



Planning and Strategy Committee of the Whole

13 November 2019

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 6.9 TO 7.3

**QUEANBEYAN-PALERANG REGIONAL COUNCIL
PLANNING AND STRATEGY COMMITTEE OF THE WHOLE**

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Planning and Strategy Committee of the Whole Meeting Attachment

13 NOVEMBER 2019

ITEM 6.9 DETERMINATION OF APPLICATIONS FOR THE LOCAL
HERITAGE GRANTS 2019-20

ATTACHMENT 2 LOCAL HERITAGE GRANT GUIDELINES 2019-20

Queanbeyan-Palerang Regional Council Local Heritage Places Grant Guidelines	
Aim of the funding	The aim of the fund is to encourage as much positive work on heritage items as possible. It is hoped this will create greater interest and concern for the conservation of historic buildings within Queanbeyan-Palerang Regional Council's LGA.
Examples	<p>Funding is available for:</p> <ul style="list-style-type: none"> • Conservation works and maintenance works • Reinstatement of missing items on heritage buildings • Work to meet Building Code Australia upgrades • Items identified in the Heritage Schedule of the <i>Queanbeyan Local Environmental Plan 2012 (QLEP 2012)</i> or <i>Palerang Local Environmental Plan 2014</i> • Items within a Heritage Conservation area • Other heritage properties supported by the QPRC heritage advisor. <p>Eligible projects are those which involve the repair, maintenance or reinstatement of items. These projects can include fences, verandahs, windows, roof cladding, decorative detail, replacement of structural work or painting of properties to enhance the heritage character.</p>
Funding Amounts	Grants of varying amounts will be available on a dollar for dollar basis with the maximum amounts to be determined by the number of applications received. (e.g. If your project receives a \$1,000 grant from Council your minimum contribution must be \$1,000). There will clearly be cases where applicants will be required to contribute more dollars to the project than offered by Council and the size of the individual grants available will often depend upon the number of annual applications received and supported.
Closing date	Applications close on 14 October 2019
Timing of grants	Grants are advertised each financial year. All projects must be completed by 15 April in the financial year of issue. Work CAN NOT commence prior to written approval being given.
Who can apply?	All owners and/or managers of heritage items which are listed on Schedule 5 of the <i>QLEP 2012</i> or <i>Palerang Local Environmental Plan 2014</i> or within a Heritage Conservation Area or within the State listed area of Braidwood. (However, you are not able to apply for funding if you are a State government agency).
Funding is available for	Heritage items that are either: <ul style="list-style-type: none"> • Listed in the Local Environmental Plan • Included in a conservation area • Supported by the QPRC heritage advisor
Priorities	Priority is given to projects that: <ul style="list-style-type: none"> • Require urgent maintenance works • Form part of the heritage precinct • Require upgrades for Building Code Australia compliance • Have not received previous council funding in the last 5 years
Projects NOT funded	Funding will NOT be provided for:

	<ul style="list-style-type: none"> • Routine maintenance e.g. carpet cleaning, gutter cleaning etc • Projects where assistance is available from other sources • New commemorative monuments or works • Purchasing a heritage building • Relocation of a heritage building, site or movable item • Flood lighting • Purchasing of equipment • New additions to a heritage building e.g. new kitchen or bathroom • Movable railway heritage items
<p>Common selection criteria</p>	<p>Funding is targeted to projects that are minor works and have:</p> <ul style="list-style-type: none"> • Sustainable long term heritage benefits • Public benefit and enjoyment • Capacity and commitment to undertake the project • Funding equity and cost effectiveness • Urgency to remedy deterioration • Demonstrated ability to encourage conservation of other items • A positive contribution to the heritage character of the site and/or streetscape
<p>Before applying</p>	<p>Background research – demonstrate why the work proposed is appropriate from a heritage point of view.</p> <p>Read the application form - so you know what information is required and if your project fits the criteria.</p> <p>Prepare a list of project tasks – outline an item by item job schedule.</p> <p>Obtain 2 quotes – place the costs against the job scope of works.</p> <p>Plans and sketches – depending on the size of the project you may need to include these.</p> <p>Photographs – take “before” photographs of the item, including close-ups. Photographs will also be required of the finished works at the completion of the project. <i>(Council uses photographs of heritage properties to promote heritage in the local area. Please indicate on the application form if you agree for this to occur.)</i></p> <p>Complete the application form and keep a copy for your records.</p>
<p>Submitting application</p>	<p>You can email your completed application, including digital images, to: landuseadmin@qprc.nsw.gov.au</p> <p>Or</p> <p>Mail to: Local Heritage Places Grants, PO Box 90, Queanbeyan NSW 2620</p>
<p>Processing of application and finalising project</p>	<p>All projects will be assessed by a panel of the Heritage Advisory Committees and recommendations will then be approved at a Council meeting. Once approved, a funding offer and agreement will be sent to all successful applicants. Projects can commence once the signed funding agreement has been received by Council.</p> <p>All projects must be completed and funding claimed by 19 April 2020.</p> <p>All applicants will be notified of the outcome of their application, including unsuccessful applicants.</p>

If successful

Your project may require Development Approval and you ***must*** discuss your project with one of Council's Heritage Advisors. To make an appointment phone **6285 6276**.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Planning and Strategy Committee of the Whole Meeting Attachment

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ITEM 6.9 DETERMINATION OF APPLICATIONS FOR THE LOCAL
HERITAGE GRANTS 2019-20

ATTACHMENT 3 APPLICATION FORM - LOCAL HERITAGE PLACES GRANT
2019-20

**Queanbeyan-Palerang Regional Council Local Heritage Places Grant
Application Form**

(please refer to the application guidelines before completing this application)

Applicant Details

Contact Name:

Company Name: (if applicable)

Postal Address:

Phone: (H/W) Mobile:

Email:

ABN registered name: (if applicable)

ABN: (if applicable)

GST registered? Yes No

I agree to Council using the photographs of my property to promote Heritage in the local area

Yes No

Project Address

No: Street:

Suburb:

Property Ownership (Only complete if applicant is NOT the owner of the heritage item)

Owner's name:

Contact details:

Signature:

Date:

Project Proposal (Briefly describe the proposed project)

Project scope of works:

.....

Estimated cost of project: \$.....

Note: Grant amounts will be proportionate to the overall number of applications received and will not exceed 50% of the cost of the project.

Funding equity and cost effectiveness:

- Will your project proceed without this funding assistance?
 Yes No
- Are you receiving funding or support from other sources? If yes please name source.
 Yes No

Photographs and Quotes

Photographs of your project:

Attach current photos of the property and the area of the proposed work, photos will also be required at the completion of the work

Quotes:

Attach **2 quotes** for the proposed work from registered businesses.
 If chosen to receive funding, you must use the supplier who gave the quote accepted and provide paid tax invoices at completion.

Building History

History of your building:

Attach any historical information you have regarding your building

Eligibility

*To be eligible for funding you must answer YES to at least **ONE** of the following:*

- | | | |
|---|------------------------------|-----------------------------|
| Is the item in a conservation area | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the item listed in the QLEP 2012 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the item listed on the State Heritage Register | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*To be eligible for funding you must answer YES to **ALL** of the following:*

- I will complete and claim my project funding by **19 April 2020** Yes No
- I acknowledge that I may be required to obtain Council development approval for these works (separate to funding offer) and that the work is subject to the advice of Council's Heritage Advisor
 Yes No
- I agree to provide Council with paid invoices upon completion of work to receive reimbursement of the grant. Yes No

Funding Priorities

Queanbeyan-Palerang Regional Council's funding priorities are for projects that:

- require urgent maintenance
- form part of the heritage precinct
- are for items with public access and visibility
- are required for upgrades to comply with the Building Code Australia. *(Refer to the guidelines)*

Describe how your project will achieve one or more of these funding priorities

a) Urgent maintenance works to avert management risks e.g. severe deterioration

b) Part of a heritage group or precinct

c) An item with public access and visibility

d) Upgrades to meet Building Code Australia compliance

Common Selection Criteria For All Projects (Please answer ALL the criteria)

I have received Council funding support for this item in the last 5 years Yes No

Sustainable long term heritage benefits.

- Describe how your project contributes to the sustainable management of the heritage item. (Attach a copy of your management/maintenance/sustainability plan)

Public benefit and enjoyment.

- Describe how your project will increase opportunities for learning, access, enjoyment and encourages positive community attitudes.

Innovation and leadership.

- Describe how your project will lead to a positive change in community attitudes and actions towards heritage.

Capacity and commitment to undertake the project.

- Do you have the time and project and management skills to successfully undertake this project? Yes No
- Will your project be **completed** within the funding time frame and be **fully claimed** by **19 April 2020**? Yes No

Application Closing Date

Applications must be received by close of business **14 October 2019**.

Declaration

I/We the undersigned, being the applicant/s nominated in this application, apply for a Local Heritage Fund grant to carry out works described above on the land specified earlier in this application.

I confirm that all the information provided in this project application is true and correct to the best of my knowledge Yes No

I have completed ALL questions on this project application Yes No

I have attached ALL requested documentation Yes No

Signature:

Date:

Submitting Your Application

Application forms and accompanying information should be submitted via:

Email: landuseadmin@qprc.nsw.gov.au (subject line *Local Heritage Places Grant*)

or

Post: Local Heritage Places Grants, PO Box 90, Queanbeyan NSW 2620

If you require any further information please contact Martin Brown on 6285 6276

QUEANBEYAN-PALERANG REGIONAL COUNCIL

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ITEM 6.9 DETERMINATION OF APPLICATIONS FOR THE LOCAL
HERITAGE GRANTS 2019-20

ATTACHMENT 4 PROJECT FUNDING AGREEMENT - LOCAL HERITAGE
PLACES GRANT 2019-20

Queanbeyan Palerang Regional Council Local Heritage Fund 2019-2020

Project Funding Agreement

This Funding Agreement has been prepared specifically for your project and outlines the funding offer from Council. This Funding Agreement must be read in conjunction with any Special Conditions included for your project and the attached Standard Conditions.

Project no:

Project name:

Applicants name:

Project address:

Postal address:

Phone:

Mobile:

Email:

ABN:

Total project value \$

Heritage Funding is \$

Your Minimum contribution is \$

Should the value of your project change, new quotes *MUST* be submitted to Council, as the level of funding provided may also change.

Purpose of the funding:

Final date for project completion: 19 April 2020

Special conditions for your project: If you do not proceed with the project as outlined in your application you will need to submit new quotes to ensure the work does not negate the funding agreement.

Other approvals required for your project: N/A or DA

Standard Conditions Applying to Local Heritage Fund Projects

By entering into this Funding Agreement, you agree to comply with the following conditions:

THE PROJECT FROM START TO FINISH

1. Acceptance of offer	You must accept this funding offer within 2 weeks, otherwise it will be withdrawn.
2. Project approvals	If necessary, you agree to separately arrange for appropriate works approvals for this project as required by the Council planning and building requirements and the Heritage Act.
3. Project milestone dates	You agree to meet the following project milestone dates. You also acknowledge that the Queanbeyan Palerang Regional Council Local Heritage Fund operates on an annual budget allocation and Council cannot carry forward any unclaimed funds for your project. If you fail to meet the milestone dates your funding may be reviewed or revoked.
Milestone 1	Notify Council when you have commenced your project.
Milestone 2	Report progress on your project to Council by 15 March 2020 .
Milestone 3	Project completion and all funding must be claimed from Council by 19 April 2020 .
4. Progress report/s	You must provide a brief verbal or written progress report/s on your project as requested by Council.
5. Project compliance certification	When your project is completed and before Council will pay your funding, Council's heritage officer or heritage advisor must inspect your project and complete a Project Compliance Certification form. Photos of the completed work must accompany your paperwork when making your claim for the grant funding.

FINANCES

6. Advising of changes in the source and/or amount of funding	You must advise the Council of any changes to the financial resources and arrangements stated in your application.
7. GST	The Council considers the full cost of the project to be the GST inclusive amount.
8. Claiming your grant funding	You must submit paid invoices for reimbursement. You also agree that unless requested, and the Council agrees, all cheques or electronic transfers will be made payable to you or your ABN registered name.

OPERATIONAL ISSUES	
9. Revocation of funding	<p>You agree that this financial assistance may be reviewed or revoked at any time under any one or more of the following circumstances:</p> <ul style="list-style-type: none"> • failure to provide signed agreement by the due date; • unsatisfactory work; • failure to meet time schedules; • failure to provide progress reports; • non-disclosure or misleading or false disclosure of information; • failure to meet the minimum \$ for \$ spend; • inadequate additional funding being provided from another source. <p>You also agree that where monies have been advanced, you are obliged to refund those monies within 30 days of receiving the notice of revocation of this funding.</p>
10. Reusable equipment	<p>You agree that funding provided for this project is not to be used for expenditure on reusable equipment without the prior written approval of the Council. If approved, resale of such equipment and refund of moneys to the Council may be required.</p>
11. Transactions between persons not at arm's length	<p>You must advise the Council immediately of any transaction where the applicant and another party, or parties, to any transaction involving expenditure on this project are not dealing with each other length at arm's length eg paid work by a relative. If the Council considers that the expenditure exceeds the amount that would have been incurred if the parties had been dealing with each other at arm's length, the Council may disregard the excess in any claim made to the Council.</p>
12. Acknowledgment of funding	<p>You agree to acknowledge the funding assistance during the project and upon completion in any form required and approved by the Council.</p>
13. Publicity	<p>Council may publicise your project and use your photographs through its newsletter, website, media releases and liaison with journalists.</p>
14. Project signage	<p>At the commencement of your project, you agree to erect a temporary Council sign (where provided by Council) acknowledging the local heritage funding assistance.</p>
15. Copyright - non-exclusive license	<p>For publications or signage projects, you will supply the appropriate permissions (non-exclusive license to Council) to use certain copyright material created as part of this funded project.</p> <p>[Copyright owners of material such as written material, photographs, music or moving images can assign or license their rights in copyright material. Copyright protects the form in which an idea or information is expressed, not the idea or information itself.]</p>
16. Best practice heritage and project management	<p>You agree that all work must be carried out in a best practice heritage manner and in particular to accord with the publication called <i>How to Carry out Work on Heritage Buildings and Sites</i> available to download from the Heritage Branch website</p> <p>www.heritage.nsw.gov.au/publications</p>

	You also agree to administer the project in accordance with best practice management.
17. Engagement of a heritage specialist	<p>If required as part of your project you agree to engage a heritage specialist to supervise and provide advice on the heritage aspects of the project. You agree to ensure that the heritage specialist:</p> <ul style="list-style-type: none">a. Has appropriate qualifications, skills and experience to supervise your project;b. Will provide appropriate technical advice to ensure that best practice heritage conservation methods are followed as set out in the Heritage Branch publication "<i>How to Carry Out Work on Heritage Buildings and Sites</i>". This refers to the Australia ICOMOS Burra Charter. Download this publication at http://www.heritage.nsw.gov.au/13_index.htmc. Agrees to prepare and/or endorse the updated work schedule and costings for this project included in this funding Agreement, if needed.d. Agrees to supervise the project and complete the Project Compliance Certification for the funding payment.
18. Long term protection and heritage listing	<p>You agree, and, if you are not the owner, the owner also agrees:</p> <ul style="list-style-type: none">a. To take all reasonable measures to protect in perpetuity the item for which this assistance is granted;b. Not to undertake any work, including subdivision, to the item, its site and any moveable heritage items (hereinafter called "heritage items") on the site which would adversely affect their heritage significance;c. To actively support and not to object to the inclusion of the item in a Local or Regional Environmental Plan; or to listing of the heritage item/s on the NSW State Heritage Register under the NSW Heritage Act, 1977; or to an order on the item under the Heritage Act, 1977.
19. Insurance	You agree to insure and keep insured at all times the item for which this funding is granted, unless the Council approves otherwise.
20. Compliance regulators	You agree to comply with all requirements of other regulatory agencies and you agree that this agreement and any related matters do not override your requirement to do so.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

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Attachment

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ITEM 6.11 DRAFT PARKING POLICY

ATTACHMENT 1 COPY OF BUSINESS PAPER REPORT 13 FEBRUARY 2019

PLANNING AND STRATEGY COMMITTEE OF THE WHOLE **13 FEBRUARY 2019**
STRATEGIC DEVELOPMENT

6.2 Resident Parking - Lowe Street (Ref: C1916983; Author: Tegart/Tegart)

Summary

Council has received a request to consider providing parking vouchers for residents domiciled in the Queanbeyan CBD, where their residence does not provide any or adequate onsite parking.

Recommendation

That Council determine whether to contemplate a resident parking voucher scheme, and a policy to support that scheme.

Background

A number of residential properties within the CBD were constructed before carparking codes prescribed the number of carspaces to be provided with developments, or were constructed by government bodies, to which local planning codes may not apply.

In those circumstances, a limited number of resident or visitor carspaces may have been provided on site, or none at all. That in turn may cause residents to use off-street Council carparks to store their vehicle/s, with those carspaces often subject to short term parking controls.

This request relates to the use of Lowe carpark by residents of nearby units, with free untimed parking available under a resident parking voucher scheme, similar to that applies in metro cities. That scheme mitigates the risk of regular parking infringements to applicable residents.

The Lowe carpark is currently timed (2-3 hr), but scheduled to convert to a 50/50 timed and untimed carpark in conjunction with the Council office/smart hub and public domain redevelopment in 2021.

Strategic

The Queanbeyan Carparking Strategy proposes to increase the overall number of offstreet carspaces in the CBD, primarily by decking several carparks to offset the carspaces recycled into public domain or laneway connectors as part of the CBD Transformation.

The Strategy notes parking will be free, and timed parking is a means to improve turnover of spaces and access to parking for customers of retail and other business. Employees and owners are encouraged to park in untimed carspaces. Council agreed to increase patrols and regulation of carparks to improve that turnover, until smart parking is progressively introduced. The Strategy does contemplate leasing of carspaces.

A resident parking scheme may reduce the number of untimed spaces available during business hours.

PLANNING AND STRATEGY COMMITTEE OF THE WHOLE 13 FEBRUARY 2019
6.2 Resident Parking - Lowe Street (Ref: C1916983; Author: Tegart/Tegart)
(Continued)

Conclusion

Before drafting a policy to support a resident parking scheme, Councillors are asked whether they wish:

- to support such a scheme;
- to bring forward the 50/50 allocation of the 120 carspaces proposed for the Lowe carpark;
- to approach owners of relevant CBD properties to lease carspaces for their residents

Attachments

Nil

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Planning and Strategy Committee of the Whole Meeting
Attachment

13 NOVEMBER 2019

ITEM 6.11 DRAFT PARKING POLICY

ATTACHMENT 2 DRAFT PARKING POLICY



Draft Parking Policy

Date policy was adopted:	... 2019	CEO Signature and date
Resolution number:	.../2019	
Next Policy review date:	2022/2023	
Reference number:	31.5	
Strategic Pillar	Community Connections	
Responsible Branch	Transport and Facilities	... 2019

Parking Policy 2019

1. OUTCOMES

- 1.1 Queanbeyan-Palerang Regional Council (QPRC) is currently enjoying a period of growth through the transformation of the Queanbeyan central business district (CBD) and new residential/subdivision developments such as Googong, Tralee and South Jerrabomberra.
- 1.2 This growth results in an abnormally high number of construction sites that in some cases affects the accessibility of suitable parking for residents and office/business workers.
- 1.3 Through this policy, QPRC will promote community awareness of responsible road use.
- 1.4 The policy sets out guidelines for the safe and authorised parking of tradespersons' works vehicles at construction sites.
- 1.5 The policy also establishes parking controls and permits to guide the management of residents' parking in town streets and public car parks near the Queanbeyan CBD, so that QPRC is a safe and accessible place to drive, walk or cycle.
- 1.6 The priority for car parking spaces is short-stay, high-turnover parking over long-stay, low-turnover parking.

2. SCOPE

- 2.1 This policy covers all temporary parking arrangements for tradespersons at construction sites in Queanbeyan CBD and new residential developments in other areas such as Googong.
- 2.2 It also covers regular parking, timed and untimed, and long-term perimeter parking in town streets or public car parks for residents and office/business employees in the Queanbeyan CBD.

3. DEFINITIONS

"As of Rights" signs — directional signage indicating conditions of parking erected by a public authority or road manager that does not require Council's consent.

Authorised Officer — a person employed by Council as an enforcement officer as specified in Schedule 4 of the *Road Transport (General) Regulation 2013*.

Business services — tradespersons or other essential services that visit businesses from time to time.

CBD — the Queanbeyan Central Business District.

Housing NSW — an agency of the Department of Family and Community Services, established pursuant to the *Housing Act 2001*, that is responsible for the provision and management of public housing services with the aim to prevent homelessness in NSW.

Marking — the process of applying crayon, chalk or any similar substance by rangers for any purpose connected with the enforcement of any of the provisions of any Act or any statutory rule made under any Act.

Mobile device — the device used to issue penalty infringement notices and cautions, and record evidence related to those enforcement actions.

NSW Regional Transport and Roads — formerly the NSW Roads and Maritime Services.

Parking Policy 2019

Parking infringement notice (PIN) — a penalty infringement notice issued under the laws relating to motor vehicle parking as a result of the contravention of those laws. It is the motorist's responsibility to find a legal parking space.

Parking permit — a permit that may be electronic or other database, containing all relevant information about the permit, permit holder and vehicle. It may be issued in printed or electronic form.

Perimeter parking — designated areas such as the Queanbeyan Showground and Collett Street which can accommodate spaces for full-day parking for business and Government agency employees.

Truck — a motor vehicle with a GVM over 4.5 tonnes, excluding a bus.

4. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

This policy is to be read in conjunction with the following documents:

- *NSW Local Government Act 1993*
- *Road Transport Act 2013*
- *Road Transport (General) Regulation 2013*
- Australian Standard AS2890.2:2018 (Off-street commercial vehicle facilities)
- RMS Parking Permit Guidelines 2018
- NSW Road Rules 2014
- Queanbeyan CBD Spatial Masterplan 2019
- Queanbeyan CBD Transformation Strategy 2017
- Queanbeyan Carparking Strategy 2018-2028
- QPRC Integrated Transport Strategy 2019
- Queanbeyan Development Control Plan 2012 Part 2 – All Zones and Part 6 – Central Business District and Other Business Zones
- QPRC Parking Enforcement Priority Policy 2019

5. POLICY

5.1 Residents' Parking

5.1.1 Residents and Housing NSW tenants living in close proximity to the Queanbeyan CBD should have the ability, as far as practicable, to park safely and securely near their place of residence either on-street or in public car parks.

5.1.2 Resident parking permits enable residents, including occupants of Housing NSW dwellings, who do not have sufficient on-site parking, to park on the street or in public car parks near their place of residence and avoid time limits and parking fees. These permits are granted by application to, and approval by, QPRC.

5.1.3 Applicants must be able to demonstrate to Council's satisfaction that they are legitimate residents or occupants of Housing NSW dwellings.

5.1.4 Resident parking permits issued by QPRC, which must be clearly and permanently displayed on the car, will be valid for one year from the date of issue. A maximum of one car space per dwelling may be considered.

5.1.5 Residents using resident parking permits must comply with legal signage and NSW Regional Transport and Roads' road rules pertaining to the conditions of parking space use.

Parking Policy 2019

- 5.1.6 All car parking space requirements associated with new developments will be calculated in accordance with the Queanbeyan Development Control Plan Part 2 – All Zones (refer Table 1 under Clause 2.2.6).
- 5.2 Office/Business Employees' Parking
- 5.2.1 Office-workers and staff of local businesses require suitable areas for parking their vehicles within a distance of 500m from their work premises.
- 5.2.2 Car parking spaces may be occupied more than once during and outside business hours.
- 5.2.3 Public sector agencies should ensure that enough on-site parking is provided, including disabled parking, for their tenants and employees in accordance with the provisions of the Queanbeyan Development Control Plan 2012, without impinging on residents' ability to park their vehicles on-street and in public carparks near their places of residence.
- 5.2.4 Office/business employees who park on-street in residential areas should observe legal signage and relevant NSW Regional Transport and Roads' road rules and be mindful that they do not encroach on residents' driveways, or impinge on residents' visibility as they reverse or manoeuvre their vehicles in driveways.
- 5.2.5 Council will take appropriate action on complaints received in relation to Clause 5.2.4.
- 5.3 Construction Site Parking
- 5.3.1 Tradespersons, their staff and/or sub-contractors often require temporary daytime parking and access in close proximity to construction work sites.
- 5.3.2 Temporary parking arrangements and/or work zone permits may be put in place adjacent to construction sites to permit access for workers to engage in activities such as unloading materials, pouring concrete and removing waste, without the risk of infringing normal traffic regulations.
- 5.3.3 Temporary parking arrangements may be determined through developers providing a traffic plan as part of their development application for significant construction activities such as CBD, multi-unit or infill development.
- 5.3.4 All temporary parking arrangements implemented by Council and/or through a developer's traffic plan must be clearly articulated through appropriate temporary signage approved by Council, and publicised on Council's website and social media platforms.
- 5.3.4 For less significant construction works, work zone permits may be issued to enable construction vehicles to temporarily occupy public land.
- 5.3.5 Council may also establish temporary loading zones during particular times or days of the week, or for the period of construction.
- 5.3.6 Appropriate notification will be given to affected nearby residents or businesses prior to the introduction of any traffic arrangements in Clauses 5.3.2, 5.3.3 and 5.3.4 above.
- 5.3.7 Council will take appropriate action on complaints received in relation to of any breach of the temporary traffic arrangements.
- 5.3.8 Upon receipt of complaints, Council's Rangers will conduct patrols of areas to check the nature of the issue and where appropriate, alert the offender/s, or if serious or on a second warning,

Parking Policy 2019

issue a parking infringement notice, in accordance with the QPRC Parking Enforcement Priority Policy.

5.3.9 Council will not take action on complaints made as general comments on social media. Complainants must inform Council of specific breaches of traffic arrangements.

5.4 Work Zone Permits

5.4.1 Work zones that have been established by Council for a limited period of time, and the vehicles with a permit to use these zones, must not:

- (a) block pedestrian and bicycle access
- (b) block sight distance for pedestrians or cars
- (c) park on the root zone of trees
- (d) park on landscaped areas and nature strips.

5.4.2 “As of rights” signs erected in work zones may designate “loading zones” or “no parking” areas.

5.4.3 “No Parking” signs mean that vehicles may stop for a maximum of two minutes, and persons may unload materials within three metres of the vehicle.

5.5 Parking Signs

5.5.1 Permissive parking signs as prescribed in Clause 32 of the *Road Transport (General) Regulation 2013*, and Rule 204 of the NSW Road Rules 2014 must be used when implementing permit parking and pay parking schemes.

6. COMPLIANCE

6.1 Authorised officers (rangers) will use one or more methods to ensure that vehicles are parked safely and appropriately within designated areas. These methods will include, but may not be limited to:

- (a) marking
- (b) mobile devices including cameras
- (c) parking infringement notices

6.2 Parking enforcement measures will be undertaken in accordance with the QPRC Parking Enforcement Priority Policy 2019.

7. REVIEW

7.1 This policy will be reviewed every four years.

Parking Policy 2019

Schedule 1

S1.1 Examples of "As of Rights" signage



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Planning and Strategy Committee of the Whole Meeting
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13 NOVEMBER 2019

ITEM 7.1 LAND-USE PLANNING PROJECTS / ACTIVITIES - STATUS
REPORT

ATTACHMENT 1 LAND USE BRANCH - STATUS REPORT ON PROJECTS -
NOVEMBER 2019

Program 26.1 - Land-Use Planning

26.1.1 Planning Instruments (LEP/DCP)

1. Queanbeyan-Palerang Regional Council Comprehensive Local Environmental Plan

This project is driven by the State Government and its primary purpose is to administratively amalgamate Queanbeyan-Palerang's two major principle Local Environmental Plans into a single principle or comprehensive Local Environmental Plan. It is a priority project for the Branch as confirmed by Council at its meeting of 28 February 2018 (Minute No. 057/18).

Since last reporting a Councillor workshop was held on 19 June. Also since last reporting, this project has been further reported on two occasions. The first was an update to Council's Planning and Strategy meeting of 12 June 2019 (Item No. 7.2), while the second was a comprehensive report to the Planning and Strategy meeting of 14 August (Item No. 6.3) on matters that had been removed and matters that had been included from this version of the draft planning proposal and instrument. As a result it was resolved (PLA079/19):

That Council forward the draft planning proposal for the Comprehensive Local Environment Plan to the Department of Planning, Industry and Environment seeking an amended Gateway determination.

The required documentation has been prepared and submitted to the Department of Planning, Industry and Environment for an amended Gateway determination. Since this time the Department has responded and raised a number of issues which require additional information, clarification or reformatting to be more consistent with the Standard LEP template. This information is being prepared and is expected to be returned to the Department in early December.

2. Housekeeping Amendments to Queanbeyan Local Environmental Plan 2012

This was reported to Council at its Planning and Strategy meeting of 14 August (Item No. 6.4). Its purpose is to cover four housekeeping amendments to *Queanbeyan Local Environmental Plan 2012*. As a result it was resolved (PLA078/19):

That Council:

- 1. Note the report and attached draft planning proposal.*
- 2. Seek a Gateway determination from the Department of Planning, Industry and Environment to proceed with the proposed amendments set out in the draft planning proposal.*

The required documentation has been prepared and submitted to the Department of Planning, Industry and Environment for a Gateway determination. An initial letter from the Department requiring some minor clarification and re-formatting has been responded to and Council awaits approval for the Gateway determination.

3. Standard Format Development Control Plan

Part of the government's planning reforms which came into effect on 1 March 2018 is to require councils to have standard format development control plans. Since last reporting it is understood that the Department of Planning, Industry and Environment has undertaken work on this project and a number of staff have been briefed on the Department's progress although a template is yet to be made generally available.

This may require revision of Council's development control plans. The standard format for development control plans is required to be in place in the Regions by July 2020.

26.1.2 Planning Proposals

1. West Jerrabomberra (North Tralee) Planning Proposal (LEP)

The original purpose of this draft planning proposal was to rezone the area known as North Tralee to specific zones with these generally being suitable for employment type land uses in order to give effect to the endorsed *Queanbeyan Residential and Economic Strategy 2031*.

However, this has evolved to accommodate a regional sports centre and to include the area to the north known as the Poplars with the latter being a requirement of the Department of Planning and Environment.

Since last reporting on this to the Planning and Strategy meeting of 10 October 2018 (Item No. 5.2), Council has also considered a further report at its 8 May 2019 Planning and Strategy meeting (Item No. 5.2) following community consultation in February to March 2019. As a result it was resolved (PLA046/19):

That Council:

- 1. Note the outcomes of the public exhibition process.*
- 2. Agree to the changes to the draft plan for West Jerrabomberra as outlined in this report.*
- 3. Forward the planning proposal to the Department of Planning and Industry requesting the Minister (or delegate) make the draft plan as amended.*
- 4. Commit to revisiting the proposed additional uses raised in submissions to determine the suitability of including these in a planning proposal at a later date.*

Following this resolution the draft planning proposal along with the required maps and other documentation was forwarded to the Department of Planning, Industry and Environment for their consideration. The Department is awaiting further clarification about the final location and acceptance of the site for the future education precinct. Confirmation is being sought from the Department of Education.

2. Planning Proposal for 239 Old Cooma Road - Karabar

This project has been in train for a number of years and has included a change in ownership.

Since last reporting this project continues in abeyance awaiting further action from the applicants.

3. Planning Proposal for Proposed Memorial Park - Googong

Seven background studies have been undertaken and completed. A Councillor workshop on this project was also held on 19 September 2018. A report was considered at the Planning and Strategy meeting of 10 October 2018 (Item No. 5.1) where a community consultation program was outlined. However, as a result of feedback from the NSW Government Natural Resource Access Regulator concerning ground water, a further report was submitted to the Planning and Strategy meeting of 14 November 2018. In essence this outlined the need for further hydrogeological monitoring of groundwater and the beginning of a social impact assessment process. Briefs were prepared for these and consultants were appointed with work started on both with the latter involving a focus group meeting and a telephone survey. Work continues on the hydrogeological monitoring of groundwater and is expected to be completed by the end of this calendar year.

4. North Elmslea (Part Lot 1 DP 798111) Planning Proposal

This proposal would potentially allow the creation of approximately 300 residential lots on the northern edge of Bungendore (adjacent to Tarago Road in the area known as Elmslea).

As previously reported nine background studies have been submitted to the relevant government agencies and Council has received written responses from them on the above reports and planning proposal. A report on these and the current status of the draft planning proposal was considered at Council's meeting of 27 February 2019, where it was resolved (Minute No. 040/19):

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.*

A meeting with the applicant was held to facilitate part 5 of the above resolution and the applicant and his consultant also attended a recent meeting of the Development Coordination Review Committee to discuss a possible future subdivision application for the site.

In relation to part 4 Council received notification in June from the Natural Resources Regulator that its application for a water access licence dealing under the *Water Management Act 2000* had been granted subject to a number of conditions. Since this time Council has also received a copy of the Registered Certificate of Title for the Water Access Licence. As such there is nothing preventing the Planning Proposal being progressed and action will be taken to do so in the near future.

5. *Bungendore East (Lot 1 DP 747767 and others) Planning Proposal*

This planning proposal seeks to amend *the Palerang Local Environmental Plan 2014* to allow approximately 760 low and medium density residential lots, a high school, community hub, open space and active recreation areas. At the December 2015 meeting of the former Palerang Council it was resolved to forward the planning proposal to the Minister of Planning for a Gateway determination.

The Department of Planning and Environment would not issue a Gateway determination requiring the resolution of two outstanding matters before proceeding to Gateway. These issues were:

- Certainty over the ability to supply water to the new subdivision.
- Completion of the review of the Bungendore Structure Plan.

In regard to water Council received notification in June from the Natural Resources Regulator that its application for a water access licence dealing under the *Water Management Act 2000* had been granted subject to a number of conditions. Since this time Council has also received a copy of the Registered Certificate of Title for the Water Access Licence.

As noted later in this report the review of the Bungendore Structure Plan is likely to be reconsidered by Council before the end of this year.

6. *Review of land zoned E4 Environmental Living in the localities of Bywong and Wamboin*

As resolved at the meeting of Council on 13 December 2017, the E4 Environmental Living land use zoning of the majority of the localities of Bywong and Wamboin is being reviewed. The Department of Planning, Industry and Environment subsequently advised that further studies would be required before considering any proposal to rezone E4 land. Consultants were appointed to carry out the further studies and a Council workshop was held with the consultants on 30 January 2019 and a report went to the Council meeting of 27 March 2019 (Item No. 12.3).

The final Reports were received and considered by Council at a workshop on 10 April 2019. As a result this was further reported on to Council's meeting of 22 May (Item No. 10.1) where it was resolved (Minute No. 163/19).

That Council:

1. *Receive the consultants' reports.*
2. *Retain land identified in the consultants' reports as being wholly or predominantly Class 1 or 2 as E4 Environmental Living zone.*
3. *Prepare a planning proposal to rezone land identified in the consultants' reports as being wholly or predominantly Class 3 land as R5 Large Lot Residential zone. The planning proposal should give consideration to minimising split zonings and fragmentation and isolation of zone boundaries.*
4. *Not include amending the Palerang Local Environment Plan (PLEP) Clause 6.3 map "Terrestrial Biodiversity" to include the consultants Class X mapped lands for the following reasons: a. the consultant's report refers to Class X land as having "potential" to contain native grasslands and or habitat of a critically endangered species rather than establishing that the Class X mapped land contains native grasslands and or habitat of a critically endangered species b. inclusion of Class X as incorporated in the Terrestrial Biodiversity Map and Clause 6.3 of the PLEP would apply to both land within the E4 Environmental Living zone as well to land within the R5 Large Lot residential zone c. the existing provisions of the PLEP already require adequate consideration of the impacts on biodiversity d. Implementation of the Class*

X layer would be unwieldy and unnecessary and will result in greater complexity for residents and greater cost when lodging development applications.

5. *Reference in the Planning Proposal that it is Council's assessment that a Local Housing Strategy can be dispensed with in this case as no change to the minimum lot size or density of development is proposed.*
6. *Prepare the Planning Proposal as a separate proposal and if finalised in time be amalgamated with the Queanbeyan Palerang Local Environment Plan (comprehensive LEP).*

Since that time the original consultant AQ Planning has been preparing a planning proposal and meetings have been held with the NSW Office of Environment and Heritage and the Department of Planning, Industry and Environment as well as AQ Planning drafting a background report for the NSW Office of Environment and Heritage.

7. *Amendment of Schedule 1 to allow the subdivision of Lot 3 DP 1074706, Sutton to create residential lots*

This planning proposal seeks to amend Schedule 1 to allow a subdivision application for Lot 3 DP 1074706 into six residential lots varying in size from 4-8 hectares and one residual lot which will include an existing tourist/convention centre. The lot is zoned E4 Environmental Living. The Planning Proposal was referred to government agencies for comment and has received a Gateway determination. Revised bushfire, flora and fauna and Aboriginal cultural reports have been undertaken.

A revised planning proposal has been prepared and a report was submitted to Council's meeting of 27 February 2019 (Item No. 12.3). This generally provided an update of this project and as a result it was resolved (Minute No. 041/19):

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.*

In relation to the above resolution the relevant reports have been referred to the two agencies and responses received. However there has been an adjustment to the lot layout which has necessitated a further meeting with the NSW Office of Environment and Heritage. This is yet to occur.

8. *Expanding Exempt and Complying Development in E4, RU5 and RU1 zones*

This planning proposal was reported on to the Planning and Strategy meeting of 8 May (Item No. 5.3). As a result it was resolved (PLA047/19):

That pursuant to Section 3.35(4) of the NSW Environmental Planning and Assessment Act 1979, Council request that the Minister no longer proceed with Planning Proposal PP_2015_PALER_002_00 exempt and complying development in the land use zoned E4 Environmental Living, RU5 Village and RU1 Primary Production.

Following this resolution a request was made to the Department of Planning, Industry and Environment. On the 8 August 2019 the Department agreed that this Planning Proposal should not proceed. This completes the project.

Future Planning Proposals

1. Amendment of clause 4.6 of the Palerang LEP

As previously reported the former Palerang Council resolved at its meeting of 28 April 2016 that:

Council prepare a planning proposal to amend the Palerang Local Environmental Plan 2014 to prevent the use of clause 4.6 Exceptions to development standards in relation to clause 4.2A (3) (a) Erection of dwelling houses on land in certain rural, residential and environment protection zones, where the allotment area is less than 90% of the minimum area specified in the development standard.

This planning proposal has not yet been prepared. This matter will be considered as part of the preparation of the comprehensive local environmental plan.

2. Amendment of Schedule 5 Environmental Heritage – Palerang LEP

This project remains as previously reported.

There are numerous amendments required to Schedule 5 Environmental Heritage and the associated maps. This matter is currently being addressed as part of the preparation of the comprehensive local environmental plan.

3. Terrestrial Biodiversity and Landscape maps and associated text – Palerang LEP

This project remains as previously reported.

The revised native vegetation Geographic Information System (GIS) layer has been finalised. The *Palerang Local Environmental Plan 2014* terrestrial biodiversity map will be amended to reflect the new layer as part of the preparation of the comprehensive local environmental plan.

Additionally, as the current terrestrial biodiversity map contains karst areas these will be removed and included in the landscape map. A clause will be inserted into the comprehensive local environmental plan requiring the consideration of karst areas.

4. Animal boarding or training establishments – Palerang LEP

This project remains as previously reported.

The former Palerang Council had discussed the land use 'animal boarding or training establishments' several times and had requested that a report be prepared concerning the appropriateness of the land use in each of the rural land use zones and the potential separation of the two via a planning proposal. This matter will be considered as part of the preparation of the comprehensive local environmental plan.

26.1.3 Planning Strategies and Policies

1. Review of Bungendore Structure Plan

A report on the consultation of the high growth option with government agencies and utility organisations was submitted to Council's meeting (Item No. 13.1) of 27 February 2019.

Following this report Council workshops on this project were held on 2 April and on 30 May.

A short update report was reported to Council's meeting of 22 May (Item No. 11.2) and a more comprehensive update to Council's meeting (Item No. 10.3) of 26 June. As a result it was resolved (Minute No. 200/19):

That Council:

- 1. Endorse the draft Bungendore Structure Plan 2018 - 2048 for the purpose of public exhibition within the next 30 days and a public information meeting be held during the exhibition period.*
- 2. Make it clear during the public exhibition period that the medium and high growth scenarios will depend on the NSW Government's decision on Council's application for an increased water allocation.*
- 3. Endorse the recommendations with regard to the rezoning requests as set out in the draft document.*
- 4. Extend the exhibition period to match the submission period of 42 days.*
- 5. Remove any reference to specific sites for a proposed high school from the document.*

Following this an independent facilitator was engaged to input into the approach to the public information meeting as well as to assist with it and to report on issues raised at it. The draft Bungendore Structure Plan was exhibited between 9 July and 30 August and an information session was held on 13 August with Landuse Planning and Communications staff in attendance.

During the exhibition period Council received a total of 74 submissions consisting of:

- 33 emailed submissions
- 2 posted submissions
- 35 Your Voice submissions and
- 4 Government agency submissions.

The issues raised in the submissions are currently being collated and were reviewed at a Councillor workshop in October 2019. The Draft Structure Plan will be come before Council for endorsement before the end of this calendar year.

2. *The Integrated Water Cycle Management Strategy (IWCM) and Securing Additional Water for Council's Reticulated Water Scheme in Bungendore*

This project is a major influence on the review of the Bungendore Structure Plan and planning proposals such as those for North Elmslea and Bungendore East.

The Integrated Water Cycle Management Strategy (IWCM) is a thirty year strategy which incorporates a total asset management plan and financial plan for Council's water and sewerage businesses. The IWCM will be reviewed on a four-yearly program with each second review to be a major IWCM review, and each alternate to be a more moderate review of the strategic business plan.

The project is managed by the Utilities Branch and the formation and deliberations of a reference group as well as a considerable amount of work resulting in an Integrated Water Cycle Management Strategy – Palerang Communities. This was supported by an Issues Paper and an Options and Scenario Analysis Paper.

All of these actions were detailed in a report to Councils meeting of 27 February 2019 (Item No. 12.7) where it was resolved (Minute No. 045/19):

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.*

Completion and adoption of the IWCM was a precursor to obtaining a licence for a further groundwater access entitlement. In June Council received notification from the Natural Resources Regulator that its application for a water access licence dealing under the *Water Management Act 2000* had been granted subject to a number of conditions. In October Council received a copy of the registered Certificate of Title for the Water Access licence.

3. *Local Strategic Planning Statement*

This is a project required to be undertaken as a result of the reforms to the *Environmental Planning and Assessment Act 1979* which came into effect on 1 March 2018. It is required to be completed by 1 July 2020.

An internal working group has been formed to progress this project and has met a number of times. It includes staff from various branches as well as a representative from the Department of Planning, Industry and Environment. Other work includes the preparation and submission of a report to the Executive and the preparation of a draft statement which is currently being progressed by staff. Once this is more advanced it is intended to hold a Councillor workshop to discuss further.

4. *Community Participation Plan*

This is a project being led by Customer and Communications with input from landuse planning and development. Likewise this is a project required to be undertaken as a result of the reforms to *Environmental Planning and Assessment Act 1979* which came into effect on 1 March 2018 and it needs to be in place by 1 December 2019. This follows from a report to Council's meeting of 27 March (Item No. 12.14) which adopted the stakeholder and engagement policy (Minute No. 084/19). The Community Engagement and Participation Plan is presently on exhibition.

5. *Googong Local Planning Agreement (Googong LPA)*

At its meeting of 23 January 2019 (Item No. 12.4) Council considered a report and resolved (Minute No. 0098/19):

That Council:

1. *Agree in principle to vary the Googong Urban Development Local Planning Agreement as follows:*
 - i. *Definitional alterations to various clauses/wording in the Works Schedule, to maintain the currency of the GLPA to reflect such things as the gazettal of Queanbeyan Local Environmental Plan 2012.*
 - ii. *Insertion in the works schedule of the Googong Urban Development Local Planning Agreement (GLPA) of completed works relating to the Water Recycling Infrastructure and new items such as smart poles, sensors and Wi Fi capability.*
 - iii. *A new clause reflecting the July 2016 Memorandum of Understanding between Council, Googong Township Pty Ltd and the Queanbeyan Whites Rugby Union Football Club Incorporated regarding the operation of a community facility.*
 - iv. *An alteration to the escalation indices for offsite road contributions.*
 - v. *Other amendments applying to offsite roads, so as to:*
 - a. *Update the works schedule in the GLPA for offsite roads as well as their contribution values.*
 - b. *Recognise the Old Cooma Road Grant.*
 - c. *Cap the total offsite roads contributions at \$61,653,882.*
 - d. *Include an interest contribution component payable quarterly.*
 - vi. *Any other consequential administrative amendments recommended and agreed to by the parties' solicitors.*
2. *Commence the statutory steps to vary that Agreement including community engagement for a minimum of 28 days.*
3. *Receive a further report on the outcomes of the community engagement process.*

Since this resolution staff along with the developers have undertaken work to implement the matters in part 1 and 2 and the draft VPA is currently on public exhibition.

6. *Voluntary Planning Agreement – 18 Mecca Lane, Bungendore*

This is a voluntary planning agreement that enables the owners of 18 Mecca Lane, Bungendore to meet their obligations to pay developer contributions for water and sewer. Council considered a report on it at its Planning and Strategy meeting of 8 May (Item No. 5.4) where it resolved (PLA 048/19):

That Council:

1. *Exhibit the draft voluntary planning agreement in accordance with section 7.5 of the Environmental Planning and Assessment Act 1979 for a minimum of 28 days.*
2. *Following the exhibition of the draft Voluntary Planning Agreement, consider a report on the results of the exhibition.*

This was subsequently exhibited between May and June 2019 and this was reported on to the Planning and Strategy meeting of 10 July (Item No. 5.3) where Council resolved (PLA 072/19):

That the Mayor and the Chief Executive Officer be authorised to execute the 18 Mecca Lane, Bungendore Planning Agreement.

Since this time the voluntary planning agreement has been executed by both the developers and the Mayor and Chief Executive Officer and the contributions have been paid. This completes this project.

7. *Jerrabomberra Innovation South Precinct Infrastructure Planning Agreement (previously reported on as South Jerrabomberra Draft Local Planning Agreement 2018)*

As previously reported discussions via a series of meetings have been held between Council and the developers of the Poplars and South Tralee with the view to negotiating a local planning agreement. These have reached the stage where a local planning agreement has been drafted and staff are currently reviewing it. At the appropriate time this will be the subject of a further report to Council.

8. *Potential Voluntary Planning Agreement – Jumping Creek*

Discussions have commenced between staff and representatives of PEET (the developers of Jumping Creek) on a draft voluntary planning agreement. These are at an early stage and various types of contributions have been discussed.

9. *South Jerrabomberra Local Infrastructure Contributions Plan*

Following the receipt of a grant which covers part of the major infrastructure identified in this plan it was reviewed and amended. The amended plan was considered at Council's meeting of 27 March 2019 (Item No. 12.1) where it was resolved (Minute No. 081/19):

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

Meetings were held with the primary stakeholders and a Councillor workshop was held on 19 June. A further report was submitted to the Planning and Strategy Meeting of 14 August (Item No. 6.5) with the amended plan being exhibited from the 3 September to the 2 October. The results of this engagement process are further reported to Council elsewhere in this Business Paper.

10. *Pooling Local Road Infrastructure Contributions*

At its Planning and Strategy Meeting of 13 June 2018 (Item No. 5.1) Council resolved to (PLA066/18):

1. *Receive and note the report on consolidating and pooling local infrastructure contributions.*
2. *Agree in principle to the pooling of road and associated works developer contributions into a 'local infrastructure contributions plan' subject to initial community consultation being undertaken and the results being reported back to Council.*

Subsequently a brief was prepared, a consultant planner engaged and work undertaken on this project. This was reported to the Planning and Strategy meeting of 14 August (Item No. 6.6) where it was resolved (PLA 082/19):

That Council agree to:

1. *The preparation of a local infrastructure contribution plan for non-urban roads pursuant to Section 7.11 of the Environmental Planning and Assessment Act 1979 and Clause 26(2) of the Environmental Planning and Assessment Regulations 2000.*
2. *Inclusion of the following for consideration in preparing the local infrastructure contribution plan for non-urban roads:*
 - a. *A contribution for development resulting in new dwellings or new lots.*
 - b. *The authorisation of the pooling of non-urban road contributions collected under previous plans.*
 - c. *A Works Schedule based on projects within catchments and which also has regard to the local road works identified in:*
 - i. *Queanbeyan City Section 94 Contribution Plan NonUrban Roads 2012.*
 - ii. *Mulwaree Section 94 Development Contributions Plan 2003-2008.*
 - iii. *Tallaganda Section 94 Contributions Plan No.3 – Roadworks.*
 - iv. *Yarrowlumla Council Section 94 Contributions Plan (No.2) for Provision of Access Road.*
 - v. *Cooma–Monaro Section 94 Contributions Plan (Roads & Open Space)*
 - vi. *Gunning Section 94 Provision of Public Amenities and Services.*
 - d. *Incorporation of a planning administration contribution.*
 - e. *A clause which repeals those Section 94 contribution plans listed above in Recommendation 2c. I-vi where these are found to be redundant.*
3. *Undertaking community consultation for a minimum period of 28 days on the local infrastructure contribution plan.*
4. *Reporting back to Council at the end of the community consultation process.*

Work is yet to commence on the preparation of this local infrastructure contribution plan.

11. Queanbeyan Fixed Development Consent Levy Plan (previously reported on as Review of Queanbeyan Section 94 Contribution Plan)

As a result of work on the review of the Queanbeyan Section 94 Plan staff had formed the view that this plan should transition into a fixed development consent levy plan. At this stage a draft plan has been prepared and this is reported on elsewhere in this Business Paper.

12. Request for use of Section 94 Contributions for Rural Fire Service's Improvements

At its Planning and Strategy meeting of 12 June (Item No. 6.7) Council considered a report on a request from the NSW Rural Fire Service for the use of section 94 contributions to part fund a number of capital works at various rural fire stations in the local government area. As a result Council resolved (PLA060/19):

That Council agree to:

- 1. A total of \$19,874 (plus GST) be authorised from developer contributions collected under Tallaganda Shire Council Section 94 Contributions Plan No. 4 Bushfire Control and Suppression for the construction of a water tank pad and a road around the shed at the Boro/Mt Fairy rural fire station.*
- 2. Council be advised by the applicant when the works above are completed so that these can be viewed.*
- 3. A total of \$28,000 be authorised from developer contributions collected under Tallaganda Shire Council Section 94 Contributions Plan No. 4 Bushfire Control and Suppression for the use of preliminaries associated with the submission of development applications for the construction of new rural fire stations at Araluen and Mulloon.*
- 4. The RFS be requested to advise whether future fire sheds are likely to be required to house larger vehicles*

These actions have been taken. This project is therefore completed.

13. Request for reduction in Developer Contribution Costs – North Poplars

Following receipt of a request for a reduction in developer contributions for commercial developments at North Poplars, Council considered a report on this (Item No. 9.9) at its meeting of 25 September. As a result it was resolved (Minute No. 317/19).

That:

- 1. Council dispense with the collection of developer contribution fees for the Tompsitt Drive intersection under the South Jerrabomberra Local Infrastructure Contributions Plan 2018 as the works have been carried out in kind.*
- 2. That Council note that the reduction equates to approximately \$17,135 per hectare from \$150,311.46 to \$133,777.20 per hectare (subject to CPI updates).*
- 3. Where contribution charges have already been paid in respect of current development consents, the appropriate portion of contributions paid be refunded or reduced accordingly.*

Appropriate changes to the unpaid fee schedules have been made for those developments yet to pay while refunds have yet to be made to the two developments where contributions had already been paid.

26.1.4 Advice to Council on Landuse Planning Matters

During the period Council received an information report on the Canberra Airport Preliminary Draft Master Plan 2020-2040.

The purpose of this report was to provide Council with an overview of the exhibited Canberra Airport Preliminary Draft Master Plan 2020-2040 and in particular changes to areas affected by changes to the Australian Noise Exposure Forecasts (ANEF's). It also included as an attachment a copy of QPRC's 1 August 2019 submission on this draft plan.

26.1.5 Regional Planning Matters

Attendance at regional land use forums and input into regional planning matters by staff is ongoing. Currently the Branch regularly attends meetings of the ACT Commercial Advisory Committee, the ACT Residential Advisory Committee and the Canberra Airport Community Consultative Group, as well as the group which inputs into the South-Eastern and Tablelands Regional Plan.

In addition staff attend one on one meetings to discuss matters with regional planning implications. Since last reporting staff have attended four of the latter type meetings with the Canberra Airport Group covering matters such as the Obstacle Height Limitation and its impact on the assessment of development applications as well as the Canberra Airport Preliminary Draft Master Plan 2020-2040.

26.1.6 Rural Lands Strategy

No other actions from the Rural Lands Strategy (other than applying its criteria to a number of dwelling eligibility applications) were undertaken during the period.

Program 26.2 - Community Land

26.2.1 Plans of Management (PoM)

Under Division 2 of the *NSW Local Government Act 1993*, Council is required to have a management plan in place for all community land in the local government area and to manage the land in accordance with the applicable plan.

Since last reporting the major piece of work undertaken is related to 16 Agnes Avenue which is reported on below.

16 Agnes Avenue – Review of Plans of Management

This project has been subject to a series of reports with the last two being to the Planning and Strategy meeting of 12 June (Item Nos. 6.8 and 6.9) where by Council resolved (PLA061/19 and PLA062/19):

That:

- 1. The report be received and noted.*
- 2. Subject to the successful re-categorisation to "General Community Use" of lots 33-35 DP14341 comprising the "Ross Road site", Council agree in principle to enter into a thirty (30) Year lease with Respite Care for Queanbeyan for development of the Respite Centre subject to the required approval being received and Local Government Act 1993 procedures being complied with.*
- 3. Council support in principle the change of the Community Land category for Lot 53, 54 & 55 DP 14341 (Agnes Avenue Site) from "Sportsgrounds" to "Parks" and commence procedures for this change accordance with the Local Government Act 1993.*

That Council:

- 1 Publicly exhibit the Draft Plan of Management for Lots 33-35 DP14341 to re-categorise the land from Sportsground to General Community Use consistent with the requirements of the Local Government Act 1993.*
- 2 Publicly exhibit an amended Plan of Management for Sportsgrounds to remove Lots 33-35 DP14341 from the Plan and to reflect the re-categorisation of Lots 53-55 DP14341 to the Parks Plan of Management.*
- 3 Publicly exhibit an amended Plan of Management for Parks to include Lots 53-55 DP14341 in that Plan.*

As a result staff have taken a series of actions to facilitate these resolutions which are reported elsewhere in this Business Paper.

26.2.2 Crown Land

As previously reported Council considered a report to its meeting of 27 March 2019 (Item No. 12.2) where it was resolved (Minute No. 082/19):

That Council:

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

The NSW Department of Industry has been advised in accordance with Resolutions 1 to 4 above.

Council has also received an information report to its Planning and Strategy meeting of 12 June (Item No. 7.3) in regard to a number of parcels of Crown land proposed to be classified/reclassified to Operational land.

A response on this request has recently been received. Of the 34 Crown reserves sought to be classified as Operational land nine have been classified as such, seven are to be managed as Community land, 17 to be managed not as public land and one (6 McKellar Street) requires further investigation.

Program 26.3 - Profiling

26.3.1 Community Profile

No updates of ID Community Profile were required during the period. However staff have recently assisted with a Grants Commission return.

Program 26.4 - Spatial/Land Information Systems

26.1.4 Land Information Systems

This section of the Branch is responsible for the management of Council's property databases and the addressing of properties. Whilst updating the existing databases, staff continue to assist with the monitoring of Council's property and rating system.

Additionally, the issuing of property addresses and road naming has continued. These include reports to Council on the naming of roads and/or places in both rural and urban areas with recent examples being Item No. 10.2 to Council's meeting of 22 May and Item No. 6.7 to the Planning and Strategy meeting of 14 August.

26.4.2 Geographical Information System (GIS)

This section of the Branch is responsible for the collection, management and analysis of spatial data for the Branch. Staff have been assisting Council's planners and engineers with a variety of projects including GIS material relevant to the draft comprehensive local environmental plan, flood projects for Queanbeyan and Braidwood, a revised bushfire prone land map, an updated native vegetation map for the non-urban areas of the local government area and others associated with the projects in this report.

Additionally, staff continue to update and refine Intramaps, software which allows the view of spatial data, amalgamating the GIS from the former councils and developing policy in association with other council staff GIS users.

Program 26.5 - Heritage

26.5.1 Queanbeyan-Palerang's Heritage

Special Heritage Fund

This is a special heritage grant fund that applies to "public type buildings" which are listed as heritage items in the LGA's local environmental plans.

This was last reported on to Council's Planning and Strategy meeting of 10 October (Item No. 5.5) in relation to applications. As a result 6 applications have been funded and 5 have been completed and paid.

Applications for 2019/20 special heritage grants were advertised between 20 August and 16 October the outcomes of which are reported in a separate report to this meeting.

Local Places Heritage Grants

Applications are called for local places heritage grants annually and like special heritage grants involve preparing and exhibiting notices inviting applications, assessing these, reporting to Council with recommendations on funding as well as advising successful applicants and monitoring of the work.

This was last reported on to Council's Meeting of 28 November 2018 (Item No. 12.6) and as a result 12 grants were offered. At the time of reporting 12 grants have been completed. The required report for the reconciliation of funds has been made to the Department.

Applications for 2019/20 local places heritage grants were advertised between 20 August and 16 October the outcomes of which are reported in a separate report to this meeting.

Heritage Advisors

Currently the Branch continues to manage two heritage advisors with one covering the western part of the LGA and one covering the eastern part including the State listed Braidwood. An information report on the two Heritage Advisors' annual reports and reappointment was considered at Council's meeting of 27 June 2018 (Item No. 13.1). These positions are to be reviewed over the next 12 months (Minute No. 229/18). Part of this review has included calling for Expressions of Interest and as a result Council has received three Expressions of Interest. These are currently being assessed and will be reported to Council separately in the future.

Previously it was reported that an application had been lodged with the NSW Office of Environment and Heritage for further funding for a heritage advisor. Council was successful in obtaining funding, albeit at a reduced rate, and this was reported to Council's meeting of 26 June (Item No. 11.2).

Braidwood Archaeological Study

Following an extended exhibition period resulting in some amendments to it, the draft Braidwood Archaeological Study was reported to Council's meeting of 26 June (Item No. 10.4). As a result it was adopted and as such this completes Stage 1 of this project with other stages dependant on obtaining appropriate funding from NSW Office of Heritage.

Maintenance of the Heritage database

No action has been taken on this has been taken since last reporting.

The aim of the heritage database of the Office of Environment and Heritage is to hold detailed information on all the items listed in the *Queanbeyan Local Environmental Plan 2012* (179 items) and *Palerang Local Environmental Plan 2014* (over 300 items).

In the case of the *Queanbeyan Local Environmental Plan 2012* the database is updated periodically as new information comes in. The database for the eastern part (former Palerang) of the local government area requires substantial updating.

26.5.2 Heritage Week & Awards

Heritage week was held on 13 April this year with the theme being *Space* and this was held at the Braidwood Museum. A small event was held with attendees including the Mayor and staff as well members of the community including prize winners and their families.

Administration of Committees

The Branch continues to provide administrative support to two committees – the Queanbeyan - Palerang Heritage Advisory Committee and the Braidwood and Curtilage Heritage Advisory Committee.

Since last reporting in April, meetings of both committees have generally been held monthly. This requires the preparation of Agendas and Minutes and their distribution and Minutes are also reported on regularly to Council.

Program 26.6 - Planning Certificates

26.6.1 Certificates

Planning certificates (section 10.7 certificates) continue to be processed by the Branch. With the implementation of the new property and rating software, staff have developed the module responsible for producing electronic certificates which involves bringing together the two existing systems. This work continues to be monitored.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Planning and Strategy Committee of the Whole Meeting
Attachment

13 NOVEMBER 2019

ITEM 7.3 LOCAL STRATEGIC PLANNING STATEMENT

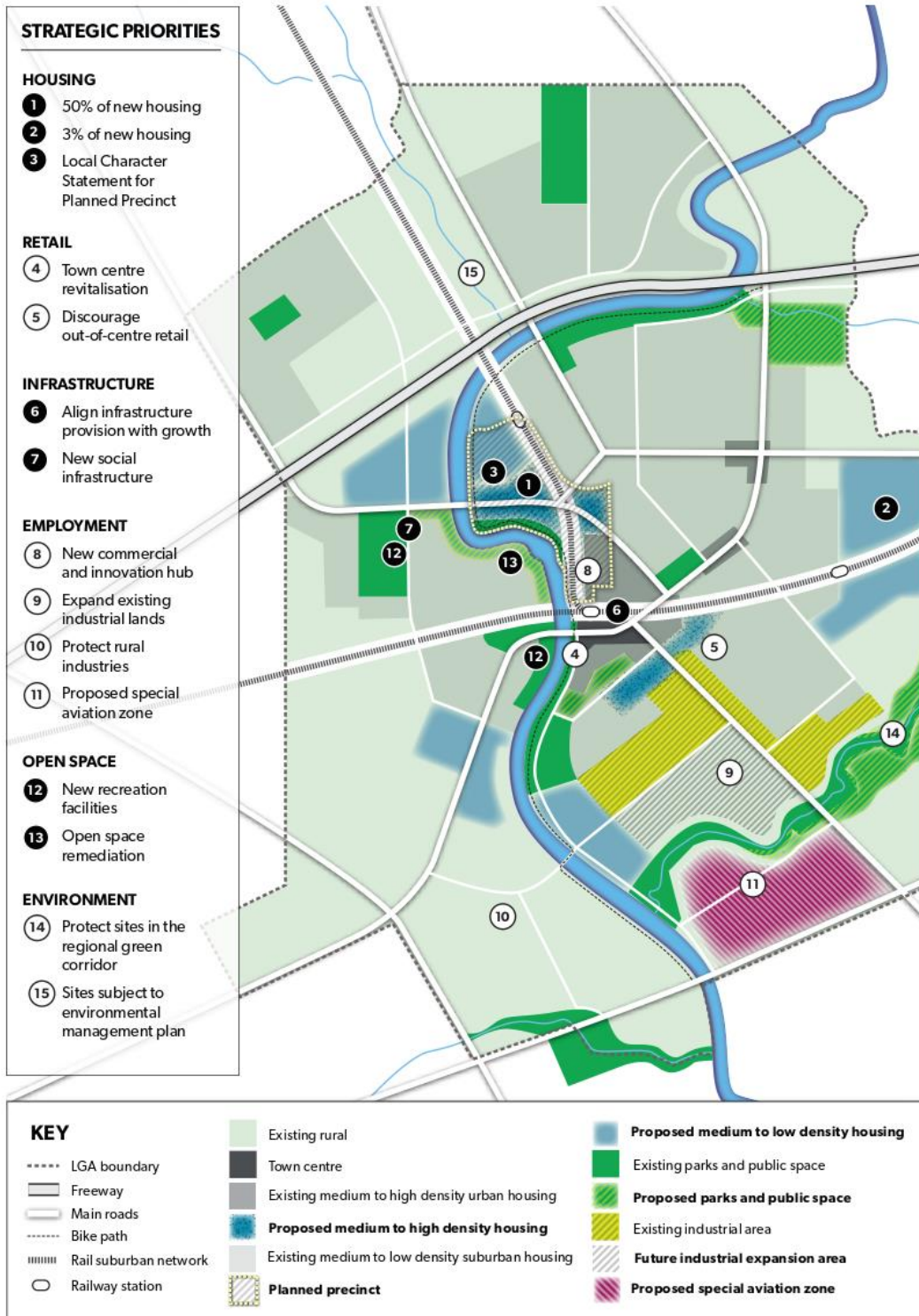
ATTACHMENT 1 SUGGESTED STRUCTURE FOR A LOCAL STRATEGIC
PLANNING STATEMENT

Attachment A - Suggested structure for a Local Strategic Planning Statement

	LSPS Content	Possible sources and inputs
20 Year Vision	<p>Vision captures the future desired state for the local area and high-level outcomes that give effect to the higher order strategic plan.</p> <p>Planning priorities and actions in the LSPS should aim to achieve the future desired state and outcomes stated in the vision.</p>	<p>Community participation / engagement activities to articulate the local vision.</p> <p>Community strategic visioning process conducted as part of the Community Strategic Plan could help inform the 'planning vision'.</p> <p>The relevant district or regional plans.</p>
Strategic Context	<p>Explain the basis for strategic planning in the area, having regard to economic, social and environmental matters.</p> <p>Recommendation: This section should introduce the LGA, including the impact of local geography, profile and defining characteristics, regional context, the key economic, social and environmental issues, and the key opportunities and challenges to achieving the 20-year vision.</p> <p>The strategic context should include a temporal discussion of the issues, that is past, present and future.</p>	<p>Inputs to help inform context include:</p> <ul style="list-style-type: none"> • relevant regional strategic plan and district plan, including vision statements and objectives • aspirations for the future of the LGA and the strategic objectives identified in the council's Community Strategic Plan • other endorsed public documents identifying or supporting strategic planning for the LGA • demographic, housing, transport and economic trends. <p>Opportunities for regional / district collaborations of research / assessments should be considered.</p>
Planning priorities	<p>Local planning priorities are to be consistent with:</p> <ul style="list-style-type: none"> • strategies identified in regional plans (relevant to LGA) • planning priorities in district plans (relevant to LGA) • main priorities for the future of the LGA identified in council's Community Strategic Plan. <p>Recommendation: Local planning priorities can be grouped within the document around themes, to provide structure and context.</p> <p>Themes should cover the key issues identified by the council to deliver the 20-year vision as outlined in the strategic context.</p>	<p>The council should also have regard to:</p> <ul style="list-style-type: none"> • identified areas of State, regional or district significance, relevant to the LGA (eg. planned precincts and growth areas) • other public documents endorsed by council identifying planning priorities for the LGA (eg. local housing and infrastructure strategies, centres plans, industrial strategies, growth plans, retail, etc) • housing outcomes including the local housing strategy and in Greater Sydney 0-5, 6-10 and 20-year housing targets • any updated / new State Government policies. <p>Theme groupings may be around key areas of action related to land uses, transport and infrastructure, directions identified in strategic and community plans, or under broader economic, social and environmental headings.</p> <p>Sub-themes may assist in identifying the actions necessary to implement the planning priorities (eg. 'Environment' theme may be broken into sub-themes such as biodiversity, climate, natural resources, resilience and risks etc).</p>

	LSPS Content	Possible sources and inputs
Action plan	List actions required to achieve planning priorities, having regard to: <ul style="list-style-type: none"> • strategies and actions for achieving regional objectives identified in regional plans (relevant to the LGA) • actions to achieve planning priorities identified in district plans (relevant to the LGA) • strategies for achieving strategic objectives (as they relate to land use planning) identified in council's Community Strategic Plan. 	<p>The action plan provides the strongest link between strategic and statutory planning, and should indicate how council's LEP and DCP work will accommodate the planning priorities for the LGA. The statement should also include planning-related actions arising from the community visioning work undertaken for the CSP.</p> <p>LSPSs identify planning tools and levers that can give effect to the planning priorities. Examples include:</p> <ul style="list-style-type: none"> • LEP amendments to provide for projected housing and employment needs, open space, heritage and local character protections etc • Master planning processes for specific centres and locality-based DCPs • Further research and preparation of local housing or infrastructure strategies • Develop local character statements and/or urban design frameworks • Local infrastructure priorities • Coordinate community input to planning work for planned precincts within the LGA.
	<p>Recommendation: These actions may be grouped together as an action plan within the statement, or they may sit with the associated planning priority under the various themes within the document.</p> <p>In either case, there must be a clear relationship between the identified planning priorities and the related actions.</p>	
Implementation	The statement must set out the basis on which the council is to monitor and report on the implementation of those actions.	<p>The development, monitoring and review of LSPS should be aligned to other council planning processes including the LEP review and IP&R framework under the Local Government Act.</p> <p>Of note, the LSPS should:</p> <ul style="list-style-type: none"> • inform the review of the council's LEP, including directing key changes to the instrument • be recognised within the council's CSP as the primary tool for implementing the CSP strategic objectives related to land use planning • inform the development of local infrastructure plans and management of contributions schemes.
	<p>Recommendation: The LSPS could include:</p> <ul style="list-style-type: none"> • Implementation strategy (with timeframes) • Performance indicators and other success measures • Monitoring and reporting methods for implementing actions • LSPS Review (at least 7-year review) • Community feedback and continuous improvement opportunities (i.e. measures the council will take to ensure the LSPS remains responsive, relevant and local) • Assumptions eg any government funding needed / secured. 	
Mapping	<p>Recommendation: Include a structure plan for the LGA depicting key areas and themes, and locations where the priorities and actions are to be implemented.</p> <p>Indicative sub-maps and illustrative images, graphics, tables etc.</p>	<p>Statements could include finer detailed maps focussing on key initiatives, such as:</p> <ul style="list-style-type: none"> • localities where land use changes are proposed • areas affected by other major actions • images derived from the strategic housing tool • quotes / images from other community consultation, other documents, aspirational future images etc.

Attachment B - Sample Map



For illustrative purposes only.