



Ordinary Meeting of Council

28 February 2018

**UNDER SEPARATE COVER
ATTACHMENTS**

**ITEMS 14.3, 14.4, 14.6
14.7, 14.9 AND 16.1**

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

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

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ITEM 14.3 CANNING CLOSE RESERVE S.355 COMMITTEE AGM
MINUTES

ATTACHMENT 1 MINUTES OF THE CANNING CLOSE SERVE S.355
COMMITTEE'S AGM 23 NOVEMBER 2017

QPRC CANNING CLOSE RESERVE s.355 COMMITTEE

2017 ANNUAL GENERAL MEETING MINUTES

22 Bingley Way, Wamboin
Thursday 23 November 2017

Meeting opened 7.55pm

1. Attendance

Present: Toni Cuthbertson
Peter Evans
Pete Harrison

Apologies: None

2. Minutes of Previous AGM

Minutes of the previous AGM were presented and tabled.

Motion: That the Minutes of the previous AGM be accepted

Moved: Pete Harrison
Seconded: Toni Cuthbertson
Carried by all

3. Chair's Report

Presentation of the annual report from the Committee Chair:

The grounds are generally being maintained in a safe condition. Prior to each Pony Club rally day there is a risk assessment undertaken on the arenas and surrounding grounds by the Club's Safety Officer using the NSWPCA forms.

As a part of the ongoing up-keep of the Reserve, the following work has been undertaken in the last year;

- Once a year the eastern side of the grounds are mowed, mainly to control the spread of the tea trees. The large number of kangaroos tend to keep the grass under control.
- In early June one pile burn was undertaken to dispose of previously collected vegetation material and other timber. The Queanbeyan Fire Control Centre and adjoining neighbours were given prior notice.

Earlier this year about 60% of the stockpile of old tyres were removed from the Reserve for reuse as a retaining wall on another property.

Peter Evans
Chair
QPRC Canning Close Reserve s. 355 Committee

Motion: That the Chair's Report be accepted

Moved: Toni Cuthbertson

Seconded: Pete Harrison

Carried by all

4. Treasurer's Report

There was no Treasurer's Report.

No fees were charged in this past year.

5. 2017/18 Proposed Projects

1. Ongoing clubhouse maintenance;
2. Erosion control works in the vicinity of the clubhouse;
3. Tidy-up and removal of more of the old tyres previously used for creating the horse arenas.
4. Further hazard reduction pile burns in the coming Winter.

6. Election of 2017/18 Office Bearers

Office bearers for 2017/18:

Chair: Peter Evans (Wamboin Pony Club)

Secretary: Pete Harrison (QPRC)

Committee: Toni Cuthbertson (Wamboin Pony Club)

Returning Officer: Steve Quick

7. Next AGM

TBA prior to 30 September 2018

Meeting Closed 8.15 pm

QUEANBEYAN-PALERANG REGIONAL COUNCIL

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ITEM 14.4 WAMBOIN HALL MANAGEMENT S.355 COMMITTEE MINUTES

ATTACHMENT 1 WAMBOIN HALL MANAGEMENT S.355 COMMITTEE MINUTES
7 DECEMBER 2017

WAMBOIN HALL MANAGEMENT s.355 COMMITTEE

MEETING MINUTES

Wamboin Community Hall
Thursday 7th December 2017

Meeting opened 7:35pm

1. Attendance

Peter Greenwood (Chair), Tim Barter, Don Evans, Keith France, Pete Harrison, Joan Mason, Lofty Mason, Charlie Montesin

Apologies

Trent Abell, Deb Gordon, Ken Gordon

2. Minutes of previous meeting

- a) Acceptance of minutes for the previous meeting on Tuesday 26th September 2017

Moved: Peter Harrison

Seconded: Peter Greenwood

Carried by all

- b) Business arising from the Minutes:

Item 4.1 Peter Greenwood to convey thanks at next WCA meeting for bonfire clean up—complete

Item 4.2 Tim Barter to replace broken playground light—**carried over**

Item 4.3 Peter Greenwood to repair kitchen cupboard door loose—complete

Item 4.4 Keith France to follow up DGB supply with council—**carried over**

Item 4.5 Joan Mason to arrange servicing of coffee machine—**carried over**

Item 4.6 Tim Barter to follow up on bonfire 'earthworks' cost—complete

3. Treasurer's Report

- a) Balance as at 7 December 2017: \$7,525.47

Motion: The Financial Report be accepted

Moved: Joan Mason

Seconded: Keith France

Carried by all

4. Hall floor painting, colour, timing & cost

Hall floor to receive its [delayed] biennial coat of paint over Christmas–New Year period, with timing dependent on Hall usage requirements.

Solver Paints no longer available—use White Knight Ultra-Pave (Colour: Stony Creek)

Tuesday 2 January agreed upon as date for painting.

Action 4.1 Don to purchase paint (2 x 10L)

Action 4.2 Peter to advertise/promote working bee

Wamboin Hall Management s.355 Committee

5. Wi-Fi hot spot in the hall

Discussion of proposal to extend complimentary Internet access service, currently provided to the RFS shed, to the Community Hall area. No issues identified.

6. Socket outlet (15 Amp) at main entry to hall

Socket outlet installed as requested.

Action 6.1 Tim to forward receipts to Joan for payment

7. Hall finances

Final cost of earthworks behind the Hall and bonfire heap-up (\$1500) to be split three ways between the WHMC, WCA and RFS.

Action 7.1 Keith to follow-up contributions from WCA and RFS

8. Other Business

- a) Kowen Trail Run scheduled for Saturday 20 January 2018, in conjunction with Produce Markets
- b) [Former] Scout shed status. Equipment of interest to other Groups to be removed Saturday 20 December

Action 8.1 Pete to organise with 1st Bungendore Group

- c) Replanting and irrigation requirements around the playground following recent earthworks

Action 8.2 Tim to manage replanting and installation of irrigation line(s)

- d) Grass within playground

Action 8.3 Keith to attend to prior to WCA Carols Evening

- e) Memorial Grove—Dave Bromhead memorial tree ready for planting

Action 8.4 Keith & Don to organise tree planting and seat installation

9. Next Meeting

Date TBA

Meeting Closed 8:50pm

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

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ITEM 14.6 BRAIDWOOD SHOWGROUND RESERVE TRUST S.355
 COMMITTEE MINUTES

ATTACHMENT 1 MINUTES OF THE BRAIDWOOD SHOWGROUND RESERVE
 TRUST S.355 COMMITTEE MEETING HELD ON 23
 NOVEMBER 2017

Income		
Meeting open	1935 hrs	
Present	Ken Thomas, Ben Bartley, Ian Laurie, Melanie Cochrane, Trish Young, Kerrie Webb, Joan Webb, Grant Coe.	
Apologies	Louise Halligan,	
Acceptance of Minutes	Minutes 26/9/17 Moved: Mel Cochrane Seconded: Ken Thomas	
Business Arising from Minutes:		
QPRC Grant applications	Agreed Priorities: All current priorities either underway or completed. Await final expenditure before prioritising further. 6.1.1 Toilets at pavilion – Trish reported that Chris Bowie has completed a lot of work, still waiting on Bruce Stuart. Trish will contact Hans Kuhn.	User gr Trish
Rodeo Arena relocation	Completed with exception of gateway replacement on western side & dismantling of laneway. Ongoing	Rodeo c
Renovation of Showground Ring	Ongoing. Terry is chasing a lead on a renovator or aerator.	TH
Showground Bookings	17/18 March – B'wood Campdraft	Commit
Net cleaning roster	Oct – Rodeo, Nov – Polocrosse, Dec – Show, Jan – P Club, Feb - Campdraft	
Showground Maintenance	6.8.1 Toilet floor repainting – will be undertaken by Pony Club members (as weather permits) 6.8.2 Kitchen Fire Extinguisher – Kerrie to follow up 6.8.3 Collett Stand Fire Extinguisher – Kerrie to check with QPRC 6.8.4 Sanitary bins in Ladies & Disabled toilets – Kerrie following up with QPRC	Pony Cl Kerrie Kerrie Kerrie
Community Building Partnerships Program 7	Joan reported on application progress – conflicting Council advice/delays in required D.A.'s. Discussion re possibility of power supply infrastructure to remain insitu after mining company leave showground. Next grant available in February 2018. Negotiations to continue with Mining Company in the New Year (date to be arranged) Agreed that Paddy Bell be invited to attend the meeting with mining company representatives. Mining company would like to be insitu by end of Feb 2018. Further discussion re: electricity supply and possible extension of. Motion moved 'Based on quote for additional power supply and transformer (from Paddy Bell), we would like to contribute to the extra amount to ensure full coverage of needs. Moved Ken; Seconded Mel. Ken to further at mine company meeting as required.	Commit Ken
Lease Agreement & Bond	Discussed. To be re-developed	commit
Showground driveway grading	Kerrie to further	Kerrie
Planning Infrastructure Grants	Investigate availability & further at next meeting	commit
Correspondence	IN: Bank Statement; Safe & Secure Fencing account; Daniel & Walker account. OUT:	
Business arising from correspondence	1. Treasurer to organise payment of accounts.	
Financial Report	Financial report tabled by Treasurer. Discussed.	

	Motion to accept Financial Report as noted and discussed. Moved: Ian; Seconded: Terry	
r Group representatives Reports	Polocrosse –nil to report since last meeting Camp-draft –December campdraft postponed Kerrie Webb (Polocrosse) to meet with Ian to sort out removal/alteration of mounds for Polocrosse safety reasons. Pony Club –Presentation Day & AGM 10 th December 2017 Show Society –3 rd March 2018 - Show Rodeo Club – 7 th April - Rodeo	
General Business		
Grass mowing	Discussed. Motion moved that Will Hart be employed on a regular basis to mow showground grass areas and spray as required.”	
General Maintenance	Steel posts around trees to be removed. Decision made to erect signs stating “\$1,000 fine for horse damage to any trees”. Moved Joan, Seconded Mel.	
Next Meeting	Meeting tba dependant on needs.	
Meeting Close	2055 hrs	

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

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ITEM 14.7 BUNGENDORE WAR MEMORIAL S.355 COMMITTEE MINUTES

ATTACHMENT 1 MINUTES OF THE BUNGENDORE WAR MEMORIAL S.355
COMMITTEE MEETING HELD ON 7 SEPTEMBER 2017

Bungendore War Memorial Committee Minutes of Meeting Thursday 7th September 2017

Location and Time

Palerang Council Chambers (Bungendore) the meeting was opened by the President at 0900.

In Attendance

Sue Smith, Darren Knights, Peter Hugonnet, Robbie Robertson, Leigh Rayner, Rob Allard & Lesley Carney

Apologies

Heather Hubbard

Confirmation of 3rd August 2017 Minutes

Moved Darren Knights, Seconded Peter Hugonnet - carried

Correspondence

a. Inwards

Email – Fiona McNaught – Associate Membership

Email – Katina Manley – Feedback from SES on road blocks

Letter - C. Allard – Remembrance Day 2018 – Poppies proposal

b. Outwards

Email to Debby Ferguson – AGM results, meeting minutes

Email to Katina Manley – Thanks for the feedback

Actions arising from Correspondence

1. Poppies proposal opened as item 93 on Action Register. Secretary to respond to C. Allard by letter endorsing the proposal. BWMC to discuss what to do with the poppies after Remembrance Day 2018.

2. SES feedback to be discussed at the October meeting.

Actions Register (Outstanding and Proposed Items)

Actions Register dated 07Sep17 v1

Item 81 RR to investigate Bungendore Community Foundation grants

Item 91 discussed and decided that not enough time to conduct a 'dry run' and lack of funding.

Item adjourned to Feb 18 meeting to be discussed and voted on with a view to making it a fund raiser. SS to respond to Mr Schweikert

Copy of Actions Register found on website.

Remembrance Day

On track. Watchbill updated for each event with relevant tasks allocated.

Copy of Watchbill found on website.

Financial Report (SS)

- | | | | |
|----|---|--------------|---------------------------|
| 1. | Available balance as at 7 th Sep 2017: | \$1250.58 | (Management Account) |
| 2. | Fixed Term: | \$12,000 | (Maturity Date 6 Aug18) |
| 3. | Fixed Term interest paid 6Aug17 | \$311.65 | (into Management Account) |
| 4. | Payment to Fresh Creative 10Aug17 | \$198.00 | (Website Hosting) |
| 5. | GST Return | \$486.10 due | |

New Business

1. Nil

Next Meeting

Next meeting 5th October 17.

Closure

Meeting closed at 0956



Rob Allard
Secretary



Sue Smith
President

QUEANBEYAN-PALERANG REGIONAL COUNCIL

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28 FEBRUARY 2018

ITEM 14.7 BUNGENDORE WAR MEMORIAL S.355 COMMITTEE MINUTES

ATTACHMENT 2 MINUTES OF THE BUNGENDORE WAR MEMORIAL S.355
COMMITTEE MEETING HELD ON 2 NOVEMBER 2017

Bungendore War Memorial Committee Minutes of Meeting Thursday 2nd November 2017

Location and Time

Palerang Council Chambers (Bungendore) the meeting was opened by the President at 0900.

In Attendance

Sue Smith, Darren Knights, Peter Hugonnet, Heather Hubbard, Leigh Rayner, Tim Sloane, Mark Schweikert, Rob Allard & Lesley Carney

Apologies

Robbie Robertson

Confirmation of 7th September 2017 Minutes

Moved Sue Smiths, Seconded Peter Hugonnet - carried

Correspondence

a. Inwards

Email from Linda Coleman – Mike Kelly not attending Remembrance Day
Email from Debby Ferguson – Chairs for ANZAC Day
Email from Scott Temby – Inability to play bugle for Remembrance Day
Email from QPRC – Road naming

b. Outwards

Email to QPRC (various) – Road naming
Email to Bung Weekly – Remembrance Day Adverts
Email SS to Michael Fay – Garden items
Email SS to Dr M Kelly - Armistice Dinner
Email SS to Bung Rotary – Book funds

Actions arising from Correspondence

1. Grant expression of interest for Armistice Dinner – Action SS
2. Grant application for Memorial garden supplies and concrete sealant – Action SS

Actions Register (Outstanding and Proposed Items)

Actions Register dated 02Nov17 v1

Item 81.2 Sue Smith spoke about contact with QPRC in respect to engineering survey and the lack of response from council. Mark Schweikert will talk to relevant person(s) at QPRC – Action MS

Item 91 discussed

a. Mark Schweikert to approach Bungendore Amateur Theatrical Society (BATS) to canvas their participation at the ANZAC Dinner as a precursor to the Armistice Dinner – Action MS

b. Sue Smith and Darren Knights briefed the committee on the meeting with Queanbeyan RSL – Proposal of funds will be made available in principle for the Armistice Dinner from the RSL.

Item 94 raised – Tim Sloane to investigate and obtain an ABN for the Committee to facilitate the banking of grant monies – Action TS

Copy of Actions Register found on website.

Remembrance Day

On track. Watchbill updated for each event with relevant tasks allocated.

Copy of Watchbill found on website.

Financial Report (TS)

- | | | |
|--|--------------|---------------------------|
| 1. Available balance as at 2 nd Nov 2017: | \$1250.58 | (Management Account) |
| 2. Fixed Term: | \$12,000 | (Maturity Date 6 Aug18) |
| 3. Fixed Term interest paid 6Aug17 | \$311.65 | (into Management Account) |
| 4. GST Return | \$486.10 due | |

New Business

1. Peter Hugonnet spoke about the 7th Australian War Loan Flag and the whereabouts of the flag. Mark Schweikert will follow this up as the original correspondence was sent to council.
2. Mark Schweikert briefed the committee on the structure of the Section 355 Committees and his involvement as councillor

Next Meeting

Next meeting 1st February 2018.

Closure

Meeting closed at 1002



Rob Allard
Secretary



Sue Smith
President

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

28 FEBRUARY 2018

ITEM 14.7 BUNGENDORE WAR MEMORIAL S.355 COMMITTEE MINUTES

ATTACHMENT 3 INFORMAL NOTES TAKEN AT MEETING OF THE
 BUNGENDORE WAR MEMORIAL S.355 COMMITTEE
 MEETING ON 5 OCTOBER 2017

Bungendore War Memorial Committee Informal Notes of Meeting Thursday 5th October 2017

Location and Time

Palerang Council Chambers (Bungendore) the meeting was opened by the President at 0900 and as we did not have Quorum, no formal decisions were made but notes were taken which will be brought forward at the next meeting in November.

In Attendance

Sue Smith, Peter Hugonnet, Robbie Robertson and Leigh Rayner

Apologies

Darren Knights, Rob Allard, Tim Sloane and Heather Hubbard

Confirmation of 7th September 2017 Minutes

To be presented again at the November meeting

Correspondence

a. Inwards

Nil

b. Outwards

Nil

Actions arising from Correspondence

Actions Register (Outstanding and Proposed Items)

To be presented again at the November meeting

Copy of Actions Register found on website.

Remembrance Day

On track. Watchbill updated for each event with relevant tasks allocated. Copy of Watchbill found on website.

Financial Report (SS)

1.	Available balance as at 5 th October 2017:	\$1250.58	(Management Account)
2.	Fixed Term:	\$12,000	(Maturity Date 6 Aug18)
3.	Fixed Term interest paid 6Aug17	\$311.65	(into Management Account)
4.	Payment to Fresh Creative 10Aug17	\$198.00	(Website Hosting)
5.	GST Return	\$486.10 due	

New Business

1. Informal discussion on 'Roll of Honour' Book – When we should start selling and official launch hopefully by Mayor Tim Overall.

Next Meeting

Next meeting 2nd November 17.

Closure

Meeting closed at 0945

Rob Allard
Secretary

Sue Smith
President



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL AUDIT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Tuesday, 5 December 2017 commencing at 2:00 PM to 5:00 PM.

ATTENDANCE

Present:

Andrew Cox	(External Chairperson)
Ken Crofts	(External member)
Peter Neil	(Portfolio General Manager Organisational Capability)
Max Shanahan	(External member)

Also Present:

Richard Bozzato	QPRC, Risk Advisor and Internal Audit Coordinator
Bill Warne	QPRC, Service Manager, Legal and Risk
Shane Taylor	QPRC, Chief Financial Officer
Jody Perry	QPRC, Service Manager, Culture and Performance
Chris Duncan	QPRC, Service Manager, Workplace
Brett Hanger	Hill Rogers, via phone, item 4.2
David Nolan	NSW Audit Office, via phone, item 4.2
Kim Adams	Pickles Valuation Services, item 4.2
Marc O'Loughlin	Pickles Valuation Services, item 4.2.

1. APOLOGIES

Councillor Brown, Committee member
Peter Tegart, QPRC Chief Executive Officer

2. DECLARATIONS OF INTEREST

Resolved

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

No interests were declared.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Audit Committee held on 12 October 2017

Resolved

The Committee confirmed the minutes for the meeting of 12 October 2017.

4. INTERNAL AUDIT REPORTS

4.1 Actions Arising from Previous Meetings

Resolved

The Committee noted the status of actions arising from previous meetings.

4.2 QPRC 2016-17 Annual Financial Statements

Resolved

The Committee:

- considered the draft valuation report prepared by Council's valuer, Pickles Valuation Services, and
 - noted issues relating to assets' useful lives and depreciation rates that were identified
 - noted that the final report will be prepared shortly following discussions with the NSW Audit Office
 - noted that the assets reconciliation was currently being finalised and that the current variance may relate to transfers between categories
 - noted that the NSW Audit Office will conduct further testing in relation to assets
 - noted that Council does not bring to account assets controlled by the Rural Fire Service, and details its participation in the StateCover and StateWide schemes via note disclosure
- noted that Council is seeking an extension to the end of February 2018 from the Office of Local Government for lodgement of the 2016-17 financial statements
- agreed that the next meeting of the Committee be scheduled to allow members to consider the finalised statements prior to the submission to Council
- requested that a plan for preparation of the 2017-18 statements, inclusive of timelines and risks, be provided to that meeting to enable discussion of the Committee's role in providing assurance on key topics and issues through the

entire preparation process rather than only commenting on the statements after they have been prepared.

4.3 Report on Internal Audit Activity

Resolved

The Committee:

- noted progress to date in delivery of the 2017/18 Internal Audit Plan, including that the 2017-18 Phase Two audit on Transition Plan Implementation will be deferred to 2018/19, as may the audit of Council's administration of Development Applications due to the timing of legislative amendments
- agreed that Mr Warne would investigate whether an audit of Council's family day care program should be undertaken as a replacement
- noted the Internal Audit report on implementation of Transition Plan activities Phase One, and requested that risk ratings be reviewed to ensure they were consistent with Council's risk analysis practices
- noted that fieldwork for the audit of Physical Security has been completed and the report will be finalised following provision of remaining management comment
- noted that the exit interview for the audit of ICT General Controls has been scheduled
- questioned whether all recommendations detailed in the management initiated report on TechnologyOne security, completed by SenseofSecurity, were appropriate for an organisation of Council's size and level of complexity
- suggested that alternative approaches for engaging with management to develop terms of reference for internal audits and management initiated reviews be considered to ensure a better focus on critical issues, and asked that a proposed approach be documented and distributed to members out of session for comment
- noted that the information and communication technology plan, as detailed in Council's Resourcing Strategy, could be better linked to the organisation's broader strategic objectives and direction as detailed in documents such as the CBD master plan
- requested that an update on major ICT projects, including their transition to business as usual, be provided to the Committee each six months
- requested that the secretariat undertake a gap analysis of the current Committee and Internal Audit charters against NSW Treasury Policy TPP15-03 'Internal Audit and Risk Management for the NSW Public Sector' and TPP17-06 'Certifying the Effectiveness of Internal Controls over Financial Information' which are likely to inform future guidance to be issued by the Office of Local Government.

4.4 Outstanding Audit Recommendations

Recommendation

The committee:

- considered the report
- suggested that a further review of outstanding recommendations be conducted to ensure the report focussed on those actively being pursued by management.

4.5 Project Assurance Framework

Resolved

The Committee:

- considered the initial draft assurance framework
- suggested that reporting for specific projects be aligned to the gateways or milestones detailed in their respective governance arrangements, and include a focus on performance against approved schedule and budget, and management of key risks
- noted that the framework could focus on programs of work in addition to individual projects
- agreed that an evolved proposal be submitted to the next Committee meeting.

4.6 Major Projects Update

Resolved

The Committee:

- noted the report
- noted that the individual project reports could better describe key issues and how they are being managed.

4.7 Governance of s.355 Committees

Recommendation

The Committee noted the report.

5. INFORMATION REPORTS

5.1 HSEQ - Information and Update

Resolved

The Committee:

- noted the presentation
- noted Council's broader workforce objectives that informed the decision to certify its Work Health and Safety and environmental management systems
- noted actions underway to address recommendations in the recent management initiated audit of these systems conducted by National Audit Services
- requested that a progress report on their implementation be provided to the Committee in the first half 2018.

5.2 Workplace Culture Program - Includes interrelationship with Change Management

Resolved

The Committee:

- noted the paper
- noted efforts to integrate change management competencies into Council's broader workplace culture
- noted the outcomes of recent organisation cultural inventory surveys, and requested that further details be forwarded to members out of session
- noted that planned diagnostic and 'pulse' surveys will provide information on the causal factors shaping Council's culture
- agreed that outstanding recommendations from the audit 2016/17-1 'Change Management' be removed from the outstanding audit recommendations follow-up process.

6.1 Other Business – meeting dates for 2018

Resolved

The Committee:

- agreed that the secretariat is to nominate potential meeting dates for 2018, and that members will advise on their availability.

Mr. ANDREW COX
CHAIRPERSON

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

28 FEBRUARY 2018

ITEM 14.9 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING OF
5 DECEMBER 2017

ATTACHMENT 2 ATTACHMENT B - COMMITTEE ANNUAL REPORT TO
COUNCIL FOR 2016-17

Queanbeyan-Palerang Regional Council Audit, Risk and Improvement Committee Report to Council on Committee Activities for 2016-17

Committee activity for 2016-17

The inaugural meeting of the Queanbeyan-Palerang Regional Council Audit, Risk and Improvement Committee was held on 29 July 2016, at which members:

- appointed Mr Andrew Cox as the Committee chair
- endorsed the Committee's charter and meeting plan for 2016-17
- endorsed the Internal Audit charter and 2016-17 Internal Audit Plan.

Membership and meeting attendance of the Committee during 2016-17, including the out of session consideration of the annual financial statements for the former Queanbeyan City Council, was as follows:

Member	Meetings able to attend	Meetings attended
Mr Peter Bray (Administrator's representative)	4	4
Mr Andrew Cox (Chair)	4	3
Dr Ken Crofts	4	4
Mr Max Shanahan	4	4

Mr Bray's membership of the Committee ceased on 30 June 2017.

Significant matters considered by the committee during 2016-17 included:

- management of the Ellerton Drive Extension and Sewerage Treatment Plant projects
- financial statements for the two predecessor councils, and arrangements in place to guide preparation and audit of the first financial statements for the amalgamated council, which are to be submitted to the Department of Premier and Cabinet in December
- Council's delegations framework, including efforts underway to ensure its alignment with business requirements and ensue staff awareness and understanding of delegations
- Council's insurance arrangements, including cover obtained through membership of Statewide mutual
- the status of Council's risk management activities addressing strategic, business unit, business continuity, compliance and fraud risks, and the proposed pathway for implementation of an aligned and integrated risk management framework for the amalgamated Council.

Internal Audit Activity for 2016-17

Council's Internal Audit program was undertaken through the engagement of a contracted external provider, Oakton, who:

- completed audits in accordance with the Council's Internal Audit Charter and 2016-17 Internal Audit Plan, which focused on key risks to the amalgamation and transition of Council's systems and business activities following the merger
- conducted detailed planning for each audit in consultation with Council management
- reported on progress against that plan and the results of each audit to Committee meetings progressively through the year.

Audits considered by the Committee during 2016-17 addressed:

- change management
- implementation of Transition Plan activities
- review of systems under development, focusing on implementation of the OneCouncil financial management information system
- fraud control.

Actions taken by Council management to implement agreed recommendations made by Internal Audit and the auditors of Council's annual financial statements are reported to each meeting of the Committee.

A quality assurance framework was implemented to assist in ensuring audits continue to provide useful analysis of Council's activities consistent with the Committee's and management's needs and expectations.

Committee Focus for 2017-18

In establishing its meeting plan for 2017-18 the Committee:

- agreed to implement more rigorous mechanisms to assess the reasons for, and implications of, any delays in the implementation of agreed audit recommendations
- requested that it be provided with reports on the control framework implemented across Council's business units to manage and direct their activities consistent with business objectives, governance obligations and risk profile
- noted that it could undertake a more expansive role in providing assurance over the preparation of Council's annual financial statements and financial management arrangements more generally.

The 2017-18 Internal Audit Plan continues to focus on risks inherent to the ongoing transition to QPRC systems, practices and policies to replace those in place in the two predecessor councils.

Similarly, the Committee notes that:

- the transition from the former Palerang and Queanbeyan City Councils to the Queanbeyan-Palerang Regional Council encompasses a complex, multifaceted change program. The Committee will continue its focus on the effectiveness of governance and project delivery arrangements implemented to guide this transition.
- during 2016-17 Council began the implementation of integrated and aligned whole of Council frameworks for risk management, inclusive of fraud control, business continuity management and disaster recovery arrangements. The Committee will continue to review the implementation of these frameworks, as they are key to ensuring management of Council's activities is informed by and responsive to the risks inherent to those activities and ongoing transition to a regional council.
- Council's practices, arrangements and systems for preparation of reports in accordance with the *Integrated Reporting Framework* are key governance activities that would benefit from Committee consideration.
- over the next few years future Council will be undertaking a program of major projects that are 'once in a generation' in scale and which will be both central to the provision of services and infrastructure to the community, and have significant implications for the financial management of the organisation. Accordingly, the Committee will review governance and management arrangements implemented for

major projects and their application. The Committee will work with Council management to identify an effective mechanism to source suitably qualified and experienced consultants to undertake this work.

The Committee has conducted a performance self-assessment to assist in identifying and addressing any areas that can be addressed to enhance the effectiveness of the Committee's contribution to Council's management and governance. The outcomes of this assessment have identified a number of opportunities to enhance the effectiveness of the Committee, which will be implemented through the remainder of 2017-18.

Member contributions to other Council activities

In addition to their participation in the activities of the Audit, Risk and Improvement Committee:

- Mr Andrew Cox has been a member of the Implementation Advisory Group, which has provided advice to the Administrator on the implementation of the new council.
- Mr Max Shanahan has acted as Chair of the Carwoola Bushfire Appeal Panel, which has provided oversight of the distribution of funds donated to the Carwoola Bushfire Appeal, established by the Administrator to assist property owners and occupiers whose homes were destroyed or substantially damaged as a result of the 17 February 2017 Carwoola bushfire.

Andrew Cox

Chair

October 2017

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

28 FEBRUARY 2018

ITEM 16.1 RESPONSES TO COUNCILLORS' QUESTIONS

ATTACHMENT 1 RESPONSES TO COUNCILLORS' QUESTIONS

QPRC COUNCILLORS' QUESTIONS

No.	Date rec'd	Question / Request	Responsible staff	Response	Date of reply	COMPL Y/N
62	09/02/18	Cr Winchester requested Councillors be provided with a workshop regarding the proposed new cemetery site on Old Cooma Road, including details of all other sites that were considered and the processes that were followed that resulted in the selection of this site as council's preferred option.	Service Mgr Urban Landscapes	A workshop has been scheduled for 18 April 2018.	12/02/18	Y
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, which the intersection currently has, will be included in the design of the new intersection.	Portfolio GM Community Connection	A copy of the proposed intersection design is attached. A construction date is not yet available.	15/02/18	N
59	07/02/18	Cr Harrison requested advice on the sanctioning of rural roadside litter collection by community groups participating in Clean Up Australia Day activities.	Portfolio GM Community Connection	Clean Up Australia advises that "you contact your local council to confirm any specific safety regulations or requirements that may be needed before you conduct your Clean Up activity." For Council to give this approval, it must ensure that adequate safety precautions are provided that comply with the relevant Workplace Health and Safety and Traffic Control regulations and that all volunteers are trained and inducted into these procedures.	21/02/18	Y

				<p>As most of Councils roads are high speed roads, the risk of permitting this activity without the required precautions is too great and will not be accepted by Council.</p> <p>Council does not have sufficient resources to ensure that the required precautions are applied at all CUAD sites that may be proposed on Council roads and accordingly will not be approving CUAD sites on any road.</p> <p>Groups that are wanting to participate in CUAD activities are encouraged to choose site that are not located on roads.</p>		
58	01/02/18	Cr Winchester enquired if swimming lessons/programs offered at QPRC pool qualify for the Active Kids Incentive: https://sport.nsw.gov.au/sectordevelopment/activekids	Service Mgr Recreation and Culture	Council will be applying to become a registered provider but unfortunately it is currently only open to clubs. Council has been advised that it will become open to councils soon. An announcement will be made when it does.	01/02/18	Y
57	30/01/18	Cr Winchester advised of an influx of Myna birds in Googong and queried if Council could provide any advice on the control of these birds.	Portfolio GM Natural and Built Character	Council does not have responsibility for pest bird species. Myna birds have been a problem in the region before and as a result the Canberra Indian Myna Action Group Inc. was formed to assist residents have problems with these birds. See their website www.indianmynaaction.org.au/ which may provide some assistance.	06/02/18	Y

55	24/01/18	Cr Winchester requested Councillors be provided with information regarding the maintenance schedule currently in place for the region, and in particular Googong, as there have been many complaints received regarding overgrown weeds in the area, particularly in and around Beltana Park.	Portfolio GM Natural and Built Character	This matter was discussed at a recent workshop with Council where it was explained that no additional resources have been added to the Parks Maintenance teams since Googong Township came on line. As such maintenance schedules across the Queanbeyan and Googong areas are being stretched further apart as new parks, reserves and sportsgrounds are taken on by Council. It will be recommended in the Delivery Plan considerations that a team similar to the Jerrabomberra maintenance team be contracted to carry out regular and systematic maintenance in the Googong area.	15/02/18	Y
54	24/01/18	Cr Winchester queried if the potential exists for a dedicated left turning lane, similar to the intersection of Canberra Avenue and Ross Road (and many other intersections), at the newly upgraded intersection of Cooma Street and Barracks Flat Drive, and whether this had been considered prior to the upgrade being completed.	Portfolio GM Community Connection	<p>A dedicated left turn lane from Old Cooma Road into Barracks Flat Drive could be constructed however the cost of this would be high due to the need to relocate a number of services before construction could be commenced.</p> <p>The lane was not constructed at the time the intersection was constructed as the traffic modelling indicated that a dedicated left turn lane was not required. In addition to this, the intersection will improve once the additional entry and exit points are constructed as part of the Ellerton Drive Extension project. These will reduce the traffic going through that intersection.</p>	15/02/18	Y

51	24/01/18	Cr Schweikert referred to the motion at the 13 December 2017 meeting regarding the Wamboin/Bywong RU5 assessment and queried how properties are going to be assessed.	Portfolio GM Natural and Built Character	<p>Where Council is proposing to rezone land with an environmental zoning justification as to the reason for rezoning needs to be provided to the NSW Department of Planning.</p> <p>Council has written to the Department requesting their advice on the form this justification should take.</p> <p>Once this information has been received an assessment of the time required to complete the planning proposal will be made. This is important to ensure that if the rezoning issue becomes protracted it does not hold up the Comprehensive LEP process. If it does then the rezoning can be pursued as a separate Planning Proposal.</p>	15/02/18	Y
50	24/01/18	Cr Schweikert referred to business trading hours during Easter, and queried whether, as this is not part of the Schedule applying to the LGA, a development application would be required for businesses to expand their trading hours.	Portfolio GM Natural and Built Character	<p>DA conditions do not restrict the operation of retail premises during public holiday periods. This is a state government constraint.</p> <p>Therefore, if particular retail premises are exempted from the Schedule no alteration to the DA is required and the hours of operation on that day are restricted to the normal hours of operation specified in any development consent.</p>	15/02/18	Y
49	15/12/17	Cr Marshall queried the criteria for choosing people to be invited on the Tourism Advisory Board (as the Braidwood and Villages Tourism Inc appear not to have been invited).	Portfolio GM Community Choice	<p>The criteria used for an invitation to the Tourism Advisory Panel were:</p> <ul style="list-style-type: none"> · Significant professional experience in tourism or a related industry; · Experience strategy development and tourism planning and marketing; and 	25/1/18	Y

				A recognised level of achievement in the industry.		
44	30/11/17	Cr Overall has received an email from Peter, President of the Royalla Community Association, requesting an update on the improvements to the Old Cooma Rd/Monaro Hwy intersection.	Portfolio GM Community Connection	Roads ACT have advised that there is no further work proposed at that intersection.	15/02/18	Y
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	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.	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	 This matter was referred to the RMS last year however RMS resource constraints have delayed progress.	18/1/18	N

		<ul style="list-style-type: none"> Hoskinstown road, Bungendore, move 100km/h zone (beginning and end) to southern side of rail line. 		RMS have advised that they are now progressing the speed review and will provide advice to Council when completed.		
		<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
		<p>Bungendore Taxi sign Kings Hwy?</p> <ul style="list-style-type: none"> Council Ranger has ordered sign to be covered up. Who decided and why? <p>(At 24 January meeting, Cr Schweikert requested this be followed up.)</p>		The sign was covered as it was erected without the required approvals from Council.	15/02/18	Y
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
34	22/11/17	Cr Winchester requested an update on the status of the Queanbeyan Riverside Caravan Park.	Service Mgr Legal and Risk	Report provided to Trust meeting 21 February 2018.	13/02/18	Y

22	31/10/17	Cr Marshall referred to the Community Safety Precinct Committee – Monaro Local Area Command (LSC), stating that traditionally there was only one Councillor on this committee, which is “owned” by the police. It was agreed that Council would ask the Monaro LAC if two councillors could attend, and the reasons for that which were outlined (in particular that there used to be five councils represented, but now there are only two much larger councils). Has this communication happened yet, and if not, requests it be done.	Portfolio GM Community Choice	Cr Peter Marshall and Cr Mark Schweikert are now the representatives on this committee. Meetings occur every 3 months on the first Wednesday of that month. The next meeting is scheduled for 3 May 2018.	13/02/18	Y
20	31/10/17	Cr Marshall referred to the new Araluen and Majors Creek Area Committee, stating that as the Committee only has an oversight of the Araluen s355 Committee, should something similar be set up in Majors Creek and whether this should also extend to Gundillion.	Service Manager Governance	An item to establish the Terms of Reference and scope of the new Araluen/Majors Creek Committee will be placed on the agenda for its first meeting. Still awaiting nominations from the s.355 committees before setting up a meeting. This is being followed up.	19/02/18	N

18	31/10/17	Cr Marshall enquired about the Environment and Sustainability Advisory Committee which he understands has expanded its remit. He is querying if the existing membership is appropriate, or whether it needs to be reconstituted. Cr Marshall would also like to know if the Environment and Sustainability Advisory Committee had a meeting schedule and the date of the next meeting. He further requested copies of the minutes from the last few meetings.	Portfolio GM Natural and Built Character	The first meeting of the ESAC is scheduled for Wednesday 21 March 2018 at 4.00pm.	15/02/18	Y
17	31/10/17	Cr Marshall enquired about the Braidwood and Curtilage Heritage Advisory Committee and requests the process of constituting it (advertising for members etc) be started. He is happy to meet with relevant staff to assist with this if it's easier than communicating by email.	Service Manager Land-Use Planning	The inaugural meeting of this Advisory Committee was held on 8 February 2018. Its Minutes will be reported to Council's meeting of 28 February.	13/02/18	Y
14	30/10/17	Cr Harrison has received a complaint from a resident from Bywong regarding the removal of trees by his neighbour. It is understood consent was received from Council to remove some trees but more were removed than what was approved, and it also appears other trees have been shortened. Cr Harrison would like to know Council's position.	Portfolio GM Natural and Built Character	Response provided under separate cover - see confidential attachment.	20/02/18	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.	13/11/17	N
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	The Local Traffic Committee does not undertake a review of the intersection. Staff will do this review and, if there are any changes proposed by the staff as a result of the review, they will be taken to the Traffic Committee for approval.	6/10/17	N

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

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ITEM 16.1 RESPONSES TO COUNCILLORS' QUESTIONS

ATTACHMENT 2 QUESTION 61 - GOOGONG ROAD AND OLD COOMA ROAD
INTERSECTION



