



Ordinary Meeting of Council

27 June 2018

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 14.6 TO 14.11

QUEANBEYAN-PALERANG REGIONAL COUNCIL

ORDINARY MEETING OF COUNCIL

ATTACHMENTS – 27 June 2018 Page i

Item 14.6	Minutes of Canberra Region Joint Organisation's meeting 2-3 May 2018	
	<i>Attachment 1 Minutes of CBRJO meeting held on 2-3 May 2018.....</i>	<i>2</i>
Item 14.7	Minutes of the Bungendore Locality Committee Meeting 21 May 2018	
	<i>Attachment 1 Minutes of Bungendore Locality Committee meeting held 21 May 2018.....</i>	<i>10</i>
	<i>Attachment 2 Amended Terms of Reference for Bungendore Locality Committee</i>	<i>15</i>
Item 14.8	Minutes of the Araluen Locality Committee Meeting 28 May 2018	
	<i>Attachment 1 Araluen Locality Committee minutes 28 May 2018.....</i>	<i>17</i>
	<i>Attachment 2 Amended Terms of Reference for Araluen Locality Committee</i>	<i>20</i>
Item 14.9	Minutes of Les Reardon Reserve s.355 Committee Meetings	
	<i>Attachment 1 Minutes of the Les Reardon Reserve s.355 Committee's AGM 18 September 2017</i>	<i>22</i>
	<i>Attachment 2 Minutes of the Les Reardon Reserve s.355 Committee meeting 18 September 2017.....</i>	<i>25</i>
	<i>Attachment 3 Minutes of the Les Reardon Reserve s.355 Committee meeting 11 December 2017.....</i>	<i>28</i>
	<i>Attachment 4 Minutes of the Les Reardon Reserve s.355 Committee meeting 19 February 2018.....</i>	<i>32</i>
Item 14.10	Burra/Cargill Park s.355 Committee minutes	
	<i>Attachment 1 Burra/Cargill Park s.355 Committee minutes 12 July 2017.....</i>	<i>35</i>
	<i>Attachment 2 Burra/Cargill Park s.355 Committee minutes 27 March 2018..</i>	<i>39</i>
Item 14.11	Minutes of the Burra Locality Committee meeting 5 June 2018	
	<i>Attachment 1 Burra Locality Committee meeting minutes 5 June 2018.....</i>	<i>43</i>
	<i>Attachment 2 Amended Terms of Reference - Burra Locality Committee</i>	<i>48</i>

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.6 MINUTES OF CANBERRA REGION JOINT ORGANISATION'S
MEETING 2-3 MAY 2018

ATTACHMENT 1 MINUTES OF CBRJO MEETING HELD ON 2-3 MAY 2018

CBRJO Board Meeting 2 May 2018 – Minutes

Meeting Opened: The meeting opened at 2.00pm

1. Welcome and Apologies

Present

Bega Valley Shire Council	Cr Kristy McBain Ms Leanne Barnes
Eurobodalla Shire Council	Cr Liz Innes Mr Lindsay Usher
Goulburn Mulwaree Council	Cr Peter Walker Mr Warwick Bennett
Queanbeyan-Palerang Regional Council	Cr Tim Overall Mr Peter Tegart
Snowy Monaro Regional Council	Cr John Rooney Mr Joseph Vescio
Upper Lachlan Shire Council	Cr Brian McCormack OAM Mr Gary Woodman
Wingecarribee Shire Council	Ms Ann Prendergast
Yass Valley Council	Cr Rowena Abbey (Chair) Mr David Rowe
ACT Government	Mr Sam Engele Mr David Clapham
CBRJO	Ms Gabrielle Cusack

In Attendance

Wagga Wagga City Council	Mr Peter Thompson
Snowy Valleys Council	Cr James Hayes OAM Cr John Larter Mr Matthew Hyde
East Gippsland Shire Council	Cr Joe Rettino Mr Gary Gaffney

Apologies

Eurobodalla Shire Council	Dr Catherine Dale
Goulburn Mulwaree Council	Cr Bob Kirk
Hilltops Council (2 May 2018)	Cr Brian Ingram Mr David Aber
Upper Lachlan Shire Council	Mr John Bell
Wingecarribee Shire Council	Cr Ken Halstead (Wednesday 2 May)
Wagga Wagga City Council	Cr Greg Conkey OAM
Department of Premier and Cabinet	Mr James McTavish

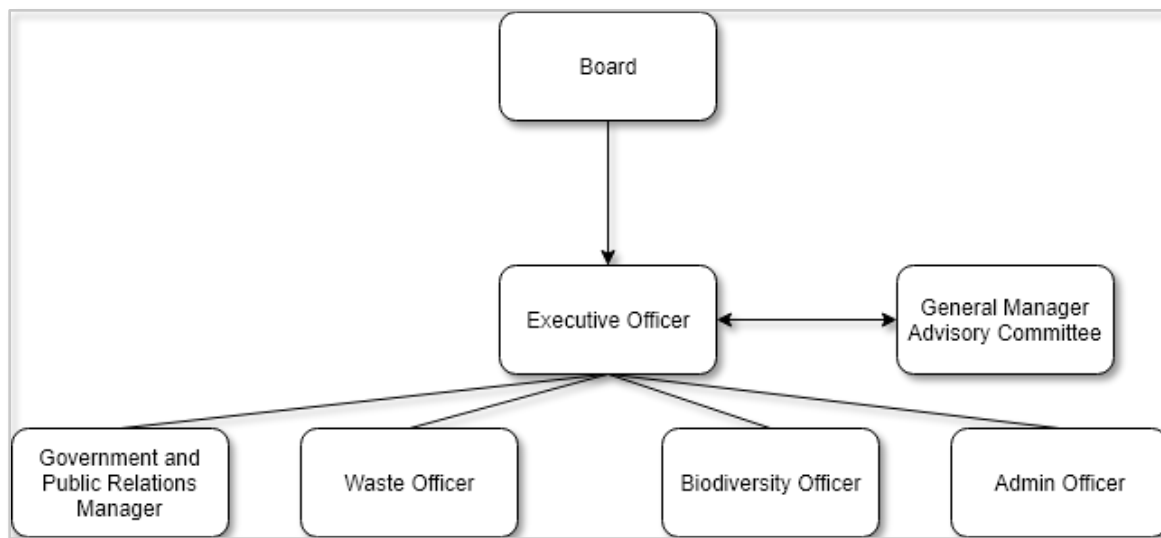
2. Governance – Joint Organisation Transition

RESOLUTION 2018/1

Cr Abbey Chair requested feedback from Board members about her role on selection panel if the General Manager of Yass Valley Council was an applicant. There was no issues raised.

That:

- 1. The Chair of the Board select a date for the first Board meeting upon notification that CBRJO has been gazetted.***
- 2. The Chair of the Board also give formal notification to the Chief Executive of OLG that the first Board meeting be held on that date.***
- 3. The Board endorse the engagement of McArthur Recruitment to manage the recruitment process.***
- 4. The Board resolve the interview panel for the Executive Officer be the CBRJO Chair, Deputy Chair, General Manager of Bega Valley Shire Council and General Manager of Goulburn Mulwaree Council.***
- 5. The interview panel as defined in paragraph 4 above make a recommendation to the first meeting of the gazetted CBRJO Board to formally appoint the Executive Officer.***
- 6. The Board endorse the following draft structure (amended to reflect the title of Strategy & Government Relations Manager and annotate the Waste Officer & Biodiversity Officer as grant funded for term of grant) as follows to be adopted at the first meeting of the gazetted JO.***



7. The Board note that the position of Strategy & Government Relations Manager will be recruited following the EO appointment.

8 The Board refer the review and progress of recommendations from the feasibility report and the implementation governance projects to GMAC for subsequent report to the Board.

9. The Board receive a report on the reasonable costs to reimburse QPRC for costs related to the winding up of the CBRJO.

BVSC/ULSC (unanimous)

3. Infrastructure Framework – Project Management Office

RESOLUTION 2018/2

Presentation By: Ms Jillian Kilby: The Infrastructure Collaborative

That:

1. *The Board note the presentations on stages and funding for regional infrastructure and a project management office*
2. *The GMAC Chair, in consultation with GMAC, be delegated the authority to engage a resource to identify the status of LGA and regional planned projects, and coordinate the development of infrastructure projects capable for grant funding applications over the next 6 months.*
3. *CBRJO fund that coordination resource, and that the cost of working on individual council projects be recouped from those councils.*
4. *The Board recognise that councils will increase the probability of successful grant funding applications if they choose to self-fund preconstruction planning activities such as environmental, options and feasibility studies.*
5. *The Board request the State Government to allow preconstruction planning costs to be retrospectively incorporated in total project cost for grant funding applications.*
6. *The Board note a regional infrastructure prospectus is to be developed*

BVSC/SMRC

BOARD MEETING SUSPENDED – 3.05PM

CBRJO Board Meeting 3 May 2018 – Minutes

Meeting Reconvened: The meeting opened at 9.30am

1. Welcome and Apologies

Present

Bega Valley Shire Council	Cr Kristy McBain Ms Leanne Barnes
Eurobodalla Shire Council	Cr Liz Innes Mr Lindsay Usher
Goulburn Mulwaree Council	Cr Peter Walker Mr Warwick Bennett
Hilltops Council (2 May 2018)	Cr Brian Ingram Mr David Aber
Queanbeyan-Palerang Regional Council	Cr Tim Overall Mr Peter Tegart
Snowy Monaro Regional Council	Cr John Rooney Mr Joseph Vescio
Upper Lachlan Shire Council	Cr Brian McCormack OAM Mr Gary Woodman
Wingecarribee Shire Council	Cr Ken Halstead Ms Ann Prendergast
Yass Valley Council	Cr Rowena Abbey (Chair) Mr David Rowe
ACT Government	Mr Sam Engele Mr David Clapham
CBRJO	Ms Gabrielle Cusack

In Attendance

Wagga Wagga Council	Mr Peter Thompson
Snowy Valleys Council	Cr James Hayes OAM Cr John Larter Mr Matthew Hyde

Apologies

Eurobodalla Shire Council	Dr Catherine Dale
Goulburn Mulwaree Council	Cr Bob Kirk
Upper Lachlan Shire Council	Mr John Bell
Wagga Wagga City Council	Cr Greg Conkey OAM

2. Confirmation of Minutes – 23 February 2018

The minutes from the CBRJO Board meeting held 23 February 2018 were confirmed as a true and accurate record.
BVSC/SMRC

3. Urgent Business / Late Items

NIL

4. GMAC Action List

RESOLUTION 2018/3

The Board note the GMAC Action List

QPRC/HTC

5. Membership Contributions

RESOLUTION 2018/4

1. *That the Board adopt the following methodology for voting member contributions*
 - a. *A flat Fee of \$7200*
 - b. *A population fee of 70 cents per head*
 - c. *The fee be increased annually in accordance with the rate peg unless otherwise determined by the Board*
2. *That Board adopt the following methodology for non-voting members*
 - a. *75% of the member contribution for councils in NSW*
 - b. *25% of the member contribution for councils outside NSW (East Gippsland)*
 - c. *Associate membership fees of other entities determined by the Board on a case by case basis*
 - d. *That the ACT contribution be subject to further discussion and a revised MOU.*
3. *The CBRJO write to the Deputy Premier, thanking him for his presentation and consider ongoing funding of Joint Organisations to ensure ongoing sustainability.*

QPRC/BVSC

6. Operational Report – Executive Officer

RESOLUTION 2018/5

That the Board note the Operational Report.

GMC/SMRC

MEETING SUSPENDED 10.10am.

MEETING RECONVENED 2.00PM.

7. Building Professional Boards – Mandatory Reporting

RESOLUTION 2018/6

1. *That a submission be prepared to the Building Professionals Board requesting the timetable be extended to 30 April 2019 for Councils to achieve full compliance with mandatory reporting*
2. *That the issue be raised with the Minister for Finance, Services and Innovations, Victor Dominello, Minister for Planning, Anthony Roberts and the Minister for Local Government Gabrielle Upton*

GMC/ ESC

8. Regional Development Australia – Southern Inland Membership

RESOLUTION 2018/7

That the Board note John Rooney and Warwick Bennett expressed an interest in nominating to the Board of RDASI.

HTC/BVSC

9. Any Other Business

CHARTER

The Board noted that a proposal for a 75% Quorum on Board decision making will be included in the draft charter for the Boards consideration

WSC/SMRC

Next Meeting

CANBERRA: Thursday 5 & Friday 6 July 2018

Meeting Closed: 2.44pm

PARLIAMENTARY MEETINGS – THURSDAY 2 & FRIDAY 3 MAY 2018

MEETING			FOLLOW UP
1	Local Government NSW	Cr Linda Scott – President Ms Donna Rygate – EO	Question to LGNSW regarding value of membership.
2	Greater Sydney Commission (GSC)	Mr Geoff Roberts Interim District Commissioner for Western Sydney	CBRJO to follow up with GSC on to arrange meeting with eight Mayors of Western Sydney to commence dialogue on cross regional opportunities.
3	Office of Local Government	Mr Tim Hurst – EO Mr Chris Presland	
4	Minister for Local Government & Environment	The Hon Gabrielle Upton MP	Letter of Thanks. Follow up on questions on notice.
5	Premier	The Hon Gladys Berejiklian MP	
6	Deputy Premier Minister for Regional Development, Skills and Minister for Small Business	The Hon. John Barilaro MP	Letter of Thanks. Follow up on questions on notice.
7	Minister for Transport & Infrastructure	The Hon. Andrew Constance MP	Letter of Thanks. Follow up on questions on notice. Received response from Minister's office 15/5
8	Minister for Roads, Maritime & Freight	The Hon. Melinda Pavey MP	Letter of Thanks. Follow up on questions on notice.
9	Minister Agriculture, Water Security & Trade	The Hon. Niall Blair MP	Letter of Thanks. Follow up on questions on notice.
10	Minister for Crowns Lands, Gaming & Forestry	The Hon. Paul Toole MP	Letter of Thanks. Follow up on questions on notice. Receive response from Minister's office 23/5
11	Minister for Police & Emergency Services	The Hon. Troy Grant MP	Letter of Thanks. Follow up on questions on notice.
12	Minister for Tourism & Special Events	The Hon. Adam Marshall MP	Letter of Thanks. Follow up on questions on notice.
13	Parliamentary Secretary for Southern NSW	The Hon. Bronnie Taylor MLC	Letter of thanks for assisting the JO in securing meetings and sponsoring the meetings/events at Parliament House.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.7 MINUTES OF THE BUNGENDORE LOCALITY COMMITTEE
 MEETING 21 MAY 2018

ATTACHMENT 1 MINUTES OF BUNGENDORE LOCALITY COMMITTEE
 MEETING HELD 21 MAY 2018



Bungendore Locality Committee Meeting

Monday, 21 May 2018 commencing at 7.16pm

Council Chambers, Majara St, Bungendore

MINUTES

- 1. Present:** Cr Mark Schweikert (Chairperson)
Cr Michele Biscotti
Andrew Riley (Bungendore School of Arts s.355 Committee and Bungendore Town Centre & Environs s.355 Committee)
Tony Rayner (Mick Sherd Oval Canteen s.355 Committee)

Also Present: Debby Ferguson (Service Manager Governance)

- 2. Apologies:** Narelle Lloyd (Bungendore School Hall s.355 Committee)
Judith Turley (Bungendore School of Arts s.355 Committee – alternate)
David MacLaren (Bungendore Town Centre & Environs s.355 Committee – alternate)
Gary Cook (Mick Sherd Oval Canteen s.355 Committee - alternate)
Sue Smith (Bungendore War Memorial s.355 Committee)

BDLC01/2018 RECOMMENDATION That the apologies be accepted.

Schweikert/Biscotti

3. Declaration of Conflicts of Interest

- 3.1 There were no declarations.
- 3.2 Mark encouraged members to read the QPRC Code of Conduct and the Code of Meeting Practice.

4. Role of Committee and Terms of Reference

- 4.1 Mark provided some background to the establishment of the new Committee. He encouraged members to forward the agendas of their s.355 committee meetings to Michele and himself and they would endeavour to attend the meetings whenever possible. The minutes of the s.355 committee meetings should continue to be sent to Debby to present to Council. Mark then asked the members to report on their respective s.355 committees.
- 4.2 Andrew provided the following information about the history of the School of Arts building and activities of the Bungendore School of Arts s.355 Committee:

- The building was built in the 1890s, (it is not as old as the school), financed by public subscription, and has had two extensions since;
 - During the war years, it had a boxing ring and billiards tables;
 - It is a cultural heritage item, and is one of the few remaining schools of art still functioning as such;
 - It was refurbished in 1997 and was taken over by the former Yarrowlumla Council which appointed a s.355 Committee to manage it;
 - Judith Turley is the current Treasurer and Andrew is the Booking Officer;
 - The Committee does minor maintenance and applies for grant funding;
 - The Committee has appreciated the enthusiasm of the new QPRC to assist them;
 - Andrew paid tribute to Rod Stewart, Council's Program Coordinator, Facilities and Safe Cities, who facilitated the recent re-stumping of the building, the new carpets, painting and airconditioning;
 - The School of Arts is used at least once every day, and in some cases, is booked out 1½ years in advance;
 - Some of the bookings include art classes, music classes, Landcare meetings, private functions, visits by groups such as the Australian Decorative and Fine Arts Society, and Christmas parties;
 - An issue of concern is the occasional overlap of bookings;
 - The current hire fee is \$15 per half day and \$30 per full day.
- 4.3 Andrew briefed the Committee on the role of the Bungendore Town Centre & Environs s.355 Committee (BTCEC), advising that:
- The BTCEC was set up in 2009 by the former Palerang Council and Andrew has been Secretary of the Committee since then;
 - The first major activity was the improvement of the Bungendore streetscape, with funding that the Committee used to engage consultants for this project;
 - BTCEC had been functioning well up until 2017, and had good liaison with Council's Strategic Planner, Sue Robb who was on the Committee, but it had subsequently lost some members and had not met for some months;
 - The Committee has now been revitalised, and had held its first meeting under the new regime a week ago;
 - Current members are David MacLaren, Alan Longhurst, Peter Evans and himself;
 - The members were hoping to have a Council staff member attend their next meeting on 14 June;
 - BTCEC is trying to improve the amenity and effectiveness of the Bungendore town centre and make Ellendon Street an arts precinct with banners on light poles;
- 4.4 Michele raised discussion on an apparent disconnect in the Bungendore CBD, citing the empty former supermarket and the lack of linkages among the businesses in Gibraltar and Malbon Streets. Andrew advised that there are two representatives from the Bungendore Chamber of Commerce on the BTCEC and they are working on that particular issue. There is a development application to split the former supermarket site into four different premises.
- 4.5 Tony provided information about the Mick Sherd Oval Canteen s.355 Committee, as follows:
- The Mick Sherd Oval canteen was built in 2008, after a committee raised funds of \$40,000, and received further grant funding, after which Council joined the project to build the public toilets;
 - The total cost of the amenities block was \$400,000;
 - Council set up a s.355 Committee to run the facility, and Tony is Chairperson of this;
 - The football codes are the users of the facility, which also has a meeting room and storage areas for rugby union, league, and soccer equipment;
 - Each club pays an annual fee to have access to the canteen;

- The meeting room is hired out to the general community;
- The Committee has received a grant of \$350,000 to build new change-rooms which will be in a separate building;
- Unfortunately there was not enough funding to replace the swimming pool as well, but hopefully that will be done in the future;
- The new change-rooms are needed because the football semi-finals couldn't be held at the Oval this year due to the state of the shed;
- Construction of the new building should start in the next two to three months, to be finished in time for the next season;
- The swimming pool's dressing rooms will be closed;
- The gym equipment and playground area make it a nice area;
- The s.355 Committee provides staff for the canteen and it is working well;
- The irrigation system on the oval is not working well, due to the lack of rain, so an alternative system needs to be installed.

4.6 Mark provided information about the Bungendore War Memorial s.355 Committee as follows:

- The Committee organises ANZAC Day and Remembrance Day commemorations;
- It holds some fundraising activities;
- It is responsible for the names of servicemen and servicewomen on the memorial;
- It holds the Armistice Day dinner at War Memorial Hall.

4.7 Mark provided the following information about the Bungendore School Hall s.355 Committee:

- The planning agreement for the Elmslea staged development required funds to be collected for the construction of a school hall;
- The hall was built by the former Yarrawlumla Council and the NSW Department of Education as a shared use facility;
- The Bungendore Primary School has responsibility for the hall during school hours, while Council has responsibility for it outside school hours, making it available for community use;
- The Council's s.355 Committee was set up as a requirement of the formal agreement between the Council and the Department of Education to manage the facility;
- While it is a shared asset, the community finds it hard to get access to it;
- There are occasional disputes over the use of the hall, such as who is responsible for the cleaning after functions, and who is responsible for the condition of the surface for the indoor netball court.

4.8 Mark advised that the new Bungendore Scout Hall will be available for community use and the Elmslea North subdivision has a community hall.

4.9 The Committee reviewed the Terms of Reference.

BGD01/2018 RECOMMENDATION That the Terms of Reference for the Bungendore Locality Committee be amended as follows:

1. No.1, second dot point – delete
2. No.1, third dot point – amend to read: “provide a forum for consultation with s.355 committee representatives in the locality...”
3. No.2, third dot point – delete
4. No.3, amend to read: “Meetings will be held quarterly...”
5. No.4, amend to read: “A quorum for the meeting will be two Council representatives (a minimum of one staff and one Councillor) and two other committee representatives.”
Riley/Rayner

4.10 It was noted that future agendas will include an item for reports from Committee members.

5. Other Business

- 5.1 Andrew asked for an update on the QPRC Tourism Plan. Mark advised that it was under review, because of criticism that it was too specific and should have been more strategic. Council is holding a workshop on 6 June to discuss the Plan.
- 5.2 Michele advised that the Bungendore P&C's Spring Ball was good, but that organisers had not able to access water at the hall because the kitchen is leased by the School to the canteen operator and is therefore not available for functions such as the Spring Ball. Council does not have a mobile kitchen that may be used for such events, but this may be an inexpensive solution to the problem. Mark noted that the School is celebrating its 150th anniversary next month.

6. Closure

- 6.1 The meeting closed at 8.29pm.
- 6.2 The date of the next meeting is to be advised.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.7 MINUTES OF THE BUNGENDORE LOCALITY COMMITTEE
 MEETING 21 MAY 2018

ATTACHMENT 2 AMENDED TERMS OF REFERENCE FOR BUNGENDORE
 LOCALITY COMMITTEE



TERMS OF REFERENCE BUNGENDORE LOCALITY COMMITTEE

1. Role

The role of the Bungendore Locality Committee is to provide a place-based body to:

- oversee the s.355 committees operating in the Bungendore area that manage reserves or facilities on Council's behalf;
- provide a forum for consultation with s.355 committee representatives in the locality about relevant Council projects, including proposals, plans of management and documents on exhibition;
- consider and report to Council on the activities of the various committees and community organisations, including maintenance works and improvement programs;
- provide annual financial reports to Council;
- recommend hire fees and charges for Council's facilities;
- oversee major fundraising activities and celebrations.

2. Membership

- Two Councillors, one of whom shall act as Chairperson;
- One nominated representative from each s.355 committee in the locality (or an alternate representative in their absence);
- One Council staff member appointed by the CEO/General Manager;
- Other Council staff to provide information or advice, as determined from time to time by the CEO/General Manager or Portfolio General Manager.

3. Meetings

Meetings will be held quarterly in the Council Chambers, Bungendore, on a date and time to be set by the Committee at each meeting.

4. Quorum

A quorum for the meeting will be two Council representatives (a minimum of one staff and one Councillor) and two other community representatives.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.8 MINUTES OF THE ARALUEN LOCALITY COMMITTEE
MEETING 28 MAY 2018

ATTACHMENT 1 ARALUEN LOCALITY COMMITTEE MINUTES 28 MAY 2018



Araluen Locality Committee Meeting (Araluen/Majors Creek/Gundillion)

Monday, 28 May 2018 commencing at 5.33pm

**Braidwood Meeting Room (old Library)
Park Lane, Braidwood**

MINUTES

1. **Present:** Cr Peter Marshall (Chairperson)
Cr Kenrick Winchester
Sally Matthews (Araluen Progress Association and Araluen Area s.355 Committee)
Penny Hayman (Araluen Progress Association – alternate)
Bill Waterhouse (Majors Creek Progress Association)
Di Izzard (Gundillion Hall Committee)

Also present: Debby Ferguson (Service Manager Governance)

2. **Apologies** Ron Bateman (Araluen Area s.355 Committee)
Michael Flakelar (Majors Creek Progress Association – alternate nominee)

3. **Declaration of Conflicts of Interest**

- 3.1 There were no declarations.

4. **Role of Committee and Terms of Reference**

- 4.1 The Committee made the following amendments to the Terms of Reference:
- No.1, last dot point to read: “oversee any relevant major fundraising activities and celebrations.”
 - No.3 to read: “Meetings will be held three times a year in February, June and October, in the Braidwood Meeting Room (Park Lane) starting at 6.00pm.

5. **Other Business**

- 5.1 The Committee raised the following general issues that affected their areas:
- Cemeteries
 - Waste tips
 - Telecommunications and communications services generally;
 - Majors Creek Mine;
 - Road safety and speed limits.

5.2 Further to 5.1 above, the Committee discussed the following specific matters:

- With regard to the Gundillion, Araluen and Majors Creek cemeteries, it was noted that Council owns the cemeteries but the Committee questioned how and by whom does the maintenance get done and are there funds available;
- The Gundillion telecommunications tower is due for completion at the end of July 2018;
- The Araluen waste compound is open all the time and the bins in the compound are often fully filled with rubbish from campers not residents;
- Gundillion waste tip's opening hours are restricted, and, when travelling into Braidwood outside of these hours, residents would like the Braidwood waste tip to be open one morning each week so that they can dispose their rubbish there instead (at the present time, the Braidwood tip is only open in the afternoons);
- The Araluen telecommunications tower has been situated in the bottom of the valley, rather than on the mountain, thus limiting its range and effectiveness;
- Lack of footpaths in Majors Creek for pedestrians and horse-riders;
- There is a hole in the road at the entrance to the Majors Creek mine;
- Arnco barriers should be in place on the western side of the road from the mine;
- Cars are unable to pass loaded trucks coming out of the mine on what will become a freight road.

5.2 The following recommendations were made:

ALC01/2018 RECOMMENDATION That Council, on behalf of local residents:

1. continue to advocate and lobby the NSW Government on all telecommunications and radio services in the Wyanbene, Gundillion, Araluen and Majors Creek areas, and
2. request a commitment from all state and federal candidates in upcoming elections regarding these services.

Waterhouse/Hayman

ALC02/2018 RECOMMENDATION That Council investigate/assess the following issues:

1. An 80km/ph speed limit past the Majors Creek mine;
2. The maintenance of the approaches of the Wyanbene crossing due to the floods in 2017 which caused sand and rubble to be built up;
3. Clearing of the creek line vegetation upstream of Araluen Bridge on the Majors Creek Road, and
4. The current condition of the Mountain Creek Road with regard to:
 - a. ensuring public safety, and
 - b. the future management of the road.

Hayman/Matthews

6. Next Meeting

The next meeting will be held on Monday, 8 October 2018, at 6.00pm in the Braidwood Meeting Room (old Library).

7. Closure

The meeting closed at 7.08pm.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.8 MINUTES OF THE ARALUEN LOCALITY COMMITTEE
 MEETING 28 MAY 2018

ATTACHMENT 2 AMENDED TERMS OF REFERENCE FOR ARALUEN LOCALITY
 COMMITTEE



TERMS OF REFERENCE ARALUEN LOCALITY COMMITTEE

Araluen/Majors Creek/Gundillion Areas

1. Role

The role of the Araluen Locality Committee is to provide a place-based body to:

- oversee the s.355 committees operating in the Araluen, Majors Creek and Gundillion areas that manage reserves or facilities on Council's behalf;
- engage with relevant progress associations and/or other representative community organisations in the locality about Council-based issues affecting their respective areas;
- provide a forum for consultation with members and/or individuals in the locality about relevant Council projects, including proposals, plans of management and documents on exhibition;
- consider and report to Council on the activities of the various committees and community organisations, including maintenance works and improvement programs;
- provide annual financial reports to Council;
- recommend hire fees and charges for Council's facilities;
- oversee any relevant major fundraising activities and celebrations.

2. Membership

- Two Councillors, one of whom shall act as Chairperson;
- One nominated representative from each s.355 committee in the locality (or an alternate representative in their absence);
- One nominated representative from the local progress association or relevant community organisation such as the Rural Fire Service (or an alternate representative in their absence);
- One Council staff member appointed by the CEO/General Manager;
- Other Council staff to provide information or advice, as determined from time to time by the CEO/General Manager or Portfolio General Manager.

3. Meetings

Meetings will be held three times a year in February, June and October, in the Braidwood Meeting Room (Park Lane) starting at 6.00pm.

4. Quorum

A quorum for the meeting will be a majority of eligible members.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.9 MINUTES OF LES REARDON RESERVE S.355 COMMITTEE
 MEETINGS

ATTACHMENT 1 MINUTES OF THE LES REARDON RESERVE S.355
 COMMITTEE'S AGM 18 SEPTEMBER 2017

QPRC - LES REARDON RESERVE S355 COMMITTEE – ANNUAL GENERAL MEETING

Minutes - AGM – Monday 18 September 2017

Meeting opened 7.39pm

Attendees: Anne Goonan, Ann Sloane, Peter McCullagh, Pete Harrison, Jan Creswell, Kerry Cox, Hans Bachor and Toni Parkes

Apologies: Martina Speechley

Confirmation of minutes of 2016 AGM

The minutes of the 2016 AGM were confirmed.

Moved: Peter McCullagh

Seconded: Anne Goonan

Matters arising from minutes

There were no matters arising from the minutes.

Reports

Chair

Thanked the committee for their contribution throughout the year. Pete acknowledged the receipt of the grant for the playground and the works that had been undertaken as the major project for the year.

Moved: Anne Goonan

Seconded: Kerry Cox

Treasurer's report

Balance as at 30 June 2017 was \$4,469.94 The treasurer's report was accepted.

Moved: Ann Sloane

Seconded: Anne Goonan

Fees

The Council has been advised of the fees for 2017-18. Fee schedule attached.

Hall User report

Lots of enquiries but bookings remain similar to previous years

Nominations for 2016-17 Committee

All positions were declared vacant and nominations for positions were sought. The holders of the positions were the only nominees for the positions and all present at the meeting were in favour of the nominations.

Chair: Pete Harrison

Secretary: Kerry Cox

Treasurer: Ann Sloane

Booking officer: Antonia Parkes

Members: Hans Bachor, Peter McCullagh, Jan Creswell and Anne Goonan

There was discussion about strategies for encouraging new members to the committee and encouraging attendance at meetings from user groups such as GGPC and the proposed playgroup.

Next meeting

The next AGM will be held on 3 September 2018

Meeting closed 7.55pm

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.9 MINUTES OF LES REARDON RESERVE S.355 COMMITTEE
 MEETINGS

ATTACHMENT 2 MINUTES OF THE LES REARDON RESERVE S.355
 COMMITTEE MEETING 18 SEPTEMBER 2017

QPRC - LES REARDON RESERVE – SECTION 355 COMMITTEE MEETING

MINUTES

General Meeting 18 September 2017

Meeting commenced 7.55 pm

Attendees: Ann Sloane, Pete Harrison, Kerry Cox, Anne Goonan, Peter McCullagh, Hans Bachor, Jan Creswell, Toni Parkes

Apologies: Martina Speechley

Confirmation of Minutes of 10 July 2017

The minutes of the previous meeting held on 10 July 2017 were accepted with the amendment as follows: “the Veolia Mulwaree grant was successful. The playground is proceeding well and money has been found for completion. Toni submitted a new proposal for maintenance works at the Hall.

Moved: Anne

Seconded: Peter

Grant Update

Toni submitted new proposal for maintenance works at the Hall. Awaiting response

Playground

Progressing well. Will require a working bee to spread soft fall. Leaking pipe to be fixed.

Hiring Policy

Feedback incorporated into draft policy and circulated out of session.

Action: Approved. **Close**

Greenway erosion causing water flow through south west gate

Carry forward as no Greenway meeting held yet.

Action: Pete Harrison to discuss with Greenways committee diversion of water through existing pipe and thus flow to dam.

Pipe at entrance to Reserve from Birriwa road

Action: Peter Evans to speak with Gordon Cunningham at QPRC and they will install headwalls on the culvert.

Gaps and bats

Included as part of the new grant proposal.

Action: Anne to write article for the local paper seeking volunteers for working bee.

Bore pump repair and pipe location

The location of the pipes should be included on the master plan. Leaking pipe to be repaired and tap relocated. Ask GGPC for advice on new tap location. User sheet for bore.

Action: Pipes to be included on master plan. Anne to ask Jennie and Merle. Kerry to do a user sheet for the bore pump.

Front down pipe and guttering

Toni's partner did some initial repairs but wants to check the gutter flow.

Action: check gutter flow

Sensor lights

Sensor lights are not working properly.

Action: Kerry will ask Brad (Electrician) if he can have a look and approval given in principle for him to repair them.

In/Out correspondence

Grant application

Treasurer's Report

Attached current bank balance \$5,516.93 Moved Ann Seconded Kerry

GGPC Report

No report

Landcare Report

No report

BCA

BCA have a new president – Mike Wilkins

Greenways/GROW report

No meetings so no report

New Business

Planting Day

Planting Day on 2 October 2017 – working bee to be arranged

Meeting dates

11 December 2017

19 February 2018

21 May 2018

3 September 2018 (AGM)

3 December 2018

Meeting closed at 8.30pm

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.9 MINUTES OF LES REARDON RESERVE S.355 COMMITTEE
 MEETINGS

ATTACHMENT 3 MINUTES OF THE LES REARDON RESERVE S.355
 COMMITTEE MEETING 11 DECEMBER 2017

QPRC - LES REARDON RESERVE – SECTION 355 COMMITTEE MEETING

MINUTES

General Meeting 11 December 2017

Meeting commenced 7.45 pm

Attendees: Ann Sloane, Pete Harrison, Kerry Cox, Anne Goonan, Peter McCullagh,

Apologies: Martina Speechley, Hans Bachor, Jan Creswell

Confirmation of Minutes of 18 September 2017

The minutes of the previous meeting held on 18 September 2017 were accepted.

Moved: Anne

Seconded: Peter

Grant Update

Toni submitted new proposal for maintenance works at the Hall. Awaiting response

Action: Carry Forward

Playground

Completed. Official opening at 3pm on 16 December 2017. Special thanks to Merle and the BCA for all their work.

Action: Close

Greenway erosion causing water flow through south west gate

Jan Creswell met with Bill Taylor from the Greenways committee and Jan will keep an eye on the area and do some minor repairs which should fix this

Action: Close

Pipe at entrance to Reserve from Birriwa road

Action: Pete will follow up with Peter Evans to speak with Gordon Cunningham at QPRC and see if they will install headwalls on the culvert.

Gaps and bats

Included as part of the new grant proposal.

Action: Anne put notice on Wamboin notice board and will seek volunteers at Christmas drinks

Bore pump repair and pipe location

Anthony Goonan did works to trench and install pipe work. Anne has mapped on A4 laminated sheet and will send an email and copy of mapped pipework to Council. The work was funded jointly by BCA and GGPC. GGPC most appreciative and would like to pass on thank you to Anthony for his work. LRRC agreed to reimburse Anthony Goonan \$80 to cover fuel and seed for reseeding.

Action: Close

Front down pipe and guttering

Toni's partner did some initial repairs and the gutter flow seems to be fine.

Action: Close

Sensor lights

Sensor lights are not working properly.

Action: Brad (Electrician) looked at sensor lights. Found they were switched off in the metre box.

Also said that sensors are quite old and may need replacing. Sensor lights switch to remain turned on in metre box.

Action: Close

Planting Day

Planting Day on 2 October 2017 – working bee held and a roster system is in place for watering plants.

Action: Close

In/Out correspondence

Nil

Treasurer's Report

Attached current bank balance \$5,452.95 Moved Ann Seconded Peter

GGPC Report

Good turn up at rally day. Grateful for water taps along hitching rail.

Landcare Report

No report

BCA

Concentrating on the opening of the playground and the Christmas drinks. GGPC selling drinks at playground opening and Bungendore Rotary are doing a sausage sizzle. Merle has advertised using Event Brite and there appears to be a good number of people who are interested in attending.

Greenways/GROW report

Minor repairs and monitoring by Jan Creswell

New Business

Blackboard

Kerry to check with GGPC if they want the large blackboard to be rehung on the wall. If not remove.

Action: Kerry to ask GGPC

Hall Clean

Anne to ask Jeannette Krah to clean prior to event on 16 December. LRRC agreed to pay for cost of cleaning.

Broken cleaning supplies cupboard

Cleaning supply cupboard is broken. Ann has a cupboard that she will donate.

S355 meeting format

Pete advised that there has been a change of committee structure within council. S355 committee is an interface to council. Council have created 6 new committees and council reps will not be required to sit on s355 committees and that majority of councillors don't really support this. Each s355 committee will need to have a rep attend the council meetings.. Pete will continue to attend council meetings as a representative for LRRs355 committee. Pete has succeeded in getting the general manager to appoint a grants officer. Pete to investigate if council has an EWP that we can use to reach roof for sealing gaps.

We will continue with current meeting dates and format.

Meeting dates

19 February 2018

21 May 2018

3 September 2018 (AGM)

3 December 2018

Meeting closed at 9.00pm

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.9 MINUTES OF LES REARDON RESERVE S.355 COMMITTEE
 MEETINGS

ATTACHMENT 4 MINUTES OF THE LES REARDON RESERVE S.355
 COMMITTEE MEETING 19 FEBRUARY 2018

QUEANBEYAN PALERANG REGIONAL COUNCIL LES REARDON RESERVE S355 COMMITTEE

Minutes from general meeting Monday 19 February 2018 – 7.30pm

Opened 745pm

Attendees Anne Goonan, Pete Harrison, Jan Creswell, Peter McCullagh, Kerry Cox

Apologies Hans Bachor, Antonia Parkes, Ann Sloane

Confirmation of Minutes of 11 December 2017 – moved Anne seconded Peter

Matters arising from Minutes

- Grant update
 - Carry forward
- Entrance culvert from Birriwa Road
 - Carry forward PH will follow up
- Payment to Anthony Goonan for fuel and seed (pipe relocation works)
 - Paid in full. **Close**
- Gaps and bats
 - Boards have been installed to seal gaps. Unsure who carried out the work. **Close**
- Blackboard
 - Has been remounted. **Close**
- Replacement cleaning supply cupboard
 - Carry forward
- Hall clean – payment
 - Paid. **Close**

In/Out correspondence

Email from Council regarding changes to s355 committees and requesting committee details.

Email response to council providing committee details.

Email from John Barilaro's office regarding photo opportunity

Treasurers Report

See attached

Hall bookings report

No report

BCA Report

BCA is going well. Plans are well in hand for the car boot sale 25 March. BCA will be serving coffee. BCA are purchasing a PA system and it will be locked in cupboard. Attendance at playground opening and Christmas drinks was disappointing. Playground use is good and BCA is encouraging set up of playgroup. Looking at linking an activity to library use.

GGPC Report

45 riders at rally day. Good camp in January and riders preparing for zone camp in April.

Landcare Report

No report

Greenways/GROW Report

Pete is working on a plan of the greenways and creating/updating maps.

New Business

- John Barilaro – photo opportunity
 - Friday 9 March 10.30am or 12.00pm
 - Monday 12th March 9.30am
 - Friday 16th March 10.30am

Ask Tony to identify a date that she is available

- Hire fees for Not for Profit Groups - Look at rate for not for profit organisations – Currently \$25 hire rate for two hour casual hall hire and it was felt that this rate was reasonable.

Close

- Sensor light – has been replaced by Darryl Burke. **Close**

- Meeting dates
 - 21 May 2018
 - 3 September 2018 (AGM)
 - 3 December 2018

Meeting closed 8:50pm

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.10 BURRA/CARGILL PARK S.355 COMMITTEE MINUTES

ATTACHMENT 1 BURRA/CARGILL PARK S.355 COMMITTEE MINUTES 12 JULY
2017

BURRA CARGILL PARK MANAGEMENT s.355 Committee

Ordinary Meeting

Tuesday 12th July 2017 Burra Hall

Minutes

1. Opening and Attendance

Meeting opened at 7:37 pm

Present

Trudy Taylor – (re-elected to Chair)

Greg George – Treasurer

Don Fraser – Secretary; (Burra Landcare Group rep.)

Debbie Fraser – Hall Booking Officer (Quilters rep.)

Bob Ramsay – (Social Group rep., for Ellen Tudor)

Chris Taylor – (Burra Rural Fire Brigade rep.)

Apologies

Ellen Tudor (Tennis Club rep.)

2. Election of Chair:

Due to the forthcoming Local Government elections, the QPRC Local Representative Committee (LRC) was wound up on 28 June. As Trudy Taylor is no longer an interim Council representative, it was requested that we elect a new Chair.

Trudy Taylor was asked if she would continue in the Chair, to which she agreed – Moved: Greg George, Seconded: Debbie Fraser, Carried unanimously.

3. Minutes of previous meeting:

• Ordinary Meeting 11 April 2017

Minutes were accepted – Moved: Debbie Fraser, Seconded: Bob Ramsay [let me know if not correct]

4. Business arising from the Minutes of the previous meetings including action list:

- Stronger Communities Fund grant – Annex air-con, Hall acoustics, Park benches – Greg explained that a Working Bee poured concrete slabs for park seats, which have been ordered (please see Treasurer's Report).
The Annex reverse-cycle air-conditioning is to be organised next. Greg to contact Elvira Currie to get entry to the Scout Den for access to the power board.
- Burra Hall as a last resort bushfire safe place – Chris Taylor said he believed Queanbeyan Fire Control is providing a notice explaining its operation.
- Park trees – maintenance by Landcare continuing – most of the tree guards have been removed and the small number of failures replaced.

5. General Business

- Committee Membership. A quorum for s355 committee is assumed to be one half the membership. For this reason, and to be more inclusive, it is important to approach those who use the parks and Hall about committee membership. An ongoing task for everyone.
- Hall bookings continue well (Debbie).
Debbie said that a local family has requested to book the Hall for the use of friends and family to sleep over after attending a get-together at their own house.
Discussion: The meeting agreed to this one as a family reunion. Main concern is fire safety: Greg to install additional fire alarms – suggest optical type, about \$80 a pair. Moved: Chris Taylor, Seconded: Debbie Fraser, Carried.
- Scouts and Cubs – rep. vacant. Elvira Currie is the Cub leader but has young children making it impossible for her to attend meetings. Contacting Elvira by phone before each meeting is probably the best solution.
- Tennis Club – Bob Ramsay, representing Ellen Tudor, said Tuesday tennis mornings have been on hold, both because of winter and because membership is down. Things may return to normal after Tuesday 26 July. The top court has not been wet lately, probably due to the low rainfall.
There is a small leak of water in the middle of Burra Road just upstream of the court, which is either a natural spring or a leak in the main supply polly-pipe to the concrete tank. May need to be investigated.
- Cargill Park and Pony Club – rep. vacant.

6. Financial report:

- That the Treasurer's Report be Accepted. Moved: Greg, Seconded: Debbie, Carried.
(Treasurer's Report is attached.)

Notes:

Burra Community Association (BCA) is underwriting Community Grant expenditure.
Greg said that repeated invoices from QPRC for collecting Hall waste have been sorted out and refund made.
Electricity usage has been down

7. Correspondence:

- Secretary to write a letter of thanks to Jenan and Des Cannon, who resigned early this year, for their long standing, very useful and active membership of the committee.
- Secretary to write to let Tim Geyer of QPRC Parks and Gardens know the date of the Burra Open Gardens weekend (28-29 October 2017. To: Tim.Geyer@qprc.nsw.gov.au
(Neither of the above were done in time for the meeting, but will be done forthwith!)

8. Other business:

9. Next meeting and AGM Tuesday 10 October 2017, 7:30 pm

10. Meeting Closed – 8:24 pm

**BCPMC
Treasurer's Report
As at 30 June 2017**

Balance at Bank as at last Treasurer's report (31 March 2017) **\$23,415.19**

Plus revenue since March 2017

Hall/Annex Hire	\$345.00
Council Reimbursement	64.80
Bank interest	\$0.57
Total	\$23,825.56

Less spending since last meeting

Electricity	\$284.87
Bond return	\$150.00
Community Grant	\$506.00
Total	\$930.87

Balance at Bank as at 30 June 2017 **\$22,884.69**

Available funds **\$23,265.19**

Invoices issued, not yet paid, for hires that have occurred \$70.00

Community Grants Scheme

Income

Grant from Council	\$13,680.00
BCPMC contribution	850.00
BCA contribution (to balance with expenditure)	

Total **\$14,530.00**

Expenditure

Reinforcing for pads	\$70.00
Concrete for seat pads	436.00
Total	506.00
Committed (park seats, ordered 10/7/17)	\$4240.50

I Move that the Treasurer's report be accepted.

Greg George
Treasurer

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.10 BURRA/CARGILL PARK S.355 COMMITTEE MINUTES

ATTACHMENT 2 BURRA/CARGILL PARK S.355 COMMITTEE MINUTES 27
MARCH 2018

BURRA CARGILL PARK MANAGEMENT s.355 Committee

Ordinary Meeting

Tuesday 27th March 2018, Burra Hall

Minutes

1. Opening and Attendance

Meeting opened at 7:47 pm

Present

Tony Godfrey-Smith – (elected to Chair)

Ellen Tudor (Tennis Club rep.)

Chris Taylor – (Burra Rural Fire Brigade rep.)

Greg George – Treasurer

Don Fraser – Secretary; (Burra Landcare Group rep.)

Debbie Fraser – Hall Booking Officer (Quilters rep.)

Apologies

Des Cannon – (Urilla rep.)

Bob Ramsay – (Alternate Tennis Club rep.)

2. QPRC s355 committees structure and functions:

The new structure for this and other s355 committees under the new Council was discussed. According to a letter from Debby Ferguson, dated 22 December 2017,

“The main thrust behind the changes was to ease the administrative burden on volunteers. Another factor was the demand on individual Councillors in attending many different s355 committee meetings.

“The existing s355 committees will remain as such, and they will now feed into six new overarching, locality-based s355 committees which will be responsible for:

- financial statements
- recommending fees and hire charges to Council for adoption each year
- annual reporting to Council
- plans of management for Council facilities/assets

Our own “super-committee” will cover Burra/Urilla, Royalla and Fernleigh Park.

Our reps to attend such meetings: Greg George and/or Don Fraser

3. AGM required?

As the committee members of the BCPMC are representative of community groups that use the parks and Hall, an AGM should not be necessary – Moved: Greg George, Seconded: Debbie Fraser, Carried unanimously.

4. Minutes of previous meeting:

• Ordinary Meeting 12 July 2017

Minutes were accepted – Moved: Greg George, Seconded: Chris Taylor, Carried.

5. Business arising from the Minutes of the previous meetings including action list:

- Stronger Communities Fund grant – Annex reverse-cycle air-conditioning and Park benches are installed, and material for sound-proofing the Hall has been purchased.
- Greg explained that the installation of the sound-proofing and subsequent painting by a working bee needs access to some form of scaffolding. A suggestion to be followed up is to hire a wheeled super-lift for this purpose.
- Park trees – maintenance by Landcare continuing. There is a problem with some of the irrigation, although we believe that the trees may no longer need it. The main external water supply failed early in the year; Greg solved the problem by purchasing a new control board for bore-pump near the fire shed.

6. General Business

- The drain from the Hall kitchen sinks needs attention. The water tends to overflow onto the ground near the end of the concrete pavement. It is believed that the pipe taking the water to some unknown dispersal area in the park is blocked and needs to be dug up and replaced. (Previous attempts by a plumber to unblock it have failed.) Greg.
- There is a lot of African Love Grass on the oval and this needs attention (poisoning). Greg.
- Hall bookings continue well, although a bit down on last year (Debbie). Reasons include Scouts/cubs have joined a regional group that includes Googong, so not using the facilities and Yoga has stopped.
- Scouts and Cubs – see above.
- Tennis Club – Ellen Tudor said Tuesday tennis mornings have been sporadically attended in 2017, with some improvement this year.

7. Financial report:

- That the Treasurer's Report be Accepted. Moved: Greg George, Seconded: Chris Taylor, Carried.
(Treasurer's Report is attached.)

Notes:

Burra Community Association (BCA) is underwriting Community Grant expenditure.

8. Correspondence:

9. Other business:

10. Next meeting leave this until after the first "super-committee" meeting

11. Meeting Closed – 8:45 pm

BCPMC Treasurer's Report As at 20 March 2018

Balance at Bank as at last Treasurer's report (30 June 2017)	\$22,884.69
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Plus revenue since June 2017

Hall/Annex Hire	\$2800.00
Council Reimbursement	\$457.66
Bond receipts	\$1200.00
Bank interest	\$1.19
Total	\$4458.85

Less spending since last meeting

Council payments	\$576.66
Utilities	\$1220.13
Bond return	\$1050.00
Community Grant	\$8209.08
Furniture and fittings	\$54.75
Building M&R	\$49.95
Total	\$11160.57

Balance at Bank as at 30 June 2017	\$16182.97
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Less Cheques written but not cashed Available funds

Bond return	\$150.00
Pump controller	\$150.00

Funds Available	\$15,882.97
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Community Grants Scheme

Income

Grant from Council	\$13,680.00
BCPMC contribution	850.00
BCA contribution (to balance with expenditure)	

Total	\$14,530.00
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Expenditure Total to date	\$8,715.08
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I Move that the Treasurer's report be accepted.

Greg George
Treasurer

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.11 MINUTES OF THE BURRA LOCALITY COMMITTEE MEETING 5
JUNE 2018

ATTACHMENT 1 BURRA LOCALITY COMMITTEE MEETING MINUTES 5 JUNE
2018

QPRC



Burra Locality Committee Meeting

Burra/Urila/Royalla/Fernleigh Park Areas

Tuesday, 5 June 2018 at 5.30pm
Committee Room, 253 Crawford St, Queanbeyan

MINUTES

1. Welcome

- Cr Trevor Hicks (Deputy Mayor) (Chairperson)
- Cr Trudy Taylor
- Don Fraser (Burra/Cargill Park s.355 Committee)
- Debbie Fraser (Burra/Cargill Park s.355 Committee)
- Michael Kitchen (Royalla Common s.355 Committee)
- Paul Bombardier (Royalla Common s.355 Committee – alternate)
- Mick Doyle (Fernleigh Park s.355 Committee)
- Colleen Krestensen (Fernleigh Park s.355 Committee – alternate)
- Peter Bignell (Royalla Community Association – delegate)
- Bill Lilley (Burra Community Association – delegate)

- Debby Ferguson (Service Manager Governance)

2. **Apologies** Greg George (Burra/Cargill Park s.355 Committee – alternate)
Chris Kenyon (Fernleigh Park s.355 Committee – alternate)

3. Declaration of Conflicts of Interest

- 3.1 There were no declarations.

4. Role of Committee and Terms of Reference

- 4.1 Trevor and Debby provided background information regarding the establishment of the new Locality Committees, and added that there was no change to the existing s.355 committees except that they would no longer have a Councillor representative on them. The s.355 committees were still required to send their minutes to Debby for report to Council.
- 4.2 The Locality Committees were an initiative of Council to provide a forum for the different communities to raise their issues with Councillors and to give feedback to Council about documents that may be on public exhibition. The Committees also provided an opportunity for the various community groups to engage with each other and gain insight into others' experiences.
- 4.3 The Committee noted that although the Terms of Reference were much broader than originally anticipated, each member, whether from s.355 committees or community associations, would be representing their particular committee or group. Issues affecting s.355 committees could still be raised through the locality committees.

4.4 It was also noted that, while the alternate delegates were invited to the inaugural meetings, only the delegates would be invited to attend future meetings, with the alternate delegates only attending in their absence.

4.5 The Committee made the following amendments to the Terms of Reference:

- No.3 be amended to read: "Meetings will be held three times a year..."

5. Reports from Committees

5.1 The members expressed their view that engagement by communities with Council has been lacking and that there was a general disconnect with others, stemming back to the forced amalgamation. An example of this was the recent draft Volunteers Policy which did not seem to relate to the role of volunteers in rural communities.

5.2 Paul and Michael queried which staff were responsible for issues such as tree removal and building/engineering works at the Royalla Common. Debby advised that Tim Geyer (Urban Landscapes) was responsible for tree removal and Rod Stewart (Facilities and Safe Cities) was responsible for building works, although planning staff would also need to be involved if a development application was required. Debby indicated that she was the administrative point of contact for all locality committees and s.355 committees and would direct any enquiries the members may have to the relevant staff for action.

5.3 The members discussed a number of road-related issues in their respective areas.

BURLC01/2018 RECOMMENDATION that Council:

1. undertake a safety audit of:
 - a. the intersection of Monaro Highway and Old Cooma Rd and
 - b. the intersection between Old Cooma Rd and Googong Rd,
2. review ways of improving traffic flows along Old Cooma Rd, including the slip lane proposal for continuing traffic, in the construction and design of new intersection with Old Cooma Rd and Googong Rd.

Krestensen/Bignell

5.4 Fernleigh Park

5.4.1 Colleen raised the issue of giant electricity poles and sub-station being installed by Essential Energy on the easement next to the road at the Fernleigh Park entrance without any prior notice or consultation with the residents. She suggested that there must have been some planning process for Essential Energy to have approval to do this, but the local community had not seen any approvals, and no consultation had taken place. Colleen believed there were other areas where the poles could have been dumped that would not have caused the unsightly problem. She asked how this can be remedied.

5.4.2 Colleen indicated that Mick had recently written to the Mayor regarding concerns among Fernleigh Park residents about the apparent lack of engagement that Council has had with long-term residents in rural residential areas. Fernleigh Park is part of the "Greater Googong" area which includes Burra, Urila, Mount Campbell, Royalla and Little Burra. The Council had previously (c.2008) given an undertaking that the rural quality and character of the area around Googong would be preserved; however this was not happening and the area from Old Cooma Road to Googong Road is now looking very industrial.

5.5 Royalla

5.5.1 Peter advised that Williamsdale Rd will be an issue and that the weight limit on the bridge on Burra Road just on the border of Cooma Shire will need to be extended.

5.5.2 Peter asked who would own a playground that was built by the s.355 Committee on the Royalla Common, which is Council-owned land.

BURLC02/2018 RECOMMENDATION that Council investigate the feasibility of building a playground in the Royalla Common, as illustrated on the Royalla Common Master Plan.

Bombardier/Kitchen

5.5.3 Michael asked who owns the community halls and who is responsible for them. Debby replied that some were owned by Council and managed by s.355 committees; others were managed under trust agreements and others were the responsibility of local community/progress organisations.

5.5.4 Michael asked who pays for works requested by s.355 committees. Debby replied that some works are paid for by the committees, which can spend up to \$2,000 pa on maintenance works without prior approval from Council. Some are paid by Council if they have been programmed and budgeted for. The s.355 committees can raise funds through their hire fees.

5.6 Burra/Cargill Park

5.6.1 Don advised that the Burra/Cargill Park s.355 Committee and the Burra Community Association often agree to the sharing of the costs of projects associated with Burra Hall and Burra Park.

5.6.2 The Committee, in cooperation with the Burra Community Association, has painted and installed soundproofing in the Hall, installed reverse-cycle air-conditioning and purchased tables and chairs for the annex, and has installed seating around the grounds. These improvements have been done as part of a Stronger Communities Fund grant.

5.6.3 Don and Debbie Fraser are concerned about the lack of a high level bridge on the Williamsdale Road causeway, particularly when it is being used as a diversion after bad accidents on the Monaro Highway, which occurs quite often. In those cases, a steady stream of cars, large trucks and buses have to negotiate the causeway with great difficulty.

5.6.4 Debbie (Fraser) indicated that the s.355 Committee was concerned about the sullage drain from the Hall's kitchen; and the problem of noxious weeds in the parks.

BURLC03/2018 RECOMMENDATION that Council staff:

1. inspect and repair the sullage drain from the kitchen of the Burra Hall and
2. carry out spraying of African lovegrass and St Johns Wort in the Burra and Cargill Parks

Debbie Fraser/Lilley

6. **Other Business**

6.1 Peter asked how decisions from Council meetings regarding this Committee are relayed to the members. Debby advised that Council meetings are webcast and the minutes are on Council's website but that she would email the Committee directly with Council's decisions.

6.2 The Committee members each gave permission for Debby to use their personal information to create a contacts list for the members.

6.3 Paul referred to the draft integrated plans that have been on exhibition, which included a schedule for cleaning public toilets. He noted that the schedule states that facilities in Queanbeyan are cleaned every day, and those in rural areas are cleaned once a week. Paul queried why s.355 committees are required to pay for cleaning of facilities when

Council will pay for it each week. Debbie Fraser indicated that the Burra/Cargill Park s.355 Committee requires the hirers to pay for cleaning before and after their events.

- 6.4 Bill asked for an update on the Burra cemetery. Trevor and Trudy advised that Council has removed the word “crematorium” and that studies need to be done on the land, so the issue was under review.
- 6.5 Paul asked for advice regarding the financial situation of the Royalla Community Hall, since they have not been advised of this since July 2017.

BURLC04/2018 RECOMMENDATION that Council provide the Royalla Common s.355 Committee with a financial statement that clearly showed the state of the s.94 funds, grant funding and Council funds in respect of the Royalla Common.

Bombardier/Kitchen

- 6.6 Paul asked if the s.94 funds from the Booth Rd development (on the western side of the railway at Royalla) for community facilities could be used at the Common.
- 6.7 Don conveyed the Burra/Cargill Park s.355 Committee’s thanks to Trudy who attended and chaired their meetings as Council’s representative.
- 6.8 The next meeting of the Locality Committee will be held in September.

7. Closure

- 7.1 The meeting closed at 6.47pm.

QUESTIONS ON NOTICE

No.	Question/Issue
1	Giant electricity poles and sub-station have been installed by Essential Energy on the easement next to the road at the Fernleigh Park entrance without any prior notice or consultation with the residents. How can this situation be remedied, e.g. an alternative site or prior consultation with residents?
2	Concern that despite Council’s previous (c.2008) undertaking that the rural quality and character of the area around Googong would be preserved, this was not happening and the area from Old Cooma Road to Googong Road is now looking very industrial.
3	Williamsdale Rd will be an issue and that the weight limit on the road at Cooma Bridge will need to be extended.
4	Who would own a playground that was built by the s.355 Committee on the Royalla Common, which is Council-owned land.
5	Why are s.355 committees required to pay for cleaning their public toilet facilities when it is stated in the integrated plans recently on exhibition that Council will pay for urban facilities to be cleaned each day, and those in rural areas once a week.
6	Could the s.94 funds from the Booth Rd development (on the western side of the railway at Royalla) for community facilities be used at the Royalla Common.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 JUNE 2018

ITEM 14.11 MINUTES OF THE BURRA LOCALITY COMMITTEE MEETING 5
JUNE 2018

ATTACHMENT 2 AMENDED TERMS OF REFERENCE - BURRA LOCALITY
COMMITTEE



TERMS OF REFERENCE BURRA LOCALITY COMMITTEE

Burra/Urila/Royalla/Fernleigh Park Areas

1. Role

The role of the Burra Locality Committee is to provide a place-based body to:

- oversee the s.355 committees operating in the Burra, Urila, Royalla and Fernleigh Park areas that manage reserves or facilities on Council's behalf;
- engage with relevant progress associations and/or other representative community organisations in the locality about Council-based issues affecting their respective areas;
- provide a forum for consultation with members and/or individuals in the locality about relevant Council projects, including proposals, plans of management and documents on exhibition;
- consider and report to Council on the activities of the various committees and community organisations, including maintenance works and improvement programs;
- provide annual financial reports to Council;
- recommend hire fees and charges for Council's facilities;
- oversee major fundraising activities and celebrations.

2. Membership

- Two Councillors, one of whom shall act as Chairperson;
- One nominated representative from each s.355 committee in the locality (or an alternate representative in their absence);
- One nominated representative from the local progress association or relevant community organisation such as the Rural Fire Service (or an alternate representative in their absence);
- One Council staff member appointed by the CEO/General Manager;
- Other Council staff to provide information or advice, as determined from time to time by the CEO/General Manager or Portfolio General Manager.

3. Meetings

Meetings will be held three times per year in the Committee Room, 253 Crawford St, Queanbeyan at a date and time to be set by the Committee at each meeting.

4. Quorum

A quorum for the meeting will be a majority of eligible members.