on the subject site for visitors to the "Tourist Park". These facilities must be located a maximum distance of 100 metres from any one accommodation site and no closer than 6.0 metres to any accommodation site. The number of facilities provided must accord with the Local Law Permit granted for the operation of a Tourist Park on the site.

#### Separation

62. "Tourist Park" sites shall provide a minimum of 112 square metres and be clearly delineated.
63. A minimum 3.0 metre wide buffer must be provided between each "Tourist Park" site.
64. A minimum 2.0 metre buffer must be provided between a "Tourist Park" site and any internal vehicle movement area.
65. Measures such as barricading, fencing, signage and/or line-marking delineating the safety area behind the shooting area from any accommodation area as shown on approved Drawing Number 20209508 Rev A Shooting Area Site Safety Template Layout must be implemented at all times whilst the shooting facilities within this area are in use.
66. The operator of the "Tourist Park" must make visitors aware of the safety areas shown on approved Drawing Number 20209508 Rev A Shooting Area Site Safety Template Layout at the time of check-in.

#### No Cost to Council

67. Services and infrastructure required in connection with the establishment of the approved development must be provided at the developer's cost.
68. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs.
69. All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council shall be paid prior to the commencement of use.

#### Latest versions

70. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.



### Application documentation

71. It is the developer's responsibility to ensure that all entities associated with the Development Approval have a legible copy of the Decision Notice and the Approved Plans and the Approved Documents bearing 'Council Approval'.

### General Advice

- (a) The Capricorn Municipal Development Guidelines apply to this development. Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).
- (b) Refer to <http://www.maranoa.qld.gov.au/council-policies> for Council Policies.
- (c) The land use rating category may change upon commencement of any approved use on the site. Council current Revenue Statement, which includes the minimum general rate levy for the approved use/s is available on the Council website: [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au).
- (d) The relevant planning scheme for this development is *Maranoa Planning Scheme 2017*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.
- (e) Under the *Maranoa Planning Scheme* "Tourist Park" means the use of premises for—
  - (a) *holiday, accommodation in caravans, self-contained cabins, tents or other similar structures; or*
  - (b) *amenity facilities, a food and drink outlet, a manager's residence, offices, recreation facilities for the use of occupants and their visitors, or staff accommodation, if the use is ancillary to the use in paragraph (a).*
- (f) The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- (g) All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- (h) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.
- (i) Refer to attachments for Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.
- (j) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended that the applicant contact Council for advice in the event of any potential change in circumstances.

- (k) The operation of a Tourist Park requires a permit under the *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011*.
- (l) This development approval has been issued during the COVID-19 applicable event declared under 275F of the Planning Act 2016. The period for undertaking the approved development may be subject to an extension of time under section 275R of the *Planning Act 2016*.



## ATTACHMENT 2 – CONCURRENCE AGENCY RESPONSE

RA6-N



Queensland Treasury

SARA reference: 2007-17631 SRA  
 Council reference: 2020/20118

25 August 2020

Chief Executive Officer  
 Maranoa Regional Council  
 PO Box 620  
 ROMA Qld 4405  
[planning@maranoa.qld.gov.au](mailto:planning@maranoa.qld.gov.au)

Attention: Mr Chris Tickner

Dear Chris

**SARA response—Geoghegan Road, Bungil**

(Referral agency response given under section 56 of the Planning Act 2016)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 20 July 2020.

**Response**

Outcome:	Referral agency response – with conditions.
Date of response:	25 August 2020
Conditions:	The conditions in Attachment 1 must be attached to any development approval.
Advice:	Advice to the applicant is in Attachment 2.
Reasons:	The reasons for the referral agency response are in Attachment 3.

**Development details**

Description:	Development permit	Material change of use for Expansion of existing Tourist Park (24 new caravan parking spaces)
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 1 (10.9.4.2.1) (Planning Regulation 2017)	
	Development application for a material change of use near a state transport corridor	

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Darling Downs South West regional office  
 128 Margaret Street, Toowoomba  
 PO Box 825, Toowoomba QLD 4360

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2007-17631 SRA

SARA reference: 2007-17631 SRA  
Assessment Manager: Maranoa Regional Council  
Street address: Geoghegan Road, Bungil  
Real property description: Lot 317 on SP219057  
Applicant name: Roma Clay Target Club c/- Brandon & Associates Pty Ltd  
Applicant contact details: PO Box 136  
Drayton North QLD 4350  
geoff\_broadbent@hotmail.com

### Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in Attachment 4.

A copy of this response has been sent to the applicant for their information.

For further information please contact Bernadette Plummer, Principal Planning Officer, on (07) 4616 7307 or via email [ToowoombaSARA@dsdmip.qld.gov.au](mailto:ToowoombaSARA@dsdmip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Darren Cooper  
Manager - DDSW (Planning)

cc Roma Clay Target Club c/- Brandon & Associates Pty Ltd, [geoff\\_broadbent@hotmail.com](mailto:geoff_broadbent@hotmail.com)

enc Attachment 1 - Referral agency conditions  
Attachment 2 - Advice to the applicant  
Attachment 3 - Reasons for referral agency response  
Attachment 4 - Representations provisions  
Attachment 5 - Approved plans and specifications

2007-17631 SRA

**Attachment 1—Referral agency conditions**

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the plans and specifications referenced below are found at Attachment 5)

No.	Conditions	Condition timing
<b>Material change of use – Expansion to existing Tourist Park (24 x caravan spaces)</b>		
10.9.4.2.4.1 —The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	<p>The development must be carried out generally in accordance with the following plans:</p> <ul style="list-style-type: none"> <li>Current Site Layout, prepared by Brandon &amp; Associates Engineering Consultants, dated 23/06/20, reference 20209502, Issue A.</li> </ul>	Prior to the commencement of use and to be maintained at all times.
2.	<p>(a) Stormwater management of the development must ensure no worsening or actionable nuisance to the state-controlled road.</p> <p>(b) Any works on the land must not:</p> <p>(i) create any new discharge points for stormwater runoff onto the state-controlled road;</p> <p>(ii) interfere with and/or cause damage to the existing stormwater drainage on the state-controlled road;</p> <p>(iii) surcharge any existing culvert or drain on the state-controlled road;</p> <p>(iv) reduce the quality of stormwater discharge onto the state-controlled road.</p>	<p>(a) At all times.</p> <p>(b) At all times.</p> <p>(c) Prior to the commencement of use.</p>

2007-17631 SRA

**Attachment 2—Advice to the applicant**

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) v2.6. If a word remains undefined it has its ordinary meaning.

State Assessment and Referral Agency

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Maranoa Regional Council  
Cnr Bungil & Quintin Streets  
Roma Queensland 4455

PHONE 1300 007 662  
FAX 07 4624 6990  
EMAIL [council@maranoa.qld.gov.au](mailto:council@maranoa.qld.gov.au)

PO Box 620, Roma Qld 4455  
ABN: 99 324 089 164  
[www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au)

2007-17631 SRA

**Attachment 3—Reasons for referral agency response***(Given under section 58(7) of the Planning Act 2016)*

The reasons for SARA's decision are:

The development complies with State code 1: Development in a state-controlled road environment of the SDAP. Specifically, the development:

- does not create a safety hazard for users of a state-controlled road
- does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The SDAP (version 2.6), as published by SARA
- The Development Assessment Rules
- SARA DA Mapping system



2007-17631 SRA

#### **Attachment 4—representation provisions**

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State Assessment and Referral Agency

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Maranoa Regional Council  
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Roma Queensland 4455

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### **Attachment 5—Approved plans and specifications**

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State Assessment and Referral Agency

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Maranoa Regional Council  
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## Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules<sup>1</sup> regarding representations about a referral agency response

### Part 6: Changes to the application and referral agency responses

#### 28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
  - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
  - (c) the applicant has given written agreement to the change to the referral agency response.<sup>2</sup>
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
  - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

<sup>1</sup> Pursuant to Section 68 of the *Planning Act 2016*

<sup>2</sup> In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

## Part 7: Miscellaneous

### 30 Representations about a referral agency response

30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.<sup>3</sup>

<sup>3</sup> An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.





## ATTACHMENT 3 – PLANNING ACT EXTRACT APPEAL RIGHTS

## Chapter 6 Dispute resolution Part 1 Appeal rights

## 229 Appeals to tribunal or P&amp;E Court

(1) Schedule 1 states—

- (a) matters that may be appealed to—
  - (i) either a tribunal or the P&E Court; or
  - (ii) only a tribunal; or
  - (iii) only the P&E Court; and
- (b) the person—
  - (i) who may appeal a matter (the **appellant**); and
  - (ii) who is a respondent in an appeal of the matter; and
  - (iii) who is a co-respondent in an appeal of the matter; and
  - (iv) who may elect to be a co-respondent in an appeal of the matter.

(2) An appellant may start an appeal within the appeal period.

(3) The **appeal period** is—

- (a) for an appeal by a building advisory agency—10 business days after a decision notice for the decision is given to the agency; or
- (b) for an appeal against a deemed refusal—at any time after the deemed refusal happens; or
- (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises—20 business days after a notice is published under section 269(3)(a) or (4); or
- (d) for an appeal against an infrastructure charges notice—20 business days after the infrastructure charges notice is given to the person; or
- (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given—30 business days after the applicant gives the deemed approval notice to the assessment manager; or
- (f) for any other appeal—20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

Note—

See the P&E Court Act for the court's power to extend the appeal period.

(4) Each respondent and co-respondent for an appeal may be heard in the appeal.

(5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.

(6) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about—

- (a) the adopted charge itself; or
- (b) for a decision about an offset or refund—
  - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
  - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

**230 Notice of appeal**

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that—
- (a) is in the approved form; and
  - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar must, within the service period, give a copy of the notice of appeal to—
- (a) the respondent for the appeal; and
  - (b) each co-respondent for the appeal; and
  - (c) for an appeal about a development application under
  - (d) schedule 1, table 1, item 1—each principal submitter for
  - (e) the development application; and
  - (f) for an appeal about a change application under
  - (g) schedule 1, table 1, item 2—each principal submitter for
  - (h) the change application; and
  - (i) each person who may elect to become a co-respondent
  - (j) for the appeal, other than an eligible submitter who is not a principal submitter in an appeal under paragraph (c) or (d); and
  - (k) for an appeal to the P&E Court—the chief executive; and
  - (l) for an appeal to a tribunal under another Act—any other person who the registrar considers appropriate.
- (4) The **service period** is—
- (a) if a submitter or advice agency started the appeal in the P&E Court—2 business days after the appeal is started; or
  - (b) otherwise—10 business days after the appeal is started.
- (5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection (6).
- (6) A person elects to be a co-respondent by filing a notice of election, in the approved form, within 10 business days after the notice of appeal is given to the person.

**231 Other appeals**

- (1) Subject to this chapter, schedule 1 and the P&E Court Act, unless the Supreme Court decides a decision or other matter under this Act is affected by jurisdictional error, the decision or matter is non-appealable.
- (2) The Judicial Review Act 1991, part 5 applies to the decision or matter to the extent it is affected by jurisdictional error.
- (3) A person who, but for subsection (1) could have made an application under the Judicial Review Act 1991 in relation to the decision or matter, may apply under part 4 of that Act for a statement of reasons in relation to the decision or matter.

(4) In this section—

**decision** includes—

- (a) conduct engaged in for the purpose of making a decision; and
- (b) other conduct that relates to the making of a decision; and
- (c) the making of a decision or the failure to make a decision; and
- (d) a purported decision; and
- (e) a deemed refusal.

**non-appealable**, for a decision or matter, means the decision or matter—

- (a) is final and conclusive; and
- (b) may not be challenged, appealed against, reviewed, quashed, set aside or called into question in any other way under the Judicial Review Act 1991 or otherwise, whether by the Supreme Court, another court, a tribunal or another entity; and
- (c) is not subject to any declaratory, injunctive or other order of the Supreme Court, another court, a tribunal or another entity on any ground.

## 232 Rules of the P&E Court

- (1) A person who is appealing to the P&E Court must comply with the rules of the court that apply to the appeal.
- (2) However, the P&E Court may hear and decide an appeal even if the person has not complied with rules of the P&E Court.



## ATTACHMENT 4 – STATEMENT OF REASONS

The following information is provided in accordance with section 63 of the *Planning Act 2016*.

<b>Description of Development</b>	The development is a Material Change of Use – “Tourist park”
<b>Assessment benchmarks</b>	<p>The proposed development was assessed against the following Assessment benchmarks:</p> <ul style="list-style-type: none"> <li>the Darling Downs Regional Plan;</li> <li>the State Planning Policy;</li> <li>the Maranoa Planning Scheme: <ul style="list-style-type: none"> <li>Part 3 Strategic framework</li> <li>Part 4 Local Government Infrastructure Plan</li> <li>Part 5 Tables of assessment</li> <li>Part 6 Zones <ul style="list-style-type: none"> <li>Part 6.2.10 Recreation and open space zone</li> </ul> </li> <li>Part 8 Overlays <ul style="list-style-type: none"> <li>Part 8.2.1 Agricultural land overlay code</li> <li>Part 8.2.3 Biodiversity areas overlay code</li> <li>Part 8.2.7 Infrastructure Overlay Code</li> <li>Part 8.2.8 Airport environs overlay code</li> </ul> </li> <li>Part 9 Development Codes <ul style="list-style-type: none"> <li>Part 9.3.1 Accommodation activities code</li> </ul> </li> </ul> </li> </ul>
<b>Relevant matters</b>	<p>The following relevant matters have been taken into consideration:</p> <ul style="list-style-type: none"> <li>the development is for the expansion of a lawful Caravan/Tourist Park such that the use is not out of character and within a reasonable expectation of the type of use anticipated in this area. It is noted that caravanning and camping has been observed at the premises since as early as 1997, albeit at a lesser scale and intensity.</li> <li>there is an overall absence of negative impacts resulting from the proposed development, having regard to the existing lawful use of the land and impacts generated by that use;</li> <li>the Tourist Park will continue to be the ancillary use of the site as it will be used for short periods of the year, primarily during the cooler months, with the income generated from the Tourist Park being used to support the ongoing primary use of the site as a recreational shooting range (which operates 12 months of the year).</li> <li>the additional Tourist Park sites will be contained within the existing ‘caravan park’ footprint, limiting the degree of impact both on and off site;</li> <li>the additional Tourist Park spaces have been deliberately located the furthestmost distance from the closest sensitive receptor/s and/or screened by established landscaping</li> </ul>

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	<p>and extensive solid fencing;</p> <ul style="list-style-type: none"> <li>the application proposes the re-use of existing improvements on the site, minimising the impact on existing rural amenity;</li> <li>approval of the application would encourage and diversify economic development in the region and will support a key theme of Council's strategic planning framework by having a tourist park located near the town centre of Roma. It is noted that economic considerations are not the sole basis for providing sufficient grounds for approval or refusal despite any perceived conflict with a planning instrument.</li> </ul>
<b>Matters raised in submissions</b>	<p>Matters raised in the submissions include; the development is inappropriate because the development presents a clear and significant conflict with the provisions of the Planning Scheme; is contrary to the orderly and planned use of the surrounding locality; will result in adverse amenity impacts; is contrary to sound traffic and access principles; and the application has not demonstrated a justifiable planning need.</p>
<b>Reasons for decision</b>	<p>It is considered that on balance, the proposal presents no significant inconsistency with the applicable assessment benchmarks. Development conditions have been imposed to ensure compliance to the greatest extent possible. Any residual inconsistency with the assessment benchmarks needs to be considered in light of the various relevant matters.</p>



## ATTACHMENT 5 - ADOPTED INFRASTRUCTURE CHARGES NOTICE

## INFRASTRUCTURE CHARGES NOTICE

This Infrastructure Charges Notice is issued by Maranoa Regional Council.

The notice is issued in accordance with the provisions of Chapter 4 of the *Planning Act 2016* and related provisions

The reasons for the decision to give this Notice are explained in the attached Infrastructure Charges Information Notice.

---

<b>DEVELOPMENT APPLICATION:</b>	2020/20118
<b>DATE OF ISSUE:</b>	16 December 2020
<b>PROPERTY ADDRESS:</b>	155 Geoghegan Road, Roma QLD 4455
<b>PROPERTY DESCRIPTION:</b>	Lot: 317 SP: 219057
<b>APPLICATION PROPOSAL:</b>	Material change of use – "Tourist Park" (expansion of existing use)
<b>PLANNING SCHEME:</b>	Maranoa Planning Scheme 2017
<b>LEVIED CHARGE:</b>	\$20,000.00
<b>DOES THE MAXIMUM ADOPTED CHARGE APPLY:</b>	No.

---

Please find attached an Adopted Infrastructure Charges Notice issued in accordance with section 119 of the *Planning Act 2016*.

The amount in the Adopted Infrastructure Charges Notice has been calculated according to Council's Adopted Infrastructure Charges Resolution.

The amount of the Adopted Infrastructure Charges Notice is subject to index adjustments and may be different at the time of payment. Please contact the Planning Team at Council for review of the charge amount prior to payment.

#### Payment to Council

Payment of the infrastructure charges must be made to Maranoa Regional Council.

#### Due date for payment

Infrastructure charges are payable in accordance with section 122 of the *Planning Act 2016*.

#### Automatic increases

The adopted charge may be increased automatically after the charge is levied and before it is paid to the local government. The increase will be calculated in accordance with Schedule 5 of the *Adopted Infrastructure Charges Resolution (Bungil) 2015*.

## Levied Charge Calculations:

Charge Category and Use	Applied Adopted Infrastructure Charge	Demand	Levied Charge
Accommodation (short term) – “Tourist Park”	<p>For a short term accommodation - Tourist park</p> <p>\$2,500 per 3 tent or caravan sites</p> <p><b>Trunk Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Transport</li> <li>• Water</li> <li>• Sewerage</li> <li>• Stormwater</li> <li>• Parks and Community Land</li> </ul>	<p><u>Additional accommodation created by the development</u></p> <p>24 caravan sites</p> <p><u>Charge per 3 caravan sites is \$2,500.00</u></p> <p><math>\\$2,500 \times (24 \text{ caravan park sites} / 3) = \\$20,000.00</math></p>	<b>\$20,000.00</b>

General Information**GST:**

The Federal Government has determined that contributions made by a developer to a local government for infrastructure and services under the *Planning Act 2016* are GST exempt.

**Appeals:**

Pursuant to section 229(3) of the *Planning Act 2016* a person may appeal an infrastructure charges notice or a refusal (or deemed refusal) of conversion application.

For further details about the appeal provisions see **Attachment 3** of the Decision Notice Approval Reference 2020/20118.

**When this notice lapses:**

The infrastructure charges notice lapses if the development approval stops having effect.

**INFRASTRUCTURE CHARGES INFORMATION NOTICE****Reasons for the decision:**

The approved development will increase demand upon the following local government trunk infrastructure networks:

- Water
- Sewer
- Stormwater
- Transport
- Public parks and community facilities

The costs of meeting the increase in demand may be recovered from the developer up to the limits set by the Queensland Government.

To encourage development, the Maranoa Regional Council charges less than the limits set by the Queensland Government.

The infrastructure charges to be paid are based on the *Planning Act 2016* (primarily chapter 8) and related regulatory provisions and guidelines.

The Maranoa Regional Council has made a Resolution to adopt Infrastructure Charges for the Maranoa Planning Scheme under the *State planning regulatory provision (adopted charges) 2012*.

As the developer is not required to construct any trunk infrastructure, (which is infrastructure which services other premises) then there are no offsets or refunds for the provision of trunk infrastructure by the developer.

The development has been given credits for existing uses in accordance with the *Adopted Infrastructure Charges Resolution (Bungil) 2015*.

**ATTACHMENT 6 – APPROVED PLANS AND SPECIFICATIONS**

## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 25 May 2021

**Item Number:** L.3

**File Number:** D21/41347

**SUBJECT HEADING:** Surat Golf Club Inc. - Request for Financial Assistance

**Classification:** Open Access

**Officer's Title:** Council Buildings & Structures Maintenance Officer / Team Coordination

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### **Executive Summary:**

Correspondence has been received from the President of the Surat Golf Club seeking Council's assistance with the replacement of the club house at the Surat Golf Course. Costings have been obtained and are being presented for Council consideration.

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

That Council include the requested Surat Golf Course upgrades as part of its 2021/22 budget deliberations.

---

### **Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Members – Surat Golf Club Inc.

### **Acronyms:**

**Are there any industry abbreviations that will be used in the report?**

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

Acronym	Description
Inc	Incorporated

### **Context:**

***Why is the matter coming before Council?***

Council has previously received correspondence from the President, Mr Justin Washington, of the Surat Golf Club requesting assistance from Council with the upgrade to the club house located at the Surat Golf Course.

Mr Washington advises that the club recently received \$35,000 from the Community Gambling Benefit Fund Grant for the purpose of constructing a shed to be used as



their club house. Mr Washington has supplied a quote, dated 25 August 2019, and plans for the proposed club house. (*Quote and plan attached to report*)

The request for assistance from Council is as follows –

- Priority 1. Demolition and removal of existing clubhouse at no expense to Surat Golf Club.
- Priority 2. Construction of a toilet block connected to town sewer.
- Priority 3. Financial contribution to assist with the construction and fit out with kitchen and appliances to the shed as per plans and quote attached.

Council resolved:

**Resolution No. OM/03.2021/15**

***That:***

- 1. Council acknowledge receipt of request received from the Surat Golf Club Incorporated.***
- 2. An Officer Report be brought back to Council with costings to allow further consideration and deliberations.***

Costings have been approximated and total around \$ 337,164.84. (Cost breakdown is included below).

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

The Surat Golf Club Inc holds a Trustee Lease over the whole of land described as Lot 94 on EG284. The term of the lease is for the period 14 February 2019 to 13 December 2038. Maranoa Regional Council is the Trustee of the land. Prior to this the Surat Golf Club Inc were the Trustees of this land, they did however approach Council in 2017 requesting Council intervention to avoid the land being gifted back to the State due to unpaid fees.

**Resolution No. GM/09.2017/21**

***That Council:***

- 1. Apply to Department of Natural Resources and Mines to transfer the leases that are now held under the Surat Golf Club Inc. – Lot 1 PER4605 and Lot 94 EG284 to Maranoa Regional Council and request that any outstanding fees, transfer charges and future lease charges be waived.***
- 2. Allocate any legal fees for the transfer to GL: 2506.2094.2001.***

3. **Write off \$13,672.78 and any additional accumulated interest for outstanding rates once the land has been surrendered back to the State Government.**
  - a) **Lot 1 PER4605 (assessment 15002058) - \$10,593.82; and**
  - b) **Lot 94 EG284 (assessment 15002074) - \$3,078.96.**
4. **Advise the Surat Golf Club that it is required to pay the outstanding rates of \$70.80 and any additional accumulated interest for outstanding rates on the freehold land, Lot 11 Crown Plan S2814.**
5. **Enter into an Agreement with the Surat Golf Club Inc. to incorporate service levels and in-kind assistance for slashing the course.**
6. **Offer initial support to the group if required to assist with set up of the governance structure for the club.**

Council currently covers the costs of rates and charges at the property, this is approximately \$1,700.00 per annum.

Council Officers have discussed the project in depth with Mr Washington and estimated the following costs.

	Option 1	Option 2
<b>Priority 1. Demolition and removal of existing clubhouse at no expense to Surat Golf Club</b>	<b>\$ 70,000.00</b>	<b>\$ 45,000.00</b>
Demolition and Removal of Debris – Asbestos Present	70,000.00	
Demolition and Removal of Debris – Asbestos not Present		45,000.00

Initial tests indicate that asbestos is not present in this building, however it is possible that the building may contain asbestos.

<b>Priority 2. Construction of a toilet block connected to town sewer.</b>	<b>\$ 100,000.00</b>
Build Ablution Block	70,500.00
Draftsman Drawings, Relevant Form 15'S & 16'S	2,000.00
Plumbing - Sewerage	20,000.00
Plumbing - Potable Water	2,500.00
Electrical	5,000.00

	Option 1	Option 2
<b>Priority 3. Financial contribution to assist with the construction and fit out with kitchen and appliances to the shed as per plans and quote attached.</b>	<b>\$ 134,621.60</b>	<b>\$ 96,621.60</b>
Surat Golf Club Shed Construction Including Electrical	43,621.60	43,621.60
Plumbing	5,000.00	5,000.00
Kitchen	25,000.00	25,000.00
Cold Room	20,000.00	20,000.00
Fridge and Freezers	3,000.00	3,000.00
Appliances		
- Microwave	400.00	
- Dishwasher	5,000.00	
- Oven & Rangehood	20,000.00	
- Deep Fryer	6,000.00	
- Bain Marie	1,600.00	
- Other (urns, kettles, toasters ect)	5,000.00	

An additional option is available to remove the additional appliances until after the original build.

	Option 1	Option 2
Demolition and removal of debris	70,000.00	45,000.00
Construction of toilet block and connection to town sewer	100,000.00	100,000.00
Financial contribution to assist with the construction and fit out of the kitchen.	134,621.60	96,621.60
Less Surat Golf Club contribution	- 35,000.00	- 35,000.00
<b>Subtotal</b>	<b>\$ 269,621.60</b>	<b>\$ 206,621.60</b>

Add Contingency (15%)	40,443.24	30,993.24
<b>Total</b>	<b>\$ 310,064.84</b>	<b>\$ 237,614.84</b>

It is estimated that Council would need to budget between \$ 237,614.84 and \$ 310,064.84.

The President of the Surat Golf Club, Mr Washington, has confirmed the number of club members is currently six (6) playing financial members.

It has been reported previously that the current club house located on the land has termite damage. Extract from Officer Report presented to Council Meeting held 13 September 2017 concerning a community request for Council's assistance to help the community access the Surat Golf Course to play social golf –

*“The club house has white ants in the new section and needs repair – the community does not want access to the club house and are not asking Council to take on the responsibility of the club house. This would be part of the Agreement with the club.”*

Extract from the Terms and conditions of the Trustee Lease – Clause 11. Trustee Lessee's Alterations-

#### **11. Trustee Lessee's Alterations**

- a) The Trustee Lessee must not carry out or permit to be carried out any Proposed Work without the Trustee's Consent.
- b) In seeking the Trustee's Consent the Trustee Lessee must submit to the Trustee plans and specifications of the Proposed Work.
- c) If the Trustee consents to any Proposed Work, the Trustee requires (unless it notifies otherwise), as a condition of the Trustee's Consent, that:
  - i. the Proposed Work will be at the cost of the Trustee Lessee and will be supervised by a person approved by the Trustee;
  - ii. the Proposed Work be carried out in a proper and workmanlike manner by contractors or tradespersons approved by the Trustee;
  - iii. the Trustee Lessee pay on demand all reasonable Costs incurred by the Trustee in considering the Proposed Work and its supervision, including the fees of architects and other building consultants engaged by or on behalf of the Trustee;
  - iv. the Trustee Lessee obtains from relevant Authorities all approvals and permits necessary for carrying out the Proposed Work, and provides copies to the Trustee upon request;
  - v. the Trustee Lessee carries out the Proposed Work in accordance with relevant Laws;
  - vi. the Trustee Lessee carries out the Proposed Work in a manner that does not cause nuisance and inconvenience to other occupiers and users of the Trust Land;

- vii. on completion of the Proposed Work the Trustee Lessee immediately obtains and gives to the Trustee a copy of any certificates issued by the appropriate Authority verifying that the Proposed Work is satisfactorily completed and legally capable of being used or occupied;
  - viii. the Trustee Lessee reimburses the Trustee on demand for any Cost incurred by the Trustee as a result of the Proposed Work being carried out, including any resulting modification or variation to the Premises or Building;
  - ix. prior to the date the Trustee Lease ends the Trustee Lessee restores the Premises and all Services in the Premises to their configuration and condition immediately before the Proposed Work was carried out unless the Trustee notifies the Trustee Lessee that restoration is not required; and
  - x. the Trustee Lessee takes out insurance reasonably required by the Trustee in respect of the Proposed Work and provides a certificate of currency to the Trustee.
- d) The Trustee Lessee must at its own cost comply with all conditions imposed by the Trustee as part of its consent to the Proposed Work.
- e) For the purposes of the WH&S Act in relation to the Proposed Work, the Trustee Lessee acknowledges that as between the Trustee and Trustee Lessee:
- i. The Trustee Lessee is the person who carries out or commissions the Proposed Work;
  - ii. The Trustee Lessee is the person with management and control of the workplace at which the Proposed Work is carried out;
  - iii. The Trustee Lessee is the person with the management and control of any plant used in the Proposed Work; and

Unless the WH&S Act imposes a duty specifically on the Trustee, the Trustee Lessee must comply with and ensure that its contractors comply with all duties imposed by the WH&S Act.

**Legislation, Local Laws, State Policies & Other Regulatory Requirements:**

***What does the legislation and other statutory instruments include about the matter under***

***consideration?*** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

*Planning Act 2016*

*Plumbing & Drainage Act 2002*

*Work Health & Safety Act 2011*

**Council Policies or Asset Management Plans:**

***Does Council have a policy, plan or approach ordinarily followed for this type of decision?***

***What are relevant sections of the policy or plan?***

(Quote/insert the relevant section's wording / description within the report)

Council Policy for Removal, Relocation or Demolition of Buildings

**Input into the Report & Recommendation:**

***Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?*** (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Facility Lease Management & Housing Officer/Team Coordinator – Facilities (Land, Buildings & Structures)

Mr Justin Washington in his capacity as President of the Surat Golf Club was asked to comment on the following.

***How many current members are with the Surat Golf Club?***

6 Members

***How often is the course used currently and how often are events?***

Weekly

***Is there scope to increase the number of players, is the Surat Golf Course big enough to support weekly sporters and other carnivals?***

The course is a 12-hole sand green course and building the club would increase the potential to hold carnivals and larger events.

***If the work proceeds, would the club and committee be willing to let the clubhouse out to community members?***

Yes

***Would there be a fee associated with this?***

Nominal, in-kind or bond.

***Total Amount of people that will be at the facility at any one time (this will affect the number of toilet pedestals that are required to be made available)***

50 – 150 based on current numbers at the Mitchell Golf Club.

***If Council were to consider this project for completion over a number of years, what would the priority be in the next financial year?***

Demolition of existing building, construction of new building and ablution. Fit out can be completed over time.

***I have included \$35,000.00 as a co-contribution from the Club, is this amount accurate to what the club is able to contribute.***

Other than in-kind assistance, yes.



***What is the state of the current building and why does it require replacement?***

White ant damage throughout.

***Anything additional that you would like Council to consider?***

Landscaping in the future.

**Funding Bodies:**

***Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.*** (Please do not just include names)

Nil

**This Financial Year's Budget:**

***Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)?*** ***Is this already included in the budget? (Include the account number and description).***  
***If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?***

Nil

**Future Years' Budgets:**

***Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?*** (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Capital Works \$ 310,064.84

Maintenance \$ 3,000.00 per annum

**Impact on Other Individuals or Interested Parties:**

***Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?***  
(Interested Parties Analysis - IS9001:2015)

Members - Surat Golf Club Inc

**Risks:**

***What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does)*** (List each identified risk in a table)

Risk	Description of likelihood & consequences
Financial Risk	Cost/s associated with the demolition and removal of the building. Cost/s associated with the construction of a toilet block and connection to town sewer. Cost/s associated with the assistance to construct and fit out with kitchen and appliances.

**Advice to Council:**

***What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?***

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Council currently has several comparable function spaces in the Surat area including, the Surat Hall and Supper Room, Surat Recreation Grounds, Surat Memorial Park Community Shed, RSL Hall and The Warroo Sports Complex. Although additional function areas could be beneficial to any town, there is no evidence of community support for this outside of the Surat Golf Club.

Although additional assets could improve the experience at any of the clubs across the region, with the current member numbers there is no guarantee of the future viability of the club. It would be beneficial to consider this as part of Councils 2021/22 budget deliberations.

It is estimated that Council would need to budget between \$ 237,614.84 (option 1) and \$ 310,064.84 (option 2) to complete all three priorities requested by the Surat Golf Club.

**Recommendation:**

***What is the 'draft decision' based on the advice to Council?***

***Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

***Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

That Council include the requested Surat Golf Course upgrades as part of its 2021/22 budget deliberations.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

[1](#) Surat Golf Club Inc - Request - Building Plans and Quote D21/15701

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

From: [kjwasho@bigpond.com](mailto:kjwasho@bigpond.com) <[kjwasho@bigpond.com](mailto:kjwasho@bigpond.com)>  
Sent: Tuesday, 16 February 2021 7:41 PM  
To: Fiona Vincent <[Fiona.Vincent@maranoa.qld.gov.au](mailto:Fiona.Vincent@maranoa.qld.gov.au)>; Edward (Ed) Sims  
<[Edward.Sims@maranoa.qld.gov.au](mailto:Edward.Sims@maranoa.qld.gov.au)>  
Subject: Surat Golf Club Request

Hi Fiona, thank you for your time today. As discussed and on behalf of the Surat Golf Club in the capacity as the President, I am requesting assistance from Maranoa Regional Council with the upgrade to the club house at the Surat Golf Course. Recently our club received \$35000 from the Community Gambling Benefit Fund Grants. These funds were granted to construct a shed to be used as our club house. Plans and quote are attached for the ideal structure for our club.

Request for assistance is as follows:

Priority 1. Demolition and removal of existing clubhouse at no expense to Surat Golf Club (Les Allwood has taken samples to ascertain if asbestos is present and will provide a quote when results are received)

Priority 2. Construction of a toilet block connected to town sewer.

Priority 3. Financial contribution to assist with the construction and fit out with kitchen and appliances of the shed as per plans and quote attached.

Thank you for your consideration. I am happy to discuss further when required.

Regards

*Justin Washington*



PO Box 203  
ROMA QLD 4455  
246 Euthulla Road Roma

M: Les - 0428 964 354  
Sam - 0407 659 049

E: [allwoodbuildingservices@bigpond.com](mailto:allwoodbuildingservices@bigpond.com)  
W: [www.allwoodbuildingservices.com.au](http://www.allwoodbuildingservices.com.au)

QBCC NO: 1144381 – Builder Low Rise

ABN: 84 325 790 469

## QUOTATION

**To: Surat Golf Club**

**Date: 25/08/2019**

**Re: New shed Structure**

**Estimated Project Timeframe: Three weeks**

The following quote is for *the supply of labour and materials to erect the new shed structure as per plans provided.*

### Inclusions:

- Concrete slab as per engineering
- Supply of shed kit
- Erection of shed kit

### Exclusions:

- No soil survey has been allowed for

**Notes:** A provisional Sum of \$4,500.00 ex GST has been allowed for the electrical cost.

**Sub Total: \$39,656.00**

**GST: \$3,965.60**

**TOTAL: \$43,621.60**

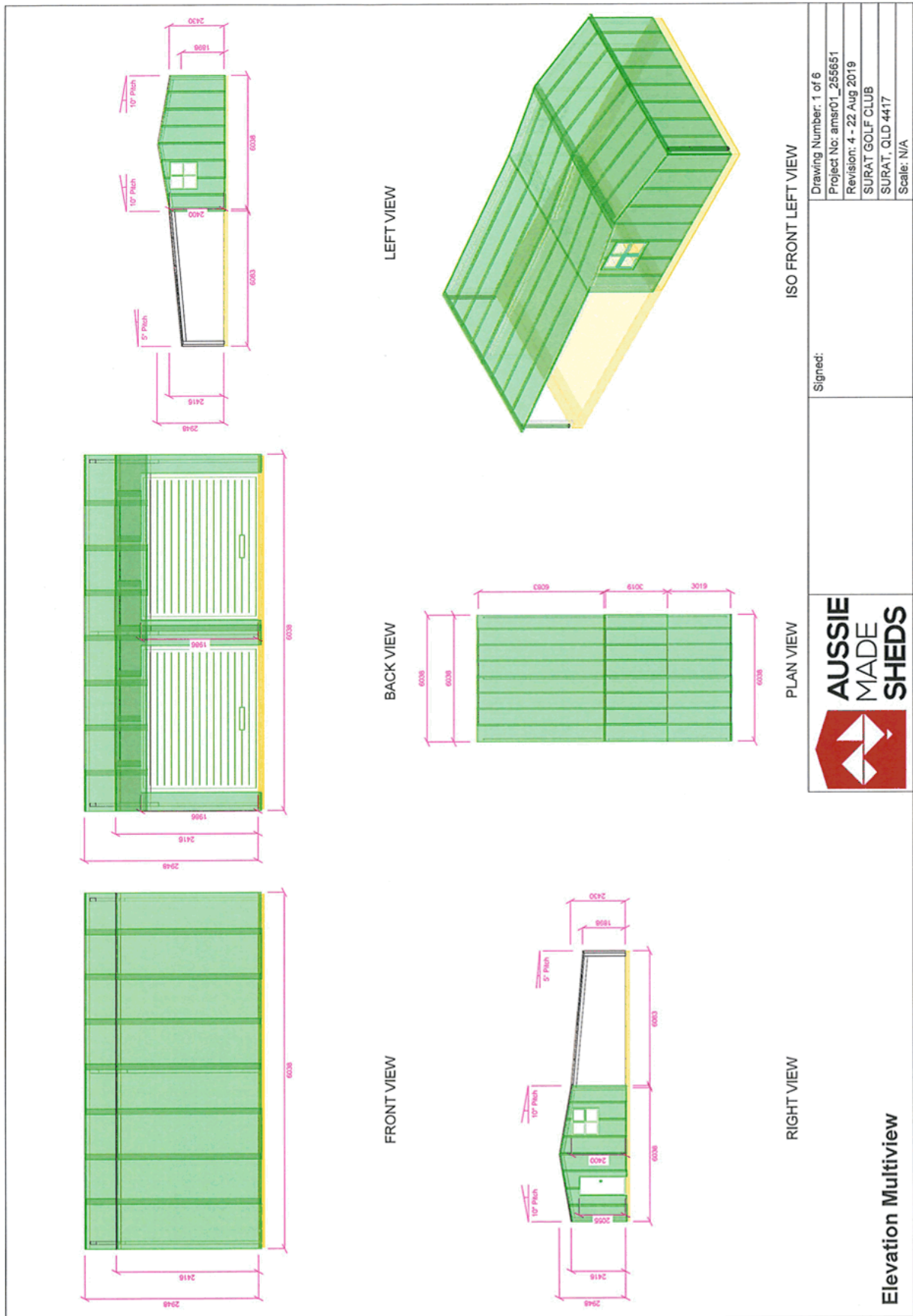
Thank you for this opportunity in quoting your Project.

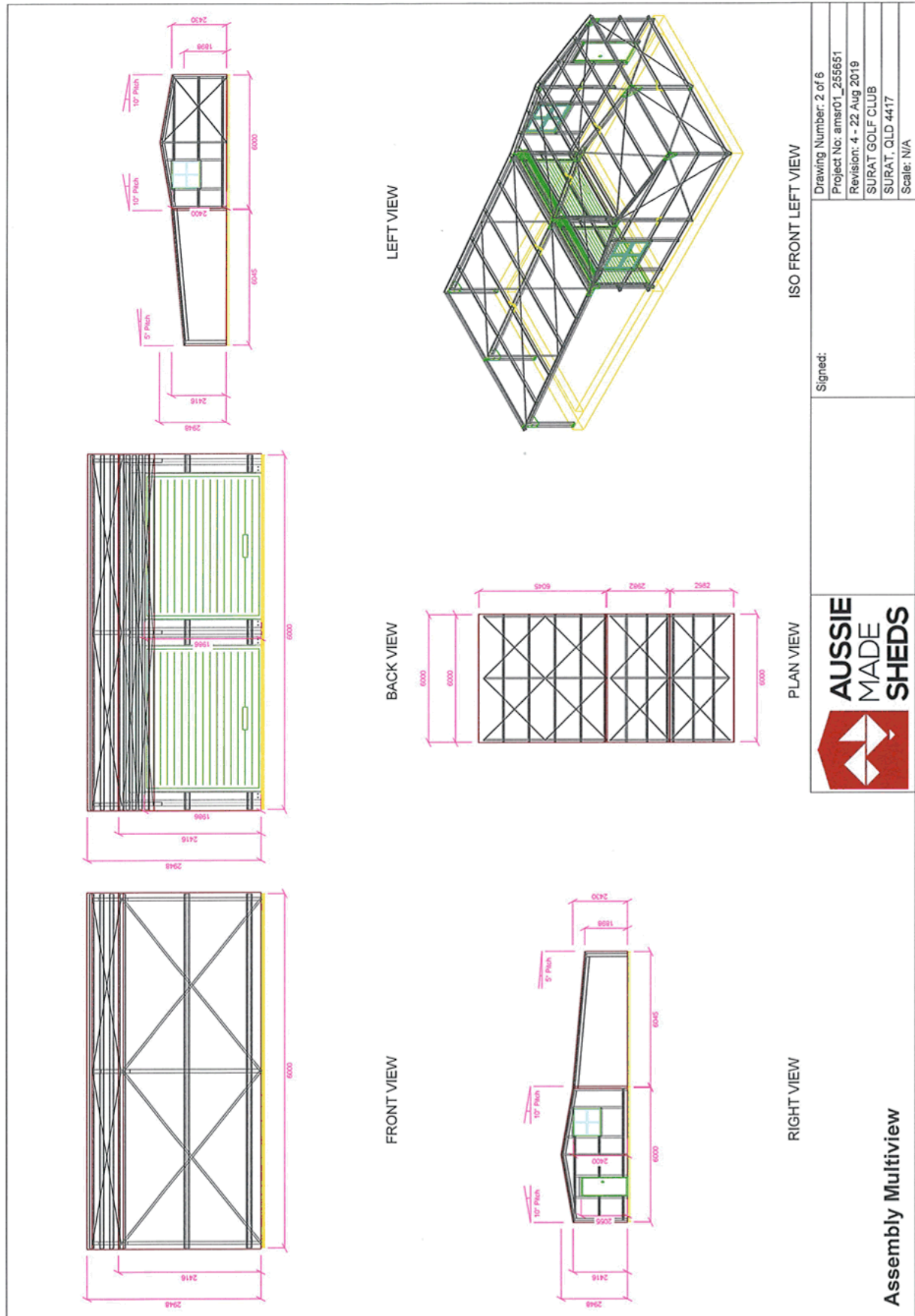
Please note, all Quotations are valid for 30 days from date of Quote. Please do not hesitate to contact us if you require any adjustments to this quote as we are more than happy to accommodate.

10+ YEARS SERVICING SOUTH WEST QUEENSLAND

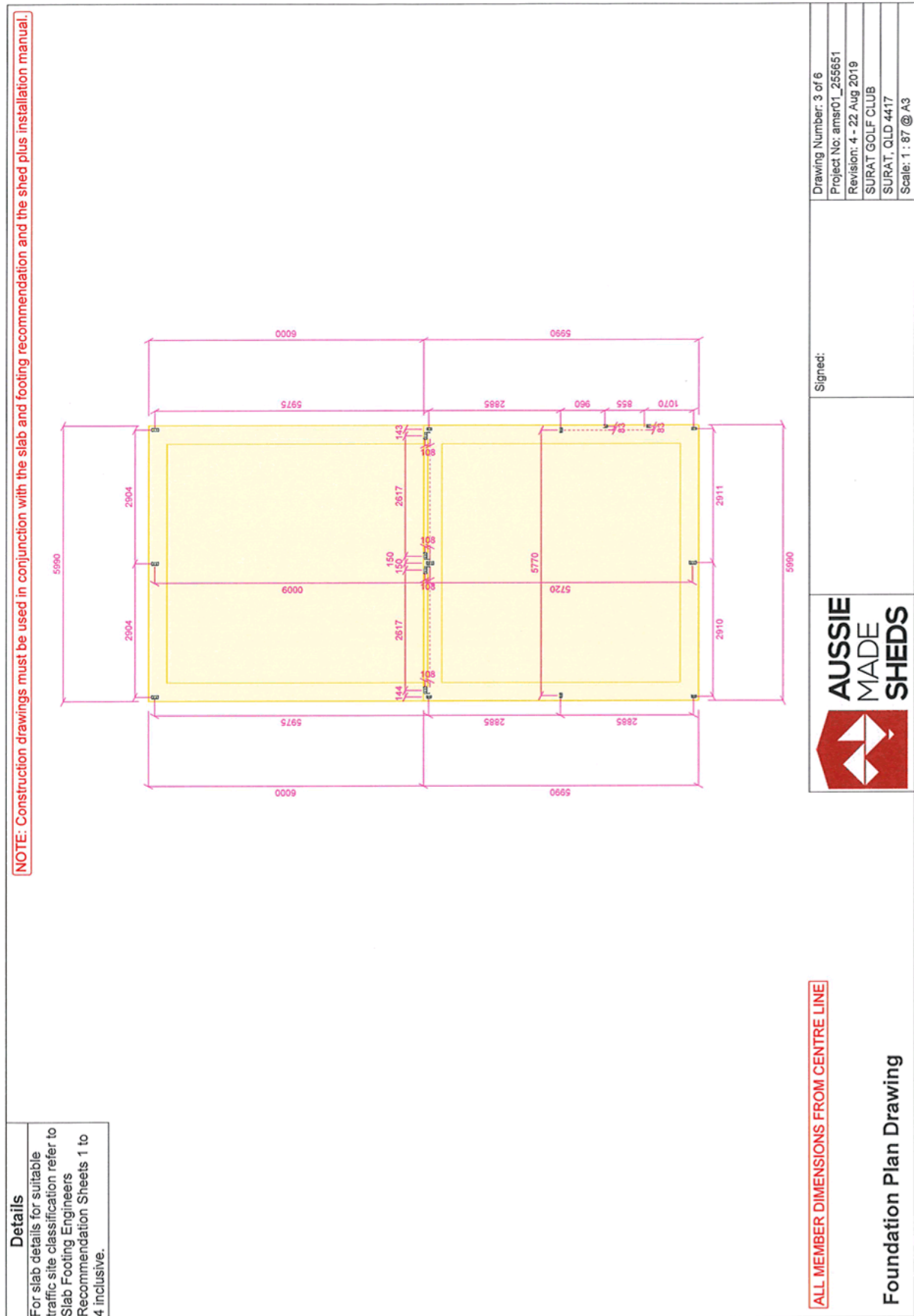
Residential Commercial Government Industrial Civil Oil & Gas













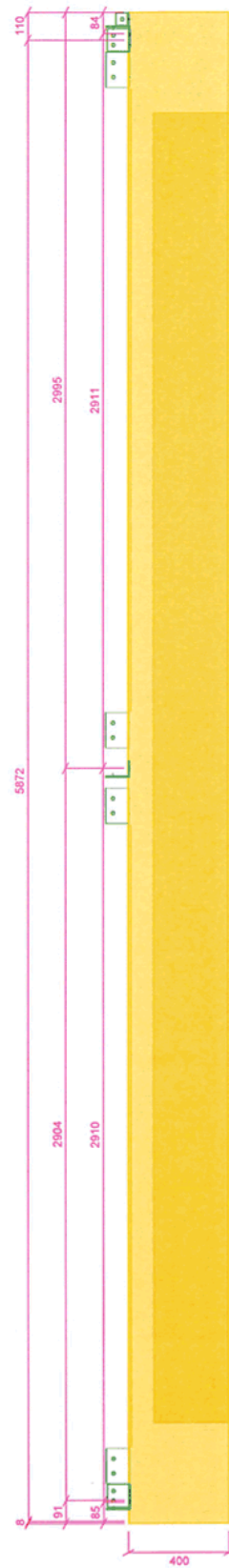
[illegible]

**AUSSIE  
MADE  
SHEDS**

Drawing Number: 5 of 6
Project No: amsr01_255651
Revision: 4 - 22 Aug 2019
SURAT GOLF CLUB
SURAT, QLD 4417
Scale: 1 : 33 @ A3

### Slab AA Drawing

**NOTE:** Construction drawings must be used in conjunction with the slab and footing recommendation and the shed plus installation manual.



**ALL MEMBER DIMENSIONS FROM CENTRE LINE**

### Slab BB Drawing

Signed:



Drawing Number: 6 of 6

Project No: amsr01\_255651

Revision: 4 - 22 Aug 2019

**SURAT GOLF CLUB**

SURAT, QLD 4417

Scale: 1 : 17 @ A3

## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 27 May 2021

**Item Number:** L.4

**File Number:** D21/41889

**SUBJECT HEADING:** Request for Update - Wallumbilla Showgrounds  
Ablution Septic

**Classification:** Open Access

**Officer's Title:** Council Buildings & Structures Maintenance  
Officer / Team Coordination

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### **Executive Summary:**

Council has received correspondence from Wallumbilla Town Improvement Group Inc. requesting an update on the project to connect water and sewerage to the ablution block at the Wallumbilla Showgrounds.

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

That Council:-

1. Allocate an additional \$101,715 ex GST (total budget \$131,715) in the 2020/2021 budget to complete the Wallumbilla Showgrounds wastewater upgrade with funds being transferred from WO22307 Roma Pool refurbishment of change rooms to allow disabled access (pending pool upgrade timing);
2. Award the Wallumbilla Showgrounds wastewater upgrade works to Westwet Plumbing Pty Ltd;
3. Provide the Wallumbilla Town Improvement Group with an update on the project.

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### **Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Wallumbilla Town Improvement Group Inc.  
Westwet Plumbing Pty Ltd  
Roma Plumbing Pty Ltd

### **Acronyms:**

**Are there any industry abbreviations that will be used in the report?**

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

Acronym	Description
Inc.	Incorporated



**Context:**

***Why is the matter coming before Council?***

Wallumbilla Town Improvement Group Incorporated has enquired about the progress of the Wallumbilla Showgrounds ablution block project and requested for their correspondence to be tabled at the next Ordinary Council Meeting so that they can receive an update in writing from Council Meeting.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

The Wallumbilla Showgrounds is Reserve Land described as Lot 263 on WV1304. Wallumbilla Town Improvement Group Inc. in partnership with Maranoa Regional Council in 2020 obtained and installed an additional ablution block at the Wallumbilla Showgrounds.

During the 2020/21 budget deliberations, Council officers prepared a Business Case to connect the additional ablution block to the septic system. During planning of the works, it became evident that the current onsite system was not of sufficient size to cope with the additional toilet block being connected into this existing system.

In October 2020, Council Officers requested quotations from designers to draw up compliant septic design systems.

23 November 2020, Council issued a purchase order 166799 to Brandon and Associates to design the new septic system.

19 March 2021, Council received a final design from Brandon and Associates.

24 March 2021, Council's Regional Sport & Recreation Development Coordinator - Fiona Vincent and Building Projects, Maintenance Planning & Inspections Officer - Richard Irwin met with community stakeholders to discuss the plans. In attendance were members from the Wallumbilla Campdraft Association, Wallumbilla Show Society and Wallumbilla Town Improvement Group.

15 April 2021, Council Officers submitted a modified design plan to Brandon and Associates for approval, the modified designs considered the requirements of both the site and the user groups. Brandon and Associates approved Council's changes to the system. This eliminated the requirement on Council to acquire additional land, by instead discharging treated water underground on existing land.

23 April 2021, Council released a tender panel request for quotation to its suppliers. Council's suppliers requested three extensions to the quotation period to allow them time to submit a quotation. These requests were granted as there was very little interest in the project. Requests for quotations closed on 31 May 2021.

20 May 2021, Following the Wallumbilla Town Improvement Group Inc. meeting, Council Officer Gavin Pallisier called WTIG president Mr Michael Taylor to explain the process, and provided him a direct telephone number to contact if he has any questions or concerns with the project moving forward.

26 May 2021, Council Officer – Gavin Pallisier, contacted Mr Michael Taylor to inform him that unfortunately the quotation period had been extended at the request of Council suppliers.

31 May 2021, Council Officer – Gavin Pallisier, contacted Mr Michael Taylor to explain to him that Council did receive quotations however they were significantly more than what was originally budgeted and that an Officers report would be submitted to an Ordinary Council meeting asking Council to consider allocating more funds to the project. Mr Taylor expressed his frustration with the situation.

It should also be noted that adjoining land being Lot 112 on WV1190 (as mentioned in the letter from the Wallumbilla Town Improvement Group in their correspondence) is lease land. TL 0/218008 was issued over the land for a period of 20 years commencing on 1 September 2002 and expiring 31 August 2022. The purpose for which granted is Grazing – USL.

On 31 May 2021, Council received two (2) responses for quotation, both quotes have two (2) options for Council to consider.

<b>Westwet Pty Ltd</b>		
<b>Option 1:</b>	<b>\$ 127,215.00</b>	<b>Ex GST</b>
Stage 1: Treatment Plant & Associated Works	75,834.00	
Stage 2: Subsurface Irrigation (discharged onsite)	51,381.00	
<b>Option 2:</b>	<b>\$ 95,994.00</b>	<b>Ex GST</b>
Stage 1: Treatment Plant & Associated Works	75,834.00	
Stage 2: Sprinkler System (discharged offsite)	20,160.00	

<b>Roma Plumbing</b>		
<b>Option 1:</b>	<b>\$ 130,463.64</b>	<b>Ex GST</b>
Stage 1: Treatment Plant & Associated Works	63,590.91	
Stage 2: Subsurface Irrigation (discharged onsite)	48,690.91	
Stage 4: Earthworks	18,181.82	
<b>Option 2:</b>	<b>\$ 96,272.73</b>	<b>Ex GST</b>
Stage 1: Treatment Plant & Associated Works	63,590.91	
Stage 2: Sprinkler System (discharged offsite)	14,500.00	
Stage 4: Earthworks	18,181.82	

For Council to accept **Option 2**, in any of these quotations we would first need to acquire access to the abovementioned land. Continual costs would include additional

insurances, ongoing maintenance of above ground infrastructure and agreement fees. If at any stage, the land holder or state government changed its stance on the agreement we would be required to install subsurface irrigation. Without a formal application, Council has no indication that the land custodians would be accepting of the proposal.

It is estimated by the user groups that 25-35 caravans could be onsite at any one time. Because of this, to comply with legislation it is a requirement that a commercial system is installed, this is a significantly larger project than originally anticipated.

**Legislation, Local Laws, State Policies & Other Regulatory Requirements:**

***What does the legislation and other statutory instruments include about the matter under consideration?*** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Plumbing and Drainage Act 2018 - Queensland Legislation

**Council Policies or Asset Management Plans:**

***Does Council have a policy, plan or approach ordinarily followed for this type of decision?***

***What are relevant sections of the policy or plan?***

(Quote/insert the relevant section's wording / description within the report)

Nil

**Input into the Report & Recommendation:**

***Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?*** (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Richard Irwin - Building Projects, Maintenance Planning & Inspections

Cindy Irwin - Program Funding & Budget Coordinator, Infrastructure Services

**Funding Bodies:**

***Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.*** (Please do not just include names)

Nil

**This Financial Year's Budget:**

***Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).***

***If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?***

Original budget estimate was \$30,000.00

Expended to date - \$4,500 design Brandon's and Associates

Actual Cost is \$127,215.00 (construction) + \$4,500 (design)

Total budget required - \$131,715

**Additional budget allocation required - \$101,715**

**Future Years' Budgets:**

***Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?*** (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Nil

**Impact on Other Individuals or Interested Parties:**

***Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?***  
(Interested Parties Analysis - IS9001:2015)

Wallumbilla Town Improvement Group Inc.  
Wallumbilla Show Society  
Wallumbilla Campdraft Association  
All other users of the Wallumbilla Showgrounds

**Risks:**

***What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does)*** (List each identified risk in a table)

Risk	Description of likelihood & consequences
Political	Wallumbilla Town Improvement Group Inc. have indicated that they do not want to wait any longer for this project to be delivered. Anything contrary to this will result in complaints.

**Advice to Council:**

***What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?***

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Wallumbilla Town Improvement Incorporated has indicated that they would like to see this project completed as soon as possible. The only way to achieve this is to make the additional funds available through capital and accept option 1 of the proposal.

**Recommendation:**

***What is the 'draft decision' based on the advice to Council?***

***Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

***Does this recommendation suggest a decision contrary to an existing Council policy?***

***If so, for what reason?***

That Council:-

1. Allocate an additional \$101,715 ex GST (total budget \$131,715) in the 2020/2021 budget to complete the Wallumbilla Showgrounds wastewater upgrade with funds being transferred from WO22307 Roma Pool refurbishment of change rooms to allow disabled access (pending pool upgrade timing);
2. Award the Wallumbilla Showgrounds wastewater upgrade works to Westwet Plumbing Pty Ltd;
3. Provide the Wallumbilla Town Improvement Group with an update on the project.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

- 1 [↓](#) Correspondence from Wallumbilla Town Improvement Group D21/40701

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



## Wallumbilla Town Improvement Group



C/-Michael Taylor  
President  
PO Box 71  
Wallumbilla Q 4428  
Ph: (07) 46234516 m: 0427 033 780  
Email: Wallumbillatownimprovement@gmail.com.au

Wednesday 19th May, 2021

Dear Councillors,

We are writing to request that the following item be tabled at the next Maranoa Regional Council Meeting and approval for this project, provided in writing.

As you are aware, the Wallumbilla Town Improvement Group has been successful in obtaining a Maranoa Regional Council Community Grant to relocate a new ablution block to the Wallumbilla Showgrounds. We appreciate your assistance in the movement and approval of this.

An ongoing concern for our organisation, is the installation of the new sewerage system at this block. The lack of this has caused much negative publicity for the Wallumbilla Town Improvement Group, despite repeated requests for assistance in this matter.

Members of our organisation and others impacted, met with Council Staff on Wednesday 24th March 2021 to discuss this.

We have been advised that actions from this, included approaching local landholders for the purchase of adjacent land for the system to be installed. We understand that this has occurred, however, we have no official response from Council around this. We would like this item to be brought to attention at the next Council meeting and for this matter to be made a priority and to be completed in the immediate future.

Our organisation and those in attendance would also appreciate updates on the ongoing status of this project.

We are anxious to finalise this item and look forward to providing this resource for our community and to not deter future tourists accessing this site.

Please do not hesitate to contact me with any further questions.

Yours sincerely,

Michael Taylor  
President  
Wallumbilla Town Improvement Group

## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 3 June 2021

**Item Number:** L.5

**File Number:** D21/44009

**SUBJECT HEADING:** Refresher Training for Councillors

**Classification:** Open Access

**Officer's Title:** Lead Officer - Elected Members & Community Engagement

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### **Executive Summary:**

The report tables a proposal for Council to participate in refresher training delivered by the Department of State Development, Infrastructure, Local Government and Planning.

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

That:

1. Councillors participate in the refresher training on the morning of Wednesday 18 August 2021.
2. Any additional topics / matters Councillors would like included in the training be provided by 30 July 2021.

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### **Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

No

### **Acronyms:**

**Are there any industry abbreviations that will be used in the report?**

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

Acronym	Description
DSDILGP	Department of State Development, Infrastructure, Local Government and Planning

**Context:**

*Why is the matter coming before Council?*

For Council to consider the proposed refresher training to be delivered by the Department of State Development, Infrastructure, Local Government and Planning.

**Background:**

*Has anything already happened in relation to this matter?*

(Succinct overview of the relevant facts, without interpretation)

The DSDILGP is offering a refresher session for Councillors as Council moves into the 'middle' period of this term. This proposal was received through the Office of the CEO.

The training is planned for a 3-hour session.

The package has been developed in response to concerns and feedback from councils, and includes:

- Review of the role of councillors – this also supports the following topics
- Decision-making under the new integrity framework
- Councillor interests – understanding and managing
- Decision making and meeting processes
- Strategic decisions, delegating and communication

Department representatives are also happy to address any issues that councillors may wish to raise and have requested that additional topics/matters be provided by 30 July to prepare for inclusion in the session.

The training will be facilitated by:

- Damon Meadows – Principal Region Advisor, Local Government Division
- and supported by:
- Bernadette Plummer – Acting Regional Manager, Local Government Division
- Helen Chan – Regional Advisor, Local Government Division

The session is proposed for the morning of Wednesday 18 August 2021, which is a date pre-scheduled for a Councillor Briefing.

**Legislation, Local Laws, State Policies & Other Regulatory Requirements:**

***What does the legislation and other statutory instruments include about the matter under consideration?*** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

The Code of Conduct for Councillors in Queensland includes the following section:

*For example, Councillors will, at a minimum, have the following responsibilities:*

*1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given*

**Council Policies or Asset Management Plans:**

***Does Council have a policy, plan or approach ordinarily followed for this type of decision?***

***What are relevant sections of the policy or plan?***

(Quote/insert the relevant section's wording / description within the report)

Expenses Reimbursement (Councillors) – Professional Development

**Input into the Report & Recommendation:**

***Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?*** (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Chief Executive Officer

**Funding Bodies:**

***Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.*** (Please do not just include names)

Not applicable

**This Financial Year's Budget:**

***Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).***

***If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?***

There is no cost for Council to participate in the training - this is part of the service offered by the DSDILGP.

### Future Years' Budgets:

**Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?** (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Not applicable

### Impact on Other Individuals or Interested Parties:

**Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?** (Interested Parties Analysis - IS9001:2015)

No

### Risks:

**What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does)** (List each identified risk in a table)

Risk	Description of likelihood & consequences
Mitigated through Councillor participation	Participation in refresher training supports Councillors in meeting their legislative responsibilities.

### Advice to Council:

**What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?**

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

That Council participate in the refresher training as proposed.

### Recommendation:

**What is the 'draft decision' based on the advice to Council?**

**Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?**

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

**Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?**

That:

1. Councillors participate in the refresher training on the morning of Wednesday 18 August 2021.
2. Any additional topics / matters Councillors would like included in the training be provided by 30 July 2021.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

**Supporting Documentation:**

Nil

**Report authorised by:**

Chief Executive Officer



**NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION**

**Meeting:** Ordinary 9 June 2021

**Date:** 3 June 2021

**Item Number:** L.6

**File Number:** D21/44080

**SUBJECT HEADING:** Unnamed Section of Road off Humphreys Road

**Classification:** Open Access

**Officer's Title:** Deputy Director / Strategic Road Management

**Original Resolution Meeting Date:** 10 March 2021

**Original Resolution Number:** OM/03.2021/42

**Original Resolution:**

That Council Rescind Resolution Number OM/09.2020/93 and replace with:

That Council:

1. Confirm Resolution OM/05.2020/55 and advise the applicant that the request for a permit to occupy the unnamed section of road off Humphreys Road adjacent to Lot 11 on WAL53496 is not supported.
2. Subject to compliance with the procedural requirements specified in Local Law No. 1 (Administration) 2011:
  - a. cancel the licences for gate number 535 and gate number 536, and
  - b. issue a compliance notice requiring the owner of Lot 11 on WAL53496 to fence the northern boundary of the unnamed section of road off Humphreys Road where the road abuts Lot 11 on WAL53496 to the extent that the land is not currently fenced, and remove the 2 gates from Council's road network.
3. Recognising that the actions as outlined in Part 2 of this resolution do come at a cost to the land owner:
  - a. provide a period of nine (9) months to complete action as outlined in Part 2 of this resolution; and
  - b. reimburse the owner of the licensed gates, as contemplated in Council's Gates and Grid Policy Incentive to "Fence Out", at a value of \$1,500 per structure/gate.
4. Confirm that the unnamed section of road off Humphreys Road between the end of Humphreys Road and Brookfield Road be added to the Council's Road Register and classified as Rural Access – Secondary.

**Recommendation:**

That Council:

1. Receive this Notice of Repeal or Amendment of Resolution in relation to Resolution Number OM/03.2021/42; and
2. Consider any amendments that may be required to the abovementioned resolution in parallel with the late confidential agenda item titled "Request for Internal Review – Unnamed Section of Road off Humphreys Road".

**Background:**

Council is in receipt of a request for an internal review of a Council decision, pertaining to a resolution made at the meeting on 23 September 2020 (later rescinded and replaced at the meeting on 10 March 2021). Further information regarding the internal review request can be found in the agenda item titled "Request for Internal Review – Unnamed Section of Road off Humphreys Road".

Based on the current resolution OM/03.2021/42, the actions outlined in Part 2 (of the resolution) are required to be completed by the landowner by 23 June 2021.

This Notice of Repeal or Amendment of Resolution provides Councillors with the opportunity to amend the original resolution (if required) at the Ordinary Meeting on 9 June 2021, following consideration of the internal review matter.

**Supporting Documentation:**

Nil

**Notice prepared by:**

Deputy Director / Strategic Road Management

**NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION**

**Meeting:** Ordinary 9 June 2021

**Date:** 3 June 2021

**Item Number:** L.7

**File Number:** D21/44127

**SUBJECT HEADING:** Closure of Library Services for staff to attend training in 2021

**Classification:** Open Access

**Officer's Title:** Lead Librarian

**Original Resolution Meeting Date:** 28 April 2021

**Resolution Number:** OM/04.2021/56

**Resolution:**

That:

1. Council endorse the closure of Council Library Services to allow all staff to attend staff training workshops on Thursday, 17 June and Thursday, 2 December 2021.
2. A policy be developed.

*[Wording amended by Cr Taylor to incorporate reference to developing a policy in this regard, following a suggestion from Cr O'Neil].*

**Rescission Recommendation:**

That Council Rescind Resolution Number OM/04.2021/56 stating:-

That:

1. Council endorse the closure of Council Library Services to allow all staff to attend staff training workshops on Thursday, 17 June and Thursday, 2 December 2021.
2. A policy be developed.

*[Wording amended by Cr Taylor to incorporate reference to developing a policy in this regard, following a suggestion from Cr O'Neil].*

**Recommendation:**

That:

1. Council endorse the closure of Council Library Services to allow all staff to attend staff training workshops on Monday, 26 July and Thursday, 2 December 2021.
2. A policy be developed.

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**Background:**

Due to unforeseen circumstances arising it is proposed that the Library training day scheduled for Thursday, 17 June be rescheduled to Monday, 26 July.

**Supporting Documentation:**

Nil

**Notice prepared by:** Lead Librarian