



# **Ordinary Meeting of Council**

## **AGENDA**

**28 November 2018**

**Commencing at 5.30pm**

**Council Chambers  
10 Majara Street  
Bungendore**



**On-site Inspections - Nil**

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**1 OPENING**

Acknowledgement of Country.

**2 APOLOGIES**

**3 DISCLOSURES OF PECUNIARY INTERESTS**

**4 CONFIRMATION OF MINUTES**

4.1 Minutes of the Ordinary Meeting of Council held on 24 October 2018

4.2 Minutes of the Planning and Strategy Committee of the Whole meeting held on 14 November 2018

**5 PRESENTATIONS BY DEPARTMENTAL OR OTHER REPRESENTATIVES**

**6 BUSINESS ARISING FROM THE MINUTES**

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

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**9 MAYORAL MINUTE**

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**CHAIR TO BE CONSIDERED**

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**20 REPORTS FOR CLOSED SESSION**

**LIST OF ATTACHMENTS –**

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

**Open Attachments**

- Item 12.5 Amendments to Googong Development Control Plan 2010
- Attachment 1 Googong DCP - Parts 1 and 2 - Aug 2018 (Under Separate Cover)*
  - Attachment 2 Googong DCP Parts 4 and 5 - Aug 2018 (Under Separate Cover)*
  - Attachment 3 Googong DCP - Part 6 - Aug 2018 (Under Separate Cover)*
  - Attachment 4 Googong DCP - Part 7 - Aug 2018 (Under Separate Cover)*
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- Item 12.6 Local Heritage Places Grants 2018-19
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- Item 12.7 Regional Sports Complex Community Consultation Report and Funding Offer
- Attachment 1 Engagement Report (Under Separate Cover)*
  - Attachment 2 Submission from Queanbeyan United Hockey Club (Under Separate Cover)*
  - Attachment 3 Letters of Support Submitted with Business Case (Under Separate Cover)*
- Item 12.13 Community Satisfaction and Wellbeing Survey 2018
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- Item 12.14 QPRC Stakeholder and Community Engagement Policy Framework
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- Item 12.15 2017-18 Annual Report
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- Item 12.16 Queanbeyan CBD Retail Growth Strategy
- Attachment 1 Executive Summary of Engagement Report - Retail Growth Strategy (Under Separate Cover)*
- Item 12.17 What's Your Story - Queanbeyan Mural Project
- Attachment 1 BBRF In Your Face mural project case studies (Under*

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- Item 12.23 Election Projects  
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- Item 12.24 QPRC Loan Borrowing Program 2018/19  
*Attachment 1 2018-19 Proposed Loan Schedule (Under Separate Cover)*
- Item 12.26 QPRC Annual Financial Statements 2017-2018  
*Attachment 1 Annual Financial Statements 2017-18 Queanbeyan-Palerang Regional Council (Under Separate Cover)*
- Item 12.27 QPRC Long Term Financial Plan 2018-2028  
*Attachment 1 QPRC Long Term Financial Plan 2018-28 (Under Separate Cover)*
- Item 12.28 Quarterly Budget Review Statement for the Quarter Ending 30th September 2018  
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- Item 12.29 Investment Report - October 2018  
*Attachment 1 Investment Report - October 2018 - Attachment 1 - 28 November 2018 (Under Separate Cover)*
- Item 12.30 Proposal for Queanbeyan District Tartan  
*Attachment 1 Quote for tartan design (Under Separate Cover)*
- Item 14.1 Braidwood and Curtilage Heritage Advisory Committee Meeting held 11 October 2018  
*Attachment 1 Braidwood and Curtilage Heritage Advisory Committee Minutes for Meeting 11 October 2018 (Under Separate Cover)*
- Item 14.2 Queanbeyan-Palerang Sports Council - Minutes of the meeting held 5 November 2018  
*Attachment 1 Minutes of the QPRC Sports Council - 5 November 2018 (Under Separate Cover)*
- Item 14.3 Report of the Cultural Development and Public Art Advisory Panel - 4 September 2018  
*Attachment 1 QPRC Cultural Development and Public Art Panel Meeting Minutes 4 September 2018 (Under Separate Cover)*
- Item 14.4 Bungendore Locality Committee Meeting Minutes 25 October 2018  
*Attachment 1 Bungendore Locality Committee Meeting minutes (Under Separate Cover)*
- Item 14.5 Araluen Locality Committee Meeting Minutes 16 October 2018  
*Attachment 1 Araluen Locality Committee Meeting minutes 16 October 2018 (Under Separate Cover)*
- Item 14.6 Royalla Common s.355 Committee Meetings Minutes  
*Attachment 1 Royalla Common s.355 Committee meeting minutes 22 August 2018 (Under Separate Cover)*  
*Attachment 2 Royalla Common s.355 Committee AGM minutes 26 September 2018 (Under Separate Cover)*
- Item 14.7 Canning Close Reserve s.355 Committee Annual General Meeting Minutes 25 October 2018  
*Attachment 1 Canning Close Reserve s.355 Committee AGM minutes 25 October 2018 (Under Separate Cover)*

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Item 14.8 Braidwood Showground Reserve Trust s.355 Committee Meeting Minutes  
*Attachment 1 Braidwood Showground Reserve Trust s.355 Committee meeting minutes 31 July 2018 (Under Separate Cover)*

Item 16.1 Responses to Councillors' Questions  
*Attachment 1 Responses to Councillors Questions (Under Separate Cover)*

**Closed Attachments**

Item 12.2 STP Upgrade Project - Contract Award for Design Consulting Services (12/2015)  
*Attachment 1 Design Consulting Services - Negotiation Report - 100123 - Queanbeyan STP Upgrade Project (Under Separate Cover)*

Item 12.3 STP Upgrade Project - Contract Award for Project Management Services (19/2018)  
*Attachment 1 Project Management Services - Tender Evaluation Report - 100123 - Queanbeyan STP Upgrade Project (Under Separate Cover)*

Item 12.4 Tender Recommendation - Rusten House Roof Replacement and Associated Works  
*Attachment 1 Tender Recommendation Report - Rusten House Roof Replacement C/N 2019/01 (Under Separate Cover)*

Item 12.6 Local Heritage Places Grants 2018-19  
*Attachment 1 Local Heritage Place Grants Applications 2018 (Under Separate Cover)*

Item 12.10 Award Tender - Design, Fabrication and Installation of Retractable Seating - Bicentennial Hall, Queanbeyan  
*Attachment 1 Tender Evaluation Report - Retractable Seating Bicentennial Hall Tender 2019-09 (Under Separate Cover)*

Item 12.25 Award RFT Q18-18 Internal Audit Services  
*Attachment 1 RFT Q18-18 Internal Audit Services - Evaluation Report (Under Separate Cover)*

Item 16.1 Responses to Councillors' Questions  
*Attachment 2 Responses to Councillors Questions with Confidential Information (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, 24 October 2018 commencing at 5.30pm.

## ATTENDANCE

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

**Staff:** P Tegart, CEO/General Manager; M Thompson, Portfolio General Manager Natural and Built Character; P Hansen, Portfolio General Manager Community Connections; J Richards, Portfolio General Manager Community Choice and P Neil, Portfolio General Manager Organisational Capability.

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

### 1. OPENING

The Mayor acknowledged the traditional owners and custodians of the land upon which the meeting was held.

### 2. APOLOGIES

347/18

#### **RESOLVED (Taylor/Bray)**

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

The resolution was carried unanimously.

### 3. DISCLOSURES OF PECUNIARY INTERESTS

348/18

#### **RESOLVED (Harrison/Schweikert)**

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

The resolution was carried unanimously.

Cr Brown declared a less than significant, non-pecuniary interest in Item 11.1 - Condemn Attack on Eden-Monaro MP's Offices, stating he is an employee of the specified company or other body.

**4. CONFIRMATION OF MINUTES****4.1 Minutes of the Ordinary Meeting of Council held on 26 September 2018**

349/18

**RESOLVED (Schweikert/Harrison)**

That the Minutes of the Ordinary Meeting of Council held in the Bungendore Council Chambers on Wednesday 26 September 2018 be confirmed.

The resolution was carried unanimously.

350/18

**RESOLVED (Hicks/Bray)**

That the Minutes of the Planning and Strategy Committee of the Whole meeting held in the Queanbeyan Council Chambers on Wednesday 10 October 2018 be confirmed.

The resolution was carried unanimously.

**5. PRESENTATION BY DEPARTMENTAL OR OTHER REPRESENTATIVES**

There were no presentations.

**6. BUSINESS ARISING FROM THE MINUTES**

There was no business arising.

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

The following presenters were heard:

Mr John Stahel – Item 11.2 - Railings on Albion Hotel, Braidwood

Ms Sue Murray – Item 11.2 - Railings on Albion Hotel, Braidwood

Mr Hans Hofmann – Item 11.2 - Railings on Albion Hotel, Braidwood

Mr Hugh Percy – Item 12.1 - Modification of Development Application - DA 404-2008/D - Construction of a Community Hall - Alterations and Additions - 14 Carinya Street, Queanbeyan

Mr Frank Raynolds – Item 12.2 - Development Application DA.2018.079 - Dwelling - Clause 4.6 Variation - 418 Parlour Creek Road, Harolds Cross

Ms Sophie Olsen – Item 12.4 - Draft Bungendore Structure Plan Review - Authority Consultation

Mr Peter Evans – Item 12.4 - Draft Bungendore Structure Plan Review - Authority Consultation

Mr Jody Whymark – Item 12.14 - Application for rates relief

**8. MAYORAL REPORT**

There was no Mayoral Report

**9. MAYORAL MINUTE****9.1 NSW Minister for Multiculturalism's Regional Advisory Council Meeting**

351/18

**RESOLVED (Overall)**

That Council make a donation equivalent to \$1,132.50 for the hire of the Bicentennial Hall and facilities for the NSW Minister for Multiculturalism's Regional Advisory Council meeting on Thursday, 25 October 2018.

The resolution was carried unanimously.

**10. NOTICES OF MOTIONS OF RESCISSION**

There were no Notices of Motions of Rescission.

Cr Brown declared an interest in the next item of business and left the meeting at 6.06pm.

**11. NOTICES OF MOTIONS****11.1 Condemn Attack on Eden-Monaro MP's Offices****MOVED (Marshall/Winchester)**

That Council:

1. Condemn the attacks on the offices of the Member of Parliament Eden-Monaro, suspected to have been committed by neo-Nazis.
2. Request a briefing from NSW Police on the activities of extremist groups in the Queanbeyan-Palerang Regional Council area.

**AMENDMENT (Biscotti/Schweikert)**

That Council condemns politically motivated attacks on all symbols and offices of our unique Australian democracy.

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

For: Crs Biscotti, Hicks, Taylor and Schweikert

Against: Crs Marshall and Winchester

Crs Bray and Harrison did not vote

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

352/18

**RESOLVED (Biscotti/Schweikert)**

That Council condemns politically motivated attacks on all symbols and offices of our unique Australian democracy.

For: Crs Biscotti, Overall, Hicks, Schweikert, Taylor and Winchester

Crs Bray, Harrison and Marshall did not vote

Cr Brown returned to the meeting at 6.23pm.

**11.2 Railings on Albion Hotel, Braidwood**

353/18

**RESOLVED (Marshall/Harrison)**

That Council request a report to its January 2019 meeting on options for replacing the railings at the Albion Hotel in Braidwood.

For: Crs Biscotti, Bray, Brown, Harrison, Marshall and Winchester

Against: Crs Overall, Hicks, Schweikert and Taylor

**11.3 Building Better Regions Fund Application for Bungendore Central Carpark**

354/18

**RESOLVED (Schweikert/Biscotti)**

That Council apply for grant funding for the regional sports facility (\$5m), the Bungendore sports hub (\$2m) and the Bungendore central car park (\$1.5m) in order of priority, under the Federal Government's recently announced 'Building Better Regions Fund - Round Three', and if successful, amend the Delivery Program and receive a report on the construction schedule following final design and relevant property acquisitions.

The resolution was carried unanimously.

**11.4 Forthcoming NSW State Election****MOVED (Winchester/Marshall)**

That Council:

1. Write to all candidates in the forthcoming NSW State election seeking a commitment for increased and adequate recurrent funding for all Regional Roads within the QPRC local government area.
2. Seek a specific commitment from candidates regarding upgrades to Captains Flat Road (MR270) between Briars Sharrow Road and the "Silver Hills" Bridge.

**AMENDMENT (Hicks/Bray)**

That funding for Regional roads and Regional road priorities be included in the report on the projects to be submitted to candidates for the government elections due to be presented to the December Council meeting.

The amendment (of Crs Hicks and Bray) was PUT and CARRIED and became the motion.

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

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

355/18

**RESOLVED (Hicks/Bray)**

That funding for Regional roads and Regional road priorities be included in the report on the projects to be submitted to candidates for the government elections due to be presented to the December Council meeting.

The resolution was carried unanimously.

Cr Brown left the meeting at 7.00pm.

**12. ITEMS FOR DETERMINATION****12.1 Modification of Development Application - DA 404-2008/D - Construction of a Community Hall - Alterations and Additions - 14 Carinya Street, Queanbeyan**

356/18

**RESOLVED (Schweikert/Marshall)**

That modified development application 404-2008/D for minor additions to the existing building footprint, removal of radio station and internal alterations to kitchen and toilets on Lot 100 DP1194186, Riverside Oval, 14 Carinya Street, Queanbeyan, be granted approval subject to the following amendments to the conditions of consent:

- Amend Condition 12 to refer to the relevant amended and approved plans; and
- Inclusion of an additional condition requiring submission and approval of a trade waste application prior to the issue of an occupation certificate.

For: Crs Biscotti, Bray, Harrison, Marshall, Overall, Schweikert, Taylor and Winchester

Against: Cr Hicks

**12.2 Development Application DA.2018.079 - Dwelling - Clause 4.6 Variation - 418 Parlour Creek Road, Harolds Cross**

357/18

**RESOLVED (Marshall/Hicks)**

That:

1. A variation under Clause 4.6 of the Palerang Local Environmental Plan 2014 be approved in relation to development application DA.2018.079. Specifically, the variation permits a reduction in the minimum lot size from 40ha to 33.19ha a variation of 17.025%. The variation is supported for the following reasons.
  - (a) The proposed development is compatible with the character of the existing locality and satisfies the objectives of the RU1 Primary Production zone under the Palerang Local Environmental Plan 2014 (4.15(1)(a)(i) Environmental Planning and Assessment Act 1979).
  - (b) The Applicant adequately demonstrated and satisfied the requirements of clause 4.6 under the Palerang Local Environmental Plan 2014 (4.15(1)(a)(i) Environmental Planning and Assessment Act 1979).
  - (c) The proposed development has received concurrence for approval from the Secretary's Delegate of the NSW Department of Planning and Environment (4.15(1)(a)(ii) Environmental Planning and Assessment Act 1979).
  - (d) The proposed development was given adequate public consultation and concerns considered and addressed within the report as per Part E of the Palerang Development Control Plan 2015 (4.15(1)(a)(ii) Environmental Planning and Assessment Act 1979).
  - (e) The proposed development satisfies the objectives and controls of Section C2 - Residential Development (where applicable) of the Palerang Development Control Plan 2015 (4.15(1)(a)(iii) Environmental Planning and Assessment Act 1979).
2. Subject to Council granting the Clause 4.6 variation above, development application DA.2018.079 for a dwelling on Lot 5 DP 853789, 418 Parlour Creek Road, Harolds Cross be granted conditional approval.
3. Those persons who lodged a submission on the application be advised in writing of the determination of the application.

The resolution was carried unanimously.

358/18

**RESOLVED (Bray/Schweikert)**

That Items 12.4, 12.6 and 12.14 be brought forward at this juncture and dealt with before scheduled meeting break.

The resolution was carried unanimously.

**12.4 Draft Bungendore Structure Plan Review - Authority Consultation**

359/18

**RESOLVED (Schweikert/Biscotti)**

That consultation on the draft revised Bungendore Structure Plan be undertaken with government agencies and utility organisations and that a further report be brought back to Council no later than January 2019 detailing the outcomes of submissions from those agencies.

The resolution was carried unanimously.

**12.6 IWCM Strategy - Palerang Communities**

360/18

**RESOLVED (Hicks/Schweikert)**

That Council seek comment on the Integrated Water Cycle Management (IWCM) - Palerang Communities draft strategy through a public exhibition period of 28 days following which a further report be presented to Council in January 2019 dealing with any comments received, together with a recommendation on a way forward.

The resolution was carried unanimously.

**12.14 Application for Rates Relief****MOVED (Hicks/Biscotti)**

That Council:

1. Approve a donation for rate relief to Home in Queanbeyan for 50% of the Rates and Charges levied in 2018/2019 in accordance with the Donation Policy, being an amount of \$6,504.00.
2. Reject the request for relief to the two organisations, Kano Jujutsu Institute Limited and the Ukrainian-Australian Social Association on the basis that they are not registered with the Australian Charities and Not-for-Profit Commission.

**AMENDMENT (Overall/Bray)**

That Council:

1. Approve a donation for rate relief to Home in Queanbeyan for 50% of the Rates and Charges levied in 2018/2019 in accordance with the Donation Policy, being an amount of \$6,504.00.
2. Approve as a one-off donation for rate relief to Kano Jujitsu Institute Limited for 50% of the General Rates levied in 2018/2019, the organisation having demonstrated that it operates as a non-profit entity.
3. Reject the request for relief from the Ukrainian-Australian Social Association on the basis that they are not registered with the Australian Charities and Not-for-Profit Commission and they haven't demonstrated that it operates as a non-profit entity.
4. Receive a report proposing amendments to the Donations Policy to explicitly state that organisations applying for a donation for rate relief in future must first be registered with the Australian Charities and Not-for-profits Commission (ACNC).

The amendment (of Crs Overall and Bray) was PUT and CARRIED and became the motion.

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

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

361/18

**RESOLVED (Overall/Bray)**

That Council:

1. Approve a donation for rate relief to Home in Queanbeyan for 50% of the Rates and Charges levied in 2018/2019 in accordance with the Donation Policy, being an amount of \$6,504.00.
2. Approve as a one-off donation for rate relief to Kano Jujitsu Institute Limited for 50% of the General Rates levied in 2018/2019, the organisation having demonstrated that it operates as a non-profit entity.
3. Reject the request for relief from the Ukrainian-Australian Social Association on the basis that they are not registered with the Australian Charities and Not-for-Profit Commission and they haven't demonstrated that it operates as a non-profit entity.
4. Receiving a report proposing amendments to the Donations Policy to explicitly state that organisations applying for a donation for rate relief in future must first be registered with the Australian Charities and Not-for-profits Commission (ACNC).

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



ADJOURNMENT: The meeting adjourned at 7.39pm and resumed at 8.00pm

**12.3 Draft Bungendore Heritage Study 2018**

362/18

**RESOLVED (Marshall/Schweikert)**

That Council publicly exhibit the draft Bungendore Heritage Study for 28 days, and notify relevant property owners.

The resolution was carried unanimously.

**12.4 Draft Bungendore Structure Plan Review - Authority Consultation**

This item was dealt with in earlier business.

**12.5 Proposed Public Exhibition of QPRC Swimming Pool Inspection Program**

363/18

**RESOLVED (Taylor/Biscotti)**

That the Draft Swimming Pool Inspection Program be placed on public exhibition for a minimum period of 28 days and that a report be bought back to Council advising of the community feedback.

The resolution was carried unanimously.

**12.6 IWCM Strategy - Palerang Communities**

This item was dealt with in earlier business.

**12.7 Procurement of Concept Designer for Queanbeyan Head Office and Smart Hub**

364/18

**RESOLVED (Marshall/Schweikert)**

That Council:

1. Engage Cox Architecture Pty Ltd under exemption of Section 55 of the Local Government Act 1993, as Cox Architecture has considerable experience and knowledge of Council's requirements, having already prepared a concept design for Council's initially proposed head office at 50 Lowe Street (ie within the Lowe carpark precinct
2. Allocate \$480,000 to develop the concept design for the Queanbeyan Head Office (QHQ) and Smart Hub and surrounding public domain.
3. Accept Cox Architecture Pty Ltd's fee proposal for \$399,094 to develop the concept design for the Queanbeyan Head Office and Smart Hub and surrounding public domain.

The resolution was carried unanimously.

**12.8 Community Engagement Report on Revised Draft Policy for Volunteering**

365/18

**RESOLVED (Bray/Taylor)**

That Council adopt the revised Draft Policy on Volunteering.

The resolution was carried unanimously.

**12.9 Issues Relating to the Carwoola Bushfire**

366/18

**RESOLVED (Marshall/Harrison)**

That

1. Council note the report.
2. Authorise the CEO to consider further requests for support on their merits.

The resolution was carried unanimously.

**12.10 Request for financial assistance for legal costs associated with the appeal of Land and Environment Court rating categorisation decision — City of Sydney Council, North Sydney Council and Bayside City Council**

367/18

**RESOLVED (Harrison/Bray)**

That Council agree to contribute \$3,575.14 being a share of legal costs challenging a decision of the Land and Environment Court in respect of the application of residential rating categorisation to business properties that were being developed for residential use.

The resolution was carried unanimously.

**12.11 Award Panel Contract 14-2018 - Minor Works and Services Tender**

368/18

**RESOLVED (Harrison/Bray)**

That Council award Minor Works and Services Panel Contract to the following suppliers within the nominated categories:

**Category 1: Industrial Electricians**

- Rex Barrett Industries Pty Ltd
- R & D Technology Pty Ltd
- Gasnier's Electrical
- EMT Pty Ltd

**Category 2: Concreters**

- A and J Power Formwork PTY LTD
- Grindstones Australia Pty Ltd
- The Australian Grinding Company Pty. Ltd.

**Category 3: Fire Equipment Services and Maintenance**

- Wormald Australia

- Control by Integration P/L
- Fire Service Plus
- FS Solutions (ACT) Pty LTD

## Category 5: Auto Electrician Services

- B & K L MCGRATH T/A Braidwood Auto Electrics

## Category 7: Sullage Services

- Pinnacle ACT Pty Ltd
- 

## Category 8: Laboratory Testing - Geotechnical and water/wastewater

- D&N Geotechnical Pty Ltd

## Category 9: Automatic Door - Service and Repairs

- Future Electrical Technologies Pty Ltd
- Tormax Australia Pty Ltd
- Sun-Power Auto Gates

## Category 10: Roadside Spraying and slashing

- Braidwood Ground Spraying
- Asset Arbor
- Burgess Horticultural Services
- Arbor Management Australia

## Category 11: Electronic Security Services

- Future Electrical Technologies Pty Ltd
- Control By Integration
- Fredon Security

## Category 12: Water/Wastewater Mechanical &amp; Hydraulic Engineering Services

- DEKORT SYSTEMS PTY LTD T/as DeKort Pumps
- EMT Pty Ltd

## Category 13: Generator - Service, Inspection &amp; Maintenance

- Genplus Hire Pty Ltd AFT The Doggett Business Trust
- EMT Pty Ltd

## Category 14: Asbestos Assessor/consultancy service

- Keane Environmental Pty Ltd
- OCTIEF PTY LTD
- Robson Environmental Pty Ltd

## Category 15: Cranes – Service, Inspection &amp; Maintenance

- All-Ways Crane Services Pty Ltd
- Bullivants

## Category 16: Water/Wastewater Telemetry Systems

- R & D Technology Pty Ltd
- 360 Engineering Pty Ltd
- Automation Group
- Alliance Automation
- ACT Fibre Optic & Wireless Pty Ltd

## Category 17: Service Locators

- Pinnacle ACT Pty Ltd
- Utility Mapping (Aust) Pty Ltd

## Category 18: Vehicle and Plant Mechanics

- S&K Bevege T/A S Bevege Mechanical Repairs
- Hydraulic Doctors Pty Ltd
- Pinnacle ACT Pty Ltd

## Category 19: Survey and Design Services

- Apex Archaeology
- Coleman Engineering Services Pty Ltd
- Crossroads Civil Design Pty Ltd
- Dedden Land & Water Pty Ltd
- Jones Nicholson Pty Ltd
- Macrozamia Environmental

## Category 20: Architectural Services

- Edmiston Jones
- WSP Australia Pty Ltd
- Maria Filardo
- PHL surveyors
- SKYVIEW SURVEY PTY
- Indesco Pty Ltd
- WSP

The resolution was carried unanimously.

**12.12 Investment Report - September 2018**

369/18

**RESOLVED (Bray/Biscotti)**

That Council:

1. Note the investment income for September 2018 was \$348,584.
2. Note the investment portfolio has been made in accordance with the *Local Government Act 1993*, and the Local Government (General) Regulation 2005.
3. Adopt the Investment Report for the month of September 2018.

The resolution was carried unanimously.

**12.13 Writing Off Water Usage Accounts due to undetectable leaks****MOVED (Marshall/Hicks)**

That Council write off a total of \$2,442.99 in water usage charges for the property listed in this report.

**AMENDMENT (Schweikert)**

That Council write off a total of 50% of \$2,442.99 in water usage charges for the property listed in this report.

The amendment (of Cr Schweikert) LAPSED for want of a seconder.

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

370/18

**RESOLVED (Marshall/Hicks)**

That Council write off a total of \$2,442.99 in water usage charges for the property listed in this report.

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

Cr Schweikert did not vote

**12.14 Application for rates relief**

This item was dealt with in earlier business.

**12.15 Jerrabomberra Combined Probus Club Inc**

371/18

**RESOLVED (Harrison/Winchester)**

That Council:

1. Advise Jerrabomberra Combined Probus Club Inc that it is not willing to increase the donation.
2. Not support a reduction in the adopted 2018/19 Fees and Charges for the hire of Council's venues at the present time.

The resolution was carried unanimously.

**12.16 December Council Meeting**

372/18

**RESOLVED (Biscotti/Harrison)**

That:

1. Council replace the Planning and Strategy Committee meeting in December with an Ordinary meeting on the third Wednesday, 19 December 2018, at 5.30pm in the Council Chambers, Bungendore.
2. The agenda for the Ordinary meeting on 19 December 2018 include any planning matters that require Council's consideration.
3. The agenda for the Ordinary meeting to be held on 23 January 2019 include any planning matters that require Council's consideration.
4. Council amend its meeting schedule to include, as an ongoing arrangement, an Ordinary meeting on the third Wednesday of December each year, with the inclusion of any planning matters that require Council's consideration.

The resolution was carried unanimously.

**12.17 Declarations of Pecuniary Interests and Other Matters**

373/18

**RESOLVED (Taylor/Harrison)**

That, in accordance with s.450A of the Local Government Act 1993, the register of annual returns of disclosures of pecuniary interest and other matters by Councillors and designated staff for the period ending 30 June 2018, be tabled.

The resolution was carried unanimously.

**13. ITEMS FOR INFORMATION****13.1 STP Upgrade Project - Award of Contract for Design and Project Management**

374/18

**RESOLVED (Harrison/Hicks)**

That the report be received for information.

The resolution was carried unanimously.

**13.2 Intersection of Googong Road and Old Cooma Road**

375/18

**RESOLVED (Marshall/Harrison)**

That the report be received for information.

The resolution was carried unanimously.

**14. COMMITTEE REPORTS AND RECOMMENDATIONS****14.1 Aboriginal Consultative Committee**

376/18

**RESOLVED (Marshall/Taylor)**

That Council note the minutes of Aboriginal Consultative Committee held on 18 September 2018.

The resolution was carried unanimously.

**14.2 Access Committee**

377/18

**RESOLVED (Bray/Taylor)**

That Council:

1. Note the minutes of Access Committee held on 28 September 2018.
2. Adopt recommendation DAC 04/18 from the meeting held on 28 September 2018 - 'Review the Riverside exit from carpark on Morisset Street'.

The resolution was carried unanimously.

**14.3 Audit, Risk and Improvement Committee - 16 August 2018**

378/18

**RESOLVED (Harrison/Schweikert)**

That Council note the minutes of the Audit, Risk and Improvement Committee meeting of 16 August 2018.

The resolution was carried unanimously.

**15. DELEGATES' REPORTS**

Cr Harrison reported on his attendance at the NSW Local Government annual conference.

Cr Biscotti reported on his attendance at the following:

- Queanbeyan South Public School Annual Art Show
- Veterans Motorcycle Club Poker Run
- NSW Local Government annual conference

Cr Taylor reported on her attendance at the opening of Art in Miniature at Altenburg Gallery in Braidwood.

Cr Schweikert reported on his attendance at the NSW Local Government annual conference.

Cr Hicks reported on his attendance at the NSW Local Government annual conference.

Cr Bray reported on his attendance at the following:

- Launch of 180 Mementos / 180 Years of Queanbeyan
- Queanbeyan Legacy's 88<sup>th</sup> Anniversary
- Braidwood Community meeting
- Queanbeyan Community meeting

Cr Overall reported on his attendance at the following:

- NSW Local Government annual conference
- Lake George Bushfire Management Committee

## 16. RESPONSES TO COUNCILLORS' QUESTIONS

### 16.1 Responses to Councillors' Questions

379/18

#### **RESOLVED (Schweikert/Marshall)**

That the report be received for information.

The resolution was carried unanimously.

## 18. MATTERS OF WHICH NOTICE HAS NOT BEEN GIVEN BUT RULED BY THE CHAIR TO BE CONSIDERED

There were no matters.

## 19. COUNCILLORS' QUESTIONS FOR NEXT MEETING

1. Cr Schweikert enquired if a letter had been sent to the Minister for Planning regarding an extension for Council's LEP submission date. The Mayor advised that the letter had been done.
2. Cr Schweikert enquired if there was financial support to local businesses that are affected by RMS roadworks, and if so, what support is available.
3. Cr Taylor referred to the No Stopping signs on Rosa Street Googong opposite the Anglican School and advised that numerous tradies are parking there. She requested if Council rangers could give warnings to motorists, particularly during school peak times.
4. Cr Marshall enquired about the status of the regular meetings Council was having with residents affected by the EDE. The Portfolio General Manager Community Connections advised that in lieu of these meetings the RMS and Contractors have been having one-on-one meetings with residents.



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

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

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

**PRESENTATIONS**

There were no presentations.

380/18

**RESOLVED (Bray/Taylor)**

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 20.1 Rutledge St Development Options**

*Item 20.1 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

**Item 20.2 Quarterly Legal Report – September 2018**

*Item 20.2 is confidential in accordance with s10(A) (g) of the Local Government Act 1993 because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

The resolution was carried unanimously.

The meeting then moved into Closed Session at 8.33pm to discuss the matters listed above.

381/18

**20.1 Rutledge St Development Options****RESOLVED (Hicks/Biscotti)**

1. That Council endorse option C.
2. That Downtown Q Pty Ltd be advised that the Council agrees to progress the proposal to the next stage in accordance with the Unsolicited Proposals Guidelines and the Heads of Agreement that was entered into by the parties subject to:
  - The proposal includes the sale of sites marked E, Z and D (the heritage properties) for development as proposed.
  - The proposal is to be developed in three stages being a Serviced Apartment Hotel, repurposed reception and a

- Restaurant/Café, and development of the residential townhouses.
- The sale price of the land shall be agreed between the parties as determined by independent valuation after the development receives the required independent development consent by the JRPP.
  - A Deed of Agreement (participation agreement) be entered into providing for the following:
    - construction by DQPL of public domain and other civic works to equivalent value, in accord with themes established with the 2018 QCBD masterplan
    - dealing with liquidation or administration of the company
    - timeframes to commence construction from DA and between stages, to expedite the whole project and prevent land banking
    - process to accommodate the stages of construction
    - works in kind for public domain and civic works to complement timing of construction for Council's head office
    - balance of cash to be paid should works in kind be less than the valuation established following development consent
    - penalties for non-performance or late delivery of the proposal.
3. The CEO be authorised to progress Stage 2 and 3 of the Heads of Agreement, with subsequent reports to Council.
4. Council undertake survey and prepare the subdivision of Lots 2/117998, 18/548244, 2/748338, 1/748338, the Queanbeyan Civic Precinct site, to excise the Rutledge site and heritage buildings for redevelopment.

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

Cr Marshall did not vote.

## 20.2 Quarterly Legal Report – September 2018

382/18

### **RESOLVED (Schweikert/Winchester)**

That the report be received for information.

The resolution was carried unanimously.

## 21. RETURN TO OPEN SESSION

383/18

### **RESOLVED (Schweikert/Taylor)**

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 9.14pm.

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

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

The time being 9.18pm, Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL  
MAYOR  
CHAIRPERSON**





## PLANNING AND STRATEGY COMMITTEE OF THE WHOLE MEETING

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

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

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

MINUTES OF THE PLANNING AND STRATEGY COMMITTEE OF THE WHOLE OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 14 November 2018 commencing at 5.30pm.

### ATTENDANCE

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

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

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

#### 1. OPENING

The Mayor acknowledged the traditional custodians of the land upon which the meeting was held.

#### 2. APOLOGIES

There were no apologies.

**3. DECLARATIONS OF INTEREST**

PLA133/18

**RESOLVED (Taylor/Bray)**

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

The resolution was carried unanimously.

Cr Overall declared a less than significant non-pecuniary interest in Item 5.4 - Assessment of Addendum Review of Environmental Factors (REF) September 2018 - Ellerton Drive Extension Project, stating he is a resident of Severne Street.

Cr Taylor declared a less than significant non-pecuniary interest in Item 5.5 - Googong Urban Development Local Planning Agreement Review, stating she is a joint owner of a property in Googong.

Cr Winchester declared a less than significant non-pecuniary interest in Item 5.5 - Googong Urban Development Local Planning Agreement Review, stating he owns a property in Googong.

Cr Winchester declared a less than significant non-pecuniary interest in Item 5.5 - Googong Urban Development Local Planning Agreement Review, stating he was formerly a member of the Googong Resident's Association Executive.

Cr Biscotti declared a less than significant non-pecuniary interest in Item 5.5 Googong Urban Development Local Planning Agreement Review, stating he owns a property in Googong.

Cr Biscotti declared a less than significant non-pecuniary interest in Item 5.6 - Applicability of Developer Contributions Charges - Water and Sewer - Googong Neighbourhood Centre, stating his wife runs a home business in Googong.

**4. PRESENTATIONS/DEPUTATIONS**

The following presenters were heard:

Mr Stephen Bartlett – Item 5.1 - Development Application 177-2018 - Extension to Function Centre (Tourist Hotel) - 31 Monaro Street, Queanbeyan

PLA134/18

**RESOLVED (Winchester/Hicks)**

That Mr Bartlett be granted an extension of time to speak.

The resolution was carried unanimously.

Mr Shane McNamee – Item 5.3 - Development Application 397-2018 - Demolition of Existing Dwelling and Garage - 151 Crawford Street, Queanbeyan

PLA135/18

**RESOLVED (Marshall/Schweikert)**

That Mr McNamee be granted an extension of two minutes to speak.

The resolution was carried unanimously.

Mr Don Mathewson – Item 5.4 - Assessment of Addendum Review of Environmental Factors (REF) September 2018 - Ellerton Drive Extension Project.

Mr Neil Evans – Item 5.4 - Assessment of Addendum Review of Environmental Factors (REF) September 2018 - Ellerton Drive Extension Project.

Mr Malcolm Leslie – Items 5.5 - Googong Urban Development Local Planning Agreement Review and 5.6 - Applicability of Developer Contributions Charges - Water and Sewer - Googong Neighbourhood Centre.

Mr John Bennett – Item 5.6 - Applicability of Developer Contributions Charges - Water and Sewer - Googong Neighbourhood Centre.

**STAFF REPORTS**

**5. ENVIRONMENT, PLANNING AND DEVELOPMENT**

**5.1 Development Application 177-2018 - Extension to Function Centre (Tourist Hotel) - 31 Monaro Street, Queanbeyan  
MOVED (Marshall)**

That Council defer this item until Councillors have the opportunity for a site visit.

The motion (of Cr Marshall) lapsed for want of a seconder.

PLA136/18

**RESOLVED (Hicks/Winchester)**

That Development Application 177-2018 for Alterations and Additions to the Function Centre/Café at the rear of the Tourist Hotel on Lot 10 DP 530627, No.31 Monaro Street be granted conditional approval, including a condition that a parking contribution be required in lieu of 6 car parking spaces being unable to be provided on site.

For: Crs Biscotti, Brown, Hicks, Noveska, Schweikert and Winchester

Against: Crs Bray, Harrison, Marshall, Overall and Taylor

**5.2 Development Application 364-2018 - Gymnasium - 201 Gorman Drive, Googong**

PLA137/18

**RESOLVED (Biscotti/Marshall)**

That:

1. Approval be granted to a variation to Clause 1.8 and Clause 10.4 of Googong Development Control Plan (which requires compliance with Section 2.2 of Part 2 of Queanbeyan Development Control Plan 2012) to allow for a reduction of parking spaces for the following reasons:
  - (a) The applicant's Traffic Impact Assessment demonstrates that the car parking proposed is able to accommodate peak parking demand for the uses proposed on site.
2. Development application DA-364-2018 for a recreational facility (indoor) on Lot 621 DP 1208212, 201 Gorman Drive, Googong be granted conditional approval.

The resolution was carried unanimously.

**5.3 Development Application 397-2018 - Demolition of Existing Dwelling and Garage - 151 Crawford Street, Queanbeyan**

PLA138/18

**RESOLVED (Hicks/Bray)**

That development application 397-2018 for the demolition of a dwelling house and detached garage on Lot 11 DP 715626, 151 Crawford Street, Queanbeyan be granted conditional approval for the following reasons:

- a) The dwelling is not heritage listed or within a heritage conservation area.
- b) It is considered that the proposed development generally satisfies the objectives of the zone; specifically, the proposal is removing a low density residential use from the subject site. This promotes new opportunities for commercial development within the B3 Commercial Core zone.
- c) Currently, the site is unviable for commercial purposes as it was designed to be used as a dwelling and not as a commercial building. As such, to fully utilise the commercial potential of the site it is economically viable to demolish the structure and place a commercial building in its place.
- d) There are cubist forms of architecture still remnant in Queanbeyan and pure forms within Canberra.
- e) Council's Heritage Advisor notes the poor condition and significant damage to the dwelling and the fact that what is remaining of it could be re-purposed for other structures.

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

Against: Cr Marshall



Cr Overall declared an interest in this item, vacated the Chair, and left the meeting at 6.26pm. Cr Schweikert assumed the Chair.

**5.4 Assessment of Addendum Review of Environmental Factors (REF) September 2018 - Ellerton Drive Extension Project**

PLA139/18

**RESOLVED (Hicks/Marshall)**

That Council grant approval to the proposed addendum REF for the Ellerton Drive Extension dated 28 September 2018, subject to the implementation of the additional safeguards and management measures proposed in the addendum REF and conditions QPRC1 to 4 in the conclusion of this report.

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

Against: Cr Winchester

Cr Overall returned to the meeting at 6.45pm and assumed the Chair.

**Procedural Motion**

PLA140/18

**RESOLVED (Schweikert/Bray)**

That Council deal with Item 5.5 in Closed Session under Section 10(A)(2)(d)(i) 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 on it in an open meeting would be, on balance, contrary to the public interest.

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

Against: Crs Winchester and Marshall

**5.5 Googong Urban Development Local Planning Agreement Review**

This item to be dealt with in Closed Session.

Cr Biscotti declared an interest in this item and left the meeting at 6.48pm.

**5.6 Applicability of Developer Contributions Charges - Water and Sewer - Googong Neighbourhood Centre**

PLA141/18

**RESOLVED (Schweikert/Harrison)**

That:

1. Council note the report on the imposition of Developer Services Plan (DSP) charges on commercial development at Googong.
2. Council note that any such charges levied are to be passed on to Googong Township Pty Ltd as per the requirements of the Googong Urban Development Local Planning Agreement in place.
3. Council note that Googong Township Pty Ltd have indicated that it was not their intention to recover the costs of water and sewer infrastructure through the imposition of DSP charges on

commercial development in Googong.

4. In view of the above Council enter into an agreement with GTPL to dispense with the need to levy DSP charges on commercial development at 201 Gorman Drive, Googong.
5. Subject to an agreement being reached with GTPL:
  - a) Any DSP charges already paid to Council for commercial development in Googong be refunded.
  - b) Any conditions imposed on existing development consents requiring the payment of DSP charges be determined as being satisfied.
6. A review of the DSP for Googong be undertaken to provide clarity around how DSP charges will be levied against other commercial development in the proposed Googong Town Centre and other future neighbourhood centres.

The resolution was carried unanimously.

Cr Biscotti returned to the meeting at 6.49pm.

**5.7 Proposed New Street Name - Subdivision of Lot 3 DP 1167872 – Bungendore**

PLA142/18

**RESOLVED (Schweikert/Bray)**

That Council:

1. Adopt in principle the name 'Davis Close' as the proposed name for the new road created by the subdivision of Lot 3 DP 1167872, Bungendore.
2. Advertise the name for public comment for 30 days.
3. Publish a notice in the NSW Government Gazette if no objections are received.
4. Include on the street sign a commemoration to the individual's contribution to World War 1.

The resolution was carried unanimously.

**5.8 Report on the Management of Abandoned Shopping Trolleys**

PLA143/18

**RESOLVED (Biscotti/Winchester)**

That:

1. Council place the Draft Shopping Trolley and Litter Management Policy on public exhibition for 28 days.
2. The Draft Shopping Trolley and Litter Management Policy be sent to the retailer network during the public exhibition period, advising that should the Policy be adopted by Council in the future, they may be issued with a Prevention Notice under the Protection of the Environment Operation Act 1997 if they fail to comply with that Policy.
3. Comments on the Draft Shopping Trolley and Litter Management Policy be considered at a future meeting of

Council.

4. A further report be brought back to Council on the costs and issues associated with employing a Council staff member to carry out trolley collections within Queanbeyan.
5. Council retain the charge for release of impounded trolleys at \$80.00.
6. Council work with Strata Managers to install trolley return signage on multi-unit shared waste facility enclosures.
7. Council consider allocating funds in the 2019-20 Operational Plan for the installation of trolley collection bays at the following three locations:
  - At the taxi rank on Morisset Street;
  - Outside Blooms Chemist;
  - Bus stop on Morisset St.

The resolution was carried unanimously.

## **6. STRATEGIC DEVELOPMENT**

### **6.1 Regional Economic Development Strategy**

PLA144/18

#### **RESOLVED (Schweikert/Harrison)**

That Council:

1. Note and receive the Community Engagement Report.
2. Endorse the Regional Economic Development Strategy.

The resolution was carried unanimously.

### **6.2 Easy To Do Business**

PLA145/18

#### **RESOLVED (Schweikert/Biscotti)**

That Council:

1. Delegate authority to the CEO to enter into an easy to do business agreement with Service NSW; and,
2. Approve that any necessary documents be authorised for execution under the Common Seal of Council.

The resolution was carried unanimously.

### **6.3 Cross Border Smart Parking App Development with the ACT Government**

PLA146/18

#### **RESOLVED (Schweikert/Noveska)**

That Council endorse the development of a cross border Smart Parking App with the ACT.

The resolution was carried unanimously.

**7. ITEMS FOR INFORMATION**

PLA147/18 7.1 **Delay to Planning Proposal for Proposed Memorial Park - Old Cooma Road, Googong**

**RESOLVED (Hicks/Harrison)**

That the report be received for information.

The resolution was carried unanimously.

PLA148/18 7.2 **Site Inspection - DA 397-2018 - 151 Crawford Street, Queanbeyan - Demolition of Existing Dwelling and Garage**

**RESOLVED (Harrison/Schweikert)**

That the report be received for information.

The resolution was carried unanimously.

PLA149/18 **Procedural Motion**

**RESOLVED (Schweikert/Taylor)**

That Items 8.1 to 8.4 be dealt with as a bloc.

The resolution was carried unanimously.

**8. COMMITTEE REPORTS AND RECOMMENDATIONS**

PLA150/18 8.1 **Braidwood and Curtilage Heritage Advisory Committee Meeting of 13 September 2018**

**RESOLVED (Schweikert/Taylor)**

That Council note the minutes of Braidwood and Curtilage Heritage Advisory Committee Meeting held on 13 September 2018.

The resolution was carried unanimously.

PLA151/18 8.2 **Minutes of the QPRC Heritage Advisory Committee Meeting of 20 September 2018**

**RESOLVED (Schweikert/Taylor)**

That Council:

1. Note the minutes of Queanbeyan-Palerang Heritage Advisory Committee meeting held on 20 September 2018.
2. Note the recommendations QPRC HAC 09/18 to QPRC HAC 011/18 from the meeting held on 20 September.

QPRC HAC 09/18

1. That the Committee generally supports the replacement dwelling, subject to the submission of a satisfactory heritage impact statement in regard to the demolition of the existing dwelling.

2. That subject to the overall height and other features of the tabled plans not changing, the Committee does not

require the application to be resubmitted to a future meeting of the Committee.

QPRC HAC 010/18 That the Committee to supplied with application details to review and approve in an out of session meeting for the October Council meeting.

QPRC HAC 011/18 The Committee to be supplied with application details on the 18 October meeting.

The resolution was carried unanimously.

**8.3 Minutes of the QPRC Heritage Advisory Committee Meeting held on 18 October 2018**

PLA152/18

**RESOLVED (Schweikert/Taylor)**

That Council:

1. Note the minutes of the Queanbeyan-Palerang Heritage Advisory Committee meeting held on 20 October 2018.
2. Note the recommendations QPRC HAC 012/18 to QPRC HAC 014/18 from the meeting held on 20 October 2018.

QPRC HAC 12/18 That the apology be received and noted.

QPRC HAC 13/18 That the Committee be supplied with the heritage impact statement for 46 Alice Street.

QPRC HAC 14/18 1. That the Committee does not support the application for demolition plan as a replacement development has not been identified.

2. The Committee noted that the Statement of Heritage Impact assessed the dwelling in terms of Criteria 6 and 7 of the NSW Office of Environment and History rating system as being exceptional.

The resolution was carried unanimously.

**8.4 Minutes to the Environment and Sustainability Advisory Committee 3 October 2018**

PLA153/18

**RESOLVED (Schweikert/Taylor)**

That Council note the minutes of the Environment and Sustainability Committee held on 3 October 2018.

The resolution was carried unanimously.

**9. INFRASTRUCTURE SERVICES**

**9.1 Construction Tender - Contract 2019-02 - Old Cooma Road Duplication Stage 2**

PLA154/18

**RESOLVED (Schweikert/Hicks)**

That Council accept the tender from WBHO Infrastructure Pty Ltd for the provision of works under Contract 2019-02, being for the construction of Old Cooma Road Duplication – Stage 2, for the schedule of rates price of \$29,146,065.98 (including GST).

The resolution was carried unanimously.

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

At this stage of the proceedings Cr Overall advised that there was an item Agenda that should be dealt with in Closed Session.

Cr Overall then asked if, 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.

PLA155/18

**RESOLVED (Hicks/Bray)**

That pursuant to Section 10A of the *Local Government Act, 1993* the following item on the agenda for the Planning and Strategy Committee of the Whole meeting be dealt with in Closed Session for the reasons specified below:

**Item 5.5 Googong Urban Development Local Planning Agreement Review**

*Item 5.5 is confidential in accordance with s10(A)2di 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 on it in an open meeting would be, on balance, contrary to the public interest.*

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

Against: Crs Marshall and Winchester

The meeting then moved into Closed Session at 7.12pm to discuss Item 5.5.

Crs Biscotti, Taylor and Winchester declared an interest in this item.

Crs Biscotti and Taylor left the meeting at 7.13pm.

**5.5 Googong Urban Development Local Planning Agreement Review**

PLA156/18

**RESOLVED (Overall/Bray)**

That:

- a) Council agree in principle to vary the Googong Urban Development Local Planning Agreement with the proposed changes identified in Attachment 1 to this report excluding proposed change No.6a.
- b) Council not endorse the proposal as outlined in Attachment 2 to this report.
- c) Council refer Council's proposed alterations as specified in a) and b) above to Googong Township Pty Ltd for their consideration and determination as to whether they would support the proposed changes to the Agreement.
- d) The response from Googong Township Pty Ltd be the subject of a further report to Council.

The resolution was carried unanimously.

PLA157/18

**RESOLVED (Harrison/Schweikert)**

That Council return to Open Session.

The resolution was carried unanimously.

Crs Taylor and Biscotti returned to the meeting at 7.24pm.

The meeting returned to Open Session at 7.24pm.

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

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

The time being 7.26pm, Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL  
MAYOR  
CHAIRPERSON**

**ITEM 3    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 Councillors and staff disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.**



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**11.1 Safety Lighting (Ref: C18159327); Author: Schweikert/Schweikert**

**Notice**

Councillor Mark Schweikert will move the following motion:

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**Motion**

**That Council consider allocating funds and resources in the FY19/20 budget to install appropriate street lighting at the intersection of Kings Hwy and Trucking Yard Lane, Bungendore.**

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**Background**

With the ever growing infill sub divisions in the southern end of Bungendore, traffic is starting to build at the nearest exit to town heading for Queanbeyan (Trucking Yard lane and Kings Hwy). It won't be too long that pedestrian traffic will also be noticed at the intersection.

To give the intersection more prominence and allow drivers to see its importance, street lighting needs to be added. This will enhance the intersection's night time safety as vehicles approaching the intersection from ninety degree angles are potentially unable to see cars waiting to join The Kings Highway. Street lighting is also a proven measure to prevent pedestrian accidents.

Residents have made numerous approaches to the councillors and the local State MP regarding street lighting at this corner. While a question is on notice to council staff to quantify the speed issues of the intersection through traffic counters (with a view to reducing the speed limit to further south of town), this will not address lighting.

Although crash data from the intersection is low to non-existent, targeted prevention is the order of the day given the previously mentioned in-fill development.

The intersection is also part of a B-Double Route to Hoskinstown.

**Attachments**

Nil



12.1 Resch's Creek Crossing and Foxlow Bridge (Ref: C18149394; Author: Hansen/Hansen)

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**Summary**

Both Resch's Creek crossing and the Foxlow Bridge provide road access into the Rossi area. Resch's Creek crossing is currently a low level causeway which is affected by flooding. Foxlow Bridge was built in 1896-97 and is a flood-free single lane bridge that is currently load limited to 5 tonnes.

A heritage assessment of the Foxlow Bridge recommended the preservation of the bridge and it is anticipated that the bridge may still make a contribution to providing access across the Molonglo River.

Improvements to both crossings would improve all-weather access to Rossi. A new bridge at Resch's Creek would improve access during floods and the restoration of the Foxlow Bridge would not only preserve the heritage value of the bridge, but improve its serviceability to residents and also provide continued access for postal, RFS and school bus services.

This report presents options for both crossings.

Further design and investigation work is required to determine the final cost of the proposed work. The cost of this work should be considered for inclusion in a future budget.

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**Recommendation**

**That:**

- 1. Council adopt Option 2 for Resch's Creek and Option 2 for Foxlow Bridge as the long term scenarios for providing flood free access to Rossi.**
- 2. Funding to complete the following reports be considered in the 2019/20 budget:**
  - a. An assessment of the existing Foxlow Bridge that provides estimated costs and possible staging of preservation and restoration work to restore the bridge and increase the current carrying capacity of the bridge.**
  - b. An estimate of the cost to construct a new bridge at Resch's Creek.**
- 3. A future report be provided to Council for further consideration detailing the results of the work required in (2).**

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**Background**

At the meeting of Council on 20 September 2017, Council resolved as follows:

That Council:

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

**12.1 Resch's Creek Crossing and Foxlow Bridge (Ref: C18149394; Author: Hansen/Hansen) (Continued)**

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The Reschs Creek Causeway is closely linked with the Foxlow Bridge over the Molonglo River some 12.5 km to the south towards Captains Flat. Both of these crossings should be considered when making decisions on Reschs Creek as other restrictions and conditions will affect the operation of the roads in that area during times of flooding.

**Reschs Creek**

The current crossing at Reschs Creek is a low level concrete causeway crossing about 30 metres long. The crossing is subject to flooding during relatively low rainfall events. Residents are then required to use either Foxlow Bridge to exit the area or take the Lowden Road to Harolds Cross Road travelling then to either Captains Flat or Braidwood via Cooma Road. The Foxlow bridge currently has a 5 tonne load limit in place effectively isolating heavier vehicles until the Reschs Creek crossing become trafficable. The route via Harolds Cross Road traverses State Forest areas and is an indirect route to travel for the residents of Rossi.

There are currently about 150 vehicles per day using Reschs crossing. This volume includes a relatively high number of heavy vehicles which are primarily logging trucks moving logs from the nearby forest. The logging activity is seasonal and subject to variation due to logging schedules.

About 1.8 km north of this crossing, the road to Hoskinstown is also affected by flooding at a corner approximately adjacent to a natural water course. This area of road should also be realigned and raised to ensure residents can travel beyond this location in the event of a flood.

If a new Resch's Creek crossing is provided, the intersection of Hoskinstown Road and Rossi Road would also need to be realigned to suit a new crossing. Given the limitations of the road network traveling towards Bungendore and Queanbeyan, a new crossing designed for a 1 in 20 ARI is recommended. A new crossing can be constructed downstream of the current crossing and the approaches (including the intersection with Rossi Road) can be reconstructed to suit.

The estimated cost to complete this work is:

- Prepare detailed design and geotechnical work - \$350,000
- Construct concrete bridge 8 m wide and 40 m long to suit a 1 in 20 ARI - \$1,280,000
- Construct approaches and intersection - \$350,000
- Realign and reconstruct Hoskinstown Road 1.8km from new bridge – \$350,000

Total Estimated Cost - \$2,330,000

**Foxlow Bridge**

Numerous reports have come to Council regarding this bridge. A copy of the March 1997 and October 2014 reports are attached.

A detailed assessment of the bridge was undertaken in 2012 by Dr Tingley. This report recommended numerous treatments required to maintain the bridge in its present state which is limited to a maximum load of 5 tonne.

**12.1 Resch's Creek Crossing and Foxlow Bridge (Ref: C18149394; Author: Hansen/Hansen) (Continued)**

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A heritage assessment on the bridge was completed in 2017 and concluded:

*The primary recommendation is to conserve and maintain Foxlow Bridge as a vehicular road bridge, matching the original design and fabric as closely as possible within the constraints of the required loading, cost factors inherent in practical design and buildability proposals, maintenance requirements and public and occupational health and safety.*

The surrounding community was consulted in 2015 and presented with numerous options for the retention, removal or replacement of the bridge. The response from the community generally supported the retention of either the current bridge or a new bridge with the total closure and removal of the bridge least favored.

It is apparent that both mail delivery and school bus services utilize this bridge and that removing the bridge would impact on these services. It is also apparent that the Captains Flat RFS utilize the bridge as the quickest route to respond to an emergency in the Rossi and Hoskinstown area. Residents wishing to travel between the Rossi area and Captains Flat also use this bridge with 24 vehicles per day using the bridge in 2016.

Given that the bridge has been load limited for some time, it is difficult to estimate a true usage figure for the bridge. The volume of traffic using the bridge may be higher if it were not load limited. It should also be noted that the Foxlow Bridge is the preferred way out of the Rossi area in the event of a flood that closes Reschs crossing.

It is possible to restore the Foxlow Bridge to a higher load carrying capacity by undertaking restoration work on the bridge. The work done by Dr Tingley in 2012 provided a detailed list of repairs that were necessary to maintain a 7 tonne load rating on the bridge. A further report will be required to determine the work required to increase the current 5 tonne load limit on the bridge.

The estimate to complete the repairs necessary to maintain a 7 tonne limit on the bridge were estimated in 2014 to cost \$200,000 (in 2018 \$).

The full restoration of the bridge was estimated in 2014 to cost \$400,000 (in 2018 \$) however this figure was not based on any detailed assessment of the restoration requirements of the bridge.

If the bridge is restored, then Council will also need to commit to the ongoing maintenance and preservation of the bridge. This is estimated to be \$75,000 per annum but will be subject to traffic loads and environmental conditions.

If Council does nothing, the bridge will continue to deteriorate and will need to be closed and removed as it will become an unacceptable hazard to the community.

If the bridge is not restored, funding towards the maintenance of the bridge in its current form will need to be increased as the current level of maintenance is insufficient to halt the deterioration of bridge.

To enable restoration of the bridge, the following is required:

- Complete a structural assessment of the bridge that details the repairs required to restore the bridge to its original capacity. (\$110,000.00)
- Prepare a plan that progressively implements the outcomes of the assessment in (1) that includes the estimated cost to complete each stage.

**12.1 Resch's Creek Crossing and Foxlow Bridge (Ref: C18149394; Author: Hansen/Hansen) (Continued)**

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- Provide \$75,000.00 per annum ongoing to enable immediate maintenance to be completed on the bridge and to enable the normal ongoing maintenance required to preserve the bridge following any restoration work.

**Options**Resch's Creek

Option 1 – Do nothing. The current crossing is in a serviceable state and would require little expenditure to maintain its current level of service. Floods are infrequent and the crossing is usually only closed for a 12 to 18 hour period during the flood event. Low level crossings do however pose a reasonably high risk to residents that may choose to cross the causeway during flooding. The consequences of a vehicle being washed off the causeway are often fatal.

Option 2 – Construct a new bridge adjacent to the current crossing at a height that provides greater flood access. Design work is required to determine the most suitable roadway height for a new structure and it would be prudent to construct it to a height greater than the 1 in 100 rainfall event. This is estimated to cost \$2,500,000 subject to design.

Raising the existing structure is not an option as the old structure would be substantially demolished to enable the foundations of any new structure to be built and remove the ability to utilize the existing structure during construction.

Foxlow Bridge

Option 1 – Do nothing. The current bridge will continue to deteriorate and become a hazard to the public. This would result in the closure of the bridge to all traffic and the eventual removal of the bridge for safety reasons.

Option 2 – Restore the existing bridge to possibly a 15 tonne load limited bridge (or greater). This would ensure the bridge retains its presence in the area and continues to be trafficable to all but the heaviest trucks. The bridge would remain as a single lane bridge at its current height.

Option 3 – Replace the current bridge with a low level causeway. Access would be maintained for all vehicles except during time of flooding. This is estimated to cost \$500,000.00 subject to detailed design.

Option 4 – replace the current bridge with a new bridge at the same height. This would increase the level of service to road users by providing a two lane bridge that is not load limited. This is estimated to cost \$3,000,000.00 subject to detailed design.

Previous options have included using the disused rail bridge adjacent to the Foxlow Bridge. This option has been discounted as significant work would be required to retrofit the rail bridge for vehicular traffic and transferring the ownership of this bridge to Council would be problematic.

**12.1 Resch's Creek Crossing and Foxlow Bridge (Ref: C18149394; Author: Hansen/Hansen) (Continued)**

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**Implications*****Environmental***

Detailed environmental studies would be required at both locations prior to any work commencing.

***Asset***

The proposal will increase the number of bridges for Council. The ongoing cost to maintain the two bridges will need to be included in future budgets. Additional funds will also be required to maintain the Foxlow Bridge if it is restored.

***Economic***

Both of these crossings effect the surrounding community and any service level improvements will increase economic benefit to the area.

***Engagement***

Engagement on the possible options for the Foxlow Bridge have been completed in the past. The majority of those asked favoured the retention of the current bridge.

***Resources (including staff)***

Expert designers will be engaged to complete the design and investigation work.

**Attachments**

Nil





**12.2 STP Upgrade Project - Contract Award for Design Consulting Services (12/2015)  
(Ref: C18114324; Author: Hansen/Cox)**

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**Summary**

Tender (12/2015) – Design Consulting Services for the Queanbeyan Sewage Treatment Plant (STP) Upgrade Project was called 12 February 2018. The tender scope included design of sewage collection, treatment and disposal facilities to serve existing and future population growth of Queanbeyan including options of a Best for Region approach with Icon Water.

As previously reported to Council, Icon Water withdrew from the project as they determined that they would not continue with the Best for Region approach. Noting the Tender Assessment was complete before the Icon Board's decision and that the tender documents identified the potential for Icon Water to withdraw, the assessment of the tender remained valid. Council endorsed the request to enter negotiations with Hunter H2O Holdings Pty Ltd as the preferred tenderer.

The Council project team revised the scope of work for this contract to exclude Icon Water based on the July Council resolution. The Negotiation Committee requested a revised technical and financial submission from Hunter H2O in response to the amended scope. This report details the outcomes of negotiations with Hunter H2O.

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**Recommendation**

**That Council:**

- 1. Award Contract No.12/2015 to Hunter H2O Holdings Pty Ltd for the Queanbeyan Sewage Treatment Plant Upgrade Project for the amount of \$insert.**
- 2. Approve Hunter H2O Pty Ltd to undertake the baseline water quality monitoring (for the upper limit price of \$insert) in support of determining design criteria, undertaking environmental studies, and providing for future operational reporting.**
- 3. Approve a total budget of \$9,750,000.00 for the STP Upgrade Project investigation and design services.**

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**Background**

At its meeting on 13 December 2017, Council resolved (Res 423/17) to:

- 1. Explore a jointly-procured and operated Queanbeyan sewage treatment plant with Icon Water.*
- 2. Form an initial relationship with Icon Water for the Best for Region project, in accepting the governance and financial terms as detailed in the letter attached to this report.*
- 3. Proceed to tender to prepare a Concept Design for the Queanbeyan Sewage Treatment Plant that includes a Best for Region solution.*
- 4. Provide a further report to Council at the conclusion of this work.*

**12.2 STP Upgrade Project - Contract Award for Design Consulting Services (12/2015)  
(Ref: C18114324; Author: Hansen/Cox) (Continued)**

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Following completion of the points 1 & 2, tenders were called for the concept design of the Queanbeyan STP on the 12 February 2018. The Request for Tender (RFT) documents allowed for:

- 60, 000 equivalent persons (EP) standalone STP for Queanbeyan, and
- 90, 000 equivalent persons (EP) combined STP for the region.

After the final stage of procurement of the design consulting services (presentation interview), on 14 June 2018 Icon Water advised Council of its decision to withdraw from a BFR project. As the tender assessment and tender documents identified the potential for Icon Water to exit the project, the assessment remains valid.

The Tender Evaluation Committee had determined the preferred consultant to prepare the design for the Queanbeyan STP and recommended council reject all tenders and enter negotiations for a standalone plant for Queanbeyan.

At its meeting on 25 July 2018, Council resolved (248/18) to:

1. *Reject tenders for Design Consulting Services for the Queanbeyan STP Upgrade Project.*
2. *Commence negotiations with Hunter H2O on the evidence presented in the attached Tender Evaluation Report and in accordance with clause 178 (4) of the Local Government (General) Regulation 2005.*
3. *Provide a further report to Council detailing the outcomes of these negotiations.*

The project team for the Queanbeyan STP Upgrade Project commenced negotiations with Hunter H2O on the 2 August 2018. The project team requested Hunter H2O to revise their submission on the basis of the amended RFT documents. The RFT documents removed Icon Water scope and request designs for a standalone plant for Queanbeyan.

The negotiation committee reviewed the submission from Hunter H2O and determined the revised bid presents value for money taking into account both financial and technical aspects. The negotiations and tender evaluation for this contract, retain Hunter H2O as the preferred consultant for this contract.

A full Negotiation Report is attached for Councillors.

**Implications*****Environmental***

The project supports public and environmental health through designing a new STP that will improve the treated effluent quality and flows discharged to the environment.

Environmental outcomes expected from the design consultant include:

- an STP design that will lead to improved management of treated sewage discharge to the environment hence more reliable means of complying with sewage treatment and discharge licence conditions,
- an STP that provides greater reliability in terms of managing water quality in the Molonglo River

## 12.2 STP Upgrade Project - Contract Award for Design Consulting Services (12/2015) (Ref: C18114324; Author: Hansen/Cox) (Continued)

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### ***Sustainability***

The project will comply with Council's Sustainable Design Policy for Council Buildings (2013) and Sustainability Policy. The STP design will be more sustainable in terms of energy footprint, water management, bio-solids management and disposal with the potential for resource recovery.

The project delivery strategy aligns to the Infrastructure Sustainability Council of Australia (ISCA) framework. The strategy identifies opportunities for achieving targets, by considering project governance, energy minimisation, resource recovery, materials, economic outcomes, environmental, and social benefits among other sustainability factors.

The preferred tenderer has significant experience in applying formal IS rating systems to projects.

### ***Asset***

The proposed new STP will be located on the current site (Nimrod Road, Oaks Estate). Council will retain ownership of the facility and be responsible for ongoing operations and maintenance.

### ***Strategic***

Council adopted the STP Upgrade Masterplan in March 2017, which outlines the proposed STP upgrade approach and strategy. This project (described by the Masterplan) is included in and aligns with Council's Operational and Delivery Plans. The new plant will allow for the continued development of the Queanbeyan & South Jerrabomberra areas.

### ***Engagement***

Community engagement will align with IAP2 and ISCA requirements. Community engagement will allow all stakeholders to provide input / feedback about key decisions throughout the project.

### ***Financial***

A grant application has been lodged under the NSW Safe and Secure Water program to assist design initially, and potentially contribute to construction later.

Program Code	Expense Type	Funding source	Amount
		Reserves – QBN Sewer Fund	\$ 9,750,000.00

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

Staff from the Contracts and Projects branch will oversee delivery of the project. A specialist Project Manager (consultant) will be engaged to provide support and to manage day-to-day Project activities to ensure the project achieves the agreed project objectives and outcomes.

**12.2 STP Upgrade Project - Contract Award for Design Consulting Services (12/2015)  
(Ref: C18114324; Author: Hansen/Cox) (Continued)**

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***Integrated Plan***

This project is included in both Council's Operational and Delivery Plans. This project meets the Community Strategic Plan objectives and is a key part of the Strategic Pillars of Council and our Community.

**Conclusion**

Hunter H20 is the preferred tender to carry out the design consulting services for the Queanbeyan STP Upgrade Project as described in the Negotiation Report (Attachment 1) and because Hunter H20:

- Represents best value for money
- Represents the least cost risk to council
- Provides a very capable team with extensive operational experience
- Presents certainty through their work plan to deliver the services for the project.

**Attachments**

Attachment 1      Design Consulting Services - Negotiation Report - 100123 - Queanbeyan  
STP Upgrade Project (*Under Separate Cover*) - **CONFIDENTIAL**

**12.3 STP Upgrade Project - Contract Award for Project Management Services  
(19/2018) (Ref: C18138684; Author: Hansen/Cox)**

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**Summary**

Council has commenced a project to replace the Queanbeyan Sewage Treatment Plant (STP). The project consists of the planning, design, and construction of sewage collection, treatment, and disposal facilities to serve existing and planned developments. Due to the project size, complexity, and interactions with three jurisdictions (Federal, ACT, and NSW), the Project Team decided to engage a specialist project manager to oversee and direct the work of the various consultants and contractors involved on the project.

An open tender process to select a preferred project manager was undertaken. The Project Team has completed its evaluation of the tenders and this report summarises the outcome of the tender process and recommends a preferred tender.

A detailed Tender Evaluation Report is attached for Councillors.

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**Recommendation**

**That Council, based on the outcome of the Tender Evaluation Process, and in accordance with the Local Government (General) Regulation 2005:**

- 1. Award the Contract for Project Management Services to Tenderer 6.**
  - 2. Approve the tender price (upper limit price) in the sum of \$insert.**
  - 3. Approve a total budget amount of \$3,800,000 with additional funds to provide for risk (contingency) associated with the provision of the services by Tenderer 6.**
- 

**Background**

A summary of the tender process is outlined below:

- Advertised the Tender on 08 August 2018 via Tenderlink and in two national and three local newspapers.
- Conducted a Pretender Briefing on 17 August 2018
- Closed Tenders on 03 September 2018
- Opened Tenders on 04 September 2018
- Completed evaluation of Tenders on 19 October 2018

Tenders were submitted by the following seven firms:

- Aecom Pty Ltd
- Aurecon Group Pty Ltd
- Ontoit Global Pty Ltd
- RPSPM Pty Ltd
- Turner & Townsend Pty Ltd
- Infrastructure Procurement Solutions
- WSP Australia Pty Ltd

Of these seven tenders, the Tender Evaluation Committee determined:

- Five tenders to be conforming
- Two tenders to be non-conforming

**12.3 STP Upgrade Project - Contract Award for Project Management Services (19/2018) (Ref: C18138684; Author: Hansen/Cox) (Continued)**

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Of the five conforming tenders, the Tender Evaluation Committee determined two to be competitive and representing value for money.

The Tender Evaluation Committee determined that on balance, Tenderer 6 represented the overall best value for money, with the lowest cost risk to Council.

**Implications*****Environmental***

The project supports public and environmental health through delivering a new STP that will improve treated effluent quality and flows discharged to the environment.

Environmental outcomes expected from the project include:

- A STP that will lead to improved management of treated sewage discharge to the environment hence more reliable means of complying with sewage treatment and discharge licence conditions
- A STP that provides greater reliability in terms of managing water quality in the Molonglo River

The Project Manager is expected to ensure these outcomes are achieved.

***Sustainability***

The project will comply with Council's Sustainable Design Policy for Council Buildings (2013) and Sustainability Policy. The STP design will be more sustainable (than the existing STP) in terms of energy footprint, water management, bio-solids management and disposal with the potential for resource recovery.

The project delivery strategy aligns to the Infrastructure Sustainability Council of Australia (ISCA) framework. The strategy identifies opportunities for achieving targets, by considering project governance, energy minimisation, resource recovery, materials, economic outcomes, environmental, and social benefits among other sustainability factors.

The preferred tenderer has significant experience in applying formal IS rating systems to projects.

***Asset***

The proposed new STP will be located on the current site (Nimrod Road, Oaks Estate). Council will retain ownership of the facility and be responsible for ongoing operations and maintenance.

***Strategic***

Council adopted the STP Upgrade Masterplan in March 2017, which outlines the proposed STP upgrade approach and strategy. This project (described by the Masterplan) is included in and aligns with Council's Operational and Delivery Plans. The new plant will allow for the continued development of the Queanbeyan & South Jerrabomberra areas.

**12.3 STP Upgrade Project - Contract Award for Project Management Services  
(19/2018) (Ref: C18138684; Author: Hansen/Cox) (Continued)**

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***Engagement***

Community engagement will align with IAP2 and ISCA requirements. Community engagement will allow all stakeholders to provide input / feedback about key decisions throughout the project.

***Financial***

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>	<b>Amount</b>
		Reserves – QBN Sewer Fund	\$ 3,800,000.00

---

***Resources (including staff)***

Staff from the Contracts and Projects branch will oversee delivery of the project. A specialist Project Manager (consultant) will be engaged (this report) to provide support and to manage day-to-day Project activities to ensure the project achieves the agreed project objectives and outcomes.

***Integrated Plan***

This project is included in both Council's Operational and Delivery Plans. This project meets the Community Strategic Plan objectives and is a key part of the Strategic Pillars of Council and our Community.

**Conclusion**

Tenderer 6 is the preferred tender to provide Project Management Services for the Queanbeyan STP Upgrade Project as described in the Tender Evaluation Report (Attachment 1) and because Tenderer 6:

- Represents best value for money
- Represents an acceptable level of cost risk to council
- Provides a very capable team with extensive experience in managing major projects
- Presents certainty through their work plan to manage the various project inputs to achieve a successful outcome.

**Attachments**

Attachment 1      Project Management Services - Tender Evaluation Report - 100123 -  
Queanbeyan STP Upgrade Project (*Under Separate Cover*) -  
**CONFIDENTIAL**





**12.4 Tender Recommendation - Rusten House Roof Replacement and Associated Works (Ref: C18149141; Author: Hansen/Stewart)**

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**Summary**

Tenders were called for works associated with the replacement of the roof on Rusten House in Queanbeyan as part of stage 1 works package to refurbish the heritage listed building.

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**Recommendation**

**That Council accept the tender from Tenderer No. 1 for the provision of works under Contract Number 01/2019, being for the replacement of roof and associated works for Rusten House (Queanbeyan), for the lump sum price of \$insert (including GST).**

---

**Background**

Rusten House is located at 87 Collet St, Queanbeyan and was originally built in 1861 to be the first official Queanbeyan Hospital. The building is one of Queanbeyan's most significant heritage properties and is listed as a Heritage Item on the State Heritage Register established under Part 3A of the *Heritage Act 1977* Listing No 00552 – 1999.

Ownership of Rusten House was transferred to the Council in 2015 to be used for community purposes. The building had been unused for a number of years and was in a dilapidated state. The structure had issues with asbestos and lead paint, has some structural defects, needs to be re-wired and re-plumbed, and had been vandalised whilst it has been un-occupied.

Approval was granted under S60 on 4 October 2013 (Heritage Council Application Number 2013/S60/860) for an early works package to remove asbestos and secure the building as part of a project to sympathetically restore Rusten House in accordance with the Conservation Plan prepared by Godden Mackay Logan in 2012.

Detailed plans and schedules of work for the various stages of the refurbishment that comply with the heritage requirements, modern building codes and standards, and that reflect the intended use of the building as an Arts Hub have been prepared by Eric Martin & Associates, and Development Consent has been granted for these works on 25 September 2018.

It is intended to complete these further refurbishment works under 2 stages: the initial stage being to replace the roof and associated rainwater goods and minor structural repairs, and the final stage to complete the building refurbishment and to construct the carpark under separate contract.

Accordingly, the recommendation is now to appoint a contractor to undertake the roof replacement works in accordance with the approved design.

## 12.4 Tender Recommendation - Rusten House Roof Replacement and Associated Works (Ref: C18149141; Author: Hansen/Stewart) (Continued)

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### Implications

#### **Legal**

Council called tenders in accordance with the provisions of the *Local Government Act 1993* and the Local Government (General) Regulation 1995.

#### **Policy**

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

#### **Asset**

The proposal aims to update an aged and dilapidated historic building.

#### **Financial**

Funds are available to carry out the works. The project is to be funded from various funding sources as follows:

Program Code	Expense Type	Funding source	Amount
100170	Capital	\$550,000 from Stronger Communities Fund	\$1,050,000
		\$250,000 from NSW Government Justice and Liquor NSW Infrastructure Grant	
		\$250,000 from revenue	

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#### ***Integrated Plan***

The works are included under QPRC Major Projects – Strategic Pillar 1 of the 2018-21 Delivery program and due for completion under the 2018/19 budget.

#### **Conclusion**

It is recommended that this contract be awarded to tenderer 1.

#### **Attachments**

Attachment 1 Tender Recommendation Report - Rusten House Roof Replacement C/N 2019/01 (*Under Separate Cover*) - **CONFIDENTIAL**

**12.5 AMENDED REPORT (Page 2) Amendments shown italicized and in blue -  
Amendments to Googong Development Control Plan 2010 (Ref: C18153696;  
Author: Thompson/Jansen)**

**Summary**

The purpose of this report is to provide feedback on the community consultation carried out in relation to the proposed amendments to the *Googong Development Control Plan 2010*, and to recommend Council now adopt the plan.

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**Recommendation**

**That pursuant to the *Environmental Planning and Assessment Act 1979 and Regulations 2000*, Council adopt the draft amendments to the *Googong Development Control Plan 2010*, with the inclusion of amendments as set out in this report.**

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10 **Background**

At its meeting of 10 October 2018 Council considered the draft amendments to the *Googong Development Control Plan (DCP) 2010* and resolved to publicly exhibit the proposed amendments (Minute No PLA125/18).

The purpose of the update to the *Googong DCP 2010* was to:

1. Insert an additional reference into Part 1 of the DCP to adopt Section 2.12 of the *Queanbeyan Development Control Plan 2012 (QDCP)*. This clause was recently introduced into the QDCP to reflect legislative changes following the introduction of the *Biodiversity Conservation Act 2016*.
- 20 2. Insert additional objectives and controls under Section 5.14 – Signage within the Public Domain.
3. Amend Table 1 of Part 6 to clarify the minimum parking requirement for single dwellings and Alterations and Additions.
4. Amend Part 7 in regard to minimum requirements for Multi Dwelling Housing developments in relation to site coverage, front setbacks, articulation zone, the minimum separation of buildings and on site visitor parking in appropriate circumstances.
5. Insert a new appendix with Neighbourhood Structure Plans for Sunset Estate (north of Googong Road).

30 The draft amendments to the DCP were placed on public exhibition from 16 October to 14 November 2018.

Attached are those sections of the DCP that were proposed to be amended. Where sections of the DCP are not provided in the attachments, no amendments were proposed.

**Implications**

***Policy***

Should the changes ultimately be adopted by Council, this will alter policy as expressed in this DCP.

**12.5 AMENDED REPORT (Page 2) Amendments shown italicized and in blue -  
Amendments to Googong Development Control Plan 2010 (Ref: C18153696;  
Author: Thompson/Jansen) (Continued)**

***Environmental***

40 The draft DCP adopts the new provisions of the QDCP 2012 by adopting Clause 2.12 of this DCP. This ensures that suitable and consistent controls exist in regard to clearing of vegetation.

***Sustainability***

Part of the changes proposed are to give effect to the *Biodiversity Conservation Act 2016* which itself is directed towards being consistent with the principles of ecologically sustainable development.

***Asset***

The Neighbourhood Structure Plans include assets such as roads, an open space corridor and a pump station (Attachment 5). These will be dedicated to Council if a development is approved here.

***Economic***

50 The development at Googong has a positive economic impact in that the development provides for long and short term employment opportunities.

***Strategic***

The proposed changes update one of Council's key strategic documents and the changes are considered appropriate. A new neighbourhood structure plan for Sunset Estate has been added. New neighbourhood structure plans are required to be submitted prior to a development application being considered for the estate.

***Engagement***

The draft amendments to the DCP were placed on public exhibition from 16 October to 14 November 2018.

60 One internal comment from staff requested that a clause be added in Part 8 Environmental Management to direct the reader to Clause 2.12 of the *Queanbeyan Development Control Plan 2012* to ensure the reader was aware of the requirements of the *Biodiversity Conservation Act 2016*. While reference to this clause was added in Part 1 of the amended DCP it is possible to read Part 8 independently and as such it was suggested that further reference be included in Part 8 under the Environmental Management section as well. As such an appropriate reference has been added into Part 8 of the draft DCP. This wording has been included in attachment 5.

70 *A second internal comment was also received in respect of provisions relating to car parking requirements for businesses where a change of use is proposed. Council's Development Team raised concerns that existing businesses in Googong could have a change of use that resulted in significant new car parking demands, but that the relevant controls potentially do not allow Council to require the provision of this additional car parking. This is by virtue of certain provisions being adopted directly from Queanbeyan Development Control Plan 2012. Accordingly, it is intended to amend the Googong DCP 2010 to clarify it does not adopt that particular provisions of Queanbeyan DCP (ie clause 2..2.5(1)(c). The provision in Queanbeyan DCP 2012 seeks to provide flexibility for businesses in the Queanbeyan CBD, not new urban release areas.*

80 A comment was also received through Your Voice which suggested that controls relating to erosion and soil conservation on building sites be reinforced. It is considered that this issue

**12.5 AMENDED REPORT (Page 2) Amendments shown italicized and in blue -  
Amendments to Googong Development Control Plan 2010 (Ref: C18153696;  
Author: Thompson/Jansen) (Continued)**

is satisfactorily dealt with under Part 8 - Environmental Management of the DCP as well as at development assessment stage.

***Financial***

The costs associated with this amendment to the Googong DCP are covered from the Strategic budget.

***Integrated Plan***

The review of this DCP gives effect to and is consistent with Output No 26.11 of the Operational Plan for the Branch.

**Conclusion**

- 90 The updates and changes to the DCP are considered appropriate and necessary in the circumstances. Consequently it is recommended that the draft amendments be adopted.

**Attachments**

Attachment 1	Googong DCP - Parts 1 and 2 - Aug 2018 ( <i>Under Separate Cover</i> )
Attachment 2	Googong DCP Parts 4 and 5 - Aug 2018 ( <i>Under Separate Cover</i> )
Attachment 3	Googong DCP - Part 6 - Aug 2018 ( <i>Under Separate Cover</i> )
Attachment 4	Googong DCP - Part 7 - Aug 2018 ( <i>Under Separate Cover</i> )
Attachment 5	Googong DCP - Part 8 - Aug 2018 ( <i>Under Separate Cover</i> )
Attachment 6	Googong DCP - Appendix 9 - Aug 2018 ( <i>Under Separate Cover</i> )



12.6 Local Heritage Places Grants 2018-19 (Ref: C18155238; Author:  
Thompson/Jansen)

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**Summary**

The purpose of this report is to consider the applications received by Council for the Queanbeyan-Palerang Local Heritage Grants 2018-19.

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**Recommendation**

**That Council adopt the recommendations to provide funding to the applications as listed in Attachment 1.**

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**Background**

In August 2018 Council advertised the Local Heritage Places Grants. Requests for applications were advertised between 22 August and 13 October 2018. The grants are part funded by Council and part funded by the Office of Environment and Heritage and have to meet certain criteria.

In general these are intended to fund small improvements to existing heritage items. In total 18 applications were received, however one applicant applied for two different projects for the same property.

The applications were assessed against the guidelines taking into account the funds available and the comments from the relevant Heritage Advisor. The Queanbeyan Heritage Advisory Committee and the Braidwood and Curtilage Heritage Advisory Committee were briefed on the applications received.

A summary of the applications and recommended funding is provided in Attachment 1 (Confidential Attachment).

Successful applicants will be notified and given a set time in which to complete their projects, meet certain conditions and sign an agreement to this effect. A copy of the standard Project Funding Agreement is provided in Attachment 2. A copy of the application form and guideline document are provided in Attachments 3 and 4 respectively.

**Implications**

***Legal***

Successful applicants will be required to submit a Project Funding agreement and are required to comply with a set of standard conditions.

***Policy***

Council has guidelines and standard conditions for Local Heritage Grants and successful applicants will have to comply with these.

***Environmental***

Funding will be provided for a number of projects and will result in a positive impact on the built environment.

**12.6 Local Heritage Places Grants 2018-19 (Ref: C18155238; Author: Thompson/Jansen) (Continued)**

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***Sustainability***

The continuation of the grants from this Fund promotes sustainability through enhancing environmental, social and cultural matters.

***Social / Cultural***

The continued funding promotes the heritage of the local area and will ensure that owners of heritage items can undertake required works so the buildings are retained in good condition into the future.

***Strategic***

The funding provides assistance for owners of buildings in the LGA for the maintenance and repair of heritage items. The protection of local heritage times is an important part of Council's objectives and items are protected by listing in the Local Environmental Plans.

***Engagement***

Requests for applications were advertised between 22 August and 13 October 2018. The grants are part funded by Council and part funded by the Office of Environment and Heritage and have to meet certain criteria. Successful applicants will continue their engagement with staff as well as Heritage Advisors while undertaking their projects.

***Financial***

A total budget of \$30,000 is available for the 2018-19 Local Heritage Grants. The project is part funded by the Office of Environment and Heritage which provides funding up to a maximum of \$10,000. The remaining \$20,000 is funded by Council. All projects must be completed by April 2019 to enable Council to claim the monies.

***Integrated Plan***

Heritage is one of the programs on the Service Statement relevant to Land Use Planning in the Operational Plan 2018-19.

**Conclusion**

The Local Heritage Places Grant provide funding for local property owners to use for the maintenance and repair of important local heritage items. This is consistent with local heritage being recognised as a program area for the Land Use Planning Branch as well as in the respective Local Environmental Plans. Consequently it is concluded that the recommendation of this report promotes heritage in a practical manner and should be supported.

**Attachments**

- |              |  |
|--------------|--|
| Attachment 1 | Local Heritage Place Grants Applications 2018 ( <i>Under Separate Cover</i> ) -<br><b>CONFIDENTIAL</b> |
| Attachment 2 | Project Funding Agreement - Local Heritage Place Grants 2018/19<br>( <i>Under Separate Cover</i> )     |
| Attachment 3 | Application Form - Local Heritage Places Grant 2018/19 ( <i>Under Separate Cover</i> )                 |
| Attachment 4 | Local Heritage Places Grant Guidelines 2018/2019 ( <i>Under Separate Cover</i> )                       |



**12.7 Regional Sports Complex Community Consultation Report and Funding Offer  
(Ref: C18150342; Author: Thompson/Geyer)**

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**Summary**

At its meeting on 22 August 2018, Council considered a report about the Regional Sports Complex. Council resolved to

- 1. Lodge a business case to the NSW Regional Sporting Infrastructure Fund for a grant to construct Stage One of the Queanbeyan-Palerang Regional Sports Complex.*
- 2. Place the full masterplan for all stages on public exhibition for community comment.*
- 3. Prepare appropriate facility business plans and incorporate the project in the 10 Year Financial Plan, should the business case progress to the next grant gate.*

The Plan was placed on Exhibition and the Business Case was lodged with the NSW Government's the Regional Sports Infrastructure Fund. This report provides an update following those actions.

The NSW government recently announced Council's application for \$10m funding under the Regional Sports Infrastructure Fund, was successful.

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**Recommendation**

**That Council:**

- 1. Receive the report and note the community feedback.**
  - 2. Amend the master plan from four premier standard synthetic football pitches to two premier standard synthetic and two premier standard natural grass fields.**
  - 3. Accept the NSW Government grant offer of \$10m toward Stage one of the Regional Sports Complex.**
  - 4. Progress the masterplan to detail design of Stage one, and receive a report on sequencing of the elements of Stage one based on available funding.**
  - 5. Investigate options for funding the Indoor Component of the Regional Sports Complex.**
- 

**Background**

The search for a suitable location and configuration of the Queanbeyan-Palerang Regional Sports Complex dates back to the early 2000s, with several sites being investigated. Eventually it was agreed a site in the vicinity of Tomsitt Drive, Jerrabomberra would be the preferred option.

Over the past six years Council has been working on various design concepts for the Regional Sports Complex. The initial two sites (A and B) were proposed for land to be gifted by the Village Building Company (VBC) on diagonally opposite sides of the Tomsitt Drive/Northern Entry Road intersection at Jerrabomberra. The most recent designs, relating to Site C (tentatively around 25ha) are on land to be gifted by VBC on the Northern Entry Road alongside, and to the south of, Jerrabomberra Creek. The Regional Sports Complex was published in context with the proposed South Jerra Innovation Precinct (Business Park) report in June 2018.

The designs exhibited for this site were the culmination of workshops with design consultants, Oxigen, and the various stakeholders, including local sports clubs via the Sports Council.

**12.7 Regional Sports Complex Community Consultation Report and Funding Offer  
(Ref: C18150342; Author: Thompson/Geyer) (Continued)**

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In Stage One of the complex, the plans allow for four soccer pitches, suitable for Youth League, Women's League and Premier League; two first grade hockey pitches; associated club rooms, amenities and car parking. Lighting is to be variable LED to a maximum of 500 lux, with capacity to reduce lux levels for training and local games. Stage One also includes three natural grass warm up pitches suitable for local sports and major events. The Stage One configuration will allow for National and State events in soccer, touch football and hockey as well as multiple regional events.

Local football clubs and the W-League have indicated a preference for two of the four synthetic football pitches to be grass. This provides greater flexibility for all football classifications to play at the facility.

Future stages of the complex are proposed to include a four court indoor facility for basketball, netball, futsal and indoor hockey and competition standard aquatics, hydrotherapy and sports/rehab therapy to support the pre-elite sporting aspirations of the various QPRC based clubs, and potentially rehab for returned defence personnel.

The plans were placed on public exhibition and 46 submissions were received. This included feedback on the Your Voice community engagement website and a written submission from the Queanbeyan United Hockey Club. These are provided in attachments 1 and 2. Council also received five letters of support from ACT and NSW State Sporting Associations which were submitted with the Business Case (attachment 3).

The significant majority supported the proposed Regional Sports Complex. A number of requests were received to bring Basketball forward as a priority while a number supported the aquatic component. Others made suggestions around the field sports. All submissions will be used by the design team to fine tune the detailed design.

Further discussions may progress with the Queanbeyan Basketball Association to potentially bring forward the relocation of the Karabar courts to the Jerrabomberra site, with co-funding supported by future grants, and financial contributions from the Association.

**Implications*****Sustainability***

In accordance with Council's Sustainable Building Policy the Regional Sports Complex is a project over \$2,000,000. As such it will be carried out in accordance with the Infrastructure Sustainability Council of Australia Guidelines and an ISCA rating will be sought.

***Asset***

Council's Asset team reviewed the plans and modelled the asset renewal requirements for the complex. This Asset renewal data was incorporated into the Business Case put to the Government

***Social / Cultural***

Council initiated a review of all sports played in the region and commissioned a needs analysis to identify gaps in service and barriers to participation or development within sports. The results identified a number of short-comings in sports within the Queanbeyan-Palerang region and recommended strategies to address these gaps. Significant barriers included Queanbeyan Hockey not having a home facility in NSW and being forced to play all games across the border in the ACT at high user charges. This has resulted in a significant drop in player numbers but also the loss of players to other ACT based clubs. Similarly, Queanbeyan does not have the facilities to play high grade Football (Soccer), Netball or Basketball, requiring players wanting to advance their sports development to leave Queanbeyan.

### 12.7 Regional Sports Complex Community Consultation Report and Funding Offer (Ref: C18150342; Author: Thompson/Geyer) (Continued)

Limitations in available facilities prevent sports associations applying to host State or National championships, being forced to travel long distances to other regions or interstate to participate. The Queanbeyan-Palerang Regional Sports Complex is designed to address these gaps, increase sports participation at all levels, target State and National events and facilitate pre-elite development.

The location, central to the major urban growth areas and easily accessible via the EDE to other townships and the wider QPRC rural community, will allow the facility to deliver the maximum social and sporting benefit to a large portion of our population. The venue when complete, will provide opportunities for a variety of community events.

#### **Economic**

Staff modelled a series of indicative events, based on actual events data, to project potential economic and sporting tourism returns for hosting major events. Modelling shows the economic return in terms of consumption and employment figures. Table 1 is a summary of three different scenarios for National, State and Regional events, to be held at the Regional Sports Complex.

**Table 1 Event Impact Summary**

State Championship. 1000 over 3 Days Modelling the effect of \$350,000 from a Sports and Recreation event with State significance	Output (\$)	Value-added (\$)	Employment (annual FTE)
Direct impact	450,000	212,606	3.6
Industrial impact	145,339	55,547	0.5
Consumption impact	47,452	21,035	0.3
<b>Total impact on Queanbeyan-Palerang economy</b>	<b>642,791</b>	<b>289,188</b>	<b>4.4</b>
National Championship. 2500 over 3 days Modelling the effect of \$350,000 from a Sports and Recreation event with National significance	Output (\$)	Value-added (\$)	Employment (annual FTE)
Direct impact	750,000	354,343	6.1
Industrial impact	242,232	92,579	0.9
Consumption impact	79,086	35,058	0.4
<b>Total impact on Queanbeyan-Palerang economy</b>	<b>1,071,318</b>	<b>481,980</b>	<b>7.4</b>
KANGA CUP 1500 over 5 days Modelling the effect of \$937,500 from a Sports and Recreation event with Region significance	Output (\$)	Value-added (\$)	Employment (annual FTE)
Direct impact	805,875	358,566	6.2
Industrial impact	267,704	103,285	1.0
Consumption impact	85,271	37,800	0.5
<b>Total impact on Queanbeyan-Palerang economy</b>	<b>1,158,850</b>	<b>499,650</b>	<b>7.7</b>

Initial budget modelling aims to target four major events per annum for the start-up years, growing as the host clubs grow in capacity. It can clearly be seen from the data that

## 12.7 Regional Sports Complex Community Consultation Report and Funding Offer (Ref: C18150342; Author: Thompson/Geyer) (Continued)

attracting State and National events not only exposes Queanbeyan-Palerang sports people to high standard sports, it significantly contributes to the local economy.

The Queanbeyan-Palerang Regional Sports Complex will deliver the necessary capacity to host Regional, State and National events including those mentioned above. Provision of seven full size pitches, plus two hockey pitches with capacity to divide into a combination of full and half size fields, supported by the necessary modern standard men's and women's amenities, match official and medical facilities all within a short drive to an international and domestic airport, opens real potential for hosting major events and real economic returns to the region. Equally, the modelling clearly demonstrated the potential job growth to the region derived from events and Sports Tourism.

### **Strategic**

The Regional Sports Complex has been in Queanbeyan-Palerang's Delivery Plan and previously in Queanbeyan City Council's Community Strategic Plan and Delivery Plans, and presents as a regional hub recognised in the NSW regional sports plans.

### **Engagement**

The plans have been developed in consultation with the wider sporting community and then placed on public exhibition and submissions sought. Community Engagement submissions are attached.

### **Financial**

Stage one of the sports complex has been independently valued by a Quantity Surveyor and is estimated at approximately \$30-35M, dependant on the final configuration of the stage (ie quantity of fields, mix of grass v synthetic, inclusion of indoor courts). Council's Delivery Plan has included the Regional Sports Complex, Stage 1, \$36,000,000, to be funded through a combination of Grants, Contributions and Loans. The NSW Government has offered \$10m from the Regional Sports Infrastructure Fund and an application of \$5m to the Building Better Regions Fund is pending.

Program Code	Expense Type	Funding source	Amount
	Capital	Grants, Contributions and Loans	\$ 36,000,000

Should the total funding not be available at one time the project is able to be broken into smaller stages to match the funding available, and sequence construction of the elements accordingly. These sub-stages can also be prepared as part of the detailed design.

In light of recent Council decisions, it is proposed to progress with the funding of Stage one through state and federal grants, and the potential contribution from the Association (should indoor courts be included), as well as borrowings. The works may commence in late 2019/20 pending final design, approvals and contractor procurement, limited initially to the value of the grants. That timing should coincide with delivery of the northern entry road works by the south Jerrabomberra developers.

Further elements of Stage one would not commence until contributions are confirmed or Council has made a decision in 2020/21 on borrowings to be serviced by an SRV.

**12.7 Regional Sports Complex Community Consultation Report and Funding Offer  
(Ref: C18150342; Author: Thompson/Geyer) (Continued)**

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***Resources (including staff)***

A small project working party has been established to bring the project to the Master Plan stage, and a Stage One development project team will include staff, sporting stakeholders and the land owners. The grant funding includes a budget item to engage a Project Manager.

***Integrated Plan***

As mentioned above, the Regional Sports Complex, Stage One, is identified as a major capital works project within the current Delivery Plan.

**Conclusion**

The Regional Sports Complex has been a long term planning item for Council and has reached a point of delivery in the current term of Council. The project concept has wide support both from the community and sporting bodies, with good feedback coming in to help inform the detailed design phase. Council should therefore accept the funding offered under the Regional Sports Infrastructure Fund and proceed to the detailed design phase of the project.

**Attachments**

- Attachment 1 Engagement Report (*Under Separate Cover*)
- Attachment 2 Submission from Queanbeyan United Hockey Club (*Under Separate Cover*)
- Attachment 3 Letters of Support Submitted with Business Case (*Under Separate Cover*)



**12.8 Macedonian Cup Football Tournament - January 2019 (Ref: C18155857;  
Author: Thompson/Penman)**

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**Summary**

The 2019 Macedonian (Maso) Cup Football Tournament will be held in Queanbeyan over the Australia day weekend 26-28 January 2019. The tournament will be held over 3 sports grounds in Queanbeyan with the main venue being Seiffert Oval for 1<sup>st</sup> grade games and all finals matches. There will be about 30 teams participating over the 3 days, with teams coming from all over New South Wales, Victoria, Queensland as well as a potential team from Macedonia.

Each team will comprise around 20 players plus coaches and officials, as well as families attending the event for the weekend in Queanbeyan. This will be the 11th annual Macedonian Football Cup and the first time it will be held outside of Sydney or Melbourne. This year's host and organiser is Queanbeyan City Football Club.

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**Recommendation**

**That Council meet the following costs of the Macedonian Cup as a donation from the Sports Assistance Scheme:**

- 1. Ground hire fees of approximately \$2,000.**
  - 2. Up to \$700 toward the provision of marquees for the High Street fields to provide additional change facilities.**
- 

**Background**

Queanbeyan City Football Club has been in talks with the Macedonian Cup committee over the last few years in an attempt to have this tournament played in Queanbeyan. Council staff have also been in discussion with Queanbeyan City FC to help them secure this tournament in Queanbeyan.

**Implications**

***Policy***

Council has a Sports Assistance Scheme designed to assist athletes to attend major events or to assist local clubs to host major events. The Maso Cup meets the criteria for funding.

***Social / Cultural***

This Tournament will benefit the local community with a large number of people attending the event. It is a major coming together for the Macedonian community and a major sporting event in their calendar. Sport is an excellent means of bring the whole community together and a fitting activity for the Australia Day weekend.

***Economic***

Many of these teams have already booked accommodation in Queanbeyan for the period of this tournament and it is expected that the teams will spend most of their time over the 3 days in Queanbeyan. As can be seen from the examples prepared for the business case for the Regional Sports Complex (reported later in this Business Paper) regional sports events such as the Macedonian Cup can have significant economic benefits to the local community.

**12.8 Macedonian Cup Football Tournament - January 2019 (Ref: C18155857; Author: Thompson/Penman) (Continued)**

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***Strategic***

The event ties in well with Council's strategy to attract major sporting events and utilise the renovated Seiffert Oval.

***Engagement***

Staff members have had numerous discussion with Queanbeyan City FC on the workings of the tournament and how Council could help to secure this event.

***Financial***

Queanbeyan City FC have asked Council to waive the ground hire fees for the weekend which would be around \$2000, depending on final team numbers which would then dictate if all 3 grounds would be required for the 3 days. The Club has also asked if Council could help with the hire of marquees for the High Street playing field as there is only one change room (approximately \$700). Funds could be made available as a donation from the sports assistance scheme which presently has a balance of \$7,000.

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>		<b>Amount</b>
63158	Donation	Sports Assistance Scheme	\$	2,700

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**Conclusion**

This event is expected to bring a large number of people to the Queanbeyan area for the weekend with any Council support a help for the organisers of this event.

**Attachments**

Nil



**12.9 Establishment of Alcohol Prohibited Area - Low Level Bridge Reserve - Crown Land at 100 Morisset Street Queanbeyan (Ref: C18150122; Author: Thompson/Sibbick)**

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**Summary**

Requests have been received for an Alcohol Prohibited Area to be established at the Reserve near the low level bridge crossing at 100 Morisset Street Queanbeyan, in order to curb the anti-social, alcohol induced behaviour of some community members at this recently established picnic area.

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**Recommendation**

**That:**

- 1. A new Alcohol Prohibited Area be established for a four year period at the Reserve at 100 Morisset Street Queanbeyan as shown in Figure 3 of this report.**
  - 2. Council publicly exhibit the intention to impose an Alcohol Prohibited Area at the Reserve at 100 Morisset Street, for a period of 30 days.**
  - 3. A copy of the proposal be provided to the local Police Commander, affected liquor licensees and registered clubs, and any other organisation required to be notified, according to the Ministerial Guidelines, allowing them 30 days to make representation.**
- 

**Background**

In an effort to ease anti-social behaviour as a result of alcohol use, Council has been requested to consider an Alcohol Prohibited Area to be established at the recently established picnic area at 100 Morisset Street, near to the low level bridge crossing. This reserve is the meeting place for local mens groups, and has attracted other residents now gathering at this location. It is believed that the behaviour of residents regularly gathering at this meeting place will improve to a socially accepted standard should it be supported by prohibiting alcohol consumption at this site.

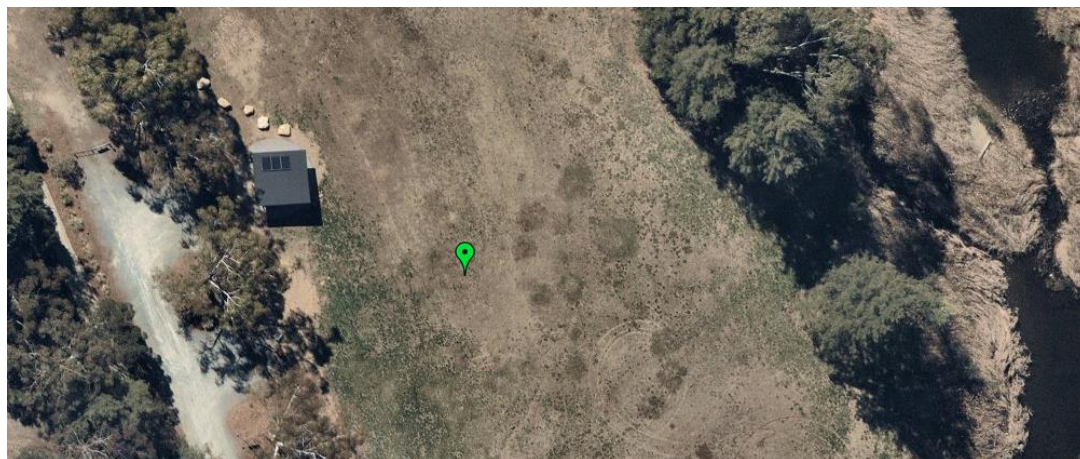
Council has numerous other Alcohol Prohibited Zones in public places within the Queanbeyan-Palerang LGA that include parks, reserves and footpaths. These zones are supported by the local area police command.

**12.9 Establishment of Alcohol Prohibited Area - Low Level Bridge Reserve - Crown Land at 100 Morisset Street Queanbeyan (Ref: C18150122; Author: Thompson/Sibbick) (Continued)**

The location of the Reserve that is the subject of this report is indicated at Figures 1 and 2 below.



*Figure 1: Aerial View of 100 Morisset Street, courtesy GoogleMaps.*



*Figure 2: Aerial View of recently established picnic area at 100 Morisset Street, courtesy Nearmaps.*

**12.9 Establishment of Alcohol Prohibited Area - Low Level Bridge Reserve - Crown Land at 100 Morisset Street Queanbeyan (Ref: C18150122; Author: Thompson/Sibbick) (Continued)**

The area subject to this proposal is outlined in red on the map in Figure 3 below.



**Figure 3: Proposed Alcohol Prohibited Area**

## **Implications**

### ***Legal***

The Ministerial Guidelines provide Council with detailed procedures in establishing alcohol prohibited areas (APAs). They supplement the relevant provisions of *the Local Government Act 1993*.

Section 632A(4) of the Act enables Council to declare any public place or part of a place to be an Alcohol Prohibited Area. Section 632A(8) provides that “an Alcohol Prohibited Area cannot be established without the approval of the Local Area Commander of Police for the area in which the proposed Alcohol Prohibited Area is situated”. Councils must seek and obtain this approval prior to establishing a new Alcohol Prohibited Area.

Alcohol Prohibited Areas are enforced by the Police or by council enforcement officers where the Commissioner of Police gives written authorisation.

There are no monetary penalties applicable to the consumption of alcohol in an Alcohol Prohibited Area. Instead, any person observed to be drinking in an alcohol-free zone may have the alcohol in their possession immediately seized and tipped out or otherwise disposed of, under section 632 of the *Local Government Act 1993*.

### ***Engagement***

Council must undertake a consultation process to determine if an alcohol prohibited area is appropriate for the public reserve at 100 Morisset Street.

**12.9 Establishment of Alcohol Prohibited Area - Low Level Bridge Reserve - Crown Land at 100 Morisset Street Queanbeyan (Ref: C18150122; Author: Thompson/Sibbick) (Continued)**

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Specific notification is to be made to the local area Police Commander, affected liquor licensees and registered clubs in the area and other organisations as determined by the Council. A 30 day consultation period should be undertaken in order for the community to make representation or respond to the proposal.

The alcohol prohibited zone, once established by Council resolution, must be signposted and a notice of the prohibition zone must appear in a Queanbeyan local paper.

The maximum duration of an alcohol-free zone is four years, although it may be re-established at the conclusion of the original period, following a review by Council of its continuing applicability.

**Conclusion**

As requested by the community, an Alcohol Prohibited Area may be established for a four year period at the Reserve at 100 Morisset Street. Notice of this intention should be advertised publicly with an exhibition period of 30 days. Official notification should be provided to the local area Police Commander, affected liquor licensees registered clubs, and any other organisation required to be notified, according to the Ministerial Guidelines.

**Attachments**

Nil

**12.10 Award Tender - Design, Fabrication and Installation of Retractable Seating -  
Bicentennial Hall, Queanbeyan (Ref: C18155188; Author: Richards/Sibbick)**

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**Summary**

As part of the upgrade of the Bicentennial Hall in Queanbeyan, tenders have been called for the design, fabrication and installation of retractable theatre style seating to extend and complement the current use and patronage of the Bicentennial Hall. A suitable contractor has been identified for this project with a recommendation made in this report.

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**Recommendation**

**That Council award Contract No. 2019-09 for the design, fabrication and installation of retractable seating at the Bicentennial Hall, Queanbeyan to <Tenderer 2> in the amount of <insert amount>.**

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**Background**

The Bicentennial Hall is a community facility located at 253 Crawford Street Queanbeyan. The Bicentennial Hall opened in 1988, with a seating capacity of 800. The hall is suited to large functions such as weddings, conferences and other significant events. Inclusions in this community hall are: bar area, commercial grade kitchen, large stage with dressing rooms under, bathroom facilities and a mezzanine area. Other renovations to the Bicentennial Hall will be running concurrent to this Tender.

Objectives of the Tender sought to achieve retractable seating that would allow for a capacity of approximately 600 seats; the seating to be of a quality equivalent to auditorium or theatre style seating with a level of comfort to allow for a guest to be seated for a number of hours. Sports stadium style seating was not considered in this Tender.

As there are a number of pre-booked events in the Bicentennial Hall in the first six months of 2019, the Tenderer has been asked to consider installation timing to allow these events to occur, with a preference for the construction to be finalised early in May 2019.

Following the advertised tender period, 143 prospective tenderers viewed the Tender, with Council receiving 3 tender submissions to design, fabricate and install retractable seating into Bicentennial Hall. All 3 tenders were assessed against previous experience and referees; the understanding of the requirements of the project; key personnel; and price. After assessment of all tenders, which included site inspections of all tenderers previous projects, Tenderer 2 has been identified as the preferred tenderer to carry out this work. The Tender Evaluation Report is attached.

**Implications**

***Legal***

The selection of the preferred Tenderer complies with the Local Government Act 1993 (Section 55). The Tendering Regulations require that any contract >\$150,000 including GST must go to public tender (Reg 163 (2))

***Policy***

- Queanbeyan-Palerang Regional Council Procurement Policy;
- Queanbeyan-Palerang Regional Council Procurement Procedure Part 1 Governance.

**12.10 Award Tender - Design, Fabrication and Installation of Retractable Seating - Bicentennial Hall, Queanbeyan (Ref: C18155188; Author: Richards/Sibbick) (Continued)**

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***Financial***

The funding for this Tender has been provided by the NSW Regional Cultural Fund for the project "Refurbishment and Upgrade of Bicentennial Hall (Centre for Arts & Culture)". The total funding for the project is \$999,000 (ex GST), however the portion allocated to the installation of the retractable seating tender is \$575,000 (ex GST). This sum is based on the contract allowance, in addition to items not included in the tender, such as: electrical distribution; work to the rear wall of the seating system; installation of fire retardant doors adjacent to the seating system; BCA reviews; engineering structural reviews; floor levelling of the base floor of the Hall; electrical work to the main switchboard; and contingency.

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>		<b>Amount</b>
	Capital	Regional Cultural Fund	\$	575,000

***Resources (including staff)***

Existing Council staff will monitor the work and administer the contract for the design, fabrication and installation of the retractable seating in the Bicentennial Hall.

**Conclusion**

Following a tender period, Council received 3 submissions to design, fabricate and install retractable seating into Bicentennial Hall. Tenderer 2 has been identified as the preferred tenderer to carry out this work.

**Attachments**

Attachment 1 Tender Evaluation Report - Retractable Seating Bicentennial Hall Tender 2019-09 (*Under Separate Cover*) - **CONFIDENTIAL**

**12.11 Family Day Care (Ref: C18155700; Author: Tegart/Richards)**

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**Summary**

Council has operated a Family Day Care Scheme for 40 years. For many years, the program was subsidised by the Commonwealth Government. Since, 2015 when the government subsidy was withdrawn, the net cost of Family Day Care has been offset by an operating reserve that had been built up over previous years. Last year the net cost of the service was \$29,612.85. There is now approximately \$30,000 left in the operating reserve. Initial concerns were that Family Day Care would become less popular (due to higher child care subsidies for long day care) and that the service would become more expensive to administer.

This has not proven to be the case as there are now very few vacancies for children with our existing Educators. Whilst QPRC is entitled to engage 45 Educators, we currently have only 30. The merged Council offers an opportunity to grow the service in new areas and, with sufficient take-up, may be possible to make the service cost neutral. There is some known demand (at least 30 children on the current waiting list) but the ability to attract additional educators is unknown. Councillors were presented with this opportunity at a workshop last month.

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**Recommendation**

**That Council:**

- 1. Approve the continuation of Family Day Care services at the current level.**
  - 2. Approve the recruitment of new Educators across the region (up to the approved 45 in total).**
  - 3. Review the service at the end of the 2018-2019 financial year.**
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**Background**

Council has been operating the Queanbeyan Family Day Care (FDC) Scheme for 40 years. Family Day Care is a professional child care service for children aged 0-12 years in the homes of registered and suitably qualified educators. Each educator is permitted to care for up to four children under school age plus three children of school age (including their own children and grandchildren). The FDC Coordination Unit, run by Council, oversees and monitors care arrangements between families and Educators. Educators are not employees of Council but are self-employed contractors.

The service operates in accordance with Commonwealth Guidelines, the Education and Care Service National Regulations and Act, the National Quality Standards and the Early Years Learning Framework. The service is required to be licensed and undergoes regular quality and compliance checking by the Commonwealth. Council is the official licensee of the Queanbeyan Family Day Care Scheme.

Currently QPRC has 30 Educators based in Queanbeyan, Jerrabomberra, Googong and Wamboin. There are 155 families and 194 children registered, with 30 on the waiting list. Current Council staffing meets required ratios of one coordinator to 25 Educators, based on these ratios Council could substantially grow the service. At this time educators have limited vacancies.

**12.11 Family Day Care (Ref: C18155700; Author: Tegart/Richards) (Continued)**

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In 2015 the Commonwealth changed the eligibility criteria for a large operational subsidy that supported the operation of the FDC Coordination Unit. Initially it was considered that, as long day care provided a better subsidy for parents, family day care would become less popular. This has not eventuated as our current service has few vacancies.

There are approximately 76 licensed Family Day Care Schemes in NSW that are registered with the NSW peak body. Of those, 40 are run by Local Government, the other 36 are operated by not-for-profit community organisations. This does not include privately operated, for-profit schemes.

Three private day care facilities operate in the QPRC region including:

- Communities at Work Family Day Care
- Inspired Family day care
- Country Living Family Day Care

**Implications****Legal**

As with all child care services, Family Day Care is highly regulated by both Commonwealth and State governments. To maintain the Scheme's registration, it is required to undergo regular quality and compliance audits. The scheme has always been rated as compliant and meeting or exceeding the regulatory requirements.

Risk exposure is inherent in the nature of the service. However, the service has strong risk management processes in place to manage and mitigate risk. The Scheme has an extensive list of regulations, policies and procedures that Educators are required to comply with. These are based on the National Quality Framework for childcare services and are a significant risk minimisation tool. The Coordination Unit staff monitor Educators compliance with these requirements and assist Educators to comply.

The operating requirements of the Scheme are designed to ensure that the inherent risk associated with any childcare service is minimised and any liability for incidents sits with the Educator. Our compliance visits, and ongoing training and support for educators are effective risk management strategies.

**Policy**

The amalgamation has provided the Queanbeyan Family Day Care Scheme with the opportunity to expand into the geographic areas covered by the new LGA boundaries, utilising its existing fixed overhead. The scheme has had educators in Wamboin and Bungendore but has not sought to recruit educators from Captains Flat and Braidwood. The nature of Family Day Care makes it eminently suitable for small townships and villages as care is provided in private homes rather than commercial centres.

The staffing of the Coordination Unit is sufficient to administer and oversee an additional 15 educators.

Expansion of the service into the broader LGA would meet an identified need for child care in these locations, and enable Council to be seen to be providing parity of service across the LGA in this instance.

**Social / Cultural**

Community Surveys have identified that the provision of community services in both Queanbeyan and the rural townships is a key priority for the community. The extent to which



**12.11 Family Day Care (Ref: C18155700; Author: Tegart/Richards) (Continued)**

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rate payers are prepared to subsidise community services, such as Family Day Care, has not been explicitly tested. Survey findings tend to be a general statement rather than a specific vote of support for any one service line.

**Financial**

Over several years an operating reserve for family day care operations was built up as a combination of grants and charges. In 2015 the Commonwealth changed the eligibility criteria for a large operational subsidy that supported the operation of the FDC Coordination Unit. Following a Councillor workshop, Council resolved (May 2015) to retain the service and increase fees to users to cover the lost operational grant income. Fees were to be increased gradually over 4 years. This period ends in June 2019.

The QPRC Family Day Care educators set their own fees which can vary from \$9.60 to \$13.50 per hour. This includes an Educator fee of 50 cents per child per hour and an administrative fee of \$1.35 cents per child per hour. These fees are the highest in our area. Recently Council moved to online time sheets that cost \$3.30 per week per educator. Council have initially funded this cost but anticipates it will eventually be passed on to educators.

Since 2015, Family Day Care has drawn on the FDC operating reserve to subsidise the service. In 2017/18 the net cost of Family Day Care program was \$29,612.85, offset by that reserve. There is approximately \$30,000 left in reserve. This means, with current numbers and charges, the reserve will be exhausted within the next year.

If Council choose to increase the number of Educators to our approved cap (ie an additional 15 educators), this should cover all existing operating costs and create an operating reserve. A modest estimate of two children per additional educator for 20 hours per week over 30 weeks would yield (at current rates) \$33,300 per annum. An additional 15 educators at (approx.) full capacity of four children for 40 hours per week for 46 weeks would yield (at current rates) \$204,240 per annum.

Community Child Care Funding (through the Department of Education and Training) may become available again in 2019 or 2020.

**Resources (including staff)**

Council is currently approved to have 45 Educators. These could be administered within the existing staffing levels. This means that an additional 15 educators could be added to the system with no additional staffing cost.

**Conclusion**

The merged local government area offers a sound opportunity to expand Family Day Care services to position them as cost neutral to Council. Based on current administrative and Coordination staff, the scheme is approved for an additional 19 educators. A program to recruit educators in formerly under-serviced areas in Bungendore, Braidwood, Captains Flat and Wamboin could yield positive results. However, the market is untested. If appropriate Educators and/or demand for Family Day Care services in these areas cannot be sourced, the scheme is approved to operate in the ACT.

**Attachments**

Nil



**12.12 Australian Jazz Convention Event (Ref: C18155791; Author: Tegart/Richards)**

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**Summary**

The Australian Jazz Convention have approached Queanbeyan-Palerang to pitch for the opportunity to host their convention for the next three years. Two other regions have also been approached. There are a number of criteria (noted below) that must be met for a city to be an eligible host. To test the appetite for such an event, the events team approached key venues. These venues were unanimously positive and have offered both in kind and monetary support. This event provides a significant opportunity to activate the region during a traditionally slow period. It will provide five days of performance and activity and the flow on effect on people holidaying in the region. It has the potential to become a signature event.

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**Recommendation**

**That Council:**

- 1. 'Pitch' the Queanbeyan CBD as the location of choice for the Australian Jazz Festival in 2019, 2020 and possibly 2021.**
  - 2. If successful, approve the funding of a \$20000 in kind contribution for the event to be taken from Category 3 events funding.**
- 

**Background**

The Australian Jazz Convention (AJC) has been operating for 75 years and runs a five day program from 26-31 December every year. The event includes over 140 jazz bands at a number of venues, all within walking distance. The bands and families number 600-800 people and members of the public can buy five day tickets or single tickets to view the number of bands at different locations. There is a free public concert and parade and an AGM dinner which caters for 300 people. Band members and their families are aged 45-60 years, retired and are likely to travel to a location for a social reason as well as the opportunity to play and experience jazz.

For the past six years the event has been run in Ballarat, Victoria and members have expressed the desire to experience another part of Australia. They are also keen to attract more people from New South Wales. The AJC are looking for a new region for 2019 and 2020 with an option for 2021 and have invited Queanbeyan to 'pitch' at their AGM in December 2018. Other invited 'pitches' will come from Ballarat and Albury-Wodonga. The parameters for location choice include:

- proximity to an airport
- sufficient accommodation
- additional attractions for families to experience
- numerous venues within walking distance and within a central location with both eating and drinking options
- an outdoor public place for a free concert.
- a combination of paid and in-kind support up to the value of \$20,000.

12.12 Australian Jazz Convention Event (Ref: C18155791; Author: Tegart/Richards)  
(Continued)

### Implications

#### **Social / Cultural**

This event offers significant benefits for QPRC especially as it occurs during a non-peak time for the region, when there are typically few attractions. The 2016 event review identified music as a particular interest for future events, and this style of event would be unique. Jazz has traditional pairings with food and wine and this provides an opportunity for engaging local producers and providers. The free public concert and parade are an additional gift to the community and should bring significant interest. This event also will use our existing local facilities including pubs, clubs and churches.

#### **Engagement**

The AJC team conducted a site visit of the CBD and confirmed that it would be suitable for the event and invited QPRC to 'pitch'. A possible 13 spaces have been identified in the CBD and the events team have discussed the event with all of the venues who are unanimously interested and offered both in kind and monetary support to attract the event to Queanbeyan.

#### **Financial**

The table below indicates an in-kind contribution from the local community who have agreed to offer their premises at no cost. In addition, the commercial venues have agreed to provide a \$10,000 (total) cash contribution.

Item	(In Kind)
<b>Public venue hire</b>	
• The Royal Hotel	3000
• Walsh's Hotel	3000
• The Tourist Hotel	3000
• Leagues Club	3000
• Hotel Queanbeyan	3000
• Queanbeyan Macedonian Church	2000
• Masonic Church	1400
• Queanbeyan Uniting Church	2000
<b>Member venue hire</b>	
• Hall Bicentennial Hall – QPRC Owned	7500
<b>Public performance venue</b>	
• Queanbeyan Park – QPRC Owned	600

Cost to Council includes up to a \$20,000 in kind contribution (\$8,100 shown above plus marketing and promotion, liaison with venues, security, waste etc).

The AJC have their own budget to fund:

- Sound equipment and instruments for the outdoor concert and public venues and member functions.
- Project/event/operations management of the event in the local area in conjunction with QPRC.

**12.12 Australian Jazz Convention Event (Ref: C18155791; Author: Tegart/Richards)  
(Continued)**

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- Development of printed and electronic material (similar to Ballart 2017) to promote the event to the general public and as a tourism prospect.
- Engage with local suppliers wherever possible to produce the event in the local region.
- Management of all logistics associated with the event including set up, pack down, marketing, security, ticketing, traffic management, waste management and other logistical requirements and costs associated with the event.

**Conclusion**

Hosting the Australian Jazz Convention provides a significant opportunity to attract an event to the region during a traditionally slow period. It will provide five days of performance and activity and the flow on effect on people holidaying in the region. It has the potential to become a signature event.

**Attachments**

Nil



**12.13 Community Satisfaction and Wellbeing Survey 2018 (Ref: C18152575; Author: Richards/Tozer)**

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**Summary**

Council engaged Jetty Research to undertake a statistically valid random telephone Customer Satisfaction survey of QPRC residents during September.

The survey has produced some positive results for QPRC including:

- an overall satisfaction rating of 3.50 out of 5. When compared against eight similar-sized regional councils, QPRC was the top-performing Council.
- the majority of infrastructure and service ratings performing above the average of similar-sized regional councils
- more than 90% of respondents rating their quality of life as good or extremely good
- around 50% of respondents believing that Council is moving closer towards achieving the community's vision

The full Community Satisfaction and Wellbeing Survey will be made available on Council's website.

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**Recommendation**

**That Council note the Community Satisfaction and Wellbeing Survey.**

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**Background**

Following the merger, the NSW Department of Premier and Cabinet engaged JWS to undertake a standard survey of all merged councils. While this information was useful, it was undertaken only 4-5 months after merger when the organisation was in its formative stage and questions were not tailored to QPRC.

With QPRC's Community Strategic Plan and Delivery Program now adopted, Council engaged Jetty Research to conduct a statistically valid survey of residents in September 2018. The survey of 600 residents posed a range of questions about Council services and their importance and performance, community wellbeing and how Council is progressing in achieving the community vision.

The data collected in the September 2018 survey will form the baseline for QPRC. As part of the procurement for this survey, Jetty Research has also been engaged to complete our next survey in March 2020. The survey is generally undertaken every two years, however the 2020 survey has been moved forward to avoid the September 2020 election and to allow the data collected to be used in Council's End of Term Report which will be provided to Council around August 2020.

The survey provides a high-level overview of Council's performance across 24 services. Where required, further investigation into the results of each service will be undertaken by staff.

Along with the phone survey, an online and hard copy version was provided. Around 160 residents completed this. As this part of the survey is not random and doesn't provide a cross-section of our demographics, it is reported separately to the telephone survey. The Executive Summary of the report states:

12.13 Community Satisfaction and Wellbeing Survey 2018 (Ref: C18152575; Author: Richards/Tozer) (Continued)

**Among the survey’s major conclusions:**

1. *Of the 24 facilities and services rated, four scored in the “very high satisfaction” region (where average rating is >4 out of a possible 5.) These comprised sewerage (4.25 out of 5.0), libraries (4.22), water supply (4.20) and parks, reserves and playgrounds (4.04). Lowest satisfaction was recorded among DA processing (2.75), unsealed roads (2.84) and tourism marketing (2.87).*
2. *In terms of importance, and using a skewed 1-5 scale (where 1 = not important, 2 = important, 4 = very important and 5 = critical), only three services achieved importance scores of 4 or more. These were sealed roads (with a mean importance rating of 4.43 out of 5.0), waste/recycling (4.33) and water supply (4.08). Community halls, online services, development applications, building inspections and unsealed roads ranked below the 3.0 midpoint on the 5-point scale.*
3. *When placed into a quadrant-style matrix of importance vs. satisfaction, and using an arbitrary 3.5 “dividing line” across both satisfaction and importance scores, the following picture emerged. Of the 24 facilities and services measured, bridges, cleanliness of public domain (streets etc.), parks, reserves and playgrounds, sewage collection and treatment, waste and recycling and water supply were perceived as being of highest satisfaction and highest importance:*

<b>Higher importance/lower satisfaction</b>	<b>Higher importance/higher satisfaction</b>
Community services Environmental monitoring and protection Sealed roads	Bridges Cleanliness of public domain (streets etc.) Parks, reserves and playgrounds Sewage collection and treatment Waste and recycling Water supply
<b>Lower importance/lower satisfaction</b>	<b>Lower importance/higher satisfaction</b>
Building inspections Development applications Disability access Dog control Econ. Development/attracting new investment Footpaths and cycleways Online services Public toilets Stormwater drainage Tourism marketing Unsealed roads Weed control	Community halls Council pools and sporting facilities Libraries

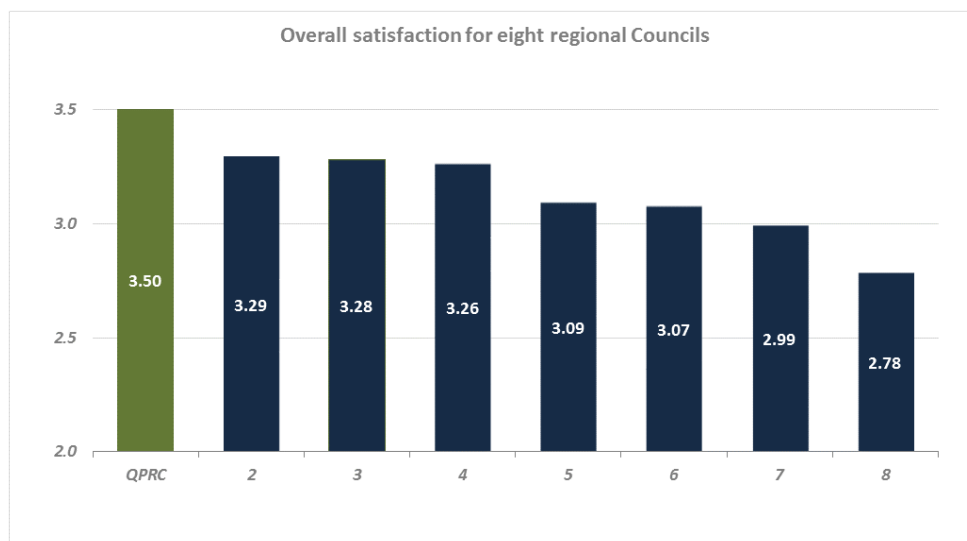
4. *Overall satisfaction with Council was extremely positive, with a net satisfaction rating<sup>1</sup> of +44% (whereby 44% more residents were satisfied than dissatisfied) and a mean rating of 3.50. The proportion of respondents saying they were satisfied was impressive (at 56% - 11% very satisfied and 45% satisfied), and only 12% dissatisfied. When plotted against seven other regional LGA's who have conducted similar surveys since 2016<sup>2</sup>, results suggest that QPRC is outperforming its peers:*

<sup>1</sup> i.e. Percentage scoring overall satisfaction 4 or 5, less percentage scoring it 1 or 2

<sup>2</sup> Kempsey, Nambucca, Bellingen, Coffs Harbour, Clarence Valley, Glen Innes-Severn and Muswellbrook. All surveys have been conducted in 2016 or later.



**12.13 Community Satisfaction and Wellbeing Survey 2018 (Ref: C18152575; Author: Richards/Tozer) (Continued)**



5. *To drill down into the specific drivers of perceptions of overall satisfaction, we undertook a driver analysis which seeks to understand the correlations between the specific satisfaction statements and overall satisfaction with Council. The driver analysis indicated that the strongest drivers of overall satisfaction with QPRC are development applications and environmental monitoring and protection. Results suggest that if Council were to improve in any or all of these measures, perceptions of Council's overall performance would improve significantly.*
6. *Respondents were also asked to rank the relative importance for future resourcing of any facilities and services they had ranked as being of "critical" importance (excluding the "known criticals" of sealed road maintenance, water supply, sewerage and waste/recycling). Parks, reserves and playgrounds, footpaths and cycleways, council pools and sporting facilities and bridges were the top mentioned Council priorities (mentioned by 24%, 22%, 19% and 19% respectively).*
7. *A total of 46% of respondents had contacted Council within the previous 12 months for a reason other than paying rates.*
8. *Of most recent inquiries:*
  - a. *Some 44% were resolved with just one call, while 22% had taken two or three calls, and 4% four or more. A further 29% of inquiries were deemed by respondents "not yet resolved".*
  - b. *The most frequent reason for contacting Council centred around garbage, waste and recycling (20%) followed by DA's (18%) or ranger matter (10%).*
  - c. *Telephone remains the main form of contact, used in over half of most recent contacts (followed by face-to-face at 21% and email at 12%).*
  - d. *Over half of all those making inquiries were satisfied with the outcome (59% rated satisfaction as 4 or 5 out of 5), against 28% dissatisfied and the balance neutral. Net satisfaction<sup>3</sup> was +31%.*
9. *There was a direct and significant correlation between (a) number of inquiries a resident makes over a 12-month period; and (b) the number of times an inquiry or issue takes to resolve; with (c) that person's satisfaction with Council's overall performance.*

<sup>3</sup> Proportion scoring 4 or 5 (handled inquiry "well" or "very well") proportion scoring 1 or 2 (handled inquiry "poorly" or "very poorly")

**12.13 Community Satisfaction and Wellbeing Survey 2018 (Ref: C18152575; Author: Richards/Tozer) (Continued)**

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10. *QPRC residents preferred method for dealing with Council is online. Specifically, online was the preferred method of contact with Council when making a payment (76%), researching Council policies and activities (65%), gathering information on local events and activities (58%), lodging a form or application online (54%) and/or providing feedback on important or topical issues (53%). When requesting Council to do something, the largest proportion (42%) still preferred to pick up the phone: this may be due to a phone call giving people comfort that their inquiry is being handled by a "real person", which may in turn give them a perception that this creates greater accountability.*
11. *Almost two-thirds (66%) of residents receive Council information via the QPRC News newsletter and a further 21% receive the weekly e-newsletter or email. And preference for information sources saw little variation, suggesting contentment with current sources available (QPRC News newsletter being preferred among 37% of residents, against the weekly e-newsletter at 33% and information posted on Council's website at 13%).*
12. *Quality of life measures performed well:*
  - a. *The majority (92%) rated their quality of life as either good or extremely good with less than 3% rating it as poor (a net health rating of +90% and mean score of 4.35 out of 5.0).*
  - b. *Seven in ten felt their quality of life was stable on 2017 while 18% felt it had increased and 11% felt it had decreased.*
  - c. *Agreement with the majority of personal aspiration statements was impressively high with six out of 11 scoring 4.0 or higher out of 5.0. Those personal aspiration statements rating particularly high included that they "have a happy life", "have a healthy environment", "feel safe", "are financially secure" and "have access to sport and recreation". Rating that they "have access to reliable and efficient public transport" was low at 2.49 out of 5.0.*
13. *Across all Community Aspiration statements, more residents agreed than disagreed. Agreement was particularly higher that "We feel safe in the places we visit", "We are friendly and caring community", "We take pride in our public places" and "We enjoy the beauty of our natural environment and act to protect it" with mean scores of 3.85 or higher out of 5.0.*
14. *Council achieved a Net Vision Success Rating of +38% (with 49% agreeing that Council has been successful in moving closer to the vision in the past 12 months and 11% disagreeing) and a mean score of 3.41 out of 5.0.*

**Implications*****Engagement***

More than 760 residents participated in the survey, via the randomly selected telephone survey or via the online/hard copy option.

The online/hard copy option was available for a three-week period at Council's libraries and customer service centres.

***Integrated Plan***

The data collected in the report will play a significant role in the reporting function associated with the Integrated Planning and Reporting Framework. Council is required to develop a six-

**12.13 Community Satisfaction and Wellbeing Survey 2018 (Ref: C18152575; Author: Richards/Tozer) (Continued)**

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monthly progress report and an Annual Report which generally look at the projects and activities undertaken by Council.

Council is also required to develop an End of Term Report and table it at the last meeting before the election. For QPRC, this will be in August 2020. The End of Term Report is designed to show Council how much progress it has made towards, or away from, the community vision. The community vision is articulated in the recently adopted Community Strategic Plan and addressed through specific actions in the Delivery Program.

The current survey data, along with that collected in March 2020 will measure progress against the community's aspirations and priorities. The End of Term Report will be used by both the existing Council and the incoming Council. A range of other data sources will be used to inform the End of Term Report.

**Conclusion**

QPRC's first standalone Community Satisfaction and Wellbeing Survey shows some positive results for the organisation and also some areas that the community feels needs to be improved. The report will be published on Council's website.

**Attachments**

Attachment 1      2018 Community Satisfaction and Wellbeing Survey (*Under Separate Cover*)



**12.14 QPRC Stakeholder and Community Engagement Policy Framework (Ref: C18152627; Author: Richards/Tozer)**

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**Summary**

Engaging with our community and other stakeholders is critical to Council's day-to-day business. Since the merger, Council has continued to implement the standards and principles of the two former councils when it comes to community engagement.

The approach to community engagement and some initial actions were outlined in the Community and Staff Communications and Engagement Plan which was adopted soon after the merger.

With the organisation well into the transition, a review of Council's community engagement policies, documentations and actions was undertaken by a consultant in mid-2018. The intention of this review was to develop a Stakeholder and Community Engagement Policy Framework for QPRC.

The Stakeholder and Community Engagement Policy Framework articulates Council's commitment to its communities and provides these communities with engagement principles that underpin and drive Council's engagement practices and actions.

The framework applies to all forms of engagement by councillors and officers, and relevant external parties such as consultants representing Council. Implementation through the community engagement plan and supported by the toolkit includes:

- the planning, delivery and evaluation of any community engagement activity
- engagement with the community regarding issues, proposals and Council decisions such as projects, strategic plans, programs or service delivery
- engagement with key groups in the community
- regular engagement activities and responsibilities.

The draft Framework has been presented to Council, prior to a period of public exhibition. As identified in the Framework, it will be supported by a Community Engagement Plan and Community Engagement Toolkit which staff will develop over the coming months.

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**Recommendation**

**That Council endorse the draft Stakeholder and Community Engagement Policy Framework for public exhibition and note that a further report will be provided to Council for adoption.**

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**Background**

Since the merger, Council has placed a high emphasis on community engagement and this has been largely supported by the introduction of the *Your Voice* online community engagement hub which was launched in February 2017.

Your Voice now has more than 1,500 subscribers and since its launch has attracted more than 34,000 visits and 1,900 submissions. Some of the other engagement activities also undertaken by QPRC include:

- the use IAP2 public participation spectrum;
- provision of hard copy options for all engagements;

**12.14QPRC Stakeholder and Community Engagement Policy Framework (Ref: C18152627; Author: Richards/Tozer) (Continued)**

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- published proposed engagement levels in the Operational Plan and Delivery Program;
- a 360 degree process to ensure feedback is provided to submitters;
- key community contacts;
- social media engagement;
- community development; and
- community education.

Council engaged RPS to review of our current community engagement practices and to develop a framework to guide our future activities. The review included:

- a review of policies and frameworks of former councils;
- interviews with two elected representatives;
- a workshop with six staff members (excluding Communications and Engagement team);
- discussions with the Communications and Engagement team; and
- interviews with community representatives from Queanbeyan, Bungendore, Braidwood and Captains Flat.

The review revealed three trends that QPRC can focus on:

1. Promotion and accessibility - Council could be more targeted in promoting engagement opportunities on specific projects to relevant and impacted stakeholders. Council could promote engagement opportunities for strategic initiatives more often and widely, with clear reference to the implications of strategic planning.
2. Timing - Council was perceived as not engaging early or often enough and it was noted that the ability to influence is often at the very early stages of a new initiative, development or plan.
3. Follow-up - Council was perceived as not always providing adequate feedback on how community and stakeholder input was used in decision making.

These trends provide an opportunity for QPRC to improve engagement by:

- developing a framework which provides the community with clear principles, commitments and mechanisms on how Council will engage;
- updating the community engagement plan and toolkit to address the trends and improve engagement; and
- refreshing the way in which QPRC engages with its communities through internal training and implementation.

In order for QPRC to capture these opportunities to improve engagement with stakeholders and communities, RPS has provided suggested best practice tools, core values, and innovative engagement models, including:

- the use of the IAP2 public participation framework in all engagement
- deliberative democracy as a tool for strategic planning
- establishing a panel of stakeholders with specific expertise and experience on specific issues
- embedding community engagement in Council's Project Management Framework
- using pop up and intercept opportunities in high footfall locations with appropriate technology to capture feedback and engage people
- establishing a panel of randomly selected stakeholders which can be utilised on a range of Council initiatives and topics

## 12.14QPRC Stakeholder and Community Engagement Policy Framework (Ref: C18152627; Author: Richards/Tozer) (Continued)

- working with established community groups, including connecting through their social media activity to engage, creating a central engagement database, and extending Council's outreach into local centres.

Many of the tools and techniques noted by RPS are already being used by Council. Additional tools recommended will be further investigated in the development of the Community Engagement Plan and Community Engagement Toolkit.

### The next steps

RPS has recommended the following path of action in relation to community engagement. The Stakeholder and Community Engagement Policy Framework is one component of Council's engagement process.

### Stakeholder and community engagement documents and purpose



The stakeholder and community engagement framework articulates Council's commitment to its communities and provides the community with engagement principles that underpin and drive Council's engagement practices and actions.

The framework applies to all forms of engagement by Councillors and officers, and those external parties such as consultancies representing Council. Implementation, through the community engagement plan and supported by the toolkit, includes:

- the planning, delivery and evaluation of any community engagement activity
- engagement with the community regarding issues, proposals and Council decisions such as projects, strategic plans, programs or service delivery
- engagement with key groups in the community
- regular engagement activities and responsibilities

The toolkit should also reflect on the appointment of 'fit-for-purpose' consultants to undertake independent consultation (the recent decision of Council regarding the QSTP engagement refers).

With the Framework in draft form, Council's Communications and Engagement team will now develop a Community Engagement Plan and Toolkit.

### Implications

#### **Policy**

When adopted, the Stakeholder and Community Engagement Policy Framework will replace the following:

- Former Palerang Council Community Participation Policy
- Former Queanbeyan Council's Consultation and Engagement Policy

**12.14QPRC Stakeholder and Community Engagement Policy Framework (Ref: C18152627; Author: Richards/Tozer) (Continued)**

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***Engagement***

The development and finalisation of the Stakeholder and Community Engagement Policy Framework will guide Council's future engagement activities.

Due to the timing of this report and the impending Christmas/New Year period, this draft framework will remain on public exhibition until late January 2019, allowing ample time of community members to make comments. A report will likely be presented to Council in February 2019.

***Integrated Plan***

Council's approach to community engagement supports Strategic Pillar 5 – Capability in Council's adopted Delivery Program and in particular, key goal 5.7 – we have a well informed and engaged community.

**Conclusion**

The draft Stakeholder and Community Engagement Policy Framework will be placed on public exhibition. Comments will be presented to Council prior to adoption. During that time, staff will commence work on the Community Engagement Plan and Community Engagement Toolkit.

**Attachments**

Attachment 1      Draft Stakeholder and Community Engagement Policy Framework  
*(Under Separate Cover)*



12.15 2017-18 Annual Report (Ref: C18152730; Author: Tegart/Tozer)

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**Summary**

Council is required to prepare an Annual Report for the 2017-18 financial year. A checklist of inclusions for the Annual Report is provided by the Office of Local Government and a number of Council policies also require reporting in the Annual Report.

The Annual Report also reports on the progress of projects and actions that were contained in the Operational Plan 2017-18.

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**Recommendation**

**That:**

- 1. Council endorse the Annual Report 2017-18.**
  - 2. A copy of Council's Annual Report be posted on Council's website and provided to the Minister of Local Government.**
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**Background**

The Annual Report 2017-18 has been completed and meets all legislative requirements including:

- Section 54P, 67, 428 and 508 of *the Local Government Act 1993*
- Clauses 132, 217, Local Government (General) Regulations 2005
- Section 125, *Government Information (Public Access) Act 2009*
- Section 33, *Privacy and Personal Information Protection Act 1998*
- Section 93G(5) *Environmental Planning and Assessment Act 1979*
- Chief Executive Circular 11-19 dated 8 August 2011
- Section 16 of the Guidelines on the Exercise of Functions under the Companion Animals Act.
- Section 125 of the *Government Information (Public Access) Act 2009*
- *Swimming Pools Act 1992* and Regulation 2008
- Special Rate Variation Guidelines
- Capital Expenditure Guidelines
- *Disability Inclusion Act*

The following Council policies also state that information shall be included in the Annual Report:

- Fraud Control Policy
- Corporate Sponsorship Policy
- Complaint Handling Policy

Section 428 of the *Local Government Act 1993 (NSW)* states:

1. Within 5 months after the end of each year, a council must prepare a report (its "annual report") for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.
2. The annual report in the year in which an ordinary election of councillors is to be held must also report as to the council's achievements in implementing the community strategic plan over the previous 4 years (This will occur in 2020 for QPRC).

3. An annual report must be prepared in accordance with the guidelines under section 406.
4. An annual report must contain the following:
  - a. a copy of the council's audited financial reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting published by the Department, as in force from time to time
  - b. such other information as the regulations or the guidelines under section 406 may require.
5. A copy of the council's annual report must be posted on the council's website and provided to the Minister and such other persons and bodies as the regulations may require. A copy of a council's annual report may be provided to the Minister by notifying the Minister of the appropriate URL link to access the report on the council's website.

### **Implications**

#### ***Integrated Plan***

The Annual Report forms a key part of the Integrated Planning and Reporting Framework. In addition to the Annual Report, Council must report every six months on its progress. The Annual Report will be uploaded to Council website, with a small number of hard copies printed.

### **Conclusion**

The 2017-18 Annual Report includes progress updates on all projects and actions contained in Council's Operational Plan 2017-18 and a number of statutory reporting requirements as defined by the Office of Local Government.

### **Attachments**

Attachment 1     Annual Report 2017-18 (*Under Separate Cover*)

**12.16 Queanbeyan CBD Retail Growth Strategy (Ref: C18158755; Author: Richards/Darcy)**

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**Summary**

The draft Queanbeyan CBD Retail Growth Strategy was developed and placed on public exhibition for comment and feedback. The community Engagement Summary Report has been prepared and no changes to the Strategy are recommended.

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**Recommendation**

**That Council:**

- 1. Note and receive the Community Engagement Report.**
  - 2. Endorse the Queanbeyan CBD Retail Growth Strategy.**
  - 3. Receive further reports on key actions, including establishment of Business Improvement District and Retail Investment Development Group.**
- 

**Background**

A draft Queanbeyan CBD Retail Growth Strategy was presented to Council on 26 September 2018 before going on public exhibition for community feedback.

The Strategy works to develop a vision and direction for Queanbeyan's town centre in keeping with the Transformation Strategy. The Retail Strategy aims to:

- Create a vibrant retail and hospitality heart
- Enhance the main street offer
- Increase retail market share
- Enhance the convenience offer
- Identify public realm improvements to enhance the customer experience
- Optimise the opportunities created through the CBD Transformation Strategy
- Identify opportunities for property owners and business owners to collaborate
- Provide for a strong and viable city centre, supporting offices, retail and City living and employment

The Strategy focuses on the current retail mix and retail catchment areas, provides an analysis of the strengths and weaknesses of the retail offer and the impact of competitor centres and provides a clear action plan for the future.

Engaging with private sector businesses and owners will be critical to successful implementation of the Strategy. During the development of this report, extensive consumer and business interviews were conducted to better understand their shopping behaviour.

**12.16 Queanbeyan CBD Retail Growth Strategy (Ref: C18158755; Author: Richards/Darcy) (Continued)**

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The key recommendation from the Strategy are to:

- Consolidate the retail offer around the anchor stores – Aldi, Woolworths, Kmart, the Riverside Plaza and the new cinemas to create a vibrant shopping, dining and entertainment heart of the City.
- Form a Retail Investment Development Group with clear project roles and responsibilities to acquire, redevelop and repurpose strategic sites and long term vacant properties and administer and deliver retail leasing plans for future development of the Queanbeyan City Centre. Council should take a lead facilitation role with property owners, leasing agents and developers.
- Develop the restaurant, café, small bar, hospitality category to create unique destinations and experiences within the CBD to meet the local demand and win back escape expenditure by attracting more customers and visitors to shop, socialise and spend time there.
- Create one or two unique restaurant precincts/laneways/streets anchored by key businesses complemented by unique urban design elements including piazzas and high quality public realm with easy access for families and visitors.
- Create a business group to guide the retail and commercial economy forward aligned with world's best practice including Place management models such as Business Improvement Districts (BIDs).
- Secure funding from private/public sources to provide resources for management, marketing, business development and streetscape to improve the quality of retail offer, customer environment and improve retail competitiveness.
- Develop a 3-5 year business plan with key actions, budgets, deliverable actions and measures of success to guide the future of CBD retail and hospitality sectors.
- Secure a major new attraction that is unique to the ACT/NSW with drawing power to bring large crowds to the CBD. Increased visitor numbers = increased retail vibrancy.
- Complete the branding exercise with the community and business sector to capture a CBD brand and identity that can be integrated through all forms of design, signage and marketing to build character and loyalty to the city centre.
- Consider a range of incentives to landlords and business owners that stimulate building improvements and upgrades that encourage new investment and encourage vibrancy in the CBD.
- Create spaces that encourage new start-up businesses. Encourage and support new entrepreneurs through mentoring and training programs that develop business planning, marketing, finance and online capability.

**Implications*****Strategy***

Many of the outcomes of the draft Retail Growth Strategy will be aligned and incorporated as part of the Queanbeyan CBD Spatial Business Plan recommendations (which also align with other current Strategies including the Regional Economic Development Strategy, Carparking Strategy, Integrated Transport Strategy, Tourism Plan, Public Art Policy, Digital Economy and Smart Community Strategy and the LEP and DCP review in 2019). To provide the best opportunity of success to reinvigorate retail in Queanbeyan CBD, a holistic approach and long term support is required.

**12.16 Queanbeyan CBD Retail Growth Strategy (Ref: C18158755; Author: Richards/Darcy) (Continued)**

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***Social / Cultural***

A healthy retail environment supported by well-designed Main Streets can be seen as a public health asset that provides a centre for people to gather, shop, socialise, network and recreate. A vibrant retail environment is therefore important for both physical and mental wellbeing and to the contribution of the social and cultural fabric of Queanbeyan.

***Economic***

Small businesses support their local communities with economic activity and jobs creation, which is especially important in regional areas such as Queanbeyan. The Queanbeyan CBD has approximately 280 businesses and speciality shops visible to the public. Providing the fullest possible understanding of the retail environment and customer experience and using this to attract customers to visit and return, offers the businesses in the CBD the best opportunity to not just survive, but to succeed.

Achieving the aims in the Queanbeyan CBD Transformation Strategy requires a long term implementation effort. The draft Retail Growth Strategy provides specific actions to directly address the issues of shop vacancy, declining pedestrian traffic, inadequate retail business mix and a poor marketing presence. This strategy combined with the six stages of proposed capital works (already endorsed by Council) and an effort to develop a CBD management presence will contribute greatly to an improved commercial centre in Queanbeyan.

***Engagement***

The draft Strategy was open for community consultation from 2 October 2018 to 31 October 2018. It was available via Councils online Engagement Hub portal and hardcopies were available in Council Customer Service offices and Libraries in Queanbeyan, Bungendore and Braidwood.

Key recommendations from the feedback received are to:

- Improve pedestrian safety in the CBD by improving pedestrian crossings and cycle lanes connecting the CBD to surrounding suburbs.
- Improve public transport into the city
- Improve the character of the CBD through installation and integration of art to revitalise 'dead areas' in the CBD
- Use artists to generate pop-ups in the vacant shops and get more shops open in the CBD
- Redirect Kings Hwy and heavy traffic from Monaro Street
- Limit signage to improve the heritage look and improve streetscape in heritage areas

There was a total of 294 visits to the Have Your Say portal with five new registrations to the portal and 94 downloads of the documents. There was a total of seven submissions made via the online portal – four of which were male and three female and all lived in Queanbeyan.

No changes are recommended for the Strategy as issues raised are addressed and many of the same issues are more relevant to the CBD Spatial Business Plan being completed now. A summary of the feedback is attached.

***Financial***

There is \$25,000 in allocated budget for the Retail Growth Strategy implementation. Many of the actions in the Plan will require Council to consider additional funding, some of which is

**12.16 Queanbeyan CBD Retail Growth Strategy (Ref: C18158755; Author: Richards/Darcy) (Continued)**

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embedded in civil works proposed with the CBD Transformation stages endorsed at the May 2018 meeting.

***Resources (including staff)***

The Retail Growth Strategy recommends establishing a new Business Improvement District (BID) to contribute to management of marketing, customer experience, retail success and development of the mix. It is anticipated QPRC staff would be part of the BID team. This would become part of the Business and Innovation Branch work plan.

Further investigation will be required to examine QPRC's role in the recommended Retail Investment Development Group, and any financial incentives that may be contemplated.

***Integrated Plan***

The Retail Growth Strategy is a key strategic document to guide activity and projects under the following Strategic Pillars in the Community Strategic Plan:

1. Community – a vibrant and active Queanbeyan-Palerang
2. Choice – a prosperous Queanbeyan- Palerang
3. Character – A sustainable Queanbeyan-Palerang

**Conclusion**

The Queanbeyan CBD Retail Growth Strategy is a direct response to activate the CBD commercial centre and address the challenges faced by businesses. The Strategy will be implemented concurrently with the Queanbeyan CBD Spatial Business Plan in an effort to provide the best opportunity for success

**Attachments**

Attachment 1      Executive Summary of Engagement Report - Retail Growth Strategy  
*(Under Separate Cover)*

**12.17 What's Your Story - Queanbeyan Mural Project (Ref: C18150356; Author: Richards/Lamont)**

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**Summary**

In December 2017, QPRC's Placemaking Team were successful in receiving a \$20,000 grant from the Building Better Regions Fund – Community Investments Stream to deliver a transformational portrait mural in the Queanbeyan CBD.

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**Recommendation**

**That Council approve the Bicentennial Hall north facing wall to be used as the site for the proposed '*What's Your Story Queanbeyan*' mural.**

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**Background**

Like many regional centres in Australia, the Queanbeyan CBD faces significant challenges with a number of factors contributing to the CBD's loss of identity and vibrancy. Cities that have successfully renewed have recognised the fundamental importance of having a distinct identity that reflects the character of the city and community.

Over the last 18-24 month period QPRC has undertaken research and extensive community consultation to develop several strategies and plans such as the Queanbeyan CBD Transformation Strategy, the Regional Economic Development Strategy, the Queanbeyan CBD Retail Growth Strategy and the Queanbeyan CBD Spatial Business Plan which is currently being completed. All of these strategies specifically relate to the revitalisation of Queanbeyan's CBD area and reference public art as an instrument to activate spaces and contribute to an identity of the town centre.

The '*What's Your Story Queanbeyan*' artwork will be in the form of a transformative portrait style mural which reflects Queanbeyan's rich natural and cultural heritage yet also represents the community's vision for a vibrant and contemporary city moving into the future.

Implementing the '*What's Your Story Queanbeyan*' project is the first step towards creating a highly-valued public realm that will foster people's enjoyment of their city environment and encourage social and economic activity, as well as the potential for tourism attraction.

Through community placemaking activities, opportunities can be taken to capture Queanbeyan's story in a visual way and create a stronger Queanbeyan CBD identity. Consistent and thoughtful public art, used in best practice urban design, can help define different precincts, while creating safe and enjoyable spaces that attract people and encourage activity and improve the liveability of the city.

The intention is for this project to become a regular activity, where a new mural will be commissioned from time to time. Having the capacity to achieve the first project through grant funding will help to establish trust within the community and demonstrate the benefits of short-range projects with a tangible result.

**Timing of the mural project**

The nature of the project means that it can only be delivered in the warmer months and so April 2019 has been selected for project implementation.

**12.17 What's Your Story - Queanbeyan Mural Project (Ref: C18150356; Author: Richards/Lamont) (Continued)**

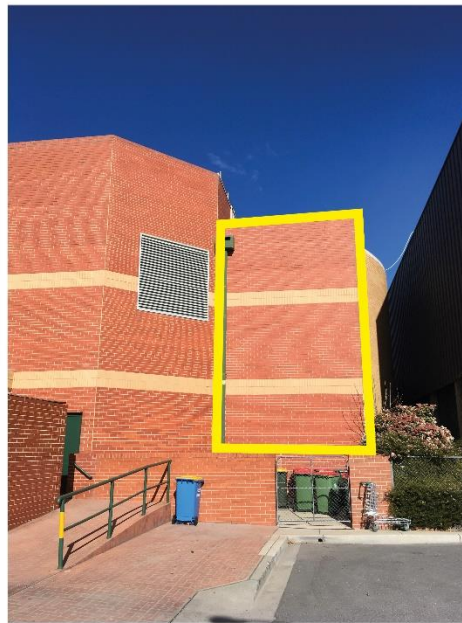
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The project will roll out across a two week period:

- Week one will see the youth creative mentoring activity occur in a vacant commercial space (where possible) close to the mural site.
- Week two will see the installation of the mural itself, it is envisaged that it will take approximately one week to install.

The location of the mural site

The selected wall for the proposed mural is part of the back section of the north facing wall of the Bicentennial Hall as per the image below.



The proposed wall is secure, is in a relatively visible location and can be seen and accessed from Monaro St via Blacksmiths Lane. The proposed location also allows for the artist to work within a safe secure area and will have no adverse impacts on traffic or pedestrian flow during the installation period. The Bicentennial Hall is classified as a public building therefore, street art and murals on public buildings are viewed as exempt development under the State Environment Planning Policy (Infrastructure) 2007 Division 14 Clause 77A with approval of the site from the Local Government body is required.

Project components

The project has three components:

1. Expression of interest and the selection of the artist

A discussion paper was put forward at the QPRC's Cultural Development and Public Art Advisory Panel meeting in September outlining the project and seeking the panel's expert advice on the development and implementation of the '*What's Your Story Queanbeyan*' mural project. The panel was asked to assist in the selection of the artist by assessing the EOI submissions in early 2019. The overall proposal was supported. The advice and knowledge of the panel was greatly appreciated.



**12.17 What's Your Story - Queanbeyan Mural Project (Ref: C18150356; Author: Richards/Lamont) (Continued)**

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2. Selection of subject matter for the mural  
Community engagement and input is vital to the success of any place making activity. The Queanbeyan community will be asked to participate in a competition to find the subject matter for the project. The '*What's Your Story Queanbeyan*' competition will be launched in early December. The community will be asked to submit a story about a person with an accompanying image or photo of that person. This will form the subject matter of the mural. The nominated mural artist will select the winning entry. The mural will be painted in the style of the artist.
  
3. Creative/artist mentoring activities  
The grant outlined the requirement for youth orientated activities to coincide with, and complement, the installation of the mural. The placemaking team are developing selection criteria to choose a creative to work with interested youth on an artistic project. It is planned for interested year 11 Visual Arts students from both Queanbeyan high schools and similar aged youth from both Headspace and AXIS Youth Centre programs. This will occur in the week leading up to the installation of the mural. It is envisaged that the workshops will revolve around creative projects – eg screen printing, with insights into the business side of such ventures.

In summary the process is as follows:

- a) Early December 2018 - launch "*What's your Story Queanbeyan*" to harvest stories and related images to pick a person as the subject for the mural
- b) January 2019 – select the artist to do the mural from an EOI process
- c) March 2019 – the artist will select the winning subject for the mural
- d) April 2019 – creative mentoring activities with Queanbeyan youth preceding the mural installation

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

Advice will be sought regarding appropriate terms and conditions relating to '*What's Your Story Queanbeyan*' Community competition.

Approval from Council is required to use the Bicentennial Hall as the site of the artwork. Street art and murals on public buildings are viewed as exempt development under the State Environment Planning Policy (Infrastructure) 2007 Division 14 Clause 77A with Council approval.

***Social / Cultural***

Public art and distinctive projects such as the '*What's Your Story Queanbeyan*' mural project are an excellent means of creating vibrant community spaces, which reflect community aspirations, history and unique identities.

Across the current QPRC Cultural Plan and Public Art Policy there is an acknowledgement that the arts in their many forms of expression make a fundamental contribution to the community and it's culture and play an integral role in developing and enriching the local and regional identity.

It is expected that the delivery of the '*What's Your Story Queanbeyan*' mural project will empower the community through a sense of pride by knowing what makes them special. The engagement process of the '*What's Your Story Queanbeyan*' competition is powerful way for

**12.17 What's Your Story - Queanbeyan Mural Project (Ref: C18150356; Author: Richards/Lamont) (Continued)**

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the community to be involved in telling their stories and another way of tapping into our distinct persona and bringing it to life.

***Economic***

Quality and visually appealing CBD areas provide a pleasant and attractive environment and a sense of place for the community, businesses and visitors. Across the world research shows that interesting and visually attractive centres can encourage longer dwell times and increase visitation which in turn sees positive economic outcomes for the businesses in those areas.

The intention is that the *'What's Your Story Queanbeyan'* mural project will be the start of a regular mural program that will begin the transformation of the Queanbeyan CBD to a more visually appealing and vibrant CBD with positive economic outcomes for existing business.

***Strategic***

The mural project directly meets objectives in the following plans:

**1. CBD Masterplan Values – from Community Consultation workshops in 2017**

Priority community values:

- Value 02 – Lively and inviting streets and spaces
    - Priority community initiatives:
      - Activate the street edges by improving the relationship between streets and buildings, removing blank walls to create activated and inviting street frontages.
  - Value 04 – Culturally expressive
    - Priority community initiatives:
      - The CBD provides a hub where the arts are nurtured
      - The physical fabric of the CBD provides the canvas for a curated city programme of dynamic and permanent installations.
  - Value 05 – Energetic economy
    - The rejuvenation of the Queanbeyan CBD
2. Queanbeyan CBD Transformation Strategy – creating an identity for the Queanbeyan CBD was the number one strategic focus.
  3. QPRC Tourism Plan 2017- 2025 – by way of cultural tourism, public/street art has the potential to be a significant drawcard.
  4. Queanbeyan Retail Growth Strategy – The key to success is the creation of an identity, character and clear points of difference for the Queanbeyan CBD. An action in the Strategy is to use public art as an instrument to activate spaces in the CBD.
  5. CBD Spatial Business Plan Key Moves and Recommendations:
    - i. Streets, Precincts and Lanes – The streets and laneways generally lack pedestrian amenity and a clear identity.
    - ii. CBD Market Positioning – Create diversity and a point of difference through themed and curated Place Making.

**12.17 What's Your Story - Queanbeyan Mural Project (Ref: C18150356; Author: Richards/Lamont) (Continued)**

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6. Regional Economic Strategy - Re-establish town centres as places for people.

***Engagement***

Engagement undertaken to date for the project has included:

1. Support letters for the grant submission from Headspace Queanbeyan and AXIS Youth Centre
2. Both Karabar and Queanbeyan high schools have been approached to be involved in the creative mentoring activities with the Year 11 visual art teachers including the project in next year's class program.
3. Both high schools will also be assisting with the awareness campaign for the 'What's Your Story Queanbeyan' community competition.
4. Discussions have been held with Benalla Rural City Council, Shoalhaven City Council and Gunnedah Shire Council on their recent similar mural projects for feedback, advice and community engagement ideas. Case studies from all three are attached.
5. A discussion paper on the project was put forward to the QPRC's Cultural Development and Public Art Panel in September with their support and involvement given to the project.

***Financial***

The 'What's Your Story Queanbeyan' mural project is a fully funded project. The Building better Regions Fund – Community Investments – Stream Grant is the value of \$20,000 and will fully cover the artist and installation costs of the mural along with the ministerial launch activity. All costs associated with the creative/artist mentoring activities are to be covered within the Placemaking team's 2018/19 allocated budget.

***Integrated Plan***

The 'What's Your Story Queanbeyan' mural project is a placemaking activity that aligns with two out of the four pillars of Community Strategic Plan.

1. Community – a vibrant and active Queanbeyan-Palerang
2. Choice – a prosperous Queanbeyan- Palerang

**Conclusion**

This report is seeking Council approval for the chosen location for the 'What's Your Story Queanbeyan' mural. That location is part of the back section of the north facing wall of the Bi Centennial Hall. The project supports aims to use public art as an instrument to contribute to the Queanbeyan CBD identity as acknowledged is required in many of QPRC's strategic plans and strategies

**Attachments**

Attachment 1 BBRF In Your Face mural project case studies (*Under Separate Cover*)



**12.18 Bungendore Quilters Inc. Cultural Arts Assistance Scheme application (Ref: C18150689; Author: Richards/Perri)**

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**Summary**

An application has been received from the Bungendore Quilters Inc. for funding from the Cultural Arts Assistance Scheme towards the costs of presenting their annual weekend exhibition in the Bungendore War memorial Hall in November 2018.

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**Recommendation**

**That Council approve the allocation of a grant of \$1,500 from the Cultural Arts Assistance Scheme to the Bungendore Quilters Inc. to assist in the presentation of their annual exhibition event in the Bungendore War Memorial Hall, 24 – 25 November 2018.**

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**Background**

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

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

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

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

A grant application for \$1,500 has been received from the Bungendore Quilters Inc. to assist in the presentation of a weekend long exhibition event in the Bungendore on 24-25 November 2018. The group is Bungendore based and is a community not-for-profit organisation that meets regularly for sewing days, specialised workshops and skill development in the textile arts and crafts. The annual exhibition event is open to the wider community and allows members to display their creations, demonstrate skills and showcase the organisation. The event is also the main fund raising opportunity for the group, allowing for other activities throughout the year.

**12.18 Bungendore Quilters Inc. Cultural Arts Assistance Scheme application (Ref: C18150689; Author: Richards/Perri) (Continued)**

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The total cost for the annual exhibition is estimated at \$5,866. The grant application meets the criteria for the award of funding for \$1,500 as the project works in partnership with other community groups and is a cultural event that engages with the wider Queanbeyan-Palerang community.

**Implications**

***Social / Cultural***

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

***Financial***

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>		<b>Amount</b>
3020	Donations Cultural Activities	Cultural Arts Assistance Scheme	\$	1,500

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**Conclusion**

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

**Attachments**

Nil

**12.19 Library Program - Food for Fines (Ref: C18160032; Author: Richards/Hansen)**

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**Summary**

Queanbeyan-Palerang Library Service wish to initiate an annual Christmas/New Year 'Food for Fines' program in the three library branches. This program is run by many library services worldwide, and encourages library customers to return overdue items without fear of a financial penalty. In return, they must contribute a non-perishable food item (in date) which will be distributed to needy families in our region via Oz Harvest.

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**Recommendation**

**That Council approve the Queanbeyan-Palerang Library Service to conduct an annual 'Food for Fines' campaign for the month of December.**

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**Background**

Queanbeyan-Palerang Library Service proposes to join the world-wide network of libraries participating in the "Food for Fines" concept over the Christmas and New Year period.

Public Libraries may choose to have a 'fine' system to encourage customers to return items on time. QPRC Library Service does impose fees for late returns, lost and damaged items which are listed in Council fees and charges. The late fees are capped at \$10 per item.

In the lead up to Christmas, library and community staff see an ideal opportunity for library customers to clear any outstanding fees and donate one item of non-perishable sealed food product (in date) per \$10 outstanding. Their fines will then be cleared from the library system, and the items will be returned to the collection.

All collected food will be managed by QPRC Food Project Officer, based in the Community team, in conjunction with Oz Harvest, and distributed to local families and groups in need.

In the past it has been noticed that many donations, unrelated to library resources, arrive from people who appreciate the opportunity to assist others in need.

The Library service would like to run this as an annual program and perhaps vary conditions, dates etc. to eliminate 'serial offenders' who may be waiting for a chance to clear fines easily.

**Implications**

***Assets***

Assets will be recovered and returned to the library stock for future community use.

***Engagement***

***Council:***

Supports key accountabilities of the Food Rescue Project Officer position including securing food donation opportunities, rescuing excess food, redistributing surplus food, and elevating the food waste and food donation message within the community.

Supports progress to key targets and KPIs set out in the NSW EPA Food Donation Education Grant which are to achieve both environmental and community benefits, improve food security in the Queanbeyan-Palerang region and reduce food waste being sent to landfill.

**12.19 Library Program - Food for Fines (Ref: C18160032; Author: Richards/Hansen)  
(Continued)**

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**Community**

Donations collected through Food for Fines can be donated to OzHarvest who will distribute the food to local food relief agencies whom assist food insecure people and those most in need in our community.

Consultation with food relief organisations in the Queanbeyan-Palerang region found that there is insufficient food donation to meet current demand so donated food can help relieve this burden, especially around Christmas season.

Food for Fines encourages and celebrates food donation within the community.

Food for Fines contributes to highlighting the importance of addressing food waste and reducing the amount of good edible food being send to landfill.

**Benefit of donating to OzHarvest:**

Council's Food Rescue Project Officer, is working with OzHarvest to organise equipment, information and any promotional material as required.

OzHarvest are a free food rescue service who can pick up the food from the library, and then distribute it and deliver it to food relief agencies in the region.

Though they cannot take food past 'use-by' dates, OzHarvest can accept food that is up to 3 months past 'best before'. They will accept almost anything that is safe for human consumption that has not perished.

Food donors as well as the libraries involved in Food for Fines are protected from civil liability if the food is donated in good faith for a charitable purpose.

***Financial***

The financial impact to the Council will be minimal. The Library receives about \$400 a month in fines. Currently we have over 1400 items which are between 6 months to 5 years overdue. If we are able to recover 15 or more items in a month that would otherwise not be returned, we will recover the cost of waiving fees for this program. Other libraries generally have at least 5% increase in the return of overdue items.

***Integrated Plan***

Supports Community Programs Outputs 2.6.1 and 3.2.1

**Conclusion**

This scheme is a great way for the Library and Council to encourage disengaged users to come back to the Library. For a minimal outlay in staff time and a negligible loss in income, the library and Council will reap returns in public relations, staff morale, circulation statistics, and lost-item recovery. The relationship with Oz Harvest (we share a Food Project Officer at this time) will also become stronger.

Ultimately as a result of the program, community members in need will benefit significantly from the collected donations.

**Attachments**

Nil



**12.20 Respite Centre Request for Provision of Land. (Ref: C18157161; Author: Neil/Warne)**

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**Summary**

The Council is aware of the Respite Centre for Queanbeyan proposal and a formal request has now been received for the Council to provide a site at 16 Agnes Avenue Queanbeyan for its establishment.

There has been a Council workshop regarding this matter and it is now appropriate to make a decision regarding the request.

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**Recommendation**

- 1. That Council receive and note the report.**
- 2. That Council agree to lease the preferred site to Respite Care for QBN Incorporated for a 30 year period and the Lease be progressed in accordance with S45 of the *Local Government Act 1993*.**
- 3. That prior to the lease being executed, Respite Care for QBN Incorporated will be required to obtain the required approval for the project.**
- 4. That the annual lease rental for the land be determined in accord with the Rental Rebate Policy.**
- 5. That Council consider incorporation of playground/park facility accessible by the community, into the developed site by the proponents**
- 6. That Council consider reclassification and potential sale of the remaining three lots**
- 7. That the Council review other potential sites for the other community use proposed for the 16 Agnes Avenue site.**

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**Background**

The Council has been approached by Respite Care for QBN Incorporated (*RCQBN*) and requested to examine the provision of the Ross Road site for the development of the facility by that group.

The facility will be developed to provide short term respite to families with younger people in care and RCQBN objectives are:

- *To establish a respite care facility for the local Community of Queanbeyan and its surrounding region.*
- *To provide short-term residential accommodation for people between the ages of 18 and 59 years who are suffering from a terminal or chronic illness.*
- *To build premises to house the respite care facility.*

**12.20 Respite Centre Request for Provision of Land. (Ref: C18157161; Author: Neil/Warne) (Continued)**

- *To raise funds for the establishment of the respite care facility.*
- *To raise funds for the ongoing administration and support of the respite care facility.*
- *To ensure that the respite care facility is maintained as a centre of excellence.*
- *To ensure that the respite care facility is staffed by people who are properly trained and who are empathetic with the needs of its residents.*
- *To provide support services for families with family members resident within the facility.*
- *To provide carers with a break knowing their loved one are being well cared for so they can re-energise and continue their responsibilities as a carer*

A fact sheet and plans are attached to the report.

While a number of sites were presented to the councillor workshop, the site preferred is a parcel land owned by the Council at 16 Agnes Ave (*between Ross Road & Agnes Avenue*) as shown hereunder. RCQBN have provided a concept plan which proposes to use approx. half the site.



When RCQBN made a presentation to a recent Council workshop where there was general support for the concept but some concerns regarding the impact of this type of facility in the general area. In addition, another community organisation is also seeking a site to develop a facility and also presented to the Council at that time.

In addition, an alternative site that is owned by the Council has been suggested to RCQBN but was not supported by the group.

RCQBN preference is for the Agnes Avenue site which it sees as suitable and addresses the required criteria for the facility namely:

- *Provides an opportunity to build a “purpose built” facility*
- *Is situated in a residential environment*

**12.20 Respite Centre Request for Provision of Land. (Ref: C18157161; Author: Neil/Warne) (Continued)**

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- *The site allows for adequate & suitable parking*
- *The adjacent land can be landscaped (as part of the development) to provide a pleasant & useable space for clients of the Centre as well as the community at large with access available from either Ross Road or Agnes Avenue*
- *All regulations & standards can be addressed in the initial design*
- *There is close proximity to the hospital, medical services including ambulance & chemists*
- *The site is flat*
- *Frontage from either Ross Road or Agnes Avenue works with orientation.*

RCQBN is cognisant of the planning constraints for the site and supports a longer term leasing arrangement rather than an outright purchase. Such an arrangement is acceptable to the RCQBN.

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

The site is classified as *community land* under the *Local Government Act 1993* so the site would need to be reclassified to *operational land* as part of a planning if the Council intends to sell or gift the land to RCQBN.

Under the Queanbeyan LEP the site is currently zoned as RE1 – Public Recreation and its existing use is limited but does include the land use of *community facility* which are defined as:

**Community Facility** means a building or place:

- (a) owned or controlled by a public authority or non-profit community organisation, and
- (b) used for the physical, social, cultural or intellectual development or welfare of the community, but does not include an educational establishment, hospital, retail premises, place of public worship or residential accommodation.

It is considered that the use proposed could be considered as a community facility and would be permitted with appropriate consent and conditions under the current zoning. Nevertheless the proper planning process would need to be observed.

**Sale, Gifting or Leasing of Land**

To reclassify *community land* under the *Local Government Act 1993* to *operational land* as part of a planning proposal is a complex process that would take a minimum of 9-12 months and involves the following steps:

- *Identification and discharge of any interests in the land.*
- *Preparation of a planning proposal which addresses specified matters and which demonstrates to NSW Planning and Environment that it has strategic merit.*
- *Exhibition of the planning proposal for at least 28 days.*
- *Giving notice after the exhibition period for at least 21 days that a Public Hearing is to be held.*
- *Appointing an independent chair*
- *Holding the Public Hearing and complying with particular requirements including the production of a report.*

**12.20 Respite Centre Request for Provision of Land. (Ref: C18157161; Author: Neil/Warne) (Continued)**

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- *Making the report publicly available not later than 4 days after Council receiving the report.*
- *Obtaining the Governor's approval to discharge any interests.*

Alternatively a long term lease could be considered which would involve the following process under the *Local Government Act 1993*. This could include a lease up to 30 years and may or may not require the approval of the Minister. The steps are prescribed by the *Local Government Act 1993* s45 (2) and includes:

- *Give public notice for at least 28 days and advise affected neighbours. The public notice is to include specified matters.*
- *Consider submissions.*
- *Forward to the Minister with specified particulars.*
- *Obtain the Ministers consent if the lease exceeds 21 years.*

A similar process was recently gone through by Council for the Jerrabomberra Scout Hall. It is considered a long term lease or licence for the land would be a better option at this time and would achieve the objectives of the Group.

***Policy***

The Rental Rebate policy may apply where either the Crown Land rent charge is applied, or a commercial rent, discounted by community benefit factors may be considered.

***Environmental***

If the Council was supportive of the proposal as outlined at the Agnes Avenue site a DA for the proposed land use would need to be obtained. Potentially the activity is a use that can be approved with consent.

The proposal would need to go through the required public consultation process.

The Council should be mindful that on previous occasions when alternative use options for this site have been canvassed, that there has been community opposition. This may occur again in respect of the Respite Centre proposal, any other alternative use or any proposed re-zoning of the land.

***Social / Cultural***

The development of this type of facility is supported. It is not a service that the Council would deliver, but it is important in the QPRC community and will provide a much needed service to full time carers that are in need of respite arrangements.

It is proposed that once the facility has been established that a management contract for the operation of the Respite Centre will be put in place with a "Non for Profit" organisation with specific expertise in managing these type of facilities.

It is further suggested that the proponents be requested to incorporate a park/play facility accessible by the community, as part of the development.

***Financial***

The site at 16 Agnes Avenue potentially is very valuable. In its current zoning it is valued at \$400K, but if it were in a residential zone the value would increase to the \$1.5M - \$2M range.

**12.20 Respite Centre Request for Provision of Land. (Ref: C18157161; Author: Neil/Warne) (Continued)**

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If the Council supports the proposal by RCQBN and the appropriate approval to build and operate the facility and the leasing proposal is approved there is an expectation that the lease fee would be minimal, per the Rental Rebate policy.

If the Council required a commercial arrangement, a valuation for rental purposes would need to be obtained. Although subject to confirmation by a specific valuation, the annual rental would be expected to be in the \$8K - \$12K range.

RCQBN will raise funds for the facility through a combination of government funding, and community donations. Support by Council either as a minimal rental or gifting of land could be viewed as a "community donation".

The site is exempt of rates at present as it is parkland, but if it was developed, rates and charges would be levied.

It is suggested the facility be restricted to half of the Ross/Agnes site, enabling Council to later consider the reclassification and potential sale of 3 lots facing the separate frontage.

***Integrated Plan***

The development of a Respite Centre is not recognised in the Community Strategic Plan as the provision of respite care is seen as a Federal and State responsibility but it is considered that the proposal aligns with the tenets of the *Key Result Area – Community being the development of a sense of community and inclusion with adequate community support services*. RCQBN in the future would be recognised as a community partner in service provision.

**Conclusion**

This project is very worthy and needed in the QPRC community. Accordingly, the development of a Council position in respect of the request is important.

**Attachments**

Attachment 1 RCQBN Documents (*Under separate cover*)



12.21 Confirmation of membership of Audit, Risk and Improvement Committee (Ref: C18155648; Author: Warne/Bozzato)

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**Summary**

Council is asked to confirm representatives for the Audit, Risk and Improvement Committee.

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**Recommendation**

**That Council confirm Cr Harrison and Portfolio General Manager, Organisation Capability as its representatives for the Audit, Risk and Improvement Committee.**

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**Background**

Committee delegates and representatives for 2018-19, including for the Audit, Risk and Improvement Committee, were considered at the 26 September 2018 meeting of Council. That Committee provides independent assurance and assistance to the Queanbeyan-Palerang Regional Council on risk management, control framework, external accountability, legislative compliance, internal audit, external audit and process improvement responsibilities. The committee is chaired by one of its three independent members.

Proposed Council representatives were:

- Cr Brown
- Portfolio General Manager, Organisation Capability.

The minutes record that Cr Harrison was also appointed as a delegate, however there appears to be confusion as to whether this is an additional appointment or as a substitute for Cr Brown.

**Implications**

***Legal***

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

**Attachments**

Nil





12.22 Organisation Structure (Ref: C18155415; Author: Tegart/Tegart)

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**Summary**

In January 2017, Council (under administration) endorsed the Transition Organisation Structure (Level 2 and 3). Following staff and union consultation, and deployment of suitable internal candidates (as required under terms of merger) and recruitment of suitable external candidates, the final Structure was established in October 2017 (Levels 4-6), upon which the remainder of staff were assigned through EOI or lateral transfer. With an annual turnover around 10%, over 20% of staff have been employed since the merger.

Some changes to the L2-3 Structure adopted by Council in January 2017, were subsequently endorsed by Council with the adoption of the Operational Plan in June 2018.

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**Recommendation**

**That Council endorse the Organisation Structure.**

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**Background**

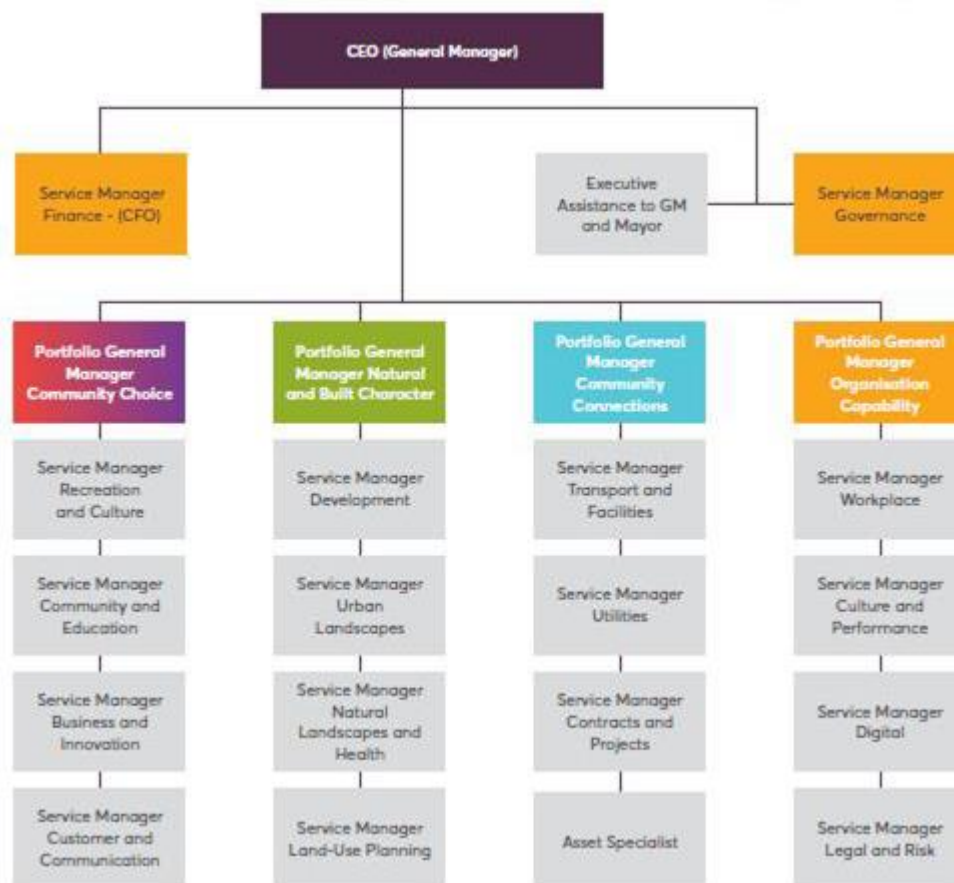
In the first year of each Council term, the organisation structure is to be reviewed or confirmed by Council.

**Implications**

***Legal***

*Under the Local Government Act 1993, s333 notes the organisation structure may be re-determined from time to time. The council must review, and may re-determine, the organisation structure within 12 months after any ordinary election of the council.*

CEO/General Managers are to present the executive structure (ie reporting to the GM) for Council's consideration. Effectively that L2 structure was endorsed by Council with the Operational Plan with the addition of L3 as published below:



**Resources (including staff)**

Staff establishment had been set at 435 FTE in October 2017, rising to 458FTE in the Operational Plan with a mix of fixed term and casual staff to deliver projects and grant funded programs.

**Conclusion**

For completeness, Council should formally endorse the Organisation Structure.

**Attachments**

Nil

12.23 Election Projects (Ref: C18151874; Author: Tegart/Tegart)

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**Summary**

Proposing schedule of potential projects for submission to candidates for funding for Federal and State elections.

Those projects are presented with broad estimates and their state of readiness identified in accord with the QPRC project management framework for infrastructure (attached).

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**Recommendation**

**That Council consider a priority schedule of projects for advocacy to local members and candidates for the NSW and federal elections.**

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**Background**

The NSW state election will be held in March 2019, while the federal election is due before May 2019. We are being contacted now by the parties for 'election' projects. The parties appear to have a preference for infrastructure, economy building opportunities.

A schedule of council projects was presented to candidates prior to the local government elections in 2017, some of which require further funding. Attached is a suggested list of projects for consideration, with high level estimates.

LGNSW is preparing election campaigns including re-directed funding from the NSW waste levies to councils for waste and recycling management; as well as a greater share of GST to be allocated to councils under the financial assistance grants. Those initiatives are supported.

Following a workshop with councillors on 21 November, below is a list of priority projects. Pending Council's decisions, formal papers will be prepared with more considered estimates including a schematic illustrating the prioritised projects in their respective 'state of readiness' (ie business case or shovel ready).

**Implications**

***Asset***

Many of the projects are new or upgraded infrastructure, which when added to the asset register, bring future maintenance and depreciation expense.

Council may consider advocating further for increased funding to maintain and renew regional roads generally in the LGA.

***Engagement***

It is suggested in addition to writing to the candidates, the Mayor and CEO advocate directly with the local members.

***Integrated Plan***

The schedule is drawn from projects contemplated with the strategic plans and delivery program.

**Conclusion**

The following list (in no particular order) is suggested as priorities to present to candidates:

- QBN: Regional Sports Facility
- QBN: CBD transformation
- QBN: Queanbeyan smart hub
- QBN: South Jerra Innovation Precinct
- QBN: Queanbeyan sewer treatment
- CF: Captains Flat Road rehabilitation
- BGD: Bungendore water source and treatment
- BGD: Bungendore smart hub
- BGD: Bungendore sport hub
- BGD: carpark and amenities
- BGD: commuter rail (pilot)
- BWD: Braidwood smart hub
- BWD: Ryrie Park and skate facility
- BWD: Nerriga Road rehabilitation

**Attachments**

- Attachment 1     Schedule of Projects (*Under Separate Cover*)  
Attachment 2     Project Management Framework (*Under Separate Cover*)

## ITEMS FOR DETERMINATION

**12.24QPRC Loan Borrowing Program 2018/19 (Ref: C18136902; Author: Tegart/Taylor)**

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**Summary**

As per adopted Delivery Program, QPRC requires loans to be drawn from NSW Treasury Corporation (TCorp) to complete the approved capital projects. Total borrowing program is \$50.4 million.

TCorp is offering the following indicative repayment terms of:

- 20 years with quarterly payments at an interest rate of 3.85%.
- 10 years with quarterly payments at an interest rates of 3.4%.

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**Recommendation**

**That Council approve the proposed borrowings and authorise the Mayor and Chief Executive Officer to enter into two loan agreements for FY2018 and FY2019 with NSW Treasury Corporation for a total loan amount of \$50,400,000.**

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**Background**

Council previously endorsed borrowings for projects for the upgrade of Indoor Sport Centre, Braidwood Waste Transfer Station and the purchase of land of Royalla. QPRC submitted a loan application for the funds. TCorp reviewed the loan application raising questions regarding the Percy Allan review and Long Term Financial Plan (LTFP) for the merged council. QPRC was requested to review the LTFP and resubmit upon Council endorsing the revised plan. Council resolved at the June 2018 Council (Resolution 195/18) to temporarily release restricted funds (reserves) and to replace them upon successful loan application. The total value of funds required from previous year is \$7.750 million.

At June 2018 Council adopted the Delivery Program 2018-21 (DP). The DP allowed for borrowing \$42.650 million in FY19 for the purposes of:

- \$ 0.250 million - South Bungendore Drainage
- \$ 5.400 million – Local Roads Renewal Program
- \$ 1.000 million – Burra S Bends Project
- \$36.000 million – Ellerton Drive Extension.

Capital expenditure guidelines require the Office of Local Government (OLG) to sign off the Indoor Sport Centre project. OLG concluded the Council's project met relevant criteria of the guidelines (dated 04 April 2018).

A resolution of Council is now required to proceed with an application to TCorp. Council is required to endorse both the Mayor and Chief Executive Officer to enter into loan agreements with TCorp.

**12.24QPRC Loan Borrowing Program 2018/19 (Ref: C18136902; Author: Tegart/Taylor)  
(Continued)**
**Implications**
***Policy***

All proposed borrowings have been allocated with the Delivery Program 2018-21 ensuring financial performance remain within Council's Financial Sustainability Ratios of the adopted QPRC Financial Strategy and Policy.

***Asset***

Borrowing program includes:

- \$5.4 million for the local roads renewal program.
- \$2.275 million for the New Asset Braidwood Transfer Station.
- \$0.250 million for South Bungendore Drainage program.
- \$1.0 million upgrading section of Burra Road.
- \$36 million for the Ellerton Drive as part of the \$86 million construction.

***Financial***

The proposed borrowing is included as part of the 2018-2021 QPRC Delivery Program and the QPRC Long Term Financial Plan. The amounts in table below is the total cost of interest per program over the life of the loans.

Funding for the Capital Projects include:

- \$ 0.250 million - South Bungendore Drainage (FY19)
- \$ 2.750 million – Braidwood Waste Transfer Station (FY18)
- \$ 2.250 million – Queanbeyan Indoor Sports Centre (FY18)
- \$ 2.750 million – Cemetery Land – Royalla (FY18)
- \$ 5.400 million – Local Roads Renewal Program (FY19)
- \$ 1.000 million – Burra S Bends Project (FY19)
- \$36.000 million – Ellerton Drive Extension (FY19)

TCorp is currently offering 3.4% interest over a 10 year loan period and 3.85% interest over a 20 year loan period.

Council will be able to pay back the loan earlier from Ellerton Drive portion as funds are receipted, thereby reducing the scheduled interest payment. GTPL have signalled a request to match to term of that loan to the remaining development life of Googong (ie 15 years). If formalised, Council may amend the term or pay the loan earlier.

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>	<b>Amount</b>	<b>Loan Period</b>
4.1- Indoor Sports Centre	Interest	User Fees – Sports Centre Operations (per business plan)	\$ 986,630	20 years
34.2 - Waste Infrastructure	Interest	Annual Waste Charges	\$ 1,205,881	20 years

12.24QPRC Loan Borrowing Program 2018/19 (Ref: C18136902; Author: Tegart/Taylor)  
(Continued)

32.3 - Stormwater Infrastructure	Interest	Annual Stormwater Levy	\$	109,625	20 years
23.1 - Playgrounds	Interest	Future Cemetery Fees	\$	1,205,881	20 years
31.1- Roads	Interest	Rates Funded	\$	2,367,912	20 years
31.1- Roads	Interest	Rates Funded	\$	438,502	20 years
31.1 - Roads	Interest	Developer Contributions	\$	15,786,081	20 years

### ***Integrated Plan***

Adopted QPRC Delivery Program 2018-2021 includes proposed borrowing program.

### **Conclusion**

Council is required to approve the proposed borrowing prior to application being submitted to NSW Treasury Corporation (TCorp). Council approval is sought to borrow funds of \$50.4 million from TCorp for with indicative interest of 3.85% fixed over a twenty year period:

### **Attachments**

Attachment 1     2018-19 Proposed Loan Schedule (*Under Separate Cover*)





**12.25 Award RFT Q18-18 Internal Audit Services (Ref: C18157146; Author: Tegart/Taylor)**

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**Summary**

Council's contract with its previous Internal Audit provider, Oakton, expired in August and contained no provision for extension. A Request for Tender process was undertaken to procure a provider with extensive experience and skills in the conduct of internal audits addressing a diverse range of financial, compliance and performance audit topics relevant to the QPRC context.

As recommended by Council's Audit, Risk and Improvement Committee, it is proposed to enter into a contract with the successful tenderer for a period of three years commencing January 2019, with an option to extend the contract for two additional periods of twelve months each.

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**Recommendation**

**That Council award the RFT Q18-18 for the provision of Internal Audit Service to Tenderer (xi).**

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**Background**

On 21st August 2018 Local Government Procurement (LGP) on behalf of Queanbeyan-Palerang Regional Council (QPRC) issued an Open Request For Tender (RFT) seeking offers from suitably experienced and qualified providers for the provision of Internal Audit Services. Through the portal, tender alert notices were sent electronically to 2115 organisations, 240 organisations viewed the notice online and in total 24 organisations downloaded the tender documents.

Submission of Tenders closed at 2pm on 11th September 2018. On the closing date Thirteen (13) tenders were received.

Local Government Procurement was engaged to prepare RFT documentation, establish online response form (tender evaluation criteria) in Tenderlink, facilitate the Tenderlink forum and issue addenda (if required). LGP chaired the evaluation panel, conducted compliance criteria check for all tenderers, arranged reference checks and financial assessment for council review. LGP has prepared this report and recommendation for QPRC to consider.

The RFT seeks the provision of the required services for a period of three (3) years commencing in January 2019, with an option to extend the contract for two (2) additional periods of 12 months each.

The RFT was advertised as follows:

- a) The Sydney Morning Herald (SMH)
- b) The Canberra Times
- c) The Braidwood Times

### 12.25 Award RFT Q18-18 Internal Audit Services (Ref: C18157146; Author: Tegart/Taylor) (Continued)

d) QPRC e-tendering portal – [www.tenderlink.com/qprc](http://www.tenderlink.com/qprc)

e) Council Website

The RFT opening process was conducted in accordance with the Local Government (General) Regulations, section 175, and QPRC documented procedures regarding the opening of the physical and electronic tender boxes.

The attachment outlines the criteria, weightings, presentations, evaluation and Panel recommendation.

The evaluation panel determined to proceed with conducting reference checks for two (2) tenderers. Reference checks were conducted via email and were sent to two (2) referee organisations nominated by the tenderers.

The evaluation panel carried out a structured evaluation process. The panel compared and rated tenderers relative capacity and capability, audit approach and methodologies, technical experience and skills, current and past performance and delivering local economic benefit as well as pricing.

#### Implications

##### *Financial*

Internal Audit is part of the recurring budget. Internal Audit program is allocated \$140,000 per annum.

Program Code	Expense Type	Funding source		Amount
45.3	Contracts	General Funding	\$	140,000

#### Conclusion

Based on the evaluation process the panel is of the view that the nominated tenderer meets relevant selection and evaluation criteria and demonstrates the best value for money for the Council.

The Evaluation Panel recommends the nominated tenderer for appointment as the successful tenderer to provide Internal Audit Services to QPRC in accord with the Attachment. The term of agreement will be for a period of three years commencing January 2019, with an option to extend the contract for two additional periods of twelve months each.

#### Attachments

Attachment 1 RFT Q18-18 Internal Audit Services - Evaluation Report (*Under Separate Cover*) - **CONFIDENTIAL**

12.26 QPRC Annual Financial Statements 2017-2018 (Ref: C18147354; Author: Tegart/Taylor)

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**Summary**

In accordance with Section 418 (3) of the *Local Government Act 1993*, Queanbeyan-Palerang Regional Council presents the audited financial statements and the auditor's reports for the year ending 30 June 2018.

In accordance with Section 420 of the *Local Government Act 1993*, any person may make a submission in writing to Council with respect to the Council's Audited Financial Statements or the Auditor's Reports.

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**Recommendation**

**That Council adopt the Annual Financial Statements 2017-18 and accept the Auditor's Reports, as submitted by the Audit Office of NSW.**

---

**Background**

Resolution 325/18 at the Council meeting of 26 September resolved:

*That in accordance with Section 413 of the Local Government Act, and subject to endorsement from QPRC Audit, Risk and Improvement Committee, Council:*

1. *Confirms its 2017/2018 Annual Financial Statements are in accordance with:*
  - a. *The Local Government Act 1993 (as amended and the Regulations made there under);*
  - b. *The Australian Accounting Standards;*
  - c. *The Local Government Code of Accounting Practice and Financial Reporting;*
  - d. *Council's accounting and other records;*
2. *Confirms that the Statements present fairly the Council's 2017/2018 operating result and financial position.*
3. *Confirms that Council is not aware of any matter that would render this report false or misleading in any way.*
4. *Delegate's authority to the Mayor, Deputy Mayor, Chief Executive Officer and the Responsible Accounting Officer to sign the 'Statement by Council on its Opinion of the Accounts' (Clause 215 of the Local Government General Regulation) for both General Purpose Financial Statements and Special Purpose Financial Statements.*
5. *Authorises the Chief Executive Officer 'to issue' the 2017/2018 accounts immediately upon receipt of the auditor's report.*
6. *Invite the Auditor-General of NSW or her representative to attend the November Ordinary Council Meeting to present the 2017/2018 Financial Reports.*

At the time of the resolution, the Net Result for the Year was \$48.777 million. Throughout the audit a number of amendments were made. Amendments included:

- \$2.259 million decrement in valuation of the Googong Water Recycling plant.
- \$0.057 million income removed due to duplication of accrued income.

The NSW Audit Office commenced onsite audit of the 2017-18 Financial Statements on the 2<sup>nd</sup> October 2018. NSW Audit Office completed the audit on the 30<sup>th</sup> October 2018. Financial Statements were then submitted to the Office of Local Government within the required timeframe of 31<sup>st</sup> October 2018. Independent Auditor's Report is found on page 78

## 12.26QPRC Annual Financial Statements 2017-2018 (Ref: C18147354; Author: Tegart/Taylor) (Continued)

of the attached Annual Financial Statements. Report on the Conduct of the Audit is found on page 81 of the Annual Financial Statements.

A summary of the financial statements is provided below:	2018 \$'000	13/5/16 to 30/6/17 \$'000
<b>Income Statement</b>		
Total income from continuing operations	178,058	228,813
Total expenses from continuing operations	131,597	137,629
<b>Operating result from continuing operations</b>	<b>46,461</b>	<b>91,184</b>
<b>Net operating result for the year</b>	<b>46,461</b>	<b>91,184</b>
<b>Net result for the year (after net assets transferred from former councils)</b>	<b>46,461</b>	<b>1,385,175</b>
Net operating result before grants and contributions provided for capital purposes	(4,135)	9,061
	2018	2017
<b>Statement of Financial Position</b>		
Total current assets	103,162	98,324
Total current liabilities	(27,690)	(27,412)
Total non-current assets	1,402,816	1,354,702
Total non-current liabilities	(38,844)	(40,439)
<b>Total equity</b>	<b>1,439,444</b>	<b>1,385,175</b>
<b>Other financial information</b>		
Unrestricted current ratio (times)	2.05x	2.44x
Operating performance ratio (%)	0.4%	5.8%
Debt service cover ratio (times)	6.64x	8.01x
Rates and annual charges outstanding ratio (%)	5.0%	3.4%
Buildings and Infrastructure renewals ratio (%)	75.5%	140.7%
Own source operating revenue ratio (%)	62.4%	52.4%
Cash expense cover ratio (months)	9.41 mths	9.0 mths

The Report on the Conduct of the Audit highlights the following:

## INCOME STATEMENT

### Operating result

	2018 \$m	2017* \$m	Variance %
<b>Rates and annual charges revenue</b>	66.6	68.0	2.1
<b>Grants and contributions revenue</b>	66.5	108.5	38.7
<b>Operating result for the year</b>	46.5	91.2	49
<b>Net operating result before capital amounts</b>	(4.1)	9.1	145.1
<b>Gain on local government amalgamation</b>	-	1,294	

\* 13 May 2016 to 30 June 2017.

The complete set of Financial Statements are included in an attachment to this report. The Auditor has, consistent with the prior year, confirmed that the overall financial position of Council is sound.

### **Implications**

#### ***Legal***

The 2017-18 Annual Financial Statements complies with the provisions of Chapter 13 Part 3, of the Local Government Act 1993, relating to Financial Management.

#### ***Engagement***

In accordance with Section 418 of the *Local Government Act 1993* (as amended) public notice of the presentation of the Financial Statements was advertised in The Queanbeyan Age, Braidwood Times and Bungendore Weekly.

Financial Statements were made available to the public through the QPRC Your Voice webs site on 31 October 2018. Copies of the audited Financial Statements have been made available for inspection by members of the public from 31<sup>st</sup> October 2018 at the customer services counters of QPRC.

Any person can make written submissions to council with respect to the reports until 4th April 2018. Any submissions received will be subsequently reported to council and forwarded to Council's Auditor's.

QPRC Audit Risk and Improvement Committee has received a copies of both draft and final revisions Annual Financial Statements with the ability to provide feedback throughout the development of the Annual Financial Statements.

The Financial Statements will be appended to the Annual Report.

### **Conclusion**

The Annual Financial Statements for 2017-18 for the Queanbeyan-Palerang Regional Council is finalised and presented for adoption.

### **Attachments**

Attachment 1      Annual Financial Statements 2017-18 Queanbeyan-Palerang Regional Council (*Under Separate Cover*)



12.27 QPRC Long Term Financial Plan 2018-2028 (Ref: C18150158; Author:  
Tegart/Taylor)

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**Summary**

Council is required to develop a Long Term Financial Plan as part of the Resourcing Strategy.

Morrison Low was engaged to review previously prepared data by GHD, Percy Allan and Kategic and prepare a Long Term Financial Plan that met the requirements of Office of Local Government and NSW Treasury Corporation. Morrison Low prepared a model based on assumptions that are outlined in the Strategy and proposed three scenarios utilising differing assumptions. Key outputs of the Long Term Financial Plan were required to meet the primary financial indicators provided by Audit Office of NSW and the Office of Local Government.

Morrison Low presented a recommendation to Councillors at workshops held in September and October to implement Scenario 2 of the Long Term Financial Model based on the key assumptions and the introduction of a dividend from Queanbeyan Water and Sewer Funds, and allowing for renewal of assets at 100% of the required levels.

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**Recommendation**

**That Council adopt the Long Term Financial Plan 2018-2028, confirming Scenario 2 as the preferred option.**

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**Background**

In accordance with section 403(2) of the *Local Government Act 1993*, QPRC is required to prepare a Resourcing Strategy containing long-term financial planning, workforce management planning and asset management planning. This paper presents the Long Term Financial Plan 2018-2028.

The Office of Local Government NSW produced the Integrated Planning and Reporting Manual noting the Long Term Financial Plan is an important part of a council's strategic planning process. This is the point where long term community aspirations and goals are tested against financial realities. It is also where the council and the community may decide what resources councils need to influence and work with other parties so that they might deliver on responsibilities.

The Community Strategic Planning process will provide the council with valuable information about the future. From the exercise, both the council and the community will have a better understanding of:

- Expected pressures that will affect the community socially, environmentally and economically and the drivers behind this change.
- Expected economic growth rates.
- The community's aspirations and priorities for improving its economic, environmental and social outcomes.

**12.27QPRC Long Term Financial Plan 2018-2028 (Ref: C18150158; Author: Tegart/Taylor) (Continued)**

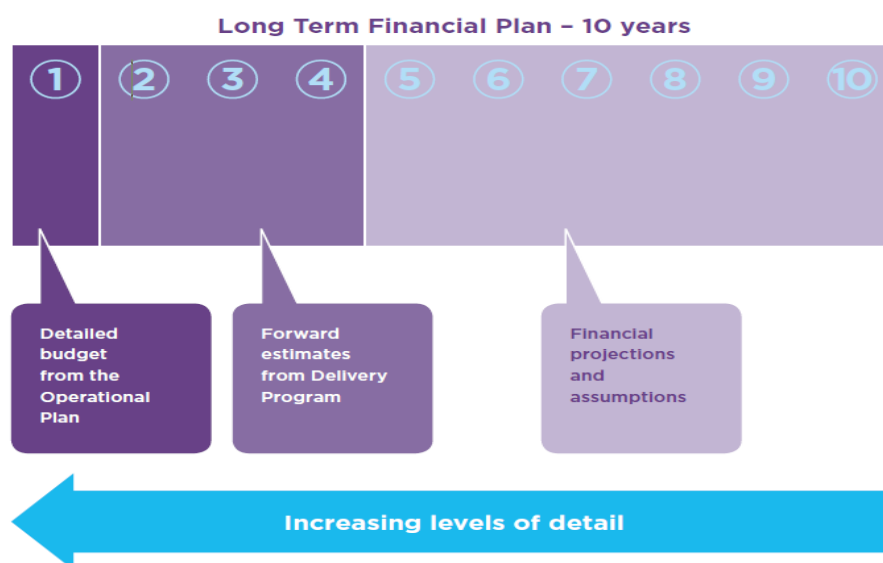
- The community's priorities in terms of expected levels of service and community projects.

The Long Term Financial Plan examines the drivers and pressures on finances, and proposes reviews of service levels, asset standards and a mix of capital and operating revenues to meet the financial sustainability benchmarks over a ten year planning horizon.

The Long Term Financial Plan is a decision-making and problem-solving tool. It is not intended that the Long Term Financial Plan is set in concrete – it is a guide for future action. The modelling that occurs as part of the plan will help councils to weather unexpected events. It will also provide an opportunity for the council to identify financial issues at an earlier stage and gauge the effect of these issues in the longer term.

The longer the planning horizon, the more general the plan will be in the later years. For example, it is not expected that the 10th year of a 10 year plan will include specific detail.

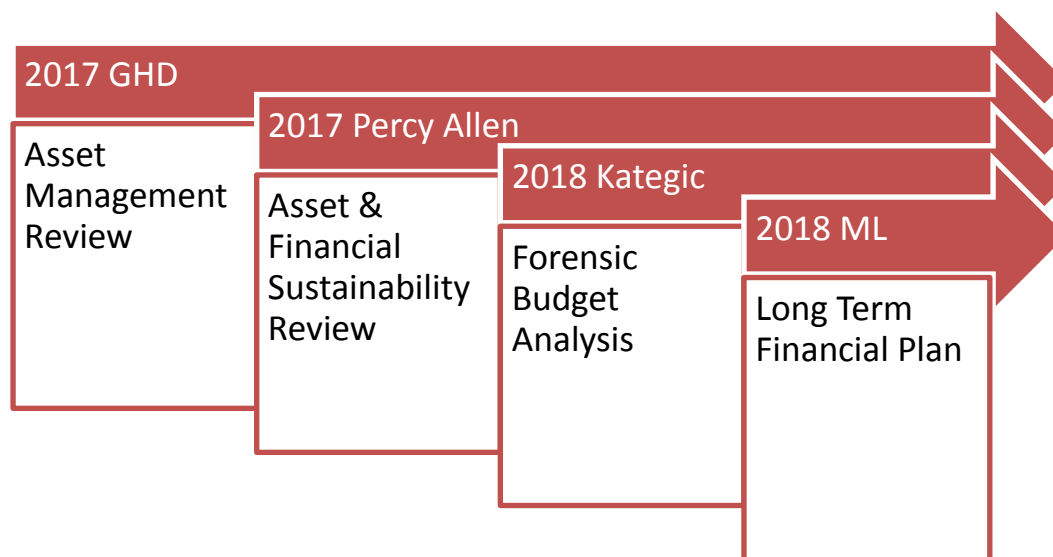
As decisions are made, more detail can be added to the Long Term Financial Plan. For example, as the council finalises its Delivery Program, the first four years of the Long Term Financial Plan will become firmer. As the Operational Plan is completed, the detailed budget will form the first year of the Long Term Financial Plan. The diagram following shows the relationships.



Planning for major infrastructure, storm water drainage and water supply and sewerage may require a longer planning horizon. For example, the Integrated Water Cycle Management Guidelines (IWCM) required preparation of a 30 year IWCM strategy. Similarly, the planning horizon for water supply and sewerage strategic Business Plans must be at least 20 years.

Since amalgamation, QPRC has been working on developing a consolidated Financial Sustainability model that will derive the Long Term Financials Plan. The journey so far is highlighted in the diagram below.





The GHD Asset Review aligned the asset registers and condition data of both former Councils and does some analysis showing the two former Councils have existing renewals backlogs and forward plans that underspend on asset renewal.

The Percy Allen review compared the existing financial scenarios for the two pre-merger Councils, incorporated the asset review information from GHD and demonstrated the newly merged Council was carrying a structural deficit. It proposed a Responsible Scenario financial policy setting for the Council. Out of this work, Council adopted its Financial Strategy and Policy that set the parameters for future budgets and financial planning.

The Kategic review performed a deep dive into Council's operational expenditure post-merger. This analysis resulted in some conclusions about the effect of the changing focus of Council on putting an organisation together, and spending merger money, while ensuring service delivery was unaffected; and ultimately impacting on increased operational expenditure. Staff used this information to develop the DP and OP, with an intention to bring some of the elevated expenditure on employee costs and materials and contracts, back down to normal levels.

The Morrison Low engagement drew in the previous work to:

- Align asset data.
- Establish a base case asset renewal, rehabilitation and expansion programs for the 10 year planning period.
- Establish the financial principles that Council may follow.
- Built the 3 year Delivery Program budget into the assumptions

At the Councillor workshop on 12 September 2018, Morrison Low presented:

- What is Financial Sustainability?

**12.27QPRC Long Term Financial Plan 2018-2028 (Ref: C18150158; Author:  
Tegart/Taylor) (Continued)**

- What is a Long Term Financial Plan?
- Process of developing a long term financial plan.
- Required financial and infrastructure performance ratios set by Audit Office of NSW and the Office of Local Government.
- Levers available to Council to achieve Financial Sustainability.

Morrison Low worked with staff to develop three scenarios for the Long Term Financial Plan based on current information including:

- 2016-17 audited financial statements.
- Draft 2017-18 financial statements.
- 3 year Delivery Program (2018-19 to 2020-21).
- Capex and debt plan.
- Special Schedule 7.
- QPRC asset register, including asset conditions.
- NSW Department of Planning and Environment growth assumptions.
- QPRC Financial Strategy.

One of the major deliverables of the engagement was to deliver a Long Term Financial that met all of the Financial Sustainability ratios set by the Audit Office of NSW (AO) outlined in the table below.

<b>Financial Sustainability Ratios</b>	<b>AO</b>
Operating Surplus Ratio	> 0%
Own Source Revenue Ratio	> 60%
Unrestricted Current Ratio	> 1.5 x
Debt Service Cover Ratio	> 2 x
Cash Expense Cover Ratio	> 3 months
Infrastructure Backlog Ratio	< 2%

Financial Sustainability Ratios	AO
Infrastructure Renewal Ratio	> 100%
Infrastructure Maintenance Ratio	> 100%

At the Councillor workshop held on 10 October, Morrison Low presented a Long Term Financial Plan on the following scenarios.

- Base Scenario
- Scenario 2 – incl Water & Sewer Dividend with 100% Asset Renewal
- Scenario 3 – incl Water & Sewer Dividend, Special Rate Variation 5% with 100% asset renewal.

This revision of the LTFP considers a number of scenarios based initially on the 2018-21 Delivery Program adopted in June 2018. The scenarios considered in the LTFP are summarised below. Scenario 2 is the preferred approach:

- Base Case Scenario (1):
  - Delivery Program
  - Consumer Prices Indexation
  - Debt and Capital Plan
  - Land Sales
- Scenario 2 (preferred)
  - Base Case Scenario plus
  - Dividend (Queanbeyan Water & Sewer Funds)
  - 100% Asset Renewals
  - Improve Unrestricted Cash levels to \$2 million.
  - Additional Merger Funding and revised User Charges
  - Meet all Financial Principle Ratios
- Scenario 3
  - Scenario 2 plus
  - Special Rate Variation 5%.

## **Engagement Recommendation**

At the Councillor workshop held on 10 October, Morrison Low recommended scenario 2 with the ability to meet Financial Sustainability Ratio ratios without the need for borrowing for asset renewals or the need for a special rate variation.

## **Implications**

### ***Legal***

In accordance with section 403(2) of the *Local Government Act 1993*, QPRC is required to prepare a Resourcing Strategy containing long-term financial planning, workforce management planning and asset management planning. The Strategy endorsed by Council included asset, ICT and risk and will be updated by the new LTFP and subsequently the workforce strategy which will forecast staff FTE changes to reflect the LTFP.

### ***Asset***

The Long Term Financial Plan works alongside the Asset Management Strategy and Asset Management Plans to ensure assets are maintained and renewed at agreed service levels.

### ***Strategic***

The Community Strategic Plan provides a vehicle for the community to express its long term aspirations. However, these aspirations will not be achieved without sufficient resources (time, money, assets and people) to carry them out. The Long Term Financial Plan as part of the Resourcing Strategy is a critical link when it comes to translating strategic objectives into actions.

It will also be one of the more challenging aspects of the new planning framework for councils to prepare, because the components cannot be completed in isolation and will take considerable time, especially asset management.

The integrated nature of the plans means that essentially they will all be developed concurrently, with cross-referencing and adjustment as the development of each plan progresses.

### ***Engagement***

Council should place the Long Term Financial Plan on public consultation for 28 days, however it is suggested to place on exhibition until 11 January 2019.

### ***Integrated Plan***

As per Section 403 of the *Local Government Act 1993*, the Long Term Financial Plan is required to form part of the Resourcing Strategy and is updated on an annual basis.

## **Conclusion**

The adoption of Scenario 2 is recommended and based on the following assumptions:

12.27QPRC Long Term Financial Plan 2018-2028 (Ref: C18150158; Author:  
Tegart/Taylor) (Continued)

General Fund	Water Fund	Sewer Fund
<b>Capital</b> <ul style="list-style-type: none"> <li>Compressed CAPEX Program over 3 years               <ul style="list-style-type: none"> <li>Asset renewal work of \$96m</li> <li>New / upgrade asset work of \$260m</li> <li>Years 5 to 10, constant asset spend of \$4m renewals, funded by new loans</li> <li>Years 5 to 10, no new assets</li> </ul> </li> <li>through               <ul style="list-style-type: none"> <li>Capital grants of \$155m</li> <li>Borrowings of \$142m</li> <li>Land sales \$4.5m</li> </ul> </li> </ul>	<b>Capital</b> <ul style="list-style-type: none"> <li>Asset renewal and upgrade work of \$11.7m over 3 years</li> <li>Years 4 to 10, asset renewal of \$1.7m in first year, drops to \$450k pa</li> </ul>	<b>Capital</b> <ul style="list-style-type: none"> <li>Asset renewal and upgrade work of \$163m over 3 years</li> <li>Asset renewal \$25m for following 3 years</li> <li>through               <ul style="list-style-type: none"> <li>Capital grants of \$60m</li> <li>New loans of \$40m</li> </ul> </li> </ul>
<b>Operating</b> <ul style="list-style-type: none"> <li>Operating expenses decreasing by 11.5% over three years</li> <li>\$2 million profit on sale of plant per annum</li> <li>Asset maintenance work of \$22m per annum</li> </ul>	<b>Operating</b> <ul style="list-style-type: none"> <li>Materials and contracts increase by 2.5% pa</li> </ul>	<b>Operating</b> <ul style="list-style-type: none"> <li>Operating expenses increase by 3% over 3 years</li> </ul>
<b>Revenue</b> <ul style="list-style-type: none"> <li>Bungendore Stormwater Levy from year 4</li> <li>Water and sewer dividend – Queanbeyan</li> <li>Additional fees and charges</li> <li>Additional merger funding</li> </ul>	<b>Revenue</b> <ul style="list-style-type: none"> <li>Fees and annual charges increase by 2.3% pa</li> <li>Non-cash capital contributions \$2.7m</li> </ul>	<b>Revenue</b> <ul style="list-style-type: none"> <li>Fees and annual charges increase by 2.3% pa</li> <li>Non-cash developer contributions \$7m pa</li> </ul>
<b>Ratios</b> <ul style="list-style-type: none"> <li>Asset maintenance at 90%</li> <li>Asset renewal at 100%</li> <li>Asset renewals for years 4-10 funded from general revenues, not borrowings</li> <li>Improve unrestricted cash to \$2m</li> </ul>	<b>Ratios</b> <ul style="list-style-type: none"> <li>Asset renewals 100%</li> </ul>	<b>Ratios</b> <ul style="list-style-type: none"> <li>Asset renewals 100%</li> </ul>

The long term financial plan and Scenario 2 is presented to Councillors as attachments to this business paper.

### Attachments

Attachment 1 QPRC Long Term Financial Plan 2018-28 (*Under Separate Cover*)



**12.28 Quarterly Budget Review Statement for the Quarter Ending 30th September 2018 (Ref: C18153646; Author: Taylor/Marmont)**

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**Summary**

The September 2018 Quarterly Budget Review Statement (QBRS) is presented for the information of Council and the community.

The Quarterly Budget Review Statement has been prepared in consultation with all Branches and Portfolios within QPRC.

The Quarterly Budget Review Statement result is a consolidated surplus of \$3.369m. The operating result is shown in accordance with Office of Local Government requirements including non-cash adjustments for depreciation and asset disposals.

The financial reports below indicate the financial position of Council is satisfactory, having regard to the original estimates of income and expenditure.

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**Recommendation**

**That Council:**

- 1. Adopt the September 2018 Quarterly Budget Review Statement and variation as outlined in this report.**
  - 2. Note the predicted consolidated surplus of \$3.369m.**
- 

**Background**

In accordance with clause 203 of the Local Government (General) Regulation 2005, the Responsible Accounting Officer must prepare and submit a quarterly budget review statement to the Council for the purposes of reviewing budget performance against the adopted operational plan and also to consider any necessary budget variations.

The Office of Local Government (OLG) has developed a set of reporting requirements for the Quarterly Budget Reviews. The reporting requirements, known as the Quarterly Budget Review Statement (QBRS), facilitates progress reporting against the original and revised budgets at the end of each quarter.

The overall consolidated result has moved from an accrued operational surplus position of \$4.288m following the Carry over budget review in July, to an operational surplus of \$3.369m for the September Quarterly budget review (before capital income).

Where Council has separately resolved to fund additional projects, they are recorded in the September Quarterly budget review, and thresholds of 10% or \$100,000 are applied in relation to variance reporting. This is considered appropriate for the size of the amalgamated organisation.

The significant variations and issues impacting on the funded result are summarised and discussed in the report attached, with favourable changes identified as (F) and unfavourable as (U).

12.28 Quarterly Budget Review Statement for the Quarter Ending 30th September 2018  
(Ref: C18153646; Author: Taylor/Marmont) (Continued)

**Implications****Legal**

The QBRS complies with clause 203 of the Local Government (General) Regulation 2005 and the Local Government Code of Accounting Practice and Financial Reporting Guidelines.

**Financial**

The tables below summarise the Funds and Consolidated results as at 30 September 2018.

**Total Council Summary**

Description	Original Budget \$,000	Current Budget \$,000	Actual YTD \$,000	Proposed Adjustments \$,000	Forecast Budget \$,000
<b>Income</b>					
Rates, Levies & Annual Charges	(69,640)	(69,640)	(69,495)	11	(69,629)
User Charges & Fees	(28,686)	(28,686)	(2,760)	(75)	(28,761)
Interest & Investment Revenue	(4,823)	(4,823)	(1,616)	0	(4,823)
Other Income	(2,068)	(2,068)	(670)	(451)	(2,519)
Operating Contributions	(735)	(735)	(118)	(174)	(909)
Operating Grants	(10,421)	(10,589)	(1,527)	(5,959)	(16,548)
Profit or Loss on Disposal	(1,003)	(1,003)	2,027	2,262	1,259
<b>Total Income</b>	<b>(117,376)</b>	<b>(117,544)</b>	<b>(74,158)</b>	<b>(4,387)</b>	<b>(121,931)</b>
<b>Expense</b>					
Employee Costs	43,534	43,534	10,978	498	44,032
Borrowing Costs	2,411	2,411	126	(3)	2,408
Materials & Contracts	43,808	44,190	6,061	2,111	46,301
Depreciation & Impairment	21,014	21,014	1,736	0	21,014
Other Expenses	9,990	9,990	3,157	2,476	12,466
Internal Expenses	(7,883)	(7,883)	(1,892)	224	(7,659)
<b>Total Expense</b>	<b>112,875</b>	<b>113,256</b>	<b>20,168</b>	<b>5,306</b>	<b>118,561</b>
<b>Operating (Surplus)/Deficit before Capital</b>	<b>(4,502)</b>	<b>(4,288)</b>	<b>(53,991)</b>	<b>919</b>	<b>(3,369)</b>
<b>Capital Income</b>					
Capital Contributions	(21,597)	(21,597)	(1,257)	(1,803)	(23,400)
Capital Grants	(62,870)	(79,757)	(3,284)	2,946	(76,811)
<b>Operating (Surplus)/Deficit after Capital</b>	<b>(88,968)</b>	<b>(105,641)</b>	<b>(58,532)</b>	<b>2,062</b>	<b>(103,580)</b>
<b>Non Cash</b>					
Capital Contributions	20,509	20,509	0	0	20,509
Depreciation & Impairment	(21,014)	(21,014)	(1,737)	0	(21,014)
Profit or Loss on Disposal	1,003	1,003	(2,027)	(2,262)	(1,259)
<b>Total Non Cash</b>	<b>498</b>	<b>498</b>	<b>(3,764)</b>	<b>(2,262)</b>	<b>(1,764)</b>
<b>Investing Fund Flows</b>					
Capital Works Program	139,571	176,728	7,865	(1,730)	174,998



**12.28 Quarterly Budget Review Statement for the Quarter Ending 30th September 2018  
(Ref: C18153646; Author: Taylor/Marmont) (Continued)**

Asset Purchases	3,221	3,448	810	709	4,157
Loan Principal Repayments	1,859	1,859	0	2	1,861
<b>Total Investing Fund Flows</b>	<b>144,651</b>	<b>182,035</b>	<b>8,675</b>	<b>(1,019)</b>	<b>181,016</b>
<b>Financing Fund Flows</b>					
Sale of Assets	(1,003)	(1,003)	(231)	0	(1,003)
Proceeds from Borrowings	(42,650)	(42,650)	0	(7,500)	(50,150)
<b>Total Financing Fund Flows</b>	<b>(43,653)</b>	<b>(43,653)</b>	<b>(231)</b>	<b>(7,500)</b>	<b>(51,153)</b>
<b>Net (Inc)/Dec in Funds before Transfers</b>	<b>12,528</b>	<b>33,238</b>	<b>(53,852)</b>	<b>(8,719)</b>	<b>24,519</b>
<b>Reserve Movements</b>					
Transfers to Internal Reserves	12,958	12,958	0	5,327	18,284
Transfers to Developer Contributions	1,062	1,062	0	1,539	2,601
Transfers to Other External Reserves	13,644	13,644	0	(260)	13,384
Transfers from Internal Reserves	(8,300)	(12,713)	(2,315)	760	(11,952)
Transfers from Developer Contributions	(9,201)	(9,380)	0	(402)	(9,782)
Transfers from Other External Reserves	(22,275)	(38,393)	0	(439)	(38,832)
<b>Total Reserve Movements</b>	<b>(12,112)</b>	<b>(32,822)</b>	<b>(2,315)</b>	<b>6,525</b>	<b>(26,297)</b>
<b>Net (Inc)/Dec in Unrestricted Funds</b>	<b>416</b>	<b>416</b>	<b>(56,167)</b>	<b>(2,194)</b>	<b>(1,778)</b>

### Conclusion

It is proposed to implement the net Operating result before Capital amendments totalling \$919k. Net budget adjustment includes recognition of additional grant funds of \$5.959m and Loss on Disposal of Asset of \$2.262m and additional expenditure of \$5.306m as detailed in the attached variation report.

### Attachments

Attachment 1 Attachment - QBRS for 30-September 2018 (*Under Separate Cover*)



**12.29 Investment Report - October 2018 (Ref: C18156432; Author: Taylor/Drayton)**

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**Summary**

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

This report presents the investment result for October 2018.

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**Recommendation**

**That Council:**

- 1. Note the 2018/19 investment income reduced by \$279,002 in October 2018.**
  - 2. Note the investment portfolio has been made in accordance with the *Local Government Act 1993*, and the *Local Government (General) Regulation 2005*.**
  - 3. Adopt the Investment Report for the month of October 2018.**
- 

**Background**

***Cash and Cash Equivalent Investments***

The principal amount invested as at 31 October 2018 was \$167,077,103.

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 October 2018 was 1.85%.

As widely expected, the Board of the Reserve Bank (RBA) decided to leave the cash rate unchanged at the record low of 1.50% at its October 2018 meeting, despite falling house prices and weak inflation.

Key points from the Governor's statement:

- Forecast "for GDP growth to average around 3.5 percent" in 2018 and 2019 before slowing in 2020;
- Positive business conditions but with uncertainty towards "household consumption";
- Forecast for inflation to "remain low and stable" and its pick up will only be gradual;
- View on the cooling property market was little changed and not overly concerned.

**12.29 Investment Report - October 2018 (Ref: C18156432; Author: Taylor/Drayton)  
(Continued)**

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The RBA again used relatively mild language in their interest rate decision. Nothing suggested a deviation from its slow cycle stance, and markets factor in no rate increase until late 2019.

Credit spreads widened, in line with slumping stocks globally (the US market had the worst month since September 2011). In that context, widening of 6-8bp was a relatively calm response, equivalent to capital of -0.3 to -0.4% on a 5-year contract. This compared to 6-8% stock market falls. This climate weighed heavily on the TCorpIM funds' performance.

The TCorpIM Long-Term Growth Fund suffered a negative return this month. The Fund invests across major listed asset classes, with around 70% directed to growth assets and 30% to defensive assets.

The TCorpIM Medium-Term Growth Fund experienced a negative return this month. The Fund contains 58% defensive assets.

October 2018 is typical of the range of investment outcomes that should be expected at least annually, if not more frequently.

*Source: CPG Research and Advisory.*

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

I hereby certify that Queanbeyan-Palerang Regional Council investments listed in Table 1 attached to this report have been made in accordance with section 625 of the Local Government Act 1993, and clause 212 of the Local Government General Regulations 2005. During May 2017, Queanbeyan-Palerang Regional Council became noncompliant with its Investment Policy due to an overexposure to the Bank of Queensland counterparty. Currently, based on the October 2018 investment portfolio level, this overexposure is 0.17%.

Shane Taylor  
Chief Financial Officer

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

At the current investment portfolio level, Council has regained compliance with Council's Investment Policy in regards to investments with Bank of Queensland.

Refer to Attachment 1 - Tables 2 and 3.

Council's Policy states:

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

*"Standard and Poor's ratings attributed to each individual institution will be used to determine maximum holdings. In the event of a disagreement between agencies as to the rating band*

12.29 Investment Report - October 2018 (Ref: C18156432; Author: Taylor/Drayton)  
(Continued)

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*("split ratings") Council shall use the higher in assessing compliance with portfolio limits, but for conservatism shall apply the lower in assessing new purchases."*

***Financial***

Investment income for the 2018/19 Financial Year as at 31 October 2018 amounted to \$1,336,475. The investment returns are added to the associated restricted funds (i.e. development contributions) that form Council's investment portfolio.

**Attachments**

Attachment 1      Investment Report - October 2018 - Attachment 1 - 28 November 2018  
*(Under Separate Cover)*



**12.30 Proposal for Queanbeyan District Tartan (Ref: C18157541; Author: Tegart/Ferguson)**

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**Summary**

A proposal for a new tartan for the Queanbeyan District has been put forward by the honorary Queanbeyan Town Crier, Mr Joe McGrail-Bateup. Council is asked to determine whether it wishes to support the proposal.

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**Recommendation**

**That Council:**

- 1. Consider whether it wishes to support a proposal from the QPRC Town Crier that a new tartan, known as the “Queanbeyan District Tartan” be designed, woven and offered for sale.**
  - 2. If it does support the introduction of the new tartan, seek funding assistance accordingly.**
- 

**Background**

Mr Joe McGrail-Bateup was appointed on 26 July 2017 (Resolution No.194/17) to provide Town Crier services to QPRC on an honorary basis. It is understood he has recently held discussions with the local State Member for Monaro putting forward a proposal that a new tartan, known as the “Queanbeyan District Tartan”, be created.

Mr McGrail-Bateup has obtained a quote for the design and test weave by a Canberra company, The House of Tartans (**Attachment 1**). As can be seen in the quote, the ownership and copyright would transfer to Council after the first weave.

While the members of the Queanbeyan Pipes & Drums would be the most obvious likely purchasers of the material, the scope for further sales of the material to make kilts in Queanbeyan may be limited. One option could be to use the material to make scarves, ties, and other souvenir products for sale at the Visitor Information Centre.

**Implications**

***Financial***

The quote from The House of Tartans is in three parts:

1. Design and registration	\$1,500.00
2. Test weave of 60m	\$7,800.00
3. Making of one kilt (using test weave material)	<u>\$400.00</u>
TOTAL	\$9,700.00

It is understood that government assistance may be available to cover the above costs, subject to a letter of support from Council together with a formal quotation.

Further weaves of the tartan would cost \$130 per metre. Given that the weaves are done in Scotland, there would need to be a minimum length order to justify the cost.

Council would be responsible for placing further orders and recouping costs through sales.

12.30 Proposal for Queanbeyan District Tartan (Ref: C18157541; Author:  
Tegart/Ferguson) (Continued)

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***Resources (including staff)***

As the ownership and copyright of the tartan would transfer to Council after the initial design and test weave, staff time would be required to manage storage and any future orders for kilts. There may also be costs if other items are produced using the tartan.

Council currently has no budget item for this proposal.

**Conclusion**

Council is asked to consider a proposal from the QPRC Town Crier to introduce a new tartan, known as the "Queanbeyan District Tartan".

**Attachments**

Attachment 1     Quote for tartan design (*Under Separate Cover*)



14.1 Braidwood and Curtilage Heritage Advisory Committee Meeting held 11 October 2018 (Ref: C18155514; Author: Thompson/McCauley)

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**Summary:**

The minutes of the Braidwood and Curtilage Heritage Advisory Committee of 11 October 2018 are presented to Council for consideration.

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**Recommendation**

**That Council note the Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 11 October 2018.**

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**Attachments**

Attachment 1 Braidwood and Curtilage Heritage Advisory Committee Minutes for Meeting 11 October 2018 (*Under Separate Cover*)



14.2 Queanbeyan-Palerang Sports Council - Minutes of the meeting held 5  
November 2018 (Ref: C18154514; Author: Thompson/Penman)

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**Summary:**

The Queanbeyan-Palerang Sports Council has submitted the minutes of its meeting held 5 November 2018 for Council information.

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**Recommendation**

**That Council note the minutes of Queanbeyan-Palerang Sports Council meeting held on 5 November 2018.**

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**Attachments**

Attachment 1 Minutes of the QPRC Sports Council - 5 November 2018 (*Under Separate Cover*)



14.3 Report of the Cultural Development and Public Art Advisory Panel - 4  
September 2018 (Ref: C18147562; Author: Richards/Perri)

---

**Summary:**

The meeting of the Cultural Development and Public Art Advisory Panel was held on Tuesday 4 September 2018 and the minutes have been attached for Council's information.

---

**Recommendation**

**That Council note the minutes of Cultural Development and Public Art Advisory Panel held on Tuesday 4 September 2018.**

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**Attachments**

Attachment 1 QPRC Cultural Development and Public Art Panel Meeting Minutes 4  
September 2018 (*Under Separate Cover*)



14.4 Bungendore Locality Committee Meeting Minutes 25 October 2018 (Ref: C18157591; Author: Tegart/Ferguson)

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**Summary:**

The minutes of the second meeting of the Bungendore Locality Committee held on 25 October 2018 are attached for Council's information.

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**Recommendation**

**That Council:**

1. Note the minutes of Bungendore Locality Committee meeting held on 25 October 2018.
2. Adopt the follow recommendation from the meeting held on 25 October 2018:

**BDLC04/2018 RECOMMENDATION** that Point 3 of the Terms of Reference for the Bungendore Locality Committee be amended to read: "Meetings will be held twice yearly in the Council Chambers, Bungendore..."

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**Attachments**

Attachment 1 Bungendore Locality Committee Meeting minutes (*Under Separate Cover*)





14.5 Araluen Locality Committee Meeting Minutes 16 October 2018 (Ref:  
C18157611; Author: Tegart/Ferguson)

---

**Summary**

The minutes of the second meeting of the Araluen Locality Committee held on 16 October 2018 are attached for Council's information.

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**Recommendation**

**That Council:**

- 1. Note the minutes of Araluen Locality Committee meeting held on 16 October 2018.**
- 2. Adopt the following recommendation from the meeting held on 16 October 2018:**

**ALC03/2018 RECOMMENDATION** That Point 3 of the Terms of Reference for the Araluen Locality Committee be amended to read: "Meetings will be held twice yearly in the Braidwood Meeting Room (Park Lane)..."

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**Attachments**

Attachment 1 Araluen Locality Committee Meeting minutes 16 October 2018 (*Under Separate Cover*)



14.6 Royalla Common s.355 Committee Meetings Minutes (Ref: C18157640;  
Author: Tegart/Ferguson)

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**Summary:**

The Royalla Common s.355 Committee has submitted for Council's information the minutes of its Committee meeting held on 22 August and its Annual General Meeting held on 26 September 2018.

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**Recommendation**

**That Council:**

1. Note the minutes of Royalla Common s.355 Committee's meeting held on 22 August 2018.
  2. Note the minutes of Royalla Common s.355 Committee's Annual General Meeting held on 26 September 2018.
  3. Approve the following office-bearers and membership for 2018-19:
    - Chair: Paul Bombardier
    - Deputy Chair: Geoff Patterson
    - Secretary/Treasurer: Michael Kitchen
    - Committee: Brendan Robinson, Maryke Booth, Jim Orman, Rick Sullivan, Richard Blewett, Steve Donlan, Brad Griffin
- 

**Attachments**

- |              |   |
|--------------|---|
| Attachment 1 | Royalla Common s.355 Committee meeting minutes 22 August 2018<br>(Under Separate Cover) |
| Attachment 2 | Royalla Common s.355 Committee AGM minutes 26 September 2018<br>(Under Separate Cover)  |



14.7 Canning Close Reserve s.355 Committee Annual General Meeting Minutes 25 October 2018 (Ref: C18157663; Author: Tegart/Ferguson)

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**Summary:**

The Canning Close Reserve s.355 Committee has submitted for Council's information the minutes of its Annual General Meeting held on 25 October 2018.

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**Recommendation**

**That Council:**

1. Note the minutes of Canning Close Reserve s.355 Committee's Annual General Meeting held on 25 October 2018.
  2. Approve the following membership and office-bearers for 2018-19:
    - Chair: Peter Evans
    - Secretary: Pete Harrison
    - Member: Toni Cuthbertson
- 

**Attachments**

Attachment 1 Canning Close Reserve s.355 Committee AGM minutes 25 October 2018  
(Under Separate Cover)



**14.8 Braidwood Showground Reserve Trust s.355 Committee Meeting Minutes  
(Ref: C18157747; Author: Tegart/Ferguson)**

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**Summary:**

The Braidwood Showground Reserve Trust s.355 Committee has submitted for Council's information the minutes of its meeting held on 31 July 2018.

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**Recommendation**

**That Council note the minutes of Braidwood Showground Reserve Trust's Committee meeting held on 31 July 2018.**

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**Attachments**

Attachment 1 Braidwood Showground Reserve Trust s.355 Committee meeting minutes 31 July 2018 (*Under Separate Cover*)





**16.1 Responses to Councillors' Questions (Ref: C1851434); Author: Ferguson/Ison**  
**Report**

This report provides responses to Councillors' questions taken at Council meetings and subsequently.

Where a response has been given by staff in a meeting at the time the question was asked, the response will be recorded in the minutes.

As discussed at the Council meeting on 24 January 2018, those questions from Councillors that are classified as service requests will be dealt with through Council's Customer Action Request System (CARS) rather than included in the Councillors' Questions table.

The questions are deleted from the rolling table once they have been answered in full and reported to Council.

Any responses that contain personal or other identifying information of any kind will be circulated separately in the confidential attachments.

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**Recommendation**

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

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**Attachments**

- |              |  |
|--------------|--|
| Attachment 1 | Responses to Councillors Questions ( <i>Under Separate Cover</i> )   |
| Attachment 2 | Responses to Councillors Questions with Confidential Information ( <i>Under Separate Cover</i> ) - <b>CONFIDENTIAL</b> |



**19 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*.