



Ordinary Meeting of Council

AGENDA

22 January 2020

Commencing at 5.30pm

Bungendore Council Chambers

On-site Inspections - Nil

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Confidential - Not for Publication

16 REPORTS FOR CLOSED SESSION

- 16.1 Writing Off Water Usage Accounts due to Undetectable Leak - Bungendore
Item 16.1 is confidential in accordance with s10(A) (a) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.
- 16.2 Writing Off Water Usage Accounts due to Undetectable Leak - Karabar
Item 16.2 is confidential in accordance with s10(A) (a) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

17 CONCLUSION OF THE MEETING

LIST OF ATTACHMENTS –

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

Open Attachments

- Item 9.1 Bungendore Structure Plan 2048
Attachment 1 Bungendore Structure Plan 2048 for Exhibition (Under Separate Cover)
- Item 9.2 Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019
Attachment 1 Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019 (Under Separate Cover)
- Item 9.3 Engagement of Project Manager for Queanbeyan Civic and Cultural Precinct
Attachment 1 Exemption from Procurement Process Authorisation - QCCP Project Management Services (Under Separate Cover)
- Item 9.7 Investment Report - December 2019
Attachment 1 Investment Pack - December 2019 (Under Separate Cover)
- Item 10.1 Commencement of Risk Audits for On-site Sewerage Management Systems in former Queanbeyan area
Attachment 1 OSSM Risk Assessment Newsletter for Residents (Under Separate Cover)

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- Item 10.3 Bushfire Recovery
Attachment 1 Bushfire Damage Map (Under Separate Cover)
- Item 11.1 Minutes of the QPRC Heritage Advisory Committee Meeting held 19 December 2019
Attachment 1 QPRC Heritage Advisory Committee Minutes 19 December 2019 (Under Separate Cover)
- Item 11.2 Greenways s.355 Committee Minutes
Attachment 1 Greenways s.355 Committee meeting minutes 9 December 2019 (Under Separate Cover)
- Item 11.3 Audit, Risk and Improvement Committee Meeting Minutes 25 November 2019
Attachment 1 ARIC Meeting Minutes 25 November 2019 (Under Separate Cover)
- Item 13.1 Delegates' Reports
Attachment 1 05 DGM October 2019 Newsletter (Under Separate Cover)
Attachment 2 06 DGM November-December 2019 Newsletter (Under Separate Cover)
- Item 14.1 Responses to Councillors' Questions
Attachment 1 Responses to Councillors Questions (Under Separate Cover)

Closed Attachments

- Item 9.6 Request for Donation for Rates Relief
Attachment 1 Donation Application - Kano Jujutsu (Under Separate Cover)
- Item 11.4 Vacancy - Braidwood and Curtilage Heritage Advisory Committee
Attachment 1 Expression of Interest - Membership - Braidwood and Curtilage Heritage Advisory Committee (Under Separate Cover)
- Item 14.1 Responses to Councillors' Questions
Attachment 2 Responses to Councillors Questions with confidential information (Under Separate Cover)



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Bungendore Council Chambers on Wednesday, 18 December 2019 commencing at 5.30pm.

ATTENDANCE

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

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

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

1. OPENING

The meeting opened at 5.30pm.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

422/19

RESOLVED (Taylor/Schweikert)

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

The resolution was carried unanimously.

4. CONFIRMATION OF MINUTES

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

423/19

RESOLVED (Taylor/Schweikert)

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

The resolution was carried unanimously.

5. DISCLOSURES OF INTERESTS

424/19

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 Winchester declared a less than significant non-pecuniary interest in Item 12.2 - Reviewing car parking and traffic safety in Surveyor Street, Agnes Avenue and Early Street surrounding the Queanbeyan High School and Finigan School of Distance Education, stating his parents are residents of Surveyor Street in the vicinity of the high school. Cr Winchester indicated he would remain in the chamber and vote on the matter.

Mr Thompson declared a less than significant non-pecuniary interest in Item 16.1 – Sale of Council Property, stating his spouse is an employee of the Queanbeyan District Pre-school Association.

6. ADJOURNMENT FOR PUBLIC FORUM

At this stage of the proceedings, the time being 5.33pm, Cr Overall advised that the meeting should now adjourn for the Public Forum.

425/19

RESOLVED (Overall/Taylor)

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

ADJOURNMENT:

The meeting adjourned for the Public Forum at 5.33pm and resumed at 6.22pm.

7. MAYORAL MINUTE

There was no Mayoral Minute.

8. NOTICES OF MOTIONS OF RESCISSION

There were no notices of motion of rescission.

9. REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.1 Bungendore Structure Plan 2018-2048

426/19

RESOLVED (Harrison/Schweikert)

That:

1. The exhibited version of the draft Bungendore Structure Plan be renamed and adopted as Draft Bungendore Structure Plan Discussion Paper 2018-2048.
2. The attached Bungendore Structure Plan 2048 be adopted with the following amendments:

- a. Endorse modified Map Option 3 signalling North Elmslea and East Bungendore as short to medium term greenfield development sites, and the remainder as long term.
 - b. Remove reference to, and narrative that implies a preference for other sequencing in relation to planning proposals that might be received as possible greenfield development sites.
 - c. Reflect a preference to minimise infill development that would result from subdivision of existing, larger residential lots.
 - d. Encourage the Turallo Creek corridor to be preserved as open space for recreational purposes.
3. The amended Plan be presented to Council at the February Ordinary meeting for further consideration.
 4. Studies be prepared to inform an employment lands strategy for Bungendore.

The resolution was carried unanimously.

9.2 DA.2019.096 - Commercial Development Including Subdivision - 35 Ellendon Street, Bungendore

427/19

RESOLVED (Schweikert/Hicks)

That:

1. Development application DA.2019.096 for a Commercial Development and Subdivision on Lot 2 DP 1051859, Lots 1 & 2 DP 199281, No. 35 Ellendon Street and 22 Malbon Street, Bungendore be granted conditional approval.
2. The NSW Transport (Roads and Maritime Service) be forwarded a copy of Council's Notice of Determination.

The resolution was carried unanimously.

9.3 DA 114-2019 - Demolition of Existing Woolshed and Shearer's Cottage and Erection of a New Community Centre with Sales Office and Pavilion - 360A Lanyon Drive, Tralee

428/19

RESOLVED (Schweikert/Biscotti)

That:

1. Development application 114-2019 for demolition of the Woolshed and Cook House, construction of a Community Centre with Sales Office, Pavilion and Associated Car Parking and Toilets on Lot 1 DP 1007339, Lot 2 DP 1007339, Lot 3 DP 1007339, Lot 4 DP 130629 and Lot 4 DP 1007339 No. 360A Lanyon Drive, Tralee be granted conditional approval.
2. Those persons who lodged a submission on the application be advised in writing of the determination of the application.

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

Against: Cr Taylor

9.4 Amendments to Googong Urban Development Local Planning Agreement

429/19

RESOLVED (Biscotti/Taylor)

That Council:

1. Agree to vary the Googong Urban Development Local Planning Agreement as identified in Attachments 2 and 3 to this report.
2. Authorise the Mayor and Chief Executive Officer to execute the Variation to the Googong Urban Development Local Planning Agreement Deed of Variation.
3. Authorise the Mayor and Chief Executive Officer to execute the Googong Urban Development Local Planning Agreement with the proposed changes as outlined in 1 above.

The resolution was carried unanimously.

9.5 Draft QPRC Climate Change Action Plan

430/19

RESOLVED (Schweikert/Noveska)

That:

1. Council place the Draft Council Operations Climate Change Action Plan and the Draft Community Climate Change Action Plan on public exhibition for an extended period until 14 February 2020.
2. Following the exhibition period, a report be prepared for Council consideration detailing the submissions and suggested outcomes of the exhibition period.
3. Council seek the business case proposal from its energy provider and receive further reports on the feasibility of investment in LED street lighting and renewable energy projects to support its primary buildings and utilities infrastructure.

The resolution was carried unanimously.

9.6 Adoption of Open Burning Policy

431/19

RESOLVED (Hicks/Taylor)

That Council:

1. Seek a listing under Part 2 and Part 3 of Schedule 8 of the proposed new Protection of the Environment Operations (Clean Air) Regulation.
2. Provide written confirmation to the NSW Department of Planning, Industry and Environment of Council's decision regarding its listing in Schedule 8 of the proposed Protection of the Environment Operations (Clean Air) Regulation by 20 December 2019.
3. Adopt the Draft Open Burning Policy as provided in Attachment 2.

The resolution was carried unanimously.

- 432/19 **9.7 Braidwood Grazing Industry Weed Management Plan**
RESOLVED (Schweikert/Taylor)
That:
1. The draft Braidwood Grazing Industry Weed Management Plan be placed on public exhibition for a period of 28 days
2. Following the exhibition period, a report be presented to Council detailing outcomes of the exhibition period, and consider resourcing in the next Delivery Program.

The resolution was carried unanimously.

- 433/19 **9.8 Tender Recommendation for South Jerrabomberra Northern Entry Road (Contract 2019-54)**
RESOLVED (Harrison/Bray)
That:
1. Council commence negotiations with the highest scoring Tenderer on the evidence presented in the attached Tender Evaluation Report and in accordance with Clause 178 (4) of the Local Government (General) Regulation 2005, noting negotiations are to achieve the same construction timeframe but with a program shift and removal of the Tomsitt Drive gas main from the works.
2. If value for money cannot be demonstrated with the highest scoring Tenderer, then Council commence negotiations with the second highest scoring Tenderer.
3. A further report be provided to Council detailing the outcome of these negotiations and advice on the timing of the awarding of the tender to meet grant funding deed requirements.

The resolution was carried unanimously.

- 434/19 **9.9 Tomsitt Drive Gas Relocation Works**
RESOLVED (Biscotti/Taylor)
That Council engage Zinfra to undertake the Tomsitt Drive gas relocation works allocating a budget of \$504,203 +GST.

The resolution was carried unanimously.

- 435/19 **9.10 Braidwood Floodplain Risk Management Study and Plan**
RESOLVED (Harrison/Winchester)
That:
1. Council adopt the Braidwood Floodplain Risk Management Study and Plan.
2. Consideration be given to introducing a Braidwood Stormwater Levy to establish funds to implement future stormwater improvement programs, in conjunction with the Rates Harmonisation Review.

The resolution was carried unanimously.

9.11 Majors Creek Rural Fire Station Design and Construction Tender 2020-01

436/19

RESOLVED (Taylor/Schweikert)

That Council:

1. Award tender 2020-01 for the design and construction of the Majors Creek Rural Fire Station to Boss Projects for the amount of \$616,756.94 ex GST.
2. Endorse modification of the Development Consent to retain the existing Majors Creek RFS shed for other community use.

The resolution was carried unanimously.

9.12 Queanbeyan Civic and Cultural Precinct - Community Feedback

437/19

RESOLVED (Schweikert/Winchester)

That Council:

1. Note the feedback received during the public exhibition of the Queanbeyan Civic and Cultural Precinct concept design and business case.
2. Proceed with the development application, with a number of matters raised during the exhibition period to be further considered during the detailed design process.

The resolution was carried unanimously.

9.13 Council's policy position on Sister City relationships

438/19

RESOLVED (Schweikert/Noveska)

That Council:

1. Continue with the Sister City and friendship relationships developed by the former Queanbeyan City Council in respect of the councils of Minami Alps in Japan and Ohrid in Macedonia.
2. Invite Minami Alps to sign a new Sister City agreement with QPRC.

The resolution was carried unanimously.

9.14 Updating and Harmonisation of Council Policies - Third Tranche

439/19

RESOLVED (Harrison/Schweikert)

That the item be deferred pending further consideration at a Councillor workshop.

The resolution was carried unanimously.

9.15 New Risk Management and Internal Audit framework

440/19

RESOLVED (Harrison/Taylor)

That Council make a submission on the “New Risk Management and Internal Audit framework for Local Councils in NSW” as outlined in the report.

The resolution was carried unanimously.

During discussion of Item 9.16, Cr Bray left the chambers at 7.12pm and returned at 7.15pm.

9.16 Drought Relief

441/19

RESOLVED (Schweikert/Harrison)

That:

1. The report be noted.
2. Council contribute a cash donation of \$10,000 to the Braidwood Community Help Fund set up under the auspices of the Braidwood Community Bank and the Braidwood Life Centre to distribute to farming families affected by drought and bushfires, and to support assistance required by BlazeAid.
3. The following assistance be considered for drought and bushfire affected farmers and related business in the Local Government Area:
 - a. Conduct a social event for the farming community in 2020.
 - b. Provide complimentary tickets to shows at The Q Theatre and/or entrance to swimming pools for the remainder of 2019/20.
 - c. Other than user and truck wash charges, waive the Braidwood Saleyards fees for 2019/20 and, if the drought continues for 2020/21; and adjust the budget accordingly (- \$130,000).
 - d. Extend the Farm Focus Business Development Program into 2020/21.
 - e. Subsidise private works on farm properties related to fire and dams reinstatement.
 - f. Publicise existing financial assistance related to rates and weed control.
 - g. Temporary measures to redistribute portion of rates from farmland rate category across the other categories in 2020/21.
4. Council amend the eligibility criteria for the receipt of financial assistance by farmers as being any parcel of land that is categorised as Farmland rate category in the QPRC Local Government Area, and which is liable for the payment of South East Local Land Services rates.
5. QPRC Financial Hardship and Assistance Policy be reviewed to enable the extension of automatic hardship relief for farmland rate assessments for 2020/21.

6. Council continue advocacy to the Commonwealth Government to increase the FAG annual allocation (ie by the paused FAG indexation 2014-17) and minimise the population bias in the Act, to enable drought declared LGAs to:
 - a. directly rebate rates to farmland category properties and business directly reliant on farmland activity
 - b. establish reserves to leverage the Federal Government \$15m Weeds Fund and join state and regional agencies to invest in additional weed control measures on identified private farmland properties in those LGAs
7. Council consider staff resources in next Delivery Program to assist in the control of an expected proliferation in biosecurity weeds in QPRC.
8. Council consider assignment of part of the proceeds of sale of the share of Southern Phone to fund these initiatives.
9. Council lobby the Government for a structured relaxation of the eligibility criteria for farm subsidies.
10. Council lobby the State Government for a reduction in red tape that impacts on the property owners' ability to harvest water for farm dams.

The resolution was carried unanimously.

9.17 Local Government Remuneration Tribunal submission

442/19

RESOLVED (Schweikert/Winchester)

That Council endorse the draft submission to the Local Government Remuneration Tribunal addressing the four matters identified for its review of the categories of councils and the fees payable to mayors and councillors.

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

9.18 Investment Report - November 2019

443/19

RESOLVED (Bray/Schweikert)

That Council:

1. Note the 2019/20 investment income for November 2019 was \$747,307.
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. Receive the Investment Report for the month of November 2019.

The resolution was carried unanimously.

SUPPLEMENTARY REPORT

9.19 Queanbeyan Riverside Tourist Park

444/19

RESOLVED (Winchester/Overall)

That Council:

1. Endorse 'Option 3 long term lease' with the preferred EOI respondent for the management of the Queanbeyan Riverside Tourist Park.
2. Authorise the CEO to negotiate terms with the preferred EOI respondent with a further report to council on the lease and licence terms.
3. Approve \$95,000 to procure and install Wi-Fi and CCTV cameras for the Tourist Park.

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

Against: Crs Harrison, Hicks and Schweikert

10. REPORTS TO COUNCIL - ITEMS FOR INFORMATION

10.1 Braidwood Water

445/19

RESOLVED (Overall/Brown)

That:

1. The report be received for information.
2. Council investigate options for increasing or augmenting the off-river storage of water for Braidwood with a report to be submitted to a meeting of Council.

The resolution was carried unanimously.

ADJOURNMENT: The meeting adjourned at 7.37pm and all Councillors, with the exception of Cr Bray, returned at 8.01pm to resume the meeting.

10.2 Asset Management Plans

446/19

RESOLVED (Taylor/Schweikert)

That the report be received for information.

The resolution was carried unanimously.

Cr Bray returned to the chambers at 8.02pm.

10.3 Queanbeyan-Palerang Sports Council Strategic Planning Workshop

447/19

RESOLVED (Biscotti/Winchester)

That the report on the Queanbeyan-Palerang Sports Council Strategic Planning Workshop held on 11 November 2019 be received for information.

The resolution was carried unanimously.

10.4 Resolution Action Sheet

448/19

RESOLVED (Taylor/Schweikert)

That the report be received for information.

The resolution was carried unanimously.

11. REPORTS OF COMMITTEES

Procedural Motion

449/19

RESOLVED (Schweikert/Taylor)

That Item 11.1 (as amended) to Item 11.8 be dealt with as a bloc.

The resolution was carried unanimously.

11.1 Queanbeyan-Palerang Sports Council - Minutes of Meeting held 11 November 2019

450/19

RESOLVED (Schweikert/Taylor)

That Council note the minutes of Queanbeyan-Palerang Sports Council held on 11 November 2019.

The resolution was carried unanimously.

11.2 Minutes of the Braidwood and Curtilage Heritage Advisory Committee held 14 November 2019

451/19

RESOLVED (Schweikert/Taylor)

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

The resolution was carried unanimously.

11.3 Consultative Committee on Aboriginal Issues

452/19

RESOLVED (Schweikert/Taylor)

That Council note the minutes of Consultative Committee on Aboriginal Issues held on 19 November.

The resolution was carried unanimously.

11.4 Youth Committee

453/19

RESOLVED (Schweikert/Taylor)

That Council note the minutes of Youth Committee held on 4 November 2019.

The resolution was carried unanimously.

11.5 Access Committee

454/19

RESOLVED (Schweikert/Taylor)

That Council:

1. Note the minutes of Access Committee held on 8 November 2019.
2. Adopt recommendations 05/19 to 06/19 from the meeting held on 8 November 2019.

DAC: 05/19 Accept changes to Terms of Reference

DAC: 06/19 Accept two new members (Katrina Chisolm and Judit Kovacs)

The resolution was carried unanimously.

11.6 Braidwood Locality Committee Meeting Minutes 31 October 2019

455/19

RESOLVED (Schweikert/Taylor)

That Council note the minutes of the Braidwood Locality Committee meeting held on 31 October 2019 including the committee recommendation BDLC05/2019.

The resolution was carried unanimously.

11.7 Bungendore Town Centre and Environs Committee Meetings Minutes

456/19

RESOLVED (Schweikert/Taylor)

That Council note the minutes of the Bungendore Town Centre and Environs Committee meetings held on 7 March, 1 May, 24 July and 13 November 2019.

The resolution was carried unanimously.

11.8 Wamboin Locality Committee Meeting 22 November 2019

457/19

RESOLVED (Schweikert/Taylor)

That Council note the minutes of Wamboin Locality Committee meeting held on 22 November 2019.

The resolution was carried unanimously.

11.9 Local Traffic Committee - 4 December 2019

458/19

RESOLVED (Schweikert/Hicks)

That Council:

1. Note the minutes of Local Traffic Committee Meeting on 4 December 2019.
2. Adopt recommendations LTC 48/19 to LTC 53/19 from the meeting held on 4th December 2019.

LTC 48/19 Under the Roads Act 1993 approve the TCP with road closures in Googong for the Googfest 2020 Event, subject to the following conditions:

- TCPs and contingency plans are strictly complied with at all times
- Additional VMS is placed on Old Cooma Road for additional advanced notice to guide non-local event attendees to the event off-street parking site
- Length of queue and end of queue management be strictly monitored and advanced warning and controls to be immediately implemented when required
- An all-weather hard stand surface must be provided for the designated parking area. The event be cancelled if a significant rain event makes the off-street parking area unsuitable for use
- Traffic Lights at the intersections of Googong Road and Wellsvale Drive are set to flashing amber and the flow of traffic is suitably managed by authorised traffic controllers with clear lines of communication established
- Public Transport plans (use of Bus Services) to minimise use of cars to and from the event site are implemented, with contingency plans for additional services if capacity is exceeded at any time. The TCP is to be amended to allow for a bus zone and associated risks are addressed
- In the event of an incident at either intersection off Old Cooma Road, that contingency plans are implemented to suitably divert traffic

LTC 49/19 Under the Road Transport Act approve line marking changes on Buttle Street Queanbeyan as per the design.

LTC 50/19 Under the Road Transport Act approve the line marking changes on Burra Road at the Mt Pleasant Rd intersection, Googong as per the design.

LTC 51/19 Under the Road Transport Act approve updated design of line-marking and signs for installation at Bambridge Parade near Hearne Street and McGowan Crescent, Googong

LTC 52/19 Under the Roads Transport Act approve changes on Tarago Road, Mt Fairy as per the updated design.

LTC 53/19 Under the Road Transport Act approve the installation of 'No-Parking' Signs at Pobje Lane, Queanbeyan in accordance with the design.

3. Require an approved Development Application for future Googfest and Boogong events at Googong, or variations thereof.

The resolution was carried unanimously.

12. NOTICES OF MOTIONS

12.1 Constitutional Referendum

MOVED (Harrison/Winchester)

That:

1. Council agree to undertake a constitutional referendum at the September 2020 Local Government elections to seek voters' views on the implementation of a ward system for councillor elections.
2. The relevant referendum question be:
"Currently Queanbeyan-Palerang Regional Council is an undivided council with no wards. If the mayor is directly elected by the voters, do you agree to the Queanbeyan-Palerang Local Government Area being divided into five (5) wards for the election of ten (10) councillors, each ward electing two (2) councillors?"
3. The CEO notify the NSW Electoral Commission of Council's intention to have a referendum within 21 days of Council resolving such, and arrange and distribute appropriate information to voters.

The motion (of Crs Harrison and Winchester) was PUT and declared LOST.

For: Crs Brown, Harrison, Noveska and Winchester

Against: Crs Biscotti, Bray, Hicks, Overall, Schweikert and Taylor

Cr Winchester declared an interest in Item 12.2.

12.2 Car Parking and Traffic Safety

459/19

RESOLVED (Harrison/Hicks)

That Council receive a report reviewing car parking and traffic safety in Surveyor Street, Agnes Avenue and Early Street surrounding the Queanbeyan High School and Finigan School of Distance Education.

The resolution was carried unanimously.

13. REPORTS TO COUNCIL - DELEGATES REPORTS

13.1 Delegates' Reports

460/19

RESOLVED (Taylor/Schweikert)

That Council note the Delegates' Reports.

The resolution was carried unanimously.

14. QUESTIONS WITH NOTICE

14.1 Responses to Councillors' Questions

461/19

RESOLVED (Taylor/Schweikert)

That the report be received for information.

The resolution was carried unanimously.

15. 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.

There were no presentations.

16. REPORTS FOR CLOSED SESSION

462/19

RESOLVED (Overall/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 16.1 Sale of Council Property

Item 16.1 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 16.2 CBD Redevelopment

Item 16.2 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 16.3 Proposed Land Acquisition

Item 16.3 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 8.32pm to discuss the matters listed above.

Mr Thompson declared an interest in this item and left the chambers at 8.32pm.

16.1 Sale of Council Property

463/19

RESOLVED (Biscotti/Noveska)

That Council agree to the sale of 181 Cooma St, Queanbeyan to the Queanbeyan District Preschool Association as outlined in the report.

The resolution was carried unanimously.

Mr Thompson returned to the chambers at 8.39pm.

16.2 CBD Redevelopment

464/19

RESOLVED (Bray/Winchester)

That Council:

1. Note the report.
2. Adopt option 2 as outlined in the report.
3. Advise the proponent of the Council decision and requirements as outlined in the report.

The resolution was carried unanimously.

16.3 Proposed Land Acquisition

465/19

RESOLVED (Biscotti/Bray)

That:

1. Council progress the acquisition of the Bungendore Sports Hub as outlined in the report.
2. If negotiations do not progress successfully, then Council commence the process to acquire the alternate site under Just Terms.
3. Council authorise the Planning and Strategy Committee of the Whole to determine the matter, if resolution cannot be reached.

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

Against: Cr Winchester

466/19

RESOLVED (Overall/Taylor)

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 9.20pm.

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.

17. CONCLUSION OF THE MEETING

The time being 9.23pm, Cr Overall thanked Councillors and staff for their efforts in 2019, and offered best wishes for the festive season. He then announced that the agenda for the meeting had now been completed.

**CR TIM OVERALL
MAYOR
CHAIRPERSON**

ITEM 5 DECLARATION OF CONFLICTS/PECUNIARY INTERESTS

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

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

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

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

Recommendation

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

7.1 Cancellation of Fireworks, Australia Day (Ref: ; Author: Overall/Overall)

File Reference: 52.3

Summary

Given the unprecedented NSW and SE Victoria bushfire disaster and continuing risk, it was considered appropriate to cancel the Queanbeyan Australia Day celebration fireworks display. The decision to cancel was made on 7 January 2020.

Recommendation

That Council:

- 1. Endorse the decision of the Mayor to cancel the Queanbeyan Australia Day celebration fireworks display scheduled for Sunday night 26 January 2020.**
 - 2. Donate the funding attributed to the fireworks display to the Braidwood Community Help Fund to assist property owners and families directly impacted by the bushfires.**
-

Background

A fireworks display traditionally forms the finale to the annual Queanbeyan Australia Day ceremony and celebrations held in Queanbeyan Town Park.

Provided sufficient notice is given to the fireworks display contractor there is no cancellation cost to Council and the funding allocation of \$5,000 can be redirected for other purposes or held in reserve.

At the December meeting of Council, as part of Resolution 441/19 Council resolved as follows:

Council contribute a cash donation of \$10,000 to the Braidwood Community Help Fund set up under the auspices of the Braidwood Community Bank and the Braidwood Life Centre to distribute to farming families affected by drought and bushfires, and to support assistance required by BlazeAid.

Since that time, the time of the continuing North Black Range fire, the Queanbeyan-Palerang Local Government Area has been further impacted by the Tianjara/Nerriga, Currowan, Charleys Forest Road and Jinden/Araluen fires. Hundreds of properties have been impacted by these fires and at last count 34 houses and 93 outbuildings have been destroyed.

It is recommended that the savings accruing as a result of the cancellation of the fireworks display be redirected as a further donation to the Braidwood Community Help Fund to directly assist property owners and families directly impacted by the bushfires.

7.1 Cancellation of Fireworks, Australia Day (Ref: ; Author: Overall/Overall)
(Continued)

Implications

Legal

The cancellation of the Australia Day fireworks display was a decision of the Mayor and in accordance with s226(d) *NSW Local Government Act (1993)* - Role of Mayor:

(d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of council

Attachments

Nil

9.1 Bungendore Structure Plan 2048 (Ref: ; Author: Thompson/Blacklock)

File Reference: PJT0060 - Document Set ID 536266

Summary

The purpose of this report is to present the updated Bungendore Structure Plan 2048 (the Plan 2048) that incorporates the changes that Council resolved on 18 December 2019 and to recommend the endorsement of the amended document for the purpose of public exhibition.

Recommendation

That Council:

- 1. Note the changes to the Bungendore Structure Plan 2048 further to the Council meeting on 18 December 2019.**
 - 2. Endorse the amended Bungendore Structure Plan 2048 for public exhibition for a further period of 28 days.**
 - 3. Following the close of the public exhibition period, consider issues raised in submissions when finalising the Bungendore Structure Plan 2048 and report back to Council.**
-

Background

The Bungendore Structure Plan 2048 was reported to Council at its meeting on 18 December 2019, together with the consideration of the submissions received as part of the exhibition period in August 2019. At that meeting Council resolved:

That:

- 1. The exhibited version of the draft Bungendore Structure Plan be renamed and adopted as Draft Bungendore Structure Plan Discussion Paper 2018-2048.*
- 2. The attached Bungendore Structure Plan 2048 be adopted with the following amendments:*
 - a. Endorse modified Map Option 3 signalling North Elmslea and East Bungendore as short to medium term greenfield development sites, and the remainder as long term.*
 - b. Remove reference to, and narrative that implies a preference for other sequencing in relation to planning proposals that might be received as possible greenfield development sites.*
 - c. Reflect a preference to minimise infill development that would result from subdivision of existing, larger residential lots.*
 - d. Encourage the Turallo Creek corridor to be preserved as open space for recreational purposes.*
- 3. The amended Plan be presented to Council at the February Ordinary meeting for further consideration.*
- 4. Studies be prepared to inform an employment lands strategy for Bungendore.*

The Plan 2048 document has subsequently been amended to address the Resolution. Refer to Attachment 1 for the amended Plan document. The Plan 2048 document now includes an amended structure plan map that shows the greenfield release areas and general sequence as per Resolution No. 426/19.

**9.1 Bungendore Structure Plan 2048 (Ref: ; Author: Thompson/Blacklock)
(Continued)**

The main changes relate to the:

- Amendment of references to infill development as part of the solution for providing additional dwelling/lot supply for the current growth rates;
- Inclusion of maps that were referenced from the Discussion Paper;
- Changes to the Review of Potential Residential Areas Table to support the Bungendore East planning proposal;
- Inclusion of an amended Structure Plan Map; and
- Minor edits to phrasing.

Staff have interpreted part 3 of the resolution as being a request to have the matter reported back to Council as soon as possible but no later than the February ordinary meeting.

Implications***Legal***

Although there is no statutory requirement to review the 2010 Bungendore Land Use Strategy and Structure Plan, it is generally good practice to review policy documents every 5 to 10 years. Part of the process will also involve seeking the NSW Department of Planning, Industry and Environment (DPIE) endorsement of the Plan. Notwithstanding the above, the Department has also provided previous advice that it awaits the outcome of the Plan before progressing any further Gateway determinations for planning proposals in Bungendore.

Policy

The Plan will provide a framework for the growth of Bungendore ensuring that future urban expansion is consistent with the development principles and is integrated with infrastructure planning.

Environmental

The review of the 2010 Bungendore Land Use Strategy and Structure Plan has taken into consideration environmental issues such as biodiversity, flooding, bushfire hazards, heritage as well as water supply.

Sustainability

One of the purposes of updating the 2010 Bungendore Land Use Strategy and Structure Plan is to ensure that a framework exists for the growth of Bungendore into the future taking into account constraints and sustainability principles. The Bungendore Structure Plan 2048 achieves this purpose.

Asset

The actions/recommendations of the Plan will require the maintenance of existing Council assets and the provision and acquisition of new ones. The Plan provides guidance on the orderly and sequential development of the town so that infrastructure assets can be provided cost effectively and efficiently.

Social / Cultural

The Plan 2048 identifies future urban growth based on potential growth scenarios in the context of data from the latest Census and ID Profile. Future urban expansion is based on a number of development principles and will be integrated with the provision of infrastructure including social infrastructure.

**9.1 Bungendore Structure Plan 2048 (Ref: ; Author: Thompson/Blacklock)
(Continued)**

Economic

Although the Plan 2048 identified potential future employment areas, further investigations will be required to identify suitable land and the amount needed.

Strategic

It is good planning practice to regularly review land use plans, and it is now well over eight years since the 2010 Bungendore Land Use Strategy and Structure Plan was finalised. The Plan 2048 will feed into the local strategic planning statement which all NSW councils are now required to prepare as well as into the comprehensive local environmental plan, both of which are underway.

Engagement

The amended Plan 2048 document has been drafted from the Discussion Paper taking into account issues raised in submissions received as part of the public exhibition of the Discussion Paper in July and August 2019. Arising from this, a key component was the identification and recommendation of greenfield areas for residential development as well as which areas should proceed and in what sequence.

Further amendments to the document have now been made in response to Council's resolution of 18 December 2019. In the interest of ensuring that the Bungendore community are aware and can comment on the recommendations for the future growth of Bungendore that are contained in the amended Plan 2048 document, it is recommended that it be publically exhibited for a further period of 28 days.

The issues raised in any submissions received during the exhibition period should then be considered, including whether this means that changes to the Plan are warranted. The Plan and the consideration of submissions is then to be reported back to Council to determine whether to endorse the Plan.

Resources (including staff)

The preparation of the Draft Bungendore Structure Plan Discussion Paper 2018-2048 and the amended Bungendore Structure Plan 2048 has involved members of the land use planning team with support from the GIS team within the Branch. Other team members also contributed to the public information forum facilitated by a consultant and Council workshops. The land use planning staff was assisted during the previous consultation process by the Communications team as well as relevant staff from Urban Landscapes, Utilities, Natural Landscapes and Health and Business and Innovation teams.

Integrated Plan

The Plan will inform other documents like the Local Strategic Planning Statement and Council's Operational Plans.

Conclusion

Preparation of the review of the Bungendore Structure Plan 2048 has been underway for a number of years and it is important to finalise the Plan 2048 to provide direction for the community and others stakeholders on how Bungendore's growth will be managed into the future. A public exhibition period was held in August 2019 seeking comment on the Structure Plan (since re-named as Discussion Paper) that presented a number of growth options for the town.

In considering the submissions on the Discussion Paper, a Bungendore Structure Plan 2048 document was prepared with a Structure Plan Map illustrating future residential growth areas together with sequencing for their rezoning and development. At the meeting of 18 December

**9.1 Bungendore Structure Plan 2048 (Ref: ; Author: Thompson/Blacklock)
(Continued)**

2019 Council determined that the narrative of the Plan 2048, together with the identification land for future residential growth and its sequencing, be amended to reflect the priority for greenfield development rather than infill and that the Structure Plan map be altered as per Resolution No. 426/19.

The amended Bungendore Structure Plan 2048 is recommended for exhibition to ensure that the Bungendore community are aware and can comment on the recommendations for the future growth of Bungendore to 2048. A 28 day exhibition period is recommended. Following the close of this period it is also recommended that issues raised in any submissions received be considered and whether any changes to the Plan are warranted. The Plan 2048 and the consideration of submissions will then to be reported back to Council to determine whether or not to endorse it.

Attachments

Attachment 1 Bungendore Structure Plan 2048 for Exhibition (*Under Separate Cover*)



9.2 Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019
(Ref: ; Author: Thompson/Jansen)

File Reference: 21.4.1-01

Summary

The purpose of this report is to provide a summary of the submissions received as a result of the exhibition of the draft Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019 as well as to finalise this Plan.

Recommendation

That Council:

- 1. Adopt the final Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019 and advertise the commencement of the new Plan.**
 - 2. Repeal the Queanbeyan City Council Section 94 Contributions Plan adopted on 16 March 2012.**
-

Background

Council considered the draft Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019 (the Plan 2019) at its Planning and Strategy meeting on 13 November 2019 and resolved that *Council endorse the draft Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019 and that the plan be placed on public exhibition for a period of 28 days* (Minute No. PLA 115/19). No submissions were received during the exhibition period.

However, one issue which was raised in internal discussions with the Development Assessment Team relates to the requirement to provide a detailed cost report prepared and certified by a registered quantity surveyor if the development is \$500,000 or more in value as set out in Section 4.2 of the Plan.

The Development Assessment Team is of the view that the threshold level of \$500,000 for requiring a cost estimate from a quantity surveyor is too low and should be increased to \$5,000,000. Otherwise, applicants for fairly standard houses will be required to go to the additional cost of hiring a quantity surveyor to cost their development. Staff already do a check of the estimated cost of applications at the time of lodgement and this should be sufficient to establish the cost of works in all but the more complex and expensive developments.

The \$5M threshold aligns with that for development applications to be determined by a Regional Planning Panel and for a development application to be determined by Council (not delegated to staff). The draft document has therefore been amended to increase the threshold for requiring a detailed cost report prepared and certified by a registered quantity surveyor for development at or above \$5,000,000 in value.

Implications

Legal

The Plan 2019 has been prepared consistent with the provisions of Section 7.12 of the *Environmental Planning and Assessment Act, 1979*.

9.2 Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019 (Ref: ; Author: Thompson/Jansen) (Continued)

Asset

The Plan 2019 will provide funding which will contribute to the infrastructure projects in Queanbeyan City.

Social / Cultural

The Plan 2019 will provide funding for infrastructure which contributes towards meeting the social needs of the population of Queanbeyan.

Engagement

The Plan 2019 was exhibited from 20 November to 18 December 2019. The image below shows the total number of visits to Council's Your Voice webpage during the consultation period. No submissions were received.



Financial

These include staff costs associated with preparing and finalising the Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019. All costs have been met by the relevant part of the Branch's budget.

Resources (including staff)

The Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019 has been prepared internally by staff.

Conclusion

The Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019 provides a framework for the collection of funding for local infrastructure, and has been amended to provide for the \$5m threshold outlined above. Once adopted it will repeal the *Queanbeyan City Council Section 94 Contributions Plan* adopted on 16 March 2012.

Attachments

Attachment 1



Queanbeyan Section 7.12 Fixed Levy Development Contributions Plan 2019 (Under Separate Cover)

9.3 Engagement of Project Manager for Queanbeyan Civic and Cultural Precinct
(Ref: ; Author: Hansen/Damo)

File Reference: 36.1.2 & Other project: 100265-4-10

Summary

This report seeks to appoint a project manager for the construction of the Queanbeyan Civic and Cultural Precinct. Given the estimated value of project management, Council may go to open tender, select from a pre-approved panel, or exempt from calling tenders. The preferred construction method is a separate detail design (Cox) from construction contract (to be tendered).

Section 55(3) of the *Local Government Act* 1993 allows a council to enter into a contract with a person who has a contract with a person prescribed by the regulation.

Local Government (General) Regulation 2005 designates Local Government Procurement Partnership (ABN 34 578 553 267) as a prescribed person for the purposes of section 55(3)(a) of the *Local Government Act* 1993.

The proposed project manager has an existing contract with Local Government Procurement Partnership (ABN 34 578 553 267), is on the Local Government Procurement Professional Consulting Services (LGP1208-3) panel, has been performing satisfactorily as Principal Authorised Person (PAP) on the Old Cooma Road Stage 2 project, and is recommended for appointment as project manager.

To allow the project to proceed in line with the Council's Delivery Program 2018-21 and the timeline outlined in the project's Business Case, it is also recommended:

- that Council proceed with detail design of Queanbeyan Civic and Cultural Precinct. Where appropriate incorporate comments received through community consultation previously reported to Council's ordinary meeting on 18 December 2019
- that Council call for expressions of interest from suitably qualified contractors with a view to calling select tenders from a Council approved list at completion of the detailed design.

Recommendation

That Council:

- 1. Note the report on Queanbeyan Civic and Cultural Precinct project.**
 - 2. Engage APP Corporation Pty Limited to provide project management services for the Queanbeyan Civic and Cultural Precinct.**
 - 3. Proceed with detail design of Queanbeyan Civic and Cultural Precinct and where appropriate incorporate comments received from community consultation.**
 - 4. Call for expressions of interest from suitably qualified construction contractors to deliver QCCP.**
-

**9.3 Engagement of Project Manager for Queanbeyan Civic and Cultural Precinct
(Ref: ; Author: Hansen/Damo) (Continued)**

Background

In 2017 Council sought proposals via open tender from suitably qualified firms to undertake the role of Principal Authorised Person (PAP) for the new Head Office and Smart Hub planned (then) for the Lowe Street carpark precinct. APP Corporation Pty Limited was selected to act as PAP and Council resolved to engage APP at its meeting held on 27 September 2017 (Resolution 270/17).

The project was suspended following the major tenant's decision to no longer lease space in Council's new building at 50 Lowe Street.

Council later resolved (Resolution 194/18) at its June 2018 meeting to proceed with the planning and delivery of the new Queanbeyan Head Office and Smart Hub located at 257 Crawford Street, and surrounding public domain.

Following workshops on concept designs and business case, at its meeting on 23 October 2019, Council resolved to:

1. *Note the report on the Queanbeyan Civic and Cultural Precinct, including the QPRC head office.*
2. *Endorse the concept, uses, business case, and the plan of subdivision for the Queanbeyan Civic and Cultural Precinct and head office building shown as Option 5.*
3. *Place the design and business case on public exhibition, and report back to Council with feedback.*
4. *Lodge a Development Application for the Queanbeyan Civic and Cultural Precinct.*
5. *Submit a capital expenditure report for NSW Office of Local Government and NSW Treasury Corp, to enable the raising of debt as outlined in the report.*

At its meeting on 18 December 2019, Council resolved to:

1. *Note the feedback received during the public exhibition of the Queanbeyan Civic and Cultural Precinct concept design and business case.*
2. *Proceed with the development application, with a number of matters raised during the exhibition period to be further considered during the detailed design process.*

A Development Application for the project has been prepared and was lodged in late December 2019.

In order to maintain the project timeline outlined in the Business Case, work on the development of the detail design and calling for expressions of interest for constructors should occur in the first half 2020, allowing for construction to commence in the second half of 2020 calendar year.

Implications***Legal***

The proposed engagement as project manager will comply with the section 55 of *Local Government Act 1993*.

**9.3 Engagement of Project Manager for Queanbeyan Civic and Cultural Precinct
(Ref: ; Author: Hansen/Damo) (Continued)**

Policy

The engagement will comply with Council's Procurement Policy.

Environmental

A Development Application for the project was submitted to Council in late December 2019. Council will refer the application to the Southern Regional Planning Panel for determination in accordance with *State Environmental Planning Policy (State and Regional Development) 2011*. Schedule 7 of this Policy categorises the development as a regionally significant development as it has a capital investment of more than \$5 million and Council is the applicant; the owner of the land on which the development is to be carried out; and the development is to be carried out by Council.

Sustainability

A workplace which integrates sustainability considerations in its planning, design and operation can result in reduced running cost, more efficient use of resources and a healthier working environment for its occupants. A growing body of research also shows that sustainable workplaces are associated with greater productivity and occupants' satisfaction. This includes better staff recruitment and retention, lower levels of sickness and absence, and higher quality work.

The NSW Government and Commonwealth Government require a building they occupy to meet a minimum energy efficiency rating. This is determined via a National Australian Built Environment Rating System (NABERS) rating. The NABERS rating can be used to measure a building's energy efficiency, carbon emissions, as well as the water consumed, the waste produced and compare it to similar buildings.

NSW Government Fitout Design Principles (Office Workplace Accommodation) - Guide (November 2017) requires all NSW Government tenancy fitouts in government owned or tenanted office buildings over 2,000m² are to achieve and maintain a NABERS 4.5 Star rating for energy in metro regions. In 2019, the NSW Government launched has updated version of its Government Resource Efficiency Policy where is has updated its energy efficiency requirements for leasing office buildings to the NSW Government from 4.5 to 5 stars NABERS Energy, from June 2020.

Regional buildings will be assessed on a case by case basis.

The concept design prepared to date has targeted a minimum 4.5 Stars which is the minimum required to attract NSW Government and Federal Government tenants. Council's *Sustainable Design Strategy for Council Buildings* requires Council infrastructure with a cost of over \$2 million to achieve a minimum 5 star sustainability rating.

For buildings, the Green Building Council of Australia Green Star Rating is used. The Green Star rating system assesses the sustainability of projects at all stages of the built environment life cycle.

The project has been registered with the Green Building Council of Australia for the Design and As Built rating.

**9.3 Engagement of Project Manager for Queanbeyan Civic and Cultural Precinct
(Ref: ; Author: Hansen/Damo) (Continued)**

Asset

The redevelopment of the old administration building is substantially a renewal of an existing asset, upgraded to accommodate additional council and agency staff, with relevant sustainability elements built in.

Property Council of Australia (PCA) A grade standard will be targeted, with the exception of a number of high cost items which are considered provide marginal improvements to the functionality of the building, such as a second chiller and distributed antenna system for in-building mobile phone coverage.

Social / Cultural

Social and Cultural benefits of the project are described in the project Business Case.

Economic

Economic benefits of the project are described in the project Business Case.

Strategic

There are number of planning control documents that will govern the design for the site. These include: Queanbeyan Local Environmental Plan (QLEP) 2012 and Queanbeyan Development Control Plan (DCP) 2012.

It is envisaged the design for the project will seek to modify the Queanbeyan DCP for the specific site in relation to the required setbacks.

Engagement

Council placed the QCCP concept design and detailed business case on public exhibition between 28 October and 29 November. During this period, the following activities were undertaken to promote the project:

- Documentation on Council's Your Voice engagement hub
- Documentation available at Council's Customer Service Centres and Libraries
- Media release
- Included in Council's fortnightly advertisement in Queanbeyan Age/Chronicle, Braidwood Times and Bungendore Weekly
- Mentions in the Mayor's Column in local newspapers
- Coverage in QPRC News which is delivered to 30,000 households
- Various social media posts
- Distribution via various e-newsletter lists, including economic development list and general Council e-newsletter subscribers
- Information stall in Riverside Plaza on 7-8 November (approx. 100 interactions)
- Community information session on 20 November

9.3 Engagement of Project Manager for Queanbeyan Civic and Cultural Precinct (Ref: ; Author: Hansen/Damo) (Continued)

- Discussion at Council's Community Meetings on 19 November (Braidwood), 26 November (Queanbeyan) and 3 December (Bungendore – after comments had closed).
- Staff information sessions and staff-focused content

Council received 37 submissions, nine of these were from internal stakeholders. The general feedback received during the community information sessions and at the information stall in the Riverside Plaza were positive when matters such as parking, financing etc were explained.

A report on community and staff consultation of the QCCP Business Case was presented to Council at the December 2019 meeting.

Financial

The business case for the project outlines the funding for the project. This includes \$1.9m from grant funding, \$50.1m from additional borrowings and \$20.5m from property sales and related development proceeds.

At its meeting on 23 October, Council resolved to:

2. *Endorse the concept, uses, business case, and the plan of subdivision for the Queanbeyan Civic and Cultural Precinct and head office building shown as Option 5.*

The project is included in the Long Term Financial Plan 2018-28 where it is noted Council resolved in 2018 that the cost of servicing debt for the new head office in Queanbeyan occupied by Council staff, would be met by merger, building costs and service review savings.

The cost of project management functions and resources for the project are funded from operational budgets.

A 3% (\$2.245m) provision is allowed in the QS estimates for external project management.

APP have provided a lump sum fee proposal of \$1.017m excluding GST for the project management services. A contingency of 7.5% is considered appropriate for this engagement and a budget of \$1.100m excluding GST is sought.

Program Code	Expense Type	Funding source	Amount
	Capital	Debt (after sales)	\$m 50.926
		Grant (culture/library)	1.923
		Sale (by strata)	12.796
		Sale (by LPA)	3.956
		Sale (by EOI)	3.000
		Project management (internal & external)	2.245

9.3 Engagement of Project Manager for Queanbeyan Civic and Cultural Precinct (Ref: ; Author: Hansen/Damo) (Continued)

Resources (including staff)

Internal staff resources will be required for the duration of the project, to provide owner and occupant inputs to the detail design, along with staff and community consultation.

A times, the level of staff input to review the detail design as it progresses will be significant in order to maintain the project program.

The Project Management Plan will further detail the level of staff involvement in the project.

Integrated Plan

The project business case outlines how the benefits generated by the project assist in meeting the objectives of Community Strategic Plan 2018-28

QPRC Delivery Program 2018-21: Council will undertake the design, planning approvals and construction tender during 2019-20, with construction expected to commence in 2020-21.

QPRC Operational Plan 2019-20 provides for the head office project as part of the QCBD Transformation as per below.

Queanbeyan CBD Transformation	Estimated Cost \$,000	2018-19 \$,000	2019-20 \$,000	2020-21 \$,000
The Queanbeyan CBD Transformation Strategy draws on previous work undertaken by Council, including the CBD Master Plan. It aims to increase the number of residents and workers in the CBD to increase patronage into the retail and lifestyle precincts. To build confidence in business to invest in the CBD, Council is proposing to initially bring all of its Queanbeyan office-based staff to a single building to enable the other TI buildings and cottages to be vacated and redeveloped into a mix of residential, commercial and aged care developments by the private sector.	65,947	3,022	12,665	50,260
Improving the amenity and safety of the CBD involves centralising carparking into undercover decked carparks in Morisset and Crawford Sts, and converting part of the Rutledge, Lowe and Morisset carparks into public domain to act as green pedestrian corridors between the Queanbeyan parks and the River.			Asset sales Reserves	Assets Loans
Individual projects include: Rutledge walkway, Smart City, Queanbeyan Head Office and Smart Hub, Civic plaza, Lowe St pedestrian corridor, Morisset St improvements and more.			Grants and contributions	Loans

The Resourcing Strategy 2017-21 includes the action to provide a contemporary workplace. This project achieves this strategy by providing a new workplace in the 5 star green star and PCA A grade facility.

Conclusion

Council has given consideration to the project over recent years which culminated in the concept design and business case being placed on public exhibition in late 2019.

The engagement of a project manager for the project provides the resources required to implement the project by continuing to the next project framework phases of develop and deliver in a timely manner and this report sets out the mechanisms Council is able to use to engage this service.


An approved exemption to Council's Procurement Procedure on this level 5 procurement is attached. It is recommended that Council engage APP Corporation Pty Limited to provide project management services for the remaining phases of the Queanbeyan Civic and Cultural Precinct project.

In order to maintain the project timeline outlined in the Business Case, work on the development of the detail design and calling for expressions of interest for constructors should

**9.3 Engagement of Project Manager for Queanbeyan Civic and Cultural Precinct
(Ref: ; Author: Hansen/Damo) (Continued)**

occur in the first half 2020, allowing for construction to commence in the second half of 2020 calendar year. A further report on calling for tenders would be drawn from that EOI.

Attachments

Attachment 1  Exemption from Procurement Process Authorisation - QCCP Project Management Services (*Under Separate Cover*)

9.4 Digitisation project for historic back issues of local newspapers. (Author: Richards/Hansen)

File Reference: Letter to Mayor, Cr Tim Overall on 14 October 2019

Summary

Mr Brendan O’Keefe, a local historian, has requested assistance from Council to digitise remaining issues of the Queanbeyan Age and Bungendore Mirror up to 1954. Library staff met with Mr O’Keefe to discuss the issue further and has consulted the National Library of Australia (NLA).

NLA have agreed to undertake the project on our behalf as a fee based service, ideally in manageable instalments as time and funds allow.

Recommendation

That Council consider:

- 1. A staged approach to digitise the Queanbeyan Age and Bungendore Mirror up to 1954, with assistance from the National Library of Australia**
 - 2. An increase in QPRC Library Services operational funding by \$20,000 per year for three years to fund the digitisation project.**
-

Background

The National Library of Australia (NLA) has led a national program aiming to digitise newspapers from across the nation, including small regional papers, often highly important to local history. At present almost 1500 titles have been digitised to 1954.

The Queanbeyan Age was one of the first to be digitised but the project only covered papers up to 1927. The Bungendore Mirror and Lake George Advocate have never been digitised. However, Braidwood Dispatch, Advocate and District Advocate have been digitised to 1954.

Mr O’Keefe is requesting that Council fund or facilitate the digitisation processes for Queanbeyan Age, Bungendore Mirror and Lake George Advocate to ensure the information is captured and available to the community for ever more.

Today, any newspapers to be digitised and made available via the National Library of Australia’s ‘Trove’ vault, are done through a full fee based process. Clients work with the NLA and pay to copy the originals using ‘best-practice’ digitisation. Trove is a nationwide online information retrieval system available to everyone without cost. Projects which digitise newspapers without the NLA’s help cannot be placed on the Trove system.

The GST inclusive price for digitisation is \$1.54 per page as QPRC Libraries are members of National Library’s Trove Collaborative Services. This would mean the total cost of digitising the Queanbeyan Age 1927-1954, Bungendore Mirror and Lake George Advocate 1887-88 would be around \$55,000

While there are some cultural grants available, NSW Government’s Regional Cultural Fund closed in 2018. No further funding rounds are anticipated.

9.4 Digitisation project for historic back issues of local newspapers. (Author: Richards/Hansen) (Continued)

Digitisation of newspapers is eligible for funding from the Royal Australian Historical Society (RAHS). However only \$50,000 is available nationally under this program per year so grants allocated for specific projects would be extremely small.

No other funding programs for digitisation of newspapers seem to be currently available. This would indicate that Council may need to fund the project through operational or project budgets. If this is the case the project would need to be phased and managed progressively as funds allow and subject to NLA availability.

Implications***Asset***

The digitised versions of the newspapers will be available to the entire community via Trove Australia. Hard copies may not be retained.

Social / Cultural

Local History and Heritage specialists and the general public will benefit from the project as material will be easy to search and will be fully accessible online.

Financial

Total impact on budget will be around \$55,000, plus resources to manage the project. This can be carried over three years or offset if grant funding becomes available.

Resources (including staff)

Library staff will manage the project, along with expertise from the Local History Librarian and Mr Brendan O'Keefe.

Conclusion

The proposed digitisation project will be done by the National Library of Australia (NLA) on a fee for service basis funded through the QPRC Library Services budget, supplemented by grants if they become available. This will allow local historians, researchers and the general public to access any articles from the Queanbeyan Age, Bungendore Mirror and Lake George Advocate up to 1954 using Trove, hosted online by the National Library of Australia.

Print and microfilm copies of newspapers from 1954 to the present day are available in the Queanbeyan Library. Further digitisation of these papers will be possible once the historic copies up to 1954 are completed.

Attachments

Nil

9.5 Cultural Arts Assistance Scheme Application - Waitangi Day 2020 (Ref: ;
Author: Richards/Hansen)

File Reference:

Summary

An application has been received from the ACT Maori Performing Arts Group Inc. for funding from the Cultural Arts Assistance Scheme for a community festival to celebrate Waitangi Day 2020 in Queanbeyan Park. The application has been assessed and satisfies the Scheme's guidelines and criteria.

Recommendation

That Council approve the allocation of a grant of \$1,500 from the Cultural Arts Assistance Scheme to the ACT Maori Performing Arts Inc. to assist in the presentation of a Waitangi Day 2020 celebration to be held on 1 February 2020 in Queanbeyan Park.

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

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

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

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

A grant application for \$1,500 has been received from the ACT Maori Performing Arts Group Inc. to assist in the presentation of a community event in Queanbeyan, the Waitangi Day Celebration. The group is a Queanbeyan based community based, not-for-profit organisation that regularly participates and performs at a host of community events, including the Queanbeyan Multicultural Festival.

The Waitangi Day celebrations are supported by the NZ High Commission. The celebration will be held in Queanbeyan Park on Saturday 1 February 2020, from 10.00am – 4.00pm. This is an alcohol free event, open to all members of the community. The day will include a range of live performances by members of the Queanbeyan community, with a highlight of performances by local Pacific Islander and Maori cultural groups. Local community groups are invited to hold fundraising stalls, with a range of food stalls including some with traditional Maori and Pacific Island foods.

9.5 Cultural Arts Assistance Scheme Application - Waitangi Day 2020 (Ref: ; Author: Richards/Hansen) (Continued)

Implications

Social / Cultural

The Waitangi Day 2020 Celebration allows for the broader Queanbeyan community to freely experience cultural arts performance from a number of traditions and disciplines; many performed by local performers. This event promotes cultural harmony and celebrates the cultural diversity of Queanbeyan.

Financial

The total cost for the Waitangi Day 2020 celebration is estimated at \$10,900.

The grant application meets the criteria for the award of a CAAS grant of \$1,500. The project works in partnership with other community groups; is a cultural event that engages with the whole Queanbeyan community; promotes cultural harmony and provides the opportunity for the broader community to experience Maori and Pacific Islander culture.

Program Code	Expense Type	Funding source	Amount
3020-5070	Donations Cultural Activities	Cultural Arts Assistance Scheme	\$ 1,500.00

Conclusion

The Waitangi Day 2020 celebration is a local cultural event open to everyone in the community. It is always well supported and enjoyed by all who attend. Every year new activities are offered and participation is increasing. Council contributions through the CAAS grants are greatly appreciated.

Attachments

Nil

9.6 Request for Donation for Rates Relief (Ref: ; Author: Monaghan/Robinson)

File Reference: 52.5.2-01

Summary

Council has received an application for financial assistance from Kano Jujutsu Institute Limited.

Recommendation

That Council reject the application by Kano Jujutsu Institute Limited for a Council donation for the payment of rates and annual charges, as they are not registered with the Australian Charities And Not-for-Profit Commission.

Background

Council adopted its Donations Policy on 12 April 2017 to provide financial assistance to the community with funding for activities and programs that align with Council's strategic objectives. The Policy provides objective criteria to assess applications in accordance with four funding categories.

A donation application under Category C of the Donations Policy has been received from Kano Jujutsu Institute Limited. Category C allows Council to make annual donations to rebate Council rates, fees and charges.

Kano Jujutsu Institute Limited owns and runs a martial arts training hall on the property at 36 Atkinson Street, Queanbeyan East. Although the organisation charges training fees to junior and senior members, it relies on the goodwill of its members for maintenance and upkeep. The property is rated as Business Ordinary and is not exempt from Ordinary Rates.

Kano Jujutsu Institute Limited is not listed under Schedule 1 of the QPRC Donations policy; for annual rates donations. Council is next due to review Schedule 1 for the 2020/2021 financial year. Whilst Kano Jujutsu is registered as a non-profit company with ASIC, it is not registered with the Australian Charities and Not-for-Profit Commission.

Council resolved to grant a one-off 50% rebate on the General Rates on the property in 2018/19. The total value of the Ordinary Business Rates in the current 2019/20 financial year is \$4,506.85.

Implications

Policy

The relevant section of the QPRC Donations Policy States that:

“Category ‘C’ Funding – rates, fees and annual charges

(b) Council may, at its discretion, consider upon application a one-off rates rebate for sporting, recreational and other community organisations.

**9.6 Request for Donation for Rates Relief (Ref: ; Author: Monaghan/Robinson)
(Continued)**

(c) Eligible organisations in (b) above must demonstrate that such donations will enable a particular purpose or project to be undertaken that meets QPRC's strategic objectives.

(d) Eligible organisations in (b) above may receive a rebate of up to 100% of Council's rates and charges, depending upon their level of eligibility

(e) Council will consider the waiving of fees and charges for not-for-profit community organisations and s.355 committees on a one-off basis for development application fees and associated charges (see Schedule 2 for a full list of relevant fees and associated charges).

(e) Annual charges for waste, water and sewerage services, where these services are available, will be levied in accordance with Council's pricing policies for these services. Community organisations may apply under the Annual Grants Program for a donation towards these costs."

Conclusion

It is suggested Council reject the application received from Kano Jujutsu Institute Limited on the basis that they are not registered with the Australian Charities And Not-for-Profit Commission.

The organisation received a 50% donation last financial year as a one off, and were asked to register with Australian Charities And Not-for-Profit Commission to be considered for future rate relief.

Attachments

Attachment 1 Donation Application - Kano Jujutsu (*Under Separate Cover*) -
CONFIDENTIAL

9.7 Investment Report - December 2019 (Ref: ; Author: Monaghan/Solway)

File Reference: 43.3.1

Summary

In accordance with the *Clause 212 of the Local Government (General) Regulation 2005*, this Investment Report is presented to Council on a monthly basis. This report presents the investment result for December 2019.

Recommendation

That Council:

1. **Note the investment income for December 2019 was \$205,925.**
 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. **Receive the Investment Report for the month of December 2019.**
-

Background

Cash and Cash Equivalent Investments

A list of Council's cash and investments as at 31 December 2019 is detailed in the attached Investment Report Pack.

Over the last 12 months, Council's portfolio produced an annualised rate of return of 3.87%, outperforming the benchmark Bank Bill Index by 2.37%.

As at 31 December 2019, the principal amount invested was \$192,707,993 and the year to date return was \$3,020,580 which is 71% of Council's revised annual budget. As part of the September Quarterly Budget Review, the annual budgeted return on investments was increased by \$500,000.

Market Update

The average 30 day BBSW rate for December 2019 was 0.87%.

The RBA decided to keep the cash rate at 0.75% in December. The RBA remains ready to cut the cash rate further if needed, but wants more economic data to assess whether its policy measures (three rate cuts since June) and government initiatives including the July 1 tax cut are going to boost household spending.

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

The TCorpIM Medium-Term Growth Fund suffered a negative return in December 2019. The Fund contains 58% defensive assets.

**9.7 Investment Report - December 2019 (Ref: ; Author: Monaghan/Solway)
(Continued)**

Implications***Legal***

Council's investments as listed in Table 2 of the attached Investment Report Pack comply fully with section 625 of the *Local Government Act 1993*, clause 212 of the Local Government General Regulations 2005, and Council's Investment Policy.

Certified by Kate Monaghan, Responsible Accounting Officer, 13/01/2020

Policy

The Investment Policy was adopted by Council on 22 May 2019 and is next due for review in May 2020.

Financial

As at 31 December 2019, the 2019/20 Financial Year investment return amounted to \$3,020,580. The investment returns are added to the associated restricted funds (e.g. development contributions) that form Council's investment portfolio.

Attachments

Attachment 1 Investment Pack - December 2019 (*Under Separate Cover*)



9.8 Drought and Bushfire Assistance (Author: Tegart/Ferguson)

File Reference: 52.3.1

Summary

Council resolved in December 2019 to provide financial and in-kind relief measures to farmland and related business property owners affected by drought and bushfire in its Local Government Area. This report is presented to outline processes and additional measures to support the decision of Council at that meeting.

Recommendation

That Council:

1. **Note the report.**
 2. **Fund the hire fees of the Braidwood Showground for the duration of the BlazeAid operation.**
 3. **Write to the Minister for Local Government requesting exemption from section 356 of the *Local Government Act 1993* allowing Council to provide immediate financial relief to private individuals for the purpose of:**
 - a. **Subsidising private works relating to dam cleaning and reinstatement of property lost in the 2019/20 bushfires, and**
 - b. **Covering the waste disposal fees for general building waste and debris generated as a direct result of the fire, subject to that material not being contaminated with any form of asbestos matter and where the costs are not otherwise recoverable by the owner through insurance or other external funding sources.**
 4. **Adopt a draft program of financial assistance measures for:**
 - a. **a subsidy for rebuilding destroyed homes and infrastructure in relation to DA/development fees and building inspections and**
 - b. **\$470 one-off rates rebate for all rates assessments where homes have been destroyed or rendered uninhabitable.**
 5. **Place the draft program of financial assistance on public exhibition for 28 days and report to the March Council meeting for adoption.**
 6. **Utilise the \$1m bushfire assistance from the Commonwealth Government to offset the assistance measures outlined in 2-4 above**
 7. **Determine the application of bushfire funding provided by the Commonwealth and NSW State Government.**
-

9.8 Drought and Bushfire Assistance (Author: Tegart/Ferguson) (Continued)

Background

At its meeting on 18 December 2019, Council adopted a number of relief measures (Minute No. 441/19) which included:

- a cash donation of \$10,000 to the Braidwood Community Help Fund set up under the auspices of the Braidwood Community Bank and the Braidwood Life Centre to distribute to farming families affected by drought and bushfires, and to support assistance required by BlazeAid
- conducting a social event for the farming community in 2020
- providing complimentary tickets to QPRC season shows at The Q Theatre and/or entrance to QPRC swimming pools for the remainder of 2019/20
- subsidising private works on farm properties related to fire and dams reinstatement
- temporary measures to redistribute portion of rates from farmland rate category across the other categories in 2020/21.

A Mayoral Minute to this meeting also proposes providing additional financial support, as a consequence of cancelling the Australia Day fireworks.

The following sub-sections provide an update on the progress and implementation of these measures.

1 Contribution to Braidwood Community Help Fund and BlazeAid

Council has provided \$10,000 to the Community Help Fund, half of which has been directed to support BlazeAid setting up its operations at the Braidwood Showground. There are currently around 30 vehicles at the Showground and it is expected that the BlazeAid volunteers will continue camping there for the next two to three months.

BlazeAid has asked if the hire fees of the Showground could be waived for the duration of their stay. The Braidwood Showground Reserve Trust s.355 Committee has indicated that it would charge a group hire fee of \$2,000 per week (including full use of the facilities) for camping of this magnitude, making a total of \$24,000 for three months.

The BlazeAid volunteers are cleaning the two toilet blocks and the Showground Pavilion, and have offered to paint the inside of the Pavilion's roof in their downtime. The OSMS has been pumped out by Council.

2 Social event for the farming community

This event will be held on 5 February 2020 at 6.00pm at the Braidwood Showground, in conjunction with the Tom Curtain Show. Further details will be announced shortly.

3 Complimentary tickets to The Q Theatre and entrance to QPRC swimming pools

Offers of tickets to QPRC season shows at The Q Theatre, and entrance to Council's pools for the 2019/20 season, have been publicised by way of a letter to the owner of each farmland property posted prior to Christmas.

4 Subsidise private works related to fire and dams reinstatement on farm properties

Council has already received some enquiries from farmers about how to access this assistance.

Under s.356 of the *Local Government Act 1993* which refers to providing financial assistance to a private person, Council is required to either give 28 days' public notice of the proposed

9.8 Drought and Bushfire Assistance (Author: Tegart/Ferguson) (Continued)

financial assistance before passing a resolution, or include a financial assistance program included in the Operational Plan (which also requires 28 days public notice prior to adoption).

Refer: <https://www.legislation.nsw.gov.au/#/view/act/1993/30/chap12/part1/sec356>

Given the combined nature of the drought and bushfire situation and the urgent need to clean out empty dams before it rains, it is recommended that Council seek Ministerial exemption to allow this specific work to be done as quickly as possible. The cost to Council is not known at this stage and would need to be determined through an assessment of the level of demand.

5 Temporary measures to redistribute portion of rates from farmland rate category across the other categories in 2020/21

Council is currently reviewing its rating structure as part of the Rates Harmonisation Project and any reductions in the farmland category will be considered as part of that overall review. Rating structure options are currently being workshopped by Council's Community Reference Panel.

It should be noted that other rating categories would be temporarily increased to cover any temporary reductions in the farmland rate. This particular aspect will be included as a specific question to the Panel and will be reported to Council in February 2020.

Further advocacy is underway to the Government to provide rebates or rating relief.

6 Additional Assistance from QPRC

In 2017, Council offered a number of support measures to help residents of Carwoola when they sustained loss and damage to homes and property in a bushfire at that time. It is recommended that similar measures be offered to those impacted by the current bushfires. The proposed assistance includes:

- I. The opportunity for those property owners whose home had been destroyed or substantively damaged to apply for postponing of rates for up to two years through the QPRC Financial Hardship and Assistance Policy.
- II. Pay a one-off rates rebate of \$470, equal to the general waste and waste services charges for 12 months, noting that this charge applies to vacant land and occupied land.
- III. The following application fees associated with the construction of a replacement dwelling or partial rebuild of a substantively damaged dwelling be met by the Council:
 - a. Development application fees under the Environmental Planning and Assessment Act
 - b. Section 68 Activity application fees under the Local Government Act
 - c. Any applicable notification fees.
- IV. Council approach State Government about waiving the long service levy and planning levy fees payable at the time of lodging a development application for a replacement dwelling house for the current owner of the land.
- V. For a period of two months from the date of the fire, Council cover the charge at its Braidwood Waste Transfer Station for the disposal of general waste and debris

9.8 Drought and Bushfire Assistance (Author: Tegart/Ferguson) (Continued)

generated as a direct result of the fire, subject to that material not being contaminated with any form of asbestos material, and where the costs are not otherwise recoverable through insurance or other external grant funding.

With regard to Point III above, pending advice from NSW DPIE, where there is an existing development approval for a dwelling, Council may have the option to only require a construction or complying development certificate for the new dwelling. Building Code of Australia and relevant bushfire (BAL) construction standards would apply.

As the above recovery assistance measures constitute the provision of financial assistance to private individuals, Council must comply with the provisions of s.356 of the *Local Government Act 1993*, as mentioned earlier in this report.

For longer-term assistance measures, it is recommended that Council resolve to amend the 2019/20 fees and charges by including a subsidy for rebuilding destroyed homes and infrastructure in relation to DA / development fees and building inspections. The draft amended document would need to be placed on public exhibition for 28 days prior to adoption.

Implications***Legal***

The rebuilding of lost or damaged homes and infrastructure is subject to the current LEP and development control provisions.

Policy

The current NSW requirements are that any dwelling (or class 10 building such as sheds and garages located within 10m of a dwelling) located within a mapped bushfire hazard area, as indicated on the gazetted bushfire prone map, must consider bushfire attack as a risk. Bushfire risk assessments are carried out in accordance with the requirements of the RFS document *Planning for Bushfire Protection, 2006*. These assessments take into consideration the type and location of any vegetation and slope under the vegetation to produce a Bushfire Attack Level (BAL Level) for the building. There are six levels: BAL Low, BAL12.5, BAL19, BAL29, BAL40 and BAL Flame Zone.

Once the assessment has determined what BAL level the building needs to be constructed to, Australian Standard 3959- *Construction of Buildings in Bushfire Prone Areas- 2009* states how that level of construction can be achieved. In addition to the construction requirements of AS3959, Council is also required to assess and condition other aspects of the development which may impact on bushfire hazard including; water supply arrangements, asset protection zones, landscaping and property access. These requirements come directly from Planning for Bushfire Protection.

Financial

The Commonwealth Government announced a \$2 billion package comprising:

- 20 Service Australia pop-ups to help with accessing payments and resources
- Debt recovery to be suspended for two months in fire zones
- Producer grants for restocking and fences
- Small business grants
- Mental health support
- Direct branch of government to aid with rebuilding works.

The Commonwealth Government also announced an immediate \$1m to fire-affected LGAs, including QPRC, to be expended on employing staff for recovery, fixing damaged facilities,

9.8 Drought and Bushfire Assistance (Author: Tegart/Ferguson) (Continued)

public events, future resilience including upgrades to evacuation centre etc. Some early suggestions include:

- a. offset the assistance measures outlined in the report
- b. offset costs of community event
- c. economic stimulus/marketing campaign to Bungendore and Braidwood
- d. engage a dedicated economic development/tourism resource to Braidwood and Bungendore
- e. 'shop local' loadable card
- f. D&S Motors refurbishment
- g. Braidwood pool rehabilitation
- h. fit out the recovery centre and repairs to the evacuation centre in Braidwood
- i. rehabilitate Nerriga Rd/Main Street and culverts from quarry turn off (east) to Oallen Rd turn off (west).

In a further announcement on 14 January, the Prime Minister has made grants of up to \$75,000 to farmers in bushfire-affected areas. These grants are similar to those made available in Far North Queensland after the floods last year.

The NSW Government has also announced \$1 billion to rebuild bushfire affected communities. The funds will be directed towards repairing and rebuilding damaged infrastructure such as roads, rail lines, bridges, schools, health clinics and community facilities.

The \$1 billion is additional to the \$200 million already committed by the NSW Government.

General Waste Gate Fee costs

It is difficult to estimate the cost of waiving the gate fee to the waste transfer station as the volume of waste that may be delivered to the transfer station is unknown. Waste materials that include asbestos (i.e. most homes built before the mid 1980s) cannot be accepted at any Council waste facility. The owner will need to make separate arrangements for disposal of asbestos contaminated building debris through their insurer.

NSW PWA and EPA are understood to be coordinating inspection, demotion and waste removal from fire damaged sites. The preference is to bypass local waste transfer stations and transport waste direct to accredited facilities (Windellama, Woodlawn). Residents utilising the local waste stations will be required to show they are a resident or landowner in the fire affected area. Council may need to arrange specific times for delivering materials to the transfer station if required, to ensure the centre has the resources in place to deal with the materials being brought in.

Conclusion

Council resolved in December 2019 to provide a number of relief measures to drought and bushfire affected families in its Local Government Area. This report informs Council of the progress to date in implementing those measures. A number of Commonwealth and State Government grants will be utilised to assist in the recovery process.

Attachments

Nil

10.1 Commencement of Risk Audits for On-site Sewerage Management Systems in former Queanbeyan area (Ref: ; Author: Thompson/Abbott)

File Reference: 24.4

Report

Council adopted the On-Site Sewage Management (OSSM) Policy on 8 August 2018. This Policy aims to ensure that all on-site sewage management systems in the QPRC area comply with legislative requirements and are not causing an environmental or public health concern.

Under section 68 of the NSW *Local Government Act 1993*, approval is required to operate a system of sewage management. QPRC is the approval authority for on-site sewage management (OSSM) systems within the QPRC LGA. All wastewater (sewage) in non-sewered areas is to be directed to an on-site sewage management system for treatment.

The Policy provides that each property with an OSSM is given a risk rating depending on the potential risk the device presents to the environment and public health. In determining the risk classification, and subsequently the approval period for each sewage management facility, Council takes into consideration the following factors:

- Distance from nearest body of water (vicinity of system to rivers, creeks, drainage depressions and dams increases the risk of contamination in the event of failure);
- Area of land (ie residential blocks are higher risk sites than rural properties);
- Soil type (affects moisture absorption ability);
- Distance to downhill boundaries (affects potential for off-site impacts);
- Number of bedrooms/occupants of premises (affects potential load on the system and risk of failure);
- Landfall/slope (affects potential spread of contaminated water);
- Level of groundwater/nearest bore (potential to contaminate groundwater);
- Arrangements for stormwater diversion (whether a diversion bank/drain is installed and the likelihood of stormwater entering the system area);
- Type of system proposed/in use (affects potential for a contamination event);
- Proximity to human activity (closer vicinity increases the contamination risk).

The program adopted in the OSSM Policy means that OSSM's are inspected and reissued with an approval every 2 years in the case of high risk systems, and every 5 years for medium or low risk systems. The costs of running the program are recovered by a \$220 fee included as a separate charge on resident's rates notices spread over the 2 or 5 year period depending on the risk allocated. The fee incorporates both the inspection and approval functions.

This program has been in place for the former Palerang Council area of QPRC and has worked well for the approximately 5,000 premises utilising OSSM's. The intention is to now extend that program to the premises with OSSM's in the former Queanbeyan City Council (QCC) area.

Before doing so, staff need to undertake an OSSM risk assessment of the approximately 750 properties to determine the risk level for each premises and are preparing to undertake this initial risk audit. Engagement with property owners has commenced, with an information sheet advising of the inspection and risk assessment program. This will be sent to all former QCC

10.1 Commencement of Risk Audits for On-site Sewerage Management Systems in former Queanbeyan area (Ref: ; Author: Thompson/Abbott) (Continued)

properties with an OSSM system and will include general information about OSSM systems, the inspection process, approval costs and the program timeline. A copy of the flyer is attached for information.




To date the former QCC properties with existing OSSM's have not paid for the program and very few inspections have been undertaken. As such once inspections have been carried out and risk categories allocated, the rates notice issued in July 2020 will be the first time these former QCC property owners have been charged. This has the potential to create objections from residents in the area, as they will be subject to the current fee of \$220 for inspection (spread over 2 or 5 years) and a new approval.

The On-site Sewerage Management Policy can be found on Council website at:
<https://www.qprc.nsw.gov.au/Resources-Documents/Adopted-QPRC-policies>

Recommendation

That the report be received for information.

Attachments

Attachment 1  OSSM Risk Assessment Newsletter for Residents (*Under Separate Cover*)

10.2 Integrated Planning 2020-21 (Ref: ; Author: Tegart/Tozer)

File Reference: 51.1.1

Report

In accordance with the *Local Government Act NSW 1993* and the requirements of the Integrated Planning and Reporting Framework, Council is required to prepare an Operational Plan, Fees and Charges and Revenue Policy for the 2020-21 financial year. The Operational Plan will be based on the already adopted Delivery Program 2018-21.

While significant community engagement was undertaken in 2017-18 to inform the Delivery Program, Council is required to engage with the community during the development of the Operational Plan 2020-21.

The following timeline has been developed to provide councillors and the community with an understanding of the process over the coming months.

January-March 2020	Internal work on budgeting and fees and charges.
1 April 2020	Workshop with councillors on draft budget and fees
22 April 2020	Draft Operational Plan, Fees and Charges and Revenue Policy for 2020-21 presented to Council to go on public exhibition. Report will also include community consultation schedule for the period.
24 April-1 June 2020	Draft documents on public exhibition
10 June 2020	Workshop with councillors regarding submissions received on draft Integrated Plans
24 June 2020	Council to adopt final plans

During the exhibition period, Council will hold community meetings in Braidwood, Bungendore and Queanbeyan where the draft documents will be included on the agenda.

If required, a report will also be presented to Council regarding changes to the Delivery Program 2018-21. In accordance with the Integrated Planning and Reporting Framework, Council is required to review the Delivery Program each year and highlight any changes. Significant changes to the Delivery Program will result in the document having to be placed on public exhibition for a minimum of 28 days.

Additionally, Council is required to prepare an End of Term Report which demonstrates Council's progress in achieving the aspirations of the community as outlined in the Community Strategic Plan. The End of Term Report must be presented to Council by August 2020 ahead of the September 2020 elections.

Recommendation

That the report be received for information.

Attachments

Nil

10.3 Bushfire Recovery (Ref: ; Author: Tegart/Tegart)

File Reference: 52.3.1

Report

Deputy Premier and Minister for Regional NSW, John Barilaro, has been appointed by the Premier as the Minister responsible for disaster recovery, leading recovery efforts following the recent bushfires.

Regional Recovery

In addition to the impacts of the ongoing drought, QPRC has recently been affected by the North Black Range, Charleys Forest and Jinden fires. Coastal and alpine areas of the south east have also been severely impacted as a result of other fires, in terms of loss of life, property, business, tourism, infrastructure and biodiversity.

Key infrastructure such as the Kings Highway, Nerriga and Araluen Roads had either been damaged or closed due to fire. Only the Araluen Road now remains closed due to active fire.

A telecon was held with SERCON and GMs in the region on 3 January 2020, which now forms the Regional Recovery Committee, together with regional agency heads. The Office of Emergency Management (OEM) and recovery teams were visiting each LGA this week. Dick Adams has been appointed Regional Coordinator, and Andrew Colvin the Commonwealth Coordinator, while Jerry Nockles will assist the federal response in the region. A further telecon was held on 10 and 17 January. Mr Adams and Mark Conlan (OEM) visited QPRC on 16 January to debrief damage, access, recovery issues and priorities in the LGA.

Opportunities to *synergise* (e.g. with Snowy 2.0), *optimise* (e.g. 'build back better' infrastructure) and *leverage* (e.g. drought / bushfire relief and infrastructure stimulus) should be considered.

The operational and strategic focus will be based on: recovery, rebuild, resourcing and resilience. With over 1000 dwellings lost in the south east, an enormous demolition, removal, approvals and construction task lay ahead (see attached map).

Communications, mental health and wellbeing, waste (particularly containing asbestos), business and tourism, infrastructure and agriculture/livestock teams will be established. The ADF reserves have been commissioned by the Prime Minister to provide evacuation and recovery assistance.

The CRJO may assist with researching and coordinating business and tourism recovery efforts, training and source funding.

Requests have been received from coastal councils to lift the 15t load limit to Oallen Ford Road and limitations on Nerriga Road, to enable freight access to the Windellama and Woodlawn waste facilities. While supported in principle, discussions are underway with Government to seek funding to rehabilitate those road sections damaged by that freight task.

Local Recovery

The impact of the recent bushfires and ongoing drought will be felt by the communities in QPRC, particularly Braidwood, outlying villages and farming properties, for a lengthy period of time. Considerable time and resources will be required to assist with the recovery effort and

10.3 Bushfire Recovery (Ref: ; Author: Tegart/Tegart) (Continued)

the rebuilding of homes, sheds and other infrastructure that have been lost or damaged. Community support, particularly through volunteer charitable organisations and NGOs has been outstanding. Businesses such as the Nerriga Hotel have been central to the evacuation and recovery effort.

The Mayor, local Member John Barilaro and CEO visited the towns of Nerriga, Braidwood and Araluen to discuss community issues and outline assistance and recovery processes. The Governor-General also visited Braidwood and Araluen, and the BlazeAid camp on 13 January.

A schedule of potential clearing and infrastructure works has been compiled for tasking to the ADF while in the region.

A preliminary scope and estimate of works to be undertaken on infrastructure and claimed under disaster funding will be prepared for OEM.

The Local Emergency Management Committee (LEMC) has established a Local Recovery Committee, which met for the first time on 15 January 2020 and will meet weekly thereafter, with the Mayor as chair. This Committee comprises a number of Government agency and QPRC staff representatives, however the membership may change as recovery needs are identified and addressed. The community will play an important role in the recovery process to ensure priorities are identified and available resources are used as effectively as possible.

The Local Recovery Committee will focus on the following actions:

- Planning and development applications for rebuilding structures destroyed by bushfire
- Temporary structures and interim dwelling process
- Communications
- Restoring phone and internet services
- Fencing repair and replacement
- Cleaning out fire retardant affected areas, e.g. water tanks
- Process for receiving and distributing donations
- Evacuations
- Removal of asbestos/illegal structures
- Local and regional assistance requests
- Wellbeing of residents and QPRC employees
- Managing fundraising offers for events, concerts and get-togethers

A recovery centre will be set up in the Braidwood Meeting Room (old library) in Park Lane, with a phone (6285 6789), IT access and an email address (recovery@qprc.nsw.gov.au). Among the first tasks for staff working in this centre will be to prepare a communications plan for recovery matters.

Resources

LGNSW is assisting the coordination of professional, technical and operator resources from metro councils to assist fire affected LGAs in regional NSW. LGNSW is also assisting with protocols to guide staff health, work activity and closure of facilities during hazardous air quality conditions. An offer has been made by QPRC to assist smaller councils with technical staff around health, building and engineering skills, as was the case with the Tathra fires. Options to secure building inspectors, EHO and other staff will be explored.

A Local Government Bushfire Recovery Support Group has been established to assist council disaster recovery and support operations in local communities. The service, established by the Office of Local Government in partnership with the City of Sydney, Sydney Resilience

10.3 Bushfire Recovery (Ref: ; Author: Tegart/Tegart) (Continued)

Office and Local Government NSW, is designed to match offers of assistance from non-bushfire affected councils to communities in need.

The NSW Government, on behalf of all local councils, has commissioned national not-for-profit organisation GIVIT to co-ordinate the donation of much-needed goods and services in bushfire-affected communities across the State. GIVIT provides a virtual warehouse which captures public and corporate pledges of assistance online, and is used to buy essential items from local businesses to help generate local economic recovery.

Fact sheets on assistance for community, business and councils, and FAQs for customer service staff will be provided by OEM. QPRC has published an online resource capturing government and Council assistance to drought and bushfire residents, business and owners. <https://www.qprc.nsw.gov.au/Bushfire-and-Drought-assistance>

An online register of external and pro bono assistance from legal, bank/financial and accounting firms for example, will be established by the Recovery Team.

Recommendation

That the report be received for information.

Attachments

Attachment 1 Bushfire Damage Map (*Under Separate Cover*)



11.1 Minutes of the QPRC Heritage Advisory Committee Meeting held 19 December 2019 (Ref: ; Author: Thompson/McCauley)

File Reference: QPRC Heritage Advisory Committee – 26.5.1-08

Summary:

The Minutes of the QPRC Heritage Advisory Committee of 19 December 2019 are presented to Council for consideration.

Recommendation

That Council:

1. Note the minutes of the QPRC Heritage Advisory Committee held on 19 December 2019.
2. Adopt recommendations QPRC HAC 13/19 to QPRC HAC 15/19 from the meeting held on 19 December 2019 being:


QPRC HAC 13/19 That in the event that Charleyong Bridge is offered to Council by NSW Roads and Maritime Services (RMS):

- a) Council request the funding that RMS has allocated for the demolition of Charleyong Bridge be transferred to Council to assist with the ongoing maintenance of the bridge into the future;
- b) Council request that sufficient land around the Charleyong Bridge be provided to Council for public access.

QPRC HAC 14/19 That in the event that Charleyong Bridge is demolished, that Council support the original recommendation of the QPRC Heritage Advisory Committee (QPRC HAC 005/18): *“That Council write to the RMS to ascertain access to the Charleyong Bridge timbers for the restoration of Foxlow Bridge in the event that the Charleyong Bridge is demolished.”*

QPRC HAC 15/19 That Council supports the interpretive signage for Charleyong Bridge and requests that Council has input into the style, content, design and location of the signs with RMS.

Attachments

Attachment 1  QPRC Heritage Advisory Committee Minutes 19 December 2019 (*Under Separate Cover*)

11.2 Greenways s.355 Committee Minutes (Ref: ; Author: Tegart/Ferguson)

File Reference: 52.3.3


Summary:

The Greenways s.355 Committee has submitted for Council's information the minutes of its meeting held on 9 December 2019.

Recommendation

That Council note the minutes of Greenways s.355 Committee's meeting held on 9 December 2019.

Attachments

Attachment 1  Greenways s.355 Committee meeting minutes 9 December 2019 (*Under Separate Cover*)

11.3 Audit, Risk and Improvement Committee Meeting Minutes 25 November 2019
(Ref: ; Author: Warne/Cakalic)

File Reference: ECM 45.3.1

Report

This report provides the minutes of the Audit, Risk and Improvement Committee (ARIC) meeting of 25 November 2019, as approved by the Committee Chair.

The objective of the Committee, as stated in its charter, is to provide independent assurance and oversight in relation to risk management, internal control, external accountability, legislative compliance, internal audit, external audit and process improvement.

Information was provided to the ARIC on the following items:

- Risk management for major projects – Queanbeyan Head Office and Smart Hub
- Review of Strategic Risks
- QPRC Financial Statements 2018-19
- QPRC Transition
- 2019-20 Insurances
- CFO Financial Status report
- Feedback on the IIA – Australia Local Government Assurance Forum
- OCM internal audit activities
- QPRC Internal Audit Charter
- Status of audit recommendations

The Committee's consideration of and resolutions on the above matters were as outlined in the attached minutes.

Recommendation

That the minutes of the Audit Risk and Improvement Committee be noted.

Attachments

Attachment 1 ARIC Meeting Minutes 25 November 2019 (*Under Separate Cover*)



11.4 Vacancy - Braidwood and Curtilage Heritage Advisory Committee (Ref: ;
Author: Thompson/Carswell)

File Reference: 26.5.1-07

Summary

The terms of reference for the Braidwood and Curtilage Heritage Advisory Committee provide that one member shall be a representative of the Braidwood and Villages Tourism Inc (Braidwood Tourism). Recently the existing representative from Braidwood Tourism resigned from the Committee. Consequently, the Braidwood and Villages Tourism Inc. were written to seeking a replacement and it is recommended that the nominee be appointed as a member of this Committee.

Recommendation

That Council appoint the submitter of the Expression of Interest in Attachment 1 as a member of the Braidwood and Curtilage Heritage Advisory Committee.

Background

Recently the representative from the Braidwood and Villages Tourism Inc. on the Braidwood and Curtilage Heritage Advisory Committee resigned from the Committee. Consequently the Braidwood and Villages Tourism Inc. were written to seeking a replacement. As a result Council has received an Expression of Interest from a member of Braidwood and Villages Tourism Inc. (Attachment 1).

Implications

Policy

The appointment of this member of the Braidwood and Villages Tourism Inc. is consistent with the terms of reference for the Braidwood and Curtilage Heritage Advisory Committee.

Social / Cultural

This Committee considers a wide range of heritage matters under its terms of reference, many of which are important to the Braidwood community from a social and cultural perspective including tourism.

Strategic

The Braidwood and Curtilage Heritage Advisory Committee role includes providing advice on heritage issues of a strategic nature within the Braidwood and Curtilage Area.

Engagement

This Committee plays an important part in Council's engagement of the Braidwood community on heritage matters.

Integrated Plan

Heritage is one of the programs within the Land-Use Planning Branch.

11.4 Vacancy - Braidwood and Curtilage Heritage Advisory Committee (Ref: ; Author: Thompson/Carswell) (Continued)

Conclusion

After reviewing the Expression of Interest in Attachment 1 the nominee is considered to have appropriate skills and interest to make a positive contribution to the Committee. As such, it is recommended that the nominee be appointed to the Braidwood and Curtilage Heritage Advisory Committee.

Attachments

Attachment 1 Expression of Interest – Membership – Braidwood and Curtilage Heritage Advisory Committee (*Under Separate Cover*) - **CONFIDENTIAL**

13.1 Delegates' Reports (Ref: ; Author: Ferguson/Ison)

File reference: 52.3.1

Summary

Delegates Reports are submitted by Councillors to report on key points of meetings, events and functions which they have attended during the past month, either as a Council delegate or as a nominee of the Mayor.

Recommendation

That Council note the Delegates' Reports.

Cr Pete Harrison		
No.	Meeting/Function/Event Attended	Summary of Key Points
1	Dargues Reef Community Consultative Committee meeting, 16 December 2019, including mine site visit.	<p>Bulk earthworks on the Tailings Storage Facility have been completed and lining has been commenced for commissioning in early February 2020. Commissioning of the above-ground plant has also commenced with the expectation that ore processing will commence early in the new year. Operations have, however, been impacted by the recent bushfires with both staff and equipment deployed to assist in the local fire fighting effort.</p> <p>The inaugural Community Grants program has been launched, with 21 applications and five grants subsequently awarded to local community groups. Applications for the next round will open in February 2020.</p> <p>Minutes of DRCCC meetings and other relevant documentation can be found on the Diversified Minerals website at: http://www.divminerals.com.au/dargues-gold-mine/community/community-consultative-committee/ Attachment 1: 05 DGM October 2019 Newsletter Attachment 2: 06 DGM November-December 2019 Newsletter</p>

Attachments

Attachment 1 05 DGM October 2019 Newsletter (*Under Separate Cover*)



Attachment 2 06 DGM November-December 2019 Newsletter (*Under Separate Cover*)



14.1 Responses to Councillors' Questions (Ref: ; Author: Ferguson/Ison)

File reference: 52.3.2

Report

This report provides responses to Councillors' written Questions on Notice as per the Code of Meeting Practice 2019. Some questions that were not closed prior to the new Code have been retained in the table.

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

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

Recommendation

That the report be received for information.

Attachments

Attachment 1 Responses to Councillors Questions (*Under Separate Cover*)



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

15 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

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

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

Recommendation

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

Item 16.1 Writing Off Water Usage Accounts due to Undetectable Leak - Bungendore

Item 16.1 is confidential in accordance with s10(A) (a) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 16.2 Writing Off Water Usage Accounts due to Undetectable Leak - Karabar

Item 16.2 is confidential in accordance with s10(A) (a) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.