



Ordinary Meeting of Council

AGENDA

25 October 2017

Commencing at 5.30pm

**Council Chambers
10 Majara Street, Bungendore**

****On-site Inspections****

List any inspections or indicate “Nil”

Queanbeyan-Palerang Regional Council advises that this meeting will be webcast to Council’s website. Images and voices of those attending will be captured and published.

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1 APOLOGIES

2 DISCLOSURES OF INTERESTS

3 CONFIRMATION OF MINUTES

- 3.1 Minutes of the Ordinary Meeting of Council held on 27 September 2017
- 3.2 Minutes of the Planning and Strategy Committee of the Whole held on 11 October 2017

4 PRESENTATIONS FROM THE GALLERY RELATING TO LISTED ITEMS ON THE AGENDA AND PETITIONS

5 MAYORAL MINUTES

- 5.1 Civic Reception - RFS Brigades and Carwoola Bushfire Appeal Panel.....3

6 NOTICES OF MOTIONS OF RESCISSION

- 6.1 Delegates - Sports Council.....5

7 NOTICES OF MOTIONS

- 7.1 Delegates - Sports Council.....7
- 7.2 Yass Road Speed Camera.....7
- 7.3 Police Citizens Youth Club (PCYC) for Queanbeyan.....9

8 DETERMINATION REPORTS

- 8.1 Public Exhibition of Draft Community Strategic Plan.....13
- 8.2 Contract 10009151 - Tender for the Design and Construction of a 0.5ML Reservoir at Captains Flat19
- 8.3 Tender Assessment CW6-2017 - Horizontal Grinder.....23
- 8.4 Licence Agreement - Googong Residents Association Community Garden at 44 Helen Circuit Googong.27
- 8.5 Dedication of Laneways in Deposited Plan 8456 West Queanbeyan.....35
- 8.6 Riverfest Event.....39
- 8.7 Exemption for Alcohol Free Zone - Queanbeyan Community Christmas Party ...41
- 8.8 Digital Economy and Smart Community Strategy43
- 8.9 Draft Related Party Disclosures Policy47
- 8.10 QPRC Procurement Policy49
- 8.11 QPRC Media Policy and Social Media Policy53

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

BUSINESS PAPER AGENDA – 25 October 2017 Page ii

8.12	QPRC Health Safety Environmental and Quality (HSEQ) Policy	55
8.13	Request for Sponsorship - National Indigenous Touch Football Knockout.....	57
8.14	Bungendore Quilters Inc. Cultural Arts Assistance Scheme Application	61
8.15	Investment Report - September 2017.....	63
8.16	Register of Declarations of Pecuniary Interests and Other Matters.....	67
8.17	Councillors' Questions.....	69

9 INFORMATION REPORTS

9.1	TechnologyOne Contract.....	71
9.2	Royalla Common s.355 Committee minutes.....	73
9.3	Wamboin Hall Management s.355 Committee minutes	75
9.4	Braidwood Recreation Ground s.355 Committee Minutes	77
9.5	Bungendore War Memorial s.355 Committee Minutes.....	79

10 COMMITTEE REPORTS

10.1	The Q Board Meeting - July 2017.....	81
10.2	The Q Board Meeting - September 2017.....	83

11 DELEGATES' REPORTS

Nil

12 RESPONSES TO COUNCILLORS' QUESTIONS

Nil

13 COUNCILLORS' QUESTIONS FOR NEXT MEETING

Nil

14 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION ..85

Confidential - Not for Publication

15 REPORTS FOR CLOSED SESSION

- 15.1 Writing Off Water Usage Accounts Due to Undetected Leaks
"Item 15.1 is confidential in accordance with s10(A) (b) of the Local Government Act 1993 because it contains discussion in relation to the personal hardship of a resident or ratepayer and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.
- 15.2 Quarterly Legal Update - October 2017
"Item 15.2 is confidential in accordance with s10(A) (g) of the Local Government Act 1993 because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.
- 15.3 Contract Renewal - General Manager, Queanbeyan-Palerang Regional Council
"Item 15.3 is confidential in accordance with s10(A) (a) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

LIST OF ATTACHMENTS –

(Copies available from General Manager's Office on request)

Open Attachments

- Item 8.1 Public Exhibition of Draft Community Strategic Plan
Attachment 1 Draft Community Strategic Plan - To be circulated separately from the Business Paper. (Under Separate Cover)
- Item 8.4 Licence Agreement - Googong Residents Association Community Garden at 44 Helen Circuit Googong.
Attachment 1 Report to Planning & Strategy Committee Meeting - 12 July 2017 regarding Googong Community Garden. (Under Separate Cover)
- Item 8.8 Digital Economy and Smart Community Strategy
Attachment 1 Digital Economy and Smart Community Strategy - Final (Under Separate Cover)
Attachment 2 Council Report 25 Oct 2017 - Summary of Engagement Report (Under Separate Cover)
- Item 8.9 Draft Related Party Disclosures Policy
Attachment 1 Related Part Disclosure Policy (Under Separate Cover)
- Item 8.10 QPRC Procurement Policy
Attachment 1 QPRC Procurement Policy (Under Separate Cover)
- Item 8.11 QPRC Media Policy and Social Media Policy
Attachment 1 Draft QPRC Media Policy 2017 (Under Separate Cover)
Attachment 2 Draft QPRC Social Media Policy (Under Separate Cover)
- Item 8.12 QPRC Health Safety Environmental and Quality (HSEQ) Policy
Attachment 1 Attachment to report C17160233 (Title: Health Safety Environmental Quality (HSEQ) Policy) (Under Separate Cover)
- Item 8.15 Investment Report - September 2017
Attachment 1 Investment Report - September 2017 - Attachment 1 - 25 October 2017 (Under Separate Cover)
- Item 8.17 Councillors' Questions
Attachment 1 Councillors Questions and Responses (Under Separate Cover)
- Item 9.2 Royalla Common s.355 Committee minutes
Attachment 1 Royalla Common s.355 Committee minutes 19 June 2017 (Under Separate Cover)
Attachment 2 Royalla Common s.355 Committee minutes 19 July 2017 (Under Separate Cover)
Attachment 3 Royalla Common s.355 Committee minutes 16 August 2017 (Under Separate Cover)
Attachment 4 Royalla Common s.355 Committee minutes AGM 20 September 2017 (Under Separate Cover)

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

BUSINESS PAPER AGENDA – 25 October 2017 Page iv

- Item 9.3 Wamboin Hall Management s.355 Committee minutes
Attachment 1 Wamboin Hall Management s.355 Committee Minutes 26 September 2017 (Under Separate Cover)
Attachment 2 Wamboin Hall Management s.355 Committee 2017 Financial Report (Under Separate Cover)
Attachment 3 Wamboin Hall Management s.355 Committee minutes AGM 26 September 2017 (Under Separate Cover)
- Item 9.4 Braidwood Recreation Ground s.355 Committee Minutes
Attachment 1 Braidwood Recreation Ground s.355 Committee minutes 2 August 2017 (Under Separate Cover)
- Item 9.5 Bungendore War Memorial s.355 Committee Minutes
Attachment 1 Bungendore War Memorial s.355 Committee meeting minutes 6 July 2017 (Under Separate Cover)

Closed Attachments

- Item 8.2 Contract 10009151 - Tender for the Design and Construction of a 0.5ML Reservoir at Captains Flat
Attachment 1 Contract 10009151 - Tender recommendation report (Under Separate Cover)
- Item 8.3 Tender Assessment CW6-2017 - Horizontal Grinder
Attachment 1 Final Tender Recommendation - CW6-2016/17 (Under Separate Cover)
- Item 9.1 TechnologyOne Contract
Attachment 1 TechnologyOne Signed Letter of Intention 30 March 2017 (Under Separate Cover)
Attachment 2 QPRC Major Corporate Application Implementation Breakdown (Under Separate Cover)
- Item 10.1 The Q Board Meeting - July 2017
Attachment 1 The Q - Board Meeting - Council Official Agenda - July 2017 (Under Separate Cover)
- Item 10.2 The Q Board Meeting - September 2017
Attachment 1 The Q - Board Meeting - Council Official Agenda - September 2017 (Under Separate Cover)
- Item 15.3 Contract Renewal - General Manager, Queanbeyan-Palerang Regional Council
Attachment 1 Letter - Renewal/Extension of Contract (Under Separate Cover)
Attachment 2 Performance Review (Under Separate Cover)



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 10 Majara Street, Bungendore on Wednesday, 27 September 2017 commencing at 5.30pm.

ATTENDANCE

Councillors: Cr Overall (Chair), Crs Biscotti, Bray AM, Brown, Harrison, Hicks, Marshall, Noveska, Schweikert, Taylor and Winchester.

Staff: P Tegart, Interim General Manager; M Thompson, Portfolio General Manager Natural and Built Character; P Hansen, Portfolio General Manager Community Connections; J Richards, Portfolio General Manager Community Choice; P Spyve Acting Portfolio General Manager Organisation Capability; and S Taylor, Service Manager Finance.

Also Present: W Blakey (Clerk of the Meeting) and L Ison (Minute Secretary).

ACKNOWLEDGEMENT OF COUNTRY

The Mayor opened the meeting with the following statement:

“I would like to acknowledge and pay respect to the traditional custodians of the lands on which we hold Meetings of Council and Meetings of Committees – the Ngambri/Ngunnawal Peoples, the Ngarigu People and the People of the Dhurga language group. It is upon their ancestral lands that meetings of Queanbeyan-Palerang Regional Council are held. I pay my respect to elders past and present and to all aboriginal people.”

1. APOLOGIES

Nil

2. DISCLOSURES OF INTERESTS

248/17

RESOLVED (Marshall/Schweikert)

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

The resolution was carried unanimously.

Cr Overall disclosed a conflict of interest for Item 8.9 - Lease Variation – Headspace, being an indirect interest because of a close association under section 78 of the *Local Government Act 1989*, stating: “I have a non-pecuniary interest, less than significant in that my wife is the independent chair of the Headspace Advisory Board and I propose to leave the Chamber and hand over to the Deputy Mayor to deal with that matter.”

3. CONFIRMATION OF MINUTES**3.1 Minutes of the Ordinary Meeting of Council held on 23 August 2017**

249/17

RESOLVED (Overall/Taylor)

That the Minutes of the Ordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 23 August 2017 be confirmed.

For: Crs Biscotti, Bray, Brown, Harrison, Hicks, Noveska, Overall, Schweikert, Taylor and Winchester
Against: Cr Marshall

3.2 Minutes of the Extraordinary Meeting of Council held on 20 September 2017

250/17

RESOLVED (Harrison/Marshall)

That the Minutes of the Extraordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 20 September 2017 be confirmed.

The resolution was carried unanimously.

4. PRESENTATIONS FROM THE GALLERY RELATING TO LISTED ITEMS ON THE AGENDA AND PETITIONS

251/17

RESOLVED (Bray/Winchester)

That all presenters be heard with no extension of time.

The resolution was carried unanimously.

Craig Rose - Item 7.3 - Reconstruction of Burra "S" Bends, Burra Road

Katrina Willis - Item 7.9 - Heavy Vehicle Traffic on Monaro Street, Queanbeyan

Annie Clarke - Item 7.2 - Pedestrian Access and Safety - Monkittee Bridge, Wallace Street, Kings Highway, Braidwood

Cheryl Raper - Item 7.2 - Pedestrian Access and Safety - Monkittee Bridge, Wallace Street, Kings Highway, Braidwood

Steve Azzopardi - Item 7.3 - Reconstruction of Burra "S" Bends, Burra Road

Greg Nye - Item 8.11 - Investment Report - August 2017 and Item 10.1 - Local Traffic Committee Meeting - 16 August 2017

Wendy Bell - Item 7.3 - Reconstruction of Burra "S" Bends, Burra Road

Ros Bush - Item 7.3 - Reconstruction of Burra "S" Bends, Burra Road

Ric Butt - Item 8.1 - Development Application 248-2017 - 14 Kavanagh Close - Erection of a Three Storey Dwelling House

Keith France - Item 8.5 - Queanbeyan Head Office, Tenancy and Smart Hub, and Item 9.1 - QPRC Head Office and Smart Hub Community Consultation Feedback

5. MAYORAL MINUTES**5.1 Mayoral Reception - Lions Club of Queanbeyan**

252/17

RESOLVED (Overall)

That Council agree to host a Mayoral Reception for the Lions Club Southern NSW (N2201) District Convention on Friday 20 October 2017.

The resolution was carried unanimously.

6. NOTICES OF MOTIONS OF RESCISSION

Nil

7. NOTICES OF MOTIONS**7.1 Reschs Creek Causeway, Rossi****MOTION - Overall/Biscotti**

That Council:

1. Receive a report on options for upgrading the flood prone Reschs Creek Causeway, Rossi.
2. Consider including capital funding in the Delivery Program.

AMENDMENT - Harrison/Brown

That Council:

1. Review the outcome of Resolution No 74/2016 of the former Palerang Council to develop options for all-weather access to the Rossi region and beyond.
2. Consider including capital funding in the Delivery Program.

The amendment (of Crs Harrison and Brown) was PUT and LOST.

For: Crs Brown, Harrison, Marshall, Noveska and Winchester
Against: Crs Biscotti, Bray, Hicks, Overall, Schweikert and Taylor

Cr Brown foreshadowed a motion: [To formalise the process in regards to Council working towards the community strategic plan and delivery program, that the Councillors provide a list of works for that purpose.] Cr Brown advised this motion will be moved after Item 7.6.

During discussion Cr Schweikert raised a point of order stating Cr Marshall had already spoken. The Mayor advised that Cr Marshall had spoken to the amendment. Cr Schweikert withdrew his point of order.

The motion (of Crs Overall and Biscotti) was PUT and CARRIED.

253/17

RESOLVED (Overall/Biscotti)

That Council:

1. Receive a report on options for upgrading the flood prone Reschs Creek Causeway, Rossi.
2. Consider including capital funding in the Delivery Program.

The resolution was carried unanimously.

7.2 Pedestrian Access and Safety - Monkittee Bridge, Wallace Street, Kings Highway, Braidwood

254/17

RESOLVED (Bray/Taylor)

That Council:

1. Receive a report addressing options for improved pedestrian access from both ends and pedestrian crossing safety in relation to Monkittee Bridge, Wallace Street, Braidwood.
2. Consider including funding in the Delivery Program.

The resolution was carried unanimously.

7.3 Reconstruction of Burra "S" Bends, Burra Road

255/17

RESOLVED (Overall/Biscotti)

That Council:

1. Receive a report on bringing forward the reconstruction and realignment of that section of the Burra Road known as the "S" bends in the capital works program.
2. Consider funding for reconstruction and land acquisition in the draft Delivery Program.
3. Note in that report the resolution CW119-120/2015 of the former Palerang Council, regarding the status of the project to realign that section of the Burra Road known as the "S" bends;

The resolution was carried unanimously.

7.4 Summerhill Road, Bywong

256/17

RESOLVED (Overall/Bray)

That Council:

1. Receive a costing report on the sealing of the remaining section of Summerhill Road, Bywong.
2. Consider including funding in the draft Delivery Program.

The resolution was carried unanimously.

7.5 Regional Multiplex Cinema - Call for Expressions of Interest

257/17

RESOLVED (Bray/Taylor)

That Council:

1. Call for Expressions of Interest from cinema operators and developers for the development of a cinema complex on either the Council owned Morisset Street Car Park, the "Old Nursery Site", Morisset Street, or any other Council owned site, should a development application for a cinema complex not eventuate by end of March 2018.
2. Include in the Expression of Interest, terms of reference that interested parties be required to also -
 - a. address optimum development options and delivery strategy to achieve establishment ideally prior to December 2020, and
 - b. address financial feasibility, and financial model options in the event a form of participation by the Council is proposed.

The resolution was carried unanimously.

7.6 Bus Shelters Googong

258/17

RESOLVED (Taylor/Biscotti)

That Council:

1. Investigate the need for the installation of bus shelters at bus stops in Googong, with particular attention to the school bus route along Beltana Road and outside the Anglican School on Gorman Drive.
2. Discuss with the Googong Developers the opportunity for them to provide or contribute to the provision of bus shelters.
3. If deemed necessary, these bus shelters be given priority on Council's bus shelter program.
4. Receive a report on the matter, including the relative priority of other bus shelters and park'n'ride facilities in the bus shelter program.

The resolution was carried unanimously.

The foreshadowed motion (of Cr Brown) was brought forward at this juncture, seconded by Cr Noveska.

259/17

RESOLVED (Brown/Noveska)

That:

1. It be noted Council will soon publish its draft Community Strategic Plan for community feedback, with Councillors' input through workshops, following which the draft Delivery Program will be prepared in early 2018.
2. Councillors provide a list of works they identified during community forums and election campaigns, to the General Manager.
3. Staff arrange workshops with councillors, to prepare a schedule of potential works drawn from the councillors list and the asset management plans, to consider with the Delivery Program.

The resolution was carried unanimously.

7.7 Downloading Council Webcasts

260/17

RESOLVED (Marshall/Harrison)

That a download function be added to the Council meeting webcasts for future council meetings and committees, and if technically feasible also for past Council meetings.

The resolution was carried unanimously.

7.8 Council to Make Councillors' Declarations of Interests Available Online

This item was withdrawn by the mover.

7.9 Heavy Vehicle Traffic on Monaro Street, Queanbeyan

261/17

RESOLVED (Marshall/Schweikert)

That Council prepare a document summarising the Googong and Tralee Traffic Study for Councillors and the public, including the predicted effects on heavy vehicle traffic in the region.

The resolution was carried unanimously.

8. DETERMINATION REPORTS**8.1 Development Application 248-2017 - 14 Kavanagh Close -
Erection of a Three Storey Dwelling House**

262/17

RESOLVED (Marshall/Hicks)

That:

1. Pursuant to clause 4.6 of the Queanbeyan Local Environmental Plan 2012 (LEP), approval be granted to a variation to Clause 4.3 of the LEP to allow part of the dwelling to encroach the 8.5 metre height limit for the following reasons:
 - a. The proposed variation is for a small portion of the roof equating to a 6.5 metre width;
 - b. The design conforms to the amenity of the streetscape and Jerrabomberra area without comprising neighbour's privacy and overshadowing impacts;
 - c. The increased height will achieve energy efficiency for solar access to the living area located on the second storey; and
 - d. The proposal meets the objectives of Clause 4.3 of the QLEP2012 – Height of Buildings.
2. Development application 248-2017 for the erection of a three storey dwelling house on Lot 17 DP 1063759, 14 Kavanagh Street, Jerrabomberra be granted conditional approval.

In accordance with the *Local Government and Planning Legislation Amendment (Political Donations) Bill 2008*, the following votes on the resolution were recorded:

The resolution was carried unanimously.

8.2 Adoption of Resourcing Strategy**MOVED – Brown/Winchester**

That the:

1. Consideration of the Resourcing Strategy be deferred to a Councillor workshop.
2. Resourcing Strategy be considered as a source document for the review by Councillors.

Cr Schweikert foreshadowed a CONTRARY motion: [That Council:

1. Note the submission received on its draft Resourcing Strategy.
2. Adopt the Resourcing Strategy to help inform the development of a new Delivery Program for the Council.]

The motion (of Crs Brown and Winchester) was PUT and CARRIED.

263/17

RESOLVED (Brown/Winchester)

That the:

1. Consideration of the Resourcing Strategy be deferred to a Councillor workshop.
2. Resourcing Strategy be considered as a source document for the review by Councillors.

For: Crs Biscotti, Brown, Harrison, Hicks, Marshall, Noveska and Winchester

Against: Crs Bray, Overall, Schweikert and Taylor

8.3 Tender - Replacement of Back Creek Bridge on Cooma Road Braidwood

264/17

RESOLVED (Hicks/Schweikert)

That Council:

1. Award the contract for the construction of the Replacement of Back Creek Bridge, Cooma Road Braidwood – RFT 15/2107 to Tenderer 1 (Bridge and Civil PL) for the sum of \$1,402,500 incl GST.
2. Approve the total project budget of \$1,750,000 (Ex GST), including the Federal Government Bridges Renewal Program Grant of \$875,000 (Ex GST).

The resolution was carried unanimously.

8.4 Contracts No. 05/2017 and No. 13/2017 - Gravel Supply Tenders

265/17

RESOLVED (Brown/Taylor)

That Council note the action of the Administrator in using his executive powers to award the two tenders to Schmidt Quarries Pty Ltd for Contracts 05/2017 and 13/2017 for the Supply and Import of DGB20 and Select Material.

The resolution was carried unanimously.

8.5 Queanbeyan Head Office, Tenancy and Smart Hub

During discussion Cr Marshall raised a point of order stating there is no motion to be debated. Before the Mayor ruled on the point of order, Cr Brown advised he was preparing to ask a question.

MOVED – Hicks/Schweikert

That Council:

1. Note the report on the Queanbeyan head office and smart hub.
2. Authorise the Interim General Manager to execute the lease agreement with the major tenant named in attachment 8.
3. Authorise the Interim General Manager to progress the acquisition of property at 46-48 Lowe Street Queanbeyan under Just Terms Compensation, should a negotiated sale not be achieved, for further report to Council.
4. Commence road closures from Lowe Street and realign the road from Rutledge Street to the service lane behind the Monaro Street properties through relevant road openings, in accord with the attached plan, to provide access and egress from Rutledge Street and Crawford Street, and new location onto Lowe Street.
5. Authorise the Interim General Manager to negotiate the sale of properties marked as Block D on the subdivision plan in attachment 5, being Stage 1 of the DQPL proposal (sites E and Z), based on attached valuations, for further report to Council.
6. Exhibit the expanded scope of works of the project, including basement carparking and public domain, as an amendment to the Operational Plan.
7. Meet the monthly rental costs for the relocation of the Senior Citizens to alternate premises in Morisset Street from the donations vote.
8. Receive a report on engagement with business and methods proposed to ameliorate potential impact on nearby business during construction.

Cr Marshall foreshadowed a CONTRARY motion: [That Council defer a decision on items 8.5 to 8.8 to an Extraordinary meeting in Queanbeyan to be held within two weeks.]

The motion (of Crs Hicks and Schweikert) was PUT and CARRIED.

266/17

RESOLVED (Hicks/Schweikert)

That Council:

1. Note the report on the Queanbeyan head office and smart hub.
2. Authorise the Interim General Manager to execute the lease agreement with the major tenant named in attachment 8.
3. Authorise the Interim General Manager to progress the acquisition of property at 46-48 Lowe Street Queanbeyan under Just Terms Compensation, should a negotiated sale not be achieved, for further report to Council.
4. Commence road closures from Lowe Street and realign the road from Rutledge Street to the service lane behind the Monaro Street properties through relevant road openings, in accord with the attached plan, to provide access and egress from Rutledge Street and Crawford Street, and new location onto Lowe Street.
5. Authorise the Interim General Manager to negotiate the sale of properties marked as Block D on the subdivision plan in attachment 5, being Stage 1 of the DQPL proposal (sites E and Z), based on attached valuations, for further report to Council.
6. Exhibit the expanded scope of works of the project, including basement carparking and public domain, as an amendment to the Operational Plan.
7. Meet the monthly rental costs for the relocation of the Senior Citizens to alternate premises in Morisset Street from the donations vote.
8. Receive a report on engagement with business and methods proposed to ameliorate potential impact on nearby business during construction.

For: Crs Biscotti, Bray, Brown, Hicks, Noveska, Overall, Schweikert and Taylor

Against: Crs Harrison (did not vote), Marshall (did not vote) and Winchester (did not vote)

Procedural Motion

267/17

RESOLVED (Schweikert/Taylor)

That Items 8.6 to 8.8 and 9.1 be moved together.

The resolution was carried unanimously.

8.6 Demolition of 257 Crawford Street award of tender

268/17

RESOLVED (Schweikert/Taylor)

That Council award Contract No. 01/2018 to Caylamax Demolitions Pty Ltd for the sum of \$489,300 (ex-GST) for the demolition of 257, 257a and 259 Crawford Street Queanbeyan and adjacent buildings.

For: Crs Biscotti, Bray, Brown, Harrison, Hicks, Noveska, Overall, Schweikert, Taylor and Winchester

Against: Cr Marshall (did not vote)

- 269/17
- 8.7 Tendering Method - Queanbeyan Head Office and Smart Hub**
RESOLVED (Schweikert/Taylor)
- That Council:
1. Use a Selective Tendering method for the Design and Construction of the proposed Queanbeyan Headquarters and Smart Hub.
 2. Call for those tenders upon execution of the agreement for lease with the major tenant.

For: Crs Biscotti, Bray, Brown, Harrison, Hicks, Noveska,
Overall, Schweikert, Taylor and Winchester
Against: Cr Marshall (did not vote)

- 270/17
- 8.8 QPRC Head Office and Smart Hub - Principal Authorised Person Engagement**
RESOLVED (Schweikert/Taylor)

That Council:

1. Award Contract No. 03/2018 to Tenderer A, APP Corporation Pty Ltd, for the sum of \$544,943 (ex-GST) to act as Council's Principal Authorised Person to administer the GC21 Design and Construct Contract for the QPRC Head Office and Smart Hub.
2. A budget of \$600,000 (ex-GST) be allocated for this work.

For: Crs Biscotti, Bray, Brown, Harrison, Hicks, Noveska,
Overall, Schweikert, Taylor and Winchester
Against: Cr Marshall (did not vote)

8.9 Lease Variation - Headspace Unit 2 98 - 104 Monaro St, Queanbeyan

Cr Overall declared an interest in this item, vacated the chair, and left the meeting at 8.02pm.

The Deputy Mayor, Cr Hicks, assumed the Chair.

- 271/17
- RESOLVED (Harrison/Hicks)**

That:

1. The report be received and noted.
2. The Council agree to the variation of the existing lease with Headspace Services Limited for Unit 2, 98 – 102 Monaro St, Queanbeyan to provide for the lease renewal for a two year period from 17 December 2017 with the provision a further two year extension option.
3. The Council agree to the assignment of the varied lease to a nominated new lead agency effective from 1 July 2018.

The resolution was carried unanimously.

Cr Overall returned to the meeting at 8.03pm and assumed the Chair.

8.10 Rates Relief Sporting & Community Organisations under section 356 of the Local Government Act 1993.**MOVED - Marshall/Winchester**

That Council:

1. Approve donations to the organisations who have applied for a rate relief for 2017/2018 Rates and Charges, in accord with Policy:
 - a) 50% rate relief to Home in Queanbeyan for \$5,914.00.
2. Consider donations to the organisations who have applied for a rate relief for 2017/2018 Rates and Charges:
 - b) 50% rate relief to Kano Jujutsu Institute Limited for \$2,789.52.

AMENDMENT - Schweikert/Biscotti

That Council:

1. Approve donation to the organisation who have applied for a rate relief for 2017/2018 Rates and Charges, in accord with Policy, being 50% rate relief to Home in Queanbeyan for \$5,914.00.
2. Seek further information from Kano Jujutsu Institute Limited on their charitable status and financial arrangements.

For: Crs Biscotti, Bray, Brown, Hicks, Noveska, Overall, Schweikert, Taylor and Winchester

Against: Crs Marshall and Harrison (did not vote)

The amendment (of Crs Schweikert and Biscotti) became the motion, was PUT and CARRIED.

272/17

RESOLVED (Schweikert/Biscotti)

That Council:

1. Approve donation to the organisation who have applied for a rate relief for 2017/2018 Rates and Charges, in accord with Policy being 50% rate relief to Home in Queanbeyan for \$5,914.00.
2. Seek further information from Kano Jujutsu Institute Limited on their charitable status and financial arrangements.

The resolution was carried unanimously.

8.11 Investment Report - August 2017

273/17

RESOLVED (Brown/Bray)

That Council:

1. Note the investment income for August 2017 is \$372,285 bringing the total interest earned on Cash and Cash Equivalent Investments for the 2017/18 Financial Year to \$758,365 which is \$58,365 above the year to date budget.
2. Note the investment portfolio have been made in accordance with the Local Government Act 1993, the Local Government General Regulations.
3. Note the investment portfolio became non-compliant with the QPRC Investment Policy since the May 2017 downgrading of Bank of Queensland.
4. Restrict any further investment of BBB+ and below rated deposits until the BBB+ and below category meets the required Investment Policy guidelines.
5. Adopt the Investment Report for the month of August 2017.

The resolution was carried unanimously.

Item S.1 (Supplementary Report) was brought forward at the juncture.

S.1 Council Meeting Schedule - deferred from 20 September 2017 meeting**MOVED - Marshall/Brown**

That:

1. Council defer consideration of this item to the Planning and Strategy meeting.
2. The Planning and Strategy meeting be held in Queanbeyan on 11 October, commencing at 5.30pm in the Queanbeyan Council Chambers.
3. Council delegate authority to the Planning and Strategy meeting to make the determination on the meeting schedule.

Cr Schweikert foreshadowed a CONTRARY motion: [That Council determine the following meeting schedule:

1. Planning and Strategy Committee meetings be held on the second Wednesday of each month except January, in the Council Chambers, Queanbeyan, commencing at 5.30pm and concluding by 9.30pm.
2. Ordinary Council meetings be held on the fourth Wednesday of each month except December, in the Council Chambers, Bungendore, commencing at 5.30pm and concluding by 9.30pm.
3. Council workshops of no more than two hours' duration be held on the first and third Wednesdays of each month except January at Queanbeyan, or other locations to be determined prior to each workshop, as required.
4. At all meetings, an adjournment of 30 minutes be scheduled after two hours for a meal break.]

The motion (of Crs Marshall and Brown) was PUT and LOST.

For: Crs Brown, Harrison, Marshall, Noveska and Winchester
Against: Crs Biscotti, Bray, Hicks, Overall, Schweikert and Taylor

The foreshadowed CONTRARY motion (of Cr Schweikert) was brought forward and seconded by Cr Taylor.

MOTION - Schweikert/Biscotti

That Council determine the following meeting schedule:

1. Planning and Strategy Committee meetings be held on the second Wednesday of each month, except January, in the Council Chambers, Queanbeyan, commencing at 5.30pm and concluding by 9.30pm.
2. Ordinary Council meetings be held on the fourth Wednesday of each month except December, in the Council Chambers, Bungendore, commencing at 5.30pm and concluding by 9.30pm.
3. Council workshops of no more than two hours' duration be held on the first and third Wednesdays of each month except January at Queanbeyan, or other locations to be determined prior to each workshop, as required.
4. At all meetings, an adjournment of 30 minutes be scheduled after two hours for a meal break.

ADJOURNMENT: The meeting adjourned at 8.23pm and resumed at 8.26pm.

During discussion, the Mayor ruled Cr Marshall's amendment to be a contrary motion, and that the motion of Crs Schweikert and Biscotti was the motion on the table.

Cr Marshall foreshadowed a CONTRARY motion: [That Council determine the following meeting schedule:

1. Ordinary Council meetings be held on the second and fourth Wednesday of each month, excluding the fourth Wednesday of December and the second Wednesday in January alternating between the Council Chambers in Queanbeyan and Bungendore, commencing at 5.30pm and concluding by 9.30pm.
2. Council workshops of no more than two hours' duration be held on the first and third Wednesdays of each month except January at Queanbeyan, or other locations to be determined prior to each workshop, as required.
3. At all meetings, an adjournment of 30 minutes be scheduled after two hours for a meal break.]

274/17

RESOLVED (Schweikert/Biscotti)

That Council determine the following meeting schedule:

1. Planning and Strategy Committee meetings be held on the second Wednesday of each month except January, in the Council Chambers, Queanbeyan, commencing at 5.30pm and concluding by 9.30pm.
2. Ordinary Council meetings be held on the fourth Wednesday of each month except December, in the Council Chambers, Bungendore, commencing at 5.30pm and concluding by 9.30pm.
3. Council workshops of no more than two hours' duration be held on the first and third Wednesdays of each month except January at Queanbeyan, or other locations to be determined prior to each workshop, as required.
4. At all meetings, an adjournment of 30 minutes be scheduled after two hours for a meal break.

For: Crs Biscotti, Bray, Harrison, Hicks, Overall, Schweikert and Taylor

Against: Crs Brown, Marshall, Noveska and Winchester

9. INFORMATION REPORTS**9.1 QPRC Head Office and Smart Hub Community Consultation Feedback**

275/17

RESOLVED (Schweikert/Taylor)

That the report be received for information.

For: Crs Biscotti, Bray, Brown, Harrison, Hicks, Noveska, Overall, Schweikert, Taylor and Winchester

Against: Cr Marshall (did not vote)

9.2 Regional Growth Grants

276/17

RESOLVED (Schweikert/Taylor)

That the report be received for information.

The resolution was carried unanimously.

9.3 Merger Budget

277/17

RESOLVED (Schweikert/Taylor)

That the report be received for information.

The resolution was carried unanimously.

278/17

10. COMMITTEE REPORTS**10.1 Local Traffic Committee Meeting - 16 August 2017****RESOLVED (Schweikert/Taylor)**

That Council:

1. The report be received.
2. Adopt the recommendations contained therein.

The resolution was carried unanimously.

11. DELEGATES' REPORTS

This item was not dealt with.

12. RESPONSES TO COUNCILLORS' QUESTIONS

This item was not dealt with.

13. COUNCILLORS' QUESTIONS FOR NEXT MEETING

This item was not dealt with.

14. SUPPLEMENTARY REPORTS**S.1 Council Meeting Schedule - deferred from 20 September 2017 meeting**

This item was dealt with in earlier business.

15. NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

At this stage of the proceedings Cr Overall advised that there were items on the Agenda that should be dealt with in Closed Session.

Cr Overall then asked that, in accordance with Clause 59.6 of the Council's Code of Meeting Practice, were there any presentations as to why the matters listed below should not be dealt with in Closed Session.

PRESENTATIONS

There were no presentations.

279/17

RESOLVED (Harrison/Noveska)

That pursuant to Section 10A of the *Local Government Act, 1993*, the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

Item 15.1 Offset Land Purchase

"Item 15.1 is confidential in accordance with s10(A) (c) (di) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

The resolution was carried unanimously.

The meeting then moved into Closed Session at 8.35pm to discuss the matters listed above.

The meeting returned to Open Session at 8.37pm by virtue of Resolution No. 281/17 made in Closed Session.

The doors of the chamber were opened to allow the public to enter. In accordance with Clause 253 of the Local Government (General) regulations 2005, Cr Overall then read out the decisions of Council made in Closed Session.

15.1 Offset Land Purchase

280/17

RESOLVED (Marshall/Biscotti)

That:

1. The report on Environmental Offset arrangements be received and noted.
2. Council approve the purchase of 40A Severne St in accordance with the consideration and lease arrangements outlined in the report.
3. The Land once acquired be classified as "Operational Land" in accordance with the *Local Government Act, 1993*.
4. A further report be presented to Council on options to subdivide part and manage the remainder of the site in line with offset requirements.

The resolution was carried unanimously.

The time being 8.39pm, the Mayor announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL
MAYOR
CHAIRPERSON**



PLANNING AND STRATEGY COMMITTEE OF THE WHOLE MEETING

Council at its meeting of 23 November 2016 resolved (M/N 295/16) as follows:

The Planning and Strategy Committee of the Whole be delegated authority in accordance with Section 377 of the *Local Government Act 1993* to determine matters pursuant to the:

- *Environmental Planning and Assessment Act 1979*
- *Local Government Act 1993*
- *Swimming Pools Act 1992.*
- *Roads Act 1993*
- *Public Health Act 2010*
- *Heritage Act 1977*
- *Protection of the Environment Operations Act 1997*

MINUTES OF THE PLANNING AND STRATEGY COMMITTEE OF THE WHOLE OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 11 October 2017 commencing at 5.30pm.

ATTENDANCE

Councillor: Cr Overall (Chair), Crs Biscotti, Bray AM, Brown, Harrison, Hicks, Marshall, Noveska, Taylor and Winchester.

Staff: P Tegart, Interim General Manager; M Thompson, Portfolio General Manager Natural and Built Character; P Hansen, Portfolio General Manager Community Connections; J Richards, Portfolio General Manager Community Choice and P Spyve, Acting Portfolio General Manager Organisation Capability.

Also Present: W Blakey (Clerk of the Meeting) and L Ison (Minute Secretary).

1. APOLOGIES

PLA282/17

RESOLVED (Taylor/Biscotti)

That the apology for non-attendance from Cr Mark Schweikert be received and leave of absence granted.

The resolution was carried unanimously.

2. PRESENTATIONS/DEPUTATIONS/PETITIONS

The following presenters were heard:

Arthur George - Item 4.1 - Preliminary Rezoning Enquiry - 239 Cooma Street, Karabar

Sue Ball-Guymer - Item 4.6 - Joint Regional Planning Panel Meeting - 18 October 2017 - Consideration of DA 338-2015 – Waste or Resource Management Facility – 172-192 Gilmore Road, Queanbeyan West

Annie Clarke - Item 5.1 - Committee Delegates and Representatives for 2017-2018

3. DECLARATIONS OF INTEREST

PLA283/17

RESOLVED (Taylor/Noveska)

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

The resolution was carried unanimously.

The Mayor advised that the following Councillors and staff member declared an interest in an item of business and will leave the meeting room while the relevant item is considered.

Cr Pete Harrison: Declared a non-pecuniary interest, less than significant, for Item 4.6 – Joint Regional Planning Panel Meeting - 18 October 2017, as he is Council's alternate representative on the JRPP.

Cr Peter Bray: Declared a non-pecuniary interest, less than significant, for Item 4.6 – Joint Regional Planning Panel Meeting - 18 October 2017, as he is Council's representative on the JRPP.

Mr Michael Thompson (Portfolio General Manager Natural and Built Character): Declared a non-pecuniary interest, less than significant, for Item 4.6 – Joint Regional Planning Panel Meeting - 18 October 2017, as he prepared the report for the JRPP.

STAFF REPORTS

4. ENVIRONMENT, PLANNING AND DEVELOPMENT

4.1 Preliminary Rezoning Enquiry - 239 Cooma Street, Karabar

PLA284/17

RESOLVED (Taylor/Biscotti)

That Council:

1. Request the applicant prepare detailed studies undertaken by suitably qualified consultants in respect of both the traffic and amenity impacts associated with the preparation of a planning proposal at 239 Cooma Street, Karabar.
2. Note negotiations on the potential acquisition and use of Council's site for a park and ride facility and associated uses.

The resolution was carried unanimously.

PLA285/17

RESOLVED (Marshall/Brown)

That Item 4.6 be brought forward and dealt with at this juncture.

The resolution was carried unanimously.

Cr Harrison, Cr Bray and Mr Thompson, having declared an interest in Item 4.6, left the meeting at 5.44pm.

4.6 Joint Regional Planning Panel Meeting – 18 October 2017 – Consideration of DA 338-2015 – Waste or Resource Management Facility – 172-192 Gilmore Road, Queanbeyan West

PLA286/17

RESOLVED (Taylor/Biscotti)

That in relation to the determination of DA 338-2015 for a waste and resource management facility by the Southern Joint Regional Planning Panel, Council:

1. Note the final JRPP assessment report and the recommendation contained therein.
2. Make a written submission supporting the recommendation that the development application be refused consent for the reasons listed A to F in the staff assessment report and also referring to the number and nature of submissions made in relation to the proposed development.
3. Make an oral submission to the JRPP determination meeting and that Cr Peter Marshall make the address on behalf of Council.

The resolution was carried unanimously.

Cr Harrison, Cr Bray and Mr Thompson returned to the meeting at 5.50pm.

**4.2 South Bungendore Stormwater Drainage and Subdivision
DEV.2009.0327**

PLA287/17

RESOLVED (Hicks/Taylor)

That:

1. The potential need to pipe the open drainage channel on Lot 12 Section 11 DP 976608 (the subject of development approval DEV.2009.0327) be noted by Council and included in any considerations regarding the management of the open drainage channel on the Milleara estate.
2. Council consider allocating funding in the 2018-2021 Delivery Plan for a consultant to review the stormwater system in the southern area of Bungendore from King Street to the southern side of Trucking Yard Lane and to recommend options for the management of the stormwater system.
3. Council note options for the management of the stormwater system in South Bungendore are likely to include:
 - a. the installation of stormwater infrastructure including pipes or large box culverts
 - b. the creation of easements on private property
 - c. the acquisition of land to accommodate the infrastructure
 - d. the development of a contributions plan to collect funds to undertake the above work
4. Council seek legal advice regarding whether it is appropriate to place a note on 149(2) certificates issued for the future lots 12-20 advising of large stormwater flows in high rainfall events and the easement under section 149(5) of the NSW Environmental Planning and Assessment Regulation 2000.
5. Further to item 2 above, Council prepare a stormwater strategy for the Bungendore urban area.

The resolution was carried unanimously.

4.3 Mount Jerrabomberra Bushfire Management Plan

PLA288/17

RESOLVED (Bray/Taylor)

That Council:

1. Note the completion of the Mt Jerrabomberra Bushland Reserve Bushfire Management Plan 2017-2022.
2. Investigate funding opportunities for consideration in the Delivery Program to implement the 49 conservation and fire treatment recommendations of the "Action Plan" provided within the Bushfire Management Plan noting in particular the following:
 - i. Create CAT 1 fire trails as recommended (APZ1 Fire Trail, APZ2 Fire Trail, APZ3 Fire Trail, APZ4 Fire Trails and Jerrabomberra Hill Road Fire Trail) to provide firefighting agencies with safe access to the interface of properties and Mt Jerrabomberra to facilitate firefighting. Very High to Moderate Priority.

- ii. Create asset protection zones as recommended (APZ1, APZ2, APZ3, APZ4) to increase the separation distance between houses and vegetation posing a hazard within Mt Jerrabomberra. Very High Priority to Moderate Priority.
 - a. An Inner Asset Protection Zone (IAPZ) of 10m –co-located with the proposed fire trails where practicable.
 - b. An Outer Asset Protection Zone (OAPZ) of 10m
- iii. Create asset protection zones as recommended (APZ5, APZ6, APZ7) to increase the separation distance between the economic assets (Lower and Upper Thornton Reservoirs and Telecommunication tower). Very High Priority.
 - a. An Inner Asset Protection Zone (IAPZ) of 10m
 - b. An Outer Asset Protection Zone (OAPZ) of 10m
- iv. Submit the Mt Jerrabomberra BMP to the NSW Rural Fire Service and Fire and Rescue NSW for endorsement. Very High Priority.
- v. Council to work with NSW RFS & FRNSW to provide bushfire education information to residents within APZ1, APZ2, APZ3 and APZ4 to achieve an increase in the effective separation distance by removing fuel from the property between the house and the boundary with Mt Jerrabomberra. Very High Priority.
- vi. Create Conservation Land Management Zone CLMZ1 Dry Forest. High Priority.
- vii. Conduct a vegetation survey to map the vegetation communities (plant class types) within the Dry Forest Association throughout Mt Jerrabomberra. High Priority.
- viii. Conduct a survey to locate populations of *Delma impar* (Striped Legless Lizard), listed as Vulnerable under the NSW TSC Act 1995 and under the EPBC Act. High Priority.
- ix. Harvest and remove the remnant pine plantation (removal of timber from the Reserve). High Priority.
- x. Conduct a prescribed burn in accordance with NSW RFS 2006, for ecological purposes in spring or autumn 2019 within the northern section of remnant pine plantation following removal of pines as recommended to initiate restoration of the former Dry Forest formation. High Priority.
- xi. Conduct a prescribed burn in accordance with NSW RFS 2006, for ecological purposes in spring or autumn 2021 within the southern section of remnant pine plantation following removal of pines as recommended to initiate restoration of the former Dry Forest formation. High Priority.

- xii. QPRC map the location of threatened flora and fauna within Mt Jerrabomberra to inform fire exclusion zones. Moderate Priority.
- xiii. Conduct a prescribed burn in accordance with NSW RFS 2006, for ecological purposes in autumn 2018 within the Dry Forest formation as recommended. High Priority.
- xiv. Conduct post prescribed fire spring vegetation assessments at six months, 18 months and 4.5 years following a prescribed fire. High Priority.
- xv. Create a managed vegetation corridor (easement) under the power lines that supply the telecommunication tower in accordance with ISSC (2016) and ISSC (2012). High Priority.

The resolution was carried unanimously.

4.4 Conservation Volunteers - Work for the Dole Program

PLA289/17

RESOLVED (Marshall/Bray)

That Council approve an upfront investment of \$16,500 to Conservation Volunteers Australia, for a 26 week Work for the Dole program at Mount Jerrabomberra and Turallo Creek commencing in November 2017.

The resolution was carried unanimously.

4.5 2018 Super Rugby Trial Game

PLA290/17

RESOLVED (Hicks/Brown)

That Council:

1. Endorse Super Rugby Pre-season Trial games at Seiffert Oval, utilising the same model to conduct the NRL trial games.
2. Approach all NRL clubs to consider conducting trial games at Seiffert Oval.

The resolution was carried unanimously.

4.6 Joint Regional Planning Panel Meeting – 18 October 2017 – Consideration of DA 338-2015 – Waste or Resource Management Facility – 172-192 Gilmore Road, Queanbeyan West

This item was dealt with in earlier business.

5. DETERMINATION REPORTS

5.1 Committee Delegates and Representatives for 2017-2018

PLA291/17

RESOLVED (Brown/Biscotti)

That:

1. Council note the report.
2. The Sports Council membership and terms of reference be amended to include a member from each sporting code or club in Queanbeyan-Palerang LGA; and the role of the QPRC Sports Council is to consider the allocation of sports fields across the LGA prior to the commencement of each winter and summer sporting season, and to make recommendations for the development and/or improvements to sporting facilities and recreational needs, including input to the Recreational capital works program.
3. The Q Advisory Board membership be amended for community members to be chosen by invitation to appropriately skilled and experienced individuals.
4. The Economic Advisory Panel community membership be chosen by invitation to appropriately skilled and experienced individuals.
5. Council advertise across the region for Expressions of Interest from individuals who are under the age of 25 to be part of Council's inaugural Youth Advisory Council.
6. A Tourism Advisory Board be established including a Councillor delegate and the community membership be chosen by invitation to appropriately skilled and experienced individuals.
7. The Integrated Water Cycle Management Project Reference Group include a Councillor delegate.
8. The Jupiter Wind Farm Community Consultative Committee include a Councillor delegate.
9. The Canberra Airport Community Aviation Consultation Group include a Councillor Delegate.
10. The Braidwood Heritage Advisory Committee be known as the Braidwood and Curtilage Heritage Advisory Committee and comprise one councillor, three or more community members, Council's Heritage Advisor, and appropriate staff representation; and The Braidwood and District Historical Society, Braidwood and Villages Tourism Inc be invited to nominate a representative.
11. The QPRC Heritage Advisory Committee comprise two Councillors, three or more community members, Council's Heritage Advisor(s), and appropriate staff representation. One of

the Councillor representatives be the Councillor on the Braidwood and Curtilage Heritage Advisory Committee.

12. The following six s.355 committees be established with up to two Councillor delegates, and based on town/village or localities with a community representative of the existing s.355 committees nominated to the combined area committee:

- Araluen / Majors Creek
- Braidwood / Mongarlowe / Nerriga
- Bungendore
- Wamboin / Bywong
- Captains Flat / Hoskinstown / Carwoola
- Burra / Urila / Royalla / Fernleigh Park

13. All committees be invited to review their respective terms of reference at their first meeting, with recommendations to be presented to Council.

14. Council appoint its delegates and representatives for 2017-18 to committees, regional and external organisations in accordance with the schedule below, the above recommendations and attached framework.

For: Crs Biscotti, Bray, Brown, Hicks, Marshall, Noveska, Overall, Taylor and Winchester

Against: Cr Harrison

Sports Council

PLA292/17

RESOLVED (Brown/Noveska)

That:

1. Three Councillor delegates be on the Sports Council.
2. Cr Winchester be appointed as Chair of the Council.

For: Crs Brown, Harrison, Hicks, Marshall, Noveska and Winchester

Against: Crs Biscotti, Bray, Overall and Taylor

Council appointed its delegates and representatives as per the schedule below.

	COMMITTEE	DELEGATE	Frequency
	COUNCIL COMMITTEES		
1.	Planning and Strategy Committee of Whole	Whole Council	Monthly
	ORGANISATIONAL COMMITTEES		
2.	Audit, Risk and Improvement Committee	Cr Brown and Portfolio GM Organisation Capability	Quarter
3.	Australia Day and Community Awards Committee	Mayor	As required
4.	Australia Day Organising Committee	Portfolio GM Community Choice	As required
5.	Consultative Committee on Aboriginal Issues	Cr Marshall	Quarter
6.	Cultural Development and Public Arts Advisory Committee	Cr Noveska	Quarter
7.	Dangerous Dog Panel	Cr Taylor	As required
8.	Disability Access	Cr Bray, and Staff	As required
9.	QPRC Heritage Advisory Committee	Cr Schweikert and Cr Marshall, Council's Heritage Advisor and Portfolio GM Natural Built Character	Bi-monthly
10.	Braidwood and Curtilage Heritage Advisory Committee	Cr Marshall, Council's Heritage Advisor and staff	As required
11.	Environment and Sustainability Advisory Committee	Cr Marshall	Quarter
12.	Queanbeyan Showground Advisory Committee	Cr Taylor	As required
13.	Sister City Committee	Mayor, Cr Noveska and Portfolio GM Community Choice	As required
14.	Queanbeyan Sporting Gallery Committee	Mayor	As required
15.	Sports Council	Cr Winchester (Chair), Cr Hicks and Cr Biscotti	Quarter
16.	Q Advisory Board	Cr Noveska, Chair Cultural Advisory Committee and Portfolio GM Community Choice	Bi-month

17.	Queanbeyan-Palerang Library Service – NSW Public Library Zone Delegate	Cr Winchester	As required
18.	Implementation Advisory Group	Cr Schweikert, Cr Harrison and Chair ARIC	Quarter
19.	Economic Advisory Panel	Cr Brown	Quarter
20.	Tourism Advisory Board	Cr Schweikert	Quarter
21.	General Manager's Performance Review Committee	Mayor, Deputy Mayor, Cr Brown and Cr Schweikert	Annual
22.	Youth Advisory Council	Cr Taylor and staff; Chair and Deputy Chair elected from community membership	Quarter

STATUTORY COMMITTEES			
23.	Dargues Reef Community Consultative Committee	Cr Harrison, and staff	As required
24.	Integrated Water Cycle Management Project Reference Group	Cr Marshall, and staff	As required
25.	Jupiter Wind Farm Community Consultative Committee	Cr Hicks, and staff	As required
26.	Lake George Bush Fire Management Committee	Cr Overall, and LEMO	Bi-annual
27.	Lake George Emergency Management Committee (meets quarterly)	Portfolio GM Community Connections (Chair) (<i>State Emergency & Rescue Management Act 1989</i>)	Quarter
28.	Local Traffic Committee	Cr Schweikert, and Portfolio GM Community Connections	Bi-month
29.	Holcim Quarry Consultative Committee	Cr Brown	As required

Advisory Committees			
30.	Braidwood Floodplain Risk Management Committee	Cr Harrison	As required
31.	Bungendore Floodplain Risk Management Committee	Cr Schweikert and staff	As required

32.	Queanbeyan Flood Management Committee	Cr Harrison	As required
33.	Queanbeyan Trust Committee	Mayor and all Councillors	As required

AREA s.355 COMMITTEES			
34.	Araluen and Majors Creek Area Committee	Cr Winchester and Cr Marshall	
35.	Braidwood, Mongarlowe and Nerriga Area Committee	Cr Noveska and Cr Overall	
36.	Bungendore Area Committee	Cr Schweikert and Cr Biscotti	
37.	Wamboin and Bywong Area Committee	Cr Harrison	
38.	Captains Flat/Hoskinstown/Carwoola	Cr Hicks and Cr Marshall	
39.	Burra/Urila/Royalla/Fernleigh Park	Cr Hicks and Cr Taylor	

REGIONAL COMMITTEES			
40.	ACT-NSW Cross Border Illegal Dumping Steering Committee	Portfolio GM Connections or delegate	As required
41.	Canberra Airport Community Aviation Consultation Group	Cr Brown, and CEO or delegate	Quarter
42.	Canberra Joint Organisation (CBRJO)	Mayor	Bi-month
43.	Community Safety Precinct Committee – Monaro Local Area Command	Cr Schweikert and Cr Marshall	As required
44.	Southern Joint Regional Planning Panel	Cr Bray and Cr Harrison (alternate)	As required
45.	South East Australia Transport Strategy (SEATS)	Cr Harrison, and Portfolio GM Community Connections	Quarter
46.	South-East Weight of Loads Group	Staff	As required
47.	Southern Tablelands Arts Board	Portfolio GM Community Choice	As required
48.	WaterNSW (Local Government Reference Panel)	Staff	As required

49.	Upper Murrumbidgee Catchment Network	Staff	Quarter
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WORKPLACE COMMITTEES			
50.	Workplace Consultative Committee	Management representatives and staff/union representatives	Month
51.	Workplace Health and Safety Committee	Management representatives and staff representatives	Month
52.	Risk Committee	Management representatives and staff representatives	Bi-month
53.	Workplace Innovation Group	Staff	Bi-month

5.2 LGNSW Annual Conference 2017

PLA293/17

RESOLVED (Brown/Noveska)

That Council nominate four persons as voting delegates for the LGNSW Annual Conference and election of the LGNSW Board to be held 4 – 6 December 2017 in Sydney.

The resolution was carried unanimously.

Crs Brown, Noveska, Harrison and Overall were appointed as Council's delegates for the 2017 LGNSW Annual Conference.

6. INFORMATION REPORTS

6.1 Outcome of Class 1 Appeal to NSW Land and Environment Court - DA.201.254 - 199 Wallace Street - Police Paddock - Samowill Pty Ltd v Queanbeyan-Palerang Regional Council

PLA294/17

RESOLVED (Harrison/Bray)

That the report be received for information.

The resolution was carried unanimously.

6.2 Outcome of Class 1 Appeal - Land and Environment Court - DA.2016.001 - Childcare Centre - 35 Trucking Yard Lane - Chong v Queanbeyan-Palerang Regional Council

PLA295/17

RESOLVED (Taylor/Harrison)

That the report be received for information.

The resolution was carried unanimously.

6.3 **Fire Safety Inspection - Eaglehawk Holiday Park - 200 Bidges Road, Sutton**
PLA296/17 **RESOLVED (Bray/Harrison)**

That the report be received for information.

The resolution was carried unanimously.

6.4 **Queanbeyan Honour Walk**
PLA297/17 **RESOLVED (Winchester/Bray)**

That the report be received for information.

The resolution was carried unanimously.

7. NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

Nil.

The time being 7.02pm, the Mayor announced that the Agenda for the meeting had now been completed.

**TIM OVERALL
MAYOR
CHAIRPERSON**

ITEM 2 DECLARATION OF CONFLICTS/PECUNIARY INTERESTS

The provisions of Chapter 14 of the Local Government Act, 1993 regulate the way in which Councillors and nominated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public trust.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussions, voting on that matter, and require that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code also provides for a number of ways in which a member may manage non pecuniary conflicts of interest

Recommendation

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

5.1 Civic Reception - RFS Brigades and Carwoola Bushfire Appeal Panel (Ref: C17162707; Author: Overall/Overall)

Summary

The disastrous Carwoola and Currandooley bushfires occurred earlier this year and there was a significant community effort in fighting the fire, clean up and on-going support for the local community.

It is proposed that a civic reception be held to recognise the efforts of the local RFS brigades that undertook this significant community work and still continue to assist and support the local community. It is also proposed to use this occasion to thank the community members of the Carwoola Bushfire Appeal Panel for their efforts. The date of the reception is proposed for 23 November 2017.

Recommendation

That in respect of the Carwoola and Currandooley bushfires, the Council agree to host a Civic Reception on Thursday 23 November 2017 to acknowledge the efforts of the local RFS brigades and Carwoola Bushfire Appeal Panel.

Background

From time to time civic receptions are held to recognise significant contributors to the local community.

It has been suggested and is considered appropriate that a reception be held to recognise the significant contribution made by the RFS volunteers in respect of major fires that occurred in the Council area earlier this year. In addition to fighting the fires, these groups have provided ongoing support to their local communities since the fires.

The Carwoola Bushfire Appeal Panel was established to equitably distribute funds that were raised for support of the bushfire victims. \$200K was raised and to date \$155K has been distributed. It is expected that the final distribution will be made in November. The reception would also be an appropriate occasion to thank the members of the Panel for their efforts.

Implications

The cost of the Civic reception is estimated at approx. \$2,000 and will be met from the Governance Budget.

Attachments

Nil

6.1 Delegates - Sports Council (Ref: C17161786); Author: Bray/Taylor

Notice

The following rescission motion signed by Councillors Peter Bray, Trudy Taylor and Mark Schweikert has been received.

Motion

That Council rescind Resolution PLA 292/17 (Draft Minutes – Planning and Strategy Committee of the Whole 11 October 2017):

“That:

- 1. Three Councillor delegates be on the Sports Council.***
 - 2. Cr Winchester be appointed as Chair of Council.”***
-

Background

Nil

Attachments

Nil

7.1 Delegates - Sports Council (Ref: C17161788); Author: Bray/Taylor

Notice

Councillors Peter Bray, Trudy Taylor and Mark Schweikert submitted a Notice of Motion of Rescission and if carried Councillors Peter Bray and Trudy Taylor will move the following motion:

Motion

That:

- 1. Three Councillor delegates be on the Sports Council.**
 - 2. The position of Chair of the Sports Council be rotated between the three Councillor delegates for each meeting.**
-

Background

The Extraordinary Meeting of Council 20 September 2017 Business Paper Item 4.8 provided for a Councillor delegate to the Sports Council. The Planning and Strategy Committee (PSC) of the Whole 11 October 2017 Business Paper Item 5.1 provided for two Councillor delegates to the Sports Council.

At the PSC meeting, it was moved and carried that there be three Councillor delegates and one particular Councillor appointed as Chair.

Conclusion

The Motion, if carried, achieves a more collaborative approach with the chairmanship of the Sports Council being rotated between the three Councillor delegates.

Attachments

Nil

7.2 Yass Road Speed Camera (Ref: C17158719); Author: Thompson/Winchester**Notice**

Councillor Kenrick Winchester has submitted the following motion:

Motion

That Council investigate safety concerns associated with the signalised pedestrian crossing on Yass Road and provide a report to Council detailing appropriate treatments to reduce the identified risk.

Background

The safety of school children crossing Yass Road is discussed regularly at Queanbeyan East Public School P&C meetings (Cr Winchester is President of the P&C).

Council's Transport Safety Officer has discussed the matter with the P&C. Even though pedestrian lights are in place, the prospect of having a permanent speed camera installed on the road to slow down drivers is the way the P&C would like to progress.

The P&C have started monitoring "close calls" in an attempt to bolster the case for a camera.

With the EDE now proceeding, it is even more important that we ensure drivers are adhering to 40kph speed limits during school hours.

The motion seeks a report on the process and costs to install a permanent camera in place as motorists too often speed along Yass Road.

Attachments

Nil

7.3 Police Citizens Youth Club (PCYC) for Queanbeyan (Ref: C17162472); Author: Thompson/Winchester**Notice**

Councillor Kenrick Winchester has submitted the following motion:

Motion

That Council invite the proponents of a Queanbeyan based PCYC to present their proposal to Councillors at a workshop.

The vision of Police Citizens Youth Clubs is to be Australia's pre-eminent Youth organisation working with Police and the community to empower young people to reach their potential.

PCYC's mission of *Empowering Young People* is underpinned by the following key strategic themes:

- Provide a safe environment for youth
- Programs and activities that reduce Youth crime and engage Youth in the community.
- Engage with Youth on their terms.
- Deliver programs that achieve PCYC's mission in an ethical, environmental and commercially sustainable way.
- Ensure people want to belong to PCYC and are motivated to serve Youth.

There is the potential that a PCYC could be based in Queanbeyan and considering a proposal at a workshop will allow Council to consider whether it wishes to be involved in such a program.

Attachments

Nil

8.1 Public Exhibition of Draft Community Strategic Plan (Ref: C17161782; Author: Thompson/Spyve)

Summary

Council is required to develop a new suite of Integrated Plans following its election. The Community Strategic Plan is the peak corporate plan which sets out the community's vision and long term aspirations. Community engagement for the development of the plan was undertaken over the period August 2016 – March 2017. A draft plan has now been developed arising from this community engagement and now needs to be placed on public exhibition to seek comment on its contents.

Recommendation

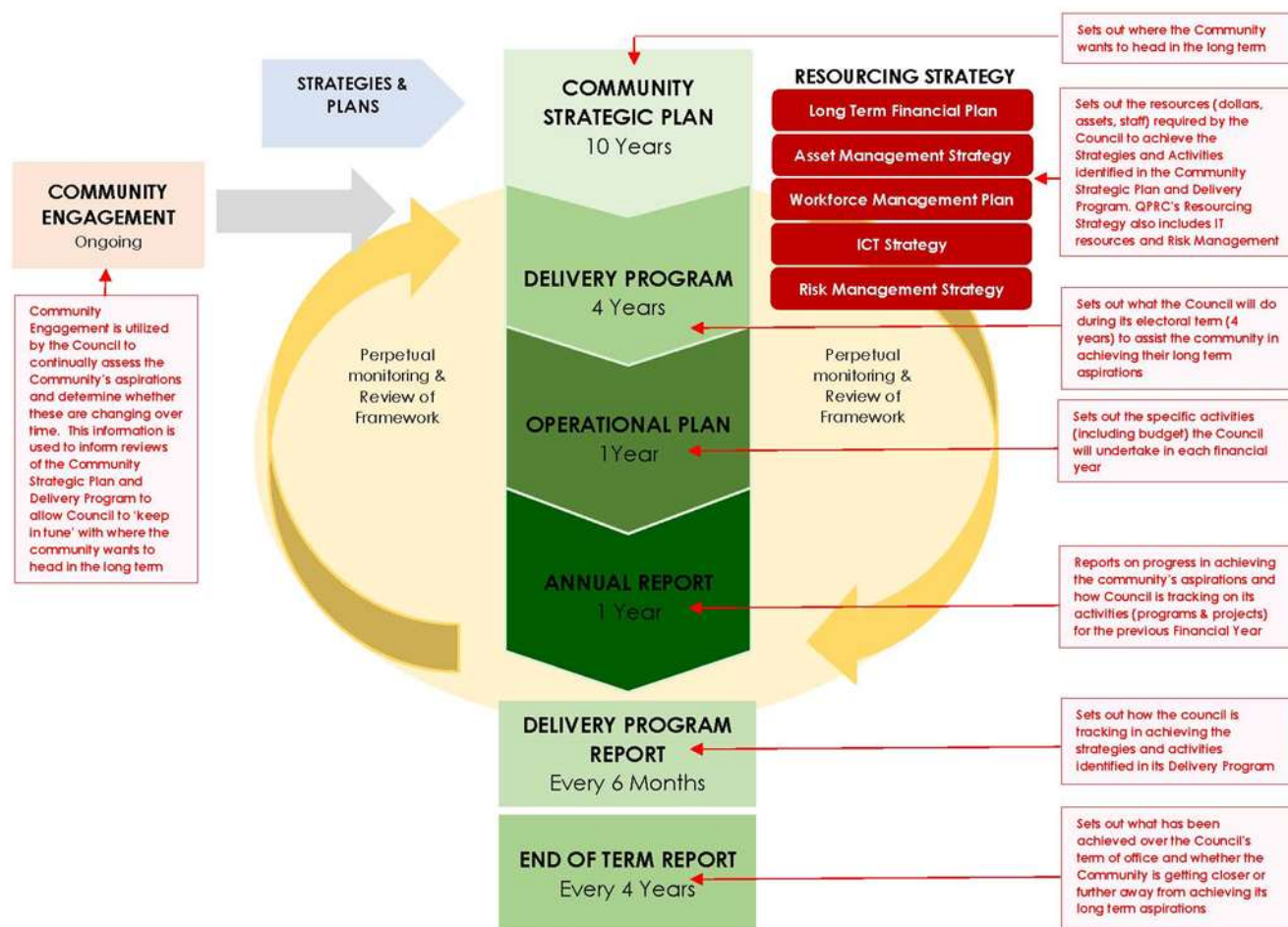
That Council:

- 1. Note the draft Community Strategic Plan 2018-2028.**
 - 2. Agree to place the document on exhibition to seek community comment on its contents and for these to be reported back to Council for the plan's final endorsement.**
-

Background

Under the provisions of the *Local Government Act 1993* councils are required to facilitate the development of a Community Strategic Plan (CSP) which encapsulates the community's vision and their long term aspirations for the region. The CSP constitutes the peak corporate plan within the Integrated Planning & Reporting Framework (see diagram below) which now forms a central part of all councils' corporate planning requirements as required by the Act.

8.1 Public Exhibition of Draft Community Strategic Plan (Ref: C17161782; Author: Thompson/Spyve) (Continued)



As can be seen here, the Community Strategic Plan sets out where the community wants to head in the long term. All CSPs have to, as a minimum, take a 10-year outlook. It is essentially an aspirational document which identifies the community's main priorities and aspirations for the future and identifies the strategies for achieving these.

Therefore, the Community Strategic Plan is not a Council-owned document but rather is 'the community's plan' which belongs to the residents of the Queanbeyan-Palerang region. Council has a custodial role in initiating, preparing and maintaining the Plan. It has a critical role in bringing together the views of the community and presenting these within the Community Strategic Plan.

To achieve this, Council undertook a series of community engagements consisting of a community satisfaction survey in August-September 2016 followed by a community engagement project at the beginning of 2017. These two projects aimed to bring together the views of the community and have now been integrated into the draft Plan.

8.1 Public Exhibition of Draft Community Strategic Plan (Ref: C17161782; Author: Thompson/Spyve) (Continued)

The Community Strategic Plan must take a long term outlook (covering a minimum of 10 years) to:

- Establish the desired strategic outcomes together with strategies to achieve these outcomes.
- Address social, environmental, economic and civic leadership issues in an integrated manner.
- Be based on social justice principles of equity, access, participation and rights, and
- Give due regard to the NSW State Plan and other relevant state and regional plans.

The Queanbeyan-Palerang draft Community Strategic Plan is structured around the quadruple bottom-line of social, economic, environment and leadership. However, the engagement process identified a fifth area of importance to the community, based around infrastructure issues particularly in regard to roads and access to services. Accordingly, the draft Queanbeyan-Palerang Community Strategic Plan is structured around Five Strategic Pillars as set out in the table below consisting of:

Queanbeyan-Palerang's Strategic Pillars			
Strategic Pillar 1	COMMUNITY	A vibrant and active Queanbeyan-Palerang	<i>A safe harmonious, happy and healthy community</i>
Strategic Pillar 2	CHOICE	A prosperous Queanbeyan-Palerang	<i>A diverse, resilient and smart economy that creates choice and job opportunities</i>
Strategic Pillar 3	CHARACTER	A sustainable Queanbeyan-Palerang	<i>A clean, green community that cherishes its natural and physical character</i>
Strategic Pillar 4	CONNECTION	A connected Queanbeyan-Palerang	<i>A well connected community with good infrastructure enhancing quality of life</i>
Strategic Pillar 5	CAPABILITY	A well governed Queanbeyan-Palerang	<i>A capable organisation that leads a community which is engagement and participative</i>

Within each strategic pillar the draft plan identifies a series of key strategies made up of 27 key goals, community outcomes and community strategies. These encapsulate what the community wants to see achieved in the long term.

The draft plan also recognises that the strategies identified by the community cannot be the sole responsibility of the Council to deliver. Each section identifies the community partners who also have a role in helping to achieve the key strategies. These range from Commonwealth and State agencies down to the role that individual residents can play.

8.1 Public Exhibition of Draft Community Strategic Plan (Ref: C17161782; Author: Thompson/Spyve) (Continued)

It is proposed that Council will take an innovative approach in the development of the new CSP by developing a 'Roadmap' which will form part of the plan. The Roadmap recognises that both the community and Council are on a joint journey to turn the community's vision and aspirations into a reality. It is envisaged the Roadmap will develop into a single point of reference for the CSP where it will be an interactive tool to allow users to drill down to not only identify what the community has said but also look at the specific activities (projects and programs) as set out in the Delivery Program and Operational Plan which are Council's responses to the community's aspirations; monitor Council performance in delivering outcomes; and access the key strategic documents such as strategies and plans.

Now that the draft has been produced, it is important to take this out to the community to see whether it adequately reflects their views as encapsulated in the community engagement process. It is proposed that the draft plan be placed on public exhibition for the period from the end of October to early December. This will give a public exhibition period of around six weeks which is considerably longer than the statutory period of 28 days. The aim for this is to give the community sufficient time to examine the document and make comment. It is also proposed that community feedback be brought back to a Council workshop prior to the document's final endorsement in December.

Implications***Engagement***

The development of the draft Community Strategic Plan has relied upon community engagement in its initial development. This has been provided by three key sources consisting of:

- A community satisfaction survey undertaken by consultants in August-September 2016.
- A community engagement project undertaken in the beginning of 2017, and
- A feedback survey of Councillors to look at feedback they received from constituents during the election process

With the draft CSP now developed, Council intends to undertake further community engagement during November and into early December. Some of the methods of engagement will include, but are not limited to:

- ***Via Council's online engagement hub at yourvoice.qprc.nsw.gov.au;***
- ***Three community meetings, with dedicated information on the draft CSP***
- ***Street stalls in Bungendore, Braidwood and Queanbeyan – dates TBA;***
- ***Engagement with staff;***
- ***Widely advertised via newspapers, social media, e-newsletters, posters and direct email to residents who have participated in previous engagement.***

Financial

Council has engaged a company to professionally design the draft Community Strategic Plan. The accepted quote was for \$8474. Funding was allocated as part of the \$5m merger implementation grant Council received from the NSW Government.

8.1 Public Exhibition of Draft Community Strategic Plan (Ref: C17161782; Author: Thompson/Spyve) (Continued)

Conclusion

The development of a new Community Strategic Plan for the Queanbeyan-Palerang Region is a critical first step in the development of a new suite of integrated plans for the region. The draft CSP sets out the community's vision and long term aspirations and provides the Council with critical baseline information to assist it with the development of its Delivery Program which will set out what the Council will do over its three year term to help the community achieve their long term aspirations. To achieve this end the draft Community Strategic Plan needs to be placed on public exhibition to seek community input to its content.

Attachments

Attachment 1 Draft Community Strategic Plan - To be circulated separately from the Business Paper. *(Under Separate Cover)*

8.2 Contract 10009151 - Tender for the Design and Construction of a 0.5ML Reservoir at Captains Flat (Ref: C17160436; Author: Hansen/Cunningham)

Summary

Tenders were recently re-called for the construction of a replacement 0.5 ML water supply reservoir for the village of Captains Flat.

Recommendation

That Council:

- 1. Accept the tender from Tenderer 1 (insert name) for the design and construction of a 0.5ML glass fused steel panel reservoir at Captains Flat for the lump sum price of (\$) (inc. GST).**
 - 2. Approve a total budget of \$655,550 to construct the Captains Flat reservoir.**
-

Background

The background to this project was originally provided in a report to Council's ordinary meeting of 12 October 2016, the bulk of which is reproduced below for Council's benefit.

In 2013 the former Palerang Council embarked on an audit of five of its water service reservoirs. The audit followed an earlier upgrade of the two Braidwood tanks and aimed to assess those at Bungendore and Captains Flat for compliance in terms of access and integrity. The principal concern of this latter criterion was from the point of view of drinking water quality (protection from contamination) although protection from vandalism was also considered.

The result of this audit precipitated a capital improvement engagement in 2015/16 that saw the installation of two replacement roofs (one each at Bungendore and Captains Flat) and the upgrade of access/egress arrangements at four tanks across both schemes. Unfortunately, the audit also identified more serious issues with the other tank at Captains Flat – known locally as Keatings Tank #1.

Keatings Tank #1 is a 500kL steel reservoir. It is the original tank for the Captains Flat water supply scheme and is understood to have been constructed by the Lake George Mining Company and transferred to Yarrawlumla Shire Council (YSC) in the early 1960s when it took over the scheme in its entirety. The tank is about 5.5 metres high and consists of two strakes. It is understood that the second strake may have been added some time after initial construction and this may form part of its fundamental flaw.

Originally there was no roof on this reservoir, this being added by YSC in the late 1980s.

The structural report into this tank conducted as part of the 2013 audit highlighted this as its main problem noting:

'Evidence of significant permanent deformation (possibly plastic strain) was observed at the top edge of the steel shell. The deformations were observed mainly around the principal beams of the roof structure and above the horizontal stiffener.'

**8.2 Contract 10009151 - Tender for the Design and Construction of a 0.5ML Reservoir at Captains Flat (Ref: C17160436; Author: Hansen/Cunningham)
(Continued)**

The photograph below shows the inside of the existing tank during a recent cleaning exercise and gives an idea of its level of deterioration.



In consideration of the costs likely to be associated with the option of refurbishment, the idea of full replacement was generated and included in the former Palerang Council's LTFFP.

In preparing for this project as part of the 2016/17 Operational Plan, an assessment of replacement tank types was undertaken. A cast insitu concrete tank type construction was deemed preferred and tender documents were developed on this basis and advertised in July of last year.

The results of this tender process were considered by Council at its ordinary meeting of 12 October 2016 where it was resolved not to proceed with any engagement on the basis of there being an unacceptable disparity between the offers received and the approved pre tender estimate. The intent of the resolution was to revisit the procurement proposal in the 17/18 financial year. This report has been prepared in satisfaction of this requirement.

In revisiting the procurement model, it was decided to broaden the scope of potential tank construction types to include both welded steel and glass fused steel panel options; in addition to the preferred cast insitu concrete arrangement of the previous specification. The basis of this modification being the hope that it would encourage more options, potentially more interested contractors and therefore more competition.

Again, the services of NSW Public Works Advisory were engaged for this revised tendering process which was conducted over the period of August this year.

8.2 Contract 10009151 - Tender for the Design and Construction of a 0.5ML Reservoir at Captains Flat (Ref: C17160436; Author: Hansen/Cunningham) (Continued)

At the close of tenders a total of five submissions had been received with one tenderer offering two possible solutions. All submissions were assessed in accordance with the agreed Tender Evaluation Plan (TEP) by the Tender Evaluation Committee (TEC) at its meeting of 20 September at Bungendore. A key component of this TEP is the assessment of *non-price criteria*, a minimum standard for which all tenderers must reach in order to be considered. Suffice to say that one prospective contractor failed to meet this standard and as such was excluded from consideration. Full details of this and the assessment process more generally are contained within the Tender Recommendation Report which has been provided in Attachment 1.

Of the remaining three conforming tenders the offer from Tenderer 1, being for the design and construction of a 500kL glass fused steel panel tank, was deemed most acceptable and is therefore recommended for adoption.

Implications

Legal

NSW Public Works Advisory conducted the tender process on Council's behalf and in accordance with the provisions of the Local Government Act 1993 and the Local Government (General) Regulations 2005.

Policy

The tender has been conducted in accordance with Council's procurement policy and that of the NSW Government.

Asset

The proposal is associated with Council's strategy to improve/enhance the security and reliability of the Captains Flat Water Supply.

Engagement

The proposal has been noted and discussed in the first Project Reference Group meeting of the Palerang Integrated Water Cycle Management process – the Issues Paper for which is now nearing final draft status.

Financial

Project identified in LTFP with funding to be provided from Palerang Water Fund Restricted assets.

Program Code	Expense Type	Funding source	Amount
700133	Capital	Palerang Water fund reserve RA6500	\$655,550

Resources (including staff)

Majority of works to be undertaken by contractors and consultants. Some day labour work to be incorporated through connections at limit of contract and through telemetry.

8.2 Contract 10009151 - Tender for the Design and Construction of a 0.5ML Reservoir at Captains Flat (Ref: C17160436; Author: Hansen/Cunningham)
(Continued)

Integrated Plan

The project has been identified in Council's LTFFP and is contained within the draft IWCM for the former Palerang Water and Sewerage schemes.

Conclusion

It is recommended that this tender be awarded to Tenderer 1.

Attachments

Attachment 1 Contract 10009151 - Tender recommendation report (*Under Separate Cover*) - **CONFIDENTIAL**

8.3 Tender Assessment CW6-2017 - Horizontal Grinder (Ref: C17159211; Author: Hansen/Belcher)

Summary

This report details the tender process for the purchase of a new horizontal grinder to replace the existing grinder Council owns and operates at the Queanbeyan Waste Minimisation Centre. The procurement process has been by Open Tender (CW6-2017).

Recommendation

- 1. That Council accept Tender 2B (name) for the sum of (\$) (including GST) as recommended in the CW6-2017 Tender Recommendation.**
 - 2. That once the new unit is received and is operational, Council sell the existing mulcher through public auction conducted by a reputable auctioneer.**
-

Background

Council owns and operates a horizontal grinder at the Queanbeyan Waste Minimisation Centre (WAMI). The grinder is used to shred green waste delivered to the WAMI via self-haul or kerbside collections from the Queanbeyan area. The grinder has reached the end of its useful life and poses a number of workplace health and safety risks, is prone to breakdown, is costly to operate and maintain and also produces a material that does not meet our desired standards.

Tender Process

An open tender process was conducted to procure the new grinder through Council's Tenderlink portal. Tenders closed on 18 April 2017, and submissions were received from three suppliers. Two of these suppliers offered multiple options.

Tender Assessment

Tenders were assessed against the specification and the following criteria:

- Suitability of the undercarriage
- Suitability of the grinding unit
- Ease of maintenance and servicing
- Standard of induction and training
- Price

Details of the tender assessment are shown in Attachment 1 (Confidential).

8.3 Tender Assessment CW6-2017 - Horizontal Grinder (Ref: C17159211; Author: Hansen/Belcher) (Continued)

Implications

Legal

The Tender process has been conducted in accordance with Section 55 of the *Local Government Act 1993* and associated Regulations.

Policy

The Tender process has been conducted in accordance with the former Queanbeyan City Council's Procurement Policy.

Environmental

The purchase of a new mulcher will enhance Council's capabilities in relation to reuse and reprocessing of green waste received through our kerbside collections and materials delivered to the Waste Minimisation Centre by residents and local businesses.

Sustainability

The purchase of the new mulcher will reduce energy consumption and oil consumption through improved engine efficiency.

Asset

Purchase of the new mulcher will add to Council's plant portfolio with future maintenance and replacement to be offset through the application of an appropriate internal hire rate. The purchase price will be offset by the proceeds from the sale of the existing mulcher.

Appropriate measures have been put into place to protect the existing concrete pavement at the Waste Minimisation Centre from excessive wear resulting from operation of the new mulcher.

Financial

Program Code	Expense Type	Funding Source
TBA	Capital	Queanbeyan DWM Reserve RA 8731

Resources (including staff)

The new mulcher will not require additional resources to operate. The new mulcher will reduce operating costs at the Waste Minimisation Centre. In addition, greater reliability will allow greater efficiency on the site and allow staff more time to undertake other activities at the WAMI.

Integrated Plan

Aligns with the 2017-18 Operational Plan Service – Waste objective to “support public and environmental health and generation of business through...minimisation of waste to landfill and greater utilisation of recycled waste”.

8.3 Tender Assessment CW6-2017 - Horizontal Grinder (Ref: C17159211; Author: Hansen/Belcher) (Continued)

Conclusion

Replacement of the existing grinder used at the WAMI will greatly improve the quality of the processed material, enhance worker safety and reduce environmental and operational costs. It is recommended that the Tender 2B be accepted as detailed in the attached Tender Recommendation. It is further recommended that, once the new unit is received and is operational, the existing grinder be sold by public tender through a reputable auctioneer.

Attachments

Attachment 1 Final Tender Recommendation - CW6-2016/17 (*Under Separate Cover*) -
CONFIDENTIAL

8.4 Licence Agreement - Googong Residents Association Community Garden at 44 Helen Circuit Googong. (Ref: C17155666; Author: Thompson/Warne)

Summary

On 12 July 2017 the Council agreed to enter into a Licence Agreement with the Googong Residents Association (GRA) for the operation of a community garden at Googong subject to community consultation. Two objections were received.

The report addresses the concerns that have been raised and recommends that the Licence Agreement be progressed.

Recommendation

- 1. That Council confirm the issue of a Licence Agreement with the Googong Residents Association for a Community Garden at 44 Helen Circuit, Googong (Lot 1365 DP 1217419) for a five year term commencing 01 August 2017 in accordance with the standard template and the additional conditions as outlined in the report.**
- 2. That residents who have objected to the issue of the Licence Agreement be advised of this decision.**

Background

At the Planning and Strategy meeting on 12 July 2017, the Council adopted the following resolution.

- 1. That Council support a Licence Agreement with the Googong Residents Association for a Community Garden at 44 Helen Circuit, Googong (Lot 1365 DP 1217419) for a five year term commencing 01 August 2017.*
- 2. That the proposal be publicly advertised in accordance with Section 47 of the Local Government Act.*
- 3. That if no objections to the proposal are received, the General Manager be authorised to execute the Licence Agreement on behalf of the Council.*

A copy of the report is separately circulated as an attachment.

The proposal is located on Council "community land" and was transferred to the Council as part of the Googong VPA. In the concept plans and marketing material for the development of Googong the site had been identified as a "proposed Community Garden".

8.4 Licence Agreement - Googong Residents Association Community Garden at 44 Helen Circuit Googong. (Ref: C17155666; Author: Thompson/Warne) (Continued)

The proposal was advertised in July 2017 with submissions closing on 18 August 2017 as follows:

<i>Licensor</i>	Queanbeyan-Palerang Regional Council
<i>Licensee</i>	Googong Residents Association
<i>Licence Agreement</i>	Term: 5 years Commencing: 01 August 2017 Concluding: 31 July 2022 Hours & Days of Operation: 7 days from 7am to 8pm, with extended operating hours during daylight saving periods
<i>Licence Fee</i>	Nominal fee of \$1.00 to be paid if and when demanded.
<i>Permitted Use</i>	To use the land and the buildings for the purposes of a community garden.

A Community Garden Committee has been established under the umbrella of the Googong Residents Association which will hold the Licence Agreement.

Two Objections were received to the proposal being the adjacent and nearby property owners.

As the objection period closed during the Council "caretaker" period, this report had been held over until the new Council had been elected.

There has been a meeting in June with concerned residents and Peet Ltd (*Peet*) which achieved a compromise on most issues. There has also been individual liaison with some objectors on matters.

The objections are summarised as follows together with the response provided by Peet and relevant Council comment:

Lack of awareness and consultation regarding the development of the community Garden.	<p><i>Peet advise that the proposed Community Garden was identified on the concept plan for the development of Googong and as part of the Googong VPA.</i></p> <p><i>The process undertaken is outlined in the Community Engagement section of the report.</i></p>
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8.4 Licence Agreement - Googong Residents Association Community Garden at 44 Helen Circuit Googong. (Ref: C17155666; Author: Thompson/Warne) (Continued)

<p>Residents losing their view to the pond.</p>	<p><i>The comment from the developer is as follows: As above the community garden was always planned in this location and as such would impede some views. Views across and through the community garden are still available due to the layout of the garden and the provision of movement paths to service the established farming plots.</i></p> <p><i>Views down Helen Circuit have undeniably changed from the previous rocky grass outcrop that was there prior to the establishment of the garden. Views of the pond have only changed for the residents who live on the Western arm of the Helen Circuit loop.</i></p>
<p>Layout of the Community garden and siting of infrastructure.</p>	<p><i>At a meeting on 1 June 2017, community concerns were outlined and actions have been taken to address the concerns include:</i></p> <ul style="list-style-type: none"> <i>• re-siting of the shed,</i> <i>• relocating the Helen Circuit pedestrian entry adjacent to the vehicle entry,</i> <i>• removal of a section of concrete footpath adjacent to the adjacent residence,</i> <i>• additional plantings at the entrance and behind the shelter,</i> <i>• removal of 1 of the 2 water tanks,</i> <i>• agreement on lattice height (see point 6 below), and</i> <i>• the provision of flowering plants and deciduous trees in the garden beds.</i>
<p>Potential Parking problems and traffic issues.</p>	<p><i>From experience elsewhere (Crace), Peet advise that there are not any parking issues with the Community Garden as the majority of users walk to the garden.</i></p> <p><i>There is on street parking available on Helen Circuit. It is suggested that it be a condition of the Licence Agreement that members be encouraged to walk to the site.</i></p> <p><i>It is also noted that should deliveries be required a vehicle access gate has been provided as well as adequate space for the delivery vehicle to be inside the fence of the garden – this is not dissimilar to any private residence.</i></p>

8.4 Licence Agreement - Googong Residents Association Community Garden at 44 Helen Circuit Googong. (Ref: C17155666; Author: Thompson/Warne) (Continued)

<p>No toilet facilities.</p>	<p><i>From experience elsewhere (Crace), no facilities are needed and residents tend to use their own homes for this purpose.</i></p> <p><i>Public Toilets at this location is not part of the Googong VPA.</i></p> <p><i>There is no Licence Agreement requirement for toilet facilities at the Queanbeyan Community Garden.</i></p> <p><i>The Council do not provide toilet facilities to all open spaces under their control rather they are selectively provided to significant open space areas that support large temporary numbers of visitors.</i></p>
<p>Large Lattice structures for growing of plants.</p>	<p><i>The Community Garden group of the GRA has agreed to only allow lattice work that does not exceed 900mm in height.</i></p> <p><i>This requirement could also be a Licence condition.</i></p>
<p>Proposed fencing of the site is totally inconsistent with Googong's own development guidelines and the fencing of other amenities in the development e.g. dog parks and playgrounds.</p>	<p>The developers advise:</p> <p><i>The Googong Design Guidelines only control fencing of private residential lots. The fencing of public facilities, like the Community Garden, is undertaken in agreement with QPRC with the selected fence type assessed for its suitability for the facility being established.</i></p> <p><i>The community garden fencing is the same as seen on the Beltana Park tennis courts, the WRP and Barkley Park (Googong's second dog park). It has been selected because it is considered as the most effective type in keeping rabbits out of the garden.</i></p>
<p>There is no obligation on garden operators to keep the garden and each plot tidy to minimise the adverse impact on the visual amenity of the area.</p>	<p><i>This will be a requirement of the Licence Agreement.</i></p>
<p>Garden users are the only ones that have had say in its development. The residents haven't been consulted about its design or operation.</p>	<p><i>The meeting with residents and Peet has addressed many of the concerns raised by the residents.</i></p>
<p>Development processes must be followed, including consultation with local residents and approval for activities such as chooks, as per Qbn Council processes.</p>	<p><i>The development of the Community Garden is part of the VPA. The required approvals have been obtained and Council staff have been satisfied that all requirements have been met.</i></p> <p><i>It can be Licence condition there be no poultry or other animals kept at the site.</i></p>

8.4 Licence Agreement - Googong Residents Association Community Garden at 44 Helen Circuit Googong. (Ref: C17155666; Author: Thompson/Warne) (Continued)

An annual review of all garden activities including consultation with residents to ensure garden use is balanced against residents' rights.	<i>It is not proposed that the Licence require an annual review of gardening activities. The Licensee is the Googong Residents Association which is a forum where residents can air any issue relating the Community Garden.</i>
Twice a year inspection by licensed pest controller to confirm the absence of pests and vermin.	<i>The Licence Agreement provides for pest control. It is noted that a well-managed and maintained garden will not attract any more vermin or pests than a standard home garden that grows produce, has a compost area or supports a pet.</i>
An obligation on plot owners to keep the garden neat and tidy and remove all weeds. Garden users who don't keep their plots tidy lose their plots.	<i>The Licence Agreement provides for this requirement.</i>
There must be a person responsible at Peet to receive and consider any concerns from residents about the garden.	<i>Once the Construction is completed, the Community Garden is passed to the Council to manage. This is expected in late October 2017 and will be the responsibility of the Urban Landscapes section.</i>
Peet must have a parking management plan, such as residents only parking, no stopping and no parking signs around Helen Cct. Parking inspectors on weekend to enforce compliance with signage.	<i>Not considered needed at this time.</i>

Peet have advised that the "community garden" location was marketed as a selling point for Googong and was espoused and promoted by the company. There was no attempt to hide the fact that the site had been earmarked for a "community garden".

One of the objectors has also claimed that whilst the site of the "community garden" was identified on strategic plans for Googong and they were aware of the site, they thought that it would be developed for flower beds and shrubs, not vegetables. Peet dispute this perception and advise that the objector had access to the information provided to the Googong Builders Guild which provided extensive details of the planned land releases at Googong, and Community facilities proposed.

It has also advised that many lots were sold to builders who then "on-sold" the land as part of a building package to the ultimate property owner. Accordingly, they cannot be sure if details on the "community garden" had been advised to all land owners in the vicinity.

8.4 Licence Agreement - Googong Residents Association Community Garden at 44 Helen Circuit Googong. (Ref: C17155666; Author: Thompson/Warne) (Continued)

Implications***Legal***

The Licence Agreement will be binding on the Googong Residents Association and in addition to the standard Licence conditions included in the Licence template it is considered that the following conditions should be added:

- Garden members be encouraged to walk to the site.
- Deliveries to the site must use the gate provided for this purpose.
- Structure and lattice work associated with the Garden should not exceed 900mm.
- Garden to be kept in a neat and tidy condition.
- Twice a year inspection and treatment for pests shall be carried out.
- Garden users shall ensure that their activities will have a minimal impact upon the surrounding area.
- No fowls or other animals shall be kept at the Garden.
- The GRA will permit discussions and input from residents in respect of the Community Garden as part of its meetings.

Asset

Upon hand over to the Council the Community Garden will be recognised as a Council asset and included in the Asset register.

Social / Cultural

Community Gardens are seen as good community facilities that add to the recreational opportunities for new residents. Lot sizes at Googong are generally quite small and the Community Garden enables residents to have a small garden plot in areas of higher density living.

Engagement

Peet has had a significant process of community consultation in regard to the Community Garden as outlined below:

- *8 August 2014 – QPRC DA approval as part of DA186-2013 where the current location was nominated as an open space to be the “potential location for community garden”.*
- *October 2014 – Community garden site clearly identified on sales plans for the Helensbrook Area @ Googong (NH1A S6D), the Googong model (@ the Googong Sales Office) and on the Googong Website.*
- *22 November 2014 – Helensbrook lots released to the partner builders.*
- *6 December 2014 – Helensbrook (NH1A S6D) housing lots released to the public.*
- *July 2015-June 2017 – The community garden featured in 5 of the 7 Community Newsletters delivered via the Googong EDM service and the website.*
- *5 August 2015 – It is also noted that an article on the Community Garden was posted upon the Googong Facebook page on 4 August 2015.*

8.4 Licence Agreement - Googong Residents Association Community Garden at 44 Helen Circuit Googong. (Ref: C17155666; Author: Thompson/Warne) (Continued)

- *August 2015 - Notification via the Googong EDM service for the first community meeting aimed at gauging interest in the Community Garden.*
- *12 October 2015 - First information session on the community garden.*
- *29 April 2016 – QPRC CC approval as part of CC SUB-2-2106 for community garden layout and associated structures.*
- *1 June 2017 – meeting with residents of Helen Circuit to address concerns.*
- *19 July 2017 – Googong Project Director met directly with the resident adjacent to the garden to discuss concerns – agreed mitigation measures already undertaken are detailed in “Layout of the Community Garden and siting of Infrastructure” response.*
- *October 2017 – Construction work complete and handover of facility to QPRC.*
- *Information regarding the garden provided at Googong Residents Association (GRA) meetings over the last 2 years.*

The Council advertising of the project stimulated two objections to the proposal to issue the Licence Agreement.

Financial

There will be no financial impact upon the Council because of the operation of the Community Garden.

Conclusion

It is considered that the provision of the Community Garden at Googong will add to the social fabric of the community. Accordingly, the finalisation of the Licence Agreement should be supported. Whilst there is local opposition to the concept, the community consultation with residents and operational changes together with appropriate licence conditions should minimise any local impact from the Community Garden.

Attachments

- Attachment 1 Report to Planning & Strategy Committee Meeting - 12 July 2017 regarding Googong Community Garden. (*Under Separate Cover*)

8.4 Licence Agreement - Googong Residents Asssocation Community Garden at 44 Helen Circuit Googong. (Ref: C17155666; Author: Thompson/Warne) (Continued)

8.5 Dedication of Laneways in Deposited Plan 8456 West Queanbeyan (Ref: C17155883; Author: Spyve/Warne)

Summary

It has recently come to Council's attention that inconsistencies exist on title in respect of various laneways in Deposited Plan 8456, located in the Gilmore Road area of West Queanbeyan. It is appropriate to rectify the inconsistencies to ensure that ownership of the laneways land is not in question and to validate land classifications.

Recommendation

That Council:

- 1. Support in principle the dedication of all 12 laneways in Deposited Plan 8456 Queanbeyan as public road.**
 - 2. That the proposal be advertised in a locally circulating newspaper and that the adjoining property owners be advised of this proposal.**
 - 3. If no adverse response is received, the application be progressed in accordance with sections 16 & 17 of the *Roads Act 1993*.**
 - 4. If objections to the proposal are received, the matter again be considered by the Council.**
-

Background

In 1915, Deposited Plan 8456 was registered by Canberra Freeholds Estate. The subject land is located in Queanbeyan West and includes Bayldon Road, Kendall Avenue, Gilmore Road, Lorn Road, Paterson Parade and various streets in between. The DP includes over 500 lots and 12 laneways.

It recently came to Council's attention that inconsistencies exist on the DP in respect of the laneways. Three laneways, lots 527, 528 and 529, have individual Certificates of Title. Lots 528 and 529 are in the name of the Council. Lot 527 is in the name of Canberra Freeholds Estate. The remaining nine laneways have neither lot numbers nor Certificates of Title and are each described on the DP as "lane".

The inconsistencies create uncertainty of ownership and land classification. Council has received enquiries from residents about the status of laneways and if the laneways remain in their current state, it is difficult for Council to provide certainty of information when responding to requests for information.

To rectify the inconsistencies, Council has two options, as follows:

Option 1: Gazette the lanes as "public road" and then close them. This will require preparation of a plan delineating the area of the lanes. It is a more involved and costly exercise than Option 2. Also, as the laneways are still in use, this is not the preferred option.

8.5 Dedication of Laneways in Deposited Plan 8456 West Queanbeyan (Ref: C17155883; Author: Spyve/Warne) (Continued)

Option 2: Declare the laneways as public road and not close them. This will involve writing to the adjoining owners and advertising Council's intention to declare all laneways in Deposited Plan 8456 as public road pursuant to *Section 16 & 17 of the Roads Act 1993*. The usual submission period would apply, and subject to submission responses, the proposal would then be gazetted. This is the preferred option.

The full area of the Deposited Plan is large and even when condensed will not fit on this page. Below is an aerial view of part of the Deposited Plan which gives an overview of the location where this DP sits.



Implications

Legal

Where land is set aside in a subdivision for the purposes of a road prior to 1907, or where a plan of subdivision was registered before 1 January 1920 the Council, by providing notice in the Government Gazette, can have the land dedicated as public road; the land described in the declaration becomes free of all trusts, restrictions, dedications, reservations, obligations and interests, and is dedicated as public road. Further, no compensation is payable.

8.5 Dedication of Laneways in Deposited Plan 8456 West Queanbeyan (Ref: C17155883; Author: Spyve/Warne) (Continued)

Prior to doing so, Council must cause at least 28 days notice of its intention to do so to be served on the owner of the land. During that 28 day period, the owner of the land may, in accordance with the rules of the court, apply to the Land and Environment Court for a declaration that the land should not be dedicated as a public road. This is highly unlikely as Canberra Freeholds Estate no longer exists.

Engagement

In addition to the legal requirements of the *Roads Act 1993*, it would be prudent to notify the adjoining owners of Council's intention to declare the laneways as public road and that the proposal will be advertised locally.

Financial

Minimal expense is foreseen with progression of the road dedications.

Program Code	Expense Type	Funding source	Amount
To be Advised		General Fund – legal and advertising expenses	\$ 1,000

Conclusion

Dedication of all the laneways in DP 8456 as public road is seen as the best way forward to resolve the inconsistencies that currently exist.

Attachments

Nil

8.5 Dedication of Laneways in Deposited Plan 8456 West Queanbeyan (Ref: C17155883; Author: Spyve/Warne) (Continued)

|

8.6 Riverfest Event (Ref: C17157093; Author: Richards/Richards)

Summary

For a variety of reasons, outlined below, Riverfest was deferred for 2017. Given the broader area of the merged Queanbeyan-Palerang Regional Council, a strategy is required to provide a holistic approach to signature events in the new LGA and to ensure the delivery of social, cultural and/or economic results for the region. This strategy will be consistent with the QPRC Tourism Plan.

Recommendation

That Council:

- 1. Note the reasons for withdrawing Riverfest from the 2017 Events Calendar.**
 - 2. Review the continuation of Riverfest in line with the Strategy for Events to be to Council early in 2018.**
-

Background

The Queanbeyan Regatta was first held in 2009 and continued as an annual event until 2013. Although a number of different approaches were trialled, crowd numbers continued to diminish from an early high of 3000 attendees to only 300 in 2013. In 2014 the event was re-shaped into Riverfest to be trialled and supplemented with additional attractions including the Charity Boat Race, family activities, Environmental Expo and the Clearwater Sculpture Prize and Exhibition. This event ran for three years from 2014.

Council has an obligation to continually evaluate events to ensure return on investment for the community in social, cultural and/or economic terms. Many existing events have evolved over time and no longer have a clearly defined role or purpose. This is particularly important since Council resources to plan, promote, deliver and evaluate events are limited and the expanded local government authority means a wider regional focus for events. This approach is supported in the recently adopted QPRC Tourism Plan.

Feedback from key stakeholders in 2016 included that the timing of Riverfest is not ideal and that moving or changing the event should be considered. A resulting review of Riverfest indicated that support of the event has been substantially due to the associated activities rather than the event itself. Consideration had to be given to whether the purpose and aims of Riverfest could be better achieved in different ways. These aims include:

- 1. Promoting the river as a key natural asset and recreational activity for the community.*
The river will continue to be a significant drawcard for a range of events including Music by the River and Liquidfest which are both highly supported and attended. The Queanbeyan Christmas party will also be situated by the river.
- 2. Providing an opportunity for a Charity Fundraiser*
Eden Monaro Cancer Group confirmed that whilst they value the association with Council, the Boat Race is not an effective charity fundraiser.

8.6 Riverfest Event (Ref: C17157093; Author: Richards/Richards) (Continued)

3. *Delivering educational activities through the Environmental Sustainability Expo*
In order to involve the whole LGA and obtain a larger audience the Environmental Expo is being held in conjunction with the Queanbeyan Show on 11-12 November 2017, the Bungendore Show on 28 January and the Braidwood Show on 3 March 2018.
4. *Providing activities for children and families*
Christmas parties, the Multicultural Festival and other regular events all include such activities. In addition summer activation events are specifically tailored for children, adolescents and families.
5. *Clear Water Sculpture Prize and Exhibition*
The Clearwater Sculpture Prize and Exhibition can be efficiently conducted as part of the Regional Arts Awards open in May each year and awarded in August.

Implications***Policy***

A holistic approach to events will optimise return on investment for Council and the community. An Events Strategy, which will include an Event Support and Promotion Policy, will be prepared for Council to consider early in 2018.

Social / Cultural

All events will have some community members who are committed to continuing in perpetuity and Riverfest is no exception. This means that some people will feel disappointment if this event does not continue to remain on the annual calendar. However, given finite resources, the role of Council is to provide the best possible outcomes – social, cultural and economic – for the highest number of people.

Financial

The budget currently allocated for the Riverfest Event may be better allocated in line with an overall events strategy.

Program Code	Expense Type	Funding source		Amount
100407	Project	Operational budget	\$	28,000

Conclusion

Events is an area that must respond to changing needs and remain innovative and fresh to continue to engage and delight the community. A detailed paper with an Events Strategy and Support and Promotion Policy to deliver on the goals in the Community Strategic Plan will be brought to Council for consideration early in 2018.

Attachments

Nil

**8.7 Exemption for Alcohol Free Zone - Queanbeyan Community Christmas Party
(Ref: C17161764; Author: Richards/Fulton)**

Summary

QPRC will be holding a Community Christmas Party at the Queen Elizabeth II Park on Saturday 9 December.

This Report seeks approval to suspend the Alcohol Free Zone in Queen Elizabeth II Park for the duration of the event which runs on Saturday 9 December from 6pm to 9.30pm.

Recommendation

That Council approve the suspension of the Alcohol Free Zone in Queen Elizabeth II Park on Saturday 9 December 2017 from 6.00pm – 9.30pm.

Background

This is the first time the Community Christmas party event will be held at the Queen Elizabeth II Park, but it is not the first suspension of the Alcohol Free Zone in Queen Elizabeth II Park. Previously the events team received approval for this at the Symphony by the River event on the evening of Saturday 4 March 2017.

In order to provide an optimal experience for the local community attending, it is proposed to invite food vendors to provide a selection of food for the audience and include regional wineries to provide wine tasting. Participants will also be invited to BYO food and drink including alcohol. This would require the suspension of the Alcohol Free Zone for the duration of the event.

Implications

Legal

Ministerial Guidelines on Alcohol-Free Zones (2009) Section 645 provides the Council may suspend or cancel and Alcohol Free Zone via a valid resolution.

Social / Cultural

The event will provide a significant boost to the community events program.

Economic

Predominately local food and wine businesses have been invited to attend.

**8.7 Exemption for Alcohol Free Zone - Queanbeyan Community Christmas Party
(Ref: C17161764; Author: Richards/Fulton) (Continued)**

Engagement

Consultation was held with Senior Constable Richard Pearce – Monaro Licensing to ensure Council followed appropriate requirements with Liquor and Licencing

- Once an AFZ is lifted can also encourage BYO and it was suggested that ‘plastic only’ be the ideal situation.
- The lifting of the AFZ should include a time, date and locational boundary.
- QPRC should publish notice of the suspension and remove the signage (or cover it) during the suspension time.
- The police should also be notified of this change in writing.

Financial

No cost will be incurred for Suspension of Alcohol Free Zone.

Conclusion

QPRC will be holding the Community Christmas Party event in Queen Elizabeth II Park on Saturday evening 9 December from 6pm – 9.30pm. The events team is seeking approval to suspend the Alcohol Free Zone in Queen Elizabeth II Park for the duration of the event.

Attachments

Nil

8.8 Digital Economy and Smart Community Strategy (Ref: C17155264; Author: Richards/Darcy)

Summary

A draft Digital Economy and Smart Community Strategy has been developed and subsequently placed on public exhibition for comment and feedback. The Community Engagement Summary Report has been prepared and no changes to the Strategy are recommended.

Recommendation

That Council:

- 1. Note and receive the Community Engagement Summary Report.**
 - 2. Endorse the Digital Economy and Smart Community Strategy.**
-

Background

A draft Digital Economy and Smart Community Strategy was presented to Council on 26 July 2017. The Strategy formally states the aspiration of Queanbeyan-Palerang to be a 'smart community' and provides a pathway for applying smart technology to improve local service delivery, commerce and connections in the community.

The Council Report on 26 July also details QPRC's intention to participate in the Federal Government Smart City agenda, with a grant application under the Smart City and Communities program pending. The Smart City key projects incorporated into this grant include:

- Smart technology and services: including smart parking, free public Wi-Fi, CCTV, smart lighting, traffic sensors and environmental monitoring
- Open data platform – to support research, innovation and crowd source solutions
- Enhanced digital consultation and engagement
- 3D digital modelling – to improve engagement between developers, Council and the community
- Partnerships with the University of Canberra and Urban Circus to analyse data and provide expert planning design

Queanbeyan Palerang and a number of other local authorities have been chosen to participate in the Smart Cities Chronicles. This is an editorial project to share the smart cities journey with our peers, our industry and our community. The cohort of participating authorities includes:

- District Council of Yankalilla, SA
- Northern Beaches Council, NSW
- Wyndham City Council, VIC
- Rockhampton Regional Council, QLD
- Wellington City Council, NZ
- City of Casey, VIC
- Logan City Council, QLD
- Queanbeyan-Palerang Regional Council, NSW

8.8 Digital Economy and Smart Community Strategy (Ref: C17155264; Author: Richards/Darcy) (Continued)

Implications***Sustainability***

The use of smart technology provides an opportunity for environmental savings through greater cost efficiency in electricity usage in smart lighting, the use of sensors to measure environmental conditions and providing access to information that helps change human behaviour and reduce undesirable effects. For example, smart parking will help reduce traffic congestion by providing real time information on availability of parking spaces, thereby reducing drive by traffic searching for a parking space.

Asset

Any proposed smart city infrastructure will follow normal procurement and project planning assessments and is proposed to be incorporated into the public domain works planned with the Queanbeyan head office and civic plaza redevelopment.

Social / Cultural

A major objective of smart technology is to improve engagement between Council and the community and enhance connectivity between members of the community. Improved digital access will provide a greater voice for all members of the community and the use of integrated smart technology will make a valuable contribution to providing access for a more digitally literate and capable community that can communicate with Queanbeyan-Palerang Regional Council and each other.

Economic

An enhanced digital environment will facilitate improved commerce opportunities through improved ICT capacity and fostering of an entrepreneurial ecosystem. The provision of Wi-Fi will create opportunities for engagement with business and visitors to promote tourism activity and increase vibrancy in the Queanbeyan CBD. Smart City infrastructure will also contribute to repositioning Queanbeyan as a progressive place to do business and establish business and complement efforts to attract businesses to the CBD.

Strategic

The Digital Economy and Smart Community Strategy forms part of the Queanbeyan CBD Transformation Strategy that will contribute to modernise and revitalise the CBD through improved parking, traffic management, street lighting, safety, space and amenity.

Engagement

The draft Digital Economy and Smart Community Strategy was available for comment and feedback online via Councils Have Your Say portal from 31 July 2017 to 29 August 2017. It was also available in hard copy at the Council offices. This followed the community engagement undertaken to develop the draft Strategy which included three community workshops in each of Queanbeyan, Bungendore and Braidwood and a survey undertaken via the Have Your Say portal. A total of 87 responses to the survey were received and presented to Council on 26 July Council meeting which were used to help develop the draft Strategy.

A total of 142 participants were aware of the draft Strategy and viewed at least one page of it. Of these, 73 people downloaded the document and three submissions were received from residents of Karabar, Bungendore and Greenleigh.

8.8 Digital Economy and Smart Community Strategy (Ref: C17155264; Author: Richards/Darcy) (Continued)

A Community Engagement Summary Report is attached.

There are no recommended changes to the Strategy as a result of the community feedback process.

Resources (including staff)

As part of the next steps of the Strategy, an internal Smart Community Working Group will be established to progress digital economy and smart community opportunities and implement actions in the Strategy.

Integrated Plan

The Digital Economy and Smart Community Strategy addresses the key strategic directions of Choice and Connection from Council's Strategic Plan

Conclusion

The Digital Economy and Smart Community Strategy will guide the Queanbeyan-Palerang Regional Council and the community in creating opportunities to use technology to improve local services, community connection and commerce in the region.

Attachments

- | | |
|--------------|---|
| Attachment 1 | Digital Economy and Smart Community Strategy - Final (<i>Under Separate Cover</i>) |
| Attachment 2 | Council Report 25 Oct 2017 - Summary of Engagement Report (<i>Under Separate Cover</i>) |

**8.9 Draft Related Party Disclosures Policy (Ref: C17157885; Author:
Thompson/Taylor)**

Summary

The Related Party Disclosures Policy has been drafted to assist with the new requirements for the Annual Financial Statements in accordance with Accounting Standard AASB 124.

Recommendation

That Council adopt the draft Related Party Disclosure Policy in line with the requirement of Accounting Standard AASB 124.

Background

From 1 July 2017, Council is required to disclose Related Party Relationships and Transactions and Key Management Personnel (KMP) compensation in its Annual Financial Statements in accordance with the Accounting Standard AASB 124.

A Related Party is any person or entity that is related to the entity that is preparing its financial statements (referred to in this standard as the 'reporting entity'). In the context of Council these are detailed in section 6.0 of the Policy.

The objective of this policy is to ensure that QPRC's financial statements contain the necessary related party disclosures, thereby ensuring transparency in dealings and their effect on Council's financial reports. These disclosures draw attention to the possibility that Council's financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

This Policy assists in:

- a) identifying related parties and relevant transactions; Related Party Transactions, and ordinary citizen transactions concerning Key Management Personnel, their close family members and entities controlled or jointly controlled by any of them
- b) identifying outstanding balances, including commitments, between Council and its related parties
- c) establishing systems to capture and record the Related Party Transactions and information about those transactions
- d) identifying the circumstances in which disclosure of the items in (a) and (b) are required
- e) determining the disclosures to be made about those items in the general purpose financial statements for the purpose of complying with the AASB 124

The Policy is now submitted to Council for adoption.

8.9 Draft Related Party Disclosures Policy (Ref: C17157885; Author: Thompson/Taylor) (Continued)

Implications

Legal

Policy as it complies with all requirements of Accounting Standard AASB 124.

Policy

Once approved, the Policy will be published on Council's website and communicated to all stakeholders and a Councillor Workshop will be conducted.

Financial

Where transactions have occurred these will be reported in Council's Annual Financial Statements.

Conclusion

It is now in order for Council to adopt the Policy as it complies with all requirements of Accounting Standard AASB 124.

Attachments

Attachment 1 Related Part Disclosure Policy (*Under Separate Cover*)

8.10 QPRC Procurement Policy (Ref: C17161568; Author: Thompson/Taylor)

Summary

QPRC is required to consolidate the former Council Purchasing and Procurement policies into one QPRC Procurement Policy.

Recommendation

That Council adopt the QPRC Procurement Policy.

Background

Prior to amalgamation Local Government Procurement (LGP) was engaged to assist former QCC in drafting a refreshed Procurement policy. LGP used its experience throughout NSW councils to draft a procurement policy that meets industry guidelines.

In refining the draft policy, staff utilised Sustainable Procurement and Procurement Options from the former Palerang Council policy.

The policy focusses on:

- Value for Money
 - Core principle of Procurement policy.
- Local Content
 - Supporting local Industry
- Sustainability through Procurement.
 - Ensuring Councils procurement assist to deliver sustainable actions.
- Building and maintaining Procurement Capacity
 - Encourages use of Panel through Local Government Procurement and CBRJO.
 - Ensures staff are trained and procurement processes are continually improved.
 - Seeks Council approval if required to go for selective tenders.

Implications

Legal

The procurement of goods and services for the Council is governed by the following:

- Local Government Act 1993
 - Section 55 and 55a with the calling for tenders.
 - Section 7(e) and 8(1) with regard to principles of ecologically sustainable development.
- Local Government (General) Regulations 2005.
 - Part 7 Tendering.
 - Part 9 Divisions 1-4 deals with financial management and the authorisation of expenditure.
- Environmental Planning and Assessment Act 1979
- Work Health and Safety Act 2011
- DLG Tendering Guidelines of NSW Local Government 2009
- QPRC Code of Conduct

**8.10 QPRC Procurement Policy (Ref: C17161568; Author: Thompson/Taylor)
(Continued)**

- QPRC Statement of Business Ethics

Sustainability

Sustainability comprises an important component of the procurement process:

Sustainable Procurement Objectives – The specific objectives for sustainable procurement are to:

- Minimise unnecessary purchasing – only purchase when a product or service is necessary;
- Minimise waste – purchase in accordance with reduce, reuse and recycle strategies;
- Save water and energy – purchase products that save energy and/or water;
- Minimise pollution – avoid purchasing products that pollute soils, air or waterways;
- Eliminate toxic products – avoid where possible purchasing hazardous chemicals that may be harmful to human health or ecosystems;
- Reduce greenhouse emission – purchase products that reduce greenhouse gas emissions;
- Achieve biodiversity and habitat protection – purchase in accordance with biodiversity and conservation objectives.

Sustainable Procurement Actions – In delivery of the specific objectives, Council is to pursue the following actions through sustainable procurement to:

- Eliminate inefficiency, waste and expenditure;
- Contribute to the combined purchasing power of Local Government to further stimulate demand for sustainable products;
- Advance sustainability by participating in ‘closing the life-cycle loop’;
- Increase awareness about the range and quality of products available;
- Deliver Council’s commitments in relation to ecologically sustainable development (ESD) and other environmental and social objectives;
- Play a leadership role in advancing long term social and environmental sustainability;
- Follow the Community Strategic Plan;
- Support local businesses and organisations.

Council acknowledges that it has a vital role to play at the local level in promoting sustainable development and can make a contribution towards meeting the global challenges of creating a sustainable society.

Economic

Council is committed to supporting the local economy and enhancing the capabilities of local business and industry. Council will give due consideration to the actual and potential benefits to the local economy when sourcing goods and services, whilst maintaining a value for money approach at all times.

Consideration needs to be given to local value when determining value for money. Where local content can be applied, either directly or via the Quadruple Bottom Line, a weighting should be applied to the evaluation. This weighting, taking into account all other weightings will help determine the overall best outcome for Council. In order to apply local content the weighting is not applied to price, rather the weighting is applied to the overall evaluation.

**8.10 QPRC Procurement Policy (Ref: C17161568; Author: Thompson/Taylor)
(Continued)**

Supply Market Development – A wide range of suppliers should be encouraged to compete for Council work. The focus for new work need not always be with the larger or more familiar businesses. Other types of organisations offering business diversity could include:

- Local businesses.
- Suppliers with a focus on sustainability.
- Small to medium sized enterprises.
- Social enterprises.
- Voluntary and community organisations.

Resources (including staff)

It is proposed to engage Local Government Procurement (LGP) to roll out training for all staff that will include:

- Procurement Values
- Procurement Policy
- Procurement Procedures

Attachments

Attachment 1 QPRC Procurement Policy (*Under Separate Cover*)

8.11 QPRC Media Policy and Social Media Policy (Ref: C17161618; Author:
Thompson/Ferguson)

Summary

The Media and Social Media policies of the former Councils have been reviewed and harmonised to create the new QPRC policies respectively. They are now presented for formal adoption by Council.

Recommendation

That Council:

1. **Formally adopt the QPRC Media Policy 2017 and the QPRC Social Media Policy 2017.**
 2. **Note that by adopting these QPRC policies, the following policies and directives are rescinded:**
 - a. **the former Palerang Council Media Policy 2014**
 - b. **the former Queanbeyan City Council Contact with Media Policy 2013**
 - c. **The former Palerang Council Social Media Policy 2014**
 - d. **The former Queanbeyan City Council Social Media Policy 2015**
 - e. **The former Queanbeyan City Council Social Media Directive 2012**
-

Background

As part of the ongoing harmonisation of policies following amalgamation, the Media and Social Media policies of the former Queanbeyan City and Palerang Councils were reviewed to create a new QPRC policy for both subjects.

Implications

Policy

The new draft policies are local policies. Under s.165(4) of the *Local Government Act 1993*, local policies are automatically revoked 12 months after the declaration of the poll for the next NSW local government general election, unless revoked sooner by Council if legislation requires it or Council's functions, structure or activities change.

Engagement

Local policies do not require to be publicly exhibited prior to adoption. However, given the impact these two policies may have on some staff, the Executive requested that all staff be given the opportunity to comment on them. Four comments were received, all of which were very supportive, with constructive suggestions to clarify the use of copyright material, and highlighting some typographical errors. The policies have been amended to reflect these comments.

8.11 QPRC Media Policy and Social Media Policy (Ref: C17161618; Author:
Thompson/Ferguson) (Continued)

Conclusion

The revised draft QPRC Media Policy and Social Media Policy are presented for formal adoption. Once adopted, the previous former Queanbeyan City and Palerang Council policies and directives relating to the media and social media will be rescinded.

Attachments

- | | |
|--------------|--|
| Attachment 1 | Draft QPRC Media Policy 2017 (<i>Under Separate Cover</i>) |
| Attachment 2 | Draft QPRC Social Media Policy (<i>Under Separate Cover</i>) |

8.12 QPRC Health Safety Environmental and Quality (HSEQ) Policy (Ref: C17161810;
Author: Spyve/Duncan)

Summary

The Draft Health Safety Environment and Quality (HSEQ) Policy has been drafted to transition QPRC to Health, Safety, Environmental and Quality (HSEQ) accreditation against the Australian Standards

Recommendation

That Council adopt the draft Health Safety Environment and Quality (HSEQ) Policy.

Background

The draft Policy demonstrates a committed, consistent and integrated approach to Health & Safety, Environmental impacts and Quality assurance for continual approval at QPRC. The draft Policy will enable Council to comply with Health, Safety, Environment and Quality (HSEQ) laws and regulations, related codes of practice and industry standards.

To achieve this, QPRC is currently undertaking accreditation against the following HSEQ standards:

- AS/NZS ISO 14001:2016 Environmental Management Systems
- AS/NZS 4801: 2001 Occupational Health and Safety Management Systems
- AS/NZS ISO 9001:2016 Quality Management Systems

The attached policy will enable harmonisation of Council's commitment to HSEQ.

Implications

Legal

The relevant legislative requirements are contained within the

- *Workplace Health Safety Act 2011*
- *The Environmental Planning and Assessment Act 1979*

Policy

The Policy was endorsed by Council's Executive team on 28 September 2017.

Conclusion

The draft Health Safety Environment and Quality (HSEQ) Policy is presented for formal adoption.

Attachments

Attachment 1 Attachment to report C17160233 (Title: Health Safety Environmental Quality (HSEQ) Policy) (*Under Separate Cover*)

8.13 Request for Sponsorship - National Indigenous Touch Football Knockout (Ref: C17161396; Author: Thompson/Ferguson)

Summary

Council has received two requests to provide sponsorship for the National Indigenous Touch Football Knockout to be held on 11 and 12 November 2017 in Dubbo NSW.

Recommendation

That Council:

- 1. Advise the National Indigenous Touch Football Knockout coaches that, while their event has merit, Council is unable to provide sponsorship for the 2017 Knockout on this occasion for the following reasons:**
 - a. their application needs to be considered within Council's annual community grant funding round, rather than as a one-off application prior to that round;**
 - b. all applications for community grant funding should be submitted in accordance with the provisions of Part 5 – Category A of the QPRC Donations Policy.**
 - 2. Encourage the National Indigenous Touch Football Knockout coaches to consider submitting an application in the 2018 community grant funding program, to be advertised early in 2018.**
-

Background

Council received the same email from Ms Kaytlin Patrick and Mr Steven Kennedy, dated 20 and 26 September 2017 respectively, both advising that they coach "a group of young and young at heart local Indigenous people who will be participating in the National Indigenous Touch Football Knockout on 11 and 12 November 2017 in Dubbo, NSW."

The emails stated *inter alia*:

I know QPRC has a desire to give back to the local community, and we would greatly appreciate your support. The support of your organisation, along with hopefully others, will help assist with the tournament registration fee, cost of uniforms, purchase of football, water bottles, health packs for the day, first aid kit, accommodation, equipment for training and ensuring that each individuals needs are met to fully participate in this tournament.

Our team consists of 14 local Queanbeyan and Canberra men and women ageing from 14 years. Our team is predominantly Indigenous however we do not discriminate and we encourage the development of all people wishing to participate in our sport. Our team has players who have represented the ACT in national tournaments to people who play during the week for our local team as a place to get away/escape from reality and/or a feeling of belonging. Most of our players have been playing together since 2014 and have encouraged family and friend to join in on the fun. We pride ourselves on coaching and developing new comers, along with being a place where people can enjoy themselves. All fun aside we do push ourselves as hard as possible to get the best results on the day.

8.13 Request for Sponsorship - National Indigenous Touch Football Knockout (Ref: C17161396; Author: Thompson/Ferguson) (Continued)

This event is designed to bring together communities across Australia inciting an active, healthy lifestyle and positive school attendance. It will promote community spirit and encourages working together as a united community to build positive relationships with each other and families. Further allowing individuals to form partnerships and relationships across communities via a team structure. These events will also develop skills and build confidence within individuals and will boost participation in sport on a regular basis.

Participation in this event and events like this will highlight Queanbeyan/ACT as a strong sporting community whilst aligning itself to the Commonwealth Governments Closing the Gap initiative. Activities of this nature have been happening throughout Aboriginal and Torres Strait Islander Communities for a number of years and will continue to have a positive impact on individuals, youth, women, men, families and our communities as a whole.

Your support would be very much appreciated in our effort to raise much needed funds for our team to participate in the National Indigenous Touch Football Knockout 2017.

In recognition of your support we would like to put your logo on our uniforms for this event. These team shirts will also be featured at other events such as Yass Knockout, Wagga Knockout, Cootamundra Knockout and Griffith Knockout as well as around the Canberra communicate at local competitions. Our shirts will also be on sale for people to purchase. This would give your company exposure to well over 10,000 people along event photos being posted online and social media.

QPRC Donations Policy

Council adopted its Donation Policy on 12 April 2017, Resolution No. PLA036/17. The new policy includes an annual grants program under Category A – General Assistance funding, which states:

Category A funding – General Assistance

Annual Grants Program

- 5.1 Council may determine that the Annual Grants Program for any given year will be directed towards particular outcomes, but the emphasis will always be towards supporting the community's aspirations as articulated in the QPRC Community Strategic Plan.
- 5.2 Applications will only be considered for one-off expenditure in the financial year in which the costs occur.
- 5.3 Applications will be sought through advertising in local media, community newsletters, social media, Council's website and Engagement HQ following the allocation of funds, this being typically through the adoption of Council's Operational Plan in June each year. Applications are to be made on the relevant form (Schedule 3), and address all criteria outlined in the Annual Grants Program guidelines for that year.
- 5.4 Applications must be received by the advertised closing date on the relevant application form with supporting documentation, rather than on an ad hoc basis.

8.13 Request for Sponsorship - National Indigenous Touch Football Knockout (Ref: C17161396; Author: Thompson/Ferguson) (Continued)

- 5.5 Notwithstanding Clause 5.4, Council may consider applications outside the funding round if the applicants are able to demonstrate that the purpose for which they are seeking the donation was not foreseen at the time of the Annual Grants Program round.
- 5.6 Should any applications be received in accordance with Clause 5.5, consideration of the applications will be dependent on any funds being available following allocation from the current round, and will require a resolution from Council regarding the assessment of the applications.
- 5.7 Any request for financial assistance outside the Annual Grants Program must address the criteria detailed in the guidelines, and be submitted on the relevant application form.
- 5.8 Applications will be assessed in accordance with the current guidelines, criteria and budget allocations by a panel of staff nominated by the General Manager. The panel will prepare recommendations for funding to the next available ordinary meeting of Council. All approved fees and charges to be waived will be in the form of a donation and paid by Council on behalf of the organisation.

The National Indigenous Touch Football Knockout did not apply for funding under the first round of the annual community grants program when applications were called for in April/May 2017.

While the policy allows Council to consider applications outside the funding round (Clause 5.5), such applications are dependent upon funds being available *following* the allocation from the current round; must address the criteria detailed in the guidelines, and be submitted on the relevant form (Clauses 5.6 and 5.7) so that they can be considered equitably against other applications.

As a general guide, ad hoc applications should be discouraged wherever possible to avoid the potential for creating a precedent that may have an adverse impact on the amount of funding available to community groups via the annual grants program.

Applications in the next round of community grant funding will be called early in the New Year. It is recommended that the National Indigenous Touch Football Knockout be encouraged to consider submitting an application in the second round of the community grants funding so that it can be assessed against other applications at that time.

Implications***Policy***

In accordance with the QPRC Donations Policy adoption in April 2017.

Financial

Council's 2017-18 Donations vote has had no expenditure against it so far this financial year; however the 2018 annual community grants program has not commenced yet.

8.13 Request for Sponsorship - National Indigenous Touch Football Knockout (Ref: C17161396; Author: Thompson/Ferguson) (Continued)

Conclusion

Council has received a request to sponsor the National Indigenous Touch Football Knockout to be held on 11 and 12 November 2017 in Dubbo NSW. It is recommended that Council not accede to the request on this occasion, but encourage the proponents to submit an application during the 2018 annual community grants funding program.

Attachments

Nil

8.14 Bungendore Quilters Inc. Cultural Arts Assistance Scheme Application (Ref: C17159954; Author: Richards/Perri)

Summary

An application has been received from the Bungendore Quilters Inc. for funding from the Cultural Arts Assistance Scheme towards the costs of presenting their annual weekend long exhibition in the Bungendore War Memorial Hall in November 2017. The application has been assessed and satisfies the schemes guidelines and criteria.

Recommendation

That Council approve the allocation of a grant of \$1,500 from the Cultural Arts Assistance Scheme to the Bungendore Quilters Inc. to assist in the presentation of their annual exhibition event in the Bungendore War Memorial Hall, 25-26 November 2017.

Background

The Council Cultural Arts Assistance Scheme provides grant funding for community cultural projects that meet the following criteria:

1. Community based non- profit organisations, working in or with the Queanbeyan-Palerang community.
2. Able to demonstrate a matching dollar amount either financial, or in-kind, including voluntary labour or other contributions.
3. Able to demonstrate that it is of benefit to the Queanbeyan-Palerang community through its cultural or artistic outcomes, and is able to be completed within 12 months.

Grants of up to \$1,500 will be considered if the project meets one or more of the following criteria:

1. Employs a professional artist.
2. Attracts matching funding from another source outside of Council, and/or
3. Works in partnership with other community groups/government bodies.
4. A festival, event or project that will engage the broader Queanbeyan-Palerang community.

A grant application for \$1,500 has been received from the Bungendore Quilters Inc. to assist in the presentation of a weekend long exhibition event in Bungendore in November 2017. The Quilters group is a Bungendore based, community not-for-profit organisation that meets regularly for sewing days, specialised workshops and skill development in the textile arts and crafts.

The annual exhibition event is open to the wider community and allows members to display their creations, demonstrate skills and showcase the organisation. The event is also the main fund raising opportunity for the group, allowing for other activities throughout the year. The group frequently donates quilts to such community organisations as the MS Foundation, and the Queanbeyan and Canberra Hospitals.

8.14 Bungendore Quilters Inc. Cultural Arts Assistance Scheme Application (Ref: C17159954; Author: Richards/Perri) (Continued)

The annual Bungendore Quilters exhibition will be held over the weekend of 25 and 26 November at the Bungendore War Memorial Hall. The exhibition event will showcase creations from the membership, textile demonstrations and 'come-and-try' activities, sales tables and a fundraising raffle.

The total cost for the annual exhibition is estimated at \$5,160. The grant application meets the criteria for the award of a grant of \$1,500 as the project works in partnership with other community groups and is a cultural event that engages with the wider Queanbeyan-Palerang community.

Implications

Social / Cultural

The annual Bungendore Quilters exhibition event allows the broader Queanbeyan-Palerang community the opportunity to view a large range of textile art and craft, develop their own textile skills and be exposed to a large variety of specialised techniques and approaches.

Program Code	Expense Type	Funding source	Amount
3020	Donations Cultural Activities	Cultural Arts Assistance Scheme	\$ 1,500.00

Conclusion

The annual Bungendore Quilters Inc. exhibition event is a local cultural event open to all. It is well supported by the local community and is driven by a passionate local community group.

Attachments

Nil

8.15 Investment Report - September 2017 (Ref: C17161082; Author: Taylor/Drayton)

Summary

In accordance with the Local Government (General) Regulation 2005, the Investment Report is to be presented to Council on a monthly basis.

This report presents the investment result for September 2017.

Recommendation

That Council:

1. **Note the investment income for September 2017 is \$398,838 bringing the total interest earned on Cash and Cash Equivalent Investments for the 2017/18 Financial Year to \$1,157,352 which is \$107,352 above the year to date budget.**
2. **Note the investment portfolio have been made in accordance with the Local Government Act 1993, the Local Government General Regulations.**
3. **Note the investment portfolio became non-compliant with the QPRC Investment Policy since the May 2017 downgrading of Bank of Queensland.**
4. **Restrict any further investment of BBB+ and below rated deposits until the BBB+ and below category meets the required Investment Policy guidelines.**
5. **Adopt the Investment Report for the month of September 2017.**

Background

Cash and Cash Equivalent Investments

The September 2017 return of \$398,838 brought the total return on Cash and Cash Equivalent Investments for the 2017/18 Financial Year to \$1,157,352 which is \$107,352 above the year to date budget. The investment returns are primarily added to restricted funds (ie development contributions) that form the bulk of the investments.

The principal amount invested as at 30 September 2017 was \$163,978,882.

Council's investment portfolio's annualised monthly return of +3.18% (net actual) in September 2017 outperformed the AusBond Bank Bill Index return of +1.74%.

Refer to Attachment 1 for the following supporting information:

- 1 Actual return against budget;
- 2 Investment portfolio return against the benchmark AusBond Bank Bill Index (BBI);
- 3 Listing of Council's Cash and Cash Equivalent Investments;
- 4 Strategic placement limits for individual institutions or counterparties;
- 5 Placement with individual institutions as a percentage of Council's total portfolio;
- 6 Market values of Council's tradeable investments;
- 7 Budgeted interest allocation by Entity.

**8.15 Investment Report - September 2017 (Ref: C17161082; Author: Taylor/Drayton)
(Continued)**

Market Update

The average 30 day BBSW rate for August 2017 was 1.60%.

As expected, the Reserve Bank (RBA) left the cash rate unchanged at 1.50% at its October 2017 board meeting.

Relative to the last meeting in September, there were no significant changes in the Governor's associated statement. The RBA expects growth in Australia to be 3.25% in 2018 and 3.5% in 2019 (above trend of 2.75%). Underlying inflation is forecast at 2% in 2017 and 2018 (bottom of the target band) to be followed by 2.5% in 2019. Slow growth in real wages and high levels of household debt are likely to constrain growth in household spending.

Markets are pricing in three hikes for the RBA's cash rate by the end of 2019.

Source: CPG Research and Advisory)

Implications***Policy***

I hereby certify that Queanbeyan-Palerang Regional Council investments listed in Table 1 attached to this report have been made in accordance with section 625 of the Local Government Act 1993, and clause 212 of the Local Government General Regulations 2005. During May 2017, Queanbeyan-Palerang Regional Council became noncompliant with its investment policy due to an overexposure to the Bank of Queensland counterparty. Refer below for further details.

Shane Taylor
Chief Financial Officer

On 22 May 2017, ratings agency Standard & Poor's announced a downgrade of the senior long-term ratings of 23 Australian financial institutions including Bank of Queensland (BOQ).

Council's Policy states:

"The portfolio credit guidelines to be adopted will reference the Standard & Poor's (S&P) ratings system criteria and format – however, references to the Minister's order also recognised Moody's and Fitch ratings and any of the three ratings may be used where available."

"Standard and Poor's ratings attributed to each individual institution will be used to determine maximum holdings. In the event of a disagreement between agencies as to the rating band ("split ratings") Council shall use the higher in assessing compliance with portfolio limits, but for conservatism shall apply the lower in assessing new purchases."

So, based on the lower-of ratings, which constrain new investment, Council's current position is as follows:

Council's 'BBB' and 'Non-Rated' Australian Deposit-taking Institution (ADI) target of 40% aggregate is now exceeded by 3%, down from 16% in May 2017 when the ADI downgrades were imposed. New investment in this category will continue to remain halted for much of 2017.

**8.15 Investment Report - September 2017 (Ref: C17161082; Author: Taylor/Drayton)
(Continued)**

Council's overweight position with BOQ after downgrades, will reduce by the end of 2017, but will not be fully released until late 2018. This will halt new investment with BOQ.

Financial

Investment income for the 2017/18 Financial Year as at 30 September 2017 amounts to \$1,157,352. This return was \$107,352 above the year to date budget.

Refer to Attachment 1 - Graph 1 and Table 5.

A portion of the investment portfolio has now been assigned to NSW Treasury Corporation's Long Term Growth Fund, as it provides a superior long term return in the current market, well in excess of the borrowing levels that Council can access. The Fund's performance will now be included in the ongoing monthly reports to Council.

Attachments

Attachment 1 Investment Report - September 2017 - Attachment 1 - 25 October 2017
(Under Separate Cover)

8.16 Register of Declarations of Pecuniary Interests and Other Matters (Ref: C17161208; Author: Thompson/Ferguson)

Summary

All Councillors and designated staff are required under Section 449 of the *Local Government Act 1993* to lodge an annual return for disclosures of their pecuniary interests and other matters. Newly-elected Councillors must submit their first return within three months of the declaration of the poll following the local government general election held on 9 September 2017. The register of annual returns is required to be tabled at the first Council meeting held after the relevant last day for lodgement.

Recommendation

That in accordance with s.450A of the *Local Government Act 1993*, the register of annual returns of disclosures of interest and other matters by designated staff for the period ending 30 June 2017 be tabled.

Background

As the local government election held on 9 September 2017 was the first for the newly-amalgamated Queanbeyan-Palerang Regional Council, all the elected Councillors are required to submit their disclosures of pecuniary interests and other matters by 15 December 2017, i.e. within three months of the declaration of the poll on 15 September 2017, for tabling at the first Council meeting held after the last day of lodgement.

Designated staff were required to submit their annual returns by 30 September 2017.

The register of returns for designated staff is now tabled in accordance with s.450A of the *Local Government Act 1993*, and is available for inspection by the public at Council's administration offices by appointment during business hours.

The register of returns for newly-elected Councillors will be tabled at the Ordinary meeting to be held on 24 January 2018.

Implications

Legal

To comply with ss.449 and 450A of the *Local Government Act 1993*.

Conclusion

The register of annual returns by designated staff for their disclosures of pecuniary interests and other matters is now tabled in accordance with s.450A of the *Local Government Act 1993*. The register of annual returns by newly-elected Councillors for their disclosures of pecuniary interests and other matters as at 15 September 2017 will be tabled at Council's meeting on 24 January 2018.

Attachments

Nil

8.17 Councillors' Questions (Ref: C17162022; Author: Thompson/Ferguson)

Summary

This report provides responses to Councillors' questions from previous meetings or received directly by staff. It will be a rolling report, updated each month.

Recommendation

That Council note the responses to Councillors' questions.

Background

Schedule 2 of the Code of Meeting Practice 2016 includes an item on the agenda dealing with responses to Councillors' questions raised at Ordinary and Committee meetings. Where a response has been given at the time the question was asked, it will be recorded in the minutes.

Where the question was unable to be answered at the meeting, the responses will be reported to a subsequent meeting.

A table to record the questions which were answered at the meeting or taken on notice for a future response is at Attachment 1. The questions and responses will be deleted from the rolling table once they have been answered in full and reported to Council.

Councillors are encouraged to direct any questions that they may have outside of the scheduled meetings to the Service Manager Governance, who will provide responses received from relevant staff via this report.

Implications

Policy

To comply with the QPRC Code of Meeting Practice 2016.

Conclusion

A rolling report will be presented at each Council meeting as a standard item with a list of questions asked by Councillors either at meetings or between meeting, together with responses from relevant staff.

Attachments

Attachment 1 Councillors Questions and Responses (*Under Separate Cover*)

9.1 TechnologyOne Contract (Ref: C17161301; Author: Thompson/Taylor)

9.1 TechnologyOne Contract (Ref: C17161301); Author: Thompson/Taylor

Report

The implementation of single integrated technology suite was identified as a critical project in the Transition Plan adopted in October 2016. The migration to a single suite followed a path identified with the ICT Strategy work, and was subject to status reviews with the Audit and Risk Committee and the Implementation Advisory Group.

This report updates Council on the status of the contract for the TechnologyOne integrated enterprise software platform. As reported to Council on 25 January 2017, many merged councils had one or more of the former councils with TechOne modules and licence/s, and to continue or expand the licences for the merged council, opted to utilise s55 exemption from tender under the *Local Government Act 1993*. Like most merged councils, Queanbeyan-Palerang Regional Council looked to fund a single enterprise solution from the *NSW Stronger Councils Implementation Fund* (merger grant). Following demonstrations from potential enterprise software suppliers, TechnologyOne had significantly demonstrated the capability required for Council's purposes.

Council resolved to authorise the Interim General Manager, in accordance with Section 55(3)(i) of the *Local Government Act 1993*, to negotiate directly with TechnologyOne and enter into an agreement with TechnologyOne for the provision of Human Resources & Payroll, Asset and Revenue & Regulatory applications. In addition, the Interim General Manager was authorised to negotiate directly with TechnologyOne and enter into an agreement with TechnologyOne for the provision of Document Management applications or commence a tender process to proceed to market for a Document Management system.

The Interim General Manager was also authorised to exercise the right to accept contract terms once it is considered that acceptable and competitive arrangements have been negotiated; and to execute a contract with the relevant party; or to cease negotiations.

Assessment

While the Financial module had been acquired pre-merger, and the Asset and Revenue & Regulatory modules included in the purchase order, the Human Resources & Payroll and Enterprise Content Management modules were subject to further assessment before committing to their purchase.

Staff reviewed those modules to ensure the solution:

- met the requirements of QPRC.
- provided a tight integration of all transactions across all modules including Financials and Geospatial Information systems.
- provided a mobility capability for access to functions across the majority of areas throughout Council

Actions to Date

Following further demonstrations and assessment by staff, the Interim General Manager signed a Letter of Intention with TechnologyOne on 30 March 2017 for the purpose of ordering the Property & Rating and Enterprise Asset Management modules of TechnologyOne. The value of the order placed was \$483,232.80 (GST Exclusive). The letter was signed on the condition that a contract was to be drafted and agreed within 15 days of the signed letter. If there were delays in the contract agreement, a penalty clause was placed on TechnologyOne. The drafting of the contract was significantly delayed by TechnologyOne - the penalty clause was subsequently enacted.

9.1 TechnologyOne Contract (Ref: C17161301; Author: Thompson/Taylor) (Continued)

Council engaged legal representatives (Clayton Utz) to assist and provide advice during contract negotiations.

Council finally settled on contract conditions with TechnologyOne on 25 September 2017. The contract was signed with associated Statements of Work being signed on 29 September 2017 for the following:

- Human Resources and Payroll modules.
- Web services
- Project management of implementation.
- Enterprise Asset Management.
- Enterprise Content Management.
- Technical Installation

A pricing summary is attached to this paper as a Confidential Attachment.

Implementation

Implementation of the modules has now commenced. Expected completion time of modules are:

- Payroll modules – February 2018
- Property & Rating modules – July 2018
- Enterprise Asset Management – July 2018
- Enterprise Content Management – April 2018

A relatively rapid approach to implementation has been taken, with associated contracted specialists to assist, to enable a single platform to operate from next financial year, together with a single set of process workflows across the organisation. The current duplicated systems and workflows are inefficient, and work-arounds prominent.

Financials modules are now operating as a consolidated QPRC Financial system as at July 2017. Geospatial Information system will be consolidated into one functional system in October 2017.

Council has contracted other consulting firms to provide assistance in the implementation of the modules listed above.

Total costs of the licensing and implementation are estimated to be approximately \$3.1 million. This project is funded by the merger grant.

Recommendation

That the report be received for information.

Attachments

- | | |
|--------------|---|
| Attachment 1 | TechnologyOne Signed Letter of Intention 30 March 2017 (<i>Under Separate Cover</i>) - CONFIDENTIAL |
| Attachment 2 | QPRC Major Corporate Application Implementation Breakdown (<i>Under Separate Cover</i>) - CONFIDENTIAL |

9.2 Royalla Common s.355 Committee minutes (Ref: C17161045; Author: Thompson/Ferguson)

9.2 Royalla Common s.355 Committee minutes (Ref: C17161045); Author: Thompson/Ferguson

Report

The Royalla Common s.355 Committee has submitted for Council's information the minutes of its meetings held on 19 June, 19 July and 16 August, and the Annual General Meeting held on 20 September 2017.

Recommendation

That Council note the minutes of the Royalla Common s.355 Committee's meetings held on 19 June, 19 July and 16 August, and the Annual General Meeting on 20 September 2017.

Attachments

- Attachment 1 Royalla Common s.355 Committee minutes 19 June 2017 (*Under Separate Cover*)
- Attachment 2 Royalla Common s.355 Committee minutes 19 July 2017 (*Under Separate Cover*)
- Attachment 3 Royalla Common s.355 Committee minutes 16 August 2017 (*Under Separate Cover*)
- Attachment 4 Royalla Common s.355 Committee minutes AGM 20 September 2017 (*Under Separate Cover*)

9.3 Wamboin Hall Management s.355 Committee minutes (Ref: C17161055; Author: Thompson/Ferguson)

9.3 Wamboin Hall Management s.355 Committee minutes (Ref: C17161055); Author: Thompson/Ferguson

Report

The Wamboin Hall Management s.355 Committee has submitted for Council's information the minutes of its Annual General Meeting and Committee meeting held on 26 September 2017 and the 2017 Financial Report.

The Wamboin Hall Management s.355 Committee has responsibility for the care, control and management of the Wamboin Community Hall on Lot 1, DP787635, Parish of Wamboin (112 Bingley Way).

Recommendation

That Council note the minutes of the Wamboin Hall Management s.355 Committee's Annual General Meeting and Committee meeting held on 26 September 2017 and the 2017 Financial Report.

Attachments

- Attachment 1 Wamboin Hall Management s.355 Committee Minutes 26 September 2017 (*Under Separate Cover*)
- Attachment 2 Wamboin Hall Management s.355 Committee 2017 Financial Report (*Under Separate Cover*)
- Attachment 3 Wamboin Hall Management s.355 Committee minutes AGM 26 September 2017 (*Under Separate Cover*)

9.4 Braidwood Recreation Ground s.355 Committee Minutes (Ref: C17161078;
Author: Thompson/Ferguson)

9.4 Braidwood Recreation Ground s.355 Committee Minutes (Ref: C17161078);
Author: Thompson/Ferguson

Report

The Braidwood Recreation Ground s.355 Committee has submitted for Council's information the minutes of its meeting held on 2 August 2017.

The Braidwood Recreation Ground s.355 Committee has responsibility for the care, control and management of the Ground and tennis courts.

Recommendation

That Council note the minutes of the Braidwood Recreation Ground s.355 Committee's meeting held on 2 August 2017.

Attachments

Attachment 1 Braidwood Recreation Ground s.355 Committee minutes 2 August 2017
(Under Separate Cover)

9.5 Bungendore War Memorial s.355 Committee Minutes (Ref: C17161083; Author: Thompson/Ferguson)

9.5 Bungendore War Memorial s.355 Committee Minutes (Ref: C17161083); Author: Thompson/Ferguson

Report

The Bungendore War Memorial s.355 Committee has submitted for Council's information the minutes of its Committee meeting held on 6 July 2017.

The Bungendore War Memorial s.355 Committee is responsible for the preservation of the Bungendore War Memorial and the organisation of ANZAC Day, Remembrance Day and other commemorations in Bungendore.

Recommendation

That Council note the minutes of the Bungendore War Memorial s.355 Committee meeting held on 6 July 2017.

Attachments

Attachment 1 Bungendore War Memorial s.355 Committee meeting minutes 6 July 2017 (*Under Separate Cover*)

10.1 The Q Board Meeting - July 2017 (Ref: C17146798; Author: Richards/Fulton)

Present:

Peter Tegart, Peter Lindbeck, Geoff Grey, Jacqui Richards, Steve White, Stephen Pike and Deon Myburgh.

Also Present:

Others Present:

The Committee Recommends:

Apologies:

Daniel Fulton.

1. Confirmation of Report of previous meeting held on 29 May 2017

- a. Board resolution Outcome Report

Recommendation (Lindbeck/Myburgh)

TBQ 22/17 - That the Board resolution outcome report be received for information.

2. Chair Persons Report

Steve White advised a chair was required, the options being Peter Lindbeck and Geoff Grey. Peter Lindbeck deferred the option to Geoff Grey – Geoff Grey accepted.

Recommendation (No Chairperson Report)

3. Internal Productions Review

- a. Internal Production Financial Review (Attached)
b. Staff Internal Production Report (Attached).

4. External Hirer Review

- a. External Hirer Financial Review (Attached).
b. Staff External Hirer Report (Attached).

5. Promotion and Marketing Report

- a. Publicist Report (Attached).
b. Staff Marketing Report (Attached).

10.1 The Q Board Meeting - July 2017 (Ref: C17146798; Author: Richards/Fulton)
(Continued)

6. **Matters for Report to Council**

- a. General Staff Reports (Attached).
- b. General Items (Attached).

Recommendation (Tegart/Myburgh)

TBQ 23/17 - That the Reports One through Six be received for information.

7. **Next Meeting**

Monday 25 September 2017.

There being no further business, the meeting closed at 7.00pm.

Attachments

- Attachment 1 The Q - Board Meeting - Council Official Agenda - July 2017 (*Under Separate Cover*) - **CONFIDENTIAL**

10.2 The Q Board Meeting - September 2017 (Ref: C17155102; Author:
Richards/Fulton)

Present:

Peter Lindbeck, Geoff Grey, Jacqui Richards, Daniel Fulton, Amanda Tomlinson, Stephen Pike and Deon Myburgh.

Also Present:

Others Present:

The Committee Recommends:

Apologies:

Steve White.

1. **Confirmation of Report of previous meeting held on 24 July 2017**

- a. Board resolution Outcome Report

Recommendation (Lindbeck/Grey)

TBQ 24/17 - That the Board resolution outcome report be received for information.

2. **Chair Persons Report**

Geoff Grey indicated there was no Chairperson's Report.

Recommendation (No Chairperson Report)

3. **Internal Productions Review**

- a. Internal Production Financial Review (Attached)
b. Staff Internal Production Report (Attached).

4. **External Hirer Review**

- a. External Hirer Financial Review (Attached).
b. Staff External Hirer Report (Attached).

5. **Promotion and Marketing Report**

- a. Publicist Report (Attached).
b. Staff Marketing Report (Attached).

10.2 The Q Board Meeting - September 2017 (Ref: C17155102; Author:
Richards/Fulton) (Continued)

6. **Matters for Report to Council**

- a. General Staff Reports (Attached).
- b. General Items (Attached).

Recommendation (Grey/Lindbeck)

TBQ 25/17 - That the Reports One through Six be received for information.

7. **Next Meeting**

Monday 27 November 2017.

There being no further business, the meeting closed at 6.55pm.

Attachments

- Attachment 1 The Q - Board Meeting - Council Official Agenda - September 2017
(Under Separate Cover) - **CONFIDENTIAL**

14 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

It is necessary for the Council to adopt a resolution to formalise its intention to deal with certain matters in Confidential Session. The reports are incorporated in the "confidential" business paper which has been circulated to Councillors.

The Local Government Act, 1993 requires the General Manager to identify those matters listed on the business paper which may be categorised as confidential in terms of Section 10A of the Local Government Act, 1993.

Recommendation

That pursuant to Section 10A of the Local Government Act, 1993 the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

Item 15.1 Writing Off Water Usage Accounts Due to Undetected Leaks

"Item 15.1 is confidential in accordance with s10(A) (b) of the Local Government Act 1993 because it contains discussion in relation to the personal hardship of a resident or ratepayer and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 15.2 Quarterly Legal Update - October 2017

"Item 15.2 is confidential in accordance with s10(A) (g) of the Local Government Act 1993 because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 15.3 Contract Renewal - General Manager, Queanbeyan-Palerang Regional Council

"Item 15.3 is confidential in accordance with s10(A) (a) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.