



Ordinary Meeting of Council

AGENDA

24 April 2019

Commencing at 5.30pm

Bungendore Council Chambers

On-site Inspections - Nil

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4.2 Minutes of the Planning and Strategy Committee of the Whole meeting held on 10 April 2019

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20 REPORTS FOR CLOSED SESSION

20.1 Council Property Portfolio

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

20.2 Property Acquisition - Braidwood

Item 20.2 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage

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on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

LIST OF ATTACHMENTS –

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

Open Attachments

- Item 12.2 MOD.2018.127 - Modification of DA.2016.163 - Lots 5-10, Section 24, DP 758183, 55 Ellendon Street, Bungendore
- Attachment 1 MOD.2018.127 - 55-59 Ellendon Street, Bungendore - 4.55 Assessment (Under Separate Cover)*
- Attachment 2 Submissions - MOD.2018.127 (Under Separate Cover)*
- Item 12.6 Draft Operational Plan, Revenue Policy and Fees and Charges for 2019-20
- Attachment 1 Draft Revenue Policy 2019-20 (Under Separate Cover)*
- Attachment 2 Draft Fees and Charges 2019-20 (Under Separate Cover)*
- Attachment 3 Draft Operational Plan 2019-20 (Under Separate Cover)*
- Item 12.10 Queanbeyan, Bungendore and Braidwood Customer Centres
- Attachment 1 Proposed Customer Centre Layouts (Under Separate Cover)*
- Item 12.13 Investment Report - March 2019
- Attachment 1 March 2019 - Investment Performance vs Budget (Under Separate Cover)*
- Attachment 2 March 2019 - Investment Report Pack (Under Separate Cover)*
- Attachment 3 March 2019 - Economic Commentary (Under Separate Cover)*
- Item 12.14 Complaint Management Framework
- Attachment 1 QPRC Complaint Management Framework (Under Separate Cover)*
- Attachment 2 Draft Charter of Individual Rights and Responsibilities of the Parties to a Complaint (Under Separate Cover)*
- Attachment 3 Draft QPRC Complaint Management Policy (Under Separate Cover)*
- Attachment 4 Former QCC Complaint Management Policy (Under Separate Cover)*
- Attachment 5 Former PC Complaint Management Policy (drafted but not adopted by Council) (Under Separate Cover)*
- Attachment 6 Draft QPRC Unreasonable Complainant Conduct Policy (Under Separate Cover)*
- Attachment 7 Former PC Dealing with Difficult Customers Policy (Under Separate Cover)*
- Attachment 8 Draft QPRC Competitive Neutrality Complaints Policy (Under Separate Cover)*
- Attachment 9 Former QCC Competitive Neutrality Policy (Under Separate Cover)*
- Item 12.15 Petition Policy
- Attachment 1 Submission List and Staff Recommendations (Under Separate Cover)*

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- Attachment 2* *Petition Policy (with edits arising from submissions) (Under Separate Cover)*
- Item 12.16 Adoption of QPRC Code of Meeting Practice
- Attachment 1* *Submission List and Staff Recommendations on CoMP (Under Separate Cover)*
- Item 12.17 Updating and Harmonisation of Council Policies - Second Tranche
- Attachment 1* *QPRC Reporting Legal Matters Policy (Under Separate Cover)*
- Attachment 2* *Former QCC Reporting Legal Matters Policy (Under Separate Cover)*
- Attachment 3* *QPRC Community Meetings Policy (Under Separate Cover)*
- Attachment 4* *Former QCC Community Meetings Policy (Under Separate Cover)*
- Attachment 5* *QPRC Request for Assistance with Legal Costs Policy (Under Separate Cover)*
- Attachment 6* *Former QCC Request for Assistance with Legal Costs Policy (Under Separate Cover)*
- Attachment 7* *QPRC Bus Stops Policy (Under Separate Cover)*
- Attachment 8* *Former QCC Bus Stops Policy (Under Separate Cover)*
- Attachment 9* *QPRC Parking Enforcement Priority Policy (Under Separate Cover)*
- Attachment 10* *Former QCC Parking Priority Policy (Under Separate Cover)*
- Attachment 11* *QPRC Street Verge Maintenance Policy (Under Separate Cover)*
- Attachment 12* *Former QCC Street Verge Maintenance Policy (Under Separate Cover)*
- Attachment 13* *QPRC Relocated Dwellings Policy (Under Separate Cover)*
- Attachment 14* *Former QCC Relocated Dwellings Policy (Under Separate Cover)*
- Attachment 15* *QPRC Street Names for New Subdivisions Policy (Under Separate Cover)*
- Attachment 16* *Former QCC Street Names for New Subdivisions Policy (Under Separate Cover)*
- Attachment 17* *Former QCC Councillor and Staff Access to Information Policy (Under Separate Cover)*
- Attachment 18* *Former QCC Councillor Invitations - Civic Functions Policy (Under Separate Cover)*
- Attachment 19* *Former QCC Council Meetings December/January Policy (Under Separate Cover)*
- Attachment 20* *Former QCC Travel Expenditure Policy (Under Separate Cover)*
- Attachment 21* *Former QCC Tourism Promotion Assistance Policy (Under Separate Cover)*
- Attachment 22* *Former QCC Queanbeyan Economic Development Strategic Group Policy (Under Separate Cover)*
- Attachment 23* *QPRC Social Media Policy (Under Separate Cover)*
- Attachment 24* *Former PC Councillor Training and Development Policy (Under Separate Cover)*
- Attachment 25* *Former QCC Access to Information held by Queanbeyan*

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City Council Policy (Under Separate Cover)

- Item 13.2 Canberra Region Prospectus
Attachment 1 Canberra Region Prospectus (Under Separate Cover)
- Item 14.1 Braidwood Showground Reserve Trust s.355 Committee
Attachment 1 Braidwood Showground Reserve Trust s.355 Committee's meeting minutes 15 November 2018 (Under Separate Cover)
- Item 14.2 Les Reardon Reserve s.355 Committee
Attachment 1 Les Reardon Reserve s.355 Committee meeting minutes 3 December 2018 (Under Separate Cover)
- Item 14.3 Royalla Common s.355 Committee Meeting
Attachment 1 Royalla Common s.355 Committee meeting minutes 30 January 2019 (Under Separate Cover)
- Item 14.4 Fernleigh Park s.355 Committee Meetings
Attachment 1 Fernleigh Park s.355 Committee AGM minutes 21 February 2019 (Under Separate Cover)
Attachment 2 Fernleigh Park s.355 Committee meeting minutes 7 March 2019 (Under Separate Cover)
- Item 14.5 Minutes of the Environment and Sustainability Advisory Committee - 6 March 2019
Attachment 1 Minutes of Environment and Sustainability Advisory Committee - 6 March 2019 (Under Separate Cover)
- Item 14.6 Local Traffic Committee Extraordinary Meeting - 9 April 2019
Attachment 1 Local Traffic Committee Minutes - Extraordinary Meeting 9th April 2019 (Under Separate Cover)
- Item 14.7 Audit, Risk and Improvement Committee meeting of 7 March 2019
Attachment 1 07 March 2019 - Audit, Risk and Improvement Committee - Minutes (Under Separate Cover)
- Item 16.1 Responses to Councillors' Questions
Attachment 1 Responses to Councillors' Questions (Under Separate Cover)

Closed Attachments

- Item 12.1 Bungendore Dog Off Lead Area Consultation Report
Attachment 1 Consultation report (Under Separate Cover)
- Item 12.3 Request for Tender 2019-39 - Supply & Installation of Sportsground Floodlighting at Campese Oval, Yass Road, Queanbeyan
Attachment 1 Tender Evaluation Report - RFT 2019-39 - Campese Oval Floodlights (Under Separate Cover)
- Item 12.4 Sports Assistance Scheme Request
Attachment 1 Sports Assistance Scheme - completed application form - Queanbeyan Leagues Amateur Swim Club - Kiara Virgo (Under Separate Cover)
- Item 12.7 Queanbeyan CBD Spatial Business Plan
Attachment 1 Draft Spatial Business Plan (Masterplan Refresh) (Under Separate Cover)
- Item 16.1 Responses to Councillors' Questions
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- Item 20.1 Council Property Portfolio
- Attachment 1 QPRC Property Strategy (Under Separate Cover)*
 - Attachment 2 Property Policy (Under Separate Cover)*
 - Attachment 3 Rental Rebate Policy (Under Separate Cover)*



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 10 Majara Street, Bungendore on Wednesday, 27 March 2019 commencing at 5.30pm.

ATTENDANCE

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

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

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

A minute silence was observed in recognition of those who lost their lives in the terrible Christchurch attack on 15 March 2019.

1. OPENING

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

2. APOLOGIES

074/19

RESOLVED (Taylor/Noveska)

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

The resolution was carried unanimously.

3. DISCLOSURES OF PECUNIARY INTERESTS

075/19

RESOLVED (Taylor/Schweikert)

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

The resolution was carried unanimously.

Cr Taylor declared a less than significant non-pecuniary interest in Item 12.15 – Variation to MOU – Googong Sports Club, stating her husband is a member of the organising committee of the Googong Sports Club.

Mr Michael Thompson declared a less than significant non-pecuniary interest in Item 12.15 - Variation to MOU – Googong Sports Club, stating he is related to a Director of the proponent.

4. CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Meeting of Council held on 27 February 2019

076/19

RESOLVED (Taylor/Bray)

That the Minutes of the Ordinary Meeting of Council held in the Bungendore Council Chambers on Wednesday 27 February 2019 be confirmed.

The resolution was carried unanimously.

4.2 Minutes of the Planning and Strategy Committee of the Whole meeting held on 13 March 2019

077/19

RESOLVED (Taylor/Hicks)

That the Minutes of the Planning and Strategy Committee of the Whole meeting held in the Queanbeyan Council Chambers on Wednesday 13 March 2019 be confirmed.

The resolution was carried unanimously.

5. PRESENTATION BY DEPARTMENTAL OR OTHER REPRESENTATIVES

There were no presentations.

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising.

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

The following presenters were heard:

Ms Clare Gilligan – Item 12.1 - Amendment to South Jerrabomberra Local Infrastructure Contributions Plan 2018

Ms Sue Murray – Item 12.6 - Request for Tender No. 2019-20 - New Playground at Ryrie Park, Braidwood

Mr David Jones – Item 12.15 - Variation of MOU - Googong Sports Club

Mr Matt Frawley – Item 12.15 - Variation of MOU - Googong Sports Club

Mr Nathan Heckel – Item 20.2 - Alleged Offensive Noise From Event Venue

078/19

RESOLVED (Schweikert/Marshall)

That Mr Heckel be granted an additional one minute to speak.

The resolution was carried unanimously.

8. MAYORAL REPORT

There was no Mayoral Report.

9. MAYORAL MINUTE

9.1 Request for Use of Community Facility

079/19

RESOLVED (From the Chair)

That Council:

1. Authorise the CEO to provide a suitable venue subject to availability during the Holy Month of Ramadan period May-June 2019.
2. Waive the hall hire fee on this occasion.

The resolution was carried unanimously.

10. NOTICES OF MOTIONS OF RESCISSION

There were no Notices of Motion of Rescission.

11. NOTICES OF MOTIONS

11.1 Facilities at Hoover Road Archery Complex

080/19

RESOLVED (Winchester/Noveska)

That Council investigate the potential costs, and a preferred site for, toilet facilities at the Hoover Road Archery complex.

The resolution was carried unanimously.

12. ITEMS FOR DETERMINATION

12.1 Amendment to South Jerrabomberra Local Infrastructure Contributions Plan 2018

081/19

RESOLVED (Hicks/Bray)

That this item be deferred to a Councillor workshop following staff discussion with primary stakeholders.

The resolution was carried unanimously.

12.2 Transfer of Responsibilities Under the Crown Lands Management Act to Crown Land to be Managed by Council

082/19

RESOLVED (Harrison/Schweikert)

That Council:

1. Advise the NSW Department of Industry that Council accepts the management of the land listed in Attachment 1 (Tables A, B and C).
2. Advise the NSW Department of Industry that Council does not wish to manage the land listed in Attachment 1 (Table D and E), despite some being devolved.
3. Advise the NSW Department of Industry that Council would like to manage the land listed in Attachment 1 (Table F).
4. Advise the NSW Department of Industry that Council does not support the transfer of responsibility for determining Native Title Claims on Crown Land managed by Council from the Crown to local government, and that the Crown should continue to bear the cost of determining such claims.
5. Note that staff will be preparing management plans for the land it will be managing and that subsequent reports will be prepared for Council.

The resolution was carried unanimously.

12.3 Review of E4 Zone - Bywong and Wamboin - Independent Report Update and Potential Workshop

083/19

RESOLVED (Hicks/Schweikert)

That Council hold a workshop on 10 April 2019 to discuss the recommendations from the independent report prepared on the review of the application of the E4 Environmental Living zone in Bywong and Wamboin.

The resolution was carried unanimously.

12.4 Workshop on DA.2018.192 Proposed Recreation Facility (Outdoor) - Rifle Range - 2155 Collector Road Currawang

084/19

RESOLVED (Schweikert/Hicks)

That Council hold the proposed workshop relating to DA.2018.192 on 17 April 2019 followed by consideration of the matter at the 8 May 2019 Planning & Strategy Meeting.

The resolution was carried unanimously.

12.5 Proposed New Road Name - Craggs Road, Wog Wog

085/19

RESOLVED (Taylor/Schweikert)

That Council:

1. Adopt in principle the name 'Craggs Road' as the proposed name for the new road created within the subject subdivision.
2. Advertise the name for public comment for 28 days.
3. Publish a notice in the NSW Government Gazette if no objections are received.

The resolution was carried unanimously.

12.6 Request for Tender No. 2019-20 - New Playground at Ryrie Park, Braidwood

086/19

RESOLVED (Taylor/Schweikert)

That Council award Contract No. RFT 2019-20 to Tenderer Number 1, CRS Creative Recreation Solutions Pty Ltd, with the total renewal budget being \$500,000.

The resolution was carried unanimously.

12.7 Request for Tender No. 2019-12 - Kerb Treatments, Wallace Street & Duncan Street, Braidwood and Project Update

087/19

RESOLVED (Harrison/Marshall)

That Council note the results of the Request for Tender Process No. 2019-12.

The resolution was carried unanimously.

12.8 Council Operations Sustainability Policy

088/19

RESOLVED (Taylor/Marshall)

That Council adopt the Council Operations Sustainability Policy.

The resolution was carried unanimously.

089/19

RESOLVED (Hicks/Schweikert)

That Item 12.15 be brought forward at this juncture.

The resolution was carried unanimously.

Cr Taylor and Mr Thompson declared an interest in this item and left the meeting at 6.10pm.

12.15 Variation of MOU - Googong Sports Club

090/19

RESOLVED (Biscotti/Marshall)

That Council agree to alter the MOU for the development of a Sports Club at Googong to increase the licensed area to 7,000 m².

The resolution was carried unanimously.

Cr Taylor and Mr Thompson returned to the meeting at 6.12pm.

12.9 Sports Assistance Scheme Request

091/19

RESOLVED (Winchester/Bray)

That Council approve a grant to Ms Kimberley Grant from the Community Assistance Scheme of \$600 to support her attending the 2019 Touch Football World Cup.

The resolution was carried unanimously.

12.10 Request for Donation - Monaro Panthers Football Club - Riverside Oval Clubhouse

092/19

RESOLVED (Taylor/Noveska)

That:

1. Council advise the Monaro Panthers Football Club that Council is unable to waive the application fees in relation to the grant funded Riverside Stadium upgrade project on this occasion, as funding in the 2018 donations round has been fully expended.
2. The application for additional funding be included for consideration in the 2019 round of applications for financial assistance.

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

Against: Cr Biscotti

12.11 Tender RFT 2019-27 - Queanbeyan River Shared Path Bridge Design and Construction

093/19

RESOLVED (Bray/Noveska)

That Council:

1. Tender 2019-27 to Tenderer 3 (TOISCH Pty Ltd) for the design and construction of the Queanbeyan River shared path bridge for the contract price of \$439,231.82 ex GST.
2. Allocate a project budget to this project as outlined in the Tender Evaluation Report.

The resolution was carried unanimously.

- 094/19 **12.12 Bungendore Depot - Building Replacement**
RESOLVED (Schweikert/Harrison)
That Council:
1. Approve the refitting and extension to the current facilities building at the Bungendore Depot as outlined in this report.
 2. Approve \$290,000 for the Bungendore Depot work to be funded from merger grants and be included in the third quarter 2018/2019 budget review.
- The resolution was carried unanimously.
- 095/19 **12.13 181-183 Cooma Street, Queanbeyan - Options**
RESOLVED (Schweikert/Hicks)
That:
1. Council seek expressions of interest in regard to a sale and redevelopment of the property with a condition of sale that there be a provision of a community centre either in-situ or in the Karabar area.
 2. Current users of the community centre be given at least 12 months' notice and that Council staff assist current users in securing alternative premises as their needs arise.
- The resolution was carried unanimously.
- 096/19 **12.14 Stakeholder and Community Engagement Framework Policy**
RESOLVED (Taylor/Hicks)
That Council:
1. Adopt the Stakeholder and Community Engagement Framework Policy.
 2. Rescind the following policies:
 - a. QCC Community Consultation and Engagement Policy
 - b. Palerang Community Consultation and Participation Policy.
- The resolution was carried unanimously.
- 12.15 Variation of MOU - Googong Sports Club**
This item was dealt with in earlier business.
- 097/19 **12.16 Access Agreement - Queanbeyan Veterans Motor Cycle Club
Seiffert Oval Function Room**
RESOLVED (Biscotti/Bray)
That Council renew the Access Agreement with Queanbeyan Veterans Motorcycle for the use of the Seiffert Oval function room for five years, and the annual rental fee be at the standard NSW Crown Lands charge.
- The resolution was carried unanimously.

12.17 Membership of the Audit, Risk and Improvement Committee

098/19

RESOLVED (Harrison/Winchester)

That Council:

1. Seek expressions of interest for independent external positions from suitably qualified individuals be sought by public advertisement.
2. Select members with a view to ensuring the Committee collectively possesses a broad range of skills and experience relevant to the operations of Council.
3. Consider applications from current independent external members with a view to ensuring the Committee collectively possesses an understanding of issues relevant to Council's current activities and circumstances.
4. Establish an evaluation panel comprising of the Mayor, Chief Executive Officer and Portfolio General Manager, Organisation Capability.

The resolution was carried unanimously.

12.18 Investment Report - February 2019

099/19

RESOLVED (Bray/Winchester)

That Council:

1. Note the 2018/19 investment income for February 2019 was \$1,091,990.
2. Note the investment portfolio has been made in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Queanbeyan-Palerang Regional Council's investment policy.
3. Adopt the Investment Report for the month of February 2019.

The resolution was carried unanimously.

12.19 QPRC - Investment Policy

100/19

RESOLVED (Marshall/Winchester)

That Council exhibit the draft QPRC Investment Policy for a period of 28 days.

The resolution was carried unanimously.

12.20 Two Fires Festival of Arts and Activism Request for Donation**MOVED (Schweikert/Harrison)**

That Council:

1. Advise the Two Fires Festival of Arts and Activism Inc that Council is unable to waive the hire fees for Ryrie Park South on this occasion for the following reasons:
 - a. Their application needs to be considered within Council's annual community grant funding round, rather than as a one-off application following the 2018 round;
 - b. Funding in the 2018 round has been fully expended;
 - c. All applications for community grant funding should be submitted in accordance with the provisions of Part 5 Categories A and B of the QPRC Donations Policy.
2. Encourage the Two Fires Festival of Arts and Activism Inc to consider submitting an application, addressing all criteria, in the 2020 community grant funding program for the next festival scheduled to be held in 2021.

Cr Marshall foreshadowed a CONTRARY motion: ["That Council waive the fees for the hire of Ryrie Park South for the Two Fires Festival of Arts and Activism Inc."]

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

101/19

RESOLVED (Schweikert/Harrison)

That Council:

1. Advise the Two Fires Festival of Arts and Activism Inc that Council is unable to waive the hire fees for Ryrie Park South on this occasion for the following reasons:
 - a. Their application needs to be considered within Council's annual community grant funding round, rather than as a one-off application following the 2018 round;
 - b. Funding in the 2018 round has been fully expended;
 - c. All applications for community grant funding should be submitted in accordance with the provisions of Part 5 Categories A and B of the QPRC Donations Policy.
2. Encourage the Two Fires Festival of Arts and Activism Inc to consider submitting an application, addressing all criteria, in the 2020 community grant funding program for the next festival scheduled to be held in 2021.

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

Against: Cr Marshall

12.21 Queanbeyan and District Rugby League Club Request for Donation

102/19

RESOLVED (Winchester/Harrison)

That Council:

1. Encourage the Queanbeyan and District Rugby League Club to lodge an application, addressing all criteria, in the 2019 round of the annual Community Grants Program within the QPRC Donations Policy, equivalent to the fees for the hire of the Seiffert Oval for the 2019 QCU Knockout competition.
2. Encourage the Queanbeyan and District Rugby League Club to lodge applications in future rounds of the Community Grants Program for a similar donation equivalent to the hire fees of Seiffert Oval for the QCU Knockout.
3. Advise the Queanbeyan and District Rugby League Club that Council cannot guarantee a permanent booking on the second Saturday of September each year until 2022, but that staff will continue to find a suitable weekend booking for the QCU knockout competition – i.e. after the League Grand Finals in September.

The resolution was carried unanimously.

13. ITEMS FOR INFORMATION**13.1 Merger Update**

103/19

RESOLVED (Schweikert/Taylor)

That the report be received for information.

The resolution was carried unanimously.

13.2 Queanbeyan-Palerang Sports Council Strategic Planning Workshop

104/19

RESOLVED (Biscotti/Hicks)

That the report on the Queanbeyan-Palerang Sports Council Strategic Planning Workshop held on 25 February 2019 be received for information.

The resolution was carried unanimously.

13.3 QPRC Environmental Expos

105/19

RESOLVED (Marshall/Taylor)

That the report be received for information.

The resolution was carried unanimously.

- 106/19 **13.4 Detailed design of Bungendore Floodplain Risk Management Implementation**
RESOLVED (Schweikert/Harrison)
That the report be received for information.
- The resolution was carried unanimously.
- 107/19 **13.5 Canberra Region Joint Organisation**
RESOLVED (Harrison/Taylor)
That Council note the Canberra Region Joint Organisation's Strategic Plan 2019 – 2021, and its Statement of Strategic Regional Priorities.
- The resolution was carried unanimously.
- 108/19 **13.6 Resolution Action Sheet**
RESOLVED (Taylor/Schweikert)
That the report be received for information.
- The resolution was carried unanimously.
- 14. COMMITTEE REPORTS AND RECOMMENDATIONS**
- 109/19 **14.1 Youth Advisory Committee**
RESOLVED (Taylor/Biscotti)
That Council:
1. Note the minutes of the Youth Advisory Committee held on 4 February 2019.
 2. Adopt recommendation YAC 03/19 from the meeting held on 4 February 2019.
- YAC 03/19 That the Youth Advisory Committee be extended from 8 members to 12 members.
- The resolution was carried unanimously.
- 110/19 **14.2 Access Committee**
RESOLVED (Bray/Harrison)
That Council note the minutes from the Access Committee's meeting held on 8 February 2019.
- The resolution was carried unanimously.

14.3 Wamboin Hall Management s.355 Committee Minutes

111/19

RESOLVED (Harrison/Hicks)

That Council note the minutes of the Wamboin Hall Management s.355 Committee's meeting held on 31 January 2019.

The resolution was carried unanimously.

15. DELEGATES' REPORTS

Cr Harrison reported on his attendance at the Dargues Reef Community Consultative Committee.

Cr Overall reported on his attendance at the following:

- Wamboin Communications Action Group
- Carwoola Telecommunications and Digital Connectivity Forum
- Country Mayors Meeting
- Local Government NSW Election Leaders' Debate and Q & A Session
- Local Government Professionals' Governance Conference
- Christchurch Memorial Vigil in Canberra

16. RESPONSES TO COUNCILLORS' QUESTIONS**16.1 Responses to Councillors' Questions**

112/19

RESOLVED (Taylor/Schweikert)

That the report be received for information.

The resolution was carried unanimously.

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

There were no matters.

19. COUNCILLORS' QUESTIONS FOR NEXT MEETING

1. Cr Schweikert requested that Council receive a regular report on the number of Snap Send Solve reports received and their respective actions.
2. Cr Schweikert requested that Council revisit the Events Strategy, policy and budget through a Councillor workshop.
3. Cr Schweikert referred to the NSW Safer Roads and Federal Blackspots Program that is currently open and enquired as to the process for applying for funding for the Macs Reef and Bungendore Roads intersection and also Fan Belt corner on Hoskinstown Road.
4. Cr Harrison requested the CEO provide Council with regular reports on property investments and returns.
5. Cr Taylor referred to the 40km/hr banners around school zones and enquired as to who is responsible for erecting them. Cr Taylor further asked, if the banners are in a location that is inconvenient to the school, can the school request they be

- moved.
6. Cr Taylor requested Council receive information on the rules and regulations of beekeeping in urban areas of our LGA.
 7. Following enquiries from residents, Cr Hicks requested clarification as to why the speed limit on Old Cooma Road from Burra has been changed from 100kph to 80kph during the improvements to the road.
 8. Following an enquiry from a resident, Cr Overall enquired if Council has any plans for further works at the intersection of Southbar and Tharwa Roads Queanbeyan to address the issue of traffic build-up for vehicles heading west and turning right into Tharwa Road.

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

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

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

PRESENTATIONS

There were no presentations.

MOVED (Schweikert/Winchester)

That pursuant to Section 10A of the *Local Government Act, 1993* the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

Item 20.1 Request for Legal Assistance

Item 20.1 is confidential in accordance with s10(A) (i) of the Local Government Act 1993 because it contains alleged contraventions of any code of conduct requirements applicable under section 440 and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 20.2 Alleged Offensive Noise From Event Venue

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

Item 20.3 Queanbeyan CBD Property

Item 20.3 is confidential in accordance with s10(A) (di) of the Local Government Act 1993 because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

interest.

Item 20.4 Bungendore Properties

Item 20.4 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 20.5 Braidwood Properties

Item 20.5 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Cr Marshall foreshadowed a CONTRARY motion: ["That Items 20.2 to 20.5 be dealt with in Closed Session and Item 20.1 be dealt with in Open Session."]

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

113/19

RESOLVED (Schweikert/Winchester)

That pursuant to Section 10A of the *Local Government Act, 1993* the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

Item 20.1 Request for Legal Assistance

Item 20.1 is confidential in accordance with s10(A) (i) of the Local Government Act 1993 because it contains alleged contraventions of any code of conduct requirements applicable under section 440 and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 20.2 Alleged Offensive Noise From Event Venue

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

Item 20.3 Queanbeyan CBD Property

Item 20.3 is confidential in accordance with s10(A) (di) of the Local Government Act 1993 because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 20.4 Bungendore Properties

Item 20.4 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 20.5 Braidwood Properties

Item 20.5 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

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

Against: Cr Marshall

The meeting then moved into Closed Session at 7.19pm to discuss the matters listed above.

Cr Overall declared a significant non-pecuniary interest in this item stating: "The matter concerns myself as Administrator in 2016/17", and vacated the Chair, and left the meeting room at 7.19pm.

The Deputy Mayor assumed the Chair.

20.1 Request for Legal Assistance

The motion LAPSED in the absence of a mover.

Cr Overall returned to the meeting at 7.21pm and assumed the Chair.

20.2 Alleged Offensive Noise From Event Venue

114/19

RESOLVED (Schweikert/Biscotti)

That:

1. The training operator provide to Council an assessment of the noise impacts of the gunfire training activity on the surrounding area by providing an Acoustic Assessment Report from an independent qualified acoustic consultant within three months.
2. A further report be presented to Council following receipt of the the acoustic report.

The resolution was carried unanimously.

Procedural motion

115/19

RESOLVED (Winchester/Biscotti)

That Council not adjourn for the scheduled supper break but continue with the meeting and complete the agenda.

The resolution was carried unanimously.

20.3 Queanbeyan CBD Property

116/19

RESOLVED (Hicks/Schweikert)

That Council:

1. Receive and note the report on the Queanbeyan CBD property.
2. Authorise the CEO to engage and negotiate with the proponent.
3. Provide a letter of support to enable lodgement of an EOI.
4. Consider further reports should the EOI progress.

The resolution was carried unanimously.

20.4 Bungendore Properties

117/19

RESOLVED (Schweikert/Biscotti)

That:

1. Council's agent conduct the sale of 12 Malbon Street, Bungendore and the CEO be authorised to negotiate the sale generally in accordance with the valuation.
2. The CEO continue negotiations with the owner of 31 Ellendon Street, Bungendore to establish the easement, and in the absence of any agreement, progress the easement through *Land Acquisition (Just Terms Compensation) Act*.
3. Council explore other options to establish an easement off Ellendon Street, Bungendore.

The resolution was carried unanimously.

20.5 Braidwood Properties

118/19

RESOLVED (Taylor/Winchester)

That Council authorise the CEO to negotiate the acquisition of the property to an amount as outlined in the report, for further report to Council for finalisation.

For: Crs Biscotti, Bray, Marshall, Noveska, Taylor and Winchester

Against: Crs Harrison, Hicks, Overall and Schweikert

119/19

RESOLVED (Schweikert/Hicks)

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 7.50pm.

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

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

The time being 7.52pm, Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL
MAYOR
CHAIRPERSON**



PLANNING AND STRATEGY COMMITTEE OF THE WHOLE MEETING

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

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

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

MINUTES OF THE PLANNING AND STRATEGY COMMITTEE OF THE WHOLE OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 10 April 2019 commencing at 5.30pm.

ATTENDANCE

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

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

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

1. OPENING

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

2. APOLOGIES

PLA028/19

RESOLVED (Taylor/Schweikert)

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

The resolution was carried unanimously.

3. DECLARATIONS OF INTEREST

PLA029/19

RESOLVED (Taylor/Schweikert)

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

The resolution was carried unanimously.

Cr Overall declared a less than significant non-pecuniary interest in Item 7.1 - Modified Development Applications 197-2017/A and 302-2017/A - Dwelling Houses - Lots 2 and 3 - 13 Meredith Street, Queanbeyan, stating his wife had a previous business association with one of the submitters.

4. PRESENTATIONS/DEPUTATIONS

The following presenters were heard:

Mr Paul Walshe – Item 5.1 - Notice of Motion of Rescission for Respite Centre Proposal - 16 Agnes Avenue, Queanbeyan

Mr Vasa Krulj – Item 7.1 - Modified Development Applications 197-2017/A and 302-2017/A - Dwelling Houses - Lots 2 and 3 - 13 Meredith Street, Queanbeyan

PLA030/19

RESOLVED (Hicks/Taylor)

That Mr Krulj be granted an additional two minutes to speak.

The resolution was carried unanimously.

Mr Hugh Cooke – Item 7.2 - Development Application 67-2018 - 21 Lot Residential Subdivision - 141 Googong Road, Googong

STAFF REPORTS

5. NOTICES OF MOTIONS OF RESCISSION

5.1 Notice of Motion of Rescission for Respite Centre Proposal - 16 Agnes Avenue, Queanbeyan

PLA031/19

RESOLVED (Schweikert/Hicks)

That Council rescind 'Part 3' of Resolution PLA006/19, Planning & Strategy Committee of the Whole held on 13 February 2019.

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

Against: Crs Brown, Marshall and Winchester

6. NOTICES OF MOTIONS

6.1 Options for Part Redevelopment of Site - 16 Agnes Avenue, Queanbeyan

Cr Schweikert moved the motion on notice in an amended form, seconded by Cr Hicks.

MOVED (Schweikert/Hicks)

That Council receive a report on the options for part redevelopment of the balance of the site not required for the Respite Centre at 16 Agnes Avenue, Queanbeyan, into a parkland facility and for part sale, with the input of the Respite Centre Group.

Due to the nature of the amendment made to the original motion on notice, Cr Winchester declared a significant non-pecuniary interest in this item stating he is the vice-president of the Respite Centre for Queanbeyan Foundation, which was mentioned in the amended motion, and left the Chambers at 5.57pm.

PLA032/19

RESOLVED (Schweikert/Hicks)

That Council receive a report on the options for part redevelopment of the balance of the site not required for the Respite Centre at 16 Agnes Avenue, Queanbeyan, into a parkland facility and for part sale, with the input of the Respite Centre Group.

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

Cr Winchester returned to the Chambers at 6.06pm.

The Mayor declared an interest in the next item of business, vacated the Chair and left the Chambers at 6.06pm.

The Deputy Mayor assumed the Chair.

7. ENVIRONMENT, PLANNING AND DEVELOPMENT

7.1 Modified Development Applications 197-2017/A and 302-2017/A - Dwelling Houses - Lots 2 and 3 - 13 Meredith Street, Queanbeyan

PLA033/19

RESOLVED (Harrison/Hicks)

That:

1. Modified development applications 197-2017/A and 302-2017/A for dwelling houses on Lots 2 and 3 DP 743011, No.13 Meredith Street be granted conditional approval.
2. Those persons who lodged a submission on the application be advised in writing of the determination of the application.

The resolution was carried unanimously.

Cr Overall returned to the Chambers at 6.10pm and assumed the Chair.

7.2 Development Application 67-2018 - 21 Lot Residential Subdivision - 141 Googong Road, Googong

PLA034/19

RESOLVED (Taylor/Harrison)

That:

1. The CEO be given delegated authority to determine development application 67-2018 for subdivision creating 21 Torrens title lots on Lot 2 DP 255492, Lot 17 DP 754881 and Lot 18 DP 754881, No. 141 Googong Road, Googong subject to "Satisfactory Arrangements" for the provision of State infrastructure being finalised with the NSW Government.
2. Those persons who lodged a submission(s) on the application be advised in writing of the determination of the application.
3. The NSW Rural Fire Service, NSW Office of Environment and Heritage and the Department of Primary Industries – Water be forwarded a copy of Council's Notice of Determination.

The resolution was carried unanimously.

8. ITEMS FOR INFORMATION

8.1 Land-Use Planning Projects / Activities - Status Report

PLA035/19

RESOLVED (Schweikert/Harrison)

That the report be received for information.

The resolution was carried unanimously.

8.2 Trading Restrictions

PLA036/19

RESOLVED (Taylor/Schweikert)

That Council note the information on restricted retail trading.

The resolution was carried unanimously.

8.3 Site Inspection - DA 67-2018 - 141 Googong Road, Googong - 21 Residential Lot Subdivision (Sunset)

PLA037/19

RESOLVED (Marshall/Hicks)

That the report be received for information.

The resolution was carried unanimously.

9. COMMITTEE REPORTS AND RECOMMENDATIONS

9.1 Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 14 March 2019

PLA038/19

RESOLVED (Marshall/Harrison)

That Council note the Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 14 March 2019.

The resolution was carried unanimously.

9.2 Minutes of the QPRC Heritage Advisory Committee Meeting held on 21 March 2019

PLA039/19

RESOLVED (Schweikert/Marshall)

That Council note the Minutes of the QPRC Heritage Advisory Committee Meeting held on 21 March 2019 and in particular QPRC HAC 03/19 reproduced below.

- QPRC HAC 03/19
1. That the Committee supports the application for the demolition at 25 Alice Street.
 2. That the Committee noted that the front portion of the rebuild is supported, but the back half needs to be redesigned to fit into the street scape and support the heritage front half of the building.
 3. That the front fence to be retained in its current design and materials, although any damage is to be fixed or rebuilt.

The resolution was carried unanimously.

The time being 6.17pm Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL
MAYOR
CHAIRPERSON**

ITEM 3 DECLARATION OF CONFLICTS/PECUNIARY INTERESTS

The provisions of Chapter 14 of the *Local Government Act, 1993* regulate the way in which Councillors and nominated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public trust.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons for declaring such interest.

As members are aware, the provisions of the *Local Government Act* restrict any member who has declared a pecuniary interest in any matter from participating in the discussions, voting on that matter, and require that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code also provides for a number of ways in which a member may manage non pecuniary conflicts of interest

Recommendation

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

11.1 Queanbeyan Aquatic Centre (Ref: C1956425); Author: Taylor/Taylor

Notice

Councillor Trudy Taylor will move the following motion:

Motion

- 1. That Council:**
 - a. Prepare a report on the condition of the Queanbeyan Aquatic Centre, including all maintenance required, priorities for works and estimated funding, for the May 22 Ordinary Meeting; and**
 - b. Funding to undertake priority works be included in the 2019-20 draft budget for consideration.**
- 2. That Council investigate the extension of the change room facilities to include a minimum of two new family/disability change rooms, including costs, with a report to come back to Council as soon as practicable.**

Background

As a regular user of the Queanbeyan Aquatic Centre, I have noticed over the last few years the condition of a number of aspects of the facility deteriorating.

Each week I observe the staff fielding questions and complaints from users about the condition of the facilities, including the lack of change rooms for family use.

The 2018-19 summer swimming season, including operation of all outdoor facilities, concluded earlier this month. It is now the perfect time to conduct an audit of the entire facility to determine exactly what maintenance is required and to have it completed before the start of the 2019-20 summer season.

CEO Comment

The draft Operational Plan is also presented with the business paper. The updated Recreation Facilities asset management plans are scheduled later this year.

Attachments

Nil

11.2 Braidwood Sensory Garden (Ref: C1956467); Author: Taylor/Taylor**Notice**

Councillor Trudy Taylor will move the following motion:

Motion

That Council work with the community to identify options for a sensory garden in Braidwood.

Background

The Braidwood Community Association in partnership with the Braidwood Gardening Club would like to develop a sensory garden in Braidwood.

Time spent in natural environments can provide a range of health benefits, including reduced stress and lowered blood pressure. Most gardens offer visual appeal, but a sensory garden is designed to stimulate all five senses. Sensory gardens also have proven therapeutic value. For example, people with disabilities (such as visual impairment or dementia) can enjoy nature in a safe and tactile environment. Sensory gardens can also make a great contribution to emotional and physical health. They can be beautiful places to relax, reflect, meditate, contemplate and talk.

Queanbeyan has had a sensory garden since about 2010. It is a very popular place for people to gather and enjoy their natural environment. During its development and construction it provided a number of community groups the opportunity to work together for a common cause.

Attachments

Nil

11.3 Measures to Reduce Helium-filled Balloons (Ref: C1956542); Author: Marshall/Marshall**Notice**

Councillor Peter Marshall will move the following motion:

Motion

That Council receive a report on measures to reduce the release of helium-filled balloons into the environment.

Background

Council facilities such as showgrounds and parks are frequently used for public events. At some such events, stallholders give away helium-filled balloons. These balloons are frequently released (usually accidentally by children), and float off into the sky.

The environmental damage caused by balloons is well-known. This recent news report is just one example.

<https://www.nytimes.com/2019/03/26/world/europe/gibraltar-ban-balloons.html>

Why target helium balloons?

They float. Air-filled balloons drop to the ground in close proximity to where they were released, and can be collected as litter. Helium-filled balloons float away.

Balloons are generally not made of biodegradable or compostable material, and enter the waterways and eventually the sea, and the food chain. They are also sometimes eaten by farm animals and terrestrial wildlife, to ill effect.

Balloons given away for free have little value to the person they are given to, and seem more likely to be released than if they were paid for.

What could Council do?

As the property manager, Council could ban helium-filled balloons from events held on its property.

If Council did not wish to go this far, it could ban free helium-filled balloons, requiring that a price is charged for them to limit their perceived "disposability".

Or it could insist that they are only given away with some form of weight/ballast attached, so they do not float away.

Council could also treat released balloons as litter, and develop policy to deter balloons from being given away. Analogous to shopping trolleys, the policy would need to address the fact that the person giving the balloon away is not the person who releases the balloon into the environment, but nonetheless the person giving the balloon away has some moral responsibility.

While there are potential policies which could be applied to council-managed facilities, there are others which could be applied more widely, for example to the whole community (much as is the case with shopping trolleys).

This Motion requests a report on potential actions, and will not necessarily result in the "banning" of helium balloons.

Attachments

Nil

12.1 Bungendore Dog Off Lead Area Consultation Report (Ref: C1954470; Author: Tegart/Geyer)

Summary

Council resolved to place two potential fenced dog off lead areas in Bungendore on public exhibition for comment. This consultation period has ended and 70 submissions have been received.

Recommendation

That Council endorse Turrulo Terrace as the site for the Bungendore fenced dog off-leash area, noting funding of \$75K is included in the draft 2019-2020 Operational Plan.

Background

Council considered a report identifying two potential fenced dog off-leash areas at Bungendore. One was on the existing dog off leash area at Turrulo Terrace and the second was on parkland off Birch and McMahon streets.



The community mostly supported a dog exercise area, although is divided on the location. There is a higher call for Turrulo Terrace (34) compared to Birch/McMahon (25), largely because it already exists and is further from houses. The 'Neither' (11) responses did not want money spent on a dog park or were supportive of the project but not location specific.

Implications

Legal

The proposed dog park is on community land and in keeping with *Local Government Act 1993*. Dog Off Leash Areas are a requirement under the *Companion Animals Act*.

12.1 Bungendore Dog Off Lead Area Consultation Report (Ref: C1954470; Author: Tegart/Geyer) (Continued)

Asset

The dog park will be maintained in accordance with Council's asset management plans, once finalised.

Social / Cultural

Dog Off-Leash Areas provide a safe area for dog owners to exercise their pets. They also provide a valuable meeting point for dog owners and tend to develop a social life of their own. A fenced dog off leash area allows younger, less experienced dogs a place to exercise and their owners to engage in social interaction.

Engagement

The community consultation period was over March 2019, with a few late submissions accepted in April.

Financial

A fenced and serviced dog park is estimated to cost \$50,000-\$75,000, with a further \$30,000 if off street parking is required. These estimates and funding options would need to be considered as part of the 2019-2020, or future, budget process. An amount of \$75,000 has been placed in the draft budget for Council's consideration elsewhere in this business paper.

Conclusion

It is clear there is strong support for a fenced dog off leash area in Bungendore, with Turralo Terrace slightly ahead in votes. Placing the project into the draft 2019-2020 budget for consideration is suggested.

Attachments

Attachment 1 Consultation report (*Under Separate Cover*) - **CONFIDENTIAL**

12.2 MOD.2018.127 - Modification of DA.2016.163 - Lots 5-10, Section 24, DP 758183, 55 Ellendon Street, Bungendore (Ref: C1954910; Author: Harlor/Perkins)

Summary

Reason for Referral to Council

This application has been referred to Council as the Portfolio General Manager of Natural and Built Character has determined it is in the public interest to have the matter considered by Council.

Proposal: 4.55(1A) – addition of boom gates to carpark

Applicant/Owner: R Graham / R Graham

Subject Property: Lots 5-10, Section 24, DP758183,
55-59 Ellendon Street, Bungendore

Zoning and Permissibility: R1 General Residential – Palerang Local Environmental Plan 2014

Public Submissions: Five

Issues Discussed: Planning Requirements
Heritage Compatibility
Vehicular Access

Disclosure of Political Donations and Gifts: Applicant Declared no Donations or Gifts to any Councillor or Staff have been made

Recommendation

That:

1. Modification application MOD.2018.127 for the addition of boom gates on Lots 5-10, Section 24, DP758183, 55-59 Ellendon Street be granted conditional approval, subject to the addition of the following condition:

a) Access Gates

Prior to the issue of any Occupation Certificate, the boom gate structures and control boxes are to be finished in a heritage green colour.

Reason: To ensure that the access gates are compatible with surrounding heritage development.

2. Those persons who lodged a submission(s) on the application be advised in writing of the determination of the application.

12.2 MOD.2018.127 - Modification of DA.2016.163 - Lots 5-10, Section 24, DP 758183,
55 Ellendon Street, Bungendore (Ref: C1954910; Author: Harlor/Perkins)
(Continued)

Background

Proposed Development

The subject application was lodged under Section 4.55(1A) of the Environmental Planning and Assessment Act 1979 and seeks to modify DA.2016.163 to relocate the car park, construct a gazebo and covered walkways as to allow for the addition of boom gates to the car park entry and exit.



**12.2 MOD.2018.127 - Modification of DA.2016.163 - Lots 5-10, Section 24, DP 758183, 55 Ellendon Street, Bungendore (Ref: C1954910; Author: Harlor/Perkins)
(Continued)**

Background

In 1983 the Carrington building received consent to operate as a restaurant (114/1983). In 1985 consent was granted for 10 accommodation suites and a reception area (202/1985). This development consent also required thirty carparks on-site to accommodate the traffic generated from the accommodation.

Further consent for the site was granted in 1988 (84/1988) which added 16 additional accommodation suites, an upgrade of the carpark and refurbishment of a cottage as the new reception area. A total of 57 carparks on-site (for both visitor and staff) were required as conditions of this consent.

In 1997 consent was granted for the addition of a conference room (176/1997). There was no requirement for additional parking as part of the conditions of consent for this development.

In 2012 an application was lodged with Council over 55, 57 and 59 Ellendon Street to change their use from residential to commercial, as the owner of the Carrington had purchased these properties and wanted to include them in the grounds of the Carrington Inn Motel (DA.2012.236).

At the time of lodgement of the application, the proposal was permissible under the Yarrowlumla Local Environmental Plan 2002, but was not under the draft Palerang Local Environmental Plan.

Due to the non-compliance with the draft instrument, the application was presented to Council for determination. The application was approved, subject to conditions of consent. Subsequent to this, the Council resolved to include motel accommodation as a permissible use within the R2 zone.

A modification application was lodged in 2016 (MOD.2016.004), which requested that one of the conditions of consent for the change of use application be amended. This related to condition 6 of the development consent which required the consolidation of all the lots associated with the Carrington complex into one single allotment, to recognise that the commercial approval applied to all the lots of land.

The modification requested that the allotment that the Carrington building stood on, not be included in the requirement to consolidate all lots, as the building did not encroach on any of the boundaries and as the other parcels of land had approved commercial uses, it would not affect the change of use application. This modification was approved in April 2016.

The consolidation of lots to recognise the commercial use over all the land (55, 57, 59 Ellendon Street Bungendore), as approved under MOD.2016.004, has been registered through NSW Land Registry Services (NSWLRS). It is therefore considered that the required consolidation and use of the properties for commercial purposes (i.e. part of the Carrington complex grounds) has been established through the previous consent issued in 2012.

In 2016 a development application was lodged with Council (DA.2016.163), which sought to relocate the reception building to a cottage towards the southern end of the development, relocate the car park, construct a gazebo and covered walkways and install four underground water tanks. DA.2016.163 was approved by Council at its meeting on 25 January 2017 subject to a number of conditions including a requirement that the carpark,

**12.2 MOD.2018.127 - Modification of DA.2016.163 - Lots 5-10, Section 24, DP 758183, 55 Ellendon Street, Bungendore (Ref: C1954910; Author: Harlor/Perkins)
(Continued)**

internal road and forecourt be designed with a minimum 7mm primer seal and 40mm thick asphalt concrete surfacing.

A subsequent modification application (MOD.2017.064) was approved by Council in 2017 to allow for the carpark to be of gravel construction based upon heritage compatibility.

Subject Property

The subject land has an area of 1.24ha and is located on Lots 5-10, Section 24, DP758183, 55-59 Ellendon St, Bungendore. The land has a frontage to Ellendon Street of approximately 122 metres (Refer Figure 1). The site contains a 400mm cross fall from south to north, with the lowest point being in the north western corner. The site includes 26 accommodation units and a reception area. The surrounding properties have a predominantly low density residential use.



Figure 1: Locality plan

Planning Requirements

Assessment of the application has been undertaken in accordance with Section 4.55(1A) of the Environmental Planning and Assessment Act (EPAA) 1979, as amended. The matters that are of relevance under Section 4.55(1A) are summarised in the attached *Section 4.55(1A) Table – Matters for Consideration*.

The following planning instruments have been considered in the planning assessment of the subject development application:

1. Palerang Local Environmental Plan 2014 (PLEP).
2. Palerang Development Control Plan 2015 (PDCP)

**12.2 MOD.2018.127 - Modification of DA.2016.163 - Lots 5-10, Section 24, DP 758183, 55 Ellendon Street, Bungendore (Ref: C1954910; Author: Harlor/Perkins)
(Continued)**

(c) Other Matters

Vehicular Access

The proposed boom gates allow for access to the subject site through a ticketed collection point at the entry driveway and subsequent onsite validation system. As such, the proposed boom gate system does not restrict vehicular access to the site in a manner that would impact upon traffic flows upon the adjoining roadway or create additional demand upon existing on street car parking.

(a) Development Engineer's Comments

Council's Development Engineer raised no objection to the development as modified.

Engagement

The application was notified in accordance with Part E of the PDCP 2015 from **23 January 2019** to **6 February 2019**, with **Five** submissions received, raising the following concerns:

1. Heritage Compatibility

Concern was raised over the compatibility of the proposed boom gates with surrounding local heritage items.

Assessing officer's comments: This matters has been discussed previously throughout this report and the proposed development is considered to be appropriately treated as to ensure the development as modified does not detract from the heritage significance of surrounding local heritage items. **Conclusion**

The submitted proposal to modify DA.2016.163 to relocate the car park, construct a gazebo and covered walkways as to allow for the addition of boom gates to the car park entry and exit on Lots 5-10, Section 24, DP758183, 55-59 Ellendon Street, Bungendore has been assessed in accordance with Section 4.55(1A) of the Environmental Planning and Assessment Act 1979. The proposal was found to be unlikely to result in any greater impacts than the parent development and as such is recommended for approval.

Attachments

Attachment 1  MOD.2018.127 - 55-59 Ellendon Street, Bungendore - 4.55 Assessment
(Under Separate Cover)

Attachment 2  Submissions - MOD.2018.127 (Under Separate Cover)

12.3 Request for Tender 2019-39 - Supply & Installation of Sportsground Floodlighting at Campese Oval, Yass Road, Queanbeyan (Ref: C1950614; Author: Geyer/Maleganeas)

Summary

As part of Council's City Care Program, funding has been allocated for supply and installation of sportsground floodlights at Campese Oval in Queanbeyan. Tenders were called via Tenderlink and this report recommends awarding a contract for that tender to Tenderer No. 1.

Recommendation

That Council:

- 1. Award Tender 2019-39 to Tenderer number 1 (insert name) for the supply and installation of sportsground floodlights at Campese Oval in Yass Road, Queanbeyan.**
 - 2. Assign a total budget cost of \$227,000 for the project.**
-

Background

Campese Oval is a well-known and frequently used sports field on Yass Road in East Queanbeyan. It is the home ground for the Queanbeyan Whites Rugby Club and is also utilised by many other sports, including boot camps and fitness classes.

The lighting at the site is outdated and as the oval is often used outside of daylight hours, the lighting is in need of an upgrade.

LED flood lighting is a reliable, versatile and energy efficient option for sports fields and stadiums. LED lighting brings high quality light directly from LED light fixtures, creating an even degree of light spread uniformly across the field with minimal spill. It has been installed at other sports grounds within our region with impressive and positive outcomes.

Installation of LED flood lighting at Campese Oval will address lighting requirements at the site and will provide improved player and spectator experiences as well as increased safety resulting from the high quality of lighting and increased visibility.

The works include:

1. Removal of existing poles and luminaires
2. Design
3. Purchasing of materials as specified in design
4. Installation as specified in design
5. Commissioning

The attached Tender Evaluation Report provides details of the six submissions received.

Implications

Legal

This tender was carried out in accordance with the Local Government Act 1993 (Section 55) and regulations.

**12.3 Request for Tender 2019-39 - Supply & Installation of Sportsground
Floodlighting at Campese Oval, Yass Road, Queanbeyan (Ref: C1950614;
Author: Geyer/Maleganeas) (Continued)**

Policy

Applicable policies include:

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

Sustainability

This sports field lighting required tenderers to provide prices, designs and plans to implement LED lighting for Campese Oval. LED has been proven to be a more cost efficient and energy efficient method of lighting.

Asset

The new lights will become an asset of the Council and will be maintained by the Council under the manufacturer's warranty provisions.

Economic

Increasing or upgrading the lighting will encourage a greater use of this venue, thereby increasing opportunities for each of the sporting communities to encourage greater numbers of players and spectators to these venues.

Engagement

Upgrading the lights at Campese Oval has come about as a result of enquiries from various local sporting clubs as the existing lights are outdated and not at a standard commensurate with lighting at other sporting fields in the region.

Financial

An allocation of funding has been provided in Council's City Care Program for \$175,000. The tender amount was over budget and an additional amount of \$55,000 to be allocated from Council's SRV Reserves to make up the shortfall. The total cost of the project is \$226,918.07.

Program Code	Expense Type	Funding Source	Amount
104035		City Care Program 2018/19	\$75,000
104035		City Care Program 2019/20	\$100,000
		Parks SRV Reserves	\$52,000

Resources (including staff)

Staff from Council's Urban Landscapes team will project manage this contract.

**12.3 Request for Tender 2019-39 - Supply & Installation of Sportsground
Floodlighting at Campese Oval, Yass Road, Queanbeyan (Ref: C1950614;
Author: Geyer/Maleganeas) (Continued)**

Integrated Plan

This project is contained within the Urban Landscapes section of the 2018/19 and 2019/20 Operational Plan.

Conclusion

It is recommended that Tenderer number 1 be awarded the contract for supply and installation of sportsground floodlights at Campese Oval.

Attachments

Attachment 1 Tender Evaluation Report - RFT 2019-39 - Campese Oval Floodlights
(Under Separate Cover) - **CONFIDENTIAL**

12.4 Sports Assistance Scheme Request (Ref: C1953362; Author: Geyer/Penman)

Summary

An application has been received from Queanbeyan Leagues Amateur Swim Club for a Sports Assistance Scheme grant to support Ms Kiara Virgo following her recently obtained qualification times to swim at the Australian National Age Championships in Adelaide from 15 April 2019 until 22 April 2019.

Recommendation

That Council approve a grant to the Queanbeyan Leagues Amateur Swim Club from the Community Assistance Scheme of \$300 to support Ms Kiara Virgo attending the 2019 Australian National Age Championships.

Background

Council's Community Assistance program has three categories being Sports Assistance, Cultural Arts Assistance and General Donations. Eligible community groups may apply for funding from the program subject to meeting the criteria for the relevant category.

Queanbeyan Leagues Amateur Swim Club has requested that Council fund an amount of \$300 from the Scheme to match contributions of \$300. They advised that the total cost to attend the Championships will be in excess of \$1800. (See attached information).

The application from the Queanbeyan Leagues Amateur Swim Club meets the selection criteria for the Elite Athletes Assistance category of the Sports Assistance Scheme.

Sufficient funds are available in the Sports Assistance Scheme to support this application.

Implications

Social / Cultural

The Local swimming community will benefit from the experience gained by Ms Virgo as she attends the Australian National Age Championships.

Engagement

The Sports Assistance Scheme is available to all Queanbeyan-Palerang based sporting clubs.

Financial

This application qualifies for the maximum funding permitted through the Scheme for an athlete attending a National event. The maximum amount that may be funded by the Scheme in this circumstance is \$300 subject to the amount being matched on a dollar for dollar basis. Sufficient funds are available in the program budget for this grant.

12.4 Sports Assistance Scheme Request (Ref: C1953362; Author: Geyer/Penman)
(Continued)

Program Code	Expense Type	Funding source		Amount
100	Donation	Sports Assistance Scheme	\$	300.00

Conclusion

The application received by the Queanbeyan Leagues Amateur Swim Club meets all of the criteria for the Sports Assistance Scheme.

Attachments

Attachment 1 Sports Assistance Scheme - completed application form - Queanbeyan Leagues Amateur Swim Club - Kiara Virgo (*Under Separate Cover*) -
CONFIDENTIAL

**12.5 Braidwood Memorial Pool Refurbishment Tender - 2019/24 (Ref: C1953565;
Author: Hansen/Cooke)**

Summary

Tenders were called via Tenderlink for refurbishment works at Braidwood Memorial Pool. No conforming tenders were received. A quotation for part works was received but this was deemed to be too expensive and a non-compliant tender submission.

Recommendation

That:

- 1. Council not accept any tender for the Braidwood Memorial Pool refurbishment.**
 - 2. The refurbishment works be project managed in-house by Council staff, utilising Council's pre-approved trades and services panel, where possible.**
-

Background

Braidwood Memorial Pool is located in Ryrie Park on Wallace St Braidwood NSW. It was built in 1967 and constructed of reinforced concrete.

The pool requires some major refurbishment work. The tiling has delaminated from the pool body in many areas and cracked in other areas creating sharp edges. The pool body has developed minor cracks and it is believed that the expansion joint waterproofing has failed resulting in significant water loss.

The purpose of this work is to freshen up the pool visually with new tiles and waterproof the pool body to reduce or eliminate water loss. Installation of new inlet jets and replacement of the supply pipe to the wading pool will improve flow and distribution of filtered water throughout both lap and wading pools. The addition of a UV unit will improve disinfection of the pool water.

Funding for this project is via the Stronger Communities Grant with \$400,000 allocated across the three Eastern Pools. The anticipated cost of this work is approximately \$290,000. Remaining funds are to be spent at Captains Flat Pool and to a lesser degree Bungendore Pool, as required.

Specifications for this work have been provided by Colarc Architects who specialise in commercial swimming pool design and specification.

Implications

Legal

Section 55 of the *Local Government Act 1993*, requires that Council invite open tenders before entering into contracts for projects over \$150,000. No conforming tenders were received.

**12.5 Braidwood Memorial Pool Refurbishment Tender - 2019/24 (Ref: C1953565;
Author: Hansen/Cooke) (Continued)**

Asset

This property is included in Council's asset register. The refurbishment work will be capitalised. The proposed improvements will improve the asset visually and reduce running costs.

Social / Cultural

The refurbishment of Braidwood Pool will provide an improved experience for the community members who use the facility.

Financial

The projected budget for proposed works is \$290,000, which has been allocated under the Stronger Communities Fund (Round 1).

If managed in house, Council staff experienced in project management will oversee the project. The objective is to have the refurbishment works completed by 31 October 2019 (ready for the new season) and within budget.

The commitment of these funds and undertaking works is required for safety and in preparation for next season, and do not include any potential improvement program yet to be developed in relation to the \$1m NSW election commitment.

Program Code	Expense Type	Funding source	Amount
4.2.3	Capital	Stronger Communities Fund – Round 1	\$ 290,000

Resources (including staff)

Staff in Council's Transport and Facilities team will be responsible for managing this project.

Conclusion

No conforming tenders were received, therefore no tender evaluation was required. A single quote was received for tiling work only and was over budget. This quotation was deemed non-compliant. Council staff have sufficient experience to undertake management of this project in-house following legislation and Council's procurement policy.

Attachments

Nil

ITEMS FOR DETERMINATION

**12.6 Draft Operational Plan, Revenue Policy and Fees and Charges for 2019-20
(Ref: C1941813; Author: Tegart/Tozer)**

Summary

Council's draft Integrated Plans have been developed by staff over the past few months, have been workshopped with councillors, and are now presented to Council, prior to being placed on public exhibition.

Recommendation

That Council endorse the draft Operational Plan, Revenue Policy, and Fees and Charges for public exhibition from 26 April until 3 June 2019.

Background

NSW councils are required to prepare a suite of Integrated Planning documents. This suite is headed by the 10 year Community Strategic Plan (CSP), which is generally referred to as the community's aspirational document which sets the high level priorities for Council to focus on. The CSP was adopted in September 2017 and formed the basis for Council's 3 year Delivery Program 2018-21. The Delivery Program 2018-21 was adopted in June 2018.

Informing the organisation's capacity and capability to deliver the projects, programs and services outlined in the Delivery Program that Council will undertake during its term in office, is the Resourcing Strategy, which comprises the Long Term Financial Plan, Workforce Strategy, Asset Strategy, Risk Strategy and ICT Strategy.

Each financial year, Council is required to develop an Operational Plan, which is effectively a more detailed one-year sub-plan of the Delivery Program. The Operational Plan includes the detailed budget for the upcoming financial year, including cost of services and capital works program. The Revenue Policy and Fees and Charges complement the Operational Plan.

Councillors were presented with the key features of the Operational Plan, Revenue Policy and Fees and Charges at a workshop in early April. The draft documents are now presented for Council prior to the public exhibition period being undertaken.

Operational Plan

The 2019-20 budget, which is featured in the Operational Plan, shows an operating surplus of \$2.7m which aligns with the adopted Delivery Program and forecasts outlined in the adopted Long Term Financial Plan.

Council is planning to undertake around \$140m worth of capital works in 2019-20. This is made up of some projects that have been carried over from the 2018-19 financial year. As stated in the document, the high volume of grants received by Council over the past 2-3 years has placed pressure on the organisation's resources. To meet that demand the number of full time equivalent staff has increased by around 50 since the merger. Council continues to be successful with grant applications for infrastructure projects.

The Operational Plan also includes a listing of roads scheduled to reseal and rehabilitate over the financial year.

12.6 Draft Operational Plan, Revenue Policy and Fees and Charges for 2019-20 (Ref: C1941813; Author: Tegart/Tozer) (Continued)

As per legislation, Council is required to review its Delivery Program every 12 months. An appendix has been added to the Operational Plan to highlight the changes to the Delivery Program from what was adopted in June 2018.

Revenue Policy

The Revenue Policy outlines the rates and annual charges for water, sewer and waste services. All rating categories (residential, business, farmland, mining) have increased by 2.7% which is the rate peg limit set by the NSW Pricing and Regulatory Tribunal. A table in the Revenue Policy highlights the overall average residential bill increase (including general rates, water, sewer and waste annual charges and average water consumption) for Queanbeyan-Palerang residents will be around \$100.

This includes a Stormwater Management Levy which is currently charged to Queanbeyan properties that have stormwater infrastructure. The upper limit of the charge is \$25 per property, however Council is intending to charge below the maximum, with a charge of \$20 per property per year.

Council has in place measures to support the vulnerable in our community via the pensioner concession process and hardship policy.

Due to measures put in place by the Government with the merger, Council is unable to harmonise rates across the Local Government Area until 2020-21. The process of harmonising rates will commence in 2019-20, to take effect from 1 July 2020. Together with the adopted Palerang Communities Integrated Water Cycle Management Plan, Bungendore Stormwater Study, QPRC Waste Strategy and the future adoption of the Queanbeyan Integrated Water Cycle Management Plan, there may be changes to the charging structure from 2020-21 onwards. This process will be subject to public input.

Fees and Charges

The majority of Council's fees and charges will increase by 2.7%. Some of the fees and charges with a lower dollar value will see higher percentage increase as these fees and charges have not increased in the past 2-3 years. For instance, a fee for \$4 has not increased by the 2-2.5% over the past 2-3 years due to rounding issues, however for 2019-20 it will increase to \$4.50.

Implications***Engagement***

The draft Operational Plan, Revenue Policy and Fees and Charges will be exhibited from Friday 26 April until Monday 3 June 2019, around 10 days longer than the statutory exhibition period. During that period, Council will be holding community meetings at Queanbeyan (7 May), Braidwood (9 May), and Bungendore (21 May) to discuss a range of matters, including these documents.

Additionally, Council will use all standard exhibition methods, including writing to key community groups and associations.

Councillors will be provided with submissions and staff recommendations at a workshop on 12 June 2019, prior to the documents being presented to the 26 June Council meeting for adoption.

12.6 Draft Operational Plan, Revenue Policy and Fees and Charges for 2019-20 (Ref: C1941813; Author: Tegart/Tozer) (Continued)

Financial

The Operational Plan 2019-20 sets the budget for the upcoming financial year. The budget has been developed based on the adopted Delivery Program, adopted Long Term Financial Plan and the financial ratios set by the NSW Office of Local Government.

Integrated Plan

The draft Operational Plan 2019-20 has been based on the adopted Delivery Program 2018-21. Any significant changes from the adopted Delivery Program are highlighted in the appendix in the draft Operational Plan.

Conclusion

The draft Operational Plan, Revenue Policy and Fees and Charges are presented to Council, prior to public exhibition. To meet legislative requirements, the documents must be adopted, following public exhibition, prior to 30 June 2019.

Attachments

- Attachment 1  Draft Revenue Policy 2019-20 (*Under Separate Cover*)
Attachment 2  Draft Fees and Charges 2019-20 (*Under Separate Cover*)
Attachment 3  Draft Operational Plan 2019-20 (*Under Separate Cover*)

12.7 Queanbeyan CBD Spatial Business Plan (Ref: C1938929; Author: Richards/Darcy)

Summary

The current Queanbeyan CBD Masterplan was adopted in 2009 and is due for renewal. This refreshed plan (titled *Queanbeyan CBD Spatial Business Plan 2019*) follows the 2017 Queanbeyan CBD Transformation Strategy to provide Council and all stakeholders with direction and strategies to revitalise the Queanbeyan CBD. It is a fresh perspective that recognises the social, economic and digital changes that have occurred over the last 10 years. It sets creative principles for infrastructure and urban design to deliver a city that is both welcoming and prosperous.

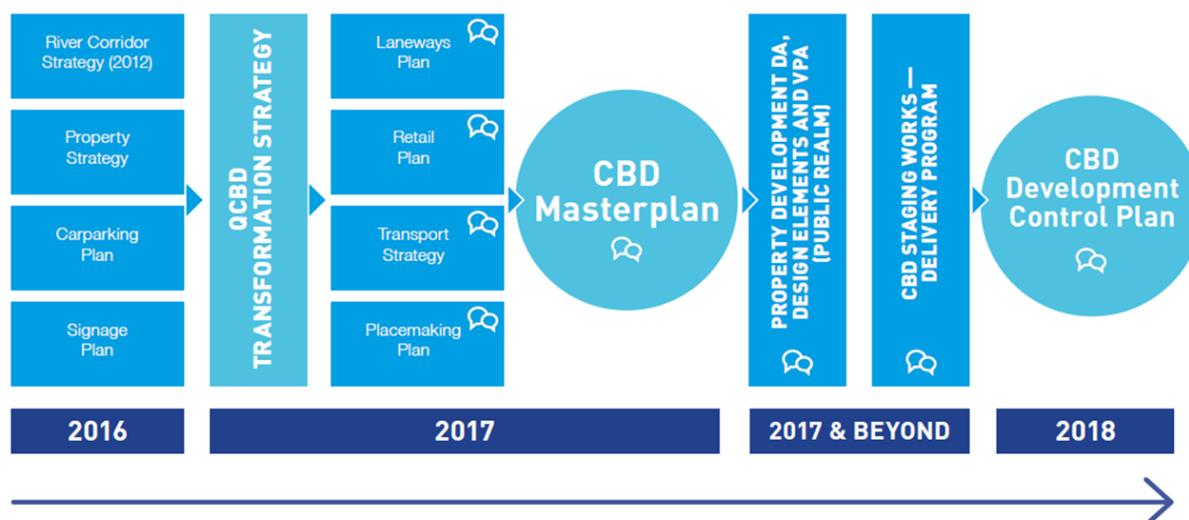
Recommendation

That Council:

1. Receive and note the Queanbeyan CBD Spatial Business Plan report.
2. Exhibit the CBD Spatial Business Plan for 28 days and hold information sessions for CBD business and property owners, as outlined in the report.
3. Endorse funding of \$55k for 2019/20 for a staff resource to manage the ongoing consultation with the CBD business community, general community and promote the CBD Spatial Business Plan.

Background

It is just over nine years since the Queanbeyan CBD Master Plan documents were produced in 2009. In 2015, Queanbeyan City Council resolved to refresh the Queanbeyan CBD Masterplan to provide an updated plan and vision. Since the original Master Plan was published, a number of CBD property feasibility studies were undertaken and several stages of CBD works were completed (including QE2 Park refurbishment, Monaro Street median and entry banners). Initiatives in place making and pop-ups have been implemented to harness the economic, social and environmental value of the CBD and further, supporting strategies were completed illustrated by the schematic below:



12.7 Queanbeyan CBD Spatial Business Plan (Ref: C1938929; Author: Richards/Darcy) (Continued)

This new direction was captured in the Queanbeyan CBD Transformation Strategy and has since been further supported through the REDS, Smart City and Tourism Plan.

It became evident with the advent of smart cities, vacant retail and economic leakage that a catalyst to develop the CBD and a fresh approach to map out the vision for each precinct was required. In addition, the level of capital investment to bring about the ambitions of the 2009 Masterplan had stalled. This 'catalyst' will be the consolidation of staff from 11 CBD buildings into a new head office and smart hub, enabling the sale, lease and redevelopment of a number of those sites; and the recycling of some car parking infrastructure into public domain, laneway connectors and decked carparks. This approach has been structured into 6 stages of civil construction and private development activity by Council resolution in May 2018:

1 - Smart City Pilot and River Walk

- Smart lighting, sensing and Wifi: Crawford lifestyle precinct; 3D planning software
- Smart parking: Morisset carpark
- Low level pedestrian bridge
- Paved shared pathway, both sides, from low level bridge to Thorpe Ave
- Riverside caravan park refurbishment

2 - Lowe carpark

- Mixed use redevelopment, commercial and residential
- Office/s and smart hub
- Smart public domain

3 - Morisset carpark

- Multi-level smart carpark, with some commercial
- Smart public domain
- Laneway connectors

4 - Rutledge carpark

- Mixed use redevelopment, commercial and residential
- Smart public domain
- Laneway connectors

5 - Monaro corridor

- Widening and refurbishment of footpaths
- Expansion of lighting, seating and plantings
- Reduction of median
- Addition of cycleway
- Modifying pedestrian refuges
- Refurbishment of pavement
- Re-phasing traffic controls
- Slowing CBD to 40kph

6 - Crawford carpark

- Multi-level smart carpark

These stages, together with the ambitions of the CBD Transformation Strategy, became the basis of the brief for the refresh of the 2009 Master Plan. Council issued a Request for Quotation for this work to update and advance key ideas from the original documentation, to create a new, concise and accessible resource, and to guide change across the

12.7 Queanbeyan CBD Spatial Business Plan (Ref: C1938929; Author: Richards/Darcy) (Continued)

Queanbeyan CBD. Hames Sharley were appointed to lead this refresh and have rebranded the new plan as the '*Queanbeyan CBD Spatial Business Plan*' to reflect the correlation between spatial planning, design and economic development.

The focus of the strategy is transformational change and economic sustainability. It will provide an overarching framework for urban design, including the interplay of spatial design, place diversification and activation. The framework will consider transition and continuity as the CBD evolves to an activated centre for people, business and activity both day and night.

Spatial Plan Structure

The Plan is comprehensive and contains the following key elements:

- Vision and values;
- Consultation and implementation time lines;
- Summary of relevant Council strategies;
- Site analysis including building frontage, laneways, streetscape, access and parking analysis and heritage assessment
- Gap analysis
- Key planning and economic responses including:
 - Streetscape
 - Monaro Street through traffic
 - Market Demand responsiveness
 - Streets, precincts and lanes
 - CBD market positioning
 - Shopping precinct integration
 - CBD river and parks
 - Smart city
 - Access and parking
 - Governance
- Place making and Block plans
- Queanbeyan CBD Development Control Plan
- Precinct plans; and
- Artistic Impressions

The primary aims of the Plan is to:

- realise the ambitions of the Transformation Strategy to increase residents and workers in the CBD, promote street frontages and connections at human scale, reduce retail leakage and minimise shop vacancies.
- ease pedestrian movements across the CBD, connecting the Queanbeyan Park and Showground to the River and QE2 Park through green corridors, and connecting the major carparks with curated laneways
- activate the main street and open up the laneways to new shopfronts and cafes
- nominate planned developments such as offices, serviced apartments, café and reception spaces; or potential future uses on CBD sites vacated by council, once staff consolidate into the planned new head office and smart hub
- recycle assets such as bitumen carparks into new public realm and deck carparks with infrastructure with smart lighting, parking CBD WiFi and CCTV.

The Site Analysis section of the Spatial Business Plan specifies that in the current CBD only approximately 1.2% of the streetscape character provides a vibrant pedestrian experience

12.7 Queanbeyan CBD Spatial Business Plan (Ref: C1938929; Author: Richards/Darcy) (Continued)

whilst almost half of the streets (45%) leave a lot to be desired and do not contribute to a vibrant town centre. There is an obvious lack of pedestrian amenity and clear identity.

The Spatial Business Plan proposes solutions to deliver an activated streetscape and public realm that supports and promotes a strengthened identity for the CBD. This has been accomplished by using a 'precinct' approach with the following identified in the streetscape network.

- Public Square adjacent to the Leagues Club Carpark
- Civic /Cultural Plaza adjacent to The Q Theatre
- Civic Shared space adjacent to the new Council Headquarters on Crawford St
- Public Square in the current Morisset St carpark
- Small public spaces such as parklets on Monaro St and Morisset St
- possible riverside floating deck development adjacent to the Leagues Club

The document provides six specific 'Block plans' (A-F) overlaid with active street environments or 'precincts' ie grouping together of like activities into 'an eat street', 'a cultural/Civic hub', a 'retail core' and 'a start-up' street. Supportive centre block precincts will be linked by active laneways. Place making instruments can then be used to shape the character of the streets, precincts and laneways to suit their roles and theming.

The streetscape design principles seek to:

1. provide a series of new experiences within the new public realm to appeal to different users, in particular families and CBD workers;
2. encourage people to walk and cycle to and around the city centre;
3. create an invitation for people to spend time in the streets and new public realm; and
4. encourage lively edges

Implications**Asset****Property Strategy**

The Spatial Business Plan will action strategies detailed in the QPRC Property Strategy which was adopted in June 2016. The Strategy outlines a mix of approaches to optimise property ownership and returns including:

- Public Lands Assembly - assembling Council-owned public land to facilitate development interest or sale. For example: creating additional footpath, carpark or reserve space in town centres for commercial licence and lease, strategic thoroughfares/pedestrian links,
- Commercial Holdings - facilitate development of council-owned real estate or commercial holdings to generate cash and long-term returns on investment. For example: through direct conditional sale, lease or partnering with a developer under public private partnership regulations, or where returns may seed other acquisitions or developments
- Commercial Leasing – explore expansion of some of Council's CBD property or premises to enable commercial or start-up/incubator leasing such as at Council's head office to establish a 'smart hub'

12.7 Queanbeyan CBD Spatial Business Plan (Ref: C1938929; Author: Richards/Darcy) (Continued)

A separate report to the April 2019 meeting outlines some of the activity proposed for Council property.

The CBD Spatial Business Plan illustrates an approach that enables Council to get the best value from its property and infrastructure holdings, to provide community and economic benefits, and to recognise commercial returns. In particular:

- a. Streetscaping – by exploring opportunities to lease roads, carparks, paths and reserves, business and market pop ups and focus infrastructure effort on the highest visibility and usage; and
- b. Roads and Carparks - used to leverage commercial redevelopment and improve traffic and pedestrian thoroughfare

Car Parking Strategy

The emphasis for the future of parking in the CBD should be to better utilise existing supply through applying a demand management approach while increasing public transport patronage. In addition, to repurpose car parking assets for public domain and commercial purposes, in line with the principles of the 2016 Property Strategy, the 2018 Car Parking Strategy and the 2017 CBD Transformation Strategy.

The Car Parking Strategy has informed the CBD Spatial Business Plan's relationship to economic and social activation through:

- emphasising an active transport approach with pedestrian priority throughout the city centre and new cycling linkages;
- informing the roles and design approach of key roads and car parking locations;
- informing the design approach of new residential and commercial developments in regard to providing appropriate car spaces on site; and
- emphasising an employment of smart technologies for new carparks to reduce congestion.

Support for converting car parks into public domain, provides the opportunity for Monaro Street properties to open up a second frontage, potentially convert one building into two tenancies, and assist activating the CBD with a fresh mix of business.

Social / Cultural

The CBD Spatial Business Plan reflects the values and identity of and the local environment including heritage, aesthetics and lifestyle in Queanbeyan CBD preferred by residents. It provides a direct response to address the lack of identity and public space in the CBD and implement strategies that will create new social and highly valued public realm. It covers the priorities identified in community consultation of:

- a) An identifiable heart
- b) A dynamic retail offer
- c) A significant cultural civic precinct
- d) Lifestyle elements that attract city living and support entertainment and amenity
- e) A vibrant night time economy
- f) A quality public realm, to connect people with the built environment, its streetscapes, parkland and river

12.7 Queanbeyan CBD Spatial Business Plan (Ref: C1938929; Author: Richards/Darcy) (Continued)

Economic

The Queanbeyan CBD is faced with many challenges primarily due to the growing retail competition in Canberra and options for retail online. The CBD geographical relationship and resulting economic influence with Canberra CBD, Fyshwick, Manuka and Majura Park is complex and unique to any other city in Australia.

The CBD Spatial Business Plan will provide an overarching instrument to boost and uplift the Queanbeyan CBD that has lacked any significant private investment in the last decade. The CBD Spatial Business Plan actions strategies previously endorsed by Council to repurpose Council assets to drive investment and stimulate the revitalisation of the local economy.

Importantly, the CBD Spatial Business Plan builds on the prioritisation of pedestrians through improving connectivity, improving amenity for resident's visitors and workers and improve the perception of the CBD as a place to shop, recreate and invest.

The CBD Spatial Business Plan has been developed alongside the Retail Growth Strategy and proposes how spatial design can influence new development attraction, thereby increasing new retail and commercial opportunity. It also address the issue of through traffic on the main street, Monaro Street. Through traffic limits the retail amenity in the CBD due to traffic volume and noise levels, a road layout not conducive to a pedestrian environment and the visual and physical barrier of the median which essentially splits the CBD.

Strategic**Relevant strategies:**

The CBD Spatial Business Plan is informed by a range of other relevant strategies including:

- Queanbeyan CBD Transformation;
- Retail Growth
- CBD Car Parking;
- QPRC Digital Economy and Smart Community;
- Integrated Transport;
- Regional Economic Development;
- South East & Tablelands Regional;
- Urban Design for Regional NSW; and
- NSW Future Transport 2056

CBD Values and Influence on the CBD Spatial Business Plan:

In 2017, a series of half day workshops were organised in Queanbeyan, with representatives from the community and key stakeholder groups invited. The workshops sought to:

- Establish a clear understanding of the community's values.
- Understand what place qualities, characteristics and elements the community cherish.
- Establish a clear understanding of how the community live their lives in Queanbeyan, how they currently interact with the CBD and what spatial and place qualities would improve that interaction.
- Explore where and how the population of Queanbeyan comes together and celebrates as a community and how that can be enabled into the CBD public realm.

12.7 Queanbeyan CBD Spatial Business Plan (Ref: C1938929; Author: Richards/Darcy) (Continued)

- To identify a set of priority community values, and translate these into civic values, establishing a decision-making framework of people and place based objectives to guide development outcomes.

From these workshops, a Vision and Values for the Queanbeyan CBD was developed:

- Vision - *A contemporary city with a country heart*
 - Value 01 A compact, connected & caring community
 - Value 02 Lively & inviting streets & spaces
 - Value 03 Connected to nature
 - Value 04 Culturally expressive
 - Value 05 Energetic economy

These community values were used to inform the focus for each of the Spatial Business Plan layers.

Relationship to the CBD Transformation Strategy

Council developed the Queanbeyan CBD Transformation Strategy to establish a strategic framework to guide the economic potential of the CBD, to shape the public domain, and establish design elements for the review of the CBD Masterplan and development control plan.

A significant part of this revitalisation envisaged requires a review and renewal exercise to re-align the 2009 Queanbeyan CBD Master Plan with the Transformation Strategy. Through the new CBD Spatial Business Plan, Council sought to deliver an activated environment that supports and promotes a strengthened identity for the CBD, with priorities including:

- An economically thriving commercial centre as the focal point of the region
- A business district containing a diversified retail mix and shopping offer
- An enabling entrepreneurial ecosystem
- More people visiting, living and working in the CBD
- A connected CBD facilitating pedestrian access to different precincts
- A vibrant cultural and entertainment presence
- An activated riverfront and connected green space
- A highly valued public realm

Development Design and Controls

The CBD Spatial Business Plan suggests Council consider investigating opportunities to better support the CBD Transformation Strategy through potential amendments to the development assessment process that involve:

- Establishment of a CBD Design Review Panel
- Establishing an 'Exemplar Catalyst Project (ECP)' with potential concessions should ECP be achieved
- Establishing a 'Main St Retail Zone'

The Spatial Plan is also supported by the 'Movement and Place Framework' of the NSW Future Transport Strategy, to articulate and manage local streets and places from freight corridors.

12.7 Queanbeyan CBD Spatial Business Plan (Ref: C1938929; Author: Richards/Darcy) (Continued)

Engagement

In developing this Plan a number of community engagement activities have occurred.

Past Consultation

A series of half day community workshops were organised in Queanbeyan in 2017 resulting in the CBD Community Values being developed which informed the CBD Transformation Strategy and the Spatial Business Plan.

Influential to the development of the CBD Spatial Business Plan is the Retail Growth Strategy that was established at the same time and provided valuable input to the correlation between the desired commercial outcomes and spatial planning. The Retail Growth Strategy included significant community consultation in late 2018 including:

- 595 responses from local residents via an online survey
- 111 responses to face to face intercept surveys
- 81 responses from CBD located businesses through an online and paper survey
- 12 in depth qualitative interviews with CBD businesses.

New Consultation

It is proposed to release the CBD Spatial Business Plan to the community for consultation and feedback. Consultation methods being considered are:

- Via Council's *Your Voice* portal;
- Hard copies available in the Library and customer service;
- Community meetings in May;
- Walking tours of the CBD with community and business parties and QPRC staff explaining the proposed changes;
- Postcards – delivered to every business and property owner in the CBD with information on where to find the Spatial Business Plan and how to provide feedback;
- Facilitate a business breakfast to present the Spatial Business Plan to business stakeholders;
- Booth in Riverside Plaza – erect a booth in the Riverside Plaza for one week with large layout plans to explain the Spatial Business Plan to community members and gather feedback;
- Direct email to community groups explaining where to find the Spatial Business Plan and how to provide feedback;
- Notification via Council's fortnightly press advertising;
- Social media posts;
- Media release;
- Develop a video to launch the Spatial Business Plan;
- Develop a dedicated web page on www.investqueanbeyanpalerang.com.au;
- Development of a 3D video and flythrough available on *Your Voice* portal and the Invest Queanbeyan-Palerang website;

Roads and Maritime Service (RMS)

RMS were engaged on the initial concepts contained in the Spatial Business Plan and have recognised that a State road (Monaro Street) can have a place function and not focus solely on the movement of traffic. RMS have advised that the general principles contained in the Spatial Business Plan are supported subject to further traffic modelling being undertaken. Council staff have commenced the process to update traffic modelling that will provide further data for RMS to consider.

12.7 Queanbeyan CBD Spatial Business Plan (Ref: C1938929; Author: Richards/Darcy) (Continued)

Financial

Some of the transformative capital projects incorporated into the CBD Spatial Business Plan have already been approved by Council. In May 2018 Council resolved to progress Stages 1-3 and have incorporated those in the Delivery Program and Financial Plan being:

- 1 – Smart City Pilot and River Walk (FY19)
 - Smart lighting, sensing and Wi-Fi: Crawford lifestyle precinct
 - Smart parking: Morisset carpark
 - Low level pedestrian bridge
 - Paved shared pathway, both sides, from low level bridge to pedestrian bridge
 - Riverside caravan park
- 2 – Lowe carpark (FY20)
 - Mixed use redevelopment, commercial and residential
 - Office/s and smart hub
 - Smart public domain
- 3 – Morisset carpark (FY21)
 - Multi-level smart carpark, with some commercial
 - Smart public domain
 - Laneway connectors

A business case was prepared and presented to the NSW Government seeking grants to support construction of the smart hub in the new QPRC headquarters and the refurbishment of Monaro Street.

Due to the ongoing and important consultation with CBD businesses that will be required as stages of the Spatial Business Plan are implemented and that may result in interruption to normal business activity, this report seeks approval to fund the extension of an existing fixed term staff recruit for 2019/20 for business and owner engagement. This position will enable collaboration with the CBD Business community and general community on CBD projects and placemaking activities.

Program Code	Expense Type	Purpose	Amount
	Staff (fixed term)	CBD business engagement	\$55,000

Integrated Plan

The Stages 1 – 3 described in the financial section are included in the Delivery Program.

Conclusion

The Queanbeyan CBD Spatial Business Plan has been developed with much anticipation in the community as a lever to activate the renewal of the Queanbeyan CBD. This report seeks approval to obtain community feedback on the CBD Spatial Business Plan with further funding to allow ongoing community consultation and engagement.

Attachments

Attachment 1  Draft Spatial Business Plan (Masterplan Refresh) (*Under Separate Cover*) - **COUNCILLORS ONLY**

12.8 Cultural Arts Assistance Scheme Application (Ref: C1955636; Author: Richards/Hansen)

Summary

An application for financial assistance has been received from the Queanbeyan Art Society to hold their Annual Art Exhibition at their premises from 27 April to 25 May 2019. The application has been assessed and satisfies the scheme's guidelines and criteria. The previous Queanbeyan Art Society 2018 grant has been fully acquitted under the requirements of the Council Assistance Program Guidelines.

Recommendation

That Council approve the allocation of a grant of \$1,500 from the Cultural Arts Assistance Scheme to the Queanbeyan Art Society to assist with marketing and prizes for their Annual Art Exhibition.

Background

Council's Cultural Arts Assistance Scheme provides grant funding for community cultural projects that meet the following criteria:

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

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

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

A comprehensive grant application for \$1,500 has been received from the Queanbeyan Arts Society to hold their Annual Art Exhibition.

The Queanbeyan based, not-for-profit community organisation has been running in Queanbeyan for over fifty years. It holds eleven exhibitions per year, with the Annual Art Awards being their biggest exhibition of their calendar. It take approximately 5 days to coordinate, receive and install the exhibition with approximately five volunteers.

The Queanbeyan Arts Society is open seven days a week to their members and members of the public offering exhibitions, workshops and spaces for members to socially paint together. They have also started running children's art classes.

In 2018 they received a grant from the Council and the NSW Government to complete the extension to their main gallery. The Annual Art Exhibition 2019 will be held in the gallery.

12.8 Cultural Arts Assistance Scheme Application (Ref: C1955636; Author: Richards/Hansen) (Continued)

Implications

Social / Cultural

The popular Annual Art Exhibition showcases the broader Queanbeyan arts community to the public and offers its members the opportunity to exhibit their latest works. The gallery is open seven days a week to members of the public and Queanbeyan Arts Society members.

Financial

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

The Cultural Arts Assistance Scheme has an available budget of \$10,636.

Integrated Plan

The event aligns with the Cultural Development Program, Output 1.1.3.

Conclusion

The Queanbeyan Art Society Annual Exhibition is a celebration of the arts in the region and a highlight in the regional cultural calendar. During the exhibition workshop and classes are offered to members.

Attachments

Nil

12.9 Grant for Smart Cities roll out at Googong (Ref: C1948309; Author: Neil/Warne)

Summary

Further to recent announcement of the successful application for the Commonwealth Smart Cities and Suburbs Program grant of \$1,141,545m, this report proposes actions to progress the roll out of Smart technology at Googong in line with the timeframes expected with the grant.

Recommendation

That Council:

- 1. Execute a Deed of Agreement with Googong Township Pty Ltd for the roll out of smart technology at Googong as part of the Smart Cities and Suburbs Program Round 2.**
 - 2. S55 (3) (b) and (i) of the *Local Government Act 1993* exempt this project from the need to call tenders.**
-

Background

The Council has been successful in securing a \$1,141,545m grant for the roll out of smart city technology at Googong. In summary the project comprises:

- Public Free Wi-Fi
- Smart lighting (with poles capable of adaptable uses)
- Smart parking
- Bin management
- Smart management of irrigation system
- Provision for smart surveillance cameras
- Amenity block management
- Smart BBQ's
- Weather reporting
- Car charging stations

The grant submission proposed that when Googong Township Pty Ltd (GTPL) install the infrastructure (*Lighting, Telecommunications, water etc*) for the development of the town that it also fit the smart technology. GTPL will match the grant funding dollar for dollar to upgrade the works to smart infrastructure.

This approach is sensible as there are cost savings and avoidance of duplication and rework if all these works are done at the one time including any retrofitting of existing areas.

Works will be undertaken to the value of the grant.

The grant is provided under the Smart Cities and Suburbs Program – Round 2 and will be subject to a Deed of Agreement with GTPL to perform the works in accordance the grant specification.

12.9 Grant for Smart Cities roll out at Googong (Ref: C1948309; Author: Neil/Warne) (Continued)

As the amount exceeds the tender threshold of \$150K, it is suggested that the Council approve the works and expenditure in accordance with S55 (3) (b) and (i) which provides an exemption of the need to call tenders if the grant is part of a contract with the Commonwealth for the Smart Cities and Suburbs Program and that a satisfactory result would not be achieved by inviting tenders.

GTPL are keen for the rollout to commence as soon as possible and the above suggestion will avoid delays and see smart technology operating in Googong as soon as possible.

Implications

Legal

A Deed of Agreement for the project will be executed.

Financial

Program Code	Expense Type	Funding source	Amount
		Grant Funded	\$ 1.2M

Conclusion

The Grant has been a welcome addition to the transformation of the city with smart technology and should be pursued as quickly as possible. Execution of the Deed and declaring the project as exempt from the tendering requires as outlined should be supported.

Attachments

Nil

**12.10 Queanbeyan, Bungendore and Braidwood Customer Centres (Ref: C1939901;
Author: Tegart/Tegart)**

Summary

This report proposes refurbishment and modifications to the customer centres at the three offices in Queanbeyan, Bungendore and Braidwood. The works are proposed as:

- the new head office is 18-24 months away;
- need to co-locate functional groupings of staff between Queanbeyan and Bungendore in the interim; and
- often only have one member of staff servicing the customer and library areas in Braidwood, presenting safety and servicing issues.

The proposals are designed to enable a future conversion of part of the Bungendore office into library and smart hub spaces; and the planned conversion of the downstairs section of the Braidwood office into a smart hub and community meeting rooms. The upstairs section of that office is currently being repainted as part of scheduled maintenance.

Recommendation

That Council:

- 1. Note the report on customer centres.**
- 2. Approve the conversion of part of the Braidwood administration building to a smart hub and community meeting room.**
- 3. Approve \$280,000 for the customer centre refurbishment (Bungendore and Braidwood) and Braidwood smart hub work, funded from 2018/19 maintenance allocations and the property reserve.**
- 4. Approve \$129,000 for the customer centre refurbishment at Queanbeyan, funded from 2018/19 maintenance allocations and the property reserve.**
- 5. Refer the proposed modifications to the Braidwood office to the Braidwood Heritage Committee.**

Background

A number of modifications or refurbishments are proposed as outlined on the attached plans.

Queanbeyan Customer Centre

The current Queanbeyan customer service centre was developed in around 2015 as in interim location after staff moved out of 257 Crawford St. This was intended to be a short-term location for customer service as (then) renovations were proposed on 257 Crawford Street.

Since then, a redevelopment of the administration building into the new head office is now planned, with completion not expected for two years. The current facility at 256 Crawford (former rugby club) is outdated and does not provide customers and staff with a functional

**12.10 Queanbeyan, Bungendore and Braidwood Customer Centres (Ref: C1939901;
Author: Tegart/Tegart) (Continued)**

and appropriate interactive space. Key deficiencies include waiting and interview space, suitable room for call centre, a staff room, and an area to take customers for private conversations. These proposed modifications will also allow staff to trial some new approaches to customer service, including the use of a concierge and increasing self-service points that will guide internal design and functionality of the new head office.

Bungendore Customer Centre

It is proposed to co-locate functional teams between the Queanbeyan and Braidwood offices. Staff consultation has commenced. To accommodate more staff into the Bungendore office, the relocation of the customer counter into the foyer area is proposed, enabling office areas behind. Access to meeting rooms, council chambers and public toilets remains unimpeded.

Should the library be relocated or other uses be considered for part of the building, the modifications are not expected to be an impediment to those options in the future.

Braidwood Customer Centre and Smart Hub

This report proposes upgrading the customer centre, linking the library and establishing a smart hub and community rooms at Braidwood that would be located on part of the ground floor of the current Council administration building. The smart hub will provide the opportunity to support businesses and community activities in Braidwood.

To accommodate the Smart hub, it is intended to co-locate the current customer service area with the library desk and change the point of public access to Council services to be through the library entrance. The foyer will include a NSW kiosk. The front part of the building will be renovated to include Smart Hub facilities and community meeting space.

Staff currently located on the ground floor will be relocated to either the new customer service area or to the first floor. Some additional work is required on the first floor to accommodate staff relocating from the ground floor. Hot desks will be provided for staff that are infrequently required to work at the Braidwood Office for the day. Design and materials sensitive to the heritage of the building will be required.

Tech fitout is the subject of grant and election commitment requests.

Implications***Asset***

The three office sites have not had any maintenance or refurbishments for many years. While initially aimed to accommodate the functional co-location of staff, the proposed works are designed to accommodate future potential uses such as library and smart hubs.

Engagement

Final designs will be subject to staff consultation to ensure functionality and groupings of staff to be accommodated across the three offices.

Financial

The current estimate for Queanbeyan centre is \$129K, the Bungendore centre is \$150K, while the customer and smart hub shell at Braidwood is estimated at \$130K.

**12.10 Queanbeyan, Bungendore and Braidwood Customer Centres (Ref: C1939901;
Author: Tegart/Tegart) (Continued)**

It is proposed to fund the customer centre and smart hub works from current buildings maintenance allocations and property reserves.

Program Code	Expense Type	Funding source	Amount
	Operation	Office building maintenance	\$200,000
	Capital	Property Reserve	\$210,000

Conclusion

The customer centre refurbishments will improve functionality, enable co-location of some staff teams, improve staff safety and visibility; while the smart hub will provide the opportunity to support businesses and community activities in Braidwood. Renovations are required to building to accommodate the smart hub and community rooms.

Attachments

Attachment 1  Proposed Customer Centre Layouts (*Under Separate Cover*)

12.11 Request for Donation for Hire of the Braidwood National Theatre Community Centre (Ref: C1949780; Author: Tegart/Ferguson)

Summary

A request has been received from a member of the Braidwood community for Council to provide a donation of \$150 to the Braidwood National Theatre Community Centre to be used for the hire of the facility by a community group for an event in December 2018.

Recommendation

That Council:

- 1. Advise the applicant that, on this occasion, Council is unable to provide a donation of \$150 to be used for the hire of the Braidwood National Theatre Community Centre by a community group in December 2018 for the following reasons:**
 - (a) The request needs to be considered as an application within Council's annual community grants program, rather than as a one-off application following the 2018 round;**
 - (b) Funding in the 2018 round has been fully expended;**
 - (c) All applications for community grant funding should be submitted in accordance with the provisions of Part 5 Categories A and B of the QPRC Donations Policy.**
 - 2. Encourage the applicant to consider submitting an application, addressing all criteria, in the 2019 round of the community grants program.**
-

Background

Council has been advised by a member of the Braidwood community that, in December 2017, a group of Braidwood residents used the National Theatre Community Centre (NTCC) to host a lunch for the lonely, had no family and/or were financially disadvantaged. A number of Braidwood businesses, as well as local residents, donated goods for this event.

The organisers of the event did not pay the hire fee of \$220 for the NTCC in 2017. As a result, the NTCC s.355 Committee informed the organisers that they would not let the function be held there again in December 2018 unless the hire fee for the 2017 function was paid.

Some local residents collected \$150 to pay for the 2017 function. The Committee accepted this lower amount as payment and allowed the 2018 event to go ahead. The hire fee was again not paid.

Council has now been approached to provide a donation of \$150 to pay for the hire of the NTCC for the December 2018 event.

Implications

Policy

Council adopted its Donation Policy on 12 April 2017, Resolution No. PLA036/17. The policy includes an annual community grants program within Category A for general donations and

12.11 Request for Donation for Hire of the Braidwood National Theatre Community Centre (Ref: C1949780; Author: Tegart/Ferguson) (Continued)

Category B for hire or lease of Council's facilities. In relation to Category A within which this particular request is made, the policy states:

Category A funding – General Assistance***Annual Grants Program***

- 5.1 Council may determine that the Annual Grants Program for any given year will be directed towards particular outcomes, but the emphasis will always be towards supporting the community's aspirations as articulated in the QPRC Community Strategic Plan.
- 5.2 Applications will only be considered for one-off expenditure in the financial year in which the costs occur.
- 5.3 Applications will be sought through advertising in local media, community newsletters, social media, Council's website and Engagement HQ following the allocation of funds, this being typically through the adoption of Council's Operational Plan in June each year. Applications are to be made on the relevant form (**Schedule 3**), and address all criteria outlined in the Annual Grants Program guidelines for that year.
- 5.4 Applications must be received by the advertised closing date on the relevant application form with supporting documentation, rather than on an ad hoc basis.
- 5.5 Notwithstanding Clause 5.4, Council may consider applications outside the funding round if the applicants are able to demonstrate that the purpose for which they are seeking the donation was not foreseen at the time of the Annual Grants Program round.
- 5.6 Should any applications be received in accordance with Clause 5.5, consideration of the applications will be dependent on any funds being available following allocation from the current round, and will require a resolution from Council regarding the assessment of the applications.
- 5.7 Any request for financial assistance outside the Annual Grants Program must address the criteria detailed in the guidelines, and be submitted on the relevant application form.
- 5.8 Applications will be assessed in accordance with the current guidelines, criteria and budget allocations by a panel of staff nominated by the General Manager. The panel will prepare recommendations for funding to the next available ordinary meeting of Council. All approved fees and charges to be waived will be in the form of a donation and paid by Council on behalf of the organisation.

If an application were to be submitted for the same purpose in the 2019 round of the Community Grants Program, currently being advertised and closing 9 May 2019, it would be more appropriate under Category B of the Donations Policy which states:

Category B funding – hire/lease fees

- 5.9 Requests for the waiving of hire/lease fees of Council facilities should be in writing addressed to Council's General Manager. When making requests, applicants need to clearly outline how the event will benefit the QPRC community.
- 5.10 When submitting an application, applicants should ensure that:
 - (a) bookings are confirmed;

12.11 Request for Donation for Hire of the Braidwood National Theatre Community Centre (Ref: C1949780; Author: Tegart/Ferguson) (Continued)

- (b) a copy of the facility's "Hire Agreement", including a quote for the cost of hire, is submitted with the application;
- (c) once the hire agreement is in place and the donation amount has been awarded, any variation to the hours of hire that may affect the total donation provided, is to be reported to Council as soon as possible. For example, if the hours are reduced, the donation amount will reduce proportionately. If the hours increase, full hire charges will apply for the additional hours.

5.11 The following criteria will be applied in assessing these requests:

- (a) the purpose of the donation;
- (b) the alignment with Council's Community Strategic Plan and Delivery Plan;
- (c) any previous donations and support provided to the applicant by Council;
- (d) the amount requested;
- (e) the applicant's access to alternative sources of funding, including the ability to raise general income from usage of the facility,
- (f) Council's annual budget allowance.

5.12 Waiving of fees and charges for ongoing usage or events will not be considered unless negotiated in a service level agreement with Council.

Fees and Charges

Council adopts its Fees and Charges for all facilities each year in June within its Operational Plan and Budget. These fees are set and must not be altered without public exhibition and Council's subsequent approval. The adopted fee of \$220 for the hire of the NTCC should have been charged unless the s.355 Committee includes a separate category of fees for certain events.

Council staff will liaise with the NTCC s.355 Committee to ensure that it charges the correct fee for the hire of the facility.

Financial

Funding allocated for Council's Community Grants Program for 2018/19 has been fully expended.

Conclusion

It is recommended that Council not accede to the request on this occasion, but encourage the applicant to submit an application, addressing all criteria, during the current round of the annual community grants funding program. Applications for this round close on 9 May 2019 for consideration by Council at its June 2019 meeting.

Attachments

Nil

12.12 Araluen Recreation Reserve Trust (Ref: C1952369; Author: Tegart/Ferguson)

Summary

A request has been received from the Araluen Recreation Reserve Trust seeking Council's approval to re-purpose the balance of funding provided under the Stronger Communities Fund to construct a new public toilet block on the Reserve, towards additional improvements to facilities on the Reserve.

Recommendation

That Council accede to the Araluen Recreation Reserve Trustees' request to re-purpose the balance of their grant under the Stronger Communities Fund for additional improvements to facilities on the Reserve.

Background

The Araluen Recreation Reserve is managed under a reserve trust for public recreational use. Facilities include children's play equipment, a tennis court, a shelter shed, a cricket pitch, water tanks, BBQs and a kiosk. The ground is the site of many community activities, and is also the designated "Place of Last Resort" in the event of bush fire.

The Araluen Recreation Reserve Trustees, together with the Araluen Area s.355 Committee and the Araluen Progress Association, successfully applied for \$50,000 funding under the community grants Round 1 of the Stronger Communities Fund (SCF) to build a new public toilet block on the Reserve. The new facility replaces two pit toilets on the site that were no longer suitable for use. It also reduces the burden on organisers of major events at the Reserve who had to provide portable toilets.

The total cost of the project was estimated at \$65,000. A further \$15,000 was granted by Council under the major infrastructure projects Round 2 of the SCF.

The project consisted of the following stages:

- Demolition of existing pit toilets and site investigation and preparation
- Purchase of a pre-fabricated, wheelchair accessible, two person toilet block
- Purchase of a septic waste system
- Installation of septic/plumbing and erection of pre-fabricated toilet block.

In-kind support was provided by volunteers within the general Araluen community, the Araluen Progress Association and the Volunteer Bush Fire Brigade.

The Trustees have advised that the new public toilet block has been completed and a final inspection will be requested when the necessary permanent fencing is in place.

The Trustees also advise that, through careful monitoring of expenditure and additional use of volunteer labour during construction of the toilets, there remains \$12,927.72 from the original \$65,000 grant funding. They have asked Council if this balance could be utilised to further improve the facilities on the Recreation Reserve as follows:

Item	Estimate of Cost	Details
Extension and securing of the Charlie Harrison	Materials: \$4,524.89 (as per Braidwood Rural	The existing shed to be extended so that the lawn mower donated by

**12.12 Araluen Recreation Reserve Trust (Ref: C1952369; Author: Tegart/Ferguson)
(Continued)**

shelter shed	quote) Labour: volunteer	QPRC and other community equipment and materials can be safely stored in a vermin-free environment. The extension would allow closure of half of the existing shed to install a secure "camp kitchen" for use during community events.
Install two counter top roller shutters in the Charlie Harrison shelter shed	Materials: \$3,828 (as per Capital Doorworks quote)	Roller doors to enable safe serving of food and beverages to the public through a servery.
Install camp kitchen in Charlie Harrison shelter shed comprising: - Stainless steel benches and sinks - Lockable cupboards - Stainless steel BBQ - shelves	Materials: up to \$4,525 depending on final design and functionality of the kitchen Labour: volunteer	The Araluen Sports Day Association recently donated monies to cement the Charlie Harrison shelter shed and arranged for this work to be done. The shelter is now suitable for use as a lockable camp kitchen and servery area. The stainless steel benches and sinks would enable safer and more hygienic preparation of food for community events. (Note: the Sports Day Association has also committed to donating monies towards the camp kitchen once the design is finalised.
Sundries	Materials: \$49.85	Latches for gates and taps etc
TOTAL	\$12,927.74	

If approved, the work would be undertaken immediately.

Implications

Legal

Any change to the project for which SCF funding was provided must be approved by Council prior to expenditure.

Social / Cultural

The balance of the grant funding is intended to be used for further improvements to the facilities at the Araluen Recreation Reserve. The planned improvements will allow organisers of major events to provide a more hygienic and safe outlet for serving food and beverages to attendees.

Financial

The original grant funding under Rounds 1 and 2 of the Stronger Communities Fund for a new public toilet block at the Araluen Recreation Reserve comprised \$50,000 and \$15,000 respectively. Through careful monitoring of expenditure and greater volunteer labour during construction of the block, a balance of \$12,927.74 remains after completion. The proposed re-purposing of the funding does not exceed the original grant.

**12.12 Araluen Recreation Reserve Trust (Ref: C1952369; Author: Tegart/Ferguson)
(Continued)**

Conclusion

The Araluen Recreation Reserve Trust has asked for Council's approval to re-purpose the balance of the Stronger Communities Fund grant funding, originally dedicated to the construction of a new public toilet block on the Reserve, to be used for additional improvements to other facilities on the Reserve. The balance of funding would be used to enhance the hygienic and safe serving of food and beverages at major community events.

Attachments

Nil

12.13 Investment Report - March 2019 (Ref: C1953144; Author: Taylor/Drayton)

Summary

In accordance with the *Local Government (General) Regulation 2005*, the Investment Report is to be presented to Council on a monthly basis.

This report presents the investment result for March 2019.

Recommendation

That Council:

- 1. Note the 2018/19 investment income for March 2019 was \$704,903.**
 - 2. Note the investment portfolio has been made in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and *Queanbeyan-Palerang Regional Council's investment policy*.**
 - 3. Adopt the Investment Report for the month of March 2019.**
-

Background

Cash and Cash Equivalent Investments

The principal amount invested as at 31 March 2019 was \$216,900,482.

Refer to Attachment 1 for the following supporting information:

- 1 Actual return against budget;
- 2 Budgeted interest allocation by Entity.

Refer to Attachment 2 for the QPRC Investment Report Pack.

Market Update

The average 30 day BBSW rate for March 2019 was 1.84%.

The Reserve Bank (RBA) board decided to leave the cash rate unchanged at 1.50% at its April 2019 meeting.

Refer to Attachment 3 for the March 2019 economic commentary by Laminar Capital.

The TCorpIM Long-Term Growth Fund again produced a good return in March 2019. The Fund invests across major listed asset classes, with around 70% directed to growth assets and 30% to defensive assets.

The TCorpIM Medium-Term Growth Fund performance in March 2019 again was solid. The Fund contains 58% defensive assets.

**12.13 Investment Report - March 2019 (Ref: C1953144; Author: Taylor/Drayton)
(Continued)**

Implications***Policy***

I hereby certify that Queanbeyan-Palerang Regional Council investments listed in Table 5 of the attached Investment Report Pack (Attachment 2) have been made in accordance with section 625 of the Local Government Act 1993, clause 212 of the Local Government General Regulations 2005, and Queanbeyan-Palerang Regional Council's Investment Policy.

Shane Taylor
Chief Financial Officer

Council is currently reviewing the Queanbeyan-Palerang Regional Council Investment Policy which is at the public exhibition stage. A proposed amendment to the current policy is a tightening of the maximum holding limit in the lower rating categories for Council's portfolio, as recommended by NSW Treasury Corporation. Application of the March 2019 portfolio against the proposed limits, would see a slight overexposure in the A- to BBB Category due to a recent Standard and Poor's (S&P) downgrade of AMP Bank from A to A-. However, Council will be fully compliant with the new policy in April 2019.

Investment income for the 2018/19 Financial Year as at 31 March 2019 amounted to \$4,472,281. The investment returns are added to the associated restricted funds (i.e. development contributions) that form Council's investment portfolio.

Attachments

- Attachment 1  March 2019 - Investment Performance vs Budget (*Under Separate Cover*)
- Attachment 2  March 2019 - Investment Report Pack (*Under Separate Cover*)
- Attachment 3  March 2019 - Economic Commentary (*Under Separate Cover*)

12.14 Complaint Management Framework (Ref: C1955058; Author: Tegart/Spyve)

Summary

An important aspect of the review of good customer service processes within Council is to ensure we have in place a best practice complaint management system. Staff have developed a Complaint Management Framework consisting of a Charter setting out rights and responsibilities for the parties to a complaint, and three core policies (Complaint Management, Unreasonable Complainant Conduct Management and Competitive Neutrality Complaints).

This report is seeking Council's approval to place the Charter and three draft policies on public exhibition to allow for public feedback on their proposed provisions. Once submissions close, a report will be brought back to Council seeking the final adoption of the three policies.

Recommendation

That Council:

- 1. Endorse the QPRC Complaint Management Framework and**
 - 2. Endorse the Draft Charter of Individual Rights and Mutual Responsibilities of the Parties to a Complaint, the Complaint Management, Unreasonable Complainant Conduct, and Competitive Neutrality Complaints policies and place them on public exhibition for period 26 April till 24 May 2019 prior to reporting back to Council for their final adoption.**
-

Background

The delivery of good customer service is an important aspect of every councils' business processes. To achieve this it is important for councils to ensure they have in place best practice complaint management systems. The NSW Ombudsman's Office notes that:

'A complaint handling system is an organised way of responding to, recording, reporting and using complaints to improve service to customers. It includes procedures for customers to make complaints and guidelines for staff to resolve complaints and provides information to managers and staff that can assist them to prevent customer dissatisfaction in the future.' (NSW Ombudsman, *Effective Complaint Handling Guidelines*, Dec 2010 p.1)

A Complaint Management Framework has been developed as part of QPRC's policy harmonisation project. The purpose of the Framework is to set out the parameters of Council's complaint management system and clearly showing 'what is' and what is not covered by Council's definition of a complaint. The framework consists of a Charter which defines the rights and responsibilities of the parties to a complaint as well as the three policies which make up the core of the framework. These three policies consist of the Complaint Management Policy, the Unreasonable Complainant Conduct Policy and the Competitive Neutrality Complaints Policy. Council defines a complaint as an:

'Expression of dissatisfaction made to us or about us, our service, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required.' (Based on NSW Ombudsman definition of a complaint as set out in *Effective Complaint Handling Guidelines*, February 2017 p.vi)

It is important to have a clear definition of what constitutes a complaint within a council. Previously many councils tended to blur the distinction between complaints and requests for service. To assist in better understanding complaints and complaint management, staff has developed a Complaint Management Framework for QPRC (See Attachment 1). This sets

**12.14 Complaint Management Framework (Ref: C1955058; Author: Tegart/Spyve)
(Continued)**

out a Charter and its policy components which constitute our Complaint Management Framework and also sets out those areas which are not covered by it.

As noted the Framework consists of a Charter and three core policies which are:

1. The Charter of Individual Rights and Mutual Responsibilities of the Parties to a Complaint

This Charter is based upon a model developed by the NSW Ombudsman to ensure that all parties who are involved in a formal complaint understand their mutual responsibilities.

2. Complaint Management Policy

This policy is based around the NSW Ombudsman's best practice model of complaint management consisting of a set of guiding principles and a three tier response system. The system's core aims are to:

- Enable us to respond to issues raised by people making complaints in a timely and cost-effective way.
- Boost public confidence in our administrative processes, and
- Provide information that can be used by us to deliver quality improvements in our services, staff and complaint handling.

3. Dealing with Unreasonable Complainant Conduct Policy

This policy recognises that despite having in place best practice systems to manage complaints, there will be times when Council will experience unreasonable behavior from complainants. The NSW Ombudsman defines unreasonable complainant conduct as '...any behavior by a current or former complainant which, because of the nature of its frequency raises substantial health, safety, resource or equity issues for the parties to a complaint.' (NSW Ombudsman, *Managing Unreasonable Complainant Conduct Practice Manual*, May 2012 p.6)

The aim of this policy is to ensure that Council acts fairly, consistently, honestly and appropriately when dealing with unreasonable complainant conduct and to ensure that all staff feel confident and supported in taking action to manage this behavior.

4. Competitive Neutrality Complaints Policy

This policy establishes a process for dealing with complaints alleging Council businesses are receiving an unfair competitive or financial advantage in the delivery of services and business activities which are also delivered by the private sector. This policy is based around obligations established under the Policy Statement on '*Pricing and Costing for Council Businesses – a Guide to Competitive Neutrality*' issued by the Office of Local Government in July 1997.

Council's Framework recognises there are classes of complaints which are covered by other policies and processes which do not constitute part of the framework. These have separate policies, procedures and guidelines which apply to them. These are:

1. Staff Grievances

These relate to grievances made by staff relating to employment/staffing issues. These are covered by the NSW Local Government Award and dealt within Council's grievance management systems which are managed by QPRC's Workplace Branch.

2. Public Interest Disclosures

This relates to complaints reporting via a Public Interest Disclosure of serious wrong doing (corrupt conduct, maladministration, serious and substantial waste and government

**12.14 Complaint Management Framework (Ref: C1955058; Author: Tegart/Spyve)
(Continued)**

information contravention) within an organisation by either staff or councillors. The reporting and management of Public Interest Disclosures is governed by the *Public Interest Disclosures Act 1994* and the requirement for all councils to have in place internal reporting policies and guidelines.

3. Code of Conduct Complaints

All NSW councils are required to have in place a Code of Conduct with associated procedures as per S440A of the **Local Government Act 1993**. The Code and its procedures set out how complaints raised under the Code are to be managed and processed.

4. Customer Service Requests

Councils have in place systems to record and process requests from customers for services. In the past many councils referred to these requests as a form of complaint. QPRC is in the process of implementing a new customer response management system (CRMS) to replace Pathway as part of its Technology One upgrade.

5. Requests for Information

Councils have obligations under the *Government Information (Public Access) Act 2009* to provide access to information to the public unless there is an over-riding public interest against disclosure.

The latter two categories above although often referred to as a form of complaint, are better defined as 'requests' for either a service or access to information.

The three policies which constitute QPRC's Complaints Management Framework have been redrafted as part of Council's Policy Harmonisation Project where the policies of the two former councils are being reviewed and re-edited to reflect the needs of the new organisation (QPRC). The draft policies are attached for Council's endorsement and placement on public exhibition to seek community feedback. To assist Councillors in understanding the changes which have been made to the copies of the previous QCC and PC policies are also attached for information. (See Attachments 4-9).

Implications***Legal***

This report forms part of Council's Policy Harmonisation Project where the policies of the former Queanbeyan and Palerang councils are being updated to be fit for purpose for QPRC.

Engagement

Drafts of the revised policies and Charter of Rights and Responsibilities which make up QPRC's Complaint Management Framework are to be placed on public exhibition to seek community comment on their proposed provisions. The policies and charter will be on exhibition for a period of least 28 days with a report to be brought back to Council for consideration of any submissions and their final adoption.

Integrated Plan

The development of the Complaint Management Framework and its associated Charter and Policies aligns with the following Key Goals of the Queanbeyan-Palerang Community Strategic Plan 2018 – 2028:

**12.14 Complaint Management Framework (Ref: C1955058; Author: Tegart/Spyve)
(Continued)**

- Goal 5.1 Our Council is highly professional in delivering services to the community
- Goal 5.3 Our council has in place systems to provide quality services to its customers
- Goal 5.5 Our Council has in place appropriate risk management frameworks

Conclusion

Complaint management is an important aspect of the delivery of good customer service. To assist with the process staff have developed a Complaints Management Framework so that councillors and customers may understand the key components of Council's complaint management system. Council endorsement of this Framework is being sought in this report.

A Charter and three policies constitute the components of QPRC's Complaint Management Framework and have been redrafted as part of Council's policy harmonization project as required by Council's Transition Plan 2016-2019. The draft charter and policies are recommended to be placed on public exhibition to seek community input on their proposed provisions.

Attachments

- Attachment 1  QPRC Complaint Management Framework (*Under Separate Cover*)
- Attachment 2  Draft Charter of Individual Rights and Responsibilities of the Parties to a Complaint (*Under Separate Cover*)
- Attachment 3  Draft QPRC Complaint Management Policy (*Under Separate Cover*)
- Attachment 4  Former QCC Complaint Management Policy (*Under Separate Cover*)
- Attachment 5  Former PC Complaint Management Policy (drafted but not adopted by Council) (*Under Separate Cover*)
- Attachment 6  Draft QPRC Unreasonable Complainant Conduct Policy (*Under Separate Cover*)
- Attachment 7  Former PC Dealing with Difficult Customers Policy (*Under Separate Cover*)
- Attachment 8  Draft QPRC Competitive Neutrality Complaints Policy (*Under Separate Cover*)
- Attachment 9  Former QCC Competitive Neutrality Policy (*Under Separate Cover*)

12.15 Petition Policy (Ref: C1955230; Author: Tegart/Spyve)

Summary

At the 13 February 2019 meeting of the Planning and Strategy Committee, Council endorsed a draft Petition Policy and agreed to place it on public exhibition to seek community feedback. Submissions on the draft policy closed on Friday 15 March with 10 submissions being received on the document. This report provides an overview of this public comment and any subsequent changes arising to the policy's content along with recommendation for its final adoption.

Recommendation

That Council:

- 1. Note the public feedback provided on the draft Petition Policy.**
 - 2. Adopt the Petition Policy as amended, and that it take effect with the adoption of the new QPRC Code of Meeting Practice.**
-

Background

Many councils recognise that petitions provide an avenue through which the community can express a view on issues that impact upon their community. However, there are no provisions within the *Local Government Act 1993* or the Regulation requiring councils to deal with petitions. This in effect means there is no legal obligation on the part of councils to deal with petitions at all. The *OLG Meetings Practice Note* advises that "...it is a matter for each council to decide what to do with petitions."

QPRC sees petitions as an avenue for community feedback and as such believes it is important to provide a policy framework for the community which will cater for the lodging of petitions. A draft petition policy was developed and placed on public exhibition to seek community feedback. This occurred over the February/March period with submissions closing on Friday 15 March 2019.

The policy is being developed in concert with Council's new Code of Meeting Practice as the tabling of petitions will form part of Council's new Public Forum process. Accordingly it is recommended that the Petition Policy once adopted, take effect from the same date as Council's new Code of Meeting Practice becomes operative.

The implementation of a new Code of Meeting Practice will have an impact upon public participation at Council meetings. The NSW Government's Model Code introduces mandatory provisions removing direct public participation at Council meetings and replacing these with non-mandatory provisions for a Public Forum which will be run separate from a council's meeting. QPRC supports the continuation of a public input process and as such is introducing a new Public Forum process as part of its Code of Meeting Practice, including an opportunity for the tabling of petitions.

A total of ten submissions were received (two of which were provided by one submitter) during the exhibition period. Overall there was a high level of general support for the development of the policy. A summary of the submissions is provided in a table in Attachment 1 which also sets out staff's response to the points raised.

12.15 Petition Policy (Ref: C1955230; Author: Tegart/Spyve) (Continued)

The most significant issues raised by submitters were:

- Concern over a petitioner potentially being able to add names to a petition to use as an opportunity to speak on a particular matter at Council meetings on an on-going basis.
- Concern over setting the minimum number required to submit a petition.
- Why hasn't Council included the provision for electronic submissions.
- A requirement for submission organisers to disclose whether they are a member of a political party.
- Rejection of a petition if found to have false entries.
- Contact details of signatories and the use of this personal information.
- Listing of petitions on Council's website and what happens to them once they are tabled.

Implications***Engagement***

The draft Petition Policy was endorsed by Council at its 13 February 2019 Planning and Strategy Committee meeting and was placed on public exhibition for the statutory period of 28 days. A total of 10 submissions were received (two of which were from a single submitter).

Overall there was general support for the development of a petition policy. The table in Attachment 1 summarises the key points raised in these submissions and sets out staff's recommendations in relation to these. Attachment 2 sets out the consequential amendments (in red) arising from these submissions in the Petition Policy itself.

The submissions came from across the entire region as per the table below:

Residence of Submitter	Number of Submissions Received
Queanbeyan	5
Burra	1
Googong	1
Bungendore	1
Braidwood	1

Financial

There are no financial consequences arising from the introduction of the Petitions Policy at this point in time. However, if ever the NSW Government decides to recognize petitions as a requirement for councils to consider, then there could be substantial costs involved in setting up an e-petition facility within Council's website.

Integrated Plan

The development of the Petition Policy aligns with the following Key Goals of the Queanbeyan-Palerang Community Strategic Plan 2018 – 2028:

12.15 Petition Policy (Ref: C1955230; Author: Tegart/Spyve) (Continued)

- Goal 5.1 Our Council is highly professional in delivering services to the community
- Goal 5.3 Our Council has in place systems to provide quality services to its customers

Conclusion

Despite there being no legislative requirement for councils to receive or deal with petitions QPRC strongly supports providing community members with the ability to submit petitions on issues of concern relating to Council functions and activities. The development of a new Code of Meeting Practice based on the NSW Government's Model Code has provided an opportunity to review how Council caters for community feedback. A Petition Policy will provide clarity to the community on how to submit a petition and set out a defined process for their management. It is recommended that the policy, once adopted, come into effect at the same time as Council's new Code of Meeting Practice.

Attachments

- Attachment 1  Submission List and Staff Recommendations (*Under Separate Cover*)
Attachment 2  Petition Policy (with edits arising from submissions) (*Under Separate Cover*)

12.16 Adoption of QPRC Code of Meeting Practice (Ref: C1955631; Author: Tegart/Spyve)

Summary

The NSW Government is requiring all councils to produce a new Code of Meeting Practice based upon a Model Code which was prescribed at the end of 2018. Councils must ensure that their new Code complies with the provisions of the Model Code and have been given until 14 June 2019 to adopt their new code. At the Planning and Strategy Committee meeting of 13 February, Council agreed to place a Consultation Draft of Council's new Code of Meeting Practice on public exhibition to seek community feedback. A total of four submissions were received on the draft Code. This report provides an analysis of these submissions and sets out the final Code for adoption.

Recommendation

That Council:

- 1. Note the submissions received on the Consultation Draft of the QPRC Code of Meeting Practice.**
 - 2. Adopt the amended QPRC Code of Meeting Practice and that it become operational as of 1 May 2019.**
-

Background

On 18 December 2018, the Office of Local Government (OLG) released *Circular 18-45* requiring all NSW councils to adopt a new Code of Meeting Practice based upon the provisions set out in a Model Code of Meeting Practice.

The Circular noted that the Model Meeting Code has two elements consisting of:

- **mandatory provisions** that reflect the existing meetings provisions of the Act and update and enhance the meetings provisions previously prescribed under the Regulation to reflect contemporary meetings practice by councils.
- **non-mandatory** provisions that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set of benchmarks based on what OLG sees as being best practice.

Accordingly, Councils have been given until 14 June 2019 to adopt a code of meeting practice that must incorporate the mandatory provisions of the Model Code prescribed by the Regulation. A council's adopted meeting code must not contain provisions that are inconsistent with these mandatory provisions. The adopted meeting code may also incorporate non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.

The most significant change arising from the prescription of the Model Code of Meeting Practice is that there will no longer be the ability for members of the public to speak at council meetings. The Model Code gives councils the option of having a Public Forum which must be separate from the formal Council meeting. At this Public Forum members of the public will be able to speak to items that will be dealt with on the business paper at the Ordinary meeting.

12.16 Adoption of QPRC Code of Meeting Practice (Ref: C1955631; Author: Tegart/Spyve) (Continued)

QPRC has had in place a public forum process since 2016 which allows people to raise any matter in writing with Council prior to the commencement of an Ordinary meeting. Also, under the provisions of the current Code of Meeting Practice, members of the public had the ability to speak to items on the agenda in a Public Presentations section of the Order of Business at the Council meeting.

Council developed a Consultation Draft of the Code of Meeting Practice which it placed on public exhibition in February to seek community feedback on its proposed provisions. The Consultation Draft proposed the establishment of a 'Public Forum' where members of the public can register to speak on items to be considered by the Council at its Ordinary meeting and also to allow for the tabling of 'Questions on Notice' on any issue and as well as the tabling of petitions.

A total of five submissions have been received (two of which are from the same submitter). The most significant issues raised in these submissions were:

- The ability of speakers at public forums to ask questions of the Council, councilors and staff
- The application of commercial-in-confidence grounds to deal with items in Closed Session
- The need to declare conflicts of interest at Pre-Meeting Briefings
- The need to ensure that answers to questions are supplied in a timely manner
- The ability to use visual and audio aids as part of a public presentation
- The role of the CEO/General Manager in providing explanatory notes for Notices of Motion
- The role of the CEO/General Manager at Pre-Meeting Briefings
- The restriction of no more than two speakers for or against an item on the agenda of a council meeting
- Ability of the CEO/General Manager to exclude a speaker from presenting at Public Forum for a defined period

The table in Attachment 1 summarises the key points raised in these submissions and sets out staff's recommendations in relations to these. Attachment 2 sets out the proposed final version of the Code of Meeting Practice.

The proposed Code retains the clause numbering contained in the OLG Model, and excludes those non-mandatory clauses not taken up by Council, nor the clauses relating only to joint organisations.

Implications***Legal***

NSW councils are required to have their new Code of Meeting Practice in place by 14 June 2019. Their new codes must comply with the provisions set out in the Model Code.

Engagement

A consultation draft was placed on exhibition for a period of 28 days from 15 February - 15 March 2019 with a further 15 days until 29 March for written submissions from the community. A total of 5 submissions have been received on the draft Code.

12.16 Adoption of QPRC Code of Meeting Practice (Ref: C1955631; Author: Tegart/Spyve) (Continued)

Integrated Plan

The development of a new Code of Meeting Practice aligns with the following Key Goals of the Queanbeyan-Palerang Community Strategic Plan 2018 – 2028:

- Goal 5.1 Our Council is highly professional in delivering services to the community
- Goal 5.3 Our council has in place systems to provide quality services to its customers
- Goal 5.7 We have a well informed and engaged community

Conclusion

Council is required to adopt a new Code of Meeting Practice which is based upon the provisions of the Model Code of Meeting Practice produced by the Office of Local Government at the end of last year. Council released a Consultation Draft in February seeking community input on the new Code's provisions. These comments have been received and are considered in this report. A final version of QPRC's Code of Meeting Practice is attached for Council's adoption. This report is seeking Council's approval for the new Code of Meeting Practice to become operational as of 1 May 2019.

Amended Attachment

The Code of Meeting Practice will be distributed under separate cover.

Attachments

Attachment 1  Submission List and Staff Recommendations on CoMP (*Under Separate Cover*)

12.17 Updating and Harmonisation of Council Policies - Second Tranche (Ref: C1955871; Author: Tegart/Spyve)

Summary

The proclamation of Queanbeyan-Palerang Regional Council on 12 May 2016 triggered a process to implement a review and integration of the policies which the two former councils had in place. The second tranche of policies is set out in this report for Council's consideration. This consists of a mixture of operational policies and policies with a community interest.

It is recommended that Council adopt the former and place the latter on public exhibition to seek community comment prior to adoption. This report also recommends rescinding several policies which have been superseded by Government codes/legislation and new policies adopted by QPRC.

Recommendation

That Council:

- 1. Adopt the following policies:**
 - **Reporting Legal Matters Policy**
 - **Community Meetings Policy**
 - **Request for Assistance with Legal Costs Policy**
 - 2. Endorse the public exhibition of the following policies for the statutory period of 28 days to seek public comment prior to reporting back for adoption:**
 - **Bus Stops Policy**
 - **Parking Enforcement Priority Policy**
 - **Street Verge Maintenance Policy**
 - **Relocated Dwellings Policy**
 - **Street Names and New Subdivisions Policy**
 - 3. Rescind all previous versions of these policies which had been adopted by the former Queanbeyan City Council and Palerang Council**
 - 4. Rescind the following policies which have been superseded by NSW Government and other QPRC policies:**
 - **Councillor and Staff Access to Information Policy**
 - **Councillor Invitations – Civic Functions Policy**
 - **Council Meetings December/January Policy**
 - **Travel Expenditure Policy**
 - **Tourism Assistance Policy**
 - **Queanbeyan Economic Development Strategic Group Policy**
 - **QPRC Social Media Policy**
 - **Former PC Councillor Training & Professional Development Policy**
 - **Former QCC Access to Information held by Queanbeyan City Council Policy**
-

12.17 Updating and Harmonisation of Council Policies - Second Tranche (Ref: C1955871; Author: Tegart/Spyve) (Continued)

Background

Both Queanbeyan City Council and Palerang Council had in place a range of policies prior to the proclamation of Queanbeyan-Palerang Regional Council on 12 May 2016. An Interim Policy was adopted by Council October 2016 to cater for the management of the former councils' policies until full harmonization is achieved.

In line with the NSW Department of Premier & Cabinet Guidelines and Council's Transition Plan 2016-2019, Council commenced a project to harmonise the policies of the two former councils. A report was presented to the Council meeting on 19 December 2018 introducing the first tranche of policies for updating. This report continues this harmonisation process by setting out the second tranche for Council's consideration.

All these policies have been placed in Council's new Policy Template to ensure consistency of presentation and are attached to this report. Copies of the original policies are also attached so that Councillors can see the changes that have been made from the original documents.

These policies consist of:

- **Reporting Legal Matters Policy**
Sets out the legislative requirements of Clause 413A of the Local Government (General) Regulation 2005 to ensure that Council is informed on legal matters. (Attachments 1 & 2)
- **Community Meetings Policy**
Sets out Council's process for the holding and frequency of community meetings across the local government area. (Attachments 3 & 4)
- **Requests for Assistance with Legal Costs Policy**
Sets out the parameters of how Council will address requests for legal assistance from outside agencies such as Local Government NSW. (Attachments 5 & 6)
- **Bus Stops Policy**
Sets out the process for determining the location of bus stops within residential areas of the Queanbeyan-Palerang Local Government Area. (Attachments 7 & 8)
- **Parking Enforcement Priority Policy**
Sets out the hierarchy of parking enforcement priorities throughout the local government area. (Attachments 9 & 10)
- **Street Verge Maintenance Policy**
Sets out the parameters for the maintenance of street verges within the residential areas of Queanbeyan-Palerang. (Attachments 11 & 12)
- **Relocated Dwellings Policy**
Sets standards and controls over dwellings intended to be relocated to land within the local government area. (Attachments 13 & 14)
- **Street Names for New Subdivisions Policy**
Sets out the parameters for naming streets within new subdivisions across the local government area. (Attachments 15 & 16)

At its December meeting, Council endorsed a new Document Framework which establishes a hierarchy for QPRC's strategic documents consisting of Studies, Strategies, Plans, Policies, Directives, Procedures and Guidelines. One of the key aspects of the policy review project is to ascertain whether any of the existing policies are no longer necessary or have been superseded by changes arising from the merger process or the introduction of new guidelines etc. by the NSW Government.

12.17 Updating and Harmonisation of Council Policies - Second Tranche (Ref: C1955871; Author: Tegart/Spyve) (Continued)

This project also examines whether certain policies, because of their operational nature, should be replaced with Directives and Procedures. For example in 2016 a report came to Council recommending the development of a Fireworks (Pyrotechnics) Displays Policy. As Council is not the consent issuing authority for such displays, the review suggested the a Directive with an underpinning Procedure (set out in ProMapp) consisting of a Factsheet to be made publicly available on Council's website, would achieve a better outcome. In line with the tenets of this Document Framework, Council is now requested to rescind the following policies of the former councils:

- **Councillor and Staff Access to Information Policy** (Attachment 17)
This policy was established to ensure that Councillors had appropriate access to information and resources to allow them to perform their duties. This policy has been superseded by the release of the Model Code of Conduct. The provisions of this policy are now set out within Part 8 (Clauses 8.1 – 8.27) of the new Model Code which Council is required to adopt.
- **Councillor Invitations – Civic Functions Policy**
This policy was developed to ensure all councillors are afforded the opportunity to attend all civic functions hosted by the Council. This policy will be replaced by a new section in the Councillors Expenses & Facilities Policy. (Attachment 18)
- **Council Meetings December/January Policy**
This policy sets out the schedule for meetings over the December-January period. This will be replaced by a report from Service Manager Governance each year. (Attachment 19)
- **Travel Expenditure Policy**
This policy provided direction for the payment and reimbursement of travel expenses for councillors and staff. The travel expenses aspects for Councillors is covered in the Councillor Expenses & Facilities Policy, whilst staff travel expenses will be redeveloped into a Directive. (Attachment 20)
- **Tourism Assistance Policy** This policy was adopted by QCC in 2009 to set the criteria for dealing with requests for contributions towards a tourism promotion within the region. This policy has been superseded by the QPRC Tourism Policy which was adopted by QPRC on 26 April 2017. (Attachment 21)
- **Queanbeyan Economic Development Strategy Group Policy** (Attachment 22)
This policy has been superseded by the development of the QPRC Economic Advisory Panel which has its own Terms of Reference and Code of Operation which were adopted in February 2018.
- **Social Media Policy**
This QPRC Policy which was adopted in August 2018 has been superseded by social media provisions within the Model code of Conduct (and consequently QPRC's new Code of Conduct). The remaining provisions of the policy pertaining to staff utilization of social media will be converted into a Directive. (Attachment 23)
- **Former PC Councillor Training and Professional Development Policy**
This Palerang Council policy was superseded by the new QPRC Councillor Induction & Professional Development Policy which as adopted in February 2019. Council now needs to rescind the old policy. (Attachment 24)
- **Former QCC Access to Information held by Queanbeyan City Council Policy**
The provisions of this policy are covered within the Government Information (Public Access) Act 2009 and therefore it is deemed not necessary for Council to have in place a local policy. (Attachment 25)

The December 2018 report also recognised that if a policy is classified as 'operational' (ie. dealing with Council's internal business processes or operational matters) that these policies

12.17 Updating and Harmonisation of Council Policies - Second Tranche (Ref: C1955871; Author: Tegart/Spyve) (Continued)

do not need to be placed on public exhibition. This latest tranche contains several policies which fall within this 'operational' categorisation as follows:

- Reporting Legal Matters Policy
- Community Meetings Policy
- Assistance with Legal Costs Policy

It is recommended that Council should adopt these policies without the need to place them on public exhibition.

However, this tranche does contain a number of policies which do have a strong public interest element and as such should be placed on public exhibition for the statutory period of 28 days to seek feedback from community members. Accordingly, the following policies are recommended to be placed on public exhibition:

- Bus Stops Policy
- Parking Enforcement Priority Policy
- Street Verge Maintenance Policy
- Relocated Dwellings Policy
- Street Names for New Subdivisions Policy

Implications***Legal***

Council is required to undertake a policy harmonization process as part of its transition process to be in the newly merged Council and to ensure that all its policies are relevant and up to date.

Engagement

As noted in the body of this report some of the policies which have been reviewed are purely of an internal operational nature and as such are about the implementation of internal business processes. It is recommended that these do not need to be placed on public exhibition in much the same way as occurred with the operational policies identified within the first tranche of policies.

However, this report does identify a number of policies which do have a high public interest element. Accordingly, it is recommended that these should be placed on public exhibition for the statutory period of 28 days to provide opportunity for members of the community to give feedback on their draft provisions prior to their adoption.

Integrated Plan

The policy harmonisation project aligns with the following Key Goals of the Queanbeyan-Palerang Community Strategic Plan 2018 – 2028:

- Goal 5.1 Our Council is highly professional in delivering services to the community
- Goal 5.3 Our council has in place systems to provide quality services to its customers
- Goal 5.5 Our Council has in place appropriate risk management frameworks
- Goal 5.7 We have a well informed and engaged community
- Goal 5.8 Our Council's activities work to achieve the Community's Vision and aspirations

12.17 Updating and Harmonisation of Council Policies - Second Tranche (Ref: C1955871; Author: Tegart/Spyve) (Continued)

Conclusion

As part of the merger process, Council is required to look at reviewing and harmonising the policies of the two former councils as per Actions 1.1.4.33 and 1.1.4.34 of Council's Transition Plan 2016-2019. The Department of Premier & Cabinet envisaged that this harmonisation process could take several years to achieve. Council has been reviewing its policies since its creation in May 2016 with the first tranche being considered at its December 2018 meeting. This report is bringing forward the second tranche for consideration. It is envisaged that there will be several tranches of policies coming forward for Council consideration over 2019.

Attachments

- Attachment 1  QPRC Reporting Legal Matters Policy (*Under Separate Cover*)
- Attachment 2  Former QCC Reporting Legal Matters Policy (*Under Separate Cover*)
- Attachment 3  QPRC Community Meetings Policy (*Under Separate Cover*)
- Attachment 4  Former QCC Community Meetings Policy (*Under Separate Cover*)
- Attachment 5  QPRC Request for Assistance with Legal Costs Policy (*Under Separate Cover*)
- Attachment 6  Former QCC Request for Assistance with Legal Costs Policy (*Under Separate Cover*)
- Attachment 7  QPRC Bus Stops Policy (*Under Separate Cover*)
- Attachment 8  Former QCC Bus Stops Policy (*Under Separate Cover*)
- Attachment 9  QPRC Parking Enforcement Priority Policy (*Under Separate Cover*)
- Attachment 10  Former QCC Parking Priority Policy (*Under Separate Cover*)
- Attachment 11  QPRC Street Verge Maintenance Policy (*Under Separate Cover*)
- Attachment 12  Former QCC Street Verge Maintenance Policy (*Under Separate Cover*)
- Attachment 13  QPRC Relocated Dwellings Policy (*Under Separate Cover*)
- Attachment 14  Former QCC Relocated Dwellings Policy (*Under Separate Cover*)
- Attachment 15  QPRC Street Names for New Subdivisions Policy (*Under Separate Cover*)
- Attachment 16  Former QCC Street Names for New Subdivisions Policy (*Under Separate Cover*)
- Attachment 17  Former QCC Councillor and Staff Access to Information Policy (*Under Separate Cover*)
- Attachment 18  Former QCC Councillor Invitations - Civic Functions Policy (*Under Separate Cover*)
- Attachment 19  Former QCC Council Meetings December/January Policy (*Under Separate Cover*)
- Attachment 20  Former QCC Travel Expenditure Policy (*Under Separate Cover*)
- Attachment 21  Former QCC Tourism Promotion Assistance Policy (*Under Separate Cover*)
- Attachment 22  Former QCC Queanbeyan Economic Development Strategic Group Policy (*Under Separate Cover*)
- Attachment 23  QPRC Social Media Policy (*Under Separate Cover*)
- Attachment 24  Former PC Councillor Training and Development Policy (*Under Separate*

12.17 Updating and Harmonisation of Council Policies - Second Tranche (Ref:
C1955871; Author: Tegart/Spyve) (Continued)



Attachment 25

Cover)

Former QCC Access to Information held by Queanbeyan City Council
Policy (*Under Separate Cover*)



**13.1 NSW Government Agency Restructures (Ref: C1949943); Author:
Tegart/Ferguson**

Report

Following the recent State election, the Governor of NSW has issued three Administrative Arrangements Orders 2019, collectively known as “2019 AAO”, as follows:

1. Administrative Arrangements (Administrative Changes – Public Service Agencies) Order 2019 (effective 1 July 2019);
2. Administrative Arrangements (Administration of Acts – General) Order 2019 (effective 2 April 2019), and
3. Administrative Arrangements (Administrative Changes – Ministers) Order 2019 (effective 2 April 2019).

The 2019 AAO makes a number of significant changes to the existing administrative arrangements and Ministerial responsibilities in NSW, particularly those relating to planning, local government, transport, heritage and the environment.

Planning and Environment

The Minister for Planning is now known as the Minister for Planning and Public Places. There is no longer a Minister for the Environment, having been replaced by a Minister for Energy and Environment.

The new Minister for Planning and Public Places has responsibility for much of the legislation that was the responsibility of the Minister for the Environment.

From 1 July 2019, the existing Department of Planning and Environment (DPE) will be abolished and a new Department of Planning and Industry (DPI) with expanded responsibilities will be established. The new DPI will be responsible to the following Ministers:

- Deputy Premier, Minister for Regional NSW, Industry and Trade (The Hon John Barilaro MP)
- Minister for Planning and Public Spaces (The Hon Robert Stokes MP)
- Minister for Water, Property and Housing (The Hon Melinda Pavey MP)
- Minister for Energy and Environment (The Hon Matthew Kean MP)
- Minister for Agriculture and Western NSW (The Hon Adam Marshall MP)
- Minister for Local Government (The Hon Shelley Hancock MP)

Heritage and Local Government

The 2019 AAO abolishes both the Office of Environment and Heritage (OEH) and the Office of Local Government (OLG).

References to these agencies are now to be taken as references to the new DPI, and those of the former Chief Executives of both agencies are now to be taken as references to the Secretary of the DPI.

The NSW Premier is now responsible for the administration of the *Heritage Act 1977* as there is no longer a dedicated Minister for Heritage.

Transport

There are two Ministers in the Transport portfolio:

- The Hon Andrew Constance MP (Minister for Transport and Roads)
- The Hon Paul Toole MP (Minister for Regional Transport and Roads)

The former RMS now falls into the Transport cluster, while Water is in Planning and Industry.

Cluster Arrangements

The cluster arrangement of ministries in the Government's previous term of office will be replaced by the following new clusters on 1 July 2019:

Department	Ministerial Responsibility	Minister
Premier and Cabinet	Premier Special Minister of State and Minister for the Public Service and Employee Relations, Aboriginal Affairs and the Arts	Gladys Berejiklian Don Harwin
Treasury	Treasurer Deputy Premier and Minister for Regional NSW, Industry and Trade Minister for Jobs, Investment, Tourism and Western Sydney Minister for Finance and Small Business	Dominic Perrottet John Barilaro Stuart Ayres Damian Tudehope
Customer Service	Minister for Customer Service Minister for Better Regulation and Innovation	Victor Dominello Kevin Anderson
Planning and Industry	Deputy Premier and Minister for Regional NSW, Industry and Trade Minister for Planning and Public Spaces Minister for Water, Property and Housing Minister for Energy and Environment Minister for Agriculture and Western NSW Minister for Local Government	John Barilaro Rob Stokes Melinda Pavey Matt Kean Adam Marshall Shelley Hancock

	Minister for Transport and Roads	Andrew Constance
	Minister for Regional Transport and Roads	Paul Toole
Transport	Minister for Transport and Roads	Andrew Constance
	Minister for Regional Transport and Roads	Paul Toole
Health	Minister for Health and Medical Research	Brad Hazzard
	Minister for Mental Health, Regional Youth and Women	Bronwyn Taylor
Education	Minister for Education and Early Childhood Learning	Sarah Mitchell
	Minister for Skills and Tertiary Education	Dr Geoff Lee
Family and Community Services and Justice	Attorney General and Minister for the Prevention of Domestic Violence	Mark Speakman
	Minister for Police and Emergency Services	David Elliott
	Minister for Counter Terrorism and Corrections	Anthony Roberts
	Minister for Families, Communities and Disability Services	Gareth Ward
	Minister for Sport, Multiculturalism, Seniors and Veterans	John Sidoti
	Minister for Mental Health, Regional Youth and Women	Bronwyn Taylor

Additional offices are:

Fire and Rescue NSW Office of the NSW SES Office of the NSW RFS	Minister for Police and Emergency Services	David Elliott
Service NSW	Minister for Customer Service	Victor Dominello
Office of Sport	Minister for Sport, Multiculturalism, Seniors and Veterans	John Sidoti

Recommendation

That Council note the Administrative Arrangements Orders 2019 following the 2019 NSW State election and the new Ministerial cluster arrangements from 1 July 2019.

Attachments

Nil

13.2 Canberra Region Prospectus (Ref: C1953483); Author: Tegart/Ferguson

Report

The Canberra Region Joint Organisation (CRJO), together with the ACT Government, has released a prospectus for a Canberra Region Deal. The prospectus states that “The Canberra Region is a vision for a borderless South East NSW with Canberra at its heart, defined by diversity of community, geography and opportunity.”

The three-point plan for a Canberra Region Deal outlines how incoming or returned Commonwealth and NSW Governments can strengthen the region in the short to medium term. Many QPRC initiatives and projects are incorporated into the prospectus (**Attachment 1**).

The points are:

1. Enhance Transport and Connectivity by investment in:
 - a. Faster rail between Canberra and Sydney to improve connectivity, housing choice and employment options in the region.
 - b. Freight and passenger routes to open up tourism and trade connections to the inland regions.
 - c. The development of Canberra’s Light Rail network to support the city’s development as an employment, educational and services hub for the region.
2. Create Borderless Services for the Community by investment in:
 - a. The ACT health system to respond to an increasing demand for health services in the region.
 - b. Local health and wellbeing services to ensure communities have access to appropriate and accessible care.
 - c. A local government Place-Based Preventative Health and Activity Program.
 - d. The NRL initiative of Using Sport to Address Social Issues.
 - e. A business case to design closed loop recycling of products and potential export within the region.
 - f. A business case and policy development to facilitate waste to energy opportunities in the region.
 - g. Option studies, concept designs and delivery of 56 water and waste water projects worth \$134.6m across 11 councils of the Canberra Regional Local Government Areas.
3. Strengthen the Role of the National Capital by committing to:
 - a. A shared framework that recognises the Commonwealth’s role in working with the ACT Government towards the creation of a National Capital befitting a modern Australia in the form of an overarching Inter-governmental Agreement for the management of the National Capital.
 - b. Supporting new national infrastructure, unimpaired development requirements in the ACT (including planning and land for expansion), coordinated Commonwealth real estate management and operational integration of tourism and associated national institutions to maximise effectiveness.

Recommendation

That Council note the Canberra Region Prospectus, prepared by the Canberra Region Joint Organisation and the ACT Government.

Attachments

Attachment 1  Canberra Region Prospectus (*Under Separate Cover*)

14.1 Braidwood Showground Reserve Trust s.355 Committee (Ref: C1948994;
Author: Tegart/Ferguson)

Summary:

The Braidwood Showground Reserve Trust s.355 Committee has submitted for Council's information the minutes of its meeting held on 15 November 2018.

Recommendation

That Council note the minutes of Braidwood Showground Reserve Trust's meeting held on 15 November 2018.

Attachments

Attachment 1  Braidwood Showground Reserve Trust s.355 Committee's meeting minutes 15 November 2018 (*Under Separate Cover*)

14.2 Les Reardon Reserve s.355 Committee (Ref: C1949001; Author:
Tegart/Ferguson)

Summary:

The Les Reardon Reserve s.355 Committee has submitted for Council's information the minutes of its meeting held on 3 December 2018.

Recommendation

That Council note the minutes of the Les Reardon Reserve s.355 Committee meeting held on 3 December 2018.

Attachments

Attachment 1  Les Reardon Reserve s.355 Committee meeting minutes 3 December 2018 (*Under Separate Cover*)

14.3 Royalla Common s.355 Committee Meeting (Ref: C1949101; Author:
Tegart/Ferguson)

Summary:

The Royalla Common s.355 Committee has submitted for Council's information the minutes of its meeting held on 30 January 2019.

Recommendation

That Council note the minutes of the Royalla Common s.355 Committee meeting held on 30 January 2019.

Attachments

Attachment 1  Royalla Common s.355 Committee meeting minutes 30 January 2019
(Under Separate Cover)

14.4 Fernleigh Park s.355 Committee Meetings (Ref: C1949112; Author:
Tegart/Ferguson)

Summary:

The Fernleigh Park s.355 Committee has submitted for Council's information the minutes of its Annual General Meeting held on 21 February 2019 and its Committee meeting held on 7 March 2019.

Recommendation

That Council:

1. Note the minutes of the Fernleigh Park s.355 Committee's Annual General Meeting held on 21 February 2019.
2. Note the minutes of the Fernleigh Park s.355 Committee's meeting held on 7 March 2019.
3. Approve the following office-bearers and Committee membership for 2019-20:

Chair: Michael Doyle

Deputy Chair: Chris Kenyon

Secretary: Melinda Roughsedge

Treasurer: Malcom Brooks

Social Media Officer: Melinda Dwyer

Landcare: Bill Hall

Committee: Barbara Harvey, Colleen Krestensen, Melinda Leahy, Deslyn Dowden

Attachments

- Attachment 1  Fernleigh Park s.355 Committee AGM minutes 21 February 2019 (*Under Separate Cover*)
- Attachment 2  Fernleigh Park s.355 Committee meeting minutes 7 March 2019 (*Under Separate Cover*)

14.5 Minutes of the Environment and Sustainability Advisory Committee - 6 March 2019 (Ref: C1950350; Author: Tegart/Abbott)

Summary:

The QPRC Environment and Sustainability Advisory Committee has submitted minutes for the meeting held on Wednesday 6 March 2019 for Councillor information.

Recommendation

That Council note the minutes of the Environment and Sustainability Advisory Committee meeting held on 6 March 2019.

Attachments

Attachment 1  Minutes of Environment and Sustainability Advisory Committee - 6 March 2019 (*Under Separate Cover*)

**14.6 Local Traffic Committee Extraordinary Meeting - 9 April 2019 (Ref: C1953576;
Author: Hansen/Cooke)**

Summary:

The Local Traffic Committee has submitted the minutes and recommendation of its extraordinary meeting held via email on 9 April 2019 for Council's information and consideration.

Recommendation

That Council:

- 1. Note the minutes of Local Traffic Committee held on 9 April 2019.**
 - 2. Adopt recommendation LTC16/2019 from the extraordinary meeting held via email on 9 April 2019.**
-

Attachments

Attachment 1  Local Traffic Committee Minutes - Extraordinary Meeting 9th April 2019
(Under Separate Cover)

14.7 Audit, Risk and Improvement Committee meeting of 7 March 2019 (Ref: C1943236; Author: Neil/Bozzato)

Summary

This report informs Council of the outcomes of the Audit, Risk and Improvement Committee meeting of 7 March 2019.

Recommendation

That Council note the minutes of the Audit, Risk and Improvement Committee meeting of 7 March 2019.

Background

The twelfth meeting of the Audit, Risk and Improvement Committee was held on 7 March 2019, at which papers were considered dealing with:

- implementation of recommendations contained in Internal Audit and NSW Audit Office reports
- management of delegations
- activities of the Financial Statement sub-committee
- significant issues central to the financial administration of Council.

The Portfolio General Manager, Community Choice provided the Committee with an overview of the Portfolio's structure, functions and activities and major cross portfolio risks.

The Committee considered a paper on Council's project management framework for infrastructure and building projects, and requested that Peter Neil, Portfolio General Manager, Organisation Capability, provide a briefing to the next meeting on whole of organisation project governance arrangements. Following this, the Committee will consider what assurance mechanisms would be appropriate for large projects, including possible Internal Audit coverage.

Council's newly appointed internal audit provider, O'Connor, Marsden and Associates, presented the draft 2019-20 Internal Audit Plan. The Committee:

- endorsed a number of audits for completion in the first two quarters of 2019
- requested that an assurance map addressing Council's strategic risks be completed to support their consideration of the plan in full at their next meeting.

Minutes of the meeting are included as attachment 1.

Implications

Legal

The Committee's consideration of these issues enables it to meet its responsibilities detailed in the Audit, Risk and Improvement Committee Charter which is consistent with the requirements of the *Local Government Act 1993*.

Attachments

Attachment 1 07 March 2019 - Audit, Risk and Improvement Committee - Minutes
(Under Separate Cover)

**16.1 Responses to Councillors' Questions (Ref: C1924089); Author: Ferguson/Ison
Report**

This report provides responses to Councillors' questions taken at Council meetings and subsequently.

Where a response has been given by staff in a meeting at the time the question was asked, the response will be recorded in the minutes.

As discussed at the Council meeting on 24 January 2018, those questions from Councillors that are classified as service requests will be dealt with through Council's Customer Action Request System (CARS) rather than included in the Councillors' Questions table.

The questions are deleted from the rolling table once they have been answered in full and reported to Council.

Any responses that contain personal or other identifying information of any kind will be circulated separately in the confidential attachments.

Recommendation

That the report be received for information.

Attachments

- Attachment 1  Responses to Councillors' Questions (*Under Separate Cover*)
Attachment 2 Responses to Councillors' Questions with confidential details (*Under Separate Cover*) - **CONFIDENTIAL**

19 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

It is necessary for the Council to adopt a resolution to formalise its intention to deal with certain matters in Confidential Session. The reports are incorporated in the “confidential” business paper which has been circulated to Councillors.

The *Local Government Act, 1993* requires the General Manager to identify those matters listed on the business paper which may be categorised as confidential in terms of Section 10A of the *Local Government Act, 1993*.

Recommendation

That pursuant to Section 10A of the *Local Government Act, 1993* the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

Item 20.1 Council Property Portfolio

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

Item 20.2 Property Acquisition - Braidwood

Item 20.2 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.