



# **Ordinary Meeting of Council**

## **AGENDA**

**27 March 2019**

**Commencing at 5.30pm**

**Council Chambers  
10 Majara Street  
Bungendore**



**On-site Inspections - Nil**

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**1 OPENING**

Acknowledgement of Country.

**2 APOLOGIES**

**3 DISCLOSURES OF PECUNIARY INTERESTS**

**4 CONFIRMATION OF MINUTES**

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

**5 PRESENTATIONS BY DEPARTMENTAL OR OTHER REPRESENTATIVES**

**6 BUSINESS ARISING FROM THE MINUTES**

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

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**Confidential - Not for Publication**

**20 REPORTS FOR CLOSED SESSION**

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.*

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.*

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.*

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.*

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.*

**LIST OF ATTACHMENTS –**

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

**Open Attachments**

- Item 12.1 Amendment to South Jerrabomberra Local Infrastructure Contributions Plan 2018  
*Attachment 1 Amended South Jerrabomberra Local Contributions Plan 15 March 2019 (Under Separate Cover)*  
*Attachment 2 Appendix C Draft Works Schedule 15 March 2019 (Under Separate Cover)*
- Item 12.2 Transfer of Responsibilities Under the Crown Lands Management Act to Crown Land to be Managed by Council  
*Attachment 1 Categories of Crown Land (Under Separate Cover)*
- Item 12.5 Proposed New Road Name - Craggs Road, Wog Wog  
*Attachment 1 Site Plan (Under Separate Cover)*  
*Attachment 2 Road Extent Map (Under Separate Cover)*
- Item 12.7 Request for Tender No. 2019-12 - Kerb Treatments, Wallace Street & Duncan Street,

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- Braidwood and Project Update  
*Attachment 1 Proposed Town Centre Works Site Plan (Under Separate Cover)*
- Item 12.8 Council Operations Sustainability Policy  
*Attachment 1 Draft- Council Operations Sustainability Policy (Under Separate Cover)*
- Item 12.10 Request for Donation - Monaro Panthers Football Club - Riverside Oval Clubhouse  
*Attachment 1 Request to Waive DA fees - Riverside Oval Office Enclosure (Under Separate Cover)*
- Item 12.14 Stakeholder and Community Engagement Framework Policy  
*Attachment 1 Executive Summary of engagement report re Stakeholder and Community Engagement Framework Policy (Under Separate Cover)*  
*Attachment 2 Combined submissions on draft Stakeholder and Community Engagement Framework Policy (Under Separate Cover)*  
*Attachment 3 Draft Stakeholder and Community Engagement Framework - after amendments (Under Separate Cover)*
- Item 12.18 Investment Report - February 2019  
*Attachment 1 February 2019 - Investment Performance vs Budget (Under Separate Cover)*  
*Attachment 2 February 2019 - Investment Report Pack (Under Separate Cover)*  
*Attachment 3 February 2019 - Economic Commentary (Under Separate Cover)*
- Item 12.19 QPRC - Investment Policy  
*Attachment 1 QPRC - Investment Policy (Under Separate Cover)*  
*Attachment 2 TCorp Analysis - Laminar Capital (Under Separate Cover)*  
*Attachment 3 Commentary Investment Policy Review - Laminar (Under Separate Cover)*
- Item 13.1 Merger Update  
*Attachment 1 Benefit Capture Report FY18 (Under Separate Cover)*
- Item 13.4 Detailed design of Bungendore Floodplain Risk Management Implementation  
*Attachment 1 Bungendore FRM works REF - Final v2 (Under Separate Cover)*  
*Attachment 2 Bungendore FRM Implementation Plan - Final Design Report (Under Separate Cover)*  
*Attachment 3 Bungendore Flood Mitigation Works - Final Detailed Design drawings (Under Separate Cover)*
- Item 13.5 Canberra Region Joint Organisation  
*Attachment 1 CRJO Strategic Plan 2019-2021 (Under Separate Cover)*
- Item 13.6 Resolution Action Sheet  
*Attachment 1 Resolution Action Sheet (Under Separate Cover)*
- Item 14.1 Youth Advisory Committee  
*Attachment 1 Youth Advisory Committee minutes (Under Separate Cover)*
- Item 14.2 Access Committee  
*Attachment 1 Access Committee minutes (Under Separate Cover)*
- Item 14.3 Wamboin Hall Management s.355 Committee Minutes  
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*January 2019 (Under Separate Cover)*

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

**Closed Attachments**

- Item 12.6 Request for Tender No. 2019-20 - New Playground at Ryrie Park, Braidwood  
*Attachment 1 Tender Evaluation Report - Ryrie Park Playground - RFT 2019-20 (Under Separate Cover)*
- Item 12.9 Sports Assistance Scheme Request  
*Attachment 1 Sports Assistance Scheme - Completed Application Form - Kimberley Grant (Under Separate Cover)*
- Item 12.11 Tender RFT 2019-27 - Queanbeyan River Shared Path Bridge Design and Construction  
*Attachment 1 2019-27 Tender Evaluation Report (Under Separate Cover)*
- Item 12.13 181-183 Cooma Street, Queanbeyan - Options  
*Attachment 1 181 Cooma Street, Queanbeyan (Under Separate Cover)*
- Item 16.1 Responses to Councillors' Questions  
*Attachment 2 Responses to Councillors Questions with confidential details (Under Separate Cover)*
- Item 20.2 Alleged Offensive Noise From Event Venue  
*Attachment 1 Noise Complaint Chronology (Under Separate Cover)*  
*Attachment 2 Hart Security Response to Proposed Prevention Notice (Under Separate Cover)*  
*Attachment 3 Goolabri Resort Response to Proposed Prevention Notice (Under Separate Cover)*  
*Attachment 4 Draft Prevention Notice to Hart Security (Under Separate Cover)*
- Item 20.3 Queanbeyan CBD Property  
*Attachment 1 QCBD Masterplan - Block A (Under Separate Cover)*  
*Attachment 2 Cirque Proposal - QCBD (Under Separate Cover)*  
*Attachment 3 Proposed CBD sites (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 February 2019 commencing at 5.30pm.

## ATTENDANCE

**Councillors:** Cr Overall (Chair), Crs Biscotti, Bray AM, Brown, 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; 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

There were no apologies.

### 3. DISCLOSURES OF PECUNIARY INTERESTS

035/19

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

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

The resolution was carried unanimously.

There were no disclosures.

**4. CONFIRMATION OF MINUTES****4.1 Minutes of the Ordinary Meeting of Council held on 23 January 2019**

036/19

**RESOLVED (Taylor/Marshall)**

That the Minutes of the Ordinary Meeting of Council held in the Bungendore Council Chambers on Wednesday 23 January 2019 be confirmed.

The resolution was carried unanimously.

037/19

**RESOLVED (Taylor/Noveska)**

That the Minutes of the Planning and Strategy Committee meeting of Council held in the Queanbeyan Council Chambers on Wednesday 13 February 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 presenter was heard:

Ms Rowena Thomson – Item 12.5 - Potential Off-lead Dog Areas - Bungendore

A petition 'To help get the soon to be vacant Captains Flat Fire Station so Captains Flat and surrounding areas can use it as a Men's/Community Shed' was tabled.

**8. MAYORAL REPORT**

There was no Mayoral Report.

**9. MAYORAL MINUTE****9.1 Condolence Motion**

038/19

**RESOLVED (Overall)**

That Council:

1. With deep respect, offer sincere sympathy to Mr Carl Brown's immediate and extended family, and the Ngunnawal people of the region.
2. Acknowledge and recognise the significant contribution made by Mr Carl Brown in his role as a highly respected and proud Ngunnawal Elder.

The resolution was carried unanimously.

**10. NOTICES OF MOTIONS OF RESCISSION**

There was no Notices of Motion of Rescission.

**11. NOTICES OF MOTIONS**

There were no Notices of Motion.

**12. ITEMS FOR DETERMINATION****12.1 Modification Application - MOD.2018.122 - Delete Condition 3 Requirement for Provision of Right of Carriageway - 121 Wallace Street, Braidwood**

039/19

**RESOLVED (Marshall/Harrison)**

That:

1. Modification application MOD.2018.122 to delete Condition 3 of DA.2014.208 relating the provision of a right of carriageway at Lot 2 DP 1208847, 121 Wallace Street Braidwood be refused for the following reasons.

Reasons for Refusal:

- (a) Condition 3 of DA.2014.208 was imposed with sound reasoning and not in error. As such the subject modification is beyond the scope of Section 4.55(1) of the Environmental Planning and Assessment Act 1979 and is unable to be approved.
2. Those persons who lodged a submission(s) on the application be advised in writing of the determination of the application.
3. Council continue with enforcement proceedings to require the applicant to comply with Condition 3 of DA.2014.208 i.e. to register a right of way benefiting Lot 1 DP 829063 for access over Lot 2 DP 1208847.

The resolution was carried unanimously.

**12.2 North Elmslea (Part Lot 1 DP 798111) Planning Proposal, Tarago Road, Bungendore**

040/19

**RESOLVED (Schweikert/Hicks)**

That:

1. The environmental assessments attached to this report, and the associated government agency and staff comments, be received and noted.
2. The revised planning proposal (February 2019) taking into account comment from the government agencies comments be received and noted.
3. It be noted that this planning proposal (February 2019) will be refined for public exhibition once the water licence allocation for Bungendore has been determined.
4. Subject to Council receiving written confirmation from NSW Department of Industry - Lands and Water that the water licence allocation for Bungendore will be increased to sufficiently accommodate the planning proposal on part Lot 1 DP 798111 to allow for the creation of approximately 309 residential lots, Council agree to progress the planning proposal by placing it on public exhibition for 28 days.
5. While the water allocation is being finalised, staff work with the developer on a preliminary road design and the details of a planning agreement in relation to the impacts on Tarago Road including road intersections and a contribution towards community facilities.
6. The planning proposal buffer area of 500 metres from the resource recovery facility be retained, noting a review is proposed at a later stage.
7. Associated water and sewer development contribution plans be prepared

The resolution was carried unanimously.

**12.3 Sutton Planning Proposal (Lot 3, DP 1074706 - Goolabri Drive)**

041/19

**RESOLVED (Harrison/Schweikert)**

That:

1. Council receive and note the bushfire, Aboriginal cultural heritage and flora and fauna reports and the amended planning proposal, February 2019 for Lot 3 DP 1074706.
2. The amended planning proposal dated February 2019, for Lot 3 DP 10747706 be progressed and forwarded to the Rural Fire Service and NSW Office of Environment and Heritage along with the relevant amended bushfire report, Aboriginal cultural heritage study and flora and fauna reports.

The resolution was carried unanimously.

**12.4 Jumping Creek - Future Management and Dedication of Open Space**

042/19

**RESOLVED (Schweikert/Taylor)**

That Council:

1. Receive and note the report.
2. Agree to accept residual E2 and RE1 zoned land at Jumping Creek for future ownership and management subject to that land being improved and remediated consistent with plans to be approved by Council.
3. Agree to Option One in respect of future land dedication at Jumping Creek.

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

Cr Marshall did not vote.

**12.5 Potential Off-lead Dog Areas - Bungendore**

043/19

**RESOLVED (Schweikert/Biscotti)**

That Council:

1. Place the potential dog park locations on public exhibition.
2. Consider funding options during the 2019-2020 budget process.

The resolution was carried unanimously.

**12.6 Tender RFT 2019-11 - Underground Creek Piping at Braidwood Recreation Ground**

044/19

**RESOLVED (Hicks/Harrison)**

That:

1. Council not accept the tender submission for underground creek piping at the Braidwood Recreation Ground.
2. Construction of the project be managed in-house by Council staff, utilising Council's pre-approved trade panels where possible.

The resolution was carried unanimously.

**12.7 IWCM Strategy - Palerang Communities**

045/19

**RESOLVED (Harrison/Schweikert)**

That Council:

1. Adopt the "Integrated Water Cycle Management Strategy – Palerang Communities".
2. Proceed to implement the measures according to the identified timeframes.
3. Consider the Strategy and measures in context with the draft Bungendore Structure Plan.

The resolution was carried unanimously.

**12.8 South Bungendore Stormwater Masterplan**

046/19

**RESOLVED (Schweikert/Harrison)**

That Council:

1. Note the existing flood impacts in South Bungendore.
2. Place the draft masterplan on exhibition following discussions with potentially affected residents.
3. Provide a further report to Council that considers responses received during the exhibition period.

The resolution was carried unanimously.

**12.9 Six-monthly report on Delivery Program 2018-21**

047/19

**RESOLVED (Biscotti/Bray)**

That Council note the progress report on the Delivery Program 2018-21.

The resolution was carried unanimously.

During discussion, Cr Marshall declared a less than significant non-pecuniary interest in Item 12.10 - Retransmission of ABC radio signal, stating: "When the staff recommendation was amended to include 'writing to the candidates in the State and Federal election', as a candidate in the NSW election for the electorate for Monaro, I then have a less than significant non-pecuniary interest, but would take part in the debate and vote".

**12.10 Retransmission of ABC radio signal**

048/19

**RESOLVED (Schweikert/Brown)**

That Council:

1. Endorse the finalisation of the service agreement.
2. Fund the service agreement through provision of \$24,245pa in the Delivery Program.
3. Write to various Federal and State election candidates for financial support, and report back to Council.

The resolution was carried unanimously.

**12.11 Renew Our Libraries Campaign**

049/19

**RESOLVED (Noveska/Winchester)**

That Council:

1. Endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, Renew Our Libraries.
2. Support the Renew our Libraries initiative to secure the pledged funding, clarify the funding components and liaise with government regarding the funding model.
3. Support Renew Our Libraries to work with the Government to develop a sustainable future funding model with a view guaranteeing an appropriate level of ongoing and indexed state funding.

The resolution was carried unanimously.

**12.12 Licence Agreement - Riverside Cafe Queanbeyan**

050/19

**RESOLVED (Taylor/Schweikert)**

That:

1. The report be received and noted.
2. Council agree in principle to a new Licence Agreement for the Riverbank Café at Ray Morton Park, Queanbeyan being a five (5) licence with a further five (5) year option, and the application be progressed in accordance with S47 of the *Local Government Act 1993*.

The resolution was carried unanimously.

**12.13 Quarterly Budget Review Statement for the Quarter Ending 31st December 2018**

051/19

**RESOLVED (Bray/Biscotti)**

That Council:

1. Adopt the December 2018 Quarterly Budget Review Statement and variations as outlined in this report.
2. Note the predicted consolidated surplus of \$3.617m.

The resolution was carried unanimously.

**12.14 Disaster Recovery Funding Arrangements**

052/19

**RESOLVED (Harrison/Schweikert)**

That Council advise the NSW Office of Emergency Management of Council's preference to opt out of the interim Day Labour Arrangements.

The resolution was carried unanimously.

- 053/19                    **12.15    Financial Assistance - Monaro Archers**  
**RESOLVED (Hicks/Schweikert)**  
That Council approve the application under Category C (b) & (e) of the QPRC Donations Policy for 100% rate relief.  
  
The resolution was carried unanimously.
- 054/19                    **12.16    Investment Report - January 2019**  
**RESOLVED (Bray/Schweikert)**  
That Council:  
  1.    Note the 2018/19 investment income for January 2019 was \$1,001,395.
  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 January 2019.  
The resolution was carried unanimously.
- 055/19                    **12.17    Draft QPRC Code of Conduct**  
**RESOLVED (Schweikert/Harrison)**  
That Council:  
  1.    Adopt the new QPRC Code of Conduct 2019 and Procedures for the Administration of the Code of Conduct 2019, as attached.
  2.    Note that the new draft QPRC Code of Conduct and Procedures are not required to be publicly exhibited.
  3.    Undertake training for councillors and staff on the new Code.  
The resolution was carried unanimously.
- 056/19                    **12.18    Councillor Induction and Professional Development Policy**  
**RESOLVED (Marshall/Bray)**  
That Council:  
  1.    Adopt the draft QPRC Councillor Induction and Professional Development Policy.
  2.    Endorse the development of individual professional development programs for current and future QPRC Councillors.  
The resolution was carried unanimously.



- 057/19      **12.19    Australian Local Government Association's National General Assembly 2019**  
**RESOLVED (Marshall/Taylor)**
- That Council consider whether it wishes to prepare any notice(s) of motion to be considered at the Australian Local Government Association's National General Assembly 2019.

The resolution was carried unanimously.

- 058/19      **12.20    Alcohol Free Zone - Queen Elizabeth II Park**  
**RESOLVED (Schweikert/Hicks)**
- That Council approve the suspension of the Alcohol-Free Zone in the Queen Elizabeth II Park for the 2019 and 2020 Music by the River events from 4:30-9:00pm.

The resolution was carried unanimously.

### **13.    ITEMS FOR INFORMATION**

- 059/19      **13.1    Review of Bungendore Structure Plan - Update**  
**RESOLVED (Harrison/Schweikert)**
- That the report be received for information.

The resolution was carried unanimously.

- 060/19      **13.2    Food for Fines**  
**RESOLVED (Bray/Noveska)**
- That the report be received for information.

The resolution was carried unanimously.

- 061/19      **13.3    Christmas Shop & Win 2018**  
**RESOLVED (Hicks/Schweikert)**
- That the report be received for information.

The resolution was carried unanimously.

**14. COMMITTEE REPORTS AND RECOMMENDATIONS****14.1 Queanbeyan-Palerang Sports Council - Minutes of meeting held 4 February 2019**

062/19

**RESOLVED (Winchester/Biscotti)**

That Council:

1. Note the minutes of Queanbeyan-Palerang Sports Council meeting held on 4 February 2019.
2. Note recommendation QPRC SC 01/19 from the meeting held on 4 February 2019.

QPRC SC 01/19 The Committee supports the revised terms of reference for the Queanbeyan-Palerang Sports Council.

The resolution was carried unanimously.

**14.2 Sister City Committee**

063/19

**RESOLVED (Overall/Bray)**

That Council:

1. Note the minutes of the meeting of the Sister City Committee held on 22 November 2018.
2. Adopt the following recommendations from the meeting:

SSC2/18 RECOMMENDATION That Council follow up with the Principals of Karabar High and Queanbeyan High seeking the nomination of representatives from both schools to join the Sister City Committee.

The resolution was carried unanimously.

**14.3 Minutes of Captains Flat Locality Committee Meeting 13 November 2018**

064/19

**RESOLVED (Hicks/Marshall)**

That Council:

1. Note the minutes of the meeting of the Captains Flat Locality Committee held on 13 November 2018.
2. Adopt the following recommendation CFLC02/2018 from the meeting held on 13 November 2018:

CFLC02/2018 RECOMMENDATION That Point 3 (Meetings) of the Captains Flat Locality Committee's Terms of Reference be amended to read:

"Meetings will be held in April and October each year, starting at 4.30pm, and the location of the meetings rotating between Hoskinstown Hall, Carwoola Hall and the Committee Meeting Room, Queanbeyan."

The resolution was carried unanimously.

**14.4 Minutes of the Braidwood Locality Committee Meeting 8 October 2018**

065/19

**RESOLVED (Noveska/Schweikert)**

That Council:

1. Note the minutes of the meeting of the Braidwood Locality Committee held on 8 October 2018.
2. Adopt recommendation BDLC04/2018 from the meeting held on 8 October 2018:

BDLC04/2018 RECOMMENDATION That Point 3 (Meetings) of the Braidwood Locality Committee's Terms of Reference be amended to read:

"Meetings will be held in April and October each year..."

The resolution was carried unanimously.

**14.5 Minutes of the Burra Locality Committee Meeting 19 November 2018**

066/19

**RESOLVED (Schweikert/Hicks)**

That Council:

1. Note the minutes of the meeting of the Burra Locality Committee held on 19 November 2018.
2. Adopt recommendation BURLC05/2018 from the meeting held on 19 November 2018.

BURLC05/2018 RECOMMENDATION That Point 3 (Meetings) of the Burra Locality Committee's Terms of Reference be amended to read:

"Meetings will be held in April and October each year..."

The resolution was carried unanimously.

**14.6 Minutes of Local Traffic Committee - 12th February 2019**

067/19

**RESOLVED (Schweikert/Harrison)**

That Council:

1. Note the minutes of Local Traffic Committee Meeting held on 12 February 2019 be confirmed.
2. Adopt recommendations LTC 01/2019 to LTC 15/2019 from the meeting held on 12 February 2019.

LTC 01/2019 Under the Roads Act 1993, approve the Traffic Control Plan for the Marina Prior Event on 23 February 2019 in Braidwood, pending the organiser amends arrangements for marshalling point, entry time and receives an ROL.

LTC 02/2019 Under the Roads Act 1993, approve the Traffic Control Plan for the 2019 NSW Women's Open Golf

Tournament, Queanbeyan Golf Course, Queanbeyan from 7<sup>th</sup> to 10<sup>th</sup> of March 2019. Recommendation to include evaluation contingency plan for the safe movement of pedestrians and provide a debrief for evaluation of the control measures for the event.

LTC 03/2019 Under the Roads Act 1993 approve the traffic control plans for the Queanbeyan Anzac Day from 5:00am to 6.15am for Dawn Service and 9:00am to 11:30am for main service Thursday 25 April 2019.

LTC 04/2019 Under the Roads Act 1993 approve the traffic control plans for the Bungendore Anzac Day from 5:30am to 7:00am for Dawn Service and 10:00am to 12:30pm for main service Thursday 25 April 2019.

LTC 05/2019 Under the Roads Act 1993 approve the traffic control plan for the Captains Flat Anzac Day event from 9:30am to 12:15pm Thursday 25 April 2019.

LTC 06/2019 Under the Roads Act 1993 approve the traffic control plan for the 'What's Your Story' Mural Event at Blacksmiths Lane, Queanbeyan from 10am to 4pm Sunday 14 April 2019.

LTC 07/2019 Under the Roads Act 1993 approve the traffic control plan for the Jerrabomberra Anzac Day event from 10.00pm Wednesday 24 April to 7.30am Friday 27 April 2019.

LTC 08/2019 Hold over a recommendation for the preferred design of potential changes to the parking arrangements near the Wood Work Gallery, Kings Hwy Bungendore until a joint site inspection is carried out.

LTC 09/2019 Under the Road Transport Act 2013 approve the upgrade of the intersection of River Drive and Barracks Flat intersection as per the design.

LTC 10/2019 Have the Tarago Road and Mount Fairy Road Intersection design amended to detail the length of BB line proposed and defer decision until next meeting.

LTC 11/2019 Under the Road Transport Act 2013 approve the line marking and signage as per the design for Montgomery Ave, Googong.

LTC 12/2019 Approve the location of the way finding signage as per the design, pending confirmation of compliance with Austroads Standards.

LTC 13/2019 In accordance with the Road Transport Act 2013 approve upgrades to mobility parking on Ellendon Street, Bungendore as per the design.

LTC 14/2019 In accordance with the Road Transport Act 2013 approve two additional 'No Parking' signs on Connolly Street, Googong.

LTC 15/2019 Under the Roads Act 1993 pending evidence of the required essential Event documents, approve the traffic control plan for the Braidwood Anzac Day Event(s) 5.30am to 7.30am for Dawn Service and 10am to 1pm for Main March, 25 April 2019.

The resolution was carried unanimously.

## 15. DELEGATES' REPORTS

Cr Biscotti reported on his attendance at the Sports Council's Strategic Workshop.

Cr Schweikert reported on his attendance at the following:

- Waitangi Day
- CRJO Board meeting
- Community Safety Precinct Committee
- Bungendore Australia Day celebrations
- Queanbeyan Australia Day celebrations

Cr Hicks reported on his attendance the Sports Council's Strategic Workshop

Cr Winchester reported on his attendance at the Sports Council's Strategic Workshop

Cr Taylor reported on her attendance at the QPRC Food Rescue Launch.

Cr Overall reported on his attendance at:

- Australia Day ceremonies at Gundillion, Braidwood and Queanbeyan
- SES vertical rescue
- Community Safety Precinct Committee
- ACT Region Dob in a Dealer campaign launch
- Regional Cities NSW meeting

## 16. RESPONSES TO COUNCILLORS' QUESTIONS

### 16.1 Responses to Councillors' Questions

068/19

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

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**

Cr Biscotti requested that Council receive a six monthly report on all community events that Council has funded or supported.

Cr Brown requested if royalties are collected from quarry trucks or state agencies for maintenance of Williamsdale 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.

069/19

**RESOLVED (Harrison/Taylor)**

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

**Item 20.1 Quarterly Legal Report - December 2018**

*Item 20.1 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 20.2 Potential 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.*

**Item 20.3 Bungendore Properties**

*Item 20.3 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.*

The resolution was carried unanimously.

The meeting then moved into Closed Session at 7.00pm to discuss the matters listed above.

**20.1 Quarterly Legal Report - December 2018**

070/19

**RESOLVED (Marshall/Bray)**

That:

1. The quarterly legal report be received and noted.
2. The legal costs of Code of Conduct investigations be included in future reports.

The resolution was carried unanimously.

**20.2 Potential Property Acquisition - Braidwood**

071/19

**RESOLVED (Overall/Brown)**

That this item be deferred to a Councillor workshop on 20 March 2019 for later report to Council.

The resolution was carried unanimously.

**20.3 Bungendore Properties**

072/19073/19

**RESOLVED (Overall/Brown)**

That this item be deferred to a Councillor workshop for later report to the March Ordinary Council meeting.

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

Against: Cr Schweikert

The Mayor vacated the Chair and left the meeting room at 7.16pm. The Deputy Mayor assumed the Chair.

In accordance with Clause 240(2) of the *Local Government Act 1993*, the CEO/General Manager reported on the exclusion from the items of business of a Notice of Motion submitted for this meeting.

The Mayor returned to the meeting at 7.24pm and assumed the Chair.

074/19

**RESOLVED (Taylor/Winchester)**

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 7.25pm.

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

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

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

**CR TIM OVERALL  
MAYOR  
CHAIRPERSON**





## 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 Street, Queanbeyan on Wednesday, 13 March 2019 commencing at 5.30pm.

### ATTENDANCE

**Councillor:** Cr Overall (Chair), Crs Biscotti, Brown, Harrison, Hicks, Marshall, Noveska, Schweikert, Taylor and Winchester (from 5.36pm).

**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**

PLA015/19

**RESOLVED (Taylor/Schweikert)**

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

The resolution was carried unanimously.

**3. DECLARATIONS OF INTEREST**

PLA016/19

**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 Biscotti declared a less than significant non-pecuniary interest in Item 5.1 – Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang, stating: "I am an employee of a potential user of the proposed facility."

**MOVED (Schweikert)**

That only five presenters for and five presenters against be permitted to speak and no extensions of time be given.

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

PLA017/19

**RESOLVED (Noveska/Brown)**

That no extensions of time be given to presenters.

The resolution was carried unanimously.

Cr Winchester joined the meeting at 5.36pm.

**4. PRESENTATIONS/DEPUTATIONS**

The following presenters were heard:

Mr Tim Duck – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Mr Greg Akhurst – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Mr Andrew Chiswell – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Ms Neera Stephenson – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Mr David Campbell – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Mr Jeff Darwin – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Mr James McKay – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Mr Ben Farinazzo – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Mr Paul Burns – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Ms Charley Stanford-Smith – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Ms Lee Bath – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Mr Rod Acanski – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Ms Fiona Burns – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Mr Geoff Grey – Item 5.1 - Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang

Mr Retlaw Compton – Item 5.2 - Development Application 325-2018 - Extension to Existing Factory and Use as a Light Industry - 44 John Bull Street, Queanbeyan West

Ms Janet Thomson – Item 5.2 - Development Application 325-2018 - Extension to Existing Factory and Use as a Light Industry - 44 John Bull Street, Queanbeyan West

**STAFF REPORTS**

**5. ENVIRONMENT, PLANNING AND DEVELOPMENT**

Cr Biscotti declared an interest in this item and left the meeting at 6.49pm.

**5.1 Development Application - DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang**

**MOVED (Schweikert/Taylor)**

That Development Application DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang, be deferred to a Councillor workshop.

Cr Harrison foreshadowed a CONTRARY motion: ["That application DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang, be refused under section 4.15 of the *EPA Act*, (b) social and economic impacts in the locality and (e) the public interest."]

During discussion, Cr Brown raised a point of order that Cr Schweikert should stick to the subject that was being discussed. The Mayor upheld the point of order, and requested that Cr Schweikert refrain from making political statements.

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

PLA018/19

**RESOLVED (Schweikert/Taylor)**

That Development Application DA.2018.192 - Recreation Facility (Outdoor) Rifle Range - 2155 Collector Road, Currawang, be deferred to a Councillor workshop.

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

Cr Biscotti returned to the meeting at 7.11pm.

**5.2 Development Application 325-2018 - Extension to Existing Factory and Use as a Light Industry - 44 John Bull Street, Queanbeyan West**

PLA019/19

**RESOLVED (Overall/Hicks)**

That development application 328-2018 for alterations and additions to an existing factory and use as a light industry on Lot 1 DP 1174366, No. 44 John Bull Street, Queanbeyan West be granted approval subject to the application of standard conditions of consent and imposition of the following special conditions:

*Access*

The existing site vehicle access is to be upgraded in the following manner:

- a. The existing driveway from the property boundary to the end of the constructed portion of John Bull Street (i.e. where kerbs cease) is to be maintained in good order with all-weather seal;
- b. The internal driveway between the lot boundary and the existing concrete pavement is to be an industrial concrete driveway in accordance with Council's Design Specification D13 for Queanbeyan;
- c. The current truck manoeuvring area on Council's community land is to be finished with 100mm thick, cement stabilised, gravel construction; and
- d. The truck manoeuvring area is to be delineated with rock boulders or bollards to prevent the expansion of the area.

*Licence for Access of Council Community Land*

The existing access to the site crosses Council owned Community Land and also makes use of a turning area on the Community Land in order to achieve articulated vehicle access to the subject site. Prior to the issue of an Occupation Certificate the applicant must apply to, and obtain from Council, a licence to utilise the Community Land for vehicular access to site for continued operation.

*Amended Site Plan*

Prior to the issue of a Construction Certificate please submit the following:

- A revised site plan must be submitted detailing the relocation of shipping and storage containers clear of the sewer and stormwater easements. This site plan must also detail car parking and internal access arrangements in compliance with AS2890.1.
- Should the above site plan result in an increase in hardstand area, a stormwater management plan, including an on-site detention system, should also be submitted to Council for approval. This system is to limit site stormwater discharge to predevelopment flows for the 20% and 1% AEP events.

The resolution was carried unanimously.

**5.3 Report on the Submissions to the Draft Bungendore Heritage Study**

PLA020/19

**RESOLVED (Schweikert/Biscotti)**

That:

1. The draft Bungendore Heritage Study be adopted with the inclusion of 40 Malbon Street Bungendore, the amendments as listed in Attachment 9 and as outlined throughout this report.
2. Following the gazettal of the draft comprehensive Local Environmental Plan, Council apply for a heritage grant to conduct the necessary additional research to determine whether those properties nominated by the draft Bungendore Heritage Study are appropriate for listing as local heritage items.
3. Council amend the Palerang Development Control Plan 2015 to include the nine buildings identified as being 'sympathetic development' as exemplars of sympathetic infill development.
4. Council note that this report suggests referrals to other staff in regard to issues raised in submissions and this will be done.

The resolution was carried unanimously.

**5.4 Request To Name New Road - Poplars Commercial Area, Jerrabomberra**

PLA021/19

**RESOLVED (Schweikert/Hicks)**

That Council:

1. Adopt in principle the name 'Ferdinand Lane' as the proposed street name for the new road created by the subdivision approved by DA 196-2016 off Tompsitt Drive, Jerrabomberra.
2. Advertise the names for public comment for 30 days.
3. Publish a notice in the NSW Government Gazette if no objections are received.

The resolution was carried unanimously.

**6. ITEMS FOR INFORMATION**

**6.1 Bungendore Sports Hub - Update**

PLA022/19

**RESOLVED (Biscotti/Schweikert)**

That the report be received for information.

The resolution was carried unanimously.

6.2 **Site Inspection - DA 328-2018 - 44 John Bull Street, Queanbeyan West - Extension to Existing Factory and Use as Light Industry**

PLA023/19

**RESOLVED (Harrison/Hicks)**

That the report be received for information.

The resolution was carried unanimously.

6.3 **Site Inspection - DA.2018.192 - 2155 Collector Road, Currawang - Recreational Facility (Outdoor) Rifle Range**

PLA024/19

**RESOLVED (Harrison/Schweikert)**

That the report be received for information.

The resolution was carried unanimously.

## **7. COMMITTEE REPORTS AND RECOMMENDATIONS**

7.1 **Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 14 February 2019**

PLA025/19

**RESOLVED (Marshall/Hicks)**

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

The resolution was carried unanimously.

PLA026/19

**RESOLVED (Taylor/Harrison)**

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

The resolution was carried unanimously.

7.2 **Minutes of the QPRC Heritage Advisory Committee Meeting held on 21 February 2019**

PLA027/19

**RESOLVED (Schweikert/Hicks)**

That Council note the Minutes of the QPRC Heritage Advisory Committee Meeting held on 21 February 2019 and in particular QPRC HAC 01/19 and QPRC HAC 02/19 reproduced below.

### **QPRC HAC 01/19**

That VBC be advised that the Committee is receptive to the proposal to demolish the existing Tralee Woolshed and Cooks Quarters subject to consideration of the following matters:

1. That any future development application lodged in relation to the demolition and rebuilding of the existing Woolshed and Cooks Quarters must include significant detail in regard to the reuse of materials in the reconstructed facilities. In particular the application should identify which materials from the demolished buildings will be reused, the quantities to be reused, the

location and function of their reuse and any other relevant information that will allow Council, the Committee and the community to satisfy themselves that the significance of the demolished buildings will be appropriately commemorated in the new facilities.

2. That in addition to preserving and reusing the bricks from the chimney in the Cooks Quarters efforts be made to reuse the sapling wall and roof framing in the proposed new amenity structure.
3. That any future consent issued for demolition of the Cooks Quarters or Woolshed require the preparation of a full archival record of the sites prior to any demolition work commencing.
4. That the new facilities constructed from the reused materials from the demolished Woolshed and Cooks Quarters be provided with durable interpretative signage/plaque detailing the significance of the demolished buildings and how materials from them were incorporated into the new facilities.

**QPRC HAC 02/19**

The Committee does not support the development at 5 Meredith Street in its current form having regard to its height and bulk as well as the possible precedent for other sites within this part of the Conservation Area.

The resolution was carried unanimously.

The time being 7.33pm Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL  
MAYOR  
CHAIRPERSON**



**ITEM 3    DECLARATION OF CONFLICTS/PECUNIARY INTERESTS**

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

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

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

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

**Recommendation**

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



**11.1 Facilities at Hoover Road Archery Complex (Ref: C1940355); Author:  
Winchester/Winchester**

**Notice**

Councillor Kenrick Winchester will move the following motion:

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**Motion**

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

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**Background**

At the QPRC Sports Council meeting held on Monday February 25th, discussion was held regarding the need for upgraded change room facilities at a number of QPRC sportsgrounds, to cater for the recent increase on female participation in junior and senior sports. As part of this discussion, the Monaro Archery club advised that not only do they have no change rooms at their site, they do not even have a toilet. This lack of facilities means members of the club need to travel 2.5 kilometres to the nearest public toilet.

This motion intends to start the process for QPRC staff to consult with the Monaro Archery club, identify the preferred site for toilets at the Hoover Road facility, and report to council on the anticipated cost of the facilities, for potential inclusion in future operational/delivery plans.

**Attachments**

Nil



**12.1 Amendment to South Jerrabomberra Local Infrastructure Contributions Plan 2018 (Ref: C1935576; Author: Thompson/Brown)**

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**Summary**

The purpose of this report is to advise Council of a proposed amendment to the *South Jerrabomberra Local Infrastructure Contributions Plan 2018*, and to seek the Council's endorsement to proceed with public exhibition of the amended plan.

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**Recommendation**

**That Council:**

- 1. Note the proposed amendments to *South Jerrabomberra Local Infrastructure Contributions Plan 2018* as outlined in this report, and**
  - 2. Publicly exhibit the draft amended plan for a period of 28 days.**
- 

**Background**

At its meeting of 26 April 2018, Council resolved to adopt the *South Jerrabomberra Local Infrastructure Contributions Plan 2018* ('the Plan'). The Plan was prepared to provide a framework for the collection of funding for local infrastructure to service the future population in South Jerrabomberra.

Council will also recall the report on 13 February 2019 advising the Minister for Planning has now agreed to lift the residential contribution cap for this area from \$20,000 per lot to \$30,000 per lot. Council staff were also pursuing a formal review of the Plan by the Independent Pricing and Regulatory Tribunal (IPART) in order to allow Council to collect any additional residential contributions above \$30,000 identified for the release area.

As a consequence of the recent \$23m grant announced by the State Government under the 'Growing Local Economies Fund', it is now necessary to amend the Plan to reflect those items of infrastructure in the Plan that are intended to be funded by the grant or by the respective developers. IPART have also confirmed the Plan should be amended and re-exhibited prior to it being resubmitted to recommence the formal review.

The Plan has now been amended to remove those items proposed to be funded by the grant. In addition, the Plan has also been amended to update costs in the works schedule where more accurate advice has become available to justify those costs. Costs have also been updated in line with the December 2018 Consumer Price Index (CPI).

The key aspects of the Plan that have been amended are:

1. Removing costs associated with the acquisition of land for, and construction of, Stage 3A of the Northern Entry Road (NER) through South Poplars (approx. \$7.08m).
2. Removing costs associated with the construction of the intersection for the NER and Tompsitt Drive (approx. \$4.2m),
3. Increasing embellishment costs for open space (approx. \$10.4m) to reflect updated costings,
4. Reducing land dedication costs for Stage 2 of the NER (approx. \$580,000) to update an incorrect land valuation attributed to the length of the road,
5. Including new land acquisition costs for Queanbeyan Library as recommended by Council's consultant (approx. \$78,000),

### 12.1 Amendment to South Jerrabomberra Local Infrastructure Contributions Plan 2018 (Ref: C1935576; Author: Thompson/Brown) (Continued)

6. Updating Net Developer Area (NDA) figures for commercial/industrial zones to reflect existing zoned land and current planning proposals applying to the site,
7. Updating all costs in the plan to be consistent with CPI as at December 2018.

The updated draft *South Jerrabomberra Local Infrastructure Contributions Plan 2018* and accompanying Works Schedule are attached (Attachments 1 and 2 respectively).

The draft plan now identifies a total of **\$55,148,010** in infrastructure for the new community representing:

- \$15.06 million for open space and recreation,
- \$2.79 million for community facilities,
- \$32.53 million for on-site and off-site road works,
- \$4.01 million for community services, and
- \$0.75 million for plan administration.

This is a reduction of **\$1,910,991** in total costs compared to the existing version of the plan.

The updated contribution amounts applying to proposed residential development are shown below in Table 1A. The existing contributions under the current plan are also shown at Table 1B for comparison.

**Table 1A – Draft Residential Contribution Rates per Lot**

	<b>South Tralee Precinct 1</b>	<b>Forrest/ Morrison Precinct 2</b>	<b>Walsh Precinct 3</b>
Dwelling Type 1 > 400m <sup>2</sup>	\$37,969	\$45,043	\$45,043
Dwelling Type 2 <400m <sup>2</sup> and multi-unit and residential flat buildings	\$28,835	\$34,206	\$34,206
<b>Average All Dwellings</b>	<b>\$31,182</b>	<b>\$37,241</b>	<b>\$37,241</b>

**Table 1B – Existing Residential Contribution Rates per Lot**

	<b>South Tralee Precinct 1</b>	<b>Forrest/ Morrison Precinct 2</b>	<b>Walsh Precinct 3</b>
Dwelling Type 1 > 400m <sup>2</sup>	\$40,136	\$46,773	\$46,773
Dwelling Type 2 <400m <sup>2</sup> and multi-unit and residential flat buildings	\$30,480	\$35,521	\$35,521
<b>Average All Dwellings</b>	<b>\$32,438</b>	<b>\$38,134</b>	<b>\$38,134</b>

The updated contribution amounts applying to proposed business/commercial development are shown below in Table 2A. Again, the existing contributions under the current plan are also shown at Table 2B for comparison.

### 12.1 Amendment to South Jerrabomberra Local Infrastructure Contributions Plan 2018 (Ref: C1935576; Author: Thompson/Brown) (Continued)

**Table 2A – Draft Non-residential development contribution rates (per hectare)**

South Tralee Precinct 1	Nth Poplars Precinct 6	Sth Poplars Precinct 5	Nth Tralee Precinct 4
\$37,004	\$84,137	\$23,492	\$59,315

**Table 2B – Existing Non-residential development contribution rates (per hectare)**

South Tralee Precinct 1	Nth Poplars Precinct 6	Sth Poplars Precinct 5	Nth Tralee Precinct 4
\$24,956	\$150,311	\$52,430	\$123,305

As noted, it is intended to forward the draft Plan to IPART after exhibition (if endorsed by Council) to be reviewed. This is to seek approval to collect the full contribution amount above \$30,000 for all residential development. This will ensure the full costs for all infrastructure can be collected.

At this time Council can only collect for \$45,000,000 in contributions against the \$55,148,010 identified in the updated Plan. This represents a shortfall of \$10,148,010 until such time as IPART and the Minister agree Council can collect the full amount of contributions from residential development.

#### **Implications**

##### ***Legal***

The draft plan has been prepared consistent with the provisions of s7.11 of the *Environmental Planning & Assessment Act, 1979*.

##### ***Asset***

The updated Plan provides for a range of infrastructure that will be handed to Council for future management, including roads, open space and community facilities.

##### ***Social / Cultural***

The community infrastructure set out in the Plan is generally consistent with the social needs assessment prepared to inform the development.

##### ***Strategic***

The amended Plan is considered to be consistent with the strategic land use options agreed for the site.

##### ***Engagement***

The updated Plan will be publically exhibited for a period of 28 days. The outcomes of that consultation process will be reported to the Council prior to the Plan being adopted (should this be the case) and forwarded to IPART for review. The Plan also includes a contribution for Plan Administration.

##### ***Financial***

These include staff costs associated with reviewing and preparing the amendment to the Plan and preparing this report.

**12.1 Amendment to South Jerrabomberra Local Infrastructure Contributions Plan 2018 (Ref: C1935576; Author: Thompson/Brown) (Continued)**

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***Resources (including staff)***

The Plan has been prepared internally by staff with advice from Council's contributions consultant as required.

**Conclusion**

The Plan has been updated to account for recent grant funding and to update and correct a number of costs in the existing works schedule. Subsequent to public exhibition and Council endorsement, it will be forwarded to IPART seeking its endorsement to collect the full contribution amounts set out in the plan for the residential developments.

It is recommended that the amended plan be publicly exhibited.

**Attachments**

- |              |                                                                                                     |
|--------------|-----------------------------------------------------------------------------------------------------|
| Attachment 1 | Amended South Jerrabomberra Local Contributions Plan 15 March 2019<br><i>(Under Separate Cover)</i> |
| Attachment 2 | Appendix C Draft Works Schedule 15 March 2019 <i>(Under Separate Cover)</i>                         |



**12.2 Transfer of Responsibilities Under the Crown Lands Management Act to Crown Land to be Managed by Council (Ref: C191269; Author: Thompson/Duncan)**

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**Summary**

The *Crown Land Management Act 2016* allows NSW councils to manage Crown land under the provisions of the *Local Government Act 1993*. The NSW Government has provided a list of 246 lots that it would like Council to manage. This report provides comment on each of the lots and makes a recommendation regarding the acceptance of the management of these.

It also breaks these sites into five categories (Attachment 1) such as Crown land already being managed and proposed to be continued to be managed by Council; and additional Crown land not on the list but which Council wishes to manage.

Council was presented with the Inventory and options at a recent workshop in March.

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**Recommendation**

**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.**
- 

**Background**

At the meeting of Council on 12 September 2018, Council was provided with a report (Item No. 6.3) regarding the transfer of the management of Crown land to local government under the new *Crown Land Management Act 2016* (CLM Act) which commenced on 1 July 2018.

A further report on this matter was provided to the meeting of Council held 19 December 2018 stating that the NSW Government has provided funding through the Office of Local Government (OLG) to support councils in the preparation of plans of management (PoMs) for the Crown land. Council has been allocated the amount of \$35,197 to assist with this work. The funding agreement has been signed by Council and returned to the OLG.

The CLM Act allows councils to manage Crown land under the provisions of the *Local Government Act 1993* (LG Act) for public land. The NSW government anticipates that the new Act will;

- Reduce the duplication and drain on the resources experienced by councils resulting from the current dual legislative frameworks.

## 12.2 Transfer of Responsibilities Under the Crown Lands Management Act to Crown Land to be Managed by Council (Ref: C191269; Author: Thompson/Duncan) (Continued)

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- Generally no longer require councils to seek consent from the Minister for Land and Forestry for dealings on Crown land. Instead, councils will be able to manage Crown reserves in the same way that council-owned land is managed.
- Enable councils to issue licences and leases for Crown land in the same way as for public land owned by the council. Council may grant a lease, licence or other estate over community land where it is provided for in a compliant plan of management.

Council currently manages some Crown land as the appointed Crown land managers responsible for managing the affairs of a 'reserve trust'. A reserve trust is defined as a property with a Crown reserve trust set up under the *Crown Lands Act 1989*.

Examples of current reserve trust land include the Queanbeyan Showground and Queanbeyan Elizabeth Park. In some instances Crown land has been devolved to Council, for example Braidwood Cemetery. Devolved properties have had the responsibilities for their management given to Council by the Crown. As part of the legislative changes, Council is being asked to manage the current reserve trust land and additional land. The terms 'reserve trusts' and 'reserve trust managers' have been removed from legislation and Council simply becomes the land manager.

The Department of Primary Industries (DPI) has identified 246 lots it would like Council to be responsible for. Of these 246 lots, 211 are currently not devolved to Council however, the majority are 'reserve trust' land.

Council is expected to review the reserves and advise DPI of those that it feels it should manage. When grouped together to make contiguous properties, these 246 lots make up 99 reserves.

The gazetted and current purpose and Crown land category of each reserve also needs to be reviewed to ensure they are the correct. To assist with the assessment of the reserves the *Crown Land to be Managed by Council Inventory 2019* (the Inventory) has been created and was previously circulated to Councillors at the Council Workshop held on the 6 March, 2019. Given its size it has not been reproduced as part of this report. Councillors may receive an additional copy of the Inventory upon request.

### ***How to Use the Crown Land to be Managed by Council Inventory 2019***

The aim of the Inventory is to develop 'an understanding of the attributes of each of the lots, and their potential'. The inventory was prepared using the following method:

#### *Method*

- Spatial data was obtained from the DPI Land Manager Reserves Portal and reviewed.
- Data concerning existing Crown land managed by the former Queanbeyan City and Palerang councils and Council owned land was collated into one Geographic Information Systems (GIS) layer.
- The GIS layer was populated with existing QPRC; Local Environmental Plan (LEP) land use zones, LEP heritage items, listed ecological communities and species and Aboriginal cultural heritage.
- Consultation with QPRC staff was then undertaken to determine; gazetted and current use, current management obligations and any environmental assessments.
- Inventory sheets for each reserve were created and the Crown land to be managed by Council 2019 report was developed.
- The report was discussed with Council Service Managers.
- Recommendations regarding the land Council wishes to manage were developed.

**12.2 Transfer of Responsibilities Under the Crown Lands Management Act to Crown Land to be Managed by Council (Ref: C191269; Author: Thompson/Duncan)  
(Continued)**

*Format of the Inventory Sheets*

Individual inventory sheets have been created for all the Crown lots identified by DPI for Council management. The lots have been organised by locality.

The table below shows the fields contained in the inventory sheets:

Field Name	Description
Reserve Name	Name assigned to the reserve. Note that not all reserves are named.
Reserve Number	Number allocated by DPI.
Locality	Name of locality that the lot is located in.
Area (ha)	Area of reserve in hectares.
LEP Zone	LEP land use zone that applies to the lot.
Lot and DP	Legal description of the land.
Management Type	Reserve Trust or Devolved to council.
Classification	Section under <i>Local Government Act, 1993</i> which determines the classification of public land – LGA S26. Will either be Community or Operational.
Gazetted Date	Creation date of the reserve. Gazetted data is the original creation data. Gazetted purpose is determine from a set list of categories referred to in section 36 of the <i>Local Government Act 1993</i> .
Gazetted Purpose	Original gazetted purpose(s).
Guidance Category	Guidance category will either be Reserve, Dedication or Public Park. All 99 reserves assigned to Council fell under the Reserve or Public Park category. These categories were assigned when the reserve was originally created, unless changed by application from Council since the gazetted date.

Current Purpose	Current land use.
Manager	Appointed manager.
Aboriginal Heritage	Whilst Council has data from the NSW Office of Environment and Heritage on the location of Aboriginal cultural heritage sites this cannot be included in a public document. Additionally, many of the lots have not been assessed for cultural heritage. Given this, the section relating to Aboriginal cultural heritage for each lot states that it is unknown.
European Heritage	Yes or No. The <i>Palerang Local Environmental Plan 2014</i> , <i>Queanbeyan Local Environmental Plan 2012</i> and other Queanbeyan-Palerang LEPs identify local and state listed heritage items.

Environmental Ecological Communities (EEC)	<i>Native flora and fauna</i>  The QPRC Vegetation Map Version 3 was used to collate the environmental attributes for the individual lots. Version 3 is an update of the Palerang Vegetation Map 2 plus QPRC (Ecological Pty Ltd work) created in 2018. The QPRC
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**12.2 Transfer of Responsibilities Under the Crown Lands Management Act to Crown Land to be Managed by Council (Ref: C191269; Author: Thompson/Duncan)  
(Continued)**

	Vegetation Map includes the converted NSW 'BioMetric vegetation types' to Plant Communities, threatened species and Save Our Species Data.  To ensure the accuracy of the data and provide more detail, all lots which have a significant environmental value were assessed (desktop only) by Council's Biodiversity Officer.
High Environmental Value (HEV)	Yes or No. The data has been produced by the NSW Office of Environment and Heritage.
Species of Significance (SOS)	Yes or No
Threatened Species (TS)	Yes or No
Other property details	Lots associated with the reserve
Comment	Relevant information about the lots to improve knowledge and decision making.
Retain for Council Management	Yes or No. Further comments provided for some lots. A recommendation for action was included: <ul style="list-style-type: none"> <li>needs to be retained for Council management, or not to be retained for Council management.</li> </ul>

**Table 1 – List of fields within the attribute table data found on the inventory sheets.**

Each of the lots also needs to be considered in relation to Native Title. So far, Council staff have not undertaken any Native Title assessment on the lots. It is anticipated that this would occur as part of the PoM work or as required.

As indicated the Inventory has previously been circulated to Councillors at the Council Workshop held on the 6 March, 2019. However, a minor change has been made to it relating to Lot 258 DP 754870 Captains Flat which has been changed from "retain for Council management" to "don't retain" i.e. Attachment 1, Table D.

### **Categories of Crown Land**

After review and internal discussion, the 246 lots have been prioritised into the following categories:

- Crown land previously devolved to QPRC, which is currently being maintained by QPRC and which is on the DPI list (Attachment 1, Table A).
- Crown land currently maintained by QPRC, which QPRC wants to be the land manager of and which is on the DPI list (Attachment 1, Table B).
- Crown land not maintained by QPRC, which QPRC wants to be land manager of and is on the DPI list (Attachment 1, Table C).
- Crown land not maintained by QPRC, which QPRC is unwilling to become Crown land manager (despite being devolved) and is on the DPI list (Attachment 1, Table D).
- Crown land not maintained by QPRC, which QPRC is unwilling to become Crown land manager of and is on the DPI list (Attachment 1, Table E).
- Crown land QPRC wishes to be appointed as Crown land manager of but is not included on the DPI list (Attachment 1, Table F).

Of the 246 lots, a total of 161 lots (40 reserves) are currently devolved or maintained by Council. Of those 161 lots, 31 have been categorised as 'Crown land previously devolved to QPRC, currently 14 being maintained by QPRC and which are on the DPI list' (Attachment 1, Table A). The remaining 130 lots (54 reserves) have been prioritised as 'Crown land currently maintained by QPRC, QPRC wants to be Crown land manager and are on the DPI list' (Attachment 1, Table B)

**12.2 Transfer of Responsibilities Under the Crown Lands Management Act to Crown Land to be Managed by Council (Ref: C191269; Author: Thompson/Duncan)  
(Continued)**

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There are 60 lots (10 reserves) which were prioritised as 'Crown land not managed by Council but Council would like to manage'. Most of these lots have third party managers who occupy the infrastructure on the lots. Management or lease arrangements are unknown and more work needs to be done to determine these arrangements (Attachment 1, Table C).

There are 22 lots (22 reserves) currently devolved to Council, however, it is recommended that Council not become the Crown land manager of these lots (Attachment 1, Table D). Nineteen of them have significant environmental values and a combined area of 261 hectares. It should be noted that the lots listed in Table D would be problematic to return to the Crown.

A small handful of lots (4 reserves) have been prioritised as 'Crown land not maintained by Council. Council unwilling to become Crown land manager and are on the DPI list' (Attachment 1, Table E). Realistically, these are the only lots Council could confidently 'hand back' to the Crown.

Additionally, there are 9 lots (Attachment 1, Table F) which Council would be interested in managing in the future. These lots were not listed in the initial Crown land DPI review list and have not had any environmental assessments done.

*Proposal*

The recommendation for each of the lots has been made on the known attributes with no cost benefit analysis being undertaken for any current or potential land use. Some of the lots to be retained have been straightforward given the history of investment by Council and third parties as well as being 'icons' for the localities for example cemeteries and showgrounds. Other lots have commercial opportunities or are currently leased, making those lots relatively easy to prioritise. The difficult lots have been those which Council has been unaware of its responsibilities to manage, are environmentally significant, have had no previous management or have already been devolved to Council.

It is predicted that some of these new and rural lots will require financial investment to meet the required 'duty of care' which will not be budgeted for. Adding to this is the requirement to develop PoMs for the new lots and the further work associated with their implementation. For example if they were parcels within the former Queanbeyan Council area they will already be in a PoM and be managed in accordance with it. However, if they are not already being managed there could be additional resources needed to include them in a PoM or to prepare a PoM for the category of land that they fall within. These lots become more costly as the land does not have commercial development opportunities.

The lots in the list 'Crown land not maintained by QPRC, QPRC unwilling to become Crown land manager (despite being devolved) and on the DPI list' (Attachment 1, Table D) is not as simple as it seems. Despite the costs and access issues involved with managing them, the majority of the lots are currently 'Devolved to Council'. At this stage, it is uncertain if Council will be able to refuse lots which it is already supposed to be managing.

The review also highlighted the numerous leased lots across the LGA. Further work is required to determine whether they are leased by Council or the Crown, the nature of the lease and the desired future land use.

It should be noted that as this is the first stage of the Crown land review, it is unknown how many more lots Council may be asked to review and potentially manage.

## 12.2 Transfer of Responsibilities Under the Crown Lands Management Act to Crown Land to be Managed by Council (Ref: C191269; Author: Thompson/Duncan) (Continued)

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### **Implications**

#### ***Legal***

The *Crown Land Management Act 2016* requires that identified Crown land is managed by Council. It is likely that it will be problematic for Council to refuse to manage identified land. Additionally, Council has a responsibility to manage the land in a sustainable manner. This includes meeting biosecurity obligations.

Under Section 8A Guiding principles for councils: *Local Government Act 1993*, Council is required to exercise its functions in relation to a set of general principles.

One of these principles is:

*(f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.*

Additionally, clause 8A(2) sets out decision making criteria, two of these are criteria are applicable in relation to the management of Crown land:

- *(c) Councils should consider the long term and cumulative effects of actions on future generations.*
- *(d) Councils should consider the principles of ecologically sustainable development.*

#### ***Policy***

Council does not have a policy for the management of government owned rural land or land that is or could be potentially used for biodiversity offsets. It is suggested that consideration be given to the offset opportunities that may occur with the management of the Crown and Council land to be managed by Council.

#### ***Environmental***

As seen from the attributes in the inventory of lots some lots have significant environmental values (predominantly natural resource or heritage) on them and need to be managed accordingly. There are no allocated funds to manage these lots and they are unlikely to attract funding.

#### ***Strategic***

The assessment of Crown land to be managed by Council commenced with development of GIS layers to provide Council with an understanding of the number, location and attributes of the Crown lots. The layer also includes Council owned land. This approach provides a database which will assist with the strategic management of both Crown and Council owned land.

Once the lots to be managed by Council have been agreed upon, the next stage will be the development of PoMs for the community lots that are not covered by a PoM. The number of PoMs likely to be needed at this stage is unknown although in the former Queanbeyan part of the LGA many of the current PoMs also set out management principles for parcels of Crown land. The development of strategies for the management of vacant rural land could constitute a substantial proportion of this work. The DPI have allowed three years to develop PoMs.

#### ***Engagement***

There has been no community consultation on any aspects contained in this report. The NSW Government has held information sessions for Council staff and will continue to do so

**12.2 Transfer of Responsibilities Under the Crown Lands Management Act to Crown Land to be Managed by Council (Ref: C191269; Author: Thompson/Duncan)  
(Continued)**

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as the changeover process continues. Once PoMs are drafted this will require community consultation.

***Financial***

There is no budget to assist with the management of the Crown land other than that currently being managed by Council. Council has received \$35,197 for the preparation of PoMs (as outlined in a previous report to Council). Other potential financial implications are included elsewhere in the report.

Of particular concern is the possible costs associated with establishing and compensating for native title claims should the proposed use of the Crown land trigger the need for such considerations. This is an unreasonable burden on Council (who are only the land managers, not the owners) and any such claims should be dealt with, and the costs borne, by the Crown.

***Resources (including staff)***

There are no additional staff resources available for the management of additional Crown lands.

***Integrated Plan***

The management of the new Crown land lots along with the current Council managed Crown lots requires a co-ordinated approach within Council. There are numerous roles involved including; property administration, legal and risk, urban and natural resource management and strategic planning in relation to native title and PoM. There is no provision in the Delivery Plan or Long Term Financial Plan for taking on the additional responsibilities of land which Council does not want.

**Conclusion**

The inventory and tables attached to this report provide a basis for the consideration by Council of which Crown land lots Council would like to manage and the categories allocated to them. Council needs to advise DPI of its decision.

Whilst there is a substantial amount of work in strategically managing the current and new Council managed Crown land, the new Act (and approach) does present the opportunity for new land management methods which are of benefit to Council and the community in regard to chances for enhanced recreation, amenity and biodiversity.

**Attachments**

Attachment 1      Categories of Crown Land (*Under Separate Cover*)





**12.3 Review of E4 Zone - Bywong and Wamboin - Independent Report Update and Potential Workshop (Ref: C1939405; Author: Thompson/Hogg)**

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**Summary**

Council received draft reports from AQ Planning and Biosis on the review of the application of the E4 Environmental Living zone in Bywong and Wamboin. The consultants presented their draft findings to a Councillor Workshop on 6 February 2019. The final report has now been received and the following is proposed to deal with that report.

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**Recommendation**

**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.**

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**Background**

Council received draft reports from AQ Planning and Biosis on the review of the application of the E4 Environmental Living zone in Bywong and Wamboin.

Council staff subsequently reviewed the draft reports and provided the consultants with feedback from the workshop. On 15 March, Council received the final reports including recommendations.

Those recommendations are likely to have significant impacts on how Council will now progress the matter. These impacts need to be discussed by Councillors and staff in a workshop format to assist in formulating potential resolutions which are both practical and legal – that includes the practicalities of potential zoning and mapping across lots, and changes to use tables to incorporate with a Planning Proposal to be considered as an amendment to the LEP.

It is proposed a Councillor workshop on this matter be held following the 10 April 2019 Planning and Strategy Committee Meeting to discuss the final reports and their recommendations. Copies of the final reports will be made available to all Councillors before the workshop.

Following this, a staff report on the final E4 Environmental Living Zone Review and supporting Biodiversity Values Assessment will be prepared for the next practical meeting depending on the outcomes of the workshop.

**Conclusion**

It is recommended a workshop be held to consider the implications of the recommendations of the report on the final E4 Environmental Living Zone Review and supporting Biodiversity Values Assessment.

**Attachments**

Nil



## ITEMS FOR DETERMINATION

**12.4 Workshop on DA.2018.192 Proposed Recreation Facility (Outdoor) - Rifle Range - 2155 Collector Road Currawang (Ref: C1939690; Author: Thompson/Thompson)**

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**Summary**

At its meeting of 13 March 2019 Council resolved to defer consideration of DA.2018.192 for a rifle range at 2155 Collector Road, Currawang to a workshop to allow Councillors to receive further information on the proposal.

Arranging for the workshop to be held in a short timeframe is problematic and this report considers potential options for proceeding with the workshop and subsequent report to Council.

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**Recommendation**

**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.**

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**Background**

At its meeting of 13 March 2019 Council resolved to defer consideration of DA.2018.192 for a rifle range at 2155 Collector Road, Currawang to a workshop to allow Councillors to receive further information on the proposal.

Council's Wednesday meeting schedule is heavily booked during the coming weeks, as well as workshops on Budget; Bungendore Structure Plan and E4 Environmental Living Zones for example.

In addition the Portfolio General Manager Natural and Built Character (PGM) will be unavailable until 26 April 2019 inclusive. However, other staff are able to attend meetings and workshops.

Options to proceed with the matter are as follows:

*Option 1* – Hold the workshop on 3 April followed by consideration of the matter at the 10 April Planning & Strategy meeting. This is the quickest means of bringing the matter back before Council but it may not be possible to arrange for all the information required by Councillors to be prepared by this date.

*Option 2* - Hold the workshop on 10 April after the Planning & Strategy meeting and the proposed workshop on E4 land at Wamboin/Bywong. Consideration of the matter would then be at the 24 April Council Meeting. Again this would likely result in a very late finish on 10 April particularly given the agenda for the Planning & Strategy Meeting is not known at this time and the E4 workshop will require some time.

*Option 3* - Hold the workshop on 17 April followed by consideration of the matter at the 24 April Council Meeting. There is only one other workshop on this night and the matter could be dealt with following that workshop.

*Option 4* - Hold the workshop on 17 April followed by consideration of the matter at the 8 May Planning & Strategy Meeting. Impacts are as above except the PGM would be available for the Council meeting (but not the workshop).

**12.4 Workshop on DA.2018.192 Proposed Recreation Facility (Outdoor) - Rifle Range  
- 2155 Collector Road Currawang (Ref: C1939690; Author:  
Thompson/Thompson) (Continued)**

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**Conclusion**

When considering which option is best, Councillors need to balance the need for the timely determination of the application against ensuring they are satisfied that they have all the necessary information to make an informed decision. In addition, to adequately address some of the issues raised, Council will require additional external information from its legal representatives, noise consultants and perhaps the Firearms Registry. These organisations need a reasonable period to respond to Council's request. Given all of the above, it is recommended that Council support Option 4.

**Attachments**

Nil

**12.5 Proposed New Road Name - Craggs Road, Wog Wog (Ref: C1936125; Author: Thompson/Bateman)**

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**Summary**

Coe Planning Services has lodged a request to name a new road that will be created by an approved subdivision. The applicant would like to use the name Craggs Road, which makes reference to the natural landscape features of the area where the development is taking place. The Geographical Names Board concur with the proposed name.

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**Recommendation**

**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.**
- 

**Background**

The applicant has requested consideration of the name Craggs Road as part of the subdivision of Lot 88 DP 755970. This is in Wog Wog.

The subject road as shown in Attachment 1 will run in an easterly direction off Kirriford Road.

The chosen name refers to the naturally occurring crags and cliffs that line the river which runs through the edge of the property. This name comprises an unambiguous word that is easy to spell and pronounce and is therefore recommended.

**Implications**

***Policy***

The usual procedure is to report the recommended road name to Council and then advertise for public comment. If supported by Council and the Geographical Names Board and there are no objections received from notifications then the notice will be published in the NSW Government Gazette. If any objections are received then a further report will be put to Council.

***Engagement***

The proposed name will be exhibited for 28 days for public comment.

***Financial***

All costs associated with advertising of the road name and supply of road name plates are to be borne by the applicant in accordance with Council's adopted fees and charges and the conditions of the development consent issued for the subdivision.

**Conclusion**

The name chosen is a unique and interesting name appropriate to local area concerned. It incorporates the use of a natural feature in the local area in accordance with long standing

**12.5 Proposed New Road Name - Crags Road, Wog Wog (Ref: C1936125; Author: Thompson/Bateman) (Continued)**

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practice for the naming of roads and the Geographical Names Board guidelines for the naming of roads.

**Attachments**

- Attachment 1     Site Plan (*Under Separate Cover*)
- Attachment 2     Road Extent Map (*Under Separate Cover*)

**12.6 Request for Tender No. 2019-20 - New Playground at Ryrie Park, Braidwood  
(Ref: C191718; Author: Thompson/Sibbick)**

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**Summary**

Tenders were called for the removal of the existing playground, and the design and installation of a new playground at Ryrie Park in Braidwood. Tenders have now closed and, following consultation between staff and the Braidwood community on the submitted designs, the evaluation panel has now completed assessment of the tenders. The project has been made possible through the \$9M Stronger Communities Grant which allocated \$500K for the "Town Centre Improvements Braidwood". Additional fundraising by the Braidwood community and a further \$200K grant from the NSW Department of the Environment, "Everyone Can Play" grant has provided supplementary funds. In addition to the playground other landscape and furniture renewal is taking place.

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**Recommendation**

**That Council award Contract No. RFT 2019-20 to Tenderer Number 1, with the total renewal budget being \$500,000.**

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**Background**

A master plan for the Braidwood CBD, created by Phillips/Marler Architects, resulted from intensive community consultation that encompasses the main CBD of Braidwood, including Ryrie Park North and South in Wallace Street. Part of the vision for Ryrie Park North provides for an inclusive, intergenerational play space.

Council staff used the comments from the community consultation along with ongoing discussions with the Braidwood Community Association (BCA) and the Braidwood Playground sub-committee of the BCA, to design and plan a new inclusive and inter-generational playground at Ryrie Park that resulted in the advertisement of the Tender to remove the existing playground and install a new playground.

It is planned that the new playground will meet the needs of the population of Braidwood, being the major playground in the township, whilst also meeting the requirements of the "Everyone Can Play in NSW" guidelines, developed by the NSW Department of Planning's Office of Open Space and Parklands.

Given the available and proposed budget for the replacement playground, the Tender specifications included the following:

1. Retain and repaint current swings. Replace baby swing with joey swing.
2. Replace old playground with new climbing and sliding structure, preferably a tower structure to imitate an Australian rural windmill. A corkscrew style slide may be incorporated into the climbing structure.
3. Include a basket swing.
4. Shade (pergola) over swings.
5. Communication tubes.
6. Slide may be incorporated into the slope, double width and shaded. The landing zone can be coloured rubber.

**12.6 Request for Tender No. 2019-20 - New Playground at Ryrie Park, Braidwood (Ref: C191718; Author: Thompson/Sibbick) (Continued)**

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7. Cozy dome, this can be a quiet hiding space for small children that can be climbed over.
8. Spinning elements to be all inclusive, preferably wheelchair accessible.
9. Spring rockers, rural or heritage themed.
10. Rope bridges
11. Talking tubes
12. Portholes in any solid walls
13. Climbing walls
14. Monkey bars (at three different heights)
15. Shade
16. Rubber soft fall in high wear areas such as the ends of slides and under swings. Rubber soft fall may also be required for disability access throughout the play zone.
17. Sand soft fall optional
18. Playground mulch in all other areas.
19. A 'traveller' or flying fox with soft fall underneath.
20. Allow space for nature play/sensory zone. Space only is required for this as the community will undertake the installation works of infrastructure items. The nature play zone is proposed to be an open community project, organised through schools, home school, scouts, guides etc.

The Tender was advertised on Tenderlink on 30 November 2018 and closed on 11 February 2019. Three Tender submissions were received via Tenderlink and one submission was received directly to the Council.

The enthusiasm and level of support and involvement received from the Braidwood community to the Ryrie Park Playground project and the detailed consultation between the community and the Council demonstrates the importance of this playground to the Braidwood community. The BCA and the sub-committee has been instrumental in the process and as a result, the four playground submissions received were provided to the BCA for consideration. The BCA met in February 2019 to review the designs submitted and concluded that the submission received from Tenderer No. 1 factored in all components sought and provided impressive design components. It was considered an outstanding submission.

Council's Tender Evaluation Committee also met to review all submissions received and the Committee agreed with the BCA that the submission from Tenderer No. 1 was the best submission.

A Tender Evaluation Report is attached providing details of the Tenders received, with Tenderer Number 1 providing the most suitable submission based on the results of the weighted tender criteria and importantly, on the preference of the Braidwood Community Association.



**12.6 Request for Tender No. 2019-20 - New Playground at Ryrie Park, Braidwood (Ref: C191718; Author: Thompson/Sibbick) (Continued)**

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

The selection of this Tenderer complies with: the *Local Government Act 1993* (Section 55). Notable clauses include:

Tendering threshold in the Regulations as sited by the Legislation

- Any contract >\$150,000 including GST must go to public tender REG 163 (2)
- Exemptions include any parties on the Prescribed Entity list REG 163 (1A):
- Local Government Procurement Partnership

***Policy***

The following policies were relevant in the consideration of this Tender:

- QPRC Procurement Policy
- QPRC Procurement Procedure Part 1 - Governance

***Environmental***

The new playground will not impact the local ecology or biodiversity. The playground will replace an existing playground structure. Any rectification work surrounding the project area will be carried out prior to project closure.

***Sustainability***

This project will not impact on energy use at Ryrie Park. Recycling of waste created from this project will be disposed of in a sustainable manner.

***Asset***

The new playground will become a renewed asset for Council that replaces an existing asset. The cost of the new assets at Ryrie Park playground will be included in Council's Asset Management Plans.

***Social / Cultural***

This project will provide a playground for all generations and abilities of the Braidwood community and to meet the needs of the many visitors, tourists, bus groups and school groups who stop to rest at Ryrie Park where this playground is situated. Braidwood is a popular stopping destination for travellers passing through on their way to the South Coast as it provides a rest area, picnic facilities, barbecues and toilets.

An outstanding amount of support was received by members of the Braidwood community, both in writing and verbally, recognising the vital importance of and need for a new playground at Ryrie Park.

The outcomes from the new playground will provide an inclusive space that will benefit the health and wellbeing to Braidwood and its visitors.

***Strategic***

This project is in keeping with the Queanbeyan-Palerang Regional Council Disability Inclusion Action Plan 2017-2021 that guides Council in the development of an inclusive local community.

**12.6 Request for Tender No. 2019-20 - New Playground at Ryrie Park, Braidwood (Ref: C191718; Author: Thompson/Sibbick) (Continued)**

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***Engagement***

There has been extensive community engagement around this project.

- Council and Phillips/Marler conducted numerous meetings with Braidwood residents to gather input into the Braidwood CBD master plan. The plan includes Ryrie Park and playground.
- Online engagement was conducted using the concepts and proposals by Phillips/Marler to engage with the community and receive feedback that was then used for a number of Council reports for endorsement of the master plan. The architects also made presentations to Councillors.
- Braidwood residents groups, including a number of S355 Committees and community organisations provided feedback into the master plan.
- Braidwood Community Association have been dedicated in their support of designing a relevant playground for the Braidwood community and in raising funds to support construction of the new playground.
- Braidwood Heritage Group provided input into the look and feel of Ryrie Park Braidwood, being a heritage listed town.
- Local Heritage Advisor has indicated his support.
- Braidwood Lions Club.
- Braidwood Central School offered input into the design of the playground and are supportive of the new playground.
- Many letters of support have been received by members of the Braidwood community.
- Local NDIS provider confirmed support of an inclusive play area for Braidwood.
- Braidwood Visitor Centre provided data to support a new playground.
- BCA and the BCA playground sub-committee assisted with the design of the new playground and campaigned to source additional funding to secure a playground that suits their needs.

***Financial***

The budget for this project is part of the Stronger Communities \$9M fund. Of this \$500K is available to support the Town Centre Improvements, Braidwood. Of this an initial \$189K was set aside for the playground component of the project.

The BCA has been independently raising funds to contribute towards the cost of the new playground and to date have raised \$11K in addition to Council's funds bringing the total amount available for the project to \$200,000. The BCA continues to fundraise and seek further donations from the community to support a greater play and recreation area for the Braidwood residents and visitors.

Council subsequently succeeded in applying for further grant funding on a dollar for dollar basis from the Department of Planning "Everyone Can Play" grant, and therefore an additional \$200K will contribute to this playground project giving a total budget of \$400,000. This adequately covers the budget for the tendered work.

However, there are a number of play elements which were not included in the scope of the tender and which the BCA is keen to pursue. These include the nature play area, additional all abilities equipment, pathways and seating for parents, grandparents and disabled, shade cover, and additional areas of rubber surfacing which are beyond the original budget. It is expected that these additional works are likely to be approximately \$100,000 over the

### 12.6 Request for Tender No. 2019-20 - New Playground at Ryrie Park, Braidwood (Ref: C191718; Author: Thompson/Sibbick) (Continued)

existing project budget so the total project will be in the vicinity of \$500,000. All funds are presently available.

A summary of the funds available for the Braidwood Town Improvements project, including the work proposed for the playground in Ryrie Park, is shown in the table below. The highlighted cells show the works detailed in this report. This table should be read in conjunction with the following report in this Business Paper on RFT 2019-12 for kerb treatments at the intersection of Wallace and Duncan Street.

Project	Funding Source			Project Total
	SCF Grant	Everyone Can Play Grant	BCA Fundraising	
Playground (Tender) plus Additional Ryrie Playground Enhancements - nature play area, additional all abilities equipment, pathways and seating for parents, grandparents and disabled, shade cover, and additional areas of rubber surfacing	289,000	200,000	11,000	<b>500,000</b>
BBQ Shelter, Rotunda Maintenance, street and park furniture in Wallace Street and Ryrie Park, and repairs to water stations	161,000	Nil	Nil	<b>161,000</b>
Design of Intersection kerbs	50,000	Nil	Nil	<b>50,000</b>
Construction of Intersection Kerbs (future project)	Nil	Nil	Nil	
<b>Totals</b>	<b>500,000</b>	<b>200,000</b>	<b>11,000</b>	<b>\$711,000</b>

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

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

Council's Urban Landscapes staff will be responsible for managing the contract and implementing this project. Council staff will then maintain the playground following completion of the project.

#### **Integrated Plan**

This project aligns with Council's 2018-19 Operational Plan.

#### **Conclusion**

All Tenderers for this project submitted well prepared and comprehensive tenders. Tenderer No. 1 submitted an impressive playground design that complies with the brief to design an "All abilities" and "All access" playground that fits within the "Everyone Can Play" guidelines. Tenderer 1 submission was broadly favoured by the Braidwood Community Association and their Playground Sub-Committee.

It is therefore recommended that Tenderer No.1 be awarded the contract for the Removal, Design and Installation of new playground at Ryrie Park, Braidwood.

12.6 Request for Tender No. 2019-20 - New Playground at Ryrie Park, Braidwood (Ref: C191718; Author: Thompson/Sibbick) (Continued)

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**Attachments**

Attachment 1 Tender Evaluation Report - Ryrie Park Playground - RFT 2019-20 (*Under Separate Cover*) - **CONFIDENTIAL**

**12.7 Request for Tender No. 2019-12 - Kerb Treatments, Wallace Street & Duncan Street, Braidwood and Project Update (Ref: C1916630; Author: Thompson/Sibbick)**

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**Summary**

As part of the Stronger Communities Fund grant of \$500K for the Town Centre Improvements in Braidwood, tenders were called via Tenderlink for the detailed design and construction of kerb treatments at Wallace & Duncan Streets, Braidwood. No tenders were received. Due to time constraints it is proposed to adjust the scope of the project to focus on landscaping, playground, street furniture and detailed design only for new kerb treatments at Duncan and Wallace Streets. The project will be complete by the third quarter of 2019.

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**Recommendation**

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

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**Background**

Consultation has previously been undertaken with the Braidwood Community to upgrade the Braidwood town centre. That consultation resulted in the development of the Master Plan and Concept Design by landscape architects Phillips/Marler. Their document 'Braidwood Opportunities and Initial Concepts' sets out Braidwood's historical significance as a heritage listed town and the importance of the preservation of the town in future planning, improvements and upgrades. The Phillips/Marler plan has previously been endorsed by the Council.

Works associated with the endorsed plans exceed the available funds and so proposed works were prioritised based on community feedback. Kerb treatments at the intersection of Wallace and Duncan Streets have been addressed in the Braidwood Opportunities and Initial Concepts document, with observations being that "*Duncan Street intersection is at the heart of the retail core ... Pedestrians crossing at this location have poor sight lines. Views east and west beyond the town are possible from this location. London Plane trees along Duncan Street form an impressive avenue. There is no formal edging between trees and the road surface meaning that vehicles park too close to tree roots.*"

Extracts from the Phillips/Marler document showing the concept plan for the intersection are shown below at Figure 1, with an aerial view of the site at Figure 2.

A Request for Tender for the detailed design and construction of the kerb treatments at this location was uploaded to Tenderlink on 18 January 2019 and closed on Monday 18 February 2019. Tenderers were asked to prepare a detailed design for construction of the kerb treatments, to include retention of existing trees at the intersection and to ensure that the design is in line with the Phillips/Marler concept. Notifications of the tender were emailed via Tenderlink to 3,684 recipients. There were 124 online enquiries and the tender documents were downloaded by 30 suppliers/contractors. At close of tenders, no submissions were received.

As a result it is proposed to separate the design component and proceed to detailed design and use these documents to inform future grant applications. The project team will continue to work with the community to deliver play, landscape and street furniture elements from the endorsed plans, completing the existing grant funded project in the third quarter of 2019.

The original grant of \$500K was only ever able to deliver a portion of the endorsed plans and it was envisaged future grants and community based projects would complete the delivery in

**12.7 Request for Tender No. 2019-12 - Kerb Treatments, Wallace Street & Duncan Street, Braidwood and Project Update (Ref: C1916630; Author: Thompson/Sibbick) (Continued)**

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stages. Some of the work that is underway, or remains outstanding, as part of the Braidwood town centre upgrade is identified below.

1. A separate Tender was released for the upgrade to the Ryrie Park playground that will be reported to Council. This project was insufficient to upgrade the Park sufficiently to consider the needs of the Braidwood community. The nature play portion of the new playground design, in particular, is not able to be included.
2. The replacement of the barbecue shelter in Ryrie Park North. The original structure was constructed by the Lions Club and donated to the town. The Lions Club have recently offered their non-financial support for a new structure. The Braidwood Heritage Society as a result sought designs from the community, and have been approved by Council's Heritage Advisor.
3. Maintenance is also required to the existing Rotunda structure in Ryrie Park South that requires urgent replacement of rotted timbers and a fresh coat of paint.

The \$200k allocation from the original project budget of \$250K will now be allocated to other remaining work as identified above, with \$50K going to a detailed design for kerb treatments to Wallace and Duncan Streets.

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

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

***Policy***

Applicable policies include:

- QPRC Procurement Policy.
- QPRC Procurement Procedure Part 1 – Governance.

***Social / Cultural***

The new kerb treatments will provide residents and visitors to the town with a safer and more visually appealing intersection, the design for which will be sensitive to the town's heritage status. As a focal part of the Braidwood town centre, the upgrade of this intersection will promote further pride in their town, by the Braidwood community. Working with the community on the elements to be delivered will ensure the success of the project.

***Engagement***

This upgrade is a component of the recommendations in the Phillips/Marler Master Plan and Concept Design and the Council's commitment to beautifying the Braidwood town centre. Extensive community consultation has been carried out by Council and Phillips/Marler to achieve the recommendations in the Master Plan.

***Financial***

Allocation of funding for this project has been provided from the Stronger Communities \$9M grant fund for Braidwood Town Centre Improvements project, with a budget of \$500K. Of these funds, approximately \$250K was proposed to be used for kerb treatment to Wallace and Duncan Streets. The balance of \$250K was allocated to the purchase of street and park furniture in Wallace Street and Ryrie Park; new barbecues and repairs to water stations, in Ryrie Park, and a portion of the landscape and playground in Ryrie Park.

**12.7 Request for Tender No. 2019-12 - Kerb Treatments, Wallace Street & Duncan Street, Braidwood and Project Update (Ref: C1916630; Author: Thompson/Sibbick) (Continued)**

It is proposed that an allocation of \$50K from the grant be set aside for kerb treatment detailed design only, with the balance of funds from the Town Centre Improvements project being used to expand the work in Ryrie Park north, and street furniture along Wallace Street.

A summary of the funds available for the Braidwood Town Centre Improvement project, is shown in the table below. The highlighted cells show the proposed works detailed in this report. This table should be read in conjunction with the previous report in this Business Paper on RFT 2019-20 for the playground in Ryrie Park.

Project	Funding Source			
	SCF Grant	Everyone Can Play Grant	BCA Fundraising	Project Total
Playground (Tender) plus Additional Ryrie Playground Enhancements - nature play area, additional all abilities equipment, pathways and seating for parents, grandparents and disabled, shade cover, and additional areas of rubber surfacing	289,000	200,000	11,000	<b>500,000</b>
BBQ Shelter, Rotunda Maintenance, street and park furniture in Wallace Street and Ryrie Park, and repairs to water stations	161,000	Nil	Nil	<b>161,000</b>
Design of Intersection kerbs	50,000	Nil	Nil	<b>50,000</b>
Construction of Intersection Kerbs (future project)	Nil	Nil	Nil	
<b>Totals</b>	<b>500,000</b>	<b>200,000</b>	<b>11,000</b>	<b>\$711,000</b>

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

### **Conclusion**

As there were no submissions for this Tender and the time constraints on the grant, the use of a portion of the funds assigned to this work be used for a detailed design only for the kerb treatments to Wallace and Duncan Streets, will enable the project to continue. Construction work can be carried out at a later stage as other grant funds become available. The remaining funds from the \$500k Town Centre Improvements grant budget will support further work planned for the upgrades to Ryrie Park and the street furniture enhancements to Wallace Street to be delivered. See attached layouts for Duncan/Wallace Streets.

### **Attachments**

Attachment 1 Proposed Town Centre Works Site Plan (*Under Separate Cover*)





**12.8 Council Operations Sustainability Policy (Ref: C1935887; Author: Thompson/Pensini)**

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**Summary**

The aim of this draft policy is to provide a clear statement of Queanbeyan-Palerang Regional Council's (QPRC) commitment to reducing the environmental impact of our operations. More specifically the policy intends to fill gaps in sustainability key performance indicators (KPIs) within Council.

At its meeting of the 19 December 2018, Council resolved that the policy be referred to Council's Environmental Sustainability Advisory Committee (ESAC) for review. The policy was reviewed by the ESAC at its meeting on 6 March 2019 with one minor change made to the reporting of the policy.

The ESAC have now endorsed the policy for adoption by Council, noting that the Policy may again be reviewed upon the completion of Council's Climate Change Action Plan.

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**Recommendation**

**That Council adopt the Council Operations Sustainability Policy.**

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**Background**

In 2011 Queanbeyan City Council developed their very first Sustainability Policy. The aim of the policy was to provide a clear statement of Council's commitment to progressing towards sustainability however, the Policy lacked clear direction and KPIs.

The proposed draft Queanbeyan-Palerang Regional Council 'Operations Sustainability Policy' has been structured with a similar concept however, with three fundamental changes:

- The draft policy has been renamed from 'Sustainability Policy' to 'Council Operations Sustainability Policy'.
- The draft policy now includes KPIs in addition to a yearly reporting scheme to provide clear direction.
- The outcome of the draft policy has now been changed to provide a clear statement of QPRC's commitment to reducing the environmental impact of our operations.

It is hoped that this policy will show Council's commitment to progressing towards sustainability and provide for a clean Council that cherishes its natural character.

**Implications**

***Legal***

- Local Government Act 1993 No 30
- Biodiversity Conservation Act 2016
- Biosecurity Act 2015
- Environmental Planning and Assessment Act 1979
- Pesticides Act 1999
- Protection of the Environment Operations Act 1997
- QPRC Procurement Policy
- Waste Management Act 2000
- Waste Avoidance and Resource Recovery Act 2001

**12.8 Council Operations Sustainability Policy (Ref: C1935887; Author: Thompson/Pensini) (Continued)**

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**Policy**

The draft policy was developed to align with Council's Procurement Policy, Sustainable Design Policy for Council Buildings and Council's Health Safety Environmental and Quality Policy.

**Sustainability - KPI**

- Biodiversity: assessment of Council's natural assets and development of road side and other public land management plans.
- Water: reduce overall water consumption (Council Operations only) by 30% when compared to 2012-13 (financial year) baseline.
- Waste: commence waste audit and develop waste relevant KPI.
- Energy emissions: reduce overall greenhouse gas emissions from electricity and gas by 30% by 2025 when compared to former QCC 2012-13 and former Palerang 2009-10 (financial year) combined baseline.
- Transport emissions: reduce overall greenhouse gas emissions associated with our vehicle fleet by 30% by 2025 when compared to 2012-13 baseline.

**Social / Cultural**

The draft policy is intended to fill a gap in environmental sustainability KPIs. Hence the draft policy includes environmental related KPIs, social KPIs are outlined in QPRC Strategic Service Statement: People. Economic KPIs are outlined in the QPRC Delivery Program 2018 – 2021.

**Economic**

If implemented appropriately and according to the quadruple bottom line this policy will result in savings to Council from reductions in electricity, gas, water and fuel usage.

The financial chart of accounts is also being designed to capture expenses from Council operations at Activity Level, categorised into social, economic, environmental, infrastructure.

**Strategic**

The draft policy directly aligns to the Queanbeyan-Palerang Regional Council Delivery Program 2018-21. More specifically strategic pillar 3 key goal "A Sustainable Queanbeyan-Palerang: A clean, green community that cherishes its natural and physical character".

**Conclusion**

As requested by Council the draft QPRC Council Operations Sustainability Policy has been referred to Council's Environment and Sustainability Advisory Committee. The Committee has endorsed the Policy for adoption by Council. The Policy is therefore presented to council for formal adoption. Once adopted, the previous Queanbeyan City Council Sustainability Policy will be rescinded.

**Attachments**

Attachment 1     Draft- Council Operations Sustainability Policy (*Under Separate Cover*)

## ITEMS FOR DETERMINATION

**12.9 Sports Assistance Scheme Request (Ref: C1935315; Author: Thompson/Penman)****Summary**

An Application has been received for a Sports Assistance grant to support Ms Kimberley Grant following her selection to represent Australia's Touch Football Team at the 2019 World Cup in Malaysia from 26 April 2019 until 5 May 2019.

**Recommendation**

**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.**

**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.

Ms Grant has requested that Council fund an amount of \$600 from the Program to match her contribution of \$600. Ms Grant advised that the total cost to attend the World Cup will be in excess of \$4000.00 (See attached information).

The application from Ms Grant 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***

Local players will benefit from Ms Grant passing on her experience of representing Australia, as well as the local school students that Ms Grant teaches, while also inspiring other players from the local area to aspire to achieve to this level.

***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 Program for an athlete attending an International event. The maximum amount that may be funded by the Scheme in this circumstance is \$600 subject to the amount being matched on a dollar for dollar basis.

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>		<b>Amount</b>
100	Donation	Sports Assistance Scheme	\$	600.00

12.9 Sports Assistance Scheme Request (Ref: C1935315; Author:  
Thompson/Penman) (Continued)

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**Conclusion**

The application received by Ms Grant meets the criteria for the Sports Assistance Scheme and should be supported by Council.

**Attachments**

Attachment 1 Sports Assistance Scheme - Completed Application Form - Kimberley Grant (*Under Separate Cover*) - **CONFIDENTIAL**

**12.10 Request for Donation - Monaro Panthers Football Club - Riverside Oval Clubhouse (Ref: C1938865; Author: Thompson/Thompson)**

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**Summary**

Council was successful in receiving grant funding from the NSW Government in Round 2 of the SCF program to upgrade the surface and facilities at Riverside Oval in Carinya Street, Queanbeyan. Part of that grant includes the conversion of a portion of the existing clubhouse to an office space for the Monaro Panthers Football Club. The conversion of the office space requires development approval. The Club has asked Council to waive the fees associated with lodging the DA for upgrades to the clubhouse. A copy of the request is provided in Attachment 1.

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**Recommendation**

**That 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.**

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**Background**

Council received a grant of \$250,000 in Round 2 of the SCF program for upgrade works at the Riverside Oval in Carinya Street Queanbeyan. The works involved the following:

- \$150,000 for the resurfacing of the field.
- \$60,000 for fencing and scoreboard.

In addition the works involve the enclosure of a section of the existing clubhouse to create an office for the Monaro Panthers Football Club. The cost of these works is approximately \$60,000. \$40,000 will be covered from the grant (taking the total amount to \$250,000) while the Club will contribute the remainder of the \$20,000 as well as undertaking works in kind.

The Club is seeking a donation from Council to cover the cost of the development application fees for the enclosure of the office space. The total amount is \$2,090.80.

The Club did not apply for funding under the annual community grants program when applications were called for in March - May 2018 although at that stage the grant had not be awarded.

While Council's Donations Policy allows Council to consider applications outside the funding round (Clause 5.5), such applications are dependent upon funds being available following the allocation from the current round. Funding allocated for the current financial year has been fully expended. A new round for 2019 is soon to be advertised.

As a general guide, ad hoc applications should be discouraged wherever possible to avoid the potential for creating a precedent that may have an adverse impact on the amount of funding available to community groups via the annual grants program. This is particularly relevant given the increasing number of applications being received each year.

**Implications**

***Policy***

Council adopted its Donation Policy on 12 April 2017. The policy includes an annual grants program within Category C for general donations to offset the cost of development

**12.10 Request for Donation - Monaro Panthers Football Club - Riverside Oval Clubhouse (Ref: C1938865; Author: Thompson/Thompson) (Continued)**

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application fees. In relation to Category C within which this request is made, the policy states:

**Category C Funding – Rates, Fees and Annual Charges**

5.16 All requests should consider the criteria below when outlining the reasons for waiving of fees, and be submitted prior to the lodgement of the development application:

- a) the proposed improvements are to be constructed on land owned by or vested in Council, OR
- b) where the improvements are to be constructed on freehold land by a not-for-profit community, sporting or recreation body, Council may consider the waiving of applicable fees and charges where a community benefit will be provided by the construction of the facility.

In addition, the facility:

- c) is to be freely accessible to all sectors of the community;
- d) must satisfy a need that has been previously identified in the community;
- e) is in accordance with plans of management or a sporting or recreational strategy adopted by Council; and
- f) is designed for multi-use purposes.

5.17 Council will not consider waiving development application fees if the proposed works are for commercial purposes, e.g. for the development of land for commercial sale or the undertaking of a commercial enterprise or commercial activity regardless of the charitable status of the organisation.

Assessing the request against the above criteria the following points are made:

- The improvements are being conducted on land owned by Council.
- The new office will not be freely available to all sectors of the community (the office will be for the sole use of the Club).
- The office is not inconsistent with plans of management for the oval.
- The office is not designed for multi-use purposes (the office will be for the sole use of the Club).

The request for the donation in this case is perplexing. The cost of the application fees is covered under the grant. This is one of the reasons the grant is sought so that Council reduces its costs to the community in creating the facilities. However, the Club is suggesting that if Council can cover the costs of the application fees from donations then that will be a saving to the project that they can then use to supplement the costs of the works they are contributing. However, the request imposes additional costs on Council that should be covered by the grant.

In addition the request does not meet the criteria relating to the works being freely available to all sectors of the community being to provide an office for the exclusive use of the Club.

**Financial**

Funding allocated for Council's Community Grants Program for the current financial year has been fully expended.

**Conclusion**

There is little justification for Council meeting the request. The grant funding is able to cover the cost of the application fees and making the donation would simply be transferring funds

**12.10 Request for Donation - Monaro Panthers Football Club - Riverside Oval  
Clubhouse (Ref: C1938865; Author: Thompson/Thompson) (Continued)**

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from one grant fund to cover the costs of another. In addition the funds in the grants program for the current financial year have been fully expended.

**Attachments**

Attachment 1      Request to Waive DA fees - Riverside Oval Office Enclosure (*Under  
Separate Cover*)





**12.11 Tender RFT 2019-27 - Queanbeyan River Shared Path Bridge Design and Construction (Ref: C1935965; Author: Hansen/Hogg)**

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**Summary**

As part of Council's shared path project around the Queanbeyan River, funding has been allocated for the construction of a shared path bridge over the Queanbeyan River upstream of the existing Morrissett Street low level bridge. Tenders were called via Tenderlink for the design and construction of the bridge. Six tenders were received. This report recommends award of the contract to the preferred tenderer as outlined in the tender evaluation report.

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**Recommendation**

**That Council:**

- 1. Award Tender 2019-27 to Tenderer 3 [Insert Name Here] for the design and construction of the Queanbeyan River shared path bridge for the contract price of \$[Insert Tender Price Here]ex GST.**

**Allocate a project budget to this project as outlined in the Tender Evaluation Report.**

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**Background**

In March 2012, Council adopted the Queanbeyan River Riparian – Corridor Strategy. This strategy identified the need to conduct a feasibility and scoping study for the construction of a pedestrian bridge from Queen Elizabeth Park to the River Café.

Community Consultation carried out with the CBD Improvements Stage 2 Project identified the desire for a safe river crossing to enable a walking loop around the Queanbeyan River. Currently a river crossing exists on Morisset Street which requires users to cross five streets to complete this loop. The Queanbeyan River Riparian – Corridor strategy also identified walking infrastructure to complete this loop.

A new river crossing upstream of the existing Morisset Street low level crossing will encourage more users around the Queanbeyan River contributing to healthier life styles, a more vibrant community. This will attract more people to the river and increase economic activity in the CBD.

In 2017 Council undertook community consultation for the construction of the Shared Path Bridge. A report was completed and uploaded onto "YourVoice" outlining the outcome.

In 2018 Council completed a Review of Environmental Factors which outlined the environmental, social and heritage benefits and impacts that the proposed bridge will have on the local area.

In 2018, Council incorporated the River Walk construction, Riverside Caravan Park refurbishment and Smart City installation within Stage 1 of the CBD Transformation.

**12.11 Tender RFT 2019-27 - Queanbeyan River Shared Path Bridge Design and Construction (Ref: C1935965; Author: Hansen/Hogg) (Continued)**

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**Implications**

***Legal***

The Queanbeyan River Shared Path Bridge over the Queanbeyan River is covered by the State Environmental Planning Policy for Infrastructure.

Requirements for tendering are covered in the *Local Government Act 1993* (NSW) Div 1.

Award of the tender and signing of the contract will bind Council in accordance with the conditions of contract. The standard contract conditions are known as NSW Governments Minor Works Contract (MW21).

***Environmental***

A Review of Environmental Factors (REF) was completed by Council. This report covered statutory planning, scope, environmental impacts and environmental management. The bridge design has taken into account the environmental impacts and has been designed to minimise these impacts. This includes (but is not limited to) ensuring that the bridge piers are not within the non-flood waterway.

***Asset***

A new asset will be created as a key deliverable from the award of this tender. This asset will have a design life in accordance with the relevant Australian Standards. The preferred tenderer has been recommended based on maintenance costs being reasonable throughout the life of the asset.

***Social / Cultural***

The Queanbeyan River Shared Path bridge project will provide a key active transport link for the Queanbeyan community to cross the river. This bridge will reduce the requirement for some pedestrians to cross the road by up to 5 times. It will also increase the accessibility for the community to access local parks and the CBD.

***Financial***

This tender will create a key link in the River path project and will finalise the works completed in the 2018/19 financial year.

Partial funding has been gained from grant funding, while Council is funding the remainder using Council reserves.

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>	<b>Amount</b>
		Council Reserves	\$ 401,939.10

***Resources (including staff)***

Council's Contracts and Projects Staff will supervise the project.

**12.11 Tender RFT 2019-27 - Queanbeyan River Shared Path Bridge Design and Construction (Ref: C1935965; Author: Hansen/Hogg) (Continued)**

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**Conclusion**

The tender evaluation committee have completed a tender assessment for the Queanbeyan River Shared Path Bridge tender (2019-27). This bridge will provide a key active transport link for both pedestrians and cyclists to access public and private infrastructure around the Queanbeyan River.

**Attachments**

Attachment 1      2019-27 Tender Evaluation Report (*Under Separate Cover*) -  
**CONFIDENTIAL**



## ITEMS FOR DETERMINATION

**12.12 Bungendore Depot - Building Replacement (Ref: C1939687; Author: Hansen/Hansen)**

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**Summary**

The staff facilities at the Bungendore Depot have deteriorated over time such that they are no longer able to meet the needs of staff in this location.

The building is significantly affected by bonded asbestos. The removal of the asbestos from the building will leave only a shell. This proposal will refit the shell to contain a kitchen and toilet and shower facilities and provide an extension to the building area to accommodate the staff operating from the depot.

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**Recommendation****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.**
- 

**Background**

The building that contains the staff facilities at the Bungendore Depot has deteriorated over a period of time where it is now unable to meet staff requirements. The toilet and shower facility in that building has been decommissioned for many years and the lunch room facility has recently been affected by asbestos contamination and taken out of service.

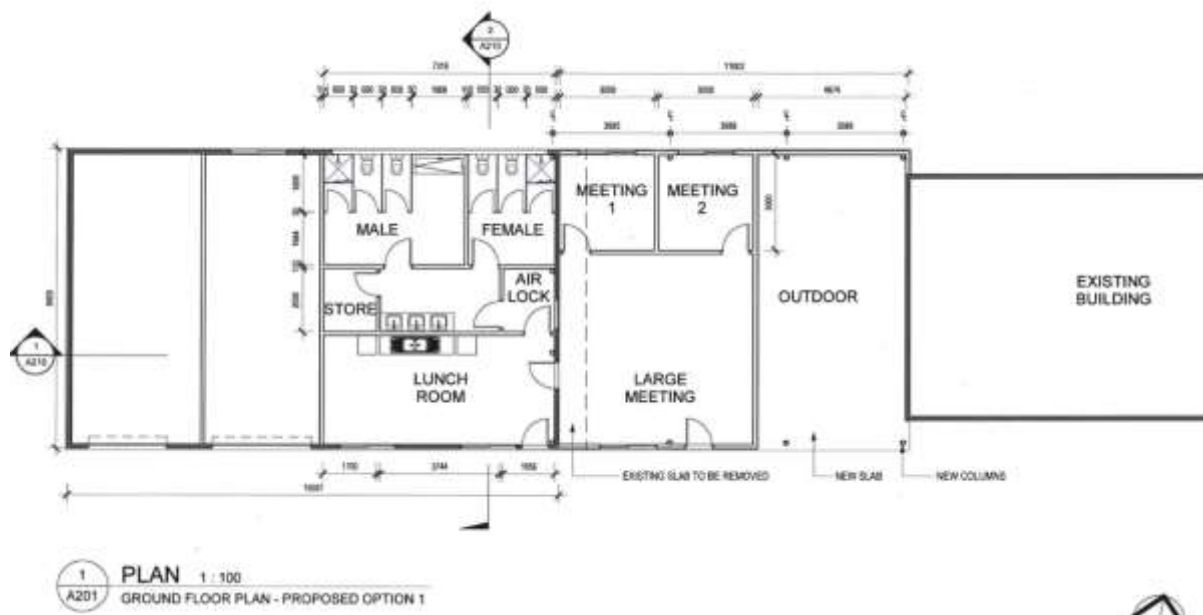
The building contains significant bonded asbestos that has been scheduled for removal. Once this is completed, only the shell of the building will remain.

Temporary toilets, lunch and computer rooms have been installed at the Bungendore depot to permit operations to continue.

The current facilities building requires replacement and it is intended to extend the building to accommodate the staff that currently operate from that depot.

The current kitchen will be replaced and the current toilet/shower area will be renovated to include male and female toilet and shower facilities. The proposed extension will include 2 offices, an additional lunch room area for staff as well as an undercover outdoor area.

The current estimate for this work is \$290,000.00. It is intended to fund this work from the additional State Government grant for merger costs.



**Implications**

**Asset**

It is acknowledged Council plans to relocate the depot to a new site around Bungendore to provide a modern safe and functional facility. The reuse or disposal of the current site would then be considered in conjunction with the Property Strategy.

**Financial**

It is intended to fund the Bungendore depot work from the additional Council merger grant provided by the State Government.

It is proposed to include the budget variation in the 2018/2019 third quarter budget review.

Program Code	Expense Type	Funding source	Amount
	Capital	Reserves	\$ 290,000.00

***Resources (including staff)***

The additional work is proposed to be managed using current staff resources.

**Attachments**

Nil

12.13 181-183 Cooma Street, Queanbeyan - Options (Ref: C1924448; Author: Tegart/Richards)

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**Summary**

Council premises at 181 Cooma Street was initially used as an occasional and long day child care centre. It has not operated since approximately 2009. It currently houses the Family Day Care Administration team (up to four staff) and is the site for Indigenous play group activities once per week. The adjacent, smaller premises at 183 Cooma Street operates as a Community Centre. It has both regular and occasional users.

Both premises are in need of maintenance and upgrade, and both are significantly under-utilised. It may be a useful time to consider the future of the property, given the ongoing pressure for child care and other spaces in the proximity of the CBD. It should be noted that there is no current proposal for this property.

Council considered the reuse or disposal of the site at a recent property workshop.

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**Recommendation**

**That Council consider repurposing or disposing Council property at 181-183 Cooma Street, Queanbeyan and indicate preferred options.**

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**Background**

181 Cooma Street was originally an occasional and long day child care centre operated by Council until around 2008. In 2009 a valuation of the property was undertaken. At the time, the Preschool Association expressed interest in acquiring the property. Another party confirmed interest if zoning for a higher density development could be achieved. Council also sought a rental valuation in 2010.



**12.13181-183 Cooma Street, Queanbeyan - Options (Ref: C1924448; Author: Tegart/Richards) (Continued)**

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The adjacent building on 183 Cooma Street is a relatively popular community facility. Relocating these community activities would be complex, but could most likely be achieved through other Council run community centres across Queanbeyan.

In 2012 a development application was approved for internal renovation to the existing building B, change of use of an existing Day Care Centre (Building B) into a Community Centre and the erection of a shed with matrix cladding at the front of Building A.

**Implications*****Policy***

The site is currently zoned R3 Medium Density, Residential under the *Queanbeyan Local Environmental Plan 2012* which allows for a maximum building height of 12 metres and a minimum lot size of 600m<sup>2</sup>. There are no applicable Heritage restrictions.

The following uses are permitted with consent under *Queanbeyan Local Environmental Plan 2012*:

*Attached dwellings; Bed and breakfast accommodation; Boarding houses; Building identification signs; Business identification signs; Caravan parks; Centre-based child care facilities; Community facilities; Dual occupancies; Dwelling houses; Environmental facilities; Environmental protection works; Exhibition homes; Exhibition villages; Flood mitigation works; Group homes; Home businesses; Home industries; Hostels; Information and education facilities; Multi dwelling housing; Neighbourhood shops; Places of public worship; Recreation areas; Recreation facilities (outdoor); Registered clubs; Respite day care centres; Roads; Secondary dwellings; Semi-detached dwellings; Seniors housing; Serviced apartments; Shop top housing; Water reticulation systems*

The site is also classified as Operational Land under *Queanbeyan Local Environmental Plan 2012* which means that the only restrictions on the leasing and/or sale of this site are those that Council might wish to impose.

***Legal***

This is a Council owned property (Lot 256 Deposited Plan 12746 Volume 9888 Folio 219 - 181 Cooma Street; and Lot 257 Deposited Plan 12746 183 Cooma Street).

***Asset***

Both premises on this footprint require reasonably urgent roof work. The Family Day Care area is in need of a new roof. The community centre requires roof repair. Both premises provide adequate, though certainly not state-of-the-art facilities for their original purpose. The footprint of the premises is 1545m<sup>2</sup>.

***Social / Cultural***

There are few community centres in the CBD area, and no other centres at Karabar. Availability of community space has been contracting, especially in the Queanbeyan CBD and surrounds, and will likely continue to do so until the delivery of QHQ.

The large building and open space at 181 Cooma Street was originally used as the Council run occasional and long day care facility. It now houses only four staff and is therefore vastly under-utilised.



**12.13181-183 Cooma Street, Queanbeyan - Options (Ref: C1924448; Author: Tegart/Richards) (Continued)**

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The community centre at 183 Cooma St is currently used (ranging from weekly to annually) by a range of groups including the Autism Playgroup, Hope Church, Landcare, Mental Health, Mosaics Group, Maori Group, LLS NSW, Monaro Greens, Ngambri Land Group, Quilters, Toastmasters, Wildcare and Kosciuszko Huts. These groups account for rental on 282 days at a total of 737 hours per year.

***Financial***

Rental income (\$30 per hour) for the Community Centre is around \$ 22,000 per year. There is no return on the Child Care premises. The repairs required at both premises are currently unfunded but are estimated to be \$50,000. A September 2018 valuation for the properties is attached.

**Conclusion**

The premises at 181-183 Cooma Street is significantly under-utilised and the timing may be right for a review. Options for this property include to:

- continue to operate on current terms and purpose
- upgrade and repair (both) buildings for general community use
  - at a minimum, repair the community centre roof (approx \$5k)
- seek expressions of interest in regard to a sale and redevelopment of the property
  - a condition of sale could be the provision of a suitable community centre
- seek expressions of interest in regard to upgrade and commercial or community rental/use

Pending Council's view, discussions would be undertaken with regular users and nominate other council facilities for their use.

**Attachments**

Attachment 1      181 Cooma Street, Queanbeyan (*Under Separate Cover*) -  
**CONFIDENTIAL**



**12.14 Stakeholder and Community Engagement Framework Policy (Ref: C1937876;  
Author: Richards/Tozer)**

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**Summary**

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

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

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

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

The Stakeholder and Community Engagement Framework Policy was developed in late 2018 and subsequently placed on public exhibition. Following public feedback, the revised document is presented to Council for adoption.

---

**Recommendation**

**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**

---

**Background**

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

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

- the use IAP2 public participation spectrum;
- provision of hard copy options for all engagements;
- published proposed engagement levels in the Operational Plan and Delivery Program;
- a 360 degree process to ensure feedback is provided to submitters;

## 12.14 Stakeholder and Community Engagement Framework Policy (Ref: C1937876; Author: Richards/Tozer) (Continued)

- key community contacts;
- social media engagement;
- community development; and
- community education.

### The next steps

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

### Stakeholder and community engagement documents and purpose



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

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

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

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

With the Framework ready for adoption, Council's Communications and Engagement team will look to finalise the Community Engagement Plan and Toolkit.

### Implications

#### Policy

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

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

**12.14 Stakeholder and Community Engagement Framework Policy (Ref: C1937876;  
Author: Richards/Tozer) (Continued)**

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***Engagement***

The draft Policy was placed on exhibition for 60 days to ensure residents had sufficient time to provide submissions due to the Christmas holiday period. The exhibition period was extended by an additional two weeks upon request from community groups.

Eight submissions were received and additional four 'ideas' to improvement community engagement were received. All submissions and ideas have been addressed in the attachment. Some of suggestions raised in the submissions and ideas will be considered during the development of the Community Engagement Plan.

***Integrated Plan***

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

**Conclusion**

The draft document has been amended following the public exhibition period and is now presented to Council for adoption.

**Attachments**

- Attachment 1 Executive Summary of engagement report re Stakeholder and Community Engagement Framework Policy (*Under Separate Cover*)
- Attachment 2 Combined submissions on draft Stakeholder and Community Engagement Framework Policy (*Under Separate Cover*)
- Attachment 3 Draft Stakeholder and Community Engagement Framework - after amendments (*Under Separate Cover*)



**12.15 Variation of MOU - Googong Sports Club (Ref: C1936910; Author: Neil/Warne)**

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**Summary**

The Googong Sports Club have requested that the footprint for the club be increased in size in order to accommodate planning requirements for parking for the new facility.

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**Recommendation**

**That Council agree to alter the MOU for the development of a Sports Club at Googong to increase the licenced area to 7,000 m<sup>2</sup>.**

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**Background**

In July 2016 Council entered into a MOU for the Googong Sports Club. The other parties to the MOU were the Queanbeyan Rugby Union Football Club and Googong Township Pty Ltd.

In general terms, the MOU provides for the provision of a site at Googong for the development of a community Sports Club on part of reserve land totalling 61.82 has at Googong that is part of the community land provided as part of the Googong Voluntary Planning Agreement.

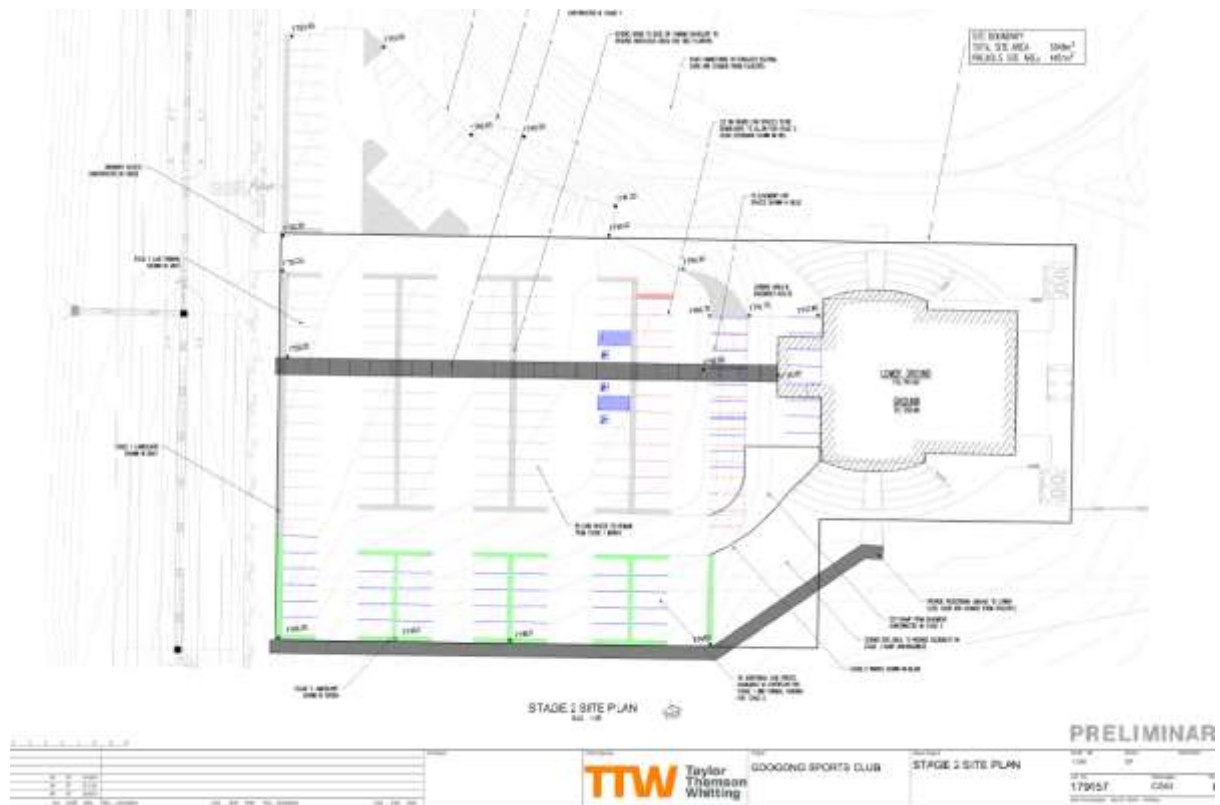
The MOU provides that a site of 4,451 m<sup>2</sup> be provided for the project.

A Club Project Steering Committee has been appointed to progress the project and a design been prepared and discussed with Council from a planning perspective through the 20 Development Co-ordination Review Committee and for the project to progress additional car parking will be required to be provided. It was initially hoped that shared parking with other uses of the reserve could be used, but planning requirements are that designated car parking needs to be provided by the Club.

With the additional area required for car parking to compliment the project a site of approximately 7,000 m<sup>2</sup> will be required.

12.15 Variation of MOU - Googong Sports Club (Ref: C1936910; Author: Neil/Warne)  
(Continued)

A diagram of the required area is shown hereunder:



The Club has requested that the Council agree to the provision of the additional land for car parking purposes. Googong Township Pty Ltd are supportive of the proposal.

It is considered that the proposal should be supported and the MOU altered to reflect the additional area. If the extra parking requirements were known at the time the MOU was executed, the additional area would have been agreed too.

**Implications**

***Legal***

A minor addendum to the MOU would be required. Once progressed a licence agreement for the facility can be developed.

***Environmental***

The project is required to comply with the LEP and DCP requirements and the appropriate approvals obtained.

***Asset***

The land will be recognised as a Council asset. The building will be owned by the Club. It will be a licensing requirement that the facility be adequately insured.



12.15 Variation of MOU - Googong Sports Club (Ref: C1936910; Author: Neil/Warne)  
(Continued)

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***Social / Cultural***

The Sports Club is seen as needed facility for the Googong community.

***Engagement***

Both the DA process and the Licensing of the land process will require public consultation.

***Financial***

There are no financial impacts for the Council due to this proposal.

**Conclusion**

The request to change the MOU to reflect a larger footprint is reasonable and should be progressed.

**Attachments**

Nil



## ITEMS FOR DETERMINATION

**12.16 Access Agreement - Queanbeyan Veterans Motor Cycle Club Seiffert Oval Function Room. (Ref: C1937452; Author: Neil/Warne)**

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**Summary**

Council has been approached by the Veterans Motorcycle Club to continue to use facilities at Seiffert Sportsground as a clubhouse and home base. The Club has occupied the facility for the past five years without any concerns and has assisted with activities at the Oval. Renewal of the Occupancy Agreement is supported.

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**Recommendation**

**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.**

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**Background**

In 2014 the Council entered into an Access Agreement with the Queanbeyan Veterans Motorcycle Club to use the function room at Seiffert Oval as a meeting place for the Club. The agreement will expire on 31 March 2019.

The Club has advised the Council that it would like to renew the access agreement for a further five years.

The Club's membership is armed service veterans with an interest in motorcycles and community activities. It was formerly made up of "Vietnam Veterans" but with the effluxion of time it has expanded its membership to include other service veterans.

Prior to 2014, the Club operated from HMAS Harman but with security changes it was required to find a new home-base - the facility at Seiffert Oval has worked out well. The Club is involved in many community activities and charities. It holds a social function every fortnight and its major fundraising event is a motorcycle run where the proceeds are donated to local charities.

In addition, the Club has assisted with community initiatives undertaken at Seiffert Oval namely manning the gate at Trial Games and events such as Xmas in July, Freedom of the City and many other veteran events. In addition, the Club has worked with other users of Seiffert Sportsground to assist with community activities.

Social gatherings and events are undertaken in the function area located under the Grandstand which has been refurbished by the Club. The facility is also available to other groups to use by arrangement.

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

It is proposed that a five year occupancy agreement will be entered into with the Club.

***Asset***

The Club use a portion of the Seiffert Oval grandstand that was derelict prior to their occupation and they have carried out improvement works.

**12.16 Access Agreement - Queanbeyan Veterans Motor Cycle Club Seiffert Oval  
Function Room. (Ref: C1937452; Author: Neil/Warne) (Continued)**

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***Social / Cultural***

The Club provides a positive option for military service veterans with a common interest in motor cycles and community service to meet and share their interests. There are many positive outcomes from this social activity.

***Financial***

The Club has been charged the standard NSW Crown Lands rental for the facility. The annual amount is currently \$498.

**Conclusion**

The proposal is acceptable and will continue the use of an under-utilised facility with a tenant that contributes to greater community use and involvement in the facility.

**Attachments**

Nil

**12.17 Membership of the Audit, Risk and Improvement Committee (Ref: C1933121;  
Author: Neil/Bozzato)**

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**Summary**

Council's Audit, Risk and Improvement Committee acts in an independent advisory role, has no executive powers, and is responsible for assessing the effectiveness of Council's frameworks, actions and controls in relation to:

- risk management
- control framework
- external accountability
- legislative compliance
- internal audit
- external audit
- process improvement.

The Committee currently comprises:

- two Council nominees who were appointed on 28 September 2018 for one year
- three independent external members, including the chair, whose memberships expire on 30 June 2019.

To provide for continuity in the Committee's activities, it is proposed that expressions of interest be sought for the appointment of independent external members, and that current members be eligible to apply.

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**Recommendation**

**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.**
- 

**Background**

The objective of the Audit, Risk and Improvement Committee (the Committee) is to provide independent assurance and assistance to the Queanbeyan-Palerang Regional Council on risk management, control framework, external accountability, legislative compliance, internal audit, external audit and process improvement responsibilities.

**12.17 Membership of the Audit, Risk and Improvement Committee (Ref: C1933121;  
Author: Neil/Bozzato) (Continued)**

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The Queanbeyan-Palerang Regional Council Audit, Risk and Improvement Committee Charter (the Charter) requires that:

'The independent external members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Queanbeyan-Palerang Regional Council. At least one independent external member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.'

Current independent external members of the Committee were drawn from the Audit committees of the former Queanbeyan City and Palerang Councils. Their overall tenure, including predecessor Councils is as follows:

- Andrew Cox – chair - appointed at merger to 30 June 2019. Appointed to former Queanbeyan Council Audit committee on 27 June 2012; extended on 25 June 2014 to 30 June 2016.
- Max Shanahan – member - appointed at merger. Reappointed at 13 December 2017 to 30 June 2019. Appointed member of former Palerang Council Audit and Risk Committee effective March 2015.
- Dr Ken Crofts – member - appointed at merger. Reappointed at 13 December 2017 to 30 June 2019. Appointed member of former Palerang Council Audit and Risk Committee effective March 2015.

The Charter also provides for the ongoing rotation of members through staggered terms of three, two and one year to be decided by lots, although memberships may be extended for two years following a performance review.

The role and responsibilities of the Committee reflect policy guidance issued by the Office of Local Government, and will be reviewed following release of updated guidance material that is expected this calendar year. Broadly, the Committee provides assurance and assistance in relation to:

- risk management
- control framework
- external accountability
- legislative compliance
- internal audit
- external audit
- process improvement.

Given the span of the Committee's responsibilities and its role in providing assurance and advice to Council, it is considered appropriate that expressions of interest be assessed by a panel comprising the:

- Mayor
- Chief Executive Officer
- Portfolio General Manager, Organisation Capability.

**12.17 Membership of the Audit, Risk and Improvement Committee (Ref: C1933121;  
Author: Neil/Bozzato) (Continued)**

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Administrative support will be provided by the Legal and Risk team.

**Implications**

***Legal***

Council's consideration of these issues enables it to meet its responsibilities in relation to the appointment of an Audit, Risk and Improvement Committee, as required following recent amendments to the Local Government Act 1993.

***Financial***

In June 2018 the fees paid to independent Committee members increased from financial year 2020, or the next vacancy. This will result in meeting fees being:

- Chair, \$880 per meeting
- Members, \$704 per meeting.

The aggregate financial impact, based on full attendance at four meetings per year is:

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>		<b>Amount</b>
General fund	Consultants - Other	Risk and Internal Audit budget	\$	3,432

**Attachments**

Nil





**12.18 Investment Report - February 2019 (Ref: C1937098; Author: Taylor/Drayton)**

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**Summary**

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

This report presents the investment result for February 2019.

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**Recommendation**

**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.**
- 

**Background**

***Cash and Cash Equivalent Investments***

The principal amount invested as at 28 February 2019 was \$227,680,672.

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 February 2019 was 1.93%.

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

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

The TCorpIM Long-Term Growth Fund continued on from January's strong performance, with the February 2019 return topping last month's FYTD high. 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 return likewise bettered the Fund's January 2019 FYTD high in February 2019. The Fund contains 58% defensive assets.

**12.18 Investment Report - February 2019 (Ref: C1937098; Author: Taylor/Drayton)  
(Continued)**

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**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

***Financial***

Investment income for the 2018/19 Financial Year as at 28 February 2019 amounted to \$3,767,368. The investment returns are added to the associated restricted funds (i.e. development contributions) that form Council's investment portfolio.

**Attachments**

- |              |                                                                                  |
|--------------|----------------------------------------------------------------------------------|
| Attachment 1 | February 2019 - Investment Performance vs Budget ( <i>Under Separate Cover</i> ) |
| Attachment 2 | February 2019 - Investment Report Pack ( <i>Under Separate Cover</i> )           |
| Attachment 3 | February 2019 - Economic Commentary ( <i>Under Separate Cover</i> )              |

## ITEMS FOR DETERMINATION

12.19 QPRC - Investment Policy (Ref: C1937609; Author: Tegart/Taylor)

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**Summary**

In accord with NSW Office of Local Government (OLG) Investment Policy Guidelines, Council is required to review its Investment Policy on an annual basis. Since the commencement of Laminar Capital as Council's investment advisors, staff have been working with Laminar and NSW Treasury Corporation (TCorp) to update its policy. The attached policy has been prepared by Laminar Capital and reviewed by staff and TCorp. Laminar Capital has provided commentary on the reasoning of the proposed policy.

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**Recommendation****That Council:**

- 1. Rescind the former QPRC Investment Policy.**
  - 2. Adopt the attached QPRC Investment Policy.**
- 

**Background**

An investment policy is a governing document that guides the investment process. It should communicate the Council's

- investment philosophy
- overall risk philosophy
- investment objectives and expectations
- identify the roles for those involved in the investment process, and
- detail the requirements for compliance with the policy's goals and procedures.

Section 625 of the *Local Government Act 1993* refers to how a council may invest. It states that a council may invest money that is not, for the time being, required for any other purpose and that it may only be invested in a form that is notified by order of the Minister as published in the NSW Government Gazette.

Under section 8 of the *Local Government Act 1993*, the council charter states that, among other things, a council must have regard to the long-term cumulative effects of its decisions. Councils are the custodians and trustees of public assets and are required to effectively account for and manage the assets for which they are responsible.

As the role of the elected council is to direct and control the affairs of the council in accordance with the Act, councillors need to ensure that the Council:

- has an appropriate investment policy that guides the investment of ratepayers' funds in compliance with the council's charter
- approves the investment policy by resolution
- approves amendments to the investment policy by resolution

- reviews the policy each year, and
- has in place mechanisms to support the open and transparent reporting of council investments to the council and to the ratepayers.

The Responsible Accounting Officer (RAO), as defined by the *Local Government (General) Regulation 2005*, is responsible for keeping the Council's accounting records and ensuring that they are kept up to date and in an accessible form. Specifically in relation to investments, the RAO must provide reports to the council each month in relation to the money that council has invested, along with a certificate stating whether the investments have been made in accordance with the Act, the Regulations and the council's investment policy. It is therefore important that the RAO use these guidelines in the creation of the council's investment policy and in reporting to the council. Ultimately, however, it is the council that is responsible for the investments.

Council should maintain an investment policy that complies with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005*, and the Ministerial Investment Order and ensure it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing council funds.

Council has developed appropriate monitoring systems to establish and forecast their cash requirements. Councils require a small cash balance of liquid funds to meet day-to-day operational expenditure, including a contingency amount that is also available to meet unforeseen commitments.

When considering an investment in the capital markets or the long term financial markets, councils should consider the risks and their cash flow requirements. While a normal yield curve may suggest that councils will receive a greater return on their investments in the long term, there is also a greater interest rate risk when investing.

Before investing any funds councils should establish an investment policy. As a minimum, an investment policy must comply with the Act, the LGGR and the Order and should:

- set the objectives of investing
- outline the legislative requirements
- ascertain authority for implementation and management of the policy
- establish the capital, liquidity/duration and return expectations
- determine the diversity of the investment portfolio
- define the risk profile
- establish legal title
- set benchmarks
- establish monitoring and reporting requirements
- define duties, obligations and required skills of the council and council officers, and
- set a date for the policy to be reviewed.

Performance benchmarks need to be established to be able to evaluate the investment outcomes against the investment objectives. Benchmarks show how well investments are matched to the rate of return expectations and the risk. Benchmarks can also be used to see whether the expectations set are reasonable or not. When establishing benchmarks, councils must make sure that they are appropriate for the particular types of investments and can be easily measured.

The Council's investment policy establishes a suitable benchmark for the council to review the returns on its portfolio. Council measures its performance against Bloomberg AusBond Bank Bill Index (BBI). The bank bill interest rate is the wholesale interbank rate within Australia and is published daily in newspapers such as the *Australian Financial Review* and is also available on the internet. A comparison between council's benchmark and the return on council's portfolio should be included in the monthly report to council from the Responsible Accounting Officer.

It is Council's expectation that the performance of each investment will be greater than or equal to the applicable benchmark by sufficient margin to justify the investment taking into account its risks, liquidity and other benefits of the investment.

With the ongoing borrowing program of Council, staff believed it was prudent to have the draft investment policy reviewed by TCorp. TCorp advised staff on the accepted allocations in both Counterparty and Credit Quality Limits. Laminar Capital prepared analysis on the advice of TCorp - that analysis is attached to this report.

In drafting in the Investment Policy, Laminar has provided commentary to assist Councillors understanding on the process undertaken and outcomes of the recommendations. This commentary is attached.

### **Conclusion**

Investment Policy has been drafted by Laminar Capital in accordance with Legalisation, Regulations and Ministerial Orders. Policy allows staff to invest Councils in short to long term authorised investments.

### **Attachments**

- |              |                                                                               |
|--------------|-------------------------------------------------------------------------------|
| Attachment 1 | QPRC - Investment Policy ( <i>Under Separate Cover</i> )                      |
| Attachment 2 | TCorp Analysis - Laminar Capital ( <i>Under Separate Cover</i> )              |
| Attachment 3 | Commentary Investment Policy Review - Laminar ( <i>Under Separate Cover</i> ) |



**12.20 Two Fires Festival of Arts and Activism Request for Donation (Ref: C1939313;  
Author: Tegart/Ferguson)**

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**Summary**

The Two Fires Festival of Arts and Activism Inc has asked Council to waive the fees for hiring Ryrie Park South in Braidwood for its two-day festival to be held on 6 and 7 April 2019.

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**Recommendation**

**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.**
- 

**Background**

The Two Fires Festival of Arts and Activism Inc (2FF) has advised Council that it has booked Ryrie Park South in Braidwood for Saturday and Sunday, 6 and 7 April 2019, for its 2019 Festival. Information about the 2FF can be accessed at [www.twofiresfestival.org.au](http://www.twofiresfestival.org.au)

Since 2005, the Festival has been held biennially in Braidwood. However, the 2017 Festival had to be cancelled due to a lack of funds.

The 2FF has been successful in securing a grant from the Foundation for Regional and Rural Renewal to run the 2019 Festival. It also relies on local goodwill and donations of time and services.

The 2FF did not apply for funding under the annual community grants program when applications were called for in March - May 2018.

While the policy allows Council to consider applications outside the funding round (Clause 5.5), such applications are dependent upon funds being available following the allocation from the current round. Further, they must address the criteria detailed in the guidelines, and be submitted on the relevant form (Clauses 5.6 and 5.7) so that they can be considered fairly and equitably against other applications.

As a general guide, ad hoc applications should be discouraged wherever possible to avoid the potential for creating a precedent that may have an adverse impact on the amount of

**12.20 Two Fires Festival of Arts and Activism Request for Donation (Ref: C1939313;  
Author: Tegart/Ferguson) (Continued)**

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funding available to community groups via the annual grants program. This is particularly relevant given the increasing number of applications being received each year.

It is recommended that the 2FF be encouraged to consider submitting an application in next year's round of the community grants funding for the 2021 festival, addressing all the criteria, so that it can be assessed competitively against other applications at that time.

**Implications*****Policy***

Council adopted its Donation Policy on 12 April 2017. The policy includes an annual grants program within Category A for general donations and Category B for hire or lease of Council's facilities. In relation to Category B within which this request is made, the policy 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;
  - (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.



12.20 Two Fires Festival of Arts and Activism Request for Donation (Ref: C1939313;  
Author: Tegart/Ferguson) (Continued)

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***Financial***

Funding allocated for Council's Community Grants Program for the current financial year has been fully expended.

**Conclusion**

Council has received a request from the Two Fires Festival of Arts and Activism Inc to waive the fees for the hire of Ryrie Park South for its festival to be held on 6 and 7 April 2019. It is recommended that Council not accede to the request on this occasion, but encourage the organisers to submit an application, addressing all criteria, during the 2020 annual community grants funding program for the next festival in 2021.

**Attachments**

Nil



## ITEMS FOR DETERMINATION

**12.21 Queanbeyan and District Rugby League Club Request for Donation (Ref: C1940530; Author: Tegart/Ferguson)**

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**Summary**

The Queanbeyan and District Rugby League Club is seeking Council's support for the Queanbeyan Canberra United Rugby League Football Club (QCU) men's and women's knockout competitions in 2019, 2020, 2021 and 2022, by waiving the hire fees of Seiffert Oval and accepting a permanent booking on the second Saturday of September from 2019 - 2022.

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**Recommendation****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 - ie after the League Grand Finals in September.**
- 

**Background**

The QCU is a newly-formed club, initiated in honour of the memory of the local indigenous people, including indigenous sportspeople. The QCU Knockout 2019 consists of men's teams, u12s and u15s, women's teams, as well as the annual NSW Aboriginal Rugby League Knockout to be held in Newcastle on the October long weekend.

The Queanbeyan and District Rugby League Club is seeking Council's support for the QCU Knockout event by waiving the hire fees and other costs associated with the booking of Seiffert Oval for the competition to be held on the second Saturday of September each year from 2019 to 2022. The Club also asks for a permanent booking of the Oval on the second Saturday of September for the same period.

With regard to the Donations Policy, ad hoc applications should be discouraged wherever possible to avoid the potential for creating a precedent that may have an adverse impact on the amount of funding available to community groups via the annual grants program. This is particularly relevant given the increasing number of applications being received each year.

It is recommended that the Queanbeyan and District Rugby League Club be encouraged to consider submitting an application in this year's round of the community grants funding for the 2019 QCU Knockout competition, addressing all the criteria, so that it can be assessed competitively against other applications. The Club should also be encouraged to submit similar applications for the next three years for the same purpose.

**12.21 Queanbeyan and District Rugby League Club Request for Donation (Ref: C1940530; Author: Tegart/Ferguson) (Continued)**

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**Implications*****Policy***

Council adopted its Donation Policy on 12 April 2017, Resolution No. PLA036/17. The policy includes an annual grants program within Category A for general donations and Category B for hire or lease of Council's facilities. In relation to Category B within which this request is made, the policy 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;
  - (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.

While the policy allows Council to consider applications outside the funding round (Clause 5.5), such applications are dependent upon funds being available *following* the allocation from the current round. Further, they must address the criteria detailed in the guidelines, and be submitted on the relevant form (Clauses 5.6 and 5.7) so that they can be considered fairly and equitably against other applications.

***Asset***

The Queanbeyan and District Rugby League Club has requested to book Seiffert Oval each year as a permanent fixture on the second Saturday of September. However, there is a long-standing booking for the League Grand Finals during September, and as a consequence, a

**12.21 Queanbeyan and District Rugby League Club Request for Donation (Ref: C1940530; Author: Tegart/Ferguson) (Continued)**

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permanent booking for the QCU Knockout on the second Saturday of September cannot be guaranteed. However, as in previous years, staff will continue to find a suitable weekend booking for the Knockout competition after the Grand Finals.

***Financial***

Funding of \$60,000 is available for the 2019 Community Grants Program, and is subject to a competitive process involving all applications received from not-for-profit organisations throughout the Queanbeyan-Palerang community.

**Conclusion**

Council has received a request from the Queanbeyan and District Rugby League Club to waive the hire fees and other costs for booking the Seiffert Oval for their Knockout competitions in 2019 - 2022. The Club also seeks a permanent booking on the second Saturday of September each year until 2022. It is recommended that Council encourage the Club to submit an application, addressing all criteria, during the 2019 annual community grants funding program currently being advertised for the waiving hire fees, and that liaison with staff continue to arrange a suitable weekend.

**Attachments**

Nil



**13.1 Merger Update (Ref: C1933424); Author: Tegart/Tegart**

**Report**

Since the last information report on the merger, the following merger transition plan actions have progressed:

Technology

- The final modules of the TechnologyOne integrated suite (property, regulatory and rating, customer, records) had go-live deferred from March 2019 to June 2019 to enable further configuration
- CAMMS Revumap module configured to store and appraise service reviews
- CAMMS GlobalCollab utilised for first half year Delivery Program review
- ShoreTel telephone system deployed across all worksites, providing integrated network
- 3D planning GIS module trialled and under configuration

Employment

- Transition organisation structure implemented
- QPRC salary system commenced April 2018. Job families evaluated, to confirm salary grades. Existing staff opting into that system, or preferring former council system. No worse off test applies.
- New or harmonised workplace policies developed and consulted
- New capability and performance frameworks drafted
- OCI/OEI culture surveys, and management profiles/training undertaken

Planning

- Rural lands zoning and use proposals (including E4 Wamboin) investigated and reported
- Comprehensive LEP progressed
- Community strategic plan and delivery program adopted
- Long term financial plan adopted

Policy

- Reviews of policies progressively adopted in tranches
- Codes (meetings, conduct) adopted
- Service reviews progressing; service statements finalised
- Customer and branding strategies revised

Accommodation

- Demolition 257 Crawford St building underway
- Revised concept plans for QHQ plans underway
- Replacement for Bungendore depot staff rooms

Benefits Realisation

- Merger expenditure and SCF projects reports submitted to OLG

- Copy of benefits realisation report FY18 attached
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**Recommendation**

**That the report be received for information.**

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**Attachments**

Attachment 1      Benefit Capture Report FY18 (*Under Separate Cover*)



**13.2 Queanbeyan-Palerang Sports Council Strategic Planning Workshop (Ref: C1931801); Author: Thompson/Penman**

**Report**

A Queanbeyan-Palerang Sports Council strategy workshop was held at Freebody Oval Clubhouse on Monday 25 February 2019 at 6pm, with the following groups represented:

- QPRC: Crs Biscotti, Winchester, Hicks
- Queanbeyan Basketball Association (QBA)
- Queanbeyan Tigers Junior AFL Club (QTJAFLC)
- Jerrabomberra Touch Association (JTA)
- Bungendore Oztag (BOZTAG)
- Queanbeyan Little Athletics Club (QLAC)
- Queanbeyan Senior Rugby Union Football Club (QSRUFC)
- Queanbeyan District Senior Cricket Club (QDSCC)
- Queanbeyan Tigers Senior AFL Club (QTS AFLC)
- Queanbeyan City Football Club (QCFC)
- Queanbeyan Kangaroos Junior Rugby League Club (QKJRLC)
- Monaro Panthers Football Club (MPFC)
- Googong Hogs AFL Club (GH AFLC)
- Queanbeyan Blues Rugby League Football Club (QBRLFC)
- Queanbeyan Tigers Junior AFL Club (QTJAFLC)
- Community Rep (CR)
- Bungendore Senior Rugby League Football Club (BSRLFC)
- Bungendore Netball Club (BNC)
- Monaro Archers (MA)
- Monaro Archers (MA)

Below is a summary of the items discussed at the workshop.

**Strategic Plan**

Staff outlined the Sports Facilities Strategic Plan to the Committee and that it is a working document that will continually be updated with strategies recommended by all clubs. As a group, the Sports Council went through the plan by each facility and by each sporting code, with all clubs having a say on their needs. The Strategic Plan will be updated and brought back to the next workshop in September or October.

**Work Schedule Priorities**

The workshop considered the priority items for the Strategic Plan, in no particular order the priorities are as follows:

- A home for basketball for 4 courts and associated amenities.
- Wright Park Lower amenities knockdown and rebuild.
- Lights for junior AFL fields.

- Toilets facilities at all sporting venues, including archery range.

**Regional Sports Complex**

Staff gave an update and displayed a copy of the Master Plan with general discussion held about the regional sports complex at South Jerra.

**Bungendore Sports Hub**

Staff provided an update and showed an initial draft master plan for the site with general discussion held, with a large amount of input from the Bungendore sporting clubs.

**Standard Field Maintenance**

After an outline of the approach to maintenance, there were no questions arising.

The next workshop to be scheduled for September/October 2019.

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**Recommendation**

**That the report on the Queanbeyan-Palerang Sports Council Strategic Planning Workshop held on 25 February 2018 be received for information.**

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**Attachments**

Nil

**13.3 QPRC Environmental Expos (Ref: C1936139); Author: Thompson/Pensini**

**Report**

Three very successful Environmental Expos were held at the Queanbeyan Show on the 10 November 2018, Bungendore Show on the 27 January 2019 and the Braidwood Show on the 2 March 2019.

The Environmental Expos were coordinated by Council to provide information to the community about the environment and sustainability which included information on renewable energy, wildlife, catchment health, water wise, biosecurity, biodiversity, food and road safety, waste and much more. All three Environmental Expos were setup and designed to encourage show goers to participate in a number of interactive activities which included calico bag painting, glitter bug (handwashing skills) and taking care of tadpoles. Shower timers (4 minutes), drink bottles, pens, reusable coffee cups and bags were also given out by staff at each Environmental Expo.

In total 4 community service organisations from around the region took part in one or numerous expos. They included:

- NSW Rural Fire Service
- Queanbeyan Landcare
- Oz harvest
- Frogwatch (ACT and region)

Community feedback from the three events was extremely positive with members of the public highlighting how great a Council presence at the shows was. Additionally, any questions which could not be answered or addressed by attending staff were noted down and answered or addressed by appropriate staff in the following days. Participating groups and businesses were also pleased by the community's engagement and the organisation of the expos.

Council's Natural Landscape and Health team are looking forward to working on and improving the Environmental Expo in the year to come.



**Figure 1 – Setup at the Queanbeyan Show**

**Recommendation**

That the report be received for information.

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**Attachments**

Nil

**13.4 Detailed design of Bungendore Floodplain Risk Management Implementation  
(Ref: C1930154); Author: Hansen/Afrin**

**Report**

**Background**

Following the completion of the Bungendore floodplain Risk Management Study in 2014, the Bungendore Floodplain Risk Management Plan (FRMP) was adopted by the former Palerang Council (PC) in 2014 (res 248/2014). The adopted Plan identified a series of works to mitigate the flooding within the town. The adopted FRMP proposed three mitigation strategies:

1. *Removal of dense vegetation and creek re-shaping* at the confluence of Turallo, Halfway and Millpost Creeks (Measure 1). Which would enhance the capacity for floodwaters to escape more rapidly from the village reach of Turallo Creek. Excavation of overbank areas at the confluence would provide additional capacity when floodwaters exceed the channel capacity
2. *Upgrade of the existing Turallo Terrace levee* (Measure 2). This flood mitigation measure includes upgrade of the existing Turallo Terrace levee to increase crest elevations above the peak 1% AEP flood level with 0.5 m freeboard.
3. *Construction of an overflow channel* across Tarago Road (Measure 3). The measure acts as a relief floodway, allowing floodwaters to bypass the Tarago Road Bridge crossing of the creek during major events. Higher flows will be diverted across Tarago Road upstream of the bridge crossing so that they will re-enter the creek downstream of the confluence of Turallo and Halfway Creeks.

In 2015 PC was successful in gaining grant funding to complete the design of the mitigation measures noted above. The Grant funded works have recently been completed including:

- The detailed design of the mitigation measures above,
- A Review of Environmental Factors (REF) including a heritage assessment,
- Consultation with Landholders.

**Financial**

The project (\$228,903) was jointly funded under State Government's Flood Management Program on 2:1 subsidy basis with 1/3 funded by QPRC.

**Socio Economic**

Major flooding at Bungendore has occurred on a number of occasions over the last 80 years. The total flood damage estimate for each design flood event was combined with the probability of occurrence to determine an Average Annual Damage (AAD) cost for existing conditions. The results of this analysis determined the average annual damage for the Village of Bungendore to be about \$438,180. The inundation of potentially flood affected properties in the occurrence of 100 year ARI event is estimated to result in damages of the order of \$3.1M.

Flooding of Turallo and Halfway Creeks will result in economic and social impacts to residents and business owners at Bungendore. Accordingly, it was appropriate to implement a floodplain management plan and complete the detailed design of the mitigation measures aimed at reducing these impacts and ensuring future development is aware of the potential flood risk.

### **Environmental**

An REF has been prepared in accordance with Sections 5.5 and 5.7 of the EP&A Act and Clause 228 of the Environmental Planning and Assessment Regulation 2000 (EP&A Reg). The REF concluded that:

- (1) The proposed activity is not likely to have a significant impact on the environment and therefore an Environmental Impact Statement is not required.
- (2) The proposed activity is not likely to significantly affect threatened species, populations, ecological communities, or critical habitat. Therefore, a Species Impact Statement (SIS) is not required.
- (3) The proposed Activity is not likely to affect Commonwealth land or significantly affect Matters of National Environmental Significance, and is not located on Commonwealth land.

### **Conclusion**

The construction of the mitigation works are eligible for the same Flood Management Program 2:1 subsidy. Whilst each of the proposals are not reliant on each other, it is a reasonable suggestion that downstream works (mitigation measures 1) are completed before the upstream work (mitigation measures 2&3). Staff have made budget allocation for the Council share to complete mitigation measure 1 works in the 2019/20 budget process. Application will be made to the Floodplain Management Grant shortly.

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### **Recommendation**

**That the report be received for information.**

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### **Attachments**

- |              |                                                                                                    |
|--------------|----------------------------------------------------------------------------------------------------|
| Attachment 1 | Bungendore FRM works REF - Final v2 ( <i>Under Separate Cover</i> )                                |
| Attachment 2 | Bungendore FRM Implementation Plan - Final Design Report ( <i>Under Separate Cover</i> )           |
| Attachment 3 | Bungendore Flood Mitigation Works - Final Detailed Design drawings ( <i>Under Separate Cover</i> ) |

**13.5 Canberra Region Joint Organisation (Ref: C1936219); Author: Tegart/Ferguson  
Report**

The Canberra Region Joint Organisation has provided Council with a copy of its Strategic Plan 2019 – 2021 and its Statement of Strategic Regional Priorities, both of which were endorsed at its meeting on 15 February 2019.

It is noted the Board minutes are published on the CRJO website, and consequently are now longer reported to Council for information. Policy, advocacy or financial requests will be reported separately to Council.

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**Recommendation**

**That Council note the Canberra Region Joint Organisation's Strategic Plan 2019 – 2021, and its Statement of Strategic Regional Priorities.**

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**Attachments**

Attachment 1 CRJO Strategic Plan 2019-2021 (*Under Separate Cover*)





**13.6 Resolution Action Sheet (Ref: C1940454); Author: Ferguson/Ison**

**Report**

The Resolution Action Sheet provides Council with information on action taken or proposed to be taken as a result of resolutions carried at Ordinary Council meetings and Planning & Strategy Committee of the Whole meetings.

The Resolution Action Sheet is an ongoing document, updated progressively by staff. As items are completed and presented to Council, they will be removed from the document.

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**Recommendation**

**That the report be received for information.**

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**Attachments**

Attachment 1     Resolution Action Sheet (*Under Separate Cover*)



14.1 Youth Advisory Committee (Ref: C1936428; Author: Richards/Campese)

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**Summary:**

The Youth Advisory Committee met on 4 February 2019.

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**Recommendation**

**That Council:**

- 1. Note the minutes of the Youth Advisory Committee held on 4<sup>th</sup> February 2019.**
- 2. Adopt recommendation YAC 03/19 from the meeting held on 4<sup>th</sup> February 2019.**

**YAC 03/19 That the Youth Advisory Committee be extended from 8 members to 12 members**

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**Attachments**

Attachment 1 Youth Advisory Committee minutes (*Under Separate Cover*)



14.2 Access Committee (Ref: C1936681; Author: Richards/Campese)

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**Summary:**

QPRC Access Committee met on 8 February 2019. Minutes of this meeting are included as an attachment.

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**Recommendation**

**That Council note the minutes from Access Committee held on 8 February 2019.**

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**Attachments**

Attachment 1 Access Committee minutes (*Under Separate Cover*)



14.3 Wamboin Hall Management s.355 Committee Minutes (Ref: C1939361; Author: Tegart/Ferguson)

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**Summary:**

The Wamboin Hall Management s.355 Committee has submitted for Council's information the minutes of its meeting held on 31 January 2019.

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**Recommendation**

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

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**Attachments**

Attachment 1 Wamboin Hall Management s.355 Committee's minutes 31 January 2019  
(*Under Separate Cover*)





**16.1 Responses to Councillors' Questions (Ref: C1924086); Author: Ferguson/Ison**

**Report**

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

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

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

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

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

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**Recommendation**

**That the report be received for information.**

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**Attachments**

- |              |                                                                                                                    |
|--------------|--------------------------------------------------------------------------------------------------------------------|
| Attachment 1 | Responses to Councillors Questions ( <i>Under Separate Cover</i> )                                                 |
| Attachment 2 | Responses to Councillors Questions with confidential details ( <i>Under Separate Cover</i> ) - <b>CONFIDENTIAL</b> |



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**19 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION**

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

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

**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 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.*