



# **Ordinary Meeting of Council**

## **AGENDA**

**26 April 2017**

**Commencing at 5.30pm**

**Council Chambers  
10 Majara Street, Bungendore**



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

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

**List any inspections or indicate “Nil”**

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**5.30PM - CITIZENSHIP CEREMONY**

**1 APOLOGIES**

**2 DISCLOSURES OF INTERESTS**

**3 CONFIRMATION OF MINUTES**

- 3.1 Minutes of the Ordinary Meeting of Council held on 22 March 2017
- 3.2 Minutes of the Planning and Strategy Committee of the Whole held on 12 April 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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**11 DELEGATES' REPORTS**

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 - March 2017  
*Attachment 1 Investment Report - March 2017 - Attachment 1 - 26 April 2017 (Under Separate Cover)*
- Item 8.2 Contract 12/2017 - Provision of Banking and Bill Payment Services  
*Attachment 1 Tender evaluation (Under Separate Cover)*
- Item 8.3 Contract CW1-2016/17 Plant Hire Panel Cancellation  
*Attachment 1 LGP - Plant Hire Evaluation Review Report (Under Separate Cover)*
- Item 8.6 Report on Audit, Risk and Improvement Committee  
*Attachment 1 16 February 2017 - Audit Committee - Minutes (Under Separate Cover)*
- Item 8.14 QPRC Tourism Plan and Tourism Policy  
*Attachment 1 Tourism Plan (Under Separate Cover)*  
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- Item 8.15 Draft Sponsorship, Grants and Loans Policy  
*Attachment 1 Draft Sponsorship Grants and Loans Policy April 2017 (Under Separate Cover)*
- Item 8.16 Miscellaneous Policies relating to Council's Governance  
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*Attachment 2 Councillor & Staff Interaction Policy (Under Separate Cover)*  
*Attachment 3 Statement of Business Ethics (Under Separate Cover)*

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Item 8.17 Queanbeyan-Palerang Regional Council Privacy Policy and Management Plan 2017

*Attachment 1 Draft QPRC Privacy Policy and Management Plan 2017 (Under Separate Cover)*

Item 8.19 Les Reardon Reserve s.355 Committee minutes

*Attachment 1 Minutes of the Les Reardon Reserve s.355 Committee meeting held on 21 November 2016 (Under Separate Cover)*

*Attachment 2 Les Reardon Reserve s.355 Committee Treasurer's report (Under Separate Cover)*

Item 8.20 Royalla Common s.355 Committee minutes

*Attachment 1 Minutes of the Royalla Common s.355 Committee meeting held on 23 January 2017 (Under Separate Cover)*

Item 9.2 Q-One Eastern Pools - Season Summary

*Attachment 1 Pierre Dragh Engineers Report - Braidwood (Under Separate Cover)*

*Attachment 2 Pierre Dragh Engineers Report - Captains Flat (Under Separate Cover)*

**Closed Attachments**

Item 8.2 Contract 12/2017 - Provision of Banking and Bill Payment Services

*Attachment 2 QPRC Contract 12-2017 Banking and Bill Payment Services - Whitmore Consulting - Assessment Report (Under Separate Cover)*

Item 8.4 Preparation of an Integrated Transport Strategy - Tender 14/2017

*Attachment 1 CONTRACTS - INTEGRATED TRANSPORT STRATEGY - Report (Under Separate Cover)*

Item 8.5 QPRC Queanbeyan Headquarters concept design

*Attachment 1 Tender No. Q02/2017 - QHQ Concept Design Tender Evaluation Report Assessment (Under Separate Cover)*

Item 10.3 Report of the Palerang Heritage Advisory Committee - 11 April 2017

*Attachment 1 Heritage Award Winners 2017 (Under Separate Cover)*

Item 10.4 Report of the Special Queanbeyan Heritage Advisory Committee - 12 April 2017

*Attachment 1 Heritage Award Winners 2017 (Under Separate Cover)*



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 10 Majara Street, Bungendore on Wednesday, 22 March 2017 commencing at 5.30pm.

## ATTENDANCE

**Administrator:** T. Overall (Chair)

**Staff:** P Tegart, Interim General Manager; M Thompson, Acting Director Environment, Planning & Development; P Hansen, Acting Director Asset & Projects and P Spyve, Acting Director Economic and Community Development. S-J Abigail, Acting Executive Manager Finance; and S Taylor, Acting Executive Manager Systems.

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

### 1. APOLOGIES

No apologies were received.

### 2. DISCLOSURES OF INTERESTS

069/17

#### **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 22 February 2017**

070/17

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

The Administrator resolved that the Minutes of the Ordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 22 February 2017 be confirmed.

**3.2 Minutes of the Planning and Strategy Committee of the Whole held on 8 March 2017**

071/17

**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 8 March 2017 be confirmed.

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

072/17

**RESOLVED (Overall)**

The Administrator resolved that all presenters be heard.

Kristy Moyle – 8.1 - Development Application 2016.233 - New Dwelling - 19 Glenmore Road, Braidwood

**5. MAYORAL MINUTES**

Nil

**6. NOTICES OF MOTIONS OF RESCISSION**

Nil

**7. NOTICES OF MOTIONS**

Nil

**8. DETERMINATION REPORTS****8.1 Development Application 2016.233 - New Dwelling - 19 Glenmore Road, Braidwood**

073/17

**RESOLVED (Overall)**

The Administrator resolved that:

- 1) Approval be granted to a variation under Clause 4.2A(3)(a) of the Palerang Local Environmental Plan 2014 (PLEP2014) to permit the erection of a dwelling house on a lot size of 1.124ha being less than the minimum lot size of 2ha specified under the PLEP 2014 for the following reasons:
  - i) The provisions of Clause 4.6 of Palerang LEP 2014 permit the granting of consent even though the development would contravene a development standard. The clause requires the applicant to make a written request that seeks to justify the contravention of the standard. Pursuant to this clause the applicant has demonstrated that :
    - (1) Compliance with the development standard is unreasonable or unnecessary in the particular circumstances



- (2) That there are sufficient environmental grounds to justify contravening the development standard
- ii) The applicant's written request adequately addresses the matters required in the clause
- iii) The approval of the development would not be contrary to the public interest as it is consistent with the objectives of the standard and the objectives for the development within the zone:
  - (1) The objective of the standard is to minimise unplanned residential development. In this regard the originally approved subdivision permitted a dwelling on the site and the land adjoins other similar sized residential holdings
  - (2) The development satisfies the zone objectives in that it is low impact residential development; it does not have an adverse effect on the ecological, scientific and aesthetic values; it is visually compatible with the landscape and it minimises impact on the natural environment; it does not unreasonably increase the demand for public services or facilities and there is not expected to be any conflict with adjoining land use.
  - (3) The NSW Government Secretary of the Department of Planning and Environment has granted concurrence pursuant Clause 4.6(4) to vary the 2ha minimum lot size to permit the erection of a dwelling. The Secretary advised concurrence in this instance was granted as contravention of the standard did not raise any matter of State or regional significance and there would no public benefit in maintaining the 2ha minimum lot size on the subject land.
- 2) Development application DA.2016.233 for the erection of a dwelling house and shed at 19 Glenmore Road, Braidwood, being Lots 2 DP 1217315 be granted conditional approval.

## 8.2 Proposals to Update the Environmental Planning and Assessment Act 1979

074/17

### **RESOLVED (Overall)**

The Administrator resolved that Council:

1. Make a submission on the proposed changes to the *Environmental Planning and Assessment Act 1979* generally based on the comments contained in this report.
2. In particular raise the issue of assessing poultry farms with any number of birds being designated development, when the land is within a drinking water catchment, with a view to identifying an appropriate number of birds before the poultry farm becomes designated development.

**8.3 Investment Report - February 2017**

075/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the investment income for February 2017 is \$336,324 bringing the total interest earned on Cash and Cash Equivalent Investments for the 2016/17 Financial Year to \$3,367,959 which is \$659,480 above the year to date original budget.
2. Note the investments have been made in accordance with the Local Government Act 1993, the Local Government General Regulations, and Council's proposed investment policy.
3. Adopt the Investment Report for the month of February 2017.

**8.4 Staff report - Nominations for 2017 QPRC Cultural Development & Public Art Panel**

076/17

**RESOLVED (Overall)**

The Administrator resolved that Council appoint all eight nominees who submitted expressions of interest and response to Selection Criteria as members of the Cultural Development and Public Art Advisory Panel for a three year term.

**8.5 Draft Disability Inclusion Action Plan - Public Consultation**

077/17

**RESOLVED (Overall)**

The Administrator resolved the Draft Disability Inclusion Action Plan be placed on public exhibition for 28 days prior to its finalisation and adoption.

**8.6 Support for Kanga Cup Event**

078/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Approve financial assistance of \$7,000 in the 2017/18 Operational Plan from the community grants vote for the running a 2017 Kanga Cup age group in Queanbeyan.
2. Approve financial assistance of \$14,000 in the 2018 Delivery Program from the community grants vote for the running of the 2018 Kanga Cup age group in Queanbeyan.
3. Waive ground fees for the competition and provide logistical and marketing support.

**8.7 Pedestrian Infrastructure Safety Around Schools Program - Funding Nomination Outcome**

079/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the result of the grant nomination where one application has been successful in gaining funding.
2. Accept the funding of \$2,900 and implement the project for safety upgrades to the Collett Street Pedestrian Refuge.

**8.8 Queanbeyan-Palerang Regional Council Donations Policy 2017**

080/17

**RESOLVED (Overall)**

The Administrator resolved that:

1. Council defer this matter and a further report be submitted to a meeting of the Planning and Strategy Committee on 12 April 2017.
2. The further report also reference the Rates and Rental Rebate Policy, include a timeframe for a 14 day draft policy exhibition period; and the call for applications for donations for the 2017/18 financial year.

**8.9 Stronger Communities Fund - Major Infrastructure Projects**

081/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the establishment of the Stronger Communities Fund Assessment Panel in accordance with the membership requirements of Department of Premier and Cabinet consisting of:
  - Administrator, or delegate
  - State Member of Parliament, or representative
  - Regional Coordinator of Premier and Cabinet, or delegate
  - Other members appointed by the Administrator, as required (the Interim General Manager being so appointed).
  - An independent probity advisor appointed by the Administrator (the Chair of Council's Audit Risk and Improvement Committee being so appointed)
2. Note the QPRC community was surveyed for their comments and suggested priorities for the list of proposed major infrastructure projects. Submissions were invited during the exhibition period from 9 February – 9 March 2017.
3. Note the timing of the determination of projects for funding under the Stronger Communities Fund accords with Department of Premier & Cabinet guidelines.
4. Adopt the recommendations of the Local Representation Committee as recorded in the report.

5. Fund from the Stronger Communities Fund – Major Projects, the list of projects and amounts listed in Attachment 2, being:-

Community Facilities & Infrastructure Projects:

Committed in first round Various	\$281,543
Araluen s.355 (previously committed): Araluen facilities	\$15,000
Eastern Pools (previously committed): Braidwood, Bungendore & Captains Flat	\$400,000
Town Centre Improvements Braidwood	\$500,000
Town Centre Improvements Bungendore	\$500,000
Rusten House Queanbeyan	\$550,000
Abbeyfield Aged Accommodation Bungendore	\$500,000
Dog Park Googong	\$125,000
Refurbish Netball Courts Karabar	\$175,000
Wet Play Area Queanbeyan Aquatic Centre	\$450,000
Showground Grandstand Queanbeyan	\$350,000
Seiffert Oval Lights Queanbeyan	\$200,000
BWD Rec Ground Stage 2 Braidwood	\$300,000
BGD Rec Ground Stage 1 Bungendore	\$1,500,000
River path incl. low level foot bridge Queanbeyan	\$760,000
Streetscape improvements, commercial precinct Karabar	\$46,000
Queanbeyan Park central playground equipment Queanbeyan	\$250,000
Glebe Park Playground Queanbeyan	\$90,000
Henderson Road Recreation Area Queanbeyan	\$125,000
Aquatic Centre – paint and restore domes and archway Queanbeyan	\$150,000
Seiffert Oval spectator entrance improvements Queanbeyan	\$200,000
Upgraded community facilities Captains Flat	\$100,000
Lascelles Street upgrade Braidwood	\$800,000
Upgrade Lighting Margaret Donohue Oval Queanbeyan	\$200,000
Queens Bridge approach enhancement from Yass Road Queanbeyan	\$200,000
Contribution to water storage infrastructure, Braidwood Servicemen's Club and Braidwood community facilities	\$ 45,000
	<u>\$8,812,543</u>

6. Note that a number of the projects are capable of further augmented funding from Council reserves, S94 contributions and external sources.
7. Investigate flood protection berm structures including low cost construction systems and appropriate landscaping in regard to "Flood Proof the Dip, Bungendore Rd Queanbeyan" alternative project with a report to a future meeting of Council.

**8.10 Strategic Directions**

082/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the draft Statement of Strategic Directions.
2. Seek feedback on the draft Statement of Strategic Directions in conjunction with the current program of community engagement.
3. Receive a further report on the Strategic Directions.

**8.11 Financial Statement by Council - Updated**

083/17

**RESOLVED (Overall)**

The Administrator resolved that:

1. The financial statements to 12 May 2016 for the former Palerang Council be presented for audit and invite submissions from the public.
2. The statement required by Section 413(2)(c) of the Local Government Act 1993 in relation to former Palerang Council's Financial Statements for the period ending 12 May 2016 be completed on receipt of the Auditor's Certificate.
3. Hill Rogers Auditors be invited (in accordance with regulations) to complete the audit and present to Council.

**9. INFORMATION REPORTS****9.1 Carwoola Bushfire Update**

084/17

**RESOLVED (Overall)**

The Administrator resolved that the report be received for information.

**9.2 Road Closures for ANZAC Day Events at Braidwood and Jerrabomberra**

085/17

**RESOLVED (Overall)**

The Administrator resolved that the report be received for information.

**9.3 Royalla Common s.355 Committee minutes**

086/17

**RESOLVED (Overall)**

The Administrator resolved that Council note the minutes of the Royalla Common s.355 Committee meetings held on 31 October and 7 December 2016.

**9.4 Braidwood Showground Reserve Trust s.355 Committee minutes**

087/17

**RESOLVED (Overall)**

The Administrator resolved that the minutes of the meetings of the Braidwood Showground Reserve Trust s.355 Committee, held on 15 November and 13 December 2016, be noted.

**9.5 Mick Sherd Shed s.355 Committee minutes**

088/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the minutes of the Mick Sherd Shed s.355 Committee's Annual General Meeting held on 16 November (adjourned) and reconvened on 23 November 2016.
2. Endorse the following persons as members of the Committee:
  - a. Tony Rayner (President)
  - b. Garry Cook (Vice-President)
  - c. Mel Carn (Secretary)
  - d. Ken Gordon (Treasurer)
  - e. Karen Taylor (Member)
  - f. Bruce Cante (Member)
  - g. David Cook (Bungendore Senior Rugby League)
  - h. Jo Cave (Bungendore Junior Rugby League)
  - i. John Cooper (Bungendore Oz Tag)
  - j. Dave MacDonald (Bungendore Rugby)

**9.6 Carwoola/Stoney Creek Area s.355 Committee minutes**

089/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the minutes of the Carwoola Stoney Creek Area s.355 Committee meeting held on 23 February 2017.
2. Endorse the following persons as members of the Committee:
  - a. Sue Whelan (LRC Member and Chairperson)
  - b. Lynton Bond (Secretary/Treasurer)
  - c. Gary Anderson (Member)
  - d. David Rowley (Member)
  - e. Ian Johnsson (Carwoola Community Association representative)

**10. COMMITTEE REPORTS****10.1 Report of the Palerang Heritage Advisory Committee –  
14 February 2017**

090/17

**RESOLVED (Overall)**

The Administrator resolved that Council note the minutes of Palerang Heritage Advisory Committee held on 14 February 2017 and adopt the recommendation therein:

PHAC 001/17 That the Report of the meeting of the Committee held on 20 September 2016 be confirmed.

**10.2 Report of the Queanbeyan Heritage Advisory Committee –  
20 February 2017**

091/17

**RESOLVED (Overall)**

The Administrator resolved that Council note the minutes of Queanbeyan Heritage Advisory Committee held on 20 February 2017 and:

1. Adopt HAC 001/17: That the Report of the meeting of the Committee held on 21 November 2016 be confirmed.
2. Note HAC 002/17: That no objections be raised to the modified application for development of the Warrigal Aged Care Facility (being DA 100-2012/B) subject to the inclusion of a condition on any development consent requiring the aluminium louvre screen to the lift overrun and roofing planting area being coloured to match the colour of the roof.

**10.3 Report of Local Representation Committee - 10 March 2017**

092/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. Note the minutes of Local Representation Committee held on 10 March 2017.
2. Adopt Recommendations LRC01/2017 to LRC02/2017 from the meeting held on 10 March 2017.

LRC 01/2017 That the minutes of the meeting held on 13 December 2016 be confirmed as a true and accurate record of the meeting.

LRC 02/2017 That the Local Representation Committee:

1. acknowledges the priority ratings nominated for the proposed major infrastructure projects by the Queanbeyan-Palerang community during the exhibition period;

2. recognises the need to consider input to relevant projects from Council's s.355 committees;
3. noting that road and bridge infrastructure projects have not been nominated as potential grant recipients, reinforces the view that these are nonetheless vital elements of community infrastructure, particularly in rural areas, and no effort should be spared to secure appropriate levels of funding to support the upgrade of these assets;
4. recommends to Council that all proposed projects be supported;
5. recommends that Council continue to explore alternative sites for the Abbeyfield Bungendore project in an endeavour to maximise community benefit from the grant funding;
6. recommends that the projects relating to town centre improvements in Braidwood, Bungendore and Captains Flat be subject to community consultation prior to commencement to ensure the project deliverables are clearly defined and appropriate, and
7. encourages Council to pursue additional grant funding opportunities for appropriate projects and consider the augmentation of the present grant funding from reserves that have been earmarked for the same purpose where either option is applicable.

**11. DELEGATES' REPORTS**

Nil

**12. RESPONSES TO COUNCILLORS' QUESTIONS**

Nil

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

Nil

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

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

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



**PRESENTATIONS**

There were no presentations.

093/17

**RESOLVED (Overall)**

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

**Item 15.1 Illegal Water Usage**

*"Item 15.1 is confidential in accordance with s10(A)(g) of the Local Government Act 1993 because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest."*

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

The meeting returned to Open Session by virtue of Resolution No. 094/17 made in Closed Session.

The doors of the chamber were opened to allow the public to enter.

In accordance with Clause 253 of the Local Government (General) regulations 2005, Mr Overall then read out the decisions of Council made in Closed Session.

**15.1 Illegal Water Usage**

The Administrator resolved that the report be received for information.

At this stage in the proceedings, the time being 6.28pm Mr Overall announced that the Agenda for the meeting had now been completed and declared the meeting closed.

**TIM OVERALL  
ADMINISTRATOR  
CHAIRPERSON**





## PLANNING AND STRATEGY COMMITTEE OF THE WHOLE MEETING

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

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

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

MINUTES OF THE PLANNING AND STRATEGY COMMITTEE OF THE WHOLE OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 12 April 2017 commencing at 5.30pm.

### ATTENDANCE

**Administrator:** T. Overall (Chair)

**Staff:** P Tegart, Interim General Manager; M Thompson, Acting Director Environment, Planning & Development; P Hansen, Acting Director Asset & Projects; P Spyve, Acting Director Economic and Community Development and S-J Abigail, Acting Executive Manager Finance.

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

### 1. APOLOGIES

No apologies were received.

### 2. PRESENTATIONS/DEPUTATIONS/PETITIONS

- 2.1 Auditors Presentation – Brett Hanger – Item 6.1 – Annual Financial Statements – Former Palerang Council – 1 July 2015 to 12 May 2016

**2. PRESENTATIONS/DEPUTATIONS/PETITIONS (Continued)**

PLA026/17

**RESOLVED (Overall)**

That all presenters be heard for up to 5 minutes with no extension of time.

**David Ahearn** – Item 4.1 - Development Application 2016.105 - 233 Burra Road, Burra - Truck Depot, Ancillary Office and Access Road Construction

**Roslind Bush** – Item 4.1 - Development Application 2016.105 - 233 Burra Road, Burra - Truck Depot, Ancillary Office and Access Road Construction

**Tanya and Antoni Latter** – Item 4.1 - Development Application 2016.105 - 233 Burra Road, Burra - Truck Depot, Ancillary Office and Access Road Construction

**Allan Longhurst** – Item 4.1 - Development Application 2016.105 - 233 Burra Road, Burra - Truck Depot, Ancillary Office and Access Road Construction

**Kylie MacKay** – Item 4.1- Development Application 2016.105 - 233 Burra Road, Burra - Truck Depot, Ancillary Office and Access Road Construction

**Jim Langier** – Item 4.1- Development Application 2016.105 - 233 Burra Road, Burra - Truck Depot, Ancillary Office and Access Road Construction

**Margaret Dorsch** – Item 4.1- Development Application 2016.105 - 233 Burra Road, Burra - Truck Depot, Ancillary Office and Access Road Construction

**Dean Crampton** – Item 4.1- Development Application 2016.105 - 233 Burra Road, Burra - Truck Depot, Ancillary Office and Access Road Construction

**Anthony McDonald** – Item 4.2 - Development Application 382-2016 - 85 Monaro Street, Queanbeyan - Commercial Alterations - Royal Hotel

**Elizabeth Ward** – Item 10.1 – Land and Access – Mountain Creek Road, Harolds Crossing

No Petitions were received.

**3. DECLARATIONS OF INTEREST**

PLA027/17

**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.

No declarations of interest were received.

**STAFF REPORTS****4. ENVIRONMENT, PLANNING AND DEVELOPMENT****4.1 Development Application 2016.105 - 233 Burra Road, Burra - Truck Depot, Ancillary Office and Access Road Construction**

PLA028/17

**RESOLVED (Overall)**

The Administrator resolved:

1. That development application No 2016.105 for a Truck Depot, Ancillary Office and Access Road Construction on Lot 11 DP 255493, No. 233 Burra Road, Burra and Right of Carriageway 20 metres wide (DP 1163537 & DP 294305) over Lots 19, 32 & 70 DP 754881 be Refused for the following reasons:

**REASONS FOR REFUSAL:**

- a) The development is considered to be in conflict with the objectives of the RU1 Primary Production Zone - being to encourage sustainable primary industry production by maintaining and enhancing the natural resource base and to encourage diversity in primary industry enterprises and systems appropriate to the area. While the Palerang Local Environment Plan 2014 RU1 Primary Production includes "Depots" and "Truck depots" in the "Permitted with consent" listing, it is considered the primary activity associated with this particular development, being storage and maintenance and operation of heavy earthmoving equipment and trucks for commercial enterprise purposes, is in conflict with the general objectives of the zone and not appropriate for the area.
  - b) The development does not meet the RU1 Primary Production zone objective to minimise conflict between land uses within this zone and land uses within adjoining zones. The increase in traffic movements resulting from truck vehicles and earthmoving machinery accessing and exiting the site via Burra Road, a major route from Old Cooma Road into the Burra Valley, has the potential to compromise road safety in a largely rural residential character environment where this number of heavy vehicle movements would not be the norm.
  - c) That as the development is located within the Googong Dam Catchment it has the potential to adversely impact on the quality of water entering water courses in the locality and subsequently on the water quality extracted for drinking purposes from the Googong Dam,
2. That those persons and the Commonwealth Department of Finance who lodged a submission(s) on the application be advised in writing of the determination of the application.

**4.2 Development Application 382-2016 - 85 Monaro Street, Queanbeyan - Commercial Alterations - Royal Hotel**

PLA029/17

**RESOLVED (Overall)**

The Administrator resolved:

1. That development application DA 382-2016 for commercial alterations including upstairs meeting and function rooms, kitchen, lift, staircase and toilets at the Royal Hotel, Lot 1 DP 624770, No. 85 Monaro Street, Queanbeyan be granted conditional Approval.
2. That Council note the requirement for an additional 36 car parking spaces and waive the requirement for any payment of Section 94 Developer Contributions for the following reasons and subject to a condition that the "Future Function Room" shown on the development plans not being used for such purpose in the future (any alternative use of this area being subject to further consent of Council):
  - i. The footprint for the building has not changed and does not include any additional floor area.
  - ii. The sites prominent position and the sites ongoing use of providing public facilities in the CBD particularly outside business hours.
  - iii. Councils DCP – Parking, Clause 2.2 permitting variation to parking standards were justified by a Traffic and Parking Impact Study. The applicant has submitted a consultants Traffic and Parking Statement giving their reasons why variation of the DCP is warranted.
  - iv. Councils long term promotion of active businesses in the CBD through its planning controls and community business support forums particularly where development encourages more people in the shopping centre during business hours and particularly at night.
  - v. Council's DCP Clause 7.3.3 - Change of Use provisions encourage continued use and reuse of existing commercial premises in the CBD to make it more financially viable for landowners, purchasers and lessees to establish their proposed business and promote continued commercial uses, to avoid empty premises and encourage establishment of a vibrant Queanbeyan commercial centre.
3. That Council undertake a survey of the CBD parking to determine the availability of parking during business hours and availability of parking outside business hours to determine whether Councils DCP 2012 – Parking standards should be discounted having regard to businesses that predominantly operate outside business hours. The survey to take into account any potential redevelopment plans in the Morisset car park.

#### 4.3 Planning Certificates (Section 149 of Act) - Progress and Proposed Changes

PLA030/17

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

The Administrator resolved that Council endorse the following items being listed in future section 149(5) Planning Certificates issued by Queanbeyan-Palerang Regional Council as described in this report and subject to resolution of accessing data records and software compatibility:

- Development Applications issued on the land in the last five years;
- Access to the land from a public road maintained by council or the NSW Government;
- Aircraft noise (ANEF data) if it is applicable to the land.

#### 4.4 Proposed Street Names - Fisher Road, Currawang and Goorooyarroo Lane, Sutton

PLA031/17

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

The Administrator resolved that Council:

1. adopt in principle the following proposed road names:
  - a. "Fisher Road" – Renaming the current Mooney's Road (North) which is accessed off Currawang Road and leads onto Carney's Road,
  - b. "Goorooyarroo Lane" – Unnamed Crown Road accessed from Sutton Road approximately 1.3km north of the intersection with Norton Road;
2. advertise the names for public comment in accordance with Section 162 of the Roads Act 1993.
3. publish a notice in the NSW Government Gazette if no objections are received.

#### 4.5 QPRC Branding

PLA032/17

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

The Administrator resolved that Council:

1. note the report on QPRC Branding;
2. adopt the branding manual and the uppercase version of the branding for QPRC;
3. commence implementation of the new brand across the organisation;

4. use the new branding to finalise the Signage Policy, with a further report to Council in the coming months to consider the draft Policy. Upon finalisation of the Signage Policy, Council commence the revision of all boundary, entry, CBD and facility signage.

## 5. STRATEGIC DEVELOPMENT

### 5.1 Planning Proposal - Malbon Street, Bungendore

PLA033/17

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

The Administrator resolved that Council adopt and take all actions necessary to make the draft local environmental plan to allow the rezoning of Part of Lot 5 DP 1204393 (Malbon Street, Bungendore) from B2 Local Centre to SP2 Infrastructure (public car park).

### 5.2 Planning Proposal - Captains Flat flood map and miscellaneous matters

PLA034/17

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

The Administrator resolved that Council adopt and take all actions necessary to make the draft local environmental plan to allow the insertion of Captains Flat flood planning area map, the amendment of the heritage schedule and heritage map no. 4 and the renumbering of a clause.

## 6. DETERMINATION REPORTS

### 6.1 Annual Financial Statements - Former Palerang Council

PLA035/17

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

The Administrator resolved that Council:

1. note the presentation from Council's Auditor.
2. adopt the 2015/2016 Financial Statements for the former Palerang Council and accept the Auditor's Reports, as submitted by Hill Rogers;
3. note that the Internal Audit Committee have received a copy of the Financial Statements with no adjustments being advised;



**6.2 Queanbeyan-Palerang Regional Council Donations Policy 2017**

PLA036/17

**RESOLVED (Overall)**

The Administrator resolved that Council:

1. adopt the draft Queanbeyan-Palerang Regional Council Donations Policy 2017 deleting Schedule 1.2 Cemetery Plots from Schedule 1; and
2. rescind the following policies:
  - a. the QPRC Rental Rebate Policy 2016,
  - b. the former Queanbeyan City Council Donations Policy 2013,
  - c. the former Palerang Council Donations Policy 2015,
  - d. the former Queanbeyan City Council Rates and Charges Relief Policy 2013.

**6.3 Request for Sponsorship - Immune Deficiencies Foundation Australia - Razzamatazz Variety Show**

PLA037/17

**RESOLVED (Overall)**

The Administrator resolved that Council sponsor 25 children for the Razzamatazz event at a cost of \$1,500.

**7. INFORMATION REPORTS****7.1 NBN progress in rural areas**

PLA038/17

**RESOLVED (Overall)**

The Administrator resolved that the report be received for information.

**7.2 Site Inspection - DA 382-2016 - 85 Monaro Street, Queanbeyan - Commercial Alterations - Royal Hotel**

PLA039/17

**RESOLVED (Overall)**

The Administrator resolved that the report be received for information.

**7.3 Site Inspection - DA 2016.105 - 233 Burra Road, Burra - Truck Depot, Ancillary Office and Access Road Construction**

PLA040/17

**RESOLVED (Overall)**

The Administrator resolved that the report be received for information.

**8. INFRASTRUCTURE SERVICES****8.1 Proposed Satellite Dish Captains Flat**

PLA041/17

**RESOLVED (Overall)**

The Administrator resolved:

1. that Council support in principle a proposal by Broadcast Australia for the establishment and operation of a radio & telecommunications equipment at a site off Old Mines Road Captains Flat subject to:
  - a. a Licence Agreement being entered into in accordance with the provisions of Local Government Act 1993,
  - b. the term of the Licence Agreement being ten years with two renewal options of 5 years each,
  - c. the required approvals include that a Development Approval be obtained,
  - d. the rental be as per the Council valuation;
2. that the Administrator and the General Manager be authorised to execute the Licence Agreement under the seal of the Council.

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

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

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

**PRESENTATIONS**

There were no presentations requested.

PLA042/17

**RESOLVED (Overall)**

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

**Item 10.1 Land and Access - Mountain Creek Road, Harolds Crossing**

*"Item 10.1 is confidential in accordance with s10(A) (b) (g) of the Local Government Act 1993 because it contains discussion in relation to the personal hardship of a resident or ratepayer; AND advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest."*

**Item 10.2 Queanbeyan Regional Conservatorium**

*"Item 10.2 is confidential in accordance with s10(A) (di) of the Local Government Act 1993 because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest."*

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

The meeting returned to Open Session by virtue of Resolution No. PLA045/17 made in Closed Session.

The doors of the chamber were opened to allow the public to enter.

In accordance with Clause 253 of the Local Government (General) regulations 2005, Mr Overall then read out the decisions of Council made in Closed Session.

**10.1 Land and Access - Mountain Creek Road, Harolds Crossing**

The Administrator resolved that Council:

1. note the report and the late submission;
2. progress Options 3 and 5 outlined in the report with a further report provided to Council.

**10.2 Queanbeyan Regional Conservatorium**

The Administrator resolved that Council:

1. Continue negotiations with the Conservatorium, towards the establishment of a regional conservatorium service based in Queanbeyan
2. Develop costings for retrofitting parts of the civic precinct or existing facilities to accommodate a Queanbeyan Regional

Conservatorium, and

3. Consider inclusion of these works in the Operational Plan to enable opening of the facility by early 2019.

At this stage in the proceedings, the time being 7.17pm Mr Overall announced that the Agenda for the meeting had now been completed and declared the meeting closed.

**TIM OVERALL  
ADMINISTRATOR  
CHAIRPERSON**

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**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.**



## DETERMINATION REPORTS

**8.1 Investment Report - March 2017 (Ref: C1753830; Author: Abigail/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 March 2017.

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**Recommendation****That Council:**

1. **Note the investment income for March 2017 is \$374,647 bringing the total interest earned on Cash and Cash Equivalent Investments for the 2016/17 Financial Year to \$3,742,607 which is \$725,340 above the year to date budget;**
  2. **Note the investments have been made in accordance with the Local Government Act 1993, the Local Government General Regulations, and Council's proposed investment policy;**
  3. **Adopt the Investment Report for the month of March 2017.**
- 

**Background*****Cash and Cash Equivalent Investments***

The March 2017 return of \$374,647 brought the total return on Cash and Cash Equivalent Investments for the 2016/17 Financial Year (commencing 13 May 2016) to \$3,742,607 which is \$725,340 above the year to date budget.

The principal amount invested as at 31 March 2017 was \$149,725,605.

Council's investment portfolio's annualised monthly return of +3.03% (net actual) in March 2017 outperformed the AusBond Bank Bill Index return of +1.78%.

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 March 2017 was 1.63%.

Once again, the Reserve Bank of Australia (RBA) left the official cash rate on hold at 1.50% in its April 2017 meeting.

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**8.1 Investment Report - March 2017 (Ref: C1753830; Author: Abigail/Drayton)  
(Continued)**

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The latest Board minutes continued to paint a picture of an RBA unwilling to move official interest rates any time soon. The Board highlighted a range of positives, but concerns were also raised. The RBA was notably more upbeat about the global outlook and the flow-on effect to higher commodity prices. It continued to expect the terms of trade to weaken. Concerns surrounding the outlook for the labour market were apparent; the RBA noted that "conditions had remained mixed" and that "momentum in the labour market remained difficult to assess".

The longest ever period of stability could be achieved during 2018, as money markets are not factoring a rate rise until the end of 2018, with the possibility of moving as early as Q1 2018. (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, clause 212 of the Local Government General Regulations 2005, and Queanbeyan-Palerang Regional Council's investment policy.

Sally-Jane Abigail  
Executive Manager - Finance

***Financial***

Investment income for the 2016/17 Financial Year as at 31 March 2017 amounts to \$3,742,607. This return was \$725,340 above the year to date budget; an increase in the budget surplus from the previous month by \$65,860 where Council was \$659,480 above the year to date budget. Refer to Attachment 1 - Graph 1 and Table 5.

**Attachments**

Attachment 1 Investment Report - March 2017 - Attachment 1 - 26 April 2017 (*Under Separate Cover*)



**DETERMINATION REPORTS****8.2 Contract 12/2017 - Provision of Banking and Bill Payment Services (Ref: C1739132; Author: Abigail/Taylor)**

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**Summary**

Banking services play a key component in any organisation. Since amalgamation QPRC has continued to operate two separate banking services. QPRC engaged independent consultants Whitmore Consulting to provide advice on the tender process to provide a single banking service, draw up Tender documentation and evaluate responses. On the 6<sup>th</sup> February 2017 QPRC released Contract 12/2017 through Tenderlink. Four (4) proposals were received and evaluated on the 14<sup>th</sup> March 2017.

Whilst Section 55 (1) (f) of the Local Government Act exempts banking services from Tender, it was considered a tender was the most open and transparent method of selecting a provider of Banking and Bill Payments services for QPRC.

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**Recommendation**

**That Council award Contract 12/2017 Provision of Banking and Bill Payment Services to Tenderer C.**

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**Background**

On the 1<sup>st</sup> November 2016, QPRC engaged Whitmore Consulting to assist in developing the banking tender process for contract 12/2017 Provision of Banking and Bill Payment Services. Whitmore Consulting demonstrated proven experience in the tender process at Shellharbour City Council, City of Greater Bendigo and Hume City Council. Research revealed Whitmore Consulting is the only experienced known supplier to Local Government in the area of banking expertise.

Whitmore Consulting gathered requirements covering all aspects of consolidated banking services across the two former Councils. Currently former Palerang Council sites utilise National Australia Bank whereas the former Queanbeyan City Council sites utilise Westpac Banking Corporation. The purpose of the tender is to streamline banking services across QPRC into one banking service.

Whitmore Consulting drafted a Tender specification which was approved by Council staff. The tender was released through Tenderlink on the 6<sup>th</sup> February 2017. 1,751 alerts were sent to registered suppliers and the documents were downloaded 20 times. All of the 4 major banking services providers downloaded the documentation along with a number of secondary providers. The tender closed at 4pm on the 3<sup>rd</sup> March 2017.

The evaluation criteria and assessment is attached.

The Evaluation Panel thoroughly analysed the report and agreed with the recommendation made by Whitmore Consulting as per page 31 of the Assessment Report.

**8.2 Contract 12/2017 - Provision of Banking and Bill Payment Services (Ref: C1739132; Author: Abigail/Taylor) (Continued)**

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

Section 55 (1) (f) the Local Government Act 1993 allows for Banking services to be exempt from a Tender process. Council staff believed in order to be open and transparent the most ideal approach was to undergo a formal Tender and evaluation process.

***Economic***

Tenderers were required to demonstrate against the commitment they have towards the community. 10% of the total weighting was applied to this response.

***Financial***

Based on the volume estimate within the tender specification it is expected the tender will deliver a saving to QPRC of around \$21,000pa. This equates to a 10% saving per annum compared with the combined actual amounts paid in the 2015/16 financial year by the two former Councils (excluding agency payments made to Australia Post). This will be placed in the merger reserve.

**Conclusion**

Effectively Tenderer A and Tenderer D were discounted once the assessment of price was complete. This is on the basis that the distance between the cheapest responses and the most expensive responses was simply too far to be corrected by good performance in the other areas of the assessment.

Tenderer D provided a better explanation of the implementation process to be undertaken. Tenderer B did not demonstrate an understanding of the complexities of an implementation of two former Councils banking with different banks.

Tenderer D was seen as a superior response to Tenderer C under the measurements of Relationship Management and Implementation and close enough on all other measures to ensure that the scoring results are a true indication of the final outcome.

The Tender Evaluation Committee recommends Council accept the response from Tenderer C and award the contract 12/2017 accordingly.

**Attachments**

- |              |                                                                                                                                                         |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attachment 1 | Tender evaluation ( <i>Under Separate Cover</i> )                                                                                                       |
| Attachment 2 | QPRC Contract 12-2017 Banking and Bill Payment Services - Whitmore Consulting - Assessment Report ( <i>Under Separate Cover</i> ) - <b>CONFIDENTIAL</b> |

## DETERMINATION REPORTS

**8.3 Contract CW1-2016/17 Plant Hire Panel Cancellation (Ref: C1752317; Author: Tegart/Taylor)**

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**Summary**

In August 2016 Council issued a Tender for Panel of Plant Hire Suppliers. Evaluating the tender became difficult due to the operations of the merging Council and inconsistencies in Tender documentation and delays in the evaluation process. QPRC engaged Local Government Procurement (LGP) to perform a review of the Tender process and evaluate option available. This business paper outlines the report and recommend the commencement of the actions within the report.

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**Recommendation****That Council**

- 1. reject all tenderers of CW1-2016/17.**
  - 2. review the scope of requirements for the Plant Hire Panel.**
  - 3. establish an evaluation plan for the selection of the most advantageous providers.**
  - 4. release the tender for Plant Hire in mid 2017 for engagement by October 2017.**
- 

**Background**

The former Queanbeyan City Council and former Palerang Council merged as part of the State Government proclamation on 12 May 2016 to form the new Queanbeyan-Palerang Regional Council (QPRC)

Per the requirements under the Local Government Act 1993 S55 and the implementation of efficient and effective procurement processes, Council released the tender for a pre-qualified panel of plant hire suppliers.

The purpose of the tender was to:

- Provide an open, transparent and competitive process for the selection of Plant Hire Providers by Council;
- To establish a panel of preferred pre-qualified Plant Hire Providers based on the responses to the tender from which Councils can select to perform the required hiring services;
- To improve probity processes and management of Service Providers engaged by the Councils;
- To ensure compliance with Local Government Act 1993 and Local Government (General) Regulation 2005; and
- To ensure effective and efficient use of council resources to establish an Agreement that meets the needs of the Councils whilst reducing costs to the Council.

### 8.3 Contract CW1-2016/17 Plant Hire Panel Cancellation (Ref: C1752317; Author: Tegart/Taylor) (Continued)

The Tender was released on the 19<sup>th</sup> August 2016 where the documents were downloaded 75 times. By the time the tender closed at 4pm on the 9<sup>th</sup> September 2016 QPRC received 38 submissions. The evaluations then proceeded to evaluation.

Since the initial evaluation process, Council operations have undergone significant changes in structure and roles within the Council. The Plant Hire Tender was then independently reviewed and determined that it may not necessarily meet the requirements of the newly formed Council.

The independent review found a number of issues including:

- Inconsistencies in the evaluation planning.
- Unclear expectations of successful tenderers within tender documentation.
- Significant delay between tender closing and evaluation.
- Pricing did not reflect requirements of Council.

The review recommended to reject all tenders and reissue the tender under a new contract basis. This report recommends QPRC enact all of the recommendations. Upon endorsement of this recommendation QPRC will communicate and work closely with responders to ensure a smooth re-tender process.

### Implications

#### *Legal*

Request for Tender (RFT) No. CW1-2016/17 was advertised in accordance with Local Government (General) Regulation 2005 REG 167 and Local Government Act 1993.

It is recommended that under the Local Government (General) Regulation 2005 and the Local Government Act 1993 Council rejects all tenders for Panel Contract CW1 2016/2017 and re-issue the tender with Procurement advice and assistance from Local Government Procurement,

#### *Financial*

Expenditure for the advertisement of existing tender is \$1,800. Therefore expenditure will need to be incurred to readvertise. Additional costs are required for the assistance from Local Government Procurement to assist in the tender process.

Program Code	Expense Type	Funding source	Amount
Procurement	Contracts	Revenue	\$ 10,000

**8.3 Contract CW1-2016/17 Plant Hire Panel Cancellation (Ref: C1752317; Author: Tegart/Taylor) (Continued)**

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**Conclusion**

This report recommends rejection of a tender(s) for the Panel of Pre-Qualified Suppliers of Plant Hire in accordance with the requirements of the Local Government Act 1993 and Local Government (General) Regulation 2005. The reasoning for the rejection are:

- The Request for Tender did not align to the efficient requirements for the Council to determine the most advantageous outcome in accordance with The Local Government (General) Regulations 178 and the DLG Tendering Guidelines 2009.
- The Request for Tender document requested Wet and Dry Hire with non-specific item requirements and evaluation criteria not aligned with the requirements of the tender submission.
- Weighted criteria for pricing which was non-descriptive in the requirements and overall "like" for "like" items requested.

This report recommends commencing a new tender process that will be managed with assistance from Local Government Procurement personnel.

**Attachments**

Attachment 1      LGP - Plant Hire Evaluation Review Report (*Under Separate Cover*)



## DETERMINATION REPORTS

**8.4 Preparation of an Integrated Transport Strategy - Tender 14/2017 (Ref: C1755177; Author: Hansen/Hogg)**

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**Summary**

In February 2016, Council resolved to complete an Integrated Transport Strategy to provide direction for Council in the areas of transport, public transport networks and links, cycle networks and links, footpath networks and links, heavy vehicle management, future road planning and regional integration with the ACT and the broader NSW.

During the preparation of the brief for this work, Council became aware that significant transport and freight studies were underway in the ACT. It was considered appropriate to delay the commencement of the QPRC Transport Strategy to enable consideration of the work done by the ACT Government.

Twelve tenders were received and evaluated for the preparation of a QPRC Integrated Transport Strategy. The detail of the Tender Assessment can be found in the closed attachment. Tenderer 1 submitted the best tender and is capable of completing the works to a high standard. The scope of the work includes the review and updating of combined Pedestrian Access and Mobility Plans (PAMPs), and Bicycle Plans for the combined Council Area.

---

**Recommendation****That Council**

- 1. Award the contract for the preparation of an Integrated Transport Strategy to Tenderer 1;**
  - 2. Approve the total project budget of \$164,820.00 ex GST.**
- 

**Background**

In August 2009, Council adopted the Googong and Tralee Traffic Study 2031. At the same time, Council resolved to receive a further report to develop a broader transport strategy that could consider the following:

- *Improving public transport services in Queanbeyan,*
- *Increasing patronage of public transport in Queanbeyan,*
- *Improving the cycleway network throughout Queanbeyan,*
- *Improving pedestrian facilities throughout Queanbeyan,*
- *Improving public transport links into the ACT,*
- *Improving cycling links into the ACT,*
- *Improving pedestrian links into the ACT,*
- *Improving road links into New South Wales, particularly the Kings Highway and Old Cooma Road,*
- *Decreasing the number of heavy vehicles in the CBD,*
- *Managing the impact of traffic generated from residential, commercial and industrial development in NSW and the ACT on Queanbeyan,*
- *The reclassification of roads,*
- *Managing the impact of the CBD Master plan on CBD traffic, and*
- *Planning for new road links to the ACT and NSW from Queanbeyan.*

**8.4 Preparation of an Integrated Transport Strategy - Tender 14/2017 (Ref: C1755177;  
Author: Hansen/Hogg) (Continued)**

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This report was provided to Council on 24 March 2010. The report specified the work to be done to deliver the Transport Strategy. At that time, sufficient funds were not available to do the work and Council resolved to refer the funding of that work to the 2010/2011 budget.

The Transport Strategy was then considered in the preparation of the 2010/2011 budget, however no funds were provided for this work. It was then determined that work on the various elements such as pedestrian and cycleway plans that were to be included in a Transport Strategy would be undertaken when internal resources permitted.

In December 2012, a further report was provided to Council that detailed the progress and status of the various elements of a Transport Strategy.

Council received this report and no further action was required on the development of a Transport Strategy.

Since this report, work has continued progressing the elements and further work has been undertaken around improving public transport links and developing regional collaboration on the future upgrading of significant road links, such as Pialligo Avenue. The inclusion of regional transport related projects, the potential impacts of the international airport and opportunities emerging with Smart Cities, should naturally be considered in a Transport Strategy for Queanbeyan.

In February 2016 Council resolved *That Council allocate \$100,000 to prepare a Transport Strategy as a provisional estimate for consideration in the 2016/17 Operational Plan and budget.*

Following Council's resolution, and noting the deferral of calling tenders until the ACT research was complete, the request for tenders was advertised on 10 February 2017 and closed 8 March 2017. 12 tenders were received for the preparation of an Integrated Transport Strategy. The evaluation committee reviewed the tenders with weightings structured to ensure that tender capability (55%) and tender risk (15%) were considered in addition to price (30%).

The final Integrated Transport Strategy is due to be completed in late October.

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

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

***Policy***

The *Googong and Tralee Traffic Plan 2031*, *CBD Master Plan* and the *Residential and Economic Strategy 2031* have already been adopted by Council. The Integrated Transport Strategy will not replace these plans but will incorporate these plans into the Integrated Transport Strategy. The PAMPs and Bicycle Plans are due for review and updating and this has been included in the scope of the Integrated Transport Strategy.



#### 8.4 Preparation of an Integrated Transport Strategy - Tender 14/2017 (Ref: C1755177; Author: Hansen/Hogg) (Continued)

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##### ***Sustainability***

Sustainability principles will feature in the proposed Transport Strategy in accordance with Council's Sustainability Policy. A triple bottom line assessment tool is likely to be used to assist prioritizing of actions and projects from the Strategy.

##### ***Asset***

In adopting the final Integrated Transport Strategy report, Council will need to commit to delivering and maintaining the transport related assets that are identified. The Strategy may also further inform the scope, scale and priority of other upgrades identified in the development of contribution plans.

##### ***Engagement***

Community, other stakeholders and agencies will be engaged in the scope of works set by the successful tenderer. Community input and feedback will be sought in the early stages of the report as well as throughout the various stages of creating the report.

##### ***Financial***

The current budget includes an amount of \$100,000 for the Integrated Transport Strategy project as resolved in the February 2016 meeting of Council. Council has adequate funding in reserves for the purpose completing both the PAMPs and Bicycle Plan.

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>	<b>Amount</b>
P31_4	Operational	General Fund	\$ 100,000

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##### ***Resources (including staff)***

Councils existing staff resources will manage project.

##### **Conclusion**

A Transport Strategy had its genesis in 2009, with various attempts to fund and progress through 2010-2012 and beyond. Various elements have been prepared and projects delivered, such as road network expansions, pedestrian facilities, foot path and cycle way plans and related projects. The Cycle Plan and the PAMPs are scheduled for review and are included in the scope of the Integrated Transport Strategy project.

It is expected the Strategy will also articulate the road network plan envisaged from the Googong and Tralee Traffic Study 2031.

Tenderer 1 provided a tender that represents the best value for money. Tenderer 1 has the resources and experience to complete the project to a high standard. It is recommended that Council awards the contract to Tenderer 1.

##### **Attachments**

Attachment 1      CONTRACTS - INTEGRATED TRANSPORT STRATEGY - Report (*Under Separate Cover*) - **CONFIDENTIAL**



## DETERMINATION REPORTS

**8.5 QPRC Queanbeyan Headquarters concept design (Ref: C1754998; Author: Hansen/Damo)**

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**Summary**

Council intends to engage a design firm to undertake the development of a concept design and specifications for the redevelopment of 257 Crawford Street Queanbeyan to become the Queanbeyan Headquarters (QHQ) for Council. The new building will also house various other key stakeholder tenants.

Nine design firms made submissions to develop the concept design. The report seeks Council approval to engage Tenderer 2 to develop the concept design for the new Queanbeyan Headquarters of Queanbeyan-Palerang Regional Council.

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**Recommendation****That Council:**

- 1. Award the contract to prepare the concept design for the redevelopment of 257 Crawford Street to Tenderer 2,**
  - 2. Approve a total project budget of \$700,000.00 (ex GST) for the completion of this work.**
- 

**Background**

The former Queanbeyan Council had identified in the Operational Plan, the refurbishment of the now vacant office at 257 Crawford. That body of work was deferred pending the outcome of the merger proposal of government, and is now identified as the site for redevelopment into the Council's Queanbeyan headquarters as a modern flexible workspace. Staff are currently accommodated across 11 buildings in Queanbeyan, in addition to office accommodation in Bungendore and Braidwood.

In November 2016, Council resolved to progress the redevelopment of 257 Crawford Street.

The development of the site is a substantial undertaking for Council. To assist Council to achieve its goal to consolidate its staff in a modern civic building, negotiations have progressed for a major tenant to occupy three levels (including basement) of the new building.

Council intends to engage a design firm to undertake the development of a concept design and specifications for the redevelopment of 257 Crawford Street Queanbeyan to become the Queanbeyan Headquarters (QHQ) for Council. The new building will also house various other key stakeholder tenants.

The QHQ redevelopment project is situated on Crawford Street in Queanbeyan's Central Business District (CBD). Council has been investigating options for revitalising the CBD and is currently finalising a draft CBD Transformation Strategy which will provide some high level actions to reinvigorate the Queanbeyan CBD. As reported to Council in January 2017, the redevelopment of the site is expected to be a catalyst for much of the anticipated redevelopment in the CBD. The Queanbeyan CBD Transformation Strategy will be an overarching guide to refreshing the 2009 Master Plan and CBD Development Control Plan (2012).

**8.5 QPRC Queanbeyan Headquarters concept design (Ref: C1754998; Author: Hansen/Damo) (Continued)**

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The old City Council Administration Building located at 257 Crawford Street Queanbeyan is a two story structure first built in 1973, extended in 1976 and again in 1996. The existing fit out is no longer suitable for use and does not meet the current standards and requirements of Council. It houses an electricity station and Telstra exchange and Council's ICT hub.

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

The redevelopment of 257 Crawford Street will allow the subdivision of 257 Crawford Street: Lot 2 DP1179998. The final location of the boundary for subdivision will be determined during the concept design phase.

This lot is approximately 5,923m<sup>2</sup> and includes 10 structures. Two of these structures are Heritage Items (local significance) – Former Fire Station and Dutton's Cottage. The remainder include cottages utilised by Council, the Senior Citizens Centre and the old HACC building.

The proposed new administration building will take up a portion of the lot, leaving the remainder for other redevelopment and public domain.

Due to the proximity of the major 2.7m stormwater main, the area available for a basement structure is reduced. A possible solution to accommodate parking spaces for the proposed major tenant and office is to extend the basement in to the adjacent Lot 5 DP1179998 which is currently utilised as the Lowe Street Carpark.

***Policy***

A distinguishing feature in successful CBD transformation is public sector investment in activating rejuvenation projects through commercial property development, including joint ventures. There is mixed feedback about the extent to which local councils should be involved in these activities and whether private sector commercial returns should be realised if the council has this role. The Council has been a significant investor in the CBD over many years and will look into joint ventures to activate development or fill a gap when the market has failed to deliver.

Council adopted a Property Strategy and Policy aimed at utilising its CBD properties to be a catalyst for CBD development, including a headquarters for the new Council. Council has a number of carparks and buildings used for council office or meeting space, as well as commercially let sites that are capable of redevelopment to generate returns and consolidation for office and car parking purposes. In essence the Strategy proposes leveraging Council infrastructure to facilitate private development investments and being a 'catalyst' of investment through introducing or developing council property in the market.

Assembling Council-owned public land to facilitate development interest or sale with proceeds used to provide infrastructure or facilities, may generate opportunities for:

- creating additional footpath, carpark or reserve space in town centres for commercial licence and lease for kiosks or footpath cafés,
- establishing strategic thoroughfares/pedestrian links
- establishing sites for Pop ups (e.g. ReStart boutique container mall or Q Pop in main street)

**8.5 QPRC Queanbeyan Headquarters concept design (Ref: C1754998; Author: Hansen/Damo) (Continued)**

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Similarly, roads and carparks may be used to leverage commercial redevelopment and improve traffic and pedestrian thoroughfare such as leasing of airspace above carparks to enable commercial developments or establishing park and ride stations with 'convenience' developments such as child care centres.

***Environmental***

The redevelopment will be subject to Development Approval. The concept design phase will prepare the development application. The application will be lodged early in the detail design phase.

***Sustainability***

The project will comply with *Sustainable Design Strategy for Council Buildings*, QCC 2013 which requires Council infrastructure with a cost of over \$2M to achieve a minimum 5 star sustainability rating.

***Asset***

The old administration building, along with Senior Citizens Centre, Home and Community Care (HACC) building and Queanbeyan FM will be demolished as part of the redevelopment. The users of these buildings will need to be accommodated elsewhere, either permanently, or temporarily. Discussions have commenced with those users.

Major Council infrastructure assets are located within the planned redevelopment site. The large stormwater main that traverses the site will be retained and protected during the works.

Pending community feedback on the CBD Transformation and Masterplan engagement process, it is anticipated public domain such as a 'town square' may be constructed in the area around the QHQ and Q Theatre. It is envisaged basement carparking would be constructed beneath that public domain.

***Social / Cultural***

The redevelopment of the old administration building will be a key facilitator for assisting to achieve the vision of transforming the Queanbeyan CBD. Relocating council staff into one building will release a number of smaller council owned buildings for sale. These smaller buildings are intended to be redeveloped into mixed use commercial and residential buildings. These new buildings will bring both residents and workers into Queanbeyan and the CBD.

One of the primary ambitions of the QCBD transformation is the activation of the streets and increasing pedestrian access and movements through the CBD. This project, along with improvements to public spaces adjacent to the site will improve the public amenity and assist to create a civic feel to the area.

**8.5 QPRC Queanbeyan Headquarters concept design (Ref: C1754998; Author: Hansen/Damo) (Continued)**

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***Economic***

The vision for the new QHQ building includes a smart hub area which will be available to the public and staff from other organisations. It will provide work spaces and meeting rooms in a flexible environments with high speed internet. It is intended to be attractive to people who reside in Queanbeyan and work in Canberra or further afield to utilise the smart hub space rather than commuting to Canberra or elsewhere every day.

***Strategic***

There are number of planning control documents that will govern the design for the site. These include: Queanbeyan Local Environmental Plan (QLEP) 2012 and Queanbeyan Development Control Plan (DCP) 2012.

It is envisaged the design for the project will seek to modify the Queanbeyan DCP for the specific site in relation to the required setbacks.

***Engagement***

The program for development of the concept design includes a period of community consultation prior to the final concept design being delivered. It is planned that the draft concept design goes on public exhibition for a period of 28 days to inform the community of the planned development.

Engagement with Council's own staff will be critical in the success of the project. It is envisaged that approximately 150 Queanbeyan-based staff will be relocated into the building, along with the Mayor and General Manager's offices and Council Chambers. The work space will need to cater for various divisions which will each have differing desires and needs for their areas.

***Financial***

A project budget for the concept design phase should be \$700,000 which includes the design fee for the base scope of work, plus additional investigation works to be managed by Council.

Estimations at this concept design stage are the building will cost in the order of \$35M not including design fees, approvals and contingency. At this early stage of the design process, the total cost of the project is estimate at \$40 - \$45M.

This early level project estimate include a high level of contingency due the incomplete nature of the design at this stage (\$7M). It is expected that value management during the design phases will reduce the expected project cost closer to \$35M. As reported previously, servicing the debt the project would be largely offset by lease income from tenancies.

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>	<b>Amount</b>
P52_5	Capital	General	\$ 700,000

**8.5 QPRC Queanbeyan Headquarters concept design (Ref: C1754998; Author: Hansen/Damo) (Continued)**

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***Resources (including staff)***

The project will have several key teams to deliver the final outcome. These will include a Council project team, concept design team, detail design and construction team and move-in team. It is likely an external project manager will be engaged to oversee the design and construct process for Council.

***Integrated Plan***

Councils Operational Plan 2016-2017 identifies the redevelopment of the main administration building in its Capital Works Program funded from Reserves with a budget of \$5.5M. These funds will be reassigned to the fitout of the Council occupied sections of the building.

**Conclusion**

Council has sought open submissions from suitably qualified designers to prepare concept designs for the redevelopment of Council's administration building. Nine submissions were received. Following an evaluation process, the submissions were short listed to two. Presentations were made by both firms. The evaluation committee made their final evaluation and recommended Tenderer 2 to prepare the concept design for the redevelopment of Council's administration building.

**Attachments**

Attachment 1 Tender No.Q02/2017 - QHQ Concept Design Tender Evaluation Report Assessment (*Under Separate Cover*) - **CONFIDENTIAL**





## DETERMINATION REPORTS

**8.6 Report on Audit, Risk and Improvement Committee (Ref: C1740603; Author: Warne/Bozzato)**

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**Summary**

This report provides Council with an update on the outcomes of the 18 February 2017 meeting of the Audit, Risk and Improvement Committee.

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**Recommendation**

**That Council note the outcomes of the 16 February meeting of the Audit, Risk and Improvement Committee.**

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**Background**

The fourth meeting of the Queanbeyan-Palerang Regional Council Audit, Risk and Improvement Committee was held on 16 February 2017. The Committee considered papers dealing with:

- the business continuity and disaster recovery frameworks implemented by the two predecessor councils, along with the proposed methodology for developing and implementing an integrated and aligned framework for QPRC
- Council's delegation framework, including practices and systems for managing the making, revision and exercise of delegations, including the delegations database
- Council's progress in implementing the Transition Plan
- Council's practices for ensuring compliance with Part 3 Division 5 of the Government Information (Public Access) Act 2009, 'Government contracts with private sector'.

The Committee was provided with a progress report on delivery of the 2016/17 Internal Audit Plan, and considered the audit report 'Transition Activities – phase one'. Additionally, the Committee agreed that an audit of Council's payroll systems would be undertaken.

The Committee considered:

- the draft 2015/16 financial statements for the former Palerang Councils, and discussed their role in providing assurance in relation to Council's 2016/17 statements
- papers on the standing agenda items, outstanding audit recommendations and actions arising from previous meetings.

Draft minutes for the meeting are included as attachment 1.

**8.6 Report on Audit, Risk and Improvement Committee (Ref: C1740603; Author: Warne/Bozzato) (Continued)**

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**Implications**

***Legal***

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

**Attachments**

Attachment 1      16 February 2017 - Audit Committee - Minutes (*Under Separate Cover*)

## DETERMINATION REPORTS

**8.7 Family Day Care Staffing (Ref: C1745394; Author: Spyve/Manser)**

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**Summary**

Changes to the national regulations governing Family Day Care services in Australia that come into effect on 1 October 2017 will mean that the Queanbeyan Family Day Care Service will need to increase its core staffing hours. The new regulation will mandate an educator to staff ratio of no more than 1:25. In order to meet this new regulation and enable to scheme to continue to recruit new educators a new PPT Child Development Officer position needs to be created. Recruitment to this position in April 2017 will address known staffing shortages that will arise in May, June and July 2017 due to scheduled long service leave of the Nominated Supervisor of the service. This new position and commencement in April 2017 will be fully funded by user fees within the cost centre budget.

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**Recommendation**

**That Council create a new Permanent Part Time Child Development Officer position at Grade 9 for 30 Hours per week, taking effect from April 2017.**

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**Background**

Changes to the national regulations governing Family Day Care services in Australia that come into effect on 1 October 2017 will mean that the Queanbeyan Family Day Care Service will need to increase its core staffing hours. The new regulation will mandate an educator to staff ratio of no more than 1:25. This is based on the 1 staff being 1 FTE at 38hrs/week. Our Child Development Officer role is equivalent to what the national regulations call "Family Day Care coordinator".

**Mandating a ratio of Family Day Care coordinators to educators**

Require approved providers of Family Day Care services to ensure a minimum Family Day Care coordinator to educator ratio of:

1:15 for the first 12 months of operation and at any other time at the discretion of the regulatory authority

**1:25 after the first 12 months of operation**

New penalties will apply to approved providers for breaches of minimum ratios.

This means that for the current number of educators (41) we will need a staff ratio of 1.65 FTE. Currently our staffing is 1.35 FTE. Based on our current number of educators, Council will need to increase our CDO staffing by 11.5 hours per week. This minimum increase would not enable us to recruit further educators.

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

The change to the staffing allocation for the Family Day Care Scheme is required to enable the scheme to meet the regulatory requirements for the ongoing licensing and operation of the scheme. Failure to increase the staffing levels to meet the new staff to educator ratios stipulated in the National Regulations would expose Council to the risk of fines and mean the scheme would be deregistered and unable to operate.

**8.7 Family Day Care Staffing (Ref: C1745394; Author: Spyve/Manser) (Continued)*****Economic***

Maintenance of the Queanbeyan Family Day Care Scheme offers families access to affordable childcare and offers members of the community an employment opportunity.

***Resources***

Council have recently been granted approval by the regulator to recruit 12 educators from the ACT, based on the business case that the Queanbeyan FDC Service needs more educators for the service to be financially viable and sustainable in the future. To service this 12 additional educators in accordance with the national regulations would require an additional 0.5 FTE.

**Table 1. Impact of New Staff to Educator Ratios on FTE Requirements**

Number of Educators	Current FTE	FTE Required to meet new regulation	Increase in FTE required to comply	Additional Hours required / week
41 (Current)	1.35	1.65	0.3	11.5
53	1.35	2.12	0.77	29
55	1.35	2.20	0.85	32.3

At the bare minimum we will need to increase our CDO hours by 11.5 hrs/week. This is on its own is not a viable option. Recruiting a suitably trained individual would be difficult at 11.5 hrs/week.

It is proposed to increase the staffing allocation by 0.8 FTE (30 hrs/week) to accommodate this new regulation and enable the scheme to continue to recruit new educators. This additional 0.8 FTE will enable the Queanbeyan FDC Service to comply with the new regulation on the ratio of FDC staff to educators, and to continue to recruit new educators from both Queanbeyan and the ACT.

The introduction of higher fees for users of the service and significant operational savings has meant that operation of the scheme is not being subsidised by Council in the current or future financial years. Significant operational cost savings over recent years by the FDC Coordination Unit means that the in the current financial year the cost centre is running approximately \$10,000 under budget. Any remaining deficit for the 2016/2017 financial year will be covered from funds held in reserve from previous years of surplus. These reserve funds have been used over the last 3 financial years to cover budget shortfalls due to the staged introduction of higher user fees. The 2017/2018 financial year will be the first year that the income from user fees will cover the full operational costs of the service.

The inclusion of this position in the staffing costs for the 2017/2018 financial year results in a projected operating surplus of approximately \$9,000. This indicates that the service is able to support the increase in the staffing based on current educator levels. As this cost centre is funded by fees charged to educators and families using the service, not from rate payer revenue, the use of any surplus funds to support the ongoing viability and the quality of service provided by the FDC Coordination Unit is justified.

It is proposed that this new position be created and recruited in April 2017. This will enable the new recruit to cover known staffing shortages that will arise in May, June and July 2017 due to scheduled long service leave of the Nominated Supervisor of the service. This will also enable the recruitment to be conducted concurrently with an existing vacancy for one of the existing Child Development Officer positions.

**8.7 Family Day Care Staffing (Ref: C1745394; Author: Spyve/Manser) (Continued)**

The commencement of this position in April/May 2017, with recruitment to be conducted in April 2017, will result in a cost of approximately \$9,000 in the 2016/2017 financial year. This amount can be covered by existing operational savings and funds held in reserve if required. This means it will have no net cost to Council for the 2016/2017 or 2017/2018 financial years.

***Financial***

The creation of a new PPT Child Development Officer position would cost \$52,826 pa, which represents 30 hrs per week at Grade 9. This cost is able to be covered within the existing cost centre budget for both the 2016/2017 and 2017/2018 financial years based on current educator levels. An increase in the number of educators would result in a larger income to the service and mean the position is financially viable on an ongoing basis.

Cost Centre	Expense Type	Funding source	Amount
10.3010	Employee Salaries and Allowances.	Cost Centre budget – covered by user fees	\$ 9,000 – 2016/2017
			53,000 – 2017/2018

**Conclusion**

Changes to the national regulations governing Family Day Care services in Australia that come into effect on 1 October 2017 will mean that the Queanbeyan Family Day Care Service will need to increase its core staffing hours. It is proposed to create an additional part time position of 30 hours per week to enable the scheme to meet the new ratio and continue to recruit new educators. This new position can be fully funded by user fees and does not need to be funded from Council revenue outside the service. . Recruitment to this position in April 2017 will enable the new recruit to cover known staffing shortages that will arise in May, June and July 2017 due to scheduled long service leave of the Nominated Supervisor of the service.

**Attachments**

Nil



## DETERMINATION REPORTS

**8.8 Land Classifications - Lot 576 DP 1223479 Googong and Lot 375 DP 1221669 Googong (Ref: C1713274; Author: Gibson/Warne)**

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**Summary**

Section 31(2) of the *Local Government Act* states that “Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community land or operational land.” This report proposes classifying Lot 375 DP 1221669 (17 Leon Street, Googong) and Lot 576 DP 1223479 (29 Connolly Street, Googong) as community land.

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**Recommendation**

**That Council in accordance with Section 31(2) of the *Local Government Act 1993 (NSW)*, resolve that the following properties be classified as “Community Land” -**

- 1. Lot 375 DP 1221669 (17 Leon Street, Googong); and**
  - 2. Lot 576 DP 1223479 (29 Connolly Street, Googong).**
- 

**Background**

On 18 January 2017 ownership of Lot 576 DP 122379 (29 Connolly Street, Googong) was transferred to the Council, and on 19 January 2017 ownership of Lot 375 DP 1221669 (17 Leon Street, Googong) was transferred to the Council. Both properties are drainage reserves dedicated to the Council under the Googong Voluntary Planning Agreement (refer diagrams on Pages 2 & 3).

Council can classify the land as either “operational land” or “community land”. The properties are intended as public reserves and should be used for community purposes. It is therefore recommended that the classification “community land” be adopted, in accordance with the *Local Government Act*.

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

Section 31(2) of the *Local Government Act* states that “Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community land or operational land.”

**Conclusion**

It is appropriate that Council resolve to classify both properties as “community land”.

8.8 Land Classifications - Lot 576 DP 1223479 Googong and Lot 375 DP 1221669 Googong (Ref: C1713274; Author: Gibson/Warne) (Continued)

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Lot 375 DP 1221669 (17 Leon Street, Googong)





8.8 Land Classifications - Lot 576 DP 1223479 Googong and Lot 375 DP 1221669 Googong (Ref: C1713274; Author: Gibson/Warne) (Continued)

Lot 576 DP 1223479 (29 Connolly Street, Googong)



**Legend**

-  Spatial DBO roads
-  29 Connolly Street
-  Lot Boundaries

**Attachments**

Nil



## DETERMINATION REPORTS

**8.9 Land Classification - Lot 536 DP 8708 (71 London Road) Queanbeyan (Ref: C1752169; Author: Gibson/Warne)**

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**Summary**

Section 31(2) of the Local Government Act states that “*Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community land operational land.*” This report proposes to classify Lot 536 DP 8708 (71 London Road, Mt Jerrabomberra) Queanbeyan as community land.

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**Recommendation**

**That Council in accordance with Section 31(2) of the Local Government Act 1993 (NSW) resolve that Lot 536 DP 8708 (71 London Road, Mt Jerrabomberra) be classified as “Community Land”.**

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**Background**

Pursuant to Council Resolution No. 207/16 dated 28 September 2016, Council published notification in NSW Government Gazette No. 81 on 07 October 2016 that the land would vest in the Council pursuant to *Sections 50(1) and 50(4) of the Local Government Act*. This is land that was originally held in the name of the developer, Canberra Freeholds, however the land had been declared as a public reserve but was never transferred to the Council.

The land has now vested in the Council and was formally registered in Council's name on 25 February 2017.

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

Section 31(2) of the Local Government Act stated that “*Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community or operational land*”.

**Conclusion**

It is appropriate that Council resolve to classify this property as “community land”.

**Attachments**

Nil



## DETERMINATION REPORTS

**8.10 Road Closure Greenway Establishment Wamboin (Ref: C1731867; Author: Gibson/Warne)**

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**Summary**

The Wamboin Community Association supports the creation of a “greenway” link between existing greenways in the Wamboin area, by undertaking a land swap being the resumption of part of the northern boundary areas of Lot 4 DP 773482 and Lot 28 DP2644413 and the closure and transfer of an existing unused government road on adjoining properties.

The owner of Lot 4 currently has a licence to use the unused road that transverses their land and has applied to NSW Crown Lands to acquire the road reserve. The Council has been requested to advise its position in respect of the proposal.

No common ground can be found in respect of the parties and it is suggested that the Council support the current status quo, being that the existing road reserve not be closed and sold and the road reserve continue to be licenced to the owner of lot 4 for their use. In addition, if in the future, there is a change of circumstances, then the greenway proposal and land swap can be revisited.

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**Recommendation**

That:

- 1. Council support the current status quo being that the existing road reserve not be closed and sold and the road reserve continue to be licenced to the owner of lot 4 DP773482 for their use.**
  - 2. if in the future there is a change of circumstances, then the greenway proposal and land swap can be revisited.**
  - 3. that NSW Crown Lands, the property owners and the Wamboin Community Association be advised of this position.**
- 

**Background**

A request has been received from the Wamboin Community Association to support it achieving a land swap to enable it to enhance the greenway network in the area. The greenways are a valuable community asset and the expansion and connectivity is important to a wide range of users in the Wamboin and Bywong Communities. The QPRC S355 committee is currently preparing a master plan for the greenways which will seek to identify current and future greenway links and make recommendations to QPRC for the network.

The Association has requested that QPRC make representation to the Crown Lands to support opportunities to create a greenway route to the north of Lot 4 DP773482 and Lot 28 DP264413.

The underlisted plan shows the proposed greenway route and the existing unused road off Weeroona Drive that is currently licenced to the property owner.

8.10 Road Closure Greenway Establishment Wamboin (Ref: C1731867; Author: Gibson/Warne) (Continued)

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The Association's objective is to maximise connections between existing greenways in order to optimise horse riding and walking opportunities in the area.

There is community support for the exchange whereby the Wamboin Community Association has indicated that they would fund the survey work and the Greenways Committee would undertake the fencing and arrange plantings with the local Landcare group.

Further the owner of Lot 4 DP 773482 has a licence to use the unmade road through that property and has applied to Crown Lands to have the road closed and permanently transferred to their ownership.

The Council has written to the two affected property owners regarding the proposal and to date only one response has been received objecting to the proposal. A copy has been provided under separate cover.

At the time of writing this report no response has been received from the owner of Lot 28 DP264413.

The Wamboin Community Association supports a proposal that is opposed by the principal affected land owners. There is an option that the existing road reserve be pursued as the "greenway" option, but this proposal would effectively divide Lot 4 and would be vigorously opposed by the property owners.

**8.10 Road Closure Greenway Establishment Wamboin (Ref: C1731867; Author: Gibson/Warne) (Continued)**

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**Implications**

***Legal***

In order to progress the "land swap" proposal the consent of the property owners is required to agree to the resumption of the land to create the greenway extension. Further, the Council's input to the application to acquire the unused road by the owners of lot 4 is needed. Ultimately, it will be Crown Lands decision as to whether the road is closed and sold to the adjoining land owner.

***Policy***

There is no Council policy position in respect of this type of situation and consideration is on a case by case basis.

***Engagement***

The Council has made representations to the affected property owners and one response has been provided.

***Financial***

If the Council supported the Wamboin Community Association proposal it is expected that it would need to take the lead to broker the land swap and there would be some legal and process costs associated with this proposal. A budget of \$10K is suggested. This amount would need to be funded as part of the I P & R process.

Program Code	Expense Type	Funding source	Amount
		General Funds	\$ 10K

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***Resources (including staff)***

Significant staff time would need to be allocated to facilitate the land swap. This will prove difficult if the parties are not in agreement.

**Conclusion**

The proposal by the Wamboin Community Association has merit but is unlikely to be progressed without the support of the property owners. If the application by the owner of Lot 4 to close and acquire the existing unused road reserve is successful, it would be preclude the idea of the Greenway link in the future.

It is considered that the best course of action for the time being would be for the Council to support the current status quo, being that the existing road reserve not be closed and the sold and the road reserve continue to be licenced to the owner of lot 4 for their use. If in the future, there is a change of circumstances, then the greenway proposal and land swap can be revisited.

**Attachments**

Nil





## DETERMINATION REPORTS

**8.11 Road Construction Bond - Copperfield Place (Ref: C1724237; Author: Gibson/Warne)****Summary**

The Council has received a request that a \$20,000 bank guarantee for road works be forfeited and the Council use these funds to undertake road works required by the guarantee. It is proposed that the Council agree to the request.

**Recommendation**

**That the Bank Guarantee for \$20,000 held by the Council for road works associated with DP 808393, 15 Copperfield Place Jerrabomberra be exercised and the Council undertake road improvement works to this value.**

**Background**

In 2005, the then Queanbeyan City Council approved a subdivision of land off old Cooma Road, but with access being from Copperfield Place Jerrabomberra. A requirement of the approval was amongst other things that a \$20,000 Bank Guarantee be provided to ensure that the road construction works were undertaken.

The section of road is shown hereunder:



The road has been legally declared and is part of a crown road reserve, the majority of which is unconstructed. A rudimentary gravel road has been established to provide access to 15 Copperfield Place, Jerrabomberra. Land on either side of the road reserve is owned by the Council.

**8.11 Road Construction Bond - Copperfield Place (Ref: C1724237; Author: Gibson/Warne) (Continued)**

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In summary, these works have never been completed despite attempts by the Council to require to have the work undertaken. The property owner has now requested that the Bank Guarantee be forfeited and the Council use the funds to effect the construction works.

If the Council agrees to this proposal, it will need to undertake improvement works to the road in accordance with the provided budget (\$20K). It should be noted these works may not be to the standard that was originally determined. The road only serves one property and a road to a lesser standard that originally prescribed is appropriate.

The finalisation of this matter will clear up a decade old issue.

**Implications**

***Legal***

Once the bond is exercised, the Council will be legally responsible for the up keep of the road.

***Asset***

The road will need to be recognised as a Council asset, and capitalised.

***Financial***

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>	<b>Amount</b>
		Forfeiture of Bank Guarantee	\$ 20,000

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***Resources (including staff)***

Council resources will be employed to the extent of the budget to upgrade the existing road and drainage.

**Conclusion**

It is appropriate to now exercise the Bank Guarantee and to undertake the required road works.

**Attachments**

Nil

## DETERMINATION REPORTS

**8.12 Tenure Arrangements Men's Shed (Ref: C1729168; Author: Gibson/Warne)**

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**Summary**

The Council has been approached by the Queanbeyan Men's Shed group to provide some surety of tenure for the facility.

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**Recommendation****That**

- 1. Council note the report**
  - 2. the Men's Shed be advised that its tenure of the current facility is supported for the short term but the activity will need to be relocated in the longer term**
  - 3. Council make provision in its waste and property plans to relocate the Men's Shed at the appropriate time.**
- 

**Background**

An approach has been received from the Queanbeyan Men's Shed group to provide some surety of tenure for the facility. The group has had usage of the large shed facility at the WAMI – green waste management facility for many years and would like to "lock in" a long term tenancy in order that they can make some improvements to the facility.

A meeting was held with representatives of the group in February, together with Council staff involved in the operation of the WAMI.

It was advised that as part of the Council's long term planning, it was expected that in the medium term the WAMI would outgrow the current site and an alternative would need to be located that catered for a wide variety of green waste and recyclables. Studies and investigations would need to be undertaken, but it was expected that once a transfer to a new site was undertaken that the WAMI site would be placed on the market for a potential industrial use.

At that time an alternative venue would need to be found for the Men's Shed.

The representatives were appreciative of the Council's position and requested that their needs be explored in any planning for the relocation. Options include a specific purpose venue that suited their needs or at a larger site a shed could be provided to enable ready access to recyclable materials.

It is not anticipated the Men's shed will need to be relocated from the WAMI site in the short term.

Accordingly, an assurance has been requested from the Council that in future planning, recognition of the needs of the Men's shed will be considered.

8.12 Tenure Arrangements Men's Shed (Ref: C1729168; Author: Gibson/Warne)  
(Continued)

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**Implications**

***Legal***

There are no legal implications and the current tenancy is at the will of the Council. The land is classified as "community land" in accordance with the *Local Government Act 1993*; accordingly, if a lease or licence agreement was entered into it would need to meet Act requirements.

At this point such an arrangement is not needed.

***Environmental & Sustainability***

The WAMI is an integral part of the waste minimisation strategy for the Council and its future and possible relocation will need to be extensively researched, planned and investigated in order that the right property is acquired and appropriate approvals obtained.

**Conclusion**

The meeting with the Men's Shed provided perspective regarding its future. In its medium to long term planning the Council will need to consider the relocation of the WAMI and the Men's Shed to a new facility.

**Attachments**

Nil

## DETERMINATION REPORTS

## 8.13 Roads Act Declaration (Ref: C1754125; Author: Gibson/Warne)

**Summary**

It is proposed that Council land be dedicated as road reserve for the purposes of the Ellerton Drive Extension (EDE) road corridor.

The action proposed is a formality and should be undertaken.

**Recommendation**

**That in accordance with S 10 of the *Roads Act 1993*, Council dedicate lot 668 DP15764 as public road and this decision be published in the NSW Government Gazette.**

**Background**

In February 2015 the land held in the Curtis Estate in the name of the original subdivider and designated as reserve for "Public Garden and Recreation Space" was published in the NSW Government Gazette. This action vested the land in ownership of the Council in accordance with S 50 of the *Local Government Act 1993*.

One of these lots (outlined in red), being Lot 668 DP15764 is located upon the road corridor for the Ellerton Drive Extension (EDE) as shown below:



In accordance with S 10 of the *Roads Act 1993* a Council may:

- (1) by notice published in the Gazette, dedicate any land held by it (including land acquired by it under Division 1 of Part 12) as a public road.
- (2) On the publication of the notice, the land is dedicated as a public road.

**8.13 Roads Act Declaration (Ref: C1754125; Author: Gibson/Warne) (Continued)**

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Whilst there are no issues with the ownership of the land it is now appropriate that this land be dedicated as public road as it is located upon the road corridor and is now required for that purpose.

The land that has been acquired from Cannchar Pty Ltd under the *Land Acquisition (Just Terms Compensation) Act 1991* being the area shown in white has already been dedicated as road reserve as shown in the above diagram.

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

Once the required notice is published in NSW Government Gazette the land will then become dedicated as public road.

***Financial***

The costs of this dedication are minimal and will only involve the cost of advertising and cancellation of the Certificate of Title. These will be covers as part of the project cost.

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>	<b>Amount</b>
		Project cost	\$ 300-500

**Attachments**

Nil

## DETERMINATION REPORTS

**8.14 QPRC Tourism Plan and Tourism Policy (Ref: C1755112; Author: Spyve/Darcy)**

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**Summary**

Presenting a draft Tourism Plan and Tourism Policy, developed to guide tourism investment, promotion and activity in the QPRC LGA and more broadly into the region. Neither of the former Queanbeyan City Council or Palerang Council had a Tourism Plan or Tourism Policy.

The QPRC Tourism Plan provides strategic direction on product development, information services provision, target markets, marketing and strategic planning to help increase visitation to the QPRC region and drive the visitor economy.

The Plan should be considered in context with the ambitions of CBRJO and NSW Destination Network in terms of destination management and marketing in the region.

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**Recommendation****That Council**

- 1. Endorse the draft QPRC Tourism Plan and Tourism Policy; Place the Plan and Policy on exhibition for 28 days; Incorporate actions and consider funding options in the next Delivery Program;**
  - 4. Conduct a review of visitor services across QPRC to develop an effective visitor services strategy.**
- 

**Background**

Neither of the former Queanbeyan City Council or Palerang Council had a Tourism Plan or Tourism Policy in which to strategically plan for tourism investment and activity in their respective LGA. After amalgamation, it became clear that there was community appetite and demand to prepare a strategic plan for Tourism in the new LGA.

An RFQ was prepared resulting in the Destination Marketing Store consultancy being appointed to complete the first ever Tourism Plan for the new LGA. Three community workshops were conducted in Queanbeyan, Bungendore and Braidwood and an additional eight separate smaller group consultations were held to draw out the tourism endowments and issues in the LGA.

The QPRC Tourism Plan provides strategic direction on product development, information services provision, target markets, marketing and strategic planning to help increase visitation to the QPRC region and drive the visitor economy.

The Tourism Policy seeks to recognise the tourism contribution in the region's economy and establishes Council's role in promoting and developing tourism in the region.

**8.14 QPRC Tourism Plan and Tourism Policy (Ref: C1755112; Author: Spyve/Darcy)  
(Continued)**

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**Implications*****Policy***

A new Tourism Policy is presented with this Report for endorsement.

***Strategic***

The Tourism Plan will assist QPRC proactively positioning the region and contribute to the development activities of:

- Canberra Region Tablelands and the Canberra Region Joint Organisation (CBRJO);
- Southern NSW Destination Network, which is currently being established and will be tasked with developing a Destination Management Plan for the broader region during 2017.
- Draft South East and Tablelands Regional Plan (NSW Planning and Environment); and
- Regional Development Framework – Making it Happen in the Regions (NSW Department of Industry).

In many respects, the vision and narrative behind the new QPRC brand is reflected in the Tourism Plan. Further, the commentary gathered from stakeholders on the role they seek Council to play, may assist setting the vision for the new Community Strategic Plan.

The Tourism Plan will be nested with the proposed Economic Development Strategy for QPRC (under development) and the Canberra Region Economic Development Strategy scheduled later this year.

***Social / Cultural***

This Tourism Plan and Tourism Policy will assist the amalgamation of the former Queanbeyan City Council and the Palerang Council by identifying the opportunities for greater collaboration to strengthen the economic and social benefits and maximise the potential of the region. The Tourism Plan presents strategies to maximise the cultural and heritage values of the region whilst recognising the social and cultural values of the region.

***Economic***

There is a strong demand in the community for some structured strategic planning of tourism in the QPRC LGA. Bungendore and Braidwood in particular have significant tourism potential and a current strong base of businesses who participate in and rely on this industry, and smaller villages like Captains Flat and Majors Creek could also benefit from strategic tourism product development.

The amalgamation has presented a great opportunity to provide a united vision and strategic direction to the growth of the visitor economy and encourage economic development and attract investment.



**8.14 QPRC Tourism Plan and Tourism Policy (Ref: C1755112; Author: Spyve/Darcy)  
(Continued)**

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The Tourism Plan recognises the strengths of the region and seeks to make greater use of its assets to enable a vibrant visitor economy where:

- The overall tourism mix is supported by other industry sectors, from renewable energy through to agriculture and produce, food and wine and arts and culture
- Urban renewal and planning support, maintain and improve the essence of the destination
- Regional dispersal across the region can be enhanced by identifying experiences that differentiate each of the villages and their offering, as well as identify experiences that strengthen the connectivity of the region
- Growth in nature tourism is leveraged through experiences such as cycling and other recreational activities such as walking, which will also deliver benefits to our community

Partnerships with organisations such as Visit Canberra are enhanced to leverage marketing activities so that the region becomes a stronger part of the Canberra and Tablelands story.

While the Tourism Plan only represents one aspect of QPRC's broad approach to economic development, it offers a clear roadmap to grow the visitor economy, with implementation success reliant on strong relationships and our capacity to work collaboratively with a wide range of stakeholders as well as the communities and businesses of the region.

***Local Representation Committee – Feedback***

A workshop was held with the LRC to provide input into the Tourism Plan initial development. This was followed by a presentation of the draft Tourism Plan in which further feedback was received and incorporated into the final version attached.

***Engagement***

Community Consultation workshops were held in Queanbeyan, Bungendore and Braidwood. Additional small group consultations were held with Visit Canberra, Ngambri Land Council, Pedal Power ACT, Molonglo Rail Trail, Monaro Rail Trail, Regional Development Australia (ACT), Food and Wine industry representatives and Braidwood and Villages Tourism Association. Issues raised are included in the Tourism Plan attached.

***Financial***

The Tourism Policy recognises a financial commitment by QPRC to tourism is necessary to realise the potential benefits to the region from this industry.

The Tourism Plan contains recommendations and strategies and provides an Action Plan for its staged implementation. This will potentially have an impact on Council operational and capital budget dependant on the level of commitment to implement the Action Plan.

Council may consider future funding sources to meet this commitment including through a future special rate variation and actively seeking government funding and grants.

**8.14 QPRC Tourism Plan and Tourism Policy (Ref: C1755112; Author: Spyve/Darcy)  
(Continued)**

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***Resources (including staff)***

Currently QPRC supports tourism through the allocation of dedicated staff resources to the Queanbeyan Visitor Centre. Further Council staff resources would be significantly beneficial to implement the Tourism Plan and drive tourism growth in the visitor economy. The shift to the Transition Organisation Structure may present an opportunity to address this prospect.

The Braidwood and Villages Tourism Association has also expressed a strong desire for Council to assume responsibility of visitor information services in Braidwood. This service is currently provided by community volunteers and managed by the Braidwood and Villages Tourism Association who have expressed that this arrangement is not sustainable due to volunteer fatigue and severe shortage of volunteers.

A recommendation in the Tourism Plan is to conduct a review of visitor services across QPRC to develop an effective visitor services strategy to allocate resources to the highest priority needs.

***Integrated Plan***

The Tourism Plan and Tourism Policy support the Queanbeyan City Council Strategic Plan:

- Theme 1 – Image and Influence
- Theme 2 – Business and Industry
- Theme 3 – Culture and Leisure
- Theme 4 – Infrastructure Access and Transport
- Theme 5 – The Community

The Tourism Plan and Tourism Policy support key focus areas in the Palerang Community Strategic Plan:

- Key Focus Area 2 – the Economy
- Key Focus Area 3 – Community and Culture
- Key Focus Area 4 – Recreation and Open Space
- Key Focus Area 5 – Infrastructure and Transport

**Conclusion**

The Tourism Plan provides a united vision and strategic direction for tourism development and to grow the visitor economy. The Tourism Plan recognises that success will come from greater collaboration from within our region and with the surrounding areas.

The Tourism Policy recognises Councils role and commitment to tourism and recognises tourism as one of the sectors that can sustain economic growth and can be further developed, enhanced and expanded through effective leadership and partnership models and that Local Government plays a major role in tourism and is engaged in tourism in many ways.

**Attachments**

- Attachment 1      Tourism Plan (*Under Separate Cover*)  
Attachment 2      Tourism Policy (*Under Separate Cover*)

## DETERMINATION REPORTS

**8.15 Draft Sponsorship, Grants and Loans Policy (Ref: C1752227; Author: Spyve/Spyve)**

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**Summary**

Councils may provide sponsorship, grants and but must ensure that the provision of such does not compromise or question the integrity of Council operations or its corporate reputation. A draft Sponsorship, Grants & Loans Policy has been developed to set out the principles and procedures for the acceptance and granting of sponsorships, grants and loans. This draft policy should be placed on public exhibition to seek community comment on its provisions.

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**Recommendation****That Council**

- 1. Note the Draft Sponsorship, Grants & Loans Policy,**
  - 2. Place the draft policy on public exhibition for the statutory period of 28 days seeking public comment on its provisions, and**
  - 3. Report back to Council post the exhibition period for final adoption**
- 

**Background**

The provision of sponsorship, grants and loans can be advantageous for all parties. However, Council must ensure that the provision of such does not compromise or question the integrity of Council operations or its corporate reputation.

Sponsorship in particular must be managed carefully as it is a commercial arrangement in which a sponsor provides a contribution in money or in-kind to support an activity for a certain specified benefit. Such a relationship potentially has risks and Council must ensure that proper processes are followed and that its reputation is maintained and/enhanced from such relationships. Also, it must ensure that such sponsorships do not impact upon Council's activity base, particularly in respect of regulation.

Accordingly, a Sponsorship, Grants & Loans Policy has been developed which sets out the principles underpinning Council's management of sponsorships as well as defining what Council will consider as an 'unsuitable' proposal versus a 'suitable' one.

The policy also sets out the principles underpinning Council's Grants and Loans programs. These principles are based around:

- Servicing our community
- Sustainability and capacity building
- Inclusion
- Collaboration and Partnerships
- Equity, and
- Responsiveness

Council currently provides a grants program based around three schemes consisting of:

1. The Sport Assistance Scheme
2. The Cultural Arts Assistance Scheme, and
3. A General Donation Scheme

**8.15 Draft Sponsorship, Grants and Loans Policy (Ref: C1752227; Author: Spyve/Spyve)  
(Continued)**

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Council also acts as the Local Committee Convenor of the ClubGRANTS scheme which is provided by Clubs within NSW.

The policy recognises that occasionally Council may provide loans to community organisations which have facilities on Council owned or controlled property. These loans are principally to assist these community organisations in obtaining other external funding to undertake specific projects.

The policy sets out the provisions on how Council will manage sponsorships, grants and loans. The policy needs to be placed on public exhibition for 28 days to seek community comment on its provisions. Once the exhibition period has been completed a report will be brought back to Council integrating any public comment and seeking Council's final adoption of the policy.

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

Having in place a policy relating to sponsorships, grants and loans provides clarity as to Council's responsibilities and also how Council will deal with these proposals/requests.

The development of such a policy is important in respect of ensuring probity and the maintenance of corporate reputation pertaining to sponsorships, grants and loans.

***Engagement***

The draft policy is being placed on public exhibition for 28 days to seek community feedback on its provisions.

**Conclusion**

Queanbeyan-Palerang Regional Council needs to have in place a policy setting out how it will deal with sponsorships, grants and loans. Having such a policy in place establishes a framework to ensure the good management of sponsorships, grants and loans. This policy will guide the private sector, community organisations and Council staff in how to deal with sponsorship, grant and loans issues to ensure probity, transparency and good risk management.

**Attachments**

Attachment 1      Draft Sponsorship Grants and Loans Policy April 2017 (*Under Separate Cover*)

## DETERMINATION REPORTS

**8.16 Miscellaneous Policies relating to Council's Governance (Ref: C1752240; Author: Spyve/Spyve)**

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**Summary**

The newly merged councils are now moving into the phase to prepare for the return of the body politic at the September 2017 local government elections. One of the key aspects of preparing for the return of the councillors is to ensure that the new council has in place strong and robust governance frameworks to enable councillors to fulfil their strategic role in an open, transparent and ethical manner. These key policies have been developed which will assist with ensuring Queanbeyan-Palerang Council has in place a robust governance framework. These policies are:

- Gifts & Benefits Policy
  - Councillor & Staff Interaction Policy, and
  - Statement of Business Ethics
- 

**Recommendation**

**That Council adopt the Gifts & Benefits Policy, Councillor and Staff Interaction Policy and the Statement of Business Ethics.**

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**Background**

As part of the ongoing implementation of the amalgamation process the Department of Premier and Cabinet has established a Stronger Councils Framework. The Framework is based on five characteristics and a shared vision for what it means to be a strong, vibrant council that delivers for its community. This is based around Strategic Capacity, Outstanding Service Provision, Robust Community Relationships, Strong Performance and Sound Organisational Health. The newly established councils are now moving into the phase to prepare for the return of the body politic at the September 2017 elections. One of the key aspects of preparing for the return of the councillors is to ensure that the new council has in place strong and robust governance frameworks to enable councillors to fulfil their strategic role in an open, transparent and ethical manner.

Several policies have been developed which will assist in ensuring Queanbeyan- Palerang Council has in place a robust governance framework. These policies are:

- Gifts & Benefits Policy
- Councillor & Staff Interaction Policy, and
- Statement of Business Ethics

The key aspects of these policies are as follows:

**1. Gifts & Benefits Policy**

This policy provides guidance for appropriate actions in relation to the offer of gifts, hospitality and benefits. This policy aims to ensure that Council performs its public functions fairly and impartially in accordance with its Code of Conduct. Council Officials (both Councillors, Staff and Delegates) must avoid situations in which the appearance may be created that any person or organisation, through the provision of hospitality and other gifts and benefits of any kind, is securing or attempting to secure favourable treatment from a Council official or Council.

**8.16 Miscellaneous Policies relating to Council's Governance (Ref: C1752240; Author: Spyve/Spyve) (Continued)**

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The policy sets out the obligations of Council Officials in respect of managing gifts and benefits and how they need to be entered into Council's Gift Register. The policy also stresses that Council officials who are involved in exercising regulatory and procurement processes are prohibited under any circumstances of accepting gifts, hospitality and benefits of any kind.

**2. Councillor and Staff Interaction Policy**

A Councillor and Staff Interaction Policy has been developed to provide a framework for Councillors in exercising their civic duties by specifically addressing their ability to interact and receive advice from authorised staff. Again, this policy works in concert with Council's Code of Conduct.

This policy sets out the obligations of Councillors and Staff when they are interacting with each other in their official capacities. In respect of councillors it notes that:

- They cannot direct staff other than via the CEO
- They cannot attempt to influence staff in any public or private forum, and
- They cannot contact staff unless authorised to do so by the CEO

In respect of staff it notes that they are obliged to:

- Give effect to the lawful decisions of the Council whether or not they agree with them or approve of them.
- Ensure that their work is carried out efficiently, effectively and economically

The policy sets out a Schedule of Staff Members whom Councillors are authorised to contact.

**3. Statement of Business Ethics**

The Statement of Business Ethics provides guidance for all sectors of the community when conducting business with Council and explains the mutual obligations and role of all parties. Council officials and staff are required to comply with Council's standards of conduct, procedures and relevant legislation governing ethical behaviour. The same standard is expected of all individuals and organisations that deal with Council to reduce the risk of inappropriate business activities and actual, potential or perceived conflicts of interest occurring.

The Statement notes Councillors, staff and its representatives must maintain the highest standards of conduct and are to abide by the following Key Business Principles:

- Value for money
- Impartiality
- Fairness
- Transparency

Again, the Statement of Business Ethics has close ties to Council's Code of Conduct.

**8.16 Miscellaneous Policies relating to Council's Governance (Ref: C1752240; Author: Spyve/Spyve) (Continued)**

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

Having in place the three policies relating to Gifts & Benefits, Councillor & Staff Interaction and a Statement of Business Ethics sets in place a core of policies which will ensure good governance practice underpins Queanbeyan-Palerang Council's operations. The three policies build upon the requirements set out in QPRC's Code of Conduct and expands on various aspects of good governance practice. This in turn ensures the Councillors, once they return in September 2017, have in place a robust governance framework which will allow them to fulfil their strategic role.

**Conclusion**

Queanbeyan-Palerang Regional Council is setting in place a range of governance policies to ensure it has a robust governance framework in place in preparation for the return of the Councillors post the September 2017 local government elections.

**Attachments**

- Attachment 1      Gifts & Benefits Policy (*Under Separate Cover*)
- Attachment 2      Councillor & Staff Interaction Policy (*Under Separate Cover*)
- Attachment 3      Statement of Business Ethics (*Under Separate Cover*)





## DETERMINATION REPORTS

**8.17 Queanbeyan-Palerang Regional Council Privacy Policy and Management Plan 2017  
(Ref: C1754062; Author: Tegart/Ferguson)**

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**Summary**

Queanbeyan-Palerang Regional Council (QPRC) collects and records a variety of personal and health information about its ratepayers, residents, customers, Councillors and employees in accordance with legislative requirements. Council must implement measures to manage and protect this information in an appropriate manner.

This report recommends the adoption of the new draft QPRC Privacy Policy and Management Plan 2017, and the rescission of two of the former Councils' documents.

A copy of the adopted policy and management plan must be forwarded to the NSW Privacy Commissioner.

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**Recommendation****That Council:**

- 1. adopt the draft Queanbeyan-Palerang Regional Council Privacy Policy and Management Plan 2017,**
  - 2. provide a copy of the adopted Policy and Management Plan to the Privacy Commissioner, and**
  - 3. rescind the following documents:**
    - a. the former Queanbeyan City Council Privacy Management Policy 2013,**
    - b. the former Palerang Council Privacy Management Plan 2011.**
- 

**Background**

As part of the ongoing review and harmonisation of the policies of the former Queanbeyan City and Palerang Councils, the privacy policies and management plans of the two former Councils have been revised to create a single comprehensive document that meets the requirements of the *NSW Local Government Act 1993*, the *NSW Privacy and Personal Information Protection Act 1998* and the *NSW Health Records and Information Privacy Act 2002*.

The new policy and management plan details how QPRC manages the personal information it collects to ensure that the protection of such information reflects Council's legal obligations. It also outlines internal review procedures to follow if a person wishes to lodge a complaint about the manner in which Council has managed their personal information.

Development of the new policy and management plan has been guided by the NSW Information and Privacy Commission's "Guide to making privacy management plans 2012", particularly in relation to compliance with the Information Protection Principles and the Health Privacy Principles.

**8.17 Queanbeyan-Palerang Regional Council Privacy Policy and Management Plan 2017  
(Ref: C1754062; Author: Tegart/Ferguson) (Continued)**

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**Implications*****Statutory***

The QPRC Privacy Policy and Management Plan has been created to comply with the provisions of s.33 of the *NSW Privacy and Personal Information Protection Act 1998*, which states:

- (1) Each public sector agency must prepare and implement a privacy management plan within 12 months of the commencement of this section.
- (2) The privacy management plan of a public sector agency must include provisions relating to the following:
  - (a) the devising of policies and practices to ensure compliance by the agency with the requirements of this Act or the *Health Records and Information Privacy Act 2002*, if applicable,
  - (b) the dissemination of those policies and practices to persons within the agency,
  - (c) the procedures that the agency proposes to provide in relation to internal review under Part 5,
  - (d) such other matters as are considered relevant by the agency in relation to privacy and the protection of personal information held by the agency.
- (4) An agency may amend its privacy management plan from time to time.
- (5) An agency must provide a copy of its privacy management plan to the Privacy Commissioner as soon as practicable after it is prepared and whenever the plan is amended.
- (6) The regulations may make provision for or with respect to privacy management plans, including exempting certain public sector agencies (or classes of agencies) from the requirements of this section.

The *Health Records and Information Privacy Act 2002* [cl.2(a) above] is applicable to Council because it collects health information about its employees, including but not limited to the following:

- recruitment material
- leave and payroll data
- medical certificates
- workers compensation claims

The attached draft QPRC Privacy Policy and Management Plan rescinds two previous documents as listed in the recommendation.

***Engagement***

Council is not required to publicly exhibit this policy and management plan prior to adoption.

A copy of the adopted policy will be forwarded to the NSW Privacy Commissioner.

**8.17 Queanbeyan-Palerang Regional Council Privacy Policy and Management Plan 2017  
(Ref: C1754062; Author: Tegart/Ferguson) (Continued)**

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**Conclusion**

It is recommended that Council formally adopt the new draft QPRC Privacy Policy and Management Plan 2017 following a review of the former Palerang and Queanbeyan City Councils' privacy policies and management plans. A copy of the adopted policy and management plan will be forwarded to the Privacy Commissioner. Council is asked to rescind two policies of the predecessor Councils, due to their provisions being superseded by the new policy. Council staff will be advised of the new policy and plan.

**Attachments**

Attachment 1      Draft QPRC Privacy Policy and Management Plan 2017 *(Under Separate Cover)*



DETERMINATION REPORTS

8.18 Araluen Area s.355 Committee membership (Ref: C1754132; Author: Tegart/Ferguson)

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**Summary**

Council is requested to approve new members of the Araluen Area s.355 Committee.

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**Recommendation**

**That Council approve the following new members of the Araluen Area s.355 Committee:**

1. **Robin Cavalier (Secretary, Araluen Progress Association),**
  2. **Ron Bateman (community representative).**
- 

**Background**

The Araluen Area s.355 Committee has responsibility to:

- provide a coordinated body, representative of the community and QPRC to give advice and make recommendations to Council on the two cemeteries and waste management, and initially excluding the camping ground;
- assist in the review of Council's current operational management initiatives and provide advice on future actions;
- deal with maintenance and heritage issues at a strategic level.

The membership comprises:

- the Mayor (ex officio)
- one Councillor (LRC member, Paul Cockram)
- Council's General Manager (or nominee)
- Secretary of the Araluen Progress Association
- three community representatives

Ms Cavalier has recently been elected as Secretary of the Araluen Progress Association.

**Implications**

***Statutory***

The s.355 Committee will meet in the near future to provide minutes and recommendations regarding the Recreation Ground toilet block development and the arrangement currently being finalised between the s.355 Committee and the Araluen Recreation Ground Trustees in respect of both the project's working group membership and the management of the Stronger Communities Fund's grant monies.

**Conclusion**

It is recommended that Council approve the new members of the Araluen Area s.355 Committee.

**Attachments**

Nil



DETERMINATION REPORTS

8.19 Les Reardon Reserve s.355 Committee minutes (Ref: C1754144; Author: Tegart/Ferguson)

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**Summary**

The Les Reardon Reserve s.355 Committee has submitted for Council's information the minutes of its Committee meeting held on 21 November 2016, together with the Treasurer's financial statement.

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**Recommendation**

**That Council:**

1. **note the minutes of the meeting of the Les Reardon Reserve s.355 Committee, held on 21 November 2016, and**
  2. **note the Treasurer's financial statement.**
- 

**Implications**

***Statutory***

Section 355 committees are required to submit the minutes of their meetings to Council. Recommendations contained within the minutes may be adopted, amended or not adopted by Council.

The Les Reardon Reserve s.355 Committee has responsibility for the care, control and management of the Reserve at Lot 2, DP264387, 67 Birriwa Rd, Bywong.

**Conclusion**

It is recommended that Council note the minutes of the meeting of the Les Reardon Reserve s.355 Committee held on 21 November 2016, together with the Treasurer's financial statement.

**Attachments**

- |              |                                                                                                                     |
|--------------|---------------------------------------------------------------------------------------------------------------------|
| Attachment 1 | Minutes of the Les Reardon Reserve s.355 Committee meeting held on 21 November 2016 ( <i>Under Separate Cover</i> ) |
| Attachment 2 | Les Reardon Reserve s.355 Committee Treasurer's report ( <i>Under Separate Cover</i> )                              |





DETERMINATION REPORTS

8.20 Royalla Common s.355 Committee minutes (Ref: C1754156; Author: Tegar/Ferguson)

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**Summary**

The Royalla Common s.355 Committee has submitted for Council's information the minutes of its meeting held on 23 January 2017.

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**Recommendation**

**That Council note the minutes of the Royalla Common s.355 Committee's meeting held on 23 January 2017.**

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**Implications**

***Statutory***

Section 355 committees are required to submit the minutes of their meetings to Council. Recommendations contained within the minutes may be adopted, amended or not adopted by Council.

The Royalla Common s.355 Committee has responsibility for the care, control and management of the Royalla Common, including the area known as Elm Grove. This comprises an area of 12.55ha, identified as Lot 33, DP1037260, Parish of Burra.

The Committee also has delegated authority to coordinate arrangements for the construction of an amenities building on the site.

**Conclusion**

It is recommended that Council note the minutes of the Royalla Common s.355 Committee's meeting held on 23 January 2017.

**Attachments**

Attachment 1 Minutes of the Royalla Common s.355 Committee meeting held on 23 January 2017 (*Under Separate Cover*)



**9.1 Q-One Aquatics and Indoor Sports Revenue Update (Ref: C1740565); Author: Spyve/Fulton**

**Report**

This report is to provide Council with a brief update on Q-One Aquatics Queanbeyan and Q-One Indoor Sports.

Both businesses are progressing very well and have experienced growth, when compared to the same period in the previous financial year, in their respective revenue figures.

**Q-One Indoor Sports**

Q-One Indoor Sports, is in its first full year under the new business model. Key areas of improvement:

- The centre had an average of 31.5 junior sport participants per term in the previous financial year, and this financial year has an average of 100 participants per term.
- The centre hosted 20 parties in the previous financial year, and to date this financial year the centre has hosted 75 between July and February.
- The centre had 51 general court hire bookings in the previous financial year, and to date this financial year has had 154 between July and February.
- The centre had an average of 30 adult sports teams per season in the previous financial year, and to date this financial year has had an average of 41 adult sports teams per season.

**Q-One Indoor Sports Revenue Statistics**

<b>Total Income</b>	<b>July 2015 – March 2017</b>	<b>July 2016 – March 2017</b>
Junior Sports:	No Data	\$23,092.45
Adult Sports:	No Data	\$63,693.82
Court Bookings:	No Data	\$6,653.36
Entertainment and Parties:	No Data	\$29,413.80
Kiosk:	No Data	\$2,875.35
<b>TOTAL</b>	<b>\$81,098.65</b>	<b>\$125,728.78</b>

\*Year to date (1 July 2016 – 21 March 2017)

**Q-One Aquatics Queanbeyan**

Q-One Aquatics Queanbeyan has been progressing well this financial year. The staff have seen a number of significant changes in the past 12 months, most notably with a new staffing structure and the additional operation of the three eastern pools.

The staff have consequently been in a period of transition, learning and development. The facility is aging and funds has been placed into rejuvenating core infrastructure and updating the general amenities.

The centre has seen improvements across the majority of its core revenue avenues. Most notably is the improved performance of the swim school.

Management is targeting avenues for increasing general entry numbers and subsequent kiosk sales, with the goal of a more sustainable business model. This summer the team introduced a range of inflatable pool devices, such as the 'Log Runner' and 'Octa-Boats'. The 'Octa-Boats' have proved to be extremely popular with the community collectively hiring them 553 times across the summer season to date.

Whilst these smaller avenues for increasing general entry numbers have been successful, the major focus moving forward will be the re-development of the toddler's pool area. The area is currently underutilised with limited patrons using the space due to it being old, outdated and unattractive.

Management has commenced conversations with various suppliers, of water based playgrounds and splash pads, to ascertain the options we have for re-developing the space. With a budget of \$450k, which has been received from the Stronger Communities Fund, Council will go to tender to have a significant water playground and splash pad space installed. The area could include items such as small water slides, water cannons, dumping buckets and interactive splash zones. This investment would not only see the revitalisation of a much needed area but also serve as a significant attraction within the area.

#### ***Q-One Aquatics Financial Statistics***

<b>Total Income</b>	<b>July 2015 – March 2016</b>	<b>July 2016 – March 2017</b>
Swim School:	\$416,841.08	\$434,017.53
General Entry:	\$271,784.64	\$270,620.11
Lane Hire:	\$31,897.51	\$56,490.92
Merchandise:	\$33,014.67	\$28,713.02
Kiosk:	\$100,307.41	\$107,819.58
<b>TOTAL</b>	<b>\$853,845.21</b>	<b>\$897,661.16</b>

\*Year to date (1 July 2016 – 31 March 2017)

#### **Recommendation**

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

#### **Attachments**

Nil

**9.2 Q-One Eastern Pools - Season Summary (Ref: C1753974); Author: Spyve/Fulton****Report****Background**

This report is to provide Council with a brief overview of the 2016-17 Eastern Pool summer season. The Eastern Pools comprise of Bungendore, Braidwood and Captains Flat pools. Post amalgamation these facilities were transferred into the Community Business Portfolio, for operation by the Q-One Aquatics Team.

Upon inspection of the three pools, in preparation for the summer season, a report was brought to Council seeking urgent WHS and general infrastructure works to be carried out. The reports also recommended that staffing of these rural pools be increased to two life guards per pool, to align with the national guidelines, and requested additional funds to achieve this.

Council resolved on 24 August 2016 to increase the budget by \$131,753 to include \$100,000 of infrastructure and WHS works and \$31,753 in additional staffing. A further resolution of Council on the 7 September 2016, following community consultation and feedback, increased the staffing budget by a further \$44,269 to allow for greater opening hours and season length.

**Patronage:**

The pools experienced extremely pleasing attendance and membership figures, with 757 season membership passes purchased;

- 105 Captains Flat Residents,
- 246 Bungendore Residents,
- 295 Braidwood Residents, and
- 111 from the surrounding towns (Mount Fairy, Wamboin, Bywong, Charleys Forest, Nerriga, Araluen, Mongarlowe, Majors Creek, Bombay, Jinden, Warri, Back Creek, Carwoola and Hoskintown,

**Programs and Services**

To increase the overall financial return of the pools, a kiosk was introduced at each location. The range the kiosk provided was restricted by the space allowed, most notably Captains Flat Kiosk.

To further increase the pools revenue Q-One Aquatics operated the little nippers swim school from Bungendore Pool, and outsourced the swim school operation to Little Champs Swim School in Braidwood.

**Events**

The Q-One Community Businesses ran a Summer Activation Event in January. The event was focused around activating our swimming pools and our community. The event was run on a minimal budget and therefore relied upon creatively leveraging internal resources and maximising external partnerships.

Equipment from across the Community Business portfolio was used; including jumping castles, pool and general sports equipment and an inflatable outdoor movie screen. Council partnered with Coles Queanbeyan and IGA Bungendore and they provided a barbeque and staffing free of charge at each event.

This aquatic service had never been seen in the rural communities before and was extremely well received and attended.

**Revenue and Expenditure:**

Each of these programs and services provided greater levels of revenue. The pools collectively received \$86,098 in revenue, compared with a budgeted revenue target of \$59,000. The staff are extremely pleased with the \$27,000 increase in revenue. A portion of the additional revenue allowed the pools to operate for an additional two weeks, due to the facilities high demand and the hot weather experienced.

The general operating costs were down by \$16,758.50, however, this was balanced with some general operating costs being absorbed in the WHS and infrastructure Project that was over budget by \$21,395.16.

Consequently the overall operation came in \$22,461.97 under the anticipated budget.

**Financial Summary:**

	<b>Budget</b>	<b>Actual</b>
<b>Total Revenue:</b>	\$59,000	\$86,098.63
Expenditure: General Operating	\$375,160.1	\$358,401.6
Expenditure: OH&S Project	\$100,000	\$121,395.16
<b>Total Expenditure:</b>	\$475,160.1	\$479,796.76
Net:	-\$416,160.1	-\$393,698.13

**Future Works Summary:**

The future sustainability and operation of the eastern pools, in particular Braidwood and Captains Flat, will be dependent on the renewal of core infrastructure. The Braidwood Pool was built in 1966 and Captains Flat Pool in 1953. Consequently the pool infrastructure of these two pools has well surpassed its expected service life.

Council has committed \$400K, from the Stronger Communities Fund, towards renewal works.

In addition to these funds, Council staff have also submitted a grant application with the Building Better Regions Fund. If this is successful it would double the available works budget to \$800K.

The real cost of renewal works will not be known until further investigation works are undertaken and underground works commence. Staff are currently building a schedule of works, in a tiered manner that aligns with the levels of funding to be received i.e. \$400k, \$800k and potentially beyond. This schedule will filter the required works into priority categories and timelines for adoption by Council, especially if further funds are required.

In relation to Bungendore Pool the core infrastructure is in a considerably better condition. It is recommended that substantial money not be spent on major renewals at Bungendore Pool until the future location and size can be determined as part of the town's overall plan and sporting infrastructure strategy.

Reports for Braidwood Pool and Captains Flat Pool are attached providing an independent assessment of the core infrastructure.

**Recommendation**

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

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**Attachments**

Attachment 1 Pierre Dragh Engineers Report - Braidwood (*Under Separate Cover*)  
Attachment 2 Pierre Dragh Engineers Report - Captains Flat (*Under Separate Cover*)





COMMITTEE REPORTS

10.1 **Bungendore Town Centre and Environs s355 Committee Minutes - 3 November 2016**  
(Ref: C1744511; Author: Thompson/Robb)

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**Present:** Peter Evans, Alan Longhurst, David MacLaren, Andrew Riley, Mark Schweikert, John Wright.

**Also Present:** Sue Robb, QPRC Planning.

**Others Present:** Nil

The Committee Recommends:

**Apologies:**

R Johnston was noted as an apology.

1. **Confirmation of Report of previous meeting held on 31 August 2016**

**Recommendation** (A Riley/D MacLaren)

**BTCE 7/2016 That the Report of the meeting of the Committee held on 31 August 2016 be confirmed.**

2. **Business Arising**

There was no business arising not covered in other items below.

3. **Outstanding Actions From Previous Meetings**

**3.1 Light Pole Banners (Continuing):**

Council to provide information on installing banners on the central light pole on the roundabout on the Ellendon/Gibraltar St corner. (Ref Resolution 5/2013 of 25 September 2013).

**ACTION:** J Wright to check re Essential Energy position on light pole banners.

**3.2 Town Entry Signs:**

M Schweikert briefed members on funds allocated for new town entry signage to be confirmed in quarterly review. This supersedes the earlier resolution of Palerang Council. It was noted that there would be a public consultation early in the new year.

**10.1 Bungendore Town Centre and Environs s355 Committee Minutes - 3 November 2016  
(Ref: C1744511; Author: Thompson/Robb) (Continued)**

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**3.3 Central Car Park Plans (Continuing):**

There was discussion on the status of planning and detailed design. The impact of the car park contributions on business development in the CBD was discussed.

**ACTION:** J Wright to circulate latest car park plans.

**ACTION:** J Wright to confirm the status of the time limited car park contribution concession and the “catchment” area to which charges apply.

**3.4 Gibraltar Street Tree Planting Costing:**

P Evans provided costing information which was discussed at Item 7.1 below.

**3.5 Grants for Consultancy for Streetscape Projects:**

M Schweikert reported that the opportunity with the Building Better Regions Fund had been overtaken by events. Potential projects were canvassed, particularly progressing enhancements in Gibraltar Street.

**ACTION:** A Longhurst to bring the Gibraltar Street Group/Jennie Curtis plans to the Committee.

**4. Correspondence In / Correspondence Out****Correspondence In:**

Central Car Park: Email 26 September from BCCI.

**Correspondence Out:**

Email to L McIntosh re his submission on access risks to the new supermarket site, advising that he should address the submission to the new QPRC Traffic Committee.

**5. Reports and Discussions****5.1 Bungendore Structure Plan 2016-2046**

Sue Robb briefed the committee on the work being progressed on the Structure Plan. It was noted that the Structure Plan did not have legal standing as a planning instrument but was endorsed by State Government. Members discussed how the Plan might address the limited connectivity and integration within the CBD. S Robb reported that an audit of commercial and industrial property was well advanced and that the information would be helpful in addressing options to improve CBD functioning. It was noted that funding had been obtained to update the Heritage document.

**ACTION:** J Wright will advise the Committee of the components of the Structure Plan.

**ACTION:** S Robb will circulate an A0 plan to aid Committee discussions

**ACTION:** A Riley will advise S Robb of CBD “connectivity” preferences.

**10.1 Bungendore Town Centre and Environs s355 Committee Minutes - 3 November 2016 (Ref: C1744511; Author: Thompson/Robb) (Continued)**

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**5.2 Malbon Street Upgrade**

M Schweikert briefed members on the plans for upgrading Malbon Street between Molonglo and Majara Streets. Members discussed the massive disruption to be caused by the timetable which was understood to cover the opening of the new supermarket and the Easter holiday. It was noted that there were constraints for weather suitable for laying bitumen and for funding availability.

Members discussed opportunities for cost efficiencies by carrying out planned streetscape upgrades in conjunction with the road upgrade.

**Recommendation (P Evans / M Schweikert)**

**BTCE 8/2016 The Committee recommends that Council consider the provision of a 2m footpath along the north side of Malbon Street from Ellendon Street to Majara Street in conjunction with the 2017 Malbon Street roadway upgrade.**

**Recommendation (P Evans / M Schweikert)**

**BTCE 9/2016 The Committee recommends that Council plant in-fill street trees along Malbon Street in accordance with the dsb Landscape Implementation Plan (attached) adopted previously by Council and install root guard in conjunction with kerb construction.**

**5.3 Town Entry Signs (Agenda 5.3)**

This item was covered earlier.

**3 Any Other Business****7.1 Gibraltar Street Trees:**

Members discussed planting centre street trees in Gibraltar Street as a matter of priority. It was noted that significant planning work had already been completed and that Council would be resealing the roadway. The importance of using mature plantings (400 litre trees) and proper tree pits with root guard, tree guard and kerbing was emphasised. It was estimated that 10 trees would be needed between Molonglo and Ellendon streets. P Evans provided costing information.

**ACTION:** P Evans to provide drawings and costings ready for presentation to Council for implementation.

10.1 **Bungendore Town Centre and Environs s355 Committee Minutes - 3 November 2016  
(Ref: C1744511; Author: Thompson/Robb) (Continued)**

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**7.2 Committee Membership:**

It was noted that BCCI should formally nominate A Longhurst as one of its representatives and that the Heritage Committee needed to nominate a replacement member for R Johnston.

**Next Meeting**

6.00pm 8 December 2016 at Council Chambers. (NB This meeting was not held).

There being no further business, the meeting closed at 8.13pm

**Attachments**

Nil

## COMMITTEE REPORTS

**10.2 Local Traffic Committee Meeting - Minutes - 4 April 2017 (Ref: C1749150; Author: Tegar/Wilson-Ridley)**

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**Present:** Sam Morabito (NSW Police Rep), Rowan Carter (NSW State Member Rep),  
Kelly Cherry (RMS Rep),

**Also Present:** Joanne Wilson-Ridley (QPRC Road Safety Officer), Treyton Proctor (QPRC)

**Others Present:**

The Committee Recommends:

**Apologies:** Derek Tooth (QPRC)

**1. Confirmation of Report of previous meeting held on 7 February 2017**

That the meeting of the Committee held on 7 February 2017 be confirmed.

Business arising from previous minutes:

- Design plans for traffic changes to Early Street were tabled and approved at Local Traffic Committee held on February 2017. A minor amendment was included in the implementation with a give-way sign installed at Crinoline Street to compliment the give-way traverse line in place at the intersection

**2. Correspondence**

Council received event notification from Camp Quality regarding the Moto Cyc 2017 that was held in late March. No action from the committee required

**3. ANZAC Day 2017 – Braidwood**

Council received request for road closures for ANZAC Day Dawn Service and Day March at Braidwood. This report was emailed to committee members for approval and endorsed with an Information Report to Council's Meeting in March. Report and email approvals noted in these minutes.

**4. ANZAC Day 2017 – Jerrabomberra**

Council received request for road closures for ANZAC Day Dawn Service at Jerrabomberra adjacent to Jerrabomberra Hotel. The Dawn service required the part closure of the car park surrounding the western side of the hotel. This report was emailed to committee members for approval and endorsed with an Information Report to Council's Meeting in March. Report and email approvals noted in these minutes.

**5. Braidwood Community Bank Billy Cart Derby – Lions Club of Braidwood**

Lions Club of Braidwood will be hosting the 8<sup>th</sup> Annual Community Bank Billy Cart Derby on Sunday 7 May 2017. The following road closures have been requested for the event:

**10.2 Local Traffic Committee Meeting - Minutes - 4 April 2017 (Ref: C1749150; Author: Tegart/Wilson-Ridley) (Continued)**

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Gillamatong Lane between Saleyards Lane and Araluen Road between 7.00am and 6.00pm on Sunday 7 May 2017.

The committee supported the event application and the road closures, noting the road closures only impact local roads and event has been staged for many years with no issues.

**LTC 09/17 Under Roads Act 1993 approve the road closure of Gillamatong Lane between Saleyards Lane and Araluen Road between 7.00am and 6.00pm on Sunday 7 May 2017 for Braidwood Community Bank Billy Cart Derby****6. Reconciliation Walk 2017**

An event application has been received on behalf of Queanbeyan-Palerang Regional Council for road closures to stage the annual Reconciliation Walk 2017. The walk will take place on Tuesday 30 May 2017 and is estimated to involve approximately 1000 people including representatives and pupils from local schools.

The following road closures have been requested from 10.15am – 11am:

Bungendore Road: Between Atkinson Street and Queen's Bridge

Monaro Street: Between Queen's Bridge and Lowe Street

Crawford Street: Between Morisset Street and Rutledge Street

The committee supported the event application and the road closures noting that improvements to the Traffic Control Plan have been implemented with feedback from last year's march. NSW Police did note that the road closures do cause disruption to traffic in Queanbeyan CBD.

**LTC 10/17 Under Roads Act 1993 approve the proposed road closures for Reconciliation Walk 2017****7. Disability Parking on Lowe Street**

A report to consider installation of disability parking on Lowe Street was tabled. Council is applying for a grant to install disabled resources at Queanbeyan Town Park and upgrade disability facilities in the nearby public toilets. To assist with these facilities a request was made to investigate nearby disabled parking. A design was tabled to convert three parking bays on Lowe Street near the public toilets, into two parking bay. One parking bay would accommodate disabled parking requirements with the other parking bay remaining as one-hour timed parking but designed so it can be converted into a disabled parking bay in future should the need be required. Council has consulted with the nearby Local Courts and they were supportive of the change. The committee supported the proposed change.

**LTC 11/17 Under Road Transport Act 2013 Install disability parking bay on Lowe Street near Queanbeyan Town Park public toilets as per design**

**10.2 Local Traffic Committee Meeting - Minutes - 4 April 2017 (Ref: C1749150; Author: Tegtart/Wilson-Ridley) (Continued)**

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**8. Firethorn Avenue Jerrabomberra**

The committee reviewed a report for proposed changes to signage on Firethorn Avenue at Jerrabomberra Public School. Council received a request to review the parking on Firethorn Avenue from the Jerrabomberra Public School, the public and NSW Police. The request was investigated by Council, RMS Safety Around Schools Officer and consultation occurred with the school and the P&C. The issue being investigated was an untimed parking area north of the current 'No Stopping' signs (located near the kerb ramps) on Firethorn Avenue. The untimed area created confusion and safety issues especially in the morning when parents used the area to drop off students and found it difficult to do so when vehicles (were legally) parking for longer. The school also raised concerns that the parking of vehicles in the untimed area meant room was reduced for vehicles dropping off students and resulted in vehicles illegally dropping off in the 'No Stopping' area. Inspections revealed the untimed parking area was being used for dual purposes. Up until 8.45am the area is safely used by a smaller number of vehicles to drop off students but from 8.45am vehicles parked for longer periods in the untimed area while other vehicles attempt to navigate the remaining area to use as a drop off zone. A number of solutions were considered and it is proposed to install 'No Parking' signs in the untimed area to provide clear directions as to the purpose of the area and eliminate the dual usage. A design with the proposed changes was reviewed. If drivers wish to park for longer they will be directed to the Jerrabomberra Community Car Park adjacent to Firethorn Avenue. The 'No Stopping' behaviour on Firethorn Avenue was also investigated and inspections found that the majority of this illegal behaviour occurred prior to 8.45am when adequate parking space was available in the untimed area. This is an education and enforcement issue that has been discussed with the school and escalated to Police and rangers for enforcement. The School and P&C were supportive of the proposed changes and the committee supported the changes.

**LTC 12/17 Under Road Transport Act 2013 install two 'No Parking' signs on Firethorn Avenue as per design**

**9. High Pedestrian Activity Area Queanbeyan CBD – Concept Design**

Council is investigating a proposal to implement High Pedestrian Activity Area for identified roads in Queanbeyan CBD. Council's 2009 PAMP plan recommended the investigation of HPAA with 40km/h speed zone for Queanbeyan's CBD. The plan found pedestrian crash data from 2003-2007 indicated 33% of Council's pedestrian crashes occurring in CBD. Recent analysis of current pedestrian crash data continues to support the need to investigate lower speed limit in Queanbeyan's CBD with pedestrian crash data from 2011-2015 showing 33% pedestrian crashes continue to occur in CBD.

Council has reviewed the suggestion from the PAMP plan and reviewed proposed roads against the criteria of the HPAA guidelines, reviewed suitability of CBD roads, speed and traffic data for proposed roads and conducted inspections with RMS. A concept design has been created illustrating proposed treatments for implementing HPAA in CBD. The proposal and concept design was tabled to traffic committee for comments and feedback.

While the committee noted support for the concept of lowering speeds for pedestrian safety, concerns were raised about the potential impact on Traffic Flows. Further investigation of the proposal required noting committee feedback.

**10.2 Local Traffic Committee Meeting - Minutes - 4 April 2017 (Ref: C1749150; Author: Tegart/Wilson-Ridley) (Continued)**

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**10. Queanbeyan Bus Interchange Pedestrian Safety**

A design to address a number of pedestrian safety issues at Queanbeyan Bus Interchange was tabled. The design aims to separate pedestrian and bus interaction, provide additional crossing facilities, filter passengers to use the pedestrian facilities and provide more unrestricted parking near crossing facilities. The design has been developed as a result of feedback and concerns raised by QCity Transport and from inspections confirming current passenger behaviour. Council is currently applying for funding for the project. The committee were supportive of the changes.

**LTC 13/17 Under the Road Transport Act 2013 approve the design for pedestrian safety upgrades at the Queanbeyan Bus Interchange**

**11. McEwan Avenue**

A report was reviewed for changes at McEwan Avenue where the cycle path crosses the road. The committee suggested including on-road signage warning road users of the path intersecting the road. It was noted that the current access where the path doesn't necessarily run straight through across the road has safety benefits and keeping the staggered access across the road should be considered. The committee supported the design with suggested modifications

**LTC 14/17 Under the Road Transport Act 2013 approve the concept design for changes at McEwan Avenue adding in on-road signage warning of the path intersecting the road.**

**12. General Business**

- **Mecca Lane, Bungendore** – the NSW Police raised an issue regarding vehicles parked on Kings Highway near Mecca Lane at Bungendore as an advertising strategy for selling the vehicles. A number of safety concerns were raised about this practice. Council will further investigate the issue
- **Majors Creek Bridge** – a request to review signage at Majors Creek Bridge from the Progress Association was noted. Council will further investigate the issue
- **Hoskinstown Road** – An update on the speed review was noted.
- **IGA at Bungendore** – The parking and directional signage at new IGA requires investigation. RMS requested further details be sent.
- **Pedestrian Safety Campaign** – as part of a state campaign 'Look Out Before you Step Out', stickers have been installed at kerbside in 20 locations at crossing in Queanbeyan, Karabar and Jerrabomberra warning pedestrians to look before they use the crossing. The crossings were selected as locations for known pedestrian issues or with a pedestrian crash history. The campaign is supported with posters displayed at local schools, local businesses and other services such as the library.



10.2 **Local Traffic Committee Meeting - Minutes - 4 April 2017 (Ref: C1749150; Author: Tegart/Wilson-Ridley) (Continued)**

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- **Pedestrian Refuge Upgrade at Collett Street** – A report for upgrades to four pedestrian locations in schools or used for school travel was tabled and approved at April 2016 meeting. Funding nomination for one of the locations has been approved by State Government and will see the upgrade of the pedestrian refuge on Collett Street to a marked (zebra) foot crossing.
- **Stop Sign on Mowatt Street** - New signage was installed at intersection of Mowatt Street and Atkinson Street as part of the black-spot funded intersection upgrade. Existing signage was not removed when the upgrade occurred and as a result there is an unnecessary and confusing 'No Stopping' sign on Mowatt Street. Committee recommended the removal of the excess 'No Stopping' Sign.

13. **Next Meeting**

Tuesday 6 June 2017, 12pm

There being no further business, the meeting closed at 2.15pm

**Attachments**

Nil



COMMITTEE REPORTS

10.3 Report of the Palerang Heritage Advisory Committee - 11 April 2017 (Ref: C1744466;  
Author: Thompson/Mitchell)

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**Present:** Kirsty Altenburg, Paul Cockram, Elizabeth Estbergs, David Hobbes, Josephine Martin, John Stahel, Cheryl Raper, David Carswell

**Also Present:** Jordana Mitchell, Martin Brown

**Others Present:** Nil

**Apologies:** Sally Osborne

1. **Confirmation of Report of previous meeting held on 14 February 2017**

**Recommendation**

PHAC 002/17 (Stahel/ Raper)

That the Report of the meeting of the Committee held on 14 February 2017 be confirmed.

2. **Business Arising from Minutes**

Nil

3. **Declaration of Conflict of Interest**

Nil

4. **Request for Deferral**

The Council has received a submission from the Braidwood and District Historical Society on 19 February 2017 in relation to its grant of \$26,114.60, requesting a minimum grant of \$54,200 and to extend the completion date by a further 12 months. This was tabled at the meeting. The further funding will allow for the cost of scaffolding (\$26,114.60) which is required to complete any portion of the work and will suffice to enable the museum to attain a safe and watertight status, to arrest it from further damage.

**Recommendation**

PHAC 003/17 (Raper/ Altenburg)

1. That the Committee supports an extension for completion of works until 30 Jun 2018.
2. That the Committee supports the existing application being considered as an application for the 2017/2018 special heritage awards.
3. That the Committee supports an increase in the grant from \$26,114.60 to \$54,200.

**10.3 Report of the Palerang Heritage Advisory Committee - 11 April 2017 (Ref: C1744466; Author: Thompson/Mitchell) (Continued)**

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**5. Local Heritage Awards**

An assessment panel including Council's two Heritage Advisors was formed to judge the Heritage Awards and undertook an assessment of all nominations.

There were six nominations over three categories: Restoration of a Heritage Building, New Building Design, and Contribution to Heritage. David Hobbes noted that the entries were of a very high standard which was agreed with by other panel members. Winners will receive a \$1000 cheque and Highly Commended, a certificate. Awards will be presented on the 22 April 2017 during Heritage Week by the Administrator.

**6. General Business**

A number of items were raised by committee members. These included:

1. Kirsty Altenburg noted a petition had been submitted to Council along with letters from the Braidwood and District Historical Society regarding the Albion Hotel. There was extensive discussion by committee members on this matter and associated processes.
2. David Hobbes noted that the Braidwood Community Consultation had been successful and well received.
3. The Committee requested additions to the format of this meeting to include an action item table and the Heritage Advisors report as standard items. David Carswell indicated that this could be done.

**7. Next Meeting**

The next meeting will be held in Meeting Room No 2 of the Bungendore Chambers at 2.30pm 13 June 2017.

There being no further business, the meeting closed at 3.15pm.

**Attachments**

Attachment 1 Heritage Award Winners 2017 (*Under Separate Cover*) - **CONFIDENTIAL**

10.4 Report of the Special Queanbeyan Heritage Advisory Committee - 12 April 2017  
(Ref: C1744470; Author: Thompson/Mitchell)

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**Present:** Brendan O’Keefe, David Loft, Heather Thomson, Jane Underwood, Pip Giovanelli,  
Sue Whelan

**Also Present:** Martin Brown, Jordana Mitchell

**Others Present:**

The Committee Recommends:

**Apologies:**

1. **Business Arising from Minutes**

Nil

2. **Declaration of Conflicts of Interest**

Nil

3. **Local Heritage Awards**

An assessment panel including Council’s two Heritage Advisors was formed to judge the Heritage Awards and undertook an assessment of all nominations. There were six nominations over three categories – Restoration of a Heritage Building, New Building Design, and Contribution to Heritage. Pip Giovanelli noted that the entries were of a very high standard which was agreed with by other panel members. Winners will receive a \$1000 cheque and certificate and Highly Commended, a certificate. Awards will be presented on the 22 April 2017 during Heritage Week by the Administrator.

**Recommendation (Loft/ Underwood)**

**HAC 003/17**

**That the Committee accept the prize winner recommendations of the assessment panel.**

4. **Next Meeting**

Next meeting will be held on Monday 15 May 2017 in the Committee Room commencing at 5:30.

There being no further business, the meeting closed at 5.55pm

**Attachments**

Attachment 1 Heritage Award Winners 2017 (*Under Separate Cover*) - **CONFIDENTIAL**

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**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.