

ATTACHMENTS UNDER SEPARATE COVER

ITEM ATTACHMENT DETAILS

15. OFFICERS' REPORTS:

15.1	•	Application Recommendation - 5636/2021/MCU - se (Child Care Centre) - 54-56 Arthur Summervilles
	Attachment 2.	Draft Decision Notice and Infrastructure Charges Notice
		Independent Decision Review Panel Report
15.4	Terms of Refe	erence review - Standing committees
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Your reference

 Our reference
 5636/2021/McU

 Contact Officer
 Edina Krkalic

 Telephone
 (07) 3810 6897



Ipswich City Council

1 Nicholas Street PO Box 191 IPSWICH QLD 4305

Phone (07) 3810 6666
Fax (07) 3810 6731
Email council@ipswich.qld.gov.au

lpswich.qld.gov.au

Griffith Group One Pty Ltd C/- Town Planning Alliance Attn: Thomas Bissett/Vu Nguyen

eda@tpalliance.com.au

Insert date 2021

Dear Thomas and Vu

Re: Development Application – Approval

Application No: 5636/2021/MCU

Proposal: Material Change of Use - Community Use (Child Care Centre)
Property Location: 54-56 Arthur Summervilles Road, KARALEE QLD 4306

I refer to the above development application which was decided on [decision date].

Enclosed with this letter is the Decision Notice, including:

Attachment A – Assessment Manager's Conditions
Attachment B – Approved Plans
Infrastructure Charges Notice
Appeal Rights

If you have any queries regarding this application, please contact Edina Krkalic on the telephone number listed above.

Yours faithfully

Tim Foote

DEVELOPMENT ASSESSMENT EAST MANAGER

CC.

Urban Utilities

development@urbanutilities.com.au

Our Reference 5636/2021/MCU
Contact Officer Edina Krkalic
Telephone (07) 3810 6897



Insert date 2021

DECISION NOTICE APPROVAL

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

Applicant details

Applicant name: Griffith Group One Pty Ltd C/- Town Planning Alliance

Applicant contact details: eda@tpalliance.com.au

Application details

Application number: 5636/2021/MCU

Application type: Material Change of Use

Description of proposed

development:

Community Use (Child Care Centre)

Date application received: 11 March 2021

Site details

Property location: 54-56 Arthur Summervilles Road, KARALEE QLD 4306

Real property description: Lot 22 RP 121008 TO DEPTH 22.86M

Decision

Date of decision:

Decision Authority:

Decision Authority:

Decision Authority:

2021

1. Decision Details:

Development	Approval Type	Decision	Currency Period
Material Change of Use:	Development Permit	Approved in full subject to	6 years
		the conditions set out in	
Community Use (Child		Attachment A	
Care Centre)			

2. Conditions of Assessment Manager (Ipswich City Council)

Refer to Attachment A for Assessment Manager Conditions.

3. Approved Plans Specifications and Drawings

The approved plans, specifications and drawings for this development approval are:

- (a) The plans and documents referred to in the table below (including the amendments that are required to be made to those plans and documents); and
- (b) Where the amended version of the plans and documents referred to in the table below have been approved by the Assessment Manager, the amended version of those plans and documents.

The plans referenced below are included as Attachment B of this decision notice.

		APPROVED	PLANS	
Reference No. & Revision No.	Description	Prepared By	Date	Amendments Required
Not applica developmer		nns to be submitt	ed in accordance v	with the conditions of this
		SPECIFICATIONS	DRAWINGS	
Reference No. & Revision No.	Description	Prepared By	Date	Amendments Required
Aspect of de	evelopment: all			
Reference No: 8871 Issue B	Stormwater Management Plan	MPN Consulting	13 May 2021	The applicant must submit and amended Stormwater Management Plan and detailed design for the stormwater quantity management infrastructure in accordance with Condition 15.

				The amended Stormwater
				Management Plan is to
				reflect the revised design
				required to be submitted
				in accordance with
				Condition 3.
Ref:	Management of	MWA	30 August 2021	The applicant must
L22821BH	Odour and	Environmental		prepare and submit a
/20-028	Noise from			Sewage Management
	Wastewater			Plan in accordance with
	Holding Tank			Condition 24.
	System -			
	Proposed			Attachment 1 is
	Childcare Centre			approved only as it
	Development at			relates to the location of
	54-56 Arthur			the on-site effluent
	Summerville			tanks. Refer to the
	Road, Karalee			amended plans approved
				pursuant to Condition 3
				for the Child Care Centre
		60		design.
Ref:	Response to	QTraffic	12 May 2021	Refer to the amended
1512_TPA	Council's			plans approved pursuant
54	Information			to Condition 3 for the
	Request –			Child Care Centre design.
	Traffic Matters			The applicant must
				The applicant must provide roadworks in
				accordance with
				Condition 14.
Ref:	Response to	QTraffic	16 August 2021	Car parking and waste
1512 TPA	Council's	Qualic	10 August 2021	collection to be provided
54	Outstanding			in accordance with
	Issues (email			Condition 11 and 23.
	15/07/2021)			Condition 11 and 25.
Drawing	Bulk Earthworks	MPN	13 May 2021	This drawing is approved
No. DA.01	Plan	Consulting	,	only as it relates to
				maximum retaining wall
Rev C				heights. Earthworks are
				to be approved pursuant
				to a separate application
				for operational works
				and retaining walls are to
				be approved pursuant to
				a separate application
				for building works.
				Refer to the amended
				plans approved pursuant

				to Condition 3 for the
				Child Care Centre design.
Job No:	Updated Noise	MWA	13 August 2021	Refer to the amended
21-028	Impact	Environmental		plans approved pursuant
	Assessment			to Condition 3 for the
Version 2				Child Care Centre design.

Note: Amended plans or documents must be submitted for endorsement by the Assessment Manager prior to the submission of any application for operational works, building work or plumbing application.

4. Referral Agencies

Not applicable to this decision.

5. Variation Approval

Not applicable to this decision.

6. Further Development Permits

Further development permits, as required by the *Planning Act 2016*, must be obtained before the development can be carried out in respect of any operational works, building works and plumbing works in relation to this approval prior to the commencement of works pursuant to the *Planning Act 2016*.

7. Environmental Authority

Not applicable to this decision.

8. Properly Made Submissions

There were 280 properly made submissions about the application received from the following submitters.

No.	Name of	Residential or business address	Electronic address (if provided)
	principal		
	submitter		
1	Samantha	8-12 Lyndon Way	samanthadew@hotmail.com
	Dew	KARALEE QLD 4306	
2	Rosalind	2 Albion Street	ros72@bigpond.com
	McDonald	BRASSALL QLD 4305	
3	Scarlet	22 Newcomen Street	spvorochiloff@hotmail.com
	Vorochiloff	INDOOROOPILLY QLD 4068	
4	Rebecca	95 Cranes Road	ba.tj@bigpond.com
	Jones	NORTH IPSWICH QLD 4305	
5	Sarah	70 Arthur Summervilles Road	sarahdimitrios@gmail.com
	Jaye Dimitrios	KARALEE QLD 4306	
6	Rachel	3 Phie Street	rachel.mary@hotmail.com
	Paul	TIVOLI QLD 4305	
7	Shari	10-16 Fitzroy Place	shari.pepperell@uqconnect.edu.au

	Smith	KARALEE QLD 4306	
0		10 Holdsworth Road	stassavalkar712@!!
8	Stacey Walker		staceywalker713@gmail.com
		NORTH IPSWICH QLD 4305	
9	Kathryn	12 Condamine Drive	kacox.cox@mail.com
40	Cox	FERNVALE QLD 4306	
10	Belinda	17 Lintrose Terrace	wilson.belinda@yahoo.com.au
	Thies Wilson	KARALEE QLD 4306	
11	Elisha	27 Fossicker Circuit	elisha.hawker@gmail.com
	Hawker	SPRINGFIELD QLD 4300	
12	Raquel	61-73 Greenwood Village Road	raquelmsingleton@gmail.com
	Singleton	REDBANK PLAINS QLD 4301	
13	Sarah	486 Junction Road	sarah.teunissen@icloud.com
	Teunissen	KARALEE QLD 4306	
14	Amy	6 Waterlilly Drive	amy-walmsley@hotmail.com
	Walmsley	KARALEE QLD 4306	
15	Erin	138 Arthur Summervilles Road	el.johnston@hotmail.com
	Johnston	KARALEE QLD 4306	
16	Rohit	90 Aspect Way	rohitkeer2015@gmail.com
	Keer	KARALEE QLD 4306	
17	Kristen	9 Brilliant Street	kurtz01@live.com.au
	Leszczynski	NEWTOWN QLD 4305	
18	Joanne	9 Forceful Crescent	ellem.joanne@gmail.com
	Ellen	KARALEE QLD 4306	
19	Jessica	36 Shamrock Court	jess scap@hotmail.com
	Neilson-Scott	CHUWAR QLD 4306	
20	Simone	4 Wiriboot Court	simone.davies@hotmail.com
	Robertson	KARANA DOWNS QLD 4306	
21	Casey	103 Settler Way	caseydore83@hotmail.com
	Dore	KARALEE QLD 4306	
22	Dominique	48 Hood Street	domi 12@hotmail.com
	Bowman	KARALEE QLD 4306	
23	Danella	7 Pinehurst Place	danellamariecrombie@ymail.com
	Crombie	OXLEY QLD 4075	
24	Sophie	7 Daintree Place	bramich.sophie@gmail.com
	Bakes	REDBANK QLD 4301	
25	Gillian	12 Minaji Court	scottgill27@bigpond.com.au
	Smith	KARANA DOWNS QLD 4306	
26	Danielle	26-28 Lachlan Place	dk99@skymesh.com.au
	Kostiainen	KARALEE QLD 4306	
27	Brooke	16 Appaloosa Place	brookeparlane@hotmail.com
	Parlane	PINE MOUNTAIN QLD 4306	
28	Editha	14 Oprah Court	edithlucien1@gmail.com
	vanderBill	BRASSALL QLD 4305	
29	Britta	14 Chalmers Place	brittaclarice@outlook.com
-	Pranti	NORTH IPSWICH QLD 4305	
30	Shauna	18 Carron Court	miss shauna @hotmai.com
55	Bailey	BRASSALL QLD 4305	
31	Amy	43 Arlington Way	amysherwood85@hotmail.com
51	Batley	KENSINGTON GROVE QLD 4341	ayone, woodoo e nodifali.com
32	Sarah	5 Hideaway Place	sbotsford01@gmail.com
32	Allister	KARALEE QLD 4306	SDO GIOI GO T (W SITIALII. COITI
33	Olivia	71 Halland Terrace	Olivia.sacre@outlook.com
	Ulivia		Olivia.Sacre@outiOOK.COIII
33	Sacre	CAMPHILL OLD 4153	
34	Sacre Tamika	CAMP HILL QLD 4152 102 Arthur Summervilles Road	tburchmann15@gmail.com

	- I	WARALES OLD 4005	
	Burchmann	KARALEE QLD 4306	
35	Jessica	21 Waterlilly Drive	jessica sanders@live.com.au
	Sanders	KARALEE QLD 4306	
36	Rosemarie	19 Railway Street	rosemarie.19@hotmail.com
	Johnston	WALLOON QLD 4306	
37	Tristian	71 Halland Terrace	tgarthe@hotmail.com
	Garthe	CAMP HILL QLD 4152	
38	Tara	23 Aramac Street	tara.131993@gmail.com
	Thompson	BRASSALL QLD 4305	
39	Joshua	24 Forest-Oak Court	joshuamc22@hotmai.com
	Cresswell	CHUWAR QLD 4306	
40	Nicole	13 Hideaway Place	nicole jasper@hotmail.com
	Betts	KARALEE QLD 4306	
41	Leisha	112 Diamantina Circle	nick leisha@bigpond.com
	Farrugia	KARALEE QLD 4306	
42	Barbara	56 Melbourne Street	barb1e@live.com.au
	Gibbs	KARALEE QLD 4306	
43	Mitchell	56 Melbourne Street	envirotechpestcontrol@hotmail.com
	Gibbs	KARALEE QLD 4306	
44	Pijitra	16 Delamore Court	aim lom@hotmail.com
	Tofoni	CHUWAR QLD 4306	
45	Nithya	19 Tallwoods Street	nithya2588@gmail.com
	Shanmugam	KARALEE QLD 4306	
46	Leisa	65 Hume Street	leisagrace79@gmail.com
	Wood	KARALEE QLD 4306	
47	Gemma	22 Melbourne Street	gchawkii@hotmail.com
			Additional Technology
	Hawkins	KARALEE OLD 4306	
48	Hawkins Ivv	KARALEE QLD 4306 14 City View Road	iai chien@vahoo.com
48	Ivy	14 City View Road	iai chien@yahoo.com
	lvy Chien	14 City View Road CAMP HILL QLD 4152	
48	Ivy Chien Cosmo Property	14 City View Road CAMP HILL QLD 4152 PO Box 8198	iai chien@yahoo.com aschesky@wolterconsulting.com.au
	Ivy Chien Cosmo Property Group Pty Ltd	14 City View Road CAMP HILL QLD 4152	
	Ivy Chien Cosmo Property Group Pty Ltd ATF Fandora	14 City View Road CAMP HILL QLD 4152 PO Box 8198	
49	Ivy Chien Cosmo Property Group Pty Ltd ATF Fandora Trust	14 City View Road CAMP HILL QLD 4152 PO Box 8198 SUNNYBANK QLD 4109	aschesky@wolterconsulting.com.au
	Ivy Chien Cosmo Property Group Pty Ltd ATF Fandora Trust Travis	14 City View Road CAMP HILL QLD 4152 PO Box 8198 SUNNYBANK QLD 4109	
49 50	Ivy Chien Cosmo Property Group Pty Ltd ATF Fandora Trust Travis Johnson	14 City View Road CAMP HILL QLD 4152 PO Box 8198 SUNNYBANK QLD 4109 18 Elaine Street KARALEE QLD 4306	aschesky@wolterconsulting.com.au travis.johnson@hotmail.com
49	Ivy Chien Cosmo Property Group Pty Ltd ATF Fandora Trust Travis Johnson Susan	14 City View Road CAMP HILL QLD 4152 PO Box 8198 SUNNYBANK QLD 4109 18 Elaine Street KARALEE QLD 4306 42 Stanton Cross Drive	aschesky@wolterconsulting.com.au
49 50 51	Ivy Chien Cosmo Property Group Pty Ltd ATF Fandora Trust Travis Johnson Susan Swanson	14 City View Road CAMP HILL QLD 4152 PO Box 8198 SUNNYBANK QLD 4109 18 Elaine Street KARALEE QLD 4306 42 Stanton Cross Drive KARALEE QLD 4306	aschesky@wolterconsulting.com.au travis.johnson@hotmail.com susanswan07@gmail.com
49 50	Ivy Chien Cosmo Property Group Pty Ltd ATF Fandora Trust Travis Johnson Susan Swanson Andrew	14 City View Road CAMP HILL QLD 4152 PO Box 8198 SUNNYBANK QLD 4109 18 Elaine Street KARALEE QLD 4306 42 Stanton Cross Drive KARALEE QLD 4306 42 Stanton Cross Drive	aschesky@wolterconsulting.com.au travis.johnson@hotmail.com
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50 51 52 53	Ivy Chien Cosmo Property Group Pty Ltd ATF Fandora Trust Travis Johnson Susan Swanson Andrew Swanson Michael William Warke Jodie Warke Nicholas	14 City View Road CAMP HILL QLD 4152 PO Box 8198 SUNNYBANK QLD 4109 18 Elaine Street KARALEE QLD 4306 42 Stanton Cross Drive KARALEE QLD 4306 42 Stanton Cross Drive KARALEE QLD 4306 32 Diamantina Circle KARALEE QLD 4306 32 Diamantina Circle KARALEE QLD 4306 31 Diamantina Circle KARALEE QLD 4306 32 Diamantina Circle KARALEE QLD 4306 31 Diamantina Circle KARALEE QLD 4306	aschesky@wolterconsulting.com.au travis.johnson@hotmail.com susanswan07@gmail.com swano111@gmail.com Micheal.Warke@Raytheon.com.au
50 51 52 53 54 55	Ivy Chien Cosmo Property Group Pty Ltd ATF Fandora Trust Travis Johnson Susan Swanson Andrew Swanson Michael William Warke Jodie Warke Nicholas Brown	14 City View Road CAMP HILL QLD 4152 PO Box 8198 SUNNYBANK QLD 4109 18 Elaine Street KARALEE QLD 4306 42 Stanton Cross Drive KARALEE QLD 4306 42 Stanton Cross Drive KARALEE QLD 4306 32 Diamantina Circle KARALEE QLD 4306 32 Diamantina Circle KARALEE QLD 4306 32 Diamantina Circle KARALEE QLD 4306 31 Diamantina Circle KARALEE QLD 4306 32 Diamantina Circle KARALEE QLD 4306 31 Diamantina Circle KARALEE QLD 4306	aschesky@wolterconsulting.com.au travis.johnson@hotmail.com susanswan07@gmail.com swano111@gmail.com Micheal.Warke@Raytheon.com.au jode73@me.com nick@karaleeelectrical.com.au
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50 51 52 53 54 55 56	Ivy Chien Cosmo Property Group Pty Ltd ATF Fandora Trust Travis Johnson Susan Swanson Andrew Swanson Michael William Warke Jodie Warke Nicholas Brown Kerrianne Brown Paul Brown Justin Vallely Brenda	14 City View Road CAMP HILL QLD 4152 PO Box 8198 SUNNYBANK QLD 4109 18 Elaine Street KARALEE QLD 4306 42 Stanton Cross Drive KARALEE QLD 4306 32 Diamantina Circle KARALEE QLD 4306 20 Lillian Street KARALEE QLD 4306 20 Lillian Street KARALEE QLD 4306 10 Lillian Street KARALEE QLD 4306	aschesky@wolterconsulting.com.au travis.johnson@hotmail.com susanswan07@gmail.com swano111@gmail.com Micheal.Warke@Raytheon.com.au jode73@me.com nick@karaleeelectrical.com.au ktbrown@aapt.net.au pkbrown@aapt.net.au
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	0	KADALEE OLD 4306	
	Quinn	KARALEE QLD 4306	
61	Leighton	28 Hume Street	leighton14@hotmail.com
	Johnson	KARALEE QLD 4306	
62	Dixie	57-59 Oxley Drive	dixie.j.taylor@gmail.com
	Taylor	BARELLAN POINT QLD 4306	
63	Alison	57-59 Oxley Drive	alisonharris@bigpond.com
	Harris	BARELLAN POINT QLD 4306	
64	Kylie	137 Riverside Avenue	kylie.charrington@gmail.com
	Charrington	BARELLAN POINT QLD 4306	
65	Liam	5-7 Fullelove Court	mlambert@live.com.au
	Lambert	KARALEE QLD 4306	
66	Melanie	5-7 Fullelove Court	mlambert@live.com.au
	Lambert	KARALEE QLD 4306	
67	Nerida	99 Martha Street	nerida.atkinson@gmail.com
	Ellen Atkinson	CAMP HILL QLD 4152	
68	Craig	99 Martha Street	craig@craigatkinson.com.au
	Atkinson	CAMP HILL QLD 4152	
69	Fiona	15 Cudgewa Close	fionasquassoni@gmail.com
	Elizabeth	BUDERIM QLD 4556	
	Squassoni		
70	Robert	13/12 Serenity Close	robert@flippproperty.com.au
	Arthur Flipp	NOOSA QLD 4567	
71	Gaye	13/12 Serenity Close	gaye@flippproperty.com.au
	M Flipp	NOOSA QLD 4567	
72	Angela	11 Joyce Street	aswanney88@gmail.com
	Swanney	KARALEE QLD 4306	
73	Amanda	10 Mellor Place	trublu817@hotmail.com
	Neal	BRASSALL QLD 4305	
74	Brooke	1/20 Cahill Crescent	soccorbrookee@hotmail.com
	Nielsen	COLLINGWOOD PARK QLD 4301	
75	Anna	59 Illawong Way	anna.granzien@outlook.com
	Granzien	KARANA DOWNS QLD 4306	
76	Bayleigh	100 Owens Street	baymantell@gmail.com
	Mantell	BRASSALL QLD 4305	
77	Chontelle	61 Waterfront Drive	chonymoore@gmail.com
	Greisbach	KARALEE QLD 4300	
78	Cameron	15 Stanton Cross Drive	cameron.lawry9@gmail.com
	Lawry	KARALEE QLD 4306	
79	Charlotte	1/67 Swann Road	2tortles@gmail.com
	Veitch	TARINGA QLD 4068	
80	Deborah	46 Queensborough Parade	debtimmins4@gmail.com
	Lee Timmins	KARALEE QLD 4306	
81	Daniel	154-162 Riverside Avenue	danknifton95@gmail.com
	Knifton	BARELLAN POINT QLD 4306	
82	Glenda	99 Martha Street	glendasacre@hotmail.com
52	Sacre	CAMP HILL QLD 4152	Bioliado de Controllidado
83	Emily	Lot 54 Tingira Ave	emily.mcilmurray@gmail.com
0.5	McIlmurray	KARALEE QLD 4306	erray.meanarray@gman.com
84	Hayley	60 Bendemeer Street	hailes 88@hotmail.com
04	Niesler	KARALEE QLD 4306	naics_boenounali.com
85	Emma	24 Forest-Oak Court	emmacresswell3@outlook.com
65	Cresswell	CHUWAR QLD 4306	enmacresswells@Outlook.com
9.6			gommaloo@hotmail.com
86	Gemma	56 Melbourne Street	gemmalee@hotmail.com
	Gibbs	KARALEE QLD 4306	

87	Georgia	6A Samford Road	georgia21299@hotmail.com
0,	Winch	LEICHHARDT QLD 4305	georgia21233@Hotthan.com
88	Ellen	8 Wentworth Court	ellstar13@hotmail.com
00	Taverne	KARALEE QLD 4306	enstal 13@ notman.com
89	Melissa	4 Hercules Row	melissamcleod76@gmail.com
05	McLeod	KARALEE QLD 4306	mensamereou voe gman.com
90	Mark	4 Hercules Row	markmcleod75@gmail.com
30	McLeod	KARALEE QLD 4306	markincleou75@gmail.com
01	Marion		mschembri11@gmail.com
91		68 Aspect Way	mschembri 11@gmail.com
	Schembri	KARALEE QLD 4306	'' · 000 O ''
92	Nikita	23 Rule Drive	njfoster000@gmail.com
	Foster	BUNDAMBA QLD 4304	
93	Paris	58 Bendemeer Street	parisrlewis@gmail.com
	R Lewis	KARALEE QLD 4306	
94	Peta	82 Settler Way	pejajackson@hotmail.com
	Louise Jackson	KARALEE QLD 4306	
95	Nathan	37-39 Queensborough Parade	necaero@gmail.com
	Collins	KARALEE QLD 4306	
96	Melanie	466A Junction Road	melanierebeccamiller@gmail.com
	Miller	KARALEE QLD 4306	
97	Mitchell	8-12 Lyndon Way	m.sconstructions@hotmail.com
	Santi	KARALEE QLD 4306	
98	Mitchell	22 Newcomen Street	spvorochiloff@hotmail.com
	Mills	INDOOROOPILLY QLD 4068	
99	Teegan	11 Milgate Street	teegan whileystephens@yahoo.com
	Whiley-	COLLINGWOOD PARK QLD 4301	
	Stephens		
100	Thomas	3 Phie Street	rachel.mary@hotmail.com
	Thornton	TIVOLI QLD 4305	
101	Kate	2/15 Bulloo Crescent	katedilger@hotmail.com
	Dilger	BRASSALL QLD 4305	
102	Katherine	41 Settler Way	katherine.baills@gmail.com
	Baills	KARALEE QLD 4306	
103	Joshua	1/20 Cahill Crescent	joshlester95@hotmail.com
103	Lester-Haegens	COLLINGWOOD PARK QLD 4301	josinester 55 e no tinanicom
104	Julian	16 Delamore Court	juliantofoni@gmail.com
104	Tofoni	CHUWAR QLD 4306	<u>junantoronneegman.com</u>
105	Katelyn	171 Queen Street	katelyn iselin@live.com.au
103	Iselin	MARBURG QLD 4346	Kateryii iseiiii@iive.com.au
106	Kristy	19-33 Schimkes Ln	Kristy.cass@outlook.com
100	Cass	CLARENDON QLD 4311	MI ISLY.Cass@OddOOR.COIII
107			iofflour@hotmoil.com
107	Jennifer	16 Krystyna Court KARALEE QLD 4306	<u>jeffleur@hotmail.com</u>
100	Watkins	-	trich massach tracil com
108	Trish McMahon	58-60 Arthur Summervilles Road	trish_macca@hotmail.com
	 	KARALEE QLD 4306	
109	Elise Jonker	20 Islandview Street	
		BARELLAN POINT QLD 4306	
110	Tammy	107 Cemetery Road	
		RACEVIEW QLD 4305	
111	Chung Lee	12 Seiler Court	
		KARALEE QLD 4306	
112	Adam Sippel	132 Diamantina Circle	
		KARALEE QLD 4306	
113	Brianna Knight	46 Waterfront Drive	

		KADALEE OLD 4206
		KARALEE QLD 4306
114	Ashley Neale	20 Waterfront Drive
		KARALEE QLD 4306
115	Ben Murtagh	122 Settler Way
		KARALEE QLD 4306
116	Dan Houwen	73-81 Riverside Avenue
		BARELLAN POINT QLD 4306
117	Debbie Hillier	93 Waterfront Drive
		KARALEE QLD 4306
118	Evette Beahan	35 Quiberon Street
		KARALEE QLD 4306
119	Catherine	24-26 Myora Row
	Peucker	KARALEE QLD 4306
120	Gayle Robertson	11 Dakota Place
120	ou yie nobertson	BRASSALL QLD 4305
121	Kathy Myatt	51-53 Elaine Street
121	Katily Wiyatt	KARALEE QLD 4306
122	Keri-Anne	
122		40 Hume Street
122	Donnini	KARALEE QLD 4306
123	Jan Cronon	15 Elanora Way
		KARALEE QLD 4306
124	Jenny Wright	42-44 Sovereign Strait
		KARALEE QLD 4306
125	Kimberley	4 Luckie Crescent
	Stringer	TIVOLI QLD 4305
126	Lisa Cowles	38 President Circle
		KARALEE QLD 4306
127	Rochelle	38 Waterlilly Drive
	Oberholzer	KARALEE QLD 4306
128	Sheree Cupitt	48 Lilley Terrace
		CHUWAR QLD 4306
129	Leisa Huxley	116 Diamantina Circle
		KARALEE QLD 4306
130	Kayleen Ramsey	74-78 Elanora Way
		KARALEE QLD 4306
131	Natalie Supple	14 Nautilus Close
		KARALEE QLD 4306
132	Michael Wright	42-44 Sovereign Strait
132		KARALEE QLD 4306
133	Sonia Chapman	133 Riverside Avenue
133	Joina Chaphhall	BARELLAN POINT QLD 4306
124	Lynolla lanca	
134	Lynelle Jones	50-52 First Avenue
125	Michael Danaire	BARELLAN POINT QLD 4306
135	Michael Percival	138 Settler Way
400	6 1 5 : :	KARALEE QLD 4306
136	Sandra Percival	138 Settler Way
		KARALEE QLD 4306
137	Tina Hassett	65/23 Earl Street
		DINMORE QLD 4303
138	Tammy Johnson	113 Diamantina Circle
		KARALEE QLD 4306
139	L O'Hara	40 Hume Street
		KARALEE QLD 4306
140	Allan George	41 Balmoral Grove
		i I

		KARALEE QLD 4306	
141	Alexander Ross	157 Riverside Avenue	
141	Christie	BARELLAN POINT QLD 4306	
142	Annastacia Bean	125 Vogel Road	
142	Alliastatia beali	BRASSALL QLD 4305	
143	Coatt Dameau	74-78 Elanora Way	
143	Scott Ramsey	· · · · · · · · · · · · · · · · · ·	
111	Aofie Jensch	KARALEE QLD 4306	
144	Aone Jensch	34-38 Myora Row	
4.45		KARALEE QLD 4306	
145	Amy Waters	3 Arrawatta Close	
446		KARALEE QLD 4306	
146	Aimee Gorman	7 Sampson Court	
		CHUWAR QLD 4306	
147	Fiona Hewson	31 Diamantina Circle	
		KARALEE QLD 4306	
148	Grant Rettke	197 Arthur Summervilles Road	
		KARALEE QLD 4306	
149	Heather	100-104 Riverside Avenue	
	Butterworth	BARELLAN POINT QLD 4306	
150	Alison White	41 Islandview Street	
		BARELLAN POINT QLD 4306	
151	Donna	9-11 Lillian Street	
	Normoyle	KARALEE QLD 4306	
152	Brett Loxton	24 Huon Drive	
		KARALEE QLD 4306	
153	Simone	78 Waterfront Drive	
	Verhoeven	KARALEE QLD 4306	
154	John Robert	1-5 Fearless Court	
	Holt	KARALEE QLD 4306	
155	Ian Grant Peden	20-22 Myora Row	
		KARALEE QLD 4306	
156	Kellie Schuring	8 Phar Lap Parade	
\ \		KARALEE QLD 4306	
157	Karen Houwen	142-144 Riverside Avenue	
		BARELLAN POINT QLD 4306	
158	Kerry Wall	9 Greenview Court	
		KARALEE QLD 4306	
159	Luke Karadzic	7 Sampson Court	
		CHUWAR QLD 4306	
160	Leonie Anne	6/18 Holmes Street	
-50	Keizer	TOOWONG QLD 4066	
161	Paul Hassett	65/23 Earl Street	
101	. aai ilassett	DINMORE QLD 4303	
162	Liliana Christie	157 Riverside Avenue	<u> </u>
102	Linana Cimistic	BARELLAN POINT QLD 4306	
163	Meridy	105-107 Lyndon Way	
103	Kirkpatrick	KARALEE QLD 4306	
164	Natasha Spehar	5 Kallatina Terrace	
104	ivatasiia spellaf	KARALEE QLD 4306	
1.05	Margaret Limel		
165	Margaret Lynch	28-32 Myora Row	
100	D.L. annor	KARALEE QLD 4306	
166	R Leeson	36 Baradine Close	
		KARALEE QLD 4306	
167	Roy Gorman	9-11 Lillian Street	

		KARALEE QLD 4306	
168	Rosemary	16 Brodzig Road	
	Argow	CHUWAR QLD 4306	
169	Renee Sefont	12 Coal Road	
		CHUWAR QLD 4306	
170	Richelle Dredge	268 Mt Crosby Road	
		CHUWAR QLD 4306	
171	Richard Jensch	34-38 Myora Row	
		KARALEE QLD 4306	
172	Stephen	37-39 Sovereign Strait	
	Clements	KARALEE QLD 4306	
173	Sarah Rettke	197 Arthur Summervilles Road	
		KARALEE QLD 4306	
174	Rosslyn Gayle	508 Junction Road	
	Weatherhead	BARELLAN POINT QLD 4306	
175	Susanne Dwan	516-522 Junction Road	
		BARELLAN POINT QLD 4306	
176	Robyn Whale	197 Arthur Summervilles Road	
	,	KARALEE QLD 4306	
177	Elena Jansen	284-286 Junction Road	
		KARALEE QLD 4306	
178	Megan	19 Balmoral Grove	
1,0	Steffensen	KARALEE QLD 4306	
179	Breanna Werda	41 Settler Way	
1,3	Dicamia Werda	KARALEE QLD 4306	
180	Rhys Thomas	3 Bosswood Court	
100	O'Sullivan	YAMANTO QLD 4305	
181	Judith Joy	550 Junction Road	
101	Gardiner	BARELLAN POINT QLD 4306	
182	Laura Crisp	801 Mt Crosby Road	
102	Ladia Crisp	KARANA DOWNS QLD 4306	
183	Lyn Alcorn	56 Burilda Street	
103	Lyll Alcolli	HENDRA QLD 4011	
184	Fred Mienie	2B Willowdowns Drive	
104	ried Wilettie	KARALEE QLD 4306	
185	Karla Juanita	32 Highmead Drive	
103	Wright	BRASSALL QLD 4305	
186			
190	Adam Waters	3 Arrawatta Close KARALEE QLD 4306	
107	Margo Marda	·	
187	Maree Werda	1 Settler Way KARALEE QLD 4306	
100	Mangangti		
188	Margaret Lucas	56 Lowry Street	
100	D	NORTH IPSWICH QLD 4305	
189	Bruce Werda	1 Settler Way	
400	D	KARALEE QLD 4306	
190	Damian Spehar	5 Kallatina Terrace	
4.5.		KARALEE QLD 4306	
191	Stacey Yarnold	10-12 Elizabeth Street	
		KARALEE QLD 4306	
192	Geoffrey John	9-11 Elizabeth Street	
	Hayes	KARALEE QLD 4306	
193	Gina Loxton	22-24 Huon Drive	
		KARALEE QLD 4306	
194	Tom Galway	28-32 Myora Row	

		KARALEE QLD 4306	
100	T T	·	
195	Tamara Toms	2-4 Arthur Summervilles Road	
100	D : 1D 1	KARALEE QLD 4306	
196	Daniel Parker	156-158 Blackwall Road	
		CHUWAR QLD 4306	
197	Liezl Coetzer	23 Raven Court	
		KARALEE QLD 4306	
198	Leza Mienie	2B Willowdowns Drive	
		KARALEE QLD 4306	
199	Ross Semple	9-11 Bass Street	
		BARELLAN POINT QLD 4306	
200	Robyn Semple	9-11 Bass Street	
		BARELLAN POINT QLD 4306	
201	Sarah Wells	24 Katherine Court	
		KARALEE QLD 4306	
202	David Rotheram	610-616 Junction Road	
		BARELLAN POINT QLD 4306	
203	Rebecca	610-616 Junction Road	
	Rotheram	BARELLAN POINT QLD 4306	
204	Paul Coetzer	23 Raven Court	
		KARALEE QLD 4306	
205	Brooke	3 Wirriboot Court	
	Bateman	KARANA DOWNS QLD 4306	
206	Angela Norton	149 Riverside Avenue	
		BARELLAN POINT QLD 4306	
207	Tyne O'Sullivan	31 Liverpool Street	
207	.,	NORTH IPSWICH QLD 4305	
208	Merrell MacKay	586-592 Junction Road	
200	Werrenividenta	BARELLAN POINT QLD 4306	
209	William Bean	125 Vogel Road	
205	William Beam	BRASSALL QLD 4305	
210	Garry Begbie	11 Dakota Place	
	July Begale	BRASSALL QLD 4305	
211	Alfie Dahson	14 Patanga Court	
211	Airie Builson	KARANA DOWNS QLD 4306	
212	Jessica Gorne	9-11 Lillian Street	
- 12	Jessica Goille	KARALEE QLD 4306	
213	Suzanne Hill	53 Essex Street	
213	Juzannie IIIII	KARALEE QLD 4306	
214	Adam Leigh	1/66 Kyoto Street	
214	Clayton	BRASSALL QLD 4305	
215		75 Starks Road	
215	Jon Buggins		
210	Adrian Winmill	MINDEN QLD 4131	
216	Adrian Winmill	9-11 Lillian Street	
247	D	KARALEE QLD 4306	
217	Kenyn Rossan	19 St Andrews Drive	
	<u> </u>	KARANA DOWNS QLD 4306	
218	Jenny Lynne	25 Kenton Street	
	MacGowan	CHAPEL HILL QLD 4069	
219	Tyra Bainbridge	11 Chalmers Place	
		NORTH IPSWICH QLD 4305	
220	Kye James	31 Liverpool Street	
	O'Sullivan	NORTH IPSWICH QLD 4305	
221	Jo-anne Murray	5-7 Heather Street	

		KARALEE QLD 4306	
222	Tara Finn	30 Valma Street	
222	l ara Finn		
223	loudon	RACEVIEW QLD 4305 11 Dakota Place	
223	Jayden Robertson	BRASSALL QLD 4305	
224		27 Sherwood Place	
224	Matthew		
225	Neylan	FOREST LAKE QLD 4078	
225	Dahlene Pearce	15-17 Kipara Road	
		THAGOONA QLD 4306	
226	Jennifer Giles	54 Penrose Circuit	
227	EII.	REDBANK PLAINS QLD 4301	
227	Ellyce	11 Dakota Place	
	Robertson	BRASSALL QLD 4305	
228	Jilanna Craig	6 Thoona Close	
		KARANA DOWNS QLD 4306	
229	Daniel Craig	6 Thoona Close	
		KARANA DOWNS QLD 4306	
230	Sascha Burger	18 Bloomsburry Crescent	
		MOGGILL QLD 4070	
231	Lea Greenwood	6 Thoona Close	
		KARANA DOWNS QLD 4306	
232	Jeremy Dean	10-12 Elizabeth Street	
	Yarnold	KARALEE QLD 4306	
233	Kayla Parker	156 Blackwall Road	
		CHUWAR QLD 4306	
234	Zac Loxton	24 Huon Drive	
		KARALEE QLD 4306	
235	Lachlan Brown	20 Lillian Street	
		KARALEE QLD 4306	
236	Hunter Brown	20 Lillian Street	
		KARALEE QLD 4306	
237	Ben Chester	7 Venus Court	
\ \		KARALEE QLD 4306	
238	Emily Perry	47 President Circle	
		KARALEE QLD 4306	
239	Coleen Kobler	7 Venus Court	
		KARALEE QLD 4306	
240	Isabella Louisa	10 Lillian Street	
	Vallely	KARALEE QLD 4306	
241	Gavin	25-27 Quiberon Street	
	Spreadborough	KARALEE QLD 4306	
242	Shelley Maslen	43 Harold Summervilles Road	
- '-		KARALEE QLD 4306	
243	Sarah	25-27 Quiberon Street	
5	Spreadborough	KARALEE QLD 4306	
244	Jodie Howard	25-27 Baradine Close	
2-7-7	Jouic Howard	KARALEE QLD 4306	
245	Henriette	14-16 Patricia Street	
273	Rashleigh	KARALEE QLD 4306	
246	Neil Rashleigh	14-16 Patricia Street	
240	iven Kashieigh	KARALEE QLD 4306	
2/17	Karen Leifels		
247	Karen Leneis	9 Waterlilly Drive	
240	Dahaut Jawa	KARALEE QLD 4306	
248	Robert James	50 Pat Slattery Place	

		LOWOOD QLD 4311	
249	Patricia James	50 Pat Slattery Place	
		LOWOOD QLD 4311	
250	Steven Watson	431-449 Junction Road	
		KARALEE QLD 4306	
251	Lauren Wallace	87-91 Lyndon Way	
		KARALEE QLD 4306	
252	Dene Miles	18 Paten Street	
		NORTH IPSWICH QLD 4305	
253	Justin Smith	332-334 Junction Road	
		KARALEE QLD 4305	
254	Stephanie	39 Torrens Street	
	Tranter	KARALEE QLD 4306	
255	Penny Stubbs	8 Bothwick Street	
	,	NORTH IPSWICH QLD 4305	
256	Ann Verhoeven	18-20 Noela Street	
		KARALEE QLD 4306	
257	Callum Stevens	4 Louise Court	
23,	canam stevens	SILKSTONE QLD 4304	
258	Kylie O'Loughlin	5 Waghorn Street	
230	Nylic O Lougillill	WOODEND QLD 4305	
259	Rebecca	13 Kauri Pine Close	
233	Badman	MOGGILL QLD 4070	
260		29-31 Artuna Street	
260	Bridget Everding		
261	Damil Direk	KARALEE QLD 4305	
261	Daryl Rush	20-24 Fearless Court	
2.52	B 1 11 11	KARALEE QLD 4305	
262	Roylene Lippitt	34-38 Fearless Court	
		KARALEE QLD 4305	
263	Selena Gordon	25-27 Third Avenue	
		BARELLAN POINT QLD 4306	
264	Andrew Gordon	25-27 Third Avenue	
		BARELLAN POINT QLD 4306	
265	Tracey Watson	431-449 Junction Road	
		KARALEE QLD 4306	
266	Christina Ann	38-40 Arthur Summervilles Road	
	McKenzie	KARALEE QLD 4306	
267	Ian McKenzie	38-40 Arthur Summervilles Road	
		KARALEE QLD 4306	
268	Rene	64-66 Melbourne Street	
	Schoenknecht	KARALEE QLD 4306	
269	Natalie Chester	7 Venus Court	
		KARALEE QLD 4306	
270	Christopher	20 Lillian Street	
	Brown	KARALEE QLD 4306	
271	Dianne	17-19 Bendemeer Street	
	Konstanciak	KARALEE QLD 4306	
272	Richard	17-19 Bendemeer Street	
	Konstanciak	KARALEE QLD 4306	
273	Adam Jonker	24 Riverpark Drive	
		KARALEE QLD 4306	
274	Anita Jonker	24 Riverpark Drive	
		KARALEE QLD 4306	
275	Brad Greisbach	61 Waterfront Drive	
213	Piad Oleispacii	OT MATELLIOUIT DIIVE	

		KARALEE QLD 4300	
276	Chris Lee	16 Krystyna Court	
		KARALEE QLD 4306	
277	Chris Jonker	20 Islandview Street	
		BARELLAN POINT QLD 4306	
278	Talauula	17 Habben Court	
	Fuimaono	BUNDAMBA QLD 4304	
	Anaua		
279	Jessica	10/474 Upper Edward Street	
	Castaneda	SPRING HILL QLD 4000	
280	K L Tofoni	16 Delamore Court	
		CHUWAR QLD 4306	

9. Currency period for the approval (section 85 of the Planning Act 2016)

The currency period for this approval is as outlined in part 1 – 'decision details' of this decision notice, starting the day the approval takes effect. Unless the currency period is extended by the Assessment Manager pursuant to section 87 of the *Planning Act 2016*, this development approval lapses in accordance with section 85 of the *Planning Act 2016*.

10. When approval lapses if development started but not completed—variation approval

Not applicable to this decision.

11. Other requirements under section 43 of the Planning Regulation 2017

Not applicable to this decision.

12. Trunk Infrastructure

Not applicable to this decision.

13. Infrastructure Charges

- (a) Council will give an infrastructure charges notice for this development pursuant to section 119 of the *Planning Act 2016*.
- (b) From 1 July 2014, the Central SEQ Distributor-Retailer Authority (QUU) will issue all Infrastructure Charges Notices for charges relating to water and wastewater. For further information, it is recommended that you contact QUU's developer customer service team on (07) 3432 2200.

14. Submitting Change Representations to Request a Negotiated Decision Notice

In accordance with section 75 of the Planning Act 2016, the applicant may submit change representations to request a negotiated decision notice, during the applicant's appeal period, about changing a matter in the development approval (other than a matter stated because of a referral agency response or a development condition imposed under a direction by the Minister).

The applicant's appeal period is 20 business days, and any change representations must be submitted and assessed during this time, unless the applicant suspends the appeal period. To

ensure both the applicant and the assessment manager have sufficient time to consider the change representations, it is recommended that the applicant suspend the appeal period (refer to section 75(2) of the Planning Act 2016) prior to submitting their change representations. This will allow an additional 20 business days for the applicant to submit their change representations, if required, and up to 20 business days for the assessment manager to consider the representations from the date the change representations are received.

Ipswich City Council does not charge an application fee for the submission of change representations.

For more information, please refer to the State Government's fact sheet on Change Representations: https://dilgpprd.blob.core.windows.net/general/factsheet-change-representations.pdf.

15. Appeal Rights

Applicant's appeal rights

You have appeal rights in relation to this decision. An appeal may be made against, as
applicable:
□the refusal of part of the development application; or
□a provision of the development approval; or
□ if a development permit was applied for, the decision to give a preliminary approval.

An appeal must be started within 20 business days after this notice is given to you.

An appeal may be made to the Planning and Environment Court or, for certain matters which are identified in section 1(2) of Schedule 1 of the *Planning Act 2016*, to a development tribunal.

An appeal is started by lodging a notice of appeal with the registrar of the Planning and Environment Court or a development tribunal, as applicable. The notice of appeal must be in the approved form, succinctly state the grounds of the appeal and be accompanied by the required fee.

An appellant to the Planning and Environment Court must give a copy of the notice of appeal, within 10 business days after the appeal is started, to the persons identified in section 230(3) of the *Planning Act 2016*. A person who is appealing to the Planning and Environment Court must comply with the rules of the court that apply to the appeal.

Submitter's appeal rights

You have appeal rights in relation to this decision. An appeal may be made against, as
applicable:
□the decision to give a development approval; or
□the decision to give an approval for a change application; or
□a provision of a development approval; or
\square a failure to include a provision in the development approval.

An appeal may be made to the extent that the decision or matter relates to, as applicable:

\square any part of the development application or change application that required impact
assessment; or
□a variation request.

An appeal must be started within 20 business days after this notice is given to you.

An appeal may be made to the Planning and Environment Court. An appeal is started by lodging a notice of appeal with the registrar of the Planning and Environment Court. The notice of appeal must be in the approved form, succinctly state the grounds of the appeal and be accompanied by the required fee.

An appellant to the Planning and Environment Court must give a copy of the notice of appeal, within 2 business days after the appeal is started, to the persons identified in section 230(3) of the *Planning Act 2016*. A person who is appealing to the Planning and Environment Court must comply with the rules of the court that apply to the appeal.

Chapter 6, Part 1 and Schedule 1 of the *Planning Act 2016* sets out further information about appeal rights.

An extract from the *Planning Act 2016* about appeal rights is attached to this decision notice.

Attachment A Assessment Manager's Conditions File No: 5636/2021/MCU

Location: 54-56 Arthur Summervilles Road, KARALEE QLD 4306 Proposal: Material Change of Use - Community Use (Child Care Centre)

Assessment Manager (Ipswich City Council) Conditions				
Conditions applicable to this approval under the Planning Act 2016				
No.	Condition	The time by which the condition must be met, implemented or complied with		
1.	Basis of Approval			
	This approval incorporates as a condition, the applicant's common material (as defined in <i>Schedule 24 – Dictionary of the Planning Regulation 2017</i>) for the application and adherence to all relevant Council Local Laws and/or the <i>Ipswich Planning Scheme</i> (including Planning Scheme Policies) unless otherwise varied by this approval or varied by a condition of this approval. Note: Any variation in the development from that	From the commencement of the construction of the development and at all times thereafter.		
	approved herein may constitute assessable			
	development pursuant to the <i>Planning Act 2016</i> .			
2.	Minor Alterations			
	Notwithstanding the requirements detailed in this approval, any other minor alterations accepted in writing by the assessment manager will suffice.	At all times after the approval is granted.		
3.	Development Plans			
(a)	The applicant must submit for written approval by the assessment manager, amended proposal plans (including landscaping plans) which illustrate the following:	Prior to the lodgement of any related application for the development (i.e. operational works, building work or plumbing application).		
	(i) A maximum one (1) storey building with minimum 5.0m wide building setbacks (with the exception of a gatehouse adjacent to the Elaine			

Street frontage);

gatehouse/s);

access from Elaine Street;

A 2.0m wide landscape buffer along all other frontages (excluding access points and

A minimum number of car parking spaces in accordance with Condition 11 in accordance with the relevant Australian Standard with

A driveway and car parking aisle which allows

(ii)

(iii)

(iv)

		for two (2) vehicles to enter and exit the site simultaneously and where any carpark is parallel with the carpark aisle, a kerb protection is provided between the carparking space and the aisle;	
	(v)	The waste bin storage area adjoining the proposed driveway is to be located to not obstruct pedestrian sight lines on exit in accordance with the relevant Australian Standard. It is noted that the waste bin store is to be located along the northern property boundary, away from adjoining residents;	
	(vi)	A turning bay for the car parking area in accordance with the relevant Australian Standard;	
	(vii)	A parking space of appropriate size to cater for service vehicles that access the site;	
	(viii)	A corner truncation at the intersection of Elaine Street and Lillian Street to be dedicated for road purposes in accordance with Condition 14; and	
	(ix)	Incorporates any other amendments detailed in this development permit or reflects any design changes to the Child Care Centre as a result of Condition 6 of this development permit.	
(b)	genera	pplicant must construct the development ally in accordance with the plans approved by il pursuant to Condition 3(a) above.	From the commencement of the construction of the development and at all times thereafter.

4.	Hours of Construction	
	Unless otherwise approved in writing by the	At all times during construction of
	assessment manager, construction works must only	the development.
	occur within the hours as defined in <i>Planning Scheme</i>	
	Policy 3 – General Works Part 5, Section 5.1.3.	

5.	Hours of Operation	
(a)	The applicant must not conduct work or business from	From the commencement of the
	the premises outside the hours of Monday to Friday	use and at all times thereafter.
	6:00am – 7:00pm.	
(b)	The applicant must ensure refuse collection vehicles,	From the commencement of the
	on-site effluent collection vehicles and service vehicles	use and at all times thereafter.
	do not access the premises or operate outside the	
	hours of Monday to Friday 7:00am to 6:30pm.	

6.	Limits to Approval	
(a)	The Child Care Centre is approved to operate with 75	From the commencement of the
	children at any one time.	use and at all times thereafter.
(b)	The Child Care Centre is approved to operate with the	From the commencement of the
	number of full-time equivalent (FTE) staff required for	use and at all times thereafter.
	the development as demonstrated by the applicant is	
	accordance with Condition 11(a).	
(c)	The applicant is limited to a maximum of 720.4m ² in	From the commencement of the
	building gross floor area (GFA) and one (1) storey.	use and at all times thereafter.

7.	Building Finishes	
(a)	Unless otherwise approved in writing by the	Prior to the commencement of
	assessment manager, the external features of the	the use and at all times
	building must be painted/finished in the colour or	thereafter.
	colours as identified on the amended plans required to	
	be submitted and approved in writing by the	
	assessment manager pursuant to Condition 3.	
(b)	Should the applicant propose changes to the colour	Prior to the lodgement of the
	scheme or materials schedule from those identified on	application for building work.
	the approved plans, the applicant must receive prior	
	written approval for the final colour scheme and	
	materials schedule from the assessment manager.	

8.	Visual Treatment of Plant and Equipment	
(a)	The applicant must ensure all plant and equipment (inclusive of tanks, air conditioning units, compressors, generators, ducting, ventilation and the like): (i) is not located between any building and Arthur Summervilles Road, Elaine Street or Lillian Street, or (ii) is appropriately screened (and ventilated) from view from Arthur Summervilles Road, Elaine	Prior to the commencement of the use and at all times thereafter.
(b)	Street or Lillian Street. The applicant must, where screening is required pursuant to (a), submit for written approval by the assessment manager details of the screening method or device. All screening must be of materials similar in appearance and specification to those used in the construction of buildings on the premises and adjacent premises.	Prior to the lodgement of the application for building work.
(c)	The applicant must construct and maintain all screening in accordance with the approval issued by the assessment manager.	Prior to the commencement of the use and at all times thereafter.

9.	Lighting	
	Lighting used to illuminate any areas of the premises (ie	Prior to the commencement of
	security or flood lighting) must be designed,	the use and at all times
	constructed, located and maintained to the satisfaction	thereafter.

of the assessment manager so as not to cause nuisance
to the occupants of nearby properties or passing traffic.
All lighting must be angled or shaded in such a manner
so that light does not directly illuminate any nearby
premises or roadways and does not cause extraneous
light to be directed or reflected upwards.

The applicant must provide adequate access for people in wheelchairs by means of an unimpeded continuous path of travel from any adjacent roadway, other public lands and from any car parking bay allocated for use by people with a disability, to all parts of the development which are normally open to the public.

11.	Car Parking – Use and Maintenance	
(a)	The applicant must submit to the assessment manager for approval, details of the number of full-time equivalent (FTE) staff required to operate the Child Care Centre in accordance with Condition 6. The applicant is to demonstrate the required FTE staff based on minimum staff to student ratios (including during shift breaks), plus administration and support staff (e.g. centre director, administration officer, kitchen staff).	related application for the development (i.e. operational works, building work or plumbing application).
(b)	The applicant must submit details, in conjunction with the amended plans required pursuant to Condition 3, demonstrating a minimum of the following on-site parking spaces: (i) one (1) car parking space per FTE staff member approved in (a) above; (ii) one (1) car parking space per eight (8) children, for visitors; and (iii) one (1) service vehicle bay of an appropriate size to cater for service vehicles that access the site.	related application for the development (i.e. operational works, building work or plumbing application).
(c)	The applicant must construct the car parking required by (b) above and Condition 3.	Prior to the commencement of the use and at all times thereafter.
(b)	The applicant must ensure all parking areas are: (i) Kept exclusively for parking for the development;	Prior to the commencement of the use and at all times thereafter.
	(ii) Used exclusively for parking for the development;	
	(iii) Accessible to both staff and customers during any approved hours of operation (unless	

		otherwise indicated on the approved plans);	
	(iv)	Appropriately signposted at the entry/entries to	
		the car park (eg "Staff and Customer Parking")	
		in accordance with AS1742; and	
	(v)	Maintained in perpetuity.	
(c)	The ap	plicant must provide wheel stops for the car	Prior to the commencement of
	parkin	g spaces located along the eastern boundary of	the use and at all times
	the ca	r park in accordance with the relevant Australian	thereafter.
	Standa	ard.	
(d)	The ap	oplicant must ensure that any tandem car parking	Prior to the commencement of
	spaces	s illustrated on the amended plans required to be	the use and at all times
	submi	tted and approved in writing by the assessment	thereafter.
	mana	ger pursuant to Condition 3 are pavement	
	marke	d/signposted for staff only.	
(e)	The ap	pplicant must ensure provision is made for	Prior to the commencement of
	parkin	g spaces for persons with a disability in	the use and at all times
	accord	dance with the Parking Code (Part 12, Division 9)	thereafter.
	of the	Ipswich Planning Scheme.	

12.	Utility Services	
(a)	The applicant must connect the development to water	Prior to commencement of the
	supply, sewer effluent, electricity supply and	use.
	telecommunication utilities.	
(b)	The applicant must provide to the assessment manager	Prior to commencement of the
	written evidence (e.g. connection certificate) from each	use.
	service provider stating that the development has been	
	connected to applicable utility service or has a current	
	supply agreement.	
(c)	The applicant must provide telecommunications to	Prior to commencement of the
	subject building(s), lead-in conduits and equipment	use.
	space in a suitable location within the building(s), to	
	suit carrier of choice.	

13.	Access, Parking and Manoeuvring Areas	
(a)	The applicant must construct all parking, access and manoeuvring areas of concrete or bitumen or equivalent materials as approved by the assessment manager.	From the commencement of the use and at all times thereafter.
(b)	The applicant must line-mark all parking, access and manoeuvring areas in accordance with the relevant Australian Standard.	From the commencement of the use and at all times thereafter.
(c)	The applicant must make provision for all vehicles to enter and exit the site in forward gear.	From the commencement of the use and at all times thereafter.
(d)	The applicant must construct a concrete layback and driveway slab in accordance with the following:	From the commencement of the use and at all times thereafter.
	(i) From the kerb alignment to the property boundary for access to the development;	



14.	Roadworks	
(a)	The applicant must provide a detailed design for the frontage street roadworks, including concrete kerb and channel in Elaine Street and a 1.5m wide concrete footpath and kerb and channel in Lillian Street, in accordance with Section 1.1.4 of Planning Scheme Policy 3. The concrete kerb and channel must connect to the existing concrete kerb and channel located on the corner of Arthur Summervilles Road and Elaine Street. The 1.5m wide footpath must connect into the existing pram ramp.	In conjunction with the lodgement of the application for operational works.
(b)	The applicant must provide a detailed design for a short right turn auxiliary lane (CHR) from Arthur Summervilles Road into Elaine Street including details on how the construction of the short right turn auxiliary lane will impact upon the existing pedestrian crossing and on-street car parking in Arthur Summervilles Road. Where the right turn auxiliary lane impacts upon the pedestrian crossing, the applicant must submit details of an alternative crossing location.	In conjunction with the lodgement of the application for operational works.
(c)	The applicant must construct frontage street roadworks generally in accordance with the approved design drawings as required by Condition 14(a) and 14(b) above.	Prior to commencement of the use.
(d)	The applicant by way of subdivision plan, must dedicate, free of cost or compensation payable by Council, land for road purposes in order to provide a corner truncation at the intersection of Elaine Street and Lillian Street. The truncation is to be detailed on the amended plans required to be submitted and approved in writing by the assessment manager pursuant to Condition 3.	Prior to commencement of the use.

15.	Stormwater Quantity Management	
(a)	The applicant must provide an allotment drainage	Prior to the commencement of
	system which is designed in accordance with QUDM	the use.
	and not less than Level IV.	
(b)	The applicant must discharge stormwater runoff from	From the commencement of the
	all impervious areas to Council stormwater	use and at all times thereafter.
	infrastructure in Lillian Street.	
(c)	The applicant must design stormwater quantity	In conjunction with lodgement of
	management infrastructure for the proposed	the application for operational
	development generally in accordance with Stormwater	works.
	Management Plan outlined in part 3 of this	

		opment permit, subject to the following	
	ciariii	cations and/or modifications:	
	(i)	The stormwater management plan must	
		reference the latest development layout plan approved by the assessment manager; and	
		approved by the assessment manager, and	
	(ii)	Include details of the revised impervious areas	
		resulting from the amended layout plans.	
	An an	nended report and the detailed design must be	
		itted for Council's approval.	
(d)	The a	pplicant must construct the stormwater quantity	Prior to the commencement of
	mana	gement system for the proposed development,	the use.
	gener	ally in accordance with approved design as	
	requi	red by Condition 15(c) above.	

16.	Earthworks	
(a)	The applicant must design all earthworks (including	In conjunction with the
	earth retaining structures) in accordance with Planning	lodgement of the application for
	Scheme Policy 3 – General Works of the <i>Ipswich</i>	operational works and during
	Planning Scheme.	construction.
(b)	The applicant must implement all dispersive soil	From the commencement of
	management devices generally in accordance with	work until completion of the
	recommendations of the approved DSMP report as	construction of the development.
	required by Condition 17(b) Design Standards.	

17.	Design Standards	
(a)	The applicant must design all municipal works in	In conjunction with the
	accordance with Planning Scheme Policy 3 - General	lodgement of the application for
	Works and Implementation Guidelines 24 and 28 of the	operational works.
	Ipswich Planning Scheme.	
(b)	The applicant must submit to the assessment manager	In conjunction with the
	a Dispersive Soil Management Plan (DSMP), prepared	lodgement of the application for
	by a suitably qualified person in accordance with	operational works.
	Council's Implementation Guideline 28 – Dispersive Soil	
	Management of the Ipswich Planning Scheme.	

18.	Design Certifications	
(a)	The applicant must submit to the assessment manager RPEQ design certification(s) stating that all civil and associated works have been designed in accordance	In conjunction with the lodgement of the application for operational works.
	with Council's specifications, infrastructure design standards and this approval.	operational Works.
(b)	The applicant must submit to the assessment manager RPEQ certification stating that all proposed works have been designed in accordance with the recommendations of the revised Stormwater Management Plan outlined in part 3 of this development permit, as required by Condition 15(c) -	In conjunction with the lodgement of the application for operational works.

Stormwater Quantity Management.

19.	Stormwater Quality	
(a)	The applicant must achieve the water quality objectives	Prior to the commencement of
	outlined in Table 2.3.1 of Planning Scheme Policy 3	the use and at all times
	General Works of the <i>Ipswich Planning Scheme</i> prior to	thereafter.
	stormwater runoff discharging from the site.	
(b)	The applicant must implement stormwater	Prior to the commencement of
	infrastructure in accordance with the Stormwater	the use and at all times
	Management Plan listed at part 3 of this approval.	thereafter.
(c)	The applicant must submit operational works drawings	In conjunction with the
	showing the final locations and cross sections of	lodgement of the first application
	stormwater infrastructure in accordance with the	for operational works.
	approved SQMP and section 2.3.5 of Planning Scheme	
	Policy 3 - General Works of the <i>Ipswich Planning</i>	
	Scheme.	

20.	Stormwater Maintenance Plan	
(a)	The applicant must submit to the assessment manager,	Prior to the commencement of
	a stormwater maintenance plan for the entire	the use.
	stormwater system, prepared in accordance with	
	Implementation Guideline 24 Stormwater	
	Management of the Ipswich Planning Scheme.	
(b)	The applicant must implement the stormwater	From the commencement of the
	maintenance plan in perpetuity to the satisfaction of	use and at all times thereafter.
	the assessment manager.	
(c)	The applicant must maintain regular inspection records	From the commencement of the
	on site and make these records available to the	use and at all times thereafter.
	assessment manager upon request for both the	
	construction and operational phases. The inspection	
	records must detail all actions undertaken as required	
	by the approved stormwater maintenance plan.	
(d)	The applicant must provide a copy of the signed 12	Prior to the commencement of
	month supply agreement for the replacement of the	the use.
	stormwater treatment device filters, between the	
	applicant and the stormwater filtration system supplier.	

21.	Acoustic Design Management	
(a)	The applicant must ensure that the Child Care Centre is constructed to incorporate relevant noise reduction design features to achieve noise limits specified in the 'Noise Impact Assessment' outlined in part 3 of this development permit.	From the commencement of the construction of the development and at all times thereafter.
(b)	Unless otherwise amended as a requirement of the amended plans pursuant to Condition 3 and the conditions of this development permit, the applicant must construct an acoustic barrier that is in accordance with the following requirements:	Prior to the commencement of the use.
	(i) 2.0 metre high, gap free double lapped timber	

	fence (or alternative materials approved in writing by the assessment manager) with a minimum surface density of 12.5 kg/m² as nominated within the approved 'Noise Impact Assessment' outlined in part 3 of this development permit;	
	(ii) At any opening, i.e. pedestrian entrance, has some means of blocking line of site from source to receiver such that the effectiveness of the barrier is not reduced.	
(c)	The applicant must submit to the assessment manager certification from a suitably qualified acoustic consultant demonstrating that Condition 21(a) and (b) have been complied with.	Prior to the commencement of the use.

22.	Acoustic Management	
(a)	The applicant must ensure the following treatments	From the commencement of the
	are incorporated into the development:	use and at all times thereafter.
	(i) The use of outdoor public address systems is restricted to emergency use only;	
	(ii) Amplified music or live music is not played outdoors;	
	(iii) No elevated play equipment is to be located adjacent or above the acoustic barrier;	
	 (iv) All metal grilles, metal plates or similar infrastructure that is subject to vehicular traffic is secured to prevent rattling and environmental nuisance; 	
	(v) All internal activity rooms are to be air- conditioned; and	
	(vi) Mechanical plant and equipment is installed in accordance with the <i>Environmental Protection</i> Act 1994.	
(b)	The applicant must provide a certificate of compliance	Prior to the commencement of the
	from an independent and suitably qualified acoustic	use.
	consultant demonstrating that Condition 22(a)(v) and	
	(vi) have been complied with.	

23.	Waste Storage and Collection	
(a)	Unless otherwise approved in writing by the assessment manager, waste bins must be stored in the location shown on the amended plans required to	From the commencement of the use and at all times thereafter.
	be submitted and approved in writing by the assessment manager pursuant to Condition 3.	

(b)	The area on which the bin(s) are to be stored must be screened in accordance with Condition 8 of this development permit.	From the commencement of the use and at all times thereafter.
(c)	The applicant must ensure waste bins are collected on	From the commencement of the
	the site and there is no kerb side collection.	use and at all times thereafter.
(d)	The applicant must ensure suitable waste bins are	From the commencement of the
	provided for the storage and collection of soiled	use and at all times thereafter.
	nappies, food scraps and other putrescible wastes.	
(e)	The applicant must ensure waste bins that are	From the commencement of the
	intended to store putrescible waste are:	use and at all times thereafter.
	(i) Located in an area that is not accessible to children and away from the main entrance to the building;	
	(ii) Provided with a level, concreted pad with no intervening ridge between it and the driveway;	
	(iii) Appropriately shaded and screened to minimise odour;	
	(iv) Emptied at least every forty-eight hours; and	
	(v) Maintained so as not to pose a health or environmental nuisance.	
(f)	The applicant must ensure all wash down waters from	From the commencement of the
	bin cleansing performed on the site is either:	use and at all times thereafter.
	(i) Appropriately treated and discharged to the on-	
	site effluent disposal system; or	
	(ii) The services of a refuse bin cleaning company are engaged.	

24.	Air C	Quality (Odour)	
(a)	Man	applicant must prepare and submit a Sewage agement Plan for approval by the assessment ager which includes the following aspects:	Prior to the commencement of the use and at all times thereafter.
	(i)	Addresses the amended plans required to be submitted and approved in writing by the assessment manager pursuant to Condition 3;	
	(ii)	Detailing the design of the sewage management system/s, including tank venting, in-tank pump transfer to truck;	
	(iii)	Spill, leak and clean-up procedure;	

	(iv)	Odour management and maintenance procedure;	
	(v)	Noise management procedure;	
	(vi)	Truck collection procedure; and	
	(vii)	Complaint recording, responding and investigation procedure.	
(b)	syste build 3500	ipplicant must ensure that holding tank venting ms are incorporated within the Child Care Centre ing in accordance with Australian Standard .2:2018 - Plumbing and Drainage, Part 2: Sanitary bing and Drainage.	From the commencement of the use and at all times thereafter.
(c)	The a from consu	applicant must provide a certificate of compliance an independent and suitably qualified air quality ultant demonstrating that Condition 24(b) has complied with.	Prior to the commencement of the use.
(d)	The applicant must construct the effluent tanks in the location illustrated in Attachment 1 of the 'Management of Odour and Noise from Wastewater Holding Tank System' letter outlined in part 3 of the development permit.		From the commencement of the use and at all times thereafter.

25.	Landscaping and Foncing	
	Landscaping and Fencing	
(a)	The applicant must submit, for written approval by the assessment manager, landscape plans (including fencing details) generally in accordance with the amended plans required pursuant to Condition 3 and Conditions 25(b) and (c) below, utilising only native, non-invasive, plant species such as those referenced in the <i>Ipswich City Council's Vegetation Communities Rehabilitation Guide</i> .	In conjunction with the lodgement of the application for operational works (landscaping).
(b)	The landscaping plans required by Condition 25(a) must include mature planting (i.e. minimum 25L container stock for trees and minimum 300mm pot size for shrubs) along the southern property boundary such that a visual buffer will be created to screen the building at mature height.	Prior to the commencement of the use and at all times thereafter.
(c)	Unless otherwise approved in writing by the assessment manager and in consultation with the adjoining land owner, the applicant must provide a 1.2m high pool style fence as follows: (i) Along the southern property boundary beginning from the end of the acoustic fencing required in accordance with Condition 21 to the Lillian Street frontage;	Prior to the commencement of the use and at all times thereafter.

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	(ii)	Along the full Lillian Street frontage (including around the new truncation at the corner with Elaine Street);	
	(iii)	Along the Elaine Street frontage (with the exception of the area between the pedestrian and vehicle accesses); and	
	(iv)	Along the full Arthur Summervilles Road frontage (including around the existing truncation at the corner with Elaine Street).	
(d)	The applicant must provide landscaping and fencing works in accordance with the approved landscape plans.		Prior to the commencement of the use and at all times thereafter.
(e)	The applicant must submit to the assessment manager a Certificate of Compliance for Landscape Works completed by a qualified landscape designer stating the works have been completed in accordance with requirements of the approved landscape plan.		Prior to the commencement of the use.

26.	Further Works		
(a)	The applicant must take due regard of all existing	During the construction of the	
	services when undertaking works associated with this	development and prior to	
	development.	commencement of use.	
(b)	The applicant must alter any services when the relevant	During the construction of the	
	authority or assessment manager determines that	development and prior to	
	works associated with this development has an impact	commencement of use.	
	upon any existing services.		
(c)	The applicant must reinstate all disturbed verge and	Prior to commencement of use.	
	open space areas with turf (including provision of		
	topsoil to minimum depth of 50mm).		

	Assessment Manager (Ipswich City Council) Advice				
The f	The following advice is offered for your information only and should not be viewed as mandatory				
cond	conditions of this approval.				
1.	Acronyms and Terms				
	Acronyms and terms used in this notice have the following meanings:				
(a)	RPEQ - A Registered Professional Engineer of Queensland suitably qualified and experienced				
	in the particular area of expertise required.				
(b)	UU – Urban Utilities – trading name of the Central SEQ Distributor-Retailer Authority,				
	providing water services to Ipswich City under the South-East Queensland Water				
	(Distribution and Retail Restructuring) Act 2009.				
(c)	DSMP – Dispersive Soil Management Plan which is prepared in accordance with Council				
	Implementation Guideline # 28 and certified by RPEQ.				
(d) E&SCP – Erosion & Sediment Control Management Plan which is prepared in acco					
	with Council Planning Scheme Policy 3 and certified by RPEQ.				
(e)	PSP 3 – Council Planning Scheme Policy 3				
(f)	QUDM – The <i>Urban Drainage Manual</i> , produced by the Queensland Department of				
	Environment and Natural Resources				
(g)	MUTCD - The Manual of Uniform Traffic Control Devices, published by DTMR				
(h)	DTMR - Department of Transport and Main Roads				
(i)	DES – Department of Environment and Science				
(j)	DNRME – Department of Natural Resources, Mines and Energy				
(k)	DSDMIP – Department of State Development, Manufacturing, Infrastructure and Planning				
(1)	AEP – Annual Exceedance Probability - used to define flood frequency and severity				
(m)	AHD - Australian Height Datum (m)				
(n)	Internal works - works performed within private property and includes but is not limited to,				
	earthworks, driveways and stormwater management systems.				
(o)	External municipal works - works external to the development and located in dedicated				
	public areas, for example existing road or drainage reserve, or private property not owned				
	by the applicant.				

2.	Bonds			
	Any bonding sought to be approved in relation to development will be considered in			
	accordance with <i>Planning Scheme Policy 3</i> of the Ipswich Planning Scheme.			
	The Bond and conditions of security payment can be found online at			
	http://www.ipswichplanning.com.au/development-planning/development-planning-			
	information. Council's preference is for bonds to be submitted by way of a Bank Guarante			

3. Operational Works Submission The applicant must submit to the assessment manager all engineering drawings in accordance with the requirements of Ipswich Planning Scheme 2 – Information Local Government May Request. For clarification, where any inconsistency or conflict exists between design standards and other relevant technical publications, Council standards and specifications must take precedence.

4.	Proximity of Earthworks to Adjoining Property		
	Where earthworks, including retaining structures, are proposed within 3.0m of the prop		
	boundary or are likely to affect adjoining property owners, the applicant must notify the		
	affected property owners in writing, and obtain written comments from them, as detailed		

in Part 12, Division 15 - Specific Outcome 19 and Note 12.15.4K of the *Ipswich Planning Scheme*. Written comments from the affected owners (or at least the supporting documentation of notification and consultation with the adjoining property owners to the Council's satisfaction) must be submitted to Council for consideration, in conjunction with any operational works application.

5. Portable Long Service Leave

Where the proposed works (civil and landscaping) are valued at \$150,000 or more and match the definition of Building and Construction Industry, the Building and Construction Industry (Portable Long Service Leave) Act 1991 requires that evidence of payment of the Portable Long Service Leave (QLeave) Levy be received by Council as a condition of issuing a development permit for building works, operational works and plumbing and drainage works applications, as defined under the Planning Act 2016.

6. Telecommunication Conduit Infrastructure

The installation of telecommunication conduit and infrastructure is to be in accordance with the latest Communications Alliance publication or the Deployment of the NBN Co Conduit and Pit Network – Guidelines for Developers where it is triggered by the Australian Government policy on 'Fibre in new developments'.

7. Road Permit Application

The applicant is advised to seek a Road Permit approval from Ipswich City Council pursuant to Sections 69 and 75 of the *Local Government Act 2009* prior to undertaking any physical works within or adjacent to the boundary of the Council-controlled road. These approvals are issued under the *Local Government Act 2009* and constitute a separate process to seeking a Development Permit issued under the *Planning Act 2016*.

Please contact the Ipswich City Council office for further information via email: council@ipswich.qld.gov.au or telephone (07) 3810 6666.

8. Engineering Analysis

A detailed engineering analysis of the calculations and drawings, submitted as part of the approval process, has not been undertaken by Council. Neither Council nor council engineers have professionally reviewed or accredited the engineering design and are relying on the expertise and certification of the applicant's RPEQ engineer.

9. Food Licence

Where food is sold, served and or produced on the site there may be a need to hold a licence to do so under the *Food Act 2006*. Please contact the Planning and Regulatory Services Department of Ipswich City Council for advice regarding this matter on telephone number 3810 6666.

10. Advertising Signage

Unless any advertising devices associated with the proposed use meets the exempt criteria set out in Schedule 9 of the *Ipswich Planning Scheme 2006*, such signage would require submission to Council of a development application for operational works – placing an advertising device on premises. For further information please contact the Planning and Development Department on (07) 3810 6888.

11.	Fire Ants		
(a)	In accordance with the <i>Biosecurity Act 2014</i> and the <i>Biosecurity Regulation 2016</i> , the State of Queensland has implemented movement controls in areas (Fire Ant Biosecurity Zones) of Queensland where the Red Imported Fire Ant (ant species <i>Solenopsis invicta</i>) has been detected.		
(b)	It is a legal obligation to report any sighting or suspicion of Fire Ants within 24 hours to Biosecurity Queensland on 13 25 23 (24hrs). It should be noted that works involving movements of all materials associated with earthworks (import and export) within a fire a biosecurity zone is subject to movement controls and failure to comply with the regulator provisions is an offence under the Biosecurity Act 2014. The Fire Ant Biosecurity Zones, a well as general information can be viewed on the Department of Agriculture and Fisherie website www.daf.qld.gov.au/fireants .		
(c)	The land over which you have made a development application is within a Fire Ant Biosecurity Zone. The presence of Fire Ants on the site may affect the nature, form and extent of works permitted on the site. In view of this it will be necessary for you to contact Biosecurity Queensland to investigate the site and for you to implement any necessary matters required prior to the commencement of any works.		

12. Local Government Regulation 2012

This property may be subject to the provision of Section 116 of the *Local Government Regulation 2012*. This section of the regulation limits any increase in rates to a predetermined percentage. In accordance with Council's budget and rating resolutions, if the property is sold or reconfigured in any way (e.g. subdivision, dedication or partial dedication, amalgamation) this benefit will no longer apply. For further information please contact the Ipswich City Council Customer Contact Centre on (07) 3810 6666.

13. Section 73 of the Planning Act 2016

Pursuant to section 73 of the *Planning Act 2016*, a development approval including any conditions of approval is binding on the owner, the owner's successor in title and any occupier of the land.

DECISION NOTICE - INFRASTRUCTURE CHARGES

Decision Date: Insert decision date

Council gives this infrastructure charges notice pursuant to section 119 of the Planning Act 2016.

Appeal Rights

You have appeal rights in relation to this notice. An appeal may be made against an infrastructure charges notice on one (1) or more of the following grounds:

- (a) the notice involved an error relating to:
 - (i) the application of the relevant adopted charge; or

Examples of errors in applying an adopted charge:

- the incorrect application of gross floor area for a non-residential development
- applying an incorrect 'use category', under a regulation, to the development
- (ii) the working out of extra demand, for section 120 of the Planning Act 2016; or
- (iii) an offset or refund; or
- (b) there was no decision about an offset or refund; or
- (c) if the infrastructure charges notice states a refund will be given the timing for giving the refund; or
- (d) for an appeal to the Planning and Environment Court the amount of the charge is so unreasonable that no reasonable relevant local government could have imposed the amount.

To remove any doubt, the *Planning Act 2016* declares 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 local government infrastructure plan; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

An appeal must be started within 20 business days after the infrastructure charges notice is given to you.

An appeal may be made to the Planning and Environment Court or to a development tribunal. An appeal is started by lodging a notice of appeal with the registrar of the Planning and Environment Court or a development tribunal, as applicable. The notice of appeal must be in the approved form, succinctly state the grounds of the appeal and be accompanied by the required fee.

An appellant to the Planning and Environment Court must give a copy of the notice of appeal, within 10 business days after the appeal is started, to the persons identified in section 230(3) of the *Planning Act 2016*. A person who is appealing to the Planning and Environment Court must comply with the rules of the court that apply to the appeal.

Chapter 6, Part 1 and Schedule 1 of the *Planning Act 2016* sets out further information about appeal rights.

Attached is an extract from the *Planning Act 2016* about appeal rights.

INFRASTRUCTURE CHARGES NOTICE

This Infrastructure Charges Notice is issued by Council and relates to charges for the purposes of local government trunk infrastructure networks (transport, public parks and community facilities).

Application No: 5636/2021/MCU

Real Property Description: Lot 22 RP 121008 TO DEPTH 22.86M

Property Location: 54-56 Arthur Summervilles Road, KARALEE QLD 4306

Development Approval Details: In accordance with Development Approval

5636/2021/MCU

Relevant Infrastructure Charges Resolution: Ipswich City Council Adopted Infrastructure Charges

Resolution (No. 1) 2021

Levied Charge: \$56,408.73

Does the maximum adopted charge apply: No

Does an Offset or Refund apply: No

Is the land subject to an Infrastructure

Agreement:

No

Levied Charge Calculation:

Charge Category and Use	Applied Adopted Charge (see Table 1)	Demand	Levied Charge Relief	Levied Charge
Educational	Transport	Development Demand	N/A	Transport
Facility (Child	\$85.82/m² GFA			\$56,408.73
Care Centre)		Transport		
1		720.4m² Child Care Centre GFA @		Total Charge
1		\$85.82/m ² GFA = \$61,824.73		\$56,408.73
Residential Use –	Transport			
Dwelling House (Lot > 450m²)	\$5,416.00	<u>Demand Credit</u>		
(2007 4001117		Transport		
	Note: Source from	1 x Dwelling House (Lot > 450m²) @		
	Schedule 2 of the	\$5,416.00 = \$5,416.00		
	Infrastructure Charges			
	Resolution	Additional Demand		
		Transport		
		\$61,824.73 - \$5,416.00 =		
		\$56,408.73		

Applied Adopted Charge See Attachment 1 for an example calculation of the Applied Adopted Charge.

Details of Payment

Payment Details:

Payment of the infrastructure charges must be made to Ipswich City Council.

It is advised that credit cards, personal and/or company cheques cannot be accepted as payment for the above infrastructure charges. The only acceptable forms of payments are cash (EFT payments included) or bank cheques.

The payee must quote the development application reference number when making payment.

Due date for payment

Payment of the levied charges is required when the change happens unless otherwise stated in an infrastructure agreement.

Automatic increases of levied charge: The levied charges outlined in this notice shall be applicable for a period of **twelve (12) months** from the date of the development approval, and thereafter the levied charges outlined in this notice will be automatically increased, from the date of the charges notice to the date of the payment, by the lesser of the following amounts—

- the difference between the levied charge and the maximum adopted charge Council could have levied for the development when the charge is paid;
- (ii) the increase worked out using the PPI, adjusted according to the 3-yearly PPI average, for the period starting on the day the levied charge is levied and ending on the day it is paid.

'3-yearly PPI average' and 'PPI' have the meanings given in the Planning Act 2016.

General Information

GST:

GST does not apply to payments or contributions made by developers to Government which relate/s to an application for the provision, retention, or amendment of a permission, exemption, authority or licence (however described) under the *Planning Act 2016*.

Authority for the charge:

The levied charges in this notice are payable in accordance with the Planning Act 2016.

How the charge is calculated:

The levied charge for the development is to be worked out by Council as follows:

 $LC = ((AC \times AD) - LCR) - D$

Where:

LC is the levied charge for the development, which cannot be less than zero.

AC is the applied adopted charge for the development.
AD is the additional demand for the development.
LCR is the levied charge relief for the development.
D is the discount for the prescribed financial contribution.

Offsets and refunds

No offset or refund applies to this infrastructure charge notice unless otherwise specified in an infrastructure agreement.

Appeals:

Pursuant to chapter 6, part 1 and schedule 1 of the Planning Act 2016 a person may appeal against

an infrastructure charges notice.

When this notice stops having effect: In accordance with section 119(11) of the *Planning Act 2016*, this notice stops having effect to the extent the development approval stops having effect.

Water and Wastewater Charges This notice does not include water and wastewater charges. A charge notice for the distributor retailer networks charges will be provided separately by Queensland Urban Utilities.

ATTACHMENT 1 - INFRASTRUCTURE CHARGES CALCULATION METHODOLOGY

Table 1: Applied Adopted Charge Non Residential Use (MCU) – Community Use

	Karalee		
Network	Charge Area	Charge/m ² GFA	(Proportion of MAC)
Transport	RD24	\$85.82	-
Local Government Trunk	N/A	\$85.82	-
Infrastructure Network			
Charge (LNC)			
Water Supply	WT30	\$16.15	-
Sewerage	N/A	N/A	-
Distributor Retailer Trunk	N/A	\$16.15	-
Infrastructure Network			
Charge (DNC)			
Total Trunk Infrastructure		\$101.97	-
Network Charge (Total NC)			
Maximum Adopted Charge		\$15	3.40
Adopted Charge (AC)		\$85	5.82
Notes	The Total NC is less than the Maximum Adopted Charge and		
	therefore the charge is applied in accordance with the Ipswich		
	Adopted Infrastructure Charges Resolution (No. 1) 2021.		

Table 2: Applied Demand Credit Residential – Dwelling House (Lot > 450m²)

		Karalee	
Network	Charge Area	Charge	(Proportion of MAC)
Transport	RD24	\$5,416.00	-
Public Parks	PKC10	\$11,920.00	-
Community Facilities	SIC10	\$1,163.00	-
Local Government Trunk	N/A	\$18,499.00	-
Infrastructure Network			
Charge (LNC)			
Water Supply	WT30	\$4,554.00	-
Sewerage	N/A	N/A	-
Distributor Retailer Trunk	N/A	\$4,554.00	-
Infrastructure Network			
Charge (DNC)			
Total Trunk Infrastructure		\$23,053.00	-
Network Charge (Total NC)			
Maximum Adopted Charge		\$30,6	577.65
Adopted Charge (AC)		\$5,416.00	(Transport)
Notes	The Total NC is less than the Maximum Adopted Charge and		
	therefore the charge is applied in accordance with the Ipswich		
	Adopted Infrastructure Charges Resolution (No. 1) 2021.		

ATTACHMENT 2 - OFFSETS AND REFUNDS

There are no offsets or refunds applicable to this development.



Our Reference 5636/2021/MCU
Contact Officer Edina Krkalic
Telephone (07) 3810 6897



STATEMENT OF REASONS

(Notice about the decision given under section 63(4) of the *Planning Act 2016*)

APPLICANT DETAILS

Applicant name: Griffith Group One Pty Ltd C/- Town Planning Alliance

APPLICATION DETAILS

Application number: 5636/2021/MCU

Application type: Material Change of Use

Approval sought: Development Permit

Description of proposed

development:

Community Use (Child Care Centre)

Level of Assessment: Impact

SITE DETAILS

Street address: 54-56 Arthur Summervilles Road, KARALEE QLD 4306

Real property description: Lot 22 RP 121008 TO DEPTH 22.86M

DECISION

Date of decision: 16 December 2021

Decision: Approved in full with conditions

Decision Authority: Full Council

1. Reasons for the Decision:

The reasons for this decision are:

- The application was properly made and followed the Development Assessment Rules in effect.
- The application was assessed against the applicable Assessment Benchmarks.
- The assessment manager, after carrying out the assessment, found that the development complied with the relevant Assessment Benchmarks applicable to the development, or resolved a conflict between the benchmarks.
- The development was not prohibited development under a categorising instrument or local categorising instrument.

2. Assessment Benchmarks

The following are the assessment benchmarks applying for this development:

Categorising Instrument	Assessment Benchmarks
State Planning Policy July	Planning for liveable communities and housing
2017, Part E	Planning for economic growth
	Planning for environment and heritage
	Planning for safety and resilience to hazards
	Planning for infrastructure
Ipswich Planning Scheme	Urban Areas Code (Part 4)
2006	Large Lot Residential Zone Code (Part 4, Division 4)
	Development Constraints Overlays Code (Part 11, Division 4)
	Parking Code (Part 12, Division 9)
	Community Use Code (Part 12, Division 12)
	Planning Scheme Policy 3 General Works
	Planning Scheme Policy 5 Infrastructure
	Implementation Guideline No. 13 Provision of Electricity,
	Driveways and Crossovers, Footpaths, Kerb and Channel
	Implementation Guideline No. 21 Appropriate Visual and
	Acoustic Treatment of Roadways
	Implementation Guideline No. 24 Stormwater Management
	Implementation Guideline No. 28 Dispersive Soil Management

3. Compliance with Benchmarks

The application was found to comply with the assessment benchmarks applying to the development.

4. Relevant matters

The application was given regard to, the following matters:

Relevant matter	Given regard to
Planning Regulation 2017, s31(1)(d)	 (i) The regional plan for a region, to the extent the regional plan is not identified in the planning scheme as being appropriately integrated in the planning scheme; and (ii) the State Planning Policy, to the extent the State Planning Policy is not identified in the planning scheme as being appropriately integrated in the planning scheme;
Planning Regulation 2017, s31(1)(f)	any development approval for, and any lawful use of, the premises or adjacent premises; and
Planning Regulation 2017, s31(1)(g)	the common material.

5. Other Relevant Matters for development subject to impact assessment

Not applicable.

6. Matters raised in submissions for development subject to impact assessment

The following is a description of the matters raised in any submissions and how they were dealt with:

Matter raised	How matters were dealt with in reaching a decision
Vehicular and Pedestrian Traffic	
The proposed Child Care Centre	The applicant has submitted a 'Traffic
development will have a detrimental	Impact Assessment' prepared by a RPEQ
impact on the surrounding road	engineer which includes an assessment and
network, contributing to the existing	analysis of the traffic impacts of the
congestion issue and increasing delays	development on the local road network.
in the suburbs of Karalee and Barellan	Specifically, the 'Traffic Impact Assessment'
Point which only have one primary	stipulates the following:
access point being the Warrego	
Highway and Mt Crosby interchange.	The 'Traffic Impact Assessment'
	includes a traffic count which was
The traffic assessment submitted by	undertaken at the Arthur Summervilles
the applicant does not consider how	Road/Elaine Street intersection
the proposed development will impact	between the hours of 6:30am and
on traffic in the surrounding streets	6:30pm on Thursday 33 April 2021.
and suburb of Karalee which only has	The traffic count revealed that the AM
one major thoroughfare in and out.	peak period occurs between 8:00am
	and 9:00am and the PM peak period
 During peak periods vehicles are 	occurs between 4:30pm to 5:30pm.
queuing from the Karalee State School	 Assuming the Child Care Centre
to the Warrego Highway and Mt	reaches full capacity (100 children), a
Crosby Road interchange and onto the	total of 80 vehicle trips (i.e. 40 arrivals
highway.	and 40 departures) in the morning peak
	period and 70 vehicle trips (i.e. 35
 Council should not permit additional 	arrivals and 35 departures) in the
development until the Warrego	evening peak period.
Highway and Mt Crosby interchange is	 This equates to approximately one (1)
upgraded. The development would	additional vehicle trip every two (2)
result in an increase in traffic at the	minutes during peak periods based on
interchange.	a 2032 post-development forecast,
	which is not anticipated to have an
 Arthur Summervilles Road, Elaine 	impact on through traffic on Elaine
Street, Lillian Street and surrounding	Street or on the operations of the
streets are already congested during	Arthur Summervilles Road/Elaine Street
Karalee State School pick up and drop	intersection.
off times. The development will	 The assessment includes an
contribution to congestion not only	intersection and driveway capacity
during drop off and pick up times but	analysis using the anticipated vehicle
throughout the day.	trips and traffic count results which
	demonstrates that both the Arthur

- Drop off and pick up times for the Child Care Centre will coincide with Karalee State School drop off/pick up times increasing congestion during these times.
- The Arthur Summervilles Road and Elaine Street intersection cannot cater to the additional vehicular movements that will occur if the development is approved. There are existing pedestrian crossings onto Arthur Summervilles Road and Elaine Street which also contribute to the congestion.
- The development will increase traffic in the surrounding residential streets as commuters try and avoid the Arthur Summervilles Road and Elaine Street intersection.
- The existing roads surrounding the development are too narrow and have not been upgraded over time to cater to population growth and increasing traffic demand which will only increase if the development is approved.
- Service and waste collection vehicles accessing the development site will create additional congestion and result in delays.
- Pedestrian routes are not provided in the car park to separate vehicle and pedestrian access.
- Karalee State School offers before and after school care and activities such as swimming carnivals, Easter and Christmas parades and events, national holiday events, discos and parent/teacher nights which generate noise and traffic and impact residents.

- Summervilles Road/Elaine Street intersection and site access driveway will be operating within acceptable capacity limits with limited queuing and delays, having regard to additional traffic generated by the development.
- The traffic generated by the proposed development can be accommodated for without any mitigation works required from a capacity perspective.
- Relevant conditions have been included in the recommendation to ensure all waste collection and servicing occurs on the subject site.
- The applicant is proposing to provide an internal pedestrian path which adjoins the internal car park and connects to the external footpath network in Elaine Street. The level of pedestrian connectivity proposed by the applicant is therefore considered appropriate.
- Impacts on surrounding residents including traffic impacts as a result of the existing operations of the Karalee State School is not a planning matter Council can base its decision on.
- A condition has been included in the recommendation requiring the applicant to provide a short right turn auxiliary lane (CHR) from Arthur Summervilles Road into Elaine Street in accordance with the Austroads Guide to Traffic Management Part 6.

Infrastructure

- More and more development is occurring in the area without infrastructure needs being met.
- The applicant has submitted a 'Traffic Impact Assessment' prepared by a RPEQ engineer which includes an assessment and

- The site is too small to accommodate a Child Care Centre in a congested area without the relevant infrastructure to accommodate it.
- Council have not upgraded infrastructure in the area to facilitate an increase in commercial type developments whilst ensuring impacts on residents are minimal.
- Much needed infrastructure upgrades have not been delivered to keep up with the traffic demand. Arthur Summervilles Road has not been designed to cater for the increase in residential development, let alone the increased traffic demand from the Child Care Centre.

- analysis of the traffic impacts of the development on the local road network. Specifically, the 'Traffic Impact Assessment' stipulates the following:
- The assessment includes an intersection and driveway capacity analysis using the anticipated vehicle trips and traffic count results which demonstrates that both the Arthur Summervilles Road/Elaine Street intersection and site access driveway will be operating within acceptable capacity limits with limited queuing and delays, having regard to additional traffic generated by the development.
- The assessment demonstrates that traffic generated by the proposed development can be accommodated for without any mitigation works required from a capacity perspective.
- A condition has been included in the recommendation requiring the applicant to provide a short right turn auxiliary lane (CHR) from Arthur Summervilles Road into Elaine Street in accordance with the Austroads Guide to Traffic Management Part 6.

Driveway Location

- The proposed driveway location onto Elaine Street instead of Arthur Summervilles Road is not appropriate.
- The proposed driveway location onto Elaine Street will cause congestion and queuing in Elaine Street and Arthur Summervilles Road as vehicles wait to perform a right turn into Elaine Street.
- Vehicles currently park on both sides of Elaine Street during school drop off/pick up times which will reduce visibility for vehicles entering and exiting the site via the proposed driveway.
- The applicant has submitted a 'Traffic Impact Assessment' which includes an intersection and driveway capacity analysis using the anticipated vehicle trips and traffic count results which demonstrates that both the Arthur Summervilles Road/Elaine Street intersection and site access driveway will be operating within acceptable capacity limits with limited queuing and delays, having regard to additional traffic generated by the development.
- There are existing 'no stopping' and 'pedestrian crossing' regulatory signs on either side of the pedestrian crossings on Arthur Summervilles Road and Elaine Street in accordance with relevant road safety standards which ensure vehicles parking in the streets will not obstruct

pedestrian movements or visibility.

- The submitted 'Traffic Impact Assessment' demonstrates that the proposed driveway and location comply with the relevant Australian Standard.
- A condition has been included in the recommendation to ensure the waste bin storage area adjoining the proposed driveway does not obstruct pedestrian sight lines on exit in accordance with the relevant Australian Standard.
- A condition has been included in the recommendation to ensure the driveway crossover is constructed in accordance with Council's standards.

Car Parking

- The applicant is not proposing to provide enough car parking in accordance with the requirements of the Parking Code of the *Ipswich Planning Scheme 2006*. The shortfall in car parking will result in an increase in cars parking in the surrounding streets.
- The applicant is proposing tandem car parking spaces for staff which will not be used as staff will park on the street.
- The submitted 'Traffic Impact Assessment' states that a rate of 1 space per 4 children is acceptable based on applicable car parking rates in the Brisbane and Gold Coast local government areas. However, regard should be given to the location of both local government areas being more urbanised with better public transport links. Karalee is not well serviced by public transport routes and therefore employees and visitors will primarily use cars to travel to and from the Child Care Centre and therefore the correct number of car parking spaces should be provided.
- There is already insufficient on-street car parking available near the Karalee

- The Parking Code of the Ipswich Planning Scheme 2006 requires 1 space per staff member (FTE) plus 1 space per 8 children. A condition has been included in the recommendation limiting the capacity of the Child Care Centre to 75 children as per the recommendations of the IDRP report submitted to Council on 28 October 2021. Therefore, a total of ten (10) car parking spaces are required for visitors in accordance with the Parking Code.
- The applicant has not indicated how many full time employees (FTE) are required based on the reduced capacity of the Child Care Centre. A condition has therefore been included in the recommendation requiring ten (10) car parking spaces for visitors and seventeen (17) spaces for full time employees (FTE) unless the applicant provides details on the number of staff (FTE) including office and support staff required to service the Child Care Centre with a maximum capacity of 75 children.
- A condition has been included in the recommendation requiring the applicant to undertake roadworks along both Elaine Street and Lillian Street to ensure the development is serviced by concrete kerb and channel and footpath infrastructure in

State School. The development will reduce the availability of on-street car parking spaces in the surrounding streets.

- The construction of a driveway crossover onto Elaine Street will reduce the number of available onstreet car parking in Elaine Street.
- The developer has only provided car parking spaces for full time staff and not casual employees who will have to park in the surrounding residential streets which don't have appropriate drainage or kerb and channel (e.g. Lillian Street and Wenona Street).
- The developer fails to address the parking needs of part time, auxiliary and administration staff, and service vehicle parking as part of their proposal.
- Parking spaces for service and waste collection vehicles has not been provided on-site.

accordance with Council's standards.

 A condition has been included in the recommendation requiring the applicant to submit amended proposal plans which include a parking space for service vehicles.

Persons with a Disability

- The applicant has not addressed how the Child Care Centre will cater to children with disabilities.
- Conditions have been included in the recommendation to ensure adequate access and car parking is provided for persons with a disability in accordance with the requirements of the *Ipswich Planning* Scheme 2006.
- Notwithstanding Council's requirements, the Child Care Centre operator will need to comply with relevant legislation and regulations applicable to Child Care Centres including any requirements of the National Quality Framework with respect to catering for children with disabilities.

Safety

- The increase in traffic and congestion as a result of the proposed development poses a safety risk during school pick-up and drop-off times.
- Pedestrian safety is a concern given the increase in traffic, on-street car
- Relevant conditions have been included in the recommendation to ensure that all vehicles enter and exit the site in a forward gear.
- There is existing 'no stopping' and 'pedestrian crossing' regulatory signs on

parking and pedestrian movements.

- The increased traffic as a result of the development will put young lives at risk. The pedestrian crossing on Elaine Street is unmanned and vehicles parking on either side of Elaine Street will reduce visibility and creating blind spots which is a safety concern.
- There have already been incidents outside the school associated with traffic flow.
- The movement of service and waste collection vehicles poses a safety risk to children and the public as there is no way to regulate when these vehicles access the site.
- The suggestion from Council to consider Lillian Street as an option for access does alleviate safety concerns for children.
- There is only one route out of Karalee via Arthur Summervilles Road and Junction Road which both flood.
- Money should not be a priority over the safety of children.

- either side of the pedestrian crossings on Arthur Summervilles Road and Elaine Street in accordance with relevant road safety standards which ensure vehicles parking in the streets will not obstruct pedestrian movements or visibility.
- Service and waste collection vehicles are required to operate within the conditioned hours of operation, being Monday to Friday 6:30am-6:30pm.
- The applicant has submitted swept paths which demonstrate that a waste collection vehicle can enter and exit the site in a forward gear.
- A condition has been included in the recommendation to ensure the waste bin storage area adjoining the proposed driveway does not obstruct pedestrian sight lines on exit in accordance with the relevant Australian Standard.
- The subject site is not flood affected and has flood free access in the event of a flood.
- Financial factors are not planning matters Council can base its decision on and the safety of children has been considered as part of Council's assessment.

Noise

- Karalee is semi-rural and the noise of 100 children at 6:00am in the morning is not welcoming and will have a significant impact on surrounding residents, exceeding the existing noise impacts experienced due to Karalee State School and the existing Child Care Centre on Arthur Summervilles Road.
- Karalee State School offers before and after school care and activities such as swimming carnivals, Easter and Christmas parades and events, national holiday events, discos and parent/teacher nights which generate
- The applicant has submitted a 'Noise Impact Assessment' which demonstrates that the development will not have a detrimental impact on the amenity of nearby residents with respect to noise, subject to the applicant incorporate relevant noise reduction design features. Specifically, a condition has been included in the recommendation to require the applicant to provide a 2.0m high acoustic barrier along part of the southern property boundary and southern end of the proposed car park and staff courtyard and services area in accordance with the recommendations the assessment.

traffic and noise and impact residents.

- The surrounding streets are quiet suburban streets, and the proposed commercial scale development will only increase noise impacts on surrounding residents.
- The Child Care Centre would generate noise for 12 hours daily with no respite from the noise even on school holidays.
- Service and waste collection vehicles will result in an increase in noise levels which has not been considered as part of the submitted 'Noise Impact Assessment'.
- It has not been demonstrated how the sewerage holding tanks can be emptied during the hours of operation. If collection were to occur outside the hours of operation, it would considered noise pollution, which has not been considered in the submitted 'Traffic Impact Assessment' or 'Noise Impact Assessment'.
- There is no guarantee that the developer will provide adequate fencing along the southern property boundary to reduce noise impacts on the adjoining residents.
- Vehicle noise monitoring was undertaken between 22 February 2021 to 3 March 2021. The monitoring should be undertaken during the winter months as insect noise is greater in summer.

- Standard conditions for acoustic treatments have also been included in the recommendation with respect to the use of outdoor public address systems, amplified or live music, play equipment, metal grilles/plates and mechanical plant and equipment.
- Conditions have been included in the recommendation to ensure the Child Care Centre operates between the hours of Monday to Friday 6:00am and 7:00pm in accordance with the recommendations of the submitted 'Noise Impact Assessment'.
- Service and waste collection vehicles including the on-site effluent collection vehicle are required to operate in accordance with the recommendations of the 'Noise Impact Assessment' and within standard day-time hours, being Monday to Friday 7:00am-6:30pm.
- Impacts on surrounding residents including noise impacts as a result of the existing operations of the Karalee State School is not a planning matter Council can base its decision on.
- Insect noise would have into consideration as the applicant's acoustic consultant has undertaken modelling in accordance with Australian Standard 1055.1-1.

Odour

- The odour from the on-site effluent system will adversely affect the surrounding residents every time the effluent is collected.
- The applicant has not demonstrated how odour emissions from on-site effluent collection will not affect the
- In order to mitigate any odour impacts on nearby residents, the applicant is proposing the following:
 - The tanks are proposed to be located as far away as practicable from the adjoining residents to the south.
 - A holding tank venting system is to be

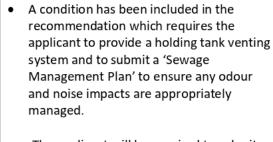
- amenity of surrounding residents.
- When the tanks servicing Karalee State School are pumped, the smell travels some distance, and it is anticipated that the tanks for the Child Care Centre will have the same impact.
- The effluent tanks and waste collection bins are proposed to be located within close proximity to the southern property boundary, adjoining existing residents which will have a direct odour impact on the bedrooms located along the northern side of the dwelling on the adjoining site.
- The effluent tanks should be appropriately located to reduce odour impacts on all residents.
- An independent odour assessment should be undertaken by a company not associated with the developers.

- installed and sealed hatchets are to be used for the holding tanks to ensure any odours are vented via the release point.
- Transfer of sewage from the holding tanks to the waste collection vehicle will be via a an in-tank pump system minimising any potential noise emissions and odour emissions.
- The waste collection vehicle parking area is to be bunded to contain any spills with a diversion valve directing any spills back to the underground tanks.
- A condition has been included in the recommendation which requires the applicant to provide a holding tank venting system and to submit a 'Sewage Management Plan' to ensure any odour and noise impacts are appropriately managed.
- The applicant will be required to submit a certificate of compliance prior to the commencement of the use from an independent and suitably qualified air quality consultant demonstrating that the relevant Australian Standard has been complied with respect to holding tank ventilating system.

On-site Effluent System

- It has not been demonstrated how the sewerage holding tanks can be emptied during the hours of operation.
- There is insufficient room available on site to facilitate the safe collection of on-site effluent.
- The amount of effluent that will be produced by a Child Care Centre with capacity for 100 children and staff is better suited to a site serviced by reticulated sewer.
- Locating a 100 children and staff on a lot serviced by on-site effluent is concerning.

- In order to mitigate any odour impacts on nearby residents, the applicant is proposing the following:
 - The tanks are proposed to be located as far away as practicable from the adjoining residents to the south.
 - A holding tank venting system is to be installed and sealed hatchets are to be used for the holding tanks to ensure any odours are vented via the release point.
 - Transfer of sewage from the holding tanks to the waste collection vehicle will be via a an in-tank pump system minimising any potential noise emissions and odour emissions.
 - The waste collection vehicle parking area is to be bunded to contain any spills with a diversion valve directing any spills back to the underground tanks.



 The applicant will be required to submit a certificate of compliance prior to the commencement of the use from an independent and suitably qualified air quality consultant demonstrating that the relevant Australian Standard has been complied with respect to holding tank ventilating system.

Location

- There are more appropriate locations for the proposed Child Care Centre in Karalee and surrounding suburbs which are serviced by reticulated sewer, and where the development wouldn't have a detrimental impact on the amenity and safety of adjoining residents or traffic and car parking.
- The location suits the developer and not the residential community which will be impacted by the development in the long term.
- The development would not have been considered if the address for the property was on Elaine Street as Elaine Street is not a main road.

- The development application has been assessed against the relevant assessment benchmarks having regard to the location and characteristics of the subject site.
- The property address is not a planning matter Council can base its decision on.
 Proposed access for the development onto Elaine Street has been considered as part of the assessment of the application.

Large Lot Residential Zone

- The property is located in a residential zone and those neighbouring the property or within close proximity purchased their properties in good faith, expecting that the lot would be used for residential purposes.
- The site is currently zoned Large Lot Residential and is surrounded by residential housing. The site is not suitable for a commercial development such as a Child Care Centre.
- The proposal complies with the specific outcomes sought for non-residential uses in the Large Lot Residential Zone. Specifically:
 - The proposed Child Care Centre will be fulfilling a local community need as demonstrated by the submitted 'Economic Needs Assessment' prepared by the applicant and the review undertaken by the Independent Decision Review Panel (IDRP).
 - The proposed Child Care Centre will be co-located with another non-

- The proposal is not consistent with the character of surrounding properties and will have adverse impacts on the surrounding community and environment.
- The locality is already serviced by a School and several Child Care Centres.
 The addition of another non-residential use will further detract from the intent of the zone.
- residential use, i.e. Karalee State School and will be easily accessible to the population it serves.
- The applicant has demonstrated through various technical reports that the proposed development will not have a detrimental impact on the amenity of nearby residents through the generation of odours, noise, waste production, traffic or lighting.
- The proposed Child Care Centre is a single a storey building which is commensurate with the bulk and scale of a residential dwelling.

Compliance with the *Ipswich Planning* Scheme 2006

 The proposal does not comply with the relevant planning scheme provisions. The proposal generally complies with or has been conditioned to comply with the requirements of the *Ipswich Planning* Scheme 2006.

Landscaping

- There is insufficient area available on the site to allow for the Child Care Centre development to be provided with sufficient landscape buffers.
- There is no buffer provided to the residential property to the south which does not comply with the Community Use Code of the *Ipswich Planning* Scheme 2006. The report submitted by the applicant states that the proposal complies, yet an outdoor play area is proposed within the setback, not landscaping.
- In accordance with the Community Use Code, 'landscape buffers with a minimum width of 10 metres are provided to the side and rear boundaries where the site abuts land in a residential zone'. The submitted proposal plans do not illustrate that a sufficient buffer is proposed.
- The area between the proposed Child Care Centre and southern property is boundary is unlikely to be maintained by the developer and will become an eyesore.
- · A condition has been included in the recommendation requiring the applicant to provide a minimum 5.0m wide landscape buffer along the entire southern property boundary (which will ensure the Child Care Centre building, car park and outdoor play area are also setback 5m). The proposed landscape buffer is considered reasonable in this instance to demonstrate that the location of the Child Care Centre building and outdoor play areas will not have a detrimental impact on the amenity of residents to the south. Specifically, appropriate fencing including acoustic fencing and landscaping along the southern property boundary will ensure the amenity and privacy of the adjoining residents is maintained.

Boundary Fencing

- There is no guarantee that the developer will work with the adjoining land owner to the south to provide adequate fencing.
- The applicant is required to provide a 2.0m high acoustic along part of the southern property boundary and along the southern boundary of the car park and staff courtyard/services area in accordance with the submitted 'Acoustic Impact Assessment'.
- A condition has been included in the recommendation which requires the applicant to provide a 1.2m high pool style fence for the remainder of the southern property boundary unless otherwise approved in writing by Council and in consultation with the adjoining land owner.

Privacy and Residential Amenity

- The development will result in a lack of privacy for surrounding residents.
- Consideration needs to be given to the impacts of the development on long term residents and their living conditions. The development will have a direct impact on surrounding residents which want to live in peace and quiet and have their privacy maintained.
- The proposed two (2) storey Child Care Centre would result in overlooking into surrounding homes.
- The proposed Child Care Centre is a single storey building which is commensurate with the bulk and scale of a residential dwelling. Relevant conditions have been included in the recommendation to ensure privacy fencing is provided along the southern property boundary to maintain the privacy of the adjoining residents.

Environment

- The developer has no respect for the environment or environmental impacts as they have undertaken clearing and earthworks prior to obtaining a development permit.
- Council fines need to be sizeably increased to ensure Council regulations and processes are followed prior to clearing being undertaken.
- Rubbish
 - The development will result in extra rubbish ending up in residents' yards on top of the rubbish generated from the school.
- Previous vegetation clearing on the subject site is a separate matter and has not been considered as part of the assessment of this application as the site is currently clear of any vegetation.
- Conditions have been included in the recommendation to ensure landscaping incorporates native, non-invasive plant species.
- Relevant conditions have been included in the recommendation to ensure waste is appropriately stored and collected from the site.

Crime

- The Child Care Centre would increase
- As far as practicable, the design of the

crime in the area by attracting proposed Child Care Centre provides opportunistic criminals and vagrants opportunities for casual surveillance from when the Child Care Centre is vacant. the building to the street. · Conditions have been included in the recommendation to ensure front fencing is 1.2m high pool style fencing to enable some outlook to the street where possible to achieve safety and surveillance. **Property Values** The development will have a negative • The impact of the development on property values is not a planning matter impact on property values for properties within close proximity to Council can base its decision on. the development. **Public Notification** • There was no publication in any local • The applicant submitted a notice of compliance confirming that public newspaper that distributes to any of the homes that would be directly notification was undertaken in accordance impacted by the development, i.e. no with the requirements of the *Planning Act* one in Elaine Street, Oxley Drive or 2016. Arthur Summervilles Road received a paper with the development listed. Existing Child Care Centres and School/s • The development of a Child Care The 'Economic Needs Assessment' Centre a few metres from an existing submitted by the applicant and review Child Care Centre and the Karalee State undertaken by the Independent Decision School is unnecessary. Review Panel (IDRP) demonstrates that proposed Child Care Centre will be fulfilling There are already three existing Child a local community need. Care Centres within 1-2 minutes' drive from Karalee State School which • Employment decisions made by Child Care should be sufficient to meet the needs Centre operators is not a planning matter of the community and those who have Council can base its decision on. children enrolled at Karalee State School. • The development will not cater to older children. Karalee State School is near capacity with no plans to expand. There are also no plans for a high school. As the development application takes into account land that has not yet developed, another Child Care Centre in this area will detract from existing businesses that employ locally and will affect occupancy and staffing levels, thus affecting the jobs of existing employees.

 It is important to protect existing businesses that employ locally instead of allowing commercial development to occur which isn't needed in the area.

Economic Needs Assessment

- The submitted needs assessment takes into account developments that have not been approved which is not standard practice and should be removed from the assessment as the developments may not be undertaken. Standard practice is to use existing growth rates for the area, not perceived or projected growth rates.
- Currently there are five Child Care
 Centres in Karalee, two are located on
 Arthur Summervilles Road, and a third
 is accessed from Harold Summervilles
 Road. None of these Child Care Centres
 are full and by introducing a 100 place
 Child Care Centre, these businesses
 which are family owned and operated
 and employ local residents will be
 adversely affected by the incorrect
 needs assessment submitted by the
 applicant.

 The 'Economic Needs Assessment' submitted by the applicant and review undertaken by the Independent Decision Review Panel (IDRP) demonstrates that proposed Child Care Centre will be fulfilling a local community need.

Assessment Process

- The application should collectively be determined by Council's elected representatives via the Growth, Infrastructure and Waste Committee and at a full Council meeting, rather than delegated to a Council officer to make. This will ensure the Local Government Act 2009 principles of democratic representation and transparent and effective decision making in the public interest are enacted. This also aligns with Council's 'Framework for Development Applications and Related Activities'.
- A total of 280 properly made submissions were received during the public notification period of the application and therefore the application will be decided by full Council at the Growth, Infrastructure and Waste Committee or Council Ordinary Meeting in accordance with Council's 'Framework for Development Applications and Related Activities Policy'.

ATTACHMENT 3 - APPLICATION MATERIAL TO INDEPENDENT DECISION REVIEW PANEL

Doc ID No: A7564520

SUBJECT: 5636/2021/MCU - DA ASSESSMENT REPORT APPROVAL

AUTHOR: PLANNER (DEVELOPMENT)

DATE: 15 SEPTEMBER 2021

EXECUTIVE SUMMARY

This is a report concerning an application seeking approval for a Material Change of Use – Community Use (Child Care Centre) over land at 54-56 Arthur Summervilles Road, Karalee.

The subject application requires determination by Council in accordance with the Framework for Development Applications and Related Activities Policy as more than 20 properly made submissions objecting to the proposed development were received.

The proposed development has been assessed with regard to the applicable assessment benchmarks. The proposed Community Use (Child Care Centre) generally comply with the assessment benchmarks or can be conditioned to comply as outlined in the attached Statement of Reasons.

RECOMMENDATION

- A. That Council resolve to approve development application no. 5636/2021/MCU subject to conditions and attachments in accordance with section 60 of the *Planning Act 2016*.
- B. That the General Manager Planning and Regulatory Services be authorised to give a decision notice for the application in accordance with section 63 of the Planning Act 2016.

RELATED PARTIES

- Applicant Griffith Group One Pty Ltd
- Owner Cherish Enterprises Pty Ltd
- Planning Consultant Town Planning Alliance
- Engineering Consultant MPN Consulting
- Architect Elevation Architecture
- Surveying Consultants Elevation Architecture and B Planned and Surveyed
- Traffic Consultant Q Traffic Engineering Consultants
- Acoustic and Air Quality Consultant MWA Environmental
- Wastewater Consultant Arcadia Environmental
- Landscape Consultant LAUD Ink
- Economic Needs Assessment Location IQ
- Public Notification Consultant Development Signs

IFUTURE THEME

Vibrant and Growing
Safe, Inclusive and Creative
Natural and Sustainable
A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

SITE ADDRESS: 54-56 Arthur Summervilles Road, KARALEE

QLD 4306

APPLICATION TYPE: Material Change of Use

PROPOSAL: Community Use (Child Care Centre)

ZONE: Large Lot Residential Zone

OVERLAYS: OV7A 'Building Height Restriction Area

90m' and 'Outer Horizontal Surface RL

176.5'

APPLICANT: Griffith Group One Pty Ltd

OWNER: Cherish Enterprises Pty Ltd

EXISTING OR PROPOSED TRADING NAMES: Eden Academy Karalee

APPLICATION NO: 5636/2021/MCU

AREA: 3,159m²
REFERRAL AGENCIES: N/A

EXISTING USE: Vacant land

PREVIOUS RELATED APPROVALS: N/A

DATE RECEIVED: 11 March 2021

DECISION PERIOD START DATE: 2 September 2021

EXPECTED DETERMINATION DATE: 18 November 2021

LOCALITY AND SITE PLAN





SITE DETAILS AND SURROUNDING LAND USES:

The subject site is a 3,159m² vacant allotment located in the suburb of Karalee, approximately 10km north east of the Ipswich city centre. The site is bound by Arthur Summervilles Road to the west, Elaine Street to the north and Lillian Street to the east. The site slopes from west to east and is largely clear of any mature vegetation. There is concrete kerb and channel and a 1.2m wide footpath along the entire Arthur Summervilles Road frontage of the site and bitumen roll-over kerb along the Elaine Street frontage of the site. The 1.2m footpath in Arthur Summervilles Road extends along Elaine Street and ends after wrapping around the corner of Elaine Street and Lillian Street. There is no kerb and channel along the entire Lillian Street frontage. Two (2) pedestrian crossings are located within close proximity of the site connecting to the western side of Arthur Summervilles Road and northern side of Elaine Street.

The site is located within the Large Lot Residential Zone pursuant to the *Ipswich Planning Scheme 2006*. The area immediately adjoining site to the north, east and south is comprised of large suburban lots with a minimum site area of 1,500m², whilst the wider locality and surrounding suburbs of Barellan Point and Chuwar are primarily comprised of large unsewered acreage lots with a minimum area of 4,000m². Karalee State School and Karalee Community Kindergarten are located on the opposite side (western side) of Arthur Summervilles Road, accessible via both Arthur Summervilles Road and Harold Summervilles Road to the west. Karalee State School currently caters for approximately 600 students from prep to year six (6). The site is located approximately 3.3km from the 'Karalee Shopping Village' located to the south west.

PROPOSAL:

The applicant seeks Council's approval to construct a Child Care Centre on the subject site which is currently vacant. Specifically, the applicant is proposing to construct a single storey Child Care Centre building with a gross floor area (GFA) of 773.8m² and 716.7m² of outdoor play area. The proposed building comprises six (6) activity rooms, two (2) sleep rooms, a program and staff room, meeting room, kitchen, three (3) preparation rooms, bathroom facilities, a laundry and store rooms. The Child Care Centre is proposed to accommodate up to 100 children (newborn to five [5] years of age) and 17 full time equivalent staff.

The building is proposed to be located 10.8m from the Arthur Summervilles Road frontage, 3.0m from the Elaine Street frontage, 23.6m from the Lillian Street frontage of the site and 2.8m from the southern property boundary, measured from the outermost projection. The building is proposed to be constructed from a combination of building materials including timber cladding, feature brickwork and sheet metal roofing.

The applicant is proposing to provide a total of 30 car parking spaces to service the development, located on the eastern side of the subject lot, and accessed via a 6.5m wide driveway crossover onto Elaine Street.

The Child Care Centre is proposed to operate Monday to Friday between 6:00am and 7:00pm.

OTHER RELEVANT INFORMATION:

Large Lot Residential Zone and Community Use Code

The subject site is located in the Large Lot Residential Zone which caters primarily for residential uses on large suburban (i.e. acreage) lots, to the general exclusion of most other uses. In accordance with the specific outcomes sought within the Zone, each non-residential use:

- (a) fulfils a local community need; and
- (b) is accessible to the population it serves; and
- (c) where possible, co-locates with other non-residential uses, but does not contribute to undesirable commercial ribbon development; and
- (d) does not have a significant detrimental impact on the amenity of nearby residents, including through the generation of—
 - (i) odours;
 - (ii) noise;
 - (iii) waste products;
 - (iv) dust;
 - (v) traffic;
 - (vi) chemical spray drift;
 - (vii) electrical interference; or
 - (viii) lighting; and
- (e) maintains a scale and appearance in keeping with the residential amenity and character of the locality with adequate buffering or screening to nearby residential uses (both existing and proposed).

The applicant has submitted a 'Economic Needs Assessment' in support of the development. The needs assessment identifies that there is growing demand for Child Care facilities in the catchment area, with indicative current undersupply of 46-72 full time equivalent places and an undersupply of 121-146 places based on population forecasts for 2041 in the main trade area identified in Figure 2 below (without the development of the proposed Child Care Centre). The proposal will therefore be fulfilling a local community need.

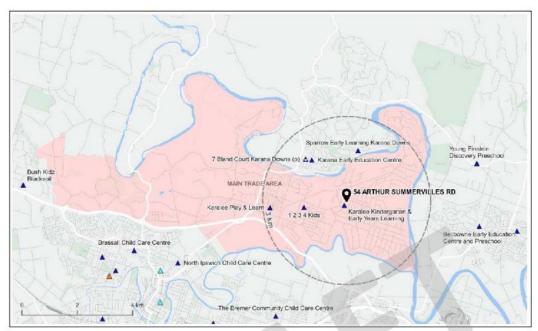


Figure 2. Karalee Main Trade Area (Source: LocationIQ Economic Needs Assessment)

The proposed location of the Child Care Centre opposite Karalee State School (located on the western side of Arthur Summervilles Road) is considered appropriate. The co-location of the Child Care Centre and Karalee State School complies with the specific outcomes sought for non-residential uses in the Large Lot Residential Zone and community uses in the Community Use Code of the *Ipswich Planning Scheme*. The proposed Child Care Centre is located on the corner of a major collector (Arthur Summervilles Road) and a minor collector (Elaine Street) and is easily accessible to the population it services.

The original proposal submitted by the applicant comprised the construction of a two (2) storey Child Care Centre building. In response to Council's Information Request dated 13 April 2021, the applicant has reduced the overall bulk and scale of the building, which is now single storey. The Child Care Centre maintains a scale and appearance in keeping with the residential amenity and character of the locality with adequate buffering or screening to nearby residential uses.

In accordance with probable solution 12.12.4(2)(d) of the Community Use Code, landscape buffers of a minimum width of ten (10) metres are provided to the side and rear boundaries of a site where abutting land in a residential zone. In this instance, the applicant is proposing to provide a landscape buffer with an average width of 2.46m along the southern boundary of the subject site. The proposed landscape buffer is considered reasonable in this instance as the applicant has demonstrated that the location of the Child Care Centre building and outdoor play areas will not have a detrimental impact on the amenity of residents to the south. Specifically, appropriate fencing (including acoustic fencing and landscaping along the southern property boundary) and the reduction in building height to a single storey structure will ensure the amenity and privacy of the adjoining residents is maintained.

The applicant has provided various technical reports which demonstrate that the proposed development will not have a significant detrimental impact on the amenity of nearby residents through the generation of odours, noise, waste products or traffic. These matters have been addressed in greater detail below.

The proposed development is therefore considered to comply with the outcomes sought with the Large Lot Residential Zone Code and the requirements of the Community Use Code of the *Ipswich Planning Scheme 2006*.

Traffic

The applicant has submitted a 'Traffic Impact Assessment' in support of the development application which includes an assessment of traffic impacts on the local road network. In order to inform the assessment, the applicant's traffic consultant has undertaken a traffic count at the Arthur Summervilles Road/Elaine Street intersection between the hours of 6:30am and 6:30pm on Thursday 22 April 2021. Assuming the Child Care Centre reaches full capacity (100 children), a total of 80 vehicle trips (i.e. 40 arrivals and 40 departures) in the morning peak period and 70 vehicle trips (i.e. 35 arrivals and 35 departures) in the evening peak period. This equates to approximately one (1) additional vehicle trip every two (2) minutes during peak periods based on a 2032 post-development forecast, which is not anticipated to have an impact on through traffic on Elaine Street or on the operations of the Arthur Summervilles Road/Elaine Street intersection. It is noted that the analysis is based on new vehicle trips, but it is likely that a proportion of the trips will be 'drop in' trips given the co-location of the Child Care Centre with Karalee State School.

The assessment includes an intersection and driveway capacity analysis using the anticipated vehicle trips and traffic count results which demonstrates that both the Arthur Summervilles Road/Elaine Street intersection and site access driveway will be operating within acceptable capacity limits with limited queuing and delays, having regard to additional traffic generated by the development.

The applicant has also undertaken a turn warrants assessment of the Arthur Summervilles Road/Elaine Street intersection which identifies that a channelised short right turn pocket (CHR(s)) is warranted from Arthur Summervilles Road into Elaine Street in accordance with Austroads standards based on the existing 2021 peak hour traffic volumes predevelopment. However, as detailed above, the assessment also demonstrates that the development will not impact on through traffic on Elaine Street or on the operations of the Arthur Summervilles Road/Elaine Street intersection. Therefore, it is not considered reasonable to require the applicant to undertake roadworks to facilitate the construction of a right turn pocket which would impact on the existing pedestrian crossing and result in the removal of on-street car parking spaces in Arthur Summervilles Road which is utilised in conjunction with the Karalee State School.

In addition to the above, the traffic count data revealed that the current AM peak period occurs between 8:00am and 9:00am and the PM peak period occurs between 4:30pm to 5:30pm. The assessment does not refer to the anticipated morning peak period for Karalee State School but anticipates that the afternoon peak period for the School is between

2:45pm to 3:45pm. The applicant has indicated that drop off and pick up periods at Child Care Centres are staggered and it is unlikely that the peak periods for the Child Care Centre will coincide with the peak periods for the school.

Car Parking

The Parking Code (Part 12, Division 9 of the *Ipswich Planning Scheme 2006*) requires 1 space per staff member (FTE) plus 1 space per 8 children based on the typical peak demand for Child Care Centres. The original proposal submitted by the applicant proposed a Child Care Centre with a capacity of 116 children and 20 full time employees (FTE) and a total of 29 car parking spaces, being a shortfall of six (6) spaces. In response to Council's Information Request dated 13 April 2021 and Council's Further Advice dated 28 May 2021, the applicant has amended the proposal, reducing the capacity of the Child Care Centre to 100 children and 17 staff (FTE).

The applicant is now proposing to provide a total of thirty (30) car parking spaces for the development including seventeen (17) car parking spaces for full time employees (FTE) and thirteen (13) car parking spaces for visitors. The current proposal is consistent with the requirements of the Parking Code of the *Ipswich Planning Scheme 2006*.

Noise

Acoustic Management

The applicant has submitted a 'Acoustic Impact Assessment' in support of the development application. Specifically, the applicant's acoustic consultant has undertaken noise monitoring over a nine (9) day period between 22 February 2021 and 3 March 2021. The assessment identifies the five (5) nearest sensitive receivers being nearby residents to the north, south and east and the Karalee State School (Refer to Figure 1 below) and considers the potential noise impacts including noise generated from vehicle movements and outdoor play areas on these receivers.

The assessment demonstrates that the proposed development will not have a detrimental impact on the amenity of nearby residents with respect to noise, subject to the applicant incorporating relevant noise reduction design features to achieve noise limits specified in the assessment. Specifically, a condition has been included in the recommendation to ensure the applicant provides a 2.0m high gap free acoustic barrier constructed of materials with a minimum surface density of 12.5 kg/m^2 along part of the southern property boundary and southern end of the proposed car park, staff courtyard and services area in accordance with the recommendations the assessment.

In addition to the above, standard conditions for acoustic treatments have also been included in the recommendation with respect to the use of outdoor public address systems, amplified or live music, play equipment, metal grilles/plates and mechanical plant and equipment.

Hours of Operation

The Child Care Centre is proposed to operate Monday to Friday between 6:00am and 7:00pm, which is supported by the acoustic assessment submitted by the applicant, subject to the construction of the acoustic barriers detailed above. The acoustic assessment submitted by the applicant recommends that refuse collection occurs between 7:00am and 7:00pm. In order to ensure refuse collection occurs during standard day-time hours, a condition has been included in the recommendation limiting refuse collection to between 7:00am – 6:30pm (Monday to Friday).

The applicant is proposing to store waste bins and the on-site effluent tanks along the northern property boundary, as far away as practicable from the adjoining residents to the south in order to further reduce any noise impacts.

The proposal therefore complies with the outcomes sought within sought for the Large Lot Residential Zone and requirements of the Community Use Code of the *Ipswich Planning Scheme 2006* with respect to noise.



Figure 1. Nearby Sensitive Receivers

Effluent Disposal and Odour

Reticulated sewer is not available and therefore the applicant is proposing to provide underground on-site effluent disposal tanks to service the development. Specifically, the applicant is proposing to provide two (2), 22,000L tanks and one (1), 10,000L sewerage holding tank along the northern western boundary of the proposed car park for the development. The proposed effluent tanks are required to be pumped out regularly (estimated every 1-2 weeks) and the lid of the primary tank will need to be lifted and checked at least annually to ensure a desludge is not required. In order to mitigate any odour impacts on nearby residents, the applicant is proposing the following:

- The tanks are proposed to be located as far away as practicable from the adjoining residents to the south.
- A holding tank venting system is to be installed and sealed hatchets are to be used for the holding tanks to ensure any odours are vented via the release point.
- Transfer of sewage from the holding tanks to the waste collection vehicle will be via a an in-tank pump system minimising any potential noise emissions and odour emissions.
- The waste collection vehicle parking area is to be bunded to contain any spills with a diversion valve directing any spills back to the underground tanks.

The on-site effluent collection vehicle will be located on-site during the transfer process and a condition has been included in the recommendation to ensure the effluent is only collected during standard day-time hours, being 7:00am – 6:30pm (Monday to Friday).

In order to ensure odour and noise impacts associated with the pumping of the on-site effluents tanks is appropriately mitigated, a condition has been included in the recommendation which requires the applicant to provide a holding tank venting system and to submit a sewage management plan which includes the following:

- (i) A detailed design of the sewage management system/s, including tank venting, intank pump transfer to truck;
- (ii) Spill, leak and clean-up procedure;
- (iii) Odour management and maintenance procedure;
- (iv) Noise management procedure;
- (v) Truck collection procedure; and
- (vi) Complaint recording, responding and investigation procedure.

Adequate provisions have therefore been made for on-site effluent treatment and disposal in accordance with the Large Lot Residential Zone Code. Furthermore, the applicant has demonstrated that development will not impose unreasonable adverse impacts on the amenity of nearby residents with respect to collection and servicing, odour, or noise in accordance with the outcomes sought for the Large Lot Residential Zone and requirements of the Community Use Code of the *Ipswich Planning Scheme 2006*.

Waste Storage and Collection

The original proposal submitted by the applicant included the collection of waste from the southern side of the site outside the proposed hours of operation for the Child Care Centre and involved utilising the internal car park for manoeuvring which was inconsistent with submitted acoustic report. In response to Council's Information Request dated 13 April 2021 and Further Advice dated 28 May 2021, the applicant proposed kerb side collection as an alternative solution, initially on Elaine Street and then on Lillian Street, with the bin store located on the southern property boundary.

Following verbal discussions and outstanding issues raised via email correspondence, the applicant has since amended the proposal to ensure waste is collected on site. Specifically, the waste bins are now proposed to be stored on the northern end of the site, adjoining the internal driveway and as far away as practicable from the adjoining land owner to the south. The applicant has submitted a swept path which demonstrates that a waste vehicle can manoeuvre and enter and exit the site in a forward gear.

Relevant conditions have been included in the recommendation in relation ensuring waste is appropriately stored, screened and collected.

Safety and Security

As far as practicable, the Child Care Centre building has been designed to ensure that users are aware of how to safely access and navigate the subject site. In particular:

- Relevant conditions have been included in the recommendation to ensure the car park is signposted to assist with orientation and navigation on the site.
- A condition has been included to ensure wheel stops are provided for the car parking spaces located along the eastern boundary of the car park in accordance with the relevant Australian Standard.
- A separate pedestrian entrance is proposed which ties into the external footpath network on Elaine Street.
- As far as practicable, the design of the proposed Child Care Centre provides opportunities for casual surveillance from the building to the street.
- Any front fencing must be provided in the form of 1.2m high pool style fencing to enable some outlook to the street.
- There is existing 'no stopping' and 'pedestrian crossing' regulatory signs on either side of the pedestrian crossings on Arthur Summervilles Road and Elaine Street in accordance with relevant road safety standards which ensure vehicles parking in the streets will not obstruct pedestrian movements or visibility.
- A condition has been included in the recommendation to ensure that all vehicles enter and exit the site in a forward gear.

Submissions

A total of 280 properly made submissions were received during the public notification period for the application. In addition to the properly made submissions received during the public notification period, Council received a total of seven (7) not properly made submissions including a petition with 858 signatures objecting to the proposed development.

The primary concerns raised in both the properly made and not properly made submissions relate to the following:

 Increased traffic impacts on the existing road network as a result of the proposed development.

- Insufficient car parking being provided on the subject site and an increased demand on on-street car parking as a result of the development.
- Noise and odour impact on surrounding residents as a result of the development.
- Concerns around the potential impacts associated with the collection of on-site effluent.
- Safety concerns in relation to increased vehicular and pedestrian traffic in the vicinity of the site including safety concerns for pedestrians using the external footpath network and pedestrian crossings.
- Concerns around waste collection vehicles accessing and servicing the subject site.

A full summary of how the matters raised have been addressed is provided under 'Public Notification' section of this report.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:

Planning Act 2016
Planning Regulation 2017

RISK MANAGEMENT IMPLICATIONS

- A risk to Council exists should the proposal not be determined in accordance with legislative requirements. The assessment and subsequent recommendations have been prepared to minimise the risk.
- Pursuant to DA Rules the due date to make is decision on this application is 25
 November 2021 and the due date to issue the decision notice to the applicant is 2
 December 2021. The applicant could lodge a deemed refusal appeal in the P&E
 Court if the decision notice is not issued to the applicant by 25 November 2021.

RESOURCE IMPLICATIONS

There are no resource implications associated this report.

COMMUNITY AND OTHER CONSULTATION

Public notification of this application was undertaken pursuant to the *Planning Act 2016*. The applicant undertook public notification from 25 May 2021 to 16 June 2021 for a period of 16 business days. Council received 280 properly made submissions. A summary of the matters raised in the submissions include:

Matter raised	How matters were dealt with in reaching a decision
Vehicular and Pedestrian Traffic	
The proposed Child Care Centre development will have a detrimental	The applicant has submitted a 'Traffic Impact Assessment' prepared by a RPEQ
impact on the surrounding road network, contributing to the existing	engineer which includes an assessment and analysis of the traffic impacts of the

congestion issue and increasing delays in the suburbs of Karalee and Barellan Point which only have one primary access point being the Warrego Highway and Mt Crosby interchange.

- The traffic assessment submitted by the applicant does not consider how the proposed development will impact on traffic in the surrounding streets and suburb of Karalee which only has one major thoroughfare in and out.
- During peak periods vehicles are queuing from the Karalee State School to the Warrego Highway and Mt Crosby Road interchange and onto the highway.
- Council should not permit additional development until the Warrego Highway and Mt Crosby interchange is upgraded. The development would result in an increase in traffic at the interchange.
- Arthur Summervilles Road, Elaine Street, Lillian Street and surrounding streets are already congested during Karalee State School pick up and drop off times. The development will contribution to congestion not only during drop off and pick up times but throughout the day.
- Drop off and pick up times for the Child Care Centre will coincide with Karalee State School drop off/pick up times increasing congestion during these times.
- The Arthur Summervilles Road and Elaine Street intersection cannot cater to the additional vehicular movements that will occur if the development is approved. There are existing

development on the local road network. Specifically, the 'Traffic Impact Assessment' stipulates the following:

- The 'Traffic Impact Assessment' includes a traffic count which was undertaken at the Arthur Summervilles Road/Elaine Street intersection between the hours of 6:30am and 6:30pm on Thursday 33 April 2021. The traffic count revealed that the AM peak period occurs between 8:00am and 9:00am and the PM peak period occurs between 4:30pm to 5:30pm.
- Assuming the Child Care Centre reaches full capacity (100 children), a total of 80 vehicle trips (i.e. 40 arrivals and 40 departures) in the morning peak period and 70 vehicle trips (i.e. 35 arrivals and 35 departures) in the evening peak period.
- This equates to approximately one (1) additional vehicle trip every two (2) minutes during peak periods based on a 2032 post-development forecast, which is not anticipated to have an impact on through traffic on Elaine Street or on the operations of the Arthur Summervilles Road/Elaine Street intersection.
- The assessment includes an intersection and driveway capacity analysis using the anticipated vehicle trips and traffic count results which demonstrates that both the Arthur Summervilles Road/Elaine Street intersection and site access driveway will be operating within acceptable capacity limits with limited queuing and delays, having regard to additional traffic generated by the development.
- The traffic generated by the proposed development can be accommodated for without any mitigation works required from a capacity perspective.

- pedestrian crossings onto Arthur Summervilles Road and Elaine Street which also contribute to the congestion.
- The development will increase traffic in the surrounding residential streets as commuters try and avoid the Arthur Summervilles Road and Elaine Street intersection.
- The existing roads surrounding the development are too narrow and have not been upgraded over time to cater to population growth and increasing traffic demand which will only increase if the development is approved.
- Service and waste collection vehicles accessing the development site will create additional congestion and result in delays.
- Pedestrian routes are not provided in the car park to separate vehicle and pedestrian access.
- Karalee State School offers before and after school care and activities such as swimming carnivals, Easter and Christmas parades and events, national holiday events, discos and parent/teacher nights which generate noise and traffic and impact residents.

- Relevant conditions have been included in the recommendation to ensure all waste collection and servicing occurs on the subject site.
- The applicant is proposing to provide an internal pedestrian path which adjoins the internal car park and connects to the external footpath network in Elaine Street. The level of pedestrian connectivity proposed by the applicant is therefore considered appropriate.
- Impacts on surrounding residents including traffic impacts as a result of the existing operations of the Karalee State School is not a planning matter Council can base its decision on.

Infrastructure

- More and more development is occurring in the area without infrastructure needs being met.
- The site is too small to accommodate a Child Care Centre in a congested area without the relevant infrastructure to accommodate it.
- Council have not upgraded infrastructure in the area to facilitate an increase in commercial type
- The applicant has submitted a 'Traffic Impact Assessment' prepared by a RPEQ engineer which includes an assessment and analysis of the traffic impacts of the development on the local road network.
 Specifically, the 'Traffic Impact Assessment' stipulates the following:
 - The assessment includes an intersection and driveway capacity analysis using the anticipated vehicle trips and traffic count results which

developments whilst ensuring impacts on residents are minimal.

 Much needed infrastructure upgrades have not been delivered to keep up with the traffic demand. Arthur Summervilles Road has not been designed to cater for the increase in residential development, let alone the increased traffic demand from the Child Care Centre.

- demonstrates that both the Arthur Summervilles Road/Elaine Street intersection and site access driveway will be operating within acceptable capacity limits with limited queuing and delays, having regard to additional traffic generated by the development.
- The assessment demonstrates that traffic generated by the proposed development can be accommodated for without any mitigation works required from a capacity perspective.

Driveway Location

- The proposed driveway location onto Elaine Street instead of Arthur Summervilles Road is not appropriate.
- The proposed driveway location onto Elaine Street will cause congestion and queuing in Elaine Street and Arthur Summervilles Road as vehicles wait to perform a right turn into Elaine Street.
- Vehicles currently park on both sides of Elaine Street during school drop off/pick up times which will reduce visibility for vehicles entering and exiting the site via the proposed driveway.
- The applicant has submitted a 'Traffic Impact Assessment' which includes an intersection and driveway capacity analysis using the anticipated vehicle trips and traffic count results which demonstrates that both the Arthur Summervilles Road/Elaine Street intersection and site access driveway will be operating within acceptable capacity limits with limited queuing and delays, having regard to additional traffic generated by the development.
- There are existing 'no stopping' and 'pedestrian crossing' regulatory signs on either side of the pedestrian crossings on Arthur Summervilles Road and Elaine Street in accordance with relevant road safety standards which ensure vehicles parking in the streets will not obstruct pedestrian movements or visibility.
- The submitted 'Traffic Impact Assessment' demonstrates that the proposed driveway and location comply with the relevant Australian Standard.
- A condition has been included in the recommendation to ensure the driveway crossover is constructed in accordance with Council's standards.

Car Parking	

- The applicant is not proposing to provide enough car parking in accordance with the requirements of the Parking Code of the *Ipswich Planning Scheme 2006*. The shortfall in car parking will result in an increase in cars parking in the surrounding streets.
- The applicant is proposing tandem car parking spaces for staff which will not be used as staff will park on the street.
- The submitted 'Traffic Impact Assessment' states that a rate of 1 space per 4 children is acceptable based on applicable car parking rates in the Brisbane and Gold Coast local government areas. However, regard should be given to the location of both local government areas being more urbanised with better public transport links. Karalee is not well serviced by public transport routes and therefore employees and visitors will primarily use cars to travel to and from the Child Care Centre and therefore the correct number of car parking spaces should be provided.
- There is already insufficient on-street car parking available near the Karalee State School. The development will reduce the availability of on-street car parking spaces in the surrounding streets.
- The construction of a driveway crossover onto Elaine Street will reduce the number of available onstreet car parking in Elaine Street.
- The developer has only provided car parking spaces for full time staff and not casual employees who will have to park in the surrounding residential streets which don't have appropriate

- The Parking Code of the *Ipswich Planning Scheme 2006* requires 1 space per staff
 member (FTE) plus 1 space per 8 children.
 The applicant is proposing to provide a
 total of thirty (30) car parking spaces for
 the development including seventeen (17)
 car parking spaces for staff and thirteen
 (13) car parking spaces for visitors which is
 compliant with the requirements of the
 Parking Code.
- The applicant has indicated that there will be 17 Full Time Employees (FTE) employed at the Centre which includes any casual or part time and support staff, i.e. 'Full Time Employee in business where employees work part time the calculation is based upon the equivalent of 1 person working an 8 hour day or shift'. A condition has been included in the recommendation to ensure the Child Care Centre is limited to 100 children and 17 full time employees.
- A condition has been included in the recommendation requiring the applicant to undertake roadworks along both Elaine Street and Lillian Street to ensure the development is serviced by concrete kerb and channel and footpath infrastructure in accordance with Council's standards.
- Car parking for waste collection and service vehicles is not required as the vehicles can utilise the proposed internal driveway to service the site.

drainage or kerb and channel (e.g. Lillian Street and Wenona Street).

- The developer fails to address the parking needs of part time, auxiliary and administration staff, and service vehicle parking as part of their proposal.
- Parking spaces for service and waste collection vehicles has not been provided on-site.

Persons with a Disability

- The applicant has not addressed how the Child Care Centre will cater to children with disabilities.
- Conditions have been included in the recommendation to ensure adequate access and car parking is provided for persons with a disability in accordance with the requirements of the *Ipswich Planning* Scheme 2006.
- Notwithstanding Council's requirements, the Child Care Centre operator will need to comply with relevant legislation and regulations applicable to Child Care Centres including any requirements of the National Quality Framework with respect to catering for children with disabilities.

Safety

- The increase in traffic and congestion as a result of the proposed development poses a safety risk during school pick up and drop-off times.
- Pedestrian safety is a concern given the increase in traffic, on-street car parking and pedestrian movements.
- The increased traffic as a result of the development will put young lives at risk. The pedestrian crossing on Elaine Street is unmanned and vehicles parking on either side of Elaine Street will reduce visibility and creating blind spots which is a safety concern.
- Relevant conditions have been included in the recommendation to ensure that all vehicles enter and exit the site in a forward gear.
- There is existing 'no stopping' and 'pedestrian crossing' regulatory signs on either side of the pedestrian crossings on Arthur Summervilles Road and Elaine Street in accordance with relevant road safety standards which ensure vehicles parking in the streets will not obstruct pedestrian movements or visibility.
- Service and waste collection vehicles are required to operate within the conditioned hours of operation, being Monday to Friday 6:30am-6:30pm.

- There have already been incidents outside the school associated with traffic flow.
- The movement of service and waste collection vehicles poses a safety risk to children and the public as there is no way to regulate when these vehicles access the site.
- The suggestion from Council to consider Lillian Street as an option for access does alleviate safety concerns for children.
- There is only one route out of Karalee via Arthur Summervilles Road and Junction Road which both flood.
- Money should not be a priority over the safety of children.

- The applicant has submitted swept paths which demonstrate that a waste collection vehicle can enter and exit the site in a forward gear.
- The subject site is not flood affected and has flood free access in the event of a flood.
- Financial factors are not planning matters Council can base its decision on and the safety of children has been considered as part of Council's assessment.

Noise

- Karalee is semi-rural and the noise of 100 children at 6:00am in the morning is not welcoming and will have a significant impact on surrounding residents, exceeding the existing noise impacts experienced due to Karalee State School and the existing Child Care Centre on Arthur Summervilles Road.
- Karalee State School offers before and after school care and activities such as swimming carnivals, Easter and Christmas parades and events, national holiday events, discos and parent/teacher nights which generate traffic and noise and impact residents.
- The surrounding streets are quiet suburban streets, and the proposed commercial scale development will only increase noise impacts on surrounding residents.
- The applicant has submitted a 'Noise Impact Assessment' which demonstrates that the development will not have a detrimental impact on the amenity of nearby residents with respect to noise, subject to the applicant incorporate relevant noise reduction design features. Specifically, a condition has been included in the recommendation to require the applicant to provide a 2.0m high acoustic barrier along part of the southern property boundary and southern end of the proposed car park and staff courtyard and services area in accordance with the recommendations the assessment.
- Standard conditions for acoustic treatments have also been included in the recommendation with respect to the use of outdoor public address systems, amplified or live music, play equipment, metal grilles/plates and mechanical plant and equipment.

- The Child Care Centre would generate noise for 12 hours daily with no respite from the noise even on school holidays.
- Service and waste collection vehicles will result in an increase in noise levels which has not been considered as part of the submitted 'Noise Impact Assessment'.
- It has not been demonstrated how the sewerage holding tanks can be emptied during the hours of operation.
 If collection were to occur outside the hours of operation, it would considered noise pollution, which has not been considered in the submitted 'Traffic Impact Assessment' or 'Noise Impact Assessment'.
- There is no guarantee that the developer will provide adequate fencing along the southern property boundary to reduce noise impacts on the adjoining residents.
- Vehicle noise monitoring was undertaken between 22 February 2021 to 3 March 2021. The monitoring should be undertaken during the winter months as insect noise is greater in summer.

- Conditions have been included in the recommendation to ensure the Child Care Centre operates between the hours of Monday to Friday 6:00am and 7:00pm in accordance with the recommendations of the submitted 'Noise Impact Assessment'.
- Service and waste collection vehicles including the on-site effluent collection vehicle are required to operate in accordance with the recommendations of the 'Noise Impact Assessment' and within standard day-time hours, being Monday to Friday 7:00am-6:30pm.
- Impacts on surrounding residents including noise impacts as a result of the existing operations of the Karalee State School is not a planning matter Council can base its decision on.
- Insect noise would have into consideration as the applicant's acoustic consultant has undertaken modelling in accordance with Australian Standard 1055.1-1.

Odour

- The odour from the on-site effluent system will adversely affect the surrounding residents every time the effluent is collected.
- The applicant has not demonstrated how odour emissions from on-site effluent collection will not affect the amenity of surrounding residents.
- When the tanks servicing Karalee State School are pumped, the smell travels some distance, and it is anticipated

- In order to mitigate any odour impacts on nearby residents, the applicant is proposing the following:
 - The tanks are proposed to be located as far away as practicable from the adjoining residents to the south.
 - A holding tank venting system is to be installed and sealed hatchets are to be used for the holding tanks to ensure any odours are vented via the release point.
 - Transfer of sewage from the holding tanks to the waste collection vehicle will

that the tanks for the Child Care Centre will have the same impact.

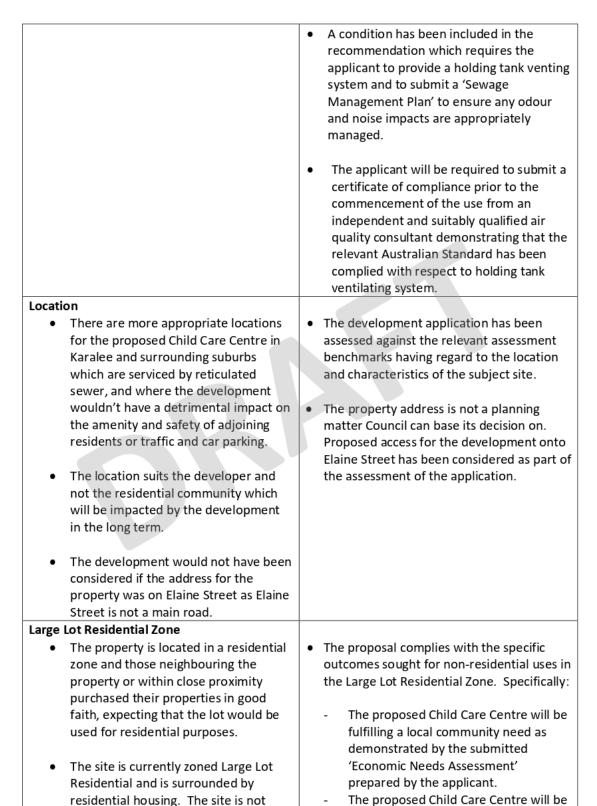
- The effluent tanks and waste collection bins are proposed to be located within close proximity to the southern property boundary, adjoining existing residents which will have a direct odour impact on the bedrooms located along the northern side of the dwelling on the adjoining site.
- The effluent tanks should be appropriately located to reduce odour impacts on all residents.
- An independent odour assessment should be undertaken by a company not associated with the developers.

- be via a an in-tank pump system minimising any potential noise emissions and odour emissions.
- The waste collection vehicle parking area is to be bunded to contain any spills with a diversion valve directing any spills back to the underground tanks.
- A condition has been included in the recommendation which requires the applicant to provide a holding tank venting system and to submit a 'Sewage Management Plan' to ensure any odour and noise impacts are appropriately managed.
- The applicant will be required to submit a certificate of compliance prior to the commencement of the use from an independent and suitably qualified air quality consultant demonstrating that the relevant Australian Standard has been complied with respect to holding tank ventilating system.

On-site Effluent System

- It has not been demonstrated how the sewerage holding tanks can be emptied during the hours of operation.
- There is insufficient room available on site to facilitate the safe collection of on-site effluent.
- The amount of effluent that will be produced by a Child Care Centre with capacity for 100 children and staff is better suited to a site serviced by reticulated sewer.
- Locating a 100 children and staff on a lot serviced by on-site effluent is concerning.

- In order to mitigate any odour impacts on nearby residents, the applicant is proposing the following:
 - The tanks are proposed to be located as far away as practicable from the adjoining residents to the south.
 - A holding tank venting system is to be installed and sealed hatchets are to be used for the holding tanks to ensure any odours are vented via the release point.
 - Transfer of sewage from the holding tanks to the waste collection vehicle will be via a an in-tank pump system minimising any potential noise emissions and odour emissions.
 - The waste collection vehicle parking area is to be bunded to contain any spills with a diversion valve directing any spills back to the underground tanks.



co-located with another non-

- suitable for a commercial development such as a Child Care Centre.
- The proposal is not consistent with the character of surrounding properties and will have adverse impacts on the surrounding community and environment.
- The locality is already serviced by a School and several Child Care Centres.
 The addition of another non-residential use will further detract from the intent of the zone.

Compliance with the *Ipswich Planning*Scheme 2006

 The proposal does not comply with the relevant planning scheme provisions.

- residential use, i.e. Karalee State School and will be easily accessible to the population it serves.
- The applicant has demonstrated through various technical reports that the proposed development will not have a detrimental impact on the amenity of nearby residents through the generation of odours, noise, waste production, traffic or lighting.
- The proposed Child Care Centre is a single a storey building which is commensurate with the bulk and scale of a residential dwelling.

Landscaping

- There is insufficient area available on the site to allow for the Child Care Centre development to be provided with sufficient landscape buffers.
- There is no buffer provided to the residential property to the south which does not comply with the Community Use Code of the *Ipswich Planning* Scheme 2006. The report submitted by the applicant states that the proposal complies, yet an outdoor play area is proposed within the setback, not landscaping.
- In accordance with the Community Use Code, 'landscape buffers with a minimum width of 10 metres are provided to the side and rear boundaries where the site abuts land in a residential zone'. The submitted proposal plans do not illustrate that a sufficient buffer is proposed.
- The area between the proposed Child Care Centre and southern property is boundary is unlikely to be maintained

- The proposal generally complies with or has been conditioned to comply with the requirements of the *Ipswich Planning* Scheme 2006.
- The applicant is proposing 2.46m wide landscape buffer (average width) along the southern boundary of the subject site. The proposed landscape buffer is considered reasonable in this instance as the applicant has demonstrated that the location of the Child Care Centre building and outdoor play areas will not have a detrimental impact on the amenity of residents to the south. Specifically, appropriate fencing including acoustic fencing and landscaping along the southern property boundary will ensure the amenity and privacy of the adjoining residents is maintained.

by the developer and will become an eyesore. **Boundary Fencing** • There is no guarantee that the • The applicant is required to provide a 2.0m developer will work with the adjoining high acoustic along part of the southern land owner to the south to provide property boundary and along the southern adequate fencing. boundary of the car park and staff courtyard/services area in accordance with the submitted 'Acoustic Impact Assessment'. • A condition has been included in the recommendation which requires the applicant to provide a 1.2m high pool style fence for the remainder of the southern property boundary unless otherwise approved in writing by Council and in consultation with the adjoining land owner. Privacy and Residential Amenity • The development will result in a lack of The proposed Child Care Centre is a single a privacy for surrounding residents. storey building which is commensurate with the bulk and scale of a residential Consideration needs to be given to the dwelling. Relevant conditions have been impacts of the development on long included in the recommendation to ensure term residents and their living privacy fencing is provided along the conditions. The development will have southern property boundary to maintain the privacy of the adjoining residents. a direct impact on surrounding residents which want to live in peace and quiet and have their privacy maintained. The proposed two (2) storey Child Care Centre would result in overlooking into surrounding homes. Environment The developer has no respect for the Previous vegetation clearing on the subject environment or environmental impacts site is a separate matter and has not been as they have undertaken clearing and considered as part of the assessment of this earthworks prior to obtaining a application as the site is currently clear of development permit. any vegetation. Council fines need to be sizeably • Conditions have been included in the increased to ensure Council regulations recommendation to ensure landscaping and processes are followed prior to incorporates native, non-invasive plant clearing being undertaken. species.

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 The development will result in extra rubbish ending up in residents' yards on top of the rubbish generated from the school. Relevant conditions have been included in the recommendation to ensure waste is appropriately stored and collected from the site.

Crime

 The Child Care Centre would increase crime in the area by attracting opportunistic criminals and vagrants when the Child Care Centre is vacant.

- As far as practicable, the design of the proposed Child Care Centre provides opportunities for casual surveillance from the building to the street.
- Conditions have been included in the recommendation to ensure front fencing is 1.2m high pool style fencing to enable some outlook to the street where possible to achieve safety and surveillance.

Property Values

 The development will have a negative impact on property values for properties within close proximity to the development. The impact of the development on property values is not a planning matter Council can base its decision on.

Public Notification

- There was no publication in any local newspaper that distributes to any of the homes that would be directly impacted by the development, i.e. no one in Elaine Street, Oxley Drive or Arthur Summervilles Road received a paper with the development listed.
- The applicant submitted a notice of compliance confirming that public notification was undertaken in accordance with the requirements of the *Planning Act* 2016.

Existing Child Care Centres and School/s

- The development of a Child Care Centre a few metres from an existing Child Care Centre and the Karalee State School is unnecessary.
- There are already three existing Child Care Centres within 1-2 minutes' drive from Karalee State School which should be sufficient to meet the needs of the community and those who have children enrolled at Karalee State School.
- The development will not cater to older children. Karalee State School is near capacity with no plans to expand.
- The 'Economic Needs Assessment' submitted by the applicant demonstrates that proposed Child Care Centre will be fulfilling a local community need.
 Specifically, the assessment identifies that there is growing demand for Child Care facilities in the catchment area, with indicative current undersupply of 46-72 full time equivalent places and an undersupply of 121-146 places based on population forecasts for 2041.
- Employment decisions made by Child Care Centre operators is not a planning matter Council can base its decision on.

There are also no plans for a high school.

- As the development application takes into account land that has not yet developed, another Child Care Centre in this area will detract from existing businesses that employ locally and will affect occupancy and staffing levels, thus affecting the jobs of existing employees.
- It is important to protect existing businesses that employ locally instead of allowing commercial development to occur which isn't needed in the area.

Economic Needs Assessment

- The submitted needs assessment takes into account developments that have not been approved which is not standard practice and should be removed from the assessment as the developments may not be undertaken. Standard practice is to use existing growth rates for the area, not perceived or projected growth rates.
- Currently there are five Child Care
 Centres in Karalee, two are located on
 Arthur Summervilles Road, and a third
 is accessed from Harold Summervilles
 Road. None of these Child Care Centres
 are full and by introducing a 100 place
 Child Care Centre, these businesses
 which are family owned and operated
 and employ local residents will be
 adversely affected by the incorrect
 needs assessment submitted by the
 applicant.

• The 'Economic Needs Assessment' submitted by the applicant demonstrates that proposed Child Care Centre will be fulfilling a local community need. Specifically, the assessment identifies that there is growing demand for Child Care facilities in the catchment area, with indicative current undersupply of 46-72 full time equivalent places and an undersupply of 121-146 places based on population forecasts for 2041.

Assessment Process

- The application should collectively be determined by Council's elected representatives via the Growth, Infrastructure and Waste Committee and at a full Council meeting, rather than delegated to a Council officer to
- A total of 280 submissions were received during the public notification period of the application and therefore the application will be decided by full Council at the Growth, Infrastructure and Waste Committee or Council

make. This will ensure the *Local Government Act 2009* principles of democratic representation and transparent and effective decision making in the public interest are enacted. This also aligns with Council's 'Framework for Development Applications and Related Activities'.

Ordinary Meeting in accordance with Council's 'Framework for Development Applications and Related Activities Policy'.

CONCLUSION

An assessment of the proposal as described above has been undertaken and it has been determined that:

• The Material Change of Use for a Community Use (Child Care Centre) over land at 54-56 Arthur Summervilles Road, Karalee generally complies with the assessment benchmarks or can be conditioned to comply as outlined in the attached Statement of Reasons. It is therefore recommended that the development application be decided in accordance with the recommendation above and relevant attachments of this report.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Draft Decision Notice
2.	Draft DA Plans
3.	Draft Statement of Reasons
4.	Application Material to Independent Decision Review Panel
5.	Independent Decision Review Panel Report

Edina Krkalic

PLANNER (DEVELOPMENT)

I concur with the recommendations contained in this report.

Tim Foote

DEVELOPMENT ASSESSMENT EAST MANAGER

I concur with the recommendations contained in this report.

Anthony Bowles

MANAGER, DEVELOPMENT PLANNING

I concur with the recommendations contained in this report.

Peter Tabulo

GENERAL MANAGER, PLANNING AND REGULATORY SERVICES

"Together, we proudly enhance the quality of life for our community"



5636/2021/MCU Edina Krkalic (07) 3810 6897

Griffith Group One Pty Ltd C/- Town Planning Alliance Attn: Thomas Bissett/Vu Nguyen eda@tpalliance.com.au

25 November 2021

Dear Thomas and Vu

Re: Development Application – Approval

Application No: 5636/2021/MCU

Proposal: Material Change of Use - Community Use (Child Care Centre)
Property Location: 54-56 Arthur Summervilles Road, KARALEE QLD 4306

I refer to the above development application which was decided on 18 November 2021.

Enclosed with this letter is the Decision Notice, including:

- Attachment A Assessment Manager's Conditions
- Attachment B Approved Plans
- Infrastructure Charges Notice
- Appeal Rights

If you have any queries regarding this application, please contact Edina Krkalic on the telephone number listed above.

Yours faithfully

Tim Foote

DEVELOPMENT ASSESSMENT EAST MANAGER

CC.

Urban Utilities

development@urbanutilities.com.au

Our Reference 5636/2021/MCU
Contact Officer Edina Krkalic
Telephone (07) 3810 6897



25 November 2021

DECISION NOTICE APPROVAL

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

Applicant details

Applicant name: Griffith Group One Pty Ltd C/- Town Planning Alliance

Applicant contact details: eda@tpalliance.com.au

Application details

Application number: 5636/2021/MCU

Application type: Material Change of Use

Description of proposed

development:

Community Use (Child Care Centre)

Date application received: 11 March 2021

Site details

Property location: 54-56 Arthur Summervilles Road, KARALEE QLD 4306

Real property Lot 22 RP 121008 TO DEPTH 22.86M

description:

Decision

Date of decision: 18 November 2021

Decision Authority: Full Council

1. <u>Decision Details:</u>

Development	Approval Type	Decision	Currency Period
Material Change of Use:	Development Permit	Approved in full subject to the conditions set out in	6 years
Community Use (Child Care Centre)		Attachment A	

2. Conditions of Assessment Manager (Ipswich City Council)

Refer to Attachment A for Assessment Manager Conditions.

3. Approved Plans Specifications and Drawings

The approved plans, specifications and drawings for this development approval are:

- (a) The plans and documents referred to in the table below (including the amendments that are required to be made to those plans and documents); and
- (b) Where the amended version of the plans and documents referred to in the table below have been approved by the Assessment Manager, the amended version of those plans and documents.

The plans referenced below are included as Attachment B of this decision notice.

	APPROVED PLANS				
Reference No. & Revision No.	Description	Prepared By	Date	Amendments Required	
A-DA- 01.02 Revision 08	Site Plan	Elevation Architecture	17 August 2021	Car park to be provided as illustrated on the approved 'Ground Floor Plan'. The applicant must provide 30 spaces in accordance with Condition 11. 2.0m high acoustic fencing to be provided in accordance with Condition 21. The applicant must provide fencing and	

9 DECEMBER

2021

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				landscaping in accordance with Condition 25.
				Effluent tanks to be relocated in accordance with Condition 24.
				Road dedication for corner truncation in accordance with
				Condition 14. Footpath to be provided in accordance with
				Condition 14.
				Kerb and channel in Elaine Street to be upgraded in accordance with Condition 14.
A-DA- 03.01	Ground Floor Plan	Elevation Architecture	17 August 2021	2.0m high acoustic fencing to be provided in accordance with
Revision 10				Condition 21. The applicant must
				provide landscaping and fencing in accordance with Condition 25.
				Effluent tanks to be relocated in accordance with Condition 24.
				Road dedication for corner truncation in accordance with Condition 14.
				Footpath to be provided in accordance with Condition 14.
				Kerb and channel in Elaine Street to be

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				upgraded in accordance with Condition 14.
A-DA- 04.01 Revision 05	Roof Plan	Elevation Architecture	17 August 2021	Plan approved as it relates to roof form only. Refer to approved plans package for approved Child Care Centre design details.
A-DA- 09.01 Revision 05	Elevations	Elevation Architecture	17 August 2021	The applicant must provide landscaping and fencing in accordance with Condition 25. Advertising Devices do not form part of this approval.
A-DA- 09.02 Revision 05	Elevations	Elevation Architecture	17 August 2021	The applicant must provide landscaping and fencing in accordance with Condition 21 and 25. Advertising Devices do not form part of this approval.
A-DA- 10.01 Revision 05	Sections	Elevation Architecture	17 August 2021	The applicant must provide landscaping and fencing in accordance with Condition 21 and 25.
A-DA- 22.01 Revision 04	Renders	Elevation Architecture	17 August 2021	The applicant must provide landscaping and fencing in accordance with Condition 21 and 25. Advertising Devices do not form part of this
Drawing No. SK001 Revision D	Landscape Concept Plan	LAUD Ink	10 June 2021	approval. Refer to the approved plans package for the approved Child Care Centre design details. This plan is approved as it relates to landscaping only subject to the

				requirements outlined in Condition 25.
	,	SPECIFICATIONS	DRAWINGS	
Reference No. & Revision No.	Description	Prepared By	Date	Amendments Required
Aspect of de	evelopment: all			
Reference No: 8871 Issue B	Stormwater Management Plan	MPN Consulting	13 May 2021	The applicant must submit and amended Stormwater Management Plan and detailed design for the stormwater quantity management infrastructure in accordance with Condition 15.
Ref: L22821BH /20-028	Management of Odour and Noise from Wastewater Holding Tank System - Proposed Childcare Centre Development at 54-56 Arthur Summerville Road, Karalee	MWA Environmental	30 August 2021	The applicant must prepare and submit a Sewage Management Plan in accordance with Condition 24. Attachment 1 is approved only as it relates to the location of the on-site effluent tanks. Refer to the approved plans package for the approved Child Care Centre design details.
Ref: 1512_TPA 54	Response to Council's Information Request – Traffic Matters	QTraffic	12 May 2021	Refer to the approved plans package for the approved Child Care Centre design details and the QTraffic 'Response Outstanding Issues' letter detailed below for final car parking and waste collection details.

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Ref: 1512_TPA 54	Response to Council's Outstanding Issues (email 15/07/2021)	QTraffic	16 August 2021	N/A
Drawing No. DA.01 Rev C	Bulk Earthworks Plan	MPN Consulting	13 May 2021	This drawing is approved only as it relates to maximum retaining wall heights. Earthworks are to be approved pursuant to a separate application for operational works and retaining walls are to be approved pursuant to a separate application for building works. Refer to the approved plans package for the approved Child Care Centre design details.
Job No: 21-028	Updated Noise Impact Assessment	MWA Environmental	13 August 2021	N/A
Version 2				

4. Referral Agencies

Not applicable to this decision.

5. Variation Approval

Not applicable to this decision.

6. Further Development Permits

Further development permits, as required by the *Planning Act 2016*, must be obtained before the development can be carried out in respect of any operational works, building works and plumbing works in relation to this approval prior to the commencement of works pursuant to the *Planning Act 2016*.

7. Environmental Authority

Not applicable to this decision.

8. <u>Properly Made Submissions</u>

There were 280 properly made submissions about the application received from the following submitters.

No.	Name of principal submitter	Residential or business address	Electronic address (if provided)
1	Samantha	8-12 Lyndon Way	samanthadew@hotmail.com
	Dew	KARALEE QLD 4306	
2	Rosalind	2 Albion Street	ros72@bigpond.com
	McDonald	BRASSALL QLD 4305	
3	Scarlet	22 Newcomen Street	spvorochiloff@hotmail.com
	Vorochiloff	INDOOROOPILLY QLD 4068	
4	Rebecca	95 Cranes Road	ba.tj@bigpond.com
	Jones	NORTH IPSWICH QLD 4305	
5	Sarah	70 Arthur Summervilles Road	sarahdimitrios@gmail.com
	Jaye Dimitrios	KARALEE QLD 4306	
6	Rachel	3 Phie Street	rachel.mary@hotmail.com
	Paul	TIVOLI QLD 4305	
7	Shari	10-16 Fitzroy Place	shari.pepperell@uqconnect.edu.au
	Smith	KARALEE QLD 4306	"
8	Stacey	10 Holdsworth Road	staceywalker713@gmail.com
_	Walker	NORTH IPSWICH QLD 4305	keesy say@mail.com
9	Kathryn Cox	12 Condamine Drive FERNVALE QLD 4306	kacox.cox@mail.com
10	Belinda	17 Lintrose Terrace	wilson.belinda@yahoo.com.au
10	Thies Wilson	KARALEE QLD 4306	wilson.belinda@yanoo.com.ad
11	Elisha	27 Fossicker Circuit	elisha.hawker@gmail.com
11	Hawker	SPRINGFIELD QLD 4300	ensna.nawker@gman.com
12	Raquel	61-73 Greenwood Village Road	raquelmsingleton@gmail.com
	Singleton	REDBANK PLAINS QLD 4301	raquemonigle con e girianico in
13	Sarah	486 Junction Road	sarah.teunissen@icloud.com
	Teunissen	KARALEE QLD 4306	
14	Amy	6 Waterlilly Drive	amy-walmsley@hotmail.com
	Walmsley	KARALEE QLD 4306	
15	Erin	138 Arthur Summervilles Road	el.johnston@hotmail.com
	Johnston	KARALEE QLD 4306	
16	Rohit	90 Aspect Way	rohitkeer2015@gmail.com
	Keer	KARALEE QLD 4306	
17	Kristen	9 Brilliant Street	kurtz01@live.com.au
	Leszczynski	NEWTOWN QLD 4305	
18	Joanne	9 Forceful Crescent	ellem.joanne@gmail.com
	Ellen	KARALEE QLD 4306	
19	Jessica	36 Shamrock Court	jess scap@hotmail.com
	Neilson-Scott	CHUWAR QLD 4306	
20	Simone	4 Wiriboot Court	simone.davies@hotmail.com
	Robertson	KARANA DOWNS QLD 4306	
21	Casey	103 Settler Way	caseydore83@hotmail.com
	Dore	KARALEE QLD 4306	

22	Dominique	48 Hood Street	domi 12@hotmail.com
	Bowman	KARALEE QLD 4306	
23	Danella	7 Pinehurst Place	danellamariecrombie@ymail.com
	Crombie	OXLEY QLD 4075	
24	Sophie	7 Daintree Place	bramich.sophie@gmail.com
	Bakes	REDBANK QLD 4301	
25	Gillian	12 Minaji Court	scottgill27@bigpond.com.au
	Smith	KARANA DOWNS QLD 4306	
26	Danielle	26-28 Lachlan Place	dk99@skymesh.com.au
	Kostiainen	KARALEE QLD 4306	
27	Brooke	16 Appaloosa Place	brookeparlane@hotmail.com
	Parlane	PINE MOUNTAIN QLD 4306	
28	Editha	14 Oprah Court	edithlucien1@gmail.com
	vanderBill	BRASSALL QLD 4305	
29	Britta	14 Chalmers Place	brittaclarice@outlook.com
	Pranti	NORTH IPSWICH QLD 4305	
30	Shauna	18 Carron Court	miss shauna @hotmai.com
	Bailey	BRASSALL QLD 4305	
31	Amy	43 Arlington Way	amysherwood85@hotmail.com
	Batley	KENSINGTON GROVE QLD 4341	
32	Sarah	5 Hideaway Place	sbotsford01@gmail.com
52	Allister	KARALEE QLD 4306	Section and Education
33	Olivia	71 Halland Terrace	Olivia.sacre@outlook.com
	Sacre	CAMP HILL QLD 4152	Silvia.sacre@outlook.com
34	Tamika	102 Arthur Summervilles Road	tburchmann15@gmail.com
.	Burchmann	KARALEE QLD 4306	tour crimiam 13 e ginam com
35	Jessica	21 Waterlilly Drive	jessica sanders@live.com.au
	Sanders	KARALEE QLD 4306	Jessica sanderse nveiconnia
36	Rosemarie	19 Railway Street	rosemarie.19@hotmail.com
	Johnston	WALLOON QLD 4306	
37	Tristian	71 Halland Terrace	tgarthe@hotmail.com
"	Garthe	CAMP HILL QLD 4152	igar tric (e riottriaii.com
38	Tara	23 Aramac Street	tara.131993@gmail.com
30	Thompson	BRASSALL QLD 4305	tara.131333@gmail.com
39	Joshua	24 Forest-Oak Court	joshuamc22@hotmai.com
	Cresswell	CHUWAR QLD 4306	103HddHre22@HotHldi.com
40	Nicole	13 Hideaway Place	nicole jasper@hotmail.com
40	Betts	KARALEE QLD 4306	nicole_Jasper@notman.com
41	Leisha	112 Diamantina Circle	nick leisha@bigpond.com
41	Farrugia	KARALEE QLD 4306	nick leisha@bigpond.com
42	Barbara	56 Melbourne Street	barb1e@live.com.au
42	Gibbs	KARALEE QLD 4306	Dai Die Gelive. Colli. au
42	Mitchell	56 Melbourne Street	anvirotochnostcontrol@hatmail
43	Gibbs	KARALEE QLD 4306	envirotechpestcontrol@hotmail.com
14	 		aim lam@hatmail.com
44	Pijitra Tofoni	16 Delamore Court	aim lom@hotmail.com
45		CHUWAR QLD 4306	nithun 2500@gmail
45	Nithya	19 Tallwoods Street	nithya2588@gmail.com
10	Shanmugam	KARALEE QLD 4306	laisagrass70@gmsil.com
46	Leisa	65 Hume Street	leisagrace79@gmail.com
	Wood	KARALEE QLD 4306	

47	Gemma Hawkins	22 Melbourne Street KARALEE QLD 4306	gchawkii@hotmail.com
48	lvy	14 City View Road	iai chien@yahoo.com
40	Chien	CAMP HILL QLD 4152	iai cinenæyanoo.com
49	Cosmo Property	PO Box 8198	aschesky@wolterconsulting.com.au
	Group Pty Ltd	SUNNYBANK QLD 4109	
	ATF Fandora	,	
	Trust		
50	Travis	18 Elaine Street	travis.johnson@hotmail.com
30	Johnson	KARALEE QLD 4306	davis.joinison@nodnan.com
51	Susan	42 Stanton Cross Drive	susanswan07@gmail.com
21	Swanson		susanswano/@gman.com
		KARALEE QLD 4306	
52	Andrew	42 Stanton Cross Drive	swano111@gmail.com
	Swanson	KARALEE QLD 4306	
53	Michael	32 Diamantina Circle	Micheal.Warke@Raytheon.com.au
	William Warke	KARALEE QLD 4306	
54	Jodie	32 Diamantina Circle	jode73@me.com
	Warke	KARALEE QLD 4306	
55	Nicholas	18 Joanne Street	nick@karaleeelectrical.com.au
	Brown	KARALEE QLD 4306	
56	Kerrianne	20 Lillian Street	ktbrown@aapt.net.au
	Brown	KARALEE QLD 4306	
57	Paul	20 Lillian Street	pkbrown@aapt.net.au
	Brown	KARALEE QLD 4306	
58	Justin	10 Lillian Street	Jubren94@outlook.com
	Vallely	KARALEE QLD 4306	
59	Brenda	10 Lillian Street	Jubren94@outlook.com
	Vallely	KARALEE QLD 4306	
60	Jennifer	51 President Circle	aiismjq@bigpond.com
	Quinn	KARALEE QLD 4306	
61	Leighton	28 Hume Street	leighton14@hotmail.com
	Johnson	KARALEE QLD 4306	
62	Dixie	57-59 Oxley Drive	dixie.j.taylor@gmail.com
	Taylor	BARELLAN POINT QLD 4306	
63	Alison	57-59 Oxley Drive	alisonharris@bigpond.com
	Harris	BARELLAN POINT QLD 4306	
64	Kylie	137 Riverside Avenue	kylie.charrington@gmail.com
	Charrington	BARELLAN POINT QLD 4306	
65	Liam	5-7 Fullelove Court	mlambert@live.com.au
	Lambert	KARALEE QLD 4306	
66	Melanie	5-7 Fullelove Court	mlambert@live.com.au
55	Lambert	KARALEE QLD 4306	- Individual Control of the Control
67	Nerida	99 Martha Street	nerida.atkinson@gmail.com
"	Ellen Atkinson	CAMP HILL QLD 4152	normal addition to giridi.com
68	Craig	99 Martha Street	craig@craigatkinson.com.au
33	Atkinson	CAMP HILL QLD 4152	s. aige or aiguttimorn.com.au
69	Fiona	15 Cudgewa Close	fionasquassoni@gmail.com
	Elizabeth	BUDERIM QLD 4556	nonasquassom@gman.com
	Squassoni	DODERNINI QED 4556	
70	Robert	13/12 Serenity Close	robert@flippproperty.com.au
/ /	Arthur Flipp	NOOSA QLD 4567	Tobel terripppi opel ty.com.au
	Artiful Filipp	NOOSA QLD 4307	

71	Gaye	13/12 Serenity Close	gaye@flippproperty.com.au
/1	M Flipp	NOOSA QLD 4567	gaye@mppproperty.com.au
72	Angela	11 Joyce Street	aswanney88@gmail.com
/2	Swanney	KARALEE QLD 4306	aswarineyoo@gman.com
73	Amanda	10 Mellor Place	trublu817@hotmail.com
/3	Neal	BRASSALL QLD 4305	trubiu817@Hotman.com
74	Brooke	1/20 Cahill Crescent	soccorbrookee@hotmail.com
/4	Nielsen	COLLINGWOOD PARK QLD 4301	soccorbrookee@notmail.com
75	Anna		anna.granzien@outlook.com
/5	Granzien	59 Illawong Way KARANA DOWNS QLD 4306	anna.granzien@outlook.com
70	Bayleigh		haumantall@gmail.com
76	Mantell	100 Owens Street	baymantell@gmail.com
77		BRASSALL QLD 4305	-h
77	Chontelle	61 Waterfront Drive	chonymoore@gmail.com
	Greisbach	KARALEE QLD 4300	
78	Cameron	15 Stanton Cross Drive	cameron.lawry9@gmail.com
	Lawry	KARALEE QLD 4306	
79	Charlotte	1/67 Swann Road	2tortles@gmail.com
	Veitch	TARINGA QLD 4068	
80	Deborah	46 Queensborough Parade	debtimmins4@gmail.com
	Lee Timmins	KARALEE QLD 4306	
81	Daniel	154-162 Riverside Avenue	danknifton95@gmail.com
	Knifton	BARELLAN POINT QLD 4306	
82	Glenda	99 Martha Street	glendasacre@hotmail.com
	Sacre	CAMP HILL QLD 4152	
83	Emily	Lot 54 Tingira Ave	emily.mcilmurray@gmail.com
	McIlmurray	KARALEE QLD 4306	
84	Hayley	60 Bendemeer Street	hailes 88@hotmail.com
	Niesler	KARALEE QLD 4306	
85	Emma	24 Forest-Oak Court	emmacresswell3@outlook.com
	Cresswell	CHUWAR QLD 4306	
86	Gemma	56 Melbourne Street	gemmalee@hotmail.com
	Gibbs	KARALEE QLD 4306	
87	Georgia	6A Samford Road	georgia21299@hotmail.com
	Winch	LEICHHARDT QLD 4305	
88	Ellen	8 Wentworth Court	ellstar13@hotmail.com
	Taverne	KARALEE QLD 4306	
89	Melissa	4 Hercules Row	melissamcleod76@gmail.com
	McLeod	KARALEE QLD 4306	
90	Mark	4 Hercules Row	markmcleod75@gmail.com
	McLeod	KARALEE QLD 4306	
91	Marion	68 Aspect Way	mschembri11@gmail.com
-	Schembri	KARALEE QLD 4306	
92	Nikita	23 Rule Drive	njfoster000@gmail.com
	Foster	BUNDAMBA QLD 4304	
93	Paris	58 Bendemeer Street	parisrlewis@gmail.com
	R Lewis	KARALEE QLD 4306	
94	Peta	82 Settler Way	pejajackson@hotmail.com
-	Louise Jackson	KARALEE QLD 4306	polaración de notinamento
95	Nathan	37-39 Queensborough Parade	necaero@gmail.com
	Collins	KARALEE QLD 4306	incode of giriam com
	2311113	10 110 1EEE QED 1500	

96	Melanie	466A Junction Road	melanierebeccamiller@gmail.com
	Miller	KARALEE QLD 4306	
97	Mitchell Santi	8-12 Lyndon Way KARALEE QLD 4306	m.sconstructions@hotmail.com
98	Mitchell	22 Newcomen Street	spvorochiloff@hotmail.com
	Mills	INDOOROOPILLY QLD 4068	government Chrominameen.
99	Teegan	11 Milgate Street	teegan whileystephens@yahoo.com
	Whiley-	COLLINGWOOD PARK QLD 4301	
	Stephens		
100	Thomas	3 Phie Street	rachel.mary@hotmail.com
	Thornton	TIVOLI QLD 4305	
101	Kate	2/15 Bulloo Crescent	katedilger@hotmail.com
101	Dilger	BRASSALL QLD 4305	National Constitution
102	Katherine	41 Settler Way	katherine.baills@gmail.com
102	Baills	KARALEE QLD 4306	Rathernie. Sanis & Britain.com
103	Joshua	1/20 Cahill Crescent	joshlester95@hotmail.com
103	Lester-Haegens	COLLINGWOOD PARK QLD 4301	Joshiester 95@ Hothlan.com
104	Julian	16 Delamore Court	juliantofoni@gmail.com
104	Tofoni		Juliantoroni@gmail.com
105		CHUWAR QLD 4306	
105	Katelyn	171 Queen Street	katelyn iselin@live.com.au
100	Iselin	MARBURG QLD 4346	
106	Kristy	19-33 Schimkes Ln	Kristy.cass@outlook.com
	Cass	CLARENDON QLD 4311	
107	Jennifer	16 Krystyna Court	jeffleur@hotmail.com
	Watkins	KARALEE QLD 4306	
108	Trish McMahon	58-60 Arthur Summervilles Road	trish_macca@hotmail.com
		KARALEE QLD 4306	
109	Elise Jonker	20 Islandview Street	
		BARELLAN POINT QLD 4306	
110	Tammy	107 Cemetery Road	
		RACEVIEW QLD 4305	
111	Chung Lee	12 Seiler Court	
		KARALEE QLD 4306	
112	Adam Sippel	132 Diamantina Circle	
		KARALEE QLD 4306	
113	Brianna Knight	46 Waterfront Drive	
		KARALEE QLD 4306	
114	Ashley Neale	20 Waterfront Drive	
		KARALEE QLD 4306	
115	Ben Murtagh	122 Settler Way	
		KARALEE QLD 4306	
116	Dan Houwen	73-81 Riverside Avenue	
		BARELLAN POINT QLD 4306	
117	Debbie Hillier	93 Waterfront Drive	
117	Depore rilliner	KARALEE QLD 4306	
118	Evette Beahan	35 Quiberon Street	
110	Licete Dealian	KARALEE QLD 4306	
119	Catherine	24-26 Myora Row	
113	Peucker	KARALEE QLD 4306	
120	Gayle Robertson	11 Dakota Place	
120	Gayle Nobel (SOII	BRASSALL QLD 4305	
		DINASSALL QLD 4303	

KARALEE QLD 4306	121	Kathy Myatt	51-53 Elaine Street	
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145 Amy Waters 3 Arrawatta Close	145	Amy Waters	3 Arrawatta Close	
KARALEE QLD 4306			KARALEE QLD 4306	

146	Aimee Gorman	7 Sampson Court CHUWAR QLD 4306	
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147	Fiona Hewson	31 Diamantina Circle	
		KARALEE QLD 4306	
148	Grant Rettke	197 Arthur Summervilles Road	
		KARALEE QLD 4306	
149	Heather	100-104 Riverside Avenue	
	Butterworth	BARELLAN POINT QLD 4306	
150	Alison White	41 Islandview Street	
		BARELLAN POINT QLD 4306	
151	Donna	9-11 Lillian Street	
	Normoyle	KARALEE QLD 4306	
152	Brett Loxton	24 Huon Drive	
		KARALEE QLD 4306	
153	Simone	78 Waterfront Drive	
	Verhoeven	KARALEE QLD 4306	
154	John Robert	1-5 Fearless Court	
	Holt	KARALEE QLD 4306	
155	Ian Grant Peden	20-22 Myora Row	
		KARALEE QLD 4306	
156	Kellie Schuring	8 Phar Lap Parade	
		KARALEE QLD 4306	
157	Karen Houwen	142-144 Riverside Avenue	
137	Karennoawen	BARELLAN POINT QLD 4306	
158	Kerry Wall	9 Greenview Court	
150	Kerry Wall	KARALEE QLD 4306	
159	Luke Karadzic	7 Sampson Court	
100	Zano naradzio	CHUWAR QLD 4306	
160	Leonie Anne	6/18 Holmes Street	
100	Keizer	TOOWONG QLD 4066	
161	Paul Hassett	65/23 Earl Street	
101	r dui ridssett	DINMORE QLD 4303	
162	Liliana Christie	157 Riverside Avenue	
102	Lindrid Cirristic	BARELLAN POINT QLD 4306	
163	Meridy	105-107 Lyndon Way	
103	Kirkpatrick	KARALEE QLD 4306	
164	Natasha Spehar	5 Kallatina Terrace	
104	ivacasiia Spellai	KARALEE QLD 4306	
165	Margaret Lynch	28-32 Myora Row	
103	ivial gal et Lylich	KARALEE QLD 4306	
166	R Leeson	36 Baradine Close	
100	IV FEEZOII	KARALEE QLD 4306	
167	Day Carres		
167	Roy Gorman	9-11 Lillian Street KARALEE QLD 4306	
100	Pasama=:		
168	Rosemary	16 Brodzig Road	
160	Argow	CHUWAR QLD 4306	
169	Renee Sefont	12 Coal Road	
4==	8: 1 11 5 1	CHUWAR QLD 4306	
170	Richelle Dredge	268 Mt Crosby Road	
		CHUWAR QLD 4306	

171	Richard Jensch	34-38 Myora Row	
		KARALEE QLD 4306	
172	Stephen	37-39 Sovereign Strait	
	Clements	KARALEE QLD 4306	
173	Sarah Rettke	197 Arthur Summervilles Road	
		KARALEE QLD 4306	
174	Rosslyn Gayle	508 Junction Road	
	Weatherhead	BARELLAN POINT QLD 4306	
175	Susanne Dwan	516-522 Junction Road	
		BARELLAN POINT QLD 4306	
176	Robyn Whale	197 Arthur Summervilles Road	
		KARALEE QLD 4306	
177	Elena Jansen	284-286 Junction Road	
		KARALEE QLD 4306	
178	Megan	19 Balmoral Grove	
	Steffensen	KARALEE QLD 4306	
179	Breanna Werda	41 Settler Way	
		KARALEE QLD 4306	
180	Rhys Thomas	3 Bosswood Court	
	O'Sullivan	YAMANTO QLD 4305	
181	Judith Joy	550 Junction Road	
101	Gardiner	BARELLAN POINT QLD 4306	
182	Laura Crisp	801 Mt Crosby Road	
102	Ladia Citsp	KARANA DOWNS QLD 4306	
183	Lyn Alcorn	56 Burilda Street	
103	Lyn Alconn	HENDRA QLD 4011	
184	Fred Mienie	2B Willowdowns Drive	
104	Tred Whethe	KARALEE QLD 4306	
185	Karla Juanita	32 Highmead Drive	
103	Wright	BRASSALL QLD 4305	
186	Adam Waters	3 Arrawatta Close	
100	Additi Waters	KARALEE QLD 4306	
187	Maree Werda	1 Settler Way	
107	ivial ee werda	KARALEE QLD 4306	
188	Margaret Lucas	56 Lowry Street	
100	Margaret Lucas	NORTH IPSWICH QLD 4305	
100	Bruce Werda		
189	bruce werda	1 Settler Way KARALEE QLD 4306	
100	Damian Cashar		
190	Damian Spehar	5 Kallatina Terrace	
101	C+	KARALEE QLD 4306	
191	Stacey Yarnold	10-12 Elizabeth Street	
103	C #	KARALEE QLD 4306	
192	Geoffrey John	9-11 Elizabeth Street	
463	Hayes	KARALEE QLD 4306	
193	Gina Loxton	22-24 Huon Drive	
	,	KARALEE QLD 4306	
194	Tom Galway	28-32 Myora Row	
45-		KARALEE QLD 4306	
195	Tamara Toms	2-4 Arthur Summervilles Road	
		KARALEE QLD 4306	

196			_	
197	196	Daniel Parker		
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198 Leza Mienie 28 Willowdowns Drive KARALEE QLD 4306 199 Ross Semple 9-11 Bass Street BARELLAN POINT QLD 4306 200 Robyn Semple 9-11 Bass Street BARELLAN POINT QLD 4306 201 Sarah Wells 24 Katherine Court KARALEE QLD 4306 202 David Rotheram 610-616 Junction Road BARELLAN POINT QLD 4306 203 Rebecca GLO-616 Junction Road BARELLAN POINT QLD 4306 204 Paul Coetzer Ja Raven Court KARALEE QLD 4306 205 Brooke Brooke Ja Wiriboot Court KARALEE QLD 4306 206 Angela Norton Ja Liverpool Street NORTH JOHNT QLD 4306 207 Tyne O'Sullivan Ja Liverpool Street NORTH JPSWICH QLD 4305 208 Merrell MacKay Se6-592 Junction Road BARELLAN POINT QLD 4306 209 William Bean Ja Liverpool Street NORTH JPSWICH QLD 4305 200 William Bean BARELLAN POINT QLD 4306 210 Garry Begbie Ja Dakee BRASSALL QLD 4305 211 Alfie Dahson JA Patanga Court KARANA DOWNS QLD 4306 212 Jessica Gorne JPA Lillian Street KARALEE QLD 4306 213 Suzanne Hill Sacs Street BRASSALL QLD 4306 214 Adam Leigh Joe Karana Downs QLD 4306 215	197	Liezl Coetzer	23 Raven Court	
Ross Semple			KARALEE QLD 4306	
199	198	Leza Mienie	2B Willowdowns Drive	
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201 Sarah Wells 24 Katherine Court KARALEE QLD 4306 202 David Rotheram 610-616 Junction Road BARELLAN POINT QLD 4306 203 Rebecca Rotheram 610-616 Junction Road BARELLAN POINT QLD 4306 204 Paul Coetzer 23 Raven Court KARALEE QLD 4306 205 Brooke Bateman 3 Wirriboot Court KARANA DOWNS QLD 4306 206 Angela Norton 149 Riverside Avenue BARELLAN POINT QLD 4306 207 Tyne O'Sullivan 31 Liverpool Street NORTH IPSWICH QLD 4305 208 Merrell MacKay 586-592 Junction Road BARELLAN POINT QLD 4306 209 William Bean 125 Vogel Road BRASSALL QLD 4305 210 Garry Begbie 11 Dakota Place BRASSALL QLD 4305 211 Alfie Dahson 14 Patanga Court KARANA DOWNS QLD 4306 212 Jessica Gorne 9-11 Lillian Street KARALEE QLD 4306 213 Suzanne Hill 53 Essex Street KARALEE QLD 4306 214 Adam Leigh Clayton 1/66 Kyoto Street BRASSALL QLD 4305 215 Jon Buggins 75 Starks Road MINDEN QLD 4131 216 Adrian Winmill 9-11 Lillian Street KARALEE QLD 4306	200	Robyn Semple	9-11 Bass Street	
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204 Paul Coetzer 23 Raven Court 205 Brooke 3 Wirriboot Court KARANA DOWNS QLD 4306 KARANA DOWNS QLD 4306 206 Angela Norton 149 Riverside Avenue BARELLAN POINT QLD 4306 31 Liverpool Street NORTH IPSWICH QLD 4305 NORTH IPSWICH QLD 4305 208 Merrell MacKay 586-592 Junction Road BARELLAN POINT QLD 4306 BARELLAN POINT QLD 4306 209 William Bean 125 Vogel Road BRASSALL QLD 4305 BRASSALL QLD 4305 210 Garry Begbie 11 Dakota Place BRASSALL QLD 4305 BRASSALL QLD 4306 211 Alfie Dahson 14 Patanga Court KARANA DOWNS QLD 4306 KARALEE QLD 4306 212 Jessica Gorne 9-11 Lillian Street KARALEE QLD 4306 KARALEE QLD 4306 213 Suzanne Hill 53 Essex Street KARALEE QLD 4306 KARALEE QLD 4306 215 Jon Buggins 75 Starks Road MINDEN QLD 4131 MINDEN QLD 4131 216 Adrian Winmill 9-11			l .	
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220 Kye James 31 Liverpool Street	219	Tyra Bainbridge	11 Chalmers Place	
			NORTH IPSWICH QLD 4305	
O'Sullivan NORTH IPSWICH QLD 4305	220	Kye James		
		O'Sullivan	NORTH IPSWICH QLD 4305	

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221	Jo-anne Murray	5-7 Heather Street	
		KARALEE QLD 4306	
222	Tara Finn	30 Valma Street	
222		RACEVIEW QLD 4305	
223	Jayden	11 Dakota Place	
	Robertson	BRASSALL QLD 4305	
224	Matthew	27 Sherwood Place	
225	Neylan	FOREST LAKE QLD 4078	
225	Dahlene Pearce	15-17 Kipara Road THAGOONA QLD 4306	
226	Jennifer Giles	54 Penrose Circuit	
226	Jennifer Glies	REDBANK PLAINS QLD 4301	
227	Ellyce	11 Dakota Place	
221	Robertson		
220		BRASSALL QLD 4305	
228	Jilanna Craig	6 Thoona Close	
		KARANA DOWNS QLD 4306	
229	Daniel Craig	6 Thoona Close	
		KARANA DOWNS QLD 4306	
230	Sascha Burger	18 Bloomsburry Crescent	
		MOGGILL QLD 4070	
231	Lea Greenwood	6 Thoona Close	
		KARANA DOWNS QLD 4306	
232	Jeremy Dean	10-12 Elizabeth Street	
	Yarnold	KARALEE QLD 4306	
233	Kayla Parker	156 Blackwall Road	
		CHUWAR QLD 4306	
234	Zac Loxton	24 Huon Drive	
		KARALEE QLD 4306	
235	Lachlan Brown	20 Lillian Street	
		KARALEE QLD 4306	
236	Hunter Brown	20 Lillian Street	
		KARALEE QLD 4306	
237	Ben Chester	7 Venus Court	
		KARALEE QLD 4306	
238	Emily Perry	47 President Circle	
		KARALEE QLD 4306	
239	Coleen Kobler	7 Venus Court	
		KARALEE QLD 4306	
240	Isabella Louisa	10 Lillian Street	
	Vallely	KARALEE QLD 4306	
241	Gavin	25-27 Quiberon Street	
	Spreadborough	KARALEE QLD 4306	
242	Shelley Maslen	43 Harold Summervilles Road	
		KARALEE QLD 4306	
243	Sarah	25-27 Quiberon Street	
	Spreadborough	KARALEE QLD 4306	
244	Jodie Howard	25-27 Baradine Close	
		KARALEE QLD 4306	
245	Henriette	14-16 Patricia Street	
	Rashleigh	KARALEE QLD 4306	
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246	Neil Rashleigh	14-16 Patricia Street	
		KARALEE QLD 4306	
247	Karen Leifels	9 Waterlilly Drive KARALEE QLD 4306	
248	Robert James	50 Pat Slattery Place	
240	Robert James	LOWOOD QLD 4311	
249	Patricia James	50 Pat Slattery Place	
		LOWOOD QLD 4311	
250	Steven Watson	431-449 Junction Road	
		KARALEE QLD 4306	
251	Lauren Wallace	87-91 Lyndon Way	
		KARALEE QLD 4306	
252	Dene Miles	18 Paten Street	
		NORTH IPSWICH QLD 4305	
253	Justin Smith	332-334 Junction Road	
		KARALEE QLD 4305	
254	Stephanie	39 Torrens Street	
	Tranter	KARALEE QLD 4306	
255	Penny Stubbs	8 Bothwick Street	
		NORTH IPSWICH QLD 4305	
256	Ann Verhoeven	18-20 Noela Street	
		KARALEE QLD 4306	
257	Callum Stevens	4 Louise Court	
		SILKSTONE QLD 4304	
258	Kylie O'Loughlin	5 Waghorn Street	
		WOODEND QLD 4305	
259	Rebecca	13 Kauri Pine Close	
	Badman	MOGGILL QLD 4070	
260	Bridget Everding	29-31 Artuna Street	
	- 1- 1	KARALEE QLD 4305	
261	Daryl Rush	20-24 Fearless Court KARALEE QLD 4305	
262	Roylene Lippitt	34-38 Fearless Court	
202	Noylette Lippitt	KARALEE QLD 4305	
263	Selena Gordon	25-27 Third Avenue	
200	Sciena Sciacii	BARELLAN POINT QLD 4306	
264	Andrew Gordon	25-27 Third Avenue	
		BARELLAN POINT QLD 4306	
265	Tracey Watson	431-449 Junction Road	
		KARALEE QLD 4306	
266	Christina Ann	38-40 Arthur Summervilles Road	
	McKenzie	KARALEE QLD 4306	
267	Ian McKenzie	38-40 Arthur Summervilles Road KARALEE QLD 4306	
268	Rene	64-66 Melbourne Street	
200	Schoenknecht	KARALEE QLD 4306	
269	Natalie Chester	7 Venus Court	
203	ivacane Chester	KARALEE QLD 4306	
270	Christopher	20 Lillian Street	
2/0	Brown	KARALEE QLD 4306	
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	5.	47.405 0	
271	Dianne	17-19 Bendemeer Street	
	Konstanciak	KARALEE QLD 4306	
272	Richard	17-19 Bendemeer Street	
	Konstanciak	KARALEE QLD 4306	
273	Adam Jonker	24 Riverpark Drive	
		KARALEE QLD 4306	
274	Anita Jonker	24 Riverpark Drive	
		KARALEE QLD 4306	
275	Brad Greisbach	61 Waterfront Drive	
		KARALEE QLD 4300	
276	Chris Lee	16 Krystyna Court	
		KARALEE QLD 4306	
277	Chris Jonker	20 Islandview Street	
		BARELLAN POINT QLD 4306	
278	Talauula	17 Habben Court	
	Fuimaono	BUNDAMBA QLD 4304	
	Anaua		
279	Jessica	10/474 Upper Edward Street	
	Castaneda	SPRING HILL QLD 4000	
280	K L Tofoni	16 Delamore Court	
		CHUWAR QLD 4306	

9. Currency period for the approval (section 85 of the Planning Act 2016)

The currency period for this approval is as outlined in part 1 – 'decision details' of this decision notice, starting the day the approval takes effect. Unless the currency period is extended by the Assessment Manager pursuant to section 87 of the *Planning Act 2016*, this development approval lapses in accordance with section 85 of the *Planning Act 2016*.

10. When approval lapses if development started but not completed—variation approval

Not applicable to this decision.

11. Other requirements under section 43 of the Planning Regulation 2017

Not applicable to this decision.

12. Trunk Infrastructure

Not applicable to this decision.

13. Infrastructure Charges

(a) Council will give an infrastructure charges notice for this development pursuant to section 119 of the *Planning Act 2016*.

(b) From 1 July 2014, the Central SEQ Distributor-Retailer Authority (QUU) will issue all Infrastructure Charges Notices for charges relating to water and wastewater. For further information, it is recommended that you contact QUU's developer customer service team on (07) 3432 2200.

14. Submitting Change Representations to Request a Negotiated Decision Notice

In accordance with section 75 of the Planning Act 2016, the applicant may submit change representations to request a negotiated decision notice, during the applicant's appeal period, about changing a matter in the development approval (other than a matter stated because of a referral agency response or a development condition imposed under a direction by the Minister).

The applicant's appeal period is 20 business days, and any change representations must be submitted and assessed during this time, unless the applicant suspends the appeal period. To ensure both the applicant and the assessment manager have sufficient time to consider the change representations, it is recommended that the applicant suspend the appeal period (refer to section 75(2) of the Planning Act 2016) prior to submitting their change representations. This will allow an additional 20 business days for the applicant to submit their change representations, if required, and up to 20 business days for the assessment manager to consider the representations from the date the change representations are received.

Ipswich City Council does not charge an application fee for the submission of change representations.

For more information, please refer to the State Government's fact sheet on Change Representations: https://dilgpprd.blob.core.windows.net/general/factsheet-change-representations.pdf.

15. Appeal Rights

Applicant's appeal rights

You have appeal rights in relation to this decision. An appeal may be made against, as applicable:

- the refusal of part of the development application; or
- · a provision of the development approval; or
- if a development permit was applied for, the decision to give a preliminary approval.

An appeal must be started within 20 business days after this notice is given to you.

An appeal may be made to the Planning and Environment Court or, for certain matters which are identified in section 1(2) of Schedule 1 of the *Planning Act 2016*, to a development tribunal.

An appeal is started by lodging a notice of appeal with the registrar of the Planning and Environment Court or a development tribunal, as applicable. The notice of appeal must be in the approved form, succinctly state the grounds of the appeal and be accompanied by the required fee.

An appellant to the Planning and Environment Court must give a copy of the notice of appeal, within 10 business days after the appeal is started, to the persons identified in section 230(3) of the *Planning Act 2016*. A person who is appealing to the Planning and Environment Court must comply with the rules of the court that apply to the appeal.

Submitter's appeal rights

You have appeal rights in relation to this decision. An appeal may be made against, as applicable:

- the decision to give a development approval; or
- the decision to give an approval for a change application; or
- a provision of a development approval; or
- a failure to include a provision in the development approval.

An appeal may be made to the extent that the decision or matter relates to, as applicable:

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

An appeal must be started within 20 business days after this notice is given to you.

An appeal may be made to the Planning and Environment Court. An appeal is started by lodging a notice of appeal with the registrar of the Planning and Environment Court. The notice of appeal must be in the approved form, succinctly state the grounds of the appeal and be accompanied by the required fee.

An appellant to the Planning and Environment Court must give a copy of the notice of appeal, within 2 business days after the appeal is started, to the persons identified in section 230(3) of the *Planning Act 2016*. A person who is appealing to the Planning and Environment Court must comply with the rules of the court that apply to the appeal.

Chapter 6, Part 1 and Schedule 1 of the *Planning Act 2016* sets out further information about appeal rights.

An extract from the *Planning Act 2016* about appeal rights is attached to this decision notice.

Attachment A Assessment Manager's Conditions File No: 5636/2021/MCU

Location: 54-56 Arthur Summervilles Road, KARALEE QLD 4306 Proposal: Material Change of Use - Community Use (Child Care Centre)

	Assessment Manager (Ipswich City Counc	cil) Conditions
	Conditions applicable to this approval under the	
No.	Condition	The time by which the condition must be met, implemented or complied with
1.	Basis of Approval	
	This approval incorporates as a condition, the applicant's common material (as defined in <i>Schedule 24 – Dictionary of the Planning Regulation 2017</i>) for the application and adherence to all relevant Council Local Laws and/or the <i>Ipswich Planning Scheme</i> (including Planning Scheme Policies) unless otherwise varied by this approval or varied by a condition of this approval.	From the commencement of the construction of the development and at all times thereafter.
	Note: Any variation in the development from that approved herein may constitute assessable development pursuant to the <i>Planning Act 2016</i> .	
2.	Minor Alterations	
	Notwithstanding the requirements detailed in this approval, any other minor alterations accepted in writing by the assessment manager will suffice.	At all times after the approval is granted.
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3.	Development Plans The applicant must undertake the development generally in accordance with the approved plans outlined in part 3 of this development permit.	From the commencement of the construction of the development and at all times thereafter.
4.	Hours of Construction	
	Unless otherwise approved in writing by the assessment manager, construction works must only occur within the hours as defined in <i>Planning Scheme Policy 3 – General Works Part 5, Section 5.1.3.</i>	At all times during construction of the development.
5.	Hours of Operation	
(a)	The applicant must not conduct work or business from the premises outside the hours of Monday to Friday 6:00am – 7:00pm.	From the commencement of the use and at all times thereafter.
(b)	The applicant must ensure refuse collection vehicles or service vehicles do not access the premises or operate	From the commencement of the use and at all times thereafter.

outside the hours of Monday to Friday 7:00am to	
6:30pm.	

6.	Limits to Approval	
	Unless otherwise approved in writing by the	From the commencement of the
	assessment manager, the Child Care Centre is approved	use and at all times thereafter.
	to operate with a maximum of 17 staff members (FTE)	
	and 100 children at any one time.	

7.	Building Finishes	
(a)	Unless otherwise approved in writing by the assessment manager, the external features of the building must be painted/finished in the colour or colours as identified on the approved plans outlined in part 3 of this development permit.	Prior to the commencement of the use and at all times thereafter.
(b)	Should the applicant propose changes to the colour scheme or materials schedule from those identified on the approved plans, the applicant must receive prior written approval for the final colour scheme and materials schedule from the assessment manager.	Prior to the lodgement of the application for building work.

8.	Visual Treatment of Plant and Equipment			
(a)	The applicant must ensure all plant and equipment (inclusive of tanks, air conditioning units, compressors, generators, ducting, ventilation and the like): (i) is not located between any building and Arthur Summervilles Road, Elaine Street or Lillian Street, or (ii) is appropriately screened (and ventilated) from view from Arthur Summervilles Road, Elaine	Prior to the commencement of the use and at all times thereafter.		
(b)	Street or Lillian Street. The applicant must, where screening is required pursuant to (a), submit for written approval by the assessment manager details of the screening method or device. All screening must be of materials similar in appearance and specification to those used in the construction of buildings on the premises and adjacent premises.	Prior to the lodgement of the application for building work.		
(c)	The applicant must construct and maintain all screening in accordance with the approval issued by the assessment manager.	Prior to the commencement of the use and at all times thereafter.		

9.	Lighting	
	Lighting used to illuminate any areas of the premises (ie	Prior to the commencement of
	security or flood lighting) must be designed,	the use and at all times
	constructed, located and maintained to the satisfaction	thereafter.
	of the assessment manager so as not to cause nuisance	
	to the occupants of nearby properties or passing traffic.	
	All lighting must be angled or shaded in such a manner	
	so that light does not directly illuminate any nearby	
	premises or roadways and does not cause extraneous	
	light to be directed or reflected upwards.	

10.	Access for People with a Disability		
	The applicant must provide adequate access for people	Prior to the commencement of	
	in wheelchairs by means of an unimpeded continuous	the use and at all times	
	path of travel from any adjacent roadway, other public	thereafter.	
	lands and from any car parking bay allocated for use by		
	people with a disability, to all parts of the development		
	which are normally open to the public.		

11.	Car Parking – Use and Maintenance	
(a)	The applicant must provide a minimum of thirty (30) car parking spaces for the development including seventeen (17) spaces for staff and thirteen (13) spaces for visitors as illustrated on the approved plans outlined in part 3 of this development permit. The applicant must ensure all parking areas are:	Prior to the commencement of the use and at all times thereafter. Prior to the commencement of
	(i) Kept exclusively for parking for the development;(ii) Used exclusively for parking for the	the use and at all times thereafter.
	development; (iii) Accessible to both staff and customers during any approved hours of operation (unless otherwise indicated on the approved plans);	
	 (iv) Appropriately signposted at the entry/entries to the car park (eg "Staff and Customer Parking") in accordance with AS1742; and (v) Maintained in perpetuity. 	
(c)	The applicant must provide wheel stops for the car parking spaces located along the eastern boundary of the car park in accordance with the relevant Australian Standard.	Prior to the commencement of the use and at all times thereafter.

(d)	The applicant must ensure the tandem car parking	Prior to the commencement of
	spaces illustrated on the approved plans outlined in	the use and at all times
	part 3 of this development permit are line-	thereafter.
	marked/signposted for staff only.	
(e)	The applicant must ensure provision is made for	Prior to the commencement of
	parking spaces for persons with a disability in	the use and at all times
	accordance with the Parking Code (Part 12, Division 9)	thereafter.
	of the <i>Ipswich Planning Scheme</i> .	

12.	Utility Services			
(a)	The applicant must connect the development to water	Prior to commencement of the		
	supply, sewer effluent, electricity supply and	use.		
	telecommunication utilities.			
(b)	The applicant must provide to the assessment manager	Prior to commencement of the		
	written evidence (e.g. connection certificate) from each	use.		
	service provider stating that the development has been			
	connected to applicable utility service or has a current			
	supply agreement.			
(c)	The applicant must provide telecommunications to	Prior to commencement of the		
	subject building(s), lead-in conduits and equipment	use.		
	space in a suitable location within the building(s), to			
	suit carrier of choice.			

13.	Access, Parking and Manoeuvring Areas			
(a)	The applicant must construct all parking, access and manoeuvring areas of concrete or bitumen or equivalent materials as approved by the assessment manager.	From the commencement of the use and at all times thereafter.		
(b)	The applicant must line-mark all parking, access and manoeuvring areas in accordance with the relevant Australian Standard.	From the commencement of the use and at all times thereafter.		
(c)	The applicant must make provision for all vehicles to enter and exit the site in forward gear.	From the commencement of the use and at all times thereafter.		
(d)	The applicant must construct a concrete layback and driveway slab in accordance with the following:	From the commencement of the use and at all times thereafter.		
	(i) From the kerb alignment to the property boundary for access to the development;			
	(ii) A minimum 6.5m wide.			
	(iii) In accordance with Council Standard Drawing SR. 13.			

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14.	. Roadworks			
(a)	The applicant must provide a detailed design for the	In conjunction with the		
	frontage street roadworks, including concrete kerb and	lodgement of the application for		
	channel in Elaine Street and a 1.5m wide concrete	operational works.		
	footpath and kerb and channel in Lillian Street, in			
	accordance with Section 1.1.4 of Planning Scheme			
	Policy 3. The concrete kerb and channel must connect			
	to the existing concrete kerb and channel located on			
	the corner of Arthur Summervilles Road and Elaine			
	Street. The 1.5m wide footpath must connect into to			
	the existing pram ramp.			
(b)	The applicant must construct frontage street	Prior to commencement of the		
	roadworks generally in accordance with the approved	use.		
	design drawings as required by Condition 14(a) above.			
(c)	The applicant by way of subdivision plan, must	Prior to commencement of the		
	dedicate, free of cost or compensation payable by	use.		
	Council, land for road purposes in order to provide a			
	corner truncation at the intersection of Elaine Street			
	and Lillian Street as illustrated on the approved plans			
	outlined in part 3 of this development permit.			

15.	Stormwater Quantity Management		
(a)	syster	pplicant must provide an allotment drainage m which is designed in accordance with QUDM ot less than Level IV.	Prior to the commencement of the use.
(b)	all im	oplicant must discharge stormwater runoff from pervious areas to Council stormwater tructure in Lillian Street.	From the commencement of the use and at all times thereafter.
management infrastructure for the development generally in accordate Management Plan outlined in par		pplicant must design stormwater quantity gement infrastructure for the proposed opment generally in accordance with Stormwater gement Plan outlined in part 3 of this opment permit, subject to the following cations and/or modifications:	In conjunction with lodgement of the application for operational works.
	(i)	The stormwater management plan must reference the latest Council approved development layout plan; and	
	(ii)	Include details of the revised impervious areas resulting from the amended layout plans.	
	1	nended report and the detailed design must be itted for Council's approval.	

(d)	The applicant must construct the stormwater quantity	Prior to the commencement of
	management system for the proposed development,	the use.
	generally in accordance with approved design as	
	required by Condition 15(c) above.	

16.	Earthworks	
(a)	The applicant must design all earthworks (including	In conjunction with the
	earth retaining structures) in accordance with Planning	lodgement of the application for
	Scheme Policy 3 – General Works of the <i>Ipswich</i>	operational works and during
	Planning Scheme.	construction.
(b)	The applicant must implement all dispersive soil	From the commencement of
	management devices generally in accordance with	work until completion of the
	recommendations of the approved DSMP report as	construction of the development.
	required by Condition 17(b) Design Standards.	

17.	Design Standards	
(a)	The applicant must design all municipal works in accordance with <i>Planning Scheme Policy 3</i> - General	In conjunction with the lodgement of the application for
	Works and Implementation Guidelines 24 and 28 of the Ipswich Planning Scheme.	operational works.
(b)	The applicant must submit to the assessment manager a Dispersive Soil Management Plan (DSMP), prepared by a suitably qualified person in accordance with Council's Implementation Guideline 28 – Dispersive Soil Management of the <i>Ipswich Planning Scheme</i> .	In conjunction with the lodgement of the application for operational works.

18.	Design Certifications	
(a)	The applicant must submit to the assessment manager RPEQ design certification(s) stating that all civil and associated works have been designed in accordance with Council's specifications, infrastructure design standards and this approval.	In conjunction with the lodgement of the application for operational works.
(b)	The applicant must submit to the assessment manager RPEQ certification stating that all proposed works have been designed in accordance with the recommendations of the revised Stormwater Management Plan outlined in part 3 of this development permit, as required by Condition 15(c) - Stormwater Quantity Management.	In conjunction with the lodgement of the application for operational works.

19.	Stormwater Quality	
(a)	The applicant must achieve the water quality objectives	Prior to the commencement of
	outlined in Table 2.3.1 of Planning Scheme Policy 3	the use and at all times
	General Works of the <i>Ipswich Planning Scheme</i> prior to	thereafter.
	stormwater runoff discharging from the site.	

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(b)	The applicant must implement stormwater	Prior to the commencement of
	infrastructure in accordance with the Stormwater	the use and at all times
	Management Plan listed at part 3 of this approval.	thereafter.
(c)	The applicant must submit operational works drawings	In conjunction with the
	showing the final locations and cross sections of	lodgement of the first application
	stormwater infrastructure in accordance with the	for operational works.
	approved SQMP and section 2.3.5 of Planning Scheme	
	Policy 3 - General Works of the Ipswich Planning	
	Scheme.	

20.	Stormwater Maintenance Plan	
(a)	The applicant must submit to the assessment manager,	Prior to the commencement of
	a stormwater maintenance plan for the entire	the use.
	stormwater system, prepared in accordance with	
	Implementation Guideline 24 Stormwater	
	Management of the Ipswich Planning Scheme.	
(b)	The applicant must implement the stormwater	From the commencement of the
	maintenance plan in perpetuity to the satisfaction of	use and at all times thereafter.
	the assessment manager.	
(c)	The applicant must maintain regular inspection records	From the commencement of the
	on site and make these records available to the	use and at all times thereafter.
	assessment manager upon request for both the	
	construction and operational phases. The inspection	
	records must detail all actions undertaken as required	
	by the approved stormwater maintenance plan.	
(d)	The applicant must provide a copy of the signed 12	Prior to the commencement of
	month supply agreement for the replacement of the	the use.
	stormwater treatment device filters, between the	
	applicant and the stormwater filtration system supplier.	

21.	Acoustic Design Management	
(a)	The applicant must ensure that the Child Care Centre is constructed to incorporate relevant noise reduction design features to achieve noise limits specified in the 'Noise Impact Assessment' outlined in part 3 of this development permit.	From the commencement of the construction of the development and at all times thereafter.
(b)	The applicant must construct an acoustic barrier that is in accordance with the following requirements: (i) 2.0 metre high, gap free double lapped timber fence (or alternative materials approved in writing by the assessment manager) with a minimum surface density of 12.5 kg/m² as nominated within the approved Noise Impact Assessment outlined in part 3 of this development permit;	Prior to the commencement of the use.

	(ii) At any opening, i.e. pedestrian entrance, has some means of blocking line of site from source to receiver such that the effectiveness of the barrier is not reduced.	
(c)	The applicant must submit to the assessment manager certification from a suitably qualified acoustic consultant demonstrating that Condition 21(a) and (b) have been complied with.	Prior to the commencement of the use.

22.	Acoustic Management	
(a)	The applicant must ensure the following treatments	From the commencement of the
	are incorporated into the development:	use and at all times thereafter.
	(i) The use of outdoor public address systems is restricted to emergency use only;	
	(ii) Amplified music or live music is not played outdoors;	
	(iii) No elevated play equipment is to be located adjacent or above the acoustic barrier;	
	(iv) All metal grilles, metal plates or similar infrastructure that is subject to vehicular traffic is secured to prevent rattling and environmental nuisance;	
	(v) All internal activity rooms are to be air- conditioned; and	
	(vi) Mechanical plant and equipment is installed in accordance with the <i>Environmental Protection</i> Act 1994.	
(b)	The applicant must provide a certificate of compliance from an independent and suitably qualified acoustic consultant demonstrating that Condition 22(a)(v) and (vi) have been complied with.	Prior to the commencement of the use.

23.	Waste Storage and Collection	
(a)	Unless otherwise approved in writing by the assessment manager, waste bins must be stored in the location shown on the approved plans outlined in	From the commencement of the use and at all times thereafter.
	part 3 of this development permit.	
(b)	The area on which the bin(s) are to be stored must be screened in accordance with Condition 8 of this development permit.	From the commencement of the use and at all times thereafter.

(c)	The applicant must ensure waste bins are collected on	From the commencement of the
	the site and there is no kerb side collection.	use and at all times thereafter.
(d)	The applicant must ensure suitable waste bins are	From the commencement of the
	provided for the storage and collection of soiled	use and at all times thereafter.
	nappies, food scraps and other putrescible wastes.	
(e)	The applicant must ensure waste bins that are	From the commencement of the
	intended to store putrescible waste are:	use and at all times thereafter.
	(i) Located in an area that is not accessible to	
	children and away from the main entrance to	
	the building;	
	the bulluing,	
	(ii) Provided with a level, concreted pad with no	
	intervening ridge between it and the driveway;	
	(iii) Appropriately shaded and screened to minimise	
	odour;	
	(iv) Emptied at least every forty-eight hours; and	
	(iv) Emption at least every loney eight hours, and	
	(v) Maintained so as not to pose a health or	
	environmental nuisance.	
(f)	The applicant must ensure all wash down waters from	From the commencement of the
	bin cleansing performed on the site is either:	use and at all times thereafter.
	Appropriately treated and discharged to the	
	on-site effluent disposal system; or	
	The services of a refuse bin cleaning company	
	are engaged.	

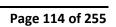
24.	Air Q	Air Quality (Odour)				
(a)	The applicant must prepare and submit a Sewage Management Plan for approval by the assessment manager which includes the following aspects:		Prior to the commencement of the			
			use and at all times thereafter.			
	(i)	Detailing the design of the sewage management system/s, including tank venting, in-tank pump transfer to truck;				
	(ii)	Spill, leak and clean-up procedure;				
	(iii)	Odour management and maintenance procedure;				
	(iv)	Noise management procedure;				

	(v) Truck collection procedure; and	
	(vi) Complaint recording, responding and investigation procedure.	
(b)	The applicant must ensure that holding tank venting systems are incorporated within the Child Care Centre building in accordance with Australian Standard 3500.2:2018 - Plumbing and Drainage, Part 2: Sanitary Plumbing and Drainage.	From the commencement of the use and at all times thereafter.
(c)	The applicant must provide a certificate of compliance from an independent and suitably qualified air quality consultant demonstrating that Condition 24(b) has been complied with.	Prior to the commencement of the use.
(d)	Effluent tanks must be located in the location illustrated in Attachment 1 of the 'Management of Odour and Noise from Wastewater Holding Tank System' letter outlined in part 3 of the development permit.	From the commencement of the use and at all times thereafter.

25.	Landscaping and Fencing	
(a)	The applicant must submit, for written approval by the assessment manager, landscape plans (including fencing details) generally in accordance with the landscape plan outlined in part 3 of this development permit and Conditions 25(b) and (c) below, utilising only native, non-invasive, plant species such as those referenced in the <i>Ipswich City Council's Vegetation Communities Rehabilitation Guide</i> .	In conjunction with the lodgement of the application for operational works (landscaping).
(b)	The landscaping plans required by Condition 25(a) must include mature planting (i.e. minimum 25L container stock for trees and minimum 300mm pot size for shrubs) along the southern property boundary in the locations shown on the approved plans outlined in part 3 of this development permit.	Prior to the commencement of the use and at all times thereafter.
(c)	Unless otherwise approved in writing by the assessment manager and in consultation with the adjoining land owner, the applicant must provide a 1.2m high pool style fence in the locations illustrated in pink on the approved plans outlined in part 3 of this development permit.	Prior to the commencement of the use and at all times thereafter.
(d)	The applicant must provide landscaping and fencing works in accordance with the approved landscape plans.	Prior to the commencement of the use and at all times thereafter.
(e)	The applicant must submit to the assessment manager a Certificate of Compliance for Landscape Works	Prior to the commencement of the use.

completed by a qualified landscape designer stating the	
works have been completed in accordance with	
requirements of the approved landscape plan.	

26.	Further Works	
(a)	The applicant must take due regard of all existing	During the construction of the
	services when undertaking works associated with this	development and prior to
	development.	commencement of use.
(b)	The applicant must alter any services when the relevant	During the construction of the
	authority or assessment manager determines that	development and prior to
	works associated with this development has an impact	commencement of use.
	upon any existing services.	
(c)	The applicant must reinstate all disturbed verge and	Prior to commencement of use.
	open space areas with turf (including provision of	
	topsoil to minimum depth of 50mm).	



	Assessment Manager (Ipswich City Council) Advice		
The fo	ollowing advice is offered for your information only and should not be viewed as mandatory		
condi	itions of this approval.		
1.	Acronyms and Terms		
	Acronyms and terms used in this notice have the following meanings:		
(a)	RPEQ - A Registered Professional Engineer of Queensland suitably qualified and experienced		
	in the particular area of expertise required.		
(b)	UU – Urban Utilities – trading name of the Central SEQ Distributor-Retailer Authority,		
	providing water services to Ipswich City under the South-East Queensland Water		
	(Distribution and Retail Restructuring) Act 2009.		
(c)	DSMP – Dispersive Soil Management Plan which is prepared in accordance with Council		
	Implementation Guideline # 28 and certified by RPEQ.		
(d)	E&SCP – Erosion & Sediment Control Management Plan which is prepared in accordance		
	with Council Planning Scheme Policy 3 and certified by RPEQ.		
(e)	PSP 3 – Council Planning Scheme Policy 3		
(f)	QUDM – The Urban Drainage Manual, produced by the Queensland Department of		
	Environment and Natural Resources		
(g)	MUTCD - The Manual of Uniform Traffic Control Devices, published by DTMR		
(h)	DTMR - Department of Transport and Main Roads		
(i)	DES – Department of Environment and Science		
(j)	DNRME – Department of Natural Resources, Mines and Energy		
(k)	DSDMIP – Department of State Development, Manufacturing, Infrastructure and Planning		
(I)	AEP – Annual Exceedance Probability - used to define flood frequency and severity		
(m)	AHD - Australian Height Datum (m)		
(n)	Internal works - works performed within private property and includes but is not limited to,		
	earthworks, driveways and stormwater management systems.		
(o)	External municipal works - works external to the development and located in dedicated		
	public areas, for example existing road or drainage reserve, or private property not owned		
	by the applicant.		

2.	Bonds				
	Any bonding sought to be approved in relation to development will be considered in				
	accordance with Planning Scheme Policy 3 of the Ipswich Planning Scheme.				
	The Bond and conditions of security payment can be found online at				
	http://www.ipswichplanning.com.au/development-planning/development-planning-				
	<u>information</u> . Council's preference is for bonds to be submitted by way of a Bank Guarantee.				

3. Operational Works Submission The applicant must submit to the assessment manager all engineering drawings in accordance with the requirements of Ipswich Planning Scheme 2 – Information Local Government May Request. For clarification, where any inconsistency or conflict exists between design standards and other relevant technical publications, Council standards and specifications must take precedence.

4. Proximity of Earthworks to Adjoining Property

Where earthworks, including retaining structures, are proposed within 3.0m of the property boundary or are likely to affect adjoining property owners, the applicant must notify the affected property owners in writing, and obtain written comments from them, as detailed in Part 12, Division 15 - Specific Outcome 19 and Note 12.15.4K of the *Ipswich Planning Scheme*. Written comments from the affected owners (or at least the supporting documentation of notification and consultation with the adjoining property owners to the Council's satisfaction) must be submitted to Council for consideration, in conjunction with any operational works application.

5. Portable Long Service Leave

Where the proposed works (civil and landscaping) are valued at \$150,000 or more and match the definition of Building and Construction Industry, the *Building and Construction Industry (Portable Long Service Leave) Act 1991* requires that evidence of payment of the Portable Long Service Leave (QLeave) Levy be received by Council as a condition of issuing a development permit for building works, operational works and plumbing and drainage works applications, as defined under the *Planning Act 2016*.

6. Telecommunication Conduit Infrastructure

The installation of telecommunication conduit and infrastructure is to be in accordance with the latest Communications Alliance publication or the Deployment of the NBN Co Conduit and Pit Network – Guidelines for Developers where it is triggered by the Australian Government policy on 'Fibre in new developments'.

7. Road Permit Application

The applicant is advised to seek a Road Permit approval from Ipswich City Council pursuant to Sections 69 and 75 of the *Local Government Act 2009* prior to undertaking any physical works within or adjacent to the boundary of the Council-controlled road. These approvals are issued under the *Local Government Act 2009* and constitute a separate process to seeking a Development Permit issued under the *Planning Act 2016*.

Please contact the Ipswich City Council office for further information via email: council@ipswich.qld.gov.au or telephone (07) 3810 6666.

8. Engineering Analysis

A detailed engineering analysis of the calculations and drawings, submitted as part of the approval process, has not been undertaken by Council. Neither Council nor council engineers have professionally reviewed or accredited the engineering design and are relying on the expertise and certification of the applicant's RPEQ engineer.

9. Food Licence

Where food is sold, served and or produced on the site there may be a need to hold a licence to do so under the *Food Act 2006*. Please contact the Planning and Regulatory Services Department of Ipswich City Council for advice regarding this matter on telephone number 3810 6666.

10.	Advertising Signage
	Unless any advertising devices associated with the proposed use meets the exempt criteria
	set out in Schedule 9 of the <i>Ipswich Planning Scheme 2006</i> , such signage would require
	submission to Council of a development application for operational works – placing an
	advertising device on premises. For further information please contact the Planning and
	Development Department on (07) 3810 6888.

11.	Fire Ants
(a)	In accordance with the <i>Biosecurity Act 2014</i> and the <i>Biosecurity Regulation 2016</i> , the State of Queensland has implemented movement controls in areas (Fire Ant Biosecurity Zones) of Queensland where the Red Imported Fire Ant (ant species <i>Solenopsis invicta</i>) has been detected.
(b)	It is a legal obligation to report any sighting or suspicion of Fire Ants within 24 hours to Biosecurity Queensland on 13 25 23 (24hrs). It should be noted that works involving movements of all materials associated with earthworks (import and export) within a fire ant biosecurity zone is subject to movement controls and failure to comply with the regulatory provisions is an offence under the Biosecurity Act 2014. The Fire Ant Biosecurity Zones, as well as general information can be viewed on the Department of Agriculture and Fisheries website www.daf.qld.gov.au/fireants .
(c)	The land over which you have made a development application is within a Fire Ant Biosecurity Zone. The presence of Fire Ants on the site may affect the nature, form and extent of works permitted on the site. In view of this it will be necessary for you to contact Biosecurity Queensland to investigate the site and for you to implement any necessary matters required prior to the commencement of any works.

This property may be subject to the provision of Section 116 of the Local Government Regulation 2012. This section of the regulation limits any increase in rates to a predetermined percentage. In accordance with Council's budget and rating resolutions, if the property is sold or reconfigured in any way (e.g. subdivision, dedication or partial dedication, amalgamation) this benefit will no longer apply. For further information please contact the Ipswich City Council Customer Contact Centre on (07) 3810 6666.

13. Section 73 of the Planning Act 2016 Pursuant to section 73 of the Planning Act 2016, a development approval including any conditions of approval is binding on the owner, the owner's successor in title and any occupier of the land.

DECISION NOTICE – INFRASTRUCTURE CHARGES

Decision Date: Insert decision date

Council gives this infrastructure charges notice pursuant to section 119 of the *Planning Act* 2016.

Appeal Rights

You have appeal rights in relation to this notice. An appeal may be made against an infrastructure charges notice on one (1) or more of the following grounds:

- (a) the notice involved an error relating to:
 - (i) the application of the relevant adopted charge; or

Examples of errors in applying an adopted charge:

- the incorrect application of gross floor area for a non-residential development
- applying an incorrect 'use category', under a regulation, to the development
- (ii) the working out of extra demand, for section 120 of the Planning Act 2016; or
- (iii) an offset or refund; or
- (b) there was no decision about an offset or refund; or
- (c) if the infrastructure charges notice states a refund will be given the timing for giving the refund; or
- (d) for an appeal to the Planning and Environment Court the amount of the charge is so unreasonable that no reasonable relevant local government could have imposed the amount.

To remove any doubt, the *Planning Act 2016* declares 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 local government infrastructure plan; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

An appeal must be started within 20 business days after the infrastructure charges notice is given to you.

An appeal may be made to the Planning and Environment Court or to a development tribunal.

An appeal is started by lodging a notice of appeal with the registrar of the Planning and Environment Court or a development tribunal, as applicable. The notice of appeal must be in the approved form, succinctly state the grounds of the appeal and be accompanied by the required fee.

An appellant to the Planning and Environment Court must give a copy of the notice of appeal, within 10 business days after the appeal is started, to the persons identified in section 230(3) of the *Planning Act 2016*. A person who is appealing to the Planning and Environment Court must comply with the rules of the court that apply to the appeal.

Chapter 6, Part 1 and Schedule 1 of the *Planning Act 2016* sets out further information about appeal rights.

Attached is an extract from the Planning Act 2016 about appeal rights.

INFRASTRUCTURE CHARGES NOTICE

This Infrastructure Charges Notice is issued by Council and relates to charges for the purposes of local government trunk infrastructure networks (transport, public parks and community facilities).

Application No: 5636/2021/MCU

Real Property Description: Lot 22 RP 121008 TO DEPTH 22.86M

Property Location: 54-56 Arthur Summervilles Road, KARALEE QLD

4306

Development Approval Details: In accordance with Development Approval

5636/2021/MCU

Relevant Infrastructure Charges

Resolution:

Ipswich City Council Adopted Infrastructure

Charges Resolution (No. 1) 2021

Levied Charge: \$60,991.52

Does the maximum adopted charge

apply:

Does an Offset or Refund apply:

No

No

Is the land subject to an Infrastructure

Agreement:

No

Levied Charge Calculation:

Charge Category and Use	Applied Adopted Charge (see Table 1)	Demand	Levied Charge Relief	Levied Charge
Educational	Transport	Development Demand	N/A	Transport
Facility (Child	\$85.82/m² GFA			\$60,991.52
Care Centre)		Transport		
		773.8m² Child Care Centre GFA @		Total Charge
		\$85.82/m² GFA = \$66,407.52		\$60,991.52
Residential Use –	Transport			
Dwelling House	\$5,416.00	Demand Credit		
(Lot > 450m ²)				
		Transport		
	Note: Source from	1 x Dwelling House (Lot > 450m²) @		
	Schedule 2 of the	\$5,416.00 = \$5,416.00		
	Infrastructure Charges			
	Resolution	Additional Demand		
1		Transport		
		\$66,407.52 - \$5,416.00 =		
		\$60,991.52		

Applied Adopted Charge

See Attachment 1 for an example calculation of the Applied Adopted Charge.

Details of Payment

Payment Details:

Payment of the infrastructure charges must be made to Ipswich City Council.

It is advised that credit cards, personal and/or company cheques cannot be accepted as payment for the above infrastructure charges. The only acceptable forms of payments are cash (EFT payments included) or bank cheques.

The payee must quote the development application reference number when making payment.

Due date for payment

Payment of the levied charges is required when the change happens unless otherwise stated in an infrastructure agreement.

Automatic increases of levied charge: The levied charges outlined in this notice shall be applicable for a period of **twelve (12) months** from the date of the development approval, and thereafter the levied charges outlined in this notice will be automatically increased, from the date of the charges notice to the date of the payment, by the lesser of the following amounts—

- the difference between the levied charge and the maximum adopted charge Council could have levied for the development when the charge is paid;
- (ii) the increase worked out using the PPI, adjusted according to the 3-yearly PPI average, for the period starting on the day the levied charge is levied and ending on the day it is paid.

'3-yearly PPI average' and 'PPI' have the meanings given in the Planning Act 2016.

General Information

GST:

GST does not apply to payments or contributions made by developers to Government which relate/s to an application for the provision, retention, or amendment of a permission, exemption, authority or licence (however described) under the *Planning Act 2016*.

Authority for the charge:

The levied charges in this notice are payable in accordance with the Planning Act 2016.

How the charge is calculated:

The levied charge for the development is to be worked out by Council as follows:

LC = ((AC x AD) - LCR) - D

Where:

LC is the levied charge for the development, which cannot be less than zero.

AC is the applied adopted charge for the development.
AD is the additional demand for the development.
LCR is the levied charge relief for the development.
D is the discount for the prescribed financial contribution.

Offsets and refunds

No offset or refund applies to this infrastructure charge notice unless otherwise specified in an infrastructure agreement.

Appeals:

Pursuant to chapter 6, part 1 and schedule 1 of the *Planning Act 2016* a person may appeal against an infrastructure charges notice.

When this notice stops having effect: In accordance with section 119(11) of the *Planning Act 2016*, this notice stops having effect to the extent the development approval stops having effect.

Water and Wastewater Charges This notice does not include water and wastewater charges. A charge notice for the distributor

retailer networks charges will be provided separately by Queensland Urban Utilities.

ATTACHMENT 1 - INFRASTRUCTURE CHARGES CALCULATION METHODOLOGY

Table 1: Applied Adopted Charge Non Residential Use (MCU) – Community Use

	Karalee		
Network	Charge Area	Charge/m ² GFA	(Proportion of MAC)
Transport	RD24	\$85.82	-
Local Government Trunk	N/A	\$85.82	-
Infrastructure Network			
Charge (LNC)			
Water Supply	WT30	\$16.15	-
Sewerage	N/A	N/A	-
Distributor Retailer Trunk	N/A	\$16.15	-
Infrastructure Network			
Charge (DNC)			
Total Trunk Infrastructure		\$101.97	- \ -
Network Charge (Total NC)			
Maximum Adopted Charge		\$153.40	
Adopted Charge (AC)	\$85.82		
Notes	The Total NC is less than the Maximum Adopted Charge and		
	therefore the charge is applied in accordance with the		
	Ipswich Adopted Infrastructure Charges Resolution (No. 1) 2021.		

Table 2: Applied Demand Credit Residential – Dwelling House (Lot > 450m²)

	Karalee		
Network	Charge Area	Charge	(Proportion of MAC)
Transport	RD24	\$5,416.00	-
Public Parks	PKC10	\$11,920.00	-
Community Facilities	SIC10	\$1,163.00	-
Local Government Trunk	N/A	\$18,499.00	-
Infrastructure Network Charge (LNC)			
Water Supply	WT30	\$4,554.00	-
Sewerage	N/A	N/A	-
Distributor Retailer Trunk	N/A	\$4,554.00	-
Infrastructure Network			
Charge (DNC)			
Total Trunk Infrastructure		\$23,053.00	-
Network Charge (Total NC)			
Maximum Adopted Charge		\$30,677.65	
Adopted Charge (AC)	\$5,416.00 (Transport)		
Notes	The Total NC is less than the Maximum Adopted Charge and		
	therefore the charge is applied in accordance with the		
	Ipswich Adopted Infrastructure Charges Resolution (No. 1) 2021.		

ATTACHMENT 2 - OFFSETS AND REFUNDS

There are no offsets or refunds applicable to this development.



 Our Reference
 5636/2021/MCU

 Contact Officer
 Edina Krkalic

 Telephone
 (07) 3810 6897



STATEMENT OF REASONS

(Notice about the decision given under section 63(4) of the Planning Act 2016

APPLICANT DETAILS

Applicant name: Griffith Group One Pty Ltd C/- Town Planning Alliance

APPLICATION DETAILS

Application number: 5636/2021/MCU

Application type: Material Change of Use

Approval sought: Development Permit

Description of proposed

development:

Community Use (Child Care Centre)

Level of Assessment: Impact

SITE DETAILS

Street address: 54-56 Arthur Summervilles Road, KARALEE QLD 4306

Real property description: Lot 22 RP 121008 TO DEPTH 22.86M

DECISION

Date of decision: 18 November 2021

Decision: Approved in full with conditions

Decision Authority: Full Council

1. Reasons for the Decision:

The reasons for this decision are:

- The application was properly made and followed the Development Assessment Rules in effect.
- The application was assessed against the applicable Assessment Benchmarks.
- The assessment manager, after carrying out the assessment, found that the
 development complied with the relevant Assessment Benchmarks applicable to the
 development, or resolved a conflict between the benchmarks.
- The development was not prohibited development under a categorising instrument or local categorising instrument.

2. Assessment Benchmarks

The following are the assessment benchmarks applying for this development:

Categorising Instrument	Assessment Benchmarks
State Planning Policy	Planning for liveable communities and housing
July 2017, Part E	Planning for economic growth
	Planning for environment and heritage
	Planning for safety and resilience to hazards
	Planning for infrastructure
Ipswich Planning	Urban Areas Code (Part 4)
Scheme 2006	Large Lot Residential Zone Code (Part 4, Division 4)
	Development Constraints Overlays Code (Part 11, Division 4)
	Parking Code (Part 12, Division 9)
	Community Use Code (Part 12, Division 12)
	Planning Scheme Policy 3 General Works
	Planning Scheme Policy 5 Infrastructure
	Implementation Guideline No. 13 Provision of Electricity, Driveways
	and Crossovers, Footpaths, Kerb and Channel
	Implementation Guideline No. 21 Appropriate Visual and Acoustic
	Treatment of Roadways
	Implementation Guideline No. 24 Stormwater Management
	Implementation Guideline No. 28 Dispersive Soil Management

3. Compliance with Benchmarks

The application was found to comply with the assessment benchmarks applying to the development.

4. Relevant matters

The application was given regard to, the following matters:

Relevant matter	Given regard to
Planning Regulation 2017, s31(1)(d)	(i) The regional plan for a region, to the extent
	the regional plan is not identified in the
	planning scheme as being appropriately
	integrated in the planning scheme; and
	(ii) the State Planning Policy, to the extent the
	State Planning Policy is not identified in the
	planning scheme as being appropriately
	integrated in the planning scheme;
Planning Regulation 2017, s31(1)(f)	any development approval for, and any lawful
	use of, the premises or adjacent premises; and
Planning Regulation 2017, s31(1)(g)	the common material.

5. Other Relevant Matters for development subject to impact assessment

Not applicable.

6. Matters raised in submissions for development subject to impact assessment

The following is a description of the matters raised in any submissions and how they were dealt with:

Matter raised	How matters were dealt with in reaching a decision
Vehicular and Pedestrian Traffic	decision
The proposed Child Care Centre development will have a detrimental impact on the surrounding road network, contributing to the existing congestion issue and increasing delays in the suburbs of Karalee and Barellan Point which only have one primary access point being the Warrego	 The applicant has submitted a 'Traffic Impact Assessment' prepared by a RPEQ engineer which includes an assessment and analysis of the traffic impacts of the development on the local road network. Specifically, the 'Traffic Impact Assessment' stipulates the following:
 Highway and Mt Crosby interchange. The traffic assessment submitted by the applicant does not consider how the proposed development will impact on traffic in the surrounding streets and suburb of Karalee which only has one major thoroughfare in and out. During peak periods vehicles are queuing from the Karalee State School to the Warrego Highway and Mt Crosby Road interchange and onto the highway. Council should not permit additional development until the Warrego Highway and Mt Crosby interchange is 	 The 'Traffic Impact Assessment' includes a traffic count which was undertaken at the Arthur Summervilles Road/Elaine Street intersection between the hours of 6:30am and 6:30pm on Thursday 33 April 2021. The traffic count revealed that the AM peak period occurs between 8:00am and 9:00am and the PM peak period occurs between 4:30pm to 5:30pm. Assuming the Child Care Centre reaches full capacity (100 children), a total of 80 vehicle trips (i.e. 40 arrivals and 40 departures) in the morning peak period and 70 vehicle trips (i.e. 35 arrivals and 35 departures) in the evening peak period. This equates to approximately one (1)
 upgraded. The development would result in an increase in traffic at the interchange. Arthur Summervilles Road, Elaine Street, Lillian Street and surrounding streets are already congested during Karalee State School pick up and drop off times. The development will contribution to congestion not only 	additional vehicle trip every two (2) minutes during peak periods based on a 2032 post-development forecast, which is not anticipated to have an impact on through traffic on Elaine Street or on the operations of the Arthur Summervilles Road/Elaine Street intersection. The assessment includes an intersection and driveway capacity

- during drop off and pick up times but throughout the day.
- Drop off and pick up times for the Child Care Centre will coincide with Karalee State School drop off/pick up times increasing congestion during these times.
- The Arthur Summervilles Road and Elaine Street intersection cannot cater to the additional vehicular movements that will occur if the development is approved. There are existing pedestrian crossings onto Arthur Summervilles Road and Elaine Street which also contribute to the congestion.
- The development will increase traffic in the surrounding residential streets as commuters try and avoid the Arthur Summervilles Road and Elaine Street intersection.
- The existing roads surrounding the development are too narrow and have not been upgraded over time to cater to population growth and increasing traffic demand which will only increase if the development is approved.
- Service and waste collection vehicles accessing the development site will create additional congestion and result in delays.
- Pedestrian routes are not provided in the car park to separate vehicle and pedestrian access.
- Karalee State School offers before and after school care and activities such as swimming carnivals, Easter and Christmas parades and events, national holiday events, discos and

- analysis using the anticipated vehicle trips and traffic count results which demonstrates that both the Arthur Summervilles Road/Elaine Street intersection and site access driveway will be operating within acceptable capacity limits with limited queuing and delays, having regard to additional traffic generated by the development.
- The traffic generated by the proposed development can be accommodated for without any mitigation works required from a capacity perspective.
- Relevant conditions have been included in the recommendation to ensure all waste collection and servicing occurs on the subject site.
- The applicant is proposing to provide an internal pedestrian path which adjoins the internal car park and connects to the external footpath network in Elaine Street. The level of pedestrian connectivity proposed by the applicant is therefore considered appropriate.
- Impacts on surrounding residents including traffic impacts as a result of the existing operations of the Karalee State School is not a planning matter Council can base its decision on.

parent/teacher nights which generate noise and traffic and impact residents.

Infrastructure

- More and more development is occurring in the area without infrastructure needs being met.
- The site is too small to accommodate a Child Care Centre in a congested area without the relevant infrastructure to accommodate it.
- Council have not upgraded infrastructure in the area to facilitate an increase in commercial type developments whilst ensuring impacts on residents are minimal.
- Much needed infrastructure upgrades have not been delivered to keep up with the traffic demand. Arthur Summervilles Road has not been designed to cater for the increase in residential development, let alone the increased traffic demand from the Child Care Centre.

- The applicant has submitted a 'Traffic Impact Assessment' prepared by a RPEQ engineer which includes an assessment and analysis of the traffic impacts of the development on the local road network.
 Specifically, the 'Traffic Impact Assessment' stipulates the following:
 - The assessment includes an intersection and driveway capacity analysis using the anticipated vehicle trips and traffic count results which demonstrates that both the Arthur Summervilles Road/Elaine Street intersection and site access driveway will be operating within acceptable capacity limits with limited queuing and delays, having regard to additional traffic generated by the development.
 - The assessment demonstrates that traffic generated by the proposed development can be accommodated for without any mitigation works required from a capacity perspective.

Driveway Location

- The proposed driveway location onto Elaine Street instead of Arthur Summervilles Road is not appropriate.
- The proposed driveway location onto Elaine Street will cause congestion and queuing in Elaine Street and Arthur Summervilles Road as vehicles wait to perform a right turn into Elaine Street.
- Vehicles currently park on both sides of Elaine Street during school drop off/pick up times which will reduce visibility for vehicles entering and exiting the site via the proposed driveway.
- The applicant has submitted a 'Traffic Impact Assessment' which includes an intersection and driveway capacity analysis using the anticipated vehicle trips and traffic count results which demonstrates that both the Arthur Summervilles Road/Elaine Street intersection and site access driveway will be operating within acceptable capacity limits with limited queuing and delays, having regard to additional traffic generated by the development.
- There are existing 'no stopping' and 'pedestrian crossing' regulatory signs on either side of the pedestrian crossings on Arthur Summervilles Road and Elaine Street in accordance with relevant road safety standards which ensure vehicles parking in

the streets will not obstruct pedestrian movements or visibility.

- The submitted 'Traffic Impact Assessment' demonstrates that the proposed driveway and location comply with the relevant Australian Standard.
- A condition has been included in the recommendation to ensure the driveway crossover is constructed in accordance with Council's standards.

Car Parking

- The applicant is not proposing to provide enough car parking in accordance with the requirements of the Parking Code of the *Ipswich Planning Scheme 2006*. The shortfall in car parking will result in an increase in cars parking in the surrounding streets.
- The applicant is proposing tandem car parking spaces for staff which will not be used as staff will park on the street.
- The submitted 'Traffic Impact Assessment' states that a rate of 1 space per 4 children is acceptable based on applicable car parking rates in the Brisbane and Gold Coast local government areas. However, regard should be given to the location of both local government areas being more urbanised with better public transport links. Karalee is not well serviced by public transport routes and therefore employees and visitors will primarily use cars to travel to and from the Child Care Centre and therefore the correct number of car parking spaces should be provided.
- There is already insufficient on-street car parking available near the Karalee State School. The development will reduce the availability of on-street car

- The Parking Code of the *Ipswich Planning* Scheme 2006 requires 1 space per staff
 member (FTE) plus 1 space per 8 children.
 The applicant is proposing to provide a
 total of thirty (30) car parking spaces for
 the development including seventeen (17)
 car parking spaces for staff and thirteen
 (13) car parking spaces for visitors which is
 compliant with the requirements of the
 Parking Code.
- The applicant has indicated that there will be 17 Full Time Employees (FTE) employed at the Centre which includes any casual or part time and support staff, i.e. 'Full Time Employee in business where employees work part time the calculation is based upon the equivalent of 1 person working an 8 hour day or shift'. A condition has been included in the recommendation to ensure the Child Care Centre is limited to 100 children and 17 full time employees.
- A condition has been included in the recommendation requiring the applicant to undertake roadworks along both Elaine Street and Lillian Street to ensure the development is serviced by concrete kerb and channel and footpath infrastructure in accordance with Council's standards.
- Car parking for waste collection and service vehicles is not required as the vehicles can

parking spaces in the surrounding streets.

- The construction of a driveway crossover onto Elaine Street will reduce the number of available onstreet car parking in Elaine Street.
- The developer has only provided car parking spaces for full time staff and not casual employees who will have to park in the surrounding residential streets which don't have appropriate drainage or kerb and channel (e.g. Lillian Street and Wenona Street).
- The developer fails to address the parking needs of part time, auxiliary and administration staff, and service vehicle parking as part of their proposal.
- Parking spaces for service and waste collection vehicles has not been provided on-site.

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Persons with a Disability

 The applicant has not addressed how the Child Care Centre will cater to children with disabilities. Conditions have been included in the recommendation to ensure adequate access and car parking is provided for persons with a disability in accordance with the requirements of the *Ipswich Planning* Scheme 2006.

utilise the proposed internal driveway to

service the site.

 Notwithstanding Council's requirements, the Child Care Centre operator will need to comply with relevant legislation and regulations applicable to Child Care Centres including any requirements of the National Quality Framework with respect to catering for children with disabilities.

Safety

- The increase in traffic and congestion as a result of the proposed development poses a safety risk during school pick up and drop-off times.
- Relevant conditions have been included in the recommendation to ensure that all vehicles enter and exit the site in a forward gear.

- Pedestrian safety is a concern given the increase in traffic, on-street car parking and pedestrian movements.
- The increased traffic as a result of the development will put young lives at risk. The pedestrian crossing on Elaine Street is unmanned and vehicles parking on either side of Elaine Street will reduce visibility and creating blind spots which is a safety concern.
- There have already been incidents outside the school associated with traffic flow.
- The movement of service and waste collection vehicles poses a safety risk to children and the public as there is no way to regulate when these vehicles access the site.
- The suggestion from Council to consider Lillian Street as an option for access does alleviate safety concerns for children.
- There is only one route out of Karalee via Arthur Summervilles Road and Junction Road which both flood.
- Money should not be a priority over the safety of children.

- There is existing 'no stopping' and 'pedestrian crossing' regulatory signs on either side of the pedestrian crossings on Arthur Summervilles Road and Elaine Street in accordance with relevant road safety standards which ensure vehicles parking in the streets will not obstruct pedestrian movements or visibility.
- Service and waste collection vehicles are required to operate within the conditioned hours of operation, being Monday to Friday 6:30am-6:30pm.
- The applicant has submitted swept paths which demonstrate that a waste collection vehicle can enter and exit the site in a forward gear.
- The subject site is not flood affected and has flood free access in the event of a flood.
- Financial factors are not planning matters Council can base its decision on and the safety of children has been considered as part of Council's assessment.

Noise

- Karalee is semi-rural and the noise of 100 children at 6:00am in the morning is not welcoming and will have a significant impact on surrounding residents, exceeding the existing noise impacts experienced due to Karalee State School and the existing Child Care Centre on Arthur Summervilles Road.
- Karalee State School offers before and after school care and activities such as
- The applicant has submitted a 'Noise Impact Assessment' which demonstrates that the development will not have a detrimental impact on the amenity of nearby residents with respect to noise, subject to the applicant incorporate relevant noise reduction design features. Specifically, a condition has been included in the recommendation to require the applicant to provide a 2.0m high acoustic barrier along part of the southern property boundary and southern end of the

swimming carnivals, Easter and Christmas parades and events, national holiday events, discos and parent/teacher nights which generate traffic and noise and impact residents.

- The surrounding streets are quiet suburban streets, and the proposed commercial scale development will only increase noise impacts on surrounding residents.
- The Child Care Centre would generate noise for 12 hours daily with no respite from the noise even on school holidays.
- Service and waste collection vehicles will result in an increase in noise levels which has not been considered as part of the submitted 'Noise Impact Assessment'.
- It has not been demonstrated how the sewerage holding tanks can be emptied during the hours of operation. If collection were to occur outside the hours of operation, it would considered noise pollution, which has not been considered in the submitted 'Traffic Impact Assessment' or 'Noise Impact Assessment'.
- There is no guarantee that the developer will provide adequate fencing along the southern property boundary to reduce noise impacts on the adjoining residents.
- Vehicle noise monitoring was undertaken between 22 February 2021 to 3 March 2021. The monitoring should be undertaken during the winter months as insect noise is greater in summer.

proposed car park and staff courtyard and services area in accordance with the recommendations the assessment.

- Standard conditions for acoustic treatments have also been included in the recommendation with respect to the use of outdoor public address systems, amplified or live music, play equipment, metal grilles/plates and mechanical plant and equipment.
- Conditions have been included in the recommendation to ensure the Child Care Centre operates between the hours of Monday to Friday 6:00am and 7:00pm in accordance with the recommendations of the submitted 'Noise Impact Assessment'.
- Service and waste collection vehicles including the on-site effluent collection vehicle are required to operate in accordance with the recommendations of the 'Noise Impact Assessment' and within standard day-time hours, being Monday to Friday 7:00am-6:30pm.
- Impacts on surrounding residents including noise impacts as a result of the existing operations of the Karalee State School is not a planning matter Council can base its decision on.
- Insect noise would have into consideration as the applicant's acoustic consultant has undertaken modelling in accordance with Australian Standard 1055.1-1.

Odour

- The odour from the on-site effluent system will adversely affect the surrounding residents every time the effluent is collected.
- The applicant has not demonstrated how odour emissions from on-site effluent collection will not affect the amenity of surrounding residents.
- When the tanks servicing Karalee State School are pumped, the smell travels some distance, and it is anticipated that the tanks for the Child Care Centre will have the same impact.
- The effluent tanks and waste collection bins are proposed to be located within close proximity to the southern property boundary, adjoining existing residents which will have a direct odour impact on the bedrooms located along the northern side of the dwelling on the adjoining site.
- The effluent tanks should be appropriately located to reduce odour impacts on all residents.
- An independent odour assessment should be undertaken by a company not associated with the developers.

- In order to mitigate any odour impacts on nearby residents, the applicant is proposing the following:
 - The tanks are proposed to be located as far away as practicable from the adjoining residents to the south.
 - A holding tank venting system is to be installed and sealed hatchets are to be used for the holding tanks to ensure any odours are vented via the release point.
 - Transfer of sewage from the holding tanks to the waste collection vehicle will be via a an in-tank pump system minimising any potential noise emissions and odour emissions.
 - The waste collection vehicle parking area is to be bunded to contain any spills with a diversion valve directing any spills back to the underground tanks.
- A condition has been included in the recommendation which requires the applicant to provide a holding tank venting system and to submit a 'Sewage Management Plan' to ensure any odour and noise impacts are appropriately managed.
- The applicant will be required to submit a certificate of compliance prior to the commencement of the use from an independent and suitably qualified air quality consultant demonstrating that the relevant Australian Standard has been complied with respect to holding tank ventilating system.

On-site Effluent System

- It has not been demonstrated how the sewerage holding tanks can be emptied during the hours of operation.
- There is insufficient room available on site to facilitate the safe collection of on-site effluent.
- In order to mitigate any odour impacts on nearby residents, the applicant is proposing the following:
 - The tanks are proposed to be located as far away as practicable from the adjoining residents to the south.
 - A holding tank venting system is to be installed and sealed hatchets are to be

- The amount of effluent that will be produced by a Child Care Centre with capacity for 100 children and staff is better suited to a site serviced by reticulated sewer.
- Locating a 100 children and staff on a lot serviced by on-site effluent is concerning.
- used for the holding tanks to ensure any odours are vented via the release point.
- Transfer of sewage from the holding tanks to the waste collection vehicle will be via a an in-tank pump system minimising any potential noise emissions and odour emissions.
- The waste collection vehicle parking area is to be bunded to contain any spills with a diversion valve directing any spills back to the underground tanks.
- A condition has been included in the recommendation which requires the applicant to provide a holding tank venting system and to submit a 'Sewage Management Plan' to ensure any odour and noise impacts are appropriately managed.
- The applicant will be required to submit a certificate of compliance prior to the commencement of the use from an independent and suitably qualified air quality consultant demonstrating that the relevant Australian Standard has been complied with respect to holding tank ventilating system.

Location

- There are more appropriate locations for the proposed Child Care Centre in Karalee and surrounding suburbs which are serviced by reticulated sewer, and where the development wouldn't have a detrimental impact on the amenity and safety of adjoining residents or traffic and car parking.
- The location suits the developer and not the residential community which will be impacted by the development in the long term.
- The development would not have been considered if the address for the property was on Elaine Street as Elaine Street is not a main road.

- The development application has been assessed against the relevant assessment benchmarks having regard to the location and characteristics of the subject site.
- The property address is not a planning matter Council can base its decision on.
 Proposed access for the development onto Elaine Street has been considered as part of the assessment of the application.

Large Lot Residential Zone

- The property is located in a residential zone and those neighbouring the property or within close proximity purchased their properties in good faith, expecting that the lot would be used for residential purposes.
- The site is currently zoned Large Lot Residential and is surrounded by residential housing. The site is not suitable for a commercial development such as a Child Care Centre.
- The proposal is not consistent with the character of surrounding properties and will have adverse impacts on the surrounding community and environment.
- The locality is already serviced by a School and several Child Care Centres.
 The addition of another non-residential use will further detract from the intent of the zone.

- The proposal complies with the specific outcomes sought for non-residential uses in the Large Lot Residential Zone. Specifically:
 - The proposed Child Care Centre will be fulfilling a local community need as demonstrated by the submitted 'Economic Needs Assessment' prepared by the applicant.
 - The proposed Child Care Centre will be co-located with another nonresidential use, i.e. Karalee State School and will be easily accessible to the population it serves.
 - The applicant has demonstrated through various technical reports that the proposed development will not have a detrimental impact on the amenity of nearby residents through the generation of odours, noise, waste production, traffic or lighting.
 - The proposed Child Care Centre is a single a storey building which is commensurate with the bulk and scale of a residential dwelling.

Compliance with the *Ipswich Planning*Scheme 2006

 The proposal does not comply with the relevant planning scheme provisions.

The proposal generally complies with or has been conditioned to comply with the requirements of the *Ipswich Planning* Scheme 2006.

Landscaping

- There is insufficient area available on the site to allow for the Child Care Centre development to be provided with sufficient landscape buffers.
- There is no buffer provided to the residential property to the south which does not comply with the Community Use Code of the *Ipswich Planning Scheme 2006*. The report submitted by the applicant states that the proposal complies, yet an outdoor play area is proposed within the setback, not landscaping.
- The applicant is proposing 2.46m wide landscape buffer (average width) along the southern boundary of the subject site. The proposed landscape buffer is considered reasonable in this instance as the applicant has demonstrated that the location of the Child Care Centre building and outdoor play areas will not have a detrimental impact on the amenity of residents to the south. Specifically, appropriate fencing including acoustic fencing and landscaping along the southern property boundary will ensure the amenity and privacy of the adjoining residents is maintained.

- In accordance with the Community Use Code, 'landscape buffers with a minimum width of 10 metres are provided to the side and rear boundaries where the site abuts land in a residential zone'. The submitted proposal plans do not illustrate that a sufficient buffer is proposed.
- The area between the proposed Child Care Centre and southern property is boundary is unlikely to be maintained by the developer and will become an eyesore.

Boundary Fencing

- There is no guarantee that the developer will work with the adjoining land owner to the south to provide adequate fencing.
- The applicant is required to provide a 2.0m high acoustic along part of the southern property boundary and along the southern boundary of the car park and staff courtyard/services area in accordance with the submitted 'Acoustic Impact Assessment'.
- A condition has been included in the recommendation which requires the applicant to provide a 1.2m high pool style fence for the remainder of the southern property boundary unless otherwise approved in writing by Council and in consultation with the adjoining land owner.

Privacy and Residential Amenity

- The development will result in a lack of privacy for surrounding residents.
- Consideration needs to be given to the impacts of the development on long term residents and their living conditions. The development will have a direct impact on surrounding residents which want to live in peace and quiet and have their privacy maintained.
- The proposed two (2) storey Child Care Centre would result in overlooking into surrounding homes.
- The proposed Child Care Centre is a single a storey building which is commensurate with the bulk and scale of a residential dwelling. Relevant conditions have been included in the recommendation to ensure privacy fencing is provided along the southern property boundary to maintain the privacy of the adjoining residents.

Environment

- The developer has no respect for the environment or environmental impacts as they have undertaken clearing and earthworks prior to obtaining a development permit.
- Council fines need to be sizeably increased to ensure Council regulations and processes are followed prior to clearing being undertaken.
- Previous vegetation clearing on the subject site is a separate matter and has not been considered as part of the assessment of this application as the site is currently clear of any vegetation.
- Conditions have been included in the recommendation to ensure landscaping incorporates native, non-invasive plant species.

Rubbish

 The development will result in extra rubbish ending up in residents' yards on top of the rubbish generated from the school. Relevant conditions have been included in the recommendation to ensure waste is appropriately stored and collected from the site.

Crime

 The Child Care Centre would increase crime in the area by attracting opportunistic criminals and vagrants when the Child Care Centre is vacant.

- As far as practicable, the design of the proposed Child Care Centre provides opportunities for casual surveillance from the building to the street.
- Conditions have been included in the recommendation to ensure front fencing is 1.2m high pool style fencing to enable some outlook to the street where possible to achieve safety and surveillance.

Property Values

 The development will have a negative impact on property values for properties within close proximity to the development. The impact of the development on property values is not a planning matter Council can base its decision on.

Public Notification

 There was no publication in any local newspaper that distributes to any of the homes that would be directly impacted by the development, i.e. no one in Elaine Street, Oxley Drive or Arthur Summervilles Road received a paper with the development listed. The applicant submitted a notice of compliance confirming that public notification was undertaken in accordance with the requirements of the *Planning Act* 2016.

Existing Child Care Centres and School/s

 The development of a Child Care Centre a few metres from an existing Child Care Centre and the Karalee State School is unnecessary. The 'Economic Needs Assessment' submitted by the applicant demonstrates that proposed Child Care Centre will be fulfilling a local community need.

- There are already three existing Child Care Centres within 1-2 minutes' drive from Karalee State School which should be sufficient to meet the needs of the community and those who have children enrolled at Karalee State School.
- The development will not cater to older children. Karalee State School is near capacity with no plans to expand. There are also no plans for a high school.
- As the development application takes into account land that has not yet developed, another Child Care Centre in this area will detract from existing businesses that employ locally and will affect occupancy and staffing levels, thus affecting the jobs of existing employees.
- It is important to protect existing businesses that employ locally instead of allowing commercial development to occur which isn't needed in the area.

- Specifically, the assessment identifies that there is growing demand for Child Care facilities in the catchment area, with indicative current undersupply of 46-72 full time equivalent places and an undersupply of 121-146 places based on population forecasts for 2041.
- Employment decisions made by Child Care Centre operators is not a planning matter Council can base its decision on.

Economic Needs Assessment

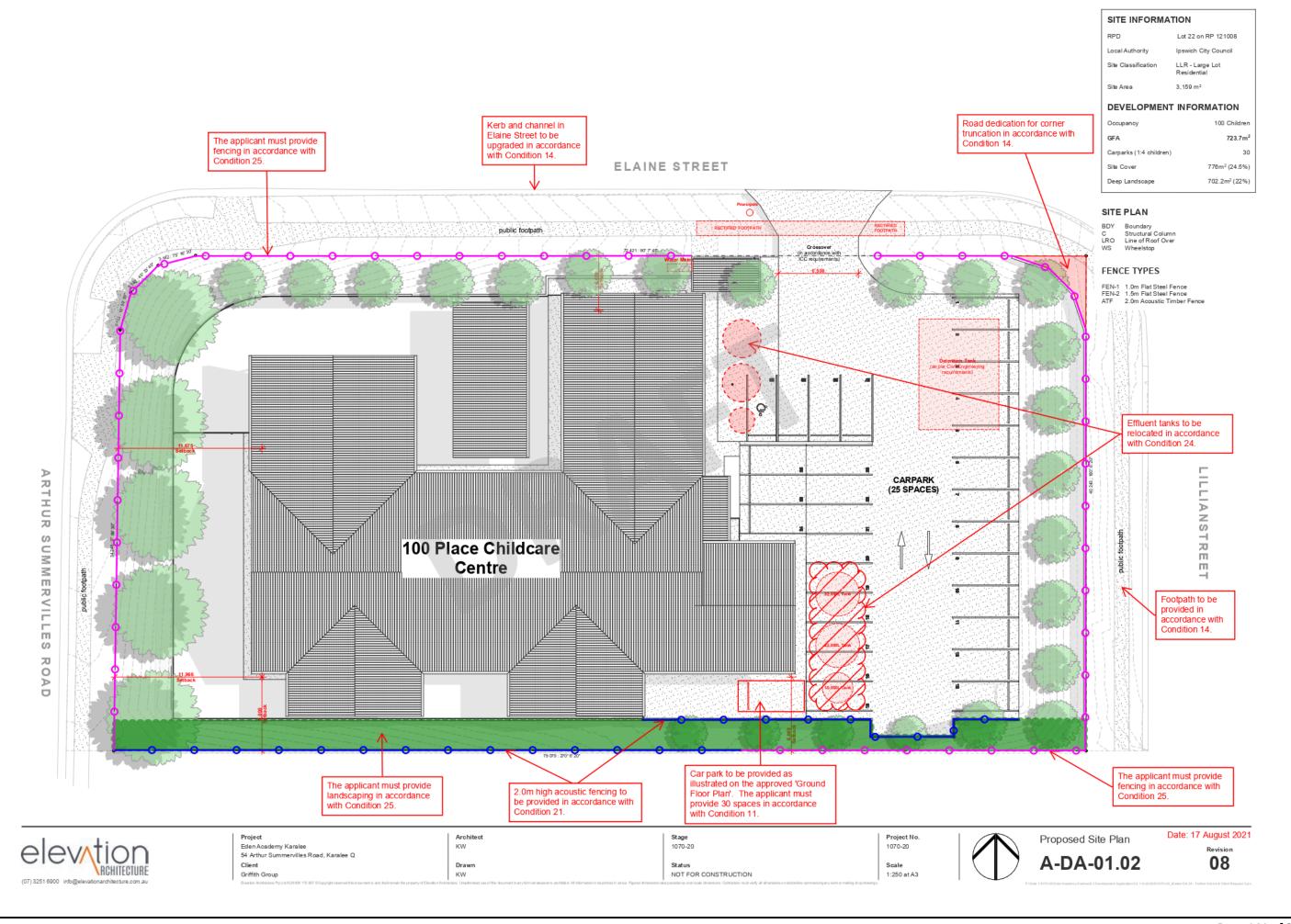
- The submitted needs assessment takes into account developments that have not been approved which is not standard practice and should be removed from the assessment as the developments may not be undertaken. Standard practice is to use existing growth rates for the area, not perceived or projected growth rates.
- Currently there are five Child Care
 Centres in Karalee, two are located on
 Arthur Summervilles Road, and a third
 is accessed from Harold Summervilles
 Road. None of these Child Care Centres
 are full and by introducing a 100 place
 Child Care Centre, these businesses
- The 'Economic Needs Assessment' submitted by the applicant demonstrates that proposed Child Care Centre will be fulfilling a local community need. Specifically, the assessment identifies that there is growing demand for Child Care facilities in the catchment area, with indicative current undersupply of 46-72 full time equivalent places and an undersupply of 121-146 places based on population forecasts for 2041.

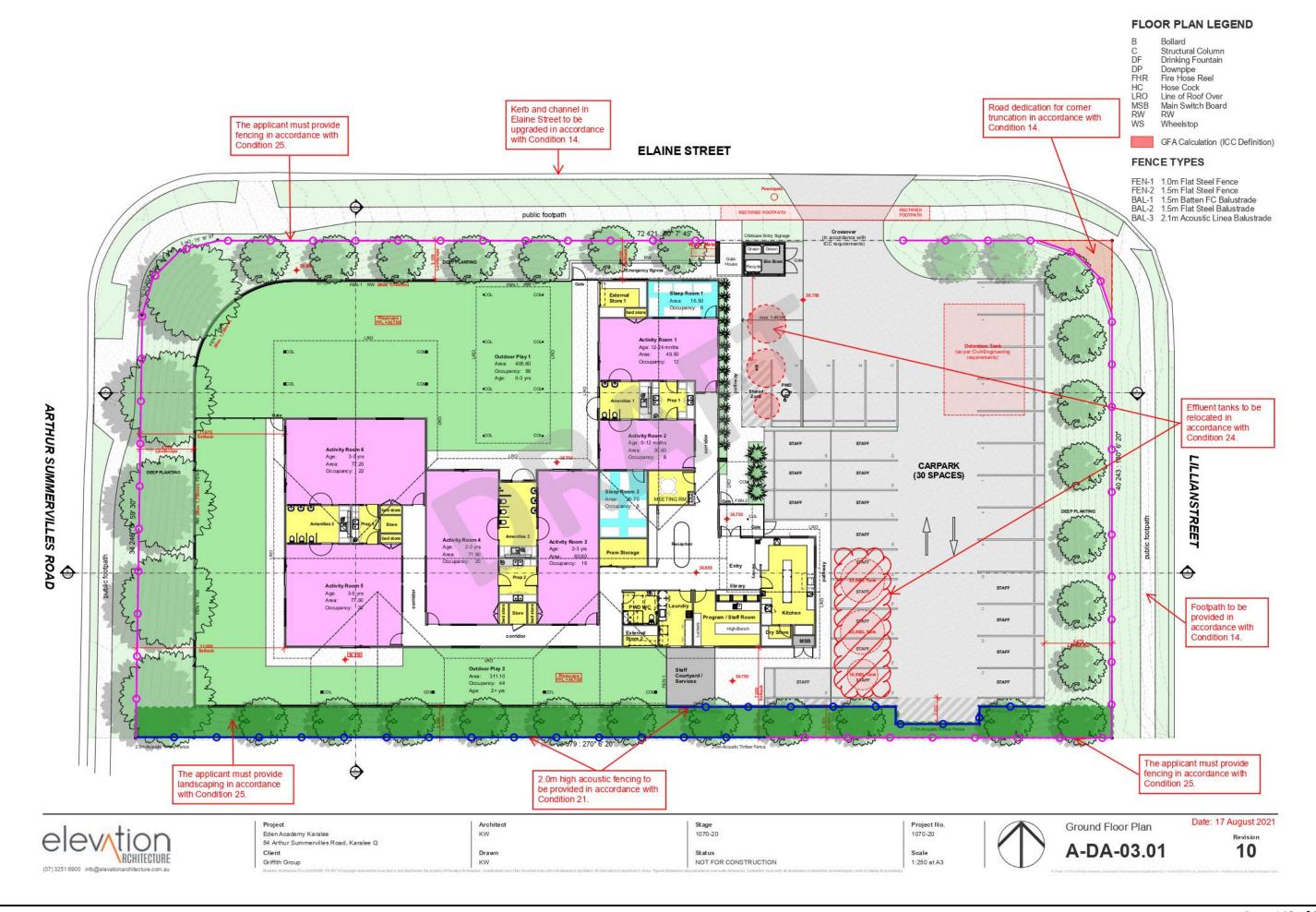
which are family owned and operated and employ local residents will be adversely affected by the incorrect needs assessment submitted by the applicant.

Assessment Process

- The application should collectively be determined by Council's elected representatives via the Growth, Infrastructure and Waste Committee and at a full Council meeting, rather than delegated to a Council officer to make. This will ensure the Local Government Act 2009 principles of democratic representation and transparent and effective decision making in the public interest are enacted. This also aligns with Council's 'Framework for Development Applications and Related Activities'.
- A total of 280 submissions were received during the public notification period of the application and therefore the application will be decided by full Council at the Growth, Infrastructure and Waste Committee or Council Ordinary Meeting in accordance with Council's 'Framework for Development Applications and Related Activities Policy'.

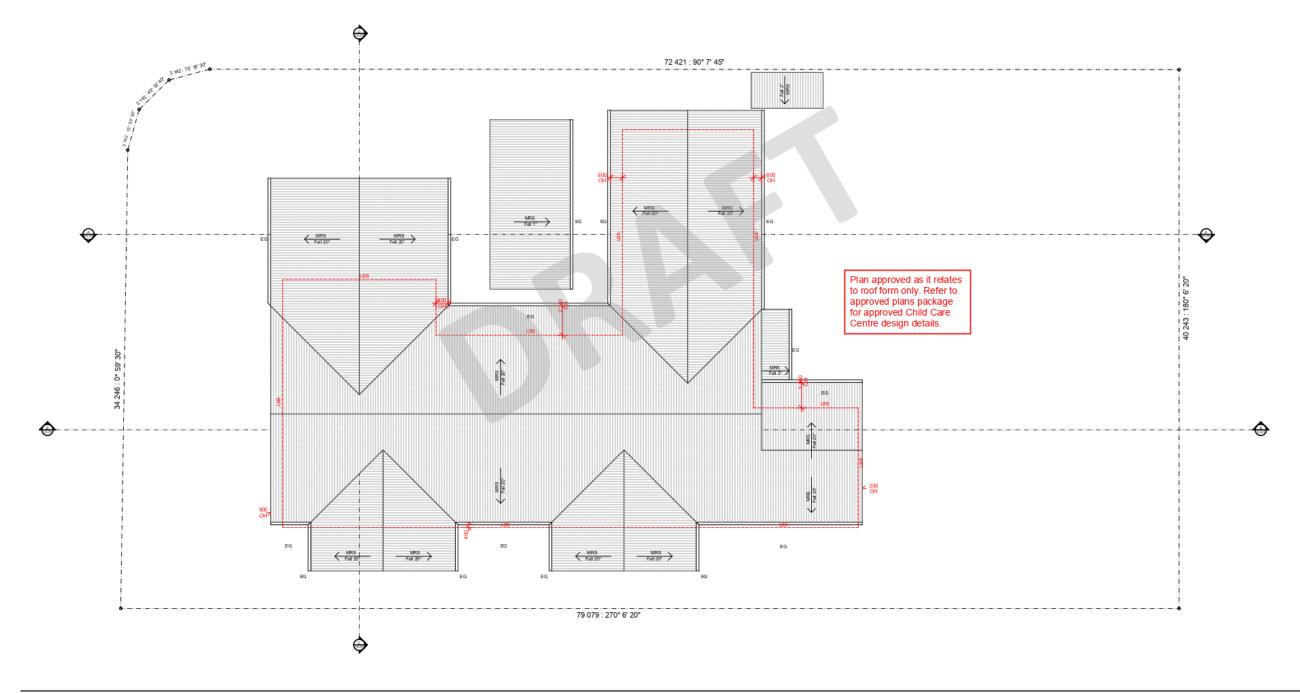






ROOF LEGEND

DP Downpipe
EG Eaves Gutter
LBB Line of Building Below
OH Overhang
MRS Metal Roof Sheeting

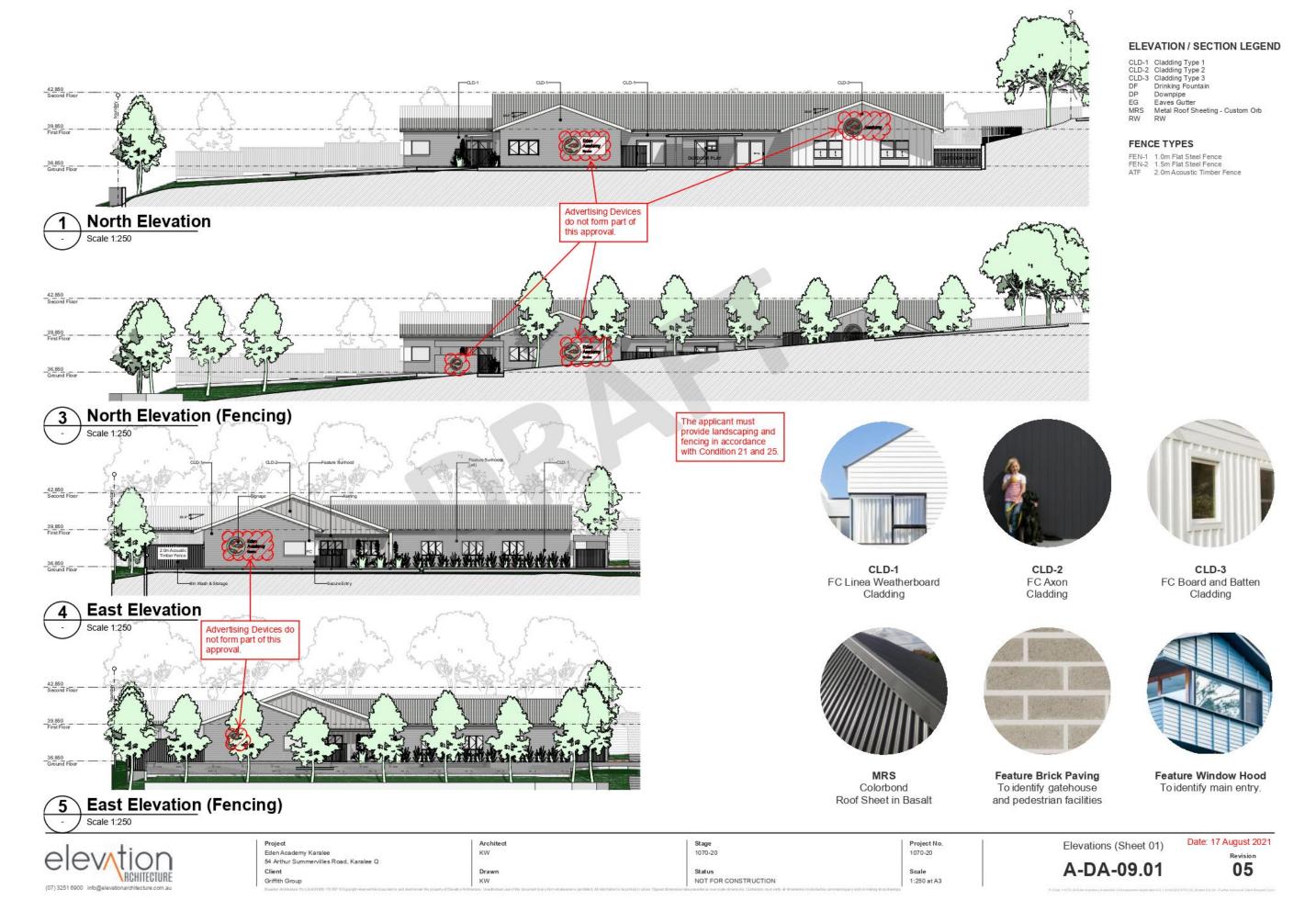


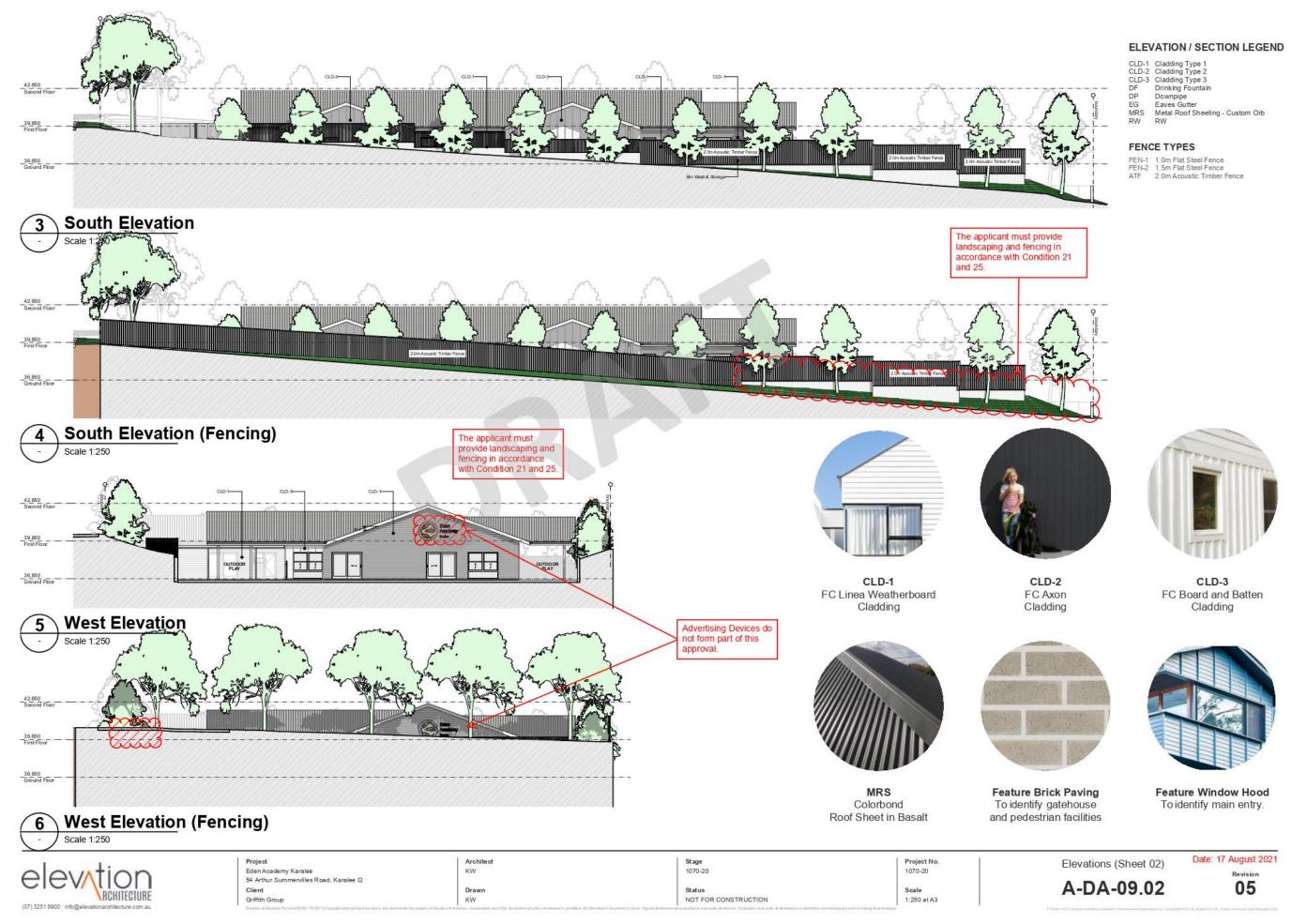


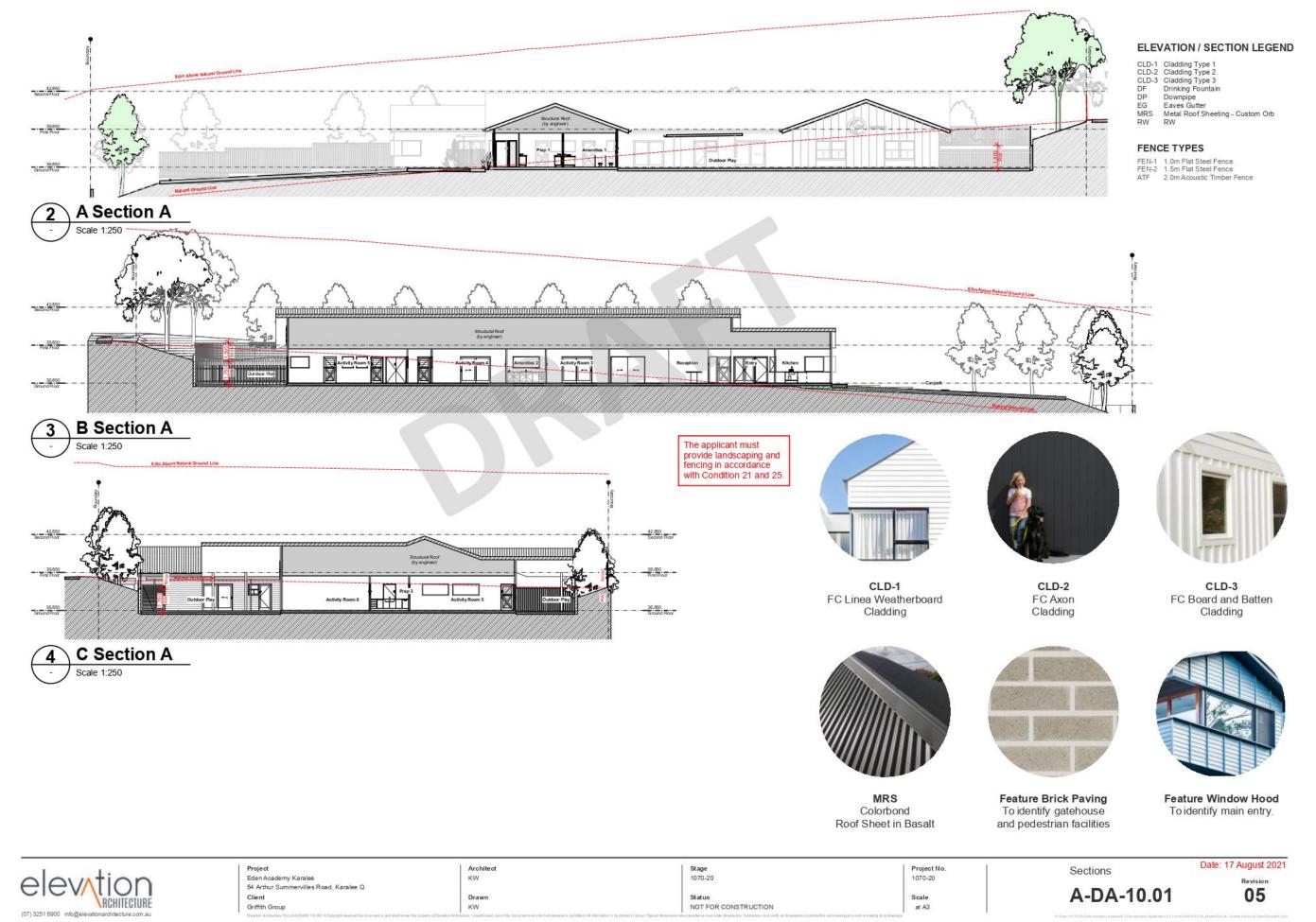
Project Eden Academy Karalee 54 Arthur Summervilles Road, Karalee Q Client Griffith Group Architect KW Drawn KW Stage 1070-20 Status NOT FOR CONSTRUCTION Project No. 1070-20 Scale at A3

Roof Plan
A-DA-04.01

Revision **05**









Cnr Elaine Street & Arthur Summervilles Road Perspective



Entry Perspective



Carpark Entry Perspective



Elaine Street Perspective



Project Eden Academy Karalee 54 Arthur Summervilles Road, Karalee Q

Architect KW Drawn KW

Stage 1070-20

Status NOT FOR CONSTRUCTION

Project No. 1070-20 Scale at A3

Renders

Date: 17 August 2021

A-DA-22.01 04



ANNOTATION NOTES

SITE ENTRY / EXIT

PEDESTRIAN ENTRY

- GATED PEDESTRIAN ACCESS FROM CHILD'S OUTDOOR PLAY SPACE TO ELAINE STREET
- SITE ENTRY TO BE DEFINED BY FEATURE SHADE TREES SYZ lue, MAINTAINED WITH 1800mm CLEAR TRUNK TO ENSURE OPEN SIGHTLINESS. TREE TO BE UNDERPLANTED WITH SHRUBS GAU lin, WES JG AND GROUNDCOVERS LIR EG AND STA byz
- SITE CORNER TO FEATURE SYZ lue, UNDERPLANTED WITH WES JG AND GROUNDCOVERS STA byz
- 6 LARGE TREES LOP con & MEL leu PLANTED AT TIGHT CENTERS TO SHADE AND BUFFER CAR PARK / BIN STALL FROM LILLIAN STREET AND ADJACENT PROPERTY, TREES TO BE UNDERPLANTED WITH SHRUBS SYZ EL, WES JG WES ZEN, GROUNDCOVERS LOM KB, LOM SHA AND GAZ rig USED TO PLANT OUT BALANCE OF AREA

ARGE TREES LOP con & MEL leu TO PROPERTY BOUNDARY, TREES TO BUFFER CHILD CARE FROM STREET FRONTAGES. TREES TO ALSO PROVIDE ADDITIONAL AMENITY TO EXISTING FOOTPATHS. TREES TO BE UNDERPLANTED WITH SHRUBS SYZ EL. WES JG WES ZEN. GROUNDCOVERS LOM KB. LOM SHA AND GAZ rig USED TO PLANT OUT

PLANTING TO SWALE TO INCLUDE LOM hys, LOM TAN, LOM KAT & LOM Ion. PLANT SPECIES SELECTED FROM WATER SENSITIVE URBAN DESIGN - TECHNICAL DESIGN GUIDELINES FOR SOUTH EAST QUEENSLAND

BALANCE OF AREA

- PLANTING TO EMERGENCY EGRESS & SECURE ENTRY TO FEATURE SHRUBS GUA lin, LAV den AND WES JG. SHRUBS TO BE UNDERPLANTED WITH BRA mul
- 10 EXISTING FOOTPATH AND VERGE TO BE RETAINED - MAKE GOOD ANY DAMAGE DURING CONSTRUCTION
- 11 NEW FOOTPATH, KERB AND CHANEL TO LILLIAN STREET, REFER TO CIVIL ENGINEERS DRAWINGS FOR DETAILS

TURF TO CORNER ADJACENT AREA WHERE EXISTING FOOTPATH CROSSES INTO PROPERTY

- 13 REFER TO CIVIL ENGINEERS DRAWINGS FOR DRIVEWAY CROSS OVER DETAILS
- REFER TO CIVIL ENGINEERS DRAWINGS FOR RETAINING WALL DETAILS
- 15 REFER TO ARCHITECTS DRAWINGS FOR ALL FENCE TYPE DETAILS
- 16 PLAY SPACE TO BE DESIGNED BY OTHERS

NOTES

1. REFER TO DRAWING SK010 FOR PLANT SPECIES SCHEDULE, IMAGES AND GENERAL NOTES

Refer to the approved plans package for the approved Child Care Centre design details. This plan is approved as it relates to landscaping only subject to the requirements outlined in Condition 25.





54-56 ARTHUR SUMMERVILLE DRIVE, KARALEE LANDSCAPE CONCEPT PLAN **GROUND FLOOR PLAN**



ABN 80 169 838 144

scale | 1:200 for A1 job no. | 2102-012 date JUN 2021 rev no. D

approved E. NICHOLAOU* SK001

5636/2021/MCU - INDEPENDENT DECISION REVIEW PANEL REPORT

28 OCTOBER 2021

Development Application	5636/2021/MCU
Application Description	Material Change of Use – Community Use (Child Care Centre)
Location	54-56 Arthur Summervilles Road, KARALEE QLD 4306
Owner	Cherish Enterprises Pty Ltd
Applicant	Griffith Group One Pty Ltd
Reason for Referral	Contentious application receiving >50 submissions
Panel Members	Kate Isles – Planning (Chairperson) Shelley McCormack – Economics Dale Kleimeyer – Traffic

EXECUTIVE SUMMARY

This is a report concerning an application seeking approval for a Material Change of Use – Community Use (Child Care Centre) over land at 54-56 Arthur Summervilles Road, Karalee.

The subject application requires determination by Council in accordance with the Framework for Development Applications and Related Activities Policy as more than 20 properly made submissions objecting to the proposed development were received. Accordingly, the application is considered to be a Sensitive Development Matter.

The proposed development has been assessed with regard to the applicable assessment benchmarks. A public hearing involving the applicant, submitters, council officers and Mayor and Councillors was held Thursday, 14 October 2021.

As a result of the assessment and having regard to the submissions (as further explained in the public hearing) the IDRP recommendation is to agree with the proposed Council recommendation to approve the development application, subject to changes or inclusion of additional conditions.

PANEL REVIEW

The panel is exercising its functions as per the terms of reference have taken into consideration the following:-

- 1. Public notification and submissions received;
- 2. Public hearing;
- 3. Review of the Officer's Recommendation; and
- 4. The relevant legislation and planning scheme.

Public Notification and submissions received

The Panel understands that based on the common materials available that the application was subject to Impact assessment which was carried out between 25 May 2021 and 17 June 2021. During this time 280 properly made submissions were received. It is further noted that a petition was also tabled with council containing approximately 858 signatures.

The Panel is satisfied that the public notification was carried out as required.

It is noted that of the submissions received the following were the main matters raised:-

- Conflict with the Planning Scheme
- Demonstration of Need
- Traffic

Other matters were also raised including acoustic, landscape treatment, odour, on-site effluent treatment, and impacts on amenity.

The submissions section of the Officer's report provides an overview of the matters raised by the submitters and the assessment undertaken. As elaborated on further, it is the Panel's view that further consideration of the matters raised in the submissions is warranted.

Public hearing

The Panel members attended and chaired the Public hearing held on 14 October 2021. Presentations from both applicant and submitter were provided. The Panel notes and publicly stated the quality of the presentations provided and commended presenters on the succinct and concise approach to the relevant matters by both sides. It is noted that four members of the community spoke in the submitter presentation. There were approximately 50 people in attendance at the session.

The Panel noted that the Public hearing provided further valuable context on matters already under review. The Public hearing was an important and effective platform and has informed the Panel's recommendation.

Review of the Officer's Recommendation

The Panel has undertaken a full review of the Officer's report. As detailed further under Panel Comments aspects of the application are considered to require further consideration.

Panel Comments

The Panel has formed the view that the key matters for consideration include:-

- 1. Demonstration of Local Community Need as per S03 of the Large Lot Residential Zone code;
- 2. Provision of appropriate Landscape Buffer as per 12.12.4 of the Community uses code;
- 3. Demonstration that the site can be appropriately serviced by a heavy rigid vehicle which is required for the purpose of effluent disposal;
- 4. Demonstration that the internal carparking layout is compliant with relevant standards; and
- 5. Demonstration that a short right turn auxiliary lane (CHRs) into Elaine Street from Arthur Summervilles Rd is compliant with relevant standards

IDRP Comment - Demonstration of Local Community Need

An 'Economic Needs Assessment' was submitted by the applicant which identified a current undersupply of 46-72 child care places in the Main Trade Area in 2021 which increases to 121-146 child care places in 2041.

The Panel's review has been informed by the material provided in the assessment benchmarks, properly made submissions (and further explained during the public hearing) and consideration of relevant data sources to inform the assessment, including the Australian Bureau of Statistics (2016 Census data and estimated resident population estimates post Census), official population projections prepared by the

Queensland Government's Statistician's Office, details regarding existing child care facilities from the Australian Children's Education & Care Quality Authority (ACECQA) and service enrolment data from the Queensland Government's Early Childhood Education and Care Census.

In undertaking an assessment of economic need for a proposed child care centre (otherwise referred to as a long day care centre), consideration is given to the following factors:

- Geographic definition of the main trade area (or catchment) for the proposed child care centre, taking into consideration a number of factors, including:
 - Existing and proposed road network;
 - Natural/artificial or psychological barriers that may hinder perceptions of convenience and accessibility;
 - o Primary school main trade area boundaries;
 - Location of competitive child care centres (existing and approved);
 - Australian Bureau of Statistics geographies for which Census data is available. Given that child care centres service a local need, main trade areas are typically defined based on SA1 or SA2 boundaries;
- Socio-economic characteristics of the main trade area to inform assumptions relating to the incidence of children utilising child care services within the main trade area;
- Population estimates and projections by age cohort (i.e. children aged 0-4 years as this represents the key cohort for child care services);
- Existing and approved child care supply within the main trade area, including consideration of both
 quantitative (e.g. number of places at each centre) and qualitative factors (e.g. National Quality Service
 rating). This assessment is limited to identification of existing and approved facilities that operate as a
 long day care centre and provide care to children from 0 years of age, and excludes facilities such as
 family day care and kindergarten services that are not provided in a long day care setting (e.g. C&K
 facilities that operate limited hours and do not provide care outside of the school term);
- Sources of demand for child care places at the subject site, i.e. whether the proposed child care centre will predominately cater to the needs of local residents or whether it will source significant enrolments from beyond the defined main trade area (which can be the case for child care centres located in proximity to major employment centres). This assessment is informed by consideration of service enrolment data, which is available at the SA2 level and above for the 2016 to 2020 period. As with the supply assessment, the demand assessment considers demand only for long day care services and excludes the demand for alternative options such as family day care and kindergarten services; and
- Impact on the proposed child care centre on existing and approved child care centres, including
 whether the proposed development is anticipated to lead to the potential closure of existing facilities or
 delay/defer the development of approved child care facilities.

The Location IQ report has considered the factors outlined above, but our review has identified the following shortcomings:

- Projected population: The Location IQ report contends that the population of the main trade area is
 projected to increase from 9,650 persons in 2020 to 13,810 persons in 2041. Whilst the Location IQ
 report has marginally understated the 2020 population (ABS estimated resident population data
 released subsequent to the completion of the report in February 2021 indicates a main trade area
 population of 9,739 persons), we are of the view that the main trade area population would be lower at
 12,989 persons by 2041;
- Projected 0-4 year population: The Location IQ report anticipates the 0-4 year population within the
 main trade area would increase from 614 persons in 2020 to 812 persons in 2041. Our review suggests
 that whilst the 0-4 year population in 2020 is again marginally understated (ABS data identifies 625
 children aged 0-4 years in the defined main trade area), the 0-4 year population would be lower at 766
 children by 2041;
- Demographic characteristics: We note that the Location IQ report does not consider labour force

characteristics in their demographic overview of the main trade area, which are key drivers influencing participation in child care. Our review identifies that the main trade area is characterised by a significantly higher incidence of full time employment and higher levels of labour force participation by both males and females relative to the state average. These characteristics are indicative of higher than average demand for child care places, which is consistent with the Location IQ assessment;

- Participation in child care: The Location IQ assessment has assumed that 60% of children aged 0-4 years within the main trade area would utilise child care services throughout the projection horizon. This represents an optimistic assumption for the defined main trade area. The review has assumed that the proportion of 0-4 year olds in child care in the main trade area is currently 55% and increases to 60% by 2031:
- Allowance for children aged 5 years: The Location IQ report has assumed that 10% of children at child
 care services are 5 years of age, whereas it is generally accepted that the 5 year age cohort represents
 6% of children at child care services. The review has adopted the assumption that 6% of children at
 child care services are 5 years of age;
- Net outflow of enrolments: The Location IQ report has assumed no net outflow of enrolments, which is
 unusual for an area which is predominately residential in nature. Typically, parents opt to place their
 children at a child care centre that is either close to their place of residence, close to the school at which
 older sibling/s attend or close to their place of work. The peer review assumes net leakage of 10% of
 locally generated demand.

In assessing the economic need for child care places, a target occupancy rate of 70% to 80% is adopted across the defined main service area, with this occupancy rate representing a balance of supply and demand that provides choice and availability whilst at the same time ensuring centres remain viable and can meet service standards.

Based on a target occupancy rate of 70%, the need for child care places within the main service area is currently limited to 37 places, increasing to 71 places by 2026.

It is noted Specific Outcome SO3 (Non-Residential uses) of the Large Lot Residential Zone Code identifies "each non-residential use fulfils a <u>local</u> community need; and is accessible to the population it serves…". In recognition of the assessment benchmarks, it is the panel's view that the development should be limited to a maximum of 75 places to ensure the non-residential use fulfils a local community need only and will be accessible to the (local) population it serves.

This would necessitate a change to proposed condition 6 (limits of approval) which currently sets a 100 children limit. In addition, the reduction in the maximum number of places may necessitate (or warrant) further design changes by the applicant and as such it may be prudent to seek for these changes prior to a decision on the application.

5.1. Assessment Manager Response

Assessment Manager to respond to any IDRP commentary where necessary.

IDRP Comment - LANDSCAPE BUFFER

Probable Solution 2(d) of the Community Use Code requires a minimum ten (10) metre landscape buffer for the proposed development because the site abuts land in a residential zone. The applicant is proposing a 2.46m wide landscape buffer (average width) along the southern boundary of the subject site which will be partially behind acoustic fencing (that will be 2m in height along the boundary). Refer site plan below.



Whilst play areas supplement the landscape buffer on this boundary it is noted the building (roof) extends out over these play areas effectively to the edge of the landscape buffer and therefore being setback 2.46m from the southern boundary. The outlook of the adjoining southern property is represented in the section below, with the outermost projection of the roof pitch being setback 2.46m.



It is noted Specific Outcome SO3 (Non-Residential uses) of the Large Lot Residential Zone Code requires non-residential uses to maintain a scale and appearance in keeping with the residential amenity and character of the locality with adequate buffering or screening to nearby residential uses. It is considered that the setback of 2.46m to the building and the 2.46m landscape buffer is not in keeping with the large lot residential amenity and character of the locality and that inadequate buffering is provided to the nearby residential use. The Panel also notes, that the landscape buffer requirements for other non-residential land uses outlined in the Community Use Code 2 (c) are a minimum of 4m (with this development proposing 2.46m).

It is the panel's view that the landscape buffer and accordingly the building setbacks should both be increased to a minimum of 5m with the landscaping increased to provide additional large shade trees within the buffer that screen the building at mature height. These changes would necessitate amendments to the proposal plans.

5.2. Assessment Manager Response

Assessment Manager to respond to any IDRP commentary where necessary.

IDRP Comment - EFFLUENT DISPOSAL PUMP OUT

The development proposes to utilise holding tanks for effluent disposal which will be collected from the site via a truck. The tanks are to be located near to the northern boundary under the car park. The applicant proposes to install a holding tank venting system and sealed hatchets are to be utilized to ensure odours are vented via the release point. Council officers have conditioned a sewage management plan (draft condition 24) which requires additional details on the sewage arrangements.

It is understood the tanker pump out is to occur outside child care centre operating hours and may commence as early as 4am. The panel considers pump outs occurring this early as inappropriate for the locality and conditions should be included to ensure pump outs occur during trading hours or at other times which will not adversely affect amenity. In doing so consideration will be required to ensure that the service vehicle can undertake the works in the event there are cars parked in the designated car spaces.

5.3. Assessment Manager Response

Assessment Manager to respond to any IDRP commentary where necessary.

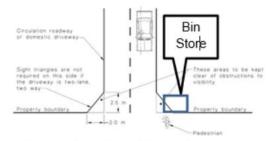
IDRP Comment - INTERNAL CARPARK LAYOUT

The Panel has undertaken a review of the internal carpark layout and raises a number of concerns with the layout as presented in the proposal plans. Specifically:-

(a) The driveway is offset from the car parking aisle and too narrow for simultaneous cars entering and leaving. The lane width available is not sufficient space for two B99 vehicles to pass. Car space 27 (red highlight) is therefore in a vulnerable position with no median kerb protection from the aisle. This is an unsafe outcome which should be reviewed and rectified.



(b) The bin store area partially obstructs pedestrian sight line on exit which is non-compliant with AS2890.1. This outcome should be reviewed and rectified.



- (c) No turning bay has been provided which results in visitors entering to reverse out along the entire length of the aisle which is unsafe. This outcome should be reviewed and rectified.
- (d) The current proposal plans and draft conditions (condition 11) require 17 staff car parking spaces to be provided. Whilst the applicant has provided spaces as per the nominated staff per each identified room, it is unclear if provision has been made for the actual number of staff servicing the entire development, which also include office and support staff such as the centre manager (typically based on-site), cook/chef and float staff (i.e. those staff who cover shifts during lunch breaks to ensure staffing

requirements in each room continue to be met). Based on earlier comments regarding the limitation of the size of the centre to 75 the number of car spaces should be reviewed and amended accordingly as part of revised plans.

(e) There is no parking zone identified in the car park for a service vehicle and there is insufficient space with a service vehicle internal to the site to enter and leave in a forward gear.

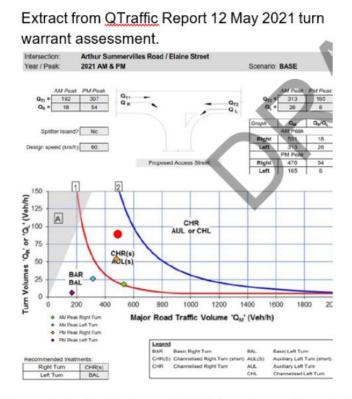
The panel recommends that the internal car parking layout issues identified (a) - (e) above are reviewed and appropriately conditioned as part of the Officer's recommendation.

5.4. Assessment Manager Response

- Assessment Manager to respond to any IDRP commentary where necessary.

6. IDRP Comment - EXTERNAL ROADWORKS

The traffic report demonstrates the right turn from Arthur Somerville Rd South Approach into Elaine Street is 89 vehicles per hour (red dot on below extract). However, a lower value of 54 vehicles per hour has been used in QTraffic Turn Warrant Assessment. Extract from QTraffic Report as follows:



The review of the traffic reporting by the Panel suggests this intersection requires a short right turn auxiliary lane (CHR). No provision for a short right turn lane has been made in the proposal and hence the development is not in accordance with Austroads Guide to Traffic Management Part 6. It is noted this intersection has also been the subject of a previous crash.

The Panel recommends a CHR(s) right turn lane be required in Arthur Somerville Road south approach, including a concept layout for future Operational Works approval.

6.1. Assessment Manager Response

Assessment Manager to respond to any IDRP commentary where necessary.

Overall, the Panel has formed the view that the proposal in its current form does not comply with the Ipswich Planning Scheme and associated standards. The Panel has been made recommendations specifically regarding the size of the centre, the servicing of the centre and the protection of adjoining amenity. As provided for under the *Planning Act 2016*, where there is identified non-compliance with the planning scheme, conditions can be imposed to satisfy the relevant assessment benchmarks.

The Panel is of the view that with appropriate conditions being imposed to limit the size of the centre, undertake roadworks and the provisions of amended plans the proposed Child care centre could achieve compliance with the Planning Scheme. In the event that revised conditions are not imposed as part of the Officer's Recommendation the Panel is of the view that the application as presented in its current form should be refused.

RECOMMENDATION

The Panel recommends that: (select one option)

 IDRP agrees with the proposed Council recommendation, subject to change or inclusion of additional conditions or reasons for refusal.

Signature of IDRP Chairperson

Name: Kate Isles

Discipline: Planning (Chairperson)

Signature of IDRP Member

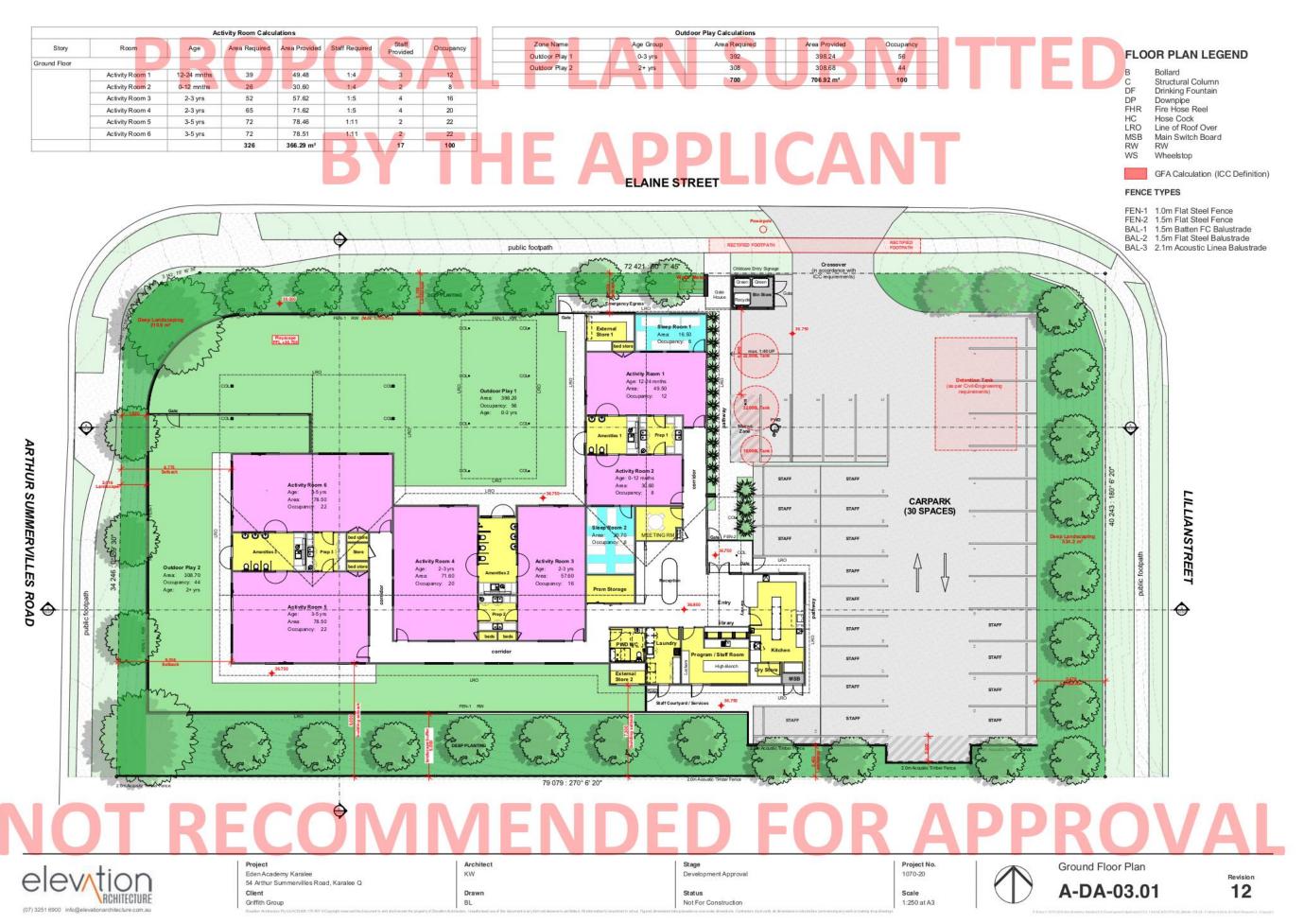
Name: Shelley McCormack - Economics

DIK lumm

Discipline: Economics

Signature of IDRP Member

Name: Dale Kleimeyer Discipline: Traffic



TERMS OF REFERENCE

IPSWICH CITY COUNCIL STANDING COMMITTEES

Adopted Council Ordinary Meeting of 28 July 2020



TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

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TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

1. ESTABLISHMENT

Ipswich City Council has established the following Standing Committee structure:

- Growth, Infrastructure and Waste Committee*
- Governance and Transparency Committee
- Community, Culture, Arts and Sport Committee
- Economic and Industry Development Committee
- Environment and Sustainability Committee
- Ipswich Central Redevelopment Committee

They are established in accordance with <u>section 264 of the Local</u> <u>Government Regulation 2012</u>.

* in accordance with <u>section 257 (1) (c) of the Local Government Act 2009</u>

(Delegation of Local Government Powers), the Growth, Infrastructure and Waste Committee has delegated power

2. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- Local Government Act 2009 ("the Act")
- Local Government Regulation 2012 ("the Regulation")
- Code of Conduct for Councillors in Queensland
- Ipswich City Council's Meeting Procedure Policy
- Ipswich City Council's Code of Conduct

All committee members must abide by the local government principles as outlined in the Act which are:

- (a) Transparent and effective processes, and decision-making in the public interest
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services
- (c) Democratic representation, social inclusion and meaningful community engagement
- (d) Good governance of, and by, local government
- (e) Ethical and legal behaviour of councillors and local government employees.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

3. PURPOSE

Council is committed to deliver increased transparency and accountability to its decision making process. This Terms of Reference for Standing Committees is intended to provide clear and specific information on the purpose, functions and services that each committee is responsible for, as well as the scope, membership and delegated authority (if any). The Committees carry some broad alignment with the following Advance Ipswich Community Plani Future Corporate Plan Themes:

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation.
- Strengthening our local economy and buildingprosperity;
- Managing growth and delivering key infrastructure;
- Caring for the Community;
- Caring for the Environment; and
- Listening Leading and Finance Management.

Refer relevant Annexure for the purpose of each committee.

4. SCOPE AND LIMITATIONS

Refer relevant Annexure for the scope of each committee.

Generally, aAll business of Council is required towill pass through the relevantse Committees. On occasions due to time constraints certain matters may be presented directly to Council where authorised by the CEO. Committees make recommendations for consideration of the full council at its Ordinary meeting. Standing Committees have no delegated authority unless council delegates its authority to a committee in accordance with Section 257(1)(c).

Recommendations will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

The committees will follow the procedures for meetings of council as outlined in the Meeting Procedures Policy with the exception of the following matters which will not apply:

- Welcome to country or acknowledgement of country
- Opening Prayer
- Public participation
- Mayoral Minute
- No standing to speak

The main function of the committees are to:

- provide a forum to enable complex or strategic issues to be discussed;
- receive and consider officer's reports in order to provide a recommended course of action to council to determine matters within the scope of the committee;
- where a committee has been delegated decision making authority, to determine matters within the scope of the committee at the discretion of the committee; and
- ensure the principles of good governance are applied to the decision making process.

4

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

Where matters being considered are of a wider interest to the community and require/or attract media attention, contact will only be undertaken in accordance with Council's Media Policy.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

5. AUTHORITY/ DELEGATION

The committees listed in section 1 have the power to only recommend a course of action to council unless specifically noted.

Council may, by resolution, delegate powers under the *Local Government Act* or another Act to a committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

The Committees listed in item 1 have the power to only recommend a course of action to-council with the exception of the Growth, Infrastructure and Waste Committee which has been delegated power to make decisions on behalf of Council in relation to its assigned responsibilities as outlined in 5.1 and Annexure 1.

5.1 RESPONSIBILITIES

The committees are charged with considering matters of policy or strategy relating to the responsibilities and services as outlined in the relevant Annexure:

Refer relevant Annexure for the responsibilities of each committee.

6. MEMBERSHIP

Council at its Ordinary Meeting of 28 July 2020 resolved that the membership of the committees be as outlined in the relevant Annexure. This was subsequently updated at the Council Ordinary Meeting of 27 August 2020 (refer Officer's Report 15.1 titled Councillor Committee Membership and Conference Delegates).

Refer relevant Annexure for the membership of each committee.

Councillors will be appointed to the committee for the term of the council unless otherwise removed by a resolution of council.

Where In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, applies to any member of a committee, the membership immediately ceases, the office of a Councillor of the Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councillor under <u>Division 1 (Qualifications for Councillors)</u>; or
- is found, on a judicial review, to be ineligible to continue to be a Councillor; or
- does not comply with section 169 (Obligations of Councillors before acting in office)or
- is absent, without the local government's leave, from 2 or more consecutive ordinarymeetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executiveofficer; or
- dies; or

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

becomes a local government employee

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to the scope and responsibilities of the committee, as they align to council's Advance-lpswich Community Plan and the Corporate and Operational Plans. Committee members will consider the implementation of policies relevant to council's corporate functions in relation to the current and future interests of the residents of the local government area.

Committee members are responsible for reading the agenda papers and accompanying reports in advance of committee meetings to:

- identify matters of particular interest or which may be contentious;
- identify any matters which need clarification or additional information to help inform their view, and to contact the Chair or relevant Department Head for further information or advice before the meeting; and
- identify any agenda items where they may have a material personal interest or conflict of interest and be ready to take appropriate action as required by legislation.

6.2 APPOINTMENT OF CHAIRPERSON

The chairperson of the relevant committee shall be appointed by the council in accordance with section 267 (Chairperson of Committee) of the Regulation.

In the absence of the appointed Chairperson from a meeting, the Deputy Chairperson will Chair the meeting. In the absence of both the Chairperson and Deputy Chairperson, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 ROLE OF CHAIRPERSON

The Chairperson is to ensure that the committee agenda meets the priorities set by the council for the committee and that processes adhere to Council's Meeting Procedure Policy.

Each Chair of a Standing Committee is required to:

- a. In consultation with senior management, set the meeting agenda
- b. Meet formally with senior management directly involved in the committee's area of responsibility
- c. Liaise and meet with subject matter experts, on an as required basis, on emerging council issues in relation to the Standing Committee's area of responsibility
- d. Peruse and consider all reports, papers and proposed recommendations before the meeting and consult with senior leaders and councillors as appropriate
- e. Lead Committee Members and meeting proceedings in an effective manner
- f. Ensure any powers delegated to the committee by council are properly exercised
- g. Be the point of contact for other councillors, and where appropriate, members of the public in relation to the Standing Committee's areas of responsibility

In relation to the interaction of the Chairperson and members of the committee with staff, the committee members are to adhere to the policy titled-Councillor

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

<u>Acceptable Requests Guidelines and Staff Interaction Policy.</u>

The Chairperson is to facilitate open and constructive communication amongst committee members, encouraging their contribution to deliberations.

All requests for information and clarification are to be conducted within the committee meeting, as agreed by the committee.

The role of Chairperson allows that councillor to specialise in the areas relating to the relevant committee.

6.4 ROLE OF DEPUTY CHAIRPERSON

The Deputy Chairperson will assume the roles and responsibilities of the Chairperson should the Chairperson be unable to fulfill their role.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

6.5 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the relevant committee in accordance with Council's Meeting Procedure Policy. Where possible, non-members should sit in the observers gallery.

7. MEETINGS

All meetings of the committee shall be open to the public unless <u>permitted under an Act or Regulation or as</u> resolved by the relevant committee that the meeting be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of <u>section 2</u>754J (Closed Meetings) of the Regulation.

7.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the Meeting Conduct Policy and the Meetings Procedure Policy as well as Council's-the Code of Conduct for Councillors in Queensland.

7.2 FREQUENCY AND LOCATION

Council's €committee meetings will be held at the Council Chambers located at 45-Roderick1 Nicholas Street, Ipswich, pursuant to section 257 (Frequency and Place of Meetings) of the Regulation.

The Committees will meet on a <u>schedule as resolved by the Council and in accordance</u> <u>withThursday as per</u> the council and committee meeting calendar.

Although the committee shall meet monthly, the committee can also decide to meet more frequently as and when required by the members.

The schedule of meetings is to be adopted in November/December of each year for the following calendar year.

In accordance with <u>section 277 (2)</u>54B (<u>Public Notice of Meetings</u>) of the Regulation the schedule of meetings must be published <u>on the local government's website</u>, and in other <u>ways the local government considers appropriate</u>. in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee meeting dates. In such circumstances, any changes will be advised in accordance with legislative provisions. the Legal and Governance Branch will be responsible for advertising the new meeting on Council's website and publishing the meeting advice in the local papers as per section 277 (Public Notice of Meetings) of the Act. Committee Members will receive the Agenda for the new meeting 7 days in advance of the meeting.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

7.3 VOTING

The following practices apply to voting at the committee meeting:

- Each councillor is entitled to one vote and must be physically present at the
 meeting to cast their vote or participating in the meeting in accordance with
 the Meetings Procedures Policy or the Local Government Regulation
 2012unless Council has resolved to hold the Committee online.
- Voting at the committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by council).
- A councillor who is present at a committee meeting and entitled to vote but
 who fails to vote on a motion put to the meeting is taken to have voted
 against the motion in the negative.
- For all motions on the agenda and business paper the committee will record
 the names of those councillors who supported the motion and those who
 opposed (or are taken to have opposed) the motion with the exception of
 Procedural Motions.
- This clause extends to a meeting or part of a meeting that is closed to the public, noting that all motions must be moved in open session.
- Council will record all voting in a voting register managed by <u>Meetings</u>
 <u>CoordinationCommittee</u> Section, <u>Legal and Governance Branch</u>.

7.4 QUORUM

A quorum of a committee is defined in accordance with <u>section 2569 (Quorum) of the</u> Regulation:

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum.

7.5 MATERIAL PERSONAL INTEREST/CONFLICTS OF INTEREST

All Members are required to deal with any conflict of interest in accordance with the Local Government Act 2009, Chapter 5B - Councillors' conflicts of interest.section 175C—Councillor's material personal interest and 175E—Councillor's conflict of interest of the Act, committee members must declare their interest, whether they be personal, material, real or perceived.

7.6 AGENDA DISTRIBUTION

The Agenda for all committees will be distributed in accordance with section 254C8 (Notice of Meetings) of the Regulation. Council aims to distribute the committee committee meeting agendas will be provided to councillors no later than close of business on the Friday prior 7 days prior to the meeting date.

The Agenda will be made available to the public in accordance with 254D (Public availability of agendas) of the Regulation.

7.7 REPORTING GUIDELINES

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

The <u>Committees</u> are <u>not-required to exempt from keeping minutes and therefore are required to-keep formal minutes of their proceedings in accordance with section 254F of the <u>Local Government Regulation 2012</u>. <u>However, eEach committee will still-also provide a</u> written report of its deliberations to the Ordinary Council Meeting with the exception of the <u>Growth, Infrastructure and Waste Committee which has delegated power</u>.</u>

Refer Annexure 1 for the reporting guidelines of the Growth, Infrastructure and Waste-Committee.

7.8 LIVESTREAMING

Meetings of all Standing Committees will be livestreamed.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

8. REVIEW AND PERFORMANCE EVALUATION

8.1 TERMS OF REFERENCE

Each committee shall review these Terms of Reference at the first meeting of once pereach calendar year or as and when required.

The purpose, scope and responsibilities of each committee as detailed in the relevant annexures should be reviewed for ongoing accuracy and to ensure the committee is receiving reports that are related to its areas of responsibility.

8.2 PERFORMANCE EVALUATION

Each committee shall undergo a self-assessment process to ensure alignment with these Terms of Reference to, enhance the effectiveness and relevance of the committee by identifying strengths and weaknesses, flagging areas for improvement and planning for future action as appropriate.

To ensure all the services, functions and business of the Committee are undertaken in an appropriate and effective manner, the Chairperson in consultation with the members of the committee will advise the Meetings Coordination Manager at least annually of the ongoing performance of the committee and make any recommendations for considerations by the full council.self assessment process shall be undertaken on a six monthly basis, in June and December each year.

An evaluation form (attached), along with a covering email, will be sent to members of thecommittee in June and December each year so that the evaluation can be undertaken, assessed and an outcome report submitted in time for the July and January meetings.

The covering email will explain how to complete the survey, when it must be returned by, where it must be sent and what will be done with the results. Evaluation forms are to be returned to the Chief Executive Officer who will

collate them for panel review.

The panel shall comprise of the Mayor, the Chairperson and Deputy Chairperson of the Committee, and Chief Executive Officer (Chair).

The panel will review and moderate the responses.

Any moderated score of 4 or 5 will require action to be recommended back to the committee.

A report with the results of the survey and any recommended actions by the panel will besubmitted for implementation to the July and January meetings.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

EVALUATION OF THE OPERATION OF THE COMMITTEE

Name of Committee Member (optional):

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1	2	3	4	5

Please circle your response in accordance with the above range.

LEADERSHIP TEAMWORK AND RELATIONSHIPS

1. Do members of the Committee maintain a workable relationship with other members of the Committee?

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- 1					
- 1	4	3	3	A	
- 1	+	/		4	

2. Does a relationship of respect exist between each member of the Committee?

	1	2	3	4	5
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3. Are the views of all members respected during discussions at Committee Meetings?

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г					
- 1	1	2	2	Λ	E
- 1	+	≠	5	4	→

4. Is the involvement of all Committee members sought by the Chairperson?

1	2	3	4	5
5. Are diffe	erences of opinion on i	issues resolved to the	satisfaction of the Co	ommittee?
1	2	3	4	5
6. Do the	members challenge th	e Chair as appropriat	e ?	
1	2	3	4	5
MEETINGS	and have a wive or time	for the common	ant of Committee 144-	ontings 2
7. Do all m	nembers arrive on time			
	nembers arrive on time	for the commencement	ent of Committee Me	eetings?
7. Do all m		3	4	
7. Do all m	2	3	4	
7. Do all m 1 8. Is suffic	2 ient time allowed for r	3 members to prepare	4 for meetings?	5

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

COMMITTEE TERMSOFREFERENCE Page 2

nformation supplied	to members prior	to the Meeting?	
2	3	4	5
presentations and f o	rmat of papers suit	t the needs of the men	nbers?
2	3	4	5
productive and effec	tive?		
±	3	4	5
f the Committee on ir	mportant strategic a	and policy issues?	
2	3	4	5
n of the meetings app	oropriate?		
2	3	4	5
	side experts as app	ropriate?	
2	3	4	5
omes of meetings ek	ear and concise?		
2	3	4	5
mittee adequate and	ready access to ap	propriate resources?	
	presentations and feed 2 productive and effect 2 f the Committee on in 2 on of the meetings app 2 OURCES mmittee engage outs 2 omes of meetings cle 2	2 3 presentations and format of papers suit 2 3 productive and effective? 2 3 If the Committee on important strategic at a superior of the meetings appropriate? 2 3 OURCES mmittee engage outside experts as app 2 3 omes of meetings clear and concise? 2 3	presentations and format of papers suit the needs of the men 2

18. Are all reports thoroughly reviewed, including enquiry into financial and risk management?

1	2	3	4	5
19. Do you fe	and conflict of internal		I to be a control to the control to	
,				tee are dealt with ir
,		t or material persona ith current legislatior		tee are dealt with i

20. I am sat	isfied with my commit	nent and contributi	on to the Committee	e's deliberatio
1	2	3	4	5
21. Other co	omments / suggestions	(Please detail)		
22. The stre	ngths of the Committe	e are: (Please specif	/	
22. The stre	ngths of the Committe	e are: (Please specif	y)	
?2. The stre	ngths of the Committe	e are: (Please specif	y)	
	ngths of the Committe			

VERSION	COUNCIL/ COMMITTEE CONSIDERATION DATE	COUNCIL ADOPTION DATE
V1	Council Ordinary Meeting	28 July 2020
V2	Council Ordinary Meeting	27 August 2020
<u>V3</u>		

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 1 – Growth, Infrastructure and Waste Committee (has delegated power)

31. PURPOSE OF COMMITTEE

The Growth, Infrastructure and Waste Committee has been established as a separate.

Committee_to allow Councillors to a focus on the delivery of programs from primarily the Departments of Planning and Regulatory Services and Infrastructure and Environment for the responsibility areas listed below.

42. SCOPE AND LIMITATIONS

- a. This Committee deals with issues relating to council's external facing services, such as planning, heritage, development assessment, local laws and compliance, civic works, city maintenance, transport and waste.
- b. The main role of the Committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting; or
 - iv. Make a decision under delegated authority as assigned by the council.
- <u>c. In addition to the above, tThise</u> committee <u>will is charged with monitoring</u> the activities of the any convened advisory and or special committees relating to the committee's responsibilities.
- d. Council has resolved that in accordance with the Local Government Act 2009, the Growth, Infrastructure and Waste Committee has the delegated authority to resolve determine matters as if it were a full meeting of the council. This authority can be applied at the discretion of the committee in accordance with Section 257 of the Act.
- e. Other matters that fall outside of the committee scope detailed below, that need urgent consideration may be tabled at this meeting. Approval to include matters outside of the scope of this committee will be at the sole discretion of the Chief Executive Officer.

5-3.1 RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below.
- Building, Engineering and Development Approvals;
- Strategic Planning;
- Place making and social planning
- Health and Local Laws Licensing and Approvals;
- Regulatory Matters;
- Parking operations and Animal Management;
- Heritage and Cemeteries;
- Emerging and urgent operational matters;
- Providing adequate infrastructure to support growth;
- Providing a safe, reliable and sustainable transport system;
- Deliver Council's Capital Works Program, managing projects through their entire lifecycle (from identification concept design, detailed design, construction and handover);
- Management of the traffic signals network and associated systems, ITS technologies e.g. Connected Intelligent Traffic System (C-ITS);

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

- Providing of efficient, reliable and sustainable waste management and recycling services
- Managing waste as a resource within a circular economy framework; and
- Provision of transport infrastructure to align with iGO the City of Ipswich Transport Plan-

Services:

- Transport Network Planning and Policy Development
- Delivery of Council's Capital Wworks Program, managing projects through their entire lifecycle (from initial concept design, details design, construction and handover)
- Professional design services for road, drainage, open space and built projects
- Program management and construction delivery services
- Response to special construction programs as needed (e.g. Flood Recovery Programs)
- Preparing and implementing plans, strategies and policies to ensure integrated and sustainable development outcomes for the City as a whole and within specific local areas
- Delivering development assessment in line with the Planning Act, the Planning Scheme and Council policies
- Identifying and protecting important natural environment areas through appropriate planning scheme mechanisms and development assessment processes
- Local Law compliance
- Maintaining an appropriate and efficient regulatory environment for development assessment and compliance.
- Domestic and commercial waste service

46. MEMBERSHIP

Chairperson:

Mayor Teresa Harding

Deputy Chairperson:

Councillor Paul Tully

Members:

- Councillor Sheila Ireland
- Councillor Jacob Madsen
- Councillor Nicole Jonic
- Councillor Marnie Doyle
- Councillor Andrew Fechner
- Councillor Kate Kunzelmann
- Councillor Russell Milligan

5.7.2 FREQUENCY

The Growth, Infrastructure and Waste Committee will meet on a Thursday schedule set in accordance with section 7.2 as per the council and committee meeting calendar dates, unless otherwise agreed by resolution of Council.

6.7.7 REPORTING GUIDELINES

The Growth, Infrastructure and Waste Committee is required at each meeting to confirm the minutes of the previous meeting. To ensure transparency in decision making, the committee will provide a copy-report of the decisions made unconfirmed minutes to the following ordinary council meeting for receiving and notingadoption and noting (for matters made under delegated authority).

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 2— Governance and Transparency Committee

13. PURPOSE OF COMMITTEE

The Governance and Transparency Committee has been established to demonstrate the ongoing commitment to a council that operates in a manner that is consistent with the principles of good governance and allow Councillors to be fully apprised of matters for the responsibility areas listed below.

24. SCOPE AND LIMITATIONS

- a. Thise Governance and Transparency Committee deals with issues across Council's internal council services, such as budget development, long term financial planning, corporate risk, corporate planning, procurement, council meetings, executive support, property services and information, communication and technology.—
- b. The main role of the committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers:
 - <u>ii.</u> Consider the material in the reports from the Chief Executive Officer and <u>appropriately delegated officers; and</u>
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, tTheis committee is charged withwill monitoring the activities of the any convened various advisory and or special committees relating to the committee's responsibilities.

3.5.1 RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below-
- Provide sound and sustainable financial management and budgeting;
- Provide integrated corporate planning and reporting;
- Provide good governance and leadership; and
- Provide effective governance for comprehensive and meaningful community engagement.

Services:

- Accounting, financial and business analysis functions and services
- Rating and Property Services
- Executive Support
- Council Meetings
- Corporate Planning, Reporting and Program/Project Governance
- Media and Communications
- Frameworks and guiding documents for community engagement processes
- Development, implementation and coordination of information, communication and technology (ICT) services
- · Risk management and insurance services
- Corporate travel
- Right to Information and Information Privacy

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

- Probity
- Grant Management
- Procurement
- Human Resources (People and Culture)
- Internal Audit

46. MEMBERSHIP

Chairperson:

Councillor Jacob Madsen

Deputy Chairperson:

Councillor Russell Milligan

Members:

- Mayor Teresa Harding
- Councillor Nicole Jonic
- Councillor Marnie Doyle
- Councillor Kate Kunzelmann

5.7.2 FREQUENCY

The Governance and Transparency Committee will meet on a <u>schedule set in accordance with</u> <u>section 7.2. Thursday as per the council and committee meeting calendar dates, unless otherwise agreed by resolution of Council</u>

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 3 – Community, Culture, Arts and Sport Committee

13. PURPOSE OF COMMITTEE

The Community, Culture, Arts and Sport Committee has been established to provide strategic direction on the community's priorities outlined in the responsibility areas listed below.

24. SCOPE AND LIMITATIONS

- a. The Community, Culture, Arts and Sportis committee has been established to deal with issues across council's range of outward facing services such as listed below. Its purpose includes customer service, libraries, community safety, community development, the arts, sport and recreation and, the delivery of a broad range of related learning, support and recreation programming.
- b. The main role of the committee is to:
 - Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, this e committee will is charged with monitoring the activities of the any convened various advisory and or special committees relating to the committee's responsibilities.

3.5.1 RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below-
- Community development and capacity building;
- Arts and cultural development and capacity building;
- Sport and recreational development and capacity building;
- Customer service and customer experience;
- Libraries and integrated council services;
- Ipswich Art Gallery, Civic Centre and other facilities;
- Community Centres and other facilities; and
- Sport and recreational facilities, arrangements and partnerships-

Services:

- Libraries and customer services (programing, partnerships, infrastructure planning, facility management, whole-of-council process management);
- Community Development (programing, partnerships, research, reporting, strategy and support);
- Community Funding and Support (funding and support program governance, management, acquittal, reporting and assistance)
- Home Assist (maintenance and modification)
- Community Facilities (infrastructure planning, programming, partnerships, services and support)
- Ipswich Art Gallery (programing, collection management, partnerships)
- Sport and Recreation (programing, partnerships, contract management, facility management, infrastructure planning)

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

• Community Safety (monitoring, partnerships, infrastructure planning, support)

46. MEMBERSHIP

Chairperson:

Councillor Andrew Fechner

Deputy Chairperson:

Councillor Kate Kunzelmann

Members:

- Mayor Teresa Harding
- Councillor Nicole Jonic
- Councillor Jacob Madsen

5.7.2 FREQUENCY

The Community, Culture, Arts and Sport Committee will meet on a <u>schedule set in accordance</u> with section 7.2. Thursday as per the council and committee meeting calendar dates, unless otherwise agreed by resolution of Council

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 4 – Economic and Industry Development Committee

13. PURPOSE OF COMMITTEE

The Economic and Industry Development Committee has been established to provide direction on the responsibilities as outlined below.

24. SCOPE AND LIMITATIONS

- a. The Economic and Industry Developmentis committee has been established to deal with Council's range of economic and workforce development matters such as employment, local business growth, investment attraction, industry coordination and major project advocacy across priority sectors of the region.
- b. The main role of the committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - <u>ii.</u> Consider the material in the reports from the Chief Executive Officer and <u>appropriately delegated officers; and</u>
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, the committee is charged with monitoring the activities of the various any convened advisory and or special committees relating to the committee's responsibilities.

3.5.1 RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below
- Local business growth
- Adapting to economic, industry and workforce disruption
- Key industry development
- Tourism and events
- Advocacy and promotion

Services:

- Economic Development (investment attraction, commercial promotion, business liaison, skills development, industry advocacy, business events, international delegations, research and reporting)
- Marketing and Communications Promotions (content development, graphic design, advertising, digital, photography, videography, collateral and merchandise)
- Events (planning, venue and site management, staging, catering, and risk management and procedure)
- Destination development (destination marketing, industry development, event maximisation, visitor servicing, sales and wayfinding)

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

46. MEMBERSHIP

Chairperson:

Councillor Nicole Jonic

Deputy Chairperson:

Councillor Jacob Madsen

Members:

- Mayor Teresa Harding
- Councillor Andrew Fechner
- Councillor Kate Kunzelmann

5.7.2 FREQUENCY

The Economic and Industry Development Committee will meet on a <u>schedule set in accordance</u> <u>with section 7.2. Thursday as per the council and committee meeting calendar dates, unless otherwise agreed by resolution of Council.</u>

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 5 – Environment and Sustainability Committee

13. PURPOSE OF COMMITTEE

The Environment and Sustainability Committee has been established to provide direction on the community's priorities as outlined below.

24. SCOPE AND LIMITATIONS

- a. The Environment and Sustainabilityis committee has been established to deal with the management of natural areas, open spaces, waterways and floodplains, disaster management, maintenance of parks and open spaces as well as assets including the management and maintenance of Council's vehicle fleet including car, trucks and machinery.
- b. The main role of the committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, the committee is charged with monitoring the activities of the various any convened advisory and or special committees relating to the committee's responsibilities.

3.5.1 RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below-
- Conserve important areas of native habitat and vegetation;
- Implement Ipswich Enviroplan;
- Develop conservation partnerships with key community and government stakeholders;
- Protect waterways, wetlands and floodplains;
- Enhance urban greening;
- Use resources efficiently and sustainably, including waste reduction, re-use and recycling;
- Improve environmental awareness and education;
- Cultural Heritage and Native Title values are recognized and managed in accordance with legislation;
- Planning of the open space network; and
- Management, maintenance and operations services/activities to the whole of Council
 asset base-

Services:

- Identifying, protecting and promoting places of cultural heritage significance and landscape value
- Management and maintenance of Council's vehicle fleet including car, trucks and machinery
- Maintenance of parks and open spaces
- Conservation Estate and Natural Area planning and management
- Stormwater Quality Offsets planning and delivery

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

- Disaster <u>Mm</u>anagement <u>Pp</u>lanning
- Fire and Hazard Reduction planning and management
- Delivery of community activities such as tree planting days, Kids Go Wild, etc.

46. MEMBERSHIP

Chairperson:

Councillor Russell Milligan

Deputy Chairperson:

Councillor Andrew Fechner

Members:

- Mayor Teresa Harding
- Councillor Jacob Madsen
- Councillor Kate Kunzelmann

7.25. FREQUENCY

The Environment and Sustainability Committee will meet on a <u>schedule set in accordance with section 7.2.</u>Thursday as per the council and committee meeting calendar dates, unless otherwise agreed by resolution of Council.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 6 – Ipswich Central Redevelopment Committee

13. PURPOSE OF COMMITTEE

The Ipswich Central Redevelopment Committee enables Council to provide an appropriate and effective governance structure to oversee and manage the Ipswich Central Redevelopment Project within the constraints of the budget approved by whole of Council.

24. SCOPE AND LIMITATIONS

- a. The <u>lpswich Central Redevelopmentis</u> committee provides the governance structure and strategic direction for the planning and delivery of the lpswich Central Redevelopment Project ensuring that the strategic objectives of Council are delivered.
- b. The main role of the committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - <u>ii.</u> Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, the committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3.5.1 RESPONSIBILITIES

Responsibilities:

- Management of the Ipswich Central Redevelopment Project;
- Oversee and guide the activities for the Ipswich Central retail and commercial assets and the precinct's future activation;
- Ensure appropriate reporting and reviews are in place to provide confidence and transparency in the project's delivery and future operational success; and
- Identify any strategic program risks-

46. MEMBERSHIP

Chairperson:

Councillor Marnie Doyle

Deputy Chairperson:

Councillor Nicole Jonic

Members:

- Mayor Teresa Harding
- Councillor Kate Kunzelmann
- Councillor Russell Milligan

5.7.2 FREQUENCY

- a. The Ipswich Central Redevelopment Committee will meet on a <u>schedule set in accordance with</u> section 7.2.
- ——This committee may convene a special meeting in accordance with the provisions of section 254C of the Local Government Regulation 2012 to ensure the scope of the committee is

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

<u>undertaken where time constraints apply.</u> Thursday as per the council and committee meeting calendar dates, unless otherwise agreed by resolution of Council.

b.

TERMS OF REFERENCE

IPSWICH CITY COUNCIL STANDING COMMITTEES

Adopted Council Ordinary Meeting of



TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

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TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

1. ESTABLISHMENT

Ipswich City Council has established the following Standing Committee structure:

- Growth, Infrastructure and Waste Committee*
- Governance and Transparency Committee
- Community, Culture, Arts and Sport Committee
- Economic and Industry Development Committee
- Environment and Sustainability Committee
- Ipswich Central Redevelopment Committee

They are established in accordance with <u>section 264 of the Local</u> <u>Government Regulation 2012</u>.

* in accordance with <u>section 257 (1) (c) of the Local Government Act 2009</u>
(Delegation of Local Government Powers), the Growth, Infrastructure and Waste Committee has delegated power

2. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- Local Government Act 2009 ("the Act")
- Local Government Regulation 2012 ("the Regulation")
- Code of Conduct for Councillors in Queensland
- Ipswich City Council's Meeting Procedure Policy
- Ipswich City Council's Code of Conduct

All committee members must abide by the local government principles as outlined in the Act which are:

- (a) Transparent and effective processes, and decision-making in the public interest
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services
- (c) Democratic representation, social inclusion and meaningful community engagement
- (d) Good governance of, and by, local government
- (e) Ethical and legal behaviour of councillors and local government employees.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

3. PURPOSE

Council is committed to deliver increased transparency and accountability to its decision making process. This Terms of Reference for Standing Committees is intended to provide clear and specific information on the purpose, functions and services that each committee is responsible for, as well as the scope, membership and delegated authority (if any). The committees carry some broad alignment with the iFuture Corporate Plan:

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation.

Refer relevant Annexure for the purpose of each committee.

4. SCOPE AND LIMITATIONS

Refer relevant Annexure for the scope of each committee.

All business of Council is required to pass through the relevant Committee. On occasions due to time constraints certain matters may be presented directly to Council where authorised by the CEO. Committees make recommendations for consideration of the full council at its Ordinary meeting. Standing Committees have no delegated authority unless council delegates its authority to a committee in accordance with Section 257(1)(c).

Recommendations will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

The committees will follow the procedures for meetings of council as outlined in the Meeting Procedures Policy with the exception of the following matters which will not apply:

- Opening Prayer
- Public participation
- Mayoral Minute
- No standing to speak

The main function of the committees are to:

- provide a forum to enable complex or strategic issues to be discussed;
- receive and consider officer's reports in order to provide a recommended course
 of action to council to determine matters within the scope of the committee;
- where a committee has been delegated decision making authority, to determine matters within the scope of the committee at the discretion of the committee; and
- ensure the principles of good governance are applied to the decision making process.

Where matters being considered are of a wider interest to the community and require/or attract media attention, contact will only be undertaken in accordance with Council's Media Policy.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

5. AUTHORITY/ DELEGATION

The committees listed in section 1 have the power to only recommend a course of action to council unless specifically noted.

Council may, by resolution, delegate powers under the *Local Government Act* or another Act to a committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

5.1 RESPONSIBILITIES

The committees are charged with considering matters of policy or strategy relating to the responsibilities and services as outlined in the relevant Annexure:

Refer relevant Annexure for the responsibilities of each committee.

6. MEMBERSHIP

Council at its Ordinary Meeting of 28 July 2020 resolved that the membership of the committees be as outlined in the relevant Annexure. This was subsequently updated at the Council Ordinary Meeting of 27 August 2020 (refer Officer's Report 15.1 titled Councillor Committee Membership and Conference Delegates).

Refer relevant Annexure for the membership of each committee.

Councillors will be appointed to the committee for the term of the council unless otherwise removed by a resolution of council.

 Where <u>section 162 (When a Councillor's office becomes vacant)</u> of the Act, applies to any member of a committee, the membership immediately ceases.

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to the scope and responsibilities of the committee, as they align to council's Corporate and Operational Plans. Committee members will consider the implementation of policies relevant to council's corporate functions in relation to the current and future interests of the residents of the local government area.

Committee members are responsible for reading the agenda papers and accompanying reports in advance of committee meetings to:

- identify matters of particular interest or which may be contentious;
- identify any matters which need clarification or additional information to help inform their view, and to contact the Chair or relevant Department Head for further information or advice before the meeting; and
- identify any agenda items where they may have a conflict of interest and take appropriate action as required by legislation.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

6.2 APPOINTMENT OF CHAIRPERSON

The chairperson of the relevant committee shall be appointed by the council in accordance with section 267 (Chairperson of Committee) of the Regulation.

In the absence of the appointed Chairperson from a meeting, the Deputy Chairperson will Chair the meeting. In the absence of both the Chairperson and Deputy Chairperson, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 ROLE OF CHAIRPERSON

The Chairperson is to ensure that the committee agenda meets the priorities set by the council for the committee and that processes adhere to Council's Meeting Procedure Policy.

Each Chair of a Standing Committee is required to:

- a. In consultation with senior management, set the meeting agenda
- Meet formally with senior management directly involved in the committee's area of responsibility
- c. Liaise and meet with subject matter experts, on an as required basis, on emerging council issues in relation to the Standing Committee's area of responsibility
- d. Peruse and consider all reports, papers and proposed recommendations before the meeting and consult with senior leaders and councillors as appropriate
- e. Lead Committee Members and meeting proceedings in an effective manner
- f. Ensure any powers delegated to the committee by council are properly exercised
- g. Be the point of contact for other councillors, and where appropriate, members of the public in relation to the Standing Committee's areas of responsibility

In relation to the interaction of the Chairperson and members of the committee with staff, the committee members are to adhere to the Councillor Acceptable Requests Guidelines and Staff Interaction Policy.

The Chairperson is to facilitate open and constructive communication amongst committee members, encouraging their contribution to deliberations.

All requests for information and clarification are to be conducted within the committee meeting, as agreed by the committee.

The role of Chairperson allows that councillor to specialise in the areas relating to the relevant committee.

6.4 ROLE OF DEPUTY CHAIRPERSON

The Deputy Chairperson will assume the roles and responsibilities of the Chairperson should the Chairperson be unable to fulfill their role.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

6.5 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the relevant committee in accordance with Council's Meeting Procedure Policy. Where possible, non-members should sit in the observers gallery.

7. MEETINGS

All meetings of the committee shall be open to the public unless permitted under an Act or Regulation or as resolved by the relevant committee that the meeting be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of section 254J (Closed Meetings) of the Regulation.

7.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the Meeting Conduct Policy and the Meetings Procedure Policy as well as the Code of Conduct for Councillors in Queensland.

7.2 FREQUENCY AND LOCATION

Council's committee meetings will be held at the Council Chambers located at 1 Nicholas Street, Ipswich, pursuant to section 257 (Frequency and Place of Meetings) of the Regulation.

The Committees will meet on a schedule as resolved by the Council and in accordance with the council and committee meeting calendar.

Although the committee shall meet monthly, the committee can also decide to meet more frequently as and when required by the members.

The schedule of meetings is to be adopted in November/December of each year for the following calendar year.

In accordance with <u>section 254B (Public Notice of Meetings) of the Regulation</u> the schedule of meetings must be published on the local government's website, and in other ways the local government considers appropriate.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee meeting dates. In such circumstances, any changes will be advised in accordance with legislative provisions.

7.3 VOTING

The following practices apply to voting at the committee meeting:

- Each councillor is entitled to one vote and must be physically present at the meeting to cast their vote or participating in the meeting in accordance with the Meetings Procedures Policy or the Local Government Regulation 2012.
- Voting at the committee meeting can be conducted by open means (such as on

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TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

the voices, by show of hands or such other electronic means as determined by council).

- A councillor who is present at a committee meeting and entitled to vote but fails to vote on a motion put to the meeting is taken to have voted in the negative.
- For all motions on the agenda and business paper the committee will record
 the names of those councillors who supported the motion and those who
 opposed (or are taken to have opposed) the motion with the exception of
 Procedural Motions.
- This clause extends to a meeting or part of a meeting that is closed to the public, noting that all motions must be moved in open session.
- Council will record all voting in a voting register managed by Meetings Coordination Section.

7.4 QUORUM

A quorum of a committee is defined in accordance with <u>section 259 (Quorum) of the Regulation</u>:

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum.

7.5 CONFLICTS OF INTEREST

All Members are required to deal with any conflict of interest in accordance with the Local Government Act 2009, Chapter 5B - Councillors' conflicts of interest.

7.6 AGENDA DISTRIBUTION

The Agenda for all committees will be distributed in accordance with <u>section 254C</u> (<u>Notice of Meetings</u>) of the <u>Regulation</u>. committee meeting agendas will be provided to councillors no later than close of business on the Friday prior to the meeting date.

The Agenda will be made available to the public in accordance with <u>254D (Public availability of agendas)</u> of the Regulation.

7.7 REPORTING

The committees are required to keep formal minutes of their proceedings in accordance with <u>section 254F of the Local Government Regulation 2012</u>. Each committee will also provide a written report of its deliberations to the Ordinary Council Meeting.

7.8 LIVESTREAMING

Meetings of all Standing Committees will be livestreamed.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

8. REVIEW AND PERFORMANCE EVALUATION

8.1 TERMS OF REFERENCE

Each committee shall review these Terms of Reference once per calendar year or as and when required.

The purpose, scope and responsibilities of each committee as detailed in the relevant annexures should be reviewed for ongoing accuracy and to ensure the committee is receiving reports that are related to its areas of responsibility.

8.2 PERFORMANCE EVALUATION

Each committee shall undergo a self-assessment process to ensure alignment with these Terms of Reference to enhance the effectiveness and relevance of the committee.

The Chairperson in consultation with the members of the committee will advise the Meetings Coordination Manager at least annually of the ongoing performance of the committee and make any recommendations for considerations by the full council..

VERSION	COUNCIL/ COMMITTEE CONSIDERATION DATE	COUNCIL ADOPTION DATE
V1	Council Ordinary Meeting	28 July 2020
V2	Council Ordinary Meeting	27 August 2020
V3		

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 1 – Growth, Infrastructure and Waste Committee (has delegated power)

1. PURPOSE OF COMMITTEE

The Growth, Infrastructure and Waste Committee has been established to allow a focus on the delivery of programs from primarily the Departments of Planning and Regulatory Services and Infrastructure and Environment for the responsibility areas listed below.

2. SCOPE AND LIMITATIONS

- a. This Committee deals with issues relating to council's external facing services, such as planning, heritage, development assessment, local laws and compliance, civic works, city maintenance, transport and waste.
- b. The main role of the Committee is to:
 - Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting; or
 - iv. Make a decision under delegated authority as assigned by the council.
- c. This committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.
- d. Council has resolved that in accordance with the Local Government Act 2009, the Growth, Infrastructure and Waste Committee has the delegated authority to determine matters as if it were a full meeting of the council. This authority can be applied at the discretion of the committee in accordance with Section 257 of the Act.
- e. Other matters that fall outside of the committee scope detailed below, that need urgent consideration may be tabled at this meeting. Approval to include matters outside of the scope of this committee will be at the sole discretion of the Chief Executive Officer.

3. RESPONSIBILITIES

Responsibilities:

- · Policy formulation and review as it relates to matters below
- Building, Engineering and Development Approvals
- Strategic Planning
- Place making and social planning
- Health and Local Laws Licensing and Approvals
- Regulatory Matters
- Parking operations and Animal Management
- Heritage and Cemeteries
- Emerging and urgent operational matters
- Providing adequate infrastructure to support growth
- Providing a safe, reliable and sustainable transport system
- Deliver Council's Capital Works Program, managing projects through their entire lifecycle
- Management of the traffic signals network and associated systems
- Providing of efficient, reliable and sustainable waste management and recycling services
- Managing waste as a resource within a circular economy framework
- Provision of transport infrastructure to align with iGO the City of Ipswich Transport Plan

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

Services:

- Transport Network Planning and Policy Development
- Delivery of Council's Capital Works Program, managing projects through their entire lifecycle (from initial concept design, details design, construction and handover)
- Professional design services for road, drainage, open space and built projects
- Program management and construction delivery services
- Response to special construction programs as needed (e.g. Flood Recovery Programs)
- Preparing and implementing plans, strategies and policies to ensure integrated and sustainable development outcomes for the City as a whole and within specific local areas
- Delivering development assessment in line with the Planning Act, the Planning Scheme and Council policies
- Identifying and protecting important natural environment areas through appropriate planning scheme mechanisms and development assessment processes
- Local Law compliance
- Maintaining an appropriate and efficient regulatory environment for development assessment and compliance
- Domestic and commercial waste service

4. MEMBERSHIP

Chairperson:

Mayor Teresa Harding

Deputy Chairperson:

Councillor Paul Tully

Members:

- Councillor Sheila Ireland
- Councillor Jacob Madsen
- Councillor Nicole Jonic
- Councillor Marnie Doyle
- Councillor Andrew Fechner
- Councillor Kate Kunzelmann
- Councillor Russell Milligan

5. FREQUENCY

The Growth, Infrastructure and Waste Committee will meet on a schedule set in accordance with section 7.2.

6. REPORTING

The Growth, Infrastructure and Waste Committee is required at each meeting to confirm the minutes of the previous meeting. To ensure transparency in decision making, the committee will provide a report of the decisions made to the following ordinary council meeting for adoption and noting (for matters made under delegated authority).

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 2— Governance and Transparency Committee

1. PURPOSE OF COMMITTEE

The Governance and Transparency Committee has been established to demonstrate the ongoing commitment to a council that operates in a manner that is consistent with the principles of good governance and allow Councillors to be fully apprised of matters for the responsibility areas listed below.

2. SCOPE AND LIMITATIONS

- a. This Committee deals with issues across Council's internal council services, such as budget development, long term financial planning, corporate risk, corporate planning, procurement, council meetings, executive support, property services and information, communication and technology.
- b. The main role of the committee is to:
 - Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. This committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3. RESPONSIBILITIES

Responsibilities:

- · Policy formulation and review as it relates to matters below
- Provide sound and sustainable financial management and budgeting
- · Provide integrated corporate planning and reporting
- Provide good governance and leadership
- Provide effective governance for comprehensive and meaningful community engagement

Services:

- · Accounting, financial and business analysis functions and services
- Rating and Property Services
- Executive Support
- Council Meetings
- Corporate Planning, Reporting and Program/Project Governance
- Media and Communications
- Frameworks and guiding documents for community engagement processes
- Development, implementation and coordination of information, communication and technology (ICT) services
- · Risk management and insurance services
- Corporate travel
- · Right to Information and Information Privacy
- Probity
- Grant Management
- Procurement
- Human Resources (People and Culture)

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TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

• Internal Audit

4. MEMBERSHIP

Chairperson:

Councillor Jacob Madsen

Deputy Chairperson:

Councillor Russell Milligan

Members:

- Mayor Teresa Harding
- Councillor Nicole Jonic
- Councillor Marnie Doyle
- Councillor Kate Kunzelmann

5. FREQUENCY

The Governance and Transparency Committee will meet on a schedule set in accordance with section 7.2.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 3 – Community, Culture, Arts and Sport Committee

1. PURPOSE OF COMMITTEE

The Community, Culture, Arts and Sport Committee has been established to provide strategic direction on the community's priorities outlined in the responsibility areas listed below.

2. SCOPE AND LIMITATIONS

- a. This committee has been established to deal with issues across council's range of outward facing services such as listed below. Its purpose includes customer service, libraries, community safety, community development, the arts, sport and recreation and, the delivery of a broad range of related learning, support and recreation programming.
- b. The main role of the committee is to:
 - Receive reports from the Chief Executive Officer and appropriately delegated officers:
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. This committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3. RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below
- · Community development and capacity building
- Arts and cultural development and capacity building
- Sport and recreational development and capacity building
- · Customer service and customer experience
- Libraries and integrated council services
- Ipswich Art Gallery, Civic Centre and other facilities
- Community Centres and other facilities
- Sport and recreational facilities, arrangements and partnerships

Services:

- Libraries and customer services (programing, partnerships, infrastructure planning, facility management, whole-of-council process management)
- Community Development (programing, partnerships, research, reporting, strategy and support)
- Community Funding and Support (funding and support program governance, management, acquittal, reporting and assistance)
- Home Assist (maintenance and modification)
- Community Facilities (infrastructure planning, programming, partnerships, services and support)
- Ipswich Art Gallery (programing, collection management, partnerships)
- Sport and Recreation (programing, partnerships, contract management, facility management, infrastructure planning)
- Community Safety (monitoring, partnerships, infrastructure planning, support)

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

4. MEMBERSHIP

Chairperson:

Councillor Andrew Fechner

Deputy Chairperson:

Councillor Kate Kunzelmann

Members:

- Mayor Teresa Harding
- Councillor Nicole Jonic
- Councillor Jacob Madsen

5. FREQUENCY

The Community, Culture, Arts and Sport Committee will meet on a schedule set in accordance with section 7.2.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 4 – Economic and Industry Development Committee

1. PURPOSE OF COMMITTEE

The Economic and Industry Development Committee has been established to provide direction on the responsibilities as outlined below.

2. SCOPE AND LIMITATIONS

- a. This committee has been established to deal with Council's range of economic and workforce development matters such as employment, local business growth, investment attraction, industry coordination and major project advocacy across priority sectors of the region.
- b. The main role of the committee is to:
 - Receive reports from the Chief Executive Officer and appropriately delegated officers:
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, the committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3. RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below
- Local business growth
- Adapting to economic, industry and workforce disruption
- Key industry development
- Tourism and events
- Advocacy and promotion

Services:

- Economic Development (investment attraction, commercial promotion, business liaison, skills development, industry advocacy, business events, international delegations, research and reporting)
- Marketing and Promotions (content development, graphic design, advertising, digital, photography, videography, collateral and merchandise)
- Events (planning, venue and site management, staging, catering, and risk management and procedure)
- Destination development (destination marketing, industry development, event maximisation, visitor servicing, sales and wayfinding)

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

4. MEMBERSHIP

Chairperson:

Councillor Nicole Jonic

Deputy Chairperson:

Councillor Jacob Madsen

Members:

- Mayor Teresa Harding
- Councillor Andrew Fechner
- Councillor Kate Kunzelmann

5. FREQUENCY

The Economic and Industry Development Committee will meet on a schedule set in accordance with section 7.2.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 5 – Environment and Sustainability Committee

1. PURPOSE OF COMMITTEE

The Environment and Sustainability Committee has been established to provide direction on the community's priorities as outlined below.

2. SCOPE AND LIMITATIONS

- a. This committee has been established to deal with the management of natural areas, open spaces, waterways and floodplains, disaster management, maintenance of parks and open spaces as well as assets including the management and maintenance of Council's vehicle fleet including car, trucks and machinery.
- b. The main role of the committee is to:
 - Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, the committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3. RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below
- Conserve important areas of native habitat and vegetation
- Implement Ipswich Enviroplan
- Develop conservation partnerships with key community and government stakeholders
- Protect waterways, wetlands and floodplains
- Enhance urban greening
- Use resources efficiently and sustainably, including waste reduction, re-use and recycling
- Improve environmental awareness and education
- Cultural Heritage and Native Title values are recognized and managed in accordance with legislation
- Planning of the open space network
- Management, maintenance and operations services/activities to the whole of Council
 asset base

Services:

- Identifying, protecting and promoting places of cultural heritage significance and landscape value
- Management and maintenance of Council's vehicle fleet including car, trucks and machinery
- Maintenance of parks and open spaces
- Conservation Estate and Natural Area planning and management
- Waterway, wetland and floodplain management planning and management
- Stormwater Quality Offsets planning and delivery
- Disaster management planning

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

- Fire and Hazard Reduction planning and management
- Delivery of community activities such as tree planting days, Kids Go Wild, etc.

4. MEMBERSHIP

Chairperson:

Councillor Russell Milligan

Deputy Chairperson:

Councillor Andrew Fechner

Members:

- Mayor Teresa Harding
- Councillor Jacob Madsen
- Councillor Kate Kunzelmann

5. FREQUENCY

The Environment and Sustainability Committee will meet on a schedule set in accordance with section 7.2.

TERMS OF REFERENCE - IPSWICH CITY COUNCIL STANDING COMMITTEES

ANNEXURE 6 – Ipswich Central Redevelopment Committee

1. PURPOSE OF COMMITTEE

The Ipswich Central Redevelopment Committee enables Council to provide an appropriate and effective governance structure to oversee and manage the Ipswich Central Redevelopment Project within the constraints of the budget approved by whole of Council.

2. SCOPE AND LIMITATIONS

- a. This committee provides the governance structure and strategic direction for the planning and delivery of the Ipswich Central Redevelopment Project ensuring that the strategic objectives of Council are delivered.
- b. The main role of the committee is to:
 - Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, the committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3. RESPONSIBILITIES

Responsibilities:

- Management of the Ipswich Central Redevelopment Project
- Oversee and guide the activities for the Ipswich Central retail and commercial assets and the precinct's future activation
- Ensure appropriate reporting and reviews are in place to provide confidence and transparency in the project's delivery and future operational success
- Identify any strategic program risks

4. MEMBERSHIP

Chairperson:

Councillor Marnie Doyle

Deputy Chairperson:

Councillor Nicole Jonic

Members:

- Mayor Teresa Harding
- Councillor Kate Kunzelmann
- Councillor Russell Milligan

5. FREQUENCY

- a. The Ipswich Central Redevelopment Committee will meet on a schedule set in accordance with section 7.2.
- b. This committee may convene a special meeting in accordance with the provisions of section 254C of the *Local Government Regulation 2012* to ensure the scope of the committee is undertaken where time constraints apply.



IPSWICH CITY COUNCIL

MEETING PROCEDURES POLICY

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1. Statement

Council is strongly committed to ensuring that the local government principles are reflected in the conduct of local government meetings and committee meetings.

2. Purpose and Principles

This policy provides a framework for the orderly and proper conduct of meetings of the local government and its committees.

"The following local government principles underpin Council's commitment to meeting processes:

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement;
 and
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors and local government employees

3. Corporate Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

A Trusted and Leading Organisation

4. Regulatory Authority

- Local Government Act 2009
- Local Government Regulation 2012
- Ipswich City Council Councillor Code of Conduct
- Ipswich City Council Investigations Policy

5. Scope

This policy applies to all Councillors and Council staff that attend and participate in committee and Council meetings. It sets out the processes that must be followed in relation to meeting protocol. This policy does not deal with meeting conduct, this process in outlined in a corresponding policy titled Meeting Conduct Policy.

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6. Roles and Responsibilities

The Chief Executive Officer is responsible for the implementation of this policy.

The Mayor and Councillors are responsible for ensuring that processes and behaviour are undertaken in accordance with this policy.

The Executive Services Branch of the Coordination and Performance Department is responsible for ensuring the publication of this policy on Council's website.

7. Meeting Procedures

- 7.1 These Meeting Procedures provide rules for the conduct of:
 - Local government meetings;
 - Local government standing committee meetings; and
 - Local government advisory committee meetings.
- 7.2 Any provision of these Meeting Procedures may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension of a provision of the Meeting Procedures and must specify the purpose and duration of each suspension.
- 7.3 Where at a local government meeting a matter arises which is not provided for in these Meeting Procedures, such matters shall be determined by the Chairperson of the meeting in consultation with members of the meeting or by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Meeting Procedures.

8. Procedures for Meetings of Council

- 8.1. Presiding Officer
- 8.1.1 The Mayor will preside at a meeting of Council.
- 8.1.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 8.1.3 If both the Mayor and the Deputy Mayor are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 8.1.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 8.1.5 If the Chairperson of a Committee is absent or unavailable to preside, the Deputy Chairperson will preside. If both the Chairperson and Deputy Chairperson are absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- 8.2. Times of Meeting
- 8.2.1 The local government may, by resolution, fix the days and times for its ordinary meetings.

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- 8.2.2 If there is no resolution fixing the day and time for an ordinary meeting, the Chief Executive Officer may fix the date and time for the meeting.
- 8.2.3 Before the Chief Executive Officer fixes the date and time for an ordinary meeting, the Chief Executive Officer will, if practicable, consult with the Mayor about the proposed day and time for the meeting.
- 8.3. Notice and Agendas for meetings
- 8.3.1 The Agenda may contain:
 - · Notice of meeting
 - Minutes of the previous meetings
 - · Business arising out of previous meetings
 - Business which the Mayor wishes to have considered at that meeting without notice (Mayoral Minute)
 - · Matters of which notice has been given
 - Committees' reports to Council referred to the meeting by the CEO
 - Officers' reports to Council referred to the meeting by the CEO
 - · Deputations and delegations
 - Any other business Council determines by resolution be included in the agenda paper.
- 8.3.2 Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any Meeting unless permission for that purpose is given by Council at such meeting.
- 8.3.3 Business must be in accordance with the adopted Terms of Reference for each Committee.
- 8.4. Order of Business
- 8.4.1 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 8.4.2 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 8.4.3 Unless otherwise altered, the order of business for an ordinary meeting shall be as follows:
 - · Opening of meeting
 - Welcome to country or acknowledgement of country
 - Opening Prayer
 - Attendances including apologies and leave of absence
 - Condolences
 - Tributes

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- Presentation of petitions
- Presentations and deputations
- Public Participation
- Matters of Public Interest
- Declaration of Interests
- Confirmation of Minutes
- Mayoral Minute
- Business Outstanding including conduct matters and matters lying on the table to be dealt with
- Reception and consideration of committee reports
- Chief Executive Officer's Report
- Officers Reports
- Notices of Motion
- Questions on notice
- 8.4.4 Unless otherwise altered, the order of business for a standing committee meeting shall be as follows:
 - Opening of meeting
 - Welcome to country or acknowledgement of country
 - Attendances including apologies and leave of absence
 - Declaration of Interests
 - Confirmation of Minutes
 - Business Outstanding including matters lying on the table to be dealt with
 - Officers Reports
 - Notices of Motion
 - Matters Arising
- 8.4.5 The minutes of a preceding meeting whether an ordinary, special or standing committee meeting, not previously confirmed shall be taken into consideration, at the next relevant meeting of Council, in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.
- 8.4.6 The procedure of a committee for dealing with business must be in accordance with procedural directions given to the committee by resolution of Council or if there is no procedural direction governing a particular matter, the Chairperson's decision.
- 8.5. Special Meetings
- 8.5.1 The Chief Executive Officer must call a special meeting of the local government if—

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- the special meeting is required by a resolution of the local government; or
- the Chief Executive Officer considers a matter should be brought before the Council for discussion; or
- a written request for the special meeting is given to the Chief Executive Officer in accordance with subsection 8.5.2 below.
- 8.5.2 A written request for a special meeting of the local government must—
 - be signed by the Mayor or three or more Councillors; and
 - · specify the purpose of the special meeting; and
 - propose a date and time for the holding of the special meeting.
- 8.5.3 The Chief Executive Officer calls a special meeting by giving written notice of the date and time of the meeting and the business to be conducted at the meeting to each Councillor.
- 8.5.4 The order of business for a special meeting of Council shall be as follows:
 - · Opening of meeting
 - Welcome to country or acknowledgement of country
 - Opening Prayer
 - · Attendances including apologies and leave of absence
 - Officer's Reports.

A mayoral minute is allowed but must only relate to the specific matter that has been notified in the request for special meeting.

8.6. Attendance at committee meetings

- 8.6.1 Any Councillor of the local government may attend a meeting of a committee and may address the committee in accordance with section 8.4.6 of this policy.
- 8.6.2 A Councillor must attend a meeting of committee or Council in person, except if there is a natural disaster or severe weather prevents the Councillor from attending the place of the meeting or unless a resolution is passed that the Councillor be allowed to take part in the meeting by teleconference.

8.7. Leave of absence from meetings

- 8.7.1 Councillors must seek a leave of absence from an ordinary or committee meeting where a Councillor cannot attend a meeting due to private or business purposes.
- 8.7.2 Leave is granted at the discretion of the Council.
- 8.7.3 An application for leave of absence does not need to be made in person, and as a result, Council may grant such leave while a Councillor is absent.
- 8.7.4 Where a Councillor needs to seek leave from more than a single meeting, such requests are to be made in writing to the CEO specifying the dates of the meeting/s for the

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- requested leave. The CEO will inform the chairperson of the relevant meeting of the request.
- 8.7.5 If a Councillor attends a meeting for which leave has been granted previously, any future absence requires additional leave to be granted, regardless if the original leave covered any future meetings.
- 8.7.6 A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event.

8.8. Absence from meetings

- 8.8.1 A request by a Councillor for a leave of absence for not attending a meeting will be recorded in the minutes.
- 8.8.2 Where a Councillor is absent from a meeting without an approved leave of absence or submitted apology, the Councillor will not be listed in the apologies section of the meeting minute.

8.9. Mayoral minute

- 8.9.1 The Mayor may direct the attention of Council to a matter or subject not on the agenda by a minute signed by the Mayor, without notice, on any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
- 8.9.2 The Mayor must deliver a copy of the Mayoral Minute for an ordinary meeting of the local government to the Chief Executive Officer.
- 8.9.3 The Mayoral Minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the local government.
- 8.9.4 A motion comprising the Mayoral Minute may be put by the Mayor without being seconded at any stage of the ordinary meeting considered appropriate by the Mayor.
- 8.9.5 If the motion comprising the Mayoral Minute is passed, the Mayoral Minute becomes a resolution of the local government.
- 8.9.6 Amendments or variations to Mayoral Minutes that are consistent with the intent of the terms of the minute are permitted, provided such amendments have the agreement of the Mayor.

8.10. Petitions

- 8.10.1 Any petition presented to a meeting of Council shall:
 - be in legible writing/print or an e-petition and contain a minimum of ten (10) names;
 - include the name and contact details of the Principal Petitioner (i.e., one person who
 is the organiser and who will act as the key contact for the issue);
 - include the postcode of all petitioners, and

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- for printed petitions, have the details of the specific request/matter appear on each page of the petition.
- 8.10.2 Where a Councillor presents a petition to a meeting of Council, no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report back to the Council; or not be received because it is deemed invalid.
- 8.10.3 Council will respond to the Principal Petitioner in relation to all petitions.
- 8.11. Matters of Public Interest
- 8.11.1 Matters of Public Interest may be raised by any Councillor where notice is provided to the Chairperson and CEO 1 (one) full business day prior to meeting commencement.
- 8.11.2 An outline of the matter proposed to be heard must be submitted in writing and will be included in the minutes of the meeting.
- 8.11.3 Only 1 (one) item is permitted per councillor on any meeting date with a maximum speaking time of 5 minutes.
- 8.11.4 Where more than one matter has been proposed for discussion on any meeting date, the Chairperson shall determine the order and number allowed to be heard.
- 8.11.5 A matter may be disallowed if it is deemed not of genuine public interest.
- 8.11.6 The only motion which may be moved is that the matter be noted; or noted and referred to a committee, or officer for consideration and a report back to the Council.
- 8.11.8.12. Deputations
- 8.142.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 8.142.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO or relevant General Manager shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 8.142.3 For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution.
- 8.142.4 A deputation shall be given adequate opportunity to explain the purpose of the deputation however the maximum total time allocated per deputation will not exceed 15 minutes, unless otherwise agreed by the Chairperson.
- 8.142.5 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 8.1±2.6 The Chairperson may terminate an address by a person in a deputation at any time where:

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- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
- the time period allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 8.142.7 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8.12.8.13. Repealing or amending resolutions

- 8.123.1 A resolution of Council is effective from the moment it is passed and it is the function and duty of the Chief Executive Officer to give effect to such resolution.
- 8.123.2 A resolution can only be rescinded or repealed if it has not been acted upon.
- 8.123.3 Motions to repeal or amend a resolution of Council are to be made by:
 - i. A notice of motion signed by two or more Councillors, lodged to the Chief Executive Officer at least 7 days before the meeting at which the proposal is to be made.
 - ii. A notice of intention submitted by an officer with approval of the CEO in a report for consideration by the council.
- 8.123.4 Notice of the rescission motion must be given to Councillors at least 5 days before the meeting it will be considered.
- 8.123.5 Where a rescission motion is received in accordance with 8.12.3 above, the original resolution shall be placed in abeyance.
- 8.123.6 Where a motion to repeal or amend a resolution of Council is defeated, a motion to the same, or like effect, will not be considered for at least three (3) months after the date the relevant motion was defeated.

8.13.8.14. Statement of Reasons

8.134.1 In accordance with section 254H of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

8.14.8.15. Adjournments

8.145.1 An adjournment may be called by the Chairperson at any time in order for a rest break. Such break will be taken in a separate room.

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9. Motions

9.1. Notice of matter to be included on agenda by Councillor

- 9.1.1 Any Councillor requesting a matter to be included on an agenda, must give notice in writing to the Chief Executive Officer at least five (5) business days before the notice of meeting is required to be given.
- 9.1.2 Councillors may advise whether the notice of motion is to go to the next ordinary meeting or next appropriate committee meeting. However the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by another committee or ordinary meeting.

9.1.3 Notice of motions must:

- be framed as succinctly as possible;
- not include argument or discussion or excessive background material;
- be relevant to the good order of the business of the Council; and
- not be an action that could be dealt within operational procedures.

9.2. Motion to be moved and seconded

- 9.2.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 9.2.2 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.
- 9.2.3 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- 9.2.4 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 9.2.5 A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or these meeting procedures shall be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- 9.2.6 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.

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9.3. Absence of Mover of Motion

- 9.3.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
 - · moved by another Councillor at the meeting; or
 - deferred to the next appropriate committee or ordinary meeting.

9.4. Amendment of Motion

- 9.4.1 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.
- 9.4.2 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 9.4.3 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 9.4.4 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put.
- 9.4.5 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.
- 9.4.6 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 9.4.7 An amendment may become the motion without debate or a vote where it is accepted by the Councillors who moved and seconded the original motion ie; the amendment becomes a variation to the original motion.
- 9.4.8 The amendment must be moved before debate on the motion has been concluded and the right of reply of the mover of the motion has been exercised.

9.5. Foreshadowed motions and amendments

- 9.5.1 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion.
- 9.5.2 The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 9.5.3 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with.

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- 9.5.4 There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 9.5.5 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.
- 9.5.6 Foreshadowed motions and foreshadowed amendments are required to be moved and seconded before debate can commence.

9.6. Withdrawal of Motion

- 9.6.1 If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:
 - before the motion is voted on; or
 - before an amendment to the motion is moved and seconded.
- 9.6.2 If an amendment to a motion is accepted by the Councillors who have moved and seconded a motion, the original motion is deemed to be withdrawn and the motion, as accepted, will become the motion.
- 9.6.3 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 9.6.4 If the majority of Councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.

9.7. Speaking to Motions and Amendments

- 9.7.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 9.7.2 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 9.7.3 The order of speakers will be:
 - the Councillor moving the motion;
 - Councillors alternatively against and for the motion;
 - once alternative speakers are exhausted, as determined by the Chairperson;
 - the mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment; and
 - the mover of an amendment motion will have no right of reply.

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- 9.7.4 If the amendment to a motion is passed, the Councillor who moved the original motion will have the right of reply to the amended motion.
- 9.7.5 Once the right of reply has been exercised on a motion, the debate on the motion is closed.
- 9.7.6 Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.
- 9.7.7 Each speaker shall be restricted to not more than five (5) minutes unless permission from the meeting to extend this time has been granted.
- 9.7.8 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

9.8. Method of taking vote

- 9.8.1 Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the Chief Executive Officer or other officer who is taking the minutes of the meeting.
- 9.8.2 The Chairperson must, in taking the vote on a motion or amendment, put the question, first in the affirmative and then in the negative and may do so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- 9.8.3 Councillors must vote by a show of hands.
- 9.8.4 The Chairperson must call for all Councillors in favour of the motion to indicate their support. The Chairperson must then call for all Councillors against the motion to indicate their objection.
- 9.8.5 All voting at Council meetings (including committee meetings) must be recorded in the minutes of meeting with the names of Councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.
- 9.8.6 In accordance with the *Local Government Regulation 2012*, if a Councillor present fails to vote, the Councillor is taken to have voted in the negative and this will be recorded in the minutes accordingly, including the fact that the councillor failed to vote.
- 9.8.7 The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 9.8.8 All motions and details of their outcome (ie whether they were lost or carried) must be recorded in the minutes.
- 9.8.9 If a motion is carried unanimously, this must be recorded in the minutes accordingly.

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- 9.8.10 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 9.8.11 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.
- 9.8.12 To avoid any doubt or where there is any conflict about the recording of the minutes of Council meetings, <u>all voting must be recorded in accordance with 9.8.5 of this Meetings</u> Procedure Policy.

10. Procedural motions

10.1. Process for procedural motions

- 10.1.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
 - that the question/motion be now put;
 - that the motion items be voted on separately;
 - that the motion or amendment now before the meeting be adjourned;
 - · that the meeting proceed to the next item of business;
 - that the motion/question lie on the table;
 - that the motion/question be taken from the table;
 - a point of order;
 - · a motion of dissent against the Chairperson's decision;
 - · that this report/document be tabled;
 - · suspension of meeting procedures;
 - that the meeting stand adjourned.

10.2. That the motion be put

- 10.2.1 A procedural motion, "that the motion be put", may be moved in order to bring on the finalisation of a motion.
- 10.2.2 A Councillor may move that a motion or an amendment be now put:
 - if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it; or
 - if at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
- 10.2.3 Where such a procedural motion is carried, the Chairperson must immediately put the motion, or amendment to that motion under consideration.

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10.2.4 Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.

10.3. That the motion items be voted on separately

10.3.1 Where a procedural motion, "that the motion items be voted on separately", is carried, each separate recommendation item will be voted on as if it was an individual motion.

10.4. That the debate on the motion or amendment be adjourned

10.4.1 The procedural motion, "that the debate on the motion or amendment be adjourned", will specify a time or date, to which the debate will be adjourned.

10.5. That the meeting proceed to the next item

10.5.1 Where a procedural motion, "that the meeting proceed to the next item" is carried, debate on the matter that is the subject of the motion shall cease. However, debate on the matter of the motion may be considered again by Council on the giving of notice in accordance with the meeting procedures.

10.6. That the matter lie on the table

- 10.6.1 A procedural motion, "that the matter lie on the table", shall only be moved where the Chairperson or a Councillor requires additional information on the matter, or the result of some other action of Council or person is required, before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper.
- 10.6.2 If the motion to lay the matter on the table is lost, debate continues and the motion cannot be moved again in respect of that substantive motion.
- 10.6.3 If the motion to lay the matter on the table is moved and carried whilst an amendment is before the chair, both the motion and the amendment are laid on the table.
- 10.6.4 If the motion is carried, the matter is unable to be dealt with until a procedural motion 'that the matter be lifted from the table and dealt with' is carried.

10.7. That the matter be taken from the table

- 10.7.1 The motion, "that the matter be taken from the table", can only be taken from the table by the same committee or the ordinary meeting.
- 10.7.2 Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

10.8. Points of Order

10.8.1 A member who is speaking shall not be interrupted, except by the Chairperson or upon a point of order, in which event the member shall resume the member's seat and remain silent until the Chairperson has ceased speaking or the point of order has been disposed of, whereupon the member so interrupted may, if permitted, proceed.

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- 10.8.2 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that:
 - another Councillor has failed to comply with these meeting procedures;
 - a matter before the meeting is in contravention of the Local Government
 Act/Regulations, or is beyond the jurisdiction power of Council or is of an objectionable nature;
 - another Councillor's conduct at the meeting may constitute inappropriate conduct, misconduct or corrupt conduct.
- 10.8.3 A point of order cannot be used as a means of contradicting a statement made by a Councillor speaking about a matter.
- 10.8.4 Where a 'point of order' is raised, consideration of the matter to which the motion was raised shall be suspended and the Chairperson shall determine whether the point of order is upheld.
- 10.8.5 Upon a point of order arising during the process of a debate, a member may speak to a point of order.
- 10.8.6 Notwithstanding anything contained in these meeting procedures to the contrary, all points of order at any time arising shall, until decided, suspend the consideration and decision of every other motion or matter.

10.9. Motion of dissent

- 10.9.1 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made.
- 10.9.2 Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made.
- 10.9.3 Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 10.9.4 Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

10.10. That the report/document be tabled

- 10.10.1 The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 10.10.2 The only motion which will be moved following tabling is that:
 - the report/document be received and referred to a committee or an employee for consideration and report back to the meeting; or
 - the report/document not be received.

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10.11. Suspension of Meeting Procedures

- 10.11.1 A procedural motion, "that a provision of these meeting procedures be suspended for a specified period", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule.
- 10.11.2 A procedural motion to suspend a rule shall specify the reason and duration of such a suspension.
- 10.11.3 At the conclusion of the specified period, a procedural motion "to resume a provision of these meeting procedures" shall be made to reinstate all provisions of the meeting procedures to the meeting.

10.12. That the meeting be adjourned/resumed

- 10.12.1 A procedural motion, "that the meeting be adjourned", may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and shall be put without debate.
- 10.12.2 Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

10.13. Closed meetings

- 10.13.1 Local Government and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the matters as detailed in section 254J of the Local Government Regulation 2012 (Closed meetings).
- 10.13.2 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 10.13.3 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 10.13.4 A resolution that a local government meeting be closed <u>must</u> state the matter that is to be discussed as outlined in the section 254J(3) of the *Local Government Regulation 2012* and <u>must</u> include an overview of what is to be discussed while the meeting is closed.
- 10.13.5 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 10.13.6 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.
- 10.13.7 Where a procedural motion, "that the Council resolve to close the meeting to the public for the purpose of" is passed, all members of the public must leave and not re-enter

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- the room where the meeting is being held until a procedural motion "that the Council meeting be re-opened to the public" is passed.
- 10.13.8 A resolution (other than procedural) of the Local Government or committee must be made in a public meeting. A resolution cannot be made in a closed meeting.

10.14. Questions

- 10.14.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting.
- 10.14.2 Questions relating to general work or procedure of the local government or any matter under the jurisdiction of the local government but not related to any matter under consideration at that meeting are not allowed.
- 10.14.3 A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question.
- 10.14.4 A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for response at the next meeting. In this instance the question must be reduced to writing and provided by the relevant Councillor or Chief Executive Officer.
- 10.14.5 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- 10.14.6 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

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11. Maintenance of Good Order

11.1. Business of objectionable nature

11.1.1 If at a meeting the Chairperson or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the local government, the Chairperson may, on the Chairperson's own volition or at the request of another Councillor, declare that the matter not be considered further.

11.2. Disorder

11.2.1 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

11.3. Acts of disorder by members of the local government or a committee

11.3.1 If a member of the local government or committee fails to leave the meeting place as directed by the Chairperson, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the member and to keep the member away, from the meeting place.

12. Public attendance at meetings

12.1. Attendance of public and media at meetings

- 12.1.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 12.1.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 12.1.3 The Chairperson may direct any persons improperly present to withdraw immediately.
- 12.1.4 A person who is not a member of the local government or a committee must not interrupt or obstruct the proper conduct of a meeting.
- 12.1.5 If a person (other than a member of the local government or committee) interrupts or obstructs the proper conduct of a meeting, the Chairperson of the meeting may ask the person to leave the meeting place.
- 12.1.6 A person asked to leave a meeting place must immediately leave the place and must not return to the meeting until the end or at such earlier time as is decided by the Chairperson.
- 12.1.7 If a person contravenes clause 12.1.6 above, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the person from the meeting place, and keep the person away, from the meeting place.

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12.1.8 The Chairperson will adjourn the meeting until the person asked to leave the meeting place has left. After the person has left the meeting place, the Chairperson will reconvene the meeting.

12.2. Public participation at meetings

- 12.2.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 12.2.2 In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. Any public participation at a meeting will be conducted in accordance with the Public Participation Policy.
- 12.2.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 12.2.4 For any matter arising from such an address, Council may take the following actions:
 - · refer the matter to a committee;
 - · deal with the matter immediately;
 - · place the matter on notice for discussion at a future meeting;
 - note the matter and take no further action.
- 12.2.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 12.2.6 Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting.

 Failure to comply with such a request may be considered an act of disorder.

13. Monitoring and Evaluation

The effectiveness of this policy will be measured by an annual review process by the CEO in consultation with the Mayor and Councillors. Upon review a report will be submitted to Council outlining proposed amendments or continuing with the status quo. In the case of proposed amendments, the report will clearly outline the reasoning for such amendments.

14. Definitions

Term	Definition
Act or LGA	Local Government Act 2009
Advisory Committee	A committee of the local government appointed under section
	265 of the Local Government Regulation 2012
Authorised person	Means a person who holds office under section 202 of the LGA
Chairperson	The person presiding at a meeting of the local government or
	committee
Chief Executive Officer	The Chief Executive Officer of the local government
or CEO	A person who holds an appointment under section 194 of the
	Act.

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Term	Definition
Standing Committee	A committee of the local government appointed under section 264 of the Local Government Regulation 2012
Condolences	An expression of sympathy, especially on the occasion of a death
Council	Ipswich City Council
Councillor	Of a local government, includes the Mayor
Deputation	A presentation from a member/s of the public (which could be
•	on behalf of an organisation or individual) to an ordinary or
	committee meeting
Foreshadowed	Means a proposed amendment foreshadowed by a Councillor
amendment	under clause 9.5 of this meeting procedure during debate on the
	first amendment
Foreshadowed motion	Means a motion foreshadowed by a Councillor under clause 9.5
	of the meeting procedure during debate on an original motion
Investigation policy	Refers to the policy as required by section 150AE of the LGA
Matters Arising	A matter that arises fairly from the published Agenda of the
	meeting or a matter determined by the meeting in accordance
	with clause 7.3 of the procedures.
Meeting	A local government meeting or a committee meeting
Ordinary meeting	A meeting that the local government is required to hold pursuant
	to section 257 of the Local Government Regulation 2012
Point of order	An interjection during a meeting by a member who does not
	have the floor, to call to the attention of the Chairperson an
	alleged violation or breach of the local government's standing
	orders or meeting procedures
<u>Presentations</u>	Presenting a topic to an audience, a demonstration/introduction
	or speech that is meant to inform or persuade
Procedural Motion	A set of motions that can be employed in specific ways to control
DI-ti	the conduct of meetings.
Regulation	Local Government Regulation 2012
Standing	The rules adopted by Council that regulate the meetings of the
orders/meeting procedures	Ipswich City Council
Tributes	A statement/act or gift beneuring someone or something
<u>Indutes</u>	A statement/act or gift honouring someone or something, intended to show gratitude
Variation to a motion	Where a Councillor seeks to vary a motion by obtaining the
variation to a motion	consent of the mover and seconder of the motion to have the
	proposed variation included in the motion
	proposed variation included in the motion

15. Policy Owner

The General Manager, Coordination and Performance is the Policy owner. The Meetings Coordination Manager is responsible for authoring and reviewing this policy.



IPSWICH CITY COUNCIL

MEETING PROCEDURES POLICY

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1. Statement

Council is strongly committed to ensuring that the local government principles are reflected in the conduct of local government meetings and committee meetings.

2. Purpose and Principles

This policy provides a framework for the orderly and proper conduct of meetings of the local government and its committees.

"The following local government principles underpin Council's commitment to meeting processes:

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement;
 and
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors and local government employees

3. Corporate Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

A Trusted and Leading Organisation

4. Regulatory Authority

- Local Government Act 2009
- Local Government Regulation 2012
- Ipswich City Council Councillor Code of Conduct
- Ipswich City Council Investigations Policy

5. Scope

This policy applies to all Councillors and Council staff that attend and participate in committee and Council meetings. It sets out the processes that must be followed in relation to meeting protocol. This policy does not deal with meeting conduct, this process in outlined in a corresponding policy titled Meeting Conduct Policy.

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6. Roles and Responsibilities

The Chief Executive Officer is responsible for the implementation of this policy.

The Mayor and Councillors are responsible for ensuring that processes and behaviour are undertaken in accordance with this policy.

The Executive Services Branch of the Coordination and Performance Department is responsible for ensuring the publication of this policy on Council's website.

7. Meeting Procedures

- 7.1 These Meeting Procedures provide rules for the conduct of:
 - Local government meetings;
 - Local government standing committee meetings; and
 - Local government advisory committee meetings.
- 7.2 Any provision of these Meeting Procedures may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension of a provision of the Meeting Procedures and must specify the purpose and duration of each suspension.
- 7.3 Where at a local government meeting a matter arises which is not provided for in these Meeting Procedures, such matters shall be determined by the Chairperson of the meeting in consultation with members of the meeting or by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Meeting Procedures.

8. Procedures for Meetings of Council

8.1. Presiding Officer

- 8.1.1 The Mayor will preside at a meeting of Council.
- 8.1.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 8.1.3 If both the Mayor and the Deputy Mayor are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 8.1.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 8.1.5 If the Chairperson of a Committee is absent or unavailable to preside, the Deputy Chairperson will preside. If both the Chairperson and Deputy Chairperson are absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

8.2. Times of Meeting

8.2.1 The local government may, by resolution, fix the days and times for its ordinary meetings.

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- 8.2.2 If there is no resolution fixing the day and time for an ordinary meeting, the Chief Executive Officer may fix the date and time for the meeting.
- 8.2.3 Before the Chief Executive Officer fixes the date and time for an ordinary meeting, the Chief Executive Officer will, if practicable, consult with the Mayor about the proposed day and time for the meeting.
- 8.3. Notice and Agendas for meetings
- 8.3.1 The Agenda may contain:
 - · Notice of meeting
 - Minutes of the previous meetings
 - · Business arising out of previous meetings
 - Business which the Mayor wishes to have considered at that meeting without notice (Mayoral Minute)
 - · Matters of which notice has been given
 - Committees' reports to Council referred to the meeting by the CEO
 - · Officers' reports to Council referred to the meeting by the CEO
 - · Deputations and delegations
 - Any other business Council determines by resolution be included in the agenda paper.
- 8.3.2 Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any Meeting unless permission for that purpose is given by Council at such meeting.
- 8.3.3 Business must be in accordance with the adopted Terms of Reference for each Committee.

8.4. Order of Business

- 8.4.1 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 8.4.2 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 8.4.3 Unless otherwise altered, the order of business for an ordinary meeting shall be as follows:
 - · Opening of meeting
 - Welcome to country or acknowledgement of country
 - Opening Prayer
 - Attendances including apologies and leave of absence
 - Condolences
 - Tributes

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- Presentation of petitions
- Presentations and deputations
- Public Participation
- Matters of Public Interest
- Declaration of Interests
- Confirmation of Minutes
- Mayoral Minute
- Business Outstanding including conduct matters and matters lying on the table to be dealt with
- Reception and consideration of committee reports
- Chief Executive Officer's Report
- Officers Reports
- Notices of Motion
- Questions on notice
- 8.4.4 Unless otherwise altered, the order of business for a standing committee meeting shall be as follows:
 - Opening of meeting
 - Welcome to country or acknowledgement of country
 - Attendances including apologies and leave of absence
 - Declaration of Interests
 - Confirmation of Minutes
 - Business Outstanding including matters lying on the table to be dealt with
 - Officers Reports
 - Notices of Motion
 - Matters Arising
- 8.4.5 The minutes of a preceding meeting whether an ordinary, special or standing committee meeting, not previously confirmed shall be taken into consideration, at the next relevant meeting of Council, in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.
- 8.4.6 The procedure of a committee for dealing with business must be in accordance with procedural directions given to the committee by resolution of Council or if there is no procedural direction governing a particular matter, the Chairperson's decision.
- 8.5. Special Meetings
- 8.5.1 The Chief Executive Officer must call a special meeting of the local government if—

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- the special meeting is required by a resolution of the local government; or
- the Chief Executive Officer considers a matter should be brought before the Council for discussion; or
- a written request for the special meeting is given to the Chief Executive Officer in accordance with subsection 8.5.2 below.
- 8.5.2 A written request for a special meeting of the local government must—
 - be signed by the Mayor or three or more Councillors; and
 - · specify the purpose of the special meeting; and
 - propose a date and time for the holding of the special meeting.
- 8.5.3 The Chief Executive Officer calls a special meeting by giving written notice of the date and time of the meeting and the business to be conducted at the meeting to each Councillor.
- 8.5.4 The order of business for a special meeting of Council shall be as follows:
 - · Opening of meeting
 - Welcome to country or acknowledgement of country
 - Opening Prayer
 - Attendances including apologies and leave of absence
 - Officer's Reports.

A mayoral minute is allowed but must only relate to the specific matter that has been notified in the request for special meeting.

8.6. Attendance at committee meetings

- 8.6.1 Any Councillor of the local government may attend a meeting of a committee and may address the committee in accordance with section 8.4.6 of this policy.
- 8.6.2 A Councillor must attend a meeting of committee or Council in person, except if there is a natural disaster or severe weather prevents the Councillor from attending the place of the meeting or unless a resolution is passed that the Councillor be allowed to take part in the meeting by teleconference.

8.7. Leave of absence from meetings

- 8.7.1 Councillors must seek a leave of absence from an ordinary or committee meeting where a Councillor cannot attend a meeting due to private or business purposes.
- 8.7.2 Leave is granted at the discretion of the Council.
- 8.7.3 An application for leave of absence does not need to be made in person, and as a result, Council may grant such leave while a Councillor is absent.
- 8.7.4 Where a Councillor needs to seek leave from more than a single meeting, such requests are to be made in writing to the CEO specifying the dates of the meeting/s for the

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- requested leave. The CEO will inform the chairperson of the relevant meeting of the request.
- 8.7.5 If a Councillor attends a meeting for which leave has been granted previously, any future absence requires additional leave to be granted, regardless if the original leave covered any future meetings.
- 8.7.6 A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event.

8.8. Absence from meetings

- 8.8.1 A request by a Councillor for a leave of absence for not attending a meeting will be recorded in the minutes.
- 8.8.2 Where a Councillor is absent from a meeting without an approved leave of absence or submitted apology, the Councillor will not be listed in the apologies section of the meeting minute.

8.9. Mayoral minute

- 8.9.1 The Mayor may direct the attention of Council to a matter or subject not on the agenda by a minute signed by the Mayor, without notice, on any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
- 8.9.2 The Mayor must deliver a copy of the Mayoral Minute for an ordinary meeting of the local government to the Chief Executive Officer.
- 8.9.3 The Mayoral Minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the local government.
- 8.9.4 A motion comprising the Mayoral Minute may be put by the Mayor without being seconded at any stage of the ordinary meeting considered appropriate by the Mayor.
- 8.9.5 If the motion comprising the Mayoral Minute is passed, the Mayoral Minute becomes a resolution of the local government.
- 8.9.6 Amendments or variations to Mayoral Minutes that are consistent with the intent of the terms of the minute are permitted, provided such amendments have the agreement of the Mayor.

8.10. Petitions

- 8.10.1 Any petition presented to a meeting of Council shall:
 - be in legible writing/print or an e-petition and contain a minimum of ten (10) names;
 - include the name and contact details of the Principal Petitioner (i.e., one person who
 is the organiser and who will act as the key contact for the issue);
 - include the postcode of all petitioners, and

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- for printed petitions, have the details of the specific request/matter appear on each page of the petition.
- 8.10.2 Where a Councillor presents a petition to a meeting of Council, no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report back to the Council; or not be received because it is deemed invalid.
- 8.10.3 Council will respond to the Principal Petitioner in relation to all petitions.

8.11. Matters of Public Interest

- 8.11.1 Matters of Public Interest may be raised by any Councillor where notice is provided to the Chairperson and CEO 1 (one) full business day prior to meeting commencement.
- 8.11.2 An outline of the matter proposed to be heard must be submitted in writing and will be included in the minutes of the meeting.
- 8.11.3 Only 1 (one) item is permitted per councillor on any meeting date with a maximum speaking time of 5 minutes.
- 8.11.4 Where more than one matter has been proposed for discussion on any meeting date, the Chairperson shall determine the order and number allowed to be heard.
- 8.11.5 A matter may be disallowed if it is deemed not of genuine public interest.
- 8.11.6 The only motion which may be moved is that the matter be noted; or noted and referred to a committee, or officer for consideration and a report back to the Council.

8.12. Deputations

- 8.12.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 8.12.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO or relevant General Manager shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 8.12.3 For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution.
- 8.12.4 A deputation shall be given adequate opportunity to explain the purpose of the deputation however the maximum total time allocated per deputation will not exceed 15 minutes, unless otherwise agreed by the Chairperson.
- 8.12.5 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 8.12.6 The Chairperson may terminate an address by a person in a deputation at any time where:

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- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
- the time period allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 8.12.7 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8.13. Repealing or amending resolutions

- 8.13.1 A resolution of Council is effective from the moment it is passed and it is the function and duty of the Chief Executive Officer to give effect to such resolution.
- 8.13.2 A resolution can only be rescinded or repealed if it has not been acted upon.
- 8.13.3 Motions to repeal or amend a resolution of Council are to be made by:
 - i. A notice of motion signed by two or more Councillors, lodged to the Chief Executive Officer at least 7 days before the meeting at which the proposal is to be made.
 - ii. A notice of intention submitted by an officer with approval of the CEO in a report for consideration by the council.
- 8.13.4 Notice of the rescission motion must be given to Councillors at least 5 days before the meeting it will be considered.
- 8.13.5 Where a rescission motion is received in accordance with 8.12.3 above, the original resolution shall be placed in abeyance.
- 8.13.6 Where a motion to repeal or amend a resolution of Council is defeated, a motion to the same, or like effect, will not be considered for at least three (3) months after the date the relevant motion was defeated.

8.14. Statement of Reasons

8.14.1 In accordance with section 254H of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

8.15. Adjournments

8.15.1 An adjournment may be called by the Chairperson at any time in order for a rest break. Such break will be taken in a separate room.

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9. Motions

9.1. Notice of matter to be included on agenda by Councillor

- 9.1.1 Any Councillor requesting a matter to be included on an agenda, must give notice in writing to the Chief Executive Officer at least five (5) business days before the notice of meeting is required to be given.
- 9.1.2 Councillors may advise whether the notice of motion is to go to the next ordinary meeting or next appropriate committee meeting. However the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by another committee or ordinary meeting.

9.1.3 Notice of motions must:

- be framed as succinctly as possible;
- not include argument or discussion or excessive background material;
- be relevant to the good order of the business of the Council; and
- not be an action that could be dealt within operational procedures.

9.2. Motion to be moved and seconded

- 9.2.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 9.2.2 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.
- 9.2.3 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- 9.2.4 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 9.2.5 A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or these meeting procedures shall be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- 9.2.6 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.

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9.3. Absence of Mover of Motion

- 9.3.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
 - · moved by another Councillor at the meeting; or
 - deferred to the next appropriate committee or ordinary meeting.

9.4. Amendment of Motion

- 9.4.1 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.
- 9.4.2 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 9.4.3 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 9.4.4 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put.
- 9.4.5 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.
- 9.4.6 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 9.4.7 An amendment may become the motion without debate or a vote where it is accepted by the Councillors who moved and seconded the original motion ie; the amendment becomes a variation to the original motion.
- 9.4.8 The amendment must be moved before debate on the motion has been concluded and the right of reply of the mover of the motion has been exercised.

9.5. Foreshadowed motions and amendments

- 9.5.1 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion.
- 9.5.2 The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 9.5.3 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with.

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- 9.5.4 There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 9.5.5 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.
- 9.5.6 Foreshadowed motions and foreshadowed amendments are required to be moved and seconded before debate can commence.

9.6. Withdrawal of Motion

- 9.6.1 If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:
 - · before the motion is voted on; or
 - before an amendment to the motion is moved and seconded.
- 9.6.2 If an amendment to a motion is accepted by the Councillors who have moved and seconded a motion, the original motion is deemed to be withdrawn and the motion, as accepted, will become the motion.
- 9.6.3 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 9.6.4 If the majority of Councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.

9.7. Speaking to Motions and Amendments

- 9.7.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 9.7.2 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 9.7.3 The order of speakers will be:
 - the Councillor moving the motion;
 - Councillors alternatively against and for the motion;
 - once alternative speakers are exhausted, as determined by the Chairperson;
 - the mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment; and
 - the mover of an amendment motion will have no right of reply.

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- 9.7.4 If the amendment to a motion is passed, the Councillor who moved the original motion will have the right of reply to the amended motion.
- 9.7.5 Once the right of reply has been exercised on a motion, the debate on the motion is closed.
- 9.7.6 Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.
- 9.7.7 Each speaker shall be restricted to not more than five (5) minutes unless permission from the meeting to extend this time has been granted.
- 9.7.8 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

9.8. Method of taking vote

- 9.8.1 Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the Chief Executive Officer or other officer who is taking the minutes of the meeting.
- 9.8.2 The Chairperson must, in taking the vote on a motion or amendment, put the question, first in the affirmative and then in the negative and may do so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- 9.8.3 Councillors must vote by a show of hands.
- 9.8.4 The Chairperson must call for all Councillors in favour of the motion to indicate their support. The Chairperson must then call for all Councillors against the motion to indicate their objection.
- 9.8.5 All voting at Council meetings (including committee meetings) must be recorded in the minutes of meeting with the names of Councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.
- 9.8.6 In accordance with the *Local Government Regulation 2012*, if a Councillor present fails to vote, the Councillor is taken to have voted in the negative and this will be recorded in the minutes accordingly, including the fact that the councillor failed to vote.
- 9.8.7 The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 9.8.8 All motions and details of their outcome (ie whether they were lost or carried) must be recorded in the minutes.
- 9.8.9 If a motion is carried unanimously, this must be recorded in the minutes accordingly.

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- 9.8.10 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 9.8.11 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.
- 9.8.12 To avoid any doubt or where there is any conflict about the recording of the minutes of Council meetings, <u>all voting must be recorded in accordance with 9.8.5 of this Meetings</u>

 Procedure Policy.

10. Procedural motions

10.1. Process for procedural motions

- 10.1.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
 - that the question/motion be now put;
 - · that the motion items be voted on separately;
 - that the motion or amendment now before the meeting be adjourned;
 - · that the meeting proceed to the next item of business;
 - that the motion/question lie on the table;
 - that the motion/question be taken from the table;
 - a point of order;
 - · a motion of dissent against the Chairperson's decision;
 - · that this report/document be tabled;
 - · suspension of meeting procedures;
 - that the meeting stand adjourned.

10.2. That the motion be put

- 10.2.1 A procedural motion, "that the motion be put", may be moved in order to bring on the finalisation of a motion.
- 10.2.2 A Councillor may move that a motion or an amendment be now put:
 - if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it; or
 - if at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
- 10.2.3 Where such a procedural motion is carried, the Chairperson must immediately put the motion, or amendment to that motion under consideration.

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10.2.4 Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.

10.3. That the motion items be voted on separately

10.3.1 Where a procedural motion, "that the motion items be voted on separately", is carried, each separate recommendation item will be voted on as if it was an individual motion.

10.4. That the debate on the motion or amendment be adjourned

10.4.1 The procedural motion, "that the debate on the motion or amendment be adjourned", will specify a time or date, to which the debate will be adjourned.

10.5. That the meeting proceed to the next item

10.5.1 Where a procedural motion, "that the meeting proceed to the next item" is carried, debate on the matter that is the subject of the motion shall cease. However, debate on the matter of the motion may be considered again by Council on the giving of notice in accordance with the meeting procedures.

10.6. That the matter lie on the table

- 10.6.1 A procedural motion, "that the matter lie on the table", shall only be moved where the Chairperson or a Councillor requires additional information on the matter, or the result of some other action of Council or person is required, before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper.
- 10.6.2 If the motion to lay the matter on the table is lost, debate continues and the motion cannot be moved again in respect of that substantive motion.
- 10.6.3 If the motion to lay the matter on the table is moved and carried whilst an amendment is before the chair, both the motion and the amendment are laid on the table.
- 10.6.4 If the motion is carried, the matter is unable to be dealt with until a procedural motion 'that the matter be lifted from the table and dealt with' is carried.

10.7. That the matter be taken from the table

- 10.7.1 The motion, "that the matter be taken from the table", can only be taken from the table by the same committee or the ordinary meeting.
- 10.7.2 Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

10.8. Points of Order

10.8.1 A member who is speaking shall not be interrupted, except by the Chairperson or upon a point of order, in which event the member shall resume the member's seat and remain silent until the Chairperson has ceased speaking or the point of order has been disposed of, whereupon the member so interrupted may, if permitted, proceed.

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- 10.8.2 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that:
 - another Councillor has failed to comply with these meeting procedures;
 - a matter before the meeting is in contravention of the Local Government
 Act/Regulations, or is beyond the jurisdiction power of Council or is of an objectionable nature;
 - another Councillor's conduct at the meeting may constitute inappropriate conduct, misconduct or corrupt conduct.
- 10.8.3 A point of order cannot be used as a means of contradicting a statement made by a Councillor speaking about a matter.
- 10.8.4 Where a 'point of order' is raised, consideration of the matter to which the motion was raised shall be suspended and the Chairperson shall determine whether the point of order is upheld.
- 10.8.5 Upon a point of order arising during the process of a debate, a member may speak to a point of order.
- 10.8.6 Notwithstanding anything contained in these meeting procedures to the contrary, all points of order at any time arising shall, until decided, suspend the consideration and decision of every other motion or matter.

10.9. Motion of dissent

- 10.9.1 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made.
- 10.9.2 Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made.
- 10.9.3 Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 10.9.4 Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

10.10. That the report/document be tabled

- 10.10.1 The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 10.10.2 The only motion which will be moved following tabling is that:
 - the report/document be received and referred to a committee or an employee for consideration and report back to the meeting; or
 - the report/document not be received.

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10.11. Suspension of Meeting Procedures

- 10.11.1 A procedural motion, "that a provision of these meeting procedures be suspended for a specified period", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule.
- 10.11.2 A procedural motion to suspend a rule shall specify the reason and duration of such a suspension.
- 10.11.3 At the conclusion of the specified period, a procedural motion "to resume a provision of these meeting procedures" shall be made to reinstate all provisions of the meeting procedures to the meeting.

10.12. That the meeting be adjourned/resumed

- 10.12.1 A procedural motion, "that the meeting be adjourned", may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and shall be put without debate.
- 10.12.2 Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

10.13. Closed meetings

- 10.13.1 Local Government and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the matters as detailed in section 254J of the Local Government Regulation 2012 (Closed meetings).
- 10.13.2 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 10.13.3 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 10.13.4 A resolution that a local government meeting be closed <u>must</u> state the matter that is to be discussed as outlined in the section 254J(3) of the *Local Government Regulation 2012* and <u>must</u> include an overview of what is to be discussed while the meeting is closed.
- 10.13.5 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 10.13.6 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.
- 10.13.7 Where a procedural motion, "that the Council resolve to close the meeting to the public for the purpose of" is passed, all members of the public must leave and not re-enter

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- the room where the meeting is being held until a procedural motion "that the Council meeting be re-opened to the public" is passed.
- 10.13.8 A resolution (other than procedural) of the Local Government or committee must be made in a public meeting. A resolution cannot be made in a closed meeting.

10.14. Questions

- 10.14.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting.
- 10.14.2 Questions relating to general work or procedure of the local government or any matter under the jurisdiction of the local government but not related to any matter under consideration at that meeting are not allowed.
- 10.14.3 A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question.
- 10.14.4 A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for response at the next meeting. In this instance the question must be reduced to writing and provided by the relevant Councillor or Chief Executive Officer.
- 10.14.5 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- 10.14.6 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

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11. Maintenance of Good Order

11.1. Business of objectionable nature

11.1.1 If at a meeting the Chairperson or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the local government, the Chairperson may, on the Chairperson's own volition or at the request of another Councillor, declare that the matter not be considered further.

11.2. Disorder

11.2.1 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

11.3. Acts of disorder by members of the local government or a committee

11.3.1 If a member of the local government or committee fails to leave the meeting place as directed by the Chairperson, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the member and to keep the member away, from the meeting place.

12. Public attendance at meetings

12.1. Attendance of public and media at meetings

- 12.1.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 12.1.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 12.1.3 The Chairperson may direct any persons improperly present to withdraw immediately.
- 12.1.4 A person who is not a member of the local government or a committee must not interrupt or obstruct the proper conduct of a meeting.
- 12.1.5 If a person (other than a member of the local government or committee) interrupts or obstructs the proper conduct of a meeting, the Chairperson of the meeting may ask the person to leave the meeting place.
- 12.1.6 A person asked to leave a meeting place must immediately leave the place and must not return to the meeting until the end or at such earlier time as is decided by the Chairperson.
- 12.1.7 If a person contravenes clause 12.1.6 above, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the person from the meeting place, and keep the person away, from the meeting place.

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12.1.8 The Chairperson will adjourn the meeting until the person asked to leave the meeting place has left. After the person has left the meeting place, the Chairperson will reconvene the meeting.

12.2. Public participation at meetings

- 12.2.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 12.2.2 In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. Any public participation at a meeting will be conducted in accordance with the Public Participation Policy.
- 12.2.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 12.2.4 For any matter arising from such an address, Council may take the following actions:
 - · refer the matter to a committee;
 - · deal with the matter immediately;
 - · place the matter on notice for discussion at a future meeting;
 - note the matter and take no further action.
- 12.2.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 12.2.6 Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting.

 Failure to comply with such a request may be considered an act of disorder.

13. Monitoring and Evaluation

The effectiveness of this policy will be measured by an annual review process by the CEO in consultation with the Mayor and Councillors. Upon review a report will be submitted to Council outlining proposed amendments or continuing with the status quo. In the case of proposed amendments, the report will clearly outline the reasoning for such amendments.

14. Definitions

Term	Definition
Act or LGA	Local Government Act 2009
Advisory Committee	A committee of the local government appointed under section
	265 of the Local Government Regulation 2012
Authorised person	Means a person who holds office under section 202 of the LGA
Chairperson	The person presiding at a meeting of the local government or
	committee
Chief Executive Officer	The Chief Executive Officer of the local government
or CEO	A person who holds an appointment under section 194 of the
	Act.

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Term	Definition
Standing Committee	A committee of the local government appointed under section
	264 of the Local Government Regulation 2012
Condolences	An expression of sympathy, especially on the occasion of a death
Council	Ipswich City Council
Councillor	Of a local government, includes the Mayor
Deputation	A presentation from a member/s of the public (which could be
	on behalf of an organisation or individual) to an ordinary or
	committee meeting
Foreshadowed	Means a proposed amendment foreshadowed by a Councillor
amendment	under clause 9.5 of this meeting procedure during debate on the first amendment
Foreshadowed motion	Means a motion foreshadowed by a Councillor under clause 9.5
	of the meeting procedure during debate on an original motion
Investigation policy	Refers to the policy as required by section 150AE of the LGA
Matters Arising	A matter that arises fairly from the published Agenda of the
	meeting or a matter determined by the meeting in accordance
	with clause 7.3 of the procedures.
Meeting	A local government meeting or a committee meeting
Ordinary meeting	A meeting that the local government is required to hold pursuant
	to section 257 of the Local Government Regulation 2012
Point of order	An interjection during a meeting by a member who does not
	have the floor, to call to the attention of the Chairperson an
	alleged violation or breach of the local government's standing
	orders or meeting procedures
Presentations	Presenting a topic to an audience, a demonstration/introduction
	or speech that is meant to inform or persuade
Procedural Motion	A set of motions that can be employed in specific ways to control
	the conduct of meetings.
Regulation	Local Government Regulation 2012
Standing	The rules adopted by Council that regulate the meetings of the
orders/meeting	Ipswich City Council
procedures	
Tributes	A statement/act or gift honouring someone or something,
	intended to show gratitude
Variation to a motion	Where a Councillor seeks to vary a motion by obtaining the
	consent of the mover and seconder of the motion to have the
	proposed variation included in the motion

15. Policy Owner

The General Manager, Coordination and Performance is the Policy owner. The Meetings Coordination Manager is responsible for authoring and reviewing this policy.

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