



Ordinary Meeting of Council

28 June 2017

**UNDER SEPARATE COVER
ATTACHMENTS**

Item 8.3 - Attachment 1

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

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Item 8.3 Adoption of 2017-18 Integrated Plans

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

28 JUNE 2017

ITEM 8.3 ADOPTION OF 2017-18 INTEGRATED PLANS

ATTACHMENT 1 COLLATED SUBMISSIONS (REDACTED)

Stoney Creek Area Management Committee

Works Proposals, 23 February 2017

Submission 006

Currently, the Stoney Creek Community Hall is being upgraded to become a Neighbourhood Safer Place through a \$10,700 NSW Government Community Building Partnership grant which is focussed on bringing the veranda up to building standards.

During the bushfire emergency between 17 and 23 February 2017, the hall and Stoney Creek RFB fire-shed "was rapidly taken over as an extremely busy staging area that filled up with 50 trucks, hundreds of firefighters, five graders, bulk water and bulk diesel carriers, catering vehicles, command vehicles, a communications van and many private cars." (David Hanzl, SCRFB Captain, Stoney Creek Gazette, March, 2017)

A reassessment of the functionality of the hall and grounds has led to further proposals for works to make it run better in the event of future emergencies. It is suggested that engineers considers undertaking some of the works at the same time as the upgrade of the Captains Flat Road between Kearns Parade and Molonglo River Drive.

1. Install earth leakage protection on all power circuits – Priority: High

The Hall was constructed in 1992-93. The electrical circuitry needs to be upgraded to comply with Australian Standards.

2. Replace broken light in car park. Consider replacing with LED – Priority: High

This has been on the works plan for some time; the local electrician who was intending to do the upgrade was injured some 12 months ago, and in his efforts to catch up his other customers, this item has been allowed to slip by.

3. Fix leaking window, east side of main hall doors – Priority: High

The window at the eastern end of the hall frontage leaks in driving rain. Eventually this will cause rotting of the sill and the interior wall lining.

4. Fix door/lock on shed – Priority: High

The Shed adjacent to the hall is used for storing equipment and supplies for the hall. It was donated to the Community for this purpose by the Radcliffe Sports Association when the hall was being built. The shed was erected "second-hand", and having been re-erected, not all framing is absolutely square. In recent years, the door has jammed at the face plate and strike plate of the lock. Several unsuccessful attempts have been made to remedy the situation. Opening the door is now hazardous as it requires significant force.

5. Weatherproof carpark surface and re-level to avoid pooling around hall entry points – Priority: High

Water soaks readily into the material surfacing the carpark and the carpark is susceptible to becoming churned up by vehicles, especially heavy vehicles manoeuvring. In turn, the churned

up material is readily carried into the hall on boots. Seven millimetres of rain on Saturday 18th February was all it took to clearly demonstrate the nature of the problem. Compounding the problem is the poor levelling which means that water pools near the access to the hall – at the western ramp to the veranda and at the kitchen door. Ideally, the carpark should be re-levelled and given an all-weather surface.

The situation will be compounded when the hall is used as a Neighbourhood Safer Place during an emergency

This work may be undertaken at the same time as the upgrade of the Captains Flat Road between Kearns Parade and Molonglo River Drive.

6. Install 2 additional lights along northern edge of carpark and a light for path to RFB tank and pump – Priority: High

During emergency operations at the hall, it was clear that the configuration of the carpark lighting is ineffective when there is a large number of vehicles in the carpark. The RFB has proposed that a further two lights to illuminate the carpark be installed on the northern side of the carpark area. In addition, access to the RFB tank and pump is far from safe during night operations. The path to the pump should be made safer and also illuminated.

7. Construct truck turning area beyond western end of carpark – Priority: High

The large number of heavy vehicles using the area over the period of the emergency demonstrated that the configuration of the carpark is inadequate for efficient manoeuvring, forcing much backing-and-filling. The RFB has proposed constructing a turning circle suitable for heavy vehicles beyond the western end of the carpark – in conjunction with item 13 and so forming part of emergency egress track.

The situation will be compounded when the hall is used as a Neighbourhood Safer Place during an emergency.

This work may be undertaken at the same time as the upgrade of the Captains Flat Road between Kearns Parade and Molonglo River Drive.

8. Construct emergency egress track to Captains Flat Road (with locked gate), parallel to western block boundary – Priority: High

During the fire emergency, incoming heavy vehicles were sharing the access road with outgoing heavy vehicles, causing frustrating delays. The access road into the hall and fire-shed, Gathering Place, is narrow, and its construction is such that widening it would be challenging. The RFB has proposed that an emergency egress track be constructed from beyond the western end of the carpark (in conjunction with a turning circle – item 10) to the Captains Flat Road, boundary fence, where a gate, which would only be unlocked when required during emergencies would be placed.

The situation will be compounded when the hall is used as a Neighbourhood Safer Place during an emergency.

This work may be undertaken at the same time as the upgrade of the Captains Flat Road between Kearns Parade and Molonglo River Drive.

9. Remove tyres from arena – Priority: High

When the hall was constructed the local Pony Club developed a dressage arena and placed stacks of used tyres around it to clearly mark out the area. The Pony Club has since ceased to operate, and the arena is seldom used. Once the hall is designated a Neighbourhood Safer Place, the remaining 1000+ tyres should be removed as they present a significant fire hazard.

10. Reseal hall floor – Priority: Medium

The hall floor has become worn and difficult to keep clean, and detracts from the overall presentation of the building. It was planned to be resealed when the hall was being repaired about 18 months ago, but the task was deferred because of budgetary constraints.

11. Lighting in kitchen: bring to health standard. Consider LED – Priority: Medium

As part of the upgrade of the kitchen area to bring up to current health standards the ceiling lighting was identified as sub-standard, and needs to be replaced with flush-mounted fittings. Replacing the fittings with LED could significantly reduce the electricity usage.

12. Bring ramps at end of deck up to building standard – consistent with Queanbeyan-Palerang Disability Inclusion Access Plan – Priority: Medium

When seeking quotes for the work on the veranda, builders noted the sub-standard construction of the ramps at either end of the veranda with wood against earth. The ramps should be brought up to Australian building standards. At the time of community consultation for the Queanbeyan-Palerang Disability Inclusion Access Plan, this shortcoming was noted and we were encouraged to seek support to rectify the problem.

13. Erect child-proof fence around septic tank to bring to safety standard – Priority: Medium

Palerang's Health Inspector had identified this as a priority to reduce the risk of children falling into the tank.

14. Replace ceiling panel in NW corner (over tables) – Priority: Medium

A single ceiling panel in the northwest corner of the hall has been rotted by leaking water off the roof (the leak has been fixed) and now has a hole in it, and needs replacing.

15. Lighting in hall – replace non-functioning fluoro tubes – consider converting all to LED tubes – Priority: Low

The lighting within the hall is now barely adequate, with several fluorescent tubes no longer functional: some of the starters are broken and cannot be removed from the fittings, while many of the tube sockets have deteriorated to the point of being unserviceable. The proposal is to replace all the fittings. An estimate of the cost of replacing with LED tubes and the potential for savings in electricity costs should be carried out prior to replacement.

16. Construct helipad near northwest corner of block, away from powerlines – Priority: Low

During the fire emergency, helicopters used this area, being relatively level and clear of powerlines. Constructing a designated helipad would facilitate its use and make it safer.

17. Construct external shower / toilet block – Priority: Low

Users of the block must have access to the hall to be able to use the toilets. It has long been recognised that casual users of the grounds who do not otherwise need access to the hall would benefit from an external toilet block. During the bushfire emergency, with a large number of people using the hall and fire shed facilities, additional toilets portable toilets were brought in. The RFB has proposed that shower facilities might also be provided to facilitate crew changes. Consideration would need to be given to the capacity of the current septic system to cope with showers as well as additional toilets.

The situation will be compounded when the hall is used as a Neighbourhood Safer Place during an emergency.

18. Bird-proof veranda – Priority: Low

Swallows have been nesting and roosting at the western of the veranda for some years. Attempts have been made in the past to restrict the birds' access to roosting sites. During the renovation of the veranda in bringing the standard up to become a Neighbourhood Safer Place, a large number of small birds were found to be roosting in the area. A decision should be made after completion of the veranda renovation whether to bird proof the entire veranda and, if so, the most efficient way of doing so.

Submission 028



QUEANBEYAN REGION BICYCLE USER GROUP



qbnregionbug@gmail.com

<https://sites.google.com/site/qbnregionbug/>

Dear QPCC

The Queanbeyan Region Bicycle User Group (Quean BUG) is pleased to be able to offer its input to QPRCs draft Operational Plan for FY17/18

The Quean BUG is continuing to work towards delivery and evolution of the Queanbeyan Bike Plan to ensure a safe and suitable cycling network is available to residents of (and visitors to) the Queanbeyan region.

Quean BUG welcomes the \$524K investment for people riding in QPRCs draft Operational Plan for FY17/18 however is concerned that only \$134K has been fully allocated with the residual \$390K relying on grants and Stronger Community Funds being realised.

Additionally we are concerned that in FY16/17, \$56.2K was allocated to Stage1 of the River Walk however it appears this has not been delivered and is being rolled over to the next FY resulting in another delay of funding for cycling facilities and that really only \$77.8K of new money has been allocated.

With a total of \$10,372K of council money directly allocated to transport, the \$134K represents only around 1% of transport funding.

One of the benefits of investing in cycling is that it is a far cheaper form of transport for not only people riding but also infrastructure managers in the longer term via reduced capital spending and maintenance, however, it actually require some investment to achieve these benefits.

Recommended Funding for Active Travel (cycling and walking)

The Bicycle Expenditure Index recommends that a minimum spend of \$5/resident is required to maintain existing infrastructure and it is recommended that another \$5/resident is spent to expand and connect the cycling network.

Given active travel can be used by and is a benefit to all community members, with 57,850 residents identified, the \$10/resident equates to a total of **\$578K required to be allocated to Active Travel for FY17/18 (or 5.5% of total transport budget)**

This should be supplemented by the proposed \$390K from grants and Stronger Community Funds where possible.

\$578K + \$390K = 968K total

Low Queanbeyan Region Cycling Participation Rates

Although the data for the 2016 Census has not yet been released, the 2011 Census showed that despite the ACT having one of the highest (2.4%) cycling participation rates in Australia, Queanbeyans cycling participation rate was lower than the area, NSW and National averages, indeed it is one of the lowest in Australia (<1%).

This is a vast contrast to the ACT, where cycling participation rates have continued to rise due in no small part by a level of investment stated to make Canberra “the cycling capital of Australia” with the aim to have over 7% of journeys to work by bicycle by 2026.

The understanding that having more people riding reduces road transport expenditure in the long term plus delivers wide societal benefits to residents of all ages and abilities.

These benefits are not only economical for taxpayers but also:

- Environmental, due lowered emissions
- Liveable, due reduced noise and friendlier and more connected communities

Recommended areas of expenditure


Aside from the \$524K allocated to the River Walk Stage1, the remainder of the \$444K should be considered for the following areas:

- Off road path between Esmond Ave and Tomsitt Drive to join up with the Tomsitt Drive to Limestone Drive works being undertaken in FY16/17 (est \$100,440)
- On road lanes along Yass Rd northbound from off road path near Queanbeyan East Public School to border (est \$15,000)
- On road lanes along Canberra Ave between border and Kendall Ave (est \$15,000)
- Off road path beside Old Cooma Rd between Edwin Land Parkway and Candlebark Rd to finish connecting the paths (est \$30,000)
- Off road path at Southbar/Lanyon roundabout to connect the off road bypass path from Lanyon Drive heading south to the shoulder along Southbar Rd (est \$2,000)
- Off road path from the Lanyon Drive underpass near Gilmore Rd, heading south to meet up with the off road path at Crest Park Parade (est \$100,000)
- Extension of the off road path along Tharwa Rd to meet up with Canberra Ave (est \$50,000)
- Extension of the off road path along Edwin Land Parkway that meets up with Unwin Ave to the Halloran Drive Oval (est cost \$132,000)

Required active travel / cycling infrastructure has not yet been identified for the expanded areas under QPRC however it is recommended that missing links be connected such as the off road paths near the water tower in Bungendore.

Yours Sincerely




Quean BUG advocacy team leader
5 June 2017



Submission 029

5 June 2017

To General Manager
Queanbeyan-Palerang Regional Council
E: council@qprc.nsw.gov.au

RE: Submission on the draft 2017-18 Integrated Plans

Dear Sir

I am writing on behalf of the Queanbeyan Sustainability Group (QSG) Inc about the draft 2017-18 Integrated Plans.

Our group supports the proposed expenditure of \$125,000 for the Henderson Rd recreation area in 2017-18. Specifically, we request that a portion of these funds be used to improve lighting in the recreation area and the adjacent Railway Park Organic Community Garden that we have managed for more than five years.

With council's financial support (including through several grants) we have turned the garden from a neglected area into a well-run, attractive and popular urban space providing social, economic and environmental benefits for the neighbourhood and wider community.

We have expanded the number of plots available to rent and regularly have a waiting list of people wanting to join the garden. Our harvest and spring open days with workshops, plant sales and giveaways are well attended. Bypassers often compliment us on the garden and people frequently drop in to take a look around when they see someone working there.

Improved lighting along the pathway adjacent to the community garden will make the area safer for walkers and cyclists, and discourage anti-social behaviour and malicious damage.

The lack of lighting has caused difficulties ever since our group took over managing the community garden in 2011.

There is no electricity supply at the garden so we are unable to install our own lighting. We did install a solar-powered light with movement detector. It is mounted on the corner of the pergola but its arc is small and it cannot cover the entire garden. However, there are no other structures in the garden on which we can mount a light; the shed is too low and a light mounted on it would be susceptible to malicious damage.

1

The pathway parallel to the garden is unlit near the garden. This presents a security and safety hazard for the many people who walk and cycle along the pathway.

We have experienced many instances of people entering the garden at night and stealing or causing damage.

The garden shed has been broken into and a first aid kit stolen. Water taps were turned on but as we had the meter box locked and the water turned off there was not loss of water. Food has been stolen several times each year.

Intruders have also caused wanton damage, including destroying garden beds and smashing produce on the internal garden path and adjacent public pathway.

The solar-powered light mounted on the edge of the pergola was damaged during the most recent incident of vandalism at the garden, earlier this year. In the same incident, the garden shed doors were so badly buckled in an apparent attempt to break into the shed that we had to replace the doors.

In a separate incident earlier this year someone cut part of the wire fencing on the double gates at the western end of the garden.

These regular acts of malicious damage are dispiriting for everyone who works hard as a volunteer to care for the garden and make it a worthwhile community facility.

Lighting options

We are seeking a solution that provides wider benefits for everyone using the precinct, not only to improve security and visibility at the garden.

One option is to install lights on extended arms from the power poles on Henderson Rd above the garden. We enclose a photo of such a set up on Henderson Rd near the garden and park (see Attachment 1).

We are also happy to discuss other lighting options with council staff.

Thank you for considering our submission.

Attachment 1 - Photo of lighting on extended arm, Henderson Rd adjacent to the cycle & walkway, and the Railway Park Organic Community Garden.

Yours sincerely


Convener
Queanbeyan Sustainability Group






Submission 030

NSW ATHLETIC LEAGUE INC.

Website: www.nswal.org.au

5th June, 2017

To the General Manager
Queanbeyan Palerang Regional Council

From [REDACTED] President
New South Wales Athletic League Inc. (NSWAL)

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Submission 2017-18 Draft Operational Plan – re Sponsorship of the 2017 Queanbeyan Gift.

Please find set out below the NSW Athletic League Inc submission on QPRC's draft Operational Plan 2017-18.

The NSW Athletic League is seeking the following:

1. Council approval to waive all rental fees for the use of the Brad Haddin Oval for the running of the 2017 Queanbeyan Gift.
2. Council to provide logistical support for the running of the event consisting of;
 - Assistance with bump in –bump out for the day
 - Marking of the Oval
3. Council approve a sponsorship package of \$39,950 in line with the amount previously provided for in the 2016 Gift to cover costs for running the event and the prize money.

1. Background

In 2000 the Queanbeyan Athletic Gift was started by the Queanbeyan Council, the Queanbeyan Leagues Club and the New South Wales Athletic League Inc. At this time the Council's commitment was to provide the then Queanbeyan Oval free of charge, expenses incurred in preparing the venue plus promotional items such as athletic sashes, medals etc were also included in the proposal.

The Council has for the past 15 years been committed to these ground/promotional expenses which were always organised by a Council representative whilst the NSWAL would Invoice the prizemoney separately until last year. In 2016 the NSWAL was notified that the Oval fee would be waived and the prizemoney would be \$30,000.

Because of the recent amalgamation of Queanbeyan-Palerang Regional Council the ground/promotional expenses were not approved prior to the pre-Gift meeting so these expenses had to be allocated from the prizemoney. At the pre-Gift meeting we were also advised that the assistance of the regular Council person would not be available. This confused the issue as to what prizemoney could be posted on the NSWAL website and where and what carnival equipment was required. The NSWAL (me) did however complete the assignment to supply the goods and services for the Carnival by reducing the prizemoney.



NSW ATHLETIC LEAGUE INC.

Website: www.nswal.org.au

We believe this confusion and the late reduction of prizemoney was the main reason our interstate athletic entries were at an all time low.

2. Our Proposal for the 2017 Gift

The NSWAL would like to submit the following Submission to organise the 17th Queanbeyan Gift Carnival on Saturday 9th December 2017 at the Brad Haddin Oval to ensure its success as both a local and regional event of significance. In particular we are proposing to introduce a number of associated local community activities to supplement the races going on inside the Oval. To do this we are looking at the following ;

The NSWAL will organise the following to improve local community activities:

1. Friday 8th December a Calcutta will be organised at the Queanbeyan Hotel which will include free finger food by the proprietor Matt Griffin and Staff. All the Local Community will be welcome to participate in this.
2. An invitation has been extended to Veronika Cox (who currently organises the Queanbeyan Markets held on the Park on a monthly basis), to organise Market Stalls at Brad Haddin Oval at Campbell Street North side on the day of the Athletic Gift.
3. We are also seeking Council support to possibly look at organising an animal farm and/or children's amusements to take place on the day.

In addition to this the NSWAL would like to communicate with a designated Council employee regards media releases and the organising of on ground Carnival equipment.

Because we are considering holding the Gift at a later date in early December we see this as potentially providing an opportunity to coordinate the running of the event with other Council run events which will revolve around Christmas promotions, particularly Council's Christmas Promotion to be held at Queen Elizabeth Park. If this is agreeable then we would like to liaise with the relevant Service Manager to coordinate such.

The NSWAL will promote the Queanbeyan Gift on it's website as early as possible and will also advise runners trainers and supporters of the history of the Queanbeyan-Palerang Region through information received from local historian Brigid Whitbread.

The NSWAL will continue with communications with the Honourable John Barilaro local NSW Member of Parliament and Deputy Premier regards financial assistance for regional athletic events in areas such as Queanbeyan-Palerang.



NSW ATHLETIC LEAGUE INC.

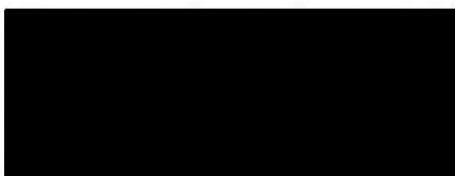


Website: www.nswal.org.au

The New South Wales Athletic League would like to submit a total Sponsorship application which includes the waiving of fees for the hiring of the Brad Haddin Oval on Saturday 9th December 2017, total on-ground expenses/promotional items required previously such as on-ground electricity, Public Address system, equipment security at Brad Haddin Oval on Friday 8th December, media advertising etc, plus total prizemoney.

The NSWAL is prepared to work with a Council designated person to ensure this event is a success and would like to apply for a total Sponsorship estimate of \$39,950 which would ensure a favourable result for both parties. We request that Council consider providing this amount within its 2017-18 Operational Plan.

We look forward to receiving a positive response from Council to this submission.



President NSWAL



Queanbeyan District Cricket Club

Submission 032

08 February 2017

Mr Tim Geyer
Manager Parks & Recreation
Queanbeyan-Palerang Regional Council
16 Ellerton Dr
EAST QUEANBEYAN NSW 2620

Dear Tim,

Outfield Mower for Queanbeyan District Cricket Club

Thank you for your time last week meeting with myself, club Patron Ian McNamee, and club curator Greg Dawes. A number of items were discussed, the main priority for the club being the breakdown of the outfield mower and sourcing a replacement.

The provision of the Councils old Ransome cylinder mower to the QDCC a couple of seasons ago resulted in a substantial improvement in the quality of outfields, due to our curator being able to cut them at a lower height more suitable for premier cricket without damaging the turf. Another great benefit is being able to mow the fields on the morning of a match if wet weather prevented mowing in the lead up. Since taking ownership of the mower the outfields have consistently received ratings of excellent from players and umpires, well above the average rating for grounds in the ACT.

In searching for the best options I discussed our issues with my former colleagues at The Australian Institute of Sport, where I was a Greenkeeper for 4 years. They currently own two Toro fairway mowers to maintain 5 multipurpose sports fields, and soon take delivery of another Toro 5510 which they have highly recommended as a suitable machine for our requirements. They also put me in touch with the representative they regularly deal with at Hinterland Mowers on the Gold Coast, from whom they've bought numerous machines from over the years.

As discussed at the meeting I have sourced some quotes for a replacement machine, attached herewith. The two quotes are for a **Toro 5510 5 reel fairway mower**, one being 4 Wheel Drive.

Our recommendation is for the 2 Wheel Drive mower, Quote Number 9004214, specifications include;

- **\$29,990.00 Inc GST.**
- **35hp Kubota diesel engine**
- **1,500 hours**
- **From the Brookwater Golf Club, Brisbane**
- **12 months warranty**
- **Delivery in 7 Days**

Home ground: Freebody Oval, 71 Richard Avenue Queanbeyan NSW
Post: PO Box 1125 Queanbeyan NSW 2620
Email: president@queanbeyanccricket.com
Phone: [REDACTED]
Website: www.queanbeyanccricket.com
ABN: 50 267 928 291

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Hinterland Mowers specialise in selling high quality used machinery. All units are serviced and sharpened prior to selling and come with 12 Month Warranty. Mowers with such low hours are very hard to find for this price and generally sell very quickly.

The mower quoted is one of the last they have available, and they've advised they can hold it for 2 weeks.

Let me again express our thanks for the ongoing support the QDCC receives from the council, enabling us to prepare arguably the best cricket grounds in the ACT & southern NSW. I appreciate your support of this proposal, and look forward to hearing from you. If you require further information please contact me directly.

Yours in Sport



President
Queanbeyan District Cricket Club

Cc: Leigh Penman - QPRC
Ian McNamee – QDCC Patron



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Submission 037

PRESENTATION TO QUEANBEYAN COUNCIL REGARDING SEWERAGE RATES.

SUBMISSION RE DRAFT 2017/2018 INTERGRATED PLANS
REVENUE POLICY

To the Administrator, Tim Overall and Councillors.

My name is Gretchen Bell and I am a resident in the Warrigal Independent Living Village in Queanbeyan. I am also the secretary of the village executive committee.

Firstly I table copies of the rate assessment for Warrigal Retirement Village for the years 2014/2015, 2015/2016, and 2016/2017. On the rate notices for 2015 and 2016 there appears a charge "non residential pedestal charges" for each of 51 units at \$107.00 and \$123.00 respectively, and for the year 2017, the charge was changed from "non-residential pedestal charges" to "non-residential sewer access 20mm" for 52 units at a cost per unit of \$643.00. This is an enormous increase and has resulted in an increase of the sewer access charge in the sum of \$27,265.00 which equates to an increase of 522.75%.

Could the council please explain to the residents of Warrigal Retirement Village what is meant by "non-residential" As council would be aware, we residents of the village are not considered home owners, but have purchased leases over our individual units for as long as we are able to take care of ourselves or until our death, which ever comes first. The village is not a hotel nor a motel. The residents reside in their individual units on a full time basis which are considered, by the residents, as our homes.

The meaning of the word "residential" as set out in the Collins Concise Australian Dictionary is "relating to, or having residence". The word "residence" is defined in the above dictionary as "the place in which one resides; abode or home".

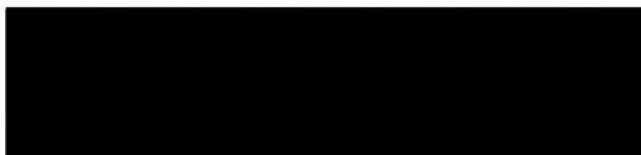
Given that one has to respect the privacy of our residents regarding their financial matters, anecdotally, I understand that the residents of Warrigal Residential Village, in the vast majority, are aged pensioners, and their only income source is the aged pension. Because of this enormous increase in the council rates, the management of the village have been forced to increase our recurrent charges to cover this increase. This will cause a degree of hardship to those residents who rely solely on the aged pension.

If the residents of the village were considered to be home owners, then council would be offering a substantial rebate on council rates, and would possibly offer a full rebate on the sewerage charges.

We understand that the Warrigal Residential Village management has requested council to reconsider these increased charges and that a report has been prepared in this regard. I have been advised that this report is confidential, and that a copy of the report will not be released to Warrigal management nor to the village residents. I humbly request that council reconsider these increased charges and give relief to the residents of the Warrigal Independent Living Village.

Should council refuse our request, is it possible that the village residents could seek relief from the NSW Tribunal to redress these enormous charges?.

I thank the council for giving me this opportunity to plead the cause of my fellow residents.





Warrigal Administration: 2 Pine Street Albion Park Rail
PO Box 435 Albion Park NSW 2527
T: 02 4257 4257 F: 02 4257 4232
Freecall: 1800 626 670 E: warrigal@warrigal.com.au

15 May 2017

The Mayor
Queanbeyan-Palerang Regional Council
PO Box 90
Queanbeyan NSW 2620

Dear Mayor,

We are writing to you as concerned Queanbeyan residents regarding the high cost of the water rates charged to the Warrigal Queanbeyan Community Village residents.

Representatives from our Village and staff from Warrigal have met with you in the past and Kelly Harper has been emailing Jane Steiger regarding the increase in Water access charges in 2016/17 and the request to review these charges.

A comparison of rate charges has been done with one of our Illawarra Community Villages who are under Sydney Water. This village has 64 villas compared to the 52 in our Community Village. Their Water access charge is \$52,430 less than those charged by your Council. We feel this is unfair and unwarranted.

We would be more than happy to have our residents write to you independently but thought this would be a more efficient use of your time.

The rate increase is especially difficult as we are all pensioners and are already struggling to meet the everyday demands of price rises.

Please look favourably on our request to reduce the Water access charges to us.

Yours sincerely,

A large black rectangular redaction box covering the signature area of the letter.



257 Crawford Street
PO Box 90
Queanbeyan NSW 2620
ABN: 12 842 195 133

Enquiries: (02) 6285 6000
Fax: (02) 6285 6666
Website: www.qcc.nsw.gov.au
Email: council@qcc.nsw.gov.au

Office Hours: Monday to Friday 8.30am to 4.30pm

2014/2015 Annual TAX INVOICE

ASSESSMENT NUMBER

Posting Date: 31/07/2014

Due Date: 31/08/2014

RATING CATEGORY	RATEABLE LAND VALUE	BASE DATE	INTEREST ON OVERDUE RATES & CHARGES
RESIDENTIAL	\$3,410,000	01/07/2012	8.5% PA
PARTICULARS OF RATES & CHARGES			
	UNIT VALUE	CHARGES	AMOUNT
Water Access Charge 20-25mm			\$381.00
Water Access - Additional Services	51	381.00	\$19,431.00
Domestic Garbage-shared service & recycling	52	268.00	\$13,936.00
Additional Green Waste Bin	11	74.00	\$814.00
Non-Residential Pedestal Charges	51	107.00	\$5,457.00
Quarterly water / sewer charges			\$3,652.88
Brought Forward Payments			-\$35,068.71
			\$35,068.71
Items Marked * Subject to GST		Total Amount Due Including GST	\$43,671.88
GST			\$0.00

1st Instalment	2nd Instalment	3rd Instalment	4th Instalment	Deduct any payment since	Total Amount
31/08/2014 \$13,659.88	30/11/2014 \$10,004.00	28/02/2015 \$10,004.00	31/05/2015 \$10,004.00	25/07/2014	\$43,671.88

NAME: Mount Warrigal Retirement Village

IMPORTANT

Any amount shown as arrears is accruing interest on a daily basis and is payable immediately

NOTE: PAYMENT BY INTERNET IS NOW AVAILABLE. SIMPLY GO TO www.qcc.nsw.gov.au, Click the icon Make a payment, then follow the prompts. Enter your 7 digit Assessment number and the system will process payments from most types of credit cards.



*158128943671.88



Queanbeyan City Council

PO Box 90
Queanbeyan NSW 2620

257 Crawford Street
Queanbeyan NSW 2620
ABN: 12 842 195 133

Enquiries: (02) 6285 6000
Fax: (02) 6285 6666
Website: www.qcc.nsw.gov.au
Email: council@qcc.nsw.gov.au

Office Hours: Monday to Friday 8.30am to 4.30pm



4 - AUG 2015

2015/2016 Annual TAX INVOICE



013
1000346
R1_613

Posting Date: **30/07/2015**

Due Date: **31/08/2015**

DE [Redacted]
[Redacted] QUEANBEYAN NSW 2620

RATING CATEGORY: RESIDENTIAL
RATEABLE LAND VALUE: \$3,410,000
BASE DATE: 01/07/2012
INTEREST ON OVERDUE RATES & CHARGES: 8.5% PA

PARTICULARS OF RATES & CHARGES	UNIT VALUE	CHARGES	AMOUNT
Water Access Charge 20-25mm			\$417.00
Water Access - Additional Services	51	417.00	\$21,267.00
Domestic Garbage-shared service & recycling	52	268.00	\$13,936.00
Additional Green Waste Bin	11	74.00	\$814.00
Non-Residential Pedestal Charges	51	121.00	\$6,171.00
Quarterly water / sewer charges			\$4,608.01
Brought Forward Payments			-\$35,068.71
			\$35,068.71
Items Marked * Subject to GST			Total Amount Due Including GST
GST			\$47,213.01
			\$0.00

Water	1	351	61	21530	000	32463.01
garbage	1	351	61	21540	000	14750.00

Budget
 Pending
 Other describe

ENTERED

10 AUG 2015

BY:

1st Instalment	2nd Instalment	3rd Instalment	4th Instalment	Deduct any payment since 24/07/2015	Total Amount
31/08/2015	30/11/2015	28/02/2016	31/05/2016		\$47,213.01
\$15,260.01	\$10,651.00	\$10,651.00	\$10,651.00		



Queanbeyan City Council

POST billpay



Instalment Full



NOTE: PAYMENT BY INTERNET IS NOW AVAILABLE. SIMPLY GO TO www.qcc.nsw.gov.au. Click the icon Make a payment, then follow the prompts. Enter your 7 digit Assessment number and the system will process payments from most types of credit cards.



*158128947213.01



PO Box 90
Queanbeyan NSW 2620
ABN 95 933 070 982

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Office Hours: Monday to Friday 8.30am to 4.30pm

Bungendore Office
10 Majara Street
Bungendore

Braidwood Office
144 Wallace Street
Braidwood

Queanbeyan Office
256 Crawford Street
Queanbeyan

Enquiries: (02) 6285 6000
Fax: (02) 6285 6666
Website: www.qprc.nsw.gov.au
Email: Council@qprc.nsw.gov.au



Rates and Charges Notice
1 July 2016 - 30 June 2017

ASSESSMENT NUMBER



013
000344
R1_1205

Posting Date: 27/07/2016

Due Date: 31/08/2016



RATING CATEGORY: RESIDENTIAL
RATEABLE LAND VALUE: \$3,410,000
BASE DATE: 01/07/2015
INTEREST ON OVERDUE RATES & CHARGES 8.0% PA

PARTICULARS OF RATES & CHARGES	UNIT VALUE	CHARGES	AMOUNT
Water Access Charge 20mm			\$251.00 W
Water Access - Additional Services	51	251.00	\$12,801.00 W
Non-Residential Sewer Access 20mm	52	643.00	\$33,436.00 W
Domestic Garbage-shared service & recycling	52	273.00	\$14,196.00 R
Additional Green Waste Bin	11	76.00	\$836.00 R
Quarterly water / sewer charges			\$5,820.84 W
Total Amount			\$67,340.84

ENTERED

5 JUL 2016

BR

GL Accounts	Amount
1 351 61 21530 000	\$ 52,308.84
1 351 61 21540 000	\$ 15,032.00
- - - - -	\$ -
- - - - -	\$ -
- - - - -	\$ -
- - - - -	\$ -

W = water/sewer
R = Rubbish

1st Instalment	2nd Instalment	3rd Instalment	4th Instalment	Deduct any payment since	Total Amount
31/08/2016 \$21,200.84	30/11/2016 \$15,380.00	28/02/2017 \$15,380.00	31/05/2017 \$15,380.00	22/07/2016	\$67,340.84



POST billpay



Instalment Full



NOTE: PAYMENT BY INTERNET IS NOW AVAILABLE. SIMPLY GO TO www.qprc.nsw.gov.au, Click the icon "Make a payment", then follow the prompts. Enter your 7 digit Assessment number and the system will process payments from most types of credit cards.



*158128967340.84



QUEANBEYAN AND DISTRICT DOG TRAINING CLUB

PO Box 900
Queanbeyan
NSW 2620

Submission 43

Mr Peter Tegart
General Manager
Queanbeyan-Palerang Regional Council
PO Box 90
QUEANBEYAN NSW 2620
Sent by email to: Peter.Tegart@qprc.nsw.gov.au
cc: council@qprc.nsw.gov.au

Received
Queanbeyan-Palerang Regional Council
8 - JUN 2017
Received by

RECEIVED IN
Records
Queanbeyan-Palerang Regional Council
- 9 JUN 2017

SF170263/61
Document No. File No.
Document Scanned? Yes

Dear Mr Tegart,

SUBMISSION ON QPRC DRAFT OPERATIONAL PLAN 2017-2018

The Queanbeyan and District Dog Training Club (QDDTC) is an established, active non-profit organisation serving the Queanbeyan and surrounding community through the provision of affordable dog obedience training. The QDDTC would like to make the following comments and requests in regard to the Queanbeyan-Palerang Regional Council (QPRC) Draft Operational Plan 2017-18.

Scope

The QDDTC notes within the Operational Plan, Urban Landscape has a Net program cost of \$3,545,000.00 with \$422,000.00 allocated to specific Projects/Actions. This submission seeks for QPRC to allocate \$13,860.00 out of the Urban Landscape Program towards the Hoover Road (Lot 98 / DP 721927) grounds leased by the QDDTC to the repair and upgrade the watering system. The amount of \$13,860.00 will be matched by the QDDTC.

In addition to the specific financial assistance sought above the QDDTC is seeking support from QPRC for resources to assist in rejuvenating the grounds. The grounds are the site of the old Queanbeyan tip and over time they have degraded due to settling causing depressions and rubbish and rocks to make it to the surface.

Background

The QDDTC has initiated contact with Mr Leigh Penman, QPRC Sports and Recreation Officer to discuss asset management strategies and request advice and consent for a range of proposed improvements to grounds maintenance, weed management and revegetation. Following discussions and a site visit, it was advised that the QDDTC was to make a formal approach to QPRC requesting support in improving both the land health and the social infrastructure needed to maintain the viability of the valuable service offered to the community.

The items discussed are detailed in the following sections and we request QPRC support in work contributions and/or funding to aid the improvements over the course of the coming financial year (2017/18). The QDDTC has created and retains a portfolio of work that it is managing and intends to undertake, using strategies to facilitate the work without significantly affecting the weekly dog obedience training conducted at the grounds.

Grounds Regeneration Request

Delivery and spreading of topsoil covering about 40% of the usable land to remove minor trip hazards in undulating shifting subsoil over the existing surface. QPRC has advised that available quality soil may be provided from the Queanbeyan public cemetery or similar space over the next two months.

Application of herbicides (broadleaf and bindii) to the remaining grounds area not being resurfaced.

QDDTC Submission to QPRC re Draft Operational Plan 2017/18

Page 1 of 3

Revegetation Request

Scarifying and application of suitable grass seed for sporting use across approximately 4 acres. QPRC has advised that success has been met with the propagation of Kikuyu Grass at Googong football field.

Provision of up to 100 native tall trees and suitable transplanting soil and mulch, for planting along the northern/ north-eastern boundary for the purposes of facilitating ground cover and grass health. A radial line inside the boundary has been proposed.

Provision of up to 150 native medium trees and suitable transplanting soil and mulch, for planting along the southern inner fence for the purposes of providing a shade corridor and social gathering area for members and their pets

Provision of up to 20 fast growing medium size, broad crowned trees and suitable transplanting soil and mulch, for planting each demarcation point which identifies the boundary of a sporting ring. The existing infrastructure appears unsuccessful and is intended to be removed to facilitate this, including and not limited to removing the raised garden beds to enable replanting at ground level.

Social Amenities Improvement Request

Provision of a paved or concreted area of approx. 40m.sq under an existing awning, which may be free of draining, settled water. At present this location is subject to surface water which does not freely flow nor effectively drain into a nearby culvert. The area has formerly been amended with a heavy laying of aggregate, which does provide negligible benefit for water management but limits the use of the land in that furniture and Barbecue facilities and the like are not able to safely and readily be used on this surface. Attendees benefit when able to participate in wider social activities and presently, the QDDTC's ability to promote such are limited. QPRC has advised that these problems may be readily resolved with the provision and installation of down pipes to the temporary structures, connection of slotted ag drain to a suitable location, and construction of a hard, stable, impervious surface suited to its intended use.

Provision of a fixed Barbeque structure.

Recent Works Managed by Volunteers

The QDDTC is using managed funds, and has established contact with local stakeholders to effectively manage the land in the following way:

- Produce our own compost on site for the coming seasons. Setup materials expense (reusable) estimated at \$200 for 3 cubic metres capacity, and organic resources, collection is intended to be mostly by donation of organic materials.
- Repair of the main water pipe from the water meter through to the toilet block at the end of the grounds. Time and material expenses were \$10,098.
- Apply narrow spectrum herbicide and pesticide to the usable area. Materials expense is generated at \$400 approx. and estimated at \$1,000 to EOFY 2017.
- Apply broad spectrum herbicide to the carpark. Materials expense is generated at \$200 approx. and estimated at \$300 to EOFY 2017.
- Apply seed and fertiliser to the usable area. Materials expense is generated at \$300 approx. and estimated at \$3,500 to EOFY 2018. (Subject to seasonal application).
- Repair gates and fences, notably fence corner stays. Materials expense estimated at \$500
- Provide erosion management to the traffic-able area of the temporary amenities block. Materials expense estimated at \$1,000

Planned Capital Projects

As per this submission the QDDTC plans to repair and expand the automated sprinkler facilities to promote land health and vegetation care following on from the regeneration and revegetation works as set out above. An indicative estimate obtained from an irrigation vendor is \$21,000 ex GST - \$23,100 inc GST. A contingency of 20% applied to this gives a final estimate of \$27,720. The QDDTC submission to the Operational Plan includes a matching contribution, thereby limiting the QPRC contribution to \$13,860. (Noting the site is unpowered).

Plans to construct an awning from the gathering area to the amenities block to manage slips hazards under damp or frosty conditions. Contractual estimate between \$4,500 and \$15,000 subject to variation, and using existing materials where possible.

Dog Obedience Training Services Provided



The QDDTC is a non-profit club promoting responsible dog ownership, run solely by volunteer committee members and instructors. Through the efforts of the volunteers the QDDTC club has been able to keep fees low, encouraging dog owners in the Queanbeyan and surrounding areas to train their dogs to a level that meets community expected behaviours.

Adequate training of a dog requires a large area that is hazard free and has a suitable surface free from burrs, bindii and other irritating weeds. The QDDTC intends to make the grounds a place that encourages the community to undertake dog obedience training.

Conclusion

Thank you for taking the time to consider the points outlined by the QDDTC above with regards to the QPRC Draft Operational Plan 2017-18 and the need for QPRC resources to allow the effective use and care for the grounds.

Yours Sincerely


President QDDTC


8 June 2017

Submission 44

Cr Tim Overall, Mayor
Queanbeyan-Palerang Regional Council
256 Crawford St
Queanbeyan NSW 2620

E: council@gprc.nsw.gov.au

CAPITAL FUNDING FOR DANGEROUS 'S' BENDS ON BURRA ROAD

Dear Mayor,

I am writing as a representative of the 'Burra Road Lobby Group' on behalf of the 398 Burra residents that signed a petition to have the dangerous 'S' bend section between Little Burra Road and London Road made safe.

We have lobbied, to no success, with the previous council, the state government and federal government (who both informed us to advise our council to request funds) and are now hopeful that under a new council who has recently advertised \$67m investment in capital projects for 2017-18 that we might see some long awaited capital funding spent on Burra Road.

A couple of years ago Mr Gordon Cunningham presented some excellent plans to have the dangerous 'S' bend section rectified on Burra Road, however the Mayor seemed to have other plans for the majority of the road funds and held a meeting at a time when most families were preparing their children for dinner and getting them ready for bed. Cr Harrison rolled out his BCA (which do not represent our group members) cronies and local Greens to ensure the vote went his way, and then when our group presented proxy votes in the form of signed letters, which we informed residents would be acceptable, he declined to accept them. It is common knowledge amongst the community that Max Reef Road seemed to be a priority for Cr Harrison.

I have personally had conversations with the older residents in Burra and it is common knowledge that other than the above road works and some minor pot hole repairs and flood repairs Burra Road has not had any major works for in excess of 40 years. I am sure Mr Cunningham can verify this fact too, as we previously discussed this fact with him.

We implore on your sense of fairness to please consider our request to rectify this treacherous section of road. I extend an invitation for you to come out at night, at approximately 1730 h and watch traffic heading in an Easterly direction from Old Cooma Road travelling on the wrong side of Burra road to avoid the dips in this section of road. This type of driving is a head on waiting to happen, and I have three children on probationary licences, as do many other Burra families who do not want them to be involved in an accident in this section of road.

Please advise me if you would like us to update our signatories list and present it to you as a new Lobby Group request to have the Dangerous 'S' Bend Section of Burra Road rectified. We will write to local residents and present you with signed letters if that is what is required to have capital funding spent on this section of Burra Road.

Thank you for taking the time to consider our request and we hope you will consider it favourably. I will be overseas between 08 25 June 2017, however would be very happy to discuss any detail of this letter of other matter with you prior to or after that date.

Yours sincerely,

A large black rectangular redaction box covering the signature of the representative.

Burra Road Lobby Group (Representative)

A black rectangular redaction box covering contact information.

05 June 2017

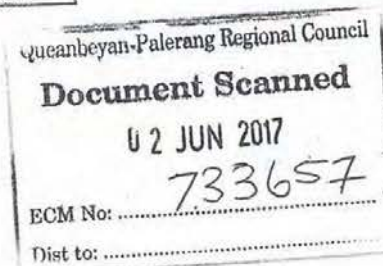
29 May 2017

Mr Peter Tegart
General Manager
Queanbeyan-Palerang Regional Council
PO Box 348
Bungendore NSW 2621



Office of the Electoral Commissioner

Submission 45



Dear Mr Tegart

Budget Estimates for September 2017 Local Government Elections

As you are no doubt aware, section 296(7) of the *Local Government Act 1993* provides that the Electoral Commissioner is to administer the first election for a council area after it has been constituted. Accordingly, for the forthcoming 2017 local government elections to be held on 9 September 2017, the Electoral Commissioner will be conducting the election for Queanbeyan-Palerang Regional Council.

I understand that, in recent discussions between the NSW Electoral Commission (NSWEC) and your officers, the NSWEC has agreed to provide an estimate of the costs for conducting your election. This estimate is set out below. More detail regarding the make-up of these costs, together with an outline of the services to be provided to Council throughout the course of the election, are contained in the attachment to this letter.

There are some 19 major projects that go into making up the election programme and these are calculated individually for each council. The NSWEC identifies all expenses expected to be incurred in conducting the election and invoices these expenses on a dollar for dollar basis to Council.

This budget estimate is based on the cost of conducting similar elections for your previous constituent councils, augmented with an analysis of costs for similar sized councils. The estimate also reflects other factors such as:

- the use of metropolitan and regional counting hubs to provide a more effective and consistent counting process;
- staffing for polling places to ensure minimal likelihood of queues;
- staffing to ensure that the increased demand for pre-poll voting is well served; and
- increases in the number of electors on the NSW roll.

I note that NSWEC Council Liaison Officers have been working with your council to obtain agreement on the location of polling places; the location of the Returning Officer's office and pre-poll voting locations.

Election Management Fee

The NSW Treasury pricing policy requires a recoupment of some of the head office charges that the NSWEC incurs for the conduct of Local Government elections. This is reflected in the Election Management Fee. The Election Management Fee has been independently assessed by PricewaterhouseCoopers and their report in this regard is available on our website www.elections.nsw.gov.au.

Budget Estimate

The budget estimate for Queanbeyan-Palerang Regional Council is \$321,211.00 plus GST. This estimate has been developed on the basis of the best available information at this time. The estimate also includes the cost of conducting any polls or referenda known to the Electoral Commission at the time of writing. It is also based on all wards being contested (if the council is divided into wards); and the infrastructure arrangements mentioned above.

If you have any questions regarding this budget estimate please direct your enquiries to your Council Liaison Officer in the first instance.

Cost of maintaining the NSW Electoral Roll and SmartRoll

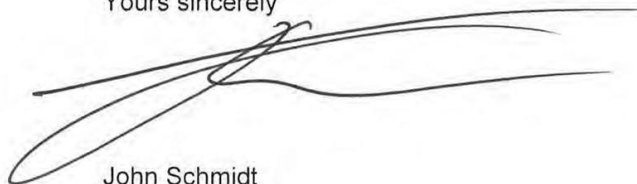
As was the case in previous elections, the NSWEC will not charge councils for any portion of the maintenance of the NSW electoral roll.

Advance Payment

No advance payment is required for the September 2017 elections. Final invoices will be issued when we are in receipt of all supplier invoices. This is expected to be by the end of February 2018 and payment will be required within 30 days.

As mentioned, if you have any queries regarding the budget estimate please contact your Council Liaison Officer in the first instance.

Yours sincerely



John Schmidt
Electoral Commissioner



2017 Council Election - Cost Estimate
Queanbeyan-Palerang Regional Council

Projects / Deliverables	Amount
<i>Enrolment</i>	5,324
<i>Client Council Liaison</i>	3,240
<i>Data Management</i>	124
<i>Election Staffing</i>	168,915
<i>Financial Services</i>	5,336
<i>Venue Procurement</i>	27,212
<i>Voting</i>	3,418
<i>Counting and Results</i>	1,966
<i>Logistics</i>	22,222
<i>Media, Communications & Advertising</i>	16,185
<i>Call Centres</i>	6,626
<i>Ballot Paper Production, Allocation & Distribution</i>	16,442
<i>Nominations & How-to-Vote</i>	1,241
<i>Event Operations Management</i>	2,222
<i>Election Business Systems</i>	4,053
<i>IT Infrastructure & Application Support</i>	5,749
<i>Sydney Town Hall</i>	354
<i>Reporting & Evaluation</i>	2,549
<i>Election Management Fee @ 70 cents per elector</i>	28,033
TOTAL (excluding GST)	321,211.00
GST	32,121.10
TOTAL (including GST)	353,332.10
<i>Estimated Number of Electors 2017</i>	40,047

Description of service levels for the 2017 Ordinary Election

The Electoral Commissioner will administer the 2017 Ordinary Election in accordance with the service levels specified in table A below, and any changes to these services may occur if the parties agree that the change(s) should be made.

A. Election services

	Item	Description
1	Enrolment	<ul style="list-style-type: none"> • Create composite authorised rolls for the area or wards concerned. • Create other electoral roll products as agreed by the Electoral Commissioner in accordance with legislation • Create street lists for the area or wards concerned
2	Client Council Liaison	<ul style="list-style-type: none"> • Liaise with Council and/or local real estate agents to identify, locate and secure suitable premises for use as the returning office • Liaise with Council and/or local real estate agents to identify, locate and secure suitable premises for use as pre-poll voting venues • Liaise with Council to agree on number and location of polling places • Liaise with Council regarding election processes, timing and requirements
3	Data Management	<ul style="list-style-type: none"> • Create and manage databases of: <ul style="list-style-type: none"> ○ Electors ○ Polling places ○ Returning & Pre-poll offices ○ Declared Institution venues ○ Polling place and Returning Office staffing ○ Elector participation projections
4	Election Staffing	<ul style="list-style-type: none"> • Determine polling place & Returning Office staffing requirements • Implement recruitment campaign for NSWEC staff • Employ, manage and pay NSWEC staff • Set up and staff NSWEC EOI helpdesk • Employ Head Office Returning Officer support staff • Training of relevant election staff • Post-election NSWEC staff evaluation
5	Financial Services	<ul style="list-style-type: none"> • Payment of temporary NSWEC election staff • Payment of NSWEC election material suppliers
6	Venue Procurement	<ul style="list-style-type: none"> • Identify, secure and pay for all polling places • Identify, secure and pay for the Returning Office • Identify, secure and pay for all additional pre-poll venues • Identify and contact all Declared Institutions • Employ and pay for all Returning Office security <p>The same number of polling places and to the greatest extent possible the same venues as were used for previous elections will be used.</p>

		<p>The Returning Officer will appoint the optimum number of staff for each polling place based on the Electoral Commissioner’s polling place staffing model.</p> <p>There will be one (1) pre-poll venue located at the Returning Office. The Electoral Commissioner will decide whether any additional pre-poll venue(s) will be required and confirm the arrangements within a reasonable period of time after the procurement of the additional venue(s) have been finalised between the Electoral Commissioner and the landlord(s).</p> <p>Where commercial or standalone premises are used as the Returning Office, the Electoral Commissioner will employ overnight security once used ballot papers are live on the premises from election night to conclusion of the count.</p>
7	Voting	<ul style="list-style-type: none"> • Managing postal vote applications • Processing and mailing postal vote packs
8	Counting and Results	<ul style="list-style-type: none"> • Employment, training & payment of temporary NSWEC counting staff • Development of count data management system <p>The services do not include the recount of the ballot papers, should one be required.</p>
9	Logistics	<ul style="list-style-type: none"> • Packing and delivery of all office and cardboard material for Returning Office and polling places • Courier service for Returning Office and polling place equipment and other election materials • Supply of hire furniture for Returning Office and polling places • Warehousing services • Mailing & distribution services for election material
10	Media, Communications & Advertising	<p>Statutory advertising</p> <p>The NSWEC is responsible for the accurate placement of a series of statutory advertising messages to support the election.</p> <p>These messages are:</p> <ul style="list-style-type: none"> • Enrolment • Nominations • Notice of election/uncontested election • Results <p>Advertisements must appear at least once in a paper circulating in the Council area within a prescribed timeframe. They may appear more often at Council’s discretion.</p> <p>The NSWEC will provide final text for placement by either Council or the NSWEC by agreement.</p> <p>Regardless of the placement arrangement the bills from the newspapers will go directly to Council for payment. The cost of the statutory advertisements is not included in the services.</p>

		<p>Elector brochure The NSWEC will not be providing an elector brochure option to councils as per the 2012 & 2016 LGEs. Councils who wish to organise their own brochure should discuss options with the NSWEC</p> <p>State-wide campaign The services include a state-wide advertising campaign to support the election through press, radio and online (no television) – includes advertising targeted towards equal access to democracy for electors with disabilities, CALD electors and Aboriginal and Torres Strait Island electors. As part of the state-wide campaign, the NSWEC will create and publish educational material on its website and conduct information sessions with special interest groups including:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander electors • Electors with disability • Electors from culturally and linguistically diverse communities <p>Where appropriate, the NSWEC will respond to media enquiries concerning the administration of the 2017 Ordinary Election.</p>
11	Call Centres	<ul style="list-style-type: none"> • Recruitment, training and payment of NSWEC call centre staff
12	Ballot Paper Production, Allocation & Distribution	<ul style="list-style-type: none"> • Design, develop & print ballot papers • Create secure copies of ballot papers • Process and secure delivery of ballot papers to Returning Officers <p>The services also include the production of braille ballot papers, should they be required.</p>
13	Nominations & How-to-Vote	<ul style="list-style-type: none"> • Process candidate nominations • Provide candidate enquiry line • Registration of how-to-vote material • Provide Candidate Information presentations online <p>Where Council has agreed to receive candidate nominations, Council will provide sufficient staff to be trained by Electoral Commission to receive nominations and forward them onto the Electoral Commission for assessment.</p>
14	Event Operations Management	<ul style="list-style-type: none"> • Develop all election processes, timing, documentation, and training programs • Ensure all processes and documentation meet current legislative requirements • Develop and communicate election timelines to Council
15	Election Business Systems	<ul style="list-style-type: none"> • Develop, test and document all business systems to be used during the course of the election • Develop and test Virtual Tally Room (VTR) software for use in presenting election results on election night until the declaration of the successful candidates

16	IT Infrastructure & Applications Support	<ul style="list-style-type: none"> • Provision and installation of equipment in RO offices • Provision and installation of equipment in NSWEC elector enquiry centre • Provision and installation of equipment in NSWEC Head Office • Provision and installation of equipment in NSWEC count centres
17	Sydney Town Hall (STH)	<p>STH will be used as multi-LGA pre-poll centre:</p> <ul style="list-style-type: none"> • Lease STH • Recruit & train NSWEC staff • Supply all materials & set up STH • Vote issuing & counting operations
18	External Reporting & Evaluation	<ul style="list-style-type: none"> • Develop post-election surveys of election stakeholders • Conduct surveys, undertake analysis, write and distribute post-election reports
19	Election Management	<ul style="list-style-type: none"> • Fee to cover cost of services provided by NSWEC Head Office staff • Based on cents per elector model calculated by independent accounting and audit firm PwC

B. Additional information

1	In order to provide Services efficiently and economically, the Electoral Commissioner may decide that a number of services may be utilised by other local government councils who have resolved to enter into an election arrangement with the Electoral Commissioner.
2	The election method is attendance (face-to-face) voting with the addition of postal and pre-poll voting.
3	The method of voting and type of count is optional preferential with a manual distribution of preferences for a Mayoral election and election of one councillor and proportional representation if two or more councillors are to be elected.