



# **Ordinary Meeting of Council**

**22 November 2017**

**UNDER SEPARATE COVER  
ATTACHMENTS**



**QUEANBEYAN-PALERANG REGIONAL COUNCIL  
ORDINARY MEETING OF COUNCIL**

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# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

- ITEM 6.1                    DEVELOPMENT APPLICATION DA.2016.192 - PROPOSED  
ECO-TOURIST FACILITY - LOT 38 AND 39 DP754886  
GUMMS ROAD, HAROLDS CROSS
- ATTACHMENT 1        COUNCIL MEETING - 22 NOVEMBER 2017 - DA.2016.192 -  
GUMMS ROAD HAROLDS CROSS - SECTION 79C(1)  
TABLE - MATTERS FOR CONSIDERATION

## **ATTACHMENT (1) - SECTION 79C(1) TABLE – Matters For Consideration**

The following provides an assessment of the proposed development against the provisions of Section 79C(1) of the Environmental Planning and Assessment Act 1979

### ***Section 79C(1)(a)(i) the provisions of any environmental planning instrument;***

#### **State Environmental Planning Policies (SEPP)**

An assessment of the subject application against the relevant SEPPs follows:

##### **SEPP (Building Sustainability Index (BASIX) 2004**

SEPP (BASIX) establishes requirements for all new housing in NSW to meet certain designated targets for energy and water reduction.

A valid BASIX certificate, No 753365S , issued on 18 August 2016 , was lodged with this application identifying the proposed development as satisfying the relevant minimum standards of the BASIX scheme.

##### **SEPP No. 55 - Remediation of Land**

SEPP 55 requires consideration to be given to the suitability of the site in its current or remediated state for the purposes of the proposed development.

A search of Council records identified the subject site as having historically been utilised for broad scale agricultural grazing and plantation forestry purposes as part of a larger rural holding. There is no evidence of the presence of potentially contaminated agricultural activities such as sheep dips upon the site and the proposed development involves no significant earthworks. As such, the subject site is considered to be suitable in its current state for the purposes of the proposed development.

##### **SEPP (Rural Lands) 2008**

Clause 10 of SEPP (Rural Lands) requires consideration be given to the likely impacts of development upon existing and preferred land uses within the locality. In recognition of relatively small scale of the proposed development it is considered unlikely that the proposed development would significantly impact upon surrounding extensive agricultural land uses being the predominate and desired land uses within the locality.

##### **SEPP (Sydney Drinking Water Catchment) 2011**

Clause 10 of SEPP (Sydney Drinking Water Catchment) requires consent not be granted to development within the Sydney Drinking Water Catchment unless the development is found to result in a neutral or beneficial impacts upon water quality within the catchment. An assessment of the proposed development utilising the Water NSW NorBE tool found the proposed development to result in a neutral impact upon water quality. As such, the proposed development satisfies the relevant provisions of SEPP (Sydney Drinking Water Catchment).

#### **Local Environmental Plans**

##### **Palerang Local Environmental Plan (PLEP) 2014**

The subject site is zoned RU1 Primary Production under the PLEP 2014. The objectives of the RU1 Primary Production zone are as follows:

### **Zone RU1 Primary Production**

#### **1 Objectives of zone**

- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- *To encourage diversity in primary industry enterprises and systems appropriate for the area.*
- *To minimise the fragmentation and alienation of resource lands.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *To minimise the impact of any development on the natural environment.*
- *To ensure that development does not unreasonably increase the demand for public services or facilities.*

The proposed development involves no actions likely to limit generate unreasonable demand for public services or limit the potential for the use of the site and surrounding properties for primary industry purposes. As such the proposed development is not considered to be contrary to the above objectives of the RU1 Primary Production zone.

The proposed use of the site as an eco-tourist facility and dwelling are permissible with consent within the RU1 primary production zone subject to compliance with the relevant development standards being as follows:

Clause 4.2A of the PLEP 2014 provides requirements for the erection of dwellings on rural, residential, and environment protection zones including the RU1 Primary Production zone. The subject site consisting of two (2) original portions with an area of 32.08Ha fails to satisfy the minimum allotment size of 40Ha applicable to the subject site and is not an allotment created as part of a Council approved subdivision upon which a dwelling could be constructed. Further a search Council records identified that the subject site does not constitute the entirety of an existing holding. As the proposed development has not satisfied any of the relevant provisions of Clause 4.2A of the PLEP 2014 the subject site does not pose a dwelling entitlement under the PLEP 2014 and Council is unable to grant consent to development for the purposes of a dwelling house upon the subject site.

Clause 4.3 of the PLEP 2014 provides requirements for the maximum height of buildings. The proposed development having a maximum height of 7.4m satisfies the maximum building height of 10m applicable to the subject site.

Clause 5.13 of the PLEP 2014 establishes a number for development standards for development for the purposes of eco-tourist facilities being as follows:

*The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that:*

*(a) there is a demonstrated connection between the development and the ecological, environmental and cultural values of the site or area, and*

*(b) the development will be located, constructed, managed and maintained so as to minimise any impact on, and to conserve, the natural environment, and*

*(c) the development will enhance an appreciation of the environmental and cultural values of the site or area, and*

*(d) the development will promote positive environmental outcomes and any impact on watercourses, soil quality, heritage and native flora and fauna will be minimal, and*

*(e) the site will be maintained (or regenerated where necessary) to ensure the continued protection of natural resources and enhancement of the natural environment, and*

*(f) waste generation during construction and operation will be avoided and that any waste will be appropriately removed, and*

*(g) the development will be located to avoid visibility above ridgelines and against escarpments and from watercourses and that any visual intrusion will be minimised through the choice of design, colours, materials and landscaping with local native flora, and*

- (h) any infrastructure services to the site will be provided without significant modification to the environment, and*
- (i) any power and water to the site will, where possible, be provided through the use of passive heating and cooling, renewable energy sources and water efficient design, and*
- (j) the development will not adversely affect the agricultural productivity of adjoining land, and*
- (k) the following matters are addressed or provided for in a management strategy for minimising any impact on the natural environment:*
  - (i) measures to remove any threat of serious or irreversible environmental damage,*
  - (ii) the maintenance (or regeneration where necessary) of habitats,*
  - (iii) efficient and minimal energy and water use and waste output,*
  - (iv) mechanisms for monitoring and reviewing the effect of the development on the natural environment,*
  - (v) maintaining improvements on an on-going basis in accordance with relevant ISO 14000 standards relating to management and quality control.*

The subject application was accompanied by insufficient information to suitably establish the proposed development as satisfying the above matters. It is unclear as to how a direct connection exists between the development and ecological, environmental and cultural values of the site or area, how the development promotes positive environmental impacts, and how the site will be protected to ensure the continued protection of natural resources. Further, the subject application was not accompanied by a management strategy for minimising and impact on the natural environment. As the proposed development has not satisfactorily addressed the matters outlined within Clause 5.13 of the PLEP 2014 Council is unable to grant consent to the proposed development.

#### **Additional Local Provisions**

Clause 6.3 of the PLEP 2014 makes for provision for developments that impact on terrestrial biodiversity. The subject site is identified as containing areas of terrestrial biodiversity, however the subject application as accompanied by a flora and fauna report giving consideration to the likely impacts of the proposed development upon native flora and fauna species likely to be present upon the site. This report concludes that as the proposed development involves only the removal of coppiced Narrow-leaved peppermints (*Eucalyptus radiata*), which were planted as part of previous plantation operations upon the site, the proposed development will not result in any significant impacts upon threatened flora or fauna species likely to be present upon the site.

Clause 6.4 of the PLEP 2014 makes provision for developments within a drinking water catchment. An assessment of the proposed development utilising the Water NSW NorBE tool found the proposed development to result in a neutral impact upon water quality.

Clause 6.11 of the PLEP 2014 requires satisfactory arrangements to be made for water supply, stormwater drainage, solid domestic waste, sewage, and the treatment and disposal of effluent. Along with the supply of electricity and suitable vehicle access. The subject site features direct vehicular access from Gumms Road. The applicant proposes the use of rainwater tanks, solar electricity and two (2) new OSMS to service the proposed development. This is considered to be satisfactory for the purposes of the proposed development.

#### **Section 79C(1)(a)(ii) Any draft environmental planning instrument that is or has been placed on public exhibition, details of which have been notified to the consent authority;**

No draft instrument to be considered.

#### **Section 79C(1)(a)(iii) Any development control plan;**

#### **Palerang Development Control Plan 2015**



## Part B General Provisions

**B4 Bush fire Prone Land:** The subject site is identified as entirely bushfire prone land. General terms of approval were provided by the NSW Rural Fire Service on 17 August 2017 identifying the proposed development being acceptable for the bushfire risk upon the site subject to conditions of consent.

**B7 Engineering Requirements:** Council's Development Engineer raised no objection to the proposed development subject to the construction of new vehicular access points from Gumms Road and internal access roads to Council's standard.

**B8 Erosion and sediment control:** In the event of the approval of the subject application a condition of consent is recommended requiring the preparation and implementation of sediment and erosion control measures throughout the construction process.

**B10 Heritage – European (non-Indigenous), Aboriginal (Indigenous) and Natural:** A basic search of the NSW Aboriginal Heritage Inventory Management System database identified no known sites of Aboriginal cultural heritage significance within 200m of the subject site. The proposed development is located within existing clearings away from any significant topographical features. Council holds no records suggesting the presence of items upon the site. As such, in accordance with the NSW Office of Environment and Heritage due diligence processes it is considered unlikely that any items of Aboriginal cultural heritage significance would be impacted upon as a result of the proposed development.

**BB13 On-site System of Sewage Management (OSSM):** The proposed development was accompanied by an On-site Sewage Management System Report prepared by Andrew Cassim identifying the subject site as being suitable for on-site sewage disposal.

**B17 Rainwater tanks:** The applicant proposes each dwelling to be serviced with separate rainwater tanks the volume of which could be conditioned in the event of the approval of the subject application.

**C2.1.3 Dwelling articulation:** The proposed dwelling is suitably articulated through the use of balcony elements and dormer windows.

**C2.1.4 Dwelling exteriors:** The proposed stone and corrugated iron dwelling will be low reflective and suitably integrate in its environment

**C2.1.6 Driveways, entrances, access, parking and utilities:** The proposed development seeks to establish new vehicular access points from Gumms Road.

**C2.1.7 Energy and water efficiency:** The subject application was accompanied by a BASIX certificate identifying the development as satisfying energy efficiency targets.

**C2.1.11 Overshadowing:** In recognition of the rural nature of the site the proposed dwelling will not result in any adverse overshadowing impacts.

**C2.1.12 Solar access:** In recognition of the rural nature of the site the proposed dwelling will not result in any adverse solar access impacts to any adjoining property.

**C2.1.13 Siting and orientation:** The proposed dwelling is considered to be appropriately sited and orientated to minimise impacts upon adjoining properties while optimising solar access.

**C2.1.14 Roof form (shape):** While the proposed dwelling features a pitch greater than 32 degrees to accommodate for the proposed second storey, given the rural nature of the site the proposed the proposed structure results in no bulk, scale or streetscape impacts and is therefore considered to be acceptable.

## C2.5 Dwellings in RU1 Primary Production and E3 Environmental Management and E4 Environmental Living land use zones

**C2.5.1 Setbacks:** Compliance with the setback controls is outlined in the following table:

	Permitted	Proposed	Compliant
Front Boundary	50 m	>60 m	Yes
Rear Boundary	25 m	>30 m	Yes
Side Setback	25 m	>30 m	Yes

**C2.5.2 Potable water supply:** The volume of water proposed to service the proposed dwelling is unclear, however, in the event of the approval of the subject application a suitable condition of consent could be imposed requiring a minimum 90,000l rainwater tank.

**Part E Notification of Development Applications:** The application was initially notified and advertised from the 21 December 2016 to 18 January 2017 and then subsequently renotified from 17 February 2017 to 3 March 2017 following amendments to the proposal. Three (3) submissions were received during the initial notification period and a further one (1) submission during the second notification period. The matters raised within these submissions are discussed in detail later within this report.

Based upon the above assessment, the proposal is considered to be consistent with the relevant provisions of the PDCP 2015.

**Section 79C(1)(a)(iia) The provisions of any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F of the EP&A Act;**

There are no planning agreements applying to the subject site.

**Section 79C(1)(a)(iv) The provisions of any matters prescribed by the regulations;**

There are no matters prescribed by the regulations which apply to the proposed development.

**Section 79C (1)(b) The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality;**

It is likely that the proposed development being for the purposes of an eco-tourist facility and manager's residence is capable of being accommodated for upon the subject site without resulting in any significant environmental impacts; however insufficient information accompanied the proposed development to definitively determine the likely impacts of the development.

**Section 79C(1)(c) The Suitability of the site for the development;**

Insufficient information accompanied the subject application to determine the suitability of the site for the purposes of the proposed eco-tourist facility as insufficient justification has been provided to establish a direct nexus between ecological/environmental values upon the site or within the area and the proposed use.

**Section 79C(1)(d) Any submissions made in accordance with this Act or the Regulations;**

**Submissions**

The application was initially notified and advertised from the 21 December 2016 to 18 January 2017 and then subsequently renotified from 17 February 2017 to 3 March 2017 following amendments to the proposal. Three (3) submissions were received during the initial notification period and a further one (1) submission during the second notification period. The relevant issues raised are as follows:

**Issue:** *The proposed development will increase traffic movements upon Gumms Road resulting in degradation of the road surface and risk to stock as the road is not fenced and gates may be left open.*

**Comment:** Council's development engineer has reviewed the proposal and identified the road as being suitable in its current state for the purposes of the proposed development. Gumms Road is a public road is required to provide free access. Fencing of stock from the road way is the responsibility of the land owners.

**Issue:** *Loss of amenity to adjoining properties*

**Comment:** Given the relatively small scale of the proposed development and setbacks to property boundaries, the proposed development is considered unlikely to result in any significant loss of amenity to adjoining properties.

**Issue:** *Increased risk of damage to adjoining properties.*

**Comment:** *The proposed development seeks the use of the site for short term and permanent residential purposes in the form of an eco-tourist facility and a dwelling house. Such activities are unlikely to result in damage to adjoining properties. Further, any damage to personal property or trespass is a civil matter that should be raised with the NSW Police.*

**Issue:** *Increased risk of damage to adjoining properties.*

**Comment:** *While the Applicant proposes the use of the site as an eco-tourist facility may attract people currently utilising the Tallaganda State forest for recreational purposes, approval of the proposed development would not permit any additional recreational activities upon the site (i.e hunting and bike riding) beyond those that could currently be undertaken upon the site.*

**Issue:** *The proposed development may result in undesirable environmental impacts.*

**Comment:** As previously discussed, the subject application was accompanied by insufficient information to determine the environmental impacts of the proposed development.

#### **Development Engineer**

Council's Development Engineer raised no objection to the proposed development subject to the construction to Council's standards of new vehicular access points and internal access roads from Gumms Road to the two (2) proposed development areas upon the site.

#### **Health and Building**

Council's Building Surveyor raised no objection to the proposal subject to compliance with the recommendations contained within the On-site Sewage Management System Report prepared by Andrew Cassim.

#### **Rural Fire Service**

The proposed development is classified as a "special fire protection purpose" under Section 100b of the Rural Fires Act 1997. As such the proposed development is defined as integrated development under Clause 91 of the Environmental Planning and Assessment Act 1979 and requires the concurrence of the NSW Rural Fire Service. General Terms of Approval were received from the NSW Rural Fire Service for the proposed development on 17 August 2017.

#### **Section 79C(1) (e) The public interest;**

The public interest is considered to be best served through the consistent application of State and Local Planning controls through detailed assessment and consideration of any submissions received relating to it by Council. In giving weight to these matters the proposed development failing to satisfy the requirements of Clauses 4.2A and 5.13 of the Palerang Local Environmental Plan 2014 is considered to be contrary to the public interest.

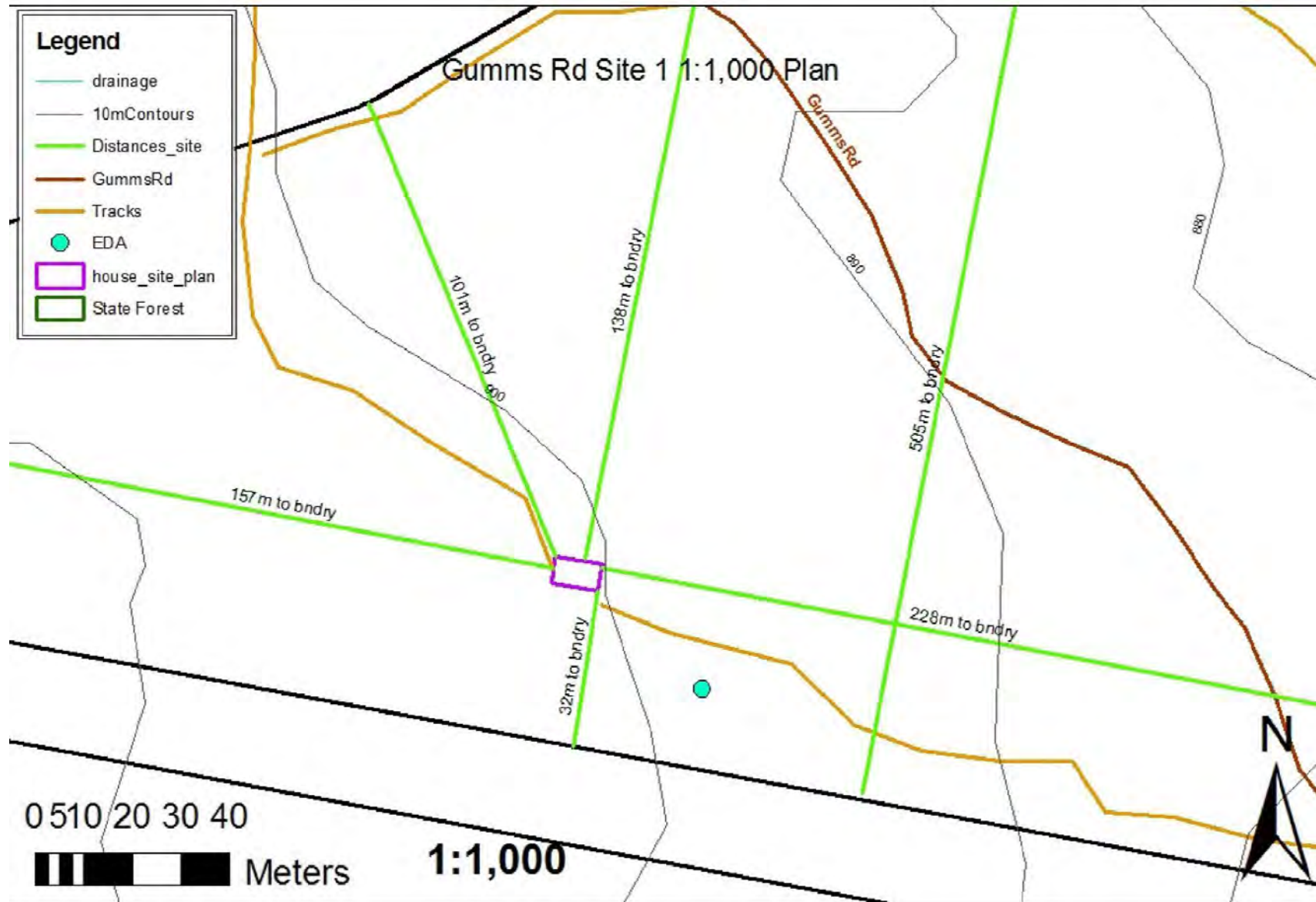


# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

- ITEM 6.1            DEVELOPMENT APPLICATION DA.2016.192 - PROPOSED  
ECO-TOURIST FACILITY - LOT 38 AND 39 DP754886  
GUMMS ROAD, HAROLDS CROSS
- ATTACHMENT 2    COUNCIL MEETING - 22 NOVEMBER 2017 - DA.2016.192 -  
GUMMS ROAD HAROLDS CROSS - SITE PLAN  
(DWELLING)



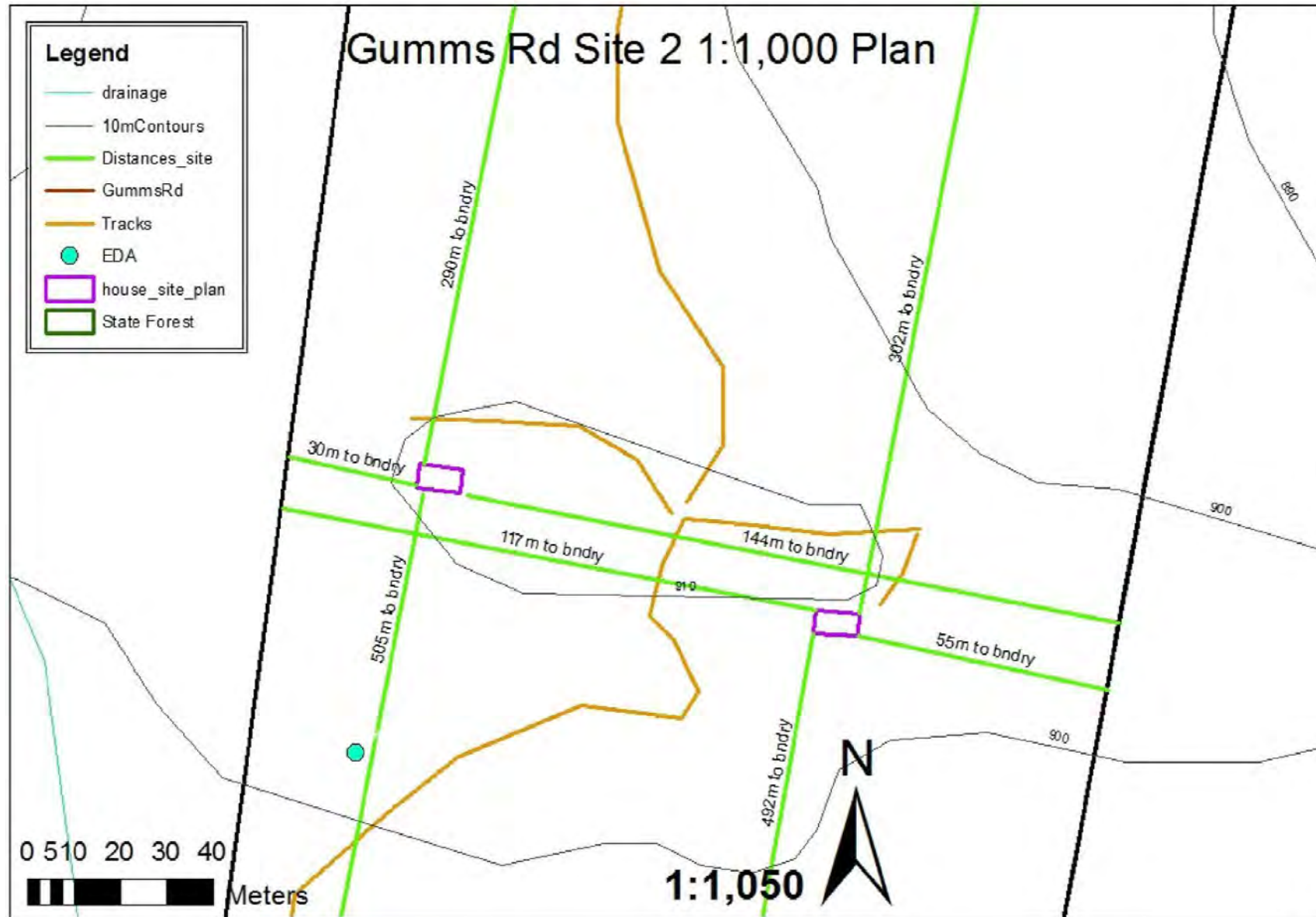
# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**22 NOVEMBER 2017**

ITEM 6.1                    DEVELOPMENT APPLICATION DA.2016.192 - PROPOSED  
  ECO-TOURIST FACILITY - LOT 38 AND 39 DP754886  
  GUMMS ROAD, HAROLDS CROSS

ATTACHMENT 4      COUNCIL MEETING - 22 NOVEMBER 2017 - DA.2016.192 -  
  GUMMS ROAD HAROLDS CROSS SITE PLAN (CABINS)





# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

- |              |  |
|--------------|--|
| ITEM 6.1     | DEVELOPMENT APPLICATION DA.2016.192 - PROPOSED<br>ECO-TOURIST FACILITY - LOT 38 AND 39 DP754886<br>GUMMS ROAD, HAROLDS CROSS |
| ATTACHMENT 6 | COUNCIL MEETING - 22 NOVEMBER 2017 - DA.2016.192 -<br>SUBMISSIONS  |

**From:** [REDACTED]  
**Sent:** 12 Jan 2017 06:45:12 +0000  
**To:** Records  
**Subject:** Development Proposal DA.2016.192

Attention Kylie Coe,

We require further information on the use of the development as we are concerned with fire risk and noise but we are unaware of the proposed usage at this stage. We are concerned the property could then be sold and developed further.

[REDACTED]

Sent from [Mail](#) for Windows 10

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Version: 1, Version Date: 13/01/2017

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Queanbeyan Palerang Regional Council  
Planning Department  
Attention Kylie Coe

Re DA 2016.192

Dear Ms Coe

We wish to make a submission regarding the development application for Lot 38 DP 754886 for an agricultural tourism enterprise at the same address. We own a beef cattle property that borders the development area and we have a number of concerns in relation to the development. They are:

1. Potential increase in traffic has implications on relatively low use rural roads
2. Potential disturbance of a very quiet rural residential area as a result of the potential numbers of hunters and trail bike riders mentioned in the development application using the facility and roads immediately adjoining us
3. Potential disturbance that an increased number of hunters and trail bike riders may have on our beef cattle herd
4. Proximity of the proposed manager's cottage to our boundary, given the potential space (40 acres) available for the manager's cottage to be constructed on it makes no sense to place this dwelling a mere 32 meters from our boundary. There is considerable acreage for the developer to place the managers cottage on that would be a reasonable distance from our boundary fence
5. Location of the effluent disposal area due to the proposed location of the manager's cottage appears to be located where an effluent plume could potentially travel onto our land. This could have major implications for the well-being of our beef cattle herd

We would be happy to discuss the above points in further detail if required.

Regards

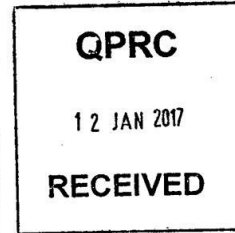
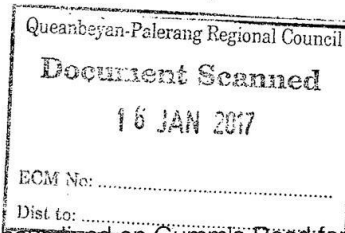
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DA-2016.192

Submission re DA.2016.192 Ecotourism Facility

From:



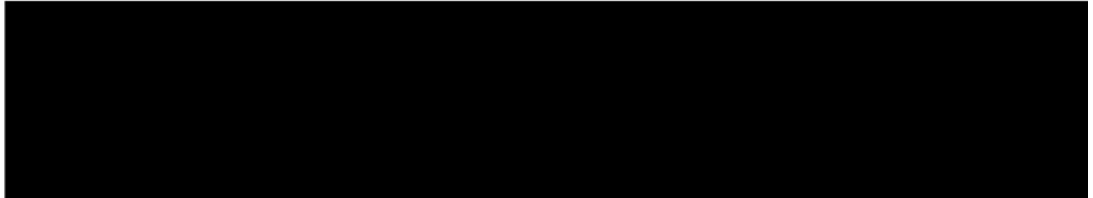
We are a retired couple who have lived on Gumm's Road for seventeen years. Our property [redacted] lies a couple of kilometres east of the site in question. We value its peace and seclusion and wealth of native flora and fauna. We wish to object to this Development Application. Our main concerns relate to general disturbance (traffic, shooting, noise, vandalism); danger to residents, stock and wildlife; increased fire risk in the area; and consequently its potential threat to property values.

The particular assets of this neighbourhood are its farm land, its pockets of high biodiversity, especially along the creeks, and its views of hills and valleys. Gumm's Road is a narrow, largely unfenced track that links five properties all but one of which are permanently occupied. They include two private working farms with stocked paddocks. It passes through six closed gates that control stock. Through-traffic is infrequent but we know that non-residents sometimes leave gates open or fail to fasten them properly. We are concerned that stock, local people as well as native wildlife will be at risk from an increase in drivers unused to this kind of road - who will themselves be at risk from the rocks, trees and branches that frequently obstruct it. The road itself receives little maintenance and is usually eroded. We are concerned that Gumm's Road would deteriorate further under additional pressure.

We have inspected the application document and note that the applicant hopes to attract horse-riders and trail-bike riders to the proposed 'eco-tourism' facility. We suggest that these groups would be inappropriate users of such a facility as their activities can and often do damage the environment. We doubt that a facility with Mordek cabins used by trail-bikers would appeal to genuine eco-tourists wanting hospitable, attractive accommodation in close contact with unspoilt nature. Apart from the Lowden Water Wheel there is only private land or logged forest in the near vicinity of the property.

As the applicant states, the state forest pine plantation attracts trail-bike riders at weekends. The most popular parking place is adjacent to the forestry shed on Rossi Road, near the junction with Lowden Road and Coxes Creek Road. The northern Harolds Cross area is currently sheltered from the noise of these activities by distance; the proposed development threatens to bring a substantial number of trail bike riders right into the community, with consequent noise pollution, damage to roads, stock and wildlife, and erosion of property values.

To make a properly informed response to the DA we would need much more detailed information: what does the applicant mean by 'eco-tourism facility' and how does he intend to reconcile the aims implied by such a label with the ecological damage and disturbance caused by trail bikes and, to some extent, by horse-riders? Would he allow hunting from his property? What are his detailed proposals for access, rubbish disposal, prevention of vandalism, and management of fire risk?



**From:** [REDACTED]  
[REDACTED] JaG0y7G6:J4GJ5+:4+RRGeJJ::  
**To:** cordnsD  
**Subject:** uvlp1DD1d7Grd7ron717tGPA.6:J9.Ji6GKGm2oyDoGyr 7dC2ostoGnoro1m,GIWG  
qmpGJaG0y7vynW  
**A ttention :** ury7GJ4.fmot

Dear Sir/Madam

My family has owned [REDACTED] for 40 years.

Our experience of this area over the past 40 years or so can be summarised:

- Quiet and scenic rural amenity
- Community of farmers and retirees / conservation nature lovers
- Minority of absentee landlords

To our knowledge the applicant, an absentee landlord, has made no attempt to discuss his plans with any of his neighbours and has lodged an application with insufficient detail for community members to gauge his full intentions. Our concerns with the DA as far as the applicant's intentions can be gleaned can be summarised as follows:

- The applicant claims that the DA is for eco (ie 'not harming the environment') tourism, yet the very mention of trail bikes contradicts that claim
- Increased noise from trail bike riders (There is a facility for such people on the other side of the mountain in Tallaganda State Forest, they do not need to intrude into, and be based within, a harmonious rural community)
- Gates left open (by people who do not understand why farm gates are shut)
- Untrammelled access through farm paddocks that, given they have gates on their roads, do not currently have fenced roadways
- Wear and tear on dirt roads (that, due to their composition and local weather, already require frequent maintenance despite careful use by local residents)

- Potential for hunters (with firearms or cross-bows) to use the so-called eco-facility as a base to kill both wildlife and stock within our community, and personal risk to farmers from having such persons hunting on their land without prior permission
- Increased potential for vandalism and general neglect (including littering) from people who do not form part of the stable community
- Spread of weeds from people who do not understand the need to protect the biodiversity of the environment
- Loss of amenity and negative affect on land values with the intrusion of a tourism facility into a farming and retirement area.

We were surprised to see this proposal in a Tallaganda Times issued shortly before Christmas, given that the applicant did not advise us of his intentions. We object to the DA 2016/192 proposal.

Yours sincerely

██████████





# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.2            PROPOSED MEMORANDUM OF UNDERSTANDING WITH  
                              NSW DEPARTMENT OF EDUCATION RELATING TO  
                              BENEFICIAL CO-FUNDING AND CO-USE OF NEW  
                              COMMUNITY AND SPORTS FACILITIES AT SCHOOL  
                              SITES IN THE REGION

ATTACHMENT 2    JOINT USE PROJECT TEMPLATE 1.1 - MOU (JN V2) (002)

## Joint Use Projects – Memorandum of Understanding – <Organisation Name>

### 1. Rationale

Based on its School Asset Strategic Plan, the NSW Department of Education (the department) has developed a policy for the Joint Use of Facilities and Land. This Memorandum of Understanding (MoU), is non-binding and aims to form the basis for a co-operative relationship between the two parties in regard to investigating potential joint use projects and the potential for the development of binding Joint Use Project Agreements (JUPAs) where both parties agree to do so.

The parties agree that this MoU is neither intended to be, nor is a legally binding agreement.

### 2. Outcomes of Joint Use Project Agreements

The outcome of a JUPA is to optimise social capital in ways that have mutually beneficial results for both schools and communities.

### 3. The Goals of Joint Use Project Agreements

- Social capital within communities (either owned by schools or other parties) is optimised to the mutual benefit of the parties involved without compromising school operational and safety requirements.
- Development of new schools or the upgrade/redevelopment of existing schools, optimise community use where feasible and mutually agreed
- Asset planning (cluster planning) and the design of relevant school interventions, enables the optimal joint and shared use of facilities by the school and the community
- Facilities/grounds are upgraded and operated with shared capital and operating costs which reduces the cost burden to both parties involved

### 4. Parties

This MoU is between the parties listed below.

#### Department Details

Region Name or Cluster References			
Departmental Representative Phase One			
Departmental Representative Phases two and Three			
Street Address			
Postal Address			
Email Address(for correspondence)			
Contact person (for correspondence)			
Telephone		Fax	

#### Partner Details

Correct Legal Name			
Street Address			
Postal Address			
Email Address (for correspondence)			
Contact person (for correspondence)			
Telephone		Fax	
Partner's an ACN or ABN	ACN		

### 5. Subject Area

This MoU is developed in collaboration between the parties and relates to the areas/facilities as outlined below:-

### 6. Purpose and Process

The Department's Joint Use of Facilities and Land Policy and Guidelines detail a process for establishing and implementing joint use projects and should be read in conjunction with this MoU.

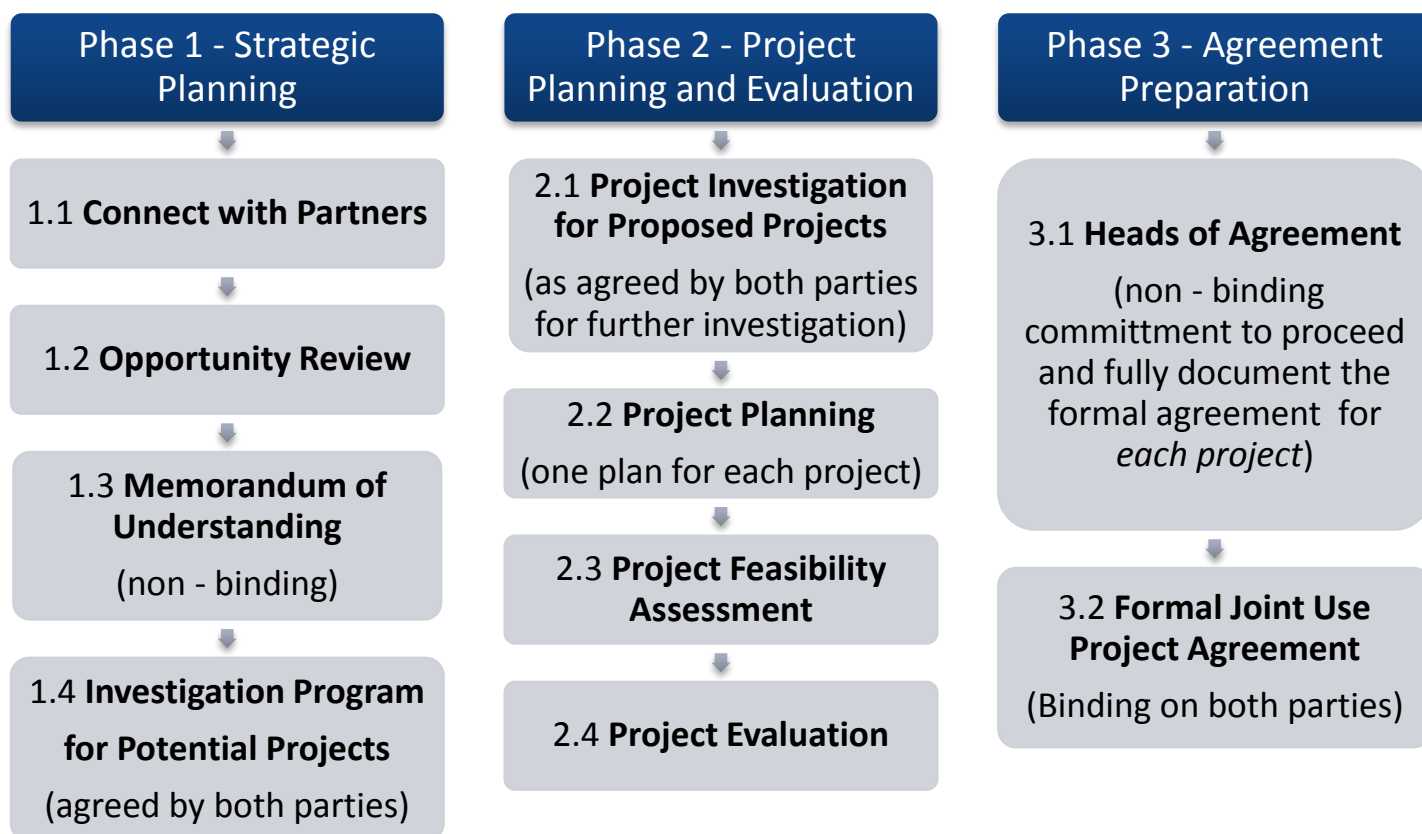
The purpose of this MoU is to:

- establish a statement of intent which identifies that the parties are willing to work collaboratively over time
- acknowledge the framework and process that both parties will follow
- agree to the establishment of a Joint Use Project Advisory Group to oversee the MoU's development and maintain progress as agreed by both parties
- identify and agree to partnership roles and responsibilities in regards to:-
  - progressing the investigation of Joint Use Projects identified as part of school cluster plans and/or progressing the investigation of Joint Use Projects to Joint Use Project Agreements as identified and agreed between parties

The purpose of the JUP Advisory Group is to:

- formalise and agree the potential joint use project opportunities and priorities; and to establish, implement and review an *Investigation Program* (stage 1.4)
- agree to methods of progressing the investigation of priority projects through 'Phase 2' of the process outlined in the *JUPA Guidelines* and to determine if they will be realised through a formal legal agreement (Phase 3).

The key steps in this process are shown in the diagram below (see guidelines for further information).



At the commencement of Phase 2, the JUPA Advisory Group will complete a *Project Investigation Proposal*. Throughout this process, individual projects will be subject to review and evaluation at each step (refer to section 11) with formal project evaluation occurring at step 2.4.

### 7. JUPA Advisory Group Roles and Responsibilities

The parties agree to form a JUPA Advisory Group to guide the investigation of the priority joint use projects and review and update the *Investigation Program* on an ongoing basis. It is noted that the role of the JUPA Advisory Group is limited to potential JUPAs and does not extend to the planning and/or location of the department's or the other parties assets generally

The JUPA Advisory Group will consist of the following delegates (1 per party) and members (up to 2 per party) or their proxies. Parties may invite additional staff and/or consultants to meetings as required to assist with discussions and/or information sharing but must advise the other party in advance of the meeting.

- Department -
  - Delegate: (proxy: )
  - Members: (proxy: )
- Other Party -
  - Delegate: (proxy: )
  - Members: (proxy: )

The roles and responsibilities of the JUPA Advisory Group include the following points:

- The JUPA Advisory Group is accountable for:
  - fostering collaboration,
  - developing solutions which may remove obstacles to the partnership's successful delivery, adoption and use,
  - maintaining at all times the focus of the partnership on the agreed scope, outcomes and benefits; and
  - monitoring and managing the factors outside the partnership's control that are critical to its success.

Both parties acknowledge that JUPAs are agreements reached with mutual benefits for both parties. Therefore the approach to their development is different to normal commercial negotiations in that, to be successful, a mutually beneficial win / win outcome is to be sought. In order to reach this outcome, both parties will commit to:-

- developing enhanced levels of trust
- keeping communication honest and open
- understanding each other's opportunities and constraints at the beginning of each process
- having an open book approach to financial information related to the agreement
- having an open book to all relevant data held by each party on the facilities or land involved
- joint problem solving
- expending funds on the evaluation of projects that may not come to fruition
- ensuring that those involved in negotiations have approval to negotiate on behalf of their organisation
- understanding each other's approval processes
- respecting each other's timing imperatives.

The membership of the JUPA Advisory Group will commit to:

- champion the partnership within and outside of work areas
- share all communications and information across all group members
- make timely decisions and take action so as to not hold up the project
- notifying members of the group, as soon as practical, if any matter arises which may be deemed to affect the development of the partnership
- attendance at all meetings and if necessary nominate a proxy
- providing complete, accurate and meaningful information in a timely manner
- provide reasonable time to make key decisions
- alert to potential risks and issues that could impact on the project, as they arise
- Monitor and verify the overall status and 'health' of the partnership

## 8. Meetings

The following points relate to the conduct of JUPA Advisory Group meetings:

- meetings will be chaired by the department's delegate (or as otherwise agreed)
- notice of a meeting can be given by either party's delegate, but must be accepted by the other party's delegate to constitute a JUPA Advisory Group meeting,
- a meeting quorum will be one JUPA Advisory Group delegate or their nominated proxy from each MoU partner,
- decisions will be made by mutual agreement (i.e. both delegates agree),
- meeting agendas and minutes will be provided by the chair in partnership with the other party, who will:
  - prepare agendas and supporting papers,
  - prepare meeting notes and information,
- meetings will be held as required, but not less than twice annually; and
- subgroup meetings (if required) will be arranged outside of these times at a time convenient to subgroup members. outcomes of these meetings will be reported to JUPA Advisory Group delegates and shared as required at JUPA Advisory Group meetings.

## 9. Resources and Information

The JUPA Advisory Group will discuss and nominate specific actions required to complete each step of the investigation process for each project. The responsibility of undertaking actions and the associated resources and costs will be agreed by the parties through the JUPA Advisory Group and documented in a *Project Investigation Proposal*.

Subject to confidentiality issues, the parties will share all relevant project information with each other. Unless otherwise agreed, all information that is shared is to be treated in confidence and not to be shared outside of the partner organisations without permission. Distribution of shared information within the organisations should be kept to a minimum (i.e. generally within the JUPA Advisory Group and executive of each partner).

## 10. Communication

Both parties agree that any communication with the public or media will be jointly agreed by the parties involved before being released.

### 11. Dispute Resolution

Where a dispute between the parties cannot be resolved by the JUPA Advisory Group, it should be referred to the Executive Officers of each party for resolution.

In the event that the Executive Officers cannot resolve the dispute, the view of the land owner shall prevail with the subject project(s) and the *Investigation Program* to be reviewed and updated by the JUPA Advisory Group to reflect the outcome.

### 12. Term

This Memorandum shall commence on the date of execution by both parties and expire on *(enter date)*, unless terminated earlier by written consent of both parties.

This Memorandum shall commence on the date of execution by both parties and expire on *<enter date>*, unless extended by written consent of both parties or terminated in writing by either partner.

### 13. Review and Evaluation

The MoU partners and the JUPA Advisory Group will review the viability of projects as they pass through each step of the 'Phase 2' and 'Phase 3' investigation processes and evaluate whether they should proceed to the next step of the process. However, a formal evaluation process has been established at stage 2.4.

Should a project not progress through one of the stages, it will be:

- reviewed to consider scope changes and resubmitted, or
- issued with a lower priority for future investigation, or
- removed from the strategic project program.

The JUPA Advisory Group will review and update (at least twice annually) the Investigation Program including:

- addition and/or removal of projects;
- changes/amendments to projects;
- revision of priorities; and
- status of each current project.

The updated program is to be circulated to relevant executive officers of each partner organisation.

### 14. Checklist

PARTIES TO COMPLETE THE FOLLOWING CHECKLIST	
i. Map(s)/lists attached indicating the locations and areas subject to the MoU.	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
ii. Membership for the JUPA Advisory Group established.	<input type="checkbox"/> Yes
iii. Expiry date established.	<input type="checkbox"/> Yes

**Execution**

SIGNATORIES TO THIS MEMORANDUM	
<p>We understand that the purpose of this Memorandum of Understanding is to form the basis for a co-operative relationship between the two parties to investigate potential joint use projects and if agreed by both parties establish a Joint Use Project Agreement. This MoU is neither intended to be nor is a legally binding agreement.</p> <p>Each party will strive to reach the objectives stated in the MoU and adhere to the undertakings outlined in each section to the best of their ability.</p>	
Signature of Department Representative	Signature of Partner Representative
Name and Position of Department Representative	Name and Position of Partner Representative
Date: _____	Date: _____
For Department Use Only	
Agreement Type (complexity)	
Responsible Project Officer	
Other Comments	





# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.4          Q-ONE INDOOR SPORTS & MONARO PANTHERS - JUNIOR  
FUTSAL LEAGUE - AFFILIATION PROGRAM

ATTACHMENT 2    MONARO PANTHERS - AFFILIATION PROGRAM - LETTER OF  
SUPPORT



Monaro Panthers FC Inc  
PO Box 7180  
Karabar NSW 2620

24 October 2017

Dear Council,

This letter is to confirm Monaro Panthers Football Club's (MPFC) support for and agreeance with the proposed 'affiliation program' with Q-One Indoor sports, as outlined in the Council business paper.

MPFC are excited by the opportunity to partner with Q-One Indoor Sports, and collectively serve our local region.

Kind Regards

Simon France

President

Monaro Panthers Football Club

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.6            SUMMER ACTIVATION EVENT JANUARY 2018

ATTACHMENT 1    SUMMER ACTIVATION COMMENTS

**Bungendore Comments:**

Sent to: Council Email Service.

G'day

I went along to the Bungedore pool party last night. It was really enjoyable. The families were out in force and the kids enjoyed themselves greatly.

It was clear that a lot of thought, organisation and effort had gone into the event, and I guess the similar ones at other of our pools. So I want to say a word of appreciation to the staff. They really got into the spirit and did a great job, well beyond their duty statements.


It is good to see our communities getting together and having fun and good to see the pool the centre of action.

So well done and thanks to all involved.

Yours sincerely  
George

**Q-One Aquatics** at **Bungendore Local Pool**  
Published by Daniel Fulton [?] · January 26 at 4:21pm · 🌐

Bungendore are you ready for the Summer Activation?  
Starting at 4.30pm with Aquatic Games, Jumping Castle, FREE BBQ and an Outdoor Movie tonight.





1,280 people reached Boost Post

👍 Like    💬 Comment    ➦ Share    🗨️

👤 Bejinda Fulton and Joanna Cave    Chronological ▾

1 share

 **Corey Cahill** Karen Cahill  
Like · Reply · Message · January 26 at 4:39pm

 **Joanna Cave** Was a great afternoon! Shame about the weather but the movie was great. Thanks heaps  
Unlike · Reply · Message · 🗨️ 1 · January 27 at 12:34pm

**Captains Flat Comments:**

**Scotty Billerwell** ▸ **Q-One Indoor Sports**  
January 25 at 7:46pm · Captains Flat · 🌐

Big thanks to QPRC, Q-one & Coles Queanbeyan for supplying & donating gear for this evenings event at Captains Flat pool & oval. Good times 🙌 😊



**Q-One Aquatics** was live.  
Published by Daniel Fulton (?) · January 25 at 5:41pm · 🌐

Summer Activation @ Captains Flat



963 people reached Boost Post

360 Views

👍 Like    💬 Comment    ➦ Share 🔍

👍❤️ 26 Top Comments ▾

3 shares

 Write a comment... 📷 😊


Press Enter to post.

 **Ann Carey** · 0:11 I swam in that pool as a girl, this is wonderful to see again.  
Like · Reply · Message · 🌐 1 · January 26 at 3:40pm

Queanbeyan Comments:

**Q-One Aquatics**  
Published by Sara Wightman [?] · January 28 at 5:58pm · 🌐

Summer Activation Q-One Aquatics Queanbeyan .Come along and join the fun .



228 people reached Boost Post

👍 Like    💬 Comment    ➦ Share    🗨️

👤 Q-One Aquatics, Margaret Murphy, Kieran Organ and 3 others    Chronological ▾

**Natalina Ireland** It was a great afternoon ... Thanks to all involved  
Unlike · Reply · Message · 2 · January 28 at 11:06pm

**Q-One Aquatics** Its our pleasure! So glad you could  
Like · Reply · Commented on by Daniel Fulton [?] · 11:33pm

**Q-One Aquatics** shared Mix 106.3 Canberra's post — 😊  
feeling excited at 📍 Queanbeyan Aquatic Centre.  
Published by Daniel Fulton [?] · January 28 at 9:06am · Queanbeyan · 🌐

Well we have just been ranked #1 in things to do in Canberra this weekend!

Today's Summer Activation 4.30pm  
- Free Pool Entry - Pool Games - Jumping Castle - Free BBQ and Outdoor Movie while in the pool! More details [q-one.com.au](http://q-one.com.au)

**Mix 106.3 Canberra**  
January 28 at 8:00am · 🌐

<http://www.mix106.com.au/.../the-top-10-things-to-do-i-.../top10/>



**TOP TEN THINGS JANUARY 28/29**  
GUIDE  
MIX106.COM.AU

Braidwood Comments:



Q-One Aquatics was live.  
Published by Daniel Fulton 1P1 · January 27 at 5:40pm · 🌐

Summer Activation - Braidwood

298 people reached [Boost Post](#)

126 Views

👍 Love    💬 Comment    ➦ Share    🗨️

👍👍 Q-One Aquatics, Toni Taylor, Belinda Fulton and 6 others    Top Comments ▾

🗨️ Write a comment...    📷 😊

Press Enter to post.

 **Tommy Powell** 0:00 I'm so happy to see you doing this ,makes me happy 😊  
Unlike · Reply · Message    🗨️ 1 · January 27 at 7:14pm





# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.8            SPECIAL HERITAGE FUND GRANTS

ATTACHMENT 1    SPECIAL HERITAGE FUND GUIDELINES AND APPLICATION  
FORM - 2017

# Queanbeyan- Palerang Regional Council's Special Heritage Fund - Guidelines



SF170315  
C17135649

**Offices:** Council headquarters – 256 Crawford St  
Bungendore Office – 10 Majara St  
Braidwood Office – 144 Wallace St

**Contact:** **Queanbeyan:**  
**Ph:** 02 6285 6000  
**Fax:** 02 6285 6666  
**Bungendore/Braidwood:**  
**Ph:** 02 6238 8111  
**Fax:** 02 6238 1290  
**E:** [council@qprc.nsw.gov.au](mailto:council@qprc.nsw.gov.au)  
**W:** [www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)  
**P:** PO Box 90  
Queanbeyan NSW 2620

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# Special Heritage Fund Scheme

## Background

The former Queanbeyan City Council at its meeting of 24 June 2015 determined to establish a \$100,000 Special Heritage Fund. This was extended to the whole of the local government area at the Queanbeyan-Palerang Regional Council meeting of 26 October 2016.

The purpose of the funding is to assist owners of churches, and buildings owned or managed by community based Not for Profit organisations listed on the heritage schedule of *Queanbeyan Local Environmental Plan 2012*, or *Palerang Local Environmental Plan 2014* to conserve, restore and reuse their properties.

Priority will be for public buildings, churches and buildings owned or managed by community based not for profit organisations as well as those buildings where there is a clear community or public benefit rather than a private one.

A compliance certification form will be required to be completed by the applicable Council's Heritage Advisor at the completion of the project and prior to any payment being made.

The grant funding in this instance is a competitive process and prospective applicants need to submit an application which addresses the criteria in these guidelines.

## Funding

- Prospective applicants need to demonstrate that they are prepared to contribute a reasonable proportion of the cost of the project.
- Prospective applicants must comply with the attached Standard Conditions.
- The project must have a minimum value of \$15,000 or resolved by Council.
- Council will consider allowing a small percentage of any grant to be used for undertaking professional studies associated with an individual project such as the preparation of a statement of heritage significance (if required and with Council's agreement). These are to be undertaken and prepared by a suitably qualified and experienced person.
- All projects are funded over the current financial year.
- Funding will be limited to one grant of assistance per site per financial year.
- Applicants must complete and claim 100% of their funding by **30 June 2018**.

**Closing date:** Applications close on **20 December 2017**.

## Projects Eligible for Funding

These include:

- Public buildings which include Council owned buildings.
- Buildings owned or managed by community based 'Not For Profit' organisations

- Churches.
- Other buildings or works supported by the Heritage Advisor and Heritage Advisory Committee.

Projects should be for:

- Physical conservation works including restoration, reconstruction, repair, reinstatement, preservation and maintenance as defined in the *Australian ICOMOS Burra Charter*,
- Fire, safety, access, compliance and upgrading works to meet requirements under the *Building code of Australia*, the *Disability Discrimination Act* and *Work Health and Safety Act* for ongoing use and adaptive reuse, and/or
- Interpretation works that are based on recommendations contained in a Statement of Heritage Significance or an Interpretation Plan or Conservation Plan.

### **Priorities for Funding**

These include:

- Buildings which are used predominantly by the community.
- Places at risk - urgency to avert severe deterioration.
- Heritage and sustainability conservation works.
- Sympathetic adaptive reuse works.
- Interpretation to facilitate heritage tourism.

### **Projects Ineligible for Funding**

These include:

- State and Federal Government buildings.
- New buildings.
- Commercial buildings.
- Purchase of heritage buildings.
- Relocation of buildings or work to relocate buildings.
- New commemorative monuments, works or headstones.
- Purchase of equipment.
- Routine maintenance.
- Projects where alternative funding is available.

## Common Selection Criteria for all Projects

Funding is targeted to projects that clearly demonstrate:

- A community benefit associated with the works to be funded.
- Sustainable long-term heritage benefits.
- Capacity and commitment to undertake and complete the project within the allocated time frame.

## Submitting Your Application

- Prospective applicants *must* discuss their project with the relevant Council Heritage Advisor prior to submitting your application. Appointments can be made by contacting Council's Land-Use Planning Team on **6285 6276**.
- Council's Heritage Advisor will also provide initial advice as to whether the works proposed may require a development application. Where a development application for the works is necessary, prospective applicants need to contact Council's Development Team staff to discuss planning requirements.
- Prospective applicants are required to demonstrate why the work proposed is appropriate from a heritage point of view.
- Obtain 2 quotes and place the costs against the job scope of works clearly demonstrating the costs for each item.
- Provide plans and sketches of the project.
- Provide "before" photographs of the item, including close-ups. Photographs of the finished product will also be required at the completion of the project. (Council uses photographs of heritage properties to promote heritage in the local area. Please indicate on the application form if you agree for this to occur.)
- Complete the application form and keep a copy for your records.

**It should be noted that success in obtaining funding for projects will not negate the need to submit and obtain development consent where required.**

You can either email your completed application, including digital images, to:  
[landuseadmin@qprc.nsw.gov.au](mailto:landuseadmin@qprc.nsw.gov.au)

**Or**

Post to: QPRC Special Heritage Fund  
Land-Use Planning Team  
PO Box 90  
Queanbeyan NSW 2620

## Assessing Your Application

Applicants must complete the attached project application form and answer all the questions. The quality and clarity of the information provided will be taken into account when assessing the applications. Total available funds for grants are limited each year and are awarded on a competitive basis and projects must meet eligibility criteria, program priorities and common selection criteria.

Applications will be considered by members of Council's Heritage Advisory Committees, Council staff and Council's Heritage Advisor(s). Recommendations will be forwarded to Council for adoption.

If your application is successful, a funding offer and contract will be sent to you. On your acceptance of this offer, work can commence from that time.

Successful applicants will also be required to comply with a set of standard conditions. These will be supplied and are also available upon request or on Council's web page at:  
[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

### **Project Timing and Claiming Your Funds**

Applicants must complete and claim 100% of their funding by **30 June 2018**.



# Application Form

Special Heritage Fund Application Form
<b>Applicant Details</b>
Contact Name:.....
Company Name: (if applicable) .....
Postal Address:.....
Phone: ..... (H/W) Mobile: .....
Email:.....
ABN registered name: (if applicable) .....
ABN: (if applicable) .....
GST registered? <input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to Council using the photographs of my property to promote Heritage in the local area <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Project Address</b>
No: ..... Street: .....
Suburb: .....

**Project Proposal** (Briefly describe the proposed project)

**Project scope of works (Separate submission can be attached):**

.....  
.....  
.....  
.....

**Estimated cost of project:**

\$ .....

**Funding equity and cost effectiveness:**

- Have you applied for or are you receiving funding or support from other sources? If yes please name source.

Yes       No

.....  
.....

**Photographs and Quotes**

**Photographs of your project:**

**Attach** current photos of the property and the area of the proposed work, photos will also be required at the completion of the work

**Quotes:**

**Attach 2** quotes for the proposed work

Yes       No

**Building History**

**History of your building:**

**Attach** any historical information you have regarding your building or provide a hyperlink

Yes       No

<b>Eligibility</b>		
<i>To be eligible for funding you must answer YES to <b>ONE</b> of the following</i>		
Is the item in a conservation area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the item a local heritage item?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the item supported by Council's Heritage Advisor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the item listed on the State Heritage Register?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>To be eligible for funding you must answer YES to the following</i>		
I will complete and claim my project funding by <b>30 June 2018</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I acknowledge that I may be required to obtain Council development approval for these works (separate to funding offer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Funding Priorities</b>
<p>Queanbeyan-Palerang Regional Council's funding priorities are for projects that:</p> <ul style="list-style-type: none"> <li>• Buildings which are used predominantly by the community</li> <li>• Places at risk - urgency to avert severe deterioration</li> <li>• Heritage and sustainability conservation works</li> <li>• Sympathetic adaptive reuse works</li> <li>• Interpretation to facilitate heritage tourism</li> </ul>
<p><i>Describe how your project will achieve one or more of these funding priorities</i></p> <p><b>a) Continued facilitation of use of the site by the community</b></p>
<p><b>b) Urgent maintenance works to avert risks e.g. compliance with safety codes</b></p>
<p><b>c) Heritage and sustainability conservation works</b></p>
<p><b>d) Interpretative works to facilitate heritage tourism</b></p>

**Common Selection Criteria For All Projects** (Please answer **ALL** the criteria – attach additional pages if required)

I have previously received Council funding support for this item.  
 Yes  No

**A community benefit associated with the works to be funded.**

- Describe how the funding of your project will have a community benefit

.....  
.....  
.....  
.....

**Sustainable long term heritage benefits.**

- Describe how your project contributes to the sustainable management of the heritage item. (Attach a copy of your management/maintenance/sustainability plan)

.....  
.....  
.....  
.....

**Capacity and commitment to undertake the project.**

- Do you have the time and project and management skills to successfully undertake this project?  Yes  No
- Will your project be completed within the funding time frame and be fully claimed by **30 June 2018**.  Yes  No
- I have discussed my project with the Heritage Advisor prior to lodging this application.  Yes  No
- Does your project require a DA and will it be obtained prior to the commencement of work?  Yes  No

### Heritage Advisor's Assessment/Recommendation

--

### Submitting Your Application

Application forms and accompanying information should be forwarded to:

Email: [landuseadmin@qprc.nsw.gov.au](mailto:landuseadmin@qprc.nsw.gov.au)

Or

Post: QPRC Special Heritage Fund  
Land-Use Planning Team  
PO Box 90  
Queanbeyan NSW 2620

(Please ensure you sign the declaration on page 12 prior to submitting your application)

### Council Contact

If you require any further information please contact Beate Jansen on 6285 6276

### Application Closing Date

Applications must be received by close of business: **20 December 2017**

**Property Ownership** (Only complete if applicant is **NOT** the owner of the heritage item)

Owner's name: .....

Contact details: .....

Signature: .....

Date: .....

**Declaration**

I/We the undersigned, being the applicant/s nominated in this application, apply for a Special Heritage Fund grant to carry out works described above on the land specified earlier in this application.

I confirm that all the information provided in this project application is true and correct to the best of my knowledge  Yes  No

I have completed ALL questions on this project application  Yes  No

I have attached ALL requested documentation  Yes  No

Signature: .....

Date: .....

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.8            SPECIAL HERITAGE FUND GRANTS

ATTACHMENT 2    STANDARD CONDITIONS - SPECIAL HERITAGE FUND - 2017

# **Standard Conditions Applying to Queanbeyan- Palerang Regional Council's Special Heritage Fund**

SF170513  
C17135651



**Offices:** Council headquarters – 256 Crawford St  
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**W:** [www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)  
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Queanbeyan NSW 2620

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# Standard Conditions for Special Heritage Fund

## 1. Acceptance of Offer

You must accept this funding offer within three weeks, or it will be withdrawn.

## 2. Permission to Commence Work

You must provide the following information, if not already provided with your application, before Queanbeyan–Palerang Regional Council will agree to you starting your project:

- A draft schedule of works (including professional services, if any) including costs.
- A confirmation of who will carry out the works.
- The name of a suitably qualified person who will be responsible for supervising your project.

When Council has received this information, you will be sent a letter confirming that you can commence your project.

If necessary, you will need to separately arrange for appropriate works approvals, i.e. Development Application and Construction Certificate, for this project as required by Council's planning and building requirements, and if appropriate the Heritage Act, before commencing work.

## 3. Scope of Work

In the event that your funded scope of work needs to change, you must immediately discuss the revised scope of work with Council to ensure that funding remains applicable.

## 4. Project milestone Dates

You agree to meet the following project milestone dates.

You also acknowledge that Queanbeyan-Palerang Regional Council's Special Heritage Fund operates on an annual budget allocation and that Council cannot carry forward any unclaimed funds for your project. If you fail to meet the milestone dates set out below, your funding may be reviewed or revoked.

**Milestone 1:** Notify the council when you have commenced your project.

**Milestone 2:** Report progress on your project to Council by Monday **23 March 2018**.

**Milestone 3:** Project completion and all funding must be claimed from Council by **30 June 2018**.

## 5. Progress Report/s

You must provide a brief verbal or written progress report/s on your project as requested by Council.

## **6. Project Compliance Certification**

When your project is completed, and before Council will pay your funding, Council's heritage advisor *must* inspect your project and complete a certification form.

### **Finances**

## **7. Advising Changes in the Source and/or Amount of Funding**

You must advise Council of any changes to the financial resources and arrangements stated in your application. This includes variations to the scope of work.

## **8. Claiming Your Grant Funding**

You must submit paid invoices for payment. You also agree that unless requested, and Council agrees electronic transfers will be made payable to you or your ABN registered name. Note that payment will be based on the invoiced amount rather than initial quotes.

### **Operational Issues**

## **9. Revocation of Funding**

You agree that this financial assistance may be reviewed or revoked at any time under one or more of the following circumstances:

- Unsatisfactory work
- Failure to meet time schedules
- Failure to provide progress reports
- Non-disclosure or misleading or false disclosure of information
- Inadequate additional funding being provided from another source.

## **10. Reusable Equipment**

You agree that funding provided for this project is not to be used for expenditure on reusable equipment without the prior written approval of Council. If approved, resale of such equipment and refund of moneys to Council may be required.

## **11. Transactions between persons not at arm's length**

You must advise Council immediately of any transaction where the applicant and another party or parties, involving expenditure on this project are not dealing with each other at arm's length, for example, if a relative is doing paid work on the project.

If Council considers that the expenditure exceeds the amount that would have been incurred if the parties had been dealing with each other at arm's length, Council may disregard the excess in any claim made to it.

## **12. Acknowledgement of Funding**

You agree to acknowledge the funding assistance during the project and on completion in any form required and approved by Council.

### 13. Publicity

Council may publicise your project through its newsletter, website, media releases and liaison with journalists.

### 14. Copyright – non-exclusive license

For publications or signage projects, you will supply the appropriate permissions (non-exclusive license to Council) to use certain copyright material created as part of this funded project.

### 15. Best practice heritage and project management

You agree that all work must be carried out in a best practice heritage manner and in particular to accord with the publication called [How to carry out work on heritage buildings and sites](#), available from [www.environment.nsw.gov.au/heritage/publications](http://www.environment.nsw.gov.au/heritage/publications)

You also agree to administer the project in accordance with best practice management.

### 16. Engagement of a heritage specialist

If required as part of your project's **special conditions**, you agree to engage a heritage specialist to supervise and provide advice on the heritage aspects of the project. You agree to ensure that the heritage specialist:

- Has appropriate qualifications, skills and experience to supervise your project.
- Will provide appropriate technical advice to ensure that best practice heritage conservation methods are followed as set out in [How to carry out work on heritage buildings and sites](#). This refers to the [Australia ICOMOS Burra Charter](#).
- Agrees to prepare and endorse the updated work schedule and costings for this project included in this funding agreement, if needed.
- Agrees to supervise the project and complete the [Project Compliance Certification](#) for the funding payment.

### 17. Long term protection and heritage listing

You agree, and, if you are not the owner, the owner also agrees:

- To take all reasonable measures to protect in perpetuity the item for which this assistance is granted.
- Not to undertake any work, including subdivision, on the item, its site and any moveable heritage items on the site which would adversely affect their heritage significance .
- To actively support and not to object to the inclusion of the item in a local or regional environmental plan.

## **18. Insurance**

You agree to insure and keep insured at all times the item for which this funding is granted, unless Council approves otherwise.

## **19. Compliance with other regulators**

You agree to comply with all requirements of other regulatory agencies and you agree that this agreement and any related matters do not override your requirement to do so.

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.9 LOCAL PLACES HERITAGE GRANTS - 2017

ATTACHMENT 2 PROJECT FUNDING AGREEMENT - LOCAL HERITAGE  
PLACES GRANTS 2017-18

## Queanbeyan Palerang Regional Council Local Heritage Fund 2017-2018

### Project Funding Agreement

*This Funding Agreement has been prepared specifically for your project and outlines the funding offer from Council. This Funding Agreement must be read in conjunction with any Special Conditions included for your project and the attached Standard Conditions.*

*Project no:*  
*Project name:*  
*Applicants name:*  
*Project address:*  
*Postal address:*  
*Phone:*  
*Mobile:*  
*Email:*  
*ABN:*

*Total project value \$*  
*Heritage Funding is \$*  
*Your Minimum contribution is \$*

**Should the value of your project change, new quotes *MUST* be submitted to Council, as the level of funding provided may also change.**

*Purpose of the funding:*

*Final date for project completion: 15 April 2018*

*Special conditions for your project: If you do not proceed with the project as outlined in your application you will need to submit new quotes to ensure the work does not negate the funding agreement.*

*Other approvals required for your project: N/A or DA*



## Standard Conditions Applying to Local Heritage Fund Projects

**By entering into this Funding Agreement, you agree to comply with the following conditions:**

### THE PROJECT FROM START TO FINISH

<b>1. Acceptance of offer</b>	You must accept this funding offer within 2 weeks, otherwise it will be withdrawn.
<b>2. Project approvals</b>	If necessary, you agree to separately arrange for appropriate works approvals for this project as required by the Council planning and building requirements and the Heritage Act.
<b>3. Project milestone dates</b>	You agree to meet the following project milestone dates. You also acknowledge that the Queanbeyan Palerang Regional Council Local Heritage Fund operates on an annual budget allocation and Council cannot carry forward any unclaimed funds for your project. If you fail to meet the milestone dates your funding may be reviewed or revoked.
<b>Milestone 1</b>	Notify Council when you have commenced your project.
<b>Milestone 2</b>	Report progress on your project to Council by <b>15 March 2018</b> .
<b>Milestone 3</b>	Project completion and all funding must be claimed from Council by <b>15 April 2018</b> .
<b>4. Progress report/s</b>	You must provide a brief verbal or written progress report/s on your project as requested by Council.
<b>5. Project compliance certification</b>	When your project is completed and before Council will pay your funding, Council's heritage officer or heritage advisor must inspect your project and complete a <b>Project Compliance Certification</b> form. Photos of the completed work must accompany your paperwork when making your claim for the grant funding.

### FINANCES

<b>6. Advising of changes in the source and/or amount of funding</b>	You must advise the Council of any changes to the financial resources and arrangements stated in your application.
<b>7. GST</b>	The Council considers the full cost of the project to be the GST inclusive amount.
<b>8. Claiming your grant funding</b>	You must submit paid invoices for payment. You also agree that unless requested, and the Council agrees, all cheques or electronic transfers will be made payable to you or your ABN registered name.

<b>OPERATIONAL ISSUES</b>	
<b>9. Revocation of funding</b>	<p>You agree that this financial assistance may be reviewed or revoked at any time under any one or more of the following circumstances:</p> <ul style="list-style-type: none"> <li>• unsatisfactory work;</li> <li>• failure to meet time schedules;</li> <li>• failure to provide progress reports;</li> <li>• non-disclosure or misleading or false disclosure of information;</li> <li>• failure to meet the minimum \$ for \$ spend;</li> <li>• inadequate additional funding being provided from another source.</li> </ul> <p>You also agree that where monies have been advanced, you are obliged to refund those monies within 30 days of receiving the notice of revocation of this funding.</p>
<b>10. Reusable equipment</b>	<p>You agree that funding provided for this project is not to be used for expenditure on reusable equipment without the prior written approval of the Council. If approved, resale of such equipment and refund of moneys to the Council may be required.</p>
<b>11. Transactions between persons not at arm's length</b>	<p>You must advise the Council immediately of any transaction where the applicant and another party, or parties, to any transaction involving expenditure on this project are not dealing with each other length at arm's length eg paid work by a relative. If the Council considers that the expenditure exceeds the amount that would have been incurred if the parties had been dealing with each other at arm's length, the Council may disregard the excess in any claim made to the Council.</p>
<b>12. Acknowledgment of funding</b>	<p>You agree to acknowledge the funding assistance during the project and upon completion in any form required and approved by the Council.</p>
<b>13. Publicity</b>	<p>Council may publicise your project and use your photographs through its newsletter, website, media releases and liaison with journalists.</p>
<b>14. Project signage</b>	<p>At the commencement of your project, you agree to erect a temporary Council sign (where provided by Council) acknowledging the local heritage funding assistance.</p>
<b>15. Copyright - non-exclusive license</b>	<p>For publications or signage projects, you will supply the appropriate permissions (non-exclusive license to Council) to use certain copyright material created as part of this funded project.</p> <p>[Copyright owners of material such as written material, photographs, music or moving images can assign or license their rights in copyright material. Copyright protects the form in which an idea or information is expressed, not the idea or information itself.]</p>
<b>16. Best practice heritage and project management</b>	<p>You agree that all work must be carried out in a best practice heritage manner and in particular to accord with the publication called <i>How to Carry out Work on Heritage Buildings and Sites</i> available to download from the Heritage Branch website</p> <p><a href="http://www.heritage.nsw.gov.au/publications">www.heritage.nsw.gov.au/publications</a></p> <p>You also agree to administer the project in accordance with best practice management.</p>

<b>17. Engagement of a heritage specialist</b>	<p><b>If required</b> as part of your project you agree to engage a heritage specialist to supervise and provide advice on the heritage aspects of the project. You agree to ensure that the heritage specialist:</p> <ul style="list-style-type: none"><li>a. Has appropriate qualifications, skills and experience to supervise your project;</li><li>b. Will provide appropriate technical advice to ensure that best practice heritage conservation methods are followed as set out in the Heritage Branch publication "<i>How to Carry Out Work on Heritage Buildings and Sites</i>". This refers to the Australia ICOMOS Burra Charter. Download this publication at <a href="http://www.heritage.nsw.gov.au/13_index.htm">http://www.heritage.nsw.gov.au/13_index.htm</a></li><li>c. Agrees to prepare and/or endorse the updated work schedule and costings for this project included in this funding Agreement, if needed.</li><li>d. Agrees to supervise the project and complete the <b>Project Compliance Certification</b> for the funding payment.</li></ul>
<b>18. Long term protection and heritage listing</b>	<p>You agree, and, if you are not the owner, the owner also agrees:</p> <ul style="list-style-type: none"><li>a. To take all reasonable measures to protect in perpetuity the item for which this assistance is granted;</li><li>b. Not to undertake any work, including subdivision, to the item, its site and any moveable heritage items (hereinafter called "heritage items") on the site which would adversely affect their heritage significance;</li><li>c. To actively support and not to object to the inclusion of the item in a Local or Regional Environmental Plan; or to listing of the heritage item/s on the NSW State Heritage Register under the NSW Heritage Act, 1977; or to an order on the item under the Heritage Act, 1977.</li></ul>
<b>19. Insurance</b>	<p>You agree to insure and keep insured at all times the item for which this funding is granted, unless the Council approves otherwise.</p>
<b>20. Compliance regulators</b>	<p>You agree to comply with all requirements of other regulatory agencies and you agree that this agreement and any related matters do not override your requirement to do so.</p>



# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.9 LOCAL PLACES HERITAGE GRANTS - 2017

ATTACHMENT 3 LOCAL HERITAGE PLACES GRANT GUIDELINES 2017-2018

<b>Queanbeyan-Palerang Regional Council Local Heritage Places Grant Guidelines</b>	
<b>Aim of the funding</b>	<p>The aim of the fund is to encourage as much positive work on heritage items as possible. It is hoped this will create greater interest and concern for the conservation of historic buildings within Queanbeyan-Palerang Regional Council's LGA.</p> <p>Funding is available for:</p> <ul style="list-style-type: none"> <li>• Conservation works and maintenance works</li> <li>• Reinstatement of missing items on heritage buildings</li> <li>• Work to meet Building Code Australia upgrades</li> <li>• Items identified in the Heritage Schedule of the <i>Queanbeyan Local Environmental Plan 2012 (QLEP 2012)</i> or <i>Palerang Local Environmental Plan 2014</i>.</li> <li>• Items within a Heritage Conservation area</li> </ul> <p>Eligible projects are those which involve the repair, maintenance or reinstatement of items. These projects can include fences, verandahs, windows, roof cladding, decorative detail, replacement of structural work or painting of properties to enhance the heritage character.</p>
<b>Examples</b>	
<b>Funding Amounts</b>	<p>Grants of varying amounts will be available on a dollar for dollar basis with the maximum amounts to be determined by the number of applications received. (e.g. <i>If your project receives a \$1,000 grant from Council your <b>minimum contribution must be \$1,000</b></i>). There will clearly be cases where applicants will be required to contribute more dollars to the project than offered by Council and the size of the individual grants available will often depend upon the number of annual applications received and supported.</p>
<b>Closing date</b>	Applications close on <b>13 October 2017</b>
<b>Timing of grants</b>	<p>Grants are advertised each financial year. All projects must be completed by 15 April in the financial year of issue. Work <b>CAN NOT</b> commence prior to written approval being given.</p>
<b>Who can apply?</b>	<p>All owners and/or managers of heritage items which are listed on Schedule 5 of the <i>QLEP 2012 or Palerang Local Environmental Plan 2014</i>. (However, you are not able to apply for funding if you are a State government agency).</p>
<b>Funding is available for</b>	<p>Heritage items that are either:</p> <ul style="list-style-type: none"> <li>• Listed in the Local Environmental Plan</li> <li>• Included in a conservation area</li> <li>• Supported by the QPRC heritage advisor</li> </ul>
<b>Priorities</b>	<p>Priority is given to projects that:</p> <ul style="list-style-type: none"> <li>• Require urgent maintenance works</li> <li>• Form part of the heritage precinct</li> <li>• Require upgrades for Building Code Australia compliance</li> <li>• Have not received previous council funding in the last 5 years</li> </ul>
<b>Projects NOT funded</b>	<p>Funding will <b>NOT</b> be provided for:</p> <ul style="list-style-type: none"> <li>• Routine maintenance e.g. carpet cleaning, gutter cleaning etc</li> </ul>

	<ul style="list-style-type: none"> <li>• Projects where assistance is available from other sources</li> <li>• New commemorative monuments or works</li> <li>• Purchasing a heritage building</li> <li>• Relocation of a heritage building, site or movable item</li> <li>• Flood lighting</li> <li>• Purchasing of equipment</li> <li>• New additions to a heritage building e.g. new kitchen or bathroom</li> <li>• Movable railway heritage items</li> </ul>
<b>Common selection criteria</b>	<p>Funding is targeted to projects that are minor works and have:</p> <ul style="list-style-type: none"> <li>• Sustainable long term heritage benefits</li> <li>• Public benefit and enjoyment</li> <li>• Capacity and commitment to undertake the project</li> <li>• Funding equity and cost effectiveness</li> <li>• Urgency to remedy deterioration</li> <li>• Demonstrated ability to encourage conservation of other items</li> <li>• A positive contribution to the heritage character of the site and/or streetscape</li> </ul>
<b>Before applying</b>	<p><b>Background research</b> – demonstrate why the work proposed is appropriate from a heritage point of view.</p> <p><b>Read the application form</b> - so you know what information is required and if your project fits the criteria.</p> <p><b>Prepare a list of project tasks</b> – outline an item by item job schedule.</p> <p><b>Obtain 2 quotes</b> – place the costs against the job scope of works.</p> <p><b>Plans and sketches</b> – depending on the size of the project you may need to include these.</p> <p><b>Photographs</b> – take “before” photographs of the item, including close-ups. Photographs will also be required of the finished works at the completion of the project. <i>(Council uses photographs of heritage properties to promote heritage in the local area. Please indicate on the application form if you agree for this to occur.)</i></p> <p><b>Complete the application form</b> and keep a copy for your records.</p>
<b>Submitting application</b>	<p>You can email your completed application, including digital images, to: <a href="mailto:landuseadmin@qprc.nsw.gov.au">landuseadmin@qprc.nsw.gov.au</a></p> <p><b>Or</b></p> <p><b>Mail to:</b> Local Heritage Places Grants, PO Box 90, Queanbeyan NSW 2620</p>
<b>Processing of application and finalising project</b>	<p>All projects will be assessed by a sub-committee of the Heritage Advisory Committees and recommendations will then be approved at a Council meeting. Once approved, a funding offer and agreement will be sent to all successful applicants. Projects can commence once the signed funding agreement has been received by Council.</p> <p>All projects must be completed and funding claimed by <b>15 April 2018</b>.</p>

	All applicants will be notified of the outcome of their application, including unsuccessful applicants.
<b>If successful</b>	Your project may require Development Approval and you <b><i>must</i></b> discuss your project with one of Council's Heritage Advisors. To make an appointment phone <b>6285 6276</b> .



# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.10            PLANNING PROPOSAL TO LIST THE COTTAGE ON LOT 6  
SECTION 1 DP 758183 - 7 TURALLO TERRACE,  
BUNGENDORE AS A HERITAGE ITEM

ATTACHMENT 1    PLANNING PROPOSAL - 7 TURALLO TERRACE  
BUNGENDORE - PALERANG LOCAL ENVIRONMENTAL  
PLAN 2014 - SECTION 55

**Planning Proposal**  
**Palerang *Local Environmental Plan 2014***  
**amend to include**  
**Lot 6 Section 1 DP 758183 –**  
**7 Turallo Terrace, Bungendore**  
**as an Item of environmental heritage in**  
**Schedule 5**



**Ref:** SF170326  
C17108906  
PROJ0035/11/9

**August 2017**

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## **Planning Proposal to amend the Palerang Local Environmental Plan 2014 to include Lot 6 Section 1 DP 758183 – 7 Turallo Terrace Bungendore as an Item of Environmental Heritage in Schedule 5**

### **Introduction**

This is a planning proposal prepared under section 55 of the *Environmental Planning and Assessment Act 1979 (EP&A Act)*, in relation to a proposed amendment to the *Palerang Local Environmental Plan 2014 (PLEP 2014)*.

The purpose of this planning proposal is to list a weatherboard cottage on Lot 6 Section 1 DP 758183, 7 Turallo Terrace Bungendore as an Item of Environmental Heritage under Schedule 5 of *Palerang Local Environmental Plan 2014*.

### **Site Description**

The legal description of the subject site is Lot 6 Section 1 DP 758183, 7 Turallo Terrace, Bungendore. The land is zoned R2 Low Density Residential. The site is rectangular in shape and has an area of 2046.99m<sup>2</sup>. The site has a frontage to Turallo Terrace of 20.11 metres and a depth of 101.79 metres. The lot is flat and contains a double fronted weatherboard cottage circa 1880's which has been extended to include a linked pavilion at the rear.

The dwelling is sited forward on the lot facing Turallo Terrace, with the remainder of the grounds including a detached carport and large garden with established vegetation. Neighbouring the site to the east, west and south are low density detached dwellings and to the north is Bungendore Pound.

**Figure 1** Locality plan of the subject site and surrounding area.



## Part 1 - Objective

To acknowledge the historical significance of the circa 1880s cottage on Lot 6 Section 1 DP 758183, 7 Turallo Terrace, Bungendore through an amendment to the *PLEP 2014* including the site as an local item of local heritage significance under Schedule 5 *PLEP 2014*.

## Part 2 - Outcomes

The intended outcomes of the amended planning proposal are:

1. The amendment of Schedule 5 of *PLEP 2014* to include the weatherboard cottage on Lot 6 Section 1 DP 758183 as a heritage item of local significance.
2. The amendment of Heritage Map Sheet HER\_004A of *PLEP 2014* by identifying Lot 6 Section 1 DP 758183 as item of environmental heritage.

## Part 3 – Justification

### Section A – Need for the Planning Proposal

#### 1. Is the planning proposal a result of any strategic study or report?

A preliminary assessment was undertaken by David Hobbes Council's Heritage Advisor in 2014. Mr Hobbes recommended that the dwelling should be listed as a heritage item. The preliminary assessment (**Appendix 1**) described the dwelling as:

“The original street facing building is a double fronted weatherboard cottage dating from c, the 1880s originally of three rooms with front and back verandahs it has been extended at the rear and links to a large but well designed two storey pavilion.

The original building has been carefully conserved and restored and retains original fabric including rusticated weatherboard cladding, cedar double hung windows, tongue and groove linings and fireplaces. It is a good example of its type.

The addition is a good example of sympathetic additions which although large do not overwhelm the original building.”

The planning proposal is accompanied by a Heritage Report prepared by Brendan O’Keefe, historian and heritage consultant (**Appendix 2**). The report expands on the historical and social significance of the site to the local community.

It is evident from the comments by David Hobbes and Brendan O’Keefe that listing the dwelling as a local heritage item has merit. It is recommended that the original external weatherboards,

internal wall and ceiling tongue-and-groove timber lining boards, hardwood floorboards, chimneys, hearths, mantles, doors, two front cedar windows containing the original mouth blown cylinder glass and any other component of the building that forms part of cottage which is the subject of this proposal should be included in the listing to ensure the exterior and interiors of the building are protected in the future.

**2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?**

The planning proposal is the only means of meeting the recommendations of Council's Heritage Advisor, who identified that the building has merit and should be listed as a heritage item.

## **Section B – Relationship to Strategic Planning Framework**

**1. Is the planning proposal consistent with the objectives and actions of the applicable regional, sub-regional strategy or local strategy?**

The relevant regional strategy is the *South East and Tablelands Regional Plan 2036* (July 2017). The planning proposal is consistent with the objective of protecting the region's heritage (Direction 23) and Action 23.2 of conserving heritage assets during local strategic planning and development.

The other relevant regional strategy is the *Sydney-Canberra Corridor Regional Strategy 2008*. The strategy identifies the need for Council to review the scope and quality of the existing list of heritage items and ensure that all places of significance are included in the heritage schedules of local environmental plans.

The listing of the dwelling will ensure the historic cultural heritage of the item will be protected and conserved for future generations, which is consistent with the Cultural Heritage objective of the *Sydney-Canberra Corridor Regional Strategy 2008*.

**2. Is the planning proposal consistent with Council's local strategy or other local strategic plans?**

**Table 1: Council strategic plans**

Bungendore Land Use Strategy & Structure Plan - 2010	Comment
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<p><b>2.1 Conserve and protect cultural heritage which include post European settlement items.</b></p>	<p>Listing of heritage items in <i>PLEP 2014</i> schedule 5</p>
<p><b>Bungendore Heritage Conservation Planning Strategy - 2010</b></p>	<p><b>Comment</b></p>
<p><b>3 - Assessment of Heritage Significance</b>   <b>Criterion (a) An item is important in the course, or pattern of NSW's or the local area's cultural or natural history.</b></p>	<p>The listing of the dwelling in Schedule 5 of <i>PLEP 2014</i> would ensure that the dwelling is conserved and protected, which reflects the intent of the Heritage Strategy.</p>
<p><b>Palerang Heritage Strategy 2014/2015-2016/2017</b></p>	<p><b>Comment</b></p>
<p><b>2.1 Maintain and update Council's heritage database and Geographic Information Systems heritage layer.</b></p>	<p>Identify and list heritage items in the Palerang Local Environmental Plan 2014</p>
<p><b>Palerang Community Strategic Plan 2014 – 2024 (2013)</b></p>	<p><b>Comment</b></p>
<p><b>Focus Area 3: Community &amp; Culture:</b>  <b>We have a strong awareness of local heritage and history and a thriving arts and crafts community.</b></p> <p><b>Focus Area 4: Rural and Urban Development</b>  <b>We value our built heritage and its contribution to our local identity.</b></p> <p><b>We acknowledge the benefit that development can bring to our area while recognising the need to conserve our local history, built heritage and rural character.</b></p>	<p>The listing of the site as a local item of environmental heritage will ensure the dwelling is conserved and protected, which reflects the communities values of its heritage as identified in the Palerang Strategic Plan</p>

### 3. Is the planning proposal consistent with applicable State Environmental Planning Policies?

The planning proposal is considered not to be inconsistent with any State Environmental Planning Policy (SEPPs).

**Table 2: Assessment of relevant SEPPs against the planning proposal**

6.10 Planning Proposal to List the Cottage on Lot 6 Section 1 DP 758183 - 7 Turallo Terrace, Bungendore as a Heritage Item  
Attachment 1 - Planning Proposal - 7 Turallo Terrace Bungendore - Palerang Local Environmental Plan 2014 - Section 55 (Continued)

State Environmental Planning Policies (SEPP)	Relevance	Consistency and Implications
<i>SEPP 1 – Development Standards</i>	The SEPP makes development standards more flexible. It allows councils to approve a development proposal that does not comply with a set standard where this can be shown to be unreasonable or unnecessary.	Not Applicable.  This does not apply to the <i>Palerang Local Environmental Plan 2014</i> as per Clause 1.9 (2).
<i>SEPP No. 14 – Coastal Wetlands</i>	The SEPP ensures that the coastal wetlands are preserved and protected in the environmental and economic interests of the State.	Not Applicable.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 19 – Bushland in Urban Areas</i>	The SEPP ensures that bushland within urban areas are protected and preserved.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 21 – Caravan Parks</i>	The SEPP encourage the orderly and economic development of land used or intended to be used as a caravan park.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP
<i>SEPP No. 26 – Littoral Rainforests</i>	The SEPP ensures littoral rainforests are not damaged or destroyed.	Consistent  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 30 – Intensive Agriculture</i>	The SEPP provides considerations for consent for intensive agriculture.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 33 – Hazardous and Offensive Development</i>	The SEPP provides considerations for consent for hazardous and offensive development.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 36 – Manufactured Home Estates</i>	The SEPP assist establish well-designed and properly serviced manufactured home estates in suitable locations.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 44 – Koala Habitat Protection</i>	This SEPP applies to land across NSW that is greater than 1 hectare and is not a National Park or Forestry Reserve. The	Consistent.

6.10 Planning Proposal to List the Cottage on Lot 6 Section 1 DP 758183 - 7 Turallo Terrace, Bungendore as a Heritage Item  
 Attachment 1 - Planning Proposal - 7 Turallo Terrace Bungendore - Palerang Local Environmental Plan 2014 - Section 55 (Continued)

State Environmental Planning Policies (SEPP)	Relevance	Consistency and Implications
	SEPP encourages the conservation and management of natural vegetation areas that provide habitat for koalas to ensure permanent free-living populations will be maintained over their present range.	Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 47 – Moore Park Showgrounds</i>	The SEPP ensures the redevelopment of Moore Park Showgrounds is done in a consistent manner.	Not Applicable.
<i>SEPP No. 50 – Canal Estates</i>	This SEPP does not permit new canal estates from the date of gazettal, to ensure coastal and aquatic environment are not affected by these developments.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 52 – Farm Dams and other Works in Land and Water Management Plan Areas</i>	This SEPP requires environmental assessment for large artificial waterbodies that are carried out under farm plans that implement land and water management plans.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 55 – Remediation of Land</i>	This SEPP applies to land across NSW and states that land must not be developed if it is unsuitable for a proposed use because of contamination.	Consistent.  The use of the land has been limited to residential and it is unlikely to contain any contaminants.
<i>SEPP No. 62 – Sustainable Aquaculture</i>	This SEPP encourages the sustainable expansion of aquaculture in NSW.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 64 – Advertising and Signage</i>	The SEPP aims to ensure that outdoor advertising is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations and is of high quality design and finish.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 65 – Design Quality of Residential Flat Development</i>	The SEPP relates to residential flat development across the state through the application of a series of design principles. Provides for the establishment of Design Review Panels to provide independent expert advice to	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.

6.10 Planning Proposal to List the Cottage on Lot 6 Section 1 DP 758183 - 7 Turallo Terrace, Bungendore as a Heritage Item  
Attachment 1 - Planning Proposal - 7 Turallo Terrace Bungendore - Palerang Local Environmental Plan 2014 - Section 55 (Continued)

State Environmental Planning Policies (SEPP)	Relevance	Consistency and Implications
	councils on the merit of residential flat development.	
<i>SEPP No. 70 – Affordable Housing (Revised Schemes)</i>	This SEPP inserts revised affordable housing provisions into environmental planning instruments for land in certain parts of Sydney.	Not Applicable.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP No. 71 – Coastal Protection</i>	The SEPP aims to protect and manage NSW coasts which include public access, visual amenity and native coastal vegetation.	Not Applicable.  Nothing in the planning proposal affects the aims and provisions of the SEPP
<i>SEPP (Affordable Rental Housing) 2009</i>	The SEPP aims to provide a consistent planning regime for providing rental housing.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP (Building Sustainability Index: BASIX) 2004</i>	The SEPP provides for the implementation of BASIX throughout the State.	Consistent.  No new buildings are proposed in the planning proposal. This does not effects the aims and provisions of the SEPP.
<i>SEPP (Exempt and Complying Development Codes) 2008</i>	The SEPP provides exempt and complying development codes that have State-wide application, identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent; and, in the General Housing Code, types of complying development that may be carried out in accordance with a complying development certificate.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP as no new works are proposed.
<i>SEPP (Housing for Seniors or People with a Disability) (2004)</i>	The SEPP aims to encourage provision of housing for seniors, including residential care facilities. The SEPP provides development standards.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP (Infrastructure) 2007</i>	The SEPP provides a consistent approach for infrastructure and the provision of services across NSW, and to support greater efficiency in the location of	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.

6.10 Planning Proposal to List the Cottage on Lot 6 Section 1 DP 758183 - 7 Turallo Terrace, Bungendore as a Heritage Item  
Attachment 1 - Planning Proposal - 7 Turallo Terrace Bungendore - Palerang Local Environmental Plan 2014 - Section 55 (Continued)

State Environmental Planning Policies (SEPP)	Relevance	Consistency and Implications
	infrastructure and service facilities.	
<i>SEPP (Integration and Repeals) 2016</i>		Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP (Kosciuszko National Park – Alpine Resorts) 2007</i>	The SEPP provides policies to protect and enhance the alpine resorts that do not result in adverse environmental, social or economic impacts in the Kosciuszko National Park.	Not Applicable.
<i>SEPP (Kurnell Peninsula) 1989</i>	The SEPP aims to protect the natural environment of the Kurnell Peninsula.	Not Applicable.
<i>SEPP (Mining, Petroleum Production and Extractive Industries) 2007</i>	The SEPP aims to provide proper management of mineral, petroleum and extractive material resources.	Consistent  The site is not located within a mines subsidence area and is not within vicinity of any existing or approved mining operations or leases.
<i>SEPP (Miscellaneous Consent Provisions) 2007</i>	The SEPP aims to provide that the erection of temporary structures are permissible with consent across the State. It ensures the safety of persons using temporary structures and protects the environment at the location.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP (Penrith Lakes Scheme) 2008</i>	The SEPP aims to provide development control at the Penrith Lakes Scheme.	Not Applicable.
<i>SEPP (Rural Lands) 2008</i>	The SEPP aims to facilitate economic use and development of rural lands, reduce land use conflicts and provides development principles.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP (State and Regional Development) 2011</i>	The SEPP identifies State significant development and State significant infrastructure and critical State significant infrastructure and confers functions on joint regional planning panels to determine relevant development applications.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.

6.10 Planning Proposal to List the Cottage on Lot 6 Section 1 DP 758183 - 7 Turallo Terrace, Bungendore as a Heritage Item  
 Attachment 1 - Planning Proposal - 7 Turallo Terrace Bungendore - Palerang Local Environmental Plan 2014 - Section 55 (Continued)

State Environmental Planning Policies (SEPP)	Relevance	Consistency and Implications
<i>SEPP (State Significant Precincts) 2005</i>	The SEPP aims to facilitate redevelopment or protection of important coastal and regional sites of State significance.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP (Sydney Drinking Water Catchment) 2011</i>	The SEPP aims to provide for healthy water catchment, deliver high quality water while permitting appropriate development.	Not Applicable  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP (Sydney Region Growth Centres) 2006</i>	The SEPP aims to co-ordinate the release of land for residential, employment development in Sydney growth areas. Provides controls to protect waterways and enhance land with natural and cultural value.	Not Applicable.
<i>SEPP (Three Ports) 2013</i>	The SEPP aims to provide consistent planning regimes for delivering infrastructure on land in Port Botany, Port Kembla and the Port of Newcastle.	Not Applicable.
<i>SEPP (Urban Renewal) 2010</i>	The SEPP aims to establish a process for assessing and identifying sites as urban renewal precincts. It facilitates the orderly and economic development and redevelopment of sites in and around urban renewal precincts.	Consistent.  Nothing in the planning proposal affects the aims and provisions of the SEPP.
<i>SEPP (Western Sydney Employment Area) 2009</i>	The SEPP aims to promote economic development and creation of employment in the Western Sydney Employment Area by co-ordinated planning and rezoning of land for employment or environmental purposes.	Not Applicable.
<i>SEPP (Western Sydney Parklands) 2009</i>	The SEPP aims to put into place planning controls that will enable the Western Sydney Parklands Trust to develop into a multi-use parkland for the region of Western Sydney.	Not Applicable.

**4. Is the planning proposal consistent with applicable Minister Directions (s.117 Directions)?**

The planning proposal is not considered to be inconsistent with the majority of section 117 directions. The only inconsistency is item 4.3 Flood Prone Land. The lot is located within a flood planning area, however the planning proposal does not seek to create, remove or alter a zone or a provision that affects the flood prone land.

An assessment against any potentially applicable section 117 directions is shown in **Table 3** below.

**Table 3: Assessment of all Section 117 Directions**

S117 Direction	Consistency of planning proposal
<b>1. Employment and Resources</b>	
1.1 Business and Industrial Zones	Not Applicable.
1.2 Rural Zones	Not Applicable.
1.3 Mining, Petroleum Production and Extractive Industries	Not Applicable.
1.4 Oyster Aquaculture	Not Applicable.
1.5 Rural Lands	Not Applicable.
<b>2. Environment and Heritage</b>	
2.1 Environment Protection Zones	Consistent. The planning proposal is consistent with the Direction as it seeks to protect and conserve a building that has heritage significance to the Bungendore community.
2.2 Coastal Protection	Not Applicable.
2.3 Heritage Conservation	Consistent. The planning proposal is consistent with the Direction as it seeks to protect and conserve a building that has heritage significance to the Bungendore community.
2.4 Recreation Vehicle Areas	Consistent. The planning proposal does not impact on areas for recreational vehicle use.

S117 Direction	Consistency of planning proposal
2.5 Application of E2 and E3 Zones and Environmental Overlays in Far North Coast LEPs.	Not Applicable.
<b>3. Housing Infrastructure and Urban Development</b>	
3.1 Residential Zones	Consistent. The planning proposal is consistent with the Direction as it seeks to protect and conserve a building that has heritage significance to the Bungendore community.
3.2 Caravan Parks and Manufactured Home Estates	Consistent. The planning proposal does not contain any items relating to caravan parks or manufactured home estates.
3.3 Home Occupations	Consistent. This planning proposal does not prohibit home occupations as defined in <i>SEPP (Exempt and Complying Development Codes) 2008</i> and is therefore consistent with this direction.
3.4 Integrating Land Use and Transport	Consistent. The planning proposal does not impact on existing provisions as the dwelling exists on the land.
3.5 Development Near Licensed Aerodromes	Not Applicable.
3.6 Shooting Ranges	Not Applicable.
<b>4. Hazard and Risk</b>	
4.1 Acid Sulphate Soils	Not Applicable.
4.2 Mine Subsidence and Unstable Land	Not Applicable.
4.3 Flood Prone Land	Inconsistent The lot is located within a flood planning area, however the planning proposal does not seek to create, remove or alter a zone or a provision that affects the flood prone land.
4.4 Planning for Bushfire Protection	Consistent. The site is not located within a bushfire prone area.
<b>5. Regional Planning</b>	
5.1 Implementation of Regional Strategies	Consistent. The planning proposal does not undermine the vision, strategy or policy of the <i>South East and Tablelands Regional Plan 2036</i> or the <i>Sydney–Canberra Corridor Regional Strategy</i> .
5.2 Sydney Drinking Water Catchment	Not Applicable.



**6.10 Planning Proposal to List the Cottage on Lot 6 Section 1 DP 758183 - 7 Turallo Terrace, Bungendore as a Heritage Item**  
**Attachment 1 - Planning Proposal - 7 Turallo Terrace Bungendore - Palerang Local Environmental Plan 2014 - Section 55 (Continued)**

<b>S117 Direction</b>	<b>Consistency of planning proposal</b>
5.3 Farmland of State and Regional Significance on the NSW Far North Coast	Not Applicable.
5.4 Commercial and Retail development along the Pacific Highway, North Coast	Not Applicable.
5.5 5.6 5.7 All Revoked 18 June 2010	Not Applicable.
5.8 Second Sydney Airport: Badgerys Creek	Not Applicable.
5.9 North West Rail Link Corridor Strategy	Not Applicable.
5.10 Implementation of Regional Plans	Consistent The planning proposal does not undermine the vision, land use strategy, directions and actions strategy of the <i>South East and Tablelands Regional Plan 2036</i> or the <i>Sydney–Canberra Corridor Regional Strategy</i> .
<b>6. Local Plan Making</b>	
6.1 Approval and Referral Requirements	Consistent. The planning proposal does not contain provisions that require referral's to public authorities or the minister.
6.2 Reserving Land for Public Purposes	Consistent. The planning proposal does not remove land for public purpose.
6.3 Site Specific Provisions	Consistent. The planning proposal will not amend an Environmental Planning Instrument (EPI) to allow a particular development prepared to be carried out.
<b>7. Metropolitan Planning</b>	
7.1 Implementation of the Metropolitan Plan for Sydney 2036	Not Applicable.
7.2 Implementation of Greater Macarther Land Release Investigation	Not Applicable.

**Section C – Environmental, Social and Economic Impact**

**1. Is there any likelihood that critical habitat or threatened species, population or ecological communities, or their habitats, will be adversely affected as a result of the proposal?**

The planning proposal will not have an impact on the biodiversity of the site as it is located in an established residential area which does not contain any known critical habitat or threatened species and there will be no removal of vegetation or change to the site.

**2. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?**

The planning proposal is not considered to have any other likely environmental effects.

**3. How has the planning proposal adequately addressed any social and economic effects?**

The planning proposal seeks to protect and conserve a dwelling that has heritage significance to the Bungendore community. The planning proposal will ensure that the dwelling is retained and preserved for future generations. Support for the planning proposal to list the dwelling as an item of local heritage significance is consistent with the *PLEP 2014* objectives and local strategies. It is considered that there are no adverse social and economic effects associated with the listing of the dwelling.

## **Section D – State and Commonwealth Interest**

**1. Is there adequate public infrastructure for the planning proposal?**

The planning proposal listing of the dwelling will not place any additional demand on public infrastructure.

**2. What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?**

Consultation with State and Commonwealth public authorities has not been undertaken. It is not viewed as necessary to consult any State or Commonwealth authorities as the privately owned dwelling will be listed as a local item.

## **Part 4 - Mapping**

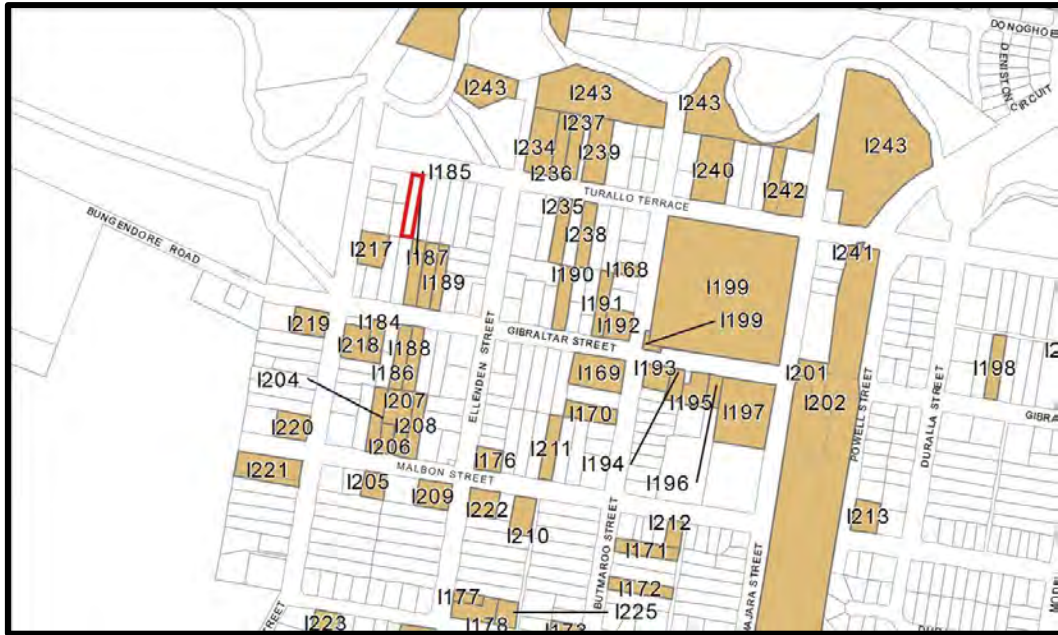
To achieve the intent of the planning proposal, it is proposed to amend the following LEP maps. Council requests the Department to assist with the preparation of the mapping associated with the proposed amendments to comply with the Department's Standard Instrument LEP mapping technical requirements.

**MAP SHEET MAP IDENTIFICATION NUMBER:**

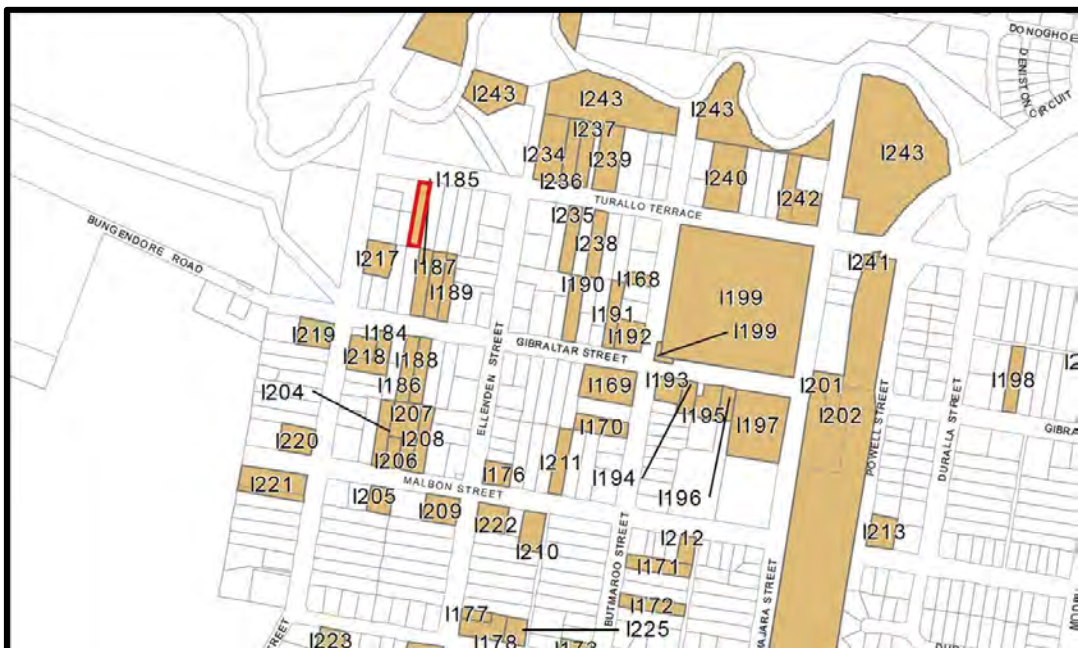
Heritage Map Sheet HER\_004A 6180\_COM\_HER\_004A\_020\_20170710

**MAP A: PLEP 2014 Heritage Map Sheet HER-004**

**(a) Current Heritage Map Sheet HER-004A (part) —Palerang**



**(b) Proposed Heritage Sheet HER-004A (part) — Palerang**



## Part 5 - Community Consultation

As the proposal is considered as 'low' impact proposal, it will be exhibited for 14 days in accordance with Section 5.5.2 of a Guide to preparing local environmental plans (LEP), because it is:

- consistent with the pattern of surrounding land use zones and/or land uses.
- consistent with the strategic planning framework.
- presents no issues with regard to infrastructure servicing.
- the amended LEP is not a principle LEP (does not apply to the whole of the local government area or the area encompassed by the PLEP).
- does not re-classify public land.

Community consultation will be undertaken in accordance with the Department's guide document 'A guide to preparing local environmental plans'.

Notification of the planning proposal will be undertaken by the following means:

- a notice in the local newspaper(s).
- placement of the planning proposal in Council's customer service areas (Braidwood, Bungendore and Queanbeyan).
- Posting on Council's website.
- Written notification to landowners adjacent to Lot 6 Section 1 DP 758183.

## Part 6 - Project Timeline

It is estimated that this amendment to *PLEP 2014* will be completed by March 2018.

Council requests delegation to carry out certain plan-making functions in relation to this proposal. Delegation would be exercised by Council's Interim General Manager or General Manager of Natural and Built Character.

Task	Anticipated 2016 timeframes
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**6.10 Planning Proposal to List the Cottage on Lot 6 Section 1 DP 758183 - 7 Turallo Terrace, Bungendore as a Heritage Item**  
**Attachment 1 - Planning Proposal - 7 Turallo Terrace Bungendore - Palerang Local Environmental Plan 2014 - Section 55 (Continued)**

<b>Report to Council (PDRC)</b>	August 2017
<b>Gateway Determination</b>	October 2017
<b>Public Exhibition</b>	November/December 2017
<b>Report to Council including the consideration of submissions</b>	January/February 2018
<b>Submission to Department to finalise the LEP</b>	March 2018

## Appendix A – Preliminary Assessment by Council’s Heritage Advisor David Hobbes for 7 Turallo Terrace, Bungendore

PALERANG HERITAGE ADVISORY SERVICE	
<b>Item</b>	7 Turallo Terrace, Bungendore
<b>Heritage Status</b>	<ul style="list-style-type: none"><li>• Not listed in Draft Palerang LEP 2013</li></ul>
<b>Matter</b>	The owner Alix Burnett made enquiries about having the place heritage listed.
<b>Advice</b>	<p>The original street facing building is a double fronted weatherboard cottage dating from c. the 1880s. Originally of three rooms with front and back verandahs it has been extended at the rear and links to a large but well designed two storey pavilion.</p> <p>The original building has been carefully conserved and restored and retains original fabric including rusticated weatherboard cladding, cedar double hung windows, tongue and groove linings and fireplaces. It is a good example of its type.</p> <p>The addition is a good example of sympathetic additions which although large do not overwhelm the original building.</p> <p>In my opinion this place has the potential for heritage listing. I note that Council is not proposing to add further items to the current Draft LEP list but that a separate inventory is being maintained of places with potential for future listing when time and resources allow. I recommend that this place be added to the Inventory.</p>
	
	David Hobbes Heritage Advisor 21/1/14

## Appendix B – Heritage Report by Brendan G. O’Keefe Historian and Heritage Consultant – 7 Turallo Terrace, Bungendore

<b>Brendan G. O’Keefe Historian and Heritage Consultant</b>	<b>ABN: 27 192 919 072</b>
	41 Morton Street Queanbeyan NSW 2620 Phone: (02) 6297 2631 Mobile: 0422 527 400 Email: brendanok19@gmail.com
<b>HERITAGE REPORT: Cottage at 7 Turallo Terrace, Bungendore</b>	
<b>1. Brief Description</b>	
<p>The cottage is a single-storey weatherboard dwelling with a hipped roof covered with sheets of corrugated iron. It has wide, covered verandahs supported on timber posts on the front and two sides, the rear half of the verandah on the western side having been enclosed. There is a rendered brick chimney on the eastern side and another at the rear or southern side of the cottage. Both of these are probably original features. The corrugated iron covering the roof and verandahs has been renewed, as have also, it appears, the posts and floorboards on the verandahs. New timber-framed French doors have been installed in the western side of the main bedroom at the front of the house. New timber-framed windows have also been installed, replacing either original decayed timber frames or later unsympathetic replacements.</p> <p>Inside, the house retains its original tongue-and-groove lining boards and fireplaces. The fireplace in the second bedroom in the southwest corner of the cottage was once much larger as it housed a wood-burning stove on which all meals were cooked in the 1930s. The room thus served as the kitchen and dining room in this period. Sometime after this, the stove was removed and the fireplace made smaller by a partial bricking up. The room opposite, in the southeast corner of the house, was once a storeroom, but has now been converted into a bathroom and wc.</p>	
<b>2. History</b>	
<p>The property with its cottage is situated on the original undivided Section 1 Lot 6, later Lot 6 DP758183, in Bungendore. Along with Lots 7, 8 and 9 of the same Section, Lot 6 was surveyed and measured in March 1838, with the colonial government putting it up for sale by auction on 9 August of that year. Each of the four allotments comprised a ½-acre, the government setting the price at £1 for each lot. All four of the allotments were purchased at the auction by Patrick Callaghan, who paid £4-6-8 for each of them.<sup>1</sup></p> <p>The identity of Patrick Callaghan is not absolutely certain, but by far the most likely candidate is a Sydney publican and merchant of that name. He was originally a Chandler and soap boiler from Dublin who had arrived in Sydney as a convict aboard the <i>Guildford</i>, though he later claimed he was a free settler. After serving out his sentence, he was appointed a police constable at Appin, an office he held for two years, 1823-24. He then resigned and took up farming on a 60-acre farm he leased at Appin and soon opened a pub as well. His business ventures were clearly financially successful as in 1834 he was able to open an ‘extensive’ general store near the markets in Sydney, advertising that</p>	
<p><sup>1</sup> ‘Survey of Nos. 6, 7, 8, 9 of Section 1 ... Village of Bungendore’, March 1838; <i>N.S.W. Government Gazette</i>, 11 July 1838, no. 344, p524; 14 November 1838, no. 370, p991.</p>	

he would 'particularly attend to the orders of Settlers in the District of the Goulburn Plains.' In the same decade, he opened a hotel called *The Shamrock* in George Street and in 1838 transferred its licence to new premises he fitted out at some expense in Campbell Street.<sup>2</sup>

As his wealth increased, Callaghan began investing or, perhaps more accurately, speculating in land. In the mid to late 1830s, he purchased considerable property in the colony and, with the business prospects he saw in the expansion of settlement in the Goulburn Plains and beyond, it was not surprising that he should cast a speculative eye on Bungendore when the first town lots were offered for sale. The plan of the town was drawn up by surveyor James Larmer in 1837 and the first lots put up for auction the following year.

Callaghan may have had no immediate intention or, indeed, any intention at all of ever erecting buildings on the allotments he purchased in Bungendore. But whatever his intentions might have been, they were abruptly terminated by his untimely death at the age of 39 at his Campbell Street property in Sydney on 6 October 1838. After his death, the colonial government returned to his widow Mary the substantial deposit he had paid for many of his land acquisitions. However, this does not appear to have occurred in the case of the town lots he had bought in Bungendore. They may have remained in the ownership of Mary Callaghan, for an unknown length of time.<sup>3</sup>

In the 1880s, if not earlier, the property at Section 1 Lot 6 had come into the possession of the owner of the Bungendore flour mill, Alexander McClung.<sup>4</sup> McClung had been in Bungendore since at least the early 1860s and had opened his mill in the southwest corner of Section 1 near the intersection of Gibraltar and Molonglo Streets in April 1861. As his milling business declined in the late 1880s, McClung looked to divest himself of his Bungendore properties and depart the town. In August 1889, he commissioned the auctioneers, Gale and Company, to auction his properties in the town, including that at Section 1 Lot 6. At the time of the sale, Lot 6 was described as having standing on it two 'modern cottages', one of four rooms, the other of three, both roofed with galvanised iron and both let to 'good tenants at a fair rental.'<sup>5</sup>

The use of the term 'modern' to describe the cottages suggests that they had been erected relatively recently, though it could just as easily represent some exaggeration on the part of the auctioneers. Nonetheless, the style of the cottage at 7 Turallo Terrace points to a date of erection in the 1880s. This would also make sense in the history of Bungendore. As construction of the railway line to Sydney crept closer to Bungendore, local residents envisaged a period of unprecedented growth and prosperity for the town. Thomas Rutledge subdivided a large portion of his estate immediately adjoining the town, while from 1882 to 1886 Bungendore had for the first time not a single vacant residence. In these circumstances, it would have looked a good investment for McClung or whoever might have been the preceding owners of Section 1 Lot 6 to put up cottages for rent on the allotment. McClung, if he was in fact the builder, may even have wanted to provide some accommodation for his employees at the mill.<sup>6</sup>

<sup>2</sup> *Monitor*, 24 November 1826, p3; *Sydney Gazette*, 7 August 1834, p1; *Sydney Monitor*, 30 July 1838, p1; <http://australianroyalty.net.au/individual.php?pid=124587&ged=purnellmccord.ged>.

<sup>3</sup> *Sydney Monitor*, 12 October 1838, p3; *N.S.W. Government Gazette*, 28 November 1838, no. 373, p1049.

<sup>4</sup> It is possible that a survey of the allotment carried out in 1882 related to McClung's purchase of the property, but this requires confirmation. See letter from surveyor to Messrs Boardman, Allport, Bell and Finlayson Solicitors, Queanbeyan, 19 November 1967.

<sup>5</sup> *The Golden Age*, 25 April 1861, p3; *Goulburn Evening Penny Post*, 17 August 1889, p5.

<sup>6</sup> Errol Lea-Scarlett, *Queanbeyan District and People*, Queanbeyan, 1968, pp234-5.



Interestingly, the poster plan of October 1884 advertising Rutledge's subdivision, as well as including Bungendore itself, shows one building, quite a large one, on the Turallo Terrace frontage of Section 1. The building, which is shown as very slightly west of the centre of the Section, seems to straddle Lots 4 and 5, but could extend into Lot 6. If the building is to scale and depicted in its correct position, then it is an unexplained entity that no longer exists. This would mean that the cottage at 7 Turallo Terrace had not been built by this time. On the other hand, if the building shown in the map is drawn over-scale and is incorrectly located, it is just possible that it was meant to represent the cottage, indicating that it had been erected by this time and was the first building along that block of the street. The conundrum cannot be resolved at this time.



Excerpt from poster plan of 1884, showing a large building standing in Turallo Terrace between Molonglo and Ellendon Streets. (Original poster held by National Library of Australia.)

It is not known whether McClung managed to sell Section 1 Lot 6 in the auction sale of August 1889, but by the early 1890s at the latest it was owned by Alexander Robinson, a gardener of Sutton Forest. Robinson, who appears not to have resided on the property, sold it to William Thomas Sewell, a grazier later of Thirroul, in about 1893. In that year, Robinson and Sewell went to Bungendore to inspect the property and found an old man, Edward Jones, living in the cottage at the rear of the allotment. Jones, it turned out, had been a 'good fellow' to Robinson's brother, prompting Robinson to ask Sewell if Jones could remain in occupation for the remainder of his life. Sewell agreed and a document was drawn up to formalise the agreement.

The following year, Jones offered the cottage at the front of the allotment, which was apparently vacant, as a home for Mrs Catherine Hennessy and her children. Her husband Richard had recently

died. According to Mrs Hennessy, Jones, whom she thought was the owner of the property, said she could consider the cottage her own for the rest of her life. After Jones died in 1900, she made repairs to the cottage, erected a new fence and carried out some other works. She also paid the rates on the property from the time that Yarrowlumla Shire was formed in 1906, though she never paid any rent to live in the dwelling.<sup>7</sup>

This situation lasted until 1916 when Sewell at last initiated court action to try to have Mrs Hennessy evicted from the property. Not surprisingly, as she had no title to the land, the jury found in Sewell's favour. At the same time, however, the jury expressed the hope that Sewell would offer some compensation to her for the rates she had paid and work she had carried out. In fact, Sewell had already made an offer of some kind. It seems to have involved a son or other relative of Mrs Hennessy, a labourer named Robert Hennessy, purchasing the property from Sewell. This occurred sometime during the period 1917-19, with Robert Hennessy then occupying the cottage at the front of the lot and Mrs Hennessy moving into the cottage that Jones had formerly occupied at the rear.<sup>8</sup>

But the new state of affairs did not last long. On 6 October 1919, Mrs Hennessy lost her home and all her possessions when the cottage burned down. Worse still, her daughter Gertrude had died the previous day and her body was lying in a coffin in the cottage. It was only with difficulty that both Mrs Hennessy and the coffin containing the body were rescued from the burning building. Deeply affected by Mrs Hennessy's misfortunes, the townsfolk built her a new cottage and she moved into it in April 1920. The new building was not located on Section 1 Lot 6.<sup>9</sup>

Robert Hennessy continued to own and reside in the cottage at the front of the allotment up into the first half of the 1930s. He died in about 1933 and soon the property was purchased by Milton Edward Winter, a local farmer and grazier. Many years later, his son Harry told the current owner of the property that the family lived in the cottage until 1939, that is, for most of the Depression. Harry Winters said that the cottage consisted of four rooms by this time – if it had not contained four rooms from the outset. The family used the room that is now a bathroom and wc as a storage room, while the enclosed part of the verandah on the western side of the cottage served as the children's bedroom. The second bedroom was the kitchen and dining room, with Harry's mother Ethel (*née* Follett) cooking all of the family's meals on the wood-burning stove that stood in the fireplace.<sup>10</sup>

Milton Winter sold the property in the mid-1940s to Albert John Hatch, who was or became the manager of Gidleigh Station. Hatch retained ownership of the property and lived in the cottage until about 1967 when he sold it to Uli Tuisk. At the time of the sale, a sketch plan of the property showed the cottage standing on it, together with two or three timber and iron sheds and, midway back next to the western boundary, a weatherboard garage with a galvanised iron roof (see illustration next page).<sup>11</sup>

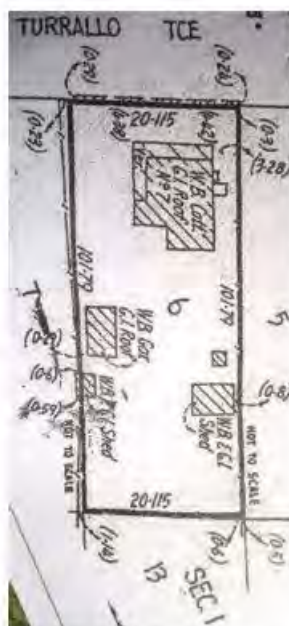
<sup>7</sup> *Queanbeyan Age*, 13 October 1916, p2; Yarrowlumla Shire Valuation and Rate Book [1907-09], C Riding, assessment no. 2628.

<sup>8</sup> Yarrowlumla Shire Valuation and Rate Book 1917-18-19, C Riding, assessment no. 2210.

<sup>9</sup> *Queanbeyan Age*, 7 October 1919, p2; 16 April 1920, p2.

<sup>10</sup> Yarrowlumla Shire Valuation and Rate Book 1936-37-38, C Riding, assessment no. 2028; information given by Harry Winter to Alix Burnett.

<sup>11</sup> Yarrowlumla Shire Valuation and Rate Book 1948-49-50, C Riding, assessment no. 2080; Department of the Valuer General, N.S.W. – Valuation List [Yarrowlumla Shire, 1964], Valuation No. 555; *Canberra Times*, 16 July 1977, p18 (death notice for Albert John Hatch); letter from surveyor to Messrs Boardman, Allport, Bell and Finlayson Solicitors, Queanbeyan, 19 November 1967.



Excerpt from survey of Section 1 Lot 6 in c1967, showing the cottage, garage and sheds standing on the property

Tuisk remained the owner of the property until the early 1980s when he sold it to a Mr Kirkland. He in turn sold it to the current owner, Alix Burnett, in 1987.<sup>12</sup>

### 3. Conclusion

There have been some changes to the cottage, notably the installation of a set of French doors and the conversion of one room into a bathroom and wc. There has also been some renewal of fabric in the cottage, as in the new CGI roofing, replacement window frames and new timber verandah posts. However, the cottage retains much of its original fabric, as well as its original design, form and size; the large addition to the rear of the cottage does not impact on its original features. As David Hobbes noted, it is a good example of its type.

The cottage may also be significant as part of Alexander McClung's business 'empire' in Bungendore in the period 1861-1889, particularly if it can be confirmed that he used it and the other dwelling that stood on the rear of the property to house employees at his mill. If, as seems quite feasible, the cottage was erected in the early to mid-1880s to take economic advantage of the establishment of a rail connection to Sydney, then it would also be significant for its association with this major

<sup>12</sup> Information from Alix Burnett.

development in Bungendore's history, as well as with the brief economic boom and full occupancy of dwellings that occurred in the town in this period.

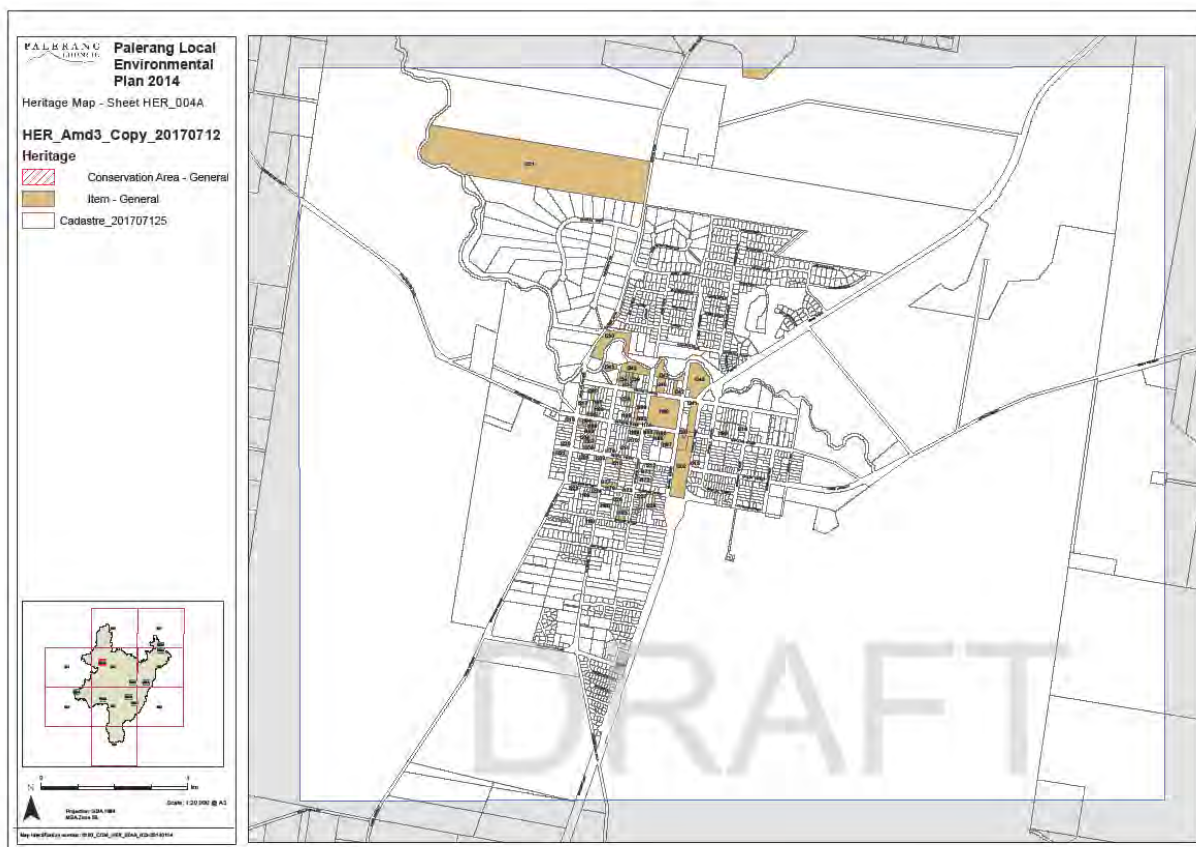
The building and the property as a whole is of some significance for its association with Mrs Catherine Hennessy and her misfortunes, and for the generosity of the Bungendore community in building a new house for her and her family after her cottage at the rear of Section 1 Lot 6 burned down in 1919. The association would be somewhat strengthened if the location of her new house can be found and its survival confirmed.

Finally, the cottage is of interest for its association with the Winter family. The cottage retains some physical evidence of the family's residence there from 1933 to 1939, showing how they coped with life in Bungendore during the Depression years.

Brendan O'Keefe

11 November 2016


**Appendix C: Proposed Palerang Local Environmental Plan 2014  
– Heritage Map - Sheet HER\_004A**



## Appendix D: Certificate of Title: 7 Turallo Terrace, Bungendore – Lot 6 Section 1 DP 758183

**InfoTrack**  
 An Approved LPI NSW  
 Information Broker

### Title Search



LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

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POLIO: 6/1/758183

SEARCH DATE	TIME	EDITION NO	DATE
4/8/2017	10:53 AM	2	1/5/1998

LAND

-----

LOT 6 OF SECTION 1 IN DEPOSITED PLAN 758183  
 AT BUNGENDORE  
 LOCAL GOVERNMENT AREA QUEANBEYAN-PALERANG REGIONAL  
 PARISH OF WAMBOIN COUNTY OF MURRAY  
 (FORMERLY KNOWN AS ALLOTMENT 6 OF SECTION 1)  
 TITLE DIAGRAM CROWN PLAN 1.1004

FIRST SCHEDULE

-----

ALIX SUSAN BURNETT (T X184815)

SECOND SCHEDULE (2 NOTIFICATIONS)

-----

1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)  
 2 3954466 MORTGAGE TO NATIONAL AUSTRALIA BANK LIMITED

NOTATIONS

-----

NOTE: THE CERTIFICATE OF TITLE FOR THIS POLIO OF THE REGISTER DOES NOT INCLUDE SECURITY FEATURES INCLUDED ON COMPUTERISED CERTIFICATES OF TITLE ISSUED FROM 4TH JANUARY, 2004. IT IS RECOMMENDED THAT STRINGENT PROCESSES ARE ADOPTED IN VERIFYING THE IDENTITY OF THE PERSON(S) CLAIMING A RIGHT TO DEAL WITH THE LAND COMPRISED IN THIS POLIO.

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

Plan Prop

PRINTED ON 4/8/2017

\* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 96B(2) of the Real Property Act 1900.

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

- ITEM 6.10            PLANNING PROPOSAL TO LIST THE COTTAGE ON LOT 6  
SECTION 1 DP 758183 - 7 TURALLO TERRACE,  
BUNGENDORE AS A HERITAGE ITEM
- ATTACHMENT 2    PLANNING PROPOSAL PP\_2017\_QPREG\_005-00 TO AMEND  
THE PALERANG LOCAL ENVIRONMENTAL PLAN 2014 -  
7 TURALLO TERRACE BUNGENDORE - 5 SEPTEMBER  
2017 - GATEWAY DETERMINATION



PP\_2017\_QPREG\_005\_00  
17/12423

Mr Peter Tegart  
General Manager  
Queanbeyan-Palerang Regional Council  
PO Box 90  
Queanbeyan NSW 2620



Attention: David Carswell

Dear Mr Tegart

**Planning Proposal PP\_2017\_QPREG\_005\_00 to amend the Palerang Local Environmental Plan 2014**

I am writing in response to Council's request for a Gateway determination under Section 56 of the *Environmental Planning and Assessment Act 1979* in respect of the Planning Proposal to the Palerang Local Environmental Plan (LEP) 2014 to include Lot 6 Section 1 DP 758183, 7 Turallo Terrace, Bungendore in Schedule 5 Environmental Heritage.

As delegate of the Minister for Planning, I have now determined the Planning Proposal should proceed subject to the conditions in the attached Gateway determination.

Plan making powers were delegated to Councils by the Minister in October 2012. It is noted that Council has requested to be issued with delegation for this planning proposal. I have considered the nature of Council's planning proposal and have decided to issue an authorisation for Council to exercise delegation to make this plan.

The amending Local Environmental Plan (LEP) is to be finalised within 6 months of the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request to draft and finalise the LEP should be made directly to Parliamentary Counsel's Office six weeks prior to the projected publication date. A copy of the request should be forwarded to the Department of Planning and Environment.

The State Government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing clear and publicly available justification for each plan at an early stage. In order to meet these commitments, the Minister may take action under Section 54(2)(d) of the Act if the time frames outlined in this determination are not met.

Planning and Environment - Southern Region  
PO Box 5475 Wollongong NSW 2520 | T 02 4224 9450 | F 02 4224 9470 | [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au)



Should you have any further enquiries about this matter, I have arranged for Mr Haydon Murdoch to assist you. Mr Murdoch can be contacted on 6229 7914.

Yours sincerely



**Fatima Abbas** 5.9.17  
**Director Regions, Southern  
Planning Services**

Encl: Gateway Determination  
Written Authorisation to Exercise Delegation  
Delegated Plan Making Reporting Template



## Planning & Environment

### Gateway Determination

*Planning Proposal (Department Ref: PP\_2017\_QPREG\_005\_00): amend the Palerang Local Environmental Plan 2014 to include Lot 6 Section 1 DP 758183, 7 Turallo Terrace, Bungendore in Schedule 5 Environmental Heritage*

I, Fatima Abbas, the Director Regions, Southern at the Department of Planning and Environment as delegate of the Minister for Planning, have determined under section 56(2) of the *Environmental Planning and Assessment Act, 1979* that an amendment to the Palerang Local Environmental Plan (LEP) 2014 to include Lot 6 Section 1 DP 758183, 7 Turallo Terrace, Bungendore in Schedule 5 Environmental Heritage should proceed subject to the following conditions:

1. The planning proposal should be made available for community consultation for a minimum of 14 days.
2. The timeframe for completing the LEP is to be six months from the date of the Gateway determination.
3. No consultation is required with public authorities/organisations under section 56(2)(d) of the Act.
4. Given the nature of the planning proposal, Council should be authorised to exercise delegation to make this plan.

Dated 5<sup>th</sup> day of September 2017

A handwritten signature in black ink, appearing to read "Fatima Abbas".

**Fatima Abbas**  
Director Regions, Southern  
Planning Services  
Department of Planning and  
Environment

**Delegate of the Minister for Planning**



**WRITTEN AUTHORISATION TO EXERCISE DELEGATION**

The Coolamon Shire Council is authorised to exercise the functions of the Minister for Planning under section 59 of the *Environmental Planning and Assessment Act 1979* that are delegated to it by instrument of delegation dated 14 October 2012, in relation to the following planning proposal:

Number	Name
PP_2017_QPREG_005_00	Planning proposal to amend the Palerang Local Environmental Plan 2014 to include Lot 6 Section 1 DP 758183, 7 Turallo Terrace, Bungendore in Schedule 5 Environmental Heritage.

In exercising the Minister's functions under Section 59 of the Act, the Council must comply with the Department's "A guide to preparing local environmental plans 2016" and "A guide to preparing planning proposals 2016".

Dated 5 September 2017

A handwritten signature in black ink, appearing to read 'Fatima Abbas'.

**Fatima Abbas**  
Director Regions, Southern  
Planning Services  
Department of Planning and Environment

**Delegate of the Secretary**  
of the Department of Planning and Environment



## Attachment 5 – Delegated plan making reporting template

### Reporting template for delegated LEP amendments

**Notes:**

- Planning proposal number will be provided by the Department of Planning and Environment following receipt of the planning proposal
- The Department of Planning and Environment will fill in the details of Tables 1 and 3
- RPA is to fill in details for Table 2
- If the planning proposal is exhibited more than once, the RPA should add additional rows to **Table 2** to include this information
- The RPA must notify the relevant contact officer in the regional office in writing of the dates as they occur to ensure the publicly accessible LEP Tracking System is kept up to date
- A copy of this completed report must be provided to the Department of Planning and Environment with the RPA's request to have the LEP notified

**Table 1 – To be completed by Department of Planning and Environment**

Stage	Date/Details
Planning Proposal Number	PP_2017_QPREG_005_00
Date Sent to DP&E under s56	31 August 2017
Date considered at LEP Review Panel (if applicable)	N/A
Gateway determination date	

**Table 2 – To be completed by the RPA**

Stage	Date/Details	Notified Reg Off
Dates draft LEP exhibited		
Date of public hearing (if held)		
Date sent to PCO seeking Opinion		
Date Opinion received		
Date Council Resolved to Adopt LEP		
Have changes been made to the draft LEP after obtaining final PC opinion?	YES NO	
Date LEP made by GM (or other) under delegation		
Date sent to DPE requesting notification		

**Table 3 – To be completed by Department of Planning and Environment**

Stage	Date/Details
Notification Date and details	

**Additional relevant information:**

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.11            NSW FUTURE TRANSPORT 2056 - SUBMISSION

ATTACHMENT 1    SE REGION TRANSPORT INITIATIVES

## South East and Tablelands initiatives for investigation

### South East and Tablelands - Policy / Planning initiatives

- Corridor protection for Higher Speed Connections
  - Harmonise cross-border licensing, registration and regulatory requirements for maritime and roads
- 

### South East and Tablelands - Service initiatives

- New bus and coach service improvements for the region to improve connectivity between Regional Cities and Centres
  - Within centre bus service improvements for Regional Cities and Centres
  - Extend Light Rail from Canberra to Queanbeyan
  - Improved rail travel times to Sydney through faster rail and higher speed connections
  - Investigate potential new servicing patterns and associated enabling infrastructure requirements with a focus on travel between Regional Cities and Centres to accompany new diesel fleet to enable better connections and day return opportunities for regional communities
- 

### South East and Tablelands - Infrastructure initiatives

- Track straightening for Intercity services to improve journey times (Sydney to Canberra)
  - Faster Rail / Higher Speed connections between Sydney and Global Gateway Cities and interstate capitals
  - Linking the inland and coastal areas to cross the Great Dividing Range (Kings Highway) to facilitate movement between centres and regions
  - Rail infrastructure upgrades – reduced journey times, improved customer comfort.
  - Faster Rail / High Speed Rail between Sydney and Canberra-Queanbeyan Global Gateway City
  - Gocup Road improvements\*
  - Ellerton Drive\*
  - Kings Highway bridge at Nelligen\*
  - Batemans Bay Bridge\*
  - Monaro Highway overtaking lanes\*
  - Princes Highway Dignams Creek realignment\*
  - Kosciuszko Road improvements\*
  - M31 – Hume SMART Motorway
  - Lachlan Valley Way improvements
  - Kings Highway safety improvements\*
  - Eden cruise terminal development
  - Electrification of intercity network to Goulburn
  - Barton Highway improvements\*
  - Barton Highway duplication
  - Monaro Highway Improvements
  - Kings Highway improvements
-

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.11 NSW FUTURE TRANSPORT 2056 - SUBMISSION

ATTACHMENT 2 PUBLIC TRANSPORT IN REGIONS

## Greater connectivity between regions to increase opportunities


Regional public transport will be planned within a strategic framework of servicing principles which allow for local adaptation and interpretation.

The regional passenger transport servicing principles provide the strategic framework underpinning the passenger transport services provided in rural and regional areas.

The principles will inform ongoing improvements to services to meet the changing travel needs of customers in regional and rural areas.

### Passenger transport service principles

- **Connectivity** - Providing an integrated network of services improves regional connectivity
- **Flexibility and efficiency** - Flexible service delivery can provide an effective and efficient service, where the alternative may be no service at all
- **Access and equity** - Delivering similar levels of transport access to areas of comparable size and/or with similar characteristics
- **Legibility and timeliness** - Services are easy to understand, and operate at the times people most need them
- **Information** - Comprehensive, accurate, information promotes confidence in the passenger transport system and delivers a positive customer experience
- **Safety** – Providing safe and efficient network services to improve regional connectivity.



Delivery of desired customer outcomes for different centre / journey type combinations in Regional NSW (co-designed in partnership with communities and the private sector)

Figure 62: Passenger transport principles to deliver desired customer outcomes

### Integrated services incorporate:

- Connectivity into centres, with multi-modal interchanges providing connections with local services
- Innovative, flexible and demand responsive services from small towns and villages into town centres
- A hub and spoke, inter-connected network
- Innovative / flexible options to increase productivity and connectivity on the network



Operate within major population centres	Operate within towns & Regional Centres. / Connect towns & villages with Regional Cities or Centres	Operate in towns or villages / Provide services to small or isolated communities
<p>Direct and multifunctional. Operate across the day and across the week. Timetables are headway driven. Provide the core network of passenger transport services in Global Gateway Cities and Regional Cities.</p> <p><b>Indicators for Tier 1 services include:</b></p> <ul style="list-style-type: none"> <li>• Population greater than 30,000</li> <li>• A range of closely located facilities and services</li> <li>• Infrastructure to support integrated passenger transport operations.</li> </ul>	<p>Timetables may be based on providing a (spaced) number of trips rather than providing a regular headway. Trip times driven by connections with other passenger transport services, or by providing communities with forward and return trip (day return) opportunities.</p> <p><b>Indicators for Tier 2 services include:</b></p> <ul style="list-style-type: none"> <li>• Populations 7,000 to 30,000</li> <li>• Smaller towns and villages within approximately 60 minutes of a large town or Regional Centre, which can collectively be served by a reasonably direct service</li> <li>• Infrastructure to support integrated passenger transport operations.</li> </ul>	<p>Services are closely aligned with specific local demands. Provide return trip opportunities to Regional Cities/Centres. Days of operation may be limited. Routes may be non-fixed and demand responsive.</p> <p><b>Indicators for Tier 3 services include:</b></p> <ul style="list-style-type: none"> <li>• Town populations less than 7,000</li> <li>• Towns and villages remote from Tier 1 and Tier 2 services.</li> </ul>
<p><b>Tier 1 Services</b> Air, Train, Bus, Ferry</p>	<p><b>Tier 2 Services</b> Train, Coach, Bus</p>	<p><b>Tier 3 Services</b> School bus, Flexible Transport, Community Transport</p>

Figure 63: Passenger transport service tiers by size of settlement



# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

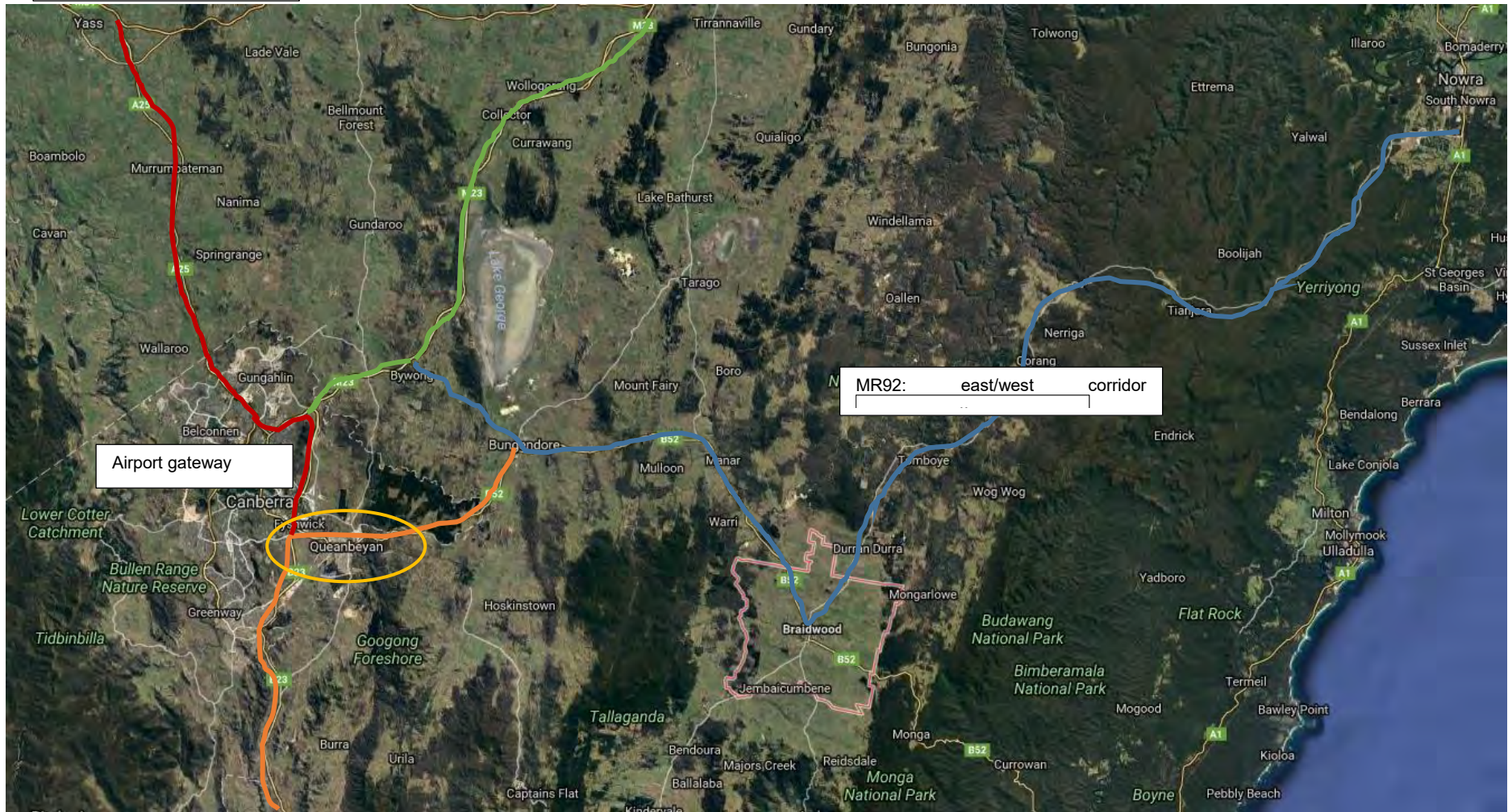
ITEM 6.11 NSW FUTURE TRANSPORT 2056 - SUBMISSION

ATTACHMENT 3 EAST WEST TRANSPORT CORRIDOR: MR92

6.11 NSW Future Transport 2056 - Submission  
 Attachment 3 - East West Transport Corridor: MR92 (Continued)

Hume: Melbourne

Federal/Hume: Sydney



Airport gateway

MR92: east/west corridor

Monaro/Snowy: Eden port gateway

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.13 CARRY FORWARD/REVOTE OF EXPENDITURE TO  
FINANCIAL YEAR 2017/18

ATTACHMENT 1 CARRY FORWARD/ REVOTE OF EXPENDITURE TO  
FINANCAL YEAR 2017/18



# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.15            INVESTMENT REPORT - OCTOBER 2017

ATTACHMENT 1    INVESTMENT REPORT - OCTOBER 2017 - ATTACHMENT 1 -  
22 NOVEMBER 2017

## Attachment 1

### Ordinary Meeting of Council: 22 November 2017

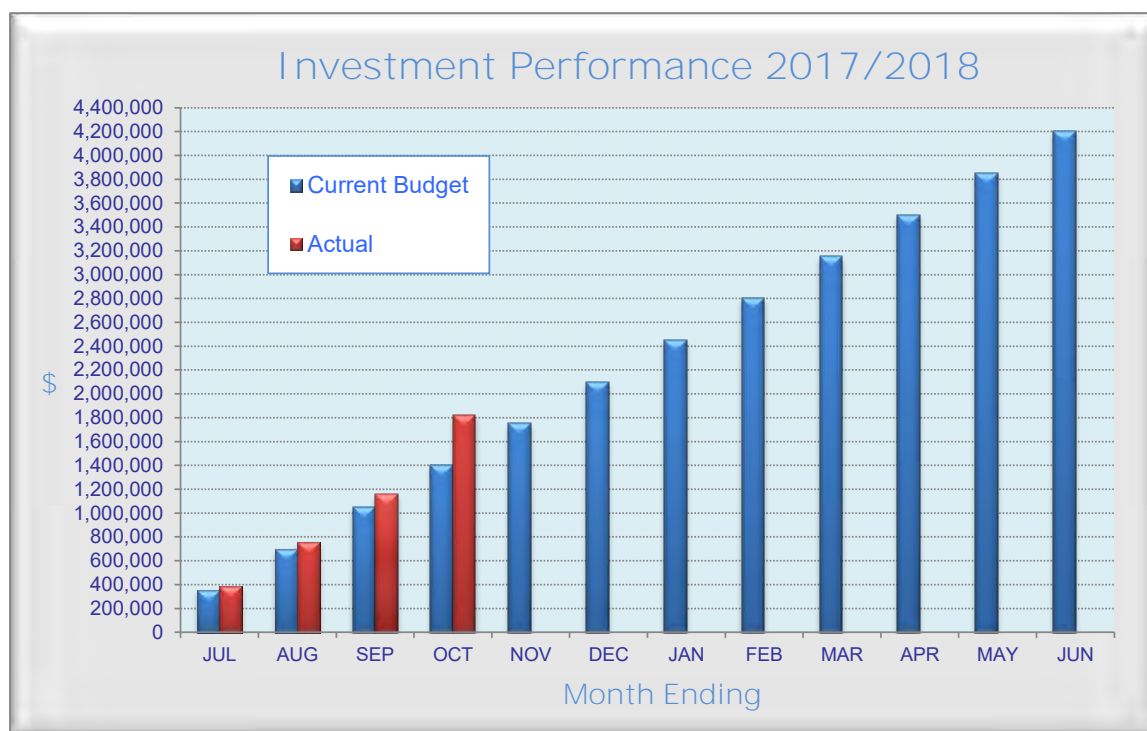
### Investment Report – October 2017

#### Contents

<b>Graph 1</b>	Actual return against budget
<b>Graph 2</b>	Investment portfolio performance against the benchmark AusBond Bank Bill Index (BBI)
<b>Table 1</b>	Cash and cash equivalent investments listing Notes
<b>Table 2</b>	Individual institution or counterparty limits
<b>Table 3</b>	Investment percentage split
<b>Table 4</b>	Market value of tradeable investments
<b>Table 5</b>	Budgeted interest allocation by entity



**Graph 1 – Actual return against budget**



**Graph 2 - Investment portfolio performance against the benchmark AusBond Bank Bill Index (BBI)**

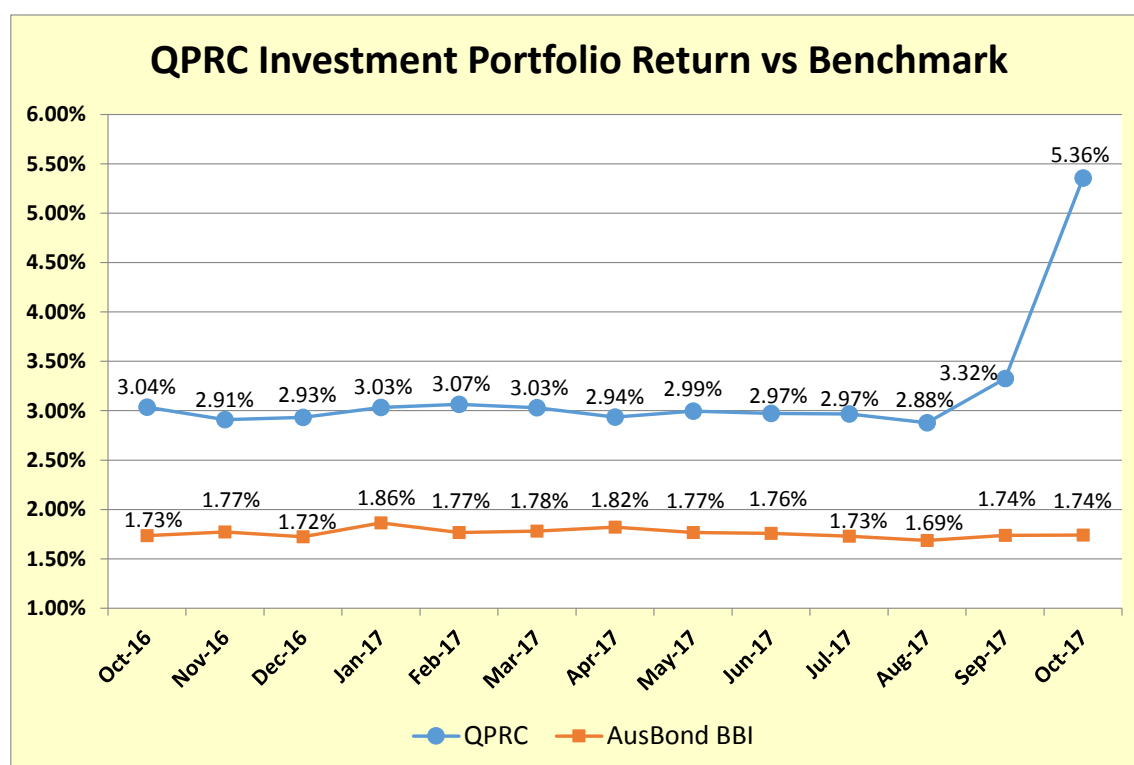


Table 1 - Cash and cash equivalent investments

Table 1									
Purchase Date	Maturity Date	Full Term	Institution	Credit Rating	Principal Amount \$	Return on Investments			
						Month		Year to Date	
						Return \$	Yield p.a %	Return Accrued/Paid \$	Yield p.a %
Cash Deposit Accounts									
			Westpac - General	AA-	688,846	1,354		4,795	
			NAB - General	AA-	1,176,884	2,060	1.50	9,410.92	1.50
			NAB - Main	AA-	419,409	1,753	1.50	9,401.02	1.50
			NAB - High Interest	AA-	7,281,704	14,477	1.80	31,703.52	1.80
			CBA Cash Management	AA-	597,431	247	1.65	756.01	1.65
			ANZ Premium Business	AA-	333,473	1,144	1.90	61,292	1.90
			Bendigo-Adelaide Bank	BBB+	16,532	0	1.50	83	1.50
			AMP Bank	A	825,221	0	2.05	6,520	2.05
			<b>Sub Total</b>		<b>11,339,500</b>	<b>21,034</b>		<b>123,962</b>	
Pooled Managed Investment Group									
			NSW Treasury Corporation	NA	12,347,960	318,865	37.35	347,960	22.70
			Henderson	AA	11,785,002	27,573	2.80	107,385	2.75
			<b>Sub Total</b>		<b>24,132,962</b>	<b>346,438</b>		<b>455,345</b>	
Floating Rate Note Investment Group									
17/11/14	17/11/17	3 yr	ME Bank <sup>10</sup>	BBB	1,500,000	3,329	2.70	8,322	2.71
11/12/14	11/12/17	3 yr	Queensland Teachers MB <sup>12</sup>	BBB+	2,000,000	4,586	2.79	7,644	2.78
22/09/14	22/12/17	3.25 yr	CUA <sup>9</sup>	BBB	2,000,000	4,792	2.92	6,229	2.92
19/11/14	22/12/17	3.25 yr	CUA <sup>11</sup>	BBB	500,000	1,198	2.92	1,557	2.92
17/04/14	17/04/18	4 yr	ME Bank <sup>3</sup>	BBB	1,000,000	1,155	3.01	1,155	3.00
07/05/15	07/05/18	3 yr	Heritage Bank <sup>15</sup>	BBB+	1,000,000	2,334	2.84	6,614	2.85
24/08/15	24/08/18	3 yr	Credit Suisse <sup>17</sup>	A	1,000,000	2,277	2.77	5,161	2.77
14/11/13	14/11/18	5 yr	Bendigo-Adelaide Bank <sup>6</sup>	BBB+	1,000,000	2,433	2.96	6,325	2.97
07/06/16	07/06/19	3 yr	Greater Bank <sup>5</sup>	BBB	2,000,000	5,490	3.34	9,883	3.34
11/12/15	11/06/19	3.5 yr	AMP Bank <sup>2</sup>	A	750,000	1,751	2.84	2,918	2.83
18/07/16	18/07/19	3 yr	ME Bank <sup>24</sup>	BBB	3,000,000	3,366	3.15	3,366	3.15
17/09/14	17/09/19	5 yr	Bendigo-Adelaide Bank <sup>8</sup>	BBB+	1,000,000	2,178	2.65	3,122	2.66
28/10/16	28/10/19	3 yr	Teachers Mutual Bank <sup>27</sup>	BBB	1,500,000	127	3.09	127	3.09
21/11/16	21/02/20	3.25 yr	Bendigo-Adelaide Bank <sup>28</sup>	BBB+	2,000,000	4,586	2.79	10,854	2.80
24/02/17	24/02/20	3 yr	Greater Bank <sup>30</sup>	BBB	1,000,000	2,605	3.17	5,906	3.17
03/03/15	03/03/20	5 yr	Macquarie <sup>13</sup>	A	1,000,000	2,334	2.84	4,435	2.83
20/03/17	20/03/20	3 yr	CUA <sup>1</sup>	BBB	2,000,000	4,948	3.01	6,762	3.02
07/04/15	07/04/20	5 yr	Newcastle Permanent <sup>14</sup>	BBB	1,000,000	1,835	3.05	1,835	3.05
25/07/16	07/04/20	5 yr	Newcastle Permanent <sup>25</sup>	BBB	2,000,000	3,671	3.05	3,671	3.05
18/08/15	18/08/20	5 yr	Bendigo-Adelaide Bank <sup>16</sup>	BBB+	2,000,000	4,586	2.79	11,313	2.80
20/10/15	20/10/20	5 yr	Suncorp Metway <sup>18</sup>	A+	2,000,000	1,778	2.95	1,778	2.95
26/10/16	26/10/20	4 yr	BOQ <sup>26</sup>	BBB+	2,000,000	784	2.86	784	2.86
18/01/16	18/01/21	5 yr	CBA <sup>19</sup>	AA-	2,000,000	2,030	2.85	2,030	2.85
04/03/16	04/03/21	5 yr	Rabobank <sup>20</sup>	A+	1,000,000	2,663	3.24	5,060	3.23
09/03/16	09/03/21	5 yr	Credit Suisse <sup>21</sup>	A	1,000,000	3,033	3.69	5,055	3.68
20/04/16	20/04/21	5 yr	Bendigo-Adelaide Bank <sup>4</sup>	BBB+	1,000,000	952	3.16	952	3.16
12/05/16	12/05/21	5 yr	NAB <sup>7</sup>	AA-	5,000,000	11,733	2.86	30,505	2.87
18/05/16	18/05/21	5 yr	BOQ <sup>22</sup>	BBB+	2,000,000	5,211	3.17	12,854	3.18
03/06/16	03/06/21	5 yr	Westpac <sup>23</sup>	AA-	2,000,000	4,784	2.91	9,089	2.90
17/01/17	17/01/22	5 yr	CBA <sup>29</sup>	AA-	2,000,000	2,163	2.82	2,163	2.81
03/03/17	03/03/22	5 yr	Rabobank <sup>31</sup>	A+	1,000,000	2,318	2.82	4,404	2.81
30/03/17	30/03/22	5 yr	AMP Bank <sup>32</sup>	A	2,000,000	4,839	2.76	4,839	2.76
05/07/17	05/07/22	5 yr	NAB <sup>33</sup>	AA-	5,000,000	9,296	2.61	9,296	2.61
25/07/17	25/07/22	5 yr	CBA <sup>34</sup>	AA-	2,000,000	848	2.58	848	2.57
			<b>Sub Total</b>		<b>59,250,000</b>	<b>112,013</b>		<b>196,855</b>	

Table 1 - Cash and cash equivalent investments (Continued)

Term Investments									
01/02/17	01/11/17	9 mth	BOQ	BBB+	2,000,000	4,438	2.70	18,049	2.70
02/02/17	29/11/17	10 mth	CUA	BBB	3,000,000	6,904	2.80	28,077	2.80
22/12/16	19/12/17	1 yr	Auswide Bank	BBB-	5,000,000	11,712	2.85	47,630	2.85
22/12/16	10/01/18	1 yr	Police CU SA	NR	1,000,000	2,384	2.90	9,693	2.90
08/09/16	15/03/18	18 mth	Defence Bank	BBB	2,000,000	4,685	2.85	19,052	2.85
16/03/17	21/03/18	1 yr	CBA	AA-	2,000,000	4,455	2.71	18,116	2.71
08/05/14	08/05/18	4 yr	ME Bank	BBB	1,250,000	4,726	4.60	19,219	4.60
17/05/17	17/05/18	1 yr	ME Bank	BBB	2,000,000	4,521	2.75	18,384	2.75
24/05/17	24/05/18	1 yr	CBA	AA-	1,000,000	2,129	2.59	8,657	2.59
08/06/17	06/06/18	1 yr	CBA	AA-	4,000,000	8,416	2.56	34,227	2.56
08/09/17	13/06/18	9 mth	NAB	AA-	2,000,000	4,208	2.56	7,435	2.56
16/03/17	19/09/18	18 mth	Police CU SA	NR	2,000,000	4,932	3.00	20,055	3.00
21/12/16	19/12/18	2 yr	BOQ	BBB+	3,000,000	7,521	3.05	30,584	3.05
22/01/14	22/01/19	5 yr	ME Bank	BBB	2,000,000	8,301	5.05	33,759	5.05
26/02/16	27/02/19	3 yr	Newcastle Permanent	BBB	1,000,000	2,795	3.40	5,962	3.40
02/03/17	27/02/19	2 yr	BOQ	BBB+	2,000,000	4,767	2.90	19,386	2.90
02/03/17	27/02/19	2 yr	Defence Bank	BBB	2,000,000	4,932	3.00	20,055	3.00
06/09/17	04/09/19	2 yr	AMP Bank	A	5,000,000	10,479	2.55	19,212	2.55
24/12/14	11/12/19	5 yr	RaboDirect	A+	2,000,000	6,658	4.05	27,074	4.05
23/12/14	18/12/19	5 yr	RaboDirect	A+	2,000,000	6,658	4.05	27,074	4.05
15/03/17	18/03/20	3 yr	BOQ	BBB+	1,000,000	2,630	3.20	10,696	3.20
08/06/17	03/06/20	3 yr	Westpac	AA-	3,000,000	6,830	2.77	12,977	2.77
02/02/17	03/02/21	4 yr	BOQ	BBB+	3,000,000	8,877	3.60	36,099	3.60
08/03/17	03/03/21	4 yr	BOQ	BBB+	4,000,000	11,836	3.60	48,132	3.60
07/03/16	03/03/21	5 yr	Newcastle Permanent	BBB	1,000,000	3,041	3.70	5,474	3.70
25/10/17	25/10/22	5 yr	Westpac	AA-	2,000,000	973	2.96	973	2.96
Sub Total					60,250,000	149,806		546,049	
Interest Paid on Investments									
Total						36,232		500,664	
Grand Total					154,972,463	665,523	5.36	1,822,875	3.63

Table 1 – Notes

Notes
1 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+130
2 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
3 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+130
4 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+146
5 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+160
6 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+127
7 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+117
8 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+93
9 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+120
10 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+100
11 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+120
12 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+105
13 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
14 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+135
15 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+115
16 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
17 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+105
18 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+125
19 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+115
20 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+150
21 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+195
22 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+148
23 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+117
24 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+145
25 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+135
26 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+117
27 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+140
28 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
29 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+111
30 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+145
31 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+108
32 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+105
33 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+90
34 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+88

Table 2 – Individual institution or counterparty limits

Table 2	
Long Term Credit Rating	Maximum Limit
AAA Category	40%
AA Category	30%
A Category*	15%
BBB Category*	10%
Unrated Category	5%

\* Investments with counterparties below AA Category are to be restricted to licensed banks, building societies and credit unions.

**Table 3 – Investment percentage split**

Table 3		
Managed Funds		
NSW Treasury Corporation	NA	7.97%
Henderson	AA	7.60%
Direct Investments		
AMP Bank	A	5.53%
ANZ	AA-	0.22%
Auswide Bank	BBB-	3.23%
Bendigo-Adelaide Bank	BBB+	4.53%
BOQ	BBB+	12.26%
CBA	AA-	8.77%
Credit Suisse	A	1.29%
CUA	BBB	4.84%
Defence Bank	BBB	2.58%
Greater Bank	BBB	1.94%
Heritage Bank	BBB+	0.65%
Macquarie	A	0.65%
ME Bank	BBB	6.94%
NAB	AA-	13.47%
Newcastle Permanent	BBB	3.23%
Police CU SA	NR	1.94%
Queensland Teachers MB	BBB+	1.29%
RaboBank	A+	1.29%
RaboDirect	A+	2.58%
Suncorp Metway	A+	1.29%
Teachers Mutual Bank	BBB	0.97%
Westpac	AA-	4.96%
		100.00%

**Table 4 – Market value of tradeable investments**

Table 4			
As at Date	Borrower	Purchase Price \$	Market Price \$
31/10/17	AMP Bank <sup>2</sup>	750,000	756,930
31/10/17	AMP Bank <sup>32</sup>	2,000,000	2,017,460
31/10/17	Bendigo-Adelaide Bank <sup>4</sup>	1,000,000	1,017,470
31/10/17	Bendigo-Adelaide Bank <sup>6</sup>	1,000,000	1,007,990
31/10/17	Bendigo-Adelaide Bank <sup>8</sup>	1,000,000	1,004,490
31/10/17	Bendigo-Adelaide Bank <sup>16</sup>	2,000,000	2,013,800
31/10/17	Bendigo-Adelaide Bank <sup>28</sup>	2,000,000	2,013,920
31/10/17	BOQ <sup>22</sup>	2,000,000	2,034,600
31/10/17	BOQ <sup>26</sup>	2,000,000	2,015,420
31/10/17	CBA <sup>19</sup>	2,000,000	2,032,040
31/10/17	CBA <sup>29</sup>	2,000,000	2,032,540
31/10/17	CBA <sup>34</sup>	2,000,000	2,014,180
31/10/17	Credit Suisse <sup>17</sup>	1,000,000	1,005,490
31/10/17	Credit Suisse <sup>21</sup>	1,000,000	1,037,460
31/10/17	CUA <sup>1</sup>	2,000,000	2,005,660
31/10/17	CUA <sup>9</sup>	2,000,000	2,002,120
31/10/17	CUA <sup>11</sup>	500,000	500,530
31/10/17	Greater Bank <sup>5</sup>	2,000,000	2,004,880
31/10/17	Greater Bank <sup>30</sup>	1,000,000	1,003,540
31/10/17	Heritage Bank <sup>15</sup>	1,000,000	1,001,580
31/10/16	Macquarie <sup>13</sup>	1,000,000	1,009,400
31/10/17	ME Bank <sup>3</sup>	1,000,000	1,002,690
31/10/17	ME Bank <sup>10</sup>	1,500,000	1,500,330
31/10/17	ME Bank <sup>24</sup>	3,000,000	3,016,200
31/10/17	NAB <sup>7</sup>	5,000,000	5,079,000
31/10/17	NAB <sup>33</sup>	5,000,000	5,030,500
31/10/17	Newcastle Permanent <sup>14</sup>	1,000,000	1,001,790
31/10/17	Newcastle Permanent <sup>25</sup>	2,000,000	2,003,580
31/10/17	Queensland Teachers MB <sup>12</sup>	2,000,000	2,000,320
31/10/17	Rabobank <sup>20</sup>	1,000,000	1,026,820
31/10/17	Rabobank <sup>31</sup>	1,000,000	1,013,100
31/10/17	Suncorp Metway <sup>18</sup>	2,000,000	2,033,160
31/10/17	Teachers Mutual Bank <sup>27</sup>	1,500,000	1,504,365
31/10/17	Westpac <sup>23</sup>	2,000,000	2,045,120
		59,250,000	59,788,475

**Table 5 – Budgeted interest allocation by entity**

Table 5	
Fund	Original Budget
General	2,326,352
Developer Contributions - General	56,000
Water	296,735
Sewer	1,374,914
Domestic Waste Management	105,000
Business Waste Management	16,000
Stormwater Management	25,000
Total	4,200,001

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.16            FINANCIAL STATEMENT BY COUNCIL

ATTACHMENT 1    GENERAL PURPOSE STATEMENT BY MAYOR, COUNCILLOR  
AND MANAGEMENT - AUDIT REFERRAL FINANCIAL  
STATEMENTS

## Queanbeyan-Palerang Regional Council

### General Purpose Financial Statements

for the period 13 May 2016 to 30 June 2017

### Statement by Councillors and Management

made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)* (as amended)

**The attached General Purpose Financial Statements have been prepared in accordance with:**

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and professional pronouncements, and
- the Local Government Code of Accounting Practice and Financial Reporting.

**To the best of our knowledge and belief, these financial statements:**

- present fairly the Council's operating result and financial position for the period 13 May 2016 to 30 June 2017, and
- accord with Council's accounting and other records.

**We are not aware of any matter that would render these statements false or misleading in any way.**

**Signed in accordance with a resolution of Council made on dd/mm/yy.**

\_\_\_\_\_  
Tim Overall  
Mayor  
Mayor

\_\_\_\_\_  
Trevor Hicks  
Councillor

\_\_\_\_\_  
Peter Tegart  
Interim General Manager

\_\_\_\_\_  
Shane Taylor  
Responsible accounting officer



# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.16            FINANCIAL STATEMENT BY COUNCIL

ATTACHMENT 2    SPECIAL PURPOSE STATEMENT BY MAYOR, COUNCILLOR  
AND MANAGEMENT - AUDIT REFERRAL FINANCIAL  
STATEMENTS

## Queanbeyan-Palerang Regional Council

### Special Purpose Financial Statements

for the period 13 May 2016 to 30 June 2017

### Statement by Councillors and Management

made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

**The attached Special Purpose Financial Statements have been prepared in accordance with:**

- the NSW Government Policy Statement 'Application of National Competition Policy to Local Government',
- the Division of Local Government Guidelines 'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

**To the best of our knowledge and belief, these financial statements:**

- present fairly the operating result and financial position for each of Council's declared business activities for the period 13 May 2016 to 30 June 2017, and
- accord with Council's accounting and other records.

**We are not aware of any matter that would render these statements false or misleading in any way.**

**Signed in accordance with a resolution of Council made on dd/mm/yy.**

\_\_\_\_\_  
Tim Overall  
Mayor

\_\_\_\_\_  
Trevor Hicks  
Councillor

\_\_\_\_\_  
Peter Tegart  
Interim General Manager

\_\_\_\_\_  
Shane Taylor  
Responsible accounting officer

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.19            AUDIT, RISK AND IMPROVEMENT COMMITTEE

ATTACHMENT 1    12 OCTOBER 2017 - AUDIT, RISK AND IMPROVEMENT  
COMMITTEE - MINUTES



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the meeting room, 256 Crawford St, Queanbeyan on Thursday, 12 October 2017 commencing at 2:00 PM to 5:00 PM.

## ATTENDANCE

### Present:

Andrew Cox	External Chairperson
Ken Crofts	External member
Max Shanahan	External member

### Also Present:

Richard Bozzato	QPRC, Risk Advisor and Internal Audit Coordinator
Sujeewa Ranawake	QPRC, Financial Accountant
Shane Taylor	QPRC, Chief Financial Officer
Chris Davies	Oakton
Manny Pahwa	Oakton

## 1. APOLOGIES

Peter Tegart, General Manager  
Bill Warne, Service Manager, Legal and Risk

## 2. DECLARATIONS OF INTEREST

### Resolved

That committee members now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

Dr Crofts advised the Committee that he is a member of the ACT Public Cemeteries Board, noting that the proposed QPRC memorial garden is discussed in agenda item 4.9 – major projects update.

### **3. CONFIRMATION OF MINUTES**

#### **3.1 Minutes of the Ordinary Meeting of Audit Committee held on 3 July 2017**

##### **Resolved**

The Committee confirmed the minutes of the Ordinary Meeting of Audit Committee held in the Queanbeyan Council Chambers on Monday 3 July 2017.

### **4. INTERNAL AUDIT REPORTS**

#### **4.1 Actions Arising from Previous Meetings**

##### **Resolved**

The Committee:

- noted the status of actions arising from previous meetings
- agreed that the following be removed from the schedule – item 4.8 of meeting 1 of 29 July 2016; item 5.5 of meeting 2 of 8 November 2016; item 5.6 of meeting 4 of 16 February 2017, and item 5.1 of meeting 5 of 3 July 2017
- asked that members be provided with Council's risk appetite statement as considered at the Risk Management Group meeting of 25 September 2017 and noted against item 5.1 of meeting 8 November 2017
- requested that members be forwarded Council's proposed templates for undertaking legislative compliance assessments as detailed for item 4.10 of meeting 5 of 3 July 2017.

#### **4.2 Update on Council's Transition Plan**

##### **Resolved**

The Committee:

- noted the report
- requested that an update be provided to a future meeting, identifying for each activity the degree of progress to date, any delays and their implications for Council, and the revised completion date.

#### **4.3 Committee Annual Report to Council**

##### **Resolved**

The Committee:

- noted the draft report provided and agreed that members would consider its finalisation out of session, and asked that a previous year's report also be forwarded to assist in this
- considered the results of the Committee self-assessment, and:
  - discussed means by which it could provide greater support in relation to preparation of Council's annual financial statements, including by acting as a forum for discussing issues raised by the auditors
  - noted that it currently had limited visibility of Council's Integrated Reporting System, and that the Committee's work-plan could be modified to provide coverage of these issues.

#### **4.4 Report on Internal Audit Activity**

##### **Resolved**

The Committee:

- noted that all audits included in the 2016/17 Internal Audit Plan have now been completed
- noted that the 2016/17 Internal Audit Plan included more audit days than the plan for 2017/18, due to the inclusion of an audit funded under then transition program
- noted that audits of ICT General Controls and Physical Security were currently underway
- considered internal audit reports dealing with:
  - implementation of Council's financial management information system, OneCouncil, noting the report's conclusions that management of the project was effective, and requested that the information security assessment be distributed to members once finalised
  - Council's decision making framework, requesting that follow-up reviews be undertaken in six and twelve months to assess the effectiveness of its on-going implementation and application
  - payroll, noting management's concerns that lead to the audit, and Council's project for the transition to a single payroll system inclusive of time sheet functionality.

#### **4.5 Audit of Council's Work Health and Safety, Environmental Management and Quality Management Systems**

##### **Resolved**

The Committee considered the report prepared by National Auditing Services, and:

- noted the audit had been commissioned by the Workplace Safety team to support the certification of Council's WHS and environmental management systems

- requested that a presentation by the Service Manager, Workplace and Portfolio General Manager, Organisational Capability, on the implementation of recommendations and status of system certification be provided to a future meeting.

#### **4.6 Outstanding Audit Recommendations**

##### **Resolved**

The Committee considered the report, and:

- noted that a number of comparatively minor issues appeared to remain outstanding for prolonged periods of time
- noted that the implementation of several recommendations has taken more time than originally nominated due to a variety of reasons, including their incorporation into broader Council-wide initiatives
- requested that the next meeting be provided with analysis detailing which recommendations should be removed from further follow-up due to their incorporation in broader Council projects and initiatives.

#### **4.7 Review of Internal Audit Charter**

##### **Resolved**

The Committee agreed:

- that the Charter should be revised to reflect organisational responsibility for Internal Audit following the recent restructure, and clarify the Committee's responsibilities in relation to the assignment of the role of Chief Audit Executive
- that the Chair would consider proposed wording to address the latter issue, noting that the role was assigned to Council staff who had broader responsibilities that may be subject to Internal audit coverage.

#### **4.8 Internal Audit Performance Report for 2016/17**

##### **Resolved**

The Committee:

- noted the report, and Internal Audit's performance against KPI targets detailed therein
- noted that performance meet KPI targets other than that relating to implementation of audit recommendations
- noted recent efforts aimed at improving recommendation implementation timeframes, including the recently endorsed protocol, along with potential alternative approaches for

recommendation development and obtaining management comment.

#### **4.9 Major Project Update**

##### **Resolved**

The Committee:

- noted the report
- noted that action arising from agenda item 4.5 of meeting 5 of 3 July 2017 combined with Council's current efforts to establish an organisational Project Management Office would provide frameworks and mechanisms to provide more informative reports in the future
- requested that the next meeting be provided with a report that provides fuller analysis of the status of major projects, including risks and issues and their mitigation.

#### **4.10 Management of Council Projects**

##### **Resolved**

The Committee noted:

- the proposed model for a Council Project Management Office, agreed to by the Executive in principle
- that it is currently planned that the Office will report to Service Manager Contracts and Projects
- that the detailed composition, role and functions of the Office had yet to be finalised.

### **5. INFORMATION REPORTS**

#### **5.1 CFO Status Report October 2017**

##### **Resolved**

The Committee:

- noted that the draft 2016/17 financial statements will now be handed to Council's auditors on 27 November, a delay of one week due to the auditor's revised timetable for conducting audit fieldwork
- noted that the Council paper recommending signing of the statements would be submitted by 10 December to allow its consideration at the meeting of 20 December
- noted that the reported surplus for the year will be impacted by a number of items yet to be finalised, including developer contributions and capital expenditure
- asked whether Council's interest in the Statewide mutual and any similar facilities needed to be reported in the statements



- requested that members be provided with a copy of the project plan for preparation of the statements
- agreed that the Committee's next meeting be rescheduled to 5 December to enable the Committee to consider the statements and provide advice to Council as appropriate prior to their sign-off.

## **5.2 Statewide Mutual - Rebate Information**

### **Resolved**

The Committee noted the report, and that rebates received for any premium year are dependent on Council's claims history and participation in the mutual's continuous improvement program.

## **5.3 Legal Actions - Curtis Estate**

### **Resolved**

The Committee noted the report.

**Mr. ANDREW COX**  
**CHAIRPERSON**



# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

22 NOVEMBER 2017

ITEM 6.22          ANNUAL REPORT 2016-17

ATTACHMENT 1    ANNUAL REPORT 2016-17



# Annual Report 2016-17

# QPRC



**Offices:** Council headquarters – 256 Crawford Street  
Braidwood Office – 144 Wallace Street  
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## Message from the Interim General Manager

Welcome to the 2016-17 Annual Report for Queanbeyan-Palerang Regional Council (QPRC). This financial year represents the first full year of the newly-merged Council and this document shows that we achieved a great deal during the 12-month period.

Since the proclamation of the new organisation on 12 May 2016, Council has made some significant progress in regards to bringing the two former organisations – Queanbeyan and Palerang – into the new QPRC. However, despite the progress that has been made, much work lies ahead of us, particularly in regards to our major corporate systems.

The works program undertaken during 2016-17 was largely that prepared by the two former councils prior to the merger and represents the final year of the previous councils' Delivery Program.

As part of the merger, Council was provided with \$5m from the NSW Government to assist with merger implementation costs. Reports to Council during the period highlighted that funding closer to \$7m would be required to implement the relevant system upgrades. The NSW Government also provided \$10m to Council under the Stronger Communities Fund. This was split into \$1m for community groups and \$9m towards community assets.

While all newly-merged councils across NSW had different approaches to the merger, one of QPRC's main goals was to ensure service delivery was maintained despite the significant change we were undertaking. The implementation of an interim organisation structure allowed service delivery to continue while a number of reviews and stocktakes took place in regards to assets, finances, information technology, property, culture and services. These reviews and stocktakes were used to develop the transition structure which was adopted in early 2017 and has been rolled out progressively throughout the rest of the financial year.

Throughout the merger transition, Council has worked closely with the NSW Department of Premier and Cabinet and more recently the Office of Local Government. Their assistance has been invaluable. We reported to Council on the first year of the merger in August 2017. By all accounts, the approach taken and outcomes achieved by Council were well received by the community and government.



**Interim General Manager  
Peter Tegart**

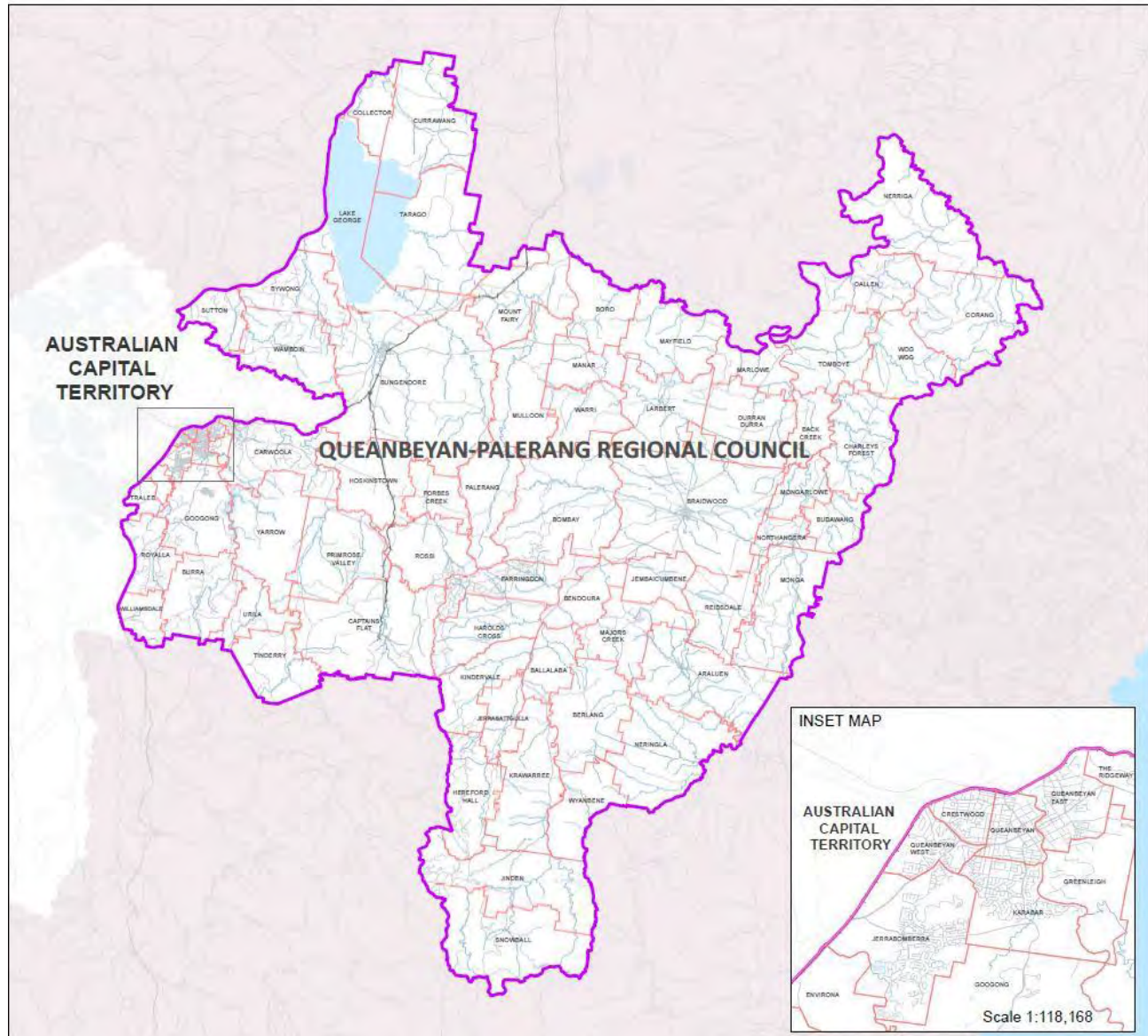


## About Queanbeyan-Palerang Regional Council

QPRC was proclaimed on 12 May 2016, the notice advising Mr Tim Overall as Administrator and Mr Peter Tegart as Interim General Manager, in an undivided (ie no wards) local government area of 5319km<sup>2</sup> with 11 councillors to be elected on 9 September 2017.

All permanent award staff (around 500) of the former Queanbeyan City and Palerang councils were transferred to the new entity. QPRC supports a population over 57,000 with a median age of 38. The 2016 Census shows that the QPRC area has 24,638 dwellings, with 2.6 people per dwelling. Our population has a median weekly household income of \$1,878 and median monthly mortgage repayments of \$2,080.

The map on the right illustrates the Local Government Area (LGA).



## Merger Roadmap

The merger of the former Queanbeyan City and Palerang Councils was supported by an Implementation Grant of \$5m and Stronger Communities Grants of \$1m and \$9m for community projects and infrastructure. A schedule of roadmap items (in addition to administrative tasks assigned in the Transition Plan) are summarised at Appendix 1.

The merger roadmap established by NSW Department of Premier and Cabinet (DPC) outlined six key principles and 10 key result areas. The diagram below illustrates key merger outcomes.



The following principles were issued by DPC to provide guidance to communities and the new merged councils regarding the NSW Government expectations of the new entity. These principles also form the basis of the terms of employment and performance for senior managers. Appendix 2 summarises the progress against the key result areas.

Principle	Description
<b>Service</b>	Maintain seamless service delivery to communities
<b>Opportunity</b>	Embrace opportunities to improve services and infrastructure for communities
<b>Cohesion</b>	Bring together and build on the strengths of strategies, structures, staff and systems
<b>Engagement</b>	Inform and involve communities, staff and other partners, including industry unions, in planning and implementing change
<b>Integrity</b>	Ensure ethical, open and accountable governance and administration
<b>Respect</b>	Value the knowledge and contributions of staff, communities and other partners

### Key Result Areas

#### 1. Service continuity with smart service improvements

- a. There should be no disruption in the provision of existing services to communities. This includes traditional services such as maintaining infrastructure, assessing development applications, protecting the environment, supporting community development and collecting waste and recycling

#### 2. Robust governance that delivers confidence to communities

- a. Communities will be seeking confidence that the new council has robust and transparent governance systems. In the early stages of implementation, councils should have a particularly strong focus on identifying, mitigating and managing risk

#### 3. Easy to do business with, in person and online

- a. Residents, ratepayers, businesses, suppliers and other customers will continue to be able to do business with councils without interruption. This includes the ability to access customer service centres in person – in a wider range of locations – and to do business online

#### 4. Engaged staff who understand their roles and how they contribute to the new council

- a. A positive and service-focused organisational culture. This will include staff feeling secure in their employment, understanding their roles in the new council and being excited by the potential for development and other opportunities.

**5. Involved communities who have their say**

- a. Clear and consistent communication and meaningful engagement with communities will be a crucial component to a successful implementation process. Includes development of Community and Staff Engagement Plan

**6. Communities can readily identify with their new council**

- a. Grow a shared identity for a new council in the development of a new visual identity. This includes elements such as the logo, colour palette and other visual identifiers

**7. A shared vision and direction for the whole community**

- a. A succinct statement of vision and priorities will have been prepared for the new council. The statement will provide high level guidance for the early period of the new council

**8. Rates maintained within existing pathways and resources used wisely to serve the entire council area**

- a. Rating structures and categories in place prior to the establishment of the new council will be maintained for a period of four years. This ensures there are no changes to rate paths for the first year of the government's committed four-year rate path freeze for new councils.

**9. Expected benefits which are clear, measurable and on target**

- a. Communities will have a strong interest in seeing the benefits of the new council. By the end of December 2016, the Implementation Plan must include a clear statement of local benefits, with actions to achieve those benefits.

**10. A newly elected council working for the whole community**

- a. The Act requires the first election of a new council to be conducted by the NSW Electoral Commission in September 2017.

## Department of Premier and Cabinet (DPC) Support

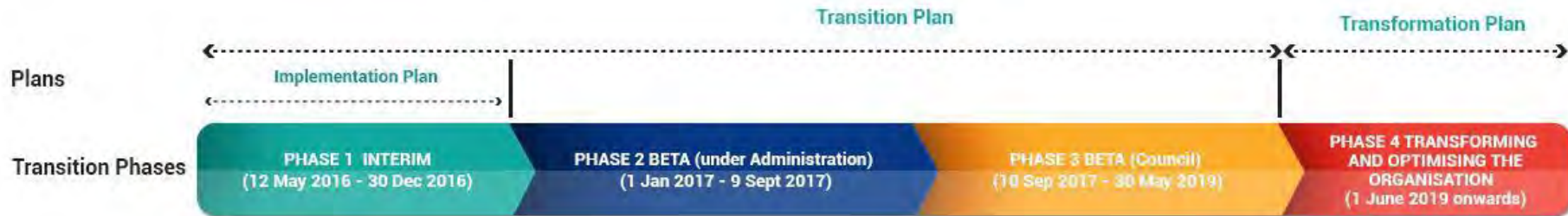
DPC coordinated regular workshops with the Administrators, Interim GMs and Project Management Office (PMO) Leads for the purpose of setting the Premier and Minister's expectation of the new councils, providing guidance and resources through the due diligence phase, and introducing contemporary approaches to technology, governance, community engagement and communications. As part of its support to the newly created councils, DPC appointed a Liaison Officer to each entity.

A comprehensive 'Implementation Action' checklist was issued by DPC at the first Administrators and General Managers workshop in May 2016. This checklist provided instruction and guidance to the numerous due diligence processes associated with creating the new entity. These were incorporated into the Transition Plan.

Merged councils reported to DPC weekly initially, then fortnightly, monthly and bi-monthly on the status of implementation and progress against the roadmap. Forums were held bi-monthly in Sydney for Administrators and Interim General Managers hosted by DPC, while other forums on information and communication technology, governance and communications were hosted by DPC or Office of Local Government (OLG). DPC transferred the oversight of the merged councils' transition to OLG in July 2017.

## Transition (Implementation) Plan

The Transition Plan (TP) contained administrative and legal actions mandated by DPC, and projects to review stages, plans and processes and form new approaches to services and business. [The TP was adopted in October 2016](#) outlining a three-phase (interim, transition, and transformation) approach to the merger over three years.



1. **Interim** – bringing the two former council organisations together to enable:
  - a. Business as usual
  - b. Extension of due diligence/stocktake program
  - c. Establishment of a transition project office
  - d. Development of Implementation Plan
  - e. Capacity for the executive and management group to invest in the transition of people, systems, policy and process
  - f. Review of finances, services, assets and technology
  - g. Commence ICT installations and upgrades
2. **Transition** – building on the review of services, assets and technology to:
  - a. Embed actions from the Implementation Plan
  - b. Shape the organisation around range and mode of delivery of services and assets
  - c. Potentially centralise some functions by locality
  - d. Implement technology solutions
  - e. Explore expansion of type and reach of services, and modes of delivery
  - f. Build and renew assets in accord with merger grant and asset plans
  - g. Engage in potential regional delivery of services with Joint Organisation
  - h. Migration to a new salary system, staff development and personnel policies
  - i. Preparation of draft Resourcing Strategy

- j. Prepare new Community Strategic Plan
3. **Transformation:** reflect the ambitions of the new Council through:
- a. Potentially shaping the organisation around thematics of the Community Strategic Plan
  - b. Piloting and embedding the innovation and technology opportunities explored during previous phases
  - c. Camms were engaged to draft the TP, analyse services, populate the Operational Plan, incorporate performance measures identified in the Stronger Councils Framework, draft the workforce strategy, and load projects into its software (global collaboration tool). The software forms the basis of monitoring and reporting TP progress to the Implementation Advisory Group, and will enable reports on the Operational Plan and projects.
  - d. Oakton, as independent internal auditors, were engaged to undertake audits of the progress of implementing the TP.

**The TP identified a number of Key Focus Areas:**

- People - supporting staff in transitioning to the new organisation and adjusting to reconfigured responsibilities, reporting lines and the cultural shift associated with the dynamics of QPRC.
- Community - communication and engagement initiatives to build and maintain community trust and confidence
- Services - look internally at ways to improve efficiency to deliver its strategic outcomes at the level expected by its community
- Service efficiency and organisational performance – how the various services were delivered and the associated costs continues to provide input to a range of service improvement strategies, including reviews of supply chain and service delivery methodologies.
- Digital transformation - aimed to seamlessly connect people, processes and technology. Digital transformation focus areas include accessibility, mobility, data quality, expansive service provision, and engaged and satisfied customers
- Procurement - procurement practices of the two former entities are rationalised and value for money solutions are implemented. Partnering with the Canberra Region Joint Organisation (CBRJO) is also expected to provide benefits through collective buying power
- Information and Communication Technology (ICT) - the standard operating environments of the two entities were quite different with regard to the hardware and software. An independent consultancy determined the desired future state in QPRC's ICT Strategic Plan. TechnologyOne and CAMMS software has been procured as primary suppliers, with implementation scheduled over next 2 years
- Assets and Asset Management - QPRC has assets of over \$1bn. QPRC's approach to Asset Management has been guided by independent assessment of its assets' condition, backlog and service levels which will inform the revisions of the asset management plans and the consolidated long term financial plan (LTFP)

A service and program framework based on current service levels was adopted, against which the organisational structure, budgets, accounting framework and staff positions have been based. The elected Council will consider changes to levels of service and asset standards to take effect from 2018 based on feedback received from community engagement undertaken in early 2017.

Initial service reviews will be focused on the transport, development and recreation areas.

Council engaged with Service NSW to pilot a number of online transactions (tree applications) and rate payments, and participate in the 'easy to do business' program.

Investment is scheduled in an Asset Management System (AMS) capable of automating some operational workflows including routine and planned maintenance programs, and responding to unplanned and urgent activity, Customer Action Requests (CARs), and a mobile capability for onsite performance and condition monitoring.

A Project Management Office (PMO) has been established to manage the Transition Project. The PMO is located at the rear of the Visitor Information Centre at Queanbeyan and will accommodate a number of individual staff members seconded to the project, together with multiple project teams of staff (identified supply chain stakeholders) on short-term process improvement projects. Council embarked on upskilling its key staff involved in transition projects in the Agile and Scrum methods. This will be transitioned into a permanent support office for the key infrastructure and organisational project under the Contracts and Projects branch.

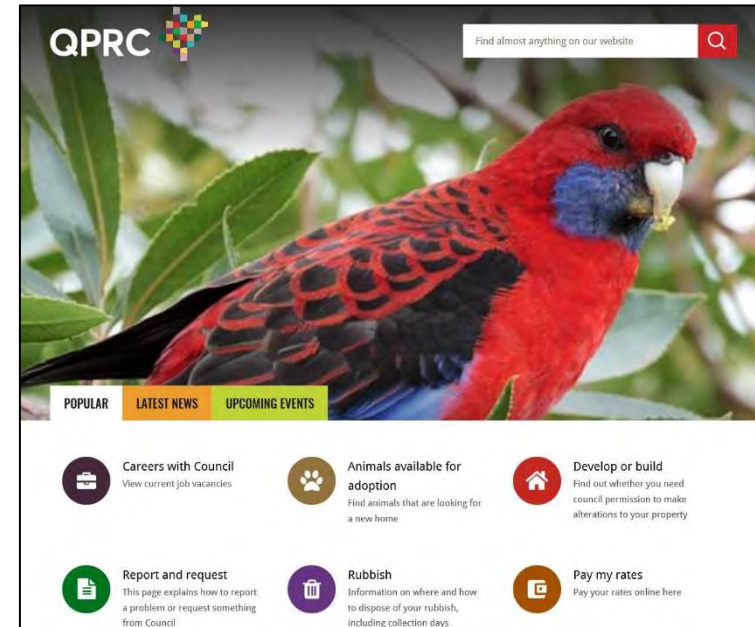


## Community and Staff Engagement

[A Community and Staff Communications and Engagement Plan was adopted by Council in July 2016 .](#)

This plan was reviewed in early 2017 to measure progress. The majority of activities listed in the Plan were achieved. Some of these included:

- Regular Administrator's Column in local newspapers
- Fortnightly advertising in local newspapers
- Preparation of a bi-monthly community newsletter, distributed to 28,000 properties
- Development of a weekly e-newsletter
- Continuation of social media presence
- Development of consolidated website (right)
- Community meetings at Queanbeyan, Braidwood and Bungendore (nine completed as at 1 July)
- Introduction of live streaming for Council meetings



The Plan also looked at internal communications and ensuring staff were updated during the merger process. This included weekly staff updates from the Interim General Manager, monthly staff newsletters and quarterly staff get-togethers.



A business case was developed and accepted for the implementation of the Engagement HQ online community engagement tool, known as “Your Voice QPRC”. Council implemented the online tool in February 2017 and it played a key role in Council’s engagement for the Community Strategic Plan and a range of other documents. Between February and 30 June 2017, Council attracted more than 550 registered participants.

A new approach to community engagement was undertaken in early 2017 by consultants ‘Culture Capital’ to capture community views on levels of service, aspirations for the area and economic development. A community survey was conducted by JWS Research along with the other merged councils in July 2016, gauging community awareness of the merger and satisfaction with services. The results of that survey, and the later community engagement, are available on Council’s website, in turn shaping the Community Engagement Strategy.

## Branding

Consultants were engaged to work with the community to discern a common sense of identity and work towards a ‘brand’ that drew the communities of Queanbeyan-Palerang together. The result – *‘one heart, many parts’* resonated with the community, with a logo that showed the colour, diversity and spread of Queanbeyan-Palerang’s many parts as ‘tiles’, organised into the geographic shape of the region (see right).

Early investment in events, festivals, and town and business interaction were designed to visibly alert the community to the new organisation and its brand.

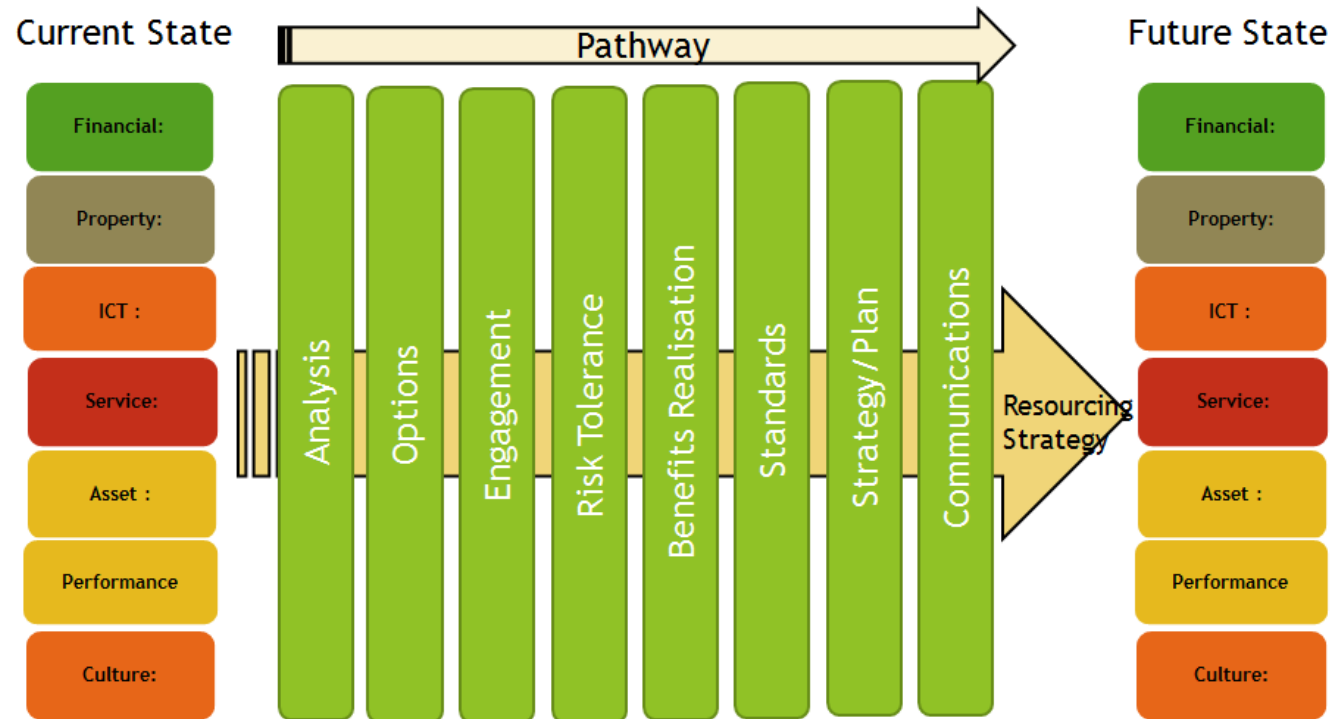


## Stocktake

A stocktake or ‘environmental scan’ was undertaken as an analysis of Council’s systems of asset and financial management; the scope, scale and delivery of services; the planning and rollout of technology and workforce support; the decision-making framework; and subsequent integration into the Resourcing Strategy. Independent consultants such as Percy Allen, GHD and Noetic undertook those reviews. Key governance policies were revised and adopted.

These were used to set the governance and strategic foundations for the incoming Council. An initial assessment of the suite of strategies, plans and strategic resolutions of the former councils has informed QPRC which plans are due for review, as well as which actions or projects from those plans deliver best value through a quadruple bottom line filter before consideration in the next set of integrated plans. The strategies, plans and policies have been aligned under the strategic directions of the new council (community, connection, character, choice and capability).

The Resourcing Strategy, based on the drivers, condition and pressures identified in the strategy reviews, and nominating the capacity and capability of the merged council, was endorsed for public exhibition in July 2017.



## Stronger Communities Fund Projects

Following the merger, QPRC was provided with \$15m from the NSW Government. Of this, \$5m was to cover merger implementation costs, while the remaining \$10m was provided to fund community infrastructure projects.

Council sought expressions of interest from community groups and organisations to allocate \$1m of the funding, and were assessed by an independent panel with views sought from the Local Representation Committee (LRC). This saw 51 community groups across the LGA receive up to \$50,000 to progress a range of projects. Appendix 3 lists those grant recipients and projects.

The remaining \$9m was allocated to 23 projects for community infrastructure. These projects will be undertaken over the coming three years and are summarised below:

Project	Funding \$,000	Project	Funding \$,000
Araluen s.355 committee - public facilities	15	Streetscape improvements, Karabar	46
Eastern Pools upgrades	400	Queanbeyan Park central playground	250
Town centre improvements Braidwood	500	Glebe Park Playground Queanbeyan	90
Town centre improvements Bungendore	500	Henderson Road Recreation Area	125
Rusten House Queanbeyan	550	Aquatic Centre paint and restore	150
Dog Park Googong	125	Seiffert Oval spectator entrance	200
Refurbish netball courts Karabar	175	Upgraded community facilities Captains Flat	100
Wet play area Queanbeyan Aquatic	450	Lascelles street upgrade Braidwood	800
Showground Grandstand Queanbeyan	350	Upgrade lighting Margaret Donoghoe Oval	200
Seiffert Oval Lights Queanbeyan	200	Queens Bridge approach enhancement	200
Braidwood Rec Ground Stage 2	300	River path incl. low level footbridge	760
Bungendore Rec Ground Stage 1	1,500		

## Performance - Stronger Councils Framework

The DPC established a performance framework for the merged councils that identified a mission and a standard set of characteristics for the councils – strategic capacity, service provision, community relationships, strong performance and organisational health. The adjacent diagram illustrates the framework. In January 2017 Council adopted further performance measures to the framework based on surveys, including a monthly 1:10 client callback to check the satisfaction with responses to customer requests. A set of other measures have been drafted with the service statements published with the Operational Plan.

Progress against the measures will be reported to the elected Council. Performance measures and targets have been drafted with the development of the service and program framework, some of which correspond with other performance reporting required to government agencies, such as Development Application turnarounds. The table below summarises progress against the Stronger Councils Framework.

Measure	Progress
Community satisfaction	JWS Research Survey August 2016 - 58%
Capital renewal works	Adopted with Resourcing Strategy
Positive culture	ICT and Change Management Surveys; Culture Survey Aug 2017
SCF applications received	103 applications; 51 grants
Engagement satisfaction	53% - baseline survey Sept 2016
Events numbers	3 Street parties, 4 Activation events; 2 Festivals
Online services	Single website launched; SNSW applications; DA tracking
QPRC partnerships	Host council for CBRJO; part of Regional Leaders Executive with NSW agencies; ACT MOU executed; Icon Water MOU draft



## Key issues, achievements and highlights

Community	Choice	Character	Connection	Capability
Expanded lifeguard services and improved assets: Bungendore (BGD) and Braidwood (BWD) pools	Community and business interaction: Queanbeyan CBD Transformation Strategy and Business Connect forums	Commenced town centre streetscape and parks beautification: BGD and BWD	Opened refurbished QEII Park with Governor-General. Park received Infrastructure Sustainability Council of Australia award and NSW/ACT Park of Year	Executed MOU with ACT government for cross border infrastructure connectivity
Community Christmas street events: QBN, BGD, BWD Q-One Activation events: QBN, BGD, BWD, Captains Flat (CF) Canberra Symphony River Festival	Shop Local initiative in BGD and BWD developed, to commence in early 2017-18	Concerns raised regarding E4 zoning in parts of former Palerang	Compiled comprehensive asset renewal and upgrade schedule for consideration of assessment panel for \$9m Stronger Communities Fund asset grant	Established heads of agreement with agency as tenant within QBN head office
Major infrastructure projects nominated by the community and the Assessment Panel under the \$9m second round of the Stronger Communities Fund placed on exhibition for community consultation.	Mobile library services to remote parts of the region;	<ul style="list-style-type: none"> <li>Community opposition to proposed Jupiter wind farm project. Council opposed</li> <li>Community opposition to proposed waste facility in QBN, to be determined by Joint Regional Planning Panel</li> <li>Community opposition to planning proposal for memorial park</li> </ul>	Independent panel approved environmental impact assessment for Ellerton Drive Extension (EDE). Council approved loan funding of \$36m towards the \$86m project	Mapped and populated current service statements, standards and resource costs into Camms software to enable modelling of modified levels of service impacts
Carwoola Bush Fire, 17 February 2017 - 11 homes destroyed, 12 damaged and 45 outbuildings destroyed. QPRC staff involved in front line incident response and the establishment and staffing of the Recovery Centre. QPRC Bushfire Appeal established within 24 hours ~ \$200k raised and distributed	"Meet the Maker" arts trail and reconciliation walk	Established heads of agreement with consortium to redevelop QCBD sites and civic plaza	<ul style="list-style-type: none"> <li>Commenced integrated transport strategy</li> <li>Commenced review and harmonisation of asset management system</li> <li>Adopted Sports Facilities Strategy</li> <li>Adopted Regional Sports Masterplan</li> </ul>	<ul style="list-style-type: none"> <li>Completed Mobility Survey – exploring options to become more of a digital workplace, and utilise mobile applications to improve delivery of services</li> <li>New banking services and bill payment contract awarded</li> <li>Awarded legal services</li> </ul>

Community	Choice	Character	Connection	Capability
				panel contract
Proposed Queanbeyan Memorial Park (Old Cooma Road/Burra rural area) of concern to a number of residents		Commenced engagement and public domain design and connectivity with QCBD masterplan	<ul style="list-style-type: none"> <li>• Draft MOU with Icon Water to prepare concepts for upgrade to QBN Sewage Treatment Plant and accommodate some effluent flows from ACT</li> <li>• Draft Integrated Water Cycle Management Plan</li> </ul>	One-stop shop for community engagement with Council established with launch of "Your Voice QPRC" – a dedicated online engagement hub
Significant media regarding murder of service station attendant in Queanbeyan by local teenagers. Teenagers were known to staff through Youth Centre. Staff assisted police with enquiries		Significant DA approvals including: Stage 2 Googong; Seniors Living BGD;	<ul style="list-style-type: none"> <li>• Nearing completion of Kings Highway upgrade near River Forest Road</li> <li>• Commenced designs for MR92 (Nerriga Road) upgrade</li> <li>• Roads upgrades: Captains Flat; Wanna Wanna</li> </ul>	<ul style="list-style-type: none"> <li>• Awarded contract for concept plans for design of QBN head office</li> <li>• Review of water and sewer pricing</li> </ul>

Community	Choice	Character	Connection	Capability
		<ul style="list-style-type: none"> <li>• Regional heritage awards</li> <li>• Refurbishment Rusten House approved</li> </ul>	Continued tests for potable water from fractured rock BGD	Single finance system, PO Box, phone number and website: July 2017



## Capital works program 2016-17

Project	2016-17 budget	Actual 2016-17	Status/comment
Entrance signage Town Centres	90,000	0	Funds to be carried over to 2017-18
Entrance signage LGA	20,000	0	Funds to be carried over to 2017-18
Property Sales	200,000	0	Funds to be carried over to 2017-18
Financial System Replacement	555,011	453,692	Ongoing transition project
Revumap Implementation	82,167	89,853	Ongoing transition project
Asset System Replacement	481,665	152,204	Ongoing transition project
ICT Network Merge	140,255	105,627	Ongoing transition project
Install Equipment - Live Streaming of Council Meetings	36,974	36,974	Project complete
Geospatial System Replacement	205,024	152,752	Ongoing transition project
Human Resource and Payroll System Replacement	6,534	6,534	Ongoing transition project
Regulatory and Revenue System Replacement	323,191	27,788	Ongoing transition project
Wet Play area redevelopment	25,000	9,600	Designs complete, construction to occur in 2017-18
Plant and Equip Purchases (excl Fleet)	23,460	0	Ongoing project
QISC Extension - 2016	80,000	72,514	Majority of construction work to occur in 2017-18
Improve Public Access to PCs and Internet at Library	18,485	0	Funds to be carried over to 2017-18
Purchase of Mobile Library Vehicles	172,902	103,205	Vehicle purchased
Honour Walk project	20,000	0	Plaques to be ordered and placed in late 2017
Library Purchases Books and Non Books	0	55,797	
Rusten House Arts Centre	125,000	3,734	Funds to be carried over to 2017-18
Riverside Tourist Park Amenities Block Refurbishment	100,000	90,453	
Modifications to Customer Service Counter	10,000	0	Funds to be carried over to 2017-18
Reserve Bushland Management	15,087	16,277	
Barracks Flat Park - Upgrade equipment, soft fall, add Shade	111,135	111,135	Project complete
Parks and Sportsgrounds - Upgrade works Parks Furniture	28,202	28,202	
Wright Park - Retain erosion upper field Parks Landscaping	4,205	4,205	Project complete
Wright Park- Upper Park - Floodlights	173,962	153,112	Poles and lights installed. Power connection pending.
Barracks Flat Park - Refurbish - Parks Landscaping	9,950	9,950	Project complete
Bicentennial Park - Upgrade facilities - Footpaths	46,859	46,859	Project complete
Seiffert Oval Upgrade	0	30,845	
CBD Improvements - Stage 2	3,356,037	3,333,325	Shade sails ordered. Interpretive signage and main signage pending
Regional Sports Complex - Concept Design	3,811	3,811	Ongoing project
Parks and Recreational Facilities Upgrade Plan	29,270	15,811	Ongoing planning
Beautification Karabar Shopping/Commercial Precinct	100,000	76,767	Ongoing project
Resurface Combination soccer/basketball surface - Henderson Rd	12,300	12,300	Project complete
Upgrade Irrigation - Freebody Oval	10,000	3,390	Works almost complete

Project	2016-17 budget	Actual 2016-17	Status/comment
Showground Pavilion and Storage	7,400	3,000	DA submitted, architects engaged
Historical Display Boards	20,000	0	Working with historical society on concepts
Commission Landscape Design Bungendore Road	10,000	0	Working with landscape architect on design
Special Rate Variation (SRV) - Wright Park lower carpark reconstruct	90,000	49,186	Works almost complete
SRV - Glebe Park- Shelters, Landscaping Furniture	55,000	7,567	Works almost complete
SRV - Wright Park- Upgrade upper amenities	120,000	50,000	Works almost complete
SRV - Coolebah Park- Upgrade equipment and soft fall	40,000	48,740	Project complete
SRV - Dane Park- Replace equipment and soft fall	40,000	40,690	Project complete
SRV 15/16 Gracelands Park- Upgrade Equip and Fittings	74,035	74,035	Project complete
SRV 15/16 Queen Elizabeth II Park-Replace equip and soffall	100,000	99,421	Project complete
Jerrabomberra Foreshore Landscaping	65,863	65,863	Project complete
Candlebark Road Park (opp Beard)	120,000	111,357	Project complete
Orana Reserve - Landscaping and Park furniture	35,000	34,341	Project complete
New Cricket Pitch - Rockley Oval Googong	40,585	40,585	Project complete
New Cricket Pitch - Duncan Fields Googong	14,812	14,812	Project complete
Upgrade Toilet in Playground - Qbn Park	150,000	116,045	Project complete
SRV - Improve Drainage David Madew Playing Fields	39,845	31,535	Project complete
Public Conveniences - QEII Park	50,000	46,703	Project complete
New Cemetery - Royalla	2,250,000	227,626	Planning proposal submitted to NSW Government
Bitumen Reseal Program and Rehabilitaton – SRV and revenue	1,119,136	1,508,784	Ongoing project
Rusten House Upgrade	48,090	52,575	Ongoing project
Old Cooma Road Stage 3 Southbar to ELP	75,000	0	Ongoing project
Ellerton Drive - Existing Depot Admin Office extensions	35,000	49,224	Project complete
New-Wanna Wanna Road Seal	1,937,892	2,032,660	Project complete
Line Marking/Kerb Ext Bicentennial/Morell	14,643	0	Funds to be carried over to 2017-18
Kerb and Gutter Replacements	71,235	62,055	Ongoing program
Footpaths - Waterfall Drive - Bellbush to Woodhill	108,000	3,022	Contract awarded, expected to be completed in 2017
Upgrades to more efficient street lighting	18,050	0	Ongoing project
Bicentennial Hall Bathrooms	116,615	53,808	Project complete
Bicentennial Hall Refurbishments	107,550	173,268	Project complete
Fernleigh Park Community Hall refurbishment	5,000	4,635	Project complete
Bicycle Paths - Tomsitt Dr to Limestone Dr	49,100	1,627	Funds to be carried over to 2017-18
Bicycle Paths - McEwan Ave Crossing	16,900	2,325	Funds to be carried over to 2017-18
Bicycle Paths - River Corridor Stage 1	56,200	42,700	Funds to be carried over to 2017-18
Collett St Bus Interchange Upgrade	11,382	11,382	Project complete
Solar Panel Project - RB Smith Centre	5,069	126	Project ongoing
Solar Panel Project - The Q	736	759	Project ongoing
Solar Panel Project - Bicentennial Hall	1,467	379	Project ongoing

Project	2016-17 budget	Actual 2016-17	Status/comment
Roads to Recovery (R2R) 15/16 Asph Resurf -John Bull-Gregory/Canberra Ave	9,340	9,340	Project complete
Installation of Bus Stop Program	60,000	0	Funds to be carried over, project reliant on grant funding
Stair construction - Rear of Depot	8,000	9,950	Project complete
Fence Replacement Qbn Art Society Gallery - Trinculo	8,000	7,232	Project complete
Awning Construction - 256 Crawford St - Building	38,750	40,164	Project complete
Kitchen Refurbishment - City Services Depot	18,402	18,402	Project complete
Kitchen Refurbishment - Tourist Office	11,920	11,920	Project complete
Kitchen Refurbishment - Council Chambers	14,842	14,843	Project complete
15/16 – SRV Aurora Avenue Asphalt Resurfacing – Surface	584	584	Project complete
HACC AC Replacement - 257a Crawford St	24,500	24,540	Project complete
SRV 15/16 Asph Resurf -Adams-Tharwa/Cassidy-Pav	2,052	2,052	Project complete
SRV 15/16 Asph Resurf -Callum-Tharwa/Fergus-Pav	1,975	1,975	Project complete
SRV 15/16 Asph Resurf -Symonds-White/Lowe-Pav	5,182	5,182	Project complete
SRV 15/16 Road Stab -Antill-Crawford/Collett-Pav	19,804	19,804	Project complete
Security Project - CCTV	132,300	13,137	Ongoing program
Pedestrian Fac - Crawford St adjacent to Kingsley's	22,000	23,647	Project complete
Pedestrian Fac - Antill St between bus stop and Woolworths	35,000	25,139	Project complete
Pedestrian Fac - Rutledge St across from Library	21,000	19,991	Project complete
Pedestrian Fac - Crawford St Aldi	0	20,301	Project complete
Low Street Asphalt resurfacing 2015/16 – Monaro St to Rutledge	54,716	54,716	Project complete
Shared Pathway and Bridge over Queanbeyan River	0	15,255	Planning commenced, construction in 2017-18
Installation of Solar Panels Main Depot	100,000	10,288	Funds to be carried over to 2017-18
R2R 15/16 Asph Resurf -High-Bungendore/Capital Ter	41,694	41,694	Project complete
SRV 15/16 Asph Resurf -Stornaway-Uriarra/Canb -WS	31,297	31,297	Project complete
R2R 15/16 Asph Resurf -Low-Campbell/Isabella	23,458	23,458	Project complete
Blackspot: Atkinson and Macquiod St Traffic Facilities	25,435	12,249	Funds to be carried over to 2017-18
Depot HVAC	45,000	41,155	Project complete
Gilmore Road R2R - Stabilisation	0	3,951	Project complete
Captains Flat Road (MR270) reseal and heavy patching	0	5,262	Project complete
Shared Path Lanyon Drive	55,000	1,627	Project ongoing, funds to be carried over to 2017-18
Googong Development Project – WRP	425,000	393,788	Project ongoing, funds to be carried over to 2017-18
Sewage Treatment Plant Upgrade	150,000	316,982	Ongoing project
Sewer Mains Rehabilitation - Reserve Funding	3,000,000	3,425,063	Ongoing program
Stormwater Imp and Mains Renewal Program	500,000	71,948	Ongoing program
Jerra Reservoir Cathodic Protection and Internal Painting	25,668	30,934	Ongoing project
Water Telemetry - Radio Up/Gs - Reserve Funding	7,000	155	Ongoing program
Locheil St Sewer Pump Rising Main Replacement	280,000	0	Funds to be carried over to 2017-18
Repair A/C system and Replace Fence at Old Rugby Club	50,000	5,151	Funds to be carried over to 2017-18

Project	2016-17 budget	Actual 2016-17	Status/comment
Chargeable Works - Sewer Extension 108 Fergus Rd Karabar	4,400	4,423	Project complete
Uriarra Road Water Main Replacement	850,000	206,549	Project complete
Drainage - Wallace Street (Lascelles to Flood)	750,000	154,899	Ongoing project
Braidwood Floodplain Management Study and Plan	100,000	0	Work to be undertaken in 2017-17
South Bungendore Drainage - Ellendon to Molonglo St	250,000	0	Project ongoing, funds to be carried over to 2017-18
Bungendore Floodplain - Design of Levee and confluence arran	210,000	0	Project ongoing, funds to be carried over to 2017-18
Stormwater Improvement Program	0	141,380	Ongoing project
Bayside Sewer Pump Station Mechanical Repairs - Capital	47,236	47,236	Project complete
Project: 2104 - Palerang Water - IWCM/SBP development/review	50,000	16,899	Ongoing project
Braidwood Water - New Reservoir	31,255	0	Project ongoing, funds to be carried over to 2017-18
Captains Flat Replace Steel Reservoir	492,820	62,024	Project ongoing, funds to be carried over to 2017-18
Bungendore Sewer - S64 and Pricing Policy	50,000	16,899	Project ongoing, funds to be carried over to 2017-18
Liquid Trade Waste Operations	30,100	0	Project ongoing, funds to be carried over to 2017-18
Carwoola WPS – VSD replacement	20,000	15,670	Project complete
Fleet Purchase	960,764	574,608	Ongoing project
Plant Purchases	750,000	394,382	Ongoing project
13 Intersections Traffic Study	42,619	51,936	
Ellerton Drive Extension	1,400,000	1,855,160	Ongoing project. Construction to be managed by RMS.
Main Admin Building - Redevelopment TFR	494,333	30,183	Project ongoing, funds to be carried over to 2017-18
Barracks Flat/OCR Interim Signals – Construction	907,645	948,483	Project complete
IT Tablet and Phone Purchases	131,961	184,101	Ongoing project
Hardware Refresh – IT equipment-Budget Income	85,155	90,008	Ongoing project
Electronic Plans Development	5,783	0	Ongoing project
eLearning - Aurion Learning and Development module	15,180	0	Ongoing project
Libero Migration to Hosted Server.	0	5,155	Ongoing project

## Statutory disclosures in 2016-17

### Legal Proceedings

Council is required to report on costs in relation to legal proceedings taken by or initiated against Council in addition to a précis of the state of progress of each legal proceeding and the result. In the financial year ending 30 June 2017, Council expended \$1,032,217 on legal costs which included \$497,687 on litigation and court proceedings.

The following matters have been or are proposed to be dealt with by the courts. Some issues are currently under investigation and have not been included:

General Description of matter	Action	Result	Expenses 2017-18	Costs awarded
<b>NSW Land and Environment Court</b>				
Action to have a party recognised as a compensable interest in response of a <i>Just Terms</i> land acquisition - EDE	Matter adjourned, to be heard in September 2017	To be heard at a later date.	\$48,911	
Action by land owner against the Valuer-General's determination regarding compensation in respect of a <i>Just Terms</i> land acquisition - EDE	Matter listed for Hearing – July 2018	To be heard at a later date.	\$14,085	
Prosecution in respect of the operation of a junkyard on rural property	Heard in the Land and Environment Court	Land owner given a six month stay to "clean up" the site and then to be re-considered.	\$40,392	Costs yet to be filed - \$27,500
Appeal against Council for refusal to grant approval for a Service Station at Queanbeyan	Matter resolved by agreement	Development Approval for the Service Station issued with modified conditions to meet objection concerns.	\$178,861	
Appeal against Council for refusal to grant approval for a 50 Place Child Care Centre at Bungendore	Heard in the Land and Environment Court	The Court upheld the appeal and directed that an approval for a 40 place Child Care Centre be issued.	\$29,311	

General Description of matter	Action	Result	Expenses 2017-18	Costs awarded
Appeal against conviction in the Local Court for illegal earthworks	Heard in the Land and Environment Court and originally in the Local Court.	Appeal dismissed and referred to the Local Court for sentence. Applicant examining further appeal options.	\$35,487	\$31,784
Appeal against Council for refusal to grant approval for a subdivision at Braidwood.	Heard in the Land and Environment Court	To be heard at a later date.	\$46,564	No costs order.
<b>Sub Total</b>			<b>\$393,611</b>	<b>\$59,284</b>
<b>NSW Local Court</b>				
SEWOL prosecutions in accordance with <i>Road Transport (General) Act 2005</i>	Heard in the Local Court	Court upheld penalty infringement notices issued.	\$6,292	\$2,000 est
Prosecution for unapproved earthworks and environmental damage	Heard in the Local Court	Defendant found guilty \$16,000 fine	\$26,025	\$12,000
Appeal against decision of the Land and Environment Court to endorse Council right to prosecute for planning breach	Heard in both the Land and Environment Court and the Local Court	The decision of the Land E court was appealed to the Court of Appeal and later withdrawn with costs awarded to Council. The matter was then heard in the Local Court with determination in the Council's favour. The matter has taken several years to resolve.	\$71,759	\$184,366 cumulative costs relating to several failed actions over three jurisdictions.
<b>Sub Total</b>			<b>\$104,076</b>	<b>\$198,366</b>
<b>Non-court matters</b>				
'Paper' subdivision in Queanbeyan			\$61,878	
Cost of pursuing overdue rates and charges			\$2,817	
Specialised planning advice for South Tralee			\$22,381	
Advice and support regarding land acquisition projects			\$141,644	
Advice and support for new Council systems			\$68,290	
Costs associated with future development of Queanbeyan CBD			\$94,395	
Other non-court costs (general legal advice, property sales, liquor licences, planning advice, legal documentation)			\$143,125	
<b>Sub total</b>			<b>\$534,530</b>	
<b>Total</b>			<b>\$1,032,217</b>	<b>\$257,650</b>

## Partnerships, cooperatives and joint ventures

Council has an interest or membership of the following organisations, facilities and arrangements in accordance with the under-listed arrangements:

- Statewide Mutual - A mutual pool scheme providing liability and general insurance cover to NSW councils.
- StateCover Mutual – A company providing workers compensation insurance cover to NSW councils.
- South East Weight of Loads (SEWOL) – Council has a management role and has four inspectors in two vehicles patrolling roads in 11 constituent councils of the region.
- ACT and NSW Strategic Land Use and Infrastructure Planning Group.
- Joint Regional Planning Panel which provides merit-based decision making on regional development within the framework of the NSW planning system.
- South East Resource Recovery Regional Organisation of Councils (SERRROC) – Council has a management role in respect of this organisation comprising 12 member councils which is a voluntary group aimed at waste reduction.
- Canberra Region Joint Organisation (CBRJO) formerly (*the South East Regional Organisation of Councils*) is a regional organisation of eight (8) Councils in conjunction with the ACT Government that facilitates opportunities and partnerships to create sustainable vibrant communities. CBRJO has developed several special purpose interest groups for regional resource sharing and information exchange.
- Southern Phone Company - \$2 shareholder.

## Privacy and Personal Information ACT 1998

The *Privacy and Personal Information Protection Act 1998 (PIIP Act)* was introduced to provide central safeguards to an individual's privacy in relation to a wide variety of personal information held by public sector agencies including councils. Council must ensure compliance with the requirements of the Act and has adopted the Model Privacy Management Plan issued by the Office of Local Government.

Council is required under the provisions of the *PIIP Act* to include in information collected about individuals the following:

- the nature of personal information we collect
- the purpose for which we collect personal information
- an individual's right to access their personal information.

Council collects personal information for the following purposes:

- building certificates
- compliance certificates
- consents and approvals

- land transactions
- licences held
- occupation certificates
- notification of adjoining premises of development proposals
- rates records
- records of approvals
- records of impounding
- register of pecuniary interests
- subdivision and zoning certificates
- provision of care and support
- job applications
- employment.

The purpose for collecting this information is to allow Council to complete its statutory responsibilities under the *Local Government Act 1993* and other legislation. Under the provisions of the *PPIP Act* individuals have the right to access their own personal information that we hold. No applications were made for information under the Act during 2016-2017 and no review of the Act or Council's procedures were required. Further information on gaining access to this information can be obtained from the Council's Public Officer on 6285 6513.



## Public Interest Disclosures Act 1994

Council is required as a public authority to report half yearly on any public interest disclosures that are reported. No disclosures were reported or finalised in the current year. Council has established an internal reporting policy and the Interim General Manager has taken action to promote staff awareness of Council's obligations including:

- policy briefings for senior managers;
- as part of induction, staff indicate that they have read and understood the internal reporting policy;
- training provided to new staff during induction;
- appropriate links on the intranet site; and
- messages in staff newsletters and circulars.

Public Interest Disclosures Act 1994			
	Made by Public Officials performing their day to day functions	Under a statutory or legal obligation	All other PIDSA
No. of public officials who made public interest disclosures to your public authority	0	0	0
No. of public interest disclosure received by your public authority	0	0	0
No. of public interest disclosures that have been finalised in this reporting period	0	0	0
No. of public interest disclosures received, how many were primarily about:			
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
No. of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period.	0		
Have you established an internal reporting policy?	Yes		
Has the head of your public authority taken action to meet their staff awareness obligations?	Yes		
<b>If so, please select how staff have been made aware:</b>			
<ul style="list-style-type: none"> <li>• policy briefing from senior managers;</li> <li>• staff undertaking that they have read and understood your organisation's internal reporting policy;</li> <li>• training provided to new staff during induction;</li> <li>• links to intranet site;</li> <li>• messages in staff newsletters;</li> <li>• messages in circulars</li> </ul>			

## External bodies exercising Council functions

Under Section 355 of the Local Government Act, the purpose of managing or maintaining facilities and reserves can be undertaken by a committee. The following external bodies were delegated functions by Council for 2016-17:

- Araluen Area Committee
- Braidwood Historic Cemetery Committee
- Braidwood Gymnasium Committee
- Braidwood National Theatre Community Centre Committee
- Braidwood Recreation Ground Committee
- Braidwood Saleyards Committee
- Braidwood Showground Reserve Trust
- Bungendore School Hall Management Committee
- Bungendore School of Arts Management Committee
- Bungendore Town Centre and Environs Committee
- Bungendore War Memorial Committee
- Burra/Cargill Park Management Committee
- Canning Close Reserve Management Committee
- Captains Flat Area Committee
- Carwoola/Stoney Creek Area Management Committee
- Fernleigh Park Management Committee
- Greenways Management Committee
- Hoskinstown Community Hall Committee
- Les Reardon Reserve Facility Management Committee
- Mick Sherd Oval Canteen Facility Committee
- Nerriga Sports Ground Reserve Committee
- Palerang Heritage Advisory Committee
- Royalla Common Committee
- Wamboin Community Hall Management Committee

## Controlling interests in companies

Council does not have a controlling interest in any companies.

## Government Information (Public Access) Act 2009 - statistical report

**Clause 7A:** Details of the review carried out by the agency under section 7(3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review.

Reviews carried out by the agency	Information made publicly available by the agency
Nil	Nil

**Clause 7B:** The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications).

**Total number of applications received: 20**

**Clause 7C:** The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure).

Number of Applications Refused		
Wholly	Partly	Total
2	0	2

Schedule 2 Statistical information about access applications to be included in Annual Report

**Table A:** Number of applications by type of applicant and outcome\*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refused to Deal with Application	Refused to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	1	0	0	0	0	1	0	0	2	10%
Private sector business	0	0	0	0	0	0	0	0	0	0%
Not for profit organisations or community groups	2	0	0	0	0	0	0	0	2	10%
Members of the public (by legal rep)	1	0	0	0	0	1	0	0	2	10%
Members of the public (other)	10	0	3	1	0	0	0	0	14	70%
<b>Total</b>	<b>14</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>20</b>	
<b>% of Total</b>	<b>70%</b>	<b>0%</b>	<b>15%</b>	<b>5%</b>	<b>0%</b>	<b>10%</b>	<b>0%</b>	<b>0%</b>		

\*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

**Table B:** Number of applications by type of application and outcome\*.

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refused to Deal with Application	Refused to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	5	0	0	0	0	0	5	25%
Access applications (other than personal information applications)	14	0	0	0	0	0	0	0	14	70%
Access applications that are partly personal information applications and partly other	0	1	0	0	0	0	0	0	1	5%
<b>Total</b>	14	1	5	0	0	0	0	0	20	
<b>% of Total</b>	<b>70%</b>	<b>5%</b>	<b>25%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>		

\* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

**Table C:** Invalid applications

Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	1	100%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	1	100%
Invalid applications that subsequently became valid applications	0	0%

**Table D:** Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
<b>Total</b>	<b>0</b>	

\*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

**Table E:** Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used*	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	5	100%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
<b>Total</b>	<b>5</b>	

**Table F: Timeliness**

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	15	75%
Decided after 35 days (by agreement with applicant)	3	15%
Not decided within time (deemed refusal)	2	10%
<b>Total</b>	<b>20</b>	

**Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)**

	Decision varied	Decision upheld	Total	% of Total
Internal review	1	1	2	40%
Review by Information Commissioner*	1	1	2	40%
Internal review following recommendation under section 93 of Act	1	0	1	20%
Review by NCAT	0	0	0	0%
<b>Total</b>	<b>3</b>	<b>2</b>	<b>5</b>	
<b>% of Total</b>	<b>60%</b>	<b>40%</b>		

\*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

**Table H: Applications for review under Part 5 of the Act (by type of applicant)**

	Number of applications for review	% of Total
Applications by access applicants	5	100%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
<b>Total</b>	<b>5</b>	

**Table I: Applications transferred to other agencies.**

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	0	0%
<b>Total</b>	<b>0</b>	

## Risk Management

Risk management in Local Government has developed from an appreciation of insurable risk and is progressing to an Enterprise Risk Management perspective. Both the former Queanbeyan City Council and Palerang Council had in place Risk Management systems that had been developed to suit the needs of the individual Council. The systems were at a different level of maturity with differing emphasis. Queanbeyan had in place a dedicated Risk Management Committee and specialist staff where as Palerang used its Executive for this purpose.

Amendments to the *Local Government Act 1991* recognise that councils must undertake sound risk management practices and extends the scope of the Audit Committee to also capture “Risk Management” and “Business Improvement”. This Committee will now be known as the Audit, Risk Management and Improvement Committee and its charter has been broadened to reflex this expanded role.

An Assurance Framework review was undertaken by independent auditors following the merger, identifying any gaps in the three lines of defence and recommending an audit schedule for QPRC. Key findings were:

- there are generally effective ‘first line’ controls and activities in place to address the key risks faced by Council.
- key operational risks in relation to compliance, such as risks around the approval of land development applications, or the public safety of Council facilities are effectively addressed through compliance and quality checks.
- the existing systems to manage policies, directives and procedures do not automatically update, or prompt an update.
- there was a need to rationalise the risk register.
- there was an opportunity to identify and focus on enterprise strategic risks at Executive level.
- there was an opportunity to implement intuitive online tools to identify risks, their treatments and appetite, inform decisions and report on risk performance.

The Audit Risk and Improvement Committee also now has a greater role in Risk Management and an Internal Risk Management Group has been established to work with the Council Executive, management and the Committee to develop an Enterprise Risk Framework for the organisation.

This revised framework together with a statement of risk appetite, a revised policy and risk register is in the course of development to capture organisational risk and treatments

There is a need to better integrate Risk Management into our planning and reporting practices and other corporate activities. The risk strategy will identify risk actions that will need to be undertaken. These actions will need to be incorporated into in Integrated Planning and Reporting reports, Service Statements, individual manager’s performance plans and Council reporting in particular to Council’s Audit, Risk Management and Improvement Committee.



These processes should be finalised in 2017-18. During 2016, a probity review was also undertaken resulting in the preparation and adoption of a probity management framework.

### Code of Conduct

Queanbeyan-Palerang Regional Council adopted the Model Code of Conduct prepared by the Office of Local Government at its meeting on 12 October 2016. Council is required to report annually to the Office of Local Government for the period ending 30 September on Code of Conduct matters. During 2016-17 one complaint made against the Administrator was received and as required by the Code it was referred to the Office of Local Government for consideration.

The Office of Local Government dismissed the complaint on the basis that it related to Council process and clarification on matters raised was provided. No breach of the Code of Conduct was sustained.

Number of complaints and associated costs	
The total number of Code of Conduct complaints made about Administrator and the General Manager under the Code of Conduct.	1
The number of Code of Conduct complaints referred to a conduct reviewer.	0
The number of Code of Conduct complaints investigated by a conduct reviewer.	0
The number of Code of Conduct complaints investigated by a conduct review committee.	0
The total cost of dealing with Code of Conduct complaints made about councillors and the General Manager, including staff costs.	\$0

Preliminary Assessment Statistics	
The number of Code of Conduct complaints finalised by a conduct reviewer at the preliminary assessment stage.	0
The number of those complaints finalised by any of the following recommendations:	
To take no action.	0
To resolve the matter back to the General Manager or the Mayor, for resolution by alternative and appropriate strategies.	0
To refer the matter to another agency or body such as, but not limited to, the ICAC, the NSW Ombudsman, the OLG or the Police.	0
To resolve the complaint by alternate and appropriate strategies	0
To investigate the matter.	0
The recommend that the Complaints Coordinator convene a conduct review committee to investigate the matter.	0

Final Investigation Statistics	
The number of Code of Conduct complaints investigated by a conduct reviewer or conduct review committee	0
The number of these complaints finalised by any of the following:	
That the Council revise any of its policies or procedures.	0
That the subject person undertake any training or other education relevant to the conduct giving rise to the breach.	0
That the subject person be counselled for their conduct.	0
That the subject person apologise to any person or organisation affected by the breach.	0
That findings of inappropriate conduct be made public.	0
In the case of a breach by the General Manager, that action be taken under the General Manager's contract for the breach.	0
In the case of a breach by a councillor, that the councillor be formally censured for the break under section 400G of the Act.	0
In the case of a breach by a councillor, that the matter be referred to the OLG for further action.	0

Complaints reviewed by the OLG	
Number of matters reviewed by the Office	1
Outcome: Decision sustained	0
Outcome: Decision overturned	1

## Fraud control

Council has zero appetite for any form of fraud or corruption, and has adopted a fraud control policy and implemented fraud prevention systems and strategies. An internal audit of Council's fraud control framework was undertaken during the year, and results will inform the update of these arrangements to be undertaken in 2017-18.

Fraud control awareness is included as part of induction for new employees and regularly communicated to staff.

Staff are also encouraged to utilise protections available under the Public Interest Disclosures Act 1994 if they are aware of fraud within the organisation.

Guidance in respect of fraud control is also provided by Council's insurers.

An instance of possible fraud was detected during 2015-16, and the matter subsequently dealt with by the responsible government agency which has advised that action will be taken against the company.

## Complaints handling

Complaints are defined in Council's Complaint Handling Policy as an *expression of dissatisfaction with Council's level or quality of service or policies or procedures*. Dissatisfaction may arise from the service or behaviour provided by Council staff, councillors, or contractors or from the impact of a particular policy or procedure.

A complaint **does not** include:

- A request for service
- A request for information or explanation of policies or procedures or decisions of Council
- Reports of damaged or faulty infrastructure (eg. pothole)
- Reports of hazards (eg. fallen trees etc.)
- Reports concerning neighbours or neighbouring property (eg. noise complaints etc.)
- A comment on Social Media.
- The lodging of an appeal in accordance with procedure or policy.

Any complaint is processed in accordance with the Complaints Handling policy. During the reporting period two formal complaints were processed in accordance with the policy.

## Audit Risk and Improvement Committee

Council established an Audit, Risk and Improvement Committee to provide independent assurance and assistance to the Queanbeyan-Palerang Regional Council. The role and responsibilities of the Committee, defined in its charter, are to assess the effectiveness of Council's frameworks, actions and controls in relation to risk improvement.

The Committee's membership comprised two members from each of the former Palerang and Queanbeyan City Councils' committees.

Membership and meeting attendance of the Committee during 2016-17, including the out of session consideration of the annual financial statements for the former Queanbeyan City Council, was as follows:

Member	Meetings attended
Mr Peter Bray (Administrator's representative)	4
Mr Andrew Cox (Chair)	3
Dr Ken Crofts	4
Mr Max Shanahan	4

Mr Bray's membership ceased on 30 June 2017.



## Equal Employment Opportunities (EEO) Management Plan

Council's Equal Employment Opportunity (EEO) Policy and Plan are being reviewed as part of Council's policy harmonisation program. Many of the former Queanbeyan City and Palerang Councils' policies and practices in relation to EEO have continued within Council's recruitment and selection, training and development, promotion and temporary transfer and terms and conditions of employment processes.

An important component of the review is to compare Council's EEO statistics with those of the new Local Government Area. The 2016 Census will assist with informing Council of the area's demographics and assist with workforce planning and strategies to ensure Council's workforce reflects the community we serve.

### EEO Statistical Information

Council employees are asked to self-identify on commencement of employment if they come from a culturally diverse background or if they are Aboriginal or have a disability.

At the end of the 2016/17 Financial Year, the percentage of staff members for Queanbeyan-Palerang Regional Council within each target group are shown on the right:

Group	2016-17
Women	36.5%
Culturally Diverse	14.1%
Aboriginal	2.5 %
Disability	1%

Age Group – Staff aged:	%
15 to 19 years	0.0%
20 to 24 years	6.8%
25 to 29 years	7.1%
30 to 34 years	6.8%
35 to 39 years	7.8%
40 to 44 years	10.3%
45 to 49 years	16.1%
50 to 54 years	18.9%
55 to 59 years	12.8%
60 to 64 years	11.3%
65 years or older	2.0%

The age demographic for all Council employees are outlined on the left and 26% of Council employees are aged 55 or over and will be eligible to retire in the next 10 years.

### Activities to Implement Equal Employment Opportunities (EEO) Management Plan

All activities within the former Council's EEO plans will be reviewed for the new Council's EEO Policy and plan.

Objective	Activities
<p><b>Communication and Awareness</b> <i>Continual communication of the responsibilities of Council's EEO principles and practices to all current and potential employees through proactive presentations and other communication mechanisms.</i></p>	<p>Strategies utilised during the reporting period to increase awareness of Council's EEO Policy included:</p> <ul style="list-style-type: none"> <li>• Links on the Web page and intranet for members of the community and staff to view former Councils' Policies.</li> <li>• All job advertisements for vacancies within Council encourage applications from groups identified in the EEO Policy and Plan.</li> <li>• Through Council's performance appraisal process and system, staff and managers are required to assess an individual's demonstration of EEO principles and practices through their team work and understanding of the work environment during the appraisal year.</li> </ul>
<p><b>Recruitment and Selection</b> <i>To ensure that all recruitment and selection in Council is undertaken in accordance with Council's policy and procedures, is inclusive and reflects Council's EEO and merit principles.</i></p>	<ul style="list-style-type: none"> <li>• Council's interim recruitment and selection processes (due to merger) have been mapped and ensure a fair and equitable process for all employees. For EEO specific strategies all panels were made up of staff members which were representative of the different EEO groups. In particular, an Aboriginal staff member was on every selection panel for vacant positions that attracted applications from Aboriginal or Torres Strait Islander candidates.</li> </ul>
<p><b>Training and Development</b> <i>To review training and development policies and procedures to ensure they conform with EEO principles, which incorporates opportunities for training and development for EEO target group members</i></p>	<ul style="list-style-type: none"> <li>• As with previous years, the focus for Learning and Development for the Financial Year focussed on Work Health and Safety compliance and job specific requirements.</li> <li>• Council's learning and development plan is being reviewed and further developed to take into account the new organisation and its workforce requirements for the future.</li> <li>• 5% of staff are accessing formal qualifications through Council's Studies Assistance and Traineeship programs.</li> </ul>

Objective	Activities
<p><b>Promotion advancement and higher duties.</b> <i>To ensure all instances of promotion, transfer and the allocation of higher duties were offered following fair and consistent processes. Eligible employees receive due consideration as applications are received and merit is established.</i></p>	<ul style="list-style-type: none"> <li>• As per Section 354H of the Local Government Act 1993, all vacancies are advertised internally to assess staff suitability before a vacant position is advertised externally.</li> <li>• This has provided an opportunity for staff to be promoted within the organisation as the transition structure is being implemented.</li> <li>• Access to higher duties and temporary transfer at level was undertaken in accordance with the merit principle.</li> </ul>
<p><b>Grievance Procedures</b> <i>To ensure any grievance that is raised is treated equitably and in accordance with Council's procedure.</i></p>	<ul style="list-style-type: none"> <li>• All formal staff complaints or grievances notified were dealt with in accordance with Council's processes.</li> </ul>
<p><b>Internal Partnerships</b> <i>Council is committed to working with target groups to assist in implementing and considering EEO principles in their decision making processes.</i></p>	<ul style="list-style-type: none"> <li>• Council's Workforce Management Strategy has been reviewed for the new organisation and an action plan is being developed. The action plan is intending to include consultation with, and programs to engage with, diverse groups within our community who are underrepresented in Council.</li> <li>• Council's Workplace Consultative Committee is consulted on those matters within their constitution and scope in accordance with the <i>Local Government (State) Award 2017</i>.</li> </ul>
<p><b>Terms and Conditions of Employment.</b> <i>To ensure all employees' conditions of service confirm with EEO principles.</i></p>	<ul style="list-style-type: none"> <li>• All employment conditions administered by Council during the 2014-15 financial year were compliant with Council's EEO principles and the <i>Local Government (State) Award 2017</i>.</li> </ul>

## General Manager's remuneration package

The General Manager's total remuneration package was valued at \$327,762.77. This amount is made up of salary, superannuation, vehicle allowance and two weeks annual leave.

## Senior staff remuneration package

Queanbeyan-Palerang Regional Council employed five senior staff members (excluding the General Manager) during 2016-17. The total remuneration package for senior staff was \$1,131,703.32 (including superannuation and payments that were not included in a salary portion of their package). Note: this figure does not include termination payments made to senior staff who left the organisation during the year. The [Transition Organisation Structure was adopted in January 2017](#). It is aligned to the strategic pillars adopted by Council to enable line of sight of the organisation activities (services, programs and assets) to the organisation structure and accounting frameworks. The interim structure comprised 10 executive and 19 managers, reducing to 5 executive and 17 managers in the Transition Structure.

## Council-funded overseas visits by councillors or others

As Council was under Administration, there were no councillors for Queanbeyan-Palerang Regional Council during 2016-17. The Administrator did not undertake any Council-funded overseas visits.

## Councillor attendance at Conferences

As Council was under Administration, there were no councillors for Queanbeyan-Palerang Regional Council during 2016-17.

## Training and skill development for councillors

As Council was under Administration, there were no councillors for Queanbeyan-Palerang Regional Council during 2016-17.



### Annual donations program and other contributions

Donation recipient	Amount (\$)
ACT Eden Monaro Cancer Support Group Inc	2,000.00
Australian Breast Feeding Association	750.00
Australian Macedonian Pensioner Group St Illja Inc	750.00
Anglican School Googong	400.00
Carwoola Bushfire Appeal	10,000.00
Festival of Ability	2,250.00
High Street Care	2,000.00
Immune Deficiencies Foundation Australia	1,363.64
Jerrabomberra Combined Probus Club Inc	100.00
Karabar Preschool	1,500.00
Life Resource Centre (Friends of Jimmy Choir)	136.00
Meal on Wheels	1,680.11
Ngambri Local Aboriginal Land Council	388.18
National Indigenous Training Employment	1,500.00
NSW State Emergency Services - Contribution	113,638.34
NSW Fire and Rescue - Contribution	424,348.83
NSW Rural Fire Services - Contribution	577,186.22
Oz Harvest Limited	750.00
Queanbeyan Business Excellence Awards Co	1,500.00
Queanbeyan And District Dog Training Club	824.50
Queanbeyan and District Preschool	2,420.00
Queanbeyan Lions Club	4,614.00
Queanbeyan Schools - Tournament of Mind /Speech Day	1,100.00
Queanbeyan Schools as Community Centres	898.82

<b>Donation recipient</b>	<b>Amount (\$)</b>
Queanbeyan Show Society	11,000.00
Queanbeyan Racing Club	8,000.00
Queanbeyan Sustainability Group Inc	1,513.50
South East Academy of Sport	22,349.60
Skopje Storm Appeal	1,000.00
Snowy Hydro Southcare	17,000.00
View Clubs of Queanbeyan-Bungendore	608.00
<b>Donations to various cultural activities</b>	
Queanbeyan Pipes & Drums - Queanbeyan Ceilidh	213.60
<b>Donations Equivalent to rent Levies</b>	
Queanbeyan Special Needs Group	3,377.93
Queanbeyan FM	1,230.46
<b>Sport Assistance Scheme</b>	
Queanbeyan Netball Association	708.18
2017 Kanga Cup - Monaro Panthers	7,000.00
YMCA of Queanbeyan	300.00
Stronger Communities \$1m - Communities Groups	1,106,250.79
Stronger Communities \$9m - Araluen s.355	15,000.00
<b>TOTAL Donations and Contribution in 2016-17</b>	<b>2,347,650.70</b>

### Rates and charges written off

Rates and charges written off	Amount
Rates relief	\$8,762
Rates and charges (pension concessions)	\$851,061.24
Special Rate Variation pension concessions (Council-funded) Queanbeyan only	\$71,657.31
Water meter size Reassessment Policy	\$29,411
Water undetectable leak write offs	\$12,351.87
Small balance/interest write offs	\$5,441.88

### Companion animals

The animal management expenditure in the 2015-16 financial year was \$297,147. Income from companion animal activities in 2015-16 was \$178,693.

Council undertook a number of community education programs during the year, via groups and some one-on-one meetings. Responsible dog ownership articles were placed in Council's community newsletter, QPRC News, regarding animal management. QPRC News is distributed to more than 28,000 households in the Queanbeyan-Palerang Local Government Area. Animal Management Rangers continue to offer ongoing education of customers at the Pound, regularly providing information on pet ownership to customers of the animal management facility.

Council is grateful for the work undertaken by rescue groups within the region, behavioural experts who assist with temperament assessments and volunteers who regularly walk the animals. Assistance provided by these three groups provide Council with information to provide the best opportunity for animals to be re-homed in a suitable environment.

### Works - Section 67

No contestable or private works were carried out by Council where the works were fully or partially subsidised by Council.

## Stormwater Levy

A stormwater levy has been applied to residential and business properties within the Queanbeyan urban area (including Googong). Properties classified as residential and business are charged \$20 per year for the Stormwater Levy, while residential (strata/flats) and business strata units are charged \$12.50.

During 2016-17, stormwater rehabilitation works were completed for the initially identified scope of works for the critical pipes. This rehabilitation work will improve existing stormwater services network. Further condition inspection and rehabilitation works need to continue to improve the stormwater network system improvement.

## Major contracts awarded

Contract number	Nature of contract	Name of contractor	Contract amount (ex GST)
01/2017	Wanna Wanna Road Construction – Gravel Supply Contract	Schmidt Quarries	\$244,090.00
04/2017	Stormwater rehabilitation program	Interflow	\$870,085.00
05/2017	Supply and Deliver DGB20 Nerriga Road	Schmidt Quarries	\$402,050.00
06/2017	Googong Township Monitoring Brief and Costing	SMEC Australia	\$343,453.00
07/2017	Queanbeyan-Palerang Regional Council and LGP Trade Services Panel Tender	Various	Schedule of rates
08/2017	Selective Clearing of Trees and Destruction of Termite Mounds	East Coast Vegetation Management	\$73,045.00
09/2017	Design consultancy for Back Creek Bridge	Pitt and Sherry PL	\$66,891.00
10/2017	Supply and Deliver DGB20 MR79 Goulburn Road Segment 520	Schmidt Quarries	Schedule of Rates
11/2017	MR51 Kings Highway segment 130 Supply imported stabilised DGB20	Holcim	Schedule of Rates
12/2017	Banking Services Tender	National Australia Bank	Schedule of Rates
14/2017	Integrated Transport Strategy	Aecom Australia	\$164,820.00
16/2017	Queanbeyan Park Playground Toilet Block	Exeloo Pty Ltd	\$149,900.00
17/2017	QISC Extension Work	Kane Construction	\$4,308,181.00
VP68975	Queanbeyan Integrated Water Cycle Management Strategy	Aecom Australia	\$214,760.00

## Swimming pools

Under section 18 of the *Swimming Pools Act 1992*, Council is required to report on its activities regarding swimming pool inspections.

During the period 1 July 2016-30 June 2017, the Queanbeyan-Palerang Regional Council undertook the following:

Inspections of Tourist and visitor accommodation	10
Inspections of dwellings with more than 2 dwellings	3
Inspections resulting in Compliance Certificates under 22D	45
Inspections resulting in Non-Compliance Certificates under 18B	0

## Environmental Planning Assessment (Planning Agreements)

During the period only one planning agreement was effected which was the Googong Urban Development Local Planning Agreement. This took the form of five parcels of land being dedicated to Council for open space/recreational purposes in accordance with the provisions of the Local Planning Agreement. The other local planning agreements were not activated during the period.

## Sponsorships

Name of organisation	Relationship	What the sponsor agreed to provide	What Council agreed to provide	Financial commitment to Council	Approximate value provided to Council
<b>National Tree Day 2017</b>					
National Capital Toyota	Sponsor	<ul style="list-style-type: none"> <li>• Plant Guards and Stakes</li> <li>• National Tree Day Shirts and gloves</li> <li>• Miscellaneous National Tree Day items</li> </ul>	<ul style="list-style-type: none"> <li>• National Capital Toyota sign on any National Tree Day advertising or promotional material</li> <li>• National Capital Toyota were allowed to wear their uniform and have a sign and branded car at event.</li> </ul>		Approx. \$700
<b>Music by the River</b>					
ICON Water	Principle sponsor of Music by the River	The Canberra Symphony Orchestra as entertainment for the event	Venue, sound and production.	Undisclosed	Increased awareness in the region. Economic and tourism outcomes.
<b>Q-One Queanbeyan Aquatic Centre</b>					
Peters Ice Cream	Supplier	Sponsorship of our Kiosk \$1,100	Council provided - Peter Ice Cream with the opportunity to be the sole ice cream supplier to the QBN pool, for a one-year period.	\$1,100	\$1,100
<b>Q-One Summer Activation Events</b>					
Coles Queanbeyan	Food Supplier – Summer Activation Event	To provide a free BBQ at the summer activation events: Braidwood, Captains Flat and Queanbeyan.	Council hosted a free community event based on the activation of the pools in the region.	\$0.00	\$900
IGA Bungendore	Food Supplier – Summer Activation Event	To provide a free BBQ at the summer activation events: Bungendore.	Council hosted a free community event based on the activation of the pools in the region.	\$0.00	\$462
<b>The Q</b>					
Queanbeyan City Travel	Venue Sponsor	Weekend Holiday Package Prize for a volunteer and prizes for patrons.	Exposure in our season brochure, acknowledgement at our launch and through social media.	\$0.00	\$2,350

6.22 Annual Report 2016-17  
Attachment 1 - Annual Report 2016-17 (Continued)

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The Royal Hotel	Venue Sponsor	Season Launch Food and Champagne.	Exposure in our season brochure and acknowledgement at our season launch.	\$0.00	\$2,500
Hot Potch	Venue Sponsor	Season Launch Food.	Exposure in our season brochure and acknowledgement at our season launch.	\$0.00	\$600

## Appendix 1 - Roadmap

No.	Roadmap for Phase 1.	% Complete
	<b>Due by End of September 2016 (Items 1 – 8)</b>	
1.	Identify process and timing for moving to new salary structure.	100
2.	Adopt an operational plan, budget and fees and charges for 2016-17.	100
3.	Issue rates notices.	100
4.	Document service levels and plan a review process.	100
5.	Adopt a code of conduct.	100
6.	Commence development of an organisational structure, including consultation with Consultative Committee.	100
7.	Deliver initial community engagement activities.	100
8.	Continue to deliver the Implementation Plan and monitor and report progress.	100
	<b>Due by End of December 2016 (Items 9 – 13)</b>	
9.	Adopt the logo and other key elements of the visual identity, prepared with community input.	100
10.	Incorporate the statement of local benefits into the Implementation Plan.	80
11.	Prepare the audited financial reports for the former councils.	100
12.	Continue to deliver the Implementation Plan and monitor and report progress.	100
13.	Prepare and adopt a statement of vision and priorities, with community input.	100
	<b>Due by End of March 2017 (Items 14 – 16)</b>	
14.	Prepare the draft operational plan 2017-18, including integrated budget, with community input	100
15.	Deliver a new website, which features the new visual identity	100
16.	Continue to deliver the Implementation Plan and monitor and report progress	100
	<b>Due by End of June 2017 (Items 17 – 19)</b>	
17.	Have new workers compensation arrangements in place.	100
18.	Adopt the operational plan 2017-18, including integrated budget.	100
19.	Undertake a thorough review of the Implementation Plan to focus on the second year of Council.	75



## Appendix 2 – Progress against KRAs

Key Result Area	Progress
<p><b>Service continuity</b></p>	<ul style="list-style-type: none"> <li>• Online payments</li> <li>• Pre-planned capital projects (eg Captains Flat Road, Wanna Road) delivered</li> <li>• Even though finance, banking payroll, DA and records systems of former councils were not integrated, little impact on clients</li> <li>• Achieved federated Telstra network across QBN, BGD and BWD March 2017</li> <li>• Resolved to acquire TechnologyOne integrated software platform based on former Palerang licence, under s55 exemption</li> <li>• Mapped current level services, programs and activities; adopted Service and Program Framework January 2017, to guide organisational structure, performance and accounting frameworks</li> <li>• Engaged fixed term staff resources to deal with DA surge and post-merger planning legacy matters; and staff turnover and change management load</li> </ul>
<p><b>Robust governance</b></p>	<ul style="list-style-type: none"> <li>• Local Representation Committee (4 x former councillors), Implementation Advisory Group and Audit Risk and Improvement Committee provided assistance to Administrator and independent oversight of merger</li> <li>• Independent audits of progress against DPC merger actions</li> <li>• Published Transition Plan and reports on progress</li> <li>• Completed 'stocktake' of former strategies and plans: ICT, finance, asset, property, services</li> <li>• Independent asset and financial sustainability review (PAA/GHD), shaped the adopted Responsible Scenario financial strategy</li> <li>• Audit of decision-making framework</li> <li>• Commenced review of policies; completed key council policies (Codes, donations etc)</li> <li>• Unqualified external audits of former council financial statements 2015/16</li> </ul>
<p><b>Easy to do business</b></p>	<ul style="list-style-type: none"> <li>• Introduced Business Connect programs to QBN, BGD and BWD</li> <li>• Piloted online tree and waste applications through SNSW</li> <li>• Positive feedback on resolution of issues and processing of DAs</li> <li>• Piloted 'easy to do business' start-ups with SNSW July</li> <li>• New single integrated website launched July 2017</li> </ul>

Key Result Area	Progress
<p><b>Engaged staff</b></p>	<ul style="list-style-type: none"> <li>• Community and staff engagement plan June 2016</li> <li>• Weekly staff communiques, monthly newsletters, quarterly get togethers/BBQ</li> <li>• Staff surveys through ICT and change management audits</li> <li>• Level 2-Level 4 staff involved in 'colloquium' (leadership training) personal and team development</li> <li>• Transition organisational structure adopted January 2017; L2 commenced May, L3 engaged June, L4 placed July</li> <li>• 10% staff turnover</li> <li>• 1 in 5 staff now worked longer with QPRC than former councils</li> <li>• Commenced staff training in Lean/Agile review and project delivery</li> </ul>
<p><b>Involved communities</b></p>	<ul style="list-style-type: none"> <li>• Regular positive feedback from community via social media and at events</li> <li>• Community and staff engagement plan June 2016</li> <li>• Bi-monthly community newsletters to letterboxes</li> <li>• Weekly e-newsletter to subscribers</li> <li>• LRC members participated on community/s.355 committees (63)</li> <li>• Quarterly community forums at QBN, BGD, BWD and Captains Flat</li> <li>• Multi-channel community engagement (services, vision, economic development, CBD masterplan) February-April 2017</li> <li>• Community engagement report June 2017</li> <li>• Community engagement strategy July 2017</li> <li>• Council meetings alternate between QBN and BGD</li> <li>• Council meetings live-streamed on web</li> </ul>
<p><b>Readily identify</b></p>	<ul style="list-style-type: none"> <li>• Visual Identity - Concept brand for the new organisation, adopting the theme <i>"one heart many parts"</i></li> <li>• Merged the demographic and economic ID Profiler on web</li> <li>• Expanded mix and scope of donations, grants and subsidies to community</li> </ul>
<p><b>A shared vision and direction</b></p>	<ul style="list-style-type: none"> <li>• Strategic directions statement March 2017</li> <li>• Community Strategic Plan drafted July 2017, awaiting elected councillor input</li> <li>• Resourcing Strategy adopted July 2017: comprising asset, workforce, ICT, risk and financial plans</li> <li>• Strategies adopted: Tourism, QCBD Transformation; Smart City; Digital Economy; Rural Lands Strategy; Captains Flat Flood Plan; Sporting Strategy; Disability Inclusion; Queanbeyan STP Masterplan</li> <li>• Commenced Integrated Transport Strategy</li> </ul>

Key Result Area	Progress
<p><b>Rates maintained within existing pathways</b></p>	<ul style="list-style-type: none"> <li>• Independent asset and financial sustainability review recommended average ~ 1% increase pa above CPI, to manage asset backlog, but reliant on productivity gains from merger</li> <li>• All merged councils had property revaluations undertaken by NSW Valuer-General. Residential properties rose average 1.48% in former QCC and 4.07% in former PC, while the combined increase across QPRC was 2.16%</li> <li>• Operational Plans 2017 and 2018 adopted, retaining same general rates structure, with total yield increased by rate peg only in accord with Government rate pricing path freeze</li> <li>• Independent water and sewer pricing review</li> <li>• Water, sewer and waste charges increased in accord with former councils' pricing path</li> <li>• New bulk water supply contract negotiated with Icon Water</li> </ul>
<p><b>Clear, measurable benefits</b></p>	<ul style="list-style-type: none"> <li>• Stronger Communities Fund applications independently assessed; \$10m community and asset projects funded</li> <li>• Stronger Councils Framework performance measures adopted January 2017</li> <li>• Merger savings of \$600k identified</li> </ul>
<p><b>A newly elected council</b></p>	<ul style="list-style-type: none"> <li>• Reports on preparations for election June; and onboarding elected councillors July 2017</li> </ul>

## Appendix 3 – Stronger Communities Fund Grants – Phase 1

Project	Purpose	Amount
Queanbeyan Landcare Inc.	Friends of Mt Jerrabomberra and Stringybark Ridge (FOMJASR) Bushcare Group	\$1,386
Wamboin "Drop In" Activity Group	Wamboin "Drop In" Activity Group	\$2,000
Karabar Preschool	Office area renovation	\$2,420
Wamboin Community Association Inc. (WCA)	Littlish Libraries for Wamboin, Bywong and Sutton – A Little Free Library community book swap project	\$3,500
Nerriga Progress and Sporting Association Inc.	Painting and refurbishing of exterior and parts of interior of Nerriga Hall	\$5,410
Royalla Country Fair Association Inc.	Power to the Royalla Country Fair	\$8,500
Braidwood Recreation Ground s.355 Committee	Furnishing the newly acquired Canteen and Club Room at Braidwood Recreation Grounds.	\$9,330
Queanbeyan District Cricket Club	Queanbeyan Cricket Pavilion Clock	\$10,000
Majors Creek Festival Inc.	Waste recovery and Landcare partnerships at a public event	\$11,637
Bungendore Preschool	Renovating existing bathroom to provide a clean and safe environment	\$13,518
Burra Community Association (BCA) in cooperation with the Burra, Cargill Park Management Committee (s.355 Committee) (BCPMC)	Enhancements to Burra Park and hall	\$13,680
Queanbeyan and District Preschool Association	Solar Gain	\$14,000
Queanbeyan District Cricket Club	Queanbeyan Cricket Pavilion Improvement Project	\$15,000
Valmar Support Services Ltd	Linking community service provision for sustainable flexibility	\$17,500
EveryMan Australia Inc.	Regional Partnerships in preventing domestic and family violence	\$20,000
Braidwood Men's Shed	Triple Garage	\$25,000
Bungendore War Memorial Hall	Replacement of windows and restoration of window surrounds, and repainting of the hall	\$25,000
Queanbeyan Little Athletics Centre (QLAC)	Moving QLAC into the 21st century	\$25,000
Queanbeyan District Girl Guides	Queanbeyan Girl Guides facility upgrade	\$25,000

Project	Purpose	Amount
Braidwood Urban Landcare Group (BULG)	Flood Creek Community Recreation Precinct	\$26,000
Les Reardon Reserve s.355 Committee in conjunction with Bywong Community Assoc Inc.	Safe facilities access for the Les Reardon Reserve	\$26,365
Wamboin Community Association Inc. (WCA)	Enhancing the capability of the Wamboin Community Hall Complex through the purchase and installation of Audio Visual (AV) equipment.	\$30,000
Queanbeyan Park Tennis Club Inc.	Disability Access Project	\$32,162
Royalla Common s.355 Committee	Completion of Royalla Community Hall	\$32,168
Campbell Street Children's Centre	Bathroom renovation and re-fencing of service outdoor playgrounds.	\$33,000
Braidwood and District Historical Society	Museum Archival Storage Project	\$41,000
Braidwood Regional Art Group (BRAG)	Enhancing community access and opportunity at the Braidwood Community Arts Centre.	\$46,150
Bungendore Showground Trust	Upgrading and rationalising the exhibition hall and undercover facilities	\$48,572
1st Bungendore Scout Group	Construction of a Scout and Community Hall in Bungendore	\$50,000
Googong Residents Association	Googong Dog Park	\$50,000
Monaro Panthers FC Inc.	Community Football Support	\$50,000
Home in Queanbeyan	Extending Home - Giving Hope	\$50,000
Queanbeyan Tigers Australian Football Club Inc.	Upgrade of oval lighting at Allinsure Park (Margaret Donoghoe Sporting Complex) Queanbeyan	\$50,000
Queanbeyan and District Historical Museum Society Inc.	Queanbeyan Museum Rural Display Redevelopment: Conservation, Interpretation and Protection Works	\$50,000
Braidwood National Theatre and Community Centre s.355 committee	Braidwood National Theatre and Community Centre (BNTCC) Building insulation and refurbishment.	\$50,000
Italian Community Festival Inc.	Casa d'Italia - Italian Community Hall	\$50,000
Queanbeyan Netball Association	Resurfacing Queanbeyan Netball Courts	\$50,000
Queanbeyan Children's Special Needs Group Inc.	Group Therapy Room, 1 Thorpe Avenue Queanbeyan	\$50,000
Queanbeyan Art Society	Extension to Queanbeyan Art Society 2016/2017	\$50,000

<b>Project</b>	<b>Purpose</b>	<b>Amount</b>
Gundillion Recreation Reserve Trust	Co-funding for Telecommunications Tower at Gundillion Krawarree	\$50,000
Lions Club of Queanbeyan Inc.	Queanbeyan Lions Centenary Legacy Project – Lions Inclusive Playground	\$50,000
Araluen Area s.355 Committee	New Public Toilet Block for the Araluen Recreation Ground	\$50,000
Braidwood Showground s.355 Committee	Projects for Braidwood Showground Reserve Committee, Braidwood Show Society, Braidwood Rodeo Association, Braidwood District Pony Club (2 projects), Braidwood Polocrosse Club, Braidwood Campdraft Club	\$100,000