



Ordinary Meeting of Council

AGENDA

27 September 2017

Commencing at 5.30pm

**Council Chambers
10 Majara Street, Bungendore**

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

List any inspections or indicate “Nil”

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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 23 August 2017

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

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

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Nil

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Nil

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Confidential - Not for Publication

15 REPORTS FOR CLOSED SESSION

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.

LIST OF ATTACHMENTS –

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

Open Attachments

- Item 7.1 Reschs Creek Causeway, Rossi
Attachment 1 Photo - Reschs Creek Causeway (Under Separate Cover)
- Item 8.1 Development Application 248-2017 - 14 Kavanagh Close - Erection of a Three Storey Dwelling House
Attachment 1 14 Kavanagh Street - Section 79C(1) Matters for Consideration - DA 248-2017 (Under Separate Cover)
Attachment 3 14 Kavanagh Street - Draft Conditions - DA 248-2017 (Under Separate Cover)
- Item 8.2 Adoption of Resourcing Strategy
Attachment 1 Resourcing Strategy (Under Separate Cover)
- Item 8.5 Queanbeyan Head Office, Tenancy and Smart Hub
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Attachment 5 Proposed subdivison layout - Lowe carpark (Under Separate Cover)
Attachment 10 Building Plan (Under Separate Cover)
Attachment 12 CBD Masterplan map (Under Separate Cover)
Attachment 13 Public Domain Site Plan (Under Separate Cover)
- Item 8.6 Demolition of 257 Crawford Street award of tender
Attachment 1 2017-05-18 Sketch Plan QPRC QHQ Master Plan (Under Separate Cover)
- Item 8.10 Rates Relief Sporting & Community Organisations under section 356 of the Local Government Act 1993.
Attachment 1 Rates and Charges Relief application for HOME in Queanbeyan - 284 Crawford Street Queanbeyan (Under Separate Cover)
Attachment 2 Application for Rate Relief/Assistance Scheme Community and Sporting Organisations - 36 Atkinson Street Queanbeyan East (Under Separate Cover)
- Item 8.11 Investment Report - August 2017
Attachment 1 Investment Report - August 2017 - Attachment 1 - 27 September 2017 (Under Separate Cover)
- Item 9.1 QPRC Head Office and Smart Hub Community Consultation Feedback
Attachment 1 QPRC Head Office and Smart Hub Community Consultation Submissions (Under Separate Cover)
Attachment 2 QPRC Head Office and Smart Hub Staff Consultation Submissions (Under Separate Cover)
Attachment 3 QPRC Head Office and Smart Hub Community Consultation Register - Drop in sessions (Under Separate Cover)
- Item 9.3 Merger Budget
Attachment 1 Merger Budget - July 2017 (Under Separate Cover)

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Closed Attachments

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Attachment 2 14 Kavanagh Street - Architectural Plans - DA 248-2017 (Under Separate Cover)
- Item 8.3 Tender - Replacement of Back Creek Bridge on Cooma Road Braidwood
Attachment 1 Back Creek Bridge Tender Evaluation Report (Under Separate Cover)
- Item 8.4 Contracts No. 05/2017 and No. 13/2017 - Gravel Supply Tenders
Attachment 1 Tender Recommendation 13/2017 (Under Separate Cover)
Attachment 2 Tender Recommendation 05/2017 (Under Separate Cover)
- Item 8.5 Queanbeyan Head Office, Tenancy and Smart Hub
Attachment 1 CBD Report November 2016 (Under Separate Cover)
Attachment 2 CBD Site Valuations - January 2017 (Under Separate Cover)
Attachment 3 QCBD Sites (Under Separate Cover)
Attachment 6 Valuation - Lowe (Under Separate Cover)
Attachment 7 Heads of Agreement Lease (Under Separate Cover)
Attachment 8 Agreement to Lease (Under Separate Cover)
Attachment 9 Lease valuation (Under Separate Cover)
Attachment 11 Block E Valuation (Under Separate Cover)
Attachment 14 DQPL Site E Stage 1 (Under Separate Cover)
- Item 8.6 Demolition of 257 Crawford Street award of tender
Attachment 2 257 Crawford Street Demolition Tender Evaluation Report (Under Separate Cover)
- Item 8.8 QPRC Head Office and Smart Hub - Principals Authorised Person Engagement
Attachment 1 Contract 03-2018 - HOSH PAP - Tender Evaluation Report (Under Separate Cover)
- Item 9.1 QPRC Head Office and Smart Hub Community Consultation Feedback
Attachment 4 Walsh's Hotel Correspondence 27 July & 6 August 2017 (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, 23 August 2017 commencing at 5.30 pm.

ATTENDANCE

Administrator: T. Overall (Chair)

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

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

1. APOLOGIES

Recommendation

No apologies were received.

2. DISCLOSURES OF INTERESTS

214/17

RESOLVED (Overall)

The Administrator resolved that the Administrator and staff now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

No declarations were received.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Council held on 26 July 2017

215/17

RESOLVED (Overall)

The Administrator resolved that the Minutes of the Ordinary Meeting of Council held in the Bungendore Council Chambers on Wednesday 26 July 2017 be confirmed.

3.2 Minutes of the Planning and Strategy Committee of the Whole held on 9 August 2017

216/17

RESOLVED (Overall)

The Administrator resolved that the Minutes of the Planning and Strategy Committee of the Whole held in the Queanbeyan Council Chambers on Wednesday 9 August 2017 be confirmed.

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

217/17

RESOLVED (Overall)

The Administrator resolved that at all presenters be heard.

Alix Burnett - Item 8.4 - Planning Proposal to list Lot 6 Section 1 DP 758183 - 7 Turallo Terrace Bungendore as an Item of Environmental Heritage under Schedule 5 of Palerang Local Environmental Plan 2014

Craig Harris - Item 8.5 - Program for Release of Googong Subdivision Certificates

Katrina Willis - Item 8.8 - Report on the First Year of Merger

EXTENSION OF TIME

218/17

RESOLVED (Overall)

Extension of Time

The Administrator resolved that Ms Willis be granted an additional five minutes to speak.

Mr Kevin Pritzler - Item 9.3 - Queanbeyan River Shared Path Bridge and Community Consultation

Katrina Willis tabled a petition of further signatures opposing the Ellerton Drive Extension.

5. MAYORAL MINUTES**5.1 Councillor Allowance**

219/17

RESOLVED (Overall)

The Administrator resolved that should the Administrator of Queanbeyan-Palerang Regional Council be declared elected following the Local Government Elections on 9 September 2017, the Councillor fee applicable be reduced to nil from the date of the declaration of the poll to the date of the first meeting of the new Council.

6. NOTICES OF MOTIONS OF RESCISSION

Nil

7. NOTICES OF MOTIONS

Nil

8. DETERMINATION REPORTS**8.1 Investment Report - July 2017**

220/17

RESOLVED (Overall)

The Administrator resolved that Council:

1. Note the investment income for July 2017 is \$386,117 bringing the total interest earned on Cash and Cash Equivalent Investments for the 2017/18 Financial Year to \$386,117 which is \$36,117 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 July 2017.

8.2 Development Application 171-2017 - Demolish and Remove Ticket Office and Toddler Pool - Queanbeyan Memorial Swimming Pool - 121-147 Crawford Street, Queanbeyan

221/17

RESOLVED (Overall)

The Administrator resolved that development application 171-2017 for demolition of ticket office and toddler pool on Lot 261, DP 1127509, Moore Park No. 121-147 Crawford Street, Queanbeyan be granted conditional approval.

8.3 Planning Proposal - 4-6 Majara Street Bungendore to Enable Seniors Housing - Abbeyfield Proposal

222/17

RESOLVED (Overall)

The Administrator resolved that:

1. Council Identify 4-6 Majara Street Bungendore for Seniors Housing in Schedule 1 of the comprehensive Queanbeyan-Palerang Local Environmental Plan which is due for completion in June 2019.
2. If within nine months it becomes evident that the completion of the comprehensive Queanbeyan-Palerang Local Environmental Plan cannot be achieved by June 2019, then prepare a Planning Proposal to include 4-6 Majara Street for Seniors Housing in Schedule 1 of Palerang Local Environmental Plan 2014.

8.4 Planning Proposal to list Lot 6 Section 1 DP 758183 – 7 Turallo Terrace Bungendore as an Item of Environmental Heritage under Schedule 5 of Palerang Local Environmental Plan 2014.

223/17

RESOLVED (Overall)

The Administrator resolved that Council forward the planning proposal and Council report concerning the proposed listing of Lot 6 Section 1 DP 758183 as an item of environmental heritage under Schedule 5 of Palerang Local Environmental Plan 2014, to the Minister for Planning and Environment for a Gateway Determination under section 56 of the NSW Environmental Planning and Assessment Act 1979.

8.5 Program for Release of Googong Subdivision Certificates

224/17

RESOLVED (Overall)

The Administrator resolved that Council agree to release the subdivision certificates for future stages of NH1B Googong subject to the following conditions:

1. At the time of release, Council being satisfied that Water Recycling Plant (WRP) stage C can be commissioned by January 2019 (noting that the current program is to commission by June 2018).
2. Development applications for the stage being conditioned to require the issue of a Water and Sewer Compliance Certificate.
3. GTPL advising the intended owners of the lots of the above mentioned condition at the time of lot settlement, and the consequences such a condition imposes.

8.6 Land Acquisition - Cooma Road Ballalaba (SF170463)

225/17

RESOLVED (Overall)

The Administrator resolved that Council:

1. Note the report.
2. Agree to the acquisition of a small area of land totalling 0.72 hectares for the purpose of road realignment and the construction of a bridge at Cooma Road, Ballalaba.
3. Progress the subdivision required to effect the acquisition.

8.7 Audit, Risk and Improvement Committee

226/17

RESOLVED (Overall)

The Administrator resolved that Council note:

1. The report of the Audit, Risk and Improvement Committee meeting held on 3 July 2017
2. The Committee meeting plan for 2017-18, which details matters to be considered in relation to each element of the Committee's charter responsibilities
3. The 2017-18 Internal Audit Plan, which details audits to be undertaken by Council's contracted internal auditor, Oakton.

8.8 Report on the First Year of Merger

227/17

RESOLVED (Overall)

The Administrator resolved that Council note the Report on the Merger - May 2016 to July 2017.

The Administrator wished to place the following on record -

I wish to record my appreciation to the Interim General Manager - Peter Tegart, the former Interim Deputy General Manager - Peter Bascomb, the former Director Transition Project Management Office - Lisa Gibson and to all the Executive team and staff for ensuring a successful merger transition and more recently successful transformation into the new QPRC. I thank them for their assistance to me personally as Administrator.

I also again record my appreciation to the members of the Local Representation Committee and the Implementation Advisory Group.

It is my view that of all the newly merged councils across the State, Queanbeyan-Palerang Regional Council has been one of the stand-out councils in terms of stakeholder acceptance and community support. I give credit to council officers and staff, the Local Representation Committee and the Implementation Advisory Group. It has been a team effort.

I also acknowledge the valuable support and guidance from the Department of Premier and Cabinet and the Office of Local Government.

9. INFORMATION REPORTS**9.1 Successful funding for Queanbeyan Bus Interchange Pedestrian Safety Upgrades**

228/17

RESOLVED (Overall)

The Administrator resolved that the report be received for information.

- 229/17 **9.2 Government's Housing Affordability Package**
RESOLVED (Overall)
The Administrator resolved that the report be received for information.
- 230/17 **9.3 Queanbeyan River Shared Path Bridge and Community Consultation**
RESOLVED (Overall)
The Administrator resolved that:
1. The report be received for information.
 2. The concept plans be exhibited for information and community feedback.
- 231/17 **9.4 Council Food Surveillance Activity Report 2016-17**
RESOLVED (Overall)
The Administrator resolved that the report be received for information.
- 14. SUPPLEMENTARY INFORMATION REPORT**
- 232/17 **S.1 Regional Growth Fund**
RESOLVED (Overall)
The Administrator resolved that the report be received for information.
- 10. COMMITTEE REPORTS**
- 233/17 **10.1 Report of the Palerang Heritage Advisory Committee - 8 August 2017**
RESOLVED (Overall)
The Administrator resolved the Council note the minutes of Palerang Heritage Advisory Committee held on 8 August 2017.
- 11. DELEGATES' REPORTS**
Nil
- 12. RESPONSES TO COUNCILLORS' QUESTIONS**
Nil
- 13. COUNCILLORS' QUESTIONS FOR NEXT MEETING**
Nil

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

Nil

At this stage in the proceedings, the time being 6.15 pm Mr Overall announced that the Agenda for the meeting had now been completed.

**TIM OVERALL
ADMINISTRATOR
CHAIRPERSON**



MINUTES OF THE EXTRAORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 253 Crawford Street, Queanbeyan on Wednesday, 20 September 2017 commencing at 5.30pm.

ATTENDANCE

Councillors: Cr Overall (Chair), Crs Biscotti, Bray AM, Brown, Harrison, Hicks, Marshall, Noveska, Schweikert, Taylor, 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, A/Portfolio General Manager Organisation Capability.

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

1. APOLOGIES

Nil

The Interim General Manager opened the meeting. Items 4.1, 4.2 and 4.3 were brought forward and dealt with at this juncture.

4.1 Oath or Affirmation of office for Councillors

234/17

RESOLVED (Brown/Bray)

That in accordance with Section 233A of the *Local Government Act 1993*, each Councillor be invited to take either the oath of office or affirmation of office before the General Manager and the taking of the oath or affirmation of office by each Councillor be recorded in the minutes of this meeting, and signed copies be retained for the record.

The following affirmations were declared before the Interim General Manager on 15 September 2017:

I, Cr Brian Brown, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Cr Peter Marshall, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

The following oaths were declared before the Interim General Manager on 20 September 2017:

I, Cr Michele Biscotti, swear that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Cr Peter Bray, swear that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Cr Pete Harrison, swear that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Cr Trevor Hicks, swear that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Cr Trudy Taylor, swear that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Cr Kenrick Winchester, swear that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

The following affirmations were declared before the Interim General Manager on 20 September 2017:

I, Cr Radmila Noveska, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Cr Tim Overall, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Cr Mark Schweikert, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

4.2 Method of Ballot and the Election of Mayor for the 2017-2019 Term

235/17

RESOLVED (Brown/Noveska)

That:

1. Council elect the Mayor for the 2017-2019 term.
2. The method of ballot for the position of Mayor be by show of hands, pursuant to Schedule 7, Part 1(3) of the Local Government (General) Regulation 2005.

The Interim General Manager, acting as Returning Officer, called for nominations for the position of Mayor for 2017/19. There were two signed nominations received, those of Cr Overall and Cr Winchester.

Following the vote by show of hands, resulting in seven votes for Cr Overall, the Returning Officer declared Cr Overall duly elected as Mayor for the 2017/19 term.

Cr Overall assumed the Chair.

4.3 Election of Queanbeyan-Palerang Regional Council Deputy Mayor

236/17

RESOLVED (Taylor/Schweikert)

That:

1. Council elect a Deputy Mayor for a period of 12 months.
2. The method of ballot for the position of Deputy Mayor be by show of hands, pursuant to Schedule 7, Part 1(3) of the Local Government (General) Regulation 2005.

The Interim General Manager, acting as Returning Officer, called for nominations for the position of Deputy Mayor for 2017/18. There were two signed nominations received, those of Cr Hicks and Cr Noveska.

Following the vote by a show of hands, resulting in seven votes for Cr Hicks, the Returning Officer declared Cr Hicks duly elected as Deputy Mayor for the 2017/18 term.

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

237/17

RESOLVED (Overall/Winchester)

That Council allow for public presentations at this Extraordinary meeting.

ADJOURNMENT: The meeting adjourned at 5.46pm and resumed at 5.56pm to enable presenters to be listed.

The following presenter was heard:

Mr Greg Nye - Item 4.8 - Appointment of Committee Delegates and Representatives 2017-2018

3. DISCLOSURES OF INTERESTS

238/17

RESOLVED (Taylor/Schweikert)

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

No declarations were received.

4.9 Managing Casual Vacancies

The Interim General Manager advised the Office of Local Government confirmed the regulations had not been made to enable consideration of Item 4.9 Managing Casual Vacancies. Accordingly, that report is withdrawn from the agenda.

4. DETERMINATION REPORTS**4.1 Oath or Affirmation of office for Councillors**

This item was dealt with in earlier business.

4.2 Method of Ballot and the Election of Mayor for the 2017-2019 Term

This item was dealt with in earlier business.

4.3 Election of Queanbeyan-Palerang Regional Council Deputy Mayor

This item was dealt with in earlier business.

4.4 Ballot papers for Mayor and Deputy Mayoral Elections

It be noted that no ballot papers were used in this election.

4.5 Delegations to the Queanbeyan-Palerang Regional Council Mayor and Deputy Mayor

239/17

RESOLVED (Marshall/Winchester)

That pursuant to Section 377(1) of the *Local Government Act 1993*, the delegations to the Mayor, Cr Tim Overall, and Deputy Mayor, Cr Trevor Hicks, be granted and remain in force until revoked by resolution of Council.

4.6 Council Delegations - Chief Executive Officer/General Manager

240/17

RESOLVED (Schweikert/Taylor)

That:

1. The Council delegate to the person holding the position, acting in, or performing the duties of CEO/General Manager, the powers, duties and functions set out in the attached (Attachment 1) Instrument of Delegation to the General Manager subject to the conditions and limitations specified in that Instrument.
2. The Instrument of Delegation to the CEO/General Manager comes into force immediately the Common Seal of Council is affixed.
3. On the coming into force of the instrument all previous delegations to the CEO/General Manager are revoked.
4. The duties and functions set out in the above-mentioned instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. Council note that the instrument under the Local Government Act includes a power of delegation to other persons or bodies in accordance with section 378(2) of the Act.
6. For the purposes of this resolution references in paragraphs 1 and 2 above to the position of CEO/General Manager are taken to be references to the position of Chief Executive Officer.

4.7 Council Meeting Schedule

241/17

RESOLVED (Brown/Noveska)

That the Council meeting schedule be deferred for consideration at the next Council meeting to be held on 27 September 2017 at 5.30pm at Bungendore.

4.8 Appointment of Committee Delegates and Representatives 2017-2018

MOTION (Bray/Biscotti)

That:

1. Council appoint its delegates, alternates and representatives for 2017-2018 on the organisation, regional and s.355 committees and external committees, as outlined in Table 1 in the report.
2. If more than one nomination is received for a position, determine the method of ballot for the election of representatives and delegates be by open voting, pursuant to Schedule 7, Part 1(3) of the Local Government (General) Regulation 2005.
3. Terms of reference for the committees be noted, and confirmed/revise at the first meeting of the committees.
4. Delegates reports and minutes of the s355 and advisory committees, be reported to Council.
5. That the following amendments to the listed Committees be made:
 - a. Australia Day Community Awards Committee be known as Australia Day and Community Awards Committee (Serial 3);
 - b. membership of the Q Advisory Board include one Councillor in place of Mayor and Chair of the Cultural Advisory Committee (Serial 15);
 - c. membership of the General Manager's Performance Review Committee be Mayor, Deputy Mayor and two Councillors (Serial 20);
 - d. membership of the Local Traffic Committee include a Councillor (Serial 28);
 - e. the Delegate to the Queanbeyan Trust Committee as referred to in the report be taken to mean all Councillors (Serial 43);
 - f. Council appoint a Councillor representative and an Alternate Councillor to the Southern Regional Planning Panel (SRPP) in place of the Community Representative (serial 63);
 - g. the Youth Advisory Committee be known as the Youth Advisory Council, the membership provide for the Chair and Deputy Chair to be elected from the community membership and a quorum for a meeting be a majority of the membership, and
 - h. the Sports Council committee have two Councillor representatives.

Cr Brown foreshadowed a MOTION: ["That this item of business be deferred and workshopped."]

Point of Order

Cr Harrison re consideration of matter in open Committee of the Whole as available in the Code of Meeting Practice.

242/17

Procedural Motion**RESOLVED (Harrison/Schweikert)**

That Council move into open Committee of the Whole to discuss the Committees.

Council moved into open Committee of the Whole at 6.26pm.

243/17

RESOLVED (Brown/Taylor)

That Council return to the Extraordinary meeting.

Council returned to the Extraordinary meeting at 6.37pm.

The motion [of Crs Bray and Biscotti] was WITHDRAWN.

244/17

RESOLVED (Brown/Noveska)

That:

1. Council defer to a workshop the consideration of the structure of committees.
2. The items listed in the substantive motion be considered in that workshop.
3. Council appoint a delegate and an alternate delegate to the Southern Joint Regional Planning Panel.
4. Council delegate to the Planning and Strategy Committee the appointment of members to the committees.

Nominations were called for the position of delegate to the Southern Joint Regional Planning Panel. Two nominations were received, those of Cr Bray and Cr Brown. A vote was taken by show of hands, and with Cr Bray receiving seven votes, the Mayor declared Cr Bray as the delegate.

Nominations were called for the position of alternate delegate to the Southern Joint Regional Planning Panel. One nomination was received, that of Cr Harrison. The Mayor declared Cr Harrison as the alternate delegate.

245/17

RESOLVED (Taylor/Hicks)

That Cr Bray be appointed as the delegate and Cr Harrison as the alternate to the Southern Joint Regional Planning Panel.

4.9 Managing Casual Vacancies

This item of business was WITHDRAWN.

4.10 Code of Conduct and Code of Meeting Practice

246/17

RESOLVED (Brown/Bray)

That Council:

1. Endorse the Code of Meeting Practice and the Code of Conduct with the following amendments to the Code of Meeting Practice:
 - by removing the requirement for Councillors to stand when speaking, and
 - clarifying that live streaming will only be provided at Council meetings and Committee of the Whole.
2. Review the Codes when the Office of Local Government releases new model Codes.

5. SUPPLEMENTARY REPORTS**5.1 Notice of Motion - Premises for the Queanbeyan Senior Citizens Association**

247/17

RESOLVED (Marshall/Winchester)

That:

1. The General Manager brief Council at its Extraordinary Meeting of 20th September 2017 on the future arrangements for the Queanbeyan Senior Citizens Association.
2. Council consider any consequential actions.

The Portfolio General Manager Community Choice, at the request of the General Manager, briefed Council on the matter.

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

Nil

The time being 7.05pm, the Mayor announced that the Agenda for the meeting had now been completed.

**CR 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 the Mayor disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

7.1 Reschs Creek Causeway, Rossi (Ref: C17149380); Author: Biscotti/Overall

Notice

Councillors Tim Overall and Michele Biscotti will move the following motion:

Motion

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 2017-2020.**
-

Background

The Reschs Creek Causeway is prone to flooding during wet weather events and becomes impassable. The flood prone condition of the causeway has long been a concern of Rossi and nearby residents.

Implications

It is recommended to report to council on upgrade options include capital cost estimates.

Conclusion

Council give consideration to including a provision for capital funding when preparing the draft Delivery Program 2017-20.

Attachments

Attachment 1 Photo - Reschs Creek Causeway (*Under Separate Cover*)

7.2 Pedestrian Access and Safety - Monkittee Bridge, Wallace Street, Kings Highway, Braidwood (Ref: C17149391); Author: Taylor/Bray**Notice**

Councillors Peter Bray and Trudy Taylor will move the following motion:

Motion

That Council:

- 1. Receive a report addressing options for improved pedestrian access and pedestrian crossing safety in relation to Monkittee Bridge, Wallace Street Braidwood.**
 - 2. Consider including funding in the Delivery Program 2017-20.**
-

Background

This matter has been raised as an issue by residents at QPRC community meetings held in Braidwood during 2016 and 2017.

Implications

While Council is yet to adopt its Community Strategic Plan, the interim strategic directions include: 'a well connected community with good infrastructure enhancing quality of life'.

It is recommended the report to Council on options for improved pedestrian access and pedestrian safety include cost estimates.

Conclusion

Council give consideration to including a funding provision when preparing the draft Delivery Program 2017-20.

Attachments

Nil

7.3 Reconstruction of Burra "S" Bends, Burra Road (Ref: C17149396); Author: Biscotti/Overall**Notice**

Councillors Tim Overall and Michele Biscotti will move the following motion:

Motion

1. That Council 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. That Council consider funding for reconstruction and land acquisition in the draft Delivery Program 2017-2020.
-

Background

The section of the Burra Road known as the "S" bends has been of long concern to Burra-Urila residents in regard to road safety, and raised at community forums in 2016-17.

Implications

While Council is yet to adopt its Community Strategic Plan, the interim strategic directions include: 'a well connected community with good infrastructure enhancing quality of life'.

It is understood that the "S" bends section upgrade has been designed and ready for construction, save for the need to acquire some land for the purposes of road alignment.

Conclusion

It is recommended the report to Council include cost estimates and a progress report concerning land acquisition.

Attachments

Nil

7.4 Summerhill Road, Bywong (Ref: C17149400); Author: Bray/Overall**Notice**

Councillors Tim Overall and Peter Bray will move the following motion:

Motion

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 2017-2020.**
-

Background

Summerhill Road Bywong, off Bungendore Road, is approximately 1.2km in length and is the access road to a number of rural-residential properties. Approximately 600m of the roadway remains unsealed, unlike the majority of sealed side-roads off Bungendore Road in this area.

Representations have been made by residents for the sealing of the remaining section of the road.

Implications

Council had previously resolved to consider a workshop on options to deal with requests for Council to assume responsibility to maintain crown and other private roads. This may include a revision of policies regarding thresholds (such as number of residences serviced by a road) that trigger Council maintaining or upgrading roads.

Conclusion

It is recommended a report come forward to a meeting of Council to consider including funding in the draft Delivery Program 2017-20.

Attachments

Nil

**7.5 Regional Multiplex Cinema - Call for Expressions of Interest (Ref: C17149405);
Author: Taylor/Bray****Notice**

Councillors Peter Bray and Trudy Taylor will move the following motion:

Motion

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 or the “Old Nursery Site”, Morisset Street, should a development application for a cinema complex not eventuate in 2017.**
 - 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.**
-

Background

Past Queanbeyan City Council Community Surveys undertaken by market research consultants have repeatedly shown that a cinema complex is one of the top four priorities of the community.

The former Queanbeyan City Council received proposals and/or expressions of interest from a number cinema operators for a multiplex cinema development in Queanbeyan, including at the Old Nursery site.

The Council formed a cinema advisory committee that recommended the Morisset carpark as the preferred site, then commissioned and adopted a Cinema and Carparking Strategy in 2015.

An EOI was subsequently called in 2016 for a mixed use development on the Morisset carpark site, including a cinema. Two expressions were received, but not progressed as Council received an unsolicited proposal incorporating a multi-deck carpark and cinema, amongst other proposed CBD site redevelopments, as reported in November 2016 – the subject of a heads of agreement executed in February 2017.

Enquiries have been received by Council in recent months with development applications possible, for a private development in the CBD that includes a cinema.

It is understood there is continuing interest from cinema operators.

Implications

The development of a Cinema Complex with adjoining multi-deck carpark on the Morisset Street Car Park forms one of the elements of the Queanbeyan CBD Transformation Strategy. On 23 November 2016, following an earlier call for expressions of interest, the General Manager recommended to a meeting of Council that Council not accept any cinema development proposal for the Morisset Street Carpark and advise proponents accordingly.

In 2014 Council received a proposal from a Cinema Operator for a Multiplex Cinema on the Council owned Old Nursery Site, Morisset Street, adjoining the underutilised Collett Street Car Park. The proposal did not proceed.

Council's Resourcing Strategy adopted in July included capital funding for a potential multi-deck carpark in the Morisset carpark. The General Manager has advised a revised Carparking Strategy for Queanbeyan, including that carpark, will be presented to Council in coming months.

Conclusion

In the eventuality that a development application for a cinema is not forthcoming in 2017, it is suggested Council call for Expressions of Interest for the development of a regional cinema complex from cinema operators and developers - inviting proposals for either the Council owned Morisset Street Car Park site or the council owned Old Nursery Site, Morisset Street.

Attachments

Nil

7.6 Bus Shelters Googong (Ref: C17149629); Author: Biscotti/Taylor**Notice**

Councillors Trudy Taylor and Michele Biscotti will move the following motion:

Motion

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 the opportunity for the Googong developers to provide or contribute to bus shelters.**
 - 3. If deemed necessary, these bus shelters be given priority on Council's bus shelter program.**
-

Background

There are currently no bus shelters at any bus stop within the Googong township. With only one school in the suburb, the majority of the children residing in Googong travel via school bus to the nearby suburbs of Jerrabomberra and Karabar, or to schools in Canberra via the city's bus interchange every day. Currently they have to stand in the open without shelter from the elements (rain, cold, wind, sun).

The issue was raised by residents and parents of affected children at the Googong Residents Association meeting held at Club Googong on Monday, 5 June, 2017.

Implications

There are a number of implications, including:

- Financial: Cost to Council to purchase and install bus shelters.
- Aesthetic: Visual presence on the streetscape.

Attachments

Nil

7.7 Downloading Council Webcasts (Ref: C17149720); Author: Marshall/Marshall**Notice**

Councillor Peter Marshall will move the following motion:

Motion

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.

Background

The implementation of webcasting of Council Meetings is a step forward in the accessibility and transparency of Council's decision-making.

However, as implemented by QPRC under Administration, the webcasts must be watched live, or streamed later. They are not available to download.

QPRC residents, particularly in the regional areas such as Bywong, Wamboin, Carwoola and the Braidwood surrounds, often have internet connections which are not sufficiently fast to support video streaming.

The addition of a Download function will allow residents throughout the council area to watch Council Meetings. Downloading does not need such a fast internet speed, as the video can be downloaded at any speed, to be watched when the download is complete.

Other Councils apparently using the same provider have a download function, for example Goulburn Mulwaree Council. <http://webcast1.goulburn.nsw.gov.au/archive/video17-0905.php>

QPRC should request the function be added to previous meetings of the Council during Administration, already archived on the council website, if technically feasible and affordable.

Implications

This change will provide a near-equivalent level of transparency and accessibility to Council Meetings for regional residents as for urban residents, for minimal cost.

There may be a small additional cost to providing this service, but as it is part of the package provided to neighbouring councils, it should be minimal.

Attachments

Nil

7.8 Council to Make Councillors Declarations of Interests Available Online (Ref: C17149722); Author: Marshall/Marshall**Notice**

Councillor Peter Marshall will move the following motion:

Motion

That Council request a report from the General Manager on the practicality of making Councillors' declarations of interest available on Council's website.

Background

Councillors are required to declare a variety of pecuniary and non-pecuniary interests, both annually and in relation to specific items on the agendas of council meetings and committees.

Traditionally, these have only been available for the public to view by visiting a council office. This lacks transparency, as it represents a barrier to accessing the information.

Declarations of interest at a council Meeting or Committee are supposed to be included in the Minutes, but in the past there has been a tendency for these not to be included, or only to be included as a statement in the Minutes, without the document attached. This may be because the councillor simply orally declared an interest without specifying it, or because the details were provided by the councillor but were not included in nor attached to the Minutes.

The General Manager advised councillors are provided declaration of interest forms to complete and lodge at the relevant meeting, the nature of the interest then read out at both the start of the meeting and at the relevant item on the agenda. Those declarations are recorded in the Minutes and hard copy retained on file. The annual disclosure of councillor and staff interests is collated and to be reported to the October meeting.

Implications

Declarations of pecuniary and non-pecuniary interest at a Council Meeting or Committee should be included in the Minutes, but have tended not to be. This should be rectified. As Minutes are available on the council website, ensuring compliance with this requirement will address the intent of this Motion.

Annual declarations of pecuniary interests are not currently available on council's website. However, there may be privacy concerns in relation to some of the information contained in the declarations, hence this Motion requests a report from the General Manager/CEO on the pros and cons of making them available on council's website.

Attachments

Nil

7.9 Heavy Vehicle Traffic on Monaro Street, Queanbeyan (Ref: C17149724); Author: Marshall/Marshall**Notice**

Councillor Peter Marshall will move the following motion:

Motion

That Council:

- 1. 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.**
 - 2. Write to the NSW Minister for Roads requesting the NSW Government, in collaboration with Queanbeyan-Palerang Regional Council, develop proposals for restrictions on heavy vehicle movements on Monaro St and the Queens Bridge.**
-

Background

The Googong and Tralee Traffic Study (GTTS) is a complex and technical document, which consequently is not easily accessible and comprehensible to members of the public nor councillors.

It has also potentially been made out of date by changes to the road network: in particular in the ACT with the opening of Majura Parkway; and with the roadworks currently being undertaken near Canberra Airport, where a “bypass” is being built for Canberra-bound traffic at the traffic lights on Pialligo Avenue at the junction with Scherger Drive.

It is important that Council decisions are based on up to date and accurate information, and this Motion requests that a summary document be prepared for Council and the public, based on the GTTS, highlighting the findings and predictions, and which findings may require updating.

There are also numerous misapprehensions about the effects of council’s road projects on traffic in the region and the CBD, which it is not in council’s interests to allow to persist.

The Motion also asks that council writes to the NSW Minister for Roads, Maritime and Freight, requesting that appropriate heavy vehicle restrictions be developed for Monaro St and the Queens Bridge, to enhance amenity in the Queanbeyan CBD. It is noted that such a request has never been made, even after the implementation of the voluntary Northern Bypass for heavy vehicles. Such restrictions could be time-limited, so as to limit heavy vehicle movements during peak hours or days, and would be subject to negotiation and development of further detail.

The General Manager advised the 2017 QCBD Transformation Strategy proposed to slow the CBD arterial roads to 40kph to ease movement and safety of pedestrians and reduce noise. The amenity of the CBD may also be improved should Monaro Street be repaved following the opening of the Ellerton Drive Extension.

Attachments

Nil

8.1 Development Application 248-2017 - 14 Kavanagh Close - Erection of a Three Storey Dwelling House (Ref: C17140381; Author: Thompson/Dixon)

Summary

This application has been referred to Council because the application involves a significant variation to a requirement Clause 4.3 – Height of Buildings - in the Queanbeyan Local Environmental Plan 2012.

Proposal:	Erection of a three storey dwelling house
Applicant/Owner:	Strine Environments/ Mr Ian Geoffrey Wallis
Subject Property:	Lot 17 DP 1063759, 14 Kavanagh Street, Jerrabomberra
Zoning and Permissibility:	R2 Low Density Residential under Queanbeyan Local Environmental Plan 2012
Public Submissions:	Nil
Issues Discussed:	Variation to height limit
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made

Recommendation

- 1. That 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. That 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.**
-

8.1 Development Application 248-2017 - 14 Kavanagh Close - Erection of a Three Storey Dwelling House (Ref: C17140381; Author: Thompson/Dixon) (Continued)

Background

The development application is for the erection of a three storey dwelling house with a total floor area of 575.92m². The proposed maximum height will be 8.8 metres for a portion of the dwelling.

The basement level comprises a triple garage, workshop and two storage areas. The floor area of this level is proposed to be 130.36m². The lower level has a floor area of 191.97m² and includes a large studio area, two bedrooms, two bathrooms, the laundry and a rumpus room. This level also includes two attached verandahs, one to the front of the site and one to the rear with a combined area of 61.22m².

The top level has a proposed floor area of 186.69m² and comprises the kitchen, dining, living, two bedrooms and two bathrooms. An additional two attached verandahs are proposed on this level with a combined area of 61.27m². Externally, the dwelling will be constructed of Colorbond™ and concrete features. The proposed colours incorporated will include greys and off-whites as shown in Figure 1 below.

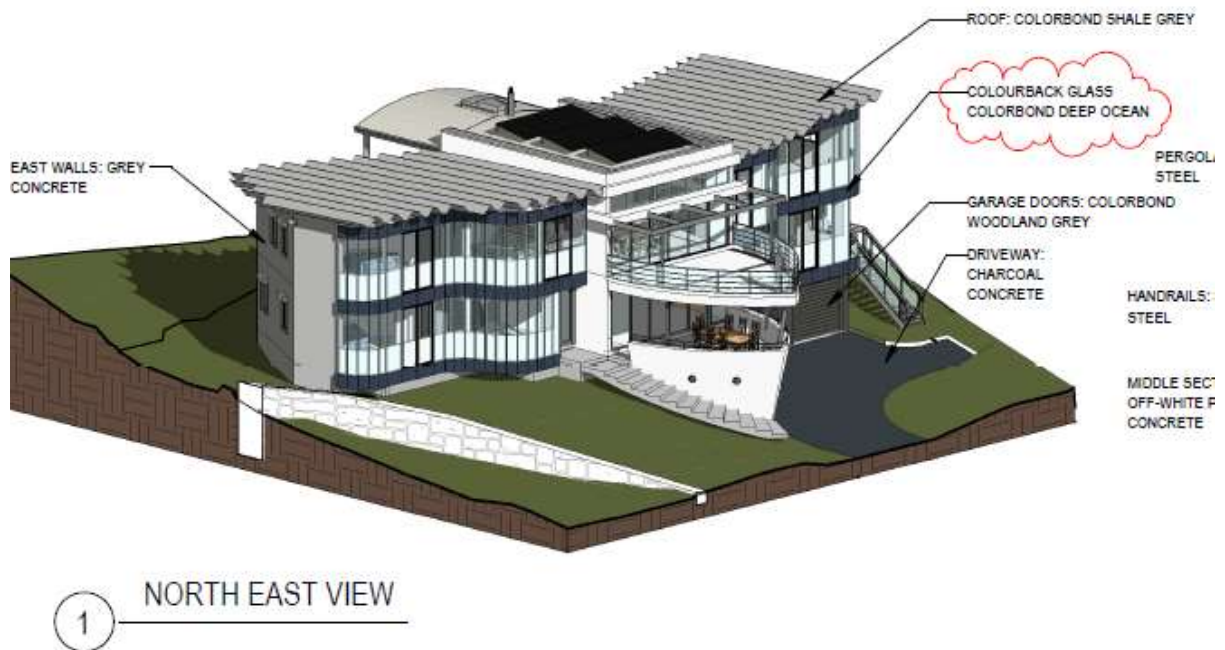


Figure 1: Perspective of Proposal

8.1 Development Application 248-2017 - 14 Kavanagh Close - Erection of a Three Storey Dwelling House (Ref: C17140381; Author: Thompson/Dixon) (Continued)***Subject Site and Locality***

The subject site has an area of 1146m² and is within the Jerrabomberra area. It has a slight slope across the site and adjoins the foothills of the Mount Jerrabomberra Reserve. An existing vehicle kerb crossing is available for access. The site was subdivided in 2002 and has been vacant since this time.

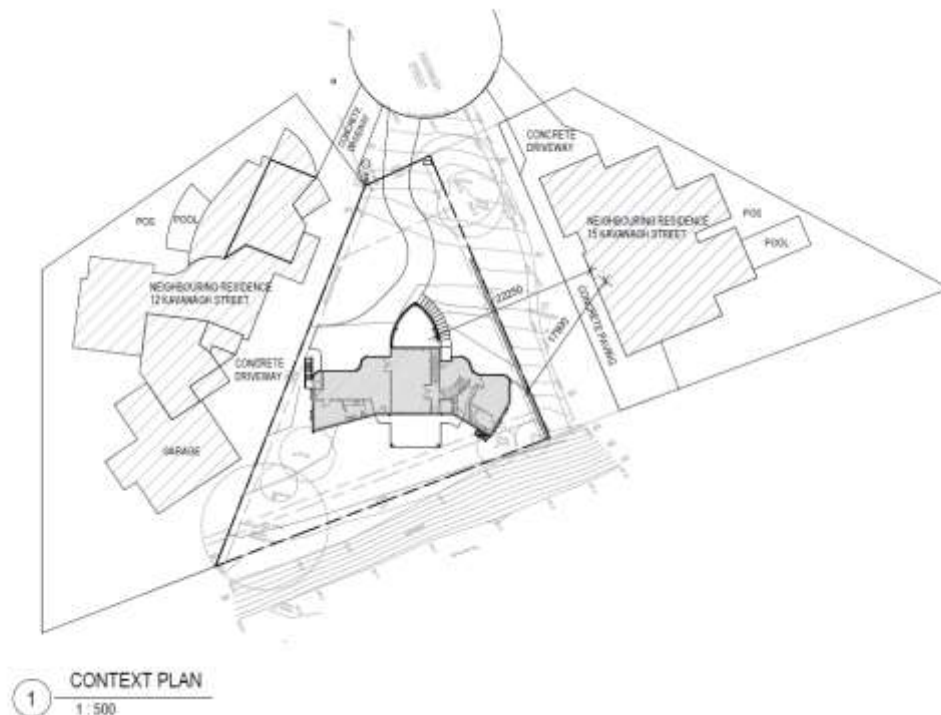


Figure 2: Context Plan

Planning Requirements

Assessment of the application has been undertaken in accordance with Section 79C(1) of the Environmental Planning and Assessment Act (EPAA) 1979, as amended. The matters that are of relevance under Section 79C(1) are summarised in the attached *Section 79C(1) Table – Matters for Consideration* attached.

The following planning instruments have been considered in the planning assessment of the subject development application:

1. State Environmental Planning Policy No 55 – Remediation of Land
2. State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004
3. State Environmental Planning Policy (Infrastructure) 2007.
4. Queanbeyan Local Environmental Plan 2012 (LEP).
5. Queanbeyan Development Control Plan 2012 (DCP)

8.1 Development Application 248-2017 - 14 Kavanagh Close - Erection of a Three Storey Dwelling House (Ref: C17140381; Author: Thompson/Dixon) (Continued)

The development generally satisfies the requirements and achieves the objectives of these planning instruments except where the variation in the maximum height has been sought.

The significant issues relating to the proposal for the Council's consideration are:

(a) Compliance with the LEP

The proposed extension does not meet the requirements of Clause 4.3 – Height of Buildings – within the LEP.

The variation is for a portion of the building to be at a height of 8.8 metres (See Figure 3 below) which is 300mm over the permissible building height of 8.5m. The building height has been determined using the following definition within the LEP:

building height (or height of building) means:

- (a) *in relation to the height of a building in metres—the vertical distance from ground level (existing) to the highest point of the building, or*
- (b) *in relation to the RL of a building—the vertical distance from the Australian Height Datum to the highest point of the building,*

including plant and lift overruns, but excluding communication devices, antennae, satellite dishes, masts, flagpoles, chimneys, flues and the like.



Figure 3: Highest point of the dwelling

The objectives within Clause 4.3 relating to height prescribe the following:

- (a) *to ensure that the height of buildings complement the streetscape or the historic character of the area in which the buildings are located,*
- (b) *to protect the heritage character of Queanbeyan and the significance of heritage buildings and heritage items,*
- (c) *to nominate heights that will provide a transition in built form between varying land use intensities.*

8.1 Development Application 248-2017 - 14 Kavanagh Close - Erection of a Three Storey Dwelling House (Ref: C17140381; Author: Thompson/Dixon) (Continued)

The proposal meets the above objectives by means of conforming to the amenity and appearance of the streetscape. The additional 300mm of building height is unlikely to have a significant impact given the neighbouring property at 12 Kavanagh Street is 8.4 metres in height, which is 400mm less than the proposal. The proposal also seeks to cut this section of the site by 1.2 metres ensuring little discrepancy in height between the two dwellings.

The subject site Mount Jerrabomberra which is a site of environmental heritage. The proposal was referred to Council's Heritage Advisor who provided the following comments in regards to the dwelling's impact on Mount Jerrabomberra:

It is unlikely to have an adverse impact on the reserve and is in proximity to several other fairly large dwellings so is not out of character with its context.

Due to the nature of the streetscape and character of larger dwellings in the area, it is unlikely that the proposal will compromise the significance of the heritage item, especially given the Mountain is the dominating feature in the landscape.

The nominated building height is similar to that of other large dwellings in the area. The majority of dwellings within Kavanagh Street have three storey elements and this has created the transition in built form.

The applicant has also reduced the height from the original submitted plans. These presented a dwelling house with a maximum height of 10.2 metres. Through consultation with Council, the applicant re-designed the dwelling house to ensure it conformed to the character of the area with the reduction in height.

The applicant has therefore applied for a Clause 4.6 variation to the LEP. Clause 4.6 – Exceptions to Development Standards – allows the applicant the opportunity to vary a standard in the LEP if they believe it is unreasonable or unnecessary.

Applicant's Justification for a Clause 4.6 Variation to Clause 4.3

The proposed height allows the occupier to utilise the views to Mount Ainslie and Black Mountain. The contours of the block have made it difficult to site the dwelling and the proposal has mitigated excavation. The top storey is also where majority of the living areas are. They are orientated to the north and together with the proposed height achieve sustainable solar access. The dwelling conforms to the amenity of the area through the use of colours, materials and reduced bulk through the design. The height does not create privacy or overshadowing impacts onto adjoining neighbours. The variation to the height is also only for a small portion of the dwelling house.

The applicant has argued that the slope of the site does not take into consideration horizontal floors which is unreasonable when determining height. The applicant has also argued the need for a lift for the owners as this will be a retirement home. If the dwelling was split level a lift would not be able to be used.

Officer's assessment and recommendation

In terms of views as an argument for the height control being unreasonable, this is not a valid planning concern for a raised height. It is agreed however, that the increased height will achieve energy efficiency gains for solar access to the living area located on the second storey.

The applicant has mentioned the need for a lift for the retired owner's and that if a split level design was proposed instead, a lift would not be possible. This Clause allows certain degree of flexibility of controls and this is a reasonable argument.

8.1 Development Application 248-2017 - 14 Kavanagh Close - Erection of a Three Storey Dwelling House (Ref: C17140381; Author: Thompson/Dixon) (Continued)

The section of the dwelling house at the highest point is 8.8 metres. The relative level of the roof is 671 metres (AHD) and measured from the existing natural ground level the maximum height of the bulk of the dwelling house will be approximately 8.3 metres. Of the entire roof only an area of approximately 25% will be over 8.5 metres. This equates to a 6.5 metre width.

This portion of the roof is located in the centre of the dwelling. This design means that overshadowing onto adjoining properties is minimised. This has been further proven with the submission of shadow diagrams from the applicant which shows little to no overshadowing on neighbouring properties. The architect has also taken great consideration into privacy impacts onto adjoining properties. This has been addressed further in Part 3a of this report, however is important to note. Many two storey dwelling designs require privacy mitigation measures however, through the assessment of this dwelling, it has been located and designed to ensure living areas do not face into neighbouring private open space or living areas. The decks have been setback far enough to also alleviate any overlooking into private open space areas.

Finally, the proposal meets the objectives of Clause 4.3 – Height of buildings. It will conform to the streetscape which contains contemporary two storey dwellings on high blocks. Building height restrictions are imposed to ensure dominating structures are not present in the streetscapes, privacy impacts on neighbouring living areas and private open space areas are avoided and overshadowing impacts are lessened. The applicant has endeavoured to design the owner's dream home while considering the planning implications of a higher dwelling. As such, it would be unreasonable to disallow this flexibility and relatively minor variation to the building height in this case.

The variation is recommended to be supported for the following reasons:

- The variation is for a minor portion of the building height and not for the whole dwelling;
- The height allows solar access into proposed living areas;
- The subject site is in an area with similar designed dwellings with two-three storey designs; and,
- The dwelling is highly unlikely to create overshadowing and privacy impacts onto adjoining neighbours.

(b) Building Surveyor's comments

No building objections have been raised subject to recommended conditions being imposed.

(c) Development Engineer comments

No engineering objections have been raised subject to recommended conditions being imposed.

(d) Heritage Advisor comments

It is unlikely to have an adverse impact on the reserve and is in proximity to several other fairly large dwellings so is not out of character with its context. No heritage objections are raised.

Financial Implications

Section 94 and 64 contributions are not applicable to the proposed development.

Engagement

The proposal required notification under Queanbeyan DCP 2012. No submissions were received.

8.1 Development Application 248-2017 - 14 Kavanagh Close - Erection of a Three Storey Dwelling House (Ref: C17140381; Author: Thompson/Dixon) (Continued)

Conclusion

The submitted proposal for a three storey dwelling house on Lot 17 DP 1063759, No. 14 Kavanagh Street, Jerrabomberra is supported by a Statement of Environmental Effects. The proposal was notified to adjoining owner/occupiers and no submissions were received.

The proposal has been assessed under Section 79C *Environmental Planning & Assessment Act 1979* including the relevant provisions of *Queanbeyan Local Environmental Plan 2012* and *Queanbeyan Development Control Plan 2012*.

The development satisfies the requirements and achieves the objectives of these instruments with the exception of the maximum height controls. The applicant has requested a variation to the height controls under clause 4.6 of the LEP. The variation is supported.

The proposed development is considered suitable for the site, is compatible with the neighbourhood and can be conditioned to mitigate any potential impacts.

Attachments

- | | |
|--------------|--|
| Attachment 1 | 14 Kavanagh Street - Section 79C(1) Matters for Consideration - DA 248-2017 (<i>Under Separate Cover</i>) |
| Attachment 2 | 14 Kavanagh Street - Architectural Plans - DA 248-2017 (<i>Under Separate Cover</i>) - CONFIDENTIAL |
| Attachment 3 | 14 Kavanagh Street - Draft Conditions - DA 248-2017 (<i>Under Separate Cover</i>) |

8.2 Adoption of Resourcing Strategy (Ref: C17141056; Author: Tegart/Spyve)

Summary

The Resourcing Strategy constitutes an important component of Council's Integrated Planning & Reporting suite of corporate plans. A draft Strategy was developed and placed on public exhibition at the Council meeting of 26 July 2017 to give the community and councilor candidates as sense of the capacity and capability of the organisation. The exhibition period has now closed. This report examines the submissions received and recommends that Council adopt the strategy, which will allow Council to move to the next phase of implementing a new suite of Integrated Plans with the development of a Delivery Program.

Recommendation

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.**
-

Background

NSW councils are required to develop and adopt a Resourcing Strategy to assist in implementing the strategies and programs established by the Community Strategic Plan and Delivery Program. The Resourcing Strategy is identified as a critical link when it comes to translating strategic objectives into actions.

A Resourcing Strategy must include as a minimum:

- A Long Term Financial Plan which identifies the funding required to deliver projects, programs and services, including the provision of any infrastructure
- A Workforce Management Plan which identifies the staff resources required by the Council to undertake this work, and
- An Asset Management Strategy to identify the assets (infrastructure) required.

Council has identified two other components that it believes need to be included in its Resourcing Strategy. These consist of:

- Systems Management (particularly information technology) and
- Risk Management.

These two additional components are considered important because:

- (1) As a newly merged council, one of the biggest challenges Council is facing is the integration of technology systems, and
- (2) The importance that technology improvements will play in the delivery of services to the Queanbeyan-Palerang community; and
- (3) The role that risk management and the definition of the organisation's risk appetite plays in the delivery of organisational efficiencies as the new council's systems and processes are integrated and bedded in.

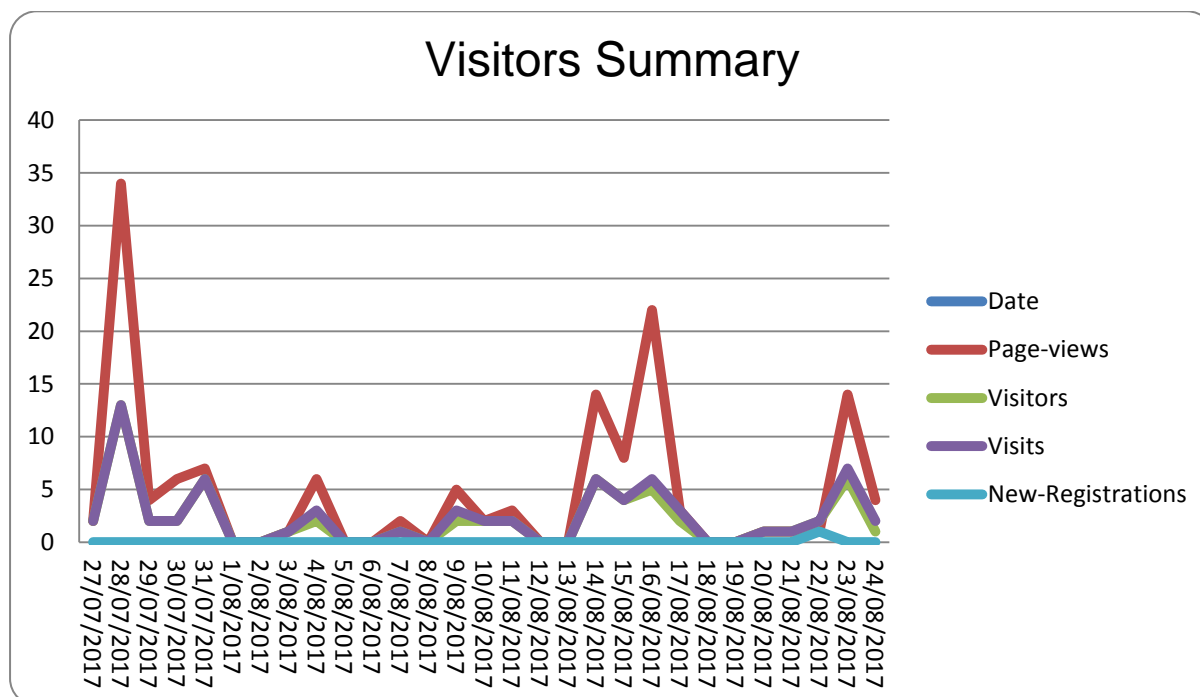
The draft Resourcing Strategy was placed on public exhibition for the period 27 July – 24 August 2017. During this period there were 69 visits to Council's on-line community engagement portal with 30 document downloads undertaken.

8.2 Adoption of Resourcing Strategy (Ref: C17141056; Author: Tegart/Spyve) (Continued)

Implications

Engagement

The table below shows the pattern of visitors and page views during the exhibition period. Most visits and page views occurred on 28 July, 14 August, 16 August and 23 August.



Only one person took the opportunity to utilise the survey tool within the Community Engagement site to make comment on the document. The submitter made the following comment:

I am concerned about your discriminatory workforce aged comments. I find most aged person work twice as hard as younger persons because they want to work. If Council is worried about retirement costs, they must look at Councillors as well.

NSW state and regional plans Merger (rates freeze; benefits targets) etc saw the Government get a bloody nose and rightly so. Rates, road and rubbish should be the QPRC aims, not Sydney orientated wish lists and chardonnay sipping yuppies, look after the bush.

Employ rural folk before contractors

The draft Strategy's only reference to workforce age related to an outline of the current generational spread of the staff. The strategy noted that "This information [generational spread] is important to note when looking at succession planning, as it is evident there is a good proportion of employees nearing retirement, however, the majority is still more than 10 years outside of the retirement age." The Strategy noted Council needs to manage transition to retirement and consider implementing succession planning initiatives as its workforce continues to age. Accordingly it is recommended that this submission be noted and no amendment needs to be made to the Strategy.

8.2 Adoption of Resourcing Strategy (Ref: C17141056; Author: Tegart/Spyve)
(Continued)

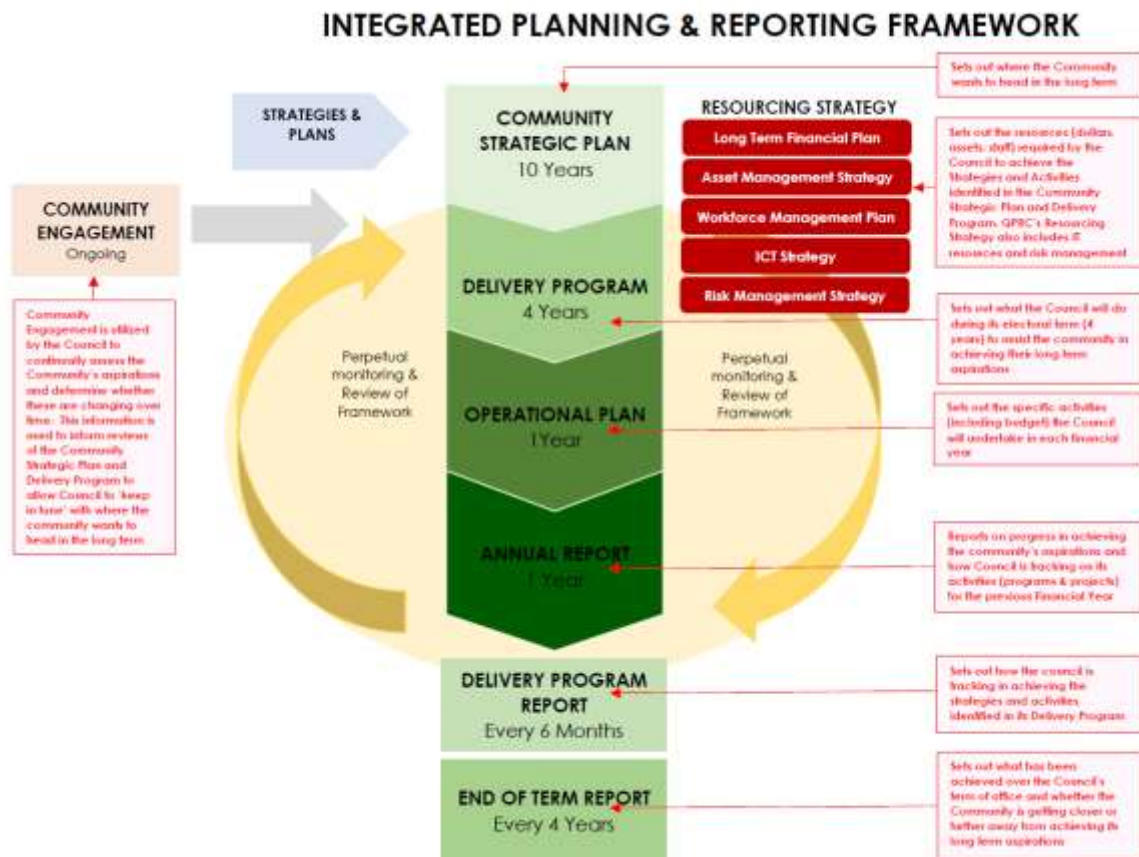
The development of various components of the Resourcing Strategy have relied upon both internal and external consultation during their initial development. For example the Workforce Management Strategy has relied upon internal consultation to look at aspects of staffing requirements for the organisation, whilst the Asset Management Strategy has had components of external consultation to identify service level expectation by asset users. Some modifications to those goals have been made.

Financial

The Resourcing Strategy identifies the resources required by QPRC to deliver services and projects to the Queanbeyan-Palerang community. The Long Term Financial Plan in particular identifies a 'Responsible Scenario' for the Council's long term funding, following an independent assessment by Percy Allan and GHD of Council's asset and financial sustainability in 2016-17.

Integrated Plan

The Resourcing Strategy is a key component of the Integrated Planning & Reporting Suite of plans as illustrated in the diagram below. Councillor will receive more detailed information on the elements of the Resourcing Strategy during workshops.



Conclusion

The Resourcing Strategy provides important information that will assist Council in determining how it will respond to the long term aspirations identified by the Queanbeyan-Palerang community in their Community Strategic Plan. The information contained in the strategy will

**8.2 Adoption of Resourcing Strategy (Ref: C17141056; Author: Tegart/Spyve)
(Continued)**

allow the Council to develop and implement a robust Delivery Program. Work will commence on the development of the Delivery Program to cover the 1 July 2018-30 June 2021 period.

Councillors' decisions on the Delivery Program, asset standards and levels of service for example, may cause modifications to the Resourcing Strategy and subsequently the asset, workforce and financial plans.

Council adopted the Asset Strategy, ICT Strategy and Financial Strategy. The Risk and Workforce Strategies will be presented following review of risk appetite and organisation structure, later in the year.

Attachments

Attachment 1 Resourcing Strategy (*Under Separate Cover*)

8.3 Tender - Replacement of Back Creek Bridge on Cooma Road Braidwood (Ref: C17143918; Author: Hansen/Stewart)

Summary

Nine tenders have been received and evaluated for the replacement of Back Creek Bridge, Cooma Road, Braidwood. Three tenders were eliminated from consideration that failed to meet minimum requirements and six were considered suitable for the work. The tenders were assessed in accordance with the approved Tender Evaluation Plan and it was determined that Tenderer 1 offered the most advantageous tender.

Recommendation

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 (*insert name*) for the sum of (*insert sum*).**
- 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).**

Background

Back Creek is a small tributary of the Shoalhaven River that crosses Cooma Road (MR270) approximately 10km from the intersection of Araluen Road and Cooma Road, Braidwood. The Back Creek Bridge Replacement Project is an important project for the region and will address a number of issues related to the bridge, including a current gross 5T load limit on the bridge due to structural deficiencies and the requirement for heavy vehicles to use a low level bypass. The existing bridge is a single lane structure.

The bypass arrangement requires vehicles (including school buses) to cross on-coming traffic to access the bypass on westbound travel. The existing low level crossing is approximately 1.5m lower than the bridge deck, and is therefore more frequently inundated by flooding than the bridge, with the low level bypass closed approximately six times per year for periods between 1 day and 1 week depending on flood severity, with approximately 18 days of closure per year. When in flood, school buses cannot cross Back Creek and arrangements need to be made with parents to meet the school bus at Back Creek in the afternoon. If flooded in the morning, students generally do not make it to school unless they can be dropped off in Braidwood by parents. Additionally, the bypass has a heavy vehicle speed limit of 40km/hr for a total distance of 500m, which affects heavy vehicle speeds for up to 2.5km.

Council intends to replace this structure to provide a two lane bridge that it is capable of carrying SM1600 loading in accordance with AS5100. The work will also remove the existing low-level bypass following construction of the new bridge.

The request for open tenders was advertised on 25 May 2017 and closed on 22 June 2017. Tenders were assessed in accordance with the approved Tender Evaluation Plan (TEP) for the works which included a price:non-price ratio of 60:40, reflecting the need to engage a technically competent contractor with experience in similar bridge projects of the required scale and complexity, with a sound track record and clear understanding of the requirements

8.3 Tender - Replacement of Back Creek Bridge on Cooma Road Braidwood (Ref: C17143918; Author: Hansen/Stewart) (Continued)

for the works. Nine Tenders were received for the work however only 6 were considered to meet the minimum benchmark for the non-price criteria defined by the TEP. The results of the tender evaluation are detailed in the table below:

Table 1 -

Tenderer	Tender Amount
Tender 1	\$1,402,500.00
Tender 2	\$1,675,365.62
Tender 3	\$1,403,600.00
Tender 4	\$1,581,800.00
Tender 5	\$1,727,890.43
Tender 6	\$1,492,700.00
Tender 7	\$1,125,620.50
Tender 8	\$2,591,600.00
Tender 9	\$1,348,575.87

Notes:

Tenderer 1 has confirmed it has the resources available commence the work and to satisfactorily complete the requirements of the RFT.

Following construction of the new bridge, Council will reconstruct the road approaches either side of the new structure and demolish the low-level bi-pass.

Implications

Legal

The tendering process was required to comply with the *Local Government (General) Regulation 2005* (the *Regulation*).

Council decided to call tenders using the open tendering method, in accordance with clause 167 of the *Regulation*.

A Tender Evaluation Plan consistent with the *Regulation* and the Conditions of Tendering in the RFT documents was prepared and endorsed by the Tender Evaluation Committee prior to close of tenders.

8.3 Tender - Replacement of Back Creek Bridge on Cooma Road Braidwood (Ref: C17143918; Author: Hansen/Stewart) (Continued)

Council will be entering into a legally binding contract with the preferred contractor if the contract is awarded.

Environmental

A Review of Environmental Factors (REF) was prepared for the project in accordance with the requirements of Section 111 of the EP&A Act. The long term impacts from the project have been assessed and expected to deliver environmental benefits including air, noise soil, water impacts, biodiversity and improved public amenity. A range of safeguards to mitigate the potential impacts of the construction works have been developed and requirements reflected in the associated contract for the replacement works. The instream works will also be managed in accordance with the requirements of a Fisheries Permit.

Asset

The replacement of the existing single lane timber bridge will reduce the ongoing maintenance costs for Council associated with the degrading structure. The new structure will provide a durable, easy to maintain 2 lane concrete structure with associated improvements to the adjacent road pavement.

Social / Cultural

It is proposed that the work will be carried out in 2 stages. Traffic will be diverted onto the existing low-level crossing, which has been recently upgraded to cater for the additional traffic, whilst the existing bridge is demolished and the new bridge constructed. On completion of the new bridge structure, Council will then reconstruct the road approaches with internal and subcontractor works.

The works will cause small delays as the traffic flow will be controlled by automatic traffic signals over the single lane bi-pass. If flooding occurs during the works there is a considerable detour around the worksite.

Consultation

Consultation was undertaken with DPI (Fisheries) and the REF provided as part of the application for the required permit for the work in the water ways. Requirements to undertake consultation in accordance with Clauses 13, 14, 15 and 16 of State Environmental Planning Policy (Infrastructure) 2007 (ISEPP) were assessed relating to the proposal and no triggers were identified.

Financial

Initial required funding for this project was estimated at \$1,750,000 (ex GST), funded in part by a Federal Government Grant under Round 2 of the Bridges Renewal Program (*in the amount of \$875,000*). Refer to below excerpt of Resolution made at (former) Palerang Council meeting held 25th February 2016.

8.3 Tender - Replacement of Back Creek Bridge on Cooma Road Braidwood (Ref: C17143918; Author: Hansen/Stewart) (Continued)

Council Minutes25 February 2016

Cr France foreshadowed a CONTRARY motion: [That the \$853,584 be borrowed.]

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

35/2016 RESOLVED that Council:

1. Accept the offer for Commonwealth funding assistance toward the replacement of the Back Creek Bridge on Cooma Road under round 2 of the Bridges Renewal Program;
2. Allocate the following funds by way of its matching contribution toward the project:
 - \$21,416 from unexpended general fund loans (RA9200)
 - ~~\$853,584~~ from infrastructure renewal reserve (RA9150)
 Total \$875,000
3. Execute all documents as necessary to secure the available grant funding.

Cockram/ Schweikert

For

Cr Cockram
Cr Graham
Cr Harrison
Cr Marshall
Cr Schweikert

Against

Cr France (did not vote)
Cr Hogarth-Boyd

An amount of \$114,870 (ex GST) has been expended in previous financial years, on survey, design and other consultant's activities. The total funds required now to complete the project including an amount to reconstruct the road approaches are in the total of \$1,750,000 (ex GST), and made up of:

Program	Source	Amount
	Federal Government Grant	\$875,000
	Infrastructure Renewal Reserve S94	\$853,584
	Unexpended General Fund Loans	\$21,416
Total		\$1,750,000

Resources (including staff)

There is capacity within Council to manage the construction of the project with internal staff.

Resources of the preferred tenderer have been checked and confirmed as available.

8.3 Tender - Replacement of Back Creek Bridge on Cooma Road Braidwood (Ref: C17143918; Author: Hansen/Stewart) (Continued)

Integrated Plan

The Project was identified in and planned for under the (former) Palerang Council's Integrated Plan. This project fits within Council's Strategic Direction 4.

Theme 4 Infrastructure and Transport

4.1 *Undertake planning to ensure infrastructure is prepared for future growth*

4.4 *Continue to implement improvements to local road networks.*

Conclusion

Tenderer 1 provides the most advantageous tender and best value for money to Council. Resources are available to complete the works satisfactorily. It is recommended that Council awards the contract for the bridge replacement works to Tenderer 1.

For the Project to proceed, it is recommended that Council approves the new budget to required funds in the amount of \$875,000 for the Council funded component of this project.

Attachments

Attachment 1 Back Creek Bridge Tender Evaluation Report (*Under Separate Cover*) -
CONFIDENTIAL

8.4 Contracts No. 05/2017 and No. 13/2017 - Gravel Supply Tenders (Ref: C17145549;
Author: Hansen/Cooke)

Summary

Two tenders for the supply and import of DGB20 Road Base and Select Material were called for road construction projects on Captains Flat Road (Kearns Parade to Douglas Close) and Nerriga Road (Grants Road to Stewarts Crossing Road).

The report on the tenders was not finalised in sufficient time to be included on the agenda for the July 2017 Council meeting. As the Captains Flat Road project had commenced and was nearing the time when gravel was required and the Nerriga Road project was expected to commence quickly, it became necessary to approve the two tenders before the next scheduled meeting of Council on 27 September 2017. Staff requested the Administrator to use his executive powers to award the two tenders in accordance with Section 226(d) of the *Local Government Act 1993*.

Recommendation

That Council endorse 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.

Background

In preparation for the construction of Captains Flat Road (Kearns Parade to Douglas Close) and Nerriga Road (Grants Road to Stewarts Crossing Road), two tenders for the supply and import of DGB20 road base and select materials were called.

Tender evaluation plans for each of the contracts was prepared prior to the tenders being received. Evaluation committees were formed, each consisting of the Senior Engineer – Works, Assistant Engineer – Operations and the Director of Works. The tenders were evaluated by the tender evaluation committees prior to the preparation of the tender evaluation report, in accordance with Councils Procurement and Tender Guidelines.

For Contract 05/2017, two tenders were received. The tenderer that best satisfied the selection criteria and offered the best value for money was Schmidt Quarries Pty Ltd.

Four tenders were received for Contract 13/2017. Of the four tenders, one was found to be non-conforming and was not considered any further. The remaining three tenders were evaluated with Schmidt Quarries Pty Ltd best satisfying the selection criteria.

The report on the tenders was not finalised in sufficient time to be included on the agenda for the July 2017 Council meeting. As the Captains Flat Road project had commenced and was nearing the time when gravel was required and the Nerriga Road project was expected to commence quickly, it became necessary to approve the two tenders before the next scheduled meeting of Council on 27th September 2017. Staff requested the Administrator to use his executive powers to award the two tenders as follows:

1. Contract 05/2017 - Supply of DGB20 and Select Fill to Nerriga Road (From Grants Road to Stewarts Crossing Road) to be awarded to Schmidt Quarries for the amount of \$402,050,00 (Including GST)

8.4 Contracts No. 05/2017 and No. 13/2017 - Gravel Supply Tenders (Ref: C17145549; Author: Hansen/Cooke) (Continued)

2. Contract 13/2017 - Supply of DGB20 and Select Fill to Captains Flat Road (From Kearns Parade to Douglas Close) to be awarded to Schmidt Quarries for the amount of \$539,000.00 (Including GST).

The Administrator awarded Contract 05/2017 and 13/2017 to Schmidt Quarries as above on Friday 28th July 2017.

Implications

Legal

The *Local Government Act 1993* requires that tenders be called for contracts in excess of \$150,000.

Policy

Both tenders were prepared in accordance with Councils Procurement Policy.

Asset

The materials procured under Contracts 05/2017 and 13/2017 will be used to reconstruct sections of Captains Flat Road and Nerriga Road.

Financial

Council has received RMS Grant Funding to reconstruct sections of Captains Flat Road and Nerriga Road. These grant funds will be used to purchase the DGB20 Road Base and Select Materials required to construct the pavements of the reconstructed roads.

Program Code	Expense Type	Funding source	Amount
Roads	Capital	RMS Grant Funding	\$941,050.00

Resources (including staff)

Council staff will project manage the reconstruction works in-house, also utilising Council staff, plant and equipment to undertake the construction works.

Integrated Plan

The reconstruction of Captains Flat Road (Kearns Parade to Douglas Close) was included in the 2016/17 Operational Plan, with RMS Grant funding to complete the project being allocated to the 2017/18 financial year. Nerriga Road (Grants Road to Stewarts Crossing Road) is included in the 2017/18 Operational Plan.

Conclusion

Two tenders for the supply and import of DGB20 and Select materials had been called for and evaluated by Council staff. The necessity to have these two tenders awarded by Council prior to the September 2017 Council meeting was realised after the July 2017 meeting. For these reasons, Council staff sought the executive powers of the Administrator to award the tenders.

8.4 Contracts No. 05/2017 and No. 13/2017 - Gravel Supply Tenders (Ref: C17145549;
Author: Hansen/Cooke) (Continued)

Attachments

- | | |
|--------------|--|
| Attachment 1 | Tender Recommendation 13/2017 (<i>Under Separate Cover</i>) -
CONFIDENTIAL |
| Attachment 2 | Tender Recommendation 05/2017 (<i>Under Separate Cover</i>) -
CONFIDENTIAL |

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart)

Summary

Presenting report on planning, design and estimates of proposed Queanbeyan Head Office and smart hub, and tenancy arrangements for Council's endorsement.

Recommendation

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 (*insert name*).**
 3. **Authorise the Interim General Manager to progress the acquisition of property outlined in the report (*insert property address*) 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 on Lowe Street.**
 5. **Authorise the Interim General Manager to negotiate the sale of property outlined in the report (*insert property address*) as Stage 1 (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.**
-

Background

At its meeting on 27 April 2016, the former Queanbeyan Council endorsed a property feasibility report prepared by HillPDA on development and disposal options for its CBD properties. The General Manager was then authorised to negotiate unsolicited and joint venture proposals for CBD sites. In addition, Council authorised the General Manager to engage probity, property and legal advice and to seek expressions of interest on CBD sites for:

- aged care facility
- hotel/serviced apartments
- office complex, including the redevelopment of 257 Crawford Street
- decked and basement carparks.

In June 2016, Council adopted the Property Strategy and Policy further to exhibition by the former Queanbeyan Council, following which the probity and unsolicited proposals guide and policies were adopted in August.

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

In November 2016, Council considered a report on unsolicited proposals received from DowntownQ PL (DQPL) to acquire and construct a mix of commercial, cinema, office, residential and carpark developments on Council's Queanbeyan CBD (QCBD) sites along the Rutledge and Crawford St frontages, and the Morisset and Lowe St carparks. A closed session copy of that report is attached (1) for councillors for context.

The report noted Council is not required to call tenders under s55 of the *Local Government Act 1993* (LG Act) for the sale of land (s55(3)(d)). Legal advice was sought on dealing with unsolicited proposals directly for the development of land, without going to market. The advice was Council can progress proposals under the Guide and a Heads of Agreement (HoA) without having first carried out a competitive process. The HoA enables Council to consider and assess financial modelling for a proposal, and other matters such as the need for competitive tenders, and to then determine to proceed or not with the proposal in its absolute discretion until the final stage under the Guide when binding contracts are entered into.

As that report indicated, it is important that Council undertakes appropriate evidence-based market testing to determine whether the proposal is competitive, and establish processes and protocols to manage probity risks and to promote transparency and accountability. ICAC has specifically recommended that a council should engage an independent valuer to assess the market value or fair price of land where the council decides to sell land without inviting expressions of interests or calling tenders.

HillPDA were engaged to provide market valuations and feasibility assessments for the sale or development of CBD sites, including the Queanbeyan head office incorporating a tenancy. Those valuations were reported to Council on 8 March 2017. A summary copy of the valuations are attached (2) for councillors.

At the November 2016 meeting, the Council also authorised the General Manager to progress design and construction of a head office to accommodate the council offices, library, technology centre and tenancies; and negotiate price for rental or sale of part of the head office.

Following an EOI process, at the 26 April 2017 meeting Council endorsed the proposal submitted by Cox Architecture to prepare concept designs and a site-specific DCP for the head office and smart hub.

An option to re-site the office in the same Lowe carpark, having regard to the 2015 Carparking Strategy and 2017 QCBD Transformation Strategy, was explored following:

- discussions with the major tenant regarding their accommodation requirements
- examination of site restrictions (eg underground mains) at 257 Crawford St
- assessment of potential impacts of a sizeable building on that site on the mixed-use development prospects on the Rutledge frontage properties (ie solar access and encroaching its proposed green plaza); and subsequent impact on potential sale price

Relocating the building site to 50 Lowe Street was assessed as optimal to meet the tenant requirements; provide a discreet street frontage for the tenant; avoid the underground main; minimise delays to construction brought about by early demolition and excavation of 257 Crawford and relocations of Telstra and Essential Energy plant; provide suitable carparking; and open up the prospect of a substantial public domain capable of connecting Queanbeyan's green corridors as contemplated in the QCBD Transformation Strategy. To that end, Cox were to prepare a masterplan for the Lowe precinct – again as suggested by the 2009 CBD Masterplan and 2015 Carparking Strategy.

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

The existing tenancies (Senior Citizens and QBN FM) at 257a and 261 Crawford Street have been provided formal notice in early July to vacate with the pending demolition of 257 Crawford. Following several months of discussions, they will be relocated to refurbished premises at the Letchworth Community Centre. Council endorsed those works at the July 2017 meeting, noting a suitable CBD location would be sourced for the Senior Citizens Centre once the CBD redevelopments have materialised. Discussions with Meals on Wheels has promoted the use of the Bicentennial Hall kitchen as a viable alternate to the Riverside Oval kitchen for their monthly meals. An alternate private site in Morisset Street is understood to also be under consideration by the Senior Citizens. Councillors were briefed on that option at the 20 September meeting.

As advised, the parties would not be required to vacate until alternate premises were in place and available for their occupation.

A workshop was provided to Councillors on 20 September 2017 and an invitation to tour the proposed CBD development sites on 25 September 2017.

This report seeks to update Council and seek direction on:

- the agreement to lease with the major tenant
- acquisition of property to provide street frontage for the public building and potential vehicular access to Lowe Street
- road closures and openings to reconfigure the vehicular movement across the public domain from Rutledge Street access, and proposed new service lane from Lowe Street
- negotiations to dispose of some of the properties front Rutledge Street (ie Stage 1 site E and Z) – refer councillor Attachment 3

A separate report to Council has been prepared for this meeting outlining the feedback from the community engagement on the concept plans, demolition of 257 Crawford Street, and the tender for design and construct contractors.

Implications***Legal*****Acquisition**

Further to the notion to re-site the head office and tenancy to 50 Lowe Street, discussions commenced in early May 2017 with the property owner to acquire the Lowe Street frontage required by the major tenant. Under the *Land Acquisition (Just Terms Compensation) Act 1991* an owner is required to be given notice of proposed acquisition for public purposes, if following no less than 6 months of negotiation, an agreement for private sale could not be reached. A 90 day notice period prevails, with the Registrar-General and Valuer-General to be notified, to determine the amount of compensation if agreement to sell cannot be reached. Attachment 4 illustrates the property for acquisition.

The valuation for those sites are at Attachment 5 for councillor only information.

On the basis the DA and related documents is signed by the owner, the contract for construction may commence while the terms of settlement for the land is finalised.

Road Closure

The development proposes the closure of the existing Lowe Street access and adjustment to the internal road network with access and egress from Rutledge Street and Crawford Street,

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

as illustrated in Attachment 4. The *Roads Act* outlines procedures to close and open public roads, to which public notice and consultation is required, and compensation paid to the owner (in this case, Council).

While that internal road layout is not expected to compromise the functionality and access of the Monaro Street properties served by the service road parallel to Monaro Street, Council may wish to consider extending that service road through the property proposed to be acquired on Lowe Street as a more efficient means of moving vehicles to the rear of the building and providing direct access to Lowe Street for the Monaro Street frontage properties, including the Walsh Hotel bottle shop.

Subdivision

A proposed plan of subdivision is marked in blue at Attachment 6, as authorised to commence at the Council meeting on 8 March 2017.

Lease

A Heads of Agreement was established with the major tenant in May 2017, outlining the building specifications and milestones required of the tenant (Attachment 7). Those terms have been transmuted into an agreement for lease provided to the tenant in early August, and available for execution. The lease relies upon achievement of milestones, including occupation for fitout in late 2018 and occupation in March 2019, upon which lease payments commence. The tenancy is 3400m² NLA across 2 levels in addition to basement and storage. The term is 15 years with 2 by 5 year options.

In line with commercial lease practice, an incentive of 20% of gross rent is to be paid by Council to the tenant at occupation and used for fitout.

The draft agreement to lease is at Attachment 8.

Policy

A number of Council policies will apply to the proposed development, including the Buildings Sustainability policy, requiring a 5 green star rating. That principle will also be met by the tenancy requirement for a 4.5 star Nabers rating, and equates to a Class A building to attract government tenancies.

Sustainability

Council staff occupy 13 buildings in the CBD, taking up over 5400m² of commercial space capable of a higher and better use (and return), with those buildings consuming \$165k (670MJ) of energy each year.

The new head office will comprise around 3000m² NLA for staff and 623m² for the chambers, client centre and public space, with an expected reduced energy footprint, and improved water consumption performance. The tenancies and smart hub would meet their own energy costs.

Asset

The former Queanbeyan Council had identified in the Operational Plan, the refurbishment of the now vacant office at 257 Crawford Street. That body of work was deferred pending the outcome of the merger proposal of government, and was identified as the site for redevelopment into the QPRC head office as a modern flexible workspace. Staff are currently

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

inefficiently accommodated across 11 buildings that may be vacated in Queanbeyan, in addition to office accommodation in Bungendore and Braidwood.

HillPDA were engaged to prepare an order of estimate to construct a multi-storey office building with basement carpark to accommodate council and a tenancy, and an indicative rental for that tenant. The order of estimate was then \$32m over 5 levels, while the rental return from the major tenant was assessed at a competitive level outlined in the councillor attachment (9).

Since the November 2016 report, negotiations commenced with the major tenant resulting in a Heads of Agreement (HoA) to lease being executed in May 2016, seeking to occupy 3400m² and carparking from early 2019.

Cox Architects were engaged in April 2017 following an EOI to prepare concept designs initially on the 257 Crawford Street site, then later on the 50 Lowe Street site to avoid underground infrastructure and demolition constraints, and prevent limiting the development prospects of the Rutledge Street frontage cottages due to solar access impact from the office building.

That decision opened up the opportunity to establish new public domain as a cultural precinct contemplated by the Transformation Strategy and CBD Masterplan, and basement carparking for the office development and public use. Subject to the drafting of the refreshed Masterplan, it is envisaged that public domain corridor (civic plaza) may extend across Crawford Street through the RB Smith building into the Rutledge carpark through to the River.

The proposed building footprint (Attachment 10) comprises:

- major tenant: 3400m² NLA (2 levels) and basement and storage
- council chambers, reception area, meeting rooms: 850m² (1 level)
- meeting and emergency operations centre: 185m²
- smart hub, co-work space: 1400m² NLA (1 level)
- council office accommodation: 2800m² NLA (2 levels)

It is proposed a section of the meeting rooms will be fitted out as the emergency operations centre (EOC) for use during declared events, while the rooms may also be used as break out rooms for conferences held in the Q or Bicentennial Hall.

The basements and at-grade carparking provides 204 carspaces compared to 176 currently provided at grade. Essentially the project is creating public domain on the existing Lowe carpark by placing carspaces underground in a secure undercover environment, in line with the 2009 CBD masterplan

The public domain area is approximately 2750m².

HillPDA re-assessed the value of the Rutledge fronting cottages and subdivided area (site E and Z) in August 2017 (Attachment 11) for a potential sale to DQPL as Stage 1 in accord with the HoA and resolution of Council. It is anticipated the proceeds of sale offset the public domain works either as cash or works in kind, in addition to the development contribution value assessed under a VPA or contribution plan.

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

It is proposed the old council chambers building at 253 Crawford Street may be re-purposed for community uses. Similarly, the old fire station and Dutton Cottage vacated by staff may be repurposed as a café/restaurant and gallery for example.

It is less likely the library will be relocated into the new head office building, and unlikely to expand to the point of requiring relocation for several years. If so, it may be relocated into the smart hub level of the new building, or to the commercial floor of a redevelopment of the Morisset carpark, should Council proceed with that project.

Social / Cultural

The establishment of new public domain in the CBD is significant, as the first step towards the ambitions of the 2009 CBD Masterplan (Attachment 12) and 2017 CBD Transformation Strategy, to ultimately connect the showground to the river through the Lowe carpark, and the Queanbeyan Park and river through the Morisset carpark. The prospect of 'vivid' style lighting and a façade capable of projection of images/movies onto the new building may be considered in the scope.

Attachment 13 illustrates the proposed building site, the public domain and connections. The public domain is expected to contain a small amphitheatre and spaces for public art.

Economic

The smart hub functions as a co-working space and incubator. Co-working spaces are used by people from different backgrounds, professions and ages. The majority (53%) of Australia's co-working spaces are in or around the CBD of the major cities.

Most co-working spaces target small-business workers, who tend to be in professional services and creative or knowledge-based work. They are also more likely to be living in major cities. However, newer co-working spaces are emerging on city fringes (7%) and in regional towns (15%). These spaces focus on supporting local employment opportunities and bringing businesses together for economic development.

Around 75% of co-working spaces in Australia are owned and run as private businesses. The majority of these (54%) are run as a separate business, for profit, under private ownership. A small numbers of co-working spaces are state or local government funded (6%) with an aim to support economic development in that region.

The purpose then of the smart hub is to provide fitted out work spaces with shared reception, printing, utilities and meeting rooms, leased on a workstation or square metre basis for short or long term. It is envisaged they'd be utilised to accommodate government workers on cross-program projects or during MOG churn; or to facilitate relocation of workers in the decentralisation agenda of governments; as well as accommodate local business start-ups or collaborative professionals.

Discussions have been held with federal and NSW departments of finance and property for potential tenancies or utilisation of space in the smart hub/co-work space. It is noted the NSW Government recently announced 100 finance and education public service roles would be relocated to Queanbeyan.

While yet to be finalised, the economic development strategy being prepared for the Queanbeyan-Palerang region by NSW Office of Regional Development, recognises concerns regarding the structure and vitality of the CBD and its businesses. One approach to reactivate

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

the CBD is expected to include the redevelopment of property and the CBD transformation to attract café and retail patronage via additional residents and workers in the city centre.

Strategic

The project brings to the fore a number of ambitions expressed in Council strategies.

The 2009 CBD Masterplan proposed carparking, pedestrian access and mixed use development principles in the Lowe and Rutledge precincts, including:

- Mixed use development is encouraged, particularly adjacent to or overlooking public spaces so as to provide 24/7 activity, surveillance, and perceived safety.
- Residential development is generally located to take advantage of high amenity spaces, such as the River, Park, or other civic spaces.
- New development contributes to the creation of a civic precinct centred around the Council administrative functions in Crawford Street and the Performing Arts Centre
- New development contributes to upgrades and updating of existing civic spaces
- Revitalise and enhance heritage sites and buildings throughout the CBD via suitable adaptive reuses and by providing an appropriate physical setting.
- Ensure that new development within the CBD is sympathetic to remnant heritage building in terms of siting, bulk, scale, form and detailed design.
- Reduce potential for vehicular pedestrian conflict by removing vehicular entry points from main street frontages wherever practicable
- Enhance existing lanes as opportunities for effective pedestrian connections. Active uses should be located either along laneways or at either end with clear sight lines throughout

The 2015 Queanbeyan Carparking Strategy proposed:

- the provision of parking areas which are suitable to meet the all-day parking needs of businesses within the Monaro Street precinct and the Morisset Street carpark area.
- some carparks to be devoted entirely to the short stay retail/customer parking needs. Ideally, these long stay car parking areas should be within 400 metres of the location of employment and allow a safe path of travel at all times.

The Strategy also included the following principles:

- Relocating all long stay (all day) parking away from these core shopper parking areas to open up parking for visitors and the community wishing to enjoy the life, shopping, entertainment, culture, community and business life in the city centre. Parallel with this relocation of all day parking out of the core area is the need to ensure approximately 200 short stay parking spaces are available in each of the core.
- Undertake the preparation of separate masterplans for the other two superblocs (carparks) ie the Q Carpark and the Rutledge Street Carpark

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

The Queanbeyan CBD Transformation Strategy was adopted on 24 May 2017, its objectives including:

- More people visiting, living and working in the CBD
- A connected CBD facilitating pedestrian access to different precincts
- A vibrant cultural and entertainment presence
- An activated riverfront and connected green space
- A highly valued public realm

The Smart City and Communities Strategy was adopted in July 2017 which sought:

- Smart Working: establish a smart work hub in the new Council development, to facilitate smart working, and encourage local collaboration and innovation.
- Smart Parking: Examine smart parking solutions to make it easier to find a space, promote commercial turnover, and encourage activation.
- Safe Communities: Promote community safety by installing CCTV in key public areas, and by using data to improve activation and 'safety by design'.
- Street Lighting: Further investigate smart street-lighting to save energy and money. This may include energy efficient LED lighting, sensor-based activation, and integration with other smart technology (such as Wi-Fi and CCTV).

The concept design for the Queanbeyan head office and smart hub included public domain and parking; the façade at street level is expected to be sympathetic to the heritage red brick features of the precinct. Both Strategies and the design supported an application to the Commonwealth Government for a smart city grant around \$1m to act as a catalyst for the QCBD precinct activation. Collectively those strategies and the head office/smart hub construction aim:

- to guide activation, pedestrianisation and build case to increase number of workers and residents into CBD
- to guide a City Deal to integrate road and public transport networks with ACT, and collaborate on 3D City modelling in the ACT and QBN CBDs
- to guide the review of LEP and development control plans and staging of QCBD public domain works
- to be the catalyst for redevelopment of QCBD to attract government and small business tenancies; then enable redevelopment of vacated council office sites into mixed use (commercial, residential) – ie workers and residents – to invigorate the retail and lifestyle precinct of CBD
- recycle assets (eg redundant buildings and carpark) into public domain fitted out with smart infrastructure

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

- to be catalyst for new public domain connecting green spaces for casual work and social/digital interaction, all of which is designed to build confidence and change the perception of Queanbeyan

The head office, smart hub and public domain project proposes to recycle assets (eg redundant buildings and carpark) into public domain fitted out with smart infrastructure (lighting, parking, cctv, wifi) to support community connection and improve the urban character – all key drivers of the Community Strategic Plan.

Engagement

Feedback had been reported to Council previously on the CBD Carparking and Transformation Strategies. In addition, the concept designs for the proposed Queanbeyan head office and smart hub were published for community and stakeholder feedback in July/August, with information forums also held and attended by community. A separate meeting was held with the owners of Walsh Hotel, concerned with the potential visual, parking and access impact on the bottleshop and hotel business – the extension of the service lane onto Lowe Street is expected to ameliorate much of that concern.

More detail on the feedback is included in the separate concept plan report to Council, while the community will have further opportunity for comment during the DA phase.

Financial

The building footprint increased to 2 basement carparks and six levels, to enable the smart hub and cater for growth or relocation of the library. In the medium term, it is intended the library remain on its current site.

The quantity surveyor (QS) revised estimates, excluding contingency, based on the concept design prepared by Cox is:

- Head office and smart hub, including fit-out \$37.5m
- Basement carparking \$12.6m
- Public domain \$3.8m
- Professional and application fees \$3.5m
- Acquisition of site \$per valuation

The capital and debt plan published with Council's long term financial plan (LTFP) proposed borrowings of \$35m for the building and basement carparking at 4% fixed over 20 years, at an annual servicing (P&I) cost of \$2.55m. However, excluding fitout, the office, smart hub and parking estimates indicate a loan of \$39m would be required at an annual servicing (P&I) cost of \$2.85m. Fees are to be met from reserves set aside for the refurbishment.

As outlined earlier, it is envisaged the value of the public domain works will be offset by the proceeds of sale or works in kind, and associated development contributions.

Fitout of the building is estimated at \$11.3m, being technology, conditioning, security and furniture, to be funded from Water and Sewer reserves as those Funds' capital contribution to the head office.

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

The lease with the major tenant (subject to survey of nett lettable area after construction), is estimated to return gross figures as outlined in the attachment, and indexed annually. No provision has been made in the financials for likely returns from occupation of the smart hub or lease of co-work space by agencies, but would reduce the annual nett cost of debt servicing, and accelerate the transition to a cash-positive return.

By way of comparison, refurbishment and extension of the former office at 257 Crawford Street for the chambers and occupation by staff offices only with equivalent floor area, excluding carparking, is estimated at \$3300/m², requiring borrowings of \$20m with annual loan payments of \$1.6m.

Vacant Property

The Heads of Agreement with the consortium (DQPL) was executed on 6 February 2017, effectively entering Phase 1 of the 3-phase Unsolicited Proposals Guide process. A plan illustrating the proposed CBD sites for acquisition and development are at Attachment 3 for councillors. Each site will be subject to feasibility assessment and independent development determination (through the JRPP). A Probity Plan has been established to maintain appropriate separation of function between council and the consortium and the development assessments.

The March 2017 report noted the potential returns from sales of sites P, Q, R, Z, E, F, G, O may:

- reduce debt on QHQ (site B), or fund a carpark/cinema (site L), or
- fund the acquisition of site W, or
- augment the public domain works proposed on sites H, T, J, N, S and D through development contributions/VPA generated by those redevelopments; or
- pay for other CBD infrastructure.

At that meeting Council authorised the General Manager to negotiate the sale of the CBD properties (sites P, Q, R, Z, E, F, G, O) on a stage by stage basis, in accord with the range recommended with the valuation reports, for reports to Council on each of those stages.

Council also authorised the General Manager to undertake appropriate survey and subdivision of the sites listed in the report, in accord with the staging.

HillPDA has provided an updated valuation of the sites E and Z fronting Rutledge Street requested by DQPL as Stage 1 (attachment 11) based on the development uses proposed by DQPL (attachment 14). In combination with the assessed value of development contributions/VPA, that valuation is expected to meet the estimated cost of the public domain works in the Lowe precinct. The development application of the site is subject to independent assessment and determination.

Renewables

The energy costs are expected to reduce along with the consolidation of 11 buildings into one. In addition, financing from Clean Energy Australia may be sought to assist the installation of solar panels on the building.

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

Refurbishment

The estimate to refurbish the Letchworth Community Centre for QBN FM and Senior Citizens is \$200k. A development application will be lodged to enable demolition of 257 Crawford Street and adjacent buildings by year end. A report presented to the July meeting outlined discussions with QBN FM and Senior Citizens, endorsing expenditure to refurbish the Community Centre. Since then the Senior Citizens have identified a preferred facility in Morisset Street. It is proposed Council meet the monthly rental costs and cost of relocation.

Program Code	Expense Type	Funding source	Amount
	Capital	Loan	\$ 39m
	Capital	Reserves	13m
	Capital	Grant (smart city)	0.5m
	Capital	Sale/Development contributions	4.5m

Resources (including staff)

A property specialist has been recruited to staff on a fixed term to coordinate the transacting and reporting on CBD properties.

Integrated Plan

The head office works are included in the 2017/18 Operational Plan. It is suggested the expanded scope of works (including basement carparking and public domain) be exhibited as an amendment to the Operational Plan.

Conclusion

The scope of the redevelopment of the Queanbeyan head office has expanded to include a smart hub, basement carparking and public domain. It now involves a major tenancy to offset debt servicing costs as well as revenues from the smart hub. In line with the CBD masterplan and other strategies, it places parking below ground to open up public domain that ultimately may connect the green corridors of the showground to the river.

Consolidating staff into a single building from 11 current buildings improves operational and energy efficiency. The smart hub opens the opportunity for small business generation and co-work spaces for government agency staff.

The re-siting of the building supports the ambitions of Council's strategies and optimises the development (and return from disposal) of the Rutledge frontage properties.

While initially costing a nett \$1.3m pa in borrowings for the new building, carparking and public domain, the project becomes cash positive during the term of the loan.

8.5 Queanbeyan Head Office, Tenancy and Smart Hub (Ref: C17125259; Author: Tegart/Tegart) (Continued)

A separate report to Council to this meeting outlines the proposed tendering method for the design and construction for the head office and smart hub to support the loan borrowings for this project. It is understood the executed agreement for lease has not been returned at the time of writing, and accordingly it is recommended the calling for tenders for design and construction be deferred until execution of that agreement.

Attachments

Attachment 1	CBD Report November 2016 (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 2	CBD Site Valuations - January 2017 (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 3	QCBD Sites (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 4	Property and Roads Plan (<i>Under Separate Cover</i>)
Attachment 5	Proposed subdivision layout - Lowe carpark (<i>Under Separate Cover</i>)
Attachment 6	Valuation - Lowe (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 7	Heads of Agreement Lease (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 8	Agreement to Lease (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 9	Lease valuation (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 10	Building Plan (<i>Under Separate Cover</i>)
Attachment 11	Block E Valuation (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 12	CBD Masterplan map (<i>Under Separate Cover</i>)
Attachment 13	Public Domain Site Plan (<i>Under Separate Cover</i>)
Attachment 14	DQPL Site E Stage 1 (<i>Under Separate Cover</i>) - CONFIDENTIAL

8.6 Demolition of 257 Crawford Street award of tender (Ref: C1792161; Author: Hansen/Damo)

Summary

Demolition of the former Queanbeyan City Council (QCC) administration building and surrounding structures and construction of a temporary car park on that site, has been identified as critical activity to facilitate the delivery of the construction of the QPRC Head Office and Smart Hub.

Tenders were called for the demolition of 257 Crawford Street, 257A Crawford Street and 259 Crawford Street. A suitable contractor has been identified. Council is preparing alternate accommodation for the current occupants of the 257A Crawford Street (Senior Citizens Group and Meals on Wheels) and 259 Crawford Street (QBN FM).

Recommendation

That Council award Contract No. 01/2018 to Tenderer D for the demolition of 257, 257a and 259 Crawford Street Queanbeyan and adjacent buildings.

Background

The former QCC had explored updating its administration accommodation for several years. These investigations and some work had progressed on the building located at 257 Crawford Street. Proposals to refurbish, then redevelop were included in Operational Plans.

At the November 2016 meeting, Council authorised the General Manager to progress design and construction of a head office to accommodate the council offices, library, technology centre and tenancies; and negotiate price for rental or sale of part of the head office.

Following an expression of interest (EOI) process, at the 26 April 2017 meeting Council endorsed the proposal submitted by Cox Architecture to prepare concept designs and a site-specific DCP for the head office and smart hub.

Cox Architecture were also requested to prepare a master plan for the CBD block bounded by Monaro, Crawford, Rutledge and Lowe Street (Attachment 1). This master plan takes into consideration the CBD Master Plan (2009), the QCBD Transformation Strategy (2017) and the unsolicited proposal from DowntownQ PL to redevelop the vacated council properties along Rutledge Street.

During community consultation for the proposed Head Office and Smart Hub, Council recognised the importance of maintaining car parking in the CBD during construction of the proposed building. As such, plans were prepared to demolish the former QCC administration building to make way for temporary car parking in advance of construction commencing on the new Head Office and Smart Hub building.

8.6 Demolition of 257 Crawford Street award of tender (Ref: C1792161; Author: Hansen/Damo) (Continued)

Implications

Legal

The selection of this tenderer complies with:

1. The Local Government Act 1993 (Section 55):
Tendering threshold in the Regulations as sited by the Legislation
Any contract >\$150,000 including GST must go to public tender REG 163 (2)
2. Queanbeyan-Palerang Regional Council (DRAFT) Procurement Policy
3. Queanbeyan-Palerang Regional Council Procurement Procedure Part 1 Governance (DRAFT)

Environmental

The demolition of 257, 257a and 259 Crawford Street will not impact on the local ecology or biodiversity.

A Development Application will be lodged with Council which will contain a Statement of Environmental Effects, including Statement of Heritage Impacts which concludes:

The proposed demolitions to make way for the proposed new office building and public plaza have no adverse impacts on any heritage value of existing adjacent heritage listed buildings and may have a positive outcome in creating a better setting for the heritage buildings in Crawford Street.

Asset

This engagement will see the disposal of several existing assets: 257 Crawford St, the HACCC building and the Community Radio station building.

A temporary carpark of 50 spaces will be constructed on the vacant site to offset parking unavailable during construction of the proposed new building and basement parking.

Engagement

Preliminary concept plans to construct the new Head Office and Smart Hub at 50 Lowe Street were placed on Public Exhibition from 16 July to 14 August 2017. A summary of feedback is provided in a separate report to 27 September 2017 Council meeting.

Financial

The demolition and temporary carpark is included in the Total Project Estimate for the proposed HOSH.

Program Code	Expense Type	Funding source	Amount
	Capital	Reserves and Loan Funds	\$ 770,000

8.6 Demolition of 257 Crawford Street award of tender (Ref: C1792161; Author: Hansen/Damo) (Continued)

Resources (including staff)

Existing Council staff will monitor the work and administer the demolition Contract.

Integrated Plan

The Head Office and Smart Hub building works are included in the 2017/18 Operational Plan. Demolition of the former QCC administration building is considered part of the Head Office and Smart Hub building work.

Conclusion

Following a tender period, Council received four submissions to demolish three Council buildings. Tenderer D has been identified in as the preferred tenderer to carry out the demolition and associated work in the Tender Evaluation Report (Attachment 2) and a budget of \$770,000 be allocated as the total project cost for this work.

Attachments

- | | |
|--------------|---|
| Attachment 1 | 2017-05-18 Sketch Plan QPRC QHQ Master Plan (<i>Under Separate Cover</i>) |
| Attachment 2 | 257 Crawford Street Demolition Tender Evaluation Report (<i>Under Separate Cover</i>) - CONFIDENTIAL |

**8.7 Tendering Method - Queanbeyan Head Office and Smart Hub (Ref: C17148293;
Author: Hansen/Tooth)**

Summary

This report seeks Council approval to use selective tendering from a list of contractors determined by way of an open expression of interest (EOI) process for the Design and Construction of the Queanbeyan Head Office and Smart Hub (QHOSH). This method complies with s166 of the Local Government General Regulation 2005.

Recommendation

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.**
-

Background

In April 2017 (res 101/17) Cox Architecture was engaged to complete the concept design for the QHOSH. The engagement included the development of documentation suitable for use in a Design and Construct Contract along with a Development Application for the Project.

The Concept design has been publicly exhibited with submissions received incorporated in an information report at this Council meeting.

Implications

Legal

S166 of the Local Government Act requires Council to decide on the tendering method before calling tenders for the project.

Policy

Council's Procurement Policy requires Council to call tenders for expenditure greater than \$150,000.

Environmental

A statement of Environmental effects will form part of the development application for the project. Environmental site assessment is included in the development of the project.

Sustainability

Council's Sustainability policy has been followed throughout the design development. The development to date aims for the project to attain a 5 Star Green star rating and be an exemplar building.

**8.7 Tendering Method - Queanbeyan Head Office and Smart Hub (Ref: C17148293;
Author: Hansen/Tooth) (Continued)**

Asset

The proposed building and public precinct will become Council assets. Selective tendering will ensure that building construction is completed by a suitably qualified contractor with the high level of experience required for public infrastructure of this level.

Economic

The business case for the building does not form part of this engagement. The economics of the building however are underpinned by the significant long term government tenants proposed as occupants.

Engagement

Community consultation has been carried out on the concept design and community input will continue to be included as the detail design is developed.

Resources (including staff)

The tendering for the proposed QHOSH will be completed using both Council and contract resources. The contract resource involved will be a suitably qualified and experienced Principles Authorised Person (PAP).

Conclusion

The construction of significant public infrastructure of this level within the Queanbeyan Civic Precinct is a major undertaking. For this reason the selective tendering process following an EOI will allow Council to ensure that a suitably qualified builder is engaged thus minimising risks to both Council and the project.

A separate report to Council to this meeting outline the status of the proposed tenancy for the head office and smart hub to support the loan borrowings for this project. It is understood the executed agreement for lease have not been returned at the time of writing, and accordingly it is recommended the calling for tenders for design and construction be deferred until execution of that agreement.

Attachments

Nil

**8.8 QPRC Head Office and Smart Hub - Principals Authorised Person Engagement
(Ref: C17144419; Author: Hansen/Grant)**

Summary

In preparation for the design and construction of the proposed Council Head Office and Smart Hub (QHOSH) project, it is intended to engage a Principals Authorised Person (PAP) to actively manage the contract in line with the requirements of GC21, which is the proposed General Conditions of Contract to be used.

Tenders for providing the PAP services were undertaken via open tendering in line with Council policy and closed on 31 August. At the time of closure, a total of four tenders were received and assessed for suitability.

One suitable tenderer has been identified in the evaluation of submissions and has been recommended to be awarded the contract to provide PAP services to Council.

Recommendation

That Council

- 1. Award Contract No. 03/2018 to Tenderer A (insert name) for the sum of \$(insert sum) 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 \$(insert sum) be allocated for this work.**

Background

The former Queanbeyan City Council had explored updating its administration accommodation for several years. These investigations and some work had progressed on the building located at 257 Crawford Street. Proposals to refurbish, then redevelop were included in Operational Plans.

At the November 2016 meeting, Council authorised the General Manager to progress design and construction of a head office to accommodate the council offices, library, technology centre and tenancies; and negotiate price for rental or sale of part of the head office.

Cox Architecture have been engaged by Council to prepare the concept design for the Head Office and Smart Hub and are due to complete this task in September.

To enable Council to proceed to the next stage of engaging a Design and Construct (D&C) Contractor to complete the detailed design and carry out construction of the building, Council requires the services of a Principal Authorised Person to administer the D&C contract.

The PAP will assist Council to finalise the D&C tender, complete detailed design, monitor construction activities and commission the building ensuring all obligations of the D&C contractor are met.

**8.8 QPRC Head Office and Smart Hub - Principals Authorised Person Engagement
(Ref: C17144419; Author: Hansen/Grant) (Continued)**

Implications***Legal***

The selection of this tenderer complies with:

1. The Local Government Act 1993 (Section 55):
Tendering threshold in the Regulations as cited by the Legislation
Any contract >\$150,000 including GST must go to public tender REG 163 (2)
2. Queanbeyan-Palerang Regional Council (DRAFT) Procurement Policy
3. Queanbeyan-Palerang Regional Council Procurement Procedure Part 1 Governance (DRAFT)

Policy

Tenders were assessed in accordance with Council's Procurement Policy.

Environmental

The successful PAP will be required to review all environmental impacts associated with the design and construction of the Head Office and Smart Hub. This will include ensuring the Contractors Environmental Management Plans address all environmental issues including specific development conditions applied to the project.

Sustainability

As part of the engagement, the PAP will ensure the Contractor meets the Green Star project requirements for the Head Office and Smart Hub. Included in the engagement is the requirement to act as the independent commissioning agent in accordance with the Green Building Council Australia's requirements to ensure the building is commissioned and meets the Green Star requirements.

Asset

This engagement will not produce additional assets. However, the successful outcome of the work will mitigate the risks associated with the design and construction of the new Head Office and Smart Hub.

Financial

The cost associated with this engagement is included in the overall project budget for the Head Office and Smart Hub. The setup of the engagement will ensure that should Council choose not to proceed with the project prior to the awarding of Design and Construction contract it will incur costs for the setup of the tender documents only (see closed attachment).

Resources (including staff)

The organisation providing PAP services will be assisted by Council staff at various stages of the project.

**8.8 QPRC Head Office and Smart Hub - Principals Authorised Person Engagement
(Ref: C17144419; Author: Hansen/Grant) (Continued)**

Integrated Plan

The Head Office and Smart Hub building works are included in the 2017/18 Operational Plan. Demolition of the former QCC administration building is considered part of the Head Office and Smart Hub building work.

Conclusion

Following a tender period, Council received four submissions to provide a Principal Authorised Person to administer the Design and Construct Contract to deliver the Council Head Office and Smart Hub. Tenderer A has been identified in as the preferred tenderer to provide PAP services in the Tender Evaluation Report (Attachment 1).

The proposed engagement will ensure that the development of the Project can continue. It will also ensure that should Council choose not to proceed with a Design & Construct contract, the PAP costs are minimised.

Attachments

Attachment 1 Contract 03-2018 - HOSH PAP - Tender Evaluation Report (*Under Separate Cover*) - **CONFIDENTIAL**

8.9 Lease Variation - Headspace Unit 2 98 - 104 Monaro St, Queanbeyan (Ref: C17137915; Author: Tegart/Warne)

Summary

Headspace, the current Lessee of Unit 2, 98-102 Monaro St, Queanbeyan, has requested a variation of the lease to provide of renewal for a two year period from 17 December 2017, with the option for a further two year extension.

Headspace also advise that a new lead agency will be operative from 1 July 2018. Details have not been released as yet, but it will be appropriate to assign the lease at the time to the new lead agency.

The variation of the lease as proposed and the change to the lead agency, are supported.

Recommendation

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.**
-

Background

In December 2014 the then Queanbeyan Council entered into a three year lease with the then Medicare Local for the use by *Headspace (an adolescent support organisation)* for the rear section of the Westpac Building fronting Monaro Street, Queanbeyan. The lease provided for two options to extend for a further three years subject to a market review of rent.

With the demise of the Medicare Local network in September 2015, the Lease was assigned to Headspace Services Limited (*Headspace*). *Headspace* has been a very good tenant, but it is a non for profit organisation that is dependent upon government support for its operations.

Because of the Government funding cycle, *Headspace* is only guaranteed funding for a future two years and it is understood that funding extensions are in two year blocks. *Headspace* has now requested that terms of the lease be varied to align with its funding cycle. Accordingly, a two year lease extension is requested, with a further option for another two years provided in lieu of the three year options. It is considered that this request is reasonable.

Headspace have also informed the Council that as from 1 July 2018 it will no longer be the lead agency for the Queanbeyan Centre, but this change should not affect the service to the local community. This will involve the further assignment of the lease to the new body in 2018. At this stage the new lead agency is not known, but closer to the date, this information will be released.

No reason can be seen as to why the proposed variation of the lease should not be agreed to and the proposal is supported.

8.9 Lease Variation - Headspace Unit 2 98 - 104 Monaro St, Queanbeyan (Ref: C17137915; Author: Tegart/Warne) (Continued)

Implications

Legal

A Variation of Lease document will need to be prepared and executed. Further, the change of lead agency will require a Deed of Assignment to be executed.

Financial

Any costs associated with the lease variation and assignment will be at the Lessee's expense.

Conclusion

The proposed variation of the lease as requested is supported. Further, it is considered that the Council should also support the assignment of the lease to a new agency from 1 July 2018.

Attachments

Nil

8.10 Rates Relief Sporting & Community Organisations under section 356 of the Local Government Act 1993. (Ref: C17139695; Author: Taylor/Steiger)

Summary

Council has received two requests for rate relief from sporting and community organisations which provide benefit to the Queanbeyan Community. The rate relief is granted under Section 356 of the Local Government Act 1993 and the provisions of Council's Donation Policy.

Recommendation

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.**
-

Background

Two organisations have submitted rate relief applications for the 2017/2018 financial year. The applications are in line with Council's Donation Policy adopted in April 2017.

- Home in Queanbeyan – 19 Rutledge Street, Queanbeyan
- Kano Jujutsu Institute Limited – 36 Atkinson Street, Queanbeyan East

Home in Queanbeyan is a 20 unit complex for the psychologically impaired which is currently exempt from Ordinary Rates as it is a not for profit organisation and a registered charity.

The organisation has requested 100% rebate of the 2017/2018 Rates and Charges levied on the property, being \$11,828.00. In 2016/2017 Council granted a 50% rebate, which if granted again in 2017/2018 would amount to \$5,914.00.

Kano Jujutsu Institute Limited owns and runs a martial arts training hall on the property 36 Atkinson Street, Queanbeyan East. Although the organisation charges training fees to junior and senior members, it relies on the goodwill of its members for maintenance and upkeep. It is the only martial arts training facility in Queanbeyan. The property is rated as Business Ordinary and is not exempt from Ordinary Rates. 2017/2018 Rates and Charges amounted to \$5,579.04.

Council has granted Kano Jujutsu Institute Limited a 50% rebate in previous years, which if granted again in 2017/2018 would amount to \$2,789.52.

**8.10 Rates Relief Sporting & Community Organisations under section 356 of the Local Government Act 1993. (Ref: C17139695; Author: Taylor/Steiger)
(Continued)**

Policy

The two applications accord with the Donations Policy for Queanbeyan-Palerang Regional Council which was adopted in April 2017.

Financial

To provide 50% rebate on Rates and Charges for the two organisation, Home in Queanbeyan and Kano Jujutsu Institute Limited would result in donations of \$5,914.00 and \$2,789.52 respectively.

Provision has been made in the 2017/2018 Operational Plan to cover the donations in lieu of rates relief for donations to Sporting and Community Organisations.

Conclusion

It has been the practice of Council to provide relief to sporting and community organisations in the past. The rate relief donations fall within the provisions of the Queanbeyan-Palerang Regional Councils Donations Policy adopted in April 2017.

Attachments

- | | |
|--------------|---|
| Attachment 1 | Rates and Charges Relief application for HOME in Queanbeyan - 284 Crawford Street Queanbeyan (<i>Under Separate Cover</i>) |
| Attachment 2 | Application for Rate Relief/Assistance Scheme Community and Sporting Organisations - 36 Atkinson Street Queanbeyan East (<i>Under Separate Cover</i>) |

8.11 Investment Report - August 2017 (Ref: C17147215; 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 August 2017.

Recommendation

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.**

Background

Cash and Cash Equivalent Investments

The August 2017 return of \$372,285 brought the total return 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. 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 31 August 2017 was \$162,383,751.

Council's investment portfolio's annualised monthly return of +2.88% (net actual) in August 2017 outperformed the AusBond Bank Bill Index return of +1.69%.

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.

**8.11 Investment Report - August 2017 (Ref: C17147215; Author: Taylor/Drayton)
(Continued)**

Market Update

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

The Reserve Bank (RBA) left the cash rate unchanged at 1.50% at its September 2017 board meeting.

In RBA accompanying statement indicated:

- “growth will gradually pick up over the coming year” with current forecast for GDP growth 2.5% in 2017, lifting to 3.25% in 2018, and 3.5% in 2019;
- the outlook for non-mining investment has improved;
- the outlook for employment growth was “solid”;
- confidence that housing conditions are easing, especially in Sydney.

(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 6%, 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.

**8.11 Investment Report - August 2017 (Ref: C17147215; 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 31 August 2017 amounts to \$758,365. This return was \$58,365 above the year to date budget.

Refer to Attachment 1 - Graph 1 and Table 5.

A portion of the Long Term investment portfolio is in the process of being transferred to the Long Term Growth Fund of NSW TCorp. TCorp Long Term Growth Fund over long term is performing better than the current investment mechanisms.

Attachments

Attachment 1 Investment Report - August 2017 - Attachment 1 - 27 September 2017
(Under Separate Cover)

9.1 QPRC Head Office and Smart Hub Community Consultation Feedback (Ref: C17132566; Author: Hansen/Damo)

9.1 QPRC Head Office and Smart Hub Community Consultation Feedback (Ref: C17132566); Author: Hansen/Damo

Report

At the 26 April 2017 meeting, Council resolved to award a contract to Cox Architecture for the concept design for the redevelopment of Council's Queanbeyan head office and smart hub building (QHQ).

At the 28 June 2017 meeting, Council received the Queanbeyan headquarter redevelopment – consultation (C1792963) report that outlined the consultation activities proposed for the concept design comprising QHQ, agency tenancy and smart hub.

Consultation activities between 16 July and 14 August 2017 included:

- Newspaper advertisements:
 - 8 August Queanbeyan Age,
 - 9 August Bungendore Weekly, Braidwood Times
 - 25 July – Queanbeyan
 - 26 July – Bungendore Weekly, Braidwood Times
- Media release and briefing:
 - Sent out 19 July
 - Story in Queanbeyan Age – 25 July
 - Included in council column in Queanbeyan Age – 25 July
 - Included in council column in Bungendore Weekly – 26 July
- Media interviews
 - Interim GM with ABC Radio Canberra – 21 July
- Distribution to e-newsletter subscribers to Just over 1020 subscribers
- Social media promotion
 - Posted on Facebook – 17 July (according to Facebook – reach was 5,870)
- Your Voice QPRC presence (survey and frequently asked questions) yourvoice.qprc.nsw.gov.au.
- Displays at Council's Customer Service Centres and libraries
- Larger display at Queanbeyan customer service centre
- QPRC staff encouraged to provide input
- Drop in sessions for community at Queanbeyan Library on 27 July and 29 July 2017
- Drop in session for staff at The Q, 27 July 2017 1:00 to 4:00pm
- Letter sent to nearby property owners/occupiers in Queanbeyan CBD, with ability to organise individual briefing. Recipients include property owners and residents on Lowe Street, Monaro Street, Crawford Street, Rutledge Street.
- Meeting with representatives from St Gregory's Primary School, 3 August 2017
- Meeting with representatives from Walsh's Hotel, 7 August 2017

9.1 QPRC Head Office and Smart Hub Community Consultation Feedback (Ref: C17132566; Author: Hansen/Damo) (Continued)

There were a total of 777 visits to the Your Voice webpage. 618 (80%) visitors to the site viewed at least one page. These visitors to the site are determined to be "aware participants". From these visitors and aware participants, 37 (5%) contributions were made. Of these contributions approximately 19 (51%) were unsupportive, 12 (32%) were supportive and 6 (16%) made neutral comments.

One email, and two letter were received from the one business.

Two formal written submission were made at the drop-in sessions. Other comments noted from attendees at the drop in sessions are recorded in the attachments.

Comments were also received via facebook, a summary of those comments are also attached.

There were seven submissions made by staff during this period, the submissions are attached to this report.

Recommendation

That the report be received for information.

Attachments

- | | |
|--------------|--|
| Attachment 1 | QPRC Head Office and Smart Hub
Community Consultation Submissions (<i>Under Separate Cover</i>) |
| Attachment 2 | QPRC Head Office and Smart Hub
Staff Consultation Submissions (<i>Under Separate Cover</i>) |
| Attachment 3 | QPRC Head Office and Smart Hub Community Consultation Register -
Drop in sessions (<i>Under Separate Cover</i>) |
| Attachment 4 | Walsh's Hotel Correspondence 27 July & 6 August 2017 (<i>Under
Separate Cover</i>) |

9.2 Regional Growth Grants (Ref: C17125341; Author: Tegart/Tegart)

9.2 Regional Growth Grants (Ref: C17125341); Author: Tegart/Tegart
Report

The NSW Government announced a suite of grants available to councils and communities aimed at investing in infrastructure to stimulate social, recreational and economic wellbeing (Attachment 1).

The NSW Government is investing \$1.3 billion in regional areas through six funds:

- **Resources for Regions** – supporting the infrastructure needs of mining-affected regional economies
- **Regional Cultural Fund** – delivering investment to support bold and exciting regional arts and culture
- **Stronger Country Communities Fund** – supporting councils and community groups to deliver crucial local infrastructure to improve quality of life
- **Regional Sports Infrastructure** – supporting participation and high achievement in sport for regional NSW communities by improving facilities
- **Growing Local Economies** – unlocking economic potential by building or upgrading power, transport and telecommunications links and water and sewerage services
- **Connecting Country Communities** – investing in better mobile phone and internet connectivity to support businesses and families living and working in regional areas and drive regional productivity.

In addition to the Stronger Communities Fund (SCF) grant of \$1m (community projects) and \$9m (community infrastructure) reported to the July meeting, a further \$1.771m is available for the next two financial years to Council for community infrastructure under the Stronger Country Communities Fund (SCCF). The 2017/18 grant was allocated to projects in Queanbeyan, Braidwood and Bungendore at the July and August meetings, as submissions to government were required in the caretaker period.






The grants are available to Council as an allocation, or as a contested bid, while others are available by community through bids with Council. The schematic below summarises the current suite of bids.

It is intended grant applications will be based on:

- adopted strategies and plans that contain endorsed actions or projects
- projects or actions that are listed in the financial plan as subject to grant funding
- leveraging existing funds or grants to match the new grants

Staff are mapping the projects and grant opportunities.

9.2 Regional Growth Grants (Ref: C17125341; Author: Tegart/Tegart) (Continued)

ECONOMIC ACTIVATION FUNDS \$1 BILLION		COMMUNITY AMENITY FUNDS \$300 MILLION
CONNECTING COUNTRY COMMUNITIES 	REGIONAL SPORTS INFRASTRUCTURE 	REGIONAL CULTURAL FUND 
To invest in communications infrastructure and deliver improved regional voice and data connectivity. This fund will build and upgrade mobile base stations, connect businesses to global markets and schools with innovative learning resources.	To foster the benefits of sport in communities. This fund will invest in new and existing venues to improve the participation and performance in sports at all levels.	To deliver investment to support bold and exciting regional arts and culture. This fund will encourage the rich diversity of the regions, build tourism potential and support young people.
PROGRAM OPENS LATE 2017	PROGRAM OPENS JULY 2017	PROGRAM OPENS JULY 2017
GROWING LOCAL ECONOMIES 	RESOURCES FOR REGIONS 	STRONGER COUNTRY COMMUNITIES FUND 
To develop the enabling infrastructure to grow regional centres. This fund will invest in the crucial projects needed to support job creation and economic growth in regional NSW.	To support job creation and economic growth in mining communities in regional NSW. This fund will help build infrastructure across health, water, road, education, tourism and CBD renewals to attract new business, tourists and residents.	To support councils and community groups in delivering crucial local infrastructure to improve quality of life. This fund will support local projects such as upgrades to community facilities and playgrounds.
PROGRAM OPENS JULY 2017	PROGRAM OPENS JULY 2017	PROGRAM OPENS JULY 2017

Recommendation

That the report be received for information.

Attachments

Nil

9.3 Merger Budget (Ref: C17147222; Author: Tegart/Tegart)

9.3 Merger Budget (Ref: C17147222); Author: Tegart/Tegart
Report

The Merger Status report to June 2017 was presented to the August Council meeting. The Implementation Advisory Group considered the status of the transition projects and budget at its August meeting.

The merger budget at 31 July is attached for information. The Transition Plan adopted in October 2016 suggested costs in the order of \$9m plus contingencies, funded by the merger grant of \$5m and organisational savings and productivity over three years.

The budget has been revised downward to \$7.2m, half of which is expended on technology costs. Savings of \$1.4m are anticipated to offset the balance across that period, while workforce restructure costs have been offset by ELE reserves.

Several of the merged regional councils have requested additional funding from the NSW government to support the cost of merger, noting metropolitan councils received \$10m.

Recommendation

That the report be received for information.

Attachments

Attachment 1 Merger Budget - July 2017 (*Under Separate Cover*)

10.1 Local Traffic Committee Meeting - 16 August 2017 (Ref: C17131675; Author:
Hansen/Wilson-Ridley)

Present: Sam Morabito (NSW Police Rep), Kelly Cherry (RMS Rep), Derek Tooth (QPRC Rep), Nathan Cooke, Rowan Carter (NSW State Member Rep)

Also Present: Joanne Wilson-Ridley (QPRC Road Safety Officer)

Others Present: Nil

The Committee Recommends:

Apologies: Nil

1. **Confirmation of Report of previous meeting held on 6 June 2017**

That the Report of the meeting of the Committee held on 6 June 2017 be confirmed.

Business arising from previous minutes:

- Taxi parking on Crawford Street. An amendment to the taxi parking changes to include a disability parking bay on east side of Crawford Street was emailed to committee members for approval. The amendment was noted for the minutes. The taxi changes have been implemented with a community education campaign and Council has had positive feedback about the changes with relatively smooth transition and compliance. Taxi Co-op has noted some evening parking in the taxi zone on Crawford Street by vehicles. Council will be speaking with the Taxi Co-op shortly for additional follow up.

2. **Correspondence**

Council received correspondence requesting changes to intersection of Ross Road and Surveyor Street, noting previous decision by Local Traffic Committee. A review of the intersection was conducted and response sent to resident.

3. **Aurora Avenue**

A report about the intersection on Aurora Avenue with a cul-de-sac near Services NSW was discussed. Feedback from Driver Tester from Services NSW has reported driver confusion regarding right-of-way at the intersection that has contributed to a recent crash, some near misses and incorrect stopping/hesitation at the intersection. Council propose to implement line-marking at the entrance of the cul-de-sac to clarify the road priority and right of way. The committee supported the change.

LTC 24/17 Under Road Transport Act 2013 install line marking at Aurora Avenue as per design

4. **Coral Drive**

A report investigating safety concerns on Coral Drive at Jerrabomberra Public School, near Coachwood Avenue was discussed. Concerns raised by residents, the school and QCity Transport were investigated regarding vehicles parking near the intersection of Coachwood Avenue. A design has been created to alter parking conditions on Coral Drive to improve safety for pedestrians and buses and ensure signage is consistent at the intersection. The design proposed additional 'No Stopping' signs implemented around the intersection, relocation of the existing 2 hour timed parking zone and amount

10.1 Local Traffic Committee Meeting - 16 August 2017 (Ref: C17131675; Author: Hansen/Wilson-Ridley) (Continued)

of timed parking reduced to reflect the usage. The school and QCity Transport were consulted and happy with the changes. The committee supported the changes.

LTC 25/17 Under Road Transport Act 2013 implement 'No Stopping' signs and relocate the timed 2 hour parking signs on Coral Drive at Jerrabomberra as per the design.

5. Anglican School Googong- Rosa St Timed Parking

A report proposing timed parking for the indented parking bays on Rosa Street to assist in the pick-up and drop-off of children to the early learning centre was discussed. A design proposing the installation of ¼ hour parking between 7am-9am and 3pm-6pm on school days was reviewed. The committee supported the changes, suggesting consideration of 'Mon-Fri' on the signage if the early learning centre operated year round. Further consultation confirmed the early learning centre is a year round facility and suggested alterations has been made to the design.

LTC 26/17 Under Road Transport Act 2013 install ¼ hour timed parking between 7am-9am and 3pm-6pm Mon-Fri for Rosa Street as per design.

6. Children's Crossing – Pedestrian Walk Lines (PCW)

A report proposing an update to Children's Crossings in Queanbeyan to feature Pedestrian Cross Walk (PCW) Lines was discussed. The RMS Supplement notes 3.6m wide crossing lines must be indicated at Children's Crossings. A design was discussed as a template of a typical Children's Crossing featuring the PCW lines and it is proposed to install the PCW lines at 10 Children's Crossing located in Council. The committee supported the changes.

LTC 27/17 Under the Road Transport Act 2013 install PCW lines as per design at the following Children's Crossings:

- **Coachwood Avenue – Jerrabomberra Public School Zone**
- **Firethorn Avenue – Jerrabomberra Public School Zone**
- **Hirst Avenue – Queanbeyan Public School Zone**
- **Thorpe Avenue – Queanbeyan Public School Zone**
- **Macquoid – St Gregory School Zone**
- **Mulloon Street – Queanbeyan East Public School Zone**
- **Richard Avenue – Queanbeyan West Public School Zone**
- **Morton Street – Queanbeyan West Public School Zone**
- **Cameron Road – Queanbeyan South Public School Zone**
- **Alanbar Street – Queanbeyan South Public School Zone**

7. Malbon Street Parking

A report proposing changes to parking on Malbon Street with regards to Bungendore IGA car park access was discussed. The access and parking has been assessed for safety and against BAR treatment requirements and reviewed against development conditions and construction designs. The BAR treatment initially assessed for the access used a design speed of 80km/h. The access treatment has been reassessed with design speed of 50km/h and 'No Stopping' requirements calculated accordingly. A 'No Right Turn' sign has been installed on the exit from the IGA driveway and review of documentation has found no reference for this requirement. However, onsite inspections noted for a right turn to safely occur from the driveway a 69m sight distance

10.1 Local Traffic Committee Meeting - 16 August 2017 (Ref: C17131675; Author: Hansen/Wilson-Ridley) (Continued)

is required to provide a minimum 5 second gap to the conflict point and to achieve this a 'No Stopping' zone is required to west of the driveway. A design was reviewed that included 'No Stopping' signs, removal of the 'No Right Turn' sign and line-marking which results in a net gain of 4 car parking spaces. The committee supported the changes, noting the inclusion of taper and chevrons for the line-marking and modification of the left turn arrow to straight ahead.

LTC 28/17 Under Road Transport Act 2013 install 'No Stopping' signs, remove 'No right turn' sign, install line marking, double barrier lines and amend left turn arrow to straight as per design.

8. General Business

- **Mecca Lane Bungendore** – NSW Police enquired about progress of investigation into parking of vehicles being advertised as for sale. Council's recent inspections have noted reduction in this practice. The issue is to be further investigated by Council with Police consultation to address concerns.
- **Speed Trailer** – Discussion about Council's road safety speed strategy that trialled last year a new C-size VMS on local roads for speed checks and safety messages. The trial proved successful and will continue this year with further sites to be assessed. Roads identified as concern for speeding or location of speed crashes are assessed for suitability for inclusion in the speed trailer schedule. Sites are also assessed for other treatments and Council has been working with Police and RMS on these sites where relevant.
- **Macquoid Street** – Council is currently addressing illegal painting of kerbside in school zone on Macquoid Street that appears like a pick-up and drop-off zone.
- **Pedestrian Safety Campaign** – A review of Pedestrian 'Look Out Before You Step Out' stickers will be conducted shortly. The stickers have been installed for 6 months at 20 crossing points. Council has also received a new temporary 'Look Out Before You Step Out' stencil that can be used as chalk marking on footpaths for events where influx of pedestrian activity interacting with road occurs.
- **High Pedestrian Activity Area for Queanbeyan CBD** – Discussion about the proposal and agreement for Council to revisit the concept design to return to committee with further information and design refinement.

9. Next Meeting

Tuesday 10 October, 12pm.

There being no further business, the meeting closed at 1.40pm.

Attachments

Nil

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 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.