



# **Ordinary Meeting of Council**

## **AGENDA**

**23 August 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 26 July 2017
- 3.2 Minutes of the Planning and Strategy Committee of the Whole held on 9 August 2017

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

**5 MAYORAL MINUTES**

Nil

**6 NOTICES OF MOTIONS OF RESCISSION**

Nil

**7 NOTICES OF MOTIONS**

Nil

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Nil

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Nil

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Nil

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Nil

**LIST OF ATTACHMENTS –**

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

**Open Attachments**

- Item 8.1 Investment Report - July 2017  
*Attachment 1 Investment Report - July 2017 - Attachment 1 - 23 August 2017 (Under Separate Cover)*
- Item 8.2 Development Application 171-2017 - Demolish and Remove Ticket Office and Toddler Pool - Queanbeyan Memorial Swimming Pool - 121-147 Crawford Street, Queanbeyan  
*Attachment 1 79C(1) Attachment - Moore Park 121-147 Crawford Street - DA-171-2017 (Under Separate Cover)*  
*Attachment 2 Demolition Plan - Moore Park 121-147 Crawford Street - DA-171-2017 (Under Separate Cover)*  
*Attachment 3 Draft Conditions - Moore Park 121-147 Crawford Street - DA-171-2017 (Under Separate Cover)*
- 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.  
*Attachment 1 Planning Proposal - 7 Turallo Terrace Bungendore - Palerang Local Environmental Plan 2014 - Section 55 (Under Separate Cover)*
- Item 8.5 Program for Release of Googong Subdivision Certificates  
*Attachment 1 Council Meeting - 23 August 2017 -Googong WRP Stage C and Subdiv Certs - Request (Under Separate Cover)*

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- Item 8.7    Audit, Risk and Improvement Committee
- Attachment 1    03 July 2017 - Audit, Risk and Improvement Committee - Minutes (Under Separate Cover)*
- Attachment 2    QPRC 2017 Onwards Internal Audit Program - FINAL Discussion Paper to QPRC redacted (Under Separate Cover)*
- Attachment 3    Committee Work plan 2017/18 - Aligned to Committee Charter as approved by the Administrator (Under Separate Cover)*
- Item 8.8    Report on the First Year of Merger
- Attachment 1    QPRC Merger Report 2016/17 (Under Separate Cover)*
- Item 9.3    Queanbeyan River Shared Path Bridge and Community Consultation
- Attachment 1    Queanbeyan Footbridge and Shared Path Community Consultation Plan (Under Separate Cover)*
- Attachment 2    Queanbeyan River Shared Path Bridge (Under Separate Cover)*

**Closed Attachments**

*Nil*

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MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 10 Majara Street, Bungendore on Wednesday, 26 July 2017 commencing at 5.30pm.

## 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; J Richards, Portfolio General Manager Community Choice; and P Spyve, Acting General Manager Organisation Capability.

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

### 1. APOLOGIES

#### Recommendation

No apologies were received.

### 2. DISCLOSURES OF INTERESTS

184/17

#### 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 28 June 2017

185/17

#### RESOLVED (Overall)

The Administrator resolved that the Minutes of the Ordinary of Council held in the Bungendore Council Chambers on Wednesday 28 June 2017 be confirmed subject to P Spyve being included as attending, Resolution 154/17 refer to Bungendore Council Chambers and Resolution 156/17 include "Katrina Willis tabled a petition of further signatures opposing the Ellerton Drive Extension".

**3.2 Minutes of the Planning and Strategy Committee of the Whole held on 12 July 2017**

186/17

**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 12 July 2017 be confirmed.

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

187/17

**RESOLVED (Overall)**

The Administrator resolved that all presenters be heard.

Pete Harrison - Item 8.10 - Queanbeyan-Palerang Regional Councillors' Onboarding, Induction and Development Programs

Anne Goonan - Item 8.1 - Abbeyfield Bungendore Project

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

**5 MAYORAL MINUTES****5.1 Administrator Minute - Emergency Radio**

188/17

**RESOLVED (Overall)**

The Administrator resolved that Council write to the Federal Member for Eden Monaro to address the issue of poor radio coverage, seeking legislative amendment to permit ABC666 emergency broadcast into NSW repeaters, and seek grants for the installation of suitable infrastructure.

**6. NOTICES OF MOTIONS OF RESCISSION**

Nil

**7. NOTICES OF MOTIONS**

Nil



**8. DETERMINATION REPORTS****8.1 Abbeyfield Bungendore project**

189/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the report.
2. Offer the Council-owned property at 4-6 Majara Street, Bungendore, to Abbeyfield Bungendore to enable the development planning, application and construction of a 12-14 unit, independent living housing project for seniors on low incomes.
3. Offer the subject property to Abbeyfield Bungendore on a long term ground lease at nominal rent, subject to successful development approval and subject to substantial commencement within five years.
4. Identify in the draft Bungendore Structure Plan suitable land for possible use as an ambulance station, emergency services or the like.

**8.2 Tender Assessment - Queanbeyan Park Playground**

190/17

**RESOLVED (Overall)**

The Administrator resolved that Council award Contract No. VP75270 to Tenderer number 9 – CRS Creative Recreation – option 1 for the sum of \$234,768.91 ex GST.

**8.3 Regional Grant Fund Programs**

191/17

**RESOLVED (Overall)**

The Administrator resolved that:

1. Council's priority projects for the Stronger Country Communities Fund be the Queanbeyan River Walk and High Street Sports Field new amenities building with canteen, storage, club and referee rooms.
2. A further report be received on further project options given the balance of funding available to QPRC under the Stronger Country Communities Fund.

**8.4 Status of Stronger Communities Fund Projects**

192/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the report.
2. Endorse the status report to be submitted to the Office of Local Government by 31 July 2017.

**8.5 Land Classification - Lot 776 DP 1230282 (20 Lindbeck Corner) Googong**

193/17

**RESOLVED (Overall)**

The Administrator resolved that in accordance with Section 31(2) of the Local Government Act 1993 (NSW), Council resolve that the following property be classified as "Community Land":

- Lot 776 DP 1230282 (20 Lindbeck Corner) Googong

**8.6 Town Crier for Queanbeyan-Palerang Regional Council**

194/17

**RESOLVED (Overall)**

The Administrator resolved that Council accept the proposal from Mr Joseph McGrail-Bateup to provide Town Crier services to Queanbeyan-Palerang Regional Council as required, on an honorary basis.

**8.7 Civic Reception for National Vietnam Veterans' Reunion 2018**

195/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Host a civic reception and morning tea at the Bicentennial Hall, Queanbeyan, on 23 April 2018 for the participants of the National Vietnam Veterans' Reunion.
2. Liaise with the Organising Committee with an offer to assist with the set-up for the Service in Moore Park including provision of chairs, portable PA system and arrangements for the plaque.

**8.8 Aquatic Centre - Fee Change - Aqua Fitness Concession Fees**

196/17

**RESOLVED (Overall)**

The Administrator resolved that Council adopt:

1. The reduction of the single visit pass concession fee for the Aqua Aerobics program from \$12.00 to \$10.50.
2. The reduction of the 10 visit pass concession fee for the Aqua Aerobics program from \$120.00 to \$105.00.

**8.9 Investment Report - June 2017**

197/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the investment income for June 2017 is \$423,945 bringing the total interest earned on Cash and Cash Equivalent Investments for the 2016/17 Financial Year to \$4,894,680 which is \$951,051 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 recent 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 June 2017.

**8.10 Queanbeyan-Palerang Regional Councillors' Onboarding, Induction and Development Programs**

198/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the report.
2. Endorse the onboarding, induction and development programs to be undertaken for the newly-elected QPRC Councillors.
3. Note the arrangements in relation to the taking of an oath or affirmation of office at the first meeting of the new Council.

**8.11 Accommodation for Senior Citizens and QBN FM**

199/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the relocation proposal for QBN FM to the Letchworth Community Centre.
2. Offer the Letchworth Community Centre as temporary accommodation for the Senior Citizens Centre.
3. Authorise the General Manager to undertake appropriate refurbishment works at the Letchworth Community Centre to accommodate those uses.
4. Agree to source a dedicated CBD space, such as the Visitor Information Centre (or similar accommodation suitable for the Senior Citizens Centre) on the completion of the new Council head office redevelopment.

**8.12 QPRC and Icon Water - Water Supply Pricing Agreement**

200/17

**RESOLVED (Overall)**

The Administrator resolved that:

1. Under Section 55 (3)(i) Council approve an exemption for Tender as there is no alternative suppliers of Potable Water to the Queanbeyan water network.
2. Council authorise the General Manager to sign the agreement with Icon Water for the supply of potable water to the Queanbeyan water supply.

**8.13 Tender Determination: Lighting and Sound Design and Services for Theatre and Events**

201/17

**RESOLVED (Overall)**

The Administrator resolved that Council accept the tender from Tenderer One (1), Eclipse Lighting & Sound Pty Ltd, engaging them for a fixed term of three (3) years with two x two year options for extension, for the provision of Lighting and Sound Design and Services for Theatre and Events.

**8.14 Adoption of Community Engagement Strategy**

202/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Adopt the Community Engagement Strategy to assist with the development of a new Community Strategic Plan for the Queanbeyan-Palerang LGA.

2. Place the Community Engagement Strategy on Council's website as part of its suite of new Integrated Planning & Reporting documents.

#### **8.15 Asset Management Strategy**

203/17

##### **RESOLVED (Overall)**

The Administrator resolved that Council adopt the Queanbeyan-Palerang Regional Council Asset Management Strategy.

#### **8.16 Draft Resourcing Strategy**

204/17

##### **RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the draft Resourcing Strategy in preparation for the development of a new three year Delivery Program for QPRC.
2. Highlight in the draft Resourcing Strategy/draft long term financial plan, a comparison of the projected QPRC key sustainability indicators against NSW Government Fit for Future benchmarks for Local Government.
3. Place the draft Strategy on public exhibition to seek community input on the final document.
4. Report on the public submissions to the newly elected Council for their consideration and the final adoption of the Resourcing Strategy to inform the development of a new Delivery Program.

#### **8.17 Digital Economy and Smart Community Strategy**

205/17

##### **RESOLVED (Overall)**

The Administrator resolved that Council:

1. Receive and note the draft Digital Economy and Smart Community Strategy.
2. Endorse the Smart City grant application.
3. Seek community feedback on the draft Strategy.

**8.18 Memorandum of Understanding - Icon Water**

206/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Prepare a memorandum of understanding with Icon Water to formalise the relationship to deliver a best for region approach to sewage treatment.
2. Engage with NSW DPI Water to progress the approach to best for region for sewage treatment.

**8.19 Tender Evaluation Report Design & Construct Wet Play - Q-One Aquatics**

207/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Award Contract no. 22/2017 to Tenderer number 2 – Swimplex
2. Approve the additional funds up to \$266,217 identified in this report to carry out the project including toddler pool if supported by the community.
3. Allow a 14 day community consultation period to seek preferences on preferred design and that the decision on the selected design be delegated to the Interim General Manager.

**8.20 Expression of Interest - Legal Services**

208/17

**RESOLVED (Overall)**

The Administrator resolved that:

1. Council appoint the nominated Legal Firms, being Bradley Allen Love Lawyers, Elringtons Lawyers, Maddocks, Herring & Associates Lawyers and Lindsay Taylor Lawyers, to its legal panel for a three (3) year period with two one (1) year option extensions and execute a contract of appointment.
2. The Canberra Region Joint Organisation (CBRJO) be thanked for its assistance in undertaking the Expression of Interest for the region that the Council has utilised for this purpose.

**9. INFORMATION REPORTS****9.1 Changes in the Management of Crown Lands**

209/17

**RESOLVED (Overall)**

The Administrator resolved that the report be received for information.

**10. COMMITTEE REPORTS****10.1 Bungendore and Town Centre Environs s355 Committee Minutes 19 April 2017**

210/17

**RESOLVED (Overall)**

The Administrator resolved that Council note the minutes of the Bungendore and Town Centre Environs s355 Committee, 19 April 2017.

**10.2 Bungendore and Town Centre Environs s355 Committee Minutes 31 May 2017**

211/17

**RESOLVED (Overall)**

That Council note the minutes of the Bungendore and Town Centre Environs s355 Committee, 31 May 2017.

**10.3 Royalla Common s.355 Committee minutes 15 May 2017**

212/17

**RESOLVED (Overall)**

The Administrator resolved that Council note the minutes of the Royalla Common s.355 Committee, 15 May 2017.

**10.4 Minutes of the Local Representation Committee Meeting 16 June 2017**

213/17

**RESOLVED (Overall)**

The Administrator resolved that Council note the minutes of the Local Representation Committee Meeting, 16 June 2017 and endorse the recommendations contained therein.

**11. DELEGATES' REPORTS**

Nil

**12. RESPONSES TO COUNCILLORS' QUESTIONS**

Nil

**13. COUNCILLORS' QUESTIONS FOR NEXT MEETING**

Nil

**14. SUPPLEMENTARY REPORTS**

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

Nil

At this stage in the proceedings, the time being 6.38 pm Mr Overall announced that the Agenda for the meeting had now been completed.

**TIM OVERALL  
ADMINISTRATOR  
CHAIRPERSON**





## PLANNING AND STRATEGY COMMITTEE OF THE WHOLE MEETING

MINUTES OF THE PLANNING AND STRATEGY COMMITTEE OF THE WHOLE OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 9 August 2017 commencing at 5.30pm.

### 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; J Richards, Portfolio General Manager Community Choice.

**Also Present:** W Blakey, Management Accountant (Clerk of the Meeting) and S Edwards (Minute Secretary).

#### 1. APOLOGIES

##### Recommendation

Nil

#### 2. PRESENTATIONS/DEPUTATIONS/PETITIONS

PLA081/17

##### RESOLVED (Overall)

That all presenters be heard.

- Special Presentation – Malcolm Leslie of Googong Township Pty Limited – Development Application 123-2017 – Subdivision of Neighbourhood 2 – Googong (to be determined by the Joint Regional Planning Panel - JRPP)
- David Doyle – Item 4.3 – Request to Demolish Fire Damaged Dwelling – Cantle’s Cottage – 3 Booth Street – Queanbeyan East – Attached to Queanbeyan Golf Club.
- Paul Hubbard – Item 5.1 – Amendment to Queanbeyan Development Control Plan 2012.
- Sam Alame – Item 4.4 – Request to Construct Carpark on Council Land for Joint Use Facilities – Lots 1362 DP 1154538 – 5 McMahon Drive and Lot 1338 DP 1112117 – 3 McMahon Drive, Bungendore.
- Meredith Cameron – Item 4.2 – Development Application 170-2016 – Dwelling Additions – 39 Campbell Street, Queanbeyan.

**3. DECLARATIONS OF INTEREST**

PLA082/17

**RESOLVED (Overall)**

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.

The Administrator declared a non-significant, non-pecuniary interest in Item 5.1 as he resides in an area referenced in the report.

**STAFF REPORTS**

**4. ENVIRONMENT, PLANNING AND DEVELOPMENT**

**4.1 Development Application 90-2016 - Small Lot Housing and Subdivision - Lot 1329 DP 1217419 - Helen Circuit - Googong**

PLA083/17

**RESOLVED (Overall)**

1. That approval be granted to the following variations to the Googong DCP for the reasons detailed in this report and the attached Sec79C Matters for Consideration:
  - a) The non-compliance with the requirements of Part 4 of Googong DCP in relation to Lot 1 having a frontage less than the 10m requirement;
  - b) The proposal not satisfying the requirements of Part 5 of Googong DCP in relation to the verge width (less than 2m requirement) for laneways and the length of the proposed laneway exceeds 80m requirement.
  - c) The non-compliance with the requirements of Part 7 of the Googong DCP in relation to the proposed fencing forward of the building line of dwellings on lots 2 -12 which exceeds 1.2m high.
  - d) The non-compliance with the requirements of Part 7 of the Googong DCP in relation to the principal private open space (PPOS) of dwellings 3-12 located forward of the building line.
  - e) The various non-compliances with the requirements in Table 1 Assessment of Part 7 of Googong DCP in relation to width of articulation zone exceeding 60% of the dwelling width, the studio dwelling has a minimum side setback of 500mm from public laneway and the proposed balcony has a zero setback from the public laneway on Lot 1A and the landscaped area behind of the building line of dwellings on Lots 3, 5 and 10 is less than 50% requirement.
2. That development application 90-2016 for the Subdivision of land to create 13 x Torrens Title lots, 2 x Strata lots, 1 residue lot and 1 x public laneway, and erection of 13 x dwellings (including 1 x dwelling house, 7 x attached dwellings, 4 x semi-detached dwellings and 1 studio dwelling) on Lot 1329 DP 1217419 (formerly known as Lot 63 DP 1208211), Corner of Helen Circuit and Gorman Drive, Googong be granted conditional approval.

**4.2 Development Application 170-2016 - Dwelling Additions - 39 Campbell Street, Queanbeyan.**

PLA084/17

**RESOLVED (Overall)**

1. That approval be granted to a variation to Clause 2.5 of Part 2 of Queanbeyan Development Control Plan 2012 to allow the proposal to be assessed under the Draft Queanbeyan Flood Plan Risk Management Plan for the following reasons:
  - (a) The proposal is consistent with the Draft Flood Plan and the NSW Government Flood Policy
  - (b) The raised footings section of the extension has been designed to allow any potential flood water to pass through due to a vertical slat base. This base will have 100mm gaps.
  - (c) The subject site is in an area which has not previously experienced high velocity flows. As such a floor level that is at or above the 1:100 Flood level is acceptable in this case.
  - (d) The extension has been designed to meet the objective of this Clause by being designed to meet the flood risk of the area.
  - (e) In regards to the proposed extension at the existing floor level, the variation equates to only an extra 12m<sup>2</sup> than the 20% permitted within the QDCP2012.
  - (f) The proposal achieves an acceptable balance between the two conflicting site constraints of heritage and flooding.
2. That development application 170-2016 for dwelling additions on Lot 1 DP 38012, No. 39 Campbell Street, Queanbeyan be granted conditional approval.

**4.3 Request to Demolish Fire Damaged Dwelling - Cattle's Cottage - 3 Booth Street - Queanbeyan East - Attached to Queanbeyan Golf Club**

PLA085/17

**RESOLVED (Overall)**

1. That Council note that it has reviewed and heard representations on the Notice of Proposed Order (NOPO 2016/1009) issued in relation to the fire damaged dwelling located at 3 Booth Street, Queanbeyan East.
2. That Council finalise an Order under *the Environmental Planning and Assessment Act 1979* with the following changes to NOPO 2016/1009:
  - a. Remove the requirement for a Heritage Report noting that a Heritage Assessment has now been provided to Council.
  - b. Retain the requirement for a set of photographs of the complete exterior and interior of Cattle's Cottage prior to demolition.

- c. Provide for the demolition of all remaining existing structures on the site including but not limited to:
  - i. The fire damaged roof, wall and floor frame of the existing fire damaged building;
  - ii. The existing brick chimneys;
  - iii. Any floor slabs or footings;
  - iv. Filling in of the cellar;
  - v. The adjoining garage.
- d. Provide that the majority of bricks from the chimneys are to be recovered and cleaned for future use to construct an interpretive device/signage on, or near the existing building's footprint, explaining the significance of the site in the context of the early history of European Queanbeyan and the significance of the bricks. Such device to be designed in conjunction with Council's Urban Landscapes Team to ensure consistency with Council's desire for heritage signage and to be constructed within 18 months of the date the Order is given.
- e. Provide for the submission to, and approval by Council, of a demolition and remediation plan prior to commencement of demolition work.

**4.4 Request to Construct Carpark on Council Land for Joint Use Facilities - Lots 1362 DP1154538 - 5 McMahon Drive and Lot 1338 DP1112117 - 3 McMahon Drive, Bungendore**

PLA086/17

**RESOLVED (Overall)**

1. That Council agree in principle to Council's community land on Lot 1338 DP1112117, 3 McMahon Drive, Bungendore being used for the purposes of shared carpark for childcare purposes and community use subject to the following:
  - a) Any such carpark to be constructed at the full cost of the proponent.
  - b) The carpark to be constructed to standards as determined by Council.
  - c) On completion the carpark to be handed to Council as a Council asset.
  - d) The applicant to enter into an agreement with Council for the shared use of the carpark: such agreement to include provision for a contribution to future maintenance of the carpark based on rejuvenation of the asphalt surface in 15-20 years.
2. That the General Manager be authorised to enter into negotiations with the proponent based on the above, including investigating whether Council would benefit from contributing additional Council funds to boost the overall numbers of carparking spaces available in the area.

**5. STRATEGIC DEVELOPMENT**

PLA087/17      **5.1      Amendment to Queanbeyan Development Control Plan 2012**  
**RESOLVED (Overall)**  
  
That this matter be referred to a meeting of the newly elected Council for determination.

PLA088/17      **5.2      Stronger Country Communities Fund (SCCF)**  
**RESOLVED (Overall)**  
  
That this matter be delegated to the General Manager to determine and submit applications for SCCF, for projects listed in the report.

PLA089/17      **5.3      Tourism Plan and Tourism Policy**  
**RESOLVED (Overall)**  
  
That Council  

1.      Note the feedback received during the public exhibition period.
2.      Adopt the Tourism Plan, as amended.
3.      Adopt the Tourism Policy.

PLA090/17      **5.4      Easy To Do Business**  
**RESOLVED (Overall)**  
  
That Council  

1.      Endorse Queanbeyan-Palerang Regional Council's participation in the Easy to do Business Proof of Concept until 30<sup>th</sup> June 2018.
2.      Delegate the relevant customer service functions related to the administration of the 'Easy to do Business' program to the Chief Executive Officer, Service NSW in accordance with the Service Partnership Agreement as required under the Service NSW (One-stop Access to Government Services) Act 2013.
3.      Endorse Queanbeyan-Palerang Regional Council's participation in the Outdoor Dining Trial from September 4<sup>th</sup> 2017 through to June 30<sup>th</sup> 2018.
4.      Note the Easy to Do Business Program service fee of \$5,000 p.a

**6. INFORMATION REPORTS**

PLA091/17      **6.1      Land-Use Planning Projects / Activities - Status Report**  
**RESOLVED (Overall)**  
  
That the report be received for information.

PLA092/17                    **6.2    Release of the South East and Tablelands Regional Plan**  
**RESOLVED (Overall)**  
That the report be received for information.

PLA093/17                    **6.3    St Stephen's Church and Manse Nomination for State Heritage Listing - 2 Morisset Street, Queanbeyan**  
**RESOLVED (Overall)**  
That the report be received for information.

**7.       COMMITTEE REPORTS**

PLA094/17                    **7.1    Heritage Advisory Committee (Queanbeyan) Meeting - 17 July 2017**  
**RESOLVED (Overall)**  
That the report of the Heritage Advisory Committee (Queanbeyan) Meeting, 17 July 2017 be noted.

At this stage in the proceedings, the time being 6.19pm Mr Overall announced that the Agenda for the meeting had now been completed.

**TIM OVERALL  
ADMINISTRATOR  
CHAIRPERSON**

**ITEM 2    DECLARATION OF CONFLICTS/PECUNIARY INTERESTS**

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





8.1 Investment Report - July 2017 (Ref: C17129061; Author: Taylor/Drayton)

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**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 July 2017.

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**Recommendation**

**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.**
- 

**Background**

***Cash and Cash Equivalent Investments***

The July 2017 return of \$386,117 brought the total return 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. 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 July 2017 was \$154,096,430.

Council's investment portfolio's annualised monthly return of +2.97% (net actual) in July 2017 outperformed the AusBond Bank Bill Index return of +1.73%.

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.

**Market Update**

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

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

In RBA commentary, the Board had a more uncertain view around consumption, expected a slowdown in residential construction, and were cautious around the labour market despite consistently strong employment numbers. Record low wages growth, weak consumption and business investment were also commented on. The Bank stuck to its 3% growth forecast.

The RBA faces the dilemma of wanting to normalise interest rates, having attempted to prepare the market for that, but not wanting the stronger \$A that tends to accompany higher rates. The market is positioned for 100bp of increases in the distant future, taking over 4 years.

(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:

**8.1 Investment Report - July 2017 (Ref: C17129061; Author: Taylor/Drayton)  
(Continued)**

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Council's 'BBB' and 'Non-Rated' Australian Deposit-taking Institution (ADI) target of 40% aggregate is now exceeded by 8%, 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.

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 July 2017 amounts to \$386,117. This return was \$36,117 above the year to date budget.

A portion of the investment portfolio will be assigned to NSW TCorp, as it provides a superior long term return in the current market, well in excess of the borrowing levels that Council can access.

Refer to Attachment 1 - Graph 1 and Table 5.

**Attachments**

Attachment 1      Investment Report - July 2017 - Attachment 1 - 23 August 2017 (*Under Separate Cover*)



**8.2 Development Application 171-2017 - Demolish and Remove Ticket Office and Toddler Pool - Queanbeyan Memorial Swimming Pool - 121-147 Crawford Street, Queanbeyan (Ref: C17120262; Author: Thompson/Rousell)**

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**Summary**

***Reason for Referral to Council***

This application has been referred to Council because it is for the demolition of a building listed as a heritage item.

Proposal:	Demolish and remove ticket office and toddler pool
Applicant/Owner:	Applicant - Queanbeyan-Palerang Regional Council Owner – Queanbeyan-Palerang Regional Council
Subject Property:	Lot 261, DP 1127509, Moore Park, 121-147 Crawford Street
Zoning and Permissibility:	RE1 Public Recreation under Queanbeyan Local Environmental Plan 2012. Demolition is permissible with consent.
Public Submissions:	Nil
Issues Discussed:	Demolition of structures on a heritage listed site.
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made

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**Recommendation**

**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.**

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**Background**

***Subject Property***

The subject site, 121-147 Crawford Street is located within an RE1 Public Recreation zone and is approximately 18,930m<sup>2</sup>. The triangular shape of the lot is bounded by Crawford, Campbell and Antill Streets. The subject site is the Queanbeyan Memorial Swimming Pool which incorporates an indoor pool complex and an outdoor complex comprising an Olympic pool, change facilities, ticket kiosk and toddler pool.

***Proposed Development***

The development application is for the demolition and removal of the existing ticket office/kiosk and toddler pool to allow for the erection of a new water playground. The water playground does not form part of this development application as it does not require development consent under *State Environmental Planning Policy (Infrastructure) 2007*.

**8.2 Development Application 171-2017 - Demolish and Remove Ticket Office and Toddler Pool - Queanbeyan Memorial Swimming Pool - 121-147 Crawford Street, Queanbeyan (Ref: C17120262; Author: Thompson/Rousell) (Continued)**

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***Heritage Significance***

The subject site is a local heritage item. The War Memorial Swimming Pool located within the Queanbeyan Recreation and Leisure Centre, built in 1960-61, was Queanbeyan's first public swimming pool. The swimming pool was a result of strong community action and signalled a transition from Queanbeyan's traditional recreational life of river swimming to a swimming pool. The pool reflects the evolution of outdoor pool design in Australia, whilst also illustrating the significance of outdoor recreation in Australian social life. The Queanbeyan town pool is valued by the community due to its social associations. The town pool also acts as a war memorial, placing further importance on its social status.

***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*.

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 (Infrastructure) 2007;
  - The water playground satisfies *Clause 20 General requirements for exempt development* and *Clause 66 Subclause (1)(a)(iv) of State Environmental Planning Policy (Infrastructure) 2007*. By satisfying these requirements, the water playground is classified as exempt development.
3. Queanbeyan Local Environmental Plan 2012 (LEP); and
4. Queanbeyan Development Control Plan 2012 (DCP)

The development generally satisfies the requirements and achieves the objectives of these planning instruments. The significant issues relating to the proposal for the Council's consideration are the demolition of the toddler pool and its impacts in regards to heritage.

***(a) Compliance with LEP***

The application has been assessed against the QLEP 2012 and satisfies all provisions. The proposed development is permitted with consent in the RE1 – Public Recreation zone.

***Clause 5.10***

It is considered that the demolition of the ticket office and toddler pool satisfy the objectives of Clause 5.10 of Queanbeyan Local Environmental Plan 2012, specifically the conservation of the heritage significance of heritage item. The impact of the proposed development in regards to heritage is considered to be reasonable and acceptable. Whilst there were some heritage concerns raised by the Heritage Advisory Committee regarding the demolition of the toddler pool, the incorporation of a shallow body of water into one of the tendered designs allows the community to provide feedback and communicate the desire to have this feature or not.

The toddler pool and ticket office are currently in a poor and disused condition, and have the potential to detract from the heritage significance of the site. The site has more social relevance than the structures themselves. To view the detailed assessment see the attached *Section 79C(1) Table-Matters for Consideration*.

**8.2 Development Application 171-2017 - Demolish and Remove Ticket Office and Toddler Pool - Queanbeyan Memorial Swimming Pool - 121-147 Crawford Street, Queanbeyan (Ref: C17120262; Author: Thompson/Rousell) (Continued)**

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**(b) Compliance with DCP**

The proposed development is consistent with the requirements of the Queanbeyan Development Control Plan 2012. For an assessment of the Queanbeyan Development Control Plan 2012 see the attached *Section 79C(1) Table-Matters for Consideration*.

**(c) Heritage Advisory Committee Comments**

The development application was considered by the Heritage Advisory Committee at its meeting on 19 June 2017. The Committee supported the demolition of the ticket office, however, the Committee did not support the demolition of the toddler pool. The major concerns were in regard to the social heritage of the toddler pool given its use by several generations of Queanbeyan residents. The Committee recommended that options for the water playground be placed on public exhibition before any decisions were made on the demolition of the toddler pool. The Committee asked that any comments be referred back to them for further consideration, as well as resources being set aside to record a full history of the pool.

The Committee recommendations were submitted to Council for consideration at the Planning and Strategy Meeting on 12 July 2017. The recommendations of the Committee were not endorsed by Council. Instead, Council resolved that the Report of the Heritage Advisory Committee be noted and that consideration be given to incorporating a new toddler pool into the new water playground area that was out to tender.

For information the Tender Evaluation Report was submitted to Council's meeting on 26 July 2017. Council resolved that a contract be awarded to a tenderer, including a 14 day community consultation period to seek preferences on the two designs submitted (one with shallow body of water and one without). The resolution included a provision for additional funds to carry out the project including a toddler pool.

**(d) Heritage Advisor's Comments**

Council's heritage advisor recommends that if the ticket office and toddlers pool are to be demolished then the social heritage of the community facility warrants the preparation of a full photographic record of the structures to be demolished. A condition of consent requiring the preparation of this record before demolition works are undertaken should be imposed.

**(e) Building Surveyor's Comments**

No objections to the proposed development. Amended plans were assessed and no issues raised.

**(f) Development Engineer's Comments**

No objection to the proposed development. Pool water to be dechlorinated if discharged into Council's stormwater system.

**(g) Environmental Health Comments**

No objection to the proposed development. No asbestos detected in ticket office as outlined in asbestos report. Amended plans were assessed and no objection.

**8.2 Development Application 171-2017 - Demolish and Remove Ticket Office and Toddler Pool - Queanbeyan Memorial Swimming Pool - 121-147 Crawford Street, Queanbeyan (Ref: C17120262; Author: Thompson/Rousell) (Continued)**

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**Financial Implications**

There will be no financial implications from the proposed development. Development contributions are not required for this proposal.

**Engagement**

The original proposal was for the demolition of the ticket office only and required notification under Queanbeyan DCP 2012. Following this period of notification no submissions were received. The development application was later amended to include the demolition of the toddler pool. The development proposal was re-notified to adjoining owners as well as being advertised in the newspaper. No submissions were received.

**Compliance or Policy Implications**

The application has been assessed under Section 79C of EPAA 1979. Refer to the attached *Section 79C(1) Table – Matters for Consideration*.

**Conclusion**

The submitted proposal for the demolition and removal of a ticket office and toddler pool on Lot 261, DP 1127509, Moore Park, 121-147 Crawford Street, is supported by a Statement of Environmental Effects. The proposal was notified to adjoining owner/occupiers and advertised in the local paper. 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.

The proposed development is considered suitable for the site, is compatible with the neighbourhood and can be conditioned to mitigate any potential impacts. The proposed demolition of the ticket office and toddler pool is considered acceptable as it will not significantly impact the heritage values of the site due to the poor and disused condition of the structures that may detract from the heritage significance of the site. Whilst the ticket office and toddler pool do not significantly contribute to the heritage item, a recording of the structures will be taken to ensure the posterity of the heritage site as the toddler pool has more social relevance than the structure itself. Additionally, the demolition of the structures will allow for a new and upgraded water playground that will have positive social impacts on the site and the community.

**Attachments**

- |              |  |
|--------------|--|
| Attachment 1 | 79C(1) Attachment - Moore Park 121-147 Crawford Street - DA-171-2017 ( <i>Under Separate Cover</i> ) |
| Attachment 2 | Demolition Plan - Moore Park 121-147 Crawford Street - DA-171-2017 ( <i>Under Separate Cover</i> )   |
| Attachment 3 | Draft Conditions - Moore Park 121-147 Crawford Street - DA-171-2017 ( <i>Under Separate Cover</i> )  |



**8.3 Planning Proposal - 4-6 Majara Street Bungendore to Enable Seniors Housing - Abbeyfield Proposal (Ref: C17122975; Author: Thompson/Carswell)**

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**Summary**

At its meeting on 26 July 2017 Council considered a request by the Abbeyfield Bungendore Committee to provide the property at 4-6 Majara Street for its community housing project.

As a result the Administrator resolved amongst other things that Council:

*“Offer the Council-owned property at 4-6 Majara Street, Bungendore, to Abbeyfield Bungendore to enable the development, planning, application and construction of a 12-14 unit, independent living housing project for seniors on low incomes” (Minute No. 189/17).*

As noted in this report the current zoning of the sites (being SP2-Infrastructure-Public Administration Building) will have to be altered to enable the proposal to proceed. This report recommends options for this to occur.

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**Recommendation**

**That Council:**

- 1. 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.**
- 

**Background**

At its meeting on 26 July 2017, Council considered a request by the Abbeyfield Bungendore Committee to provide the property at 4-6 Majara Street for its community housing project. As a result the Administrator resolved amongst other things that Council:

*“Offer the Council-owned property at 4-6 Majara Street, Bungendore, to Abbeyfield Bungendore to enable the development planning, application and construction of a 12-14 unit, independent living housing project for seniors on low incomes” (Minute No. 189/17).*

At this time the sites are zoned SP2-Infrastructure-Public Administration Building which does not permit the type of development proposed. Given that the sites are to be offered on a long term ground lease, it is preferable to retain the current zoning at this time.

There could consequently be a variation of Schedule 1 (Additional Permitted Uses) of the comprehensive Queanbeyan-Palerang Local Environmental Plan which would permit the development proposed, subject to development consent being applied for and obtained. Alternatively, a separate planning proposal could be pursued to alter Schedule 1 of the Palerang Local Environmental Plan 2014. However, given the volume of work currently before Council and the fact that staff will be focusing on the comprehensive Queanbeyan-Palerang Local Environmental Plan over the next 24 months the preferred approach is to include it as part of comprehensive Queanbeyan-Palerang Local Environmental Plan.

**8.3 Planning Proposal - 4-6 Majara Street Bungendore to Enable Seniors Housing - Abbeyfield Proposal (Ref: C17122975; Author: Thompson/Carswell) (Continued)**

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**Implications*****Legal***

Whichever approach is pursued it will need to comply with the provisions of the *Environmental Planning and Assessment Act 1979* and its Regulations.

***Policy***

A rezoning of the sites is needed to facilitate Minute No. 189/17 of 26 July 2017.

***Social / Cultural***

This is the first step in providing a not-for-profit, affordable, non-denominational Abbeyfield House in Bungendore for 12-14 seniors/pensioners.

***Strategic***

The resolution which this report is seeking to give effect to also included the following:

4. *Identify in the draft Bungendore Structure Plan suitable land for possible use as an ambulance station, emergency services or the like.*

***Engagement***

Whichever approach is pursued it will be subject to community consultation.

***Financial***

The necessary funds will come from the current branch budget.

***Resources (including staff)***

This will involve at least one part time member of staff.

**Conclusion**

Having regard to current work load and the focus on the comprehensive Queanbeyan-Palerang Local Environmental Plan, it is recommended that at this stage the sites be identified for the type of development proposed under Schedule 1 of the comprehensive Queanbeyan-Palerang Local Environmental Plan. However, in the event that after nine months it appears that the completion of the comprehensive Queanbeyan-Palerang Local Environmental Plan will not be achieved before the end of June 2019 then a separate planning proposal be pursued.

**Attachments**

Nil

**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. (Ref: C17126575; Author: Thompson/Kurzyniec)**

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**Summary**

This report recommends that a planning proposal to amend Schedule 5 Environmental Heritage of the *Palerang Local Environmental Plan 2014 (PLEP 2014)* be forwarded to the NSW Minister for Planning for a Gateway Determination under section 56 of the *NSW Environmental Planning and Assessment Act 1979*. The planning proposal concerns the listing of a dwelling (Lot 6 Section 1 DP 758130) at 7 Turallo Terrace Bungendore as a heritage item.

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**Recommendation**

**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*.**

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**Background**

A draft planning proposal has been prepared by Orbit Planning and has been lodged by the owner of Lot 6 Section 1 DP 758183 to include a dwelling on the lot as a heritage item under Schedule 5 Environmental Heritage of the *PLEP 2014*.

Prior to the amalgamation of the former Queanbeyan and Palerang Councils, Palerang Council had intended to prepare a planning proposal to update Schedule 5 of the *PLEP 2014* and the dwelling was intended to part of that planning proposal. This work was subsequently proposed to be included in the comprehensive Queanbeyan-Palerang Local Environmental Plan (LEP). Additionally, as part of the preparation of the Bungendore Heritage Study, items that have heritage merit will be recommended for inclusion in the new LEP.

The property owner of Lot 6 Section 1 DP 758183 has stated that they would prefer to pay the costs associated with the planning proposal rather than wait for the gazettal of the new LEP which is anticipated to be at the end of 2019.

A preliminary assessment undertaken by David Hobbes, Heritage Advisor in 2014 recommended that the dwelling should be listed as a heritage item. Mr Hobbes' preliminary assessment described the dwelling as follows:

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

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

**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. (Ref: C17126575; Author: Thompson/Kurzyniec) (Continued)**

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

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

It is evident from the comments by David Hobbes and Brendan O’Keefe that listing the site as a local heritage item has merit. It is recommended that the original external weatherboards, internal wall and ceiling tongue-and-groove timber lining boards, hardwood floorboards, chimneys, hearths, mantles, doors, two front cedar windows containing the original mouth blown cylinder glass and any other component of the building that forms part of cottage which is the subject of this proposal are identified as being included in the listing to ensure the exterior and interiors of the building are protected in the future.

The planning proposal is the only means to meet the recommendations of Council’s Heritage Advisor, who identified that the building has merit and should be listed as a heritage item. Support for the planning proposal will enable Schedule 5 of *PLEP 2014* to be amended to include the building as an item of local heritage significance.

**Implications*****Legal***

The planning proposal has been prepared in accordance with the requirements of Part 3 of the *Environmental Planning and Assessment Act 1979*.

***Policy***

The planning proposal is consistent with the following policies and plans:

- *Bungendore Heritage Conservation Planning Strategy* the strategy proposes that a conservation area covering the older part of Bungendore is established. The listing of the dwelling which is in this area would fit with this.
- *Palerang Heritage Strategy 2014/2015-2016/2017*, which includes as a strategy the identification and listing of heritage items

***Environmental***

There will be no impacts on the natural environment. The listing of the dwelling will assist in its retention which in turn will contribute to the amenity of Bungendore.

***Social / Cultural***

The planning proposal seeks to protect and conserve a dwelling that has heritage significance to the Bungendore community.

**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. (Ref: C17126575; Author: Thompson/Kurzyniec) (Continued)**

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***Strategic***

The listing of the item is consistent with the Palerang Community Strategic Plan 2014–2024 which states in Focus Area 3: Community and Culture and Focus Area 4: Rural and Urban Development that heritage is valued.

***Engagement***

Council anticipates that following the Gateway determination and any conditions imposed by the determination being satisfied prior to the public exhibition that the planning proposal will be placed on public exhibition for 14 days.

The exhibition of the planning proposal will include the following strategies:

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

***Financial***

The costs associated with the planning proposal have been met through the application fee paid by the property owner. The owner will be invoiced for advertising costs. The time of Council's strategic planning staff to manage this proposal is included in Council's management plan.

***Resources (including staff)***

The planning proposal is being managed by Council's strategic planning staff within Council's management plan budget.

**Conclusion**

The planning proposal is consistent with the preliminary assessment and recommendation of the Council's Heritage Advisor's assessment report. The dwelling on Lot 6 Section 1 DP 758183, 7 Turallo Terrace Bungendore has heritage value and it is recommended that it is listed as a local heritage Item under Schedule 5 of *Palerang Local Environmental Plan 2014*.

**Attachments**

- Attachment 1      Planning Proposal - 7 Turallo Terrace Bungendore - Palerang Local Environmental Plan 2014 - Section 55 (*Under Separate Cover*)



**8.5 Program for Release of Googong Subdivision Certificates (Ref: C17128637;  
Author: Thompson/Patel)**

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**Summary**

Council manages the issue of subdivision certificates for major urban release areas, such as Googong Township, to ensure adequate infrastructure for water supply and sewage treatment is available to finalised dwellings, before additional lots are released by the developer.

The subdivision certificate is a final certificate (or sign off) for a subdivision. Once this is issued by Council, the developer can formally create titles for the individual allotments and settlement with the new owners can take place.

Googong Township is now approaching a stage of development where the release of further subdivision certificates will hypothetically exceed the capacity of the sewage treatment infrastructure (water recycling plant (WRP)). However, there is a significant time lag between subdivision certificate release and when construction of all dwellings is completed. In this interim period the developer will complete upgrade works to the WRP that will provide adequate sewage treatment capacity.

Council considered a similar report on 25 January 2017 regarding the capacity of water supply infrastructure being reached. At that time Council agreed to allow the release of future subdivision certificates subject to certain conditions.

The developer, Googong Township Pty Limited (GTPL), has now made a similar request that Council allow the release of further subdivision certificates, given that Googong Township's sewage is currently processed by the Water Recycling Plant (WRP), which has an approved capacity of 4,700 EP (equivalent persons). Release of upcoming subdivision certificates in September and October 2017 will exceed that capacity.

This report considers GTPL's request.

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**Recommendation**

**That Council agree to release the subdivision certificates for future stages of NH1B Googong subject to the following conditions:**

- a) 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).**
- b) Development applications for the stage being conditioned to require the issue of a Water and Sewer Compliance Certificate.**
- c) 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.**

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**Background**

Googong Township's sewage is currently processed by Stages A & B (Stage AB) of the Water Recycling Plant (WRP). To date, the WRP has performed to a high standard, with effluent quality, noise, and odour all below the required parameters.

**8.5 Program for Release of Googong Subdivision Certificates (Ref: C17128637; Author: Thompson/Patel) (Continued)**

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The capacity of services to supply a new subdivision is measured in “equivalent persons” or EP. Each occupied dwelling generates a certain number of EP. Typically:

- A standard three or four bedroom dwelling, on a larger block, generates 3.19 EP
- Homes on smaller lots generate 2.64 EP.

As each stage of a subdivision release occurs, the number of EP increases. The cumulative number of EP is a useful way to track the progress of development and provides triggers when certain infrastructure needs to be completed. For instance:

- A neighbourhood park might be required when the number of EP reaches 4,000
- An intersection might need to be upgraded when the development reaches 5,500 EP etc.

Stage AB of the WRP has a capacity of 4,700 EP. The time is approaching where the release of future subdivisions will exceed the theoretical capacity of 4700 EP. However, there is a significant lag between the time that a subdivision is released and the time that a dwelling is actually constructed and occupied.

As a result GTPL are requesting that Council permit the release of subdivision certificates in excess of 4700 EP on the basis that upgrades for the WRP are well advanced and will be completed well before the actual 4700 EP limit is reached (see Attachment 1).

In support of this request GTPL advise that Stage AB is running significantly below capacity:

- The designed capacity of Stage AB is 985 kL/day of wastewater (Average Dry Weather Flow - ADWF).
- As at June 2017, Stage AB was receiving an average 365 kL/day.
- Accordingly, Stage AB is only operating at 38% of its design capacity.
- This has resulted from a combination of both dwelling occupancy lag, and design conservatism.

The next phase of sewage treatment infrastructure is known as WRP Stage C and will increase the capacity of sewage treatment at the WRP to 9600 EP.

The design and statutory approvals for Stage C are now completed, and the construction contract was awarded on 27 June 2017, with project inception currently underway. WRP Stage C has a contract duration of 53 weeks, giving a scheduled handover at the end of June 2018.

In terms of when the capacity of Stage AB of the WRP will actually be reached GTPL estimates that by June 2018 (i.e. the date when Stage C will be finished) the actual occupied population is projected to be only 3598 EP, well within the 4700 EP capacity of the existing infrastructure. The actual occupied population of Googong is not projected to exceed 4700 EP until July 2019, providing approximately 12 months of float in the construction program for WRP Stage C.

From Council’s own sources, based on the actual number of buildings completed and occupied over the last two years, the following calculations have been made (based on an average of 3.0 EP per dwelling).

- No. homes actually occupied as at end of July 2017 = 801 dwellings or 2403 EP
- Average no. of new homes occupied each month for previous 18 months = 21 dwellings or 63 EP per month.



**8.5 Program for Release of Googong Subdivision Certificates (Ref: C17128637; Author: Thompson/Patel) (Continued)**

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Based on the above, the projected EP by the proposed completion date of Stage C in June 2018 = 1032 dwellings or 3096 EP. Also, based on these figures, the capacity of the existing infrastructure for sewage treatment would not be reached for another one and half years after June 2018. So utilising Council's figures the capacity for existing infrastructure would not be reached until January 2020. Even doubling the average number of homes completed each month to 40 would mean the capacity of the existing system would not be reached until June 2019.

Considering all of the above, the worst case scenario according to GTPL is that capacity would be reached by July 2019. Council's more conservative estimates suggest this will not occur until January 2020, meaning the upgrade works to the sewage treatment system would have to overrun by more than 18 months before it became an issue.

**Implications**

The major risk to Council is that the number of homes completed reaches the capacity of the existing WRP before the upgrade works are completed. As shown above, this is very unlikely if the program for the upgrade works is not completed in June 2018 as forecasted.

If, for some reason, the upgrade works strike some sort of trouble and are either delayed or work ceases, calculations above show that there is more than 12 months available to complete works over and above the projected completion period. In addition, the works are well underway and there appears to be no reasonable expectation that they will not continue to progress.

Notwithstanding the above, GTPL have agreed to the following additional safeguards being put in place.

As a failsafe provision, QPRC may wish to include a condition of consent on the individual house DA's, similar to that which was included in DA's for Neighbourhood 1A (NH1A) Stage 4B as below (this was applied to the provision of water supply when it faced the same issue at 4184 EP).

*"An Occupation Certificate for the dwelling approved under this consent must not be issued by the Principal Certifying Authority until a Water and Sewer Compliance Certificate is issued by the Queanbeyan-Palerang Regional Council for this allotment.*

*REASON: To ensure that satisfactory arrangements for the provision of water supply to the dwelling have been made prior to occupation of the building."*

Obviously withholding an Occupation Certificate at the completion of house construction would cause significant angst for the home owner, however, this would appear to be a very unlikely scenario and would only need to be invoked if there were extreme delays to upgrade works. Furthermore, the construction of homes, and therefore the applications for Occupation Certificates within the stage, trickle in over time and for any given stage could be spread over 12-18 months.

To mitigate the potential public relations issues in the event that this unlikely scenario was to play out, GTPL would explain in writing the risk to buyers at the time of settlement. There is precedence for this sort arrangement where as a condition of agreeing to issue subdivision certificates in excess of 337 lots in NH1A Council required that:

*"GTPL advise the intended owners of lots that have been sold beyond 550 that no further lots will be released until the WRP is completed."*

**8.5 Program for Release of Googong Subdivision Certificates (Ref: C17128637;  
Author: Thompson/Patel) (Continued)**

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Similar wording could be developed in relation to the release of subdivision certificates in Neighbourhood 1B

**Conclusion**

This proposal is not without its risks, and by allowing the release of subdivision certificates, Council is allowing GTPL to transfer some of the risks associated with delays in the completion and commissioning of the Stage C WRP upgrade to Council.

Council will inevitably be under considerable pressure from individual owners should homes be completed before the Stage C upgrade is completed. However, this needs to be balanced against the considerable economic pressure placed on the developer and new home owners for every week that the release of these subdivisions is delayed.

**Attachments**

Attachment 1      Council Meeting - 23 August 2017 -Googong WRP Stage C and Subdiv  
Certs - Request (*Under Separate Cover*)

**8.6 Land Acquisition - Cooma Road Ballalaba (SF170463) (Ref: C17128657; Author: Spyve/Warne)**

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**Summary**

In 2003, the then Tallanganda Council realigned Cooma Road and constructed a new Bridge over Jerrabattgulla Creek near Ballalaba and It has recently been realised that the land acquisition procedures had not been finalised.

The owner has consented to the acquisition and it is now appropriate that it be finalised. A Plan of Subdivision of the land has been prepared and it ready to finalise however in order to complete the process a formal decision by the Council is required.

A thorough search of former Palerang and Tallanganda Council records cannot confirm that the Council had agreed to acquire the land. Accordingly, a Council resolution to acquire the land is required.

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**Recommendation**

**That Council:**

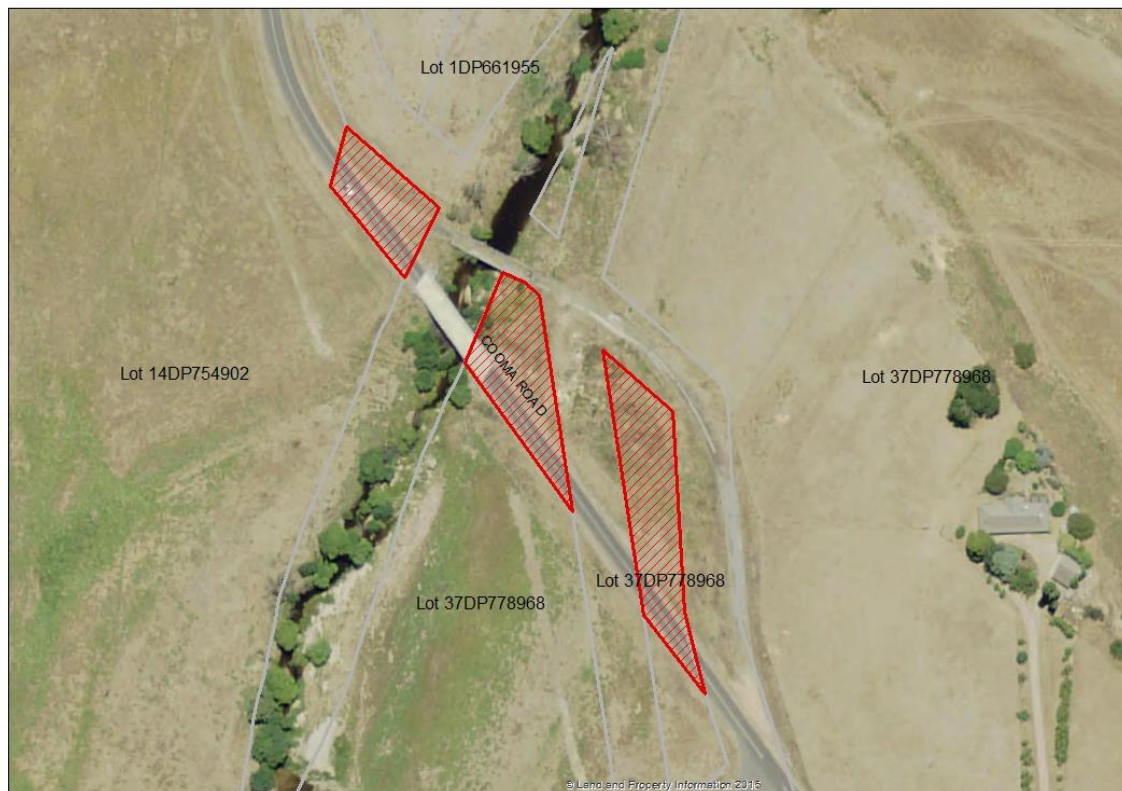
- 1. note the report;**
- 2. agree to the acquisition of a small area of land totalling 0.72 hectares for the purpose of road realignment and the construction of a bridge at Cooma Road, Ballalaba, and**
- 3. progress the subdivision required to effect the acquisition.**

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**Background**

In 2003 the Tallanganda Council re-routed a small section of the Braidwood – Comma road over the Jerrabattgulla Creek and built a new bridge. The old timber bridge is still on the site, but is incapable of use, and most likely should be removed as it could be dangerous.

It is understood that the owner's approval was obtained for the works, but the rationale as to why the land was not acquired is a mystery. It is assumed that a road grant was obtained for the works that was required to be spent in a particular timeframe and the works were undertaken, but the land issues never addressed.

**8.6 Land Acquisition - Cooma Road Ballalaba (SF170463) (Ref: C17128657; Author: Spyve/Warne) (Continued)**

A plan of subdivision that creates three small lots totalling 0.72 hectares across three lots and a small section of road reserve has been prepared and will need to be approved by the Council Planning section prior to lodgement with Land and Property Information. A DA for the proposal is not required but a subdivision certificate for the proposed subdivision is needed.

The owner has been most gracious about the situation and has assisted the Council with signing of the subdivision certificate.

A fee for the acquisition of the land of \$3,600 has been assessed; in addition, the Council will cover all legal and associated costs for both parties for the acquisition.

**Implications*****Legal***

It is appropriate to finalise the acquisition of the land that should have been sorted upon building of the bridge.

***Asset***

The bridge and road are recognised as Council assets. Upon acquisition, the land should be recognised as a Council asset.

***Financial***

There is a minor expense in finalising the acquisition. Namely compensation for the land acquisition (\$3,600), survey and legal costs. A total estimate of cost in the range of \$6K – \$8K is anticipated.

**8.6 Land Acquisition - Cooma Road Ballalaba (SF170463) (Ref: C17128657; Author: Spyve/Warne) (Continued)**

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This expense will be met from the legal fund budget.

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>		<b>Amount</b>
	Capital	General Fund - Legal	\$	\$6 – \$8K

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**Conclusion**

It is now appropriate that this matter be finalised.

**Attachments**

Nil



### **Summary**

This report informs Council on the outcomes of the 3 July 2017 meeting of the Audit, Risk and Improvement Committee.

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### **Recommendation**

**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, and**
  - 3. the 2017-18 Internal Audit Plan, which details audits to be undertaken by Council's contracted internal auditor, Oakton.**
- 

### **Background**

The fifth meeting of the Audit, Risk and Improvement Committee was held on 3 July 2017, at which the Committee considered papers relating to:

- the Client Service Plan prepared by the NSW Audit Office, detailing the strategies that will guide their audit of Council's 2016-17 annual financial statements
- the 2015-16 annual financial statements for the former Palerang Council
- Council's fraud control, organisational performance reporting, and workplace culture frameworks
- a proposed framework to assess and manage the risk of non-compliance with legislation.

The Committee was also provided with a briefing on Council's major projects, including the Ellerton Drive Extension, Sewerage Treatment Plant Project, and Googong Water Recycling Plant.

In relation to internal audit matters, the Committee:

- was provided with a progress report against the 2016-17 Internal Audit Plan
- considered internal audit reports addressing implementation of Council's change management framework, Transition Plan, fraud control arrangements, and the One Council financial management information system
- considered and endorsed the proposed 2017-18 Internal Audit Plan, agreeing that it be reviewed mid-year to ensure alignment with emerging issues and priorities
- endorsed a proposed protocol to be provided to management of audited functions to provide guidance on the preparation of management responses to recommendations and information on arrangements to monitor their implementation

**8.7 Audit, Risk and Improvement Committee (Ref: C17114124; Author: Spyve/Bozzato) (Continued)**

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- considered a paper detailing progress to date in the implementation of recommendations made in earlier internal audits and the audits of Council's annual financial statements.

The Committee also considered and endorsed a meeting-plan for 2017-18 which details reports and other material to be considered at each meeting in accordance with their charter responsibilities.

**Implications*****Legal***

The Committee's consideration of these reports enable it to meet its responsibilities detailed in the Council's Audit, Risk and Improvement Committee Charter which is consistent with requirements of the *Local Government Act 1993*.

**Attachments**

- |              |   |
|--------------|---|
| Attachment 1 | 03 July 2017 - Audit, Risk and Improvement Committee - Minutes ( <i>Under Separate Cover</i> )                              |
| Attachment 2 | QPRC 2017 Onwards Internal Audit Program - FINAL Discussion Paper to QPRC redacted ( <i>Under Separate Cover</i> )          |
| Attachment 3 | Committee Work plan 2017/18 - Aligned to Committee Charter as approved by the Administrator ( <i>Under Separate Cover</i> ) |



**8.8 Report on the First Year of Merger (Ref: C17109276; Author: Tegart/Tozer)**

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**Summary**

In line with advice from the NSW Department of Premier and Cabinet, a report has been prepared as an overview of the actions and activities Council has undertaken since the merger was announced on 12 May 2016.

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**Recommendation**

**That Council note the Report on the Merger - May 2016 to July 2017.**

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**Background**

On 12 May 2016, Queanbeyan-Palerang Regional Council was created via proclamation by the NSW Government. In proclaiming the new Local Government Area, Tim Overall was appointed Administrator until the first Council meeting after the local government election on 9 September 2017.

Newly-merged councils have been working closely with the NSW Department of Premier and Cabinet (DPC) since the merger, with their guidance and resources made available. As part of the handover of DPC to the Office of Local Government (OLG) in June, DPC requested that a report be prepared by the merged councils outlining the actions and activities undertaken since the merger.

The document includes information on merger expectations, employment, Council's performance against key result areas, a summary of projects funded under the Stronger Communities Fund and a list of issues, highlights and achievements.

**Conclusion**

The report highlights the significant amount of work and progress undertaken by Queanbeyan-Palerang Regional Council since the merger on 12 May 2016.

Separate 'State of..' reports of the final term of the former Queanbeyan and Palerang Councils will be published on the website. Hardcopies will be provided to the former councillors of those councils and to the library.

**Attachments**

Attachment 1      QPRC Merger Report 2016/17 (*Under Separate Cover*)



**9.1 Successful funding for Queanbeyan Bus Interchange Pedestrian Safety Upgrades (Ref: C17118246; Author: Hansen/Wilson-Ridley)**

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**9.1 Successful funding for Queanbeyan Bus Interchange Pedestrian Safety Upgrades (Ref: C17118246); Author: Hansen/Wilson-Ridley**

**Report**

Council opened a new Bus Interchange in Queanbeyan located off Morisset Street and Collett Street in July 2015. Council has regularly evaluated the operation of the Bus Interchange which has included onsite inspections, onsite education, investigations of feedback from public and onsite meetings with the bus operator QCity Transport. A number of improvements have been made to the Bus Interchange including further signage, additional line-marking and alterations to awnings.

In February 2017 Council conducted a review of pedestrian and traffic safety at the Bus Interchange, including investigations into pedestrian safety concerns raised by QCity Transport. While upgrades have been made to the Bus Interchange and education has been conducted, it was determined the Bus Interchange could benefit from additional traffic and pedestrian solutions.

A design featuring pedestrian and traffic safety upgrades to the Bus interchange has been created. QCity Transport were consulted and have noted their support for the proposed design. The concept design has been recommended by Council's Local Traffic Committee and endorsed by Council at the April 2017 Council Meeting. The safety review of the Bus Interchange and concept design ensures Council is complying with the Development Application for the Bus Interchange, requiring impacts on traffic safety by the Bus Interchange were identified and managed into the future.

At the October 2015 Council Meeting, Council also resolved to investigate options for increased amenity for protection of bus passengers by way of bus shelters at the Queanbeyan Bus Interchange. The proposed design incorporates enhancements to bus shelters to include wind protection to address this resolution. The implementation of the design also includes enhancements to the CCTV infrastructure for reviewing and monitoring safety at the Bus Interchange.

Council applied for funding as a special infrastructure project under the 2015-2017 Country Passenger Transport Grants Scheme (CPTGS) to implement these upgrades at the Bus Interchange. Council has been successful in gaining funding from the CPTG scheme to value of \$49,964. The funding requires the project to be completed within two years and the completion of works will require an access compliance report prepared by an accredited access consultant.

In progressing with the project, Council will aim to schedule the construction work during school holiday time to minimise impact to current operations at the Bus Interchange.

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**Recommendation**

**That the report be received for information.**

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**Attachments**

Nil



9.2 Government's Housing Affordability Package (Ref: C17122884; Author: Thompson/Carswell)

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9.2 Government's Housing Affordability Package (Ref: C17122884); Author: Thompson/Carswell

**Report**

The NSW Government has recently released a housing affordability package. The package include a wide range of measures with potential impacts on Council that may also provide opportunities. Some of the measures include:

***Accelerate Council-Led Rezonings***

A specialist team will be established within the NSW Department of Planning and Environment (DPE) to accelerate council rezonings in Sydney and regional areas. This will accelerate the supply of available housing capacity by rezoning greenfield and urban renewal sites. In the case of South Jerrabomberra, a Deputy Secretary of NSW Planning and Environment has recently attended a number of joint meetings with Council and agency staff.

***Building Smaller, Smarter Homes***

The Government will:

- Expand complying development (a fast track approval process) to include medium density housing such as terraces, town houses and dual occupancy under a medium density housing code. This has already been done through changes to *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* which took effect in late July 2017.
- Work to deliver smarter and more compact apartments in well located areas. The Government see this as reducing construction costs for new apartment buildings, a saving which can be passed on to home buyers. Further measures being explored by the Government would allow apartments to be sold separately to parking spaces, giving home owners the flexibility to sell a car space if they wish.

***More Local Infrastructure***

To bring forward the delivery of local infrastructure to support housing supply, the government will support up to \$500 million in additional borrowing by councils by halving the cost of council borrowing for eligible projects. This is intended to give councils greater certainty in delivering essential local infrastructure including roads, stormwater facilities and public open spaces.

***Reforming infrastructure funding***

For most of NSW the cap applying to developer contributions is a maximum of \$20,000 per dwelling for infill areas and \$30,000 per dwelling for greenfield areas. However, now it is possible to exceed these caps but subject to contribution types being limited to the Essential Works List as well as being subject to review by IPART in accordance with the Essential Works List prior to allowing development to be charged the full apportioned contribution rate. The Government sees this as helping to put downward pressure on local infrastructure costs and ensure that only appropriate, efficient infrastructure is funded through developer contributions.

The opportunity for government funding to assist or accelerate delivery of infrastructure required for new release/affordable housing stock may emerge, and be the subject of negotiation between developers for infrastructure such as the Northern Entry Road at South Jerra, Council and DPE under state and local planning agreements.

**The implications for Council's fifteen Section 94 Contribution Plans will need to be assessed.Recommendation**

That the report be received for information.

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**Attachments**

Nil

**9.3 Queanbeyan River Shared Path Bridge and Community Consultation (Ref: C1786081; Author: Hansen/Hogg)**

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**9.3 Queanbeyan River Shared Path Bridge and Community Consultation (Ref: C1786081); Author: Hansen/Hogg**

**Report**

**Background**

Consultation carried out on the CBD Improvements Stage 2 Project identified the community desire for a safe river crossing to enable a walking loop around the Queanbeyan River. Currently a river crossing exists on Morisset Street which requires users to cross five streets to complete this loop.

A new river crossing upstream of the existing Morisset Street low level crossing will encourage more users around the Queanbeyan River contributing to healthier life styles, a more vibrant community. This will attract more people to the river and increase economic activity in the CBD.

The recently constructed CBD Improvements Stage 2 Project constructed a river walk along the banks of the Queanbeyan River in Queen Elizabeth Park. The design of the river walk allows a path to be extended through land occupied by the Queanbeyan Caravan Park along the river which could connect with a new low level river crossing.

An application was lodged for a funding grant through the Active Transport administered by Roads and Maritime Services in early 2015 resulting in funding of \$16,500 for planning. From this funding a report was finalised with 2 concept designs for Council's consideration.

On 28 January 2015 an information report was submitted to Council outlining funding grants that had been applied for in relation to Active Transport. This report was received for information.

On 25 February 2015 Council resolved to withdraw the funding application as it had not been endorsed by Council. Then in 22 July 2015 Council resolved that the report on RMS Active Transport and Blackspot/Road Safety Nominations for Funding be received for information. This funding was received and concept plans and a report was produced with the available funding.

**Project Overview**

The Queanbeyan shared path and bridge construction will complete a loop around the Queanbeyan River. The project will consist of preliminary investigations, detailed design of the path and bridge, and construction of the bridge and associated paths. The paths will connect into the existing path network with the option of extending the paths to connect to the CBD improvements Stage 2 project in future development. The preliminary timeline indicates that completion of construction works for the bridge, connecting shared paths and landscaping will be in early 2019.

**Public Consultation**

A consultation plan has been created to guide community engagement. Potential stakeholders have been identified and will be informed of the proposed project. Stakeholders will have the option of providing feedback as well as having their questions answered if they wish through a variety of methods including face to face consultation and online consultation. The public consultation plan is not limited to currently identified stakeholders. If throughout the consultation period an additional stakeholder is identified, these stakeholders will be consulted and provided the opportunity to provide feedback if they wish.

**9.3 Queanbeyan River Shared Path Bridge and Community Consultation (Ref: C1786081; Author: Hansen/Hogg) (Continued)**

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Once this consultation is completed, the preferred design will be provided to Council for approval.

**Project Funding**

Council resolved in July 2017 to assign \$450k of the Stronger Country Communities Fund grant to the Queanbeyan River Walk, to augment the \$760k allocated under the Stronger Communities Fund grant.

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**Recommendation**

**That the report be received for information.**

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**Attachments**

- |              |  |
|--------------|--|
| Attachment 1 | Queanbeyan Footbridge and Shared Path Community Consultation Plan<br><i>(Under Separate Cover)</i> |
| Attachment 2 | Queanbeyan River Shared Path Bridge <i>(Under Separate Cover)</i>                                  |



9.4 Council Food Surveillance Activity Report 2016-17 (Ref: C17114447; Author: Thompson/Gault)

9.4 Council Food Surveillance Activity Report 2016-17 (Ref: C17114447); Author: Thompson/Gault

**Report**

As part of the Food Regulation Partnership between the NSW Food Authority and local councils, an annual enforcement activity report must be submitted to the NSW Food Authority each year. The information contained in the Report also provides a useful overview of Council's food safety and education activities.

This is the first full financial year of the new merged Council food activities and the report reflects inspections undertaken in both the former Palerang and former Queanbeyan areas. In previous years the former Palerang premises were inspected by engagement of contractors. This year Council's own Environmental Health Officers conducted the inspections providing greater consistency across the whole local government area.

An annual report is required to be submitted to the NSW Food Authority. Reporting requires completion of a standard set of questions regarding enforcement activities undertaken by Council in the last financial year. The contents of the annual report have been compiled by our food compliance specialist and a summary of the QPRC Food Inspection Program for 2016/2017 is provided as follows:

**Food Business Profile**

Number of high risk food businesses	155
Number of medium risk food businesses	19
Number of low risk food businesses	49

- High Risk includes premises which handle open food that requires temperature control. This also includes activities including cooking and serving meals at premises such as restaurants, takeaways, cafes, clubs/pubs, bakeries and school canteens.
- Medium Risk includes premises which require food preparation but where temperature control is still important such as service stations and greengrocers.
- Low risk premises do not require inspection except in the case of complaint or incident. These include premises such as newsagents and chemists that generally sell only pre-packaged food which does not require temperature control.

**Retail Sector Requirements**

Number of food businesses requiring a Food Safety Supervisor	134
Number of these businesses that have a current Food Safety Supervisor	69

The Food Act 2003 (NSW) requires certain food businesses in the NSW hospitality and retail food service sector to have at least one trained Food Safety Supervisor (FSS). The FSS needs to have gained specific units of competency under the national Vocational Education Training system.

The NSW Food Authority's FSS program was established to help reduce foodborne illness in the hospitality and retail food service sectors in NSW by improving food handler skills and knowledge.

## 9.4 Council Food Surveillance Activity Report 2016-17 (Ref: C17114447; Author: Thompson/Gault) (Continued)

**Resources Profile**

Number of authorised officers/contractors engaged in food regulatory work over the 12 month reporting period	4
Number of FTE authorised officers/contractors engaged in food regulatory work over the 12 month reporting period	0.7

**Regulation Inspection Profile of High and Medium Risk Businesses**

Number of primary inspections conducted for fixed food premises	172
Number of high and medium risk food premises inspected	172*
Number of fixed food premises requiring re-inspections	31
Number of these re-inspected premises that required additional re-inspections	3

\*Two businesses were not inspected due to seasonal/intermittent operation.

Primary inspection means any planned, programmed or routine inspection but does not include re-inspection or complaint inspection. A satisfactory inspection is one where no re-inspection was warranted to close out any breaches and where no enforcement activity was undertaken. Possible outcomes of an inspection include: satisfactory letter, warning letter, improvement notice (fee), prohibition order, penalty notice (fine and 12 months public online notification), prosecution (possible fine and 12 months online notification).

**Food Business Inspection Scored Outcomes**

5 Star rating (0-3 points)	45
4 Star rating (4-8 points)	43
3 Star rating (9-15 points)	41
0 Star rating (16+ points)	43

As part of the NSW Food Authorities 'Scores on Doors' program each council must record a food safety rating score, regardless of participation in the program, dictated by the standardised Food Premises Assessment Report.

**Food complaint profile**

Hygiene and handling	7
Foreign matter	2
Food quality including deterioration	4
Labelling and advertising	1
Single-incident Food borne illness	5
Other	4
Total number of food complaints investigated	23

All food related complaints were investigated by Council officers and involved onsite inspections. All complaints were related to single events with no evidence found to substantiate further in-depth investigations.

**Enforcement action**

Number of Warnings issued	92
Number of Improvement Notices issued	32
Number of Penalty Notices issued	3
Number of Seizure Notices issued	2
Number of Prohibition Orders served	1
Number of Prosecutions determined relating to Food Act breaches	0

#### 9.4 Council Food Surveillance Activity Report 2016-17 (Ref: C17114447; Author: Thompson/Gault) (Continued)

Enforcement action listed above is the accumulation of all inspections (primary and re-inspections) conducted during the 2016-17 financial year. Enforcement activity includes the issuing of warning letters, improvement notices, penalty notices, prohibition orders or prosecution.

#### **Value-added services**

Council has a maturing and improving relationship with food businesses in line with our Enforcement Strategy and continue to work with them to improve the food safety standard of the premises.

Participation in the 'Scores on Doors'	Yes
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The 'Scores on Doors' program is not being embraced by food business as they are influenced by what is occurring in Canberra (no scoring program). Most food businesses have stated that they will participate once Canberra food business utilise some form of scores on doors program. Food businesses in Bungendore and Braidwood are more willing to participate in the program as they are not as influenced by the Canberra food industry.

Technical advice provided to food businesses	Yes
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Free advice is provided to current food business owners and their staff whenever requested to encourage a positive food safety environment. Advice is also given during inspections to help improve food safety and prevent/rectify future breaches of the food standards code.

Information (factsheets, website, newsletter etc.) provided to food businesses	Yes
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Council offers a large selection of factsheets, website information, and sends out a quarterly newsletter to all food businesses containing helpful tips and advice.

Food handler training organised or facilitated	Yes
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Council utilises the "I'm Alert" online training and recommends that all food businesses have their food handlers complete the free training course.

Other services provided or participated in?	Yes
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Council participates in food related surveys when received. Council also participates in the Food Authority run workshops such as the workshop run on 20 July 2017 and in regional meetings of EHO's involved in the monitoring of food premises.

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#### **Recommendation**

**That the report be received for information.**

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#### **Attachments**

Nil



10.1 Report of the Palerang Heritage Advisory Committee - 8 August 2017 (Ref: C17129042; Author: Thompson/Mitchell)

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**Present:** Kirsty Altenburg, David Hobbes, Josephine Martin, John Stahel, Sue Robb

**Also Present:** Jordana Mitchell

**Others Present:** Nil

**Apologies:** Sally Osborne, Elizabeth Estbergs, Cherylyn Raper

1. **Confirmation of Report of previous meeting held on 11 April 2017**

**Recommendation**

PHAC 004/17 (Altenburg / Martin)

That the Report of the meeting of the Committee held on 11 April 2017 be confirmed.

2. **Business Arising from Minutes**

Nil

3. **Declaration of Conflict of Interest**

Nil

4. **Local Places Heritage Grants and Heritage Advisors Grants**

It was reported to the Committee that QPRC has secured funding from the Office of Environment and Heritage for the 2017/2018 financial year for the Local Places Heritage Grants and for two Heritage Advisors positions. The Local Heritage Places Grants will encompass the Bungendore and Braidwood regions. Advertising for will occur in August with applications to be finalised by 13 October 2017.

5. **Bungendore Heritage Review**

David Hobbes gave an overview of the Bungendore Heritage Review. Currently there is an inventory of all Bungendore properties in the town centre area which will be looked at with consideration to what should be heritage listed, remain heritage listed or be considered for removal from the list. The deadline is 30 September 2017 at which point there will be exhibition and community consultation.

6. **Braidwood Archaeological Study**

Sue Robb reported on the work being done to create GIS maps to flag areas where the likelihood of making archaeological finds was high. The Braidwood Historical Society and Heritage Advisory Committee will be involved with this study.

**10.1 Report of the Palerang Heritage Advisory Committee - 8 August 2017 (Ref: C17129042; Author: Thompson/Mitchell) (Continued)**

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**7. Heritage Advisor's Report**

David Hobbes' work has covered:

- Tree works – generally replacement required by more appropriate planting
- DA requests
- Consultation on the Bendigo Bank clock – potential to modify awning and mount clock on front of the building
- Sustainable technology and its application in the towns - particularly solar panels
- The development of Ryrie Park
- Installation of electric car charging spaces.

**8. Outstanding Actions / Projects**

Kirsty Altenburg had been following up on the cemetery data report that Elizabeth Estbergs was working on.

John Stahel has been involved in a project with Debbie Sibbick re-numbering the graves in the Braidwood Cemetery. Sue Robb suggested the data from this project can be applied to a GIS layer for our maps.

Sue Robb also noted that graves on private properties are managed by families, not by Council.

**9. Future of the Committee**

The future of the Palerang Heritage Advisory Committee will be decided after the new Council is elected in September. Sue Robb thanked the Committee members for their years of service.

There being no further business, the meeting closed at 3.30pm.

**Attachments**

Nil

**14 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION**

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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.