



Ordinary Meeting of Council

25 March 2020

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 9.3 TO 14.1

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

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.3 OUTCOMES OF PUBLIC EXHIBITION OF SUTTON PLANNING
 PROPOSAL - LOT 3 DP 1074706, 202 GOOLABRI DRIVE,
 SUTTON

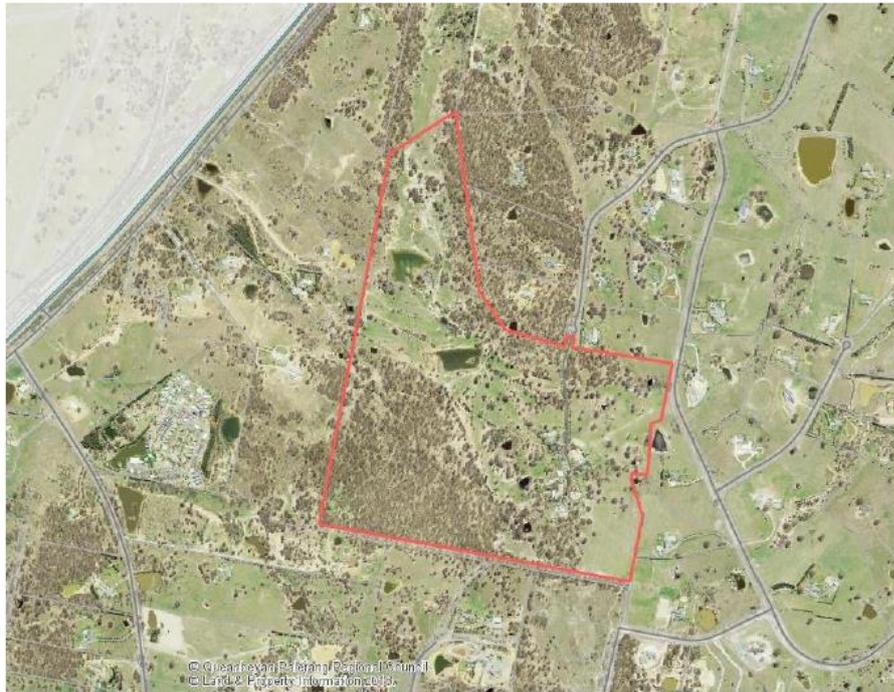
ATTACHMENT 1 EXHIBITED PLANNING PROPOSAL - LOT 3 DP 1074706,
 SUTTON



Planning Proposal

**Amend *Palerang Local Environmental Plan 2014*
to allow the subdivision of Lot 3 DP 1074706**

(revised October 2019)



Ref:

ECM – PROJ0035/11/6
PP_2016_QPREG_002

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

Revision No.	Description of amendment	Date of amendment
1	For Gateway determination	October 2014
2	Government agency submissions	October 2019

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Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

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Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

Introduction

The planning proposal seeks to amend Schedule 1 of the *Palerang Local Environmental Plan 2014* to allow a development application for the subdivision of Lot 3 DP 1074706 into no more than six residential lots, one of which will include the existing tourist/disused golf course/convention centre complex and a large area of native vegetation (approximately 27 hectares).

Reports for a non-potable water supply, on-site effluent disposal, flora and fauna, bushfire and Aboriginal cultural heritage were prepared for an earlier proposal for subdivision and these were included with the original planning proposal as relevant information, notwithstanding the difference in the proposed lot numbers between these reports and the planning proposal. Updated Bushfire, Aboriginal Cultural Heritage and Flora and Fauna assessments, were subsequently prepared to meet the initial comments provided by Biodiversity and Conservation branch (formerly OEH) of the Department of Planning, Industry and Environment and the NSW Rural Fire Service.

If the planning proposal is gazetted (amending the *Palerang Local Environmental Plan 2014*), an application for the subdivision of the lot will be need to be submitted to Council for consideration. The final number of lots and layout will be determined as part of the subdivision application having considered matters such as road and entrance design, the management of native vegetation, Aboriginal cultural heritage and the on-site disposal of effluent.

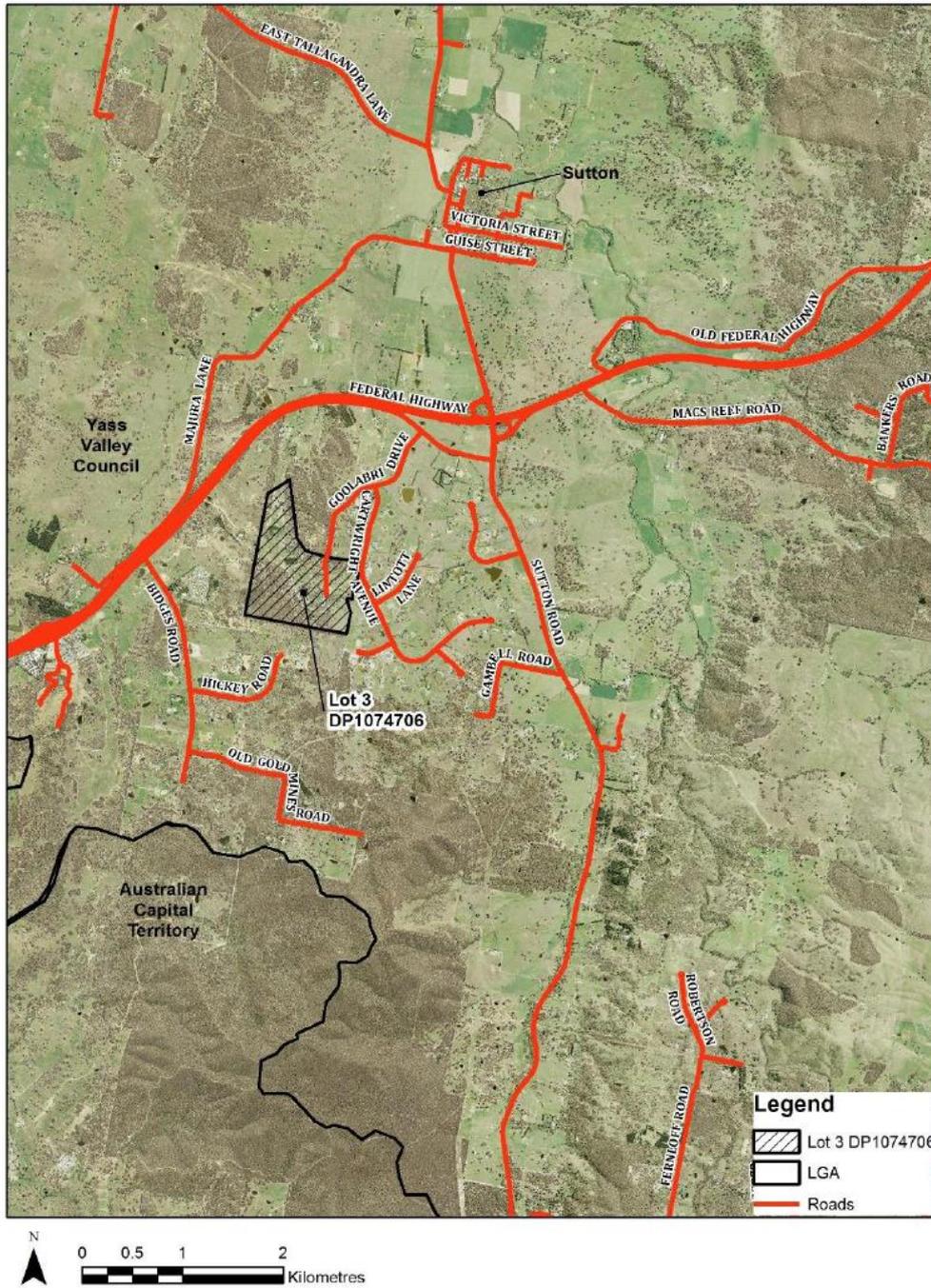
Description of the land

Lot 3 DP 1074706 is 94.51 hectares and is located in the locality of Sutton. It is accessed from Goolabri Drive and Cartwright Avenue which connect via a service road to the Federal Highway and Sutton Road and is approximately fifteen minutes from Canberra and Queanbeyan. The lot is zoned E4 Environmental Living under the *Palerang Local Environmental Plan 2014*.

The lot currently contains a convention centre complex, disused golf course, several dwellings, several small dams and a large area of Native vegetation. The land surrounding the lot is rural residential having been created as part of a subdivision in 2002 (an outline of this is provided below).

The land is gently undulating class 4 agricultural land (NSW Department of Primary Industries). Areas of native vegetation have been previously cleared except for an area in the south-western corner of the lot (approximately 56 hectares, proposed to form part of the residual lot as shown in map 3 below). There are no reticulated water or sewer services to Lot 3 DP 1074706 or the adjacent residential lots. The maps below show the location of Lot 3 DP 1074706 and the proposed subdivision layout (refer to the above note).

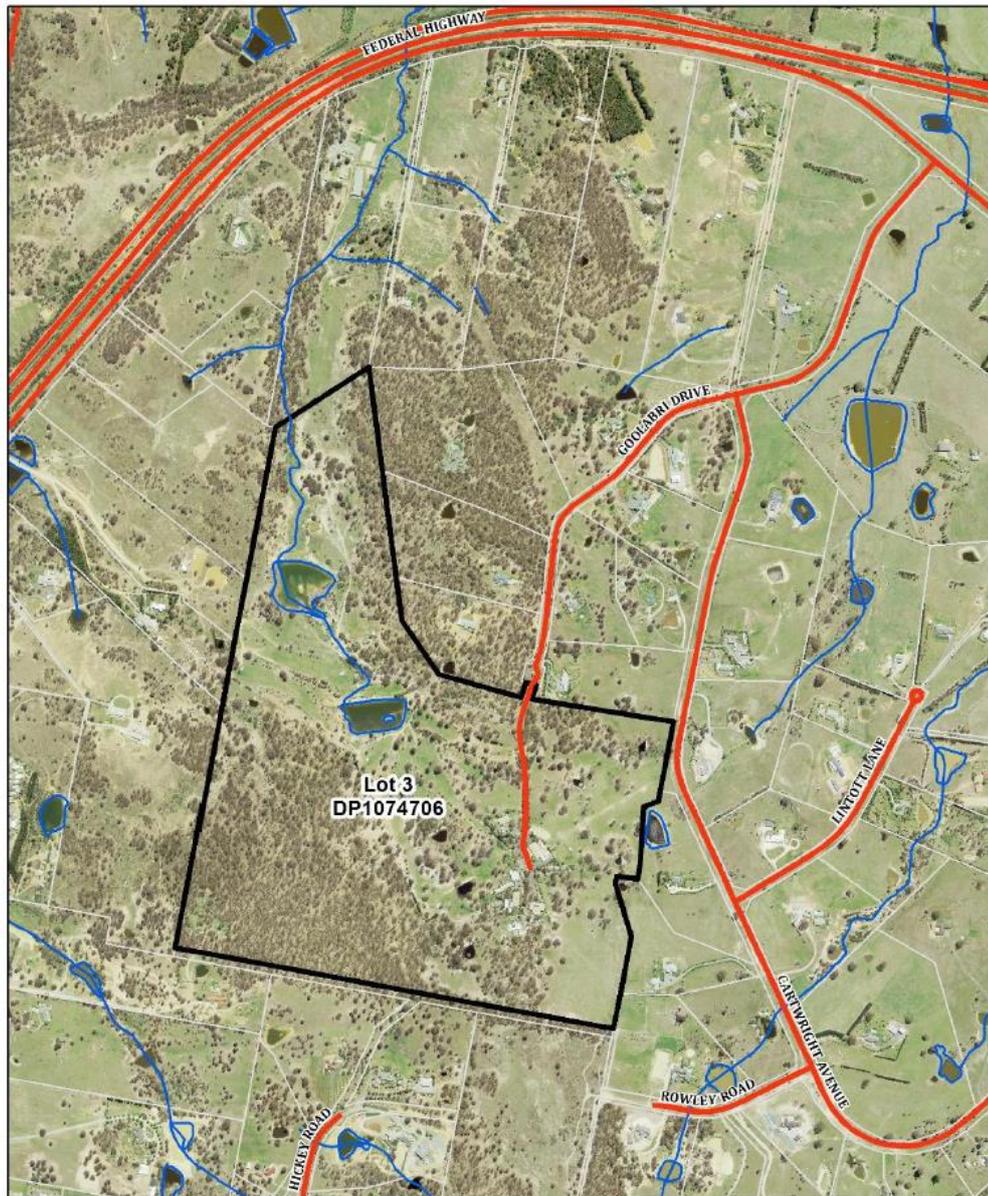
Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)



Map 1 The location of Lot 3 DP 1074706, (regional view)

Source Queanbeyan-Palerang Regional Council and NSW Land and Property Information

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)



Legend

-  Lot 3 DP1074706
-  Cadastre
-  Roads
-  Drainage lines



Map 2 The location of Lot 3 DP 1074706

Source Queanbeyan-Palerang Regional Council and NSW Land and Property Information

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

The map below indicates areas of potential future building envelopes and access roads. The map also indicates the areas identified by the Biodiversity and Conservation branch of the Department of Planning, Industry and Environment as areas of native vegetation that should be conserved.

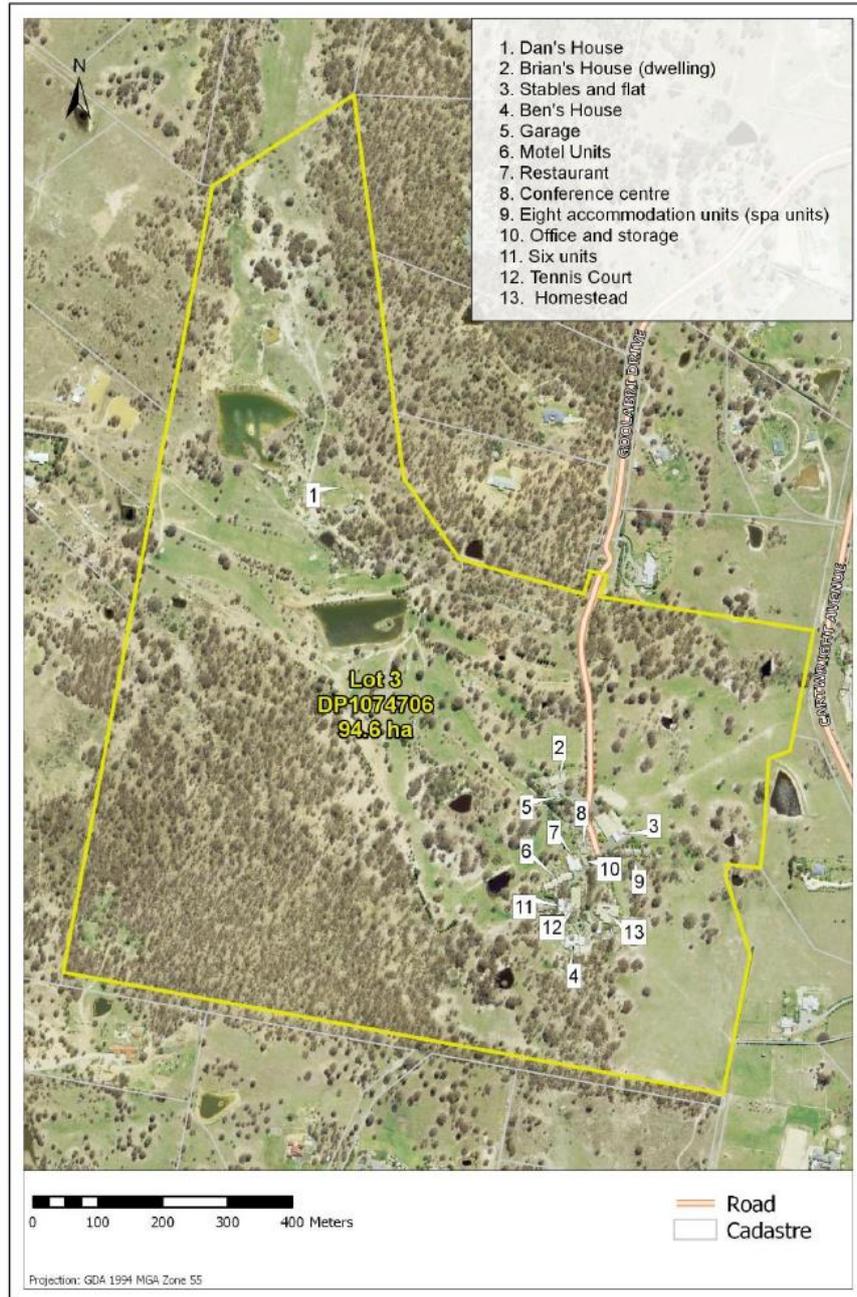


Map 3 Potential access and building envelop location

Source Based on maps provided by the Biodiversity and Conservation Branch and RFS

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

The maps below illustrate the current landuses on Lot 3 DP 1074706, its land use zone and minimum lot size under the *Palerang Local Environmental Plan 2014*.

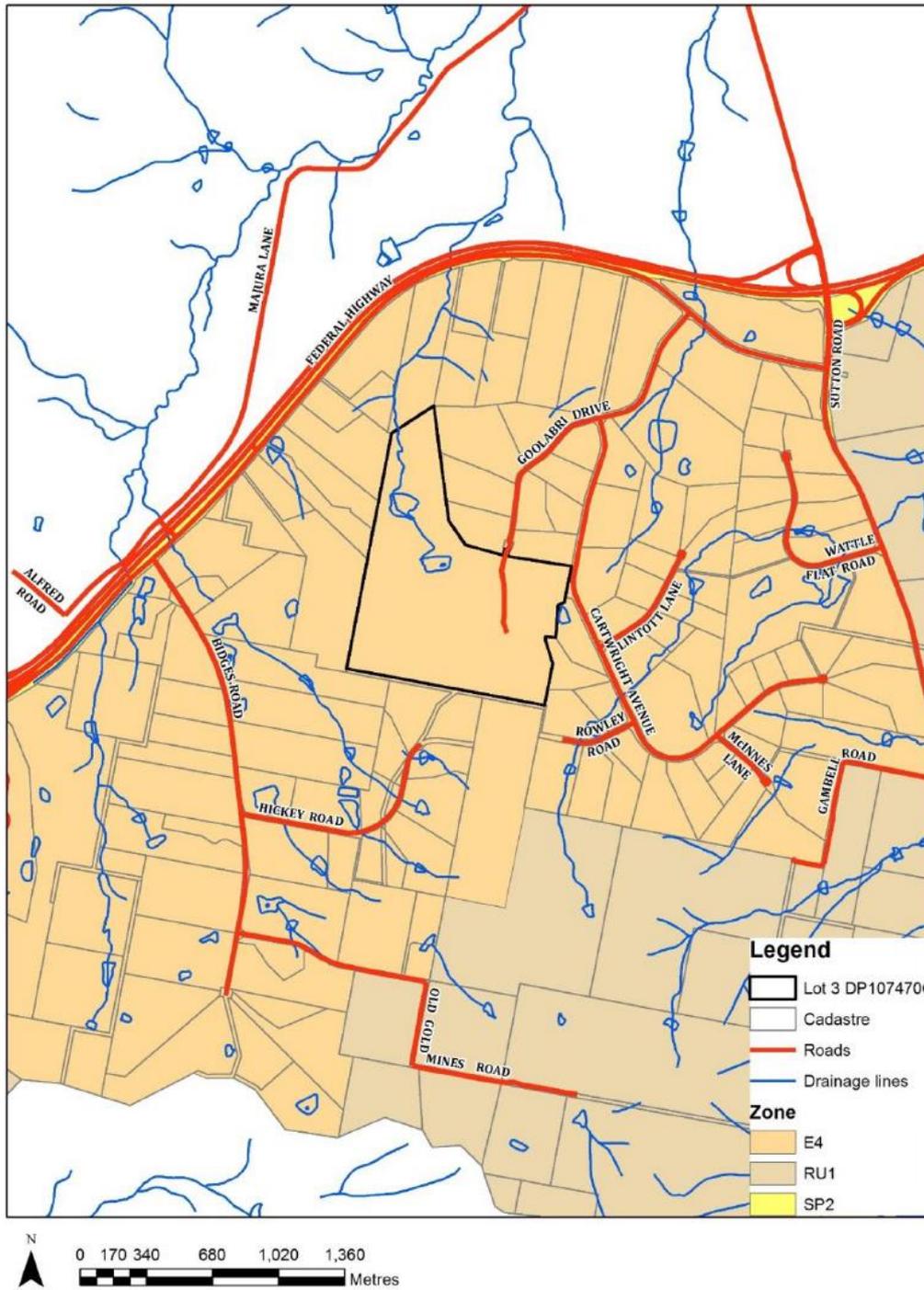


Map 4 Lot 3 DP 1074706 and its current landuses

Source Queanbeyan-Palerang Regional Council



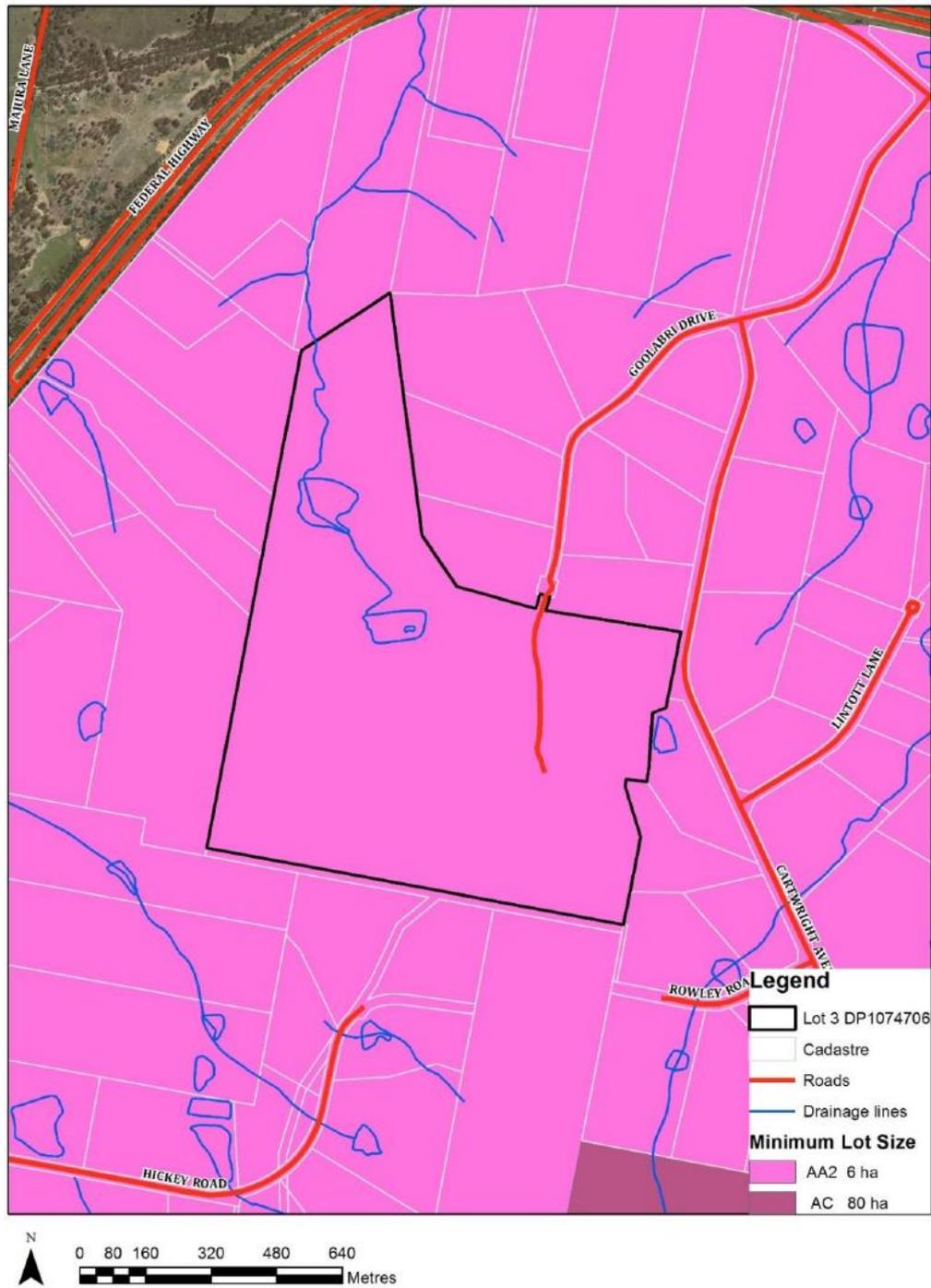
Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)



Map 5 Lot 3 DP 1074706 and the landuse zone

Source *Palerang Local Environmental Plan 2014, Land Zoning Map*

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)



Map 6 Lot 3 DP 1074706 and the minimum lot size

Source *Palerang Local Environmental Plan 2014, Lot Size Map*

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

Part 1 Intended outcome

Schedule 1 of the *Palerang Local Environmental Plan 2014* will allow the subdivision with development consent of Lot 3 DP 1074706 into no more than six lots which will include the existing tourist/convention centre complex. The existing E4 Environmental Living subdivision provisions will apply to the subdivision of the land.

Part 2 Explanation of provisions

The amendment of Schedule 1 of the *Palerang Local Environmental Plan 2014* will allow the subdivision, with development consent of Lot 3 DP 1074706 to create no more than six lots.

Part 3 Justification

Section A Need for the planning proposal

Question 1 Is the planning proposal a result of any strategic study or report

The planning proposal is not part of a strategic study or a report however, the subject lot is part of an existing rural residential area. The Rural Lands Study Report (p139) suggests that based on the uptake of rural residential lots in the western part of the former Palerang local government area that there is a need to plan for the creation of residential lots in the E4 landuse zone in similar numbers to the past decade.

Question 2 Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way

A planning proposal to amend Schedule 1 of the *Palerang Local Environmental Plan 2014* is the only means of achieving the intended outcome. The following paragraphs provide the background to the reason for the planning proposal:

Lot 3 DP 1074706 is zoned E4 Environmental Living under the *Palerang Local Environmental Plan 2014* and was created as part of the "Sutton Acres" subdivision of Lot 2 and 3 DP 827113 and Lot 6 DP 234480 which was approved in 1998. Over a number of stages 60 lots were created.

The subject land was developed for the purposes of accommodation and a golf course in the late 1980s/early 1990s. The land was zoned 1(a) General Rural under the Yarrowlumla Local Environmental Plan 1986 and the Yarrowlumla Local Environmental Plan 1993 until the gazettal of the Yarrowlumla Local Environmental Plan (Amendment No.8) in March 1998. This amendment created a new rural residential zone 1(d1) Rural Residential Zone and applied the zone to land in the Sutton area that had been identified as suitable for rural residential development in Yarrowlumla Council's 1994 Rural Residential Local Environmental Study. The zone was later applied to the Royalla area by the Yarrowlumla Local Environmental Plan 1993 (Amendment No. 14).

Following the gazettal of Amendment No. 8 in March 1998, Council became aware that a number of planning controls that applied in the 1(d) Rural Residential Zone had inadvertently been omitted under the new 1(d1) zone. One of these was a control on further subdivision of

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large lots created under the averaging provision. Council resolved to prepare an amendment to address this in July 1998, exhibited the draft plan during August and Yarrowlumla Local Environmental Plan 1993 (Amendment No. 29) was gazetted on 18 December 1998.

The 1(d1) subdivision controls applied a simple 6 hectare average lot size which was later applied to all residential land in Yarrowlumla under the Yarrowlumla Local Environmental Plan 2002. A feature of these controls was that there was only one opportunity for subdivision. Large lots created under the 1(d1) controls could not be further subdivided, even, if the first subdivision did not create the maximum number of lots that was permissible. The simpler (compared to those that applied in the 1(d) zone subdivision controls did not allow for staged subdivision approval).

In the case of the subject land, at the time of the subdivision of the rural properties 'Sutton Acres' and 'Goolabri Park' for rural residential development in 1998, the applicant wished to continue to operate the golf course and resort development on Goolabri Park and as a result a large (95 ha) lot was created to include the commercial development.

As Lot 3 DP 1074706 is within an existing rural residential area, the number of lots to be created is small, the existing road infrastructure will be utilised and the lots will be used for residential purposes and are primarily in areas that have previously been disturbed, the subdivision of this lot is unlikely to have a detrimental impact on the environment or create an undesirable precedent provided that the indicative lot layout is amended to address the access to the proposed lot 1 and identified listed native vegetation.

Section B Relationship to strategic planning framework

Question 3 Is the planning proposal consistent with the objectives and actions of the applicable regional or sub-regional strategy and exhibited draft strategies

The *South East and Tablelands Regional Plan 2036* was released in July 2017 and applies to nine local government areas including Yass Valley, Snowy Monaro, Upper Lachlan, Wingecarribee and Queanbeyan-Palerang. One of the directions of the Plan are to provide a greater supply of housing supply and choice. Page 63 of the Plan states that the "Queanbeyan-Palerang Local Government Area is expected to require an additional 12,050 dwellings to accommodate 25,050 by 2036." The planning proposal is consistent with the applicable regional strategy.

Question 4 Is the planning proposal consistent with a council's local strategy or other local strategic plan

The Rural Lands Strategy developed a 20 year strategic direction for rural, rural residential and environmental land in the former Palerang local government area and was the principle output of the Rural Lands Study completed in early 2017. The strategy does not include the identification of future rural residential areas. However, it should be noted that Lot 3 DP 1074706 is currently zoned E4 Environmental Living and that this planning proposal will not amend the landuse zone. The proposed lots will be within an established rural residential area.

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The planning proposal is consistent with the draft *Queanbeyan-Palerang Community Strategic Plan 2018-28*, Strategic Pillar 3 – Character, Key Goal 3.5 which requires that future planning of the region is well coordinated and provides for sustainable management.

Question 5 Is the planning proposal consistent with the applicable State Environmental Planning Policies

Name of State Environmental Planning Policy		Consistency with the State Environmental Planning Policy
44	Koala Habitat Protection	Applicable. A flora and fauna report has been prepared for the subdivision (as stated above). The report did not identify the site as containing koalas. Consistent
55	Remediation of land	The proponent has stated that a “contaminated lands assessment has not been undertaken however based on land ownership knowledge there are no known contaminated sites on the land holding”. Based on this statement it is not considered necessary to undertake a contaminated land assessment.
	SEPP (Rural Lands) 2008	Not applicable. The land is currently zoned E4 Environmental Living and this planning proposal will not amend the land use zoning.
	SEPP (Vegetation in Non-Rural Areas) 2017	Applicable. The land is currently zoned E4 Environmental Living. The planning proposal seeks to permit with consent subdivision of the subject lot. Clearing of vegetation is not required for the planning proposal.

Question 6 Is the planning proposal consistent with applicable Ministerial Directions

	Name of direction	Applicability and consistency with the direction
1.1	Business and Industrial Zones	Not applicable
1.2	Rural Zones	Not applicable
1.3	Mining, Petroleum Production and Extractive Industries	Not applicable
1.4	Oyster Aquaculture	Not applicable
1.5	Rural Lands	Not applicable
2.1	Environment Protection Zones	Applicable and consistent



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	Name of direction	Applicability and consistency with the direction
2.2	Coastal Protection	Not applicable
2.3	Heritage Conservation	Applicable. Refer to the section below regarding the heritage assessment of the site.
2.4	Recreation Vehicle Areas	Applicable and consistent
2.5	Application of E2 and E3 Zones and Environmental Overlays in Far North Coast LEPs	Not applicable
3.1	Residential Zones	Applicable and consistent. The proposal is allowing a provision that was contained in a previous local environmental plan
3.2	Caravan Parks and Manufactured Home Estates	Applicable and consistent. The proposal is not rezoning the land.
3.3	Home Occupations	Applicable and consistent.
3.4	Integrating Land Use and Transport	Not applicable
3.5	Development near Licensed Aerodromes	Not applicable
4.1	Acid Sulfate Soils	Not applicable
4.2	Mine Subsidence and Unstable Land	Not applicable
4.3	Flood Prone Land	Not applicable
4.4	Planning for Bushfire Protection	Applicable and consistent. Refer to the section below.
5.1	Implementation of Regional Strategies	Applicable and consistent.
5.2	Sydney Drinking Water Catchments	Not applicable
5.3	Farmland of State and Regional Significance on the NSW Far North Coast	Not applicable
5.4	Commercial and Retail Development along the Pacific Highway, North Coast	Not applicable
5.8	Second Sydney Airport: Badgerys Creek	Not applicable
5.9	North West Rail Link Corridor Strategy	Not applicable

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	Name of direction	Applicability and consistency with the direction
5.10	Implementation of Regional Plans	Applicable and consistent.
6.1	Approval and Referral Requirements	Applicable and consistent.
6.2	Reserving Land for Public Purposes	Applicable and consistent.
6.3	Site Specific Provisions	Not applicable
7.1	Implementation of the Metropolitan Plan for the Sydney 2036	Not applicable
7.2	Implementation of Greater Macarthur Land Release Investigation	Not applicable
7.3	Parramatta Road Corridor Urban Transformation Strategy	Not applicable
7.4	Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan	Not applicable
7.5	Implementation of Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	Not applicable
7.6	Implementation of Wilton Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	Not applicable
7.7	Implementation of Glenfield to Macarthur Urban Renewal Corridor	Not applicable

Section C Environmental, social and economic impact

Question 7 Is there any likelihood that critical habitat or threatened species populations or ecological communities or their habitats will be adversely affected as a result of the proposal

Good Environmental Systems prepared a Fauna and Flora Survey and Assessment Report in 2014 which considered the environmental impact of a 4 lot subdivision (3 new lots with 1 residual lot). This report along with the other supporting studies and the original Planning Proposal, for a subdivision consisting of 6 new lots and 1 residual lot was forwarded to the Office of Environment and Heritage (OEH) and the Rural Fire Services (RFS) for comment, as required by the Gateway Determination. In November 2016, the OEH responded with a requirement that an updated flora and fauna report be prepared to address the additional

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information required including a map of the vegetation community types onsite and location any hollow bearing trees.

In 2018, Ecological Australia prepared a Flora and Fauna Study on Lot 3 DP 1074706 with the purpose of identifying the ecological values present on the site and to provide recommendations to minimize or mitigate impacts associated with the proposed 7 lot subdivision (6 new lots plus one residual lot). The report also noted that the site is mapped in the *South East and Tablelands Regional Plan 2036* as containing land of High Environmental Value and Conservation Corridor Land.

The report by Ecological Australia, identified and mapped 6 vegetation zones. These vegetation zones comprise of three vegetation communities:

- Plant Community Type (PCT) 1330 Yellow Box – Blakely’s Red Gum grassy woodland;
- PCT1093 Red Stringybark – Brittle Gum – Inland Scribbly Gum dry open forest; and
- Exotic pasture and Native/Exotic plantings which does not correspond to a PCT.

The report identified that the two native vegetation communities PCT 1330 and PCT 1093, are present in various degrees of condition and were therefore mapped as separate zones. The report (p9) notes that “One of the vegetation communities located within the subject land qualified as a Threatened Ecological Community under the *Environment Protection and Biodiversity Conservation Act* and/or *Biodiversity Conservation Act*” and that “All areas mapped as PCT1330 were considered of sufficient quality to meet the requirements for assessment as the *Biodiversity Conservation Act* listed EEC White Box Yellow Box Blakely’s Red Gum Woodland”. In addition, the report notes (p28) “the majority of this vegetation community met the condition requirements of the *Environment Protection and Biodiversity Conservation Act* listed community White Box – Yellow Box – Blakely’s Red Gum Grassy Woodland and DNG.”

The report summarises the status of the vegetation on the site as follows “The patches of the community in *Environmental Protection and Biodiversity Conservation Act* are considered to represent a very high ecological constraint due to being a Critically Endangered Ecological Community (CEEC)”. The definition of Critically Endangered Ecological Community is provided in Note 1 below. Any direct impacts to this CEEC would require referral to the Commonwealth Department of the Environment and Energy. The areas mapped as meeting only the BC Act listed EEC pose a high constraint, and offer opportunities for improvement through appropriate management. These areas of EEC shown in Figure 4 are considered to be validated boundaries and extent of High Environmental Value lands. Managing and enhancing these areas of EEC (both good condition and DNG), as well as the large remnant patch of PCT1093 within the remnant lot, for biodiversity outcomes, will contribute to the aim and actions outlined in the *South East and Tableland Regional Plan 2017*, Direction 15: Enhance biodiversity connections.” (p28)

Note 1: Under the NSW *Biodiversity Conservation Act 2016*, an ecological community maybe listed as vulnerable, endangered or critically endangered. Clause 4.4 (1) of the *Biodiversity Conservation Act 2016* states that “A species is eligible to be listed as a critically endangered species if, in the opinion of the Scientific Committee, it is facing an extremely high risk of extinction in Australia in the immediate future, as determined in accordance with criteria prescribed by the regulations.”

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The map below provides a summary of the ecological values of the site and includes the location of the threatened ecological communities (as per the *Environmental Protection and Biodiversity Conservation Act* and the *Biodiversity Conservation Act 2016*) in relation to the indicative subdivision design. The map also indicates the location of hollow bearing trees, bird nests, termite mounds and large woody debris as requested by the Office of Environment and Heritage.



Map 7 Summary of Ecological Values

Source Sutton Planning Proposal Flora and Fauna Study (Figure 4; p30) by Eco Logical Australia

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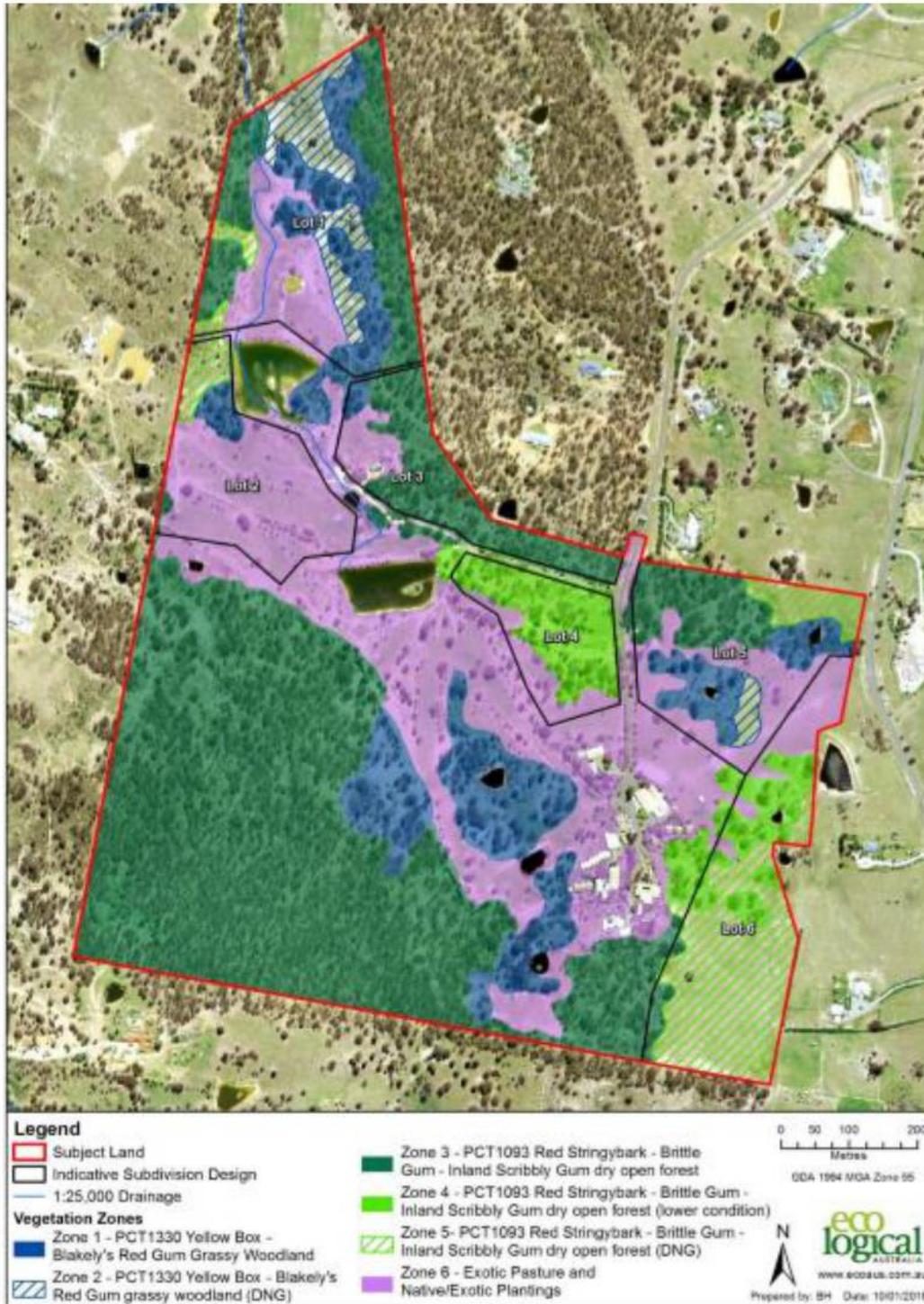
The report also mapped key fauna habitat components on the subject land including “26 hollow-bearing trees (HBTs), 8 termite mounds, large woody debris, *Amyema* sp. (mistletoe), bird nests, and farm dams and ephemeral creek lines.” However, the report noted (p21) that “no threatened fauna species listed under either the *Biodiversity Conservation Act* or *Environment Protection and Biodiversity Conservation Act* were observed.”

In order to mitigate or minimize the potential impact of the proposal on native fauna or flora the report (p33) recommends the following:

- “Design the proposal to avoid any impacts to hollow-bearing trees and the *Environment Protection and Biodiversity Conservation Act* listed Critically Endangered Ecological Community.
- Confine all impact areas (building envelopes, infrastructure footprints) to lands mapped as Vegetation Zone 6 Exotic Pasture and Native/Exotic Plantings. (refer map below)
- Waterway crossings should be designed and constructed in accordance with the national guidelines.
- Updating and finalising the Vegetation Management Plan for the subject land, with a particular emphasis on managing and restoring the areas of TEC, establishing the vegetated riparian zone and retaining remnant mature trees.
- Develop a Construction Environmental Management Plan to address potential pollution and contamination issues, which could arise during construction, and to incorporate Unexpected Find and Pre-clearing and Clearing Supervision procedures (particularly focused on avoiding impacts to hollow-dependent fauna).”

The map below indicates the areas of vegetation zones across the site in conjunction with the indicative subdivision layout.

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Map 8 Vegetation zones

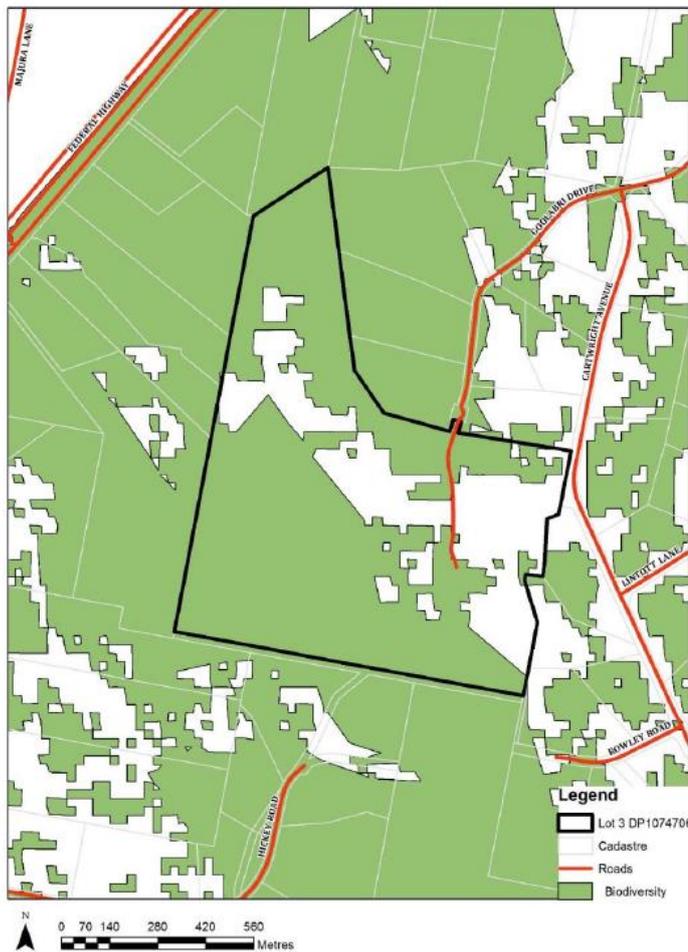
Source Sutton Planning Proposal Flora and Fauna Study (Figure 2; p12) by Eco Logical Australia

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In summary, while the current informal road network within the site provides access to each of the proposed lots, the most likely access to Lot 1 is through Critically Threatened Ecological Communities. As any requirement to upgrade this access is likely to cause fragmentation of this patch of Threatened Ecological Community the current indicative layout for lot 6 is not supported.

While the indicative subdivision layout (particularly Lot 1) is not supported, an indicative lot layout has been provided which demonstrates that sufficient building envelopes and impact areas, infrastructure footprints) can be provided for up to 6 additional lots plus the residual Lot on land mapped as vegetation zone 6.

The *Palerang Local Environmental Plan 2014*, Terrestrial Biodiversity Map below shows the areas that contain native vegetation. The map is relatively consistent with the flora and fauna report. There is no need to amend this map.



Map 9 Terrestrial Biodiversity

Source Palerang Local Environmental Plan 2014, Terrestrial Biodiversity Map

Question 8 Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed

Reports for the site have been prepared for Aboriginal cultural heritage, water supply and effluent disposal in relation to the subdivision, these are outlined below.

Aboriginal cultural and European heritage

While an Aboriginal cultural heritage assessment was undertaken in February 2014 and submitted with the Planning proposal for a proposed subdivision, the Office of Heritage and Environment have required that a new archaeological survey be undertaken and that the report includes information about the length and placement of survey transects.

A final Aboriginal Cultural Heritage Impact Assessment report was submitted by OzArk EHM in May 2018. This report (p iv) notes that a “desktop assessment found that four Aboriginal site recordings previously registered with AHIMS were located within the study area. These sites are an artefact scatter Goolabri 1 (57-2-1015) and three isolated finds, IA9 (57-2-0206), IA10 (57-2-0200), and IA3 (57-2-0194)”. However, field investigations have now established that AHIMS IA3 (57-2-0194) is not located within the study area.

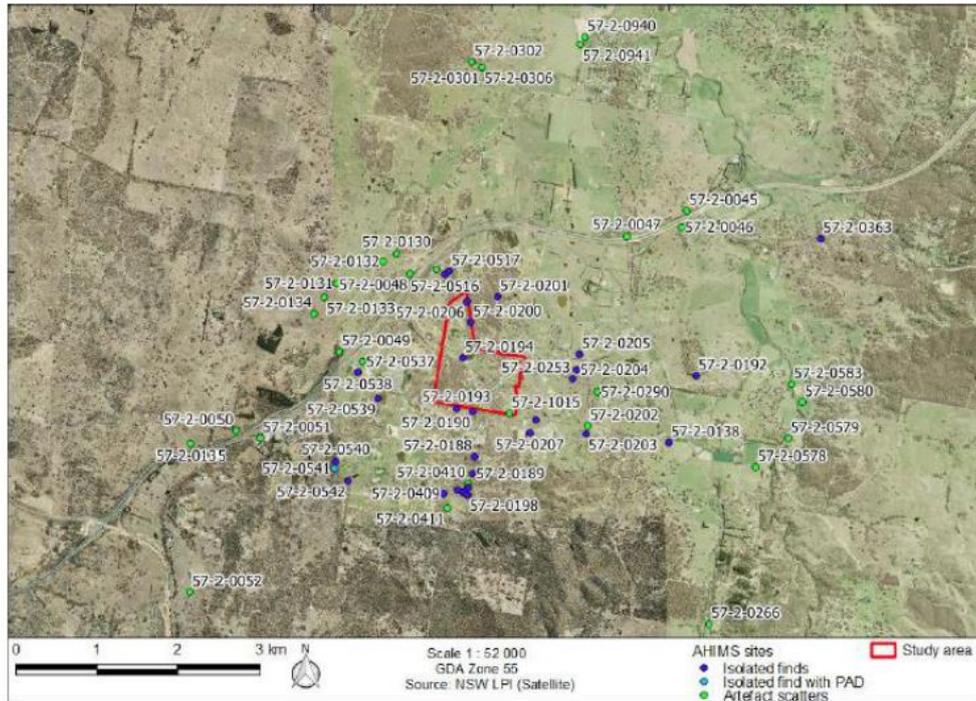
A visual inspection of the study area was undertaken by OzArk Principal Archaeologist, Ben Churcher, on 15 March 2018 to ground-truth the findings of the desktop assessment. The report (p iv) states that “artefact scatter Goolabri 1 (#57-2-1015) was located and found to still be visible in the landscape. No evidence of IA9 (#57-2-0206) or IA10 (#57-2-0200) could be found, however, the AHIMS locations match the site description in the report and it must be assumed that the artefacts are obscured and that the sites remain valid.”

The report (piv) advises that “No new Aboriginal sites were identified during this assessment and no landforms of archaeological potential were assessed as being present.”

The report concluded (piv) that “all Aboriginal objects present in the study area could be avoided” and that “works associated with the proposal are not expected to harm Aboriginal cultural heritage items or places.” However, to ensure the highest level of protection for the area’s Aboriginal cultural heritage values, the report made a number of recommendations that are relevant to the works being conducted onsite and should be applied to any development consent.

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The map below indicates the Aboriginal site recordings previously registered with AHIMS.



Map 10 Aboriginal sites registered with AHIMS

Source Aboriginal Cultural Heritage Impact Assessment (Figure 4-1; p15) by OzArk

Non-potable water supply

A report concerning the supply of non-potable water was prepared in February 2014 as part of the subdivision application. At the time of the preparation of the subdivision application and associated reports, the Yarrowlumla Local Environmental Plan 2002 (clause 18(1)(f)(1)) and Yarrowlumla Development Control Plan Rural Zones were in force and both required a non-potable water supply for each lot. Neither the *Palerang Local Environmental Plan 2014* nor the *Palerang Development Control Plan 2015* have this requirement. It is recommended that this report is reviewed as part of the application for subdivision.

Effluent disposal

As there is no reticulated sewer scheme, on-site effluent disposal schemes are required for each dwelling. An assessment for on-site effluent disposal was prepared as part of the subdivision application for two lots (the other lots being the residual and already having a dwelling). The report states “the sites are well suited to irrigation of secondary treated effluent from a NSW Health accredited treatment system. Other forms of effluent treatment and disposal may be

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suitable at particular locations, but should be addressed at the time of submitting building plans." (p1). It is recommended that this report is reviewed as part of the application for subdivision.

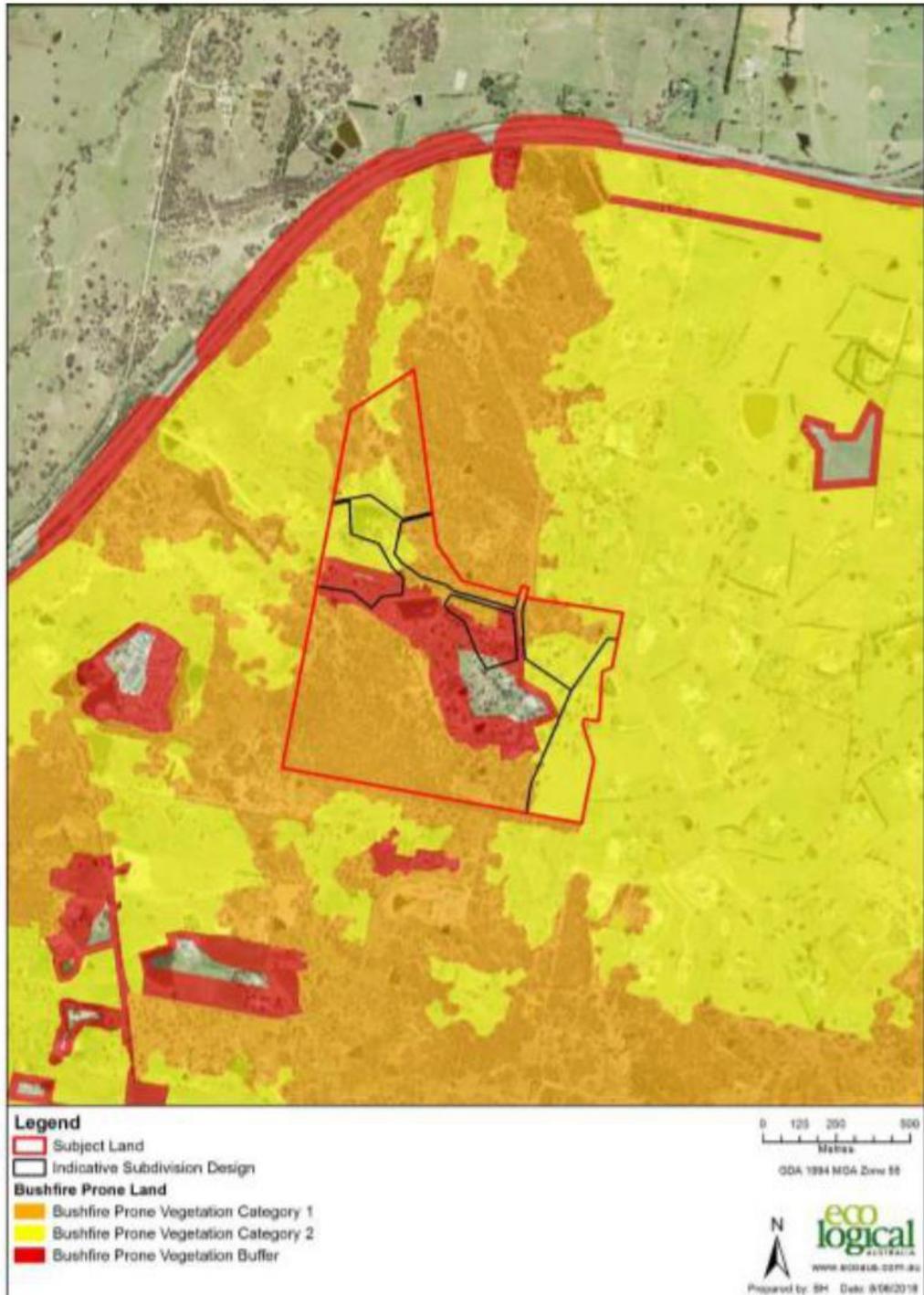
Bushfire

The bushfire map for the former Palerang local government is shown below. The majority of the lot is bushfire prone. A bushfire report was prepared for a subdivision application of the subject lot as discussed in the introduction of this document. The report states "Based on the above information it is considered that this development can comply with clause 44 of the Rural Fires Act, all aspects of building in fire prone area, and planning for bushfire protection" (p10). It is recommended that the planning proposal is referred to the NSW Rural Fire Service.

The planning proposal and bushfire report was submitted to the Rural Fire Services (RFS) for comment in October 2016. The RFS advised that, on the basis of the information provided, they were not in a position to properly assess the application and requested that additional information be provided.

In June 2018, Ecological Australia prepared a Bushfire Protection assessment based on the subdivision of Lot3 DP 1074706 into 6 residential lots and 1 residual lot (refer Appendix C). As requested by the Rural Fire Services the assessment was calculated from the "Planning for Bushfire Protection 2006" (RFS2006). The report concluded that the planning proposal can comply with the acceptable solutions within 'Planning for Bush Fire Protection 2006'. The need for a second access road will need to be considered at the subdivision stage.

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)



Map 11 Bushfire prone map

Source Bushfire Protection Assessment June 2018 (Figure 2 on p 4) by Eco Logical Australia.

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

Question 9 Has the planning proposal adequately addressed any social and economic effects

The planning proposal will allow residential subdivision in an existing rural residential area. It is considered that the social and economic impacts would be minor.

Section D State and Commonwealth interests

Question 10 Is there adequate public infrastructure for the planning proposal

As the planning proposal relates to an existing rural residential area there are roads in place in the vicinity of the site of the planning proposal. The requirements for additional roads will be addressed as part of the subdivision application. The site does not have a water or sewer scheme managed by Council. The potable water and effluent disposal studies have been outlined above.

There is a primary school under ten kilometres from the rural residential area and buses to high schools in Queanbeyan and Canberra, fifteen minutes away. There are existing health facilities in Queanbeyan and Canberra.

Question 11 What are the views of state and Commonwealth public authorities consulted in accordance with the Gateway determination

The Gateway determination requires consultation with the following government agencies:

- NSW Rural Fire Services (RFS)
- Office of Environment and Heritage (subsequently renamed Biodiversity and Conservation)

Both agencies have been consulted and have requested revised reports with additional information. Council has received these revised reports and forwarded them to the relevant agencies.

In March 2019, the Biodiversity and Conservation Branch (BC) provided a comprehensive response to the amended planning proposal dated February 2019 and the accompanying draft subdivision layout and amended studies. The response included comments relating to the following three areas:

- Biodiversity;
- Flood Risk Management; and
- Aboriginal Cultural Heritage.

These matters are discussed in detail below.

Biodiversity

BC conducted a desk top analysis of the site constraints including the flooding constraints and the biodiversity values of the site, then based on this analysis, prepared a draft subdivision layout plan as per Figure 1 below:

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

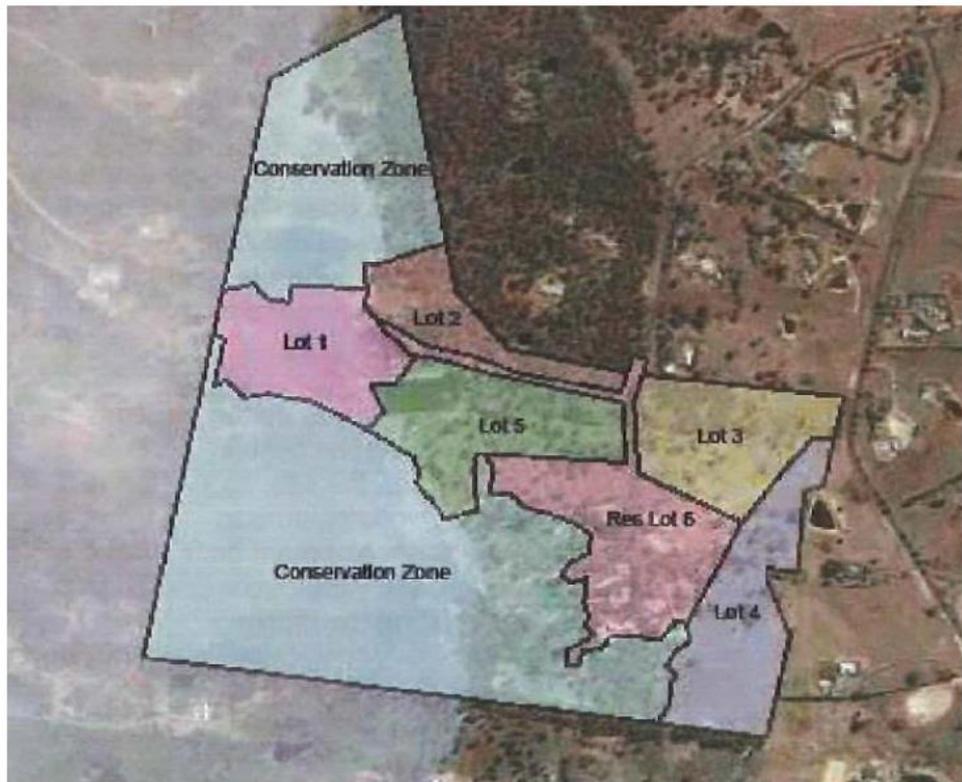


Figure 1 – Potential Lot layout prepared by BC

As a result of their analysis, BC recommended that the planning proposal “reduce the number of lots to six, including the residual lot, and redesign them to be in line with the biodiversity limitations of the site”. Furthermore, BC noted that “The proposed Lot 1 is highly constrained from a biodiversity and flooding perspective and we recommend it be included in a conservation lot or protected in perpetuity.” In addition, it was advised that:

- “As per previous feedback, vegetation in south west corner be protected as this vegetation has the potential to be used as an offset for future development.
- Support the Fauna and Flora recommendations made in the Flora and Fauna Report by EcoLogical, dated Jan 2018, as follows:
 - Design the proposal to avoid any impacts to hollow-bearing trees and the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) listed Critically Endangered Ecological Community (CEEC)
 - Confine all impact areas (building envelopes, infrastructure footprints) to lands mapped as Vegetation Zone 6 Exotic Pasture and Native/Exotic Plantings, to the greatest extent possible to minimise impacts, but also to minimise likely offset obligations.
 - Waterway crossings should be designed and constructed in accordance with the national guidelines entitled ‘Why do Fish Need to Cross the Road? Fish Passage Requirements for Waterway Crossings’ (Fairfull and Witheridge 2003).
 - Preparation of a Vegetation Management Plan, that:
 - restores Threatened Ecological Communities;
 - revegetates the riparian zone; and

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

- retains remnant mature trees.
- Preparation of a Construction Environmental Management Plan to:
 - address pollution, silt control and pre-clearing procedures.”

Flood Risk Management

In relation to Flood Risk Management, the agency recommends that a suitable flood risk assessment be obtained and that consideration be given to a number of matters as follows:

- *“The extent of flood prone land, which is the area inundated by the Probable Maximum Flood.*
 - *This identifies how much of the site is subject to the application of section 9.1 Planning Direction 4.3 Flood Prone Land*
 - *It also provides the basis of assessment of the flood range above the 1% AEP flood level and hazard in areas outside the FPA where dwellings will be sited*
- *The peak levels depths and velocities across the site in the 1%AEP flood which allows identification of*
 - *The flood planning area*
 - *Floodways*
 - *High hazard areas*
- *The Flood Planning Levels across the site and the Flood Planning Area*
- *The impact of flooding on the proposed development;*
- *The impact of the proposed development on flood behaviour (particularly any offsite flood impacts because of the potential encroachment, land use and land form changes);*
- *The impact of flooding on the safety of the people for the full range of floods including issues linked with isolation and accessibility for emergency services; and*
- *The implications of climate change (particularly increased rainfall intensity) on estimated flood planning levels.*
- *Flood hazard across the site and adjoining residential area over the full range of potential floods;*
- *Suitability and ongoing ownership and management implication of the various dams on flooding and whether Dam Safety Committee requirements are met;*
- *Strategies to facilitate flood access and evacuation of residents and other visitors, if there is potential for isolation;*
- *Trafficability of the proposed flood road network both on and off site and any culvert structures across watercourses;*
- *Afflux associated with proposed road and culvert structures over watercourses, including potential implications for proposed lots upstream of structures.”*

Council Response

The planning proposal seeks only to allow subdivision of the lot. Any subdivision layout is indicative only and is intended to demonstrate that the number of lots proposed can be supported. The feedback provided are matters that may be addressed during the development application stage.

Furthermore, as a result of the additional feedback provided by BC, the planning proposal has been amended to allow a subdivision on the subject site of no more than six total lots (previously seven lots). The amended indicative layout removes one lot from the lowest point on the site.

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

Aboriginal Cultural Heritage

The BC branch dispute the findings of the amended Aboriginal Cultural Heritage Impact Assessment (dated May 2018) that site 57-2-0194 is a duplicate of site 57-2-0203 and require an revised Aboriginal Cultural Heritage Impact Assessment *“with the original (correct) coordinates for site 57-2-0194”*. The rationale for disputing the assessment are provided in detail on page 7 of Attachment 1.

The amended report is also to include a recommendation that *“future purchasers of lots containing Aboriginal objects be advised of the requirement to obtain an Aboriginal Heritage Impact Permit (AHIP) if they wish to undertake ground disturbing activities in the vicinity of the recorded sites.”*

Council response

The property owner will be required to submit an amended Aboriginal Cultural Heritage Impact Assessment as discussed above, as part of any development application for a subdivision of the lot.

During the development assessment process an Aboriginal Heritage Information Management System (AHIMS) search is conducted and it would be identified at that point whether an Aboriginal Heritage Impact Permit (AHIP) is required under section 90 of the NSW *National Parks and Wildlife Act 1974*. This can be accommodated in a number of ways and will be considered in the subdivision application and will be conditioned as part of the development application process.

RFS Feedback

On the 24 May 2019 the RFS advised that the *“proposal may facilitate future development within the site that is unable to comply with the acceptable solutions outlined in Planning for Bushfire Protection 2006 (PBP). As per our previous response dated 4 November 2016, where the acceptable solutions of PBP 2006 are not satisfied at Planning Proposal stage, the applicant is required to demonstrate how an alternate solution can meet the relevant intent of the bush fire protection measure as defined in PBP 2006.”* In addition the RFS advised that *“In acknowledgement that the final number of lots and lot layout will be determined as part of a future subdivision application, the RFS does not provide an in-principle support for the indicative subdivision plan submitted with the proposal.”*

Further discussions between the applicant and the RFS resulted in an amended draft subdivision plan being prepared by the applicant based on previous discussions with the RFS. That amended subdivision plan (Figure 2 below) provided for a total of seven lots with a road connection between Goolabri Drive and Cartwright Avenue and access for one lot from an extension to Rowley Road.

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

Part 5 Community consultation

The Planning Proposal will be exhibited for 28 days. The following reports will be exhibited and reviewed (as outlined above).

- Flora and fauna
- Aboriginal cultural heritage
- Bushfire

The reports concerning on-site effluent disposal and non-potable water supply will be considered as part of the application for subdivision.

Planning proposal to allow subdivision of Lot 3 DP 1074706 (revised October 2019)

Part 6 Project timeline

Stage	Completion date
Date of Gateway determination	4 August 2016
Initial government agency consultation	Completed end of September 2016
Revised consultant reports	Completed June 2018
Report to Council with amended planning proposal	27 February 2019
Government agency consultation	March 2019
Anticipated commencement and completion dates for public exhibition period	January/February 2020
Anticipated timeframe for consideration of submissions	March 2020
Anticipated date of report to Council review of submissions	April 2020
Request to Parliamentary Counsel to draft the LEP	May 2020
Amended local environmental plan gazetted	July 2020

Appendices

Appendix A Aboriginal Cultural Heritage, May 2018

Appendix B Flora and Fauna, January 2018

Appendix C Bushfire, June 2018

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.3 OUTCOMES OF PUBLIC EXHIBITION OF SUTTON PLANNING
 PROPOSAL - LOT 3 DP 1074706, 202 GOOLABRI DRIVE,
 SUTTON

ATTACHMENT 2 SUMMARY OF SUBMISSIONS

9.3 Outcomes of Public Exhibition of Sutton Planning Proposal - Lot 3 DP 1074706, 202 Goolabri Drive, Sutton
Attachment 2 - Summary of Submissions (Continued)

Email Submission No.	Individual/Organisation	Issue	Submission comment	Response	Recommendation
1	Individual	Access	<p>The use of Lot 61 DP 1018536 for vehicular access will severely impact our current amenity & the way we live in our home both internally & externally.</p> <p>1. We have large windows that take in desirable views to the east & plans to build a Timber Deck off the existing dwelling. Potential road will negatively impact on visual amenity.</p> <p>2. Home intentionally located close to the eastern boundary on the understanding that the land in question was an old stock route & therefore be used only infrequently & generally by pedestrians with or without animals which is complimentary to the area.</p> <p>3. Concerned that the access way will no longer be used by locals walking animals.</p> <p>4. There is potential to incorporate combined access routes to multiple blocks reducing the need to construct more sealed roads.</p> <p>5. There is potential to utilize existing sealed roads to service the proposed lots further reducing the need to construct more sealed roads.</p> <p>6. The other options for the potential use of existing or combined access roads to service the southern lot appear to be far less invasive to existing home owners while offering a more direct route to the site.</p> <p>While we are happy for property owners to economically maximize their land potential, we do not believe it should be to the detriment of neighbouring property owners where more suitable options exist.</p>	<p>The proposed vehicular access via Lot 61 DP 1018536 is intended to service one residential lot only and is unlikely to significantly reduce amenity of adjoining lots.</p> <p>It should be noted that the planning proposal was amended to provide access via Lot 61 DP 1018536 in response to the requirements of the NSW Rural Fire Services and their development guidelines "Planning for Bushfire Protection 2006".</p>	No change to the planning proposal is recommended
2	Individual	building envelopes	<p>No objection in principle to the proposed sub-division, however concerned that at this stage no building envelope has been identified for future building works and specifically for the northern-most residential block adjoining our proper Sutton. As such, and given some of the proposed blocks are proposed to be smaller than the minimum 6Ha associated with the Lot Size Map within the LEP, ask QPRC to provide more detail on the proposed building envelope for the northern most proposed residential block.</p>	<p>Five indicative building envelopes were shown on Map 3 (p. 7) of the exhibited planning proposal. Map 3 (p. 7) is the result of feedback from both the Department of Planning, Industry and Environment (DPIE) and the Rural Fire Services being a compilation of the feedback from these 2 agencies. It is intended to demonstrate that subdivision of the subject lot can meet the state agency requirements. If the planning proposal is progressed and a development application for subdivision is subsequently lodged, detailed subdivision plans, road layout and building envelopes will be required. These plans would be placed on public exhibition as part of the notification period of the development assessment process. In addition the northern part of the subject lot has been identified by DPIE-BC as containing vegetation to be formally protected.</p>	No change to the planning proposal is recommended
		setbacks	<p>The subject Lot forms part of land that is zoned E4 Environmental Living in what is a semi-rural setting with significant separation between property dwellings / associated structures which are afforded further privacy with tree buffers along common boundaries. We note that the planning proposal does not identify specific Building Envelopes in the way that, for example our property has a prescribed building envelope. Moreover Map 3 - Proposed Subdivision Layout suggests Drainage Lines which may tend to push any new dwelling or associated structures in the northern most site towards our common boundary.</p>	<p>Five indicative building envelopes were shown on Map 3 (p. 7) of the exhibited planning proposal. Map 3 (p. 7) is the result of feedback from both the Department of Planning, Industry and Environment (DPIE) and the Rural Fire Services being a compilation of the feedback from these 2 agencies. It is intended to demonstrate that subdivision of the subject lot can meet the state agency requirements. If the planning proposal is progressed and a development application for subdivision is subsequently lodged, detailed subdivision plans along with building envelopes will be required. It should be noted that following feedback from DPIE (refer Figure 1, p. 28 of the exhibited planning proposal), development on the northern section of the subject site (adjoining 132 Goolabri Drive, being Lot 11 DP 1007296) is not likely to be supported.</p>	No change to the planning proposal is recommended
3	Individual	fire risk	<p>Given the recent fires in QLD, NSW and Victoria which devastated many rural communities, I wonder if further consideration should be given to this aspect of the proposal given:</p> <p>* The parcel of land subject to this proposal "is within a designated bush fire prone area."</p> <p>* Much of the vegetation in the area is "Vegetation Category 1" and is "considered to be the highest risk for bush fire." This vegetation category has the highest combustibility and likelihood of forming fully developed fires including heavy ember production.</p> <p>* Proposal does not allow for clearing of land as part of any bushfire protection plan applicable to the proposed lots - in fact identifies much of the area's vegetation as requiring protection</p> <p>* Subdividing the area will increase the density of houses and residents and so require an increased capability of the local RFS to defend property / residents in the event of a fire - given 4 of the (proposed) 6 lots will be located in a high fire risk area and as having Vegetation Category 1. Will this increased house density limit the ability of the RFS to defend existing residents of the area? Noting the main 202 Goolabri Drive property has Units for long term rentals.</p> <p>* While this may be considered as part of the separate subdivision application, based on the indicative placement of Lots, can these new Lots have sufficient water supply of their own (dams or otherwise) to defend / prepare for a fire. Noting also that in the last 20 years, this is the first year that our dam ran dry (as did many others in the area).</p> <p>* There is a recommendation (at subdivision) for a new road linking Goolabri Drive to Cartwright Avenue to provide an additional exit route, but this does not account for a fire that comes from a northerly direction. Should an exist also be considered to the North West and to the South East of the whole estate (via an easement or permanent fire break)</p> <p>* Would the QPRC be looked on negatively as having approved a subdivision in a bush fire prone area where the only mitigation proposed is an escape road?</p> <p>* Noting here that fire risk may apply to a lesser extent to those Lots located on the Cartwright Avenue side of the proposal</p>	<p>The planning proposal has been forwarded to the NSW Rural Fire Services (RFS) as required by the Gateway determination. The feedback from the NSW Rural Fire Services and Councils response to the feedback is provided on page 28 and 29 of the exhibited planning proposal. Access to the draft building envelopes has been provided in accordance with the requirements of the RFS.</p>	No change to the planning proposal is recommended

9.3 Outcomes of Public Exhibition of Sutton Planning Proposal - Lot 3 DP 1074706, 202 Goolabri Drive, Sutton
Attachment 2 - Summary of Submissions (Continued)

	Biodiversity	Given the area is also subject to the 10/50 Vegetation Clearing Scheme, what impact will this clearing have on biodiversity should the proposal be approved and then be subsequently subdivided and cleared under 10/50?	If the planning proposal is progressed and a development application for subdivision is subsequently lodged, the subdivision will be assessed against the provisions of the Palerang Development Control Plan 2015 (DCP) , which includes a requirement for subdivisions of land to include building envelopes as follows: "The location of building envelopes on lots shall reflect the findings of the site analysis and be free of major environmental and servicing constraints" and " be designed based on the constraints associated with effluent disposal, heritage, ecological items, utilities or easements and the natural features of the land" (refer DCP - C1.2.5 Building envelopes)	No change to the planning proposal is recommended	
	Flooding	While flooding was not considered as part of the application, significant water can flow through the Northern area of the property (below the last large dam to the northern edge of the property), and historically there was significant erosion in this area (deep trenches). Major earth works were completed from around November 2009 (and for a number of years thereafter) correcting / filling / remediation this eroded area. This erosion impact should be considered as part of this approval and any subdivision.	The area to the north of northern most dam has been identified as potential conservation area by the department of Planning, Industry and environment - Biodiversity and Conservation . It is unlikely that development in this area would be supported. Erosion control is considered during the development application stage, which is the next stage of the process. If the planning proposal is progressed and the Palerang Local Environmental Plan 2014 is amended to permit subdivision of the subject lot. If a development application for subdivision is subsequently lodged it will be assessed against the controls and provisions of the Palerang Development Control Plan 2015, including control C1.2.14 Soil management, which has 3 objectives as follows: a) To minimize erosion and sediment loss before, during and after construction b) To minimize water pollution due to sedimentation c) To minimize the requirement for and impact of fill	No change to the planning proposal is recommended	
	Infrastructure / Services - NBN	Given the implementation of the NBN, which in the area is serviced by satellite, as the time of subdivision, should there be a requirement for the developers to run fibre into the area to service new and existing landholders?	The provision of services and infrastructure is considered during the Development application stage, which is the next stage of the process. If the planning proposals progressed and the Palerang Local Environmental Plan 2014 is amended to permit with consent subdivision on the subject lot, the property owner may lodge an application for development subdivision). During the development application (subdivision) stage, the subdivision will be assessed against the requirements of the Palerang Development Control Plan 2015 including clause C1.2.10 Telecommunications.	No change to the planning proposal is recommended	
4	Organisation - DPIE-CL	Access	The Department of Planning Industry and Environment – Crown Lands, as adjoining landowner has reviewed the proposal and have no objections. Should the proposal be modified in any matter the department requests opportunity to further review the application prior to determination. Note: works on Crown Public Road is prohibited without authorisation	It is noted that the Department of Planning Industry and Environment – Crown Lands requests an opportunity to further review the application should the proposal be modified.	No change to the planning proposal is recommended
5	Organisation - DPIE-BC	Ministerial direction 2.1	Suggest areas containing Endangered Ecological Communities (EEC's) be rezoned to E2 Environmental conservation.	Council previously resolved to minimise split lots, a voluntary planning agreement over the relevant areas may provide an alternative solution.	Seek a resolution from council to negotiate a solution with the property owner.
		Ministerial direction 4.3 - flood prone land	The Department of Planning Industry and Environment - Biodiversity and Conservation have requested a suitable flood risk assessment including an assessment of the impact of the Probable Maximum Flood (PMF) as part of the assessment of the planning proposal.	Council does not agree with this interpretation of the Ministerial direction and has already reduced the total number of lots that may be created on the subject site.	Council is seeking confirmation from the Department of Planning, Industry and Environment - Local and Regional Planning as to the correct interpretation of the direction.
		Aboriginal cultural heritage	The Department of Planning Industry and Environment - Biodiversity and Conservation have identified a number of actions that need to be addressed at the development application stage.	Actions have been partially addressed in Council resolution 13 November 2019 Planning and Strategy council meeting which resolved (Minute No. PLA116/19) , additional points to be addressed when a revised Aboriginal Cultural Heritage Impact Assessment is prepared as part of any development application.	No change to the planning proposal is recommended

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.3 OUTCOMES OF PUBLIC EXHIBITION OF SUTTON PLANNING
 PROPOSAL - LOT 3 DP 1074706, 202 GOOLABRI DRIVE,
 SUTTON

ATTACHMENT 3 SUBMISSION FROM DPIE-BC



Planning,
Industry &
Environment

The General Manager
Queanbeyan Palerang Regional Council
PO Box 90
Queanbeyan NSW 2620

Council@qprc.nsw.gov.au

Attention: Tanja Hogg

7 February 2020

Our ref: DOC20/82809-6

Dear Ms Hogg

Subject: Amended Planning Proposal for Lot 3 DP 11074706, 202 Goolabri Drive Sutton

Biodiversity and Conservation Division (BCD) have reviewed the information and we continue to have concerns with the planning proposal in its current form as it has not adequately addressed section 9.1(2) of the *Environmental Planning and Assessment Act 1979*. Attachment 1 provides further details on our concerns.

In addition, we support the recommendations within the Aboriginal Cultural Heritage Assessment Report (ACHAR) prepared by OzArk and dated May 2018. However, we still require some amendments to the report as outlined in our previous letter dated 29 March 2019. More detailed information is provided in Attachment 1. This can be completed at the development application stage.

As discussed, we would be happy to meet with you to discuss our position in order to resolve these matters.

If you wish to discuss the contents of this letter further, please contact Lyndal Walters (02) 6229 7157.

Yours sincerely,

A handwritten signature in black ink that reads 'Allison TrewEEK'.

ALLISON TREWEEK
Senior Team leader Planning South East
Biodiversity and Conservation

Enclosure: Attachment 1 – Detailed information on Ministerial Direction requirements for the planning proposal for Lot 3 DP 10747706 - 202 Goolabri Drive Sutton



Attachment 1 – Detailed information on Ministerial Direction requirements for the planning proposal for Lot 3 DP 10747706 - 202 Goolabri Drive Sutton

The planning proposal in its current form has not adequately addressed the ministerial directions issued by the Minister for Planning under section 9.1(2) of the *Environmental Planning and Assessment Act 1979*. In particular, the following directions;

Ministerial Direction 2.1 – Environment Protection Zones

Direction 2.1 requires that a planning proposal must include provisions that facilitate the protection and conservation of environmentally sensitive areas.

The subject site is mapped as High Environmental Value (HEV) land in *The South East and Tablelands Regional Plan*. This mapping is available in the SEED Portal at www.seed.nsw.gov.au. The *Queanbeyan Palerang Local Environmental Plan 2013* terrestrial biodiversity mapping also identifies the subject site as having high environmental values.

The planning proposal should be designed to maximise avoiding future development impacts on areas containing confirmed high biodiversity value and minimising residual impacts. This should include the use of planning mechanisms such as environmental protection zones to protect biodiversity values.

Please note Box Gum Woodland is a potential Serious And Irreversible Impact (SAII) candidate EEC and may also be listed as a critically endangered community by the Scientific committee.

We therefore consider it is appropriate for these areas to be avoided and protected during the planning proposal stage to limit the potential for serious and irreversible impacts at the sub division stage. In this instance we recommend the areas that contain the endangered ecological community Box-gum woodland, are rezoned to Environmental Protection Zone - E2 – Environmental Conservation. This will require a further amendment to the planning proposal

Ministerial Direction 4.3 – Flood prone land

OEH notes that the revised Planning Proposal identifies that Lot 3 DP 1074706 - Goolabri Park, Sutton contains at least one watercourse and several dams. The revised Planning Proposal however maintains that the Section 9.1 Planning Direction 4.3 Flood Prone Land is not applicable.

Given the presence of a watercourse there is flood prone land on the site. Section 9.1 Planning Direction 4.3 Flood Prone Land states:

(3) This direction applies when a relevant planning authority prepares a planning proposal that creates, removes or alters a zone or a provision that affects flood prone land.'

As the revised planning proposal is to alter provisions pertaining to the land, in order to permit subdivision, which is otherwise not permissible, Section 9.1 Planning Direction 4.3 Flood Prone Land applies.

For the determination of this matter to be consistent with the Section 9.1 Planning Direction 4.3 Flood Prone Land and the principles of the Floodplain Development Manual the implications of the full range of floods up to the Probable Maximum Flood (PMF) should be considered by council.



Consideration should be given to:

- The extent of flood prone land, which is the area inundated by the Probable Maximum Flood.
 - This identifies how much of the site is subject to the application of Section 9.1 Planning Direction 4.3 Flood Prone Land
 - It also provides the basis of assessment of the flood range above the 1% AEP flood level and hazard in areas outside the FPA where dwellings will be sited
- The peak levels depths and velocities across the site in the 1% AEP flood which allows identification of:
 - the flood planning area
 - floodways
 - high hazard areas
- The Flood Planning Levels across the site and the Flood Planning Area
- The impact of flooding on the proposed development;
- The impact of the proposed development on flood behaviour (particularly any offsite flood impacts because of potential encroachment, land use and land form changes);
- The impact of flooding on the safety of people for the full range of floods including issues linked with isolation and accessibility for emergency services; and
- The implications of climate change (particularly increased rainfall intensity) on estimated flood planning levels.
- Flood hazard across the site and adjoining residential areas over the full range of potential floods;
- Suitability and ongoing ownership and management implications of the various dams on flooding and whether Dam Safety Committee requirements are met;
- Strategies to facilitate flood access and evacuation of residents and other visitors, if there is potential for isolation;
- Trafficability of the proposed road network both on and off site and any culvert structures across watercourses;
- Afflux associated with proposed road and culvert structures over watercourses, including potential implications for proposed lots upstream of structures;

As this proposal is affected by flooding, OEH recommends that Queanbeyan Palerang Regional Council obtains a suitable flood risk assessment to inform its determination.

Aboriginal cultural heritage

Please note that this will need to be addressed at the development application stage.

1. Future purchasers of lots containing Aboriginal objects must be advised to apply for an Aboriginal Heritage Impact Permit (AHIP) if they need to disturb the ground where Aboriginal objects occur. This should be included as a recommendation in the ACHAR.
2. We note that site coordinate information for sites 57-2-0194 and 57-2-0203 has been corrected on the Aboriginal Heritage Information Management System (AHIMS). However, the sections of the ACHAR which mention these sites must also be updated to reflect the correct information.
3. The updated ACHAR must include a new AHIMS search as the previous one is more than 12 months old.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.4 DEVELOPER CONTRIBUTIONS - RESIDENTIAL
ACCOMMODATION DESTROYED BY BUSHFIRE OR
OTHER NATURAL DISASTERS

ATTACHMENT 1 DEFINITION OF RESIDENTIAL ACCOMMODATION

Definition of Residential Accommodation

For the purposes of this policy ***residential accommodation*** means a building or place used predominantly as a place of residence, and includes any of the following—

- (a) attached dwellings,
- (b) boarding houses,
- (c) dual occupancies,
- (d) dwelling houses,
- (e) group homes,
- (f) hostels,
- (g) multi dwelling housing,
- (h) residential flat buildings,
- (i) rural workers' dwellings,
- (j) secondary dwellings,
- (k) semi-detached dwellings,
- (l) seniors housing,
- (m) shop top housing,

but does not include tourist or visitor accommodation or caravan parks.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.11 INVESTMENT REPORT - FEBRUARY 2020

ATTACHMENT 1 FEBRUARY 2020 - INVESTMENT REPORT PACK



Investment Report Pack

Queanbeyan-Palerang Regional Council

As At 29 February 2020



Contents

1. Budget vs Actual Interest Income 1 July 2019 to 30 June 2020
2. Portfolio Valuation As At 29 February 2020
3. Portfolio Compliance As At 29 February 2020
4. Portfolio Statistics For Period Ending 29 February 2020

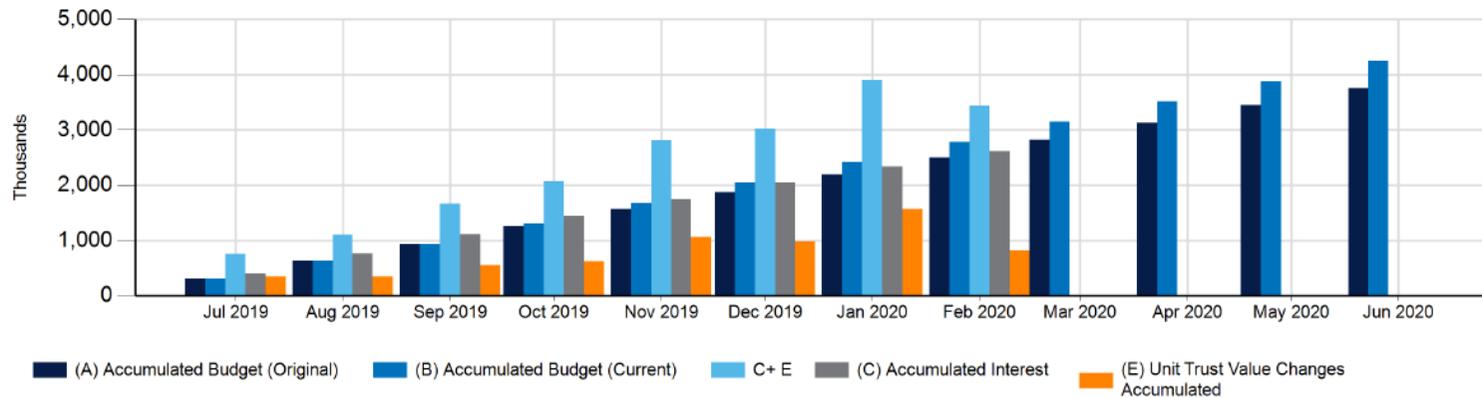


1. Budget vs Actual Interest Income 1 July 2019 to 30 June 2020

Month / Year	(A) Income Interest Budget (Original) Running Total	Interest Income Budget (Current) For Month	(B) Interest Income Budget (Current) Running Total	(T) Interest Income Received/Accrued For Month	(C) Interest Income Received/Accrued Running Total	Accrued Interest Acquired For Month	Accrued Interest Acquired Running Total	(U) Unit Trust Market Value Changes	(E) Unit Trust Market Value Changes Running Total	'Return' For Month (T+U)
Jul 2019	313,067.08	313,067.08	313,067.08	400,618.33	400,618.33	0.00	0.00	352,555.23	352,555.23	753,173.56
Aug 2019	626,134.16	313,067.08	626,134.16	361,339.06	761,957.39	0.00	0.00	(8,348.20)	344,207.03	352,990.86
Sep 2019	939,201.24	313,067.08	939,201.24	345,892.64	1,107,850.03	0.00	0.00	207,351.25	551,558.28	553,243.89
Oct 2019	1,252,268.32	368,278.20	1,307,479.44	336,177.09	1,444,027.12	0.00	0.00	71,762.23	623,320.51	407,939.32
Nov 2019	1,565,335.40	368,278.20	1,675,757.64	304,101.73	1,748,128.85	0.00	0.00	443,205.57	1,066,526.08	747,307.30
Dec 2019	1,878,402.48	368,278.20	2,044,035.84	296,300.84	2,044,429.69	0.00	0.00	(90,375.74)	976,150.34	205,925.10
Jan 2020	2,191,469.56	368,278.20	2,412,314.04	292,675.09	2,337,104.78	0.00	0.00	584,472.05	1,560,622.39	877,147.14
Feb 2020	2,504,536.64	368,278.20	2,780,592.24	279,506.18	2,616,610.96	0.00	0.00	(738,425.82)	822,196.57	(458,919.64)
Mar 2020	2,817,603.72	368,278.20	3,148,870.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr 2020	3,130,670.80	368,278.20	3,517,148.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May 2020	3,443,737.88	368,278.20	3,885,426.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun 2020	3,756,804.96	368,278.20	4,253,705.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		4,253,705.04		2,616,610.96		0.00		822,196.57		3,438,807.53

Notes on Table Above
 1A. The numbers shown in Column T are the accrual interest amounts for that month combined with the At Call Deposit, Unit Trust and Unassigned interest and distribution income received during that month.
 1B. The accruals shown in this section have been calculated using each security's coupon schedule.

Accumulated Budget vs Actual (Accruals Based Upon Coupon Payment Schedules)





2. Portfolio Valuation As At 29 February 2020

Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Unit Price Notional	Unit Count	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit													
AMP QPRC At Call	S&P ST A2		859,540.32	1.00000000	859,540.32	100.000	0.000			859,540.32	0.41%	1.05%	
ANZ At Call	S&P AA-		346,732.08	1.00000000	346,732.08	100.000	0.000			346,732.08	0.16%	1.05%	
BENAU At Call	Moodys A3		17,097.03	1.00000000	17,097.03	100.000	0.000			17,097.03	0.01%	1.00%	
BENAU transaction At Call	Moodys A3		509,345.21	1.00000000	509,345.21	100.000	0.000			509,345.21	0.24%	0.25%	
NAB At Call	S&P AA-		7,569,367.52	1.00000000	7,569,367.52	100.000	0.000			7,569,367.52	3.57%	1.05%	
NAB General At Call	S&P AA-		3,514,203.49	1.00000000	3,514,203.49	100.000	0.000			3,514,203.49	1.66%	0.75%	
NAB Links At Call	S&P AA-		66,867.27	1.00000000	66,867.27	100.000	0.000			66,867.27	0.03%	0.75%	
Westpac At Call	S&P AA-		2,867,416.50	1.00000000	2,867,416.50	100.000	0.000			2,867,416.50	1.35%	0.00%	
			15,750,569.42		15,750,569.42					15,750,569.42	7.43%		0.76%
Flexi Deposit (Fix/Float)													
Westpac 2.96 25 Oct 2022 182DAY FD	S&P AA-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.260			2,005,190.14	0.95%	1.83%	
Westpac 2.89 07 Dec 2022 182DAY FD	S&P AA-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.673			3,020,190.42	1.42%	1.84%	
			5,000,000.00		5,000,000.00					5,025,380.56	2.37%		1.84%
Floating Rate Deposit													
Westpac 1.01 17 Apr 2024 182DAY FRD	S&P AA-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.060			3,001,790.13	1.42%	1.82%	
Westpac 1.29 Apr 2024 182DAY FRD	S&P AA-		4,000,000.00	1.00000000	4,000,000.00	100.000	0.005			4,000,195.60	1.89%	1.79%	
Westpac 0.98 03 Jul 2024 182DAY FRD	S&P AA-		5,000,000.00	1.00000000	5,000,000.00	100.000	0.127			5,006,326.20	2.36%	1.78%	
			12,000,000.00		12,000,000.00					12,008,311.93	5.67%		1.79%
Floating Rate Note													
AMP 1.08 10 Sep 2021 FRN	S&P BBB+	AU3FN0044657	3,000,000.00	1.00000000	3,000,000.00	99.898	0.437			3,010,050.00	1.42%	1.97%	
AMP 1.05 30 Mar 2022 FRN	S&P BBB+	AU3FN0035283	2,000,000.00	1.00000000	2,000,000.00	99.461	0.329			1,995,800.00	0.94%	1.97%	
BOQ 1.17 26 Oct 2020 FRN	Fitch A-	AU3FN0033023	2,000,000.00	1.00000000	2,000,000.00	100.445	0.180			2,012,500.00	0.95%	2.05%	
BOQ 1.48 18 May 2021 FRN	Fitch A-	AU3FN0031290	2,000,000.00	1.00000000	2,000,000.00	101.056	0.072			2,022,560.00	0.95%	2.38%	
BENAU 1.1 18 Aug 2020 FRN	Fitch A-	AU3FN0028361	2,000,000.00	1.00000000	2,000,000.00	100.326	0.060			2,007,720.00	0.95%	2.00%	
BENAU 1.46 20 Apr 2021 FRN	Fitch A-	AU3FN0030938	1,000,000.00	1.00000000	1,000,000.00	100.967	0.253			1,012,200.00	0.48%	2.31%	
BENAU 1.05 25 Jan 2023 FRN	Moodys A3	AU3FN0040523	1,500,000.00	1.00000000	1,500,000.00	100.695	0.170			1,512,975.00	0.71%	1.93%	
CBA 1.15 18 Jan 2021 FRN	S&P AA-	AU3FN0029906	2,000,000.00	1.00000000	2,000,000.00	100.706	0.219			2,018,500.00	0.95%	2.00%	
CBA 1.11 17 Jan 2022 FRN	S&P AA-	AU3FN0034005	2,000,000.00	1.00000000	2,000,000.00	101.144	0.233			2,027,540.00	0.96%	1.98%	
CBA 0.88 25 Jul 2022 FRN	Moodys Aa3	AU3FN0037198	2,000,000.00	1.00000000	2,000,000.00	100.819	0.155			2,019,480.00	0.95%	1.76%	
CBA 0.93 16 Aug 2023 FRN	S&P AA-	AU3FN0044046	1,500,000.00	1.00000000	1,500,000.00	101.038	0.060			1,516,470.00	0.72%	1.84%	
CBA 1.13 11 Jan 2024 FRN	S&P AA-	AU3FN0046561	5,000,000.00	1.00000000	5,000,000.00	101.708	0.261			5,098,450.00	2.41%	2.02%	
CredSuis 1.95 09 Mar 2021 FRN	S&P A	AU3FN0030458	1,000,000.00	1.00000000	1,000,000.00	101.565	0.638			1,022,030.00	0.48%	2.84%	



Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Unit Price Notional	Unit Count	Market Value	% Total Value	Running Yield	Weighted Running Yield
CUA 1.3 20 Mar 2020 FRN	S&P BBB	AU3FN0034963	2,000,000.00	1.00000000	2,000,000.00	100.057	0.431			2,009,760.00	0.95%	2.21%	
CUA 1.23 04 Mar 2022 FRN	Moodys Baa1	AU3FN0046793	1,000,000.00	1.00000000	1,000,000.00	100.833	0.508			1,013,410.00	0.48%	2.13%	
CUA 0.9 21 Feb 2023 FRN	S&P BBB	AU3FN0052924	1,100,000.00	1.00000000	1,100,000.00	100.018	0.039			1,100,627.00	0.52%	1.80%	
HBS 1.23 29 Mar 2021 FRN	Moodys Baa1	AU3FN0041646	2,000,000.00	1.00000000	2,000,000.00	100.601	0.359			2,019,200.00	0.95%	2.15%	
HSBCSyd 0.83 27 Sep 2024 FRN	S&P AA-	AU3FN0050498	4,000,000.00	1.00000000	4,000,000.00	100.098	0.307			4,016,200.00	1.89%	1.75%	
MACQ 1.1 03 Mar 2020 FRN	S&P A+	AU3FN0026605	1,000,000.00	1.00000000	1,000,000.00	100.007	0.479			1,004,860.00	0.47%	1.99%	
MACQ 0.84 12 Feb 2025 FRN	Moodys A2	AU3FN0052908	3,000,000.00	1.00000000	3,000,000.00	99.926	0.082			3,000,240.00	1.42%	1.76%	
RACB 1.05 23 May 2022 FRN	Moodys Baa1	AU3FN0048328	800,000.00	1.00000000	800,000.00	100.433	0.026			803,672.00	0.38%	1.95%	
RACB 0.93 24 Feb 2023 FRN	S&P BBB+	AU3FN0053146	1,850,000.00	1.00000000	1,850,000.00	100.015	0.025			1,850,740.00	0.87%	1.83%	
ME Bank 0.98 18 Jul 2022 FRN	S&P BBB	AU3FN0048948	2,500,000.00	1.00000000	2,500,000.00	100.358	0.201			2,513,975.00	1.19%	1.83%	
NAB 1.17 12 May 2021 FRN	S&P AA-	AU3FN0031274	5,000,000.00	1.00000000	5,000,000.00	100.891	0.097			5,049,400.00	2.38%	2.09%	
NAB 0.9 05 Jul 2022 FRN	S&P AA-	AU3FN0036950	5,000,000.00	1.00000000	5,000,000.00	100.846	0.269			5,055,750.00	2.39%	1.82%	
NAB 0.93 26 Sep 2023 FRN	S&P AA-	AU3FN0044996	3,000,000.00	1.00000000	3,000,000.00	100.986	0.324			3,039,300.00	1.43%	1.85%	
NAB 1.04 26 Feb 2024 FRN	S&P AA-	AU3FN0046777	2,000,000.00	1.00000000	2,000,000.00	101.366	0.016			2,027,640.00	0.96%	1.89%	
NAB 0.92 19 Jun 2024 FRN	S&P AA-	AU3FN0048724	3,200,000.00	1.00000000	3,200,000.00	100.798	0.357			3,236,960.00	1.53%	1.81%	
NPBS 1.35 07 Apr 2020 FRN	S&P BBB	AU3FN0026969	3,000,000.00	1.00000000	3,000,000.00	100.109	0.329			3,013,140.00	1.42%	2.26%	
NPBS 1.1 26 Feb 2021 FRN	S&P BBB	AU3FN0046769	500,000.00	1.00000000	500,000.00	100.432	0.016			502,240.00	0.24%	1.95%	
NPBS 1.4 06 Feb 2023 FRN	S&P BBB	AU3FN0040606	1,250,000.00	1.00000000	1,250,000.00	101.106	0.146			1,265,650.00	0.60%	2.32%	
RABOBK 1.5 04 Mar 2021 FRN	S&P A+	AU3FN0030409	1,000,000.00	1.00000000	1,000,000.00	101.097	0.572			1,016,690.00	0.48%	2.40%	
RABOBK 1.08 03 Mar 2022 FRN	S&P A+	AU3FN0034690	1,000,000.00	1.00000000	1,000,000.00	101.092	0.474			1,015,660.00	0.48%	1.97%	
SunBank 1.25 20 Oct 2020 FRN	S&P A+	AU3FN0029195	2,000,000.00	1.00000000	2,000,000.00	100.548	0.230			2,015,560.00	0.95%	2.10%	
Westpac 1.17 03 Jun 2021 FRN	S&P AA-	AU3FN0031530	2,000,000.00	1.00000000	2,000,000.00	100.925	0.496			2,028,420.00	0.96%	2.06%	
			75,200,000.00		75,200,000.00					75,875,369.00	35.80%		1.99%
Term Deposit													
AMP 1.8 10 Mar 2021 553DAY TD	S&P BBB+		5,000,000.00	1.00000000	5,000,000.00	100.000	0.878			5,043,890.40	2.38%	1.80%	
Auswide 2.25 11 Mar 2020 265DAY TD	Moodys ST P-2		8,000,000.00	1.00000000	8,000,000.00	100.000	1.566			8,125,260.24	3.83%	2.25%	
BOQ 3.2 18 Mar 2020 1099DAY TD	Moodys ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	3.051			1,030,509.59	0.49%	3.20%	
BOQ 3.6 03 Feb 2021 1462DAY TD	Moodys ST P-2		3,000,000.00	1.00000000	3,000,000.00	100.000	0.256			3,007,693.14	1.42%	3.60%	
BOQ 3.6 03 Mar 2021 1456DAY TD	Moodys A3		4,000,000.00	1.00000000	4,000,000.00	100.000	3.580			4,143,210.96	1.95%	3.60%	
DFB 3 24 Feb 2021 728DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	3.016			2,060,328.76	0.97%	3.00%	
MACQ 1.8 01 Apr 2020 209DAY TD	Moodys ST P-1		8,000,000.00	1.00000000	8,000,000.00	100.000	0.873			8,069,830.16	3.81%	1.80%	
MACQ 1.85 17 Jun 2020 138DAY TD	Moodys ST P-1		10,000,000.00	1.00000000	10,000,000.00	100.000	0.131			10,013,109.60	4.72%	1.65%	
RACB 2.85 15 Apr 2020 456DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.351			2,007,027.40	0.95%	2.85%	
RACB 2.85 15 Jul 2020 547DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.351			2,007,027.40	0.95%	2.85%	
NAB 1.52 06 May 2020 152DAY TD	S&P ST A1+		5,000,000.00	1.00000000	5,000,000.00	100.000	0.354			5,017,698.65	2.37%	1.52%	
NAB 1.6 29 Jul 2020 180DAY TD	S&P ST A1+		10,000,000.00	1.00000000	10,000,000.00	100.000	0.127			10,012,712.30	4.72%	1.80%	



Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Unit Price Notional	Unit Count	Market Value	% Total Value	Running Yield	Weighted Running Yield
NAB 1.5 09 Dec 2020 364DAY TD	S&P ST A1+		3,000,000.00	1.00000000	3,000,000.00	100.000	0.329			3,009,863.01	1.42%	1.50%	
NPBS 3.7 03 Mar 2021 1822DAY TD	S&P BBB		1,000,000.00	1.00000000	1,000,000.00	100.000	0.831			1,008,312.33	0.48%	3.70%	
Westpac 2.77 03 Jun 2020 1091DAY TD	S&P ST A1+		3,000,000.00	1.00000000	3,000,000.00	100.000	0.668			3,020,035.08	1.42%	2.77%	
Westpac 2.9 09 Dec 2020 1099DAY TD	S&P ST A1+		3,000,000.00	1.00000000	3,000,000.00	100.000	0.675			3,020,260.26	1.42%	2.90%	
			70,000,000.00		70,000,000.00					70,596,769.28	33.31%		2.18%
Unit Trust													
NSWTC IM Cash Fund UT	S&P AAA		7,147,249.23		7,147,249.23			0.9329	7,661,488.3300	7,147,249.23	3.37%		
NSWTC Long Term Growth Fund UT	S&P AAA		14,687,569.07		14,687,569.07			1.1040	13,304,439.5400	14,687,569.07	6.93%		
NSWTC Medium Term Growth Fund UT	S&P AAA		10,869,527.28		10,869,527.28			1.0305	10,547,921.1600	10,869,527.28	5.13%		
			32,704,345.58		32,704,345.58					32,704,345.58	15.43%		
Portfolio Total			210,654,915.00		210,654,915.00					211,960,745.77	100.00%		1.94%

Note: For holdings in unit funds and similar securities, the face value (original and current) columns will display market values.



3. Portfolio Compliance As At 29 February 2020

Short Term Issuer/Security Rating Group	Market Value	% Total Value
A2	19,097,386.85	9.01%
A1	18,082,939.76	8.53%
A1+	24,080,569.30	11.36%
Portfolio Total	61,260,895.91	28.90%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
BBB+ to BBB-	27,150,466.73	12.81%
A+ to A-	22,312,648.20	10.53%
AA+ to AA-	68,532,389.35	32.33%
AAA	32,704,345.58	15.43%
Portfolio Total	150,699,849.86	71.10%

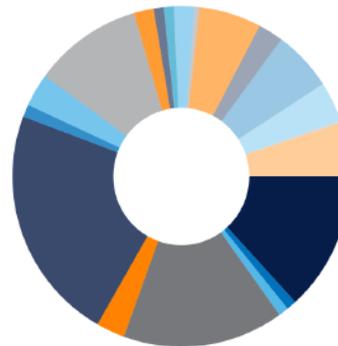
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	10,909,280.72	5.15%
ANZ Banking Group Ltd	346,732.08	0.16%
Auswide Bank Limited	8,125,260.24	3.83%
Bank of Queensland Ltd	12,216,473.69	5.76%
Bendigo & Adelaide Bank Ltd	5,059,337.24	2.39%
Commonwealth Bank of Australia Ltd	12,680,440.00	5.98%
Credit Suisse Sydney	1,022,030.00	0.48%
Credit Union Australia Ltd	4,123,797.00	1.95%
Defence Bank Ltd	2,060,328.76	0.97%
Heritage Bank Ltd	2,019,200.00	0.95%
HSBC Sydney Branch	4,016,200.00	1.89%
Macquarie Bank	22,088,039.76	10.42%
Members Banking Group Limited t/as RACQ Bank	6,668,466.80	3.15%
Members Equity Bank Ltd	2,513,975.00	1.19%
National Australia Bank Ltd	47,599,762.24	22.46%
Newcastle Permanent Building Society Ltd	5,789,342.33	2.73%
NSW Treasury Corporation	32,704,345.58	15.43%
Rabobank Nederland Australia Branch	2,032,350.00	0.96%
Suncorp Bank	2,015,560.00	0.95%
Westpac Banking Corporation Ltd	27,969,824.33	13.20%
Portfolio Total	211,960,745.77	100.00%

Market Value by Issuer

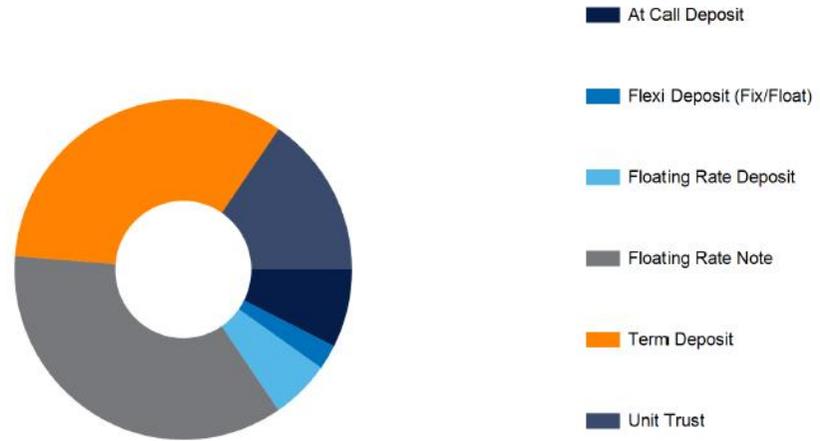


- AMP Bank Ltd
- ANZ Banking Group Ltd
- Auswide Bank Limited
- Bank of Queensland Ltd
- Bendigo & Adelaide Bank Ltd
- Commonwealth Bank of Australia Ltd
- Credit Suisse Sydney
- Credit Union Australia Ltd
- Defence Bank Ltd
- Heritage Bank Ltd
- HSBC Sydney Branch
- Macquarie Bank
- Members Banking Group Limited t/as RACQ Bank
- Members Equity Bank Ltd
- National Australia Bank Ltd
- Newcastle Permanent Building Society Ltd
- NSW Treasury Corporation
- Rabobank Nederland Australia Branch
- Suncorp Bank
- Westpac Banking Corporation Ltd



Security Type	Market Value	% Total Value
At Call Deposit	15,750,569.42	7.43%
Flexi Deposit (Fix/Float)	5,025,380.56	2.37%
Floating Rate Deposit	12,008,311.93	5.67%
Floating Rate Note	75,875,369.00	35.80%
Term Deposit	70,596,769.28	33.31%
Unit Trust	32,704,345.58	15.43%
Portfolio Total	211,960,745.77	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	123,440,550.59	58.24%
1 to < 3 Years	54,576,623.25	25.75%
3 to < 5 Years	33,943,571.93	16.01%
Portfolio Total	211,960,745.77	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining



Investment Policy Compliance

Legislative Requirements	Fully compliant
Issuer	Fully compliant (28 limits)
Security Rating Group	Fully compliant (7 limits)
Term Group	Fully compliant (4 limits)



4. Portfolio Statistics For Period Ending 29 February 2020

Trading Book	1 Month	3 Month	12 Month	Since Inception
Queanbeyan-Palerang Regional Council				
Portfolio Return (1)	-0.24%	0.30%	3.00%	2.98%
Performance Index (2)	0.08%	0.23%	1.33%	1.50%
Excess Performance (3)	-0.32%	0.07%	1.67%	1.39%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Queanbeyan-Palerang Regional Council	1.94



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Report Code: TEPACK080EXT-00.07
Report Description: Investment Report Pack 080
Parameters:
Trading Entity: Queanbeyan-Palerang Regional Council
Trading Book: Queanbeyan-Palerang Regional Council
Settlement Date Base
Period End Date: 29 Feb 2020
Financial Year Start Date: 1 Jul 2019
Financial Year End Date: 30 Jun 2020
History Start Date: 1 Jan 2000
Exclude Cash
Exclude Unallocated Cash
Exclude Negative Unit Holdings
Trading Limit Parameters:
Use Face Value
Use Security Rating Group
Eliminate Issuer Parent Child Effect? No
Trading Entity Limits Only? No

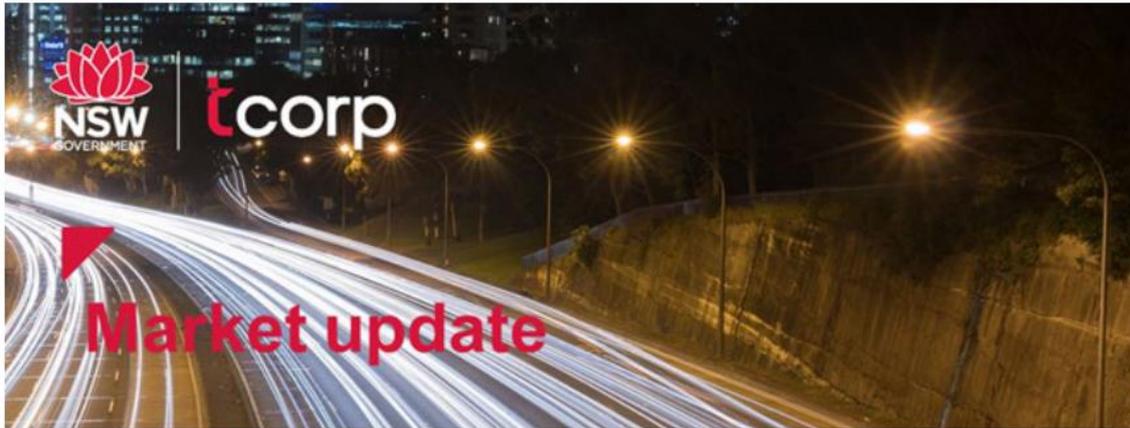
QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.11 INVESTMENT REPORT - FEBRUARY 2020

ATTACHMENT 2 TCORP MARKET UPDATE 13 MARCH 2020



Dear Client

In light of recent market volatility and continuing developments, we provide a summary of TCorp's management of client portfolios across debt and investments. These comments were prepared as at 13 March 2020 and with the situation changing daily, we will continue to provide regular updates.

TCorp Investments – investing on behalf of clients

Please find below our comments on returns and positioning of the TCorpIM Funds.

Market movements:

- Market developments have occurred against a backdrop of uncertainty regarding policy response to COVID-19, which were compounded by surprising disagreement between OPEC members and Russia. These two events have resulted in heightened uncertainty around short-term global growth and loss of confidence.
- Industries affected by the containment policies such as airlines, hotels and tourism related business have been hurt most. Financial services and resource companies have declined as market confidence continues to fall.
- Central banks are stepping in to provide liquidity, which may need to be increased if conditions continue to deteriorate. Liquidity in corporate bond markets is more challenged at the moment.

Asset classes:

- The cumulative decline in share markets over recent days has been rapid, with some movements not seen since the global financial crisis.
- Bonds continue to provide an important source of diversification and defensiveness in our Funds.
- The Australian dollar has broadly fallen versus a basket of global currencies (in particular the US dollar) providing expected benefits. This is a principal risk diversifier in our funds.
- The corporate bond premium over comparable government bonds has increased substantially in line with the decline in shares and heightened industry stress, towards levels last seen in 2015/16.
- Alternative assets continue to be an important source of diversification and are performing in line with expectations.

What we are doing in the portfolios:

- The portfolios remain well-positioned to meet their long-term investment objectives.
- We are managing the Funds to maintain their strategic risk and return profiles.
- The Funds are significantly diversified to reduce the risk arising from shares, which are a key driver of returns.
- We are rebalancing the Funds to their strategic settings in a cost effective and time efficient manner.
- We continue to assess the market for opportunities arising due to extreme mispricing.

The following table shows estimated fund performance to 11 March 2020 – they are based on unaudited, preliminary data and are subject to revision.

Funds as at 11 March 2020	3 years p.a. (%)	2 years p.a. (%)	1 year (%)	FYTD (%)	CYTD (%)
Cash	2.0	1.9	1.6	0.9	0.2
Short Term Income	2.3	2.2	2.0	1.1	0.2
Medium Term Growth	4.0	3.6	2.1	-0.6	-3.2
Long Term Growth	6.0	5.0	2.1	-2.2	-6.8

TCorp Debt – borrowing on behalf of clients

What we are doing in the portfolios:

- . When financial markets become so volatile and erratic, market liquidity often dries up as investors hold back and market makers retreat. While TCorp did not know what specific event might trigger a period of market dislocation or specifically when it would occur, we have been warning that a period of disruption was likely to occur. As a result, we have been actively raising funding at good levels when the funding is freely available. This means that we entered this period of volatility from a sound position.
- . Looking ahead, we need to be prepared for the possibility that this period of volatility persists. If the global economy does fall into recession, credit markets will come under more pressure. As bank loan losses mount, they could ration new lending to the economy which could result in another leg down. As such, this higher volatility environment could last for several more months.
- . On the other hand, positive news about the spread of COVID-19, a comprehensive global fiscal stimulus or signs that business balance sheets are proving resilient would result in a quicker return to more normal conditions.
- . TCorp will continue to monitor the evolution of markets conditions and will take advantage of opportunities as they arise.

TCorp 'Come and Go' facilities have strong liquidity and we continue to provide cash to clients as required.

TCorp business response

TCorp is acutely conscious of the potential implications of COVID-19, particularly to its staff and operational resilience. Our response to COVID-19 has been the focus of TCorp's management team since early February 2020 and, more recently, with its Audit & Risk Committee and the board. TCorp continues to monitor the evolving situation closely and remains committed to helping protect the safety of its staff, the resilience of its business operations and ensuring that our clients are regularly informed.

Kind regards

Katharine Seymour

General Manager, Client Relationships

About TCorp

TCorp provides best-in-class investment management, financial management, solutions and advice to the New South Wales (NSW) public sector. With A\$108bn of funds under management, TCorp is a top five Australian investment manager and is the central borrowing authority of the state of NSW, with a balance sheet of A\$82bn.

New South Wales Treasury Corporation (TCorp)

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.12 DRAFT PROBITY POLICY

ATTACHMENT 1 DRAFT PROBITY POLICY

Probity Policy March 2020



DRAFT PROBITY POLICY

Date policy was adopted:		CEO Signature and date
Resolution number:		
Next Policy review date:		
Reference number:		
Strategic Pillar		
Responsible Branch		DD/MM/YYYY

Probit Policy March 2020



Please note: Apart from definitions, all paragraphs are to be numbered. ie 1.1, 1.2 etc

1. OUTCOMES:

- 1.1 Queanbeyan-Palerang Regional Council may from time-to-time become involved in development projects within the local government area either as a land owner or as a partner in a joint-venture development.
- 1.2 This Probit Policy has been developed to ensure that probity principles are followed so that the community can be assured that fair, open and ethical behaviour is followed by Council in all its dealings.

2. POLICY:

2.1 Role of Council in Development Projects

Council may have a number of potential roles in respect of Development Projects that are to be undertaken, including:

- 2.1.1 As landowner;
- 2.1.2 As potential vendor of properties;
- 2.1.3 A responsibility for undertaking procurements relating to Development Projects;
- 2.1.4 As policy maker, acting on behalf of the community;
- 2.1.5 As the potential consent authority for the development of a property; and
- 2.1.6 As a developer, either in its sole capacity or jointly with another party.

2.2 The Council and Council officials have certain legal, policy and ethical obligations applying to their conduct in relation to the development activities, including in relation to, and arising from, the following:

- 2.2.1 The Council's Code of Conduct;
- 2.2.2 The responsibility of the CEO/General Manager to ensure the efficient and effective operation of the Council under section 335 of the *Local Government Act 1993* (NSW) (LGA);
- 2.2.3 Conducting tenders (including for the purposes of this Probit Policy and any related Probit Plan any calls for expressions of interest) in accordance with the LGA and the *Local Government (General) Regulation 2005* (NSW) (LGR); and
- 2.2.4 Any other obligations that Council officials and members of Council's committees (including advisory committees) have under law and policy, including the *Local Government Act 1993* (LGA), *Local Government Regulation 2005* (LGR) and related Council policies (including the Council's Code of Conduct, Statement of Business Ethics, Decision-Making

Probity Policy March 2020



Framework, Governance Framework, Legislative Compliance Policy, Procurement Policy and Unsolicited Proposals Policy).

- 2.3 The community and stakeholders involved in the Development Activities have a legitimate expectation that Councillors and other personnel involved in the Development Activities, will perform their duties in **an open**, fair and unbiased way and that the decisions they make will not be affected by self-interest or personal gain.
- 2.4 The purpose of the Probity **Policy** is to:
- 2.4.1 Establish broad **principles** for identifying and managing probity issues that arise from the date of approval of the **Policy** until the conclusion of all **significant** Development Projects **the Council may be party to or directly involved in within the Queanbeyan-Palerang Local Government Area (LGA)**;
 - 2.4.2 Complement and support the objectives of any specific Probity Plans (e.g. plans that may apply to Procurement Personnel or Development Personnel, as outlined in section 6 below); and
 - 2.4.3 Ensure that Council's deliberations in relation to the Development Activities and the conduct of Project Personnel (described in section 0) always reflect due process and occur in accordance with recognised probity principles as well as other applicable legal, policy and ethical obligations as referred to in section 6.2 and
 - 2.4.4 Provide a **policy framework** against which probity reviews can be undertaken, if and when required.
 - 2.4.5 **Provide general guidance to Councillors, Council staff, parties that may do business with Council and the general community on the management of probity issues**
- 2.5 This Probity **Policy** and any related Probity Plan does not replace, but is in addition to, any other obligations applying to the Council and Council officials, including under the LGA, LGR, *State Records Act 1998* (NSW), the *Government Information (Public Access) Act 2009* (NSW) or other relevant law or applicable policy.

3. SCOPE OF THE POLICY:

- 3.1 This Probity **Policy** applies to the following personnel who may be involved in Development Activities or who may have access to information relating to the same, including:
- 3.1.1 Councillors;
 - 3.1.2 Members of any Council committees, advisory (or similar) committees, including Councillors and members of such committees who are not Councillors;
 - 3.1.3 Members of Council staff; and

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3.1.4 Any advisors or consultants (including sub-contractors) to the Council or any committee working on, considering, or providing services in relation to a Development Project or Development Activities.

3.2 This Probity **Policy** applies to all Project Personnel and may be extended to include additional individuals over time, as those individuals commence participating in the project governance forums and/or any Development Projects.

3.3 Project Personnel will be provided with a copy of this Probity **Policy** and are required to complete a conflict of interest declaration (see Schedule 1) and confidentiality agreement (in the form of the Schedule 2 Confidentiality Agreement) relevant to their role in the Development Activities and/or any Development Project.

3.4 All Project Personnel are required to read, understand and comply with this Probity **Policy**.

4. **DEFINITIONS:**

4.1 **Probity:** in the context of this policy is defined as acting with 'integrity, uprightness and transparency' to ensure that Council acts in an open and fair manner demonstrating the highest levels of integrity consistent with the public interest in all its dealings relating to development projects it may have involvement and/or an interest in.

5. **LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:**

5.1 The following legislation and policies are relevant for the provisions of this policy:

- Local Government Act 1993
- Local Government (General Regulation) 2005
- **QPRC Code of Conduct**
- **QPRC Procurement Policy**
- **QPRC Legislative Compliance Policy**
- **QPRC Governance Framework**
- **QPRC Decision-Making Framework**
- **QPRC Decision-Making Policy**
- **QPRC Records Policy**
- **QPRC Unsolicited Proposals Policy**
- Government Information (Public Access) Act 2009
- **QPRC Statement of Business Ethics**

6. **Content**

6.1 **Probity **Policy** and Probity Plans**

6.1.1 The Council has established this Probity **Policy** to govern all Development Activities with a view to ensuring adherence to the probity principles described in Section 6.2 below throughout all Development Activities.

6.1.1 This Probity **Policy** includes the general probity principles that will apply for the duration of all **these significant** Development Activities, to assist Project Personnel to manage information and conduct their roles appropriately.



- 6.1.2 Where any specific procurement activity is to be undertaken as part of **these significant** Development Activities, a separate Probity Plan in substantially the same form as the Schedule 3 Probity Plan template that will be established for that procurement activity. Project Personnel involved in the relevant procurement will be required to read, understand and comply with that Probity Plan, in addition to this Probity **Policy**.
- 6.1.3 Where specific development or divestment activity is to be undertaken as part of the Development Activities (i.e. other than procurement), the Council may choose to establish a separate Probity Plan in substantially the same form as the Schedule 3 Probity Plan template for that activity if Council considers that such a Probity Plan (additional to this Probity **Policy**) is necessary to maintain probity in that particular activity. Project Personnel involved in that development or divestment activity will be required to read, understand and comply with any such Probity Plan, in addition to this Probity **Policy**. Where such a Probity Plan is not developed, this Probity **Policy** continues to apply to those activities.
- 6.1.4 The Probity Plan(s) will include the specific Probity Protocols that the relevant Project Personnel will be required to follow for the nominated Development Activities.

6.2 Development Activity Probity Principles

- 6.2.1 Council and all Project Personnel, in all dealings, must endeavour to be fair and open, and demonstrate the highest levels of integrity consistent with the public interest.
- 6.2.2 Probity principles are an important aspect of conducting open, fair, accountable and consistent processes relating to all Council activities including Development Activities.
- 6.2.3 In all commercial dealings undertaken in connection with the Development Activities, Council and all Project Personnel will observe the highest standard of probity.
- 6.2.4 The applicable probity principles are reflected in the LGA, LGR and Council policies. In addition, and without affecting such obligations, all Development Activities will comply with the following probity principles:
 - 6.2.4.1 Honesty and impartiality;
 - 6.2.4.2 Identification and management of conflicts of interest;
 - 6.2.4.3 Appropriate security and confidentiality arrangements;
 - 6.2.4.4 Consistency, fairness and due diligence;
 - 6.2.4.5 Use of open and competitive processes, as required;
 - 6.2.4.6 Compliance with legal and policy Policy,

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in conjunction with the Council's Code of Conduct, Statement of Business Ethics, Decision-Making Framework and Policy, Governance Framework and Policy, Legislative Compliance Policy, Procurement Policy and Unsolicited Proposals Policy and other relevant Council policies as well as relevant NSW Government guidance materials.

- 6.2.5 All Development Activities should be documented to record a clear audit trail. This will provide evidence that all Development Activities have been carried out appropriately, and may assist in demonstrating that Council and Project Personnel have acted in accordance with the above probity principles, this Probity Policy and any related Probity Plan and applicable obligations under law and policy.

6.3 Fundamental Principles

- 6.3.1 In order to ensure that all members of the public can have complete confidence in the integrity of the Development Activities, all Project Personnel must respect and adhere to the following fundamental principles of ethical conduct (Fundamental Principles).

- 6.3.2 These Fundamental Principles will apply to all Council Development Activities and Development Projects, in addition to the protocols set out in any Probity Plan made in conjunction with this Probity Policy.

- 6.3.3 Perception of breach

Project Personnel must:

- (i) ensure that their conduct does not give rise to a perception that would allow for the erosion of industry and community confidence in the way the Development Activities are conducted; and
- (ii) avoid any conduct that may increase the risk of issues of the integrity of the Development Activities being raised as a matter of public concern.

- 6.3.4 Honesty and Impartiality

Project Personnel must act:

- (i) impartially and not give preferential treatment to any government entity, council, private organisation or individual; and
- (ii) lawfully, fairly, honestly and in the best interests of the Council.

- 6.3.5 At all times during the Development Activities, any potential suppliers, developers or purchasers must be treated in a fair, honest, and equitable manner.

- 6.3.6 Consistency of Information:



- 6.3.6.1 Consistent and uniform information must be provided to the community and relevant industry participants as part of the Development Activities to ensure that any single party does not receive an unfair advantage over another in any Development Project.
- 6.3.6.2 Schedule 4 provides guidelines for the provision of information to tenderers to ensure consistency of information and that no one receives an unfair advantage over another.
- 6.3.6.3 Where appropriate, responses to enquiries to Council or a related committee in relation to the Development Activities should be provided to the community and relevant industry participants more broadly, subject to any editing necessary to maintain confidentiality.
- 6.3.6.4 Council and Project Personnel must not disclose proprietary information to any person who is not authorised to receive such information.
- 6.3.6.5 Consideration should be given to appointing a single point of contact for all enquiries in relation to any Development Activities (Contact Officer) (noting that specific Development Projects may have a different single point of contact appointed as provided for in the applicable Probity Plan.
- 6.3.6.6 With the exception of the Contact Officer, Project Personnel who are contacted by the community and/or relevant industry participants in the course of the Development Activities must direct them to the Contact Officer and not provide any information relating to the Development Project.

6.3.7 Conflicts of Interest

6.3.7.1 Conflicts of interest arise when persons are influenced, or appear to be influenced by personal or private interests when carrying out their public or professional duty. The failure to properly manage conflict of interest issues arising in the course of the Development Activities could result in:

- (i) the perception that the Development Activities lack independence; or
- (ii) the potential for corruption,

which could affect the integrity of the Development Activities.

6.3.7.2 To avoid the potential for conflicts of interest to arise, Project Personnel:

- (i) must exercise their powers and discharge their duties (if any) in good faith in the best interests of Council, and for a proper purpose; and
- (ii) should avoid placing themselves under any financial or other obligation that might unduly influence them in the performance of their role in Development Activities.

6.3.7.3 Project Personnel must:

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- (i) place loyalty to laws and ethical principles above private gain and any such personnel must not hold pecuniary interests that conflict with the performance of their role in the Development Activities;
- (ii) not engage in financial transactions using non-public Council information or allow the improper use of such information to further any private interest;
- (iii) endeavour to avoid any actions creating the appearance that they are violating the law or these ethical principles;
- (iv) declare any relationship that could give rise to a real or apparent conflict of interest or a potential or perceived conflict of interest in relation to the process by completing the relevant declaration, either Schedule 1A - Declaration for Councillors, Schedule 1B - Declaration for non-Councillors or Schedule 1C - Declaration for Council staff.

6.3.7.4 Project Personnel must also:

- (i) declare any conflicts of interest that arise during the Development Activities; and
- (ii) act in accordance with the Council's Code of Meeting Practice in relation to declaring conflicts of interest at Council meetings and meetings of Council committees (other than advisory committees),

6.3.7.5 Project Personnel must provide a copy of their declaration of conflict of interest to the Contact Officer. The Contact Officer may refer declarations to the Probity Advisor for advice. In the event that the Contact Officer has a conflict of interest, the matter must be referred to either:

- (i) the Council's Public Officer; or
- (ii) the Probity Advisor directly.

6.3.7.6 The Contact Officer should maintain registers of the following documents provided by Project Personnel:

- (i) a register of conflicts of interest declarations; and
- (ii) a register of confidentiality agreements.

6.3.8 Conflict of interest arising from Council's varying roles

6.3.8.1 Council is committed to ensuring that, in the exercise of its regulatory functions, it acts consistently, transparently and without bias, particularly where an activity of the Council is affected.



- 6.3.8.2 Council's varying roles in respect of the Development Activities include those roles listed in section 2.1.
- 6.3.8.3 A conflict of interest on Council's part could also arise or be perceived to arise where Council exercises other statutory functions in relation to Development Activities.
- 6.3.8.4 The risk is that Council's commercial interest in the matter could influence Council's exercise of its statutory duties or functions, or be perceived to do so.
- 6.3.8.5 For example, in its role as the relevant statutory planning authority, Council may also have to make decisions in relation to:
- (i) *preparing, considering or determining draft plans (including local environmental plans, development control plans) or other strategic planning instruments, plans, policies or codes in connection with Development Activities; and*
 - (ii) *considering and making determinations in relation to development applications that may be lodged with Council in relation to its property portfolio.*
- 6.3.8.6 A situation where a transaction (arising from the Development Activities) taints or is seen to taint Council's exercise of its discretion as a statutory planning authority or as the consent authority must be avoided.
- 6.3.8.7 Accordingly, having regard to the recommendations of the Independent Commission Against Corruption (including in particular, Recommendation 9 of the ICAC position paper, *Corruption risks in NSW development approval processes*, dated September 2007), Council will take steps to engage suitably qualified experts to provide an independent assessment of development applications submitted in respect of its properties where such proposed development arises from or is in some way connected with the Development Activities. This independent assessment will include a consideration of the planning merits of the development proposal and any submissions received from the public.
- 6.3.8.8 The independent assessor will be required to provide Council with a report outlining its findings, which Council will take into consideration when deliberating on whether to approve the proposed development. Council will make this report publicly available.

6.4 Probity Advisor

- 6.4.1 Council will appoint a Probity Advisor from within its Legal Panel to assist with ensuring it meets all probity requirements in respect Development Activities it may be involved in. The Service Manager Legal and Risk will select the Probity Advisor in consultation with Council's General Manager/CEO.

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- 6.4.2 The Probity Advisor will assist in establishing processes intended to ensure:
 - 6.4.2.1 open, fair, accountable and consistent practices, designed to help the Council realise the objectives of Development Activities, consistent with the Council's legal and policy obligations;
 - 6.4.2.2 defensibility of process and activities conducted as part of the **Development Activity**, including **those arising** from legal challenge;
 - 6.4.2.3 that actual, potential or perceived conflicts of interest are identified and effectively managed;
 - 6.4.2.4 public confidence is preserved in the Council's processes related to the Development Activities; and
 - 6.4.2.5 that all confidential information is secured.
- 6.4.3 The role of the Probity Advisor is to provide probity advice and to assist the Council in ensuring compliance with its probity obligations, this Probity **Policy**, any related Probity Plan and any **significant** Development Project process.
- 6.4.4 The Probity Advisor does not play any part in recommending or deciding the outcome of any part of the Development Activities and as such will not take part in any evaluation or assessment discussions (but may independently observe and provide advice on such discussions).
- 6.4.5 The Probity Advisor's role includes:
 - 6.4.5.1 providing probity briefings to Project Personnel and relevant stakeholders as required by the Council;
 - 6.4.5.2 review of documentation related to the Development Activities from a probity perspective; and
 - 6.4.5.3 providing probity advice to the Council, including advice in relation to any conflicts of interest that might arise, strategic probity issues and probity aspects of the Development activities generally.
- 6.5 Except as otherwise provided for in this Probity **Policy** or a Probity Plan, any probity issues that arise during Development Activities should be brought to the attention of the Contact Officer who will coordinate the provision of probity advice as required. However, where it is not practicable to do so due to urgency or for technical reasons, probity issues may be raised directly with the Probity Advisor with the Contact Officer being subsequently made aware of such probity issues as soon as possible by relevant person.

7. **Amendment to this Probity Policy**

- 7.1.1 Any amendments to, or departures from, the requirements of this Probity Policy will be subject to the instruction of the Council's CEO/General Manager in consultation with the Probity Advisor.

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8. REVIEW

Choose the applicable statement

- 8.1 This policy is a local policy and accordingly will be reviewed or confirmed within the first 12 months after the declaration of the poll for the next NSW general local government election, unless revoked sooner by Council. [Note: automatic revocation of this policy is provided for under s.165(4) of the *Local Government Act 1993*. The next general local government election is scheduled to be held in September 2020].

This policy may be reviewed and updated as necessary if:

- (a) legislation requires it, or
- (b) Council's functions, structure or activities change.

Or

This is a statutory policy in accordance with Section of the *NSW Local Government Act 1993*, and will be reviewed within 12 months after a general local government election.

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SCHEDULES:

- **Schedule 1A – Declaration for Councillors**
- **Schedule 1B – Declaration for Non-Councillors**
- **Schedule 1C – Declaration for Council Staff**
- **Schedule 2 – Confidentiality Agreement**
- **Schedule 3 – Probity Plan Template**
- **Schedule 4 – Communication Protocols**
- **Schedule 5 – Business As Usual (BAU) Protocols**

Probity Policy March 2020



Schedule 1 A - Declaration for Councillors

Queanbeyan-Palerang Regional Council Development Activities (Project)

A copy of this declaration must be forwarded to the Contact Officer.

Name _____

Position Title, Organisation _____

Role in Project _____

1. I acknowledge that:

- 1.1 I am a QPRC Councillor whose duties involve participating in the Development Activities.
- 1.2 As a Councillor, I am subject to certain requirements and obligations under law, including the *Local Government Act 1993* (NSW) and *Local Government (General) Regulation 2005* relating to conflicts of interest;
- 1.3 I am aware of my responsibility to act in accordance with the QPRC Code of Conduct; and
- 1.4 I am required to declare any conflicts of interest (such as private interests or relationships) which could or could be seen to influence or impact on the performance of my role in the Development Activities.

2. I declare that:

- 2.1 The list of any conflict of interest identified below has been prepared on the basis of my personal circumstances and particular role in the Development Activities, including my role in any particular Council Development Projects.
- 2.2 With the exception of any conflict of interest identified below, to the best of my knowledge and belief, no actual, potential or perceived conflict of interest exists which may hinder or prevent me from exercising fairly and impartially, and in the best interests of the QPRC, any activity related to the Development Activities.
- 2.3 I will use my best endeavours to ensure that no situation arises which may give rise to an actual, potential or perceived conflict of interest.
- 2.4 I will notify the QPRC Council in accordance with the Development Activities Probity **Policy** immediately if any circumstances arise during the course of Development Activities, including in relation to any Development Projects, which may give rise to an actual, potential or perceived conflict of interest and will comply with any directions for dealing with that conflict of interest.
- 2.5 I undertake to immediately inform QPRC of any changes to:
 - 2.5.1 my responsibilities or to the issue or subjects on which I am required to make decisions or give advice; and
 - 2.5.2 my personal circumstances that could affect the contents of this declaration and to provide an amended declaration/s using this pro forma.

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I declare that to the best of my knowledge neither I nor any member of my immediate family have any interests (pecuniary or otherwise) which could possibly be construed as having any influence, or perceived to have any influence, on the proper and objective performance by me of my duties in relation to the Development Activities other than as detailed below.

Note: Council staff completing this form should consider whether the conflicts of interest declared below (if any) also need to be declared in their annual written disclosure of interests.

Declaration Listing:
[if Nil to declare – write NIL]

Signature:

Name:

Date:

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Schedule 1 B - Declaration for non-Councillors

[Note: This declaration form is intended to be used by persons who are not Councillors or members of the Council's staff but who will be participating in the Development Activities (for example, a non-Councillor member of a Council committee). Council staff should use the declaration form at Schedule 1C below]

QPRC Property Development Activities (Project)

A copy of this declaration must be forwarded to the Contact Officer.

Name _____

Position Title, Organisation _____

Role in Project _____

1. I acknowledge that:

- 1.1 I will be participating in the Development Activities.
- 1.2 Queanbeyan-Palerang Regional Council requires full probity in the Development Activities, including communications in regards to information about the Development Activities, and all Project Personnel must not be influenced by any conflict of interest.
- 1.3 If any circumstances exist or occur which may give rise to an actual, potential or perceived conflict of interest, full disclosure of the circumstances must be provided immediately to the Council, who will take appropriate steps to ensure the actual, potential or perceived conflict of interest does not adversely affect the Development Activities.

2. I declare that:

- 2.1 The list of any conflict of interests identified below, has been prepared on the basis of my personal circumstances and particular role in the Development Activities, including my role in any particular Development Projects.
- 2.2 With the exception of any conflict of interest identified below, to the best of my knowledge and belief, no actual, potential or perceived conflict of interest exists which may hinder or prevent me from exercising fairly and impartially, and in the best interests of the Council, any activity related to the Development Activities.
- 2.3 I will use my best endeavours to ensure that no situation arises which may give rise to an actual, potential or perceived conflict of interest.
- 2.4 I will notify the Council in accordance with the Development Activities Probity Policy immediately if any circumstances arise during the course of Development Activities, including in relation to any Development Projects, which may give rise to an actual, potential or perceived conflict of interest and will comply with any directions for dealing with that conflict of interest.
- 2.5 I will undertake to immediately inform Council of any changes to:

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- 2.5.1 my responsibilities or to the issue or subjects on which I am required to make decisions or give advice; and
- 2.5.2 my personal circumstances that could affect the contents of this declaration and to provide an amended declaration/s using this pro forma.

I declare that to the best of my knowledge neither I nor any member of my immediate family have any interests (pecuniary or otherwise) which could possibly be construed as having any influence, or perceived to have any influence, on the proper and objective performance by me of my duties in relation to this Project other than as detailed below.

Declaration Listing:
[if Nil to declare – write NIL]

Signature:

Name:

Date:

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Schedule 1 C - Declaration for Council staff

Queanbeyan-Palerang Regional Council Property Development Activities (Project)

A copy of this declaration must be forwarded to the Contact Officer.

Name _____

Position Title within Council, _____

Role in Project _____

1. I acknowledge that:

- 1.1 I am a staff member of QPRC whose duties involve participating in the Development Activities.
- 1.2 **[For senior staff and 'designated persons' only]** I am subject to certain requirements and obligations under law, including the *Local Government Act 1993* (NSW) and *Local Government (General) Regulation 2005* relating to conflicts of interest.
- 1.3 I am aware of my responsibility to act in accordance with Council's Code of Conduct.
- 1.4 I am required to declare any conflicts of interest (such as private interests or relationships) which could or could be seen to influence or impact on the performance of my role in the Development Activities.

2. I declare that:

- 2.1 The list of any conflict of interest identified below has been prepared on the basis of my personal circumstances and particular role in the Development Activities, including my role in any particular Development Projects.
- 2.2 With the exception of any conflict of interest identified below, to the best of my knowledge and belief, no actual, potential or perceived conflict of interest exists which may hinder or prevent me from exercising fairly and impartially, and in the best interests of the Council, any activity related to the Development Activities.
- 2.3 I will use my best endeavours to ensure that no situation arises which may give rise to an actual, potential or perceived conflict of interest.
- 2.4 I will notify Council in accordance with the Development Activities Probity Policy immediately if any circumstances arise during the course of Development Activities, including in relation to any Development Projects, which may give rise to an actual, potential or perceived conflict of interest and will comply with any directions for dealing with that conflict of interest.
- 2.5 I undertake to immediately inform Council of any changes to:
- 2.5.1 my responsibilities or to the issue or subjects on which I am required to make decisions or give advice; and
- 2.5.2 my personal circumstances that could affect the contents of this declaration and to provide an amended declaration/s using this pro forma.

I declare that to the best of my knowledge neither I nor any member of my immediate family have any interests (pecuniary or otherwise) which could possibly be construed as having any influence, or

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perceived to have any influence, on the proper and objective performance by me of my duties in relation to the Development Activities other than as detailed below.

Note: Council staff completing this form should consider whether the conflicts of interest declared below (if any) also need to be declared in their annual written disclosure of interests.

Declaration Listing:
[if Nil to declare – write NIL]

Signature:

Name:

Date:



Schedule 2 Confidentiality Agreement

THIS DEED POLL is made by,

Name: _____

Address: _____

(the **Confidant**), for the benefit of Queanbeyan-Palerang Regional Council (**Council**).

1. Background

- a. **[For Councillors and Council staff]** The Confidant is a **Councillor / member of Council staff** whose duties involve participation in the Council's Development Activities.

[OR]

[For use by other participants] The Confidant is participating in the Council's Development Activities.

- b. The Confidant provides the undertakings set out below in respect of their involvement and information to be acquired, directly or indirectly, in connection with the Development Activities.
- c. The Council will provide the Confidant with information in the course of their involvement in the Development Activities, which may include information which is Confidential Information to the Council.
- d. The Confidant may also be provided with information in the course of their involvement in the Development Activities, which includes information which is Confidential Information or Personal Information to other parties.
- e. The Confidant acknowledges their responsibility to act in accordance with the Council's *Code of Conduct* in the relation to the use and security of Confidential Information and personal Information.
- f. The Council requires, and the Confidant agrees, that it is necessary to take all reasonable steps (including the execution of this confidentiality deed poll) to ensure that Confidential Information is kept confidential and any privacy obligations with respect to Personal Information are complied with.

2. Definitions

Confidential Information means information that:

- (a) is by its nature confidential;
- (b) is designated by the Council as confidential;
- (c) in the case of the Council's Confidential Information, a party knows or ought to know is confidential; or
- (d) is comprised in or relates to the Material, but does not include information which:
- (e) is or becomes public knowledge other than by breach of this Deed or any other confidentiality obligation; or

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- (f) has been independently developed or acquired as established by written evidence.

Development Activities mean the development, divestment and related procurement activities, as well as any other activities connected with the planning, undertaking, or implementation, of those activities, conducted by the Council in relation to its properties.

Material means any material that is provided by the Council to the Confidant for the purpose of their involvement in the Development Activities, as well as any material which is copied or derived from the material so provided, including, but not limited to, documents, equipment, information and data stored by any means.

Personal Information means the information or an opinion:

- (a) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion; and
- (b) of which the Confidant becomes aware because of their involvement in the Development Activities.

Privacy Act means the *Privacy and Personal Information Protection Act 1998* (NSW).

3. Non-disclosure

- 3.1 The Confidant undertakes to treat as secret and confidential all Confidential Information and Personal Information to which the Confidant has access or which is disclosed to the Confidant.
- 3.2 If the Council grants its consent for the Confidant to disclose Confidential Information, it may impose conditions on that consent.
- 3.3 The Confidant undertakes to immediately, if lawful, notify the Council if the Confidant becomes aware that any of the Confidential Information:
- (a) has been used, copied or disclosed in breach of this deed; or
- (b) is required to be disclosed by law or regulatory body.
- 3.4 The Confidant's obligations under this deed poll will not be taken to have been breached where the Confidant is legally required to disclose the Confidential Information.

4. Restriction on use

- 4.1 The Confidant undertakes to use the Confidential Information and Personal Information for the sole purpose of their involvement in the Development Activities.
- 4.2 The Confidant undertakes not to disclose or reproduce the Confidential Information or Personal Information to any person without the prior approval of the Council, and to take all necessary precautions to prevent unauthorised access to or copying of the Confidential Information and Personal Information in the Confidant's control.

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5. Privacy and Personal Information Protection Act 1998

5.1 In respect of the Personal Information, the Confidant will comply with the *Privacy and Personal Information Protection Act 1998* (NSW) as if they were a “public sector official” as defined in that Act.

6. Powers of the Council

6.1 Immediately on request by the Council, the Confidant must deliver to the Council all documents in the Confidant’s possession or control containing Confidential Information.

6.2 If at the time of such a request the Confidant is aware that documents containing Confidential Information are beyond the Confidant’s possession or control, then the Confidant must provide full details of where the documents containing the Confidential Information are, and the identity of the person who has control of them.

7. Survival

7.1 The obligations in this deed are perpetual.

8. Applicable law

8.1 This deed will be governed by and construed in all respects in accordance with the law of the State of New South Wales and the Confidant agrees to submit to the applicable jurisdiction of the courts of that State in respect of all matters arising under, or in relation to, this deed.

EXECUTED as a Deed Poll

Signed sealed and delivered by

in the presence of

←

←

Signature of witness

Signature of Confidant

Name of witness (print)

Name of Confidant (print)

Date of execution

Date of execution

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Schedule 3 Probity Plan

NOTE:

The Probity Policy provides for the development and implementation of separate tailored Probity Plans for procurement and divestment activities.

*This template Probity Plan is intended to apply to Council Development Projects in conjunction with the Probity **Policy** for Queanbeyan-Palerang Regional Council Development Activities.*

In finalising the Probity Plan, Council should read the notes and fill in any missing details.

Council's Probity Advisor can provide further advice and assistance in drafting, finalising and implementing any Probity Plan. The Probity Advisors contact details can be obtained from the Service Manager Legal & Risk

1. Background to the Project

- 1.1 The Council is undertaking [*insert name of Project*] as part of its Development Activities within the Queanbeyan-Palerang Local Government Area.
- 1.2 The Project relates to [*insert details*].

NOTE:

Insert in this part details about the Project, including key outcomes sought and whether it is a procurement, development or divestment process.

In particular, Council should outline who the relevant stakeholders in the Process are, whether the Process will include a competitive element such as a tender or, in the case of sale, whether processes such as an auction will be implemented.

These details will give context to the application of the probity principles and guide application of the probity protocols in this Probity Plan.

- 1.3 This Probity Plan has been prepared for the Project, which is a Council Development Project within the meaning of the Probity **Policy**.

2. Probity Plan and Probity **Policy**

- 2.1 This Probity Plan and the Probity Protocols build on the probity principles in the Probity **Policy**, in particular in relation to specific probity issues that may arise during the Project.
- 2.2 This Probity Plan should be read and understood in accordance with the Council's Probity Policy for Development Activities. Words and expressions used in the **Policy** are given the same meaning in this Probity Plan.
- 2.3 The purpose of the Probity Plan and Probity Protocols is to ensure that probity is observed at all times during the Project. This Probity Plan and the Probity Protocols apply throughout the Project Process in addition to the Probity **Policy**.
- 2.4 This Probity Plan and Probity Protocols does not replace, but is in addition to, any other obligations of Project Personnel, including under the *Local Government Act 1993 (NSW) (LGA)*, *Local Government (General) Regulation 2005 (NSW) (LGR)*, *State Records Act 1998 (NSW)* or other relevant law.

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- 2.5 This Probity Plan and Probity Protocols apply to Project Personnel involved in the Project or who may have access to information relating to the same.

3. Probity Principles

- 3.1 The Probity Principles outlined in the Probity **Policy** apply to the Project, including:

- 3.1.1 honesty and impartiality;
- 3.1.2 identification and management of conflicts of interest;
- 3.1.3 appropriate security and confidentiality arrangements;
- 3.1.4 consistency, fairness and due diligence;
- 3.1.5 transparency;
- 3.1.6 use of open and competitive processes, as required;
- 3.1.7 compliance with legal and policy **provisions**,

- 3.2 in conjunction with Council's Code of Conduct, Council's Decision-Making Framework, Governance Framework, Legislative Compliance Policy, Statement of Business Ethics, Procurement Policy and Unsolicited Proposals Policy, relevant Independent Commission Against Corruption guidance material¹ and other relevant Council policy.

- 3.3 Project Personnel must also adhere to the Fundamental Principles outlined in the Probity **Policy**, including in relation to perception of breach.

4. Amendment

- 4.1 Any amendments to, or departures from, the requirements of this Probity Plan will be subject to the same approval requirements as the Probity **Policy**.

5. Probity Protocols (Procurement)

NOTE

These Probity Protocols are relevant to competitive procurement focused Projects.

If the Project relates a divestment process or development process, these protocols should be deleted, as well as the Business as Usual protocols.

Council will need to assess the need for the Business as Usual Protocols (e.g. where there is an incumbent provider), see further below.

5.1 Application

- 5.1.1 These Probity Protocols are applicable to, and must be observed by, all Project Personnel, including members of the Tender Evaluation Team or equivalent (**TET**).

¹ See, for example: 'Probity and probity advising: Guidelines for managing public sector projects', November 2005, available at <http://ict-industry-reports.com/wp-content/uploads/sites/4/2013/10/2005-Guidelines-for-Probity-in-Public-Sector-Projects-ICAC-Nov-2005.pdf>; 'Corruption risks in NSW development approval processes: Position paper', September 2007, available at http://www.icac.nsw.gov.au/documents/doc_download/1280-corruption-risks-in-nsw-development-approval-processes-position-paper; and 'Corruption risks in NSW Government procurement: The management challenge', December 2011, available at http://www.icac.nsw.gov.au/documents/doc_download/3852-corruption-risks-in-nsw-government-the-management-challenge-december-2011.

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- 5.1.2 The Probity Protocols apply throughout the entirety of the Project, from prior to approaching the market (**ATM**) for goods and/or services relating to the Project (for example, by issuing a Request for Proposals, Request for Expressions of Interest or Request for Tender), up to the time a contract is entered into (if any).

5.2 Breaches of these Probity Protocols

- 5.2.1 If any person becomes aware of, or believes there is likely to occur, a breach of these Probity Protocols, they should communicate their concerns to the chairperson of the TET (or equivalent, referred to as **Chair of the TET** throughout this Probity Plan) or, if the breach involves the Chair of the TET, to the Probity Advisor directly.

5.3 Distribution

- 5.3.1 A copy of the Probity Protocols (and any approved amended version) will be provided to Project Personnel, including:
- (a) the Chair of the TET;
 - (b) all members of the TET;
 - (c) the advisors, including the technical advisors; and
 - (d) any other personnel who may have access to sensitive information relating to procurement activities.
- 5.3.2 It is the responsibility of each of the above Project Personnel to read, understand, and to comply with, the requirements of these Probity Protocols.

5.4 Evaluation

- 5.4.1 The evaluation of tenders, proposals or expressions of interest (or equivalent, referred to as **Tenders** throughout this Probity Plan) will be conducted in accordance with:
- (a) the Request For Tender (or equivalent);
 - (b) the Tender Evaluation Plan (or equivalent);
 - (c) rules for conducting tenders outlined in the LGA and LGR (if applicable)²; and
 - (d) any relevant Council policies.
- 5.4.2 The roles of Project Personnel involved in the evaluation process will be detailed in the Tender Evaluation Plan.
- 5.4.3 With the exception of the Contact Officer identified in the ATM documents, the identity of members of the TET or any other personnel involved with the Project should not be disclosed to or discussed with any Tenderer.

² The rules for conducting tenders at Chapter 6, Part 3, Division 1 (Tendering) of the LGA and Part 7 (Tendering) of the LGR apply to contracts of the kind specified at section 55 of the LGA.

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5.5 Gifts and hospitality

- 5.5.1 Members of the TET and any other Project Personnel must not accept gifts or gratuities from Tenderers. Gratuities include, but are not limited to items such as entertainment, transportation, lodging, or services.

5.6 Offers of employment

- 5.6.1 Members of the TET and any other Project Personnel must not knowingly solicit or accept future employment or business opportunities from Tenderers or possible future competing Tenderers during the evaluation process.
- 5.6.2 Members of the TET and any other Project Personnel who are approached by a Tenderer regarding the possibility for employment (whether the employment is intended for a period during or after the completion of the Project) must notify the Chair of the TET or the Probity Advisor immediately.

5.7 Business meetings and social functions

- 5.7.1 Members of the TET and any other Project Personnel must not attend or participate in social functions or conferences that are primarily sponsored or organised by a Tenderer unless given express permission by the Chair of the TET.
- 5.7.2 Where members of the TET and any other Project Personnel attend or are involved in social or conference activities that are not sponsored or organised by a Tenderer, but where representatives from Tendering entities may be present, discretion and care should be exercised in discussions with Tenderers at such functions in accordance with the Schedule 4 Communications Protocol (the Procurement Process must not be discussed, and, should the Tenderer raise it, they must be told to direct their query to the Contact Officer specified in the RFT, and the conversation must be recorded in writing as soon as possible).
- 5.7.3 It is possible that some personnel may have previous or on-going personal or business relationships with members of Tenderers or with companies in competition with the Tenderer's outside the RFT process. Such individuals should attempt to avoid situations likely to engender a conflict of interest. If a conflict of interest does arise or could be seen to be occurring, the individuals must immediately bring such matters to the attention of the Chair of the TET who will document the matter and inform the Probity Advisor. It is the individual's responsibility to immediately inform the Chair of the TET or Probity Advisor.

NOTE:

If council is conducting a procurement where there is an incumbent provider, Council should consider including the BAU Protocols in Schedule 4.

If the BAU Protocols are retained then sections 5.7.4 and 5.7.5 should be retained. Otherwise, those sections can be deleted, along with the BAU Protocols schedule.

- 5.7.4 The requirements of section 5.7.3 are in addition to the requirements in the Schedule 5 Business as Usual (BAU) Protocols and to the obligation to declare conflicts of interest in the Probity Policy.
- 5.7.5 The Schedule 5 Business as Usual (BAU) Protocols is a detailed Protocol for dealing with the incumbent provider. All members of the TET and any other personnel involved in the Procurement Process who have a need to communicate

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with the incumbent service provider must comply with the Schedule 5 Business as Usual (BAU) Protocols.

5.8 Confidentiality and Information Security

- 5.8.1 In accordance with Part 7, Division 3 of the LGR, all Tenders received by the Council must be securely stored:
- (a) if received in hardcopy, in a secure tender box; and
 - (b) if received by electronic means, in a secure container in TRIM on the Council's computer network,
- and must only be accessible by appropriate Project Personnel.
- 5.8.2 In accordance with Council's Code of Conduct and Statement of Business Ethics Councillors must protect and maintain the integrity and security of confidential information in their possession.
- 5.8.3 All details of Tenders and matters relating to evaluation of them are to be treated as confidential during the Project.
- 5.8.4 Limited copies of Tenders may be made with the prior approval of the Chair of the TET for the purpose of evaluation, provided that each copy is noted in a register maintained by the Chair of the TET, and its confidentiality preserved.
- 5.8.5 Once the Tenders have been evaluated and Council has determined how it will proceed, the destruction of any copies will need to comply with Council policy and Council's legal obligations, including under the LGA and *State Records Act 1998*.
- 5.8.6 The Chair of the TET must ensure that any confidential information (electronic and hard copy) handled by Project Personnel is maintained securely at Council's Offices (**Secure Location**).
- 5.8.7 Confidential information must only be accessible to Project Personnel who have a need-to-know and who have signed a declaration of interests and confidentiality agreement substantially in the form attached to the Probity Policy.
- 5.8.8 Electronic Confidential information **will** be maintained in a secure environment **within Council's electronic document management system (EDRMS) with restricted access.**
- 5.8.9 The Chair of the TET is to create and maintain a register to track any documents circulated outside of the Secure Location. Approval to remove Confidential Information from the Secure Location may be provided by the Chair of the TET provided that the security of the confidential information can be assured, and the removal is tracked in the register. As far as practicable, confidential information should not be removed from the Secure Location.
- 5.8.10 Copies of confidential information are not to be produced without the prior written approval of the Chairperson.
- 5.8.11 Where it is necessary to remove confidential information and such approval is approved, its safe keeping is the responsibility of the person removing the information. Confidential information must at all times be either in the personal possession of the individual or locked in a secure environment.

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6. Probity Protocols (Divestment by Tender)

NOTE

These Probity Protocols are relevant to divestments undertaken by tender.

If the Project relates to a procurement or development, the relevant protocols above or below should be adopted and these protocols removed.

6.1 Application

- 6.1.1 These Probity Protocols are applicable to, and must be observed by, all Project Personnel.
- 6.1.2 The Probity Protocols apply throughout the entirety of the Project, from prior to approaching the market for tenders up to the time the relevant contract is entered into.

6.2 Breaches of these Probity Protocols

- 6.2.1 If any person becomes aware of, or believes there is likely to occur, a breach of these Probity Protocols, they should communicate their concerns to the Chair of the TET or, if the breach involves the Chair of the TET, to the Probity Advisor directly.

6.3 Distribution

- 6.3.1 A copy of the Probity Protocols (and any approved amended version) will be provided to Project Personnel, including:
 - (a) the Chair of the TET;
 - (b) all members of the TET;
 - (c) the advisors, including the technical advisors; and
 - (d) any other personnel who may have access to sensitive information relating to divestment activities.
- 6.3.2 It is the responsibility of each of the above Project Personnel to read, understand, and to comply with, the requirements of these Probity Protocols.

6.4 Evaluation

- 6.4.1 The evaluation of Tenders will be conducted in accordance with:
 - (a) the Request For Tender;
 - (b) the Tender Evaluation Plan;
 - (c) rules for conducting tenders outlined in the LGA and LGR (if applicable); and
 - (d) any relevant Council policies.
- 6.4.2 The roles of Project Personnel involved in the evaluation process will be detailed in the Tender Evaluation Plan.

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- 6.4.3 With the exception of the Contact Officer identified in the ATM documents, the identity of members of the TET or any other personnel involved with the Project should not be disclosed to or discussed with any Tenderer.

6.5 Gifts and hospitality

- 6.5.1 Members of the TET and any other Project Personnel must not accept gifts or gratuities from Tenderers. Gratuities include, but are not limited to items such as entertainment, transportation, lodging, or services.

6.6 Offers of employment

- 6.6.1 Members of the TET and any other Project Personnel must not knowingly solicit or accept future employment or business opportunities from Tenderers or possible future competing Tenderers during the evaluation process.
- 6.6.2 Members of the TET and any other Project Personnel who are approached by a Tenderer regarding the possibility for employment (whether the employment is intended for a period during or after the completion of the Project) must notify the Chair of the TET or the Probity Advisor immediately.

6.7 Business meetings and social functions

- 6.7.1 Members of the TET and any other Project Personnel must not attend or participate in social functions or conferences that are primarily sponsored or organised by a Tenderer unless given express permission by the Chair of the TET.
- 6.7.2 Where members of the TET and any other Project Personnel attend or are involved in social or conference activities that are not sponsored or organised by a Tenderer, but where representatives from Tendering entities may be present, discretion and care should be exercised in discussions with Tenderers at such functions in accordance. The Divestment Process must not be discussed, and, should the Tenderer raise it, they must be told to direct their query to the Contact Officer specified in the RFT, and the conversation must be recorded in writing as soon as possible.
- 6.7.3 It is possible that some personnel may have previous or on-going personal or business relationships with members of Tenderers or with companies in competition with the Tenderer's outside the RFT process. Such individuals should attempt to avoid situations likely to engender a conflict of interest. If a conflict of interest does arise or could be seen to be occurring, the individuals must immediately bring such matters to the attention of the Chair of the TET who will document the matter and inform the Probity Advisor. It is the individual's responsibility to immediately inform the Chair of the TET or Probity Advisor.

6.8 Confidentiality and Information Security

- 6.8.1 In accordance with Part 7, Division 3 of the LGR, all Tenders received by the Council must be securely stored:
- (a) if received in hardcopy, in a secure tender box; and
 - (b) if received by electronic means, in a secure container in TRIM on the Council's computer network,
- and must only be accessible by appropriate Project Personnel.

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- 6.8.2 In accordance with Council's Code of Conduct and Statement of Business Ethics Councillors must protect and maintain the integrity and security of confidential information in their possession.
- 6.8.3 All details of Tender and matters relating to evaluation of them are to be treated as confidential during the Project.
- 6.8.4 Limited copies of Tenders may be made with the prior approval of the Chair of the TET for the purpose of evaluation, provided that each copy is noted in a register maintained by the Chairperson, and its confidentiality preserved.
- 6.8.5 Once Tenders have been evaluated and Council has determined how it will proceed, the destruction of any copies will need to comply with Council policy and Council's legal obligations, including under the LGA and *State Records Act 1998* (NSW).
- 6.8.6 The Chair of the TET must ensure that any confidential information (electronic and hard copy) handled by Project Personnel is maintained securely at Council's Offices (**Secure Location**).
- 6.8.7 Confidential information must only be accessible to Project Personnel who have a need-to-know and who have signed a declaration of interests and confidentiality agreement substantially in the form attached to the Probity Policy.
- 6.8.8 Electronic Confidential information must be maintained in a secure environment on Council's computer network and secured by a password, which is available only to relevant Project Personnel and systems administrators.
- 6.8.9 The Chair of the TET is to create and maintain a register to track any documents circulated outside of the Secure Location. Approval to remove Confidential Information from the Secure Location may be provided by the Chair of the TET provided that the security of the confidential information can be assured, and the removal is tracked in the register. As far as practicable, confidential information should not be removed from the Secure Location.
- 6.8.10 Copies of confidential information are not to be produced without the prior written approval of the Chairperson.
- 6.8.11 Where it is necessary to remove confidential information and such approval is approved, its safe keeping is the responsibility of the person removing the information. Confidential information must at all times be either in the personal possession of the individual or locked in a secure environment.

7. Probity Protocols (Development Project)

NOTE

These Probity Protocols are relevant to Project involving development, such as the consideration of development applications and related decisions by Council (and related Project Personnel).

If the Project relates to a procurement or divestment, the relevant protocols above should be adopted and these protocols removed.

7.1 Application

- 7.1.1 These Probity Protocols are applicable to, and must be observed by, all Project Personnel.

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- 7.1.2 The Probity Protocols apply throughout the entirety of the Project, from prior to approaching the market for tenders up to the time the relevant contract is entered into.

7.2 Breaches of these Probity Protocols

- 7.2.1 If any person becomes aware of, or believes there is likely to occur, a breach of these Probity Protocols, they should communicate their concerns to the Contact Officer.

7.3 Distribution

- 7.3.1 A copy of the Probity Protocols (and any approved amended version) will be provided to all Project Personnel.
- 7.3.2 It is the responsibility of each of the above Project Personnel to read, understand, and to comply with, the requirements of these Probity Protocols.

7.4 Project Conduct

- 7.4.1 The Project, including the assessment of development applications and related decision making, will be conducted in accordance with the LGA, LGR and other Council policies relevant to development.
- 7.4.2 These Probity Protocols create specific obligations on Project Personnel who may deal with development applications (Applications) or the entities who have lodged such Applications (**Developers**).

7.5 Gifts and hospitality

- 7.5.1 Project Personnel must not accept gifts or gratuities from Developers. Gratuities include, but are not limited to items such as entertainment, transportation, lodging, or services.

7.6 Offers of employment

- 7.6.1 Project Personnel must not knowingly solicit or accept future employment or business opportunities from Developers, in particular when related Applications are being assessed.
- 7.6.2 Project Personnel who are approached by a Developer regarding the possibility for employment (whether the employment is intended for a period during or after the completion of the Project) must notify the Contact Officer or the Probity Advisor immediately.

7.7 Business meetings and social functions

- 7.7.1 Project Personnel involved in the assessment of Applications or related decision making must not attend or participate in social functions or conferences that are primarily sponsored or organised by a Developer.
- 7.7.2 Where Project Personnel involved in the assessment of Applications or related decision making attend or are involved in social or conference activities that are not sponsored or organised by a Developer, but where representatives from Developers may be present, discretion and care should be exercised in discussions with Developers at such functions in accordance. The Project must not be discussed, and, should the Developer raise it, they must be told to direct their

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query to the Contact Officer, and the conversation must be recorded in writing as soon as possible.

- 7.7.3 It is possible that some personnel may have previous or on-going personal or business relationships with Developers or with companies in competition with a Developer outside of the Project. Such individuals should attempt to avoid situations likely to engender a conflict of interest. If a conflict of interest does arise or could be seen to be occurring, the individuals must declare that conflict of interest in accordance with the Probity Policy and inform the Probity Advisor. It is the individual's responsibility to make such a declarations and inform the Chair of the TET or Probity Advisor.

7.8 Confidentiality and Information Security

- 7.8.1 All Applications must be kept secure.
- 7.8.2 In accordance with Council's Code of Conduct and Statement of Business Ethics Councillors must protect and maintain the integrity and security of confidential information in their possession
- 7.8.3 All details of Applications and matters relating to assessment of them are to be treated as confidential during the Project.
- 7.8.4 Limited copies of Applications may be made for the purpose of assessment, provided that each copy is noted in a register maintained by the assessment team, and its confidentiality preserved.
- 7.8.5 Once the Applications have been assessed and Council has determined how it will proceed, the destruction of any copies will need to comply with Council's Records policy and Council's legal obligations, including under the LGA and State Records Act 1998.
- 7.8.6 Confidential information must only be accessible to Project Personnel who have a need-to-know and who have signed a declaration of interests and confidentiality agreement substantially in the form attached to the Probity Policy.
- 7.8.7 Project Personnel must ensure that any confidential information (electronic and hard copy) is maintained securely at Council's Offices (Secure Location).
- 7.8.8 Electronic confidential information must be maintained in a secure environment on Council's computer network.
- 7.8.9 The assessment team is to create and maintain a register to track any documents circulated outside of the Secure Location. Confidential information must only be removed from the Secure Location where there is a genuine need and provided that the security of the confidential information can be assured. Any such removal must be tracked in the register. As far as practicable, confidential information should not be removed from the Secure Location.
- 7.8.10 Copies of confidential information are to be kept to a minimum.
- 7.8.11 Where it is necessary to remove confidential information and such approval is approved, its safe keeping is the responsibility of the person removing the information. Confidential information must at all times be either in the personal possession of the individual or locked in a secure environment.

Probity Policy – March 2020

Schedule 4 Communications Protocols

1. Communications Protocol

1.1 The Communications Protocol provides guidelines for the provision of information to Tenderers, and the formulation of responses to enquiries. These guidelines are intended to provide a process for the dissemination of information that will:

1.1.1 be appropriate to the Project,

1.1.2 be open and fair,

1.1.3 maintain appropriate security and confidentiality, and

1.1.4 meet the needs of Tenderers and be capable of being accommodated within the resources of all parties.

1.2 Consistent and uniform information must be provided to all Tenderers to ensure that one Tenderer does not receive an unfair advantage over another.

2. General Enquiries

2.1 Project Personnel shall refer any general enquiries that are received in relation to the Request for Tender (or equivalent, RFT) to the Contact Officer for further details.

2.2 Any enquiries received prior to the RFT being released should be directed to the Contact Officer.

2.3 Under no circumstances should Project Personnel (with the exception of the Contact Officer as provided for in the Probity Policy or Probity Plan) make any comment about the RFT process, including comments about timing, the content of the RFT or the identity of any evaluation personnel.

3. Telephone and/or Verbal Enquiries and Conversations

3.1 The RFT informs interested parties that all requests for further information relating to the RFT must be made by email to the Contact Officer email address nominated in the RFT.

3.2 If members of the TET or any other Project Personnel are contacted by any Tenderer or any other person seeking information about the RFT, they must direct the person making the enquiry to the Contact Officer email address and must not say anything about the Project.

4. Written Correspondence

4.1 The RFT informs Tenderers that all requests for further information relating to the RFT must be made by email to the Contact Officer nominated in the RFT.

4.2 All draft responses to requests for further information must be approved by the Chair of the TET.

4.3 Draft responses to requests for further information will be referred, where appropriate, by the Chair of the TET to the Probity Advisor for advice before being issued.

4.4 All responses to Tenderers must be sent by email through the Contact Officer email address.

4.5 All email correspondence will be recorded and stored securely by Council.

Probity Policy – March 2020

5. Meetings

- 5.1 During the period after release of the RFT and until conclusion of the procurement process, contact with Tenderers will be limited to written correspondence or any other form of contact expressly provided for in the RFT.
- 5.2 Meetings with Tenderers as provided for in the RFT must only be held or attended:
- 5.2.1 if permitted by the Chair of the TET;
 - 5.2.2 in accordance with any guidelines determined by the Chair of the TET in consultation with the Probity Advisor. These guidelines may include requirements such as the following:
 - (a) that there be an agenda for each meeting;
 - (b) proceedings at the meetings are to be documented;
 - (c) responses to questions asked by Tenderers are to be confirmed in writing and provided to all other Tenderers;
 - 5.2.3 in accordance with the principles that any communications made at those meetings must not:
 - (a) give, or give rise to the perception of, an unfair advantage to a Tenderer;
 - (b) reveal proprietary or confidential information of another Tenderer; or
 - (c) unfairly disadvantage a Tenderer; and
 - 5.2.4 in accordance with any business as usual protocols where there is an incumbent provider.

6. Social functions and other business meetings

- 6.1 If members of the TET or other Project Personnel involved in the procurement are permitted to attend a meeting with, or attend a conference or social function with, an entity that may be a potential Tenderer or is a Tenderer, the following key points should be kept in mind:
- 6.1.1 **no advantage** – any contact with potential or current Tenderers should be undertaken in a way that does not:
 - (a) give, or give rise to the perception of, that that Tenderer has received an unfair advantage;
 - (b) reveal proprietary or confidential information;
 - (c) unfairly disadvantage a potential or current Tenderer;
 - (d) breach the requirements of any business as usual protocols.
 - 6.1.2 **no details of RFT** – at no time should details of the RFT be discussed with a potential or current Tenderer;
 - 6.1.3 **verbal discussions** - any discussions about the RFT process should be conducted so that they cannot be overheard by anyone who does not have a need to know, particularly potential or current Tenderers. Business matters that could affect or are connected to the procurement should not be discussed. Where an

Probity Policy – March 2020

individual attempts to raise issues in respect of the Procurement Process, they should be told that it is not appropriate to discuss such matters. The Chair of the TET should be notified of any such situations; and

- 6.1.4 **email groups** - under no circumstances should information about the RFT be disseminated via an email group which includes any personnel of a potential or current Tenderer, particularly incumbent providers (if any).

7. Media

- 7.1 Any media contacts or requests concerning the procurement should be directed to the Contact Officer and notified to the Chair of the TET.

8. Amendment

- 8.1 Any amendments to, or departures from, the requirements of this Communications Protocol will be subject to the same approval requirements as the Probity **Policy**.

Schedule 5 Business As Usual (BAU) Protocols

1. Application

- 1.1 In addition to the Probity Protocols in the Probity Plan and the Schedule 4 Communications Protocol, the following BAU Protocols are intended to specifically address probity risks in relation to the 'incumbent' service provider, given that it will likely be responding to the RFT.
- 1.2 The BAU Protocols recognise that Project Personnel, including some members of the Tender Evaluation Team, must be able to continue to communicate with the incumbent service provider, its subcontractors and staff (**Current Provider**) to enable the performance and administration of the current contract to continue unhindered. These Protocols refer to such communication as Business as Usual contact (**BAU contact**).

NOTE

The following section relate in part to transition out of a current incumbent contract. There may also be occasions where transition out is not necessarily relevant and Council could consider removing related sections.

The Probity Advisor can provide further advice and assistance in drafting changes to the BAU Protocols.

- 1.3 They also recognise that specific communication will be required between members of the Tender Evaluation Team and the Current Provider in order to facilitate access to information which will be required for the Procurement Process and to plan for and implement any phase out of the existing contract. These Protocols refer to such communications as **Transition Out contact**.
 - 1.4 It is important that BAU contact and Transition Out contact does not provide the Current Provider with any advantage or perception of advantage as against other Tenderers. The BAU Protocols accordingly set in place a regime which, as far as possible, will ensure equal opportunity of access to information about the procurement process by both the Current Provider and all other potential Tenderers.
- ### 2. Communications with the incumbent
- 2.1 Members of the Tender Evaluation Team must avoid all communications relating to the procurement process with the Current Provider. In particular, details regarding selection criteria, terms and conditions of tender, scope of services, timing of the procurement processes, proposed responses, membership of the Tender Evaluation Team and other related matters should not be discussed under any circumstances, except as provided for in the relevant response documents.
 - 2.2 Only those Project Personnel who have legitimate requirements (that is, a requirement which is clearly and expressly part of their appointment, employment or contractual responsibility) and who are authorised to do so, should communicate with the Current Provider.
 - 2.3 If members of the Tender Evaluation Team or any other person who is directly involved in the procurement have a legitimate requirement to contact the Current Provider, they should do so only after being cleared to do so by the Chair of the TET. Unless it is clearly authorised by the Chair of the TET, any contact with the Current Provider must not include information about the procurement process.
 - 2.4 All internal e-mail groups to be used to disseminate procurement information need to be reviewed to establish whether any of the Current Provider's officers or employees are included in the group.
 - 2.5 If approached by the Current Provider to discuss matters relating to the procurement process, members of the Tender Evaluation Team and any other personnel directly involved in the procurement process should inform the Current Provider that such discussions are inappropriate and cannot be continued. The Current Provider should be referred to the Contact Officer for all further communications relating to the procurement process.

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Probity Policy

2.6 Members of the Tender Evaluation Team and any other person involved in the procurement process must immediately report to the Chair of the TET any approach by the Current Provider to discuss matters relating to the procurement process.

3. Seeking advice from Probity Advisor

3.1 Prior to authorising contact with the Current Provider, the Chair of the TET may seek advice from the Probity Advisor. The Probity Advisor will consider:

3.1.1 whether the proposed contact, the Current Provider and the information to be provided could provide the Current Provider with an advantage over other potential respondents;

3.1.2 whether Council's requirement could be met in another way; and

3.1.3 whether any potential advantage to the Current Provider will be addressed by implementing other processes (for example, by the providing of the same information to all potential Tenderers).

4. Contact register

4.1 BAU contact between the Current Provider and Council does not need to be recorded unless it potentially impacts upon the procurement process (for example, if problems with the current level of service provision are discussed, or options for improvement. Any substantial BAU contact – such as feedback on performance, or discussions relating more complex projects or relating to the dispute - should be by way of meetings which are minuted.

4.2 Transition Out contact should also be in the form of meetings which are minuted.

4.3 Minutes and records of contact with the Current Provider are to be made available to the Probity Advisor on request. The Chair of the TET will discuss with the Probity Advisor in advance of each meeting whether the Probity Advisor should attend.

5. Storage of information

5.1 In accordance with the document security provisions in the Probity Plan, any information concerning the procurement process held by Council must be stored securely and Current Provider are not to be permitted access under any circumstances.

5.2 Meetings conducted in premises that the Current Provider has access to should be behind closed doors to ensure that discussions are not overheard.

5.3 Any unauthorised access to the designated secure area by the Current Provider that comes to the attention of Council must be immediately reported to the Contact Officer. The Contact Officer will initiate further investigations into the matter, as required.

6. Amendment

6.1 Any amendments to, or departures from, the requirements of this BAU Protocol will be subject to the same approval requirements as the Probity Policy.



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Probity Policy

PROBITY POLICY ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Probity Policy for the Development Activities and have read and understood my obligations, roles and responsibilities under the Probity Policy.

I acknowledge that I may be subject to further obligations under a corresponding Probity Plan in relation to a specific Council Development Project in conjunction with the Probity Policy as development activities progress.

Signature:

Print Name:

Title:

Date:



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QUEANBEYAN-PALERANG REGIONAL COUNCIL

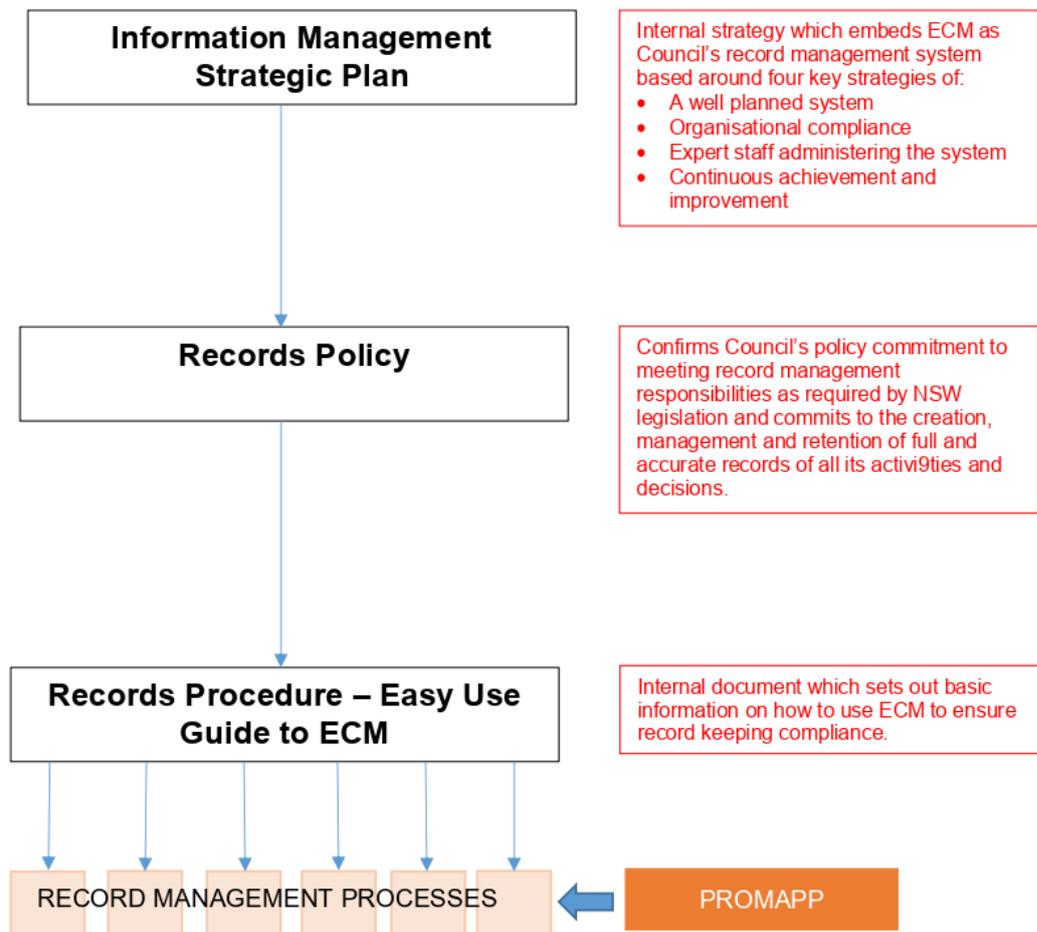
Council Meeting Attachment

25 MARCH 2020

ITEM 9.13 UPDATING AND HARMONISATION OF COUNCIL POLICIES

ATTACHMENT 1 RECORDS MANAGEMENT FRAMEWORK

QPRC RECORDS MANAGEMENT FRAMEWORK



QPRC has developed a Records Framework based around a **Strategy, Policy and Procedure**. The Strategy recognises that accurate, searchable and retrievable data is the foundation for organisational success. Four strategies are identified as being critical to achieving this goal consisting of:

- A well planned system
- Organisational compliance
- Expert staff administering the system
- Continuous achievement and improvement

The Policy sets out Council's commitment to meeting its record management responsibilities as well as the creating, managing, retaining and the appropriate disposal of records in line with the requirements of NSW legislation.

The Procedure (Easy Use Guide) outlines the basic processes staff need to follow to ensure they comply with the requirements of the Strategic Plan and Policy to ensure the proper use of ECM. More detailed Processes are saved within PROMAPP, Council's operational system designed to capture organisations' business processes.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.13 UPDATING AND HARMONISATION OF COUNCIL POLICIES

ATTACHMENT 2 DRAFT RECORDS POLICY

Draft
Records Policy

Date policy was adopted:		CEO Signature and date
Resolution number:		
Next Policy review date:		
Reference number:		
Strategic Pillar		
Responsible Branch		DD/MM/YYYY

1. OUTCOMES:

Ensure all Councillors and staff, including Contractors, meet their record keeping requirements as required by NSW legislation.

2. POLICY:

- 2.1 Council is committed to meeting its record management responsibilities as required by the State Records Act 1998.
- 2.2 Council must ensure that full and accurate records of all its activities and decisions are created, managed and retained or disposed of appropriately, and in accordance with the requirements of NSW legislation.

3. SCOPE OF THE POLICY:

- 3.1 This policy applies to all Council Officials which includes Council Staff and Councillors who deal with corporate records and anyone who performs work on Council's behalf including casuals, volunteers, contractors and consultants.
- 3.2 This policy applies to all Council records in any format, created, received or maintained by Council for official business.

4. DEFINITIONS:

Council Official - includes councillors, members of staff of a council, administrators, council committee members and delegates of council.

Recordkeeping

Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Recordkeeping requirements

Requirements arising from regulatory sources, business needs and community expectations that identify the types of records that should be created and the management framework needed in order to have, and accountably manage, all the business information that is necessary for an organisation.

Recordkeeping systems

Recordkeeping systems are business information systems capable of:

- capturing
- maintaining and
- providing access to records over time.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.

AS ISO 15489 Part 1 Clause 3.15

Record means any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. State Records Act 1998(NSW).

NOTE: This can also include personal/private information generated by Council officials on Council owned systems and hardware.

Records management

Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. AS ISO 15489 Part 1 Clause 3.16

Records management program

A records management program encompasses the management framework, the people and the systems required within an organisation to manage full and accurate records over time. This includes the identification and protection of records with longer-term value that may be required as State archives.

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

State Records Act 1998
Local Government Act 1993
Government Information (Public Access) Act 2009
Copyright Act 1968
Environmental Planning & Assessment Act 1979
Government Information (Public Access) Act 2009
Privacy & Personal Information Act 1998
International Standard on Records Management AS ISO 15489-2017
QPRC Information Management Strategic Plan 2019
QPRC Easy Use Guide to ECM
QPRC Code of Conduct

6. CONTENT:

6.1 Purpose of this Policy

The purpose of this Records Policy is to ensure that full and accurate records of all activities and decisions of the Council are created, managed and retained or disposed of appropriately, and in accordance with relevant legislation. This will:

- Enable the Council to achieve information accessibility, business enhancement and improvement.
- Allow Council to meet its obligations for accountability while ensuring that it protects the rights and interest of the Council.
- Ensure that Council is complying with NSW legislative requirements in respect of record management

6.2 Application of this policy

All Council Officials must comply with the policy, and associated Records Management Directive and Business Rules, in their conduct of official business for the Council. This policy applies to records in all formats.

6.3 It is the responsibility of Council Officials to ensure that records created by them in the performance of their duties are properly preserved in Council's Record Management System (ECM).

- 6.4 All records and documents (regardless of format) created and/or received by Council Officials on Council-owned systems/hardware belong to QPRC and as such are assets for the use of Council and the community where appropriate.
- 6.5 It is the responsibility of Council Officials to comply with Council's record management processes to ensure they meet their record keeping responsibilities and that the records they create are full and accurate and saved into Council's Record Management System (ECM)
- 6.6 In particular Council Officials have an obligation to:
- Make records to support the conduct of their business activities
 - Register records into Council's Records Management System (ECM)
 - Learn how and where records are kept within council
 - Not dispose of or destroy records (see Cl.6.7)
 - Not lose records (if in hardcopy format)
 - Meeting their training requirements for 'good record management'
- 6.7 Disposal of Records
- The disposal of Council records is only to be carried out by authorised QPRC Council staff in accordance with the State Records General Disposal Authorities (GA39, GA45) and in consultation with the Team Leader Records.
- 6.8 Council Officials are obliged to attend Records Management education and training courses to ensure their compliance with recordkeeping requirements as set out in this policy and the Records Management Directive.
- 6.9 Council Officials need to be cognoscente of their general conduct obligations as set out in the QPRC Code of Conduct which requires them to '*act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out [their] functions...*' This requirement applies directly to the obligations as set out in Clause 6.6 of this policy.
- 6.10 To assist Council Officials meeting their record keeping obligations a Records Directive has been developed which can be viewed on Council's intranet.

7. REVIEW

- 7.1 This policy is a local policy and accordingly will be **reviewed or confirmed within the first 12 months** after the declaration of the poll for the next NSW general local government election, unless revoked sooner by Council. [**Note:** automatic revocation of this policy is provided for under s.165(4) of the *Local Government Act 1993*. The next general local government election is scheduled to be held in September 2020].

This policy may be reviewed and updated as necessary if:

- (a) legislation requires it, or
- (b) Council's functions, structure or activities change.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.13 UPDATING AND HARMONISATION OF COUNCIL POLICIES

ATTACHMENT 3 DRAFT UNSOLICITED PROPOSALS POLICY

DRAFT

Unsolicited Proposals
Policy

Date policy was adopted:		CEO Signature and date
Resolution number:		
Next Policy review date:		
Reference number:		
Strategic Pillar		
Responsible Branch		DD/MM/YYYY

1. OUTCOMES:

- 1.1 Council has developed this policy to provide guidance on dealing with approaches by the private sector and individuals with proposals for the Council dealing with land purchases, business development, participation in a joint venture and other proposals.
- 1.2 The aim of the policy is to:
 - Ensure good governance is followed by Council in dealing with these proposals
 - A clear and transparent process is followed to assist the Council and private sector working together to develop and deliver innovative outcomes for the community, and
 - Provide consistency and certainty for proponents as to how their unsolicited proposal will be assessed within a transparent framework.

2. POLICY:

- 2.1 In its daily operations the Council, Councillors and Council staff are sometimes approached by the private sector and individuals with specific proposals for the Council to consider. The *Unsolicited Proposals Policy* works in concert with Council's *Unsolicited Proposals Procedure* to provide guidance to both Council and proponents on proposals which it has not publicly sought expressions of interest.

3. SCOPE OF THE POLICY:

- 3.1 This policy applies to all unsolicited proposals submitted by the private sector and individuals as described in Section 1.1.

4. DEFINITIONS:

Assessment Criteria - The criteria upon which Unsolicited Proposals will be assessed

Intellectual Property - Inventions, original designs and practical applications of good ideas protected by statute law through copyright, patents, registered designs, circuit layout rights and trademarks; also trade secrets, proprietary know-how and other confidential information protected against unlawful disclosure by common law and through additional contractual obligations such as Confidentiality Agreements.

Proponent - The person or organisation that submits an Unsolicited Proposal

Unsolicited Proposal - An approach to the Council from a Proponent with a proposal to deal directly with the Council over a commercial proposition, where the Council has not requested the proposal. This may include proposals to build and/or finance infrastructure, provide goods or services, or undertake a major commercial transaction.

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

- *Unsolicited Proposals – Guide for Submission & Assessment*, NSW Government, August 2017

- *NSW Public Private Partnerships Guidelines 2017*, NSW Treasury, TPP17-07
- *Environmental Planning & Assessment Act 1979*
- *Local Government Act 1993*
- *QPRC Unsolicited Proposals Procedure*

6. CONTENT:

- 6.1 Council is sometimes approached by the private sector and individuals with specific proposals for it to consider including, land purchases, business development, participation in a joint venture and other proposals. To assist with this process Council has developed this policy and a procedure to consider these unsolicited proposals to ensure a transparent and streamlined approach to assist the Council and the private sector working together to develop and deliver innovative ideas.
- 6.2 The aim of this policy and procedure is to provide consistency and certainty to the private sector as to how any unsolicited proposal to the Council will be assessed within a transparent framework.
- 6.3 The focus of unsolicited proposals is on unique and innovative projects or services and is not designed to replace applicable environmental and planning assessment processes.
- 6.4 If Council decides to progress an unsolicited proposal it should not be interpreted as any form of explicit or tacit support for the required planning approvals. All proposals will be required to meet the required approvals as set out in the relevant legislation.
- 6.5 Council will apply a three stage assessment process to guide the evaluation of any unsolicited proposal consisting of:

Stage 1

- 6.5.1 **Initial Submission and Preliminary Assessment** where Council staff will undertake a Preliminary Assessment of the proposal to determine if the submission constitutes an unsolicited proposal and if it contains sufficient potential grounds to justify direct dealing and a Stage 1 assessment.
- 6.5.2 **Strategic Assessment of Initial Submission** which includes a comprehensive initial assessment of the proposal to identify the potential benefit to Council of further consideration and development with the Proponent.

Stage 2

- 6.5.3 **Detailed Proposal** which requires the Proponent and Council to work cooperatively in the development and assessment of a Detailed Proposal.

Stage 3

- 6.5.4 **Negotiation of Final Binding Offer** which involves the finalisation of all outstanding issues with a view to entering into a binding agreement, should the Council accept the final offer.

- 6.6 The Guiding Principles for dealing with and assessing unsolicited proposals will be:
- 6.6.1 **Optimising Outcomes** - Proposals must be considered in light of the wider benefits and strategic outcomes that may be derived.
- 6.6.2 **Uniqueness** - the uniqueness needs to apply to both the proposal and the proponent by clearly demonstrating the unique benefits of the proposal and the unique ability of the proponent to deliver the proposal. *Note: Proposals that are NOT considered unique are unlikely to be progressed.*
- 6.7 The following assessment criteria will be applied to any proposal consisting of:
- Uniqueness
 - Value for Money
 - Return on Investment
 - Capability and Capacity
 - Affordability
 - Risk Allocation
- 6.8 Where the Council assesses a proposal as not meeting the criteria, including uniqueness, the Council reserves its usual right to go to market. The Proponent will be provided with the opportunity to participate in the procurement process should the concept be offered to the market.
- 6.9 Council will take all the necessary steps to conduct its commercial dealings with integrity through the application of established probity principles and in accordance with the Council's adopted probity framework which will ensure it:
- Maintains impartiality
 - Maintains accountability and transparency
 - Manages conflicts of interest
 - Maintains confidentiality, particularly in respect of commercial confidentiality and the protection of intellectual property, and
 - Obtains value for money
- 6.10 Council's *Unsolicited Proposal's Procedure* will set out the steps and processes to be followed to ensure it addresses the guiding principles, assessment criteria and probity requirements for dealing with any such proposal.

7. REVIEW

- 7.1 This policy is a local policy and accordingly will be **reviewed or confirmed within the first 12 months** after the declaration of the poll for the next NSW general local government election, unless revoked sooner by Council. [**Note:** automatic revocation of this policy is provided for under s.165(4) of the *Local Government Act 1993*. The next general local government election is scheduled to be held in September 2020].

This policy may be reviewed and updated as necessary if:

- (a) legislation requires it, or
- (b) Council's functions, structure or activities change.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.13 UPDATING AND HARMONISATION OF COUNCIL POLICIES

ATTACHMENT 4 DRAFT PUBLIC ART POLICY

DRAFT

Public Art Policy

Date policy was adopted:		CEO Signature and date
Resolution number:		
Next Policy review date:		
Reference number:		
Strategic Pillar		
Responsible Branch		DD/MM/YYYY

1. OUTCOMES:

- 1.1 Queanbeyan-Palerang Regional Council is committed to the development of a tolerant, diverse and rich natural and cultural heritage.
- 1.2 The rationale for having in place a public art policy is:
 - 1.2.1 Council supports Public Art in the region, and believes in building a sense of place and local identity through appropriate and high quality art pieces.
 - 1.2.2 Public Art can enhance public spaces by reflecting local stories, community interests and themes.
 - 1.2.3 Public Art can be a local attraction which may result in strong economic benefit to the region.
 - 1.2.4 Public Art can also be a medium which grows community engagement, culture, and identity.
 - 1.2.5 Public Art is a visible consequence of community 'place-making'.
- 1.3 As the most visible and accessible art form, public art plays an important role in contributing to the life of the region and as such the key purpose of this policy is to integrate public art into the fabric of the region and to enrich the public domain.

2. POLICY

- 2.1 This policy guides the development of public art within the Queanbeyan-Palerang Local Government Area which also covers the acquisition, commissioning, placement, management, maintenance and decommissioning of public art work within the region.

3. SCOPE OF THE POLICY:

- 3.1 This policy will guide and form the criteria for assessment of all public art:
 - commissioned and managed by Council
 - commissioned or developed by associations, property developers, businesses and individuals or groups within the community in partnership with the Council.
 - donated or commissioned by external bodies (including government) for the benefit of the community.
- 3.2 This policy is supported by the 'Implementation Guidelines for Public Art' developed by the QPRC internal Public Art Working Party.
- 3.3 Unapproved graffiti, signage and art pieces on private property are **not** considered 'public art' and are not covered by this policy.

4. DEFINITIONS:

- 4.1 '**Public Art**' refers to any art medium planned to be in a public place or precinct or building accessible to the general public. Pieces can be long term (permanent intent) or temporary (such as pop-up installations, street art, projection art, or similar). Art Concepts and design features in buildings and precincts can be classified as Public Art.
- 4.2 **Public Art** is **not** 'functional' park equipment or seating, natural landscape features, most gardens, heritage items or historic memorials.
- 4.3 '**Public Spaces**' includes streets, public parks and facilities, civic buildings and precincts, foyers and spaces in public buildings, and outdoor spaces accessible from public buildings.

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

5.1 The Public Art Policy aligns with:

Strategic Pillar 1: Community

1.1.1 We build on and strengthen our community cultural life and heritage

Strategic Pillar 2: Choice

2.1.1 We will continue the ongoing revitalisation of the Queanbeyan CBD Suburban Centres and rural villages.

5.2 All public art installations will comply with the relevant QPRC Plans, Strategies and Guidelines and Council building requirements along with any relevant Australian Standards, WHS and Intellectual Property legislation, and any relevant contract obligations.

6. CONTENT:

6.1 GUIDELINES AND CRITERIA FOR PUBLIC ART

Evaluation and approval of all proposed public artworks proposed for the Queanbeyan-Palerang Region will be based on the following criteria:

- 6.1.1 Relevance to the objectives and actions of the Community Strategic plan and other relevant Council planning and transformation strategies;
- 6.1.2 Standards of excellence and innovation;
- 6.1.3 The integrity of the work;
- 6.1.4 Relevance and appropriateness of the work to the context of its site;
- 6.1.5 Consistency with current planning, heritage and environmental policies; Plans of Management;
- 6.1.6 Consideration of public safety and the public's access to and use of the public domain;
- 6.1.7 Consideration of maintenance and durability requirements;
- 6.1.8 Evidence of funding source and satisfactory budget including an allocation for ongoing maintenance;
- 6.1.9 Non-duplication of monuments commemorating the same or similar events; and
- 6.1.10 Consideration for a holistic approach to public art in the City.

6.2 THE QPRC PUBLIC ART WORKING GROUP

- 6.2.1 Council has established a Public Art Working Group to examine the feasibility of public art options within its place-making framework.
- 6.2.2 The QPRC Public Art Working Party will include representatives from:
 - Urban Landscapes
 - Culture and Art (including community representatives)
 - Place-making

- Development and Planning
- Finance and Assets (when applicable)

6.2.3 This group will review the guidelines for implementing the Public Art Policy.

6.2.4 The working group will manage Council processes which may include installation, ongoing maintenance and repair and de-installation of public art works.

6.2.5 The working group will report to Council to seek endorsement of public art projects arising from its deliberations.

6.3 FUNDING NEW PUBLIC ART

6.3.1 The QPRC Culture and Art team and Grants Officer will assist Council staff, community groups and individuals to apply for appropriate grant funding for Public Art Projects.

6.3.2 Council will proactively seek to include contributions toward the provision of public art when Local Infrastructure Policies and Fixed Levy Contribution Plans are being reviewed or a Local Planning Agreement is being negotiated as part of development proposals in key areas such as CBDs, town centres and special precincts within Queanbeyan-Palerang.

6.3.3 Donations and Gifts of artworks intended for public places will be assessed, in accordance with the policy, by the QPRC Cultural Development and Public Art Committee.

6.4 PLACEMENT OF PUBLIC ART

6.4.1 QPRC will seek to incorporate visual arts components or design features in any new Council buildings, recreation facilities and parks throughout the region.

6.4.2 Council will endeavour to add to the identity of our towns and villages with visible art works as visitors enter or leave the areas.

6.4.3 Council will support public art programs which invigorate our public spaces.

6.4.4 Where possible, Public Art will tell a story reflecting the unique strengths, achievements and history of our region.

7. REVIEW

7.1 This policy is a local policy and accordingly will be **reviewed or confirmed within the first 12 months** after the declaration of the poll for the next NSW general local government election, unless revoked sooner by Council. [**Note:** automatic revocation of this policy is provided for under s.165(4) of the *Local Government Act 1993*. The next general local government election is scheduled to be held in September 2020].

This policy may be reviewed and updated as necessary if:

- (a) legislation requires it, or
- (b) Council's functions, structure or activities change.

Sewer Connections – **Limit of Council** **Responsibility Policy**

Date policy was adopted:		CEO Signature and date
Resolution number:		
Next Policy review date:		
Reference number:		
Strategic Pillar		
Responsible Branch		DD/MM/YYYY

1. OUTCOMES:

- 1.1 To define the limit of responsibility that Council will accept for the maintenance of sewer infrastructure that services a particular property.

2. POLICY:

- 2.1 Council maintains sewer infrastructure within its sewerage scheme areas. This policy sets out the limits of council responsibilities with property owners.

3. SCOPE OF THE POLICY:

- 3.1 This policy applies to any property connected to a Queanbeyan-Palerang Regional Council sewerage scheme for which it is the Local Water Utility under the terms of the Local Government Act 1993.

4. DEFINITIONS:

Boundary riser: A vertical shaft located at or in near proximity to the property boundary that joins the inlet of a boundary connection to ground level to provide access to the drain for inspection, cleaning or maintenance. The riser is covered with a cap or lid. The facility may incorporate a trap.

Council Sewer: Any pipe, pump, well, fixture or other appurtenant works owned and operated by the Council that exists for the collection, transport and treatment of sewage; regardless of whether that infrastructure is located on private or public land

Subject Property: The property served by the sewer.

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

- 5.1 This policy does not change Council's insurable legal risk in respect of infrastructure located on public land. The individual property owner will retain the insurable risk with regard to infrastructure located on private land.

6. CONTENT:

- 6.1 Council is responsible for the maintenance of sewer infrastructure as follows:
- 6.1.1 For sewer connections with a boundary riser, trap or inspection opening located within two (2) metres of the property boundary: To and including the boundary riser.
- 6.1.2 For sewer connections without a boundary riser, trap or inspection opening or with a boundary riser, trap or inspection opening located greater than two (2) metres from the property boundary: ~~To the property boundary only.~~ **To the point of connection (interface) of Council's main only.**

6.1.3 Property-owners are responsible for maintaining the presence and accessibility of any boundary riser on their serviced premises to ensure that access to such is not obstructed in any way.

7. REVIEW

- 7.1 This policy is a local policy and accordingly will be reviewed or confirmed within the first 12 months after the declaration of the poll for the next NSW general local government election, unless revoked sooner by Council. [**Note:** automatic revocation of this policy is provided for under s.165(4) of the *Local Government Act 1993*. The next general local government election is scheduled to be held in September 2020].

This policy may be reviewed and updated as necessary if:

- (a) legislation requires it, or
- (b) Council's functions, structure or activities change.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 9.14 NSW INDEPENDENT BUSHFIRE INQUIRY

ATTACHMENT 1 DRAFT SUBMISSION TO NSW BUSHFIRE ENQUIRY

DRAFT SUBMISSION TO THE NSW GOVERNMENT BUSHFIRE INQUIRY

The following submission has been prepared addressing the four matters identified for comment
(refer <https://www.nsw.gov.au/improving-nsw/projects-and-initiatives/nsw-independent-bushfire-inquiry/>)

Causes and contributing factors

- The inaccessibility of the country where ignitions started impeded an early assault which allowed the fire fronts to grow on all sides, requiring a greater number of ground resources.
- The dry conditions meant that embers resulted in large numbers of spot fires that took hold quickly, including in open areas where fires ran even though there were almost negligible amounts of grass cover.
- Water was at a premium because of the drought. Usual water sources were low or non-existent.
- Because of the dry conditions, some communities and households were under fire threat up to four times because of:
 - unburnt areas of land igniting after initial fire fronts had moved through,
 - unburnt canopies falling to ground level and reigniting,
 - the number of hot spots across the fire ground,
 - the vastness of fire fronts and
 - wind changes pushing fires back and forth through burnt areas and those areas re-igniting.
- The number of challenging fire weather days had a significant impact on fuelling the fires and extending the duration of the fire events.

Preparation and planning

- Advice from some landholders suggested that the location of homes meant that those property owners were priced out of the insurance market or had been refused insurance. This meant those landholders felt that, with the risk of being homeless if they had evacuated, they had no choice but to stay to defend properties that were described by fire authorities as indefensible. These properties were not going to be defended by the RFS because of their location and the action to stay and defend posed a serious risk to the life of those individuals. Miraculously those individuals survived.
- Properly-prepared properties have a greater chance of surviving bush fire events. Greater one-on-one, face-to-face interaction with landholders by fire authorities and supporting checklists or plans around what a prepared property looks like would potentially preserve properties in a bushfire and reduce the consequences of a bushfire.
- Anecdotally, it became apparent that most individuals and communities had chosen to stay and defend. Action around preparing properties and access to resources and/or training around the physical environment during a bushfire i.e. smoke, light, heat, sound, duration, and the psychological impacts, would help to inform those decisions and prevent people fleeing at the last minute when they became too scared.

Response to bushfires

- The number of fires burning across the State meant local resources were stretched.
- The drought conditions meant that there were water access issues which resulted in top level water restrictions for Braidwood.

- “Mosquito crews” played a significant role in the fire response, particularly in containing spot fires and helping their neighbours. The contribution and potential of these “Mozzie” firefighters should never be underestimated or dismissed.
- The Lake George Incident Management Team (IMT) worked well.
- The fire responses were segmented into a number of divisions and each of those divisions was led by a divisional commander who directed the resources under his command. When the IMT does not have vision of the fire, they are reliant for periods of time on the competency of the divisional commander. Because of the importance of this role, these positions should be appointed on a paid retainer basis similar to some Fire and Rescue NSW stations to ensure a certain level of skill and training.
- Smoke was a significant issue across the whole of the LGA and there was no real-time accurate smoke haze data to assist with decision-making around public health and WHS. QPRC is currently exploring options for obtaining real time data using commercially available hardware, current online resources and citizen scientists.
- Council staff were tasked to push in containment lines and provide water tanker support to firefighting assets. Staff were not trained to operate in firegrounds, and may present some WHS issues.
- Containment lines featured strongly as part of the containment strategy and there has been feedback from landholders that there was no consultation with them in relation to where containment lines were going to be built and their appropriateness or potential effectiveness. Landholders who were on the ground when containment lines were being put in were ignored when they tried to object or suggest alternate options that they believed would satisfy both the combat agency and themselves. This type of activity was fed to operators through the divisional command from the IMT so again, retained divisional command personnel would be better equipped to manage containment line strategies coming down from the IMT. Subsequent requests by owners to rehabilitate containment lines have been limited by availability of resources or skills.
- Similarly, the rapid and sometimes haphazard movement of fire vehicles and placement of retardant has damaged productive lands and habitat, already under stress from drought and with little means of rehabilitation.
- There was a delay in the Currowan fire being divided and split between the Shoalhaven and Lake George fire districts. This put significant pressure on the resources on the ground who were responding to the part of the fire which had travelled into the Lake George fire district. These local crews were competing for direction and support from the controlling IMT which was also dealing with fires threatening a large number of communities along the coast. This put a lot of pressure on the local divisional command and is another reason why retained divisional commanders are appropriate to ensure a certain level of skill and training.

Any other matters

Welfare

- The welfare arrangements are considered too rigid:
 - There was no option to provide initial outreach support to Nerriga which was cut off for anyone wishing to leave. There was however access to Nerriga for essential services under escort. A large number of people retreated to the Nerriga Hotel and had to be supported informally by other means.
 - There was no option to provide welfare support to the large animal evacuation areas because they were not established under the welfare arrangements, but rather under Local Land Services’ arrangements. This meant that there was no formal registration occurring at these centres and

there was no psychological support or any of the other welfare services that are available at the 'people' evacuation centres.

- There would have been benefit in being able to maintain disaster welfare information points. There were many days throughout the bushfire event where people just needed somewhere to go to compose themselves before they moved on and they wanted to do that somewhere around others who were experiencing the same thing. There were also people who just wanted to debrief and catch up on the current fire situation face to face. Disaster welfare information points were ideal for meeting this need, however they are outside the current arrangements. Options for partial operation of an evacuation centre to accommodate small numbers of presentations should be considered under the welfare arrangements.
- A second wave of community grief is anticipated, as delays occur to demolition and clearance of sites; awareness of the limitations of that clearance; process and delays with applications to rebuild – particularly if the former structures may not be lawful (under LEPs or the Exempt and Complying Development Codes), notwithstanding the Temporary Structures SEPP put into place. Many owners may choose to retain occupancy of the temporary shed or container accommodation due to non-insurance or in-eligibility to build a permanent dwelling.

Utilities

- Telecommunications repairs were slow and areas are still even now without telecommunications services.
- The electricity providers in the local government area were very responsive and worked tirelessly to restore power quickly and continuously. They were sensible in triaging to ensure power was restored as quickly as possible to critical infrastructure such as fire sheds and points of evacuation such as the Nerriga Hotel.

Data

- Impact assessment data was slow to be verified and be provided to the EOC. The work that the RFS does through the Building Impact Assessment (BIA) teams is invaluable; however there have been suggestions from households coming through the QPRC Recovery Centre that the information captured by the BIA teams is inaccurate and/or incomplete. Having the BIA data provided more quickly and accurately would enable to EOCs to compare the list of properties visited with the list of properties featured in the burn scar. This would enable the identification of those properties which have been missed while the BIA teams are still in the area.
- A single source of truth is crucial – the mix of PWA, EPA, RFS, LLS, SNSW and Council data sets and maps need alignment to ensure all property, owner, damage and risks are ground-truthed, in turn providing confidence for applicants for assistance and agencies processing those requests.

Resources

- Some functional areas struggled to provide resources because of the number of fires burning.
- Relationship and function of neighbourhood safer places and evacuation centres require review.
- Access to the ADF resources to assist removal of debris and temporary infrastructure fixes to enable access to towns and properties, and coordinated storage and distribution of donated goods immediately following the fires, was vital.
- In relation to fire preparation and response, the ability to take advantage of the ANU project to utilise satellites for tracking soil moisture as well as other indicators of fire threat. This technology is needed to assist in accurately mapping where the fire moves when weather and smoke conditions prevent data collection using air support. Better change detection data is required so that changes can be tracked in

the landscape between certain dates in terms of how the landscape was impacted throughout an event and also to track how the landscape recovers.

- Opportunities to utilise BlazeAid and Greening Australia resources to rebuild fences and vegetation on public/private lands is enormously beneficial to recovery.

Planning

Consideration and review of:

- current laws and practices for dealing with illegal dwellings within bushfire prone land
- current laws that allow for rebuilding dwellings and buildings in high hazard areas
- effectiveness of the application of the NSW Planning for Bushfire Protection and s117 Local Planning Direction 4.4 Planning for Bushfire Protection in the Planning Proposal process to exclude inappropriate development from bushfire prone areas.
- the appropriateness to clear land to achieve asset protection zones versus the environmental impact on native bushland. The 10/50 vegetation clearing scheme applies once the house is constructed. The application of this scheme does not forego the consideration of the Biodiversity Conservation Act.
- if the ecosystem has capacity for ongoing mosaic fuel reduction in State and National Parks.
- the appropriateness of continuing to zone new land for dwellings in bushfire prone areas, particularly lifestyle and hobby farms.
- older buildings do not comply with current BALs. Voluntary upgrading of existing and older building can be encouraged and perhaps there is scope for the state/federal government to establish a funding or grants program to help facilitate upgrading.
- conditions of consent requiring specific construction methods and materials. Conditions may also stipulate the creation and maintenance of Asset Protection Zones (APZ). Once the initial development is complete, it is essentially the owners responsibility to ensure continued compliance. There is not resourcing to enable ongoing compliance action where this does not occur.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

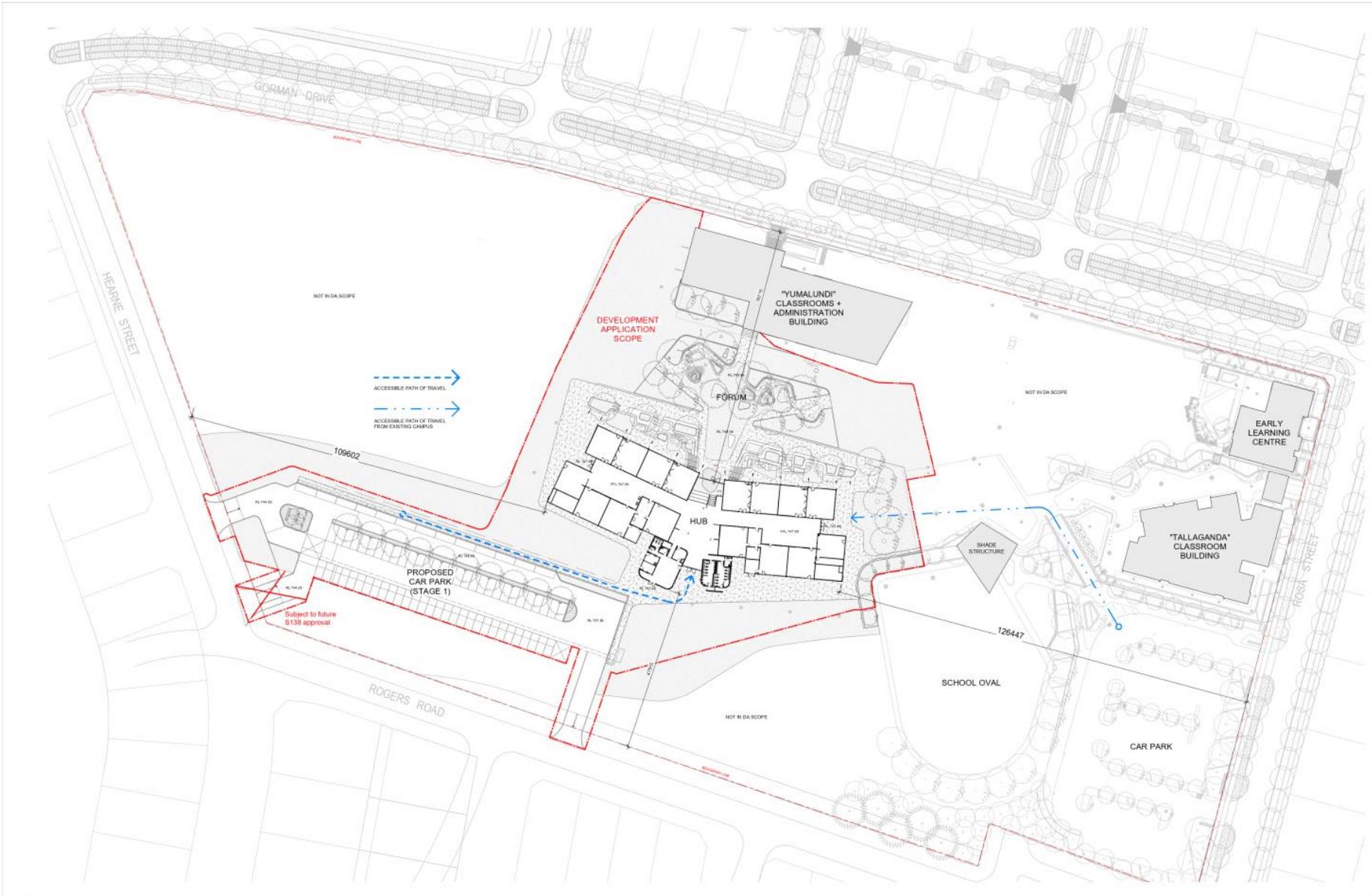
Council Meeting Attachment

25 MARCH 2020

ITEM 10.1 UPDATE ON DEVELOPMENT APPLICATIONS UNDER
CONSIDERATION BY SOUTHERN REGIONAL PLANNING
PANEL

ATTACHMENT 1 PLANS - ANGLICAN SCHOOL, GOOGONG - 136 GORMAN
DRIVE, GOOGONG

10.1 Update on Development Applications Under Consideration by Southern Regional Planning Panel
 Attachment 1 - Plans - Anglican School, Googong - 136 Gorman Drive, Googong (Continued)



The Anglican School Googong
 Senior School Hub

DRAWING TITLE
SITE PLAN

NO. DEVELOPMENT
 1 DEVELOPMENT APPLICATION

BY CODE
 TP 20/09/2019

DATE
 20/09/19

DRAWING NUMBER
 DA-11-01

SCALE
 1 : 500 @ A1



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10.1 Update on Development Applications Under Consideration by Southern Regional Planning Panel
 Attachment 1 - Plans - Anglican School, Googong - 136 Gorman Drive, Googong (Continued)

MATERIALS LEGEND
 THIS DRAWING IS TO BE READ IN CONJUNCTION WITH MATERIALS SCHEDULE

- MDR1 METAL DECK ROOF - SILVER
- MDR2 METAL DECK ROOF - CHARCOAL
- MC1 METAL CLADDING - CHARCOAL
- MC2 METAL CLADDING - LIGHT GREY
- BR1 FACE BRICK WHITE
- BR2 FACE BRICK GLAZED - WHITE
- LVL EXPRESSED LVL STRUCTURE
- ML MECHANICAL LOUVERES - CHARCOAL
- APW POWDERCOATED WINDOW FRAMES - CHARCOAL



NORTH ELEVATION



EAST ELEVATION



The Anglican School Googong
 Senior School Hub

DRAWING TITLE:
ELEVATIONS 01

Rev Description
 1 DEVELOPMENT APPLICATION

By Date
 TF 20/09/2019

DATE:
20/09/19
 Revision

DRAWING NUMBER
DA-30-01
 SCALE:
1 : 150 @ A1

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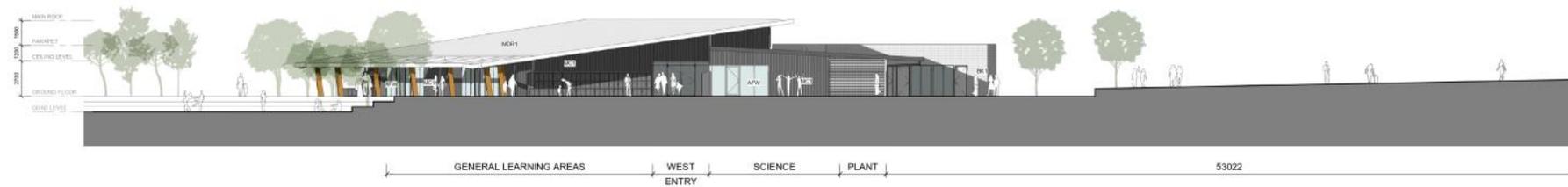
MATERIALS LEGEND

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- LVL EXPRESSED LVL STRUCTURE
- ML MECHANICAL LOUVERES - CHARCOAL
- APW POWDERCOATED WHELOW FRAMES - CHARCOAL



SOUTH ELEVATION



WEST ELEVATION



The Anglican School Googong
 Senior School Hub

DRAWING TITLE
ELEVATIONS 02

Rev Description
 1 DEVELOPMENT APPLICATION

By Date
 TF 20/09/2019

DATE
 20/09/19

DRAWING NUMBER
DA-30-02

SCALE
 1 : 150 @ A1

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

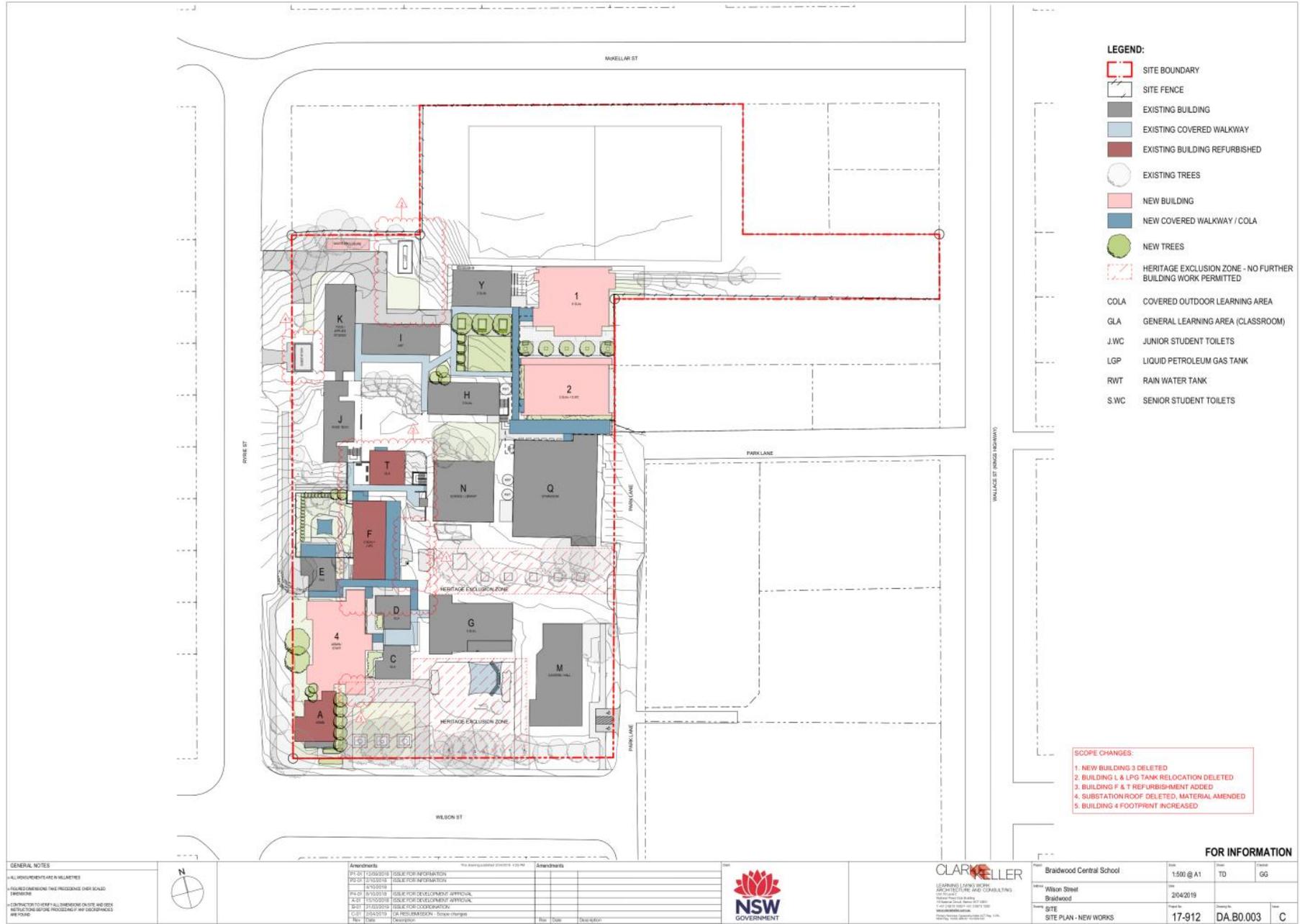
Council Meeting Attachment

25 MARCH 2020

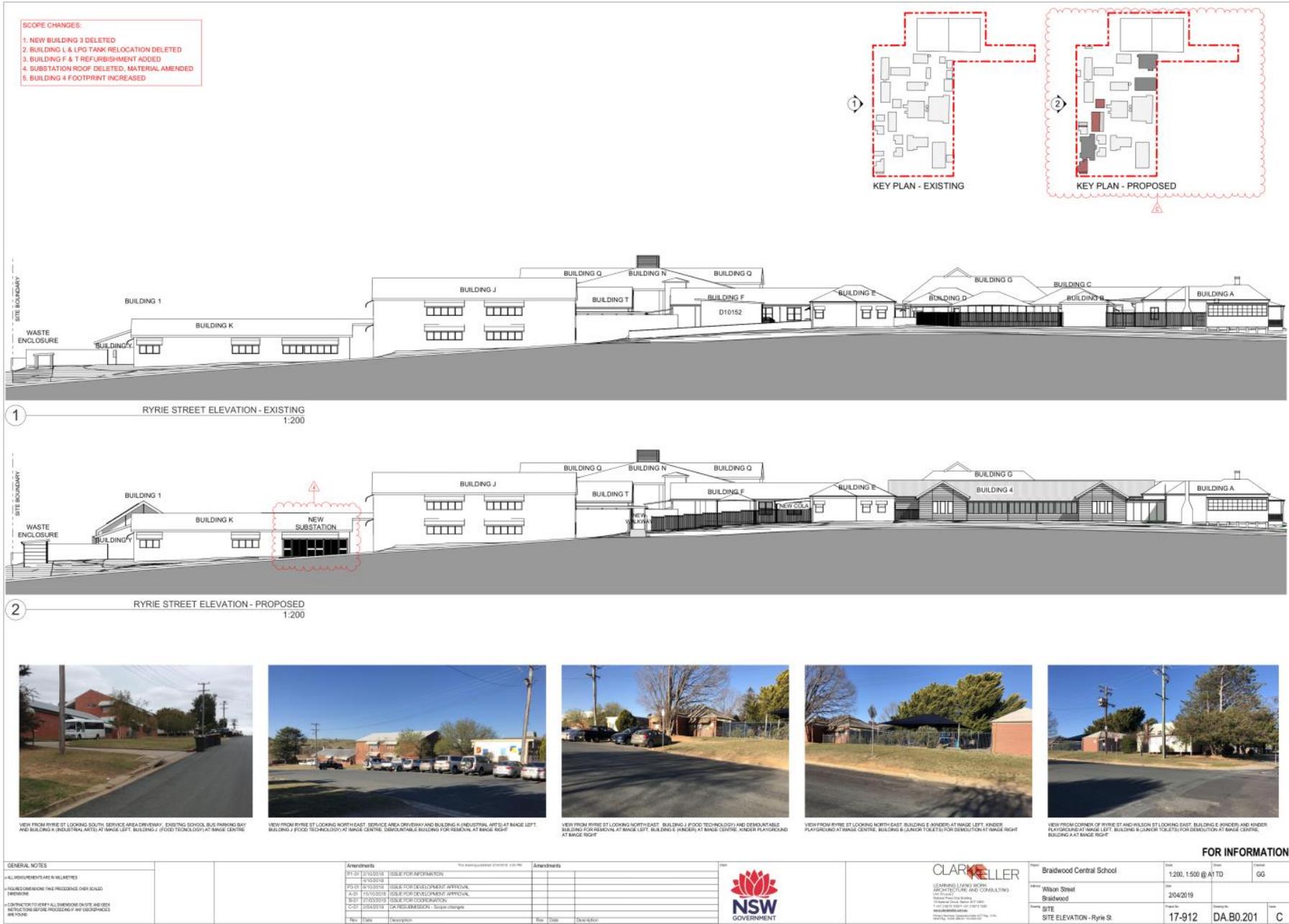
ITEM 10.1 UPDATE ON DEVELOPMENT APPLICATIONS UNDER
CONSIDERATION BY SOUTHERN REGIONAL PLANNING
PANEL

ATTACHMENT 2 BRAIDWOOD CENTRAL SCHOOL - PLANS

10.1 Update on Development Applications Under Consideration by Southern Regional Planning Panel
 Attachment 2 - Braidwood Central School - Plans (Continued)



10.1 Update on Development Applications Under Consideration by Southern Regional Planning Panel
Attachment 2 - Braidwood Central School - Plans (Continued)



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 11.1 LOCAL TRAFFIC COMMITTEE 4 FEBRUARY 2020

ATTACHMENT 1 LOCAL TRAFFIC COMMITTEE - MINUTES OF MEETING HELD
4 FEBRUARY 2020

**Local Traffic Committee Minutes – 4 February 2020 ECM: 602823
Committee Meeting Room – Crawford Street, Queanbeyan**

Present: Cr Mark Schweikert (QPRC Rep), Rob Tapply (NSW Police Rep), Kelly Cherry (RMS Rep) Matthew White (RMS), Joanne Wilson-Ridley (QPRC partial) Rodney Stewart (QPRC), Melissa Aitchison (QPRC Events partial), Sara Wightman (QPRC Events partial), Derek Tooth (QPRC partial)

The Committee Recommends:

1. Apologies

Ashley Meyer-Dilley (NSW State Member Rep), Nathan Cooke (QPRC)

2. Confirmation of Report of previous meeting held 4 December 2019

The committee confirms that the minutes from the meeting of the committee held on 4 December 2019 be accepted.

3. Business arising from previous minutes

- a) LTC 49/19 Line marking Buttle Street – Council confirmed they have contacted the Bus operator QCity Buses and they noted they have no issues with the design. A small change to the design as requested by the LTC to extend the double centre line up to the kerb at the intersection as per the design Buttle St v3. The committee noted and accepted the minor amendment to LTC 49/19.
- b) Correspondence received from Googfest organiser advising date changed for the event from 1 February 2020 to 4 April 2020 (an amended and updated report is anticipated – refer item 4.g below). It was noted that future events held in Googong are required to obtain Development Consent from Council.

4. Business Items

a) Braidwood Redbacks Fundraising Rugby 7's

The Braidwood Redbacks are proposing to organise a Rugby 7's fundraising and promotional event at the Braidwood Recreation ground on 8th February 2020. Attendance is expected to be in the vicinity of 1,500 people throughout the day.

To manage traffic impacts buses and coaches are proposed for the teams and the TCP developed for the event caters for a Bus drop off zone on Keder Street with parking restrictions and bus and coach parking a short distance away on private property located at the southern end of Elrington Street.

It was noted that the TCP has no impact on the operation of the Kings Highway. RFS volunteers have been engaged to provide support with orderly bus mustering. Car parking for the event will be at the Braidwood Servicemen's Club and within both sides of Wallace Street in town. Shuttle buses will be arranged to transfer patrons from nominated locations every 30min throughout the day to assist with pedestrian management and alleviate risk of congestion associated with arrivals by car. All volunteers involved with traffic control for the event will be appropriately accredited controllers.

LTC 1/20 Approve the Traffic Control Plan for the Braidwood Redbacks Rugby 7's event on Saturday 8th February 2020.

**Local Traffic Committee Minutes – 4 February 2020 ECM: 602823
Committee Meeting Room – Crawford Street, Queanbeyan**

b) Bungendore ANZAC Day Event 2020

The Bungendore War Memorial S355 Committee proposes to host the annual ANZAC Day ceremonies for 2018.

Event organisers have advised that the 2020 planned activities are in keeping with tradition and will be similar to what has been conducted in previous years, including a Dawn Service and Main Service and March to be held 25 April 2018.

DAWN SERVICE:

Dawn Service is held at Bungendore War Memorial on Gibraltar Street, with the crowd attending standing in the street in front of the Memorial. The service commences at 6.00am and finishes approximately 6.45am

MAIN MARCH:

The Main Service and March is held at the Bungendore War Memorial on Gibraltar Street. March commences from western end of Gibraltar Street and progresses to the War Memorial for the Service. When the Service is completed the March returns to the starting point. Crowds gather at the memorial and onto the surrounding street. The Main Service commences at 10.40am and completed by 12.00pm

The following road closures are requested for the ANZAC Day ceremonies:

For the Dawn Service from 5.30am - 7.00am - Gibraltar Street from Majara Street to Police Station east of Butmaroo Street

For the Main Service from 9.30am - 12.30pm - Gibraltar Street from Molonglo Street to Majara Street

The committee reviewed the Plans and recommended the following:

- Monaro PD to advise if vehicle mitigation is required for the event.
- Police requested that the following statement in strikethrough be removed from the TMP *"In the case of an emergency or for the management of incidents, Police are not subject to the conditions of the TMP but will make every effort to inform the other agencies of the nature of the incident and the police response."*
- Note: The cover report document incorrectly notes the event as Wednesday 25th April 2020.
- The TMP has a date and time noted incorrectly on page 2 of 'Saturday 25 April 2019 ...' and needs to be updated accordingly.
- The VMS is not shown of the TCP and is to be updated. (VMS to be removed immediately following the usage for the event).
- Note that SES volunteers are not to perform point duties as they are not qualified traffic controllers. All persons erecting/taking down traffic control signage and controlling traffic are to be accredited.

LTC 2/2020 Under the Roads Act 1993, subject to the amendments detailed by the committee, approve the traffic control plans for the Bungendore ANZAC Day events from 5:30am to 7:00am for Dawn Service and 9.30am to 12:30pm for main service on 25 April 2020.

c) Braidwood ANZAC Day Event 2020

**Local Traffic Committee Minutes – 4 February 2020 ECM: 602823
Committee Meeting Room – Crawford Street, Queanbeyan**

An application has been received for Road Closures in Braidwood for ANZAC Day Ceremonies on 25th April 2020. The Event is to be run in the traditional manner however and the TCP is the same as previous year's events, as is the proposed road closure time as follows:

Dawn Service: 5.00am to 7.00am – Closure of Wallace Street from McKellar Street to Lascelles Street and Wilson Street from Park Lane to Wallace Street.

Main March: 10.00am to 12.30pm – Closure of Wallace Street from McKellar Street to Lascelles Street and Wilson Street from Park Lane to Wallace Street.

It was noted that several planning documents from the organiser where not duly signed by the organiser. QPRC Events team are seeking to arrange this but the organiser has been difficult to contract and are to be gained prior to the event.

The plans were reviewed and Police rep requested that provision be made to allow the affected roads to be opened at their earliest safest opportunity to minimise impact on Hwy traffic, and advised that Live Traffic will be updated via Police.

LTC 3/2020 Under the Roads Act 1993 Pending that signing of related event documents, approve the traffic control plan for the Braidwood ANZAC Day events 5.30am to 7.30am for Dawn Service and 10am to 12.30pm for Main March, 25 April 2020.

d) Captains Flat ANZAC Day Event 2020

The Captains Flat S355 Committee proposes to host the annual ANZAC Day ceremonies for 2020.

Event organisers have advised that the 2020 planned activities are the same as what has been conducted in previous years, with road closures commencing at 9.30am and will involve a parade commencing at the corner of Foxlow Street and Braidwood Road, proceeding along Foxlow Street to the Cenotaph on the corner of Foxlow Street and Captain Flat Road, followed by a service at the Cenotaph.

The following road closures are requested for the Captains Flat ANZAC Day event:
From 9.30am - 12.15pm:

- Captains Flat Road from Miners Road to Foxlow Street
- Foxlow Street from Captains Flat Road to Braidwood Road including closures at the intersection of Kurrajong Street and Wattle Avenue

LTC 4/2020 Under the Roads Act 1993 approve the traffic control plan for the Captains Flat ANZAC Day event from 9:30am to 12:15pm 25 April 2020.

e) Jerrabomberra ANZAC Day Event 2020

**Local Traffic Committee Minutes – 4 February 2020 ECM: 602823
Committee Meeting Room – Crawford Street, Queanbeyan**

An application has been received to stage the ANZAC Day Dawn Service at Jerrabomberra adjacent to the Jerrabomberra Hotel. The Dawn Service will require the part closure of the car park surrounding the western side of the hotel.

The organisers have requested an extended closure of the car park to permit setup and pack down and create a safe designated area for the ANZAC Day activities. Closure is being requested from 10pm 24 April 2020 with pack down by 7.30am 26 April 2020.

The committee reviewed the Plans and **can only support a limited closure of the car park on the day of the event from 5am to 9am**. The closure impacts on other businesses and impacts on the ability for Emergency evacuation from surrounding areas if required and there are issues around licencing and other activities that may be organised in the car park.

LTC 5/2020 Under the Roads Act 1993 approve the traffic control plan for the Jerrabomberra ANZAC Day event from 5am to 9am on 25th April 2020.

f) Queanbeyan ANZAC Day Event 2020

An application for ANZAC Day services 2020 in Queanbeyan, 25 April 2020 has been received. The Event is jointly run by QPRC, RSL and Legacy Queanbeyan.

The proposed arrangements for traffic management and traffic control are similar to previous year's events and involves road closures. Expected numbers for the Dawn service are up to 2000 and for the main service up to 3,000.

Dawn Service: from 5.00am to 6.00am

- Monaro Street (full width) between Atkinson Street and Lowe Street
- Farrer Place (full width) between Lowe Street and Cameron Road
- Crawford Street between Rutledge Street and Monaro Street
- Lowe Street southbound from Monaro Street & Lowe Street Carpark entrance
- Lowe Street northbound from Monaro Street and Cooma Street

Main Service: from 9.00am to 11.30am

- Monaro Street (Full width) between Atkinson Street and Lowe Street
- Farrer Place (full width) between Lowe Street and Cameron Road
- Crawford Street between Rutledge Street and Monaro Street
- Lowe Street southbound from Monaro Street & Lowe Street Carpark entrance
- Lowe Street northbound from Monaro Street and Cooma Street

The committee reviewed the TCP's and it was recommended that they be amended to be the same as the Reconciliation March TCP which sees road closures on Crawford Street between Morisset Street and Monaro Street. Also, the ROL should be amended to reflect closure of Monaro Street from Cameron Road to Atkinson Street as per the TCP.

The running of the event is to have provision to re-open roads as soon as safe and reasonably practical.

LTC 06/2020 Under the Roads Act 1993, approve the traffic control plans as amended for the Queanbeyan ANZAC Day events from 5.00am to 6.00am for Dawn Service and 9:00am to 11:30am for main service on 25th April 2020.

**Local Traffic Committee Minutes – 4 February 2020 ECM: 602823
Committee Meeting Room – Crawford Street, Queanbeyan**

g) Queanbeyan Music By the River Event

QPRC plans to organise 'Music by the River' event at Queen Elizabeth Park in Queanbeyan on Saturday 29th February from 5pm to 9pm.

A TCP for the event has been proposed with the aim for providing safe pedestrian movements to and from the site.

The Committee reviewed the plans and raised concerns with how safety for the pedestrians will be achieved through the TCP, and identified conflicts in the TCP at the roundabout where drivers may be forced to conduct illegal manoeuvres.

The committee recommended that the TCP be amended and return to the LTC for approval via correspondence.

The TCP for Music By the River is not approved and is to be revised.

- Note Joanne Wilson Ridley joined the meeting at approximately 1.25pm

h) Reconciliation Walk Event 2020 – Queanbeyan

QPRC plans to hold the annual Reconciliation March event in Queanbeyan on Tuesday 2nd June 2020 from 10am to 11.30am. The event sees participants gathering at Ray Morton Park and walk over the Queens Bridge into Monaro St. The group will then turn right at the intersection of Lowe St. The procession will finish at the Reconciliation sunken gardens in Queanbeyan Park on Lowe St. The TCP for the event is the same as previous years except that the road closure is required to Atkinson Street.

Expected numbers for the procession are 1,500 – 2,000 people.

Feedback from previous years has highlighted issues with march participants peeling off and leaving the main stream earlier than expected, giving the impression that the march had finished and caused roads to be opened too early. The Event organisers shall prevent reoccurrences through the use of event marshals that will guide all participants to Queanbeyan Park and establish clear lines of communication to coordinate the end of the event and the re-opening of the road closures. Events team to coordinate with the organiser.

Police noted that the event has a significant impact on the road users and is a concern for them. Police advised that they will be monitoring the event closely this year and a suggestion for an alternative march was made by the Council RSO to potentially relocate the walk to Ellerton Drive and use the newly constructed bridge to minimise impacts to road users.

The committee noted that the ROL needs to be updated to include the closure of the Hwy to Atkinson Street.

LTC 07/2020 Pending amendment to the ROL Under the Roads Act 1993 approve the Traffic Control Plan and road closures for the Reconciliation Walk in Queanbeyan on Tuesday 2 June 2020 from 10am to 11.30am.

i) Revised Googfest Event 2020

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At the December 2019 LTC meeting a conditional approval was given to the Googfest 2020 event (LTC 48/19) which was to be held on 1 February. The organiser has since postponed the event to 4 April 2020. The committee was advised that future events in Googong will require a DA. In this case the LTC was willing to approve the change in date for the event with the same conditions as the previous approval but with the inclusion of an additional clause that requires the organiser to amend the TCP if required to suit the actual road conditions at the time of the event (noting the Old Cooma Road is developing constantly).

LTC 08/2020 Under the Roads Act 1993 approve the TCP with road closures for the Googfest 2020 Event, subject to the following conditions:

- **TCPs and contingency plans are strictly followed 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**
- **The end of queue is monitored and advanced warning be implemented if required**
- **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**
- **The organiser is to amend the TCP as required to suit the actual road conditions on the day of the event.**

➤ Note the Events Team departed the meeting at 1.50pm

j) Googong Dam Road – Line Marking

Over the past several years' Googong Dam Road's usage has changed from low usage to high usage between Beltana and Caragh Avenue. Council has recently erected additional speed limit repeater signs and deployed the speed trailer on this road and Council has recently been receiving complaints about potentially dangerous overtaking manoeuvres around the bend in Googong Dam Road.

The previous line marking installed did support overtaking, but the width of the road left little room for drivers to perform evasive manoeuvres if required to do so due to the presence of the guard rail. This new design proposes BB line marking that shall prevent overtaking around the bend.

Other roads in the area were expected to be open by this stage but are still not operational, and this design is proposed with the aim to enhance road safety for Googong Dam Road.

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LTC 9/2020 Under the Road Transport Act approve the line marking changes on Googong Dam Road as per the design.

k) Lowe Street – Pedestrian Crossing – Keep Clear Zone

At the October 2020 LTC meeting a report was considered proposing several changes to improve parking and safety in the school zone on Lowe Street Queanbeyan. The parking changes detailed in the report were approved (LTC 42/19) but the changes for the clear zone were deferred, to ensure that the proposed design supports the CBD Masterplan which involves a future upgrade to the Civic and Cultural Precinct with a new building on Crawford Street linking with the Q, Bicentennial Hall and Lowe Street Car Park.

A traffic and Parking assessment was conducted by TTW for the development including the impact of their project on proposed safety upgrades to the Lowe Street Pedestrian Crossing and the design has been updated with the recommendation to keep the clear zone solution as per the design.

LTC 10/2020 Under the Road Transport Act approve the design for Lowe Street, Queanbeyan.

l) Crawford Street – No Stopping Zone

Council has received complaints from drivers who have been fined for parking in a section of driveway on Crawford Street who felt that the signage was confusing and not clearly marked as a “No Stopping” area. A site inspection was conducted and it was considered that an improvement could be made with the installation of an additional ‘No Stopping’ sign between the two driveways. The improvement will also help to maintain sight distance for exiting vehicles and make sure the expected behaviour for motorists clear and unambiguous.

LTC 11/2020 Under the Road Transport Act approve the installation of ‘No Stopping’ signage as per the design for Crawford Street, Queanbeyan.

General Business

- Yellow Line – Council has produced an educational flyer about the ‘Yellow Line’ that can be used instead of signage mounted on poles. Council investigated the legislation and discovered that the yellow line does not have the increased fine and demerit point in a school zone compared to the effect of a signposted no stopping zone. As such Council will not be using the yellow line in school zones so as to support an enhanced level of safety for school zones.
- Gordon Lane Bungendore – Traffic counters have been deployed and waiting for the results.
- Uriarra Road – At the August 2020 LTC meeting a design was approved for lines and signs for changes at the intersection of Uriarra and Stornaway Road. As a result of a WAD there will be a few minor changes including:

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- Installation of Yellow Lines
- Lane Guidance through the intersection
- Change line and lane marking to filtered form unfiltered
- Include line marking change for a pedestrian crossing relating to a development in the area on Uriarra Road
- Install no right turn signage in and out of Blackall Avenue

Note: the committee accepts the proposed changes through the WAD.

- Capital to Coast Foot Race Event – August 2020. QPRC has received an event application to hold a footrace event similarly to the event proposed last year – of which did not receive the LTC's recommendation for approval (due to the risk of runners on road without traffic control to reduce risks). The application received for the 2020 event still does not take feedback previously provided from the LTC and is to be revised before submitting to the LTC for review. QPRC Events team to liaise with the LTC members on the design of the traffic control for the proposed event and work with the organiser to develop an acceptable TCP/TMP for the event.

Next Meeting

Date to be advised.

There being no further business, the meeting closed approximately 2.30pm

Recommendation

That Council resolve that:

1. **Note the minutes of Local Traffic Committee Meeting held on 4 February 2020.**
 2. **Adopt recommendations LTC 1/2020 to LTC 11/2020 from the meeting held on 4th February 2020**
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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 11.2 WAMBOIN HALL MANAGEMENT S.355 COMMITTEE MINUTES

ATTACHMENT 1 WAMBOIN HALL MANAGEMENT S.355 COMMITTEE MEETING
MINUTES 27 FEBRUARY 2020

WAMBOIN HALL MANAGEMENT s.355 COMMITTEE

MEETING MINUTES

Wamboin Fire Station
Thursday 27th February 2020, 7.39pm

1. Attendance

Peter Greenwood (Chair), Tim Barter, Don Evans, Joan Mason, Lofty Mason, Ken Gordon, Deb Gordon, Vicki Still, Pete Harrison

Apologies

Trent Abell

2. Minutes of previous meeting

Acceptance of minutes for the previous meeting on Thursday 10th October 2019

Moved: Don Evans
Seconded: Vicki Still
Carried by all

3. Matters arising

Business arising from the Minutes:

Carried over from 13 August 2019

Item 8.1 Hall hire agreement – completed, thanks Ken

From 10 October 2019

Item 5.1 Wamboin Community Sign – completed, thanks Lofty

Item 6.1 Outdoor Seating – See Item 9 below

Item 8.1 Carpark Completion - See Item 6 below

Item 9.1 Hot Water Timer –hirers have been turning everything off

Item 10.1 Golf Tee Access – New planks placed across access, thanks Lofty

4. Treasurer's Report

Balance as at 27th February 2020: \$8,571.33

Motion: The Financial Report be accepted

Moved: Joan Mason
Seconded: Pete Harrison
Carried by all

5. Wildcare Donation

Committee agreed that WHMC would not be making donations on behalf of QPRC.

6. Carpark Completion Report

a) \$800 to acquit, money to be used to purchase recycled asphalt to repair erosion

Action 6.1 Tim to organise a delivery of asphalt

Wamboin Hall Management s.355 Committee

- b) Driveway past recycling bins still in need of repair, Peter Greenwood has spoken to council.

Action 6.2 Pete Harrison to make a request to council re driveway

- c) Some drivers using the carpark are unaware of the driveway around to the back of the hall

Action 6.3 Don to organise guideposts to mark the driveway

7. Sportsground Erosion

Need to monitor erosion into drains, may require cement spoon drains. Embankment erosion occurring in built-up area – large rocks required to keep it in place.

Action 7.1 Lofty to investigate, Tim & Vicki to assist with installation of controls.

8. Hall Maintenance

Don installed new water unit – thanks Don

Cleaning all good, lots of leaves around the hall, need to monitor gutters

9. Memorial Seat and Outdoor Seating

Don has priced seats – benches and seats with back rests

Motion: Seats be purchased for the Wamboin Community Hall

Moved: Vicki Still

Seconded: Deb Gordon

Carried by all

Action 9.1 Vicki to liaise with Don re purchasing of seats, Vicki to select placement areas and Tim and Vicki to install seats

10. Fire Brigade Planning

Initial discussions have been had by the Fire Brigade regarding building an enlarged shed, a new shed possible on site or a new shed on a new site.

11. Other Business

- a) Playgroup – would like to build a mud pit/ mud kitchen and a cycle track around the inside of playground. They have been encouraged to apply for grants
- b) Community Safer Place – Who is responsible for enacting this?

Action 11.1 Pete Harrison to follow up the management of Wamboin Community Centre with council

12. Next Meeting

Date TBA

Meeting Closed 9:14pm

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

25 MARCH 2020

ITEM 14.1 RESPONSES TO COUNCILLORS' QUESTIONS

ATTACHMENT 1 RESPONSES TO COUNCILLORS QUESTIONS

QPRC COUNCILLORS' QUESTIONS

No.	Date rec'd	Question / Request	Responsible staff	Response	Date of reply	COMPL Y/N
182	12/03/20	Cr Winchester enquired as to when Woolcara Lane was last graded, and when it is due to be done again.	Portfolio GM Community Connection	Woolcara Lane was subject to recent flood damage and has subsequently had contractors engaged to repair the damaged pavement. Contractors would have commenced onsite 11 March.	13/03/20	Y
181	04/02/20	Cr Winchester enquired on the enforcement of water restrictions. Cr Winchester further enquired as to how Council takes action.	Portfolio GM Community Connection	When normal water conservation measures are in place (Level 1), Council does not undertake any enforcement action. When water restrictions are in place, Council take action when a complaint is received or when a significant variance occurs in meter readings.	12/03/20	N
180	06/03/20	On behalf of a resident Cr Winchester enquired on the process for tree removal on private land.	Portfolio GM Natural & Built Character	Applications for tree removals are process through Service NSW.	10/03/20	Y
179	19/02/20	Cr Winchester enquired on the plan for the State Government to take over responsibility for regional roads.	Portfolio GM Community Connection	An assessment is still being done by the Government. No advice is available at this time.	04/03/20	Y
178	19/02/20	Cr Winchester enquired about any grants for improvements to Captains Flat Road.	Portfolio GM Community Connection	Council has not received any advice on funding for this. Councillors will be informed if we do.	04/03/20	Y
177	24/02/20	Cr Winchester enquired to the expected start date for the new RFS shed at Majors Creek.	Portfolio GM Natural & Built Character	A reasonable public date to start construction is late April or early May.	24/02/20	Y

176	18/02/20	Cr requested an update to the bus Council received from the NSW Government.	Portfolio GM Community Choice	<p>Council has been advised that the bus that was initially gifted to Council from the NSW Department of Transport was a 14.5 metre bus when a 12 metre had been requested. The fleet team deemed this articulated bus too large to travel safely on Council roads. It was returned to the Department, and the originally agreed 12 metre bus was provided as a replacement.</p> <p>When the bus was due for transfer of registration, it did not pass inspection, with work required estimated to be in the order of \$30,000.</p> <p>As the agreement stipulated a 'fit for purpose' bus, the team are negotiating for the Department of Transport to either pay for the repairs or to agree to take the bus back.</p>	19/02/20	N
173	04/02/20	<p>Following an enquiry from a resident, Cr Winchester queried if QPRC would consider using a new device which is currently being trialed at the Sunshine Coast to reduce animal strikes.</p> <p>Following the staff response, Cr Winchester requested Councillors be provided with the information following the trial.</p>	Portfolio GM Community Connection	Staff advised they are waiting to see how the trial goes and will then follow up to find out details regarding the system (installation, costs and potential for vandalism threats, etc).	05/02/20	N
169	09/12/19	Cr Marshall was alerted to issues at heritage listed properties in Bungendore and requested staff investigate.	Portfolio GM Natural & Built Character	A confidential response has been provided to Councillors.	10/12/19	N

76	26/04/18	Cr Schweikert requested a discussion be held on fencing regulations in the LEP when residential land abuts rural land.	Service Mgr Land-Use Planning	<p>This will be considered when the Palerang Development Control Plan 2014 and the Queanbeyan Development Control Plan 2012 are combined.</p> <p>Also it needs to be noted that certain types of fencing in certain rural zones, environmental protections zones and Zone R5 are exempt development if it meets the development standards of Subdivision 18 of <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>.</p> <p>In addition it is understood that a particular area of interest was the subdivision which fronts Mecca Lane and backs onto the undeveloped area of Bungendore East.</p> <p>In this case the reason a rural fence was required at the rear property boundary and not a 1.8m solid fence was to reduce the visual impact of development, particularly when viewed from the Kings Highway. This was originally intended to be used in conjunction with a landscape buffer to provide privacy but much of this buffer has now been removed or not cared for.</p>	15/01/19	N
63	26/04/18	Cr Schweikert conveyed a request from the Bungendore War Memorial s.355 Committee for a condition survey to be done on the Bungendore Cenotaph as water is seeping from some of the joints. The survey could assist when the Committee applies for future grant applications.	Portfolio GM Community Connection	<p>Staff have liaised with the s.355 Committee and put forward options for the survey.</p> <p>Staff are also investigating remediation options to prevent further seepage.</p>	20/03/18 20/06/18	N

13	29/10/17	Cr Bray has received a complaint from a resident in Lerra Street regarding the noise of vehicles coming through the roundabout at the intersection of Edwin Land Parkway and Numeralla Drive. The complainant requests noise attenuation provisions be put in place.	Portfolio GM Community Connection	Noise monitoring work will be completed shortly and a report to Council will follow.	12/07/19	N
6	4/10/17	Request the Local Traffic Committee review the intersection of Canberra Avenue and Stornaway Road and advise if a stop sign for vehicles entering Stornaway Road from Canberra Ave (similar to the one at the previous intersection with Ross Road) can be implemented.	Portfolio GM Community Connection	A review of this intersection is underway and a report provided to Council once completed.	21/03/18	N