

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

13 DECEMBER 2017

ITEM 12.20 QPRC WORKPLACE SURVEILLANCE POLICY 2017

ATTACHMENT 1 DRAFT QPRC WORKPLACE SURVEILLANCE POLICY 2017



QPRC Workplace Surveillance Policy

Date policy was adopted:	
Resolution number:	
Next Policy review date:	
Reference number:	

QPRC Workplace Surveillance Policy

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QPRC Workplace Surveillance Policy

1. PURPOSE:

The Workplace Surveillance Act 2005 (Act) requires that employees are made aware of workplace surveillance undertaken by Queanbeyan-Palerang Regional Council (Council).

This policy was developed to ensure Council meets its obligations under the Act by informing/ notifying employees of surveillance devices in the workplace, and to provide a framework under which Councils Workplace Surveillance will be managed to ensure continued legislative compliance.

2. STATEMENT:

Council recognises its obligations to ensure, where reasonably practicable, a safe and healthy workplace for its workers and others.

Technology advances now mean that most mobile devices have the functionality which includes that of camera, computer and tracking surveillance devices. Council in the course of its business uses these devices. Individual employees have similar capabilities with a Council supplied mobile device or their personal mobile device.

An employee is at work for the purposes of this policy when the employee is:

- At **the employees usual** council workplace whether or not the employee is actually performing work at the time; or
- At any other place while performing work for Council; or
- Using Council vehicle, plant or equipment in the course of performing work for Council.

The use of certain surveillance devices by Council:

- Provides the potential to identify the geographical location of an employee or Council vehicle or plant and equipment;
- Provides the potential to deter vandalism, assault or other criminal activity and reduce the risks associated for employees and other and capture evidence of criminal activity;
- Allows for monitoring to manage the risks associated with non-compliance of Council's Code of Conduct and Work Health and Safety (WHS) requirements;
- Assists management to optimise performance, improve efficiency and improve customer service.

In accordance with the Act, this policy addresses the following types of surveillance in the workplace:

- Camera surveillance
- Computer surveillance
- Tracking surveillance

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3. DEFINITIONS:

Camera Surveillance	Surveillance by means of a camera that monitors or records visual images of activities on premises or in any other place
Computer Surveillance	Surveillance by means of software or other equipment that monitors or records the information input or output, or other use, of a computer (including but not limited to the sending and receiving of emails and the accessing of internet websites);
Employee	Has the same meaning as the Industrial Relations Act and includes a person performing voluntary work.
Tracking Surveillance	Surveillance by means of an electronic device the primary purpose of which is to monitor or record geographical information or movement.
Workplace	Means premises, or any other place where employees work or any part of such premises or place.

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4. PROVISIONS:

4.1 Camera Surveillance

Council may require designated areas to be under camera surveillance for operational, security and/or protection/ safety reasons.

Council's CCTV cameras which operate in public places, as defined under *the Local Government Act 1993* are included in this policy. However access to surveillance information captured by these CCTV cameras are treated separately.

Where Council intends to introduce surveillance cameras in the workplace, employees working in the designated area or areas shall be advised in writing (which could be email) fourteen (14) days prior to its commencement in accordance with the Act. For any cameras in existence at the time of adoption of this policy, staff will be duly notified by being advised in writing of the adoption of this policy.

Council will put in place visible signs informing people who enter or leave a workplace or public place that camera surveillance is being carried out.

CCTV camera surveillance is continuous and ongoing.

Council may from time to time require employees who work in hazardous activities (*for example in field regulatory roles*) to have an on-person camera to reduce the risk associated with such activities. The requirement for these devices will be based on a risk assessment process and the needs of specific employees. Applications to provide and use this type of equipment will be dealt with on a case by case basis.

The employee will be notified of the installation and intent of these devices and the public will be advised. Surveillance is intermittent but ongoing.

4.2 Computer and mobile device surveillance

Computer resources are provided for business purposes related to an employee's duties. However reasonable personal use is permitted in accordance with Council Directives & policies.

Use of Council's computers and associated systems is governed by the following policies which prescribe conditions of employee access to and use of Council's information technology facilities, services and systems:

- **Social Media Policy**
- **Respectful Workplace Behaviours Directive**
- **Security Surveillance Directive**
- **Acceptable Internet Usage Directive**
- **Acceptable Email Usage Directive**
- **Mobile Devices Directive**

Computer surveillance is undertaken for the general security of Council property and assets, the protection of Council related information and to ensure that Council's computer resources are not misused. Surveillance is carried out in conjunction with the above mentioned policies.

QPRC Workplace Surveillance Policy

Council's corporate email system will automatically block some emails. This blocking is to ensure the integrity of the system and to reduce the risk from malware / viruses to Council's network.

Access logs are automatically created and facilities exist to review the Internet addresses visited by each user. Access may be blocked to some sites that represent a threat to the corporate IT environment.

Computer surveillance is continuous and ongoing. Council will investigate alleged breaches of the law or Council policies by staff using Council IT equipment and systems and this may involve accessing the employee's computer and electronic records.

4.3 Tracking Devices

(i) Plant & Motor Vehicles

Council's fleet may be fitted with an electronic tracking device such as a GPS (Global Positioning System) to collect, interpret and record/ store data including geographical location, movement and or plant/vehicle function or activity.

Council will install visible signs in all vehicles fitted with tracking devices to inform all vehicle users that surveillance tracking is being carried out.

This surveillance is continuous and ongoing.

At the time of drafting this policy current technology does not allow for the devices to be disabled outside of business hours and therefore until the technology advances to allow such devices to be disabled will not be installed in Council leaseback vehicles.

(ii) Security Alarm & Swipe Card Access Systems

For security purposes when a staff member arms or disarms an alarm system for a Council premise through entering security access code or using swipe card technology to access a facility the information is recorded.

Council may access and monitor staff use of the security alarm and swipe card access systems in the following ways:

- For the purpose of determining as part of an investigation whether there has been unacceptable access to premises by an employee constituting a breach of Council's policies or misconduct by the employee;
- For the purposes of legal requirement or other lawful investigation.

Security alarm and swipe card/swipe key access systems surveillance is continuous and ongoing.

(iii) Time and Attendance Systems

Council has in place time and attendance systems to record when employees commence and finish work each day but also have the ability to record the location work is performed. These systems also record when employees are absent from the workplace due to leave.

These systems act as an electronic timesheet and are monitored and approved by an employee's supervisor to ensure contracted hours are worked, attendance is in accordance with Council's policies and procedures and for the approval and monitoring of leave in accordance with Council's policies and procedures.

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Surveillance is continuous and ongoing.

(iv) GPS enabled mobile devices

Council may from time to time require employees who work alone, in remote locations or in hazardous activities to use a tracking device (including but not limited to two way radio, man down, distress alarm) to reduce the risk associated with and to identify the location of the employee should an emergency response be required. The requirement for these devices will be based on a risk assessment process. The employee will be notified of the installation and intent of the tracking devices.

Surveillance is intermittent but ongoing.

4.4 Phone & fuel records

Records in relation to the use of Council provided mobile phones and fuel cards remain the property of Council. These records are monitored on an ongoing basis for unusual or high volume activity but Council may also access and review these records as part of a workplace investigation into alleged misuse of Council assets and/ or misconduct by an employee or another person.

4.5 Recording of customer service phone calls

In accordance with the *Surveillance Devices Act 2007*, Council may record phone calls of customer service related functions for coaching and training purposes to ensure that customer needs are being met. It may also be used by Council as part of investigations into customer complaints.

Council will advise staff in advance of the implementation of technology that records customer phone calls. Customers will be advised the phone call is being recorded.

4.6 Covert Surveillance

Council may apply to a Magistrate for an authority authorising covert surveillance of an employee only for the purpose of establishing whether or not one or more employees are involved in an unlawful activity while at work.

4.7 Prohibited Surveillance

Surveillance of an employee will not be carried out in any change room, toilet facility or shower facility at a workplace.

Surveillance of any employee will not be carried out when the employee is not at work. The exception is that surveillance records may be used as part of an investigation if it is to investigate an allegation of inappropriate use by the employee of equipment or resources provided by or at Council's expense.

4.8 Notification to Employees

Notification to employees will be in writing (which includes the use of email) for the purpose of complying with the Act.

Existing employees of Council shall be notified of the installation and intent of surveillance measures through written advice of the adoption of this policy and any subsequent procedures

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New employees shall be given notification of this Workplace Surveillance Policy as part of their offer of employment. By accepting employment with Council the employee will be consenting to the conduct of surveillance in accordance with this policy, immediately upon the commencement of employment with Council.

4.9 Access, use and disclosure of Surveillance Records

Instances in which the use and disclosure of surveillance records might occur include:

- Identifying the location of Council property or employees while at work (if not possible by other means) for operational or safety purposes including during emergency and significant weather events;
- If there is an assault or suspected assault of a person;
- If theft of Council property is suspected;
- Criminal damage to Council equipment or facilities has occurred;
- Allegations of breaches of Council's Code of Conduct;
- Allegations of unacceptable conduct;
- A serious WHS incident;
- Verify contracted hours are worked;
- Where required under legislation such as to a law enforcement agency in connection with an environmental offence or alleged environmental offence, a criminal or alleged criminal offence or in connection with actual or potential legal proceedings
- As reasonably believed to be necessary to avert an imminent threat of serious violence or substantial damage to property.

Information gathered from the recording of customer service phone calls may be used as a primary source for determining coaching and training requirements. It may also be used by Council as part of investigations into customer complaints.

Whilst information obtained from surveillance devices will not be used solely for this purpose, it may be used by Council as part of workplace investigation into an employee's alleged misconduct or breach of a Council policy that may result in disciplinary action in accordance with the disciplinary provisions within the Award and Council policies and procedures.

Information gathered from GPS installed in Council's vehicles will not be used as the primary source of information to initiate performance management or disciplinary actions. This information may however be used by Council as a secondary measure in workplace investigations in relation to managing performance, misconduct or breach of Council policy dealt with under the disciplinary provisions of the Award and Council's policies and procedures. *An example of secondary measurement could be where an allegation against an employee is made and the GPS information is checked to determine the correctness of the allegation.*

Council employees shall at all times exercise duty of confidentiality. Data shall only be released in compliance with the Act and other legislation and as prescribed by this policy. Non-compliance with duty of confidentiality requirements may render the employee liable to disciplinary action.

All documents created in relation to this policy will be kept in accordance with the *State Records Act 1998 (NSW)*.

Persons, including members of the public can make application to access Council's data in accordance with the *Government Information Public Access (GIPA) Act 2009* and the *Privacy and Personal Information Protection Act (PPIPA) 1998*.



QPRC Workplace Surveillance Policy

5. IMPLEMENTATION:

General Manager & Directors

- Responsible for ensuring effective implementation of this Policy within areas of their responsibility.
- Responsible for ensuring adequate controls are implemented and maintained to safeguard privacy.
- Have and approve access to information collected by workplace surveillance systems.

Section and Business Unit Managers

- Responsible for making staff aware of this policy and their compliance
- Must comply with the requirements of this Policy
- Have access to information collected by workplace surveillance systems

Transport and Facilities

- Maintain and ensure the security and integrity of surveillance systems and information.
- Coordinate and administer the installation, removal and replacement of tracking surveillance for plant and equipment in accordance with this policy.

Workplace

- Ensure compliance with the requirements of the Act with respect to notice of surveillance to employees.
- Support and guide managers and supervisors to ensure compliance with the requirements of the Act.

6. REVIEW:

This Policy will be reviewed initially after the first twelve months of adoption and then every three years, or earlier should circumstances arise including legislative change to warrant revision.

QPRC Workplace Surveillance Policy

POLICY:-		
Policy No:		
Policy Title:		
Date Policy was adopted by Council:		
Resolution Number:		
Previous Policy Review Date:		
Next Policy Review Date:		
PROCEDURES/GUIDELINES:-		
Date Procedure/Guideline (if any) was developed:		
RECORDS:-		
Container Reference in TRIM: Policy		
Container Reference in TRIM: Procedure		
Other locations of Policy:		Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:		Intranet (linked to TRIM Container)
DELEGATION (if any):-		
RESPONSIBILITY:-		
Draft Policy developed by:		
Committees (if any) consulted in the development of the Draft Policy:		
Responsibility for Implementation:		
Responsibility for Review of Policy:		
INTEGRATED PLANNING FRAMEWORK:		
Strategic Direction (CSP):		
Service:		
Program:		
Senior Authorising Officer	Position General Manager	Signature/Date (Signed and dated)



QPRC Workplace Surveillance Policy

ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME



QUEANBEYAN-PALERANG REGIONAL COUNCIL

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13 DECEMBER 2017

ITEM 13.1 MOORE PARK SKATE PARK PROJECT

ATTACHMENT 1 SKATE PARK CURRENT



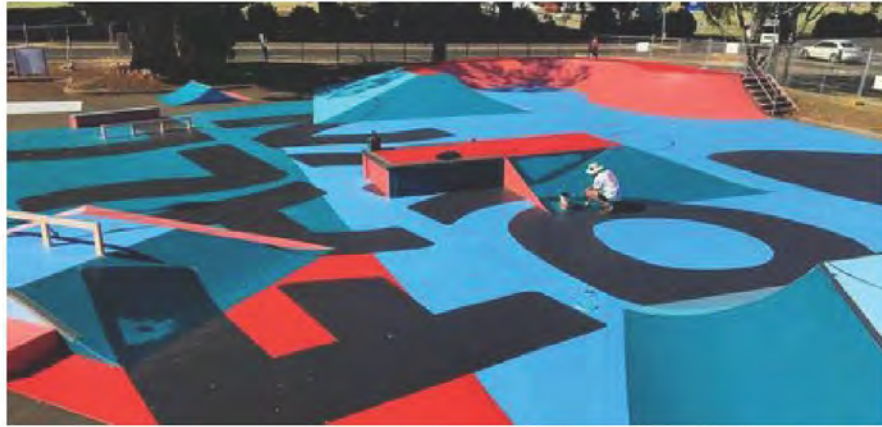
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ITEM 13.1 MOORE PARK SKATE PARK PROJECT

ATTACHMENT 2 ART WORK IDEA



QUEANBEYAN SKATE PARK ARTWORK PROPOSAL

This was created by a colleague of mine as an anti graffiti initiative in Toowomba. If submission is successful I will provide various artwork concepts along a similar line for consideration . I believe something like this would be the most effective solution for the parks problems.



JOB#	170324-1	CLIENT	OPRC	DESCRIPTION	Anti Graffiti Initiative
DATE		PROOF DATE	19.06.17	CONTACT	Zakia Patel
		PHONE/EMAIL		MANUFACTURER	

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

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13 DECEMBER 2017

ITEM 16.1 RESPONSES TO COUNCILLORS' QUESTIONS

ATTACHMENT 1 RESPONSES TO COUNCILLORS' QUESTIONS TABLE

QPRC COUNCILLORS' QUESTIONS

No.	Date rec'd	Question / Request	Responsible staff	Response	Date of reply	COMPL Y/N
47	5/12/17	Cr Marshall submitted the following: <ul style="list-style-type: none"> • Potholes on Captains Flat Road need attention (mainly between Cockatoo Hill and Foxlow Station, and Silver Hills Bridge and Captains Flat) • Speed limit signs for roadworks on Captains Flat Road need to be checked (possible mistake) 	Portfolio GM Community Connection	1. Staff will inspect the area and place it on the pothole patching program as required. 2. The road works signage will be inspected.	5/12/17	Y
46	30/11/17	Cr Winchester received an email from a concerned resident regarding: <ul style="list-style-type: none"> • road safety and neglect of gravel roads in the former Palerang region • Intersection of Kings Hwy and Hazeldell Rd - turning into and from both ways - reporting many near misses Cr Winchester requested information on Council's grading schedule, in particular Hazeldell Road.	Portfolio GM Community Connection	Hazeldell Rd is currently a Category 7 road which receives grading once every 18 months. It was last graded in August 2016. It is due for a regrade in late February 2018. (Palerang's Unsealed Road Maintenance Grading Policy 2005 attached)	6/12/17	Y
45	30/11/17	Cr Brown requested a copy of Council's response/media release to the skate park.	Service Mgr Customer and Communication	The media release was sent out on 1/12/17	01/12/17	Y
44	30/11/17	Cr Overall has received an email from Peter, President of the Royalla Community Association, requesting an update on the improvements to the Old Cooma Rd/Monaro Hwy intersection.	Portfolio GM Community Connection	An enquiry has been made with Roads ACT on this matter.		N

43	21/11/17	Cr Taylor received a complaint from a property owner regarding an issue with dogs and junk at a neighbouring property.	Service Mgr Customer and Communication	Staff have inspected the property and spoken with the Occupier who is considering his options for the property, including further development.	28/11/17	N
42	27/11/17	Cr Brown requested an update on the discussions are with the Jerrabomberra Scout Group regarding the Jerrabomberra Scout Hall project.	Service Mgr Urban Landscapes and Portfolio GM Natural and Built Character	Staff have met with the group a couple of times and are working towards a suitable site coming out of the South Jerrabomberra development, which still appears the best option. The timing of this is that this is subject to the timing of the development itself.	27/11/17	Y
41	24/11/17	Cr Harrison has received a request from Steve, owner of the Coffee n Snack Shack, to follow up on an email he sent to Council's events team as he wants to tap into events that may require his business and he also requested his business be referred to potential event organisers.	Portfolio GM Community Choice	The Events Team confirmed receipt of the email and advised they will be inviting the Coffee n Snack Shack to attend the Multicultural Festival. For general information, there are currently nine coffee vans on the list and the team try to share the events around to all fairly.	27/11/17	Y
40	27/11/17	Cr Winchester requested a review of an email Councillors received from a concerned resident regarding a gum tree in front of the Golden Age Motel on Bungendore Road which appears to have been poisoned. The resident would like to know if Council has a replacement policy.	Portfolio GM Natural and Built Character	Staff had noticed the second tree alongside the motel on Bungendore Road Queanbeyan dying and did inspect for signs of suspected poisoning. Unfortunately staff have not been able to secure confirmation of poisoning or any clear evidence that could identify a person responsible for the trees death. The tree will be removed this week and work will continue to remove other trees, which are in decline or dangerous, along this section of road. Draft concept designs have been prepared and staff will	29/11/17	Y

				<p>soon bring these to a workshop of Council. The concepts involve further removal of problem trees, removal of selected sections of the cypress hedge to opening up views into Sister City Park and Wanniasa Parklands, while still screening the residential blocks. It is proposed to improve pedestrian /cycle paths and introduce some colour through new tree plantings to replace those trees being removed. Some new street tree planting has also been included into the DA approval for the new Shell service station, at the developers cost, and is designed to link with Yass Rd plantings.</p> <p>Subject to Council's workshop and community engagement, new tree planting would be scheduled for autumn/winter 2018.</p>		
39	23/11/17	Cr Winchester sent an email enquiring if there is a team within QPRC that deals with Essential Energy and may be able to assist with getting shoes over power lines taken down.	Portfolio GM Community Connection	This issue has been forwarded to Essential Energy.	6/12/17	Y
38	21/11/17	Cr Taylor received an email from a concerned resident regarding the poor condition of Williamsdale Road and enquiring as to when the road will be sealed from Williamsdale Quarry Monaro Highway access to the other end - Burra. The resident suggests Council conduct a survey to measure the high amount of traffic travelling this road stating regular maintenance every few months only lasts	Portfolio GM Community Connection	<p>Williamsdale Road is included on the gravel resheeting program and is expected to be resheeted in the 18/19 financial year.</p> <p>The Williamsdale Road is not presently on the sealing program.</p>	6/12/17	Y

		a week or so and must be costing Council a fortune.				
37	15/11/17	Cr Schweikert submitted questions for Traffic Committee. [Note: Portfolio GM Community Connection advised these items are not going to Traffic Committee and requested they be placed in the Councillors Questions list].	Portfolio GM Community Connection	<p>Speed zone changes (outstanding action items from Palerang LTC as agreed by RMS rep)</p> <ul style="list-style-type: none"> • Hoskinstown road, Bungendore, move 100km/h zone (beginning and end) to southern side of rail line. • 100km/h zone at Bungendore WTS moved to northern side of WTS entrance. <p>Bungendore Taxi sign Kings Hwy?</p> <ul style="list-style-type: none"> • Council Ranger has ordered sign to be covered up. • Who decided and why? <p>Fanbelt corner (Bungendore/Hoskinstown)</p> <ul style="list-style-type: none"> • Tree clearing from side of road? <p>Hoskinstown Rd (south)</p> <ul style="list-style-type: none"> • Residents report potential gravel road surface issue from south of town to Resches creek. <p>Information and potential lessons learned reports</p> <ul style="list-style-type: none"> • Bungendore Car show, • Boogong 17, • Oktoberfest, • Expectations for Anzac day and above events for 2018? 	23/11/17	Y

				<p>Standing items</p> <ul style="list-style-type: none"> ● Crash data for the period and identification potential black spots or points for further attention. ● Update on proposed and current roadworks in area. 		
36	6/11/17	<p>Paul from Royalla Common s355 Committee requested advice on the following:</p> <ol style="list-style-type: none"> 1. How will the regional overarching area s355 Committee operate? 2. When will be the first meeting? 3. Where will the first meeting be held? (Royalla is in the middle of the communities involved and its new hall is available for these meetings.) 4. Regarding the new subdivision being developed at the end of Booth Road, Royalla, will further Section 94 funds be allocated for public amenities works at the Royalla Common. 5. Who in Council will be responsible for the design management of the construction of the all weather car park for the Royalla Hall at the Meeting of Council on 26 June when the 2017/18 Operational Plan and Budget was adopted. 	<ol style="list-style-type: none"> 1. Service Mgr Governance 2. Service Mgr Governance 3. Service Mgr Governance 4. Portfolio GM Natural and Built Character 5. Portfolio GM Community Connection 	<p>1-3. Verbal advice provided to Chair and emailed advice to Treasurer. Formal written advice to follow.</p> <p>4. Additional s94 funds will be generated by this development but no projects have been approved by Council for expenditure of the funds.</p> <p>5. Service Manager Transport and Utilities</p>	7/12/17	Y

35	22/11/17	Cr Taylor referred to the free ticket offer to see a show at The Q that went out with the last rates notice and enquired if there was any indication of the number of people who have taken up the offer so far. The Portfolio General Manager Community Choice advised that staff have commenced tracking this. Cr Taylor requested a report on the free offer when the tracking has been finalised.	Portfolio GM Community Choice			N
34	22/11/17	Cr Winchester requested an update on the status of the Queanbeyan Riverside Caravan Park. The CEO/General Manager advised that the Trust had met and a report will be brought to Council.	Service Mgr Legal and Risk			N
33	22/11/17	Cr Schweikert requested an update on the subdivision on Newington Road Wamboin.	Portfolio GM Natural and Built Character	There are no unapproved development applications relating to properties in Newington Road.	6/12/17	Y
32	22/11/17	Cr Hicks requested an update on the subdivision on Weeroona Drive Wamboin advising the name of the applicant is McInnes.	Portfolio GM Natural and Built Character	There are no unapproved development applications relating to properties in Weeroona Drive.	6/12/17	Y
28	5/11/17	On behalf of the Bungendore War Memorial Committee (BWMC), Cr Schweikert requested a response from Council to assist the Committee to obtain an engineers' report on the memorial to assist them in applying for a grant for maintenance.	Portfolio GM Community Connection	Engineering staff will inspect the memorial and provide some advice on the matter however a suitably qualified structural engineer would need to be engaged to prepare a structural report as requested. Further advice will be provided once the memorial has been inspected.	15/11/17	N

26 (2)	22/11/17	Cr Marshall referred to the answer of question 26 (below) in the item Responses to Councillors' Questions and requested it be revisited.	EA to Mayor and CEO/GM	<p>This was a process brought in by the former QCC.</p> <p>The reports were required to be copied on to special paper and then each sheet needed to be manually stamped with the page number and the date/section etc handwritten on each sheet.</p> <p>Once InfoCouncil was introduced, it was built into the templates.</p>	5/12/17	Y
26	12/10/17	<p>Queanbeyan City Council's practice was to have the Chairperson's name in the footer of every page of Council Meeting and Committee of the Whole Business Papers and Minutes, and this has carried over to QPRC under Administration and since the election. This was not Palerang Council's practice, nor is it the practice of any of the neighbouring councils that I have found. Nor is it required by the QPRC Code of Meeting Practice, which prescribes:</p> <p>15.7. On each sheet of the Council minute book there will be placed a footer setting out;</p> <p>15.7.1. the nature of the meeting;</p> <p>15.7.2. the date of the meeting, and</p> <p>15.7.3. page number."</p> <p>Cr Marshall requested advice of the origins of and justification for this practice.</p>	EA to Mayor and CEO/GM	When the former QCC prepared the minutes and reports for binding, they didn't have to order the special blue minute / report paper so it was incorporated into the agenda docs. This was the practice from when QCC started using InfoCouncil.	12/10/17	Y

22	31/10/17	Cr Marshall referred to the Community Safety Precinct Committee – Monaro Local Area Command (LSC), stating that traditionally there was only one Councillor on this committee, which is "owned" by the police. It was agreed that Council would ask the Monaro LAC if two councillors could attend, and the reasons for that which were outlined (in particular that there used to be five councils represented, but now there are only two much larger councils). Has this communication happened yet, and if not, requests it be done.	Portfolio GM Community Choice	Contact has been made with Monaro LAC and we are waiting on a response.	16/11/17	N
20	31/10/17	Cr Marshall referred to the new Araluen and Majors Creek Area Committee, stating that as the Committee only has an oversight of the Araluen s355 Committee, should something similar be set up in Majors Creek and whether this should also extend to Gundillion.	Service Manager Governance	An item to establish the Terms of Reference and scope of the new Araluen/Majors Creek Committee will be placed on the agenda for its first meeting.	13/11/17	N
19	31/10/17	Cr Marshall enquired about the Integrated Water Cycle Management Project Reference Group and whether this committee already exists. If so, he requested relevant information be provided to him such as previous minutes, meeting schedule and next meeting date.	Service Manager Utilities	There are currently two IWCM processes underway at Council. Each are associated with the water/sewerage utilities of the former Palerang and Queanbeyan Councils. The Palerang IWCM process was commenced before the 2016 LG reforms. The Project Reference Group (PRG) associated with the former Palerang systems has been formed and met for its first meeting on 12	21/11/17	Y

				July. There are two more meetings planned with dates yet to be announced. The timing of these meetings is determined by the staged development of the Issues Paper, Action Plan and Financial Plan. Copies of relevant documentation to date has been provided under separate cover.		
18	31/10/17	Cr Marshall enquired about the Environment and Sustainability Advisory Committee which he understands has expanded its remit. He is querying if the existing membership is appropriate, or whether it needs to be reconstituted. Cr Marshall would also like to know if the Environment and Sustainability Advisory Committee had a meeting schedule and the date of the next meeting. He further requested copies of the minutes from the last few meetings.	Portfolio GM Natural and Built Character	Not proposed to schedule meeting until community representatives are appointed. Terms of reference will be reviewed by committee once constituted.		N
17	31/10/17	Cr Marshall enquired about the Braidwood and Curtilage Heritage Advisory Committee and requests the process of constituting it (advertising for members etc) be started. He is happy to meet with relevant staff to assist with this if it's easier than communicating by email.	Service Manager Land- Use Planning	Noted. Happy to meet with Cr Marshall if OK with the Portfolio GM Natural and Built Character.	15/11/17	N

15	31/10/17	Cr Marshall enquired about the Consultative Committee on Aboriginal Issues advising he understands this is an existing committee with existing membership. He would like to know if the Committee has a meeting schedule, and if so, the date for the next meeting. Cr Marshall further requested copies of the minutes from the last few meetings.	Portfolio GM Community Choice	The Consultative Committee on Aboriginal issues has been advertised for expressions of interest along with other Committees and Advisory panels of Council. Following this process the membership will be determined and the first meeting date will be set. QPRC's Aboriginal Liaison and Project Officer will have a major role in ensuring appropriate representation. The last meeting was held on 16 September 2016. Although scheduled to be bi-monthly, the meetings were intermittent due to difficulties in reaching a quorum and the difficulty of recruiting a new Liaison Officer. When the new committee is chosen, a schedule will be endorsed at the first meeting. I have attached the TOR for the Committee and the minutes from the last two meetings.	16/11/17	Y
14	30/10/17	Cr Harrison has received a complaint from a resident from Bywong regarding the removal of trees by his neighbour. It is understood consent was received from Council to remove some trees but more were removed than what was approved, and it also appears other trees have been shortened. Cr Harrison would like to know Council's position.	Portfolio GM Natural and Built Character	Complaint under investigation.		N

13	29/10/17	Cr Bray has received a complaint from a resident in Lerra Street, regarding the noise of vehicles coming through the roundabout at the intersection of Edwin Land Parkway and Numeralia Drive. The complainant requests noise attenuation provisions be put in place.	Portfolio GM Community Connection	A review of the noise levels at this location is being undertaken to determine if noise attenuation measures are required. The outcome of that review will be provided to Councillors.	15/11/17	N
12	25/10/17	Cr Marshall requested a briefing or report on the expenditure of the \$500,000 in Bungendore, \$500,000 in Braidwood, and the \$100,000 in Captains Flat for town beautification. Cr Marshall advised residents have not been able to identify any spending in Captains Flat. He further requested that, if there were any unallocated funds, the elected Council may be involved in allocating them.	Portfolio GM Community Connection	A workshop on this topic is scheduled for 7 February 2018.	13/11/17	N
9	25/10/17	Cr Schweikert requested an update on the Food and Farm Trail scheduled in Bungendore next year and advised that the applicant is Ms Jenny Curtis.	Portfolio GM Natural and Built Character and Service Manager – Business and Innovation	Following up with staff to determine nature of request.	16/11/17	N

16.1 Responses to Councillors' Questions

Attachment 1 - Responses to Councillors' Questions table (Continued)

6	4/10/17	Request the Local Traffic Committee review the intersection of Canberra Avenue and Stornaway Road and advise if a stop sign for vehicles entering Stornaway Road from Canberra Ave (similar to the one at the previous intersection with Ross Road) can be implemented.	Portfolio GM Community Connection	The Local Traffic Committee does not undertake a review of the intersection. Staff will do this review and, if there are any changes proposed by the staff as a result of the review, they will be taken to the Traffic Committee for approval.	6/10/17	N
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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

13 DECEMBER 2017

ITEM 16.1 RESPONSES TO COUNCILLORS' QUESTIONS

ATTACHMENT 2 ATTACHMENT FOR QUESTION 46 - PALERANG'S UNSEALED
ROAD MAINTENANCE GRADING POLICY 2005

COUNCIL MINUTES

28 JUNE 2005

236/2005 RESOLVED that:

1. the schedule of 2005-2006 Casual Plant Hire Rates be accepted;
2. Council adopt RTA Haulage rates with quarterly adjustments based on the RTA's Road Cost Index for payment of tipping truck contractors not engaged on hourly rate where more favourable rates through negotiations cannot be achieved.

Maclachlan/Hart

ITEM 15

SUBJECT	Unsealed Road Maintenance – Grading		
FILE NO.		DIVISION/SECTION	Engineering Services

SYNOPSIS

A proposal is put below to adopt a revised set of criteria governing the maintenance grading of Council's unsealed road network.

237/2005 RESOLVED that the following maintenance grading category system be adopted for unsealed roads within the Shire:

Category	Grading Frequency	Criteria
1	Once every month	AADT > 440 vpd
2	Once every two months	340 vpd < AADT < 460 vpd
3	Once every three months	240 vpd < AADT < 360 vpd
4	Once every four months	180 vpd < AADT < 260 vpd
5	Once every six months	80 vpd < AADT < 200 vpd
6	Once every 12 months	50 vpd < AADT < 100 vpd
7	Once every 18 months	20 vpd < AADT < 60 vpd
8	Once every two years	AADT < 40 vpd ^(a)
10	Not maintained	Note (b)

Note: (a) Public Roads (dedicated and crown roads) previously not maintained by Council (prior to 1/7/05) but > 4.0m wide and serving two or more residences.

- (b) Unformed Crown and dedicated roads, rights of way, public roads less than 4m wide and/or serving only one residence.

Maclachlan/Horan

COUNCILLORS AND DELEGATES REPORTS

Nil

THIS IS PAGE 23 OF THE MINUTES OF AN ORDINARY MEETING NO. 12 OF THE PALERANG COUNCIL HELD IN THE BUNGENDORE MEETING ROOM ON TUESDAY, 28 JUNE 2005

MAYOR