



Ordinary Meeting of Council

27 June 2018

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 14.12 TO 16.1

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

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.12 TOURISM ADVISORY PANEL - MINUTES OF MEETING 07 MAY
2018

ATTACHMENT 1 TOURISM ADVISORY PANEL MINUTES OF MEETING HELD
ON 07 MAY 2018



Tourism Advisory Panel
Monday 7th May 2018

Tourism Advisory Panel

Minutes

Monday 7th May 2018: 13:00 – 15:00

Committee Room @ 253 Crawford St Queanbeyan

		✓
Chairperson:	Mark Schweikert	✓
Participants:	Fleur Charlton	✓
	Sarah McDougall	✓
	Naomi Dale (phone in)	✓
	Jacquelyn Richards (QRPC)	✓
	Martin Darcy (QPRC)	✓
	Ryan Deebank (QPRC)	✓
Apologies:		
	Colin McLean	
	Steve Bartlett	

No.	Time	Item	Who
1	13:00 - 13:05	Welcome	Cr Mark Schweikert
2	13:05 - 13:20	Destination Management Plan	For discussion
3	13:20 - 13:30	Destination NSW Agritourism Strategy	For discussion
4	13:30 - 13:40	International Wine Tourism Competitive Grant	Sarah McDougall
5	13:40 - 13:55	Visitor Services Review	For discussion
6	13:55 - 14:10	Tourism Website	For discussion
7	14:10 - 14:35	Tourism Plan Review	Cr Mark Schweikert
8	14:40 - 15:00	Other Business	For discussion
<p style="text-align: center;">Next Meeting Monday 20th August, 2018 3pm</p>			



Minutes

No.	Item
Agenda Item 1 Introduction	<ol style="list-style-type: none"> 1. Introductions were made and welcome extended by Chair Cr Mark Schweikert 2. Previous Minutes were accepted
Agenda Item 2 DNSW - Destination Management Plan	<ol style="list-style-type: none"> 1. It was agreed that the DMP was strategic in nature (similar to the QPRC Tourism Plan) and provided enough scope for QPRC Tourism Plan to leverage opportunities under the themes in the DMP. 2. At the CBRJO Tourism Working Group meeting held on 30th April, 2018, DSNSW expressed that they wanted each LGA to complete a DMP Action Plan that aligned each LGA tourism opportunity and priority to the DMP. DSNSW will provide a template to use. ACTION 2.1: QPRC staff to complete a DMP Action Plan to submit to the CBRJO once the template is received. 3. Cr Schweikert explained the proposal to conduct a cycling Roubaix in the Bungendore/Hoskinstown/Captains Flat region. This proposal was floated with police who were not supportive due to safety/traffic concerns. The Roubaix is a significant opportunity to leverage cycle tourism in the region if logistical issues can be solved. ACTION 2.2: Cr Schweikert to try and form a sub committee made up of local stakeholders to try and resolve issues around safety and logistics and report back to the Tourism Advisory Panel (TAP) ACTION 2.3: Martin Darcy to send Cr Schweikert the contact of the new cycle shop in Bungendore 4. Martin Darcy reported on the organic growth of cycling visitation reported on social media by Tim Winbourne in Braidwood. This niche cycle tourism activity appears to be growing in the area. It was agreed it needs to be explored further. ACTION 2.4: Martin Darcy to explore this sector further and report to TAP members out of session
Agenda Item 3 DNSW Agritourism Strategy	<ol style="list-style-type: none"> 1. Martin Darcy reported on the DNSW intention to hold a workshop on the development of an Agritourism Strategy. Discussion was held on the importance of agritourism / agribusiness in the QPRC region and some of the complex barriers that exist for rural operators wanting to develop farm-gate enterprises including tourism activities. It was agreed the development of a Agritourism Strategy was a positive step but long term success would be determined by 'enabling' activity and that would be best achieved through LEP revision. It was also noted that the NSW Office of Small Business Commissioner was looking into its role in helping to enable agribusiness / agritourism in NSW. ACTION: 3.1: TAP members to provide QPRC with regional agritourism stakeholders who may attend the workshop or complete a questionnaire.
Agenda Item 4 Wine Australia Grant	<ol style="list-style-type: none"> 1. TAP member Sarah McDougall provided the good news of the Canberra District Wine Industry Assoc (CDWIA) securing a \$20,000 grant to develop a wine touring map/route product. The Wine Touring Map includes the re-designing of the current CDWIA map, digital friendly and offering a second language (Chinese) and to tap more into international visitors. This is a 1:1 dollar grant making it a \$40,000 project. Partners contributing \$5000 each with CDWIA are QPRC, Yass Valley Council and Visit Canberra.



Tourism Advisory Panel
Monday 7th May 2018

	ACTION 4.1: CDWIA to send QPRC a list of Queanbeyan-Palerang CDWIA members for noting and follow up.
Agenda Item 5 Visitor Services Review	<ol style="list-style-type: none"> 1. Ryan Deebank and Martin Darcy provided back ground to the Visitor Services Review (VSR) that QPRC has commenced. A headline summary of the VSR was provided for comment. Discussion was held around the differing needs of visitor services in Bungendore and Braidwood and the desire for Braidwood Villages Tourism Association to have QPRC assume Visitor Information Centre management and operations in Braidwood. A survey will be distributed to industry to gauge thoughts on service levels and satisfaction. 2. TAP member Naomi Dale provided some background on research been done on surveying international visitors entering/exiting via CBR Airport. 3. ACTION 5.1: Naomi will explore the availability of this information.
Agenda Item 6 Tourism Website	<ol style="list-style-type: none"> 1. QPRC has begun working with a supplier on the new tourism website and further updates will be provided to the TAP as the project progresses.
Agenda Item 7 Tourism Plan Review	<ol style="list-style-type: none"> 1. The TAP were advised that Council has asked for a review of the QPRC Tourism Plan. Cr Schweikert explained that some councillors thought that the Tourism Plan was too opportunistic and maybe needed more realism. 2. Discussion was held about the Tourism Plan intention being strategic and not tactical and that Council would ultimately decide which initiatives to pursue. 3. A workshop with Council is planned for the 6th June to review the Tourism Plan. <p>ACTION 7.1: QPRC to report back to the TAP after the Council Workshop on 6th June with the outcomes.</p>
Agenda Item 8 Other Business	<ol style="list-style-type: none"> 1. It was agreed to start future TAP meetings at 3:00pm 2. The next TAP meeting will be postponed until the 20th August <p>ACTION 8.1: QPRC to notify all TAP members of the new time and change of date for the next meeting</p>
	END

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.13 ECONOMIC ADVISORY PANEL - MINUTES OF MEETING HELD
ON 03 MAY 2018

ATTACHMENT 1 ECONOMIC ADVISORY PANEL MINUTES OF MEETING HELD
ON 03 MAY 2018



Economic Advisory Panel
Thursday 3rd May 2018

Economic Advisory Panel

Minutes

Thursday 3rd May 2018: 14:00 – 16:00
Committee Room @ 253 Crawford St Queanbeyan

		✓
Chairperson:	Brian Brown (Councillor)	
Participants:	Malcolm Snow	
	Annabelle Pegrum	✓
	Jenny Cooper	✓
	Judith Bedford	✓
	Chris Butler	✓
	Jacquelyn Richards (QPRC)	✓
	Martin Darcy (QPRC)	✓
Apologies:		
	Tony Coote	
	Peter Tegart (QPRC)	
	Tim Overall (Mayor)	

No.	Time	Item	Who
1	14:00 – 14:05	Welcome - acceptance of previous Minutes	Chairperson
2	14:05 – 14:15	Regional Economic Development Strategy	Martin Darcy
3	14:15 – 14:25	Retail Growth Strategy	Martin Darcy
4	14:25 – 14:35	CBD Masterplan	Martin Darcy
5	14:35 – 14:45	Cross-Border Comparative Business Cost Study	Martin Darcy
6	14:45 – 14:55	Smart Cities and Suburbs Program	Martin Darcy
7	14:55 – 15:05	Proposed Technology Hub	Martin Darcy
8	15:05 – 15:30	Other Business <ul style="list-style-type: none"> LGP NSW – QPRC finalists (Jacquelyn Richards) Places and Spaces (Martin) Resignation of Tony Coote from EAP 	Chairperson
<p align="center">Next Meeting Thursday 2nd August, 2018 2pm</p>			



Economic Advisory Panel
Thursday 3rd May 2018

Minutes

No.	Item
Agenda Item 1 Welcome and previous minutes	1. Previous minutes accepted
Agenda Item 2 Regional Economic Development Strategy (REDS)	1. There was no further feedback received from the Economic Advisory Panel (EAP) members on the REDS. It was agreed that it still needed some editorial work to its tone and understanding of the potential audiences. It is anticipated that the REDS will be presented to Council in May for public display.
Agenda Item 3 Retail Growth Strategy	<ol style="list-style-type: none"> 1. A Retail Growth Strategy funding was secured via the Building Better Regions grant. 2. Premier Retail Marketing has been engaged to complete the Strategy. It will include shopper and business surveys that will commence shortly. 3. The EAP discussed the exciting opportunity that the Retail Growth Strategy and the CBD Spatial Business Plan (CBD Master Plan Renewal) provides in defining a new Queanbeyan CBD through new development, precinct and boundary definition. 4. It was noted that it is important that both the Retail Growth Strategy and the CBD Spatial Business Plan align their respective actions to achieve the desired outcomes.
Agenda Item 4 Queanbeyan CBD Spatial Business Plan	<ol style="list-style-type: none"> 1. Hames Sharley from Sydney have been engaged to complete the CBD spatial Business Plan (CBD Master Plan Renew). 2. It was noted that the Downtown Q Competition provided valuable information on the issues on the CBD and is available as a resource to draw on. 3. Creating a holistic vision for the CBD is critical to success of the Plan and to enable the community to see the CBD transformation in totality. RECOMMENDATION 4.1: That Council support the provision of instruments to promote the visualisation of the new CBD Spatial Business Plan as part of the Communications Strategy. This may include producing a physical model of the new CBD vision for display, use of virtual reality goggles, use of a shopfront or public venue to promote the new CBD vision. (Moved by Cr Brown / Jenny Cooper).
Agenda Item 5 Cross-Border Comparative Business Cost Study	<ol style="list-style-type: none"> 1. Funding for a Cross-Border Comparative Business Cost Study was secured via the Building Better Regions grant. 2. Deloitte Access Economics have been engaged to complete the study. 3. This study will support investigations by the NSW Legislative Assembly Committee on Investment, Industry and Regional Development Inquiry into Zonal Taxation. 4. The study will consist of two parts: <ul style="list-style-type: none"> • 1: Evidence Base Deloitte will assess the comparative advantages and disadvantages that businesses in QPRC may be facing in a range of areas of taxation and other regulatory and legislative variances between jurisdictions. • 2: Modelling and Recommendations 5. The panel discussed: <ul style="list-style-type: none"> • the modelling and the capacity for the model to be a living model capable of being updated.



Economic Advisory Panel
Thursday 3rd May 2018

	<ul style="list-style-type: none"> enlarging the scope to include land availability as a driver of business attraction and possibly including other agencies to be part of the study. It is unlikely that a larger scope could be incorporated at this late notice without going outside the available budget.
Agenda Item 6 Smart Cities and Suburbs Grant	<ol style="list-style-type: none"> Martin Darcy updated the EAP on the Smart Cities and Suburbs grant received in 2017 and currently being executed. Procurement specification is currently out to market on providing CCTV, CBD Wi-Fi, smart parking, smart lighting in the Queanbeyan CBD and 3D planning software.
Agenda Item 7 Technology Hub	<ol style="list-style-type: none"> A summary of the proposed technology hub in the South Jerrabomberra area was provided. The Panel discussed the many benefits that could be leveraged through this development including a technology/defence/space business precinct to cluster similar industry.
Agenda Item 8 Other Business	<ol style="list-style-type: none"> QPRC has been selected as finalist in four categories of the Local Government NSW awards. The awards will take place on 7th June in Sydney. An update was provided on the new pop-up shop and Laneway party developed as part of the QPRC Places and Spaces program. Tony Coote has resigned from the EAP. <p>ACTION 8.1: QPRC to send a letter to Tony Coote thanking him for his participation.</p>
	END

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.14 LOCAL AREA TRAFFIC COMMITTEE - MEETING HELD 5 JUNE
2018

ATTACHMENT 1 LOCAL TRAFFIC COMMITTEE - MEETING MINUTES 5 JUNE
2018

Present: Cr Mark Schweikert (QPRC Rep), Rodney Stewart (QPRC), Sam Morabito (NSW Police Rep), Robert Tapply (NSW Police Rep), Jayd Marsh (RMS Rep), Anna Paul (RMS Rep), Rowan Carter (NSW State Member Rep), Joanne Wilson-Ridley (QPRC), Nathan Cooke (QPRC)

Also Present: Darren Wheatley (QPRC)

Others Present:

The Committee Recommends:

1. Apologies - Nil

2. Confirmation of Report of previous meeting held on 12 April 2018

That the minutes from the meeting of the committee held on 12 April 2018 be confirmed.

3. Business arising from previous minutes

- a. LTC 10/18 - Event Blacksmiths Lane, event complete. Feedback received from event organiser was that traffic management worked well.
- b. LTC 15/18 Gorman Drive Bus Stop Signage Changes – completed
- c. LTC 16/18 Faunce St/Australis Place – implementation complete, education, monitoring and enforcement underway. Council noted that only one business owner had raised concern with the loss of parking and the majority of businesses were supportive of the changes. Council to carry out some speed monitoring in 6 months' time to check compliance with the speed zone.
- d. LTC 17/18 Karabar High School Signage Changes – scheduled for July school holiday
- e. LTC 18/18 Braidwood Central School Signage Changes - scheduled for July school holiday. There was mention of recent funding that the school has received for upgrades to the entrance of the school and Council is to follow up to ensure the proposed signage changes do not conflict and are still relevant.
- f. LTC 19/18 Queanbeyan Bus Interchange Signage Changes – implementation complete.
- g. LCT 20/18 Bungendore Public School Signage Changes – scheduled for July school holidays
- h. Aldi Carpark Request for Ranger Monitoring for timed parking – meeting arranged for 15 June 2018 to conduct joint inspection and detail signage requirements with a view to submitting a design for LTC approval at a later meeting.
- i. Googfest Event Organiser Request for debrief – contact made with the organiser, no specific issues from their perspective. Request was made for timely submission for future events for LTC review.
- j. LTC2/18 Denley Drive Line Marking – refer to item 4(g) of these minutes.

4. Correspondence

- a. Boogong 2018 – contact made with event planner with regard to timing of submission, requested by early July for a late October event. Highlighted the documents required for review and lessons learnt/feedback from the 2017 event including:
 - Safety issues with event parking strategies including off street and on street parking
 - Emergency access to the event site and event location

- Adequate traffic flows in Googong township
- Safe management of pedestrians to and from the event location
- Risk management for pedestrian/vehicle interactions
- Promotion of parking and courtesy busses (if any) on advertising material

Recommendation for council to confirm the location of the proposed event with the organiser considering the rapidly changing site conditions related to further development within Googong. Also recommend to ensure suitable capacity is provided for event parking.

- b. Contact made from a delivery driver 2 May regarding request for establishment of a loading zone to service the chemist on Antill Street, Queanbeyan. Email sent to complainant requesting further information. Waiting response. Noted that there is Black Spot funding available to Council for work to improve the intersection of Antill Street and Crawford Street and this opportunity may permit the establishment of a loading zone to be incorporated into the design. Timing is expected in the medium term – 2-3yrs.
- c. Christmas in July – Event planned for Sunday 29 July 2018 at Queanbeyan Showground. For information at this stage, as the event planner (QPRC Events Team) have advised there is no requirement to carry out traffic control. Offers were made to provide assistance with improvements with regard to traffic congestion. It was noted that the last years' event had some road blocks/congestion as indicated in the organiser's own evaluation. It is a significant event with 7,000 to 10,000 attendees and likely to have implications on the road network. Recommended that the organiser be contacted and to provide further information about their traffic control for the event and a TMP.

5. Business Items

a) St Paul's Anglican Church 150yr Celebration – Event (C1860196)

Noted the event has since occurred and no incidents or concerns with traffic have been raised with council.

22/18 Under the Roads Act 1993 approve the traffic control plan for the St Paul's Anglican Church 150yr Celebration in Burra on Saturday 19 May 2018 from 1.00pm to 3.00pm

b) Thurrallilly Street– One Way Signage (C1871903)

The existing site conditions may contribute to the perception that Thurrallilly Street is a two way road when in fact it is a divided road. Investigations carried out to prevent the occurrence of vehicles performing incorrect turn out of driveways onto Thurrallilly Street to avoid potential for head on collisions. Noted that the business has reported a significant increase in business, the public school on Thurrallilly Street is expected to double student intake numbers over the medium term and that heavy vehicles represent a significant portion of traffic on this road adding to the risk of collision.

LTC 23/18 Under the Road Transport Act 2013 approve the installation of 'One Way' signage as per the design, on Thurrallilly Street.

c) Collett Street Enhanced Low Clearance Signage (C1872037)

Collet Street runs perpendicular and underneath the Queen's Bridge that conveys Kings Highway traffic into Queanbeyan's CBD and has a restricted height of 3.1m. There has been a number of instances of where vehicles exceeding the low level clearance have become stuck or have impacted the bridge. Investigations have been undertaken and a number of contributing factors have been identified. Council has developed a proposal to reduce the instances of non-compliance with the height restriction including:

- Upgrade the Low Clearance Warning signs near the roundabout to be retro-reflective signs for improved visibility
- Duplicate the Low Clearance signs near the roundabout
- Install on Collett St for vehicles travelling north (from Rutledge Street) G9-3 sign (not delegated to council for use – requires RMS approval)
- Install on Morisett Street for vehicles travelling east and west modified G9-3 signs highlighting there is a low level bridge on the side roads and indicate alternate route.

Following discussion it was recommended the G9-3 sign be modified to indicate the direction of the low bridge on side road.

Signage height to be 2.5m high to underside

Supplementary height restriction signage to be installed on Bridge – RMS to follow up.

Duplicate advanced warning signs for Low Clearance on Collet St near Rutledge Street.

24/18 Road Transport Act 2013 approve the installation of various Low Clearance signage as per the design incorporating the additional recommendations detailed above, on Collet Street and Morisett Street, Queanbeyan.

d) Gorman Drive – Additional Bus Stop Modifications (C1872396)

At the April 2018 LTC meeting a report was reviewed and recommended to replace 'No Parking' signs near two bus stops in a school zone on Gorman Drive, Googong. Two further instances of this incorrect signage have been identified further west of the site previously recommended, and subsequently approved by Council for revision.

One location is a bus stop at Rockley Oval and in the school zone, and the other location is across the road from this stop to the west of Hearne Street near a bus zone.

A design has been created to correct the erroneous signage.

25/18 Under the Road Transport Act 2013 approve the replacement of existing "No Parking" signs to "No Stopping" signs at the bus zones as per the design on Gorman Drive, Googong.

e) Cooma Street and Thorpe Avenue Intersection (C1872577)

Council has received complaints about the safety and traffic congestion on Cooma Street at the intersection with Thorpe Avenue. During peak hour, drivers turning right into Thorne Avenue when travelling north on Cooma Street and investigations reveal that vehicles parking to the left of the intersection in the parking lane prohibits through traffic from driving around traffic waiting to turn right and lead to congestion. Inspection of the site and other intersections on Cooma Street reveal that Thorpe Avenue was the only intersection that permits parking around the intersection – the other intersections feature BAR treatments with restricted “No Stopping” to permit drivers to pass to the left.

The proposed treatment is to install ‘No Stopping’ restrictions and line marking on Cooma Street near Thorpe Avenue. The bus stop is to be relocated to the South. Technical suggestions were offered for consideration including altering the broken line to be a solid edge line and reviewing the length of the left turning lane into Fergus Road. The broken line has been maintained in keeping consistent with other intersection treatments on Cooma Road and the left turning lane was found to be sufficient in length. It was noted that RMS could not support the proposed design for use of a broken line on Cooma Street given that it is not in accordance with the Austroads Guide to Road Design, however recognise why Council wishes to deviate from the Austroads Guide to Road Design. Council acknowledges RMS recommendations and non-support for the recommendation but for safety reasons at the intersection and for consistency with line-marking in other nearby sections of the road that observations have confirmed good vehicle compliance Council wishes to proceed with the proposed design.

26/18 Under the Road Transport Act 2013 approve the installation of ‘No Stopping’ signs and install line marking as per the design, on Cooma Street, Queanbeyan.

f) John Bull Street – Line Marking (C1873798)

Council has been contacted and advised of near misses when driving north on John Bull Street, particularly at the top of the hill where vehicles tend to park on both sides of the street. Investigations and inspections were carried out and confirmed that there is a particular risk of head on collision at the top of the hill where sight distance is limited.

The proposed treatment has been created to install line-marking on John Bull Street with double centre lines running from Nimmitabel Street through to the top of the street at Ogilvie Crescent. The centre line will be positioned so vehicle parking will be permitted on the residential side of the John Bull Street and provide a clear run and guidance for vehicles driving up the hill. Similar line marking exists on Munro Street at the crest of a hill.

27/18 Under the Road Transport Act 2013 approve the installation of line marking in accordance with the design at John Bull Street, Queanbeyan.

g) Denley Drive – Line Marking (C1873800)

A report was tabled at the February 2018 LTC proposing line marking changes on Denley Drive to improve safety conditions particularly around the intersection of Birchman Grove. LTC requested further investigation for selective treatment for high risk areas that warrant it and for a report to be resubmitted to LTC for review.

Further investigation of Denley Drive still needs to occur and is a time consuming task, however recently, Council has been contacted by QCity Buses and requested to consider an amendment on Denley Drive route to deviate down Birchman Grove. To assist with this request and to improve the safety of the local bus operator by reducing the risk of head-on crash for vehicles turning left out of Birchman Grove, it is recommended to undertake selective implementation of line marking on Denley Drive covering the Birchman Grove and Hogan Drive intersections, ending at the 60km/h zone on Denley Drive.

28/18 Under the Road Transport Act 2013 approve the installation of line marking in accordance with the design at Denley Drive, Wamboin.

h) River Path – Isabella Street, Collett Street and Waniassa Street (C18973802)

Council is upgrading a shared path along the river between Isabella Street and Collett Street, and on Waniassa Street, Queanbeyan. The upgrades will feature a shared path off-road linking the existing shared path between Isabella Street and Collett Street near the river and a shared path on Waniassa Street. Designs have been created for the path including signage to support the path and to slow point on Isabella Street with signage to slow vehicles down around a tight bend near the shared path.

LTC reviewed the plans and recommended the following:

- Shared Path crossing at Atkinson Street to be squared up to cross more directly.
- Check the turning path and sweep for large vehicles at the traffic calming arrangement
- Provide guardrail to path and 'Monowills' style rail to the outside of the pedestrian path
- Position of no stopping signs to be checked.

Council has reviewed the recommendations of LTC and will be adopting the suggestion of removing the stop signs from the design as they potentially create a hazard for cyclists/pedestrians and installing yellow kerb line to prohibit parking in the areas on the plan. This is a new practice for Queanbeyan but these locations were assessed as suitable to run as a pilot this new line-marking. It will be implemented with education. The swept paths were reviewed and the turning paths at the blister match the same restrictions at the corner in the design and are required to filter vehicles. The path at Atkinson Street has been designed with a number of safety considerations in mind and recommend to remain. Suitable pedestrian fencing will be included on the outside of the path and the current road barrier removed.

29/18 Under the Road Transport Act 2013 approve the installation of design that addresses the above considerations, for the River Path at Isabella Street, Collett Street and Waniassa Street, Queanbeyan with the inclusion of yellow line-marking on the kerb to mark areas for no-parking.

i) Morisset Street – Car Parking Change (to be confirmed)

Note this report was not complete for presentation to the LTC.

General Business

- Discussion on Freedom of Entry March and short notice for consideration by LTC. Event organiser developing alternate proposal for presentation to an extraordinary LTC meeting.
- Discussion regarding the LATC guidelines book could do with updating
- Discussion on road safety flyers for posting with Council Rate Notices, unable to source top ten misunderstood road rules however a flyer on breakdown safety is available and to be organised. Top Ten Misunderstood Road Rules still being looked at.
- Request from LTC member for a cut off on reports for consideration to be in accordance with the LTC guidelines – ie 7 days prior to the LTC meeting. Late reports will not be considered and are to be held-over.
- new 40km/hr speed zone for emergency workers and h

Next Meeting

12:00pm to 2:00pm, 14 August, 253 Crawford St, Queanbeyan.

There being no further business, the meeting closed at 2.28pm

Recommendation

That Council resolve that:

- 1. Note the minutes of Local Traffic Committee Meeting held on 12 April 2018.**
 - 2. Adopt recommendations LTC 22/18 to LTC 29/18 from the meeting held on 5 June 2018.**
 - 3. 22/18 Under the Roads Act 1993 approve the traffic control plan for the St Paul's Anglican Church 150yr Celebration in Burra on Saturday 19 May 2018 from 1.00pm to 3.00pm**
 - 4. 23/18 Under the Road Transport Act 2013 approve the installation of 'One Way' signage as per the design, on Thurrallilly Street.**
 - 5. 24/18 Road Transport Act 2013 approve the installation of various Low Clearance signage as per the design incorporating the additional recommendations detailed above, on Collet Street and Morissett Street, Queanbeyan.**
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6. **25/18 Under the Road Transport Act 2013 approve the replacement of existing “No Parking” signs to “No Stopping” signs at the bus zones as per the design on Gorman Drive, Googong.**
 7. **26/18 Under the Road Transport Act 2013 approve the installation of ‘No Stopping’ signs and install line marking as per the design, modified as described above on Cooma Street, Queanbeyan.**
 8. **27/18 Under the Road Transport Act 2013 approve the installation of line marking in accordance with the design at John Bull Street, Queanbeyan.**
 9. **28/18 Under the Road Transport Act 2013 approve the installation of line marking in accordance with the design at Denley Drive, Wamboin.**
 10. **29/18 Under the Road Transport Act 2013 approve the installation of design that addresses the above considerations, for the River Path at Isabella Street, Collett Street and Waniassa Street, Queanbeyan with the inclusion of yellow line-marking on the kerb to mark areas for no-parking.**
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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.15 REPORT ON 10 MAY MEETING OF THE AUDIT, RISK AND
IMPROVEMENT COMMITTEE

ATTACHMENT 1 10 MAY 2018 - AUDIT, RISK AND IMPROVEMENT COMMITTEE
- MINUTES



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL AUDIT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Thursday, 10 May 2018 commencing at 2:00 to 5:00.

ATTENDANCE

Present:	Andrew Cox	External Chairperson
	Max Shanahan	External member
	Dr Ken Crofts	External member
	Peter Neil	Portfolio General Manager – Organisation Capability
	Cr Pete Harrison	
	Cr Brian Brown	(Items 1 to 5)

Also Present:	Bill Warne	QPRC – Service Manager, Legal and Risk
	Shane Taylor	QPRC – Chief Financial Officer
	Chris Nolan	Oakton
	Keith Allen	Oakton

1. APOLOGIES

RESOLVED

That apologies from Peter Tegart (Chief Executive Officer), David Nolan (NSW Audit Office) and Richard Bozzato (Risk and Audit Advisor) for non-attendance be received and that leave of absence be granted.

2. DECLARATIONS OF INTEREST

RESOLVED

That committee members now disclose any interests and reasons for declaring such interest in the matters under consideration at the meeting.

No disclosures were made.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Audit Committee held on 6 February 2018

RESOLVED

That the Minutes of the Ordinary Meeting of Audit Committee held in the Queanbeyan Council Chambers on Tuesday 6 February 2018 be confirmed.

4. ACTIONS ARISING FROM PREVIOUS MEETINGS

4.1 Status of Actions Arising from Previous Meetings

RESOLVED

The Committee noted the status of actions arising from previous meetings, and that:

- a number of papers, dealing with ICT projects and certification of Council's work Health and Safety system, would be distributed out of session
- completed actions would be deleted from the schedule for the next meeting.

5. INTERNAL AUDIT REPORTS

5.1 Formation of Financial Statement Sub Committee

RESOLVED

The Committee agreed that:

- the Audit, Risk and Improvement Committee recommend to the Council the formation of a Financial Statement Sub-Committee and adoption of the proposed Terms of Reference
- Max Shanahan would act as chair for the Sub-Committee
- the proposed Terms of Reference be adopted and be reviewed in May 2019.

5.2 Council's Fraud Control Framework

RESOLVED

The Committee noted:

- the current status of Council's framework for addressing unethical or fraudulent behaviour
- planned activities to update the framework to ensure it remains relevant and current.

5.3 Committee Workplan for 2018-19

RESOLVED

The Committee considered and endorsed the draft 2018-19 meeting work-plan subject to the following:

- separate in camera sessions with the external and internal auditors be included in the agenda for each meeting
- an annual review of the Committee and Internal Audit charters is to be included
- progress reports on implementation of council's Transition Plan are to be retained as a work-plan item
- an update on organisational development be provided to the May meeting each year, inclusive of a report on implementation of the Business Excellence Framework throughout the organisation.

5.4 Project Assurance Framework

RESOLVED

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The Committee considered the paper, and:

- requested that a report on implementation of Council's Project Management Office, inclusive of the adopted project management framework, be provided to the Committee and that the responsible Council Manager attend to present the report
- noted that project assurance actions could encompass conduct of "spot audits" of key issues and Committee consideration of reports prepared following any independent reviews or audits
- requested that an updated paper be submitted following consideration of the above report.

5.5 Outstanding audit recommendations

RESOLVED

The Committee noted progress in the implementation of recommendations made by external and internal audits, and:

- noted that implementations of an enhanced ICT control framework is a high priority for Council
- requested that a detailed progress update on implementation of the framework be provided to a future meeting.

5.6 NSW Audit Office - Client Service Plan for audit of the 2017-18 QPRC financial statements

RESOLVED

The Committee noted:

- the Client Service Plan prepared by the NSW Auditor Office
- that Hill Rogers would remain Council's auditors for the 2017-18 statements.

5.7 NSW Audit Office Report on Local Government 2017

RESOLVED

The Committee:

- noted the report
- noted that it was a useful update on local government audit activities.

5.8 2017-2018 Financial Statements Project Plan

RESOLVED

The Committee reviewed and endorsed the 2017-18 Financial Statements Project Plan.

5.9 Internal Audit Report - Oakton

RESOLVED

The Committee considered the Internal Audit Status Report, detailing progress in completion of the 2017-18 Internal Audit Plan, along with internal audit reports addressing:

- Council's physical security arrangements, noting that a heightened level of organisational maturity is warranted given the importance of ensuring security over Council's infrastructure and operational assets
- financial controls, noting its conclusion that controls examined were appropriate and processes were reasonably sound, although there is some room for improvement including conduct of a risk based review of cash handing practices
- family day care, which concluded that although the service entailed a high level of inherent risk and a number of improvement opportunities were identified, it is currently effectively managed
- revenue and rates system under development, which found that practices were not currently harmonised across Council and that better management of system modifications was needed
- payroll and human resource management system under development, which concluded that Council's new payroll system is on track for implementation from 1 July this year.

6. ITEMS FOR INFORMATION

6.1 Overview of Council's Reporting Framework

RESOLVED

The Committee:

- noted the report
- requested that once adopted Council's Operating Plan and Delivery Plan be circulated to members out of session.

6.2 Briefing on Policies and Procedures

RESOLVED

The Committee noted the report.

OTHER BUSINESS

RESOLVED

The Committee commended:

- the Chief Financial Officer, Shane Taylor, for the work he has undertaken in respect to financial statement Audit Planning
- the Family Day Care service coordinator in respect of the positive findings of the Audit.

Mr Shanahan advised members that:

- he had attended a meeting conducted by the NSW Audit Office on the new local government audit requirements and the requirement to establish Audit Committees
- the session addressed current requirements and government expectations, and had been a valuable networking forum.

RESOLVED

The Committee discussed arrangements for the provision of internal audit services and:

- noted the current contract with Oakton finishes in August this year
- noted an expression of interest is being drafted to approach the market
- requested that the expression of interest be circulated to committee members for comment
- recommended that expressions of interest call for Internal audit Services for a three year period with an option to extend for a further two years, and that the appointment be made in the first part of the 2018/19 financial year.

The Chief Financial Officer provided members with a 'CFO Update' report, which detailed the status of key current issues, including:

- status of NSW Treasury Corporation borrowings
- systems implementation activities
- improvements to financial reporting practices
- current risks and issues.

There being no further business the meeting concluded at 5.50pm.

Mr. ANDREW COX
CHAIRPERSON

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 16.1 RESPONSES TO COUNCILLORS' QUESTIONS

ATTACHMENT 1 COUNCILLORS' QUESTIONS TABLE

QPRC COUNCILLORS' QUESTIONS

No.	Date rec'd	Question / Request	Responsible staff	Response	Date of reply	COMPL Y/N
86	15/06/18	Cr Biscotti advised that at the recent meeting the sports council agreed to consider a proposal in regards to a newly formed Sports Executive that would work with the Sports Council to develop strategic direction for sport in the community. He requests the proposed draft be distributed and any comments recorded.	Service Manager Urban Landscapes	The proposed draft has been distributed and comments requested by 15 July 2018.	18/06/18	N
85	14/06/18	On behalf of a resident Cr Winchester requested best way to deal with concerns regarding Dane Street and Cooma Street intersection in Queanbeyan.	Portfolio GM Community Connection	Provide details to staff who will investigate and determine a solution.	14/06/18	Y
84	13/06/18	Cr Marshall enquired about the plans for the concrete bus shelter on the corner of Captains Flat Road and Molonglo River Drive, Carwoola.	Portfolio GM Community Connection	Council is not planning on demolishing this bus shelter yet.	14/06/18	Y
83	June 18	Cr Biscotti enquired about verge works in Googong.	Service Manager Urban Landscapes	Staff have dealt with the matter through an analysis of options and used turf as the most cost effective option.	20/06/18	Y
81	June 18	On behalf of some residents, Cr Winchester enquired about EDE noise mitigation.	Portfolio GM Community Connection	Council is waiting on a response from RMS.	08/06/18	N

80	23/05/18	Cr Schweikert requested a report be provided to Councillors regarding the possibility of transferring Council's share of the ownership of the Bungendore Multi-purpose Hall to the Department of Education. The CEO/General Manager advised that a report on the Bungendore Multi-purpose Hall and the Braidwood Gymnasium will be coming to Council next month.	Service Mgr Governance	Staff are meeting with the Principal of Braidwood Central School in late July so a report will be provided to Council at the August Ordinary meeting.	20/06/18	N
79	23/05/18	Cr Schweikert referred to Item 28 in the Resolution Action Sheet regarding a report that was due by the April 2018 meeting on an audit of all street lighting in Queanbeyan, Bungendore and Braidwood. Also: Cr Biscotti referred to the forthcoming audit of all street lighting in Queanbeyan, Bungendore and Braidwood, and requested if the audit could be extended to include the sporting fields.	Portfolio GM Community Connection	Resources have not been available to undertake this audit. This is expected to be completed in the next few months. Sporting field lighting will be inspected.	20/06/18	N
77	26/04/18	Following concerns from residents, Cr Schweikert requested a traffic and speed counter be placed on Gidleigh Lane Bungendore.	Portfolio GM Community Connection	Council will investigate if it already has current counts and/or speed data and also if there is any history on the road.	26/04/18	N

76	26/04/18	Cr Schweikert requested a discussion be held on fencing regulations in the LEP when residential land abuts rural land.	Service Mgr Land-Use Planning	This can be done but the preference would be that it be done in the context of the reviewing the Development Control Plan which contains the controls for fencing. However this review is still some time off. Also it needs to be noted that certain types of fencing in certain rural zones, environmental protections zones and Zone R5 are exempt development if it meets the development standards of Subdivision 18 of <i>State Environmental Planning Policy(Exempt and Complying Development Codes) 2008</i> .	16/05/18	N
75	26/04/18	Cr Schweikert referred to the Elmslea Ponds in Bungendore stating the eastern pond appears to draining rapidly and requested Council investigate this. He also enquired if the ponds could be added to the fishing stocking program.	Portfolio GM Community Connection	There is no obvious reason for the reduction in water at the pond however it is probably linked to the current dry period. These ponds are not considered suitable for fish stocking due to fluctuating water levels.	20/06/18	Y
74	26/04/18	Cr Marshall enquired as to when the briefing will be held on the road junctions that RMS are making changes to including Lanyon Drive, Yass Road etc.	Portfolio GM Community Connection	Briefing session has been held.	20/06/18	Y
72	26/04/18	Cr Marshall enquired on the process for residents to report damage that is a result of the construction work on the Ellerton Drive extension.	Portfolio GM Community Connection	Residents may report damage that is a result of the construction work on Ellerton Drive by calling 1800 116 337 or email: ellertondrive@wbho.com.au .	20/06/18	Y

71	28/03/18	Cr Winchester enquired about the installation of repeaters in NSW to strengthen the ABC radio signal to areas such as Braidwood and Captains Flat. This issue was raised by the community following the 2013 and 2017 fires.	Service Mgr Customer and Communication	Consultants appointed to investigate options to increase the ABC radio transmission through Braidwood, Captains Flat and surrounding areas was in QPRC this week. The consultant visited sites at Mt Gillamatong, Mt Lowden, Mt Cronin, Captains Flat and Captains Flat BOM site to assess suitability for a transmitter. Initial tests suggest that Mt Lowden or Mt Cronin would provide the best coverage to the areas that have poor transmission. A report will be presented to staff with some indicative costs for a solution. We will then report to Council to seek guidance on the next steps and whether this is something Council has an appetite to fund or whether State/Federal assistance will be sought.	19/06/18	N
63	26/04/18	Cr Schweikert conveyed a request from the Bungendore War Memorial s.355 Committee for a condition survey to be done on the Bungendore Cenotaph as water is seeping from some of the joints. The survey could assist when the Committee applies for future grant applications.	Portfolio GM Community Connection	Staff have liaised with the s.355 Committee and put forward options for the survey. Staff are also investigating remediation options to prevent further seeping.	20/03/18 20/06/18	N
61	09/02/18	Cr Winchester requested Councillors be provided with an update on the proposed traffic signals at the intersection of Old Cooma Road and Googong Road, including an expected install date, and confirm if a dedicated left turning lane,	Portfolio GM Community Connection	A copy of the proposed intersection design was provided in the business paper on 28 February 2018. Update has been provided.	15/02/18 20/06/18	Y

		which the intersection currently has, will be included in the design of the new intersection.				
43	21/11/17 11/12/17	Cr Taylor received a complaint from a property owner regarding an issue with dogs and junk at a neighbouring property. Cr Taylor requested an update on this matter as the dog issues have not been sorted.	Service Mgr Customer and Communication Portfolio GM Natural and Built Character	Staff have inspected the property and spoken with the Occupier who is considering his options for the property, including further development. Animal Management Officers inspected the property on 18 January and discussed the matter with the occupier. Observation notes were taken and the occupier was advised of possible actions that may be taken. Animal Management Officers will continue to monitor noise coming from the property and will complete the investigation in the coming weeks. Rangers and Council's Service Manager, Natural Landscapes and Health inspected the property on 23 February 2018. No action to be taken under Companion Animals Act. Now in the hands of Development section regarding use of the property.	28/11/17	N
37	15/11/17	Cr Schweikert submitted questions for Traffic Committee. [Note: Portfolio GM Community Connection advised these items be placed in the Councillors Questions list]. Speed zone changes (outstanding action items from Palerang LTC as agreed by RMS rep)	Portfolio GM Community Connection		20/06/18	Y

		<ul style="list-style-type: none"> Hoskinstown road, Bungendore, move 100km/h zone (beginning and end) to southern side of rail line. 		The Hoskinstown speed sign adjustment was approved by RMS on 14 June 2018. Signs will be relocated on 25 June 2018.		
		<ul style="list-style-type: none"> 100km/h zone at Bungendore WTS moved to northern side of WTS entrance 		Staff are currently examining traffic information at this location and once completed, a request will be made to RMS to review the speed limit.	18/01/18	N
35	22/11/17	<p>Cr Taylor referred to the free ticket offer to see a show at The Q that went out with the last rates notice and enquired if there was any indication of the number of people who have taken up the offer so far.</p> <p>Cr Taylor requested a report on the free offer when the tracking has been finalised.</p>	Portfolio GM Community Choice	<p>Final date for the redeeming Rates Reward vouchers is 30.6.18. Tracking of redemptions so far (to 31.1.18) shows:</p> <p><u>Performing Arts:</u> 51 tickets</p> <p><u>Indoor Sports:</u> 5 x\$10 vouchers</p> <p><u>Aquatics:</u> Single entry family passes Queanbeyan - 106 Bungendore – 16 Braidwood – 9 Captains Flat - 2</p>	13/02/18	N
13	29/10/17	Cr Bray has received a complaint from a resident in Lerra Street regarding the noise of vehicles coming through the roundabout at the intersection of Edwin Land Parkway and Numeralia Drive. The complainant requests noise attenuation provisions be put in place.	Portfolio GM Community Connection	A review of the noise levels at this location is being undertaken to determine if noise attenuation measures are required. The outcome of that review will be provided to Councillors.	15/11/17	N

12	25/10/17	Cr Marshall requested a briefing or report on the expenditure of the \$500,000 in Bungendore, \$500,000 in Braidwood, and the \$100,000 in Captains Flat for town beautification. Cr Marshall advised residents have not been able to identify any spending in Captains Flat. He further requested that, if there were any unallocated funds, the elected Council may be involved in allocating them.	Portfolio GM Community Connection	A workshop on this topic is scheduled for 7 February 2018.	20/06/18	Y
6	4/10/17	Request the Local Traffic Committee review the intersection of Canberra Avenue and Stornaway Road and advise if a stop sign for vehicles entering Stornaway Road from Canberra Ave (similar to the one at the previous intersection with Ross Road) can be implemented.	Portfolio GM Community Connection	A review of this intersection is underway and a report provided to Council once completed.	21/03/18	N