



Ordinary Meeting of Council

27 October 2021

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 9.7 TO 14.1

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

ATTACHMENTS – 27 October 2021 Page i

Item 9.7	Draft Bungendore Section 7.11 Development Contributions Plan for Community and Recreation Facilities 2022	
	<i>Attachment 1</i>	<i>Draft Bungendore Section 7 11 Development Contributions Plan For Community and Recreation Facilities.....2</i>
	<i>Attachment 2</i>	<i>Palerang Council Section 94A Development Contributions Plan (as amended)..... 34</i>
Item 9.11	Regional Road Transfer and Road Classification Review	
	<i>Attachment 1</i>	<i>Full Round Submission Guidelines - September 202155</i>
	<i>Attachment 2</i>	<i>Regional Roads Financial Data..... 66</i>
Item 9.21	Audit, Risk & Improvement Committee Charter and Tenure of Members	
	<i>Attachment 1</i>	<i>Revised ARIC Charter 68</i>
	<i>Attachment 2</i>	<i>Current ARIC Charter 77</i>
Item 9.22	Request for Donation for Rates Relief	
	<i>Attachment 1</i>	<i>Donation Application 85</i>
	<i>Attachment 2</i>	<i>Not for Profit Company Status - Company Search 92</i>
Item 9.23	Investment Report - September 2021	
	<i>Attachment 1</i>	<i>Investment Report Pack - September 2021 94</i>
Item 9.25	Delegation to Chief Executive Officer	
	<i>Attachment 1</i>	<i>Delegations to the Mayor 106</i>
Item 10.3	Tender Recommendation - Trade Services and Minor Works Panel Contract Number 2021-36	
	<i>Attachment 1</i>	<i>Tender Submissions listing 108</i>
	<i>Attachment 2</i>	<i>Regional Procurement Tender Evaluation Report..... 113</i>
Item 11.1	Local Traffic Committee Meeting Minutes - 13 October 2021	
	<i>Attachment 1</i>	<i>Local Traffic Committee Meeting Minutes - 13 October 2021 118</i>
Item 11.2	Audit, Risk and Improvement Committee - Minutes 16 June 2021	
	<i>Attachment 1</i>	<i>Audit, Risk and Improvement Committee Minutes - 16 June 2021 122</i>
Item 11.3	Bungendore Town Centre and Environs Committee Meeting Minutes	
	<i>Attachment 1</i>	<i>BTCEC Ellendon St Arts Link Proposal - 20 September 2021 128</i>
	<i>Attachment 2</i>	<i>BTCEC Minutes - 20 September 2021 133</i>
	<i>Attachment 3</i>	<i>BTCEC Minutes - 26 August 2021 137</i>
Item 11.4	Bungendore War Memorial s355 Committee Meeting Minutes	
	<i>Attachment 1</i>	<i>BWMC Minutes - 1 July 2021..... 140</i>
	<i>Attachment 2</i>	<i>BWMC Annual General Meeting Minutes - 6 August 2020.... 144</i>
	<i>Attachment 3</i>	<i>BWMC 2021 Annual Report..... 149</i>
Item 11.5	Carwoola/Stoney Creek Area s355 Committee Meeting Minutes	
	<i>Attachment 1</i>	<i>Carwoola - Stoney Creek s355 Meeting Minutes - 27 February 2021 170</i>
	<i>Attachment 2</i>	<i>Carwoola - Stoney Creek s355 Meeting Minutes - February 2020 172</i>
	<i>Attachment 3</i>	<i>Carwoola - Stoney Creek s355 Meeting Minutes - 27 June 2019 174</i>
Item 13.1	Delegates Report	
	<i>Attachment 1</i>	<i>Cr Harrison - DRCCC Delegates Report..... 176</i>
	<i>Attachment 2</i>	<i>Cr Harrison - Attachment: 211018 Report to DRCCC No 41 . 178</i>
Item 14.1	Responses to Councillors' Questions	
	<i>Attachment 1</i>	<i>Responses to Councillors Questions 185</i>

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

- ITEM 9.7 DRAFT BUNGENDORE SECTION 7.11 DEVELOPMENT
 CONTRIBUTIONS PLAN FOR COMMUNITY AND
 RECREATION FACILITIES 2022
- ATTACHMENT 1 DRAFT BUNGENDORE SECTION 7 11 DEVELOPMENT
 CONTRIBUTIONS PLAN FOR COMMUNITY AND
 RECREATION FACILITIES



Bungendore Section 7.11 Development Contributions Plan for Community and Recreation Facilities 2022



DRAFT – FOR EXHIBITION

Version 1

Adopted by Council on dd Month 2022

Effective from dd Month 2022

ECM 1393937

Document History

This Development Contributions Plan has been prepared in accordance with Part 7 of the *Environmental Planning and Assessment Act 1979* and Part 4 of the *Environmental Planning and Assessment Regulation 2000*.

This Plan was originally adopted by Council on **dd Month 2022** and came into effect on **dd Month 2022**.

This Plan is subject to occasional review by Council, and amendment where necessary. All amendments to this plan after its adoption are set out in the following table.

Version	Date Adopted	Date Effective	Comments
1	dd/mm/2022	dd/mm/2022	Repeals the <i>Palerang Council Section 94 Development Contributions Plan No. 7 for the Provision of Recreation Facilities at Bungendore</i> . Repeals the <i>Section 94 Contributions Plan for Bungendore – Yarrawlumla Council</i> (Yarrawlumla Council Section 94 Plan No. 1 – Bungendore). Amends the <i>Palerang Council Section 94A Development Contributions Plan (November 2015)</i> .

Disclaimer

While every reasonable effort has been made to ensure that this document is correct at the time of printing, Queanbeyan-Palerang Regional Council, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of this document.



Queanbeyan-Palerang Regional Council

Offices

Queanbeyan (HQ)	256 Crawford Street
Bungendore	10 Majara Street
Braidwood	144 Wallace Street

Contact

P: 1300 735 025
E: council@qprc.nsw.gov.au
M: PO Box 90 QUEANBEYAN NSW 2620
W: www.qprc.nsw.gov.au

CONTENTS

EXECUTIVE SUMMARY	5
1. PART A: SUMMARY SCHEDULES	7
1.1 Works Program and Costs	7
1.2 Summary of Contribution Rates	8
2. PART B: ADMINISTRATION AND OPERATION OF THE PLAN.....	9
2.1 Name of this development contributions plan	9
2.2 Purpose of this development contributions plan	9
2.3 Commencement of this plan	9
2.4 Relationship of this plan with other plans and policies	10
2.5 Where this development contributions plan applies	10
2.6 Development to which this plan applies	10
2.7 Development exempt from this plan.....	10
2.8 How is the required contribution determined?	12
2.9 When is the contribution payable?	12
2.10 Construction certificates and the obligation of accredited certifiers	12
2.11 Complying development and the obligation of accredited certifiers	12
2.12 Deferred/periodic payments	13
2.13 Can the contribution be settled "in-kind" or through a material public benefit?	13
2.14 Review of contribution rates	14
2.15 How contributions are reviewed and adjusted at the time of payment.....	14
2.16 Pooling of contributions.....	15
2.17 Savings and transitional arrangements.....	15
2.18 Register	15
2.19 Annual Statement.....	15
2.20 Review of this Plan.....	15
3. PART C: STRATEGY PLAN – ESTABLISHING THE NEXUS	16
3.1 Introduction	16
3.2 What is Council’s Obligation in Providing Community and Recreation Facilities?	17
3.3 What is the existing supply of community and recreation facilities?	19
3.4 What is the anticipated demand for community and recreation facilities?	19
3.5 Determining what facilities are required	21
3.5.1 Standard Rates of Provision	21



Bungendore Section 7.11 Development Contributions Plan
 for Community and Recreation Facilities 2022

3.5.2	Facilities Already Proposed.....	22
3.5.3	Facilities for the future residential areas already identified	22
3.5.4	Facilities for future release areas	22
3.6	Contribution Rate Calculations.....	23
3.6.1	Base Rate per New Resident.....	23
3.6.2	Base Rate for Residential Subdivision	23
3.6.3	Base Rate for Dual Occupancy and Multi-Unit Housing Development	24
3.7	Conclusion	25
4.	PART D: REFERENCES.....	26
	DEFINITIONS	27
TABLES		
Table 1	Summary of Schedule of Works.....	7
Table 2	Contribution Rates for Applicable Land in Bungendore.....	8
Table 3	Relevant Key Goals of the Community Strategic Plan 2018-2028.....	17
Table 4	Relevant Planning Priorities within the Local Strategic Planning Statement.....	18
Table 5	Population of the Bungendore urban area, 2001 – 2016.....	20
Table 6	Population Projections for the Bungendore urban area, 2021 – 2041.....	20
FIGURES		
Figure 1	Key steps in determining and paying contributions.....	6
Figure 2	Map showing land to which this plan applies.....	11
Figure 3	Forecast Population Growth, Selected Inland Regional LGAs, 1991-2041.....	19
Figure 4	Bungendore’s projected population in 2041 – three different growth scenarios.....	21
APPENDICES		
Appendix 1	Schedule of Works.....	30



EXECUTIVE SUMMARY

Purpose of this plan

This development contributions plan authorises Queanbeyan-Palerang Regional Council ('Council') to **collect contributions for the provision of community and recreation facilities in Bungendore**. Those contributions will generally take the form of a monetary contribution.

This plan describes, amongst other things, where the payment of contributions is required, what types of development the requirement for contribution payments applies to, what community and recreation facilities the contributions will fund, and how the contribution rates have been determined.

The key steps applicants need to follow in using this plan to determine and pay development contributions are summarised below and at Figure 1 (see Page 6).

Where this plan applies

This development contributions plan applies to all land within **Bungendore** shown on the map in Figure 2 of this plan (see Page 10).

Applicable development

This plan applies to all applications for development consent, as well as all applications for complying development certificates, for **residential subdivision** and development of certain **residential accommodation** required to be made by or under Part 4 of the EP&A Act on land to which this plan applies. Certain development is excluded from the need to pay a contribution. Development that is excluded is listed at Part 2.7 of this plan (see Page 11).

Calculating the contribution

Consent authorities, including Council and accredited certifiers, are responsible for determining the contribution in accordance with this development contributions plan.

The base contribution rates are set out in the following table. Please note, the base rates shown in the table are accurate at the date that this plan commenced. Contribution rates are regularly indexed (adjusted for inflation), in accordance with Part 2.14 of this plan (see Page 14).

		Base Rate
Residential Subdivision (rate per lot)		\$7,923
Residential Accommodation	1 bedroom dwelling	\$3,067
	2 bedroom dwelling	\$4,856
	3 bedroom dwelling	\$6,645
	4 or more bedroom dwelling	\$7,923

Please Note: The base contribution rates shown above were accurate at the date this plan commenced.

Requiring the contribution

If a contribution is payable, the consent authority will include a condition in the development consent or complying development certificate requiring a contribution. Council will also index the contribution for inflation at the time of consent and again at the time of payment, using annual updates to the Consumer Price Index (All Groups Index) for Canberra as set out in Part 2.13 of this plan (see Page 14).

Paying the contribution

In the case of a **development application**, applicants must pay their contribution **before obtaining a construction certificate**.

In the case of **complying development**, applicants must pay their contribution **before commencing work**.

When applicants are ready to pay their contribution, they should email Council at **council@qprc.nsw.gov.au** to confirm the indexed contribution payable. That indexed contribution amount will be valid until the next quarterly indexation date.

If applicants do not pay their contribution by that date, they will need to email Council again to confirm the adjusted contribution amount.

Development contributions in the form of monetary payments are exempt from the Goods and Services Tax (GST).

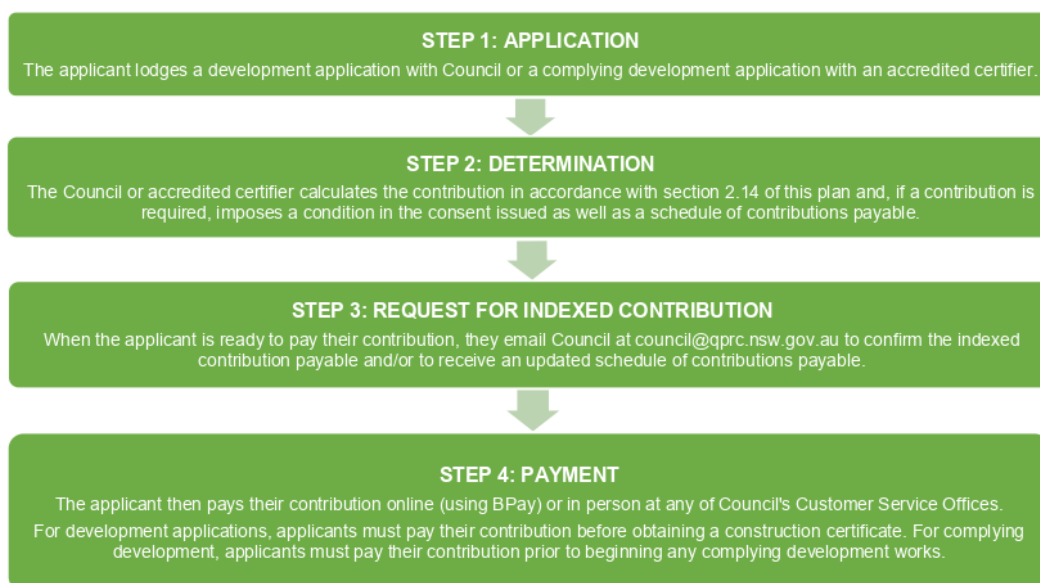
Complying development

Accredited certifiers are responsible for calculating the contribution for complying development in accordance with this plan then imposing a condition in the complying development certificate requiring the contribution.

Accredited certifiers must notify Council of their determination within two (2) days of making the determination, in accordance with section 130(4) of the *Environmental Planning and Assessment Regulation 2000* (EP&A Regulation).

Applicants must pay their contribution before commencing the complying development works.

Figure 1 Key steps in determining and paying contributions



1. PART A: SUMMARY SCHEDULES

1.1 Works Program and Costs

A summary of the proposed facilities and their cost is provided in Table 1, below.

A full schedule of the community and recreation facilities proposed is provided at Appendix 1.

A detailed description of the facilities proposed, as well as discussion around the likely need for additional facilities in the longer term, is provided at Part 3.5 of the Plan (see Page 21).

Table 1 Summary of Schedule of Works

Facility / Locality	Works	Total Cost of Works
Bungendore Sports Hub	Land acquisition; playing fields – stage 2 playing surfaces, irrigation system and water tanks; amenities building – netball; pool – wet deck/splash pad; playground facilities; tree planting and landscaping; car parking	\$4,074,000*
Bungendore Multi-Purpose Community Centre	Design and construction	\$5,450,333*
Frogs Hollow	Picnic and barbecue facilities; park furniture; cricket pitch; amphitheatre; boardwalk (creek crossing); pathways; entry signage; tree planting and landscaping; car parking	\$270,000*
Warren Little Recreation Reserve	Playground facilities; picnic facilities; tree planting and landscaping	\$730,000
Bungendore East	Village Green: playground facilities; picnic facilities; passive recreation field; tree planting and landscaping Local Park: playground facilities; tree planting and landscaping	\$1,335,000
Bungendore North (East)	Local Park: playground facilities; tree planting and landscaping	\$480,000
Bungendore North (West) ('Ashby')	Local Park: playground facilities; tree planting and landscaping	\$480,000
Bungendore South ('Bungendore Meadows')	Playground facilities; landscaping	\$450,000
Total		\$13,269,333

Note: The costs shown were accurate at the date this plan commenced.

* Contributions collected under this Plan for these works will be less than the figure shown as some contributions have already been collected under previous contribution plans.

1.2 Summary of Contribution Rates

Table 2 Contribution Rates for Applicable Land in Bungendore

		Base Rate
Residential Subdivision (rate per lot)		\$7,923
Residential Accommodation	1 bedroom dwelling	\$3,067
	2 bedroom dwelling	\$4,856
	3 bedroom dwelling	\$6,645
	4 or more bedroom dwelling	\$7,923

Note: The base contribution rates shown above were accurate at the date this plan commenced. As such, applicants should enquire with Council as to what the current indexed contribution rate is.

More detail on how the above contribution rates were calculated, including formulae, is provided at Part 3.6 of this development contributions plan (see Pages 23 & 24).

2. PART B: ADMINISTRATION AND OPERATION OF THE PLAN

2.1 Name of this development contributions plan

This development contributions plan is called the ***Bungendore Section 7.11 Development Contributions Plan for Recreation Facilities 2022.***

2.2 Purpose of this development contributions plan

This development contributions plan has been prepared in accordance with section 7.11 of the EP&A Act.

The **primary purpose** of this development contributions plan is to authorise:

- the Council, when granting consent to an application to carry out development to which this plan applies, or,
- the Council or an accredited certifier, when issuing a Complying Development Certificate (CDC) for development to which this plan applies,

to require the payment of a development contribution to be made towards the provision of community and recreation facilities in Bungendore.

The operation of this development contributions plan will ensure:

- adequate community and recreation facilities, including children's playgrounds and sports grounds, are provided within Bungendore as the town further develops and demand for community meeting spaces and recreation facilities increases;
- the proponents of future developments in Bungendore pay a fair and reasonable contribution toward the community and recreation facilities expected to be required as a result of their developments; and,
- the existing and broader Queanbeyan-Palerang community is not unfairly burdened by the cost of community and recreation facilities required to satisfy the additional demand expected to be created by the future development of the Bungendore.

Other purposes of this development contributions plan are as follows:

- to provide a framework for the efficient and equitable determination, collection and management of development contributions toward the provision of community and recreation facilities in Bungendore;
- to establish the relationship between the future development expected in Bungendore and the proposed community and recreation facilities, and thereby demonstrate that the development contributions required under this plan are fair and reasonable; and,
- to enable Council to be both publicly and financially accountable in its assessment and administration of the development contributions plan.

2.3 Commencement of this plan

Pursuant to clause 31(4) of the EP&A Regulation, this development contributions plan takes effect from the date on which public notice was given – that date being **dd Month 2022**.

As such, this plan applies to all Development Applications received, and all applications for Complying Development Certificates, made on or after that date.

All applications received, made or determined prior to that date will be assessed against the development contributions plan(s) in force at the time.

2.4 Relationship of this plan with other plans and policies

This development contributions plan:

- (a) **repeals** the *Palerang Council Section 94 Development Contributions Plan No. 7 for the Provision of Recreation Facilities at Bungendore*;
- (b) **repeals** the *Section 94 Contributions Plan for Bungendore – Yarrawlumla Council*;
- (c) **amends** the *Palerang Council Section 94A Development Contributions Plan (November 2015)*; and,
- (d) **supplements** the provisions of the *Palerang Local Environmental Plan 2014* ('the LEP') or any subsequent local environmental plan made that may replace the LEP.

2.5 Where this development contributions plan applies

This development contributions plan applies to all land within **Bungendore** (shown on the map in Figure 2, next page) where any form of residential accommodation is permissible under the LEP, including land within the **R1 General Residential zone**, the **R2 Low Density Residential zone**, the **R5 Large Lot Residential zone**, the **B2 Local Centre zone** and the **B4 Mixed Use zone**.

2.6 Development to which this plan applies

This plan applies to all applications for development consent, as well as all applications for complying development certificates, for **residential subdivision** and for development of the following types of **residential accommodation**:

- (a) attached dwellings;
- (b) boarding houses;
- (c) dual occupancies;
- (d) dwelling houses;
- (e) multi dwelling housing;
- (f) residential flat buildings;
- (g) secondary dwellings;
- (h) seniors housing;
- (i) semi-detached dwellings; and,
- (j) shop top housing.

2.7 Development exempt from this plan

Development excluded from the need to pay a contribution under this development contributions plan is as follows:-

- (a) non-residential subdivision that does not involve building work;
- (b) development that does not involve any increase in GFA on the development site regardless of whether it involves a change in use or not;
- (c) emergency services facilities;
- (d) development for the purposes of the adaptive re-use of an item of environmental heritage;
- (e) public infrastructure to be carried out by, or on behalf of, any public authority, including Council;
- (f) social housing or affordable housing (excluding secondary dwellings under the *State Environmental Planning Policy (Affordable Rental Housing) 2009*);
- (g) development for the purposes of any form of seniors housing defined in *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004* that is provided by a social housing provider; development exempted from section 7.11 contributions by way of a direction made by the Minister; and,

- (h) development for the construction of residential accommodation destroyed by bushfire or other natural disaster where that dwelling has a lawful consent or was lawfully constructed and does not involve the creation of an additional developable lot, dwelling entitlement or an additional dwelling.

Council may consider exempting development, or components of a development, other than the types of development identified above if that development, or components of that development, would not create demand for the recreation facilities levied for by this plan. Any request for such an exemption would have to be supported by a comprehensive submission arguing the case for exemption.

Figure 2 Map showing the land to which this plan applies



2.8 How is the required contribution determined?

For **residential subdivision**, the contribution payable is determined by multiplying the base rate for residential subdivision by the number of new lots created by the subdivision. The base rate for residential subdivision is stipulated in Table 2 at Part 1.2 of this Plan (see Page 8).

For the development of **residential accommodation**, the contribution payable is determined by multiplying the number of new dwellings created by the development by the base rate for those dwellings. There are different base rates for different sizes of dwellings (1 bedroom, 2 bedroom, three bedroom and 4 or more bedrooms). The base rate for each dwelling size is stipulated in Table 2 at Part 1.2 of this Plan (see Page 8).

Full detail on how the base rates for residential subdivision and dwellings were calculated, including formulae, is provided at Part 3.6 of this development contributions plan (see Pages 23 & 24).

2.9 When is the contribution payable?

Any required contribution must be paid to the Council at the time specified in the condition that imposes the contribution. If no such time is specified in the condition, the contribution must be paid as follows:

- (a) for applications involving subdivision – prior to the issue of the subdivision certificate;
- (b) for applications involving building works – prior to the issue of the construction certificate;
- (c) for applications where no building works are involved – prior to occupation or commencement of the approved development.

Development contributions in the form of monetary payments are exempt from the Goods and Services Tax (GST).

2.10 Construction certificates and the obligation of accredited certifiers

In accordance with section 7.11 of the EP&A Act and clause 146 of the EP&A Regulation, a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it has verified that each condition requiring the payment of monetary contributions has been satisfied. In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that contributions have been fully paid and must include copies of such receipts with copies of the certified plans provided to the Council in accordance with clause 142(2) of the EP&A Regulation. Failure to follow this procedure may render such a certificate invalid.

The only exceptions to the requirement are where a works in kind, material public benefit, dedication of land or deferred payment arrangement has been agreed by the Council. In such cases, Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

2.11 Complying development and the obligation of accredited certifiers

This plan requires that, in relation to an application made to an accredited certifier for a complying development certificate (CDC):

- the accredited certifier must, if a CDC is issued, impose a condition requiring a monetary contribution, if such a contribution is authorised by this plan;
- the amount of the monetary contribution imposed is the amount determined in accordance with this plan; and,
- any monetary contribution imposed as a condition is paid to the Council prior to any complying development work being undertaken.

2.12 Deferred/periodic payments

Council may permit either deferred or periodic payments of development contributions.

Deferred or periodic payments may be permitted in the following circumstances:

- (a) where deferred or periodic payment of the contribution will not prejudice the timing or the manner of the provision of public facilities included in the works program;
- (b) if the works project to which the request applies does not relate to public safety or public health;
- (c) where the applicant intends to make a contribution by way of a planning agreement, works-in-kind or land dedication in lieu of a cash contribution and Council and the applicant have a legally binding agreement for the provision of the works or land dedication,
- (d) if there are circumstances justifying the deferred or periodic payment of the contribution.

All requests to Council for deferred or periodic payment of a contribution should be made to Council in writing, based on prior consultation with Council staff, and forwarded to Council prior to the determination of an application by Council. A written request must set out the reasons why deferred or periodic payment of a contribution is sought.

Notwithstanding that Council may approve the periodic or deferred payment of contributions, in all cases, the total amount of outstanding contributions shall be paid prior to the issue of any occupation certificate for the development.

The decision to accept deferred or periodic payments is at the sole discretion of Council.

If Council does decide to allow deferred or periodic payments of contributions, Council may require the applicant to provide a bank guarantee for the full amount of the contribution, or the outstanding balance, on condition that:

- the bank guarantee be by a bank for the amount of the total contribution, or the amount of the outstanding contribution, plus an amount equal to thirteen (13) months interest plus any charges associated with establishing or operating the bank security;
- the bank guarantee(s) must be in Australian dollars from a major Australian trading bank and in the name of Queanbeyan-Palerang Regional Council;
- the bank unconditionally pays the sum to the Council if the Council so demands in writing not earlier than 12 months from the provision of the guarantee or completion of the work;
- the bank must pay the guaranteed sum without reference to the applicant or landowner or other person who provided the guarantee, and without regard to any dispute, controversy, issue or other matter relating to the development consent or the carrying out of the development;
- the bank's obligations are discharged when payment to Council is made in accordance with the guarantee or when Council notifies the bank in writing that the guarantee is no longer required; and,
- where a bank guarantee has been deposited with Council, the guarantee shall not be cancelled until such time as the original contribution and accrued interest are paid.

2.13 Can the contribution be settled “in-kind” or through a material public benefit?

Council may accept an offer by an applicant to provide an “in-kind” contribution (i.e., the applicant completes part or all of the work/s identified in the plan) or through provision of another material public benefit in lieu of the applicant satisfying its obligations under this plan.

Council may accept such alternatives in the following circumstances:

- (a) the value of the works to be undertaken is at least equal to the value of the contribution that would otherwise be required under this plan; and,

- (b) the design will result in facilities that are fit for purpose. Detailed design must be approved by Council and generally accord with the standards and specifications the Council normally required of similar facilities; and,
- (c) plans and cost estimates of the proposed works are to be prepared by suitably qualified professionals and submitted by the applicant; and,
- (d) the standard of the works is to Council's full satisfaction; and,
- (e) the provision of the material public benefit will not prejudice the timing or the manner of the provision of public facilities included in the works program.

Acceptance of any such alternative is at the sole discretion of Council.

The value of the works substituted must be provided by the applicant at the time of the request and must be independently certified by a Quantity Surveyor who is registered with the Australian Institute of Quantity Surveyors or a person who can demonstrate equivalent qualifications.

Should an offer of works in kind or other material public benefit be accepted, Council and the applicant will enter into a deed of agreement that specifies, as relevant, the following:

- an acceptable standard of workmanship and materials;
- frequency of progress works inspections;
- the program for completion of the works;
- an appropriate maintenance and/or defects liability period; and,
- the value of any offset of monetary contributions otherwise payable, including any works values in excess of the contribution requirements.

2.14 Review of contribution rates

To ensure that the value of contributions are not eroded over time by inflation, Council will adjust the contribution rate at the time of consent having regard to the Consumer Price Index (All Groups – Canberra) as published quarterly by the Australian Bureau of Statistics (ABS).

In accordance with clause 32(3)(b) of the EP&A Regulation, the following sets out the means by which Council will make changes to the rates set out in this plan.

For changes to the CPI (All Groups – Canberra), the contribution rates within the plan will be reviewed on a quarterly basis in accordance with the following formula:

$$\$C_c = \frac{\$C_A + \$C_A \times ([\text{Current Index} - \text{Base Index}])}{[\text{Base Index}]}$$

Where

\$C_A	is the initial contribution at the time of adoption of the plan expressed in dollars
\$C_c	is the current contribution rate (i.e., that applies at the time of review)
Current Index	is the most recent quarterly CPI All Group Index Number for Canberra as published by the ABS at the time of review of the contribution rate
Base Index	is the CPI All Group Index Number for Canberra as published by the ABS at the date of adoption of this plan, which was <00.00 at Month Year>.

2.15 How contributions are reviewed and adjusted at the time of payment

The contributions stated in a consent are calculated on the basis of the contribution rates determined in accordance with this plan. If those contributions are not paid within the quarter in which consent is granted, the contributions payable will be adjusted and the amount payable will be calculated on the basis of the contribution rate that is applicable at time of payment in the following manner:

$$\$C_p = \$C_{DC} + \frac{[\$C_{DC} \times (\$C_q - \$C_c)]}{\$C_c}$$



Where

$\$C_P$	is the amount of the contribution calculated at the time of payment
$\$C_{DC}$	is the amount of the original contribution as set out in the development consent
$\$C_Q$	is the contribution rate applicable at the time of payment
$\$C_C$	is the contribution rate applicable at the time of the original consent

The current contributions, as indexed, are available from Council.

2.16 Pooling of contributions

This development contributions plan expressly authorises monetary section 7.11 contributions collected for different purposes under this plan to be pooled and applied (progressively or otherwise) for those purposes.

2.17 Savings and transitional arrangements

Pursuant to clause 31(4) of the EP&A Regulation, this development contributions plan takes effect from the date on which public notice was given – that date being **dd Month 2022**. As such, this plan applies to all Development Applications received, and all applications for Complying Development Certificates, made on or after that date.

All applications received, made or determined prior to that date will be assessed against the development contributions plan(s) in force at the time.

2.18 Register

Council will maintain a register of all contributions in accordance with clause 34 of the EP&A Regulation. The register will be made available for public inspection at any time during normal office hours.

2.19 Annual Statement

In accordance with clause 35 of the EP&A Regulation, Council will produce an annual statement of contributions documenting amounts received and relevant details. Such statements will be available for public inspection, upon request.

2.20 Review of this Plan

This development contributions plan will be subject to regular review by Council, so as to:

- monitor development trends and community needs within Bungendore;
- monitor income received by this plan;
- ensure the contribution levels reflect actual construction costs;
- enable the alteration of work schedules if development activity and the consequent demand for recreation facilities differs from original expectations; and,
- enable alteration of this plan to reflect the actual cost of providing recreation facilities within Bungendore.

Any material changes in this plan, with the exception of the annual adjustment of contribution amounts, requires it to be amended in accordance with section 7 of the EP&A Act. Such amendment requires full public exhibition of the amended plan and consideration of submissions received.

3. PART C: STRATEGY PLAN – ESTABLISHING THE NEXUS

3.1 Introduction

Pursuant to section 7.11 of the EP&A Act, a consent authority may apply a condition to a development consent to require a development contribution for the provision of local infrastructure, facilities and services. That development contribution can be made either through the dedication of land free of cost, or the payment of a monetary contribution, or both.

However, a consent authority can only impose such a condition on development if it is satisfied the development to which consent is being granted will (or is likely to) require the provision of, or increase the demand for, public infrastructure, facilities or services.

To ensure the requirement for a development contribution is fair and reasonable, the consent authority must demonstrate a clear relationship between the development and the infrastructure, facilities or services which are the subject of the contribution.

What is nexus?

The relationship between a development and the infrastructure, facilities and/or services which are the subject of the contribution required from that development is often referred to as '**nexus**'.

Nexus is often discussed in terms of 'causal' nexus, 'physical' nexus and 'temporal' nexus.

Causal nexus requires that the need for the infrastructure, facilities or services being levied must be as a result of the development which is to be levied.

Spatial nexus requires that the infrastructure, facilities or services for which contributions are being collected be located so as to serve the needs of those who created the demand those infrastructure, facilities or services.

Temporal nexus requires that the infrastructure, facilities or services be provided in a timely manner to benefit those who have contributed towards it.

Establishing the Nexus

To establish the relationship, or nexus, between the anticipated residential subdivision and residential development within Bungendore and the provision of community and recreation facilities to address the demand created by that development and its associated uses (thereby justifying the collection of the contributions authorised by this plan), this Part details:

- Council's role in providing community and recreation facilities to meet the needs of the Bungendore community as the population increases;
- the existing supply of community and recreation facilities within Bungendore;
- the various factors at play which are likely to result in increased demand for community and recreation facilities in Bungendore – including strong local and regional population growth;
- the infrastructure program Council proposes to deliver to increase the supply of community and recreation facilities in Bungendore to effectively address the anticipated increased demand for such facilities; and,
- the formulae for calculating the monetary contributions, the collection of which are authorised by this plan.

3.2 What is Council’s Obligation in Providing Community and Recreation Facilities?

Council plays a critical role in providing and maintaining community and recreation facilities for the health, enjoyment and well-being of residents and visitors. This role is clearly evident throughout Council’s strategies and plans, and most importantly in Council’s **Community Strategic Plan 2018–2028** and in its **Local Strategic Planning Statement – “Towards 2040”**.

Community Strategic Plan 2018–2028

The Community Strategic Plan (CSP) sets out the long-term aspirations of the Queanbeyan-Palerang community.

In preparing the CSP, Council undertook **extensive community engagement** to find out from the community what their aspirations are and what they feel is important to them in terms of contributing to their quality of life. In relation to community and recreation facilities, the community said they wanted to see a higher emphasis placed on the provision and maintenance of sport and recreational facilities as well as ensuring residents have access to those facilities.

That feedback is reflected in three of the **key goals** contained within the CSP which are relevant to the provision of recreation facilities in Bungendore – those being key goals **1.1.5**, **3.1.2** and **4.1.5**. Those relevant key goals are detailed in Table 3, below.

Table 3 Relevant Key Goals of the Community Strategic Plan 2018-2028

Key Goal	Community Outcome	Community Strategy – Service Objective
STRATEGIC PILLAR 1 – COMMUNITY		
1.1.5 We have an active and healthy lifestyle	Health and quality of life are improved through access to a range of recreation and leisure opportunities	Support the active recreational, sporting and health pursuits of the community through the availability of facilities and participation in programs and events in the Queanbeyan-Palerang region.
STRATEGIC PILLAR 3 – CHARACTER		
3.1.2 Our region’s urban landscapes are well managed and maintained promoting community pride	The region’s public places are clean and attractive	Shape and present urban parks, reserves, fields, playgrounds, CBDs, community lands and greenways as sustainable and attractive places with wayfinding signage to activate visitation and sense of place in Queanbeyan-Palerang
STRATEGIC PILLAR 4 – CONNECTION		
4.1.5 We plan for and provide regional facilities which promote better social connection and access for the community	Social connection within our region is provided for via access to a range of community facilities across the region	Support the safe and equitable access to facilities and amenities through well-presented, sited, efficient, secure and clean buildings for community, civic and recreational use

Local Strategic Planning Statement (“Towards 2040”)

The Local Strategic Planning Statement (LSPS) is Council’s strategic land-use planning ‘road map’ for the future and provides the framework for Queanbeyan-Palerang’s land-use needs over the next 20 years. It works in concert with Council’s Community Strategic Plan to set out the long-term vision and aspirations for the community, articulating Council’s long-term planning priorities and how those will be achieved. As such, the LSPS Planning Priorities 2, 10 and 11 correspond to, and expand on, CSP goals 1.1.5, 3.1.2 and 4.1.5. More detail relating to LSPS Planning Priorities 2, 10 and 11 are set out in Table 4, below.



Table 4 Relevant Planning Priorities within the Local Strategic Planning Statement

Planning Priority		Relevant Outcomes	Relevant Actions
2	<p>We have an active and healthy lifestyle</p> <p><i>“Health and quality of life are improved through access to a range of recreation and leisure opportunities.”</i></p>	<ul style="list-style-type: none"> Recreation facilities meet the needs of the current and future population Development contribution plans to in place to ensure recreation, community facilities and open space are provided in a timely manner 	<p>4.2.2 Prepare contribution plans that collect funds for open space, community facilities and recreational facilities as new development occurs and to identify how necessary facilities are to be paid for, and whether those living nearby may benefit more, so more productive land-uses should be encouraged nearby to capture this value.</p> <p>4.2.3 Undertake needs analysis for the main townships to identify necessary facilities to meet the needs of the existing and future population.</p>
10	<p>We plan for and provide regional facilities which promote better social connection and access for the community</p> <p><i>“Social connection within our region is provided for via access to a range of community facilities across the region”</i></p>	<ul style="list-style-type: none"> Identify and construct parks and recreation facilities that provide for the needs of the local and regional population a 	<p>4.10.2 Zone land and construct new Sports Hub at Bungendore.</p> <p>4.10.6 Consider the provision of well-designed shade, both natural and built, in the provision of all public infrastructure, from large developments such as major recreation facilities, public buildings and town centre upgrades, to the smallest public domain improvements such as bus shelters.</p>
11	<p>We undertake planning to ensure infrastructure is prepared for future growth</p> <p><i>“Changing community demand is met by well planned for and placed infrastructure.”</i></p>	<ul style="list-style-type: none"> Consistent high rate of public infrastructure investment, and use of public lands, assets and anchors to achieve strategic goals has been facilitated Development contribution plans are in place to fund infrastructure required to support new and existing developments Enabling infrastructure is constructed to promote the release of recreational, business and residential lands where funded. 	<p>4.11.4 Review and consolidate former Palerang Contribution Plans</p>

One of the actions which will assist Council in achieving the desired outcomes of the relevant key goals and applicable planning priorities of the CSP and the LSPS identified above – essentially **an active, healthy and connected community** – is the timely provision of sufficient recreation facilities in its cities, towns and villages to provide for the needs of the local and regional population, now and in the future.

Council’s Functions

Notwithstanding Council’s specific strategies and plans and their desired outcomes and goals, Council must carry out its functions, as set out within the *Local Government Act 1993*, in a way that facilitates a community that is strong, healthy and prosperous. One such function is the provision of recreation facilities which are appropriate to the current and future needs within its local community and of the wider public.



3.3 What is the existing supply of community and recreation facilities?

The community and recreation facilities currently provided by Council in Bungendore include:

- Bungendore Pool, Majara Street, which includes a 25-metre swimming pool and toddler pool;
- McMaster Playground, Wild Terrace;
- Bungendore Park, Majara Street, which includes a playing field (Mick Sherd Oval), exercise/fitness equipment, tennis facilities, practice cricket wickets, playground, barbecue;
- Warren Little Oval, McMahan Drive; and,
- facilities located within the Turallo Creek common including, Bungendore Skate Park, basketball half court and lead free dog exercise area.

The community and recreation facilities currently provided by Council within Bungendore meet most, but not all, existing community needs. The facilities will not be sufficient to meet future needs and demand.

The anticipated needs and demand for community and recreation facilities in Bungendore will be discussed at Part 3.4 of this Plan (below), while the new facilities currently proposed by Council to address community needs and demand in the immediate future, as well as facilities likely to be required in the longer term, will be discussed at Part 3.5 of this Plan (on Page 21).

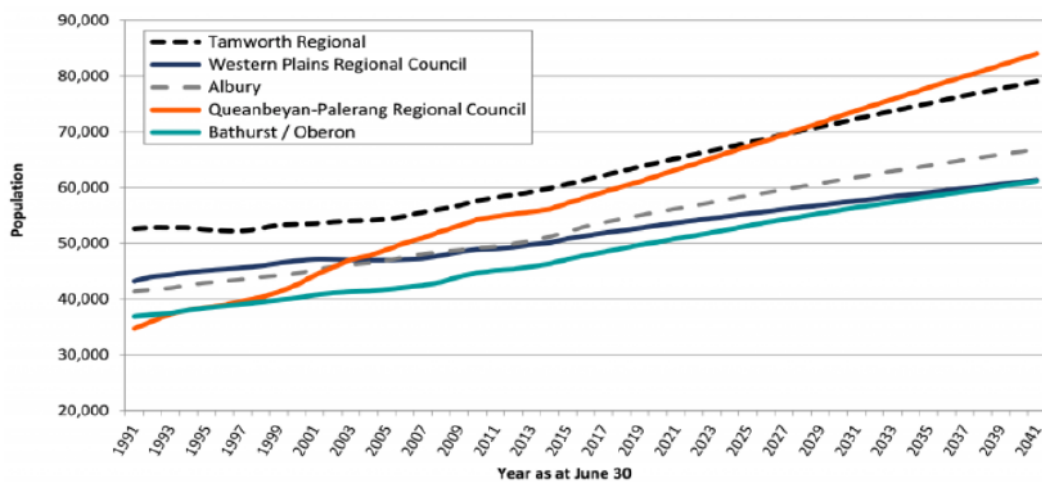
3.4 What is the anticipated demand for community and recreation facilities?

The key factor in determining the demand for community and recreation facilities in Bungendore is **population growth**. The strong population growth experienced in recent decades within not only Bungendore, but across the Queanbeyan-Palerang local government area ('the LGA'), the adjoining ACT and the broader Capital/South-East and Tablelands Region is expected to continue in coming decades. Following is a summary of the population growth and projections for Bungendore, the LGA and the wider region.

Queanbeyan-Palerang LGA

Queanbeyan-Palerang is one of the fastest growing LGAs in regional NSW. Between 2006 and 2019, the LGA's population increased by 16.8%, from 50,070 to 60,190. From 2019 to 2036, the LGA's population is forecast to grow even faster – by more than 30% to almost 80,000. The rapid growth of the LGA relative to other major inland LGAs is evident in the graph at Figure 3, below.

Figure 3 Forecast Population Growth – Selected Inland Regional LGAs, 1991-2041



Source: .id, .id Small Area Forecast information (SAFi), 2016



Bungendore

As noted in the recently adopted *Bungendore Structure Plan 2048*, population growth in Bungendore has been even stronger than the LGA average. As illustrated in Table 5, the population of Bungendore has surged from 1,690 at the 2001 Census to 3,320 at the 2016 Census, with annual growth rates of 4% to 6% in some intercensal periods.

Table 6 (further below) shows three different growth scenarios for the next 20 years. If the population continues to grow at the rate seen over the past two decades (~5% p.a.), the population of Bungendore at the 2041 Census could be greater than 11,000. However, it is more likely Bungendore's population will grow at a more moderate rate of approximately 3.5% p.a. Even at that rate, however, the town's population will double to around **8,000 residents**, requiring approximately **1,400 additional dwellings**.

ACT and Region

In the 20-year period from 2021 to 2041, the ACT's population is expected to grow by 143,000 people – from approximately 445,000 to 588,000 – an increase of more than 32%.

According to the South-East and Tablelands Regional Plan, the population of the region is projected to increase by 45,450 between 2016 and 2036, and the combined population of the local government areas within an hour's commute of the ACT, and the Territory's population itself, will increase to more than 660,000 by 2033.

Table 5 Population of the Bungendore urban area, 2001 – 2016

Census Year	People	Change	Change (%)	Change (% p.a.)
2001	1,690			
2006	2,183	+493	+29.2%	+5.8%
2011	2,755	+572	+26.2%	+5.2%
2016	3,320	+562	+20.5%	+4.1%

Source: Australian Bureau of Statistics, Census of Population and Housing

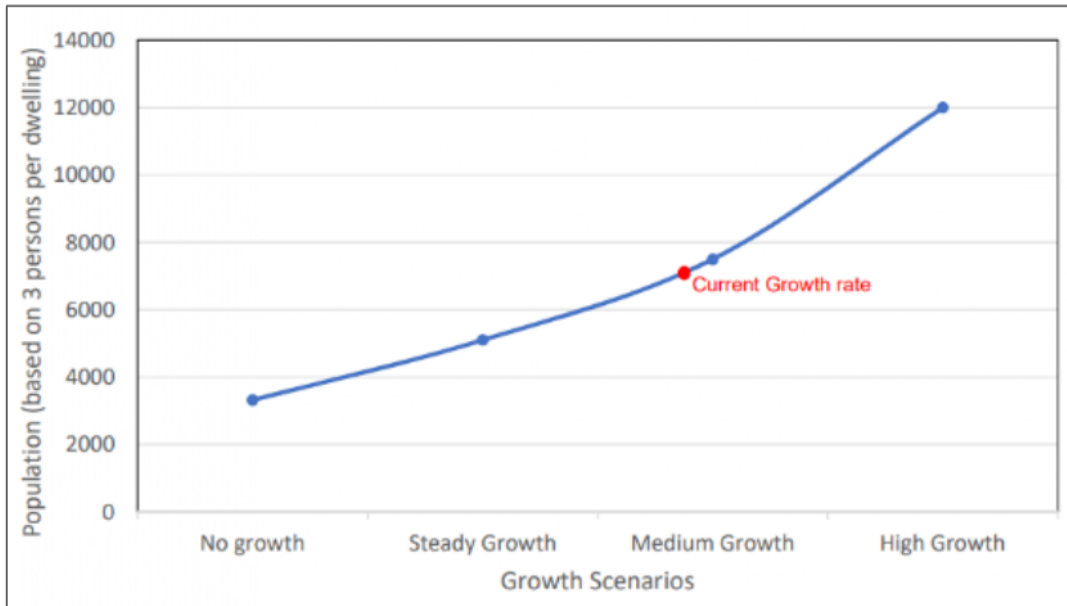
Table 6 Population Projections for the Bungendore Urban Area, 2021 – 2041

Census Year	Steady Growth (2% p.a.)	Medium Growth (3.5% p.a.)	High Growth (5% p.a.)
2021	3,665	3,943	4,237
2026	4,047	4,683	5,408
2031	4,468	5,562	6,902
2036	4,933	6,606	8,809
2041	5,447	7,846	11,243
2021-2041	+1,782	+3,903	+7,006

Source: Bungendore Structure Plan 2048

The growth of Bungendore's population based on the steady, medium and high growth scenarios is illustrated in Figure 4, next page.

Figure 4 Bungendore’s Projected Population in 2041 – Growth Scenarios



Source: Bungendore Structure Plan 2048

3.5 Determining what facilities are required

3.5.1 Standard Rates of Provision

In determining what community and recreation facilities are required to adequately service the existing and projected population of Bungendore, Council has referred to a variety of publications which stipulate standard rates of provision for such facilities. The chief reference for Council has been the *Recreation and Open Space Guidelines for Local Government*, published by the NSW Department of Planning in 2010.

As indicated at Part 3.4 of this Plan, the estimated resident population of Bungendore is likely to double over the next 20 years to reach approximately 8,000 in 2041. Based on the standard rates of provision stipulated in the appropriate references, the following community and recreation facilities are suggested for a community of 8,000 people:

- a multi-purpose community centre – a facility which includes, amongst other things, small to medium meeting spaces for community groups, a youth space, a community learning or art space;
- a *local park* within 400m of most dwellings – see definition;
- a *district park* within 2km of most dwellings – see definition;
- open space for local-level outdoor sports within 1km of most dwellings;
- open space for regional-level outdoor sports within 2km of most dwellings;
- an outdoor netball facility – with at least two courts;
- one tennis facility – with at least two courts;
- one aquatic facility (with 25m pool); and,
- one indoor recreation centre/stadium – with one or two hard courts.

3.5.2 Facilities Already Proposed

As discussed at Part 3.3 of this Plan (see Page 19), a range of recreation facilities is currently provided across Bungendore by Council, and as such, many of the requirements listed above are met. However, given the growth of Bungendore's population over recent decades, the existing facilities do not meet all existing community needs and will not be sufficient to meet future needs and demand. Council has recognised this and has already commenced the planning, design and construction of a range of new and upgraded facilities to meet the current and future needs of the community. Those facilities include:

- the Bungendore Sports Hub – which will include an aquatic centre, six grass sports fields, six hard courts, and associated amenities and sports club facilities;
- a Multi-Purpose Community Centre, located within the Bungendore Sports Hub precinct;
- new facilities and amenities at Frogs Hollow;
- new and upgraded facilities and amenities within the Warren Little Recreation Reserve and 'Bungendore Common', as well as in southern Bungendore; and,
- upgrades to the facilities provided at Bungendore Park, including a new playground.

More detail on each of the projects listed above is available on Council's web-site.

The major works (and costs) associated with each of the projects are set out in the Schedule of Works at Appendix 1.

3.5.3 Facilities for the future residential areas already identified

To ensure the anticipated strong growth of Bungendore occurs in a co-ordinated, efficient and sustainable manner, and in a direction that reflects the views of the community, Council has prepared and adopted the *Bungendore Structure Plan 2018-2048* (the 'Structure Plan'), which built on the *Bungendore Land Use Strategy and Structure Plan*, adopted by the previous Palerang Council and endorsed by the NSW Department of Planning in 2010. To provide the housing required for 8,000 additional residents, approximately 1,400 new dwellings are required. The Structure Plan has designated four areas on the fringes of the Bungendore for most of those additional dwellings in the short, medium and long term. Some limited 'infill' development will provide some additional dwellings within the existing urban footprint.

Three of the four areas identified for the urban expansion of Bungendore are to the north of the town adjacent along Tarago Road and will each contain approximately 250-300 lots, while the fourth area is to the east of the town (known as East Bungendore) adjacent to the Kings Highway and will contain almost 600 lots.

Given their size and location, the future residential areas already designated will require the following community and recreation facilities as a minimum:

- one *local park* for each of the areas to the north of Bungendore;
- one centrally-located *local park* for East Bungendore; and,
- a higher-order, 'Village Green' style park for East Bungendore, providing a larger area for passive recreation.

3.5.4 Facilities for future release areas

It is important to note that the Structure Plan is not a static instrument. It will be monitored, and reviewed and (where necessary) updated, regularly over its 30-year lifespan. Monitoring of the Structure Plan is crucial, as it allows Council to ascertain if it is achieving its objectives and if it is responding to current and emerging trends and changes in demography, land use, development, housing, employment and the environment.

Monitoring of the Structure Plan is on-going, and the next review of it is scheduled for 2025. New release areas may be added when the Structure Plan is reviewed – in 2025, or at any future reviews – including those identified in the Structure Plan as 'potential investigation areas'. Should that occur, this development contributions plan may be amended to ensure that any new release areas are provided with sufficient community and recreation facilities.

3.6 Contribution Rate Calculations

The base contribution rates stipulated at Part 1.2 of this development contributions plan were calculated by:

- first, dividing the cost (design, construction and delivery) of providing the recreation facilities required in Bungendore by the estimated population growth in Bungendore between 2021 and 2041 to provide a base rate for each **new resident**;
 then:
- for each lot in a **residential subdivision**, multiplying the base rate for each new resident by the average number of residents expected per lot;
- for applicable forms of **residential accommodation**, multiplying the base rate for each new resident by the average number of residents expected per dwelling, based on the number of bedrooms in a dwelling.

The contributions do not cover the full cost of the required recreation facilities. This is because, to ensure fairness and equity, Council will make proportional contributions over the period to cater for the existing population.

The formulae used and the calculation for the base contribution rates is set out, under corresponding headings, below.

3.6.1 Base Rate per New Resident

PC
PG

Where:

PC is the total **cost** of providing recreation facilities (\$)
PG is the estimated **population growth** (in Bungendore between 2021 and 2041, medium growth scenario)

$$\frac{10,221,400}{4,200} = 2,433.67 = \mathbf{\$2,434}$$

3.6.2 Base Rate for Residential Subdivision

RPR x RPL

Where:

RPR is the **base rate per new resident** (as calculated at Part 3.6.1, above)
RPL is the **average number of residents** per new lot

Note: a **5% levy** is applied to all development contribution rates to cover the costs associated with the administration, development, and review of development contribution plans

$$\$2,434 \times 3.1 = \$7,545.40$$

$$\text{Apply 5\% levy} = \$7,545.40 \times 1.05 = \mathbf{\$7,923}$$


3.6.3 Base Rate for Dual Occupancy and Multi-Unit Housing Development

RPR x RPD

Where:

RPR is the **base rate per new resident** (as calculated at Part 3.6.1, above)

RPD is the **average number of residents** per new dwelling

Note: a **5% levy** is applied to all development contribution rates to cover the costs associated with the administration, development, and review of development contribution plans

For 1 Bedroom Dwellings

$$\$2,434 \times 1.2 = \$2,920.80$$

$$\text{Apply 5\% levy} = \$2,920.80 \times 1.05 = \mathbf{\$3,067}$$

For 2 Bedroom Dwellings

$$\$2,434 \times 1.9 = \$4,624.60$$

$$\text{Apply 5\% levy} = \$4,624.60 \times 1.05 = \mathbf{\$4,856}$$

For 3 Bedroom Dwellings

$$\$2,434 \times 2.6 = \$6,328.40$$

$$\text{Apply 5\% levy} = \$6,328.40 \times 1.05 = \mathbf{\$6,645}$$

For 4+ Bedroom Dwellings

$$\$2,434 \times 3.1 = \$7,545.40$$

$$\text{Apply 5\% levy} = \$7,545.40 \times 1.05 = \mathbf{\$7,923}$$

3.7 Conclusion

This development contributions plan has been prepared in accordance with section 7.11 of the EP&A Act and authorises Council to collect contributions, in the form of money, to provide for community and recreation facilities in Bungendore.

There is a demonstrated need for such facilities.

The strong population growth that has occurred in Bungendore, and across the Queanbeyan-Palerang local government area and the neighbouring ACT, over the last two decades is expected to continue over the next two decades. Bungendore's population is reasonably projected to double in the next 20 years. The increased resident population in Bungendore will result in increased demand for community and recreation facilities. Thus, both **causal** and **spatial nexus** is established for such facilities, including those proposed by Council.

As indicated, this development contributions plan applies to all land within Bungendore as it is the residents of Bungendore who will be using the facilities. Thus, **causal** and **spatial nexus** is further demonstrated.

The provision of community and recreation facilities will be staged as Bungendore expands and demand increases. The **temporal nexus** is, therefore, established.

4. PART D: REFERENCES

The following documents were used in the preparation of this development contributions plan:

ACT Government, *Building (General)(Cost of Building Work) Determination 2020 (No 1)* [Notifiable Instrument NI2020-336]

ACT Government, Chief Minister, Treasury and Economic Development Directorate, 2019, *ACT Population Projections 2018 to 2058*

ACT Government, Environment, Planning and Sustainable Development Directorate, 2018, *ACT Planning Strategy 2018*

Bungendore Structure Plan 2048

Bungendore Structure Plan Discussion Paper

Department of Infrastructure, Planning and Natural Resources – Development Contribution Practice Notes – July 2005

Department of Planning, *Recreation and Open Space Guidelines for Local Government*, December 2010

Department of Planning – Circular PS06-020 6 December 2006 – Changes to the Application of section 94A of the EP&A Act – Ministerial Direction

Disability Inclusion Action Plan 2017-2021

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulation 2000

NSW Government, *South Eastern and Tablelands Regional Plan 2036*

NSW Government, *South Eastern and Tablelands Regional Plan 2036 Implementation Plan 2017-2019*

Palerang Council Section 94 Development Contributions Plan No. 7 for the Provision of Recreation Facilities at Bungendore

Palerang Development Control Plan 2015

Palerang Local Environmental Plan 2014

QPRC Digital Economy and Smart Community Strategy

QPRC Regional Economic Development Strategy 2018-2022

QPRC Tourism Plan 2017-2025

Queanbeyan-Palerang Local Environmental Plan 2020

Queanbeyan-Palerang Regional Council Community Strategic Plan 2018-2028

Towards 2040 – Queanbeyan-Palerang Regional Council Local Strategic Planning Statement – July 2020

Victorian Planning Authority, *Standard Provision Ratios for Community Infrastructure and Services and Open Space in Growth Areas*, 2008 (revised February 2020)

DEFINITIONS

Unless the context or subject matter otherwise indicates or requires, the following definitions apply in this development contributions plan:

ABS means the Australian Bureau of Statistics.

applicant means the person, company or organisation submitting a development application.

apportionment means the adjustment of a contribution (usually a percentage) to ensure the contributing population only pays for its share of the total demand for the facility.

CDC means complying development certificate.

community facility means a building or place—

- (a) owned or controlled by a public authority or non-profit community organisation, and
- (b) used for the physical, social, cultural or intellectual development or welfare of the community, but does not include an educational establishment, hospital, retail premises, place of public worship or residential accommodation.

complying development means development that can be approved by an accredited certifier.

consent authority has the same meaning as in the EP&A Act but also includes an Accredited Certifier responsible for issuing a Complying Development Certificate.

contribution means the dedication of land, the making of a monetary contribution or the provision of a material public benefit, as referred to in the EP&A Act.

contributions plan means a contributions plan referred to in section 7.18 of the EP&A Act.

Council means Queanbeyan-Palerang Regional Council.

CPI means the Consumer Price Index, a measure of household inflation prepared by the Australian Bureau of Statistics and includes statistics about price change for categories of household expenditure.

DA means development application.

DCP means a Development Control Plan.

development means any of the following—

- (a) the use of land,
- (b) the subdivision of land,
- (c) the erection of a building,
- (d) the carrying out of a work,
- (e) the demolition of a building or work, any other act, matter, or thing that may be controlled by an environmental planning instrument.

development consent has the same meaning as in the EP&A Act.

development contribution means a monetary contribution, the dedication of land free of cost or the provision of a material public benefit.

district park means a reserve which has had its physical character and/or vegetation modified to support order community recreation, community development and wellbeing uses, usually having an area of between 2 hectares and 5 hectares, and providing lower and middle order venues including informal lawns, play facilities, ornamental gardens, and community gardens to facilitate social and cultural activities.

EP&A Act (or 'the Act') means the *Environmental Planning & Assessment Act 1979*.

EP&A Regulations means the *Environmental Planning & Assessment Regulation 2000*.

GFA means gross floor area.

indexation means a method of adjusting contribution rates to account for changes in the cost of land or infrastructure over time to ensure contributions remain cost-reflective.

LEP means a Local Environmental Plan made by the Minister under the EP&A Act.

LGA means Queanbeyan-Palerang Local Government Area.

local park means a reserve which has had its physical character and/or vegetation modified to support community recreation, community development and wellbeing uses, usually having an area of between 0.5 hectares and 2 hectares, and providing lower order venues including informal lawns, play facilities, ornamental gardens, and community gardens to facilitate social and cultural activities.

planning authority means—

- (a) a council, or
- (b) the Minister, or the Planning Ministerial Corporation, or
- (c) a development corporation (within the meaning of the *Growth Centres (Development Corporations) Act 1974*), or
- (d) a public authority declared by the EP&A Regulations to be a planning authority for the purposes of this Division.

public benefit means the benefit enjoyed by the public as a consequence of a development contribution.

public facilities means any public amenity or public service, as referred to in the EP&A Act, including a "community facility" and a "recreation facility", the need for which has increased or been created by development.

public purpose includes (without limitation) any of the following—

- (a) the provision of (or the recoupment of the cost of providing) public amenities or public services,
- (b) the provision of (or the recoupment of the cost of providing) affordable housing,
- (c) the provision of (or the recoupment of the cost of providing) transport or other infrastructure relating to land,
- (d) the funding of recurrent expenditure relating to the provision of public amenities or public services, affordable housing or transport or other infrastructure,
- (e) the monitoring of the planning impacts of development,
- (f) the conservation or enhancement of the natural environment.

recoupment means payment of a monetary contribution to the Council to offset the cost (plus any interest) which the Council has already incurred in providing public facilities in anticipation of development.

recreation area means a place used for outdoor recreation that is normally open to the public, and includes—

- (a) a children's playground, or
- (b) an area used for community sporting activities, or
- (c) a public park, reserve or garden or the like,

and any ancillary buildings, but does not include a recreation facility (indoor), recreation facility (major) or recreation facility (outdoor).

recreation facility (indoor) means a building or place used predominantly for indoor recreation, whether or not operated for the purposes of gain, including a squash court, indoor swimming pool, gymnasium, table tennis centre, health studio, bowling alley, ice rink or any other building or place of a like character used for indoor recreation, but does not include an entertainment facility, a recreation facility (major) or a registered club.

recreation facility (major) means a building or place used for large-scale sporting or recreation activities that are attended by large numbers of people whether regularly or periodically, and includes theme parks, sports stadiums, showgrounds, racecourses and motor racing tracks.

recreation facility (outdoor) means a building or place (other than a recreation area) used predominantly for outdoor recreation, whether or not operated for the purposes of gain, including a golf course, golf driving range, mini-golf centre, tennis court, paint-ball centre, lawn bowling green, outdoor swimming pool, equestrian centre, skate board ramp, go-kart track, rifle range, water-ski centre or any other building or place of a like character used for outdoor recreation (including any ancillary buildings), but does not include an entertainment facility or a recreation facility (major).

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 and visitor accommodation or caravan parks.

section 7.11 condition means a condition under section 7.11 of the Act requiring the dedication of land or the payment of a monetary contribution, or both.

section 7.11 contribution means the dedication of land, the payment of a monetary contribution or the provision of a material public benefit, as referred to in section 7.11 of the Act.

settlement means the payment of a monetary contribution, the undertaking of a work in kind, or the exchange of documents for the dedication of land required as a result of new development.

the Act means the *Environmental Planning and Assessment Act 1979*.

work-in-kind means the construction or provision of the whole or part of a public facility that it is identified in a works schedule in a contributions plan.

works schedule means the schedule of the specific public facilities for which contributions may be required, and the likely timing of provision of those public facilities based on projected rates of development, the collection of development contributions and the availability of funds from supplementary sources.

APPENDIX 1: SCHEDULE OF WORKS

Item No.	Facility / Locality	Works	Cost (\$)
1	Bungendore Sports Hub	Land acquisition	774,000
		Playing Fields – Stage 2 – playing surface	400,000
		Playing Fields – Stage 2 – irrigation system and water tanks	370,000
		Amenities Building – Netball	300,000
		Playground, including shade structure	430,000
		Pool – wet deck/splash pad	700,000
		Pool – play zone/playground	400,000
		Tree planting and landscaping – across site	200,000
		Car Parking – across site	500,000
		Total Cost of Works	4,074,000
		Contributions previously collected	2,110,825
		Total Contributions to be collected under this Plan	1,963,175
2	Bungendore Multi-Purpose Community Centre	Design, Construction and fit-out	5,450,333
		Total Cost of Works	5,450,333
		Contributions previously collected	889,155
		Total Contributions to be collected under this Plan	4,561,178
3	Frogs Hollow	Picnic and barbecue facilities	50,000
		Park furniture, including seating and bins	32,000
		Cricket Pitch	10,000
		Amphitheatre – including earthworks and shelter	20,000
		Boardwalk (creek crossing)	50,000
		Connecting pathways (granite paths)	20,000
		Entry signage	3,000
		Tree planting (entire site) and entry garden bed	30,000
		Car Park	55,000
		Total Cost of Works	270,000
		Contributions previously collected	47,953
Total Contributions to be collected under this Plan	222,047		
4	Warren Little Recreation Reserve	Picnic facilities, including barbecues, seating and shelters	300,000
		Tree planting and landscaping	
		Playground facilities, including shade structures	430,000
		Total	730,000
5	Bungendore East 4610 Kings Highway	Village Green – playground facilities, including shade structures	430,000
		Village Green – picnic facilities, including barbecues, seating and shelters	350,000
		Tree planting and landscaping	
		Village Green – passive recreation field	75,000
		Local Park – playground facilities, including shade structures	430,000
		Local Park – tree planting and landscaping	50,000
		Total	1,335,000

6	Bungendore North (East) 266 Tarago Road (Lot 1 DP 880087)	Local Park – playground facilities, including shade structures	430,000
		Local Park – tree planting and landscaping	50,000
		Total	480,000
7	Bungendore North (West) - 'Ashby' 175-217 Tarago Road (Lot 1 DP 794724 and Lot 1 DP 986065)	Local Park – playground facilities, including shade structures	430,000
		Local Park – tree planting and landscaping	50,000
		Total	480,000
8	Southern Bungendore (Bungendore Meadows)	Playground, including shade structures	450,000
		Total	450,000
TOTAL			10,221,400

Note: The costs shown were accurate at the date this plan commenced.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 9.7 DRAFT BUNGENDORE SECTION 7.11 DEVELOPMENT
CONTRIBUTIONS PLAN FOR COMMUNITY AND
RECREATION FACILITIES 2022

ATTACHMENT 2 PALERANG COUNCIL SECTION 94A DEVELOPMENT
CONTRIBUTIONS PLAN (AS AMENDED)



SECTION 94A DEVELOPMENT CONTRIBUTIONS PLAN



ADOPTED BY COUNCIL:
THIS PLAN CAME INTO EFFECT ON:
LAST AMENDED ON:

3 December 2015
16 December 2015
15 October 2021

Contents

Part A – Summary schedules	3
Schedule 1: Public facilities for which levies will be sought	4
Part B – Expected development and demand for public facilities	6
Part C – Administration and operation of the plan	8
1.1 What is the name of this development contributions plan?	8
1.2 Application of this Plan	8
1.3 When does this development contributions plan commence?	8
1.4 What is the purpose of the contributions plan?	8
1.5 Are there any exemptions to the levy?	9
1.6 Pooling of levies	9
1.7 Construction Certificates and the obligation of Accredited Certifiers	9
1.8 How will the levy be calculated?	10
1.9 When is the levy payable?	11
1.10 How will the levy be adjusted?	12
1.11 Can deferred or periodic payments be made?	12
1.12 Continuation of Existing Section 94 Plans	12
Part D – References	13
Dictionary	13
Reference Documents	14
APPENDIX A	15
Procedure	15
Sample Cost Summary Report	16
Registered Quantity Surveyor’s Detailed Cost Report	17
Attachment 1 – Palerang local government area	19
Attachment 2 – Location of Works and Facilities	20

Part A – Summary schedules

The following summary schedules are included in this plan:

- Works program
- Summary of levy by category.

The works schedule identifies the public facilities for which section 94A levies will be required. Schedule 1 identifies the works schedule and a summary of the expenditure on the respective items.

Levies paid to council will be applied towards the provision, extension or augmentation of public amenities and public services. Schedule 1 provides a summary of the public facilities, which will be provided by council over the next 10 years, as well as the estimated cost of provision and timing.

Schedule 1: Public facilities for which levies will be sought

Item	Public Facilities	Location	Estimated Costs	Target Date
1	Annual Local Road Resealing Program	Various local roads -15 year cycle	\$600,000	Annually
2	Annual Local Gravel Road Re-sheeting Program	Various local roads on a 12 year average cycle	\$550,000	Annually
3	Annual Local Road Rehabilitation Program	Sections of Lascelles St, Little River Road, Hoskinstown Rd, Plains Rd, Bungendore Rd, Burra Rd, town streets	\$600,000	Annually
4	Local Road Reconstruction Program	Sections of Butmaroo St, Malbon St, Ellendon St, Saleyards Lane, Burra Rd, Bungendore Rd, Norton Rd, town streets	\$2,500,000	By 2025
5	Annual Regional Road Resealing Program	Various local roads -12 year cycle	\$200,000	Annually
6	Annual Regional Gravel Road Re-sheeting Program	Sections of Captains Flat Rd, Nerriga Rd & Cooma Rd on a 10 year average cycle	\$100,000	Annually
7	Annual Regional Road Rehabilitation Program	Sections of Captains Flat Road, Macs Reef Rd, Nerriga Rd, Cooma Rd & Tarago Rd	\$550,000	Annually
8	Regional Road Reconstruction Program	Sections of Cooma Rd, Nerriga Rd, Macs Reef Rd, captains Flat Rd	\$10,000,000	By 2025
9	Town Pathways Construction	Various locations in Bungendore, Braidwood and Captains Flat	\$800,000	By 2025
10	Town Drainage Strategy Development and Implementation	Drainage works in Wallace St, Majara St, Ellendon St, Gibraltar St and Foxlow St & adjacent areas Captains Flat	\$1,000,000	By 2025
11	Back Creek Bridge Reconstruction	On Cooma Rd	\$1,750,000	2016/17
12	Brick Kiln Creek Bridge Reconstruction	On Cooma Rd	\$900,000	By 2020
13	Silver Hills Bridge Reconstruction	Captains Flat Road	\$500,000	By 2020
14	Foxlow St Bridge Reconstruction	Foxlow St, Captains Flat	\$500,000	By 2025
15	Braidwood Recreation Ground Redevelopment Project	Keder St	\$1,500,000	By 2020
16	Bungendore Recreation Grounds Project	Bungendore Rd	\$4,000,000	By 2020
17	Bungendore Park Master Plan Redevelopment	Gibraltar St	\$400,000	By 2022
18	Braidwood Resource Recovery Facility and Waste Transfer Station	Bombay Rd	\$3,000,000	2016/17
19	Nerriga Waste Facility	Endrick River Rd	\$400,000	By 2020
20	Royalla Hall Project	Royalla Dr	\$400,000	2018/19
21	Bungendore and Captains Flat flood mitigation works	Bungendore and Captains Flat	\$4,000,000	By 2025
22	Bungendore and Braidwood Public Carparking	Ellendon St, Bungendore and Wallace St, Braidwood	\$1,000,000	By 2020
23	Town Centre Streetscape Upgrading	Gibraltar St, Ellendon St, Wallace St	\$800,000	By 2020
24	Rural Bus Stops	Various	\$80,000	By 2025
25	New Braidwood Works Depot	Bombay Rd Braidwood	\$2,000,000	By 2020
	TOTAL		\$61,550,000	By 2025

A map showing the location of the works and public facilities is included in Attachment 2.

Schedule 2: Summary Schedule for Section 94A Contributions Plan

Proposed cost of development	Levy (%)
Proposed cost of development is \$100,000 or less	Nil
Proposed cost of development is between \$100,001 and \$200,000	0.5 % of the proposed cost of development
Proposed cost of development exceeds \$200,000	1.0 % of the proposed cost of development

Part B – Expected development and demand for public facilities

This part broadly discusses the relationship between the expected types of development and the demand for public facilities and services to meet the needs of the development and the wider community.

The expected types of developments to be levied under this plan would include, 'state significant' and major developments (other than subdivisions) that have a construction value greater than \$100,000 and may be established within the Palerang LGA in areas outside of Bungendore and Braidwood (outside of the land use zones R1 General Residential, R2 Low Density Residential, R5 Large Lot Residential, B2 Local Centre, B4 Mixed Use and IN2 Light Industrial). Such developments would include, but would not necessarily be limited to, the following:

- Electricity Generating Works
- Tourist and Visitor Accommodation
- Mining
- Regional developments for example Telecommunication Facilities
- Industrial and Commercial developments
- Rural Industries and Intensive Livestock Agricultural Facilities

The relationship between expected development and the demand for public amenities and services is discussed below.

Palerang is a local government area (LGA) located in the Southern Tablelands region of NSW. With reference to the attached map (Attachment 1), the LGA is bounded by Goulburn-Mulwaree and Upper Lachlan LGAs to the north, Yass Valley and Queanbeyan LGAs and the Australian Capital Territory (ACT) to the west, Cooma-Monaro LGA to the south and Shoalhaven and Eurobodalla LGAs to the east.

It has a population of 15,510 (ABS, 2014, Estimated Resident Population) residing in a variety of development forms and covers an area of approximately 5,200 km². Palerang has three established towns, Bungendore, Braidwood and Captains Flat, several rural villages and a large proportion of the population living in rural residential dwellings located in the western portions of the LGA near the ACT border.

Palerang Council area is one of the fastest growing LGAs in Australia. The Australian Bureau of Statistics reported on its website in June 2012 that the local government area with the highest proportionate increase in population in New South Wales was Palerang, which grew 16.5 per cent to 14,351 people from 12,313 in 2006.

Population projections undertaken by the NSW Department of Planning and Environment indicate likely growth to 19,100 by 2026 (2014). Council will have to make significant financial investments in infrastructure and public facilities to meet the demands of this growth.

The types of development covered by this plan will employ significant numbers of workers during construction and operation stages and are likely to cause significant increases in the resident population beyond the expected growth without these major developments.

These developments are also likely to have a significant impact on the Palerang road network which will have to carry extra traffic and cater for the impact of light and heavy vehicle movements to and from these developments.

It is reasonable, therefore, that these developments should contribute, via a Section 94A levy, to infrastructure and services provision for items such as roads and bridges, traffic facilities, waste facilities, CBD car parking, town centre streetscape projects, public buildings, cycleways, footpaths, sporting grounds and recreational facilities that will be utilized by such developments and their contractors and employees. Otherwise, the likely activity and population growth resulting from these developments will diminish the existing population's enjoyment and standards of public facilities.

Part C – Administration and operation of the plan

1.1 What is the name of this development contributions plan?

This development contributions plan is called the:

Palerang Council Section 94A Development Contributions Plan (November 2015)

1.2 Application of this Plan

This plan applies to all land within the local government area of Palerang outside of the town boundaries of Bungendore and Braidwood (land use zones excluding R1 General Residential, R2 Low Density Residential, **R5 Large Lot Residential**, B2 Local Centre, B4 Mixed Use and IN2 Light Industrial land use zones.) It will be applied to State Significant and other major developments, excluding subdivisions.

Subdivisions and development within the town boundaries of Bungendore and Braidwood will be subject to development contributions under other Plans.

This development contributions plan applies to applications for development consent and applications for complying development certificates under Part 4 of the *Environmental Planning and Assessment Act 1979*. All development types are levied at the rates specified in the following table of the estimated cost of carrying out the development:

Proposed Cost of Development	Levy %
Up to \$100,000	0
\$100,001 to \$200,000	0.5
\$200,001 and above	1

1.3 When does this development contributions plan commence?

This contributions plan commences on the date that notice of the adoption of the plan appears in a local newspaper. This date will be indicated on the front cover of this plan once notice is given.

1.4 What is the purpose of the contributions plan?

The primary purposes of this contributions plan are:

- to authorize the imposition of a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to section 94A of the *Environmental Planning and Assessment Act 1979*.
- to assist the council to provide the appropriate public facilities which are required to maintain and enhance amenity and service delivery within the area
- to publicly identify the purposes for which the levies are required.

1.5 Are there any exemptions to the levy?

The levy will not be imposed in respect of development:

- where the proposed cost of carrying out the development is \$100,000.00 or less;
- for the purpose access for people with a disability or
- for the sole purpose of providing affordable housing; or
- for the purpose of reducing a building's use of potable water (where supplied from water mains) or energy; or
- for the sole purpose of the adaptive reuse of an item of environmental heritage; or
- that has been the subject of a condition under section 94 under a previous development consent relating to the subdivision of the land on which the development is to be carried out unless the proposed works increase demand on Council infrastructure ;
- for subdivisions and residential development including new dwellings, renovations and extensions to family homes and dual occupancy developments. Development contributions for residential development and subdivisions will be levied under Council's section 94 plans, as appropriate.

1.6 Pooling of levies

This plan expressly authorizes section 94A levies paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes. The priorities for the expenditure of the levies are shown in the Works Schedule.

1.7 Construction Certificates and the obligation of Accredited Certifiers

In accordance with clause 146 of the *Environmental Planning and Assessment Regulation 2000 (EP&A Regulation)*, a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it has verified that each condition requiring the payment of levies has been satisfied.

In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that levies have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the council in accordance with clause 142(2) of the EP&A Regulation. Failure to follow this procedure may render such a certificate invalid.

The only exceptions to the requirement are where a works in kind, material public benefit, dedication of land or deferred payment arrangement has been agreed by the council. In such cases, Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

1.8 How will the levy be calculated?

The levy will be determined on the basis of the rate as set out in summary schedule. The levy will be calculated as follows:

$$\text{Levy payable} = \%C \times \$C$$

Where:

- %C** is the levy rate applicable?
- \$C** is the proposed cost of carrying out the development?

The proposed cost of carrying out the development will be determined in accordance with clause 25J of the Regulation. The procedures set out in Appendix A to this plan must be followed to enable the Council to determine the amount of the levy to be paid.

The value of the works must be provided by the applicant at the time of the request and must be independently certified by a Quantity Surveyor who is registered with the Australian Institute of Quantity Surveyors or a person who can demonstrate equivalent qualifications.

Without limitation to the above, Council may review the valuation of works and may seek the services of an independent person to verify the costs. In these cases, all costs associated with obtaining such advice will be at the expense of the applicant and no construction certificate will be issued until such time that the levy has been paid.

Clause 25J of the Regulation sets out how the proposed cost of carrying out development is to be determined. The clause provides:

25J Section 94A levy—determination of proposed cost of development

1. The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a section 94A levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:
 - a) if the development involves the erection of a building, or the carrying out of engineering or construction work—the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,
 - b) if the development involves a change of use of land—the costs of or incidental to doing anything necessary to enable the use of the land to be changed,
 - c) if the development involves the subdivision of land—the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.
2. For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates.

3. The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development:
 - a) the cost of the land on which the development is to be carried out,
 - b) the costs of any repairs to any building or works on the land that are to be retained in connection with the development,
 - c) the costs associated with marketing or financing the development (including interest on any loans),
 - d) the costs associated with legal work carried out or to be carried out in connection with the development,
 - e) project management costs associated with the development,
 - f) the cost of building insurance in respect of the development,
 - g) the costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land),
 - h) the costs of commercial stock inventory,
 - i) any taxes, levies or charges (other than GST) paid or payable in connection with the development by or under any law,
 - j) the costs of enabling access by persons with a disability in respect of the development,
 - k) the costs of energy and water efficiency measures associated with the development,
 - l) the cost of any development that is provided as affordable housing,
 - m) the costs of any development that is the adaptive reuse of a heritage item.
4. The proposed cost of carrying out development may be adjusted before payment, in accordance with a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan (such as a Consumer Price Index) between the date the proposed cost was determined by the consent authority and the date the levy is required to be paid.
5. To avoid doubt, nothing in this clause affects the determination of the fee payable for a development application.

1.9 When is the levy payable?

A levy must be paid to the council at the time specified in the condition that imposes the levy. If no such time is specified, the levy must be paid prior to the issue of construction certificate or complying development certificate.

1.10 How will the levy be adjusted?

Contributions required as a condition of consent under the provisions of this plan will be adjusted at the time of payment of the contribution in accordance with the following formula:

$$\text{Contribution at time of Payment} = \$Co + (\$Co \times [\text{Current Index} - \text{Base Index}])$$

Where	
\$Co	is the original contribution as set out in the consent?
Current Index	is the CPI for Canberra as published by the Bureau of Statistics available at the time of review of the contribution rate?
Base Index	is the CPI for Canberra as published by the Bureau of Statistics at the date the original development cost was estimated by Council?

Note: In the event that the Current CPI is less than the previous CPI, the Current CPI shall be taken as not less than the previous CPI.

1.11 Can deferred or periodic payments be made?

Deferred or periodic payments may be permitted in the following circumstances:

- deferred or periodic payment of the contribution will not prejudice the timing or the manner of the provision of public facilities included in the works program,
- in other circumstances considered reasonable by Council.

If council does decide to accept deferred or periodic payment, Council may require the applicant to provide a bank guarantee by a bank for the full amount of the contribution or the outstanding balance on condition that:

- the bank guarantee be by a bank for the amount of the total contribution, or the amount of the outstanding contribution, plus an amount equal to thirteen (13) months interest plus any charges associated with establishing or operating the bank security
- the bank unconditionally pays the guaranteed sum to the council if the Council so demands in writing not earlier than 12 months from the provision of the guarantee or completion of the work
- the bank must pay the guaranteed sum without reference to the applicant or landowner or other person who provided the guarantee, and without regard to any dispute, controversy, issue or other matter relating to the development consent or the carrying out of development
- the bank's obligations are discharged when payment to the Council is made in accordance with this guarantee or when council notifies the bank in writing that the guarantee is no longer required
- where a bank guarantee has been deposited with Council, the guarantee shall not be cancelled until such time as the original contribution and accrued interest are paid.

1.12 Continuation of Existing Section 94 Plans

This plan does not repeal any Section 94 Development Contributions Plans already in force in the Palerang LGA, and those existing S94 Plans will continue to be applied to developments other than the developments which are the subject of this S94A Plan.

Part D - References

Dictionary

In this plan, unless the context or subject matter otherwise indicates or requires, the following definitions apply:

Capital Costs	Means all of the costs of a one-off nature designed to meet the cost of providing, extending or augmenting infrastructure.
Catchment	Means a geographic or other defined area to which a contributions plan applies.
Community Infrastructure	Means infrastructure of a communal, human or social nature, which caters for the various life-cycle needs of the public including but not limited to childcare facilities, community halls, youth centres, aged person's facilities.
Contributions Plan	Means a public document prepared by Council pursuant to Section 94EA of the <i>Environmental Planning and Assessment Act 1979</i> .
Council	Means Palerang Council
Development	Means: The erection of a building on that land The carrying out of a work in, on, over or under that land The use of that land or of a building or work on that land The subdivision of the land.
Developer contribution	Means a monetary contribution, the dedication of land free of cost or the provision of a material public benefit
Material Public Benefit	Does not include the payment of a monetary contribution or the dedication of land free of cost.
Planning Agreement	Means a voluntary agreement referred to in Section 93F of the <i>Environmental Planning and Assessment Act 1979</i> .
Planning Authority	Means: A Council, or The Minister, or The corporation, or A development corporation (within the meaning of the <i>Growth Centres (Development Corporations) Act 1974</i>), or A public authority declared by the EP&A Regulations to be a planning authority for the purposes of this Division
Planning Obligation	Means an obligation imposed by a planning agreement on a developer requiring the developer to make a development contribution
Public	Includes a section of the public
Public benefit	Is the benefit enjoyed by the public as a consequence of a development contribution?
Public facilities	Means public infrastructure, facilities, amenities and services
Public purpose	Is defined in Section 93F(2) of the <i>Environmental Planning and Assessment Act 1979</i> to include the provision of, or the recoupment of the cost of providing public amenities and public services (as defined in Section 93C), affordable housing, transport or other infrastructure. It also includes funding of recurrent expenditure relating to such things, the monitoring of the planning impacts of development and the conservation or enhancement of the natural environment.

Recurrent costs	Means any cost which is of a repeated nature that is required for the operation or maintenance of a public facility.
Regional Infrastructure	Means facilities which satisfy the demands of a catchment greater than one local government area
Thresholds	Means a level at which the capacity of the infrastructure item is reached or the event which triggers the requirement for provision of a facility
Utility service	Means basic engineering services such as power, water, sewerage and telecommunications
Works-in-Kind	Means the construction or provision of the whole or part of a public facility that it identified in a works schedule in a contributions plan

Reference Documents

The following reference documents have been utilized in the preparation of this Section94A Plan:

- *Palerang Local Environment Plan 2014*
- Palerang Council Community Strategic Plan and Delivery Plan 2013-2017
- Department of Infrastructure, Planning and Natural Resources – Development Contribution Practice Notes – July 2005
- Department of Planning – Circular PS06-020 6 December 2006 - Changes to the Application of Section 94A of the EP&A Act - Ministerial Direction
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- Palerang Council – Asset Management Plan
- Roads to Recovery Funding Program

APPENDIX A

Procedure

A cost summary report is required to be submitted to allow council to determine the contribution that will be required. The following should be provided:

- A cost summary report must be completed for works with a value no greater than \$500,000.
- A Quantity Surveyor's Detailed Cost Report must be completed by a registered Quantity Surveyor for works with a value greater than \$500,000.

To avoid doubt, Section 25J of the *Environmental Planning and Assessment Act 1979* sets out the things that are included in the estimation of the construction costs by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:

If the development involves the erection of a building, or the carrying out of engineering or construction work - the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation.

If the development involves a change of use of land - the costs of or incidental to doing anything necessary to enable the use of the land to be changed.

If the development involves the subdivision of land - the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.

While the following examples are for building projects, a similar itemization method will be required to detail the individual cost components for Cost Summaries involving other non-building construction developments, such as those listed under Part B above.

Sample Cost Summary Report

Development Cost no greater than \$500,000

Reference:	
DA No. or CDC No.:	
Construction Certificate No.:	
Applicants Name:	
Applicants Address:	
Development Description:	
Development Address:	

Analysis of Development Costs:

ITEM	COST (\$)
Demolition and alterations	
Structure	
External walls, windows and doors	
Internal walls, screens and doors	
Wall finishes	
Floor finishes	
Ceiling finishes	
Fittings and equipment	
Hydraulic services	
Mechanical services	
Fire services	
Lift services	
External works	
External services	
Other related work	
SUB TOTAL	
Preliminaries and margin	
SUB TOTAL	
Consultant Fees	
Other related development costs	
SUB TOTAL	
GST	
TOTAL DEVELOPMENT COST	

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Calculated the development costs in accordance with the definition of development costs in clause 25J of the Environmental Planning and Assessment Regulation 2000 at current prices.
- Included GST in the calculation of development cost.

Signed:

Name:.....

Position and Qualifications:

.....

Date:

Registered Quantity Surveyor's Detailed Cost Report

NOTES:

- Development Cost in excess of \$500,000
- The Quantity Survey is to be a member of the Australian Institute of Quantity Surveyors

Reference:	
DA No. or CDC No.:	
Construction Certificate No.:	
Applicants Name:	
Applicants Address:	
Development Description:	
Development Address:	

DEVELOPMENT DETAILS:

Gross Floor Area – Commercial	m ²
Gross Floor Area – Residential	m ²
Gross Floor Area – Retail	m ²
Gross Floor Area – Car Parking	m ²
Gross Floor Area – Industrial	m ²
Gross Floor Area – Other	m ²
Total Gross Floor Area	m ²
Total Site Area	m ²
Total Car Parking Spaces	
Total Development Cost	\$
Total Construction Cost	\$
Total GST	\$

ESTIMATE DETAILS:

Professional Fees	\$	Excavation	\$
% of Development Cost	%	Cost per square metre of site area	\$ / m ²
% of Construction Cost	%	Car Park	\$
Demolition and Site Preparation	\$	Cost per square metre of site area	\$ / m ²
Cost per m ² of site area	\$ / m ²	Cost per space	\$ /space
Construction – Commercial	\$	Fit-out – Commercial	\$
Cost per m ² of commercial area	\$ / m ²	Cost per m ² of commercial area	\$ / m ²
Construction – Residential	\$	Fit-out – Residential	\$
Cost per m ² of residential area	\$ / m ²	Cost per m ² of residential area	\$ /m ²
Construction – Retail	\$	Fit-out – Retail	\$
Cost per m ² of retail area	\$ / m ²	Cost per m ² of retail area	\$ / m ²

I certify that I have:

- inspected the plans the subject of the application for development consent or construction certificate.
- prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manuals from the Australian Institute of Quantity Surveyors.
- calculated the development costs in accordance with the definition of development costs in the S94A Development Contributions Plan of the council of [insert] at current prices.
- included GST in the calculation of development cost.
- measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Manual Volume 1, AppendixA2.

Signed:

Name:

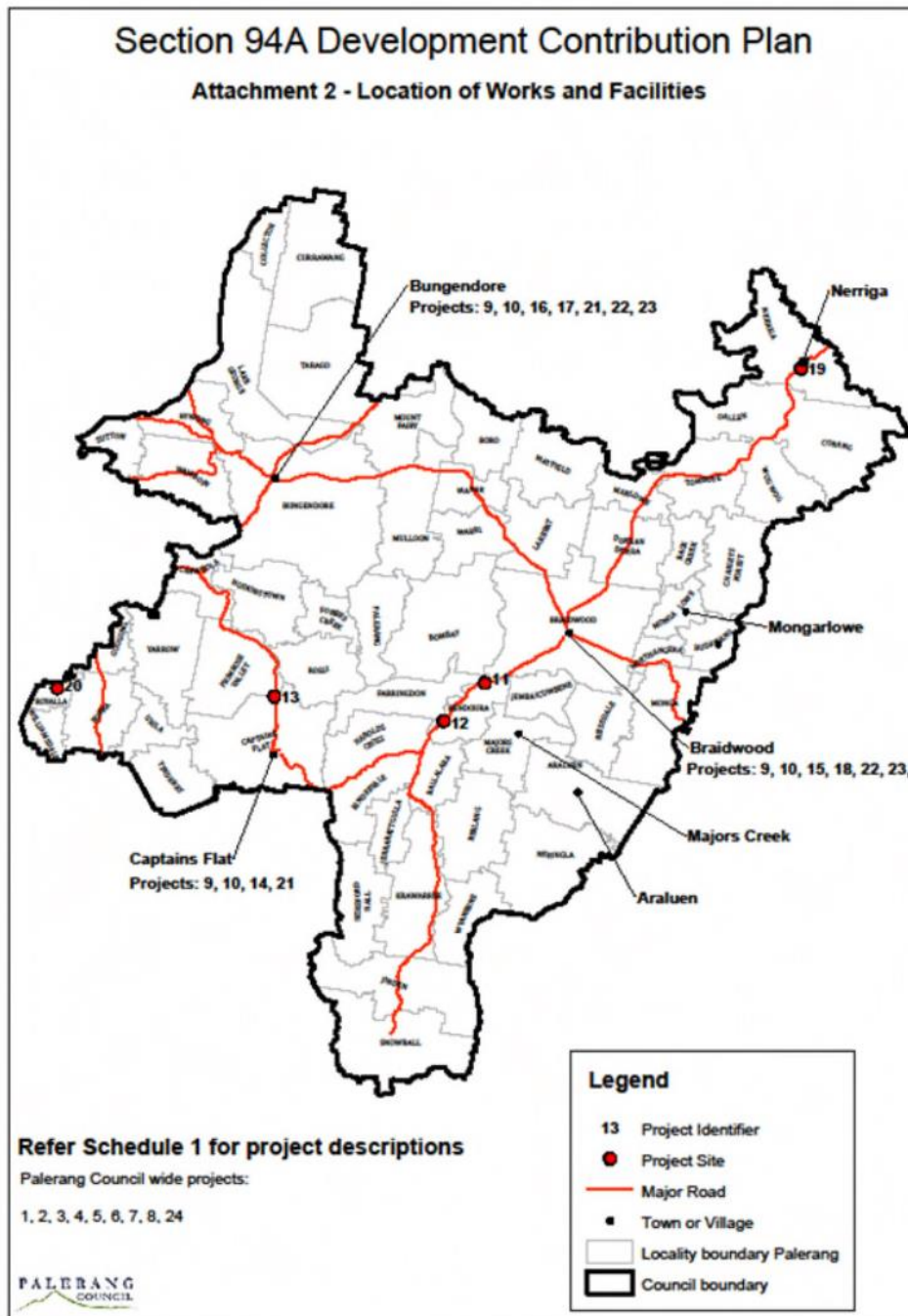
Position and Qualifications:

Date:

Attachment 1 – Palerang Local Government Area



Attachment 2 – Location of Works and Facilities



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 9.11 REGIONAL ROAD TRANSFER AND ROAD CLASSIFICATION
REVIEW

ATTACHMENT 1 FULL ROUND SUBMISSION GUIDELINES - SEPTEMBER 2021



Independent Panel
Road Classification Review and Regional Road Transfer
Program Full Round Submission Guidelines
September 2021



Contents

1. Introduction	3
2. Overview.....	3
3. Priority Round Outcomes and Lessons Learned.....	4
4. Indicative Timeline	5
5. Eligibility	5
6. Submission Process	7
7. Evaluation Process	8
8. Evaluation Framework	9
9. Government Commitments.....	10
10. Final Panel Reports	10
11. Communications and Events	10

1. Introduction

Future Transport 2056 identifies the NSW Road Classification Review (Classification Review) as a key initiative to make adjustments to the classification policy framework, and update the road network to align with the 'Hub and Spoke' Transport Network Model and the 'Movement and Place' Framework.

The NSW Government announced the initiation of a Classification Review in February 2019, to ensure the road classification framework is still fit for purpose. The Classification Review aims to take a network view of the three administrative classifications — State, Regional and Local roads — to enable a coherent road network with classifications which are up to date and functioning well to support it.

Following this announcement, the NSW Government also committed up to 15,000 kilometres of Council managed regional roads could be nominated and returned to State management as part of a broader package of support for local councils to better manage and maintain the rural road network. Combining the Transfer of council-owned regional roads with the Classification Review will ensure equity and transparency in all changes and support the development of an integrated road transport network.

This is known as the *Road Classification Review and Regional Road Transfer Program* (the Program). The Program opened a Priority Round in November 2020, which is complete, and the Full Round opened on 27 September 2021.

With this context, the Program will seek applications from Eligible Councils to review the existing classification of roads if they believe the functionality and future use of the road may be more aligned to another classification.

Additionally, some regional councils may seek to transfer the management of some existing Regional-classified roads, due to reasons associated with the existing and ongoing maintenance costs associated with the road.

These guidelines provide an overview of the Program, the eligibility criteria and details about the application and evaluation process for the Full Round.

2. Overview

In the context of supporting the Future Transport 2056 vision for Regional NSW, the purpose of the Program is to achieve the following outcomes:

- Lighten the load on regional councils
- Provide network improvements
- Support regional employment

An Independent Panel (Panel) was established in February 2020 to provide independence, fairness and equity in providing advice to Government. The Panel's terms of reference can be found at: nswroads.work/roadreview.

The Panel oversees the governance and delivery of the Program following a set of strategic principles that guide this Program:

- Aligns with the six outcomes for NSW identified in Future Transport 2056
- Aligns with a 20-year economic vision for regional NSW and related regional plans and strategies
- Aligns with the Movement & Place, Hub & Spoke frameworks underpinning Future Transport 2056
- Aligns with Freight Policy
- Supports and promotes the economic productivity in the region
- Supports or enhances the resilience of the network
- Aligns with Emergency management planning; and
- Enhances road safety outcomes.

To achieve the outcomes of the Program, there are a number of key objectives. These enact the strategic principles as part of the submission and assessment process and encapsulate the priorities of the Panel and of the original Government commitment.

Proposals will be reviewed by the Independent Panel based on the ability to demonstrate achievement of

the outcomes and objectives as outlined in section 7.

It is important for proposals to include relevant evidence and information which demonstrates how the proposals can deliver the outcomes of the Program. These guidelines will support applicants in preparing applications by having a strong understanding of the types of proposals which will deliver the best community outcomes and the way applications are assessed.

To inform project selection, the Panel will be considering the following attributes:

- Function of the road, including how it meets the proposed classification criteria
- Condition of the road, including any culverts, bridges and level crossings
- Financial impacts to Council; and
- Economic impacts such as the industries serviced by the road, growth areas and connectivity.

The Panel will also give consideration to financial hardship, safety and impact to Council's workforce and finances as a result of the reclassification or transfer.

Applicants are encouraged to carefully review the terms of the project and all the other information set out in our key documents, the Independent Panel Terms of Reference and Information Paper (2020), and the other resources available on the project website: nswroads.work/roadreview

3. Priority Round Outcomes and Lessons Learned

Priority submissions opened on 9 November 2020 and was open for approximately four weeks, closing at midnight on 9 December 2020. Applications were assessed against the evaluation framework with endorsed applications submitted to the Minister for Regional Roads on 17 February 2021, and those supported were announced on 21 September 2021.

The Priority Round was intended to capture roads across the state in need of urgent attention, councils experiencing financial hardship in relation to particular roads, network adjustments required as a result of construction of major road projects, or existing Government commitments. Assessment and the formulation of recommendations were undertaken within a short time frame in line with the urgency surrounding some priority cases.

Applications that were not endorsed in the Priority Round are encouraged to resubmit for consideration in the Full Round.

The Priority Assessment process has helped to refine the application and evaluation process for the Full Round necessitating changes to the application form and the way information is presented to the Independent Panel for assessment. The lessons learned from the Priority round include:

- **Improving how the applications process is managed within Transport for NSW** including roles and responsibilities and communication flows;
- **Making program requirements clearer** for eligible councils, and increasing communication through information sessions and updates to the FAQs, fact sheet and program guidelines;
- **Streamlining the application process** to minimise the burden on applicants and improve data collection to make it easy to undertake data analysis and automating parts of the evaluation process, while still enabling applicants to describe the merit of the submission; and
- **Simplifying the evaluation process** by refining the evaluation methodology and criteria to ensure consistency and minimise the time required to validate information.

4. Indicative Timeline

These dates are indicative only and may change by agreement between the Independent Panel and relevant Minister. Councils will be advised of any changes to the key steps and timing.

Key Steps	Timing
Panel appointed	February 2020
Draft Terms of Reference released for council feedback	February 2020
Terms of Reference established	June 2020
Information Paper released	June 2020
Consultation period	July - August 2020
Consultation report provided to Minister's Office	September 2020
Deadline for nominations on all roads proposed for priority and non-priority reclassification and/or transfer	September 2020
Priority submissions open	November 2020
Priority submissions close	December 2020
Provide interim report to Minister for Regional Transport and Roads including proposed priority list of roads to be transferred to state management	February 2021
Submissions for full round open	27 September 2021
Submissions for full round close	24 December 2021
Independent Panel delivers final report and recommendations through the Minister for Regional Transport and Roads for consideration by the NSW Government on the Regional Road Transfer and Road Classification Review	30 June 2022 TBC*

**The timeframe for delivery of the final report will be subject to the number of applications received and the time required for the evaluation process.*

5. Eligibility

The Program is available to Eligible Councils only in relation to transfers, and reclassifications for all NSW Councils. Councils listed in Appendix 1, as well as Joint Organisation of Councils and Transport for NSW (Eligible Councils). Any applications made by Joint Organisations or Transport for NSW will require evidence of support from affected Councils.

All Councils within NSW are eligible to make a request for reclassification of their road. Eligible Councils for Transfers requests include Regional Councils outside of Greater Sydney, Newcastle and Wollongong.

Councils are also encouraged to work with their neighbouring councils to put forward nominations that address regional priorities.

Councils and Joint Organisations should contact Transport for NSW through roadreview@transport.nsw.gov.au to seek advice on potential proposals and for information on preparing applications.

Eligible proposals that can be applied for through this program is detailed in the table below.

Reclassification proposals			
Current classification	Proposed classification	Management Changes?	Notes
Local Road	Regional Road	No	Council will maintain management. Classification affects funding arrangements for maintenance.
Regional Road	State Road	Yes	State will assume management of the road due to State-classified roads being managed by the State.
Local Road	State Road	Yes	State will assume management of the road due to State-classified roads being managed by the State.
State Road	Local Road	Yes	Council will assume management of the road due to Local-classified roads being managed by councils.
State Road	Regional Road	Yes	Council will assume management of the road due to Regional-classified roads being managed by councils.
Regional Road	Local Road	No	Council will maintain management. Classification affects funding arrangements for maintenance.
Transfer proposals			
Current management	Proposed management	Management Changes?	Changes to road classification?
Council managed Regional Road	State managed Regional Road	Yes	No. Applicable for roads classified as Regional Roads only and for eligible councils only (non-metropolitan areas). Road remains classified as a Regional Road managed by the State.

The Independent Panel may consider proposals applying for both a reclassification and a transfer. This applies to roads being reclassified to a Regional Road and will be subject to assessment against criteria of both a reclassification to a Regional Road as well as the Transfer. Eligibility criteria applies for both elements of the application.

6. Submission Process

Eligible Councils will receive a link to SmartyGrants which they can use to create a login and make an application. The Full Round will be open to all interested councils, considering both reclassifications (all councils) and Regional Road Transfers (restricted to regional councils) and Transport for NSW to nominate roads for reclassification consideration. Invitations will be circulated to General Managers.

Questions in the submission form are aligned to the principles and objectives outlined in this document, and submissions will be evaluated in line with this framework.

There are a number of changes to the requirements of the application process requiring councils to submit an application for the full round for nominations that were unsuccessful or deferred in the Priority Round.

If you are experiencing difficulties in making your application or meeting deadlines, please contact the Program Secretariat and provide written justification at the following functional mailbox:
roadreview@transport.nsw.gov.au

If any issues with eligibility are encountered at any stage of the assessment process, the applicant will be advised in writing. In such cases, the applicant is invited to address the issues raised and resubmit their application.

7. Evaluation Process

The objectives for the evaluation of nominated roads are:

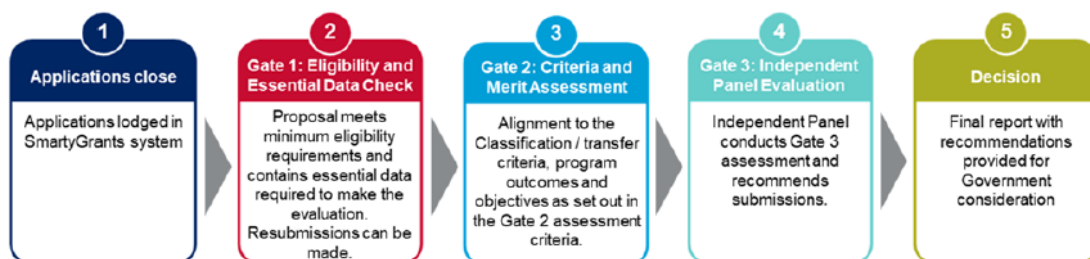
- **Transparency:** The process will be completed in a transparent manner, with the process and decisions clearly documented at each stage. The outcomes are to be presented in a manner which may be readily audited.
- **Fairness:** The process will assess each road using the same criteria and method, identifying the roads which most align with the program objectives. The program will also take into account considerations unique to each road.
- **Independence:** The process is structured to remove any biases during the prioritisation process.

The evaluation process is guided by the Program outcomes and objectives. Proposals will be selected for re-classification and/or transfer based on the ability to address the following.

Strategic Principles	Outcomes	Objectives
Aligns with the six outcomes for NSW identified in Future Transport 2056 Aligns with a 20-year economic vision for regional NSW and related regional plans and strategies	Program Outcome 1: The project lightens the load on regional councils	<ul style="list-style-type: none"> • The project improves sustainable asset management • The project considers council hardship and the ongoing viability of undertaking significant upgrade and maintenance of key transport assets
Aligns with the movement & place, Hub & spoke and 30 minute city frameworks underpinning Future Transport 2056 Aligns with Freight Policy	Program Outcome 2: The project provides network improvements	<ul style="list-style-type: none"> • The project improves network safety and resilience • The project improves network efficiency and condition • The project improves regional connectivity of people to services
Supports and promotes the economic productivity in the region Supports or enhances the resilience of the network Aligns with Emergency management planning Enhances road safety outcomes	Program Outcome 3: The project supports regional employment	<ul style="list-style-type: none"> • The project improves network productivity, economic growth and development • Project enables accessible connectivity to services, health, education and employment • The project considers Council's ability to retain jobs and provide ongoing employment

An evaluation methodology has been developed to enable end-to-end processes and documentation to be prepared in readiness for Full Round applications, evaluation and decisions.

The methodology seeks to provide clear concise requirements throughout the lifecycle and ensures decisions have alignment to the outcomes and objectives of the Program. The process requires proposals to pass through 3 gates for evaluation and assessment to enable traceability and integrity of the decision-making process. The Evaluation process is illustrated below and will be outlined in more detail in the following sections.



8. Evaluation Framework

The updated framework makes it easier for eligible councils by providing consistent information for the Panel to make an informed recommendation to Government.

Gate 1: Eligibility and Essential Data Assessment

This first gate reviews the eligibility of the applicant making the submission, as well as the eligibility of the proposed reclassification and/or transfer. This portion of the application form will request the following information:

- Evidence of support from affected local government areas
- Evidence of government commitment
- Road and Asset information
 - Length of road
 - Type of surface
 - Number of bridges
 - Number of culverts
 - Number of level crossings
 - Fatal and Serious Injury rates
 - Average Annual Daily Traffic volumes
 - Heavy Vehicle Traffic
- Asset information
 - Infrastructure Risk Rating
 - Asset condition (road, including bridges and culverts)
 - Annual maintenance expense
- Financial impacts, including:
 - Sourced funding and total amount
 - Council contribution to annual maintenance expense
 - Cost estimate to bring to a Condition 2 rating (Good)
 - Depreciated value of asset as a % of rate revenue
 - Depreciation in years in line with Local Government Code of Accounting Practice and Financial Reporting and cannot exceed 100 years. Note 11 of Financial Statements of Local Government.

If insufficient information is received, applicants will be notified and will have an opportunity to revise their submission.

For applications which are nominated by Transport for NSW, Transport will need to provide support from the relevant local council.

A 'How To' guide has been developed to assist Councils with the application process. It is located in the Resources section at the following link:

<https://yoursay.transport.nsw.gov.au/regional-road-transfer-and-road-classification-review>

Gate 2: Criteria and Merit Assessment

The Criteria Assessment reviews the submission against the road classification criteria set out in the Information Paper:

- The road being proposed for re-classification meets the criteria for the road it is being reclassified to. Further information on Road Classification Criteria is provided in the Information Paper.
- The road being proposed for transfer meets the intent for transfer provided in the Information Paper.

The application will seek detailed responses from applicants to questions which will enable the Independent Panel to determine if the application meets the overarching outcomes and strategic principles of the program:

- Does the submission meet the outcomes of the program?
- Has the submission provided measurable justification and/or evidence to demonstrate alignment to the program outcomes and objectives?
- Are the costs, risks, schedule and assumptions of the asset well documented?
- Are there special considerations such as impacts from natural disasters, impacts to Council finances and workforce, or impacts to the freight network?

Documentation may be required in support of the applications, including photographic evidence, and asset maintenance and renewal costs.

Gate 3: Independent Panel Assessment

Gate 3 requires the Independent Panel to review the submission against the Strategic Principles of the Program set out in the Information Paper. The Panel will look at the essential data, criteria and merit of the submission within the context of the network and region, and make recommendations based on the alignment of the submission with the principles of the program. The Panel will also take into consideration the current and ongoing impacts to Council if the reclassification and/or transfer proceeds.

9. Government Commitments

In the event there may be a Government Commitment for a road to be reclassified or transferred which was not nominated in the Priority Round, these will be included in the assessment process but must still provide essential information in Gate 1 including evidence of the commitment. The Panel will accept the following as Government Commitments:

- An announcement by a member of the Government, including any sanctioned letters, notices or media releases relating to road classification and/or transfer of that particular road.

10. Final Panel Reports

The Panel will produce a report to Government outlining the outcomes of the Full Round evaluation process as well as other recommendations relative to the Terms of Reference for consideration.

11. Communications and Events

Councils should not make any announcements until reaching written agreement for handover or reclassification of roads is obtained, and written advice is provided by the Minister or Government department advising that announcements may proceed.

An information webinar will be held for Councils about the opening of the Full Round.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 9.11 REGIONAL ROAD TRANSFER AND ROAD CLASSIFICATION
REVIEW

ATTACHMENT 2 REGIONAL ROADS FINANCIAL DATA

9.11 Regional Road Transfer and Road Classification Review

Attachment 2 - Regional Roads Financial Data (Continued)

Regional Roads Information Collection for Regional Roads Transfer and Road Classification Review

Council Name	OPRIC
State Electoral	Norfolk
Joint Organisation	CRJD
Contact Name	Kate Moxghan
Contact Phone Number	0432 141 034

Contact name on 02 9999 9999 or email@xxxx with any queries in relation to the completion of this form.

To be submitted to: xxx@xxx by due date

Councils are to report all income, operating expenses and capital expenses for Regional Roads for the last 3 financial years, in the format as set out in this schedule.

Part 1 - Financials

Councils to provide the following financial information relating to Regional Roads.

Councils to provide information consistent with General Purpose Financial Statements and Special Schedules. Where regional road data is not a separate line item in the financial statements, Councils to provide information based on best available data such as Financial Statement workpapers, Asset Registers, and Regional Roads Block Grant Schedules.

Where there is no reliable data to break out regional road financial information, information may be estimated.

All fields must be completed, including zero balances.

Data Source	2017-18 \$,000	2018-19 \$,000	2019-20 \$,000	Average \$,000
General Purpose Financial Statements				
Balance of Developer Contributions held in reserve and restricted for use on Regional Roads	Nil Balance	-	-	-
Balance of loans outstanding, used for works on Regional Roads	Nil Balance	-	-	-
Carrying amount - sealed	Nil Balance	-	-	-
Depreciation expense - sealed	Asset Register	1,484,289	466,798	
Depreciation expense - unsealed	Asset Register	346,810	118,653	
Depreciation expense - bridges (non-timber)	Asset Register	261,085	87,028	
Depreciation expense - bridges (timber)	Asset Register	3,300	1,100	
Average useful life (years) - sealed	Asset Register	15	15	15
Average useful life (years) - sealed road - base	Asset Register	70	70	70
Average useful life (years) - unsealed road - base	Asset Register	70	70	70
Average useful life (years) - bridges (non-timber)	Asset Register	100	100	100
Average useful life (years) - bridges (timber)	Asset Register	100	100	100
Gross carrying amount - sealed	Asset Register	113,360,555	28,413,680	
Gross carrying amount - unsealed	Asset Register	26,108,459	330,000	
Gross carrying amount - bridges (non-timber)	Asset Register	98,183,139	24,315,312	
Gross carrying amount - bridges (timber)	Asset Register	17,423,880	28,087	
Net Carrying Amount - sealed	Asset Register	1,406,945	1,339,890	1,190,432
Net Carrying Amount - unsealed	Asset Register	1,435,000	478,333	-
Net Carrying Amount - bridges (non-timber)	Asset Register	-	-	-
Net Carrying Amount - bridges (timber)	Asset Register	-	-	-

Data Source	2017-18 \$	2018-19 \$	2019-20 \$	Average \$
557 - Report on Infrastructure Assets				
Actual maintenance	1,406,945	1,339,890	1,190,432	1,312,056
Reputed maintenance	1,435,000	478,333	-	478,333
Estimated cost to bring assets to satisfactory standard	-	-	-	-

Part 2 - Condition Data

Councils to provide the average asset condition for each Regional Road and Bridge, using a condition rating system of 1-5 (1=MM, core highway).

List each Road by Transport for NSW Road No. across rows.

Regional Roads Average Asset Condition

Asset Condition	RR1 MR92	RR2 MR208	RR3 MR270	RR4 MR684	RR5 MR767	RR6 MR7625	RR7	RR8	RR9	RR10	Average condition (1-5)
Sealed	2	2	2	2	2	2					
Unsealed	2	2	2	2	3	2					
Bridges (non-timber)	2	2	3	2	3	2					
Bridges (timber)	-	-	-	-	-	-					

Part 3 - Regional Road Funding and Expenditure

Councils to provide breakdown of total expenditure and funding sources for regional roads for 3 financial years. Totals for each year should match the totals submitted annually in Schedule 4A of the Block Grant Agreement.

Where Schedule 4A data is not broken down to the same detail as required for this return, Councils to provide information based on best available data, Grant reporting workpapers, Financial Statement workpapers, and Financial System information.

Where there is no reliable data to break out expenditure to each regional road, information may be apportioned or estimated.

All fields must be completed, including zero balances.

Data Source	2017-18 \$	2018-19 \$	2019-20 \$	Average \$
Schedule 4A - Expenditure on Regional Roads from all Funding Sources				
Block Grant	Item 1 and 2	1,917,000	1,957,000	1,967,000
Regional Grant	Item 3	417,967	412,352	415,159
Other (TRNSW) grants	Item 4	4,576,293	21,583,379	38,529,535
Other Commonwealth Grants (RAC and ROL, and other relevant activities)	Item 5	2,245,769	-	-
Other State Grants	Item 6	-	-	-
Developer Contributions	Item 7	3,750	474,035	159,082
Other own source income	Item 8	1,406,000	768,384	1,047,280
Other	Item 9	-	-	-
Total Annual Expenditure		10,762,969	24,712,326	40,659,633

Schedule 4A	2017-18 \$	2018-19 \$	2019-20 \$	Average \$
Total for each year should equal item 2.5 of Schedule 4A for annual Block Grant Reporting				
Schedule 4A	10,762,969	24,712,326	40,659,633	25,178,316

Schedule 4A - Expenditure by Activity and by Road

Include expenditure from schedule 4A for each year, from the schedule item numbers indicated for each expenditure type.

Line items must be broken down to report average annual expenditure for each regional road.

Line Item	Item #	2017-18				2018-19				2019-20				Average	Total
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Road maintenance	Item 1 and 2	1,370,452	1,328,478	1,137,364	1,278,765	367,540	168,475	408,024	58,917	129,258	146,651	-	-	-	1,278,765
Road rehabilitation and renewal	Item 3, 3.1, 3.2, 3.3, 3.4	507,883	1,049,919	1,518,852	1,023,884	28,878	42,382	513,818	25,454	158,002	257,550	-	-	-	1,023,884
Road upgrade and extension	Item 1 + Item 3	7,098,348	19,931,238	27,362,189	18,129,904	5,408,170	-	1,057,985	11,611,673	-	23,796	-	-	-	18,129,904
Bridge maintenance	Item 1	35,303	11,412	63,068	33,291	21,493	-	-	11,798	-	-	-	-	-	33,291
Bridge renewal and upgrade	Item 3 and 3.1	1,340,624	2,271,009	3,536,809	2,385,844	1,758,877	707	626,280	-	-	-	-	-	-	2,385,844
Safety and traffic works on regional roads	Item 8	128,534	88,567	384,866	200,689	-	-	-	118,054	12,179	70,466	-	-	-	200,689
Natural Disaster Restoration works	Item 7	274,737	34,614	6,068,405	2,125,919	193,400	81,871	32,087	-	1,818,501	-	-	-	-	2,125,919
Other	Item 9	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure on Regional Roads		10,762,969	24,712,326	40,659,633	25,178,316	7,804,216	293,435	2,638,174	11,706,142	405,314	2,296,677	70,466	-	-	25,178,316

Totals Correctly Reconciled

Total for each year should equal item 2.5 of Schedule 4A for annual Block Grant Reporting

Regional Roads Block Grant Agreement - Additional Information

Some councils use a portion of the Regional Roads Block Grant to fund traffic facilities on local roads. Please indicate the amount of the Block Grant used for local traffic facilities, and, whether the amount was included within (or additional to) the road expenditure reported in Schedule 4A.

Reported in Schedule 4A?	2017-18 \$	2018-19 \$	2019-20 \$	Average \$
Safety and traffic works on local roads - funded by Regional Roads Block Grant	Item 10	92,000	49,771	89,600
Total		92,000	49,771	89,600

Regional Roads Block Grant Agreement - Additional Information

Councils to provide the regional road inventory statement as at 30 June 2020 in the format of schedule 4B to the Regional Roads Block Grant Agreement.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 9.21 **AUDIT, RISK & IMPROVEMENT COMMITTEE CHARTER AND
TENURE OF MEMBERS**

ATTACHMENT 1 **REVISED ARIC CHARTER**



Queanbeyan–Palering Regional Council

**Audit Risk and Improvement
Committee Charter**

DRAFT

Adopted PLA171/20
11 November 2020
REVISED September 2021

Contents

1.	Introduction	- 3 -
2.	Mandate	- 3 -
3.	Purpose	- 3 -
4.	Role	- 3 -
5.	Authority	- 4 -
6.	Committee Composition	- 4 -
7.	Terms of Appointment	- 5 -
8.	Quorum	- 5 -
9.	Operational Principles	- 6 -
10.	Operational Procedures	- 6 -
11.	Committee Reporting	- 7 -
12.	Evaluation of Performance	- 7 -
13.	Resignation and dismissal of members	- 7 -
14.	Review of the Charter	- 8 -
15.	Approval of the Charter	- 8 -

1. Introduction

- 1.1 The Audit Risk and Improvement Committee (Committee) is a sub-committee of the Council and plays an important role in providing oversight of Queanbeyan–Palerang Regional Council governance, risk management, compliance and control practices. The Committee also serves to provide confidence in the integrity of practices to enable achievement of the Council's strategic objectives.
- 1.2 This charter provides the framework for performance of Committee activities.

2. Mandate

- 2.1 The mandate for establishment of the Committee is derived from Part 428A of the *Local Government Act 1993 No 30* (NSW). This requires Committee coverage to include:
 - Compliance.
 - Risk management.
 - Fraud control.
 - Financial management.
 - Governance.
 - Implementation of the strategic plan, delivery program and strategies.
 - Service reviews.
 - Providing information to the Council for the purpose of improving the Council's performance of its functions.
 - Any other matter prescribed by the regulations

3. Purpose

- 3.1 The purpose of the Committee is to provide independent assurance to QPRC by monitoring, reviewing and providing advice about Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.
- 3.2 Committee success is achieved when Council is recognised as having a 'best in class' governance and assurance environment.

4. Role

- 4.1 The Committee supports the Council by:
 - Reviewing effectiveness of governance, risk management, compliance and control.
 - Reviewing the financial statements and performance reporting.
 - Promoting improved economy, efficiency, effectiveness and ethical culture.
 - Reviewing reliability of management information.
 - Monitoring and evaluating internal audit performance.
 - Reviewing effectiveness of fraud control measures.
 - Monitoring compliance with laws, regulations, standards and good practice.
- 4.2 This requires Committee oversight to encompass the broad range of functions and activities related to governance and assurance including, but not limited to:
 - Governance.
 - Risk management.
 - Controls.

- Financial management, accounting policies, financial statements and annual reporting.
- External audit.
- Internal audit.
- Compliance.
- Implementation of audit recommendations.
- Ethics and organisation culture.
- External accountability.
- Fraud and corruption control.
- Business continuity management including ICT disaster recovery arrangements.
- Security including physical security, cybersecurity and ICT security.
- Legal issues.
- Complaint management.
- Organisation performance and management reporting.
- Work health and safety.
- Environmental management.
- Major projects and business initiatives.
- Regulator activities.
- Response to significant government enquiries.

5. Authority

- 5.1 The authority of the Committee to perform its role is established within the scope of this charter. In discharging its responsibilities, the Committee shall have:
- No executive powers, delegated financial responsibility or management functions.
 - Unrestricted access to management, employees and relevant information it considers necessary to effectively discharge its duties.
 - Unrestricted access to records, data and reports, subject to any legal information protection or privacy requirements.
 - Authority to discuss any matters with the external auditor or other external parties, subject to confidentiality considerations.
 - The right to request attendance of management at Committee meetings.
 - The right to obtain external legal or other professional advice, subject to prior approval of the Council.
- 5.2 The Committee may engage independent advisers to assist with its duties if agreed by the CEO.
- 5.3 Information and documents pertaining to the Committee are assumed to be confidential and are not made publicly available, with the exception of Committee minutes. Information may be considered being made publicly available as determined on a case by case basis in accordance with relevant legislation.
- 5.4 The Committee may release information to external parties that are assisting the Committee to fulfil its responsibilities with the approval of the QPRC Chief Executive Officer, except where it is being provided to an external investigator or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

6. Committee Composition

- 6.1 Committee membership comprises:

- An independent Chair external to the organisation.
- A maximum of two independent members external to the organisation.
- A maximum of two Councillors (excluding the Mayor), subject to OLG guidance and Council nomination.

- 6.2 The Chair and members are appointed by the Council as voting members.
- 6.3 The Committee is supported by non-voting advisers / observers comprising the Portfolio General Manager Organisation Capability, the Service Manager Workplace and Governance, the Service Manager Finance, the Risk Specialist, the Internal Audit representative and a representative from the external auditor.
- 6.4 The Mayor and Councillors not serving on the Committee may attend Committee meetings as observers and to contribute insights to assist Committee deliberations.
- 6.5 The Chair may invite visitors to meetings as necessary to address matters on the agenda.
- 6.6 The Committee is a skill-based governance committee. Members should collectively possess sufficient knowledge of governance, assurance, audit, finance, information technology, legislation, risk management, compliance and control in addition to any special attributes relevant to the Council or its industry. Members of the Committee should have senior management experience in a relevant environment.
- 6.7 As the responsibilities of the Committee evolve in response to regulatory, economic and reporting developments, it is important that member competencies and the overall balance of skills on the Committee be periodically evaluated to respond to emerging needs.

7. Terms of Appointment

- 7.1 Committee appointments will be made by the Council.
- 7.2 Appointments to the Committee can be for an initial period of up to four years, however, membership will be staggered to enable continuity of knowledge.
- 7.3 Members are eligible to be reappointed, but the total period of continuous membership cannot exceed eight years (including any terms as Chair of the Committee).
- 7.4 Members who have served an eight-year term must have a two-year break from serving on the Committee before being appointed again.
- 7.5 The Council will appoint one independent member to be the Chair and one independent member to be deputy Chair of the Committee. Independent members must be external to the Council.
- 7.6 Committee membership will be periodically reviewed in line with the policy for Council and sub-committee appointments.
- 7.7 Membership of the Committee comprises personal membership—proxies are not permitted.

8. Quorum

- 8.1 The quorum for the Committee shall be a majority of voting members at the relevant time.

9. Operational Principles

9.1 Committee values

Committee members will conduct themselves in accordance with the Council Code of Conduct.

9.2 Communications

All communication with management and staff, as well as with any advisers, will be direct, open and complete. The Chair will be the Committee link to the Council.

It is important for the Committee Chair and members to develop, establish and maintain an effective working relationship with the Council and executive management.

Any concerns or differences should be resolved by way of open negotiation, with the final arbiter the Council.

9.3 Induction

New Committee members will receive information and briefings on the work of the Committee to assist them meet their responsibilities. Inductions for new Committee members will be arranged by the secretariat.

9.4 Preparation and attendance

Committee members have an obligation to prepare for and actively participate in Committee meetings. This requires members to contribute the time needed to study and understand the papers provided for meetings. Members are expected to apply good analytical skills, objectivity and judgment, express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

9.5 Conflicts of interest

Committee members will provide written declarations to Council stating that they do not have any conflicts of interest that would preclude them from being members of the Committee on an annual basis.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest that they may have at the start of each meeting, before discussion of the relevant agenda item or issue, and when the issue arises.

Where committee members and observers are deemed to have a pecuniary or a significant non-pecuniary conflict of interest, they are to remove themselves from Committee deliberations on the issue. Details of any conflicts of interest should also be appropriately minuted.

A conflict of interest relates to any actual, potential or perceived conflict of interest.

A register of interests of Committee members will be maintained by QPRC to demonstrate transparency.

10. Operational Procedures

10.1 Meetings

The Committee shall meet at least four times each financial year and more frequently if the Council or QPRC deems it necessary. A special meeting may be convened to review the financial statements or external audit management letter and opinion.

Meetings may be held in person, by teleconference or by videoconference.

10.2 Committee work plan

A forward work plan including meeting dates and agenda items will be agreed by the Committee at the beginning of each financial year.

10.3 In camera sessions

The Committee will meet privately:

- at least twice each financial year with the Service Manager Workplace and Governance and the Risk Specialist;
- at least twice each financial year with the internal auditor; and
- at least once each financial year with the external auditor.

10.4 Secretariat services

Council will provide secretariat services for the Committee. The meeting agenda and supporting papers will be approved for distribution by the Chair and distributed by the secretariat at least five working days before each meeting. Meeting minutes will be prepared and distributed within 10 working days of each meeting.

11. Committee Reporting

11.1 The Committee through the Chair reports directly to the Council.

11.2 The Committee must ensure it maintains a direct functional reporting line for the internal auditor.

11.3 The Chair will meet with the Council on Committee outcomes at least annually.

11.4 The Committee through the Chair may report to the Council on any matters at any time it deems of sufficient importance to do so, with a process established to allow an individual Committee member to request a meeting with the Council should the member consider it warranted.

11.5 The Committee will provide the Council with an annual report at conclusion of each financial year on its operations, activities, outcomes and achievements, together with focus areas for the coming financial year.

12. Evaluation of Performance

12.1 Committee performance will be evaluated at least every two years, with results reported to the Council.

12.2 The method for Committee performance evaluation will be at the discretion of the Council.

13. Resignation and dismissal of members

13.1 Where the Chair or a Committee member is unable to complete their term, or does not intend to seek reappointment after the expiry of their term, they should give at least two meetings notice to the Chair and Council prior to their resignation to enable

Council to ensure a smooth transition to a new committee member, unless there are extenuating circumstances.

13.2 Council may terminate via resolution the engagement of any Chair or independent committee member before the expire of their term where the individual has:

- Breached Council's Code of Conduct
- Performed unsatisfactorily or not to expectations
- Been declared bankrupt or found to be insolvent
- Experienced an adverse change in business status
- Been proven to be in serious breach of their obligations under any legislation, or
- Declare, or is found to be in a position of conflict of interest, which is unresolvable

13.3 Any position of a Councilor member on the Committee can be terminated at any time by resolution of Council.

14. Review of the Charter

14.1 The Committee will review its charter each financial year to incorporate any amendments deemed appropriate.

15. Approval of the Charter

Endorsed:

Audit Risk and Improvement Committee

(as agreed out-of-session)

12 October 2021

Approved:

Queanbeyan–Palerang Regional Council

[resolution number to be inserted]

[date to be inserted]

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 9.21 AUDIT, RISK & IMPROVEMENT COMMITTEE CHARTER AND
TENURE OF MEMBERS

ATTACHMENT 2 CURRENT ARIC CHARTER



Queanbeyan–Palering Regional Council

**Audit Risk and Improvement
Committee Charter**

Adopted PLA171/20
11 November 2020

Contents

1.	Introduction	- 3 -
2.	Mandate	- 3 -
3.	Purpose	- 3 -
4.	Role	- 3 -
5.	Authority	- 4 -
6.	Committee Composition	- 4 -
7.	Terms of Appointment	- 5 -
8.	Quorum	- 5 -
9.	Operational Principles	- 5 -
10.	Operational Procedures	- 6 -
11.	Committee Reporting	- 6 -
12.	Evaluation of Performance	- 7 -
13.	Review of the Charter	- 7 -
14.	Approval of the Charter	- 7 -

1. Introduction

- 1.1 The Audit Risk and Improvement Committee (Committee) is a sub-committee of the Council and plays an important role in providing oversight of Queanbeyan–Palerang Regional Council governance, risk management, compliance and control practices. The Committee also serves to provide confidence in the integrity of practices to enable achievement of the Council's strategic objectives.
- 1.2 This charter provides the framework for performance of Committee activities.

2. Mandate

- 2.1 The mandate for establishment of the Committee is derived from Part 428A of the *Local Government Amendment (Governance and Planning) Act 2016* (NSW), noting this act has not yet been proclaimed and would not become mandatory until six months after the next Council election. This requires Committee coverage to include:
 - Compliance.
 - Risk management.
 - Fraud control.
 - Financial management.
 - Governance.
 - Implementation of the strategic plan, delivery program and strategies.
 - Service reviews.
 - Providing information to the Council for the purpose of improving the Council's performance of its functions.

3. Purpose

- 3.1 The purpose of the Committee is to provide structured systematic oversight of governance, risk management, compliance and control practices across the Council. This applies to financial and non-financial operations. The Committee assists the Council by providing advice and guidance on the adequacy of governance and assurance.
- 3.2 Committee success is achieved when Council is recognised as having a 'best in class' governance and assurance environment.

4. Role

- 4.1 The Committee supports the Council by:
 - Reviewing effectiveness of governance, risk management, compliance and control.
 - Reviewing the financial statements and performance reporting.
 - Promoting improved economy, efficiency, effectiveness and ethical culture.
 - Reviewing reliability of management information.
 - Monitoring and evaluating internal audit performance.
 - Reviewing effectiveness of fraud control measures.
 - Monitoring compliance with laws, regulations, standards and good practice.
- 4.2 This requires Committee oversight to encompass the broad range of functions and activities related to governance and assurance including:
 - Governance.
 - Risk management.

- Controls.
- Financial management, accounting policies, financial statements and annual reporting.
- External audit.
- Internal audit.
- Compliance.
- Implementation of audit recommendations.
- Ethics and organisation culture.
- External accountability.
- Fraud and corruption control.
- Business continuity management including ICT disaster recovery arrangements.
- Security including physical security, cybersecurity and ICT security.
- Legal issues.
- Complaint management.
- Organisation performance and management reporting.
- Work health and safety.
- Environmental management.
- Major projects and business initiatives.
- Regulator activities.
- Response to significant government enquiries.

5. Authority

- 5.1 The authority of the Committee to perform its role is established within the scope of this charter. In discharging its responsibilities, the Committee shall have:
- No executive powers, delegated financial responsibility or management functions.
 - Unrestricted access to management, employees and relevant information it considers necessary to effectively discharge its duties.
 - Unrestricted access to records, data and reports, subject to any legal information protection or privacy requirements.
 - Authority to discuss any matters with the external auditor or other external parties, subject to confidentiality considerations.
 - The right to request attendance of management at Committee meetings.
 - The right to obtain external legal or other professional advice, subject to prior approval of the Council.
- 5.2 The Committee may engage independent advisers to assist with its duties if agreed by the Council.

6. Committee Composition

- 6.1 The Committee comprises:
- An independent chairperson external to the organisation.
 - A maximum of two independent members external to the organisation.
 - A maximum of two Councillors (excluding the Mayor).
- 6.2 The chairperson and members are appointed by the Council as voting members.
- 6.3 The Committee is supported by non-voting advisers / observers comprising the Service Manger Workplace and Governance, the Risk Co-ordinator, and a representative from the external auditor.

- 6.4 The Mayor and Councillors not serving on the Committee may attend Committee meetings as observers and to contribute insights to assist Committee deliberations.
- 6.5 The chairperson may invite visitors to meetings as necessary to address matters on the agenda.
- 6.6 The Committee is a skill-based governance committee. Members should collectively possess sufficient knowledge of governance, assurance, audit, finance, information technology, legislation, risk management, compliance and control plus any special attributes relevant to the Council and its industry. Members of the Committee should have senior management experience in a relevant environment.
- 6.7 As the responsibilities of the Committee evolve in response to regulatory, economic and reporting developments, it is important that member competencies and the overall balance of skills on the Committee be periodically evaluated to respond to emerging needs.

7. Terms of Appointment

- 7.1 Committee appointments will be made by the Council.
- 7.2 Appointments to the Committee shall be staggered to enable continuity of knowledge.
- 7.3 The Council will appoint one member to be chairperson and one member to be deputy chairperson of the Committee. Both will be independent members external to the Council.
- 7.4 The Mayor or Councillors cannot chair the Committee.
- 7.5 Committee membership will be periodically reviewed in line with the policy for Council and sub-committee appointments.
- 7.6 Membership of the Committee comprises personal membership and proxies are not permitted.

8. Quorum

- 8.1 The quorum for the Committee shall be a majority of voting members at the relevant time.

9. Operational Principles

9.1 Committee values

Committee members will conduct themselves in accordance with the Council Code of Conduct.

9.2 Communications

All communication with management and staff, as well as with any advisers, will be direct, open and complete. The chairperson will be the Committee link to the Council.

It is important for the Committee chairperson and members to develop, establish and maintain an effective working relationship with the Council and executive management.

Any concerns or differences should be resolved by way of open negotiation, with the final arbiter the Council.

9.3 Induction

New Committee members will receive information and briefings on the work of the Committee to assist them meet their responsibilities. Inductions for new Committee members will be arranged by the secretariat.

9.4 Preparation and attendance

Committee members have an obligation to prepare for and actively participate in Committee meetings. This requires members to contribute the time needed to study and understand the papers provided for meetings. Members are expected to apply good analytical skills, objectivity and judgment, express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

9.5 Conflict of interest

It is the responsibility of a Committee member to disclose any actual, potential or perceived conflict of interest to the chairperson who shall decide whether a Committee member be excused from Committee deliberations for a particular matter. If necessary, the final arbiter will be the Council.

A register of interests will be maintained for the Audit Committee chairperson and members to demonstrate transparency and as a safeguard against conflict of interest.

10. Operational Procedures

10.1 Meetings

The Committee shall meet at least four times each financial year and more frequently if the Council deems necessary. A special meeting may be convened to review the financial statements and external audit management letter and opinion.

Meetings may be held in person, by teleconference or by videoconference.

10.2 Committee work plan

A forward work plan including meeting dates and agenda items will be agreed by the Committee at the beginning of each financial year.

10.3 In camera sessions

The Committee will meet privately at least twice each financial year with the Service Manger Workplace and Governance and the Risk Co-ordinator. The Committee will meet privately at least twice each financial year with the internal auditor. At least once each financial year, the Committee will meet privately with the external auditor.

10.4 Secretariat services

Council will provide secretariat services for the Committee. The meeting agenda and supporting papers will be approved for distribution by the chairperson and distributed by the secretariat at least five working days before each meeting. Meeting minutes will be prepared and distributed within 10 working days of each meeting.

11. Committee Reporting

11.1 The Committee through the chairperson reports directly to the Council.

11.2 The Committee must ensure it maintains a direct functional reporting line for the internal auditor.

- 11.3 The chairperson will meet with the Council on Committee outcomes after each meeting and to the Corporate Executive as requested by the Council.
- 11.4 The Committee through the chairperson may report to the Council on any matters at any time it deems of sufficient importance to do so, with a process established to allow an individual Committee member to request a meeting with the Council should the member consider it warranted.
- 11.5 The Committee will provide the Council with an annual report at conclusion of each financial year on its operations, activities, outcomes and achievements, together with focus areas for the coming financial year.

12. Evaluation of Performance

- 12.1 Committee performance will be evaluated at least every two years, with results reported to the Council.
- 12.2 The method for Committee performance evaluation will be at the discretion of the Council.

13. Review of the Charter

- 13.1 The Committee will review its charter each financial year to identify potential improvements.

14. Approval of the Charter

Endorsed:

Audit Risk and Improvement Committee

8.4 (as agreed out-of-session)

9 September 2020

Approved:

Queanbeyan–Palerang Regional Council

PLA171/20

11 November 2020

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 9.22 REQUEST FOR DONATION FOR RATES RELIEF

ATTACHMENT 1 DONATION APPLICATION

From: neilphil12@gmail.com
Sent: Thu, 2 Sep 2021 11:51:33 +1000
To: Council Mail
Subject: Rate Relief Application 36 Atkinson Street Queanbeyan
Attachments: Rates Relief Application.pdf

[EXTERNAL] This email originated from outside of the organisation. Please do not click links or open attachments unless you recognise the sender and know that the content is safe.

Good morning
Please find attached for Council consideration an application for rating relief for the above mentioned property.
If you require any further information please do not hesitate to contact me.
Thank you for your assistance with this matter.
Kind regards
Neil Phillips
(M) 0405129872
Email: neilphil12@gmail.com

嘉
納
柔
術

KANO JUJUTSU *Institute Limited*

ABN 82 107 123 848

Mr Neil Phillips JP
Director
Kano Jujutsu Institute Limited
21 Irene Avenue
Queanbeyan NSW 2620

Telephone: (02) 6297 9872
Mobile: 0405 129 872

31 August 2021

Queanbeyan-Palerang Regional Council
council@qprc.nsw.gov.au
PO Box 90
Queanbeyan NSW 2620

To Whom it May Concern,

RATING RELIEF – TRAINING HALL 36 ATKINSON STREET QUEANBEYAN

Please find attached for Council's consideration a request for rating relief of the above-mentioned property in accordance with *Schedule 4 QPRC Donations Policy 2020*.

It would be appreciated if you could inform me of when the matter will be considered by Council as I would like the opportunity to address the Council in support of the attached application.

Thank you for your assistance with this matter.

Yours sincerely



Neil Phillips
Director Kano Jujutsu Institute
Member of Australian Jujutsu Federation
Australian Coaching Council Level 4 - Advance Jujutsu Coach

Enclosure:

QPRC - Application for Rate Relief/Assistance Scheme Community and Sporting Organisations

Attachment A – Assessment under Schedule 4 QPRC Donations Policy 2020

Attachment B – Alignment with QPRC Community Strategic Plan



Application for Rate Relief/Assistance Scheme Community and Sporting Organisations

In order to be eligible you should be an organisation which has limited income principally drawn from member subscription and participation fees.

To be read in conjunction with Rates and Charges Relief Policy.

Name of Organisation	Kano Jujutsu Institute Ltd
Property Address	36 Atkinson Street, Queanbeyan East, NSW 2620. Lot A DP 367816 NOTE: please address correspondence to 21
Contact Person	Mr Neil Phillips - 21 Irene Avenue, Queanbeyan
Telephone	02 6297 0290 (home), 0405 129 872 (mob) <i>Email: neilphil12@gmail.com</i>
Rate Assessment Number	Property Number: 152516

Please provide a brief description of the organisation:

The Kano Jujutsu Institute Ltd (KJIL) is a not-for-profit (NFP) company that is responsible for the training hall at 36 Atkinson Street, Queanbeyan, which has been providing martial arts classes in traditional Japanese jujutsu for the adults and children of the Queanbeyan community since 1991. The training hall runs classes for adults on Tuesdays and Thursday evenings, and a dedicated class for juniors also on Thursday evenings. All coaches are accredited under the National Coaching Accreditation Scheme and undertake Working With Children checks.

How does your organisation benefit the Queanbeyan-Palerang Regional Council community?

KJIL provides NFP martial arts classes to the adults and children of the QPRC community in a safe, multi-cultural, and family friendly environment. It is a member of the national body the Australian Jujutsu Federation and coaches are National Coaching Accreditation Scheme qualified and undertake Working With Children checks. KJIL supports a number of Key Goals in the QPRCs draft Community Strategic Plan 2018-2028, particularly Key Goals 1.1.1, 1.1.2, 1.1.3, 1.1.5 in Strategic Pillar 1 – Community, Key Goal 2.1.3 in Strategic Pillar 2 – Choice, and Key Goal 4.1.5 in Strategic Pillar 4 - Connection. KJIL also supports Goal 27 of the NSW State Plan (NSW 2021): Increasing Cultural Participation. And it supports Goal 3 - Healthy and Connected Communities, of the South East & Tablelands Regional Plan, particularly: Direction 19 – Strengthen cross border connectivity, and Direction 22 - Build socially inclusive, safe and healthy communities. See Attachment A.

Why should Council provide an ex gratia payment towards rates for your organisation?

With regard to the Rates and Charges Relief Policy (referenced at the top of this form and included in Attachment C to this application) and in regard to the Council's Donation Policy - adopted 28 October 2020 (see also Attachment C), the Kano Jujutsu Institute Ltd qualifies for an ex gratia payment towards rates for the following reasons:
- it is a locally managed organisation which pays rates and charges for the premises owned or leased; and
- it provides a service which is of benefit to the Queanbeyan City residents; and
- it is an organisation which has limited income principally drawn from member subscription and participants fees
And it scores 17 points under Schedule 4 of the QPRC Donations Policy (2020) qualifying for up to 55% rates relief.
Please see Attachment B for a detailed outline of how the Kano Jujutsu Institute Ltd meets Councils requirements

Signature

Date

31/8/21

256 Crawford Street, Queanbeyan, PO Box 90 Queanbeyan NSW 2620, Tel 02 6285 6000, Fax 02 6285 6666
E-mail council@qprc.nsw.gov.au Internet www.qprc.nsw.gov.au ABN 95 933 070 982



KANO JUJUTSU Institute Limited

ABN 82 107 123 848

Attachment A

QPRC – Donations Policy 2020 - Schedule 4 – Calculation for eligibility of sporting, recreational and community organisations for rate relief

Criteria	Category	Activities	Points
Purpose of donation	A	The Kano Jujutsu Institute Limited is a not-for-profit sporting organisation which provides classes in authentic traditional Japanese jujutsu, a martial art and form of self-defence. Jujutsu classes are suitable for able bodied QPRC residents aged between 5 and 50 years, male or female, with a general level of fitness. Based on the QPRCs own demographic statistics this covers 64% of the current population of Queanbeyan.	4
Management of organisation	B	The founding director of the Kano Jujutsu Institute is a lifelong resident of Queanbeyan. The other directors are resident in Canberra and travel to Queanbeyan several times a week to manage the business of the organisation, and to conduct classes in jujutsu	3
Accessibility of service or function	B	Standard jujutsu classes are suitable for able bodied QPRC residents aged between 5 and 50 years, male or female, with a general level of fitness. Based on the QPRCs own demographic statistics this covers 64% of the current population of Queanbeyan. Jujutsu classes can be provided to non-able-bodied students, but the Meidokan dojo does not have disabled access.	3
Alignment with QPRC's Community Strategic Plan	C	The teaching of jujutsu at the Meidokan dojo supports Key Goals 1.1, 1.2, 1.3, 1.5, 2.3, and 4.5 of the Draft QPRC Community Strategic Plan 2018-2028. Please see Attachment A for further detail.	2
Support provided by Council in the last financial year	C	In the 2019-20 financial year, Council provided 55% rate relief to Kano Jujutsu Institute Limited.	2
Sources of funding	B	The Kano Jujutsu Institute Ltd raises funds from member subscriptions and participants' fees only.	3
TOTAL SCORE			17

Points attained	Rate relief	Points attained	Rate relief	Points attained	Rate relief	Points attained	Rate relief
1	0%	7	5%	13	35%	19	65%
2	0%	8	10%	14	40%	20	70%
3	0%	9	15%	15	45%	21	75%
4	0%	10	20%	16	50%	22	80%
5	0%	11	25%	17	55%	23	90%
6	0%	12	30%	18	60%	24	100%

Criteria	Category A (each answer worth 4 points)	Category B (each answer worth 3 points)	Category C (each answer worth 2 points)	Category D (each answer worth 1 point)
Purpose of donation	The organisation provides a unique activity or service to the majority of residents in QPRC	The organisation provides a unique activity or service to a particular group of residents in QPRC	The organisation provides an activity or service to QPRC residents that may be difficult to access outside the LGA	The organisation provides an activity or service to QPRC residents that may be easily accessed outside the LGA
Management of organisation	The organisation is stand-alone and locally managed servicing only the QPRC community	The organisation is locally managed and participates in local and regional activities or services	The organisation is a local branch of a regional umbrella organisation	The organisation is a regional branch of a national umbrella organisation
Accessibility of service or function	Accessible to all QPRC residents and provides disabled access	Accessible to all QPRC residents but no disabled access is provided	Accessible to the majority of the QPRC community	Access is limited to small groups within QPRC
Alignment with QPRC's Community Strategic Plan	Project fully aligns	Project partially aligns	Project has minimal alignment	Project has no alignment
Support provided by Council in the last financial year	The organisation has received no support from Council	The organisation has received a maximum of 25% support from Council	The organisation has received a maximum of 50% support from Council*	The organisation has received at least 75% support from Council
Sources of funding	The organisation relies entirely on donations from the community	The organisation can raise income from member subscriptions or participants' fees only	The organisation can raise income from member subscriptions, participants' fees and regular fundraising activities	The organisation can raise income from member subscriptions, participants' fees, regular fundraising activities and grants

*Note: KJIL received 55% in 2019/20 grants process



KANO JUJUTSU *Institute Limited*

ABN 82 107 123 848

Attachment B

QPRC Community Strategic Plan 2018-2028

Strategic Pillar 1 – Community

Key Goal	Community Outcome	KJIL Activities
1.1.1 - We build on and strengthen our community cultural life and heritage	The community has a diverse and active cultural environment and takes pride in its rich heritage.	The training hall has been providing access to traditional Japanese jujutsu in Queanbeyan since it opened in September 1991. Classes provide martial arts and self-defence lessons as well as access to the rich cultural traditions of Japan. In 2019, KJIL provided a demonstration for the QPRC Multicultural Festival on Sunday 3 March featuring adults and kids, and For NSW Youth Week, we KJIL also provided a demonstration for a Field Day at Moore Park on Saturday April 13. COVID restricted planned community activities in 2020.
1.1.2 - We are an inclusive region with access to opportunities and community support services by those who need them most	The community is welcoming and inclusive and residents feel they are connected and belong.	Jujutsu classes are operated in a safe, multi-cultural, and family friendly environment. Classes are open to adults and children and all coaches are accredited through the national sporting organisation (NSO) the Australian Jujutsu Federation, under the National Coaching Accreditation Scheme. Our classes include families, neighbours and friends who train and learn together.
1.1.3 - We are a safe community	The community feels safer and more secure.	Our classes include families, neighbours and friends who train and learn together forming closer community ties in a safe and welcoming environment.
1.1.5 - We have an active and healthy lifestyle	Health and quality of life are improved through access to a range of recreation and leisure opportunities.	Martial arts training is a healthy and active pursuit contributing to better general health and quality of life. KJIL is also a participant in the NSW Active Kids program providing easier access for children to maintain a healthy lifestyle by subsidising class fees and training uniforms.

Strategic Pillar 2 – Choice

Key Goal	Community Outcome	KJIL Activities
2.1.3 - Our local businesses meet required standards and are environmentally sound ensuring quality services and high level risk management	The region's businesses underpin good economic performance with a sound public risk management approach.	KJIL maintains a comprehensive Risk Management Plan for its training and facilities. It also maintains a COVID safety plan that is compliant with Federal (Australian Institute of Sport), and State (NSW and ACT) guidelines for COVID safe training.



KANO JUJUTSU Institute Limited

ABN 82 107 123 848

Strategic Pillar 4 – Connection

Key Goal	Community Outcome	KJIL Activities
4.1.5 - We plan for and provide regional facilities which promote better social connection and access for the community	Social connection within our region is provided for via access to a range of community facilities across the region.	Our facility enables families, neighbours and friends to train and learn together forming closer community ties in a safe and welcoming environment.

NSW State Plan (NSW 2021)

Key Goal	Target	KJIL Activities
Goal 27 - Enhance cultural, creative, sporting and recreation opportunities	<ul style="list-style-type: none"> Increase participation in sport, recreational, arts and cultural activities in rural and regional NSW from 2010 to 2016 by 10% Multicultural activities/events Community events which are planned and delivered locally 	<p>KJIL is a local organisation based in Queanbeyan that provides services and events to the Queanbeyan community that are planned and delivered locally. The founding director of the Kano Jujutsu Institute is a lifelong resident of Queanbeyan. The other directors are resident in Canberra and travel to Queanbeyan several times a week to manage the business of the organisation, and to conduct classes in jujutsu.</p> <p>Traditional jujutsu is a Japanese martial art. The training hall's classes in traditional jujutsu maintains respect for and inclusion in the cultural traditions of Japan in a multicultural in a way that is open to all multicultural participants.</p>

South East & Tablelands Regional Plan

Key Goal	KJIL Activities
Direction 19 – Strengthen cross border connectivity	Our classes encourage participation from students in the ACT as well as in Queanbeyan, and students regularly travel between Canberra and Queanbeyan to attend classes.
Direction 22 - Build socially inclusive, safe and healthy communities	Our classes include families, neighbours and friends who train and learn together forming closer community ties in a safe and welcoming environment.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 9.22 REQUEST FOR DONATION FOR RATES RELIEF

ATTACHMENT 2 NOT FOR PROFIT COMPANY STATUS - COMPANY SEARCH

Current Company Extract

KANO JUJUTSU INSTITUTE LIMITED
 ACN 107 123 848

Organisation Details	Document Number
Current Organisation Details	
Name: KANO JUJUTSU INSTITUTE LIMITED	018516636
ACN: 107 123 848	
ABN: 82107123848	
Registered in: Australian Capital Territory	
Registration date: 25/11/2003	
Next review date: 25/11/2017	
Name start date: 25/11/2003	
Status: Registered	
Company type: Australian Public Company	
Class: Limited By Guarantee	
Subclass: Unlisted Public Company - Non-Profit Company	

Address Details	Document Number
Current	
Registered address: 21 Irene Avenue, QUEANBEYAN NSW 2620	7E4151133
Start date: 19/12/2011	
Principal Place Of Business address: 21 Irene Avenue, QUEANBEYAN NSW 2620	018516636
Start date: 25/11/2003	

Officeholders and Other Roles	Document Number
Director	
Name: NEIL GEORGE PHILLIPS	018516636
Address: 21 Irene Avenue, QUEANBEYAN NSW 2620	
Born: 06/04/1960, QUEANBEYAN, NSW	
Appointment date: 25/11/2003	
Name: ROBERT JAMES PRESTON	7E6615920
Address: 86 Yass Road, QUEANBEYAN NSW 2620	
Born: 18/02/1956, ABERDEEN, UNITED KINGDOM	
Appointment date: 25/11/2003	
Secretary	
Name: ROBERT JAMES PRESTON	7E6615920
Address: 86 Yass Road, QUEANBEYAN NSW 2620	
Born: 18/02/1956, ABERDEEN, UNITED KINGDOM	
Appointment date: 10/07/2011	
Appointed Auditor	
Name: HARDWICKE'S	022445190
Address: Level 1 6 Phipps Close DEAKIN ACT 2600	
Start date: 03/07/2006	

13 November 2017 AEST 06:16:23 PM

1

Document Set ID: 267535

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 9.23 INVESTMENT REPORT - SEPTEMBER 2021

ATTACHMENT 1 INVESTMENT REPORT PACK - SEPTEMBER 2021



Investment Report Pack

Queanbeyan-Palerang Regional Council

As At 30 September 2021



Contents

1. Budget vs Actual Interest Income 1 July 2021 to 30 June 2022
2. Portfolio Valuation As At 30 September 2021
3. Portfolio Compliance As At 30 September 2021
4. Portfolio Statistics For Period Ending 30 September 2021

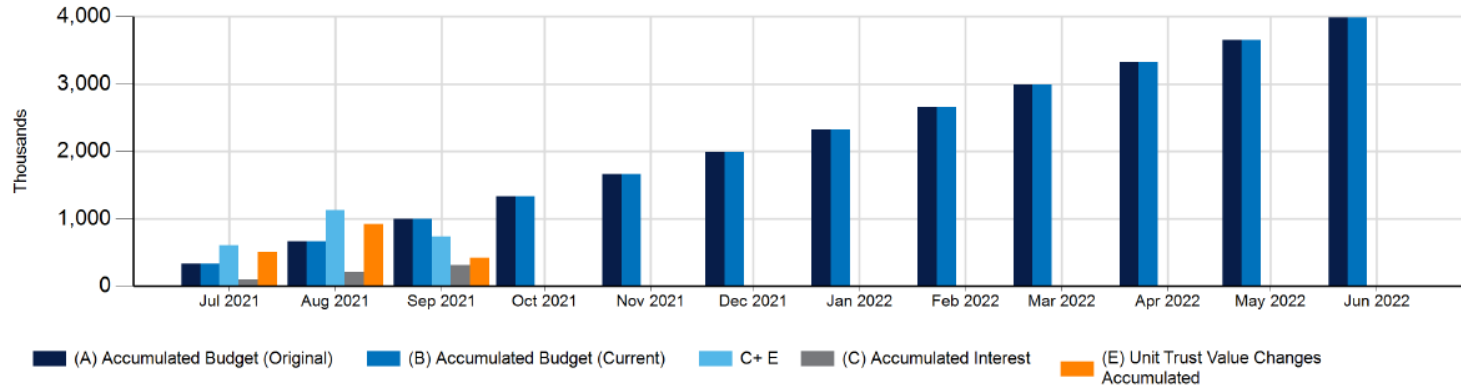


1. Budget vs Actual Interest Income 1 July 2021 to 30 June 2022

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 2021	332,474.00	332,474.00	332,474.00	99,994.53	99,994.53	2,860.00	2,860.00	502,480.32	502,480.32	602,474.85
Aug 2021	664,948.00	332,474.00	664,948.00	108,854.22	208,848.75	(3,600.00)	(740.00)	419,359.92	921,840.24	528,214.14
Sep 2021	997,422.00	332,474.00	997,422.00	104,049.78	312,898.53	0.00	(740.00)	(500,445.32)	421,394.92	(396,395.54)
Oct 2021	1,329,896.00	332,474.00	1,329,896.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov 2021	1,662,370.00	332,474.00	1,662,370.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec 2021	1,994,844.00	332,474.00	1,994,844.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan 2022	2,327,318.00	332,474.00	2,327,318.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb 2022	2,659,792.00	332,474.00	2,659,792.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar 2022	2,992,266.00	332,474.00	2,992,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr 2022	3,324,740.00	332,474.00	3,324,740.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May 2022	3,657,214.00	332,474.00	3,657,214.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun 2022	3,989,688.00	332,474.00	3,989,688.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		3,989,688.00		312,898.53		(740.00)		421,394.92		734,293.45

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 30 September 2021

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		867,852.92	1.00000000	867,852.92	100.000	0.000			867,852.92	0.44%	0.50%	
BENAU At Call	Moodys A3		17,142.16	1.00000000	17,142.16	100.000	0.000			17,142.16	0.01%	0.05%	
BENAU transaction At Call	Moodys A3		2,662.78	1.00000000	2,662.78	100.000	0.000			2,662.78	0.00%	0.00%	
NAB At Call	S&P AA-		44,508,511.47	1.00000000	44,508,511.47	100.000	0.000			44,508,511.47	22.34%	0.40%	
NAB General At Call	S&P AA-		6,812,299.87	1.00000000	6,812,299.87	100.000	0.000			6,812,299.87	3.42%	0.10%	
NAB Links At Call	S&P AA-		1,210,527.28	1.00000000	1,210,527.28	100.000	0.000			1,210,527.28	0.61%	0.10%	
			53,418,996.48		53,418,996.48					53,418,996.48	26.82%		0.36%
Fixed Rate Bond													
MACQ 1.7 12 Feb 2025 Fixed	Moodys A2	AU3CB0270387	6,000,000.00	1.00000000	6,000,000.00	101.962	0.226			6,131,280.00	3.08%	1.66%	
NTTC 0.8 15 Jun 2024 - Issued 16 Mar 2021 - Queanbeyan Regional Council Fixed	Moodys Aa3		5,000,000.00	1.00000000	5,000,000.00	100.000	0.235			5,011,750.00	2.52%	0.80%	
NTTC 1.1 15 Dec 2024 - Issued 16 Sep 2020 Fixed	Moodys Aa3		3,000,000.00	1.00000000	3,000,000.00	100.000	0.871			3,026,130.00	1.52%	1.10%	
NTTC 1.1 15 Jun 2025 - Issued 16 Mar 2021 - Queanbeyan Regional Council Fixed	Moodys Aa3		5,000,000.00	1.00000000	5,000,000.00	100.000	0.322			5,016,100.00	2.52%	1.10%	
			19,000,000.00		19,000,000.00					19,185,260.00	9.63%		1.20%
Flexi Deposit (Fix/Float)													
Westpac 2.96 25 Oct 2022 1826DAY FD	S&P AA-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000			2,000,000.00	1.00%	0.98%	
Westpac 2.89 07 Dec 2022 1827DAY FD	S&P AA-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.000			3,000,000.00	1.51%	0.96%	
			5,000,000.00		5,000,000.00					5,000,000.00	2.51%		0.97%
Floating Rate Deposit													
Westpac 1.01 17 Apr 2024 1827DAY FRD	S&P AA-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.000			3,000,000.00	1.51%	1.02%	
Westpac 1.29 Apr 2024 1827DAY FRD	S&P AA-		4,000,000.00	1.00000000	4,000,000.00	100.000	0.000			4,000,000.00	2.01%	1.01%	
Westpac 0.98 03 Jul 2024 1827DAY FRD	S&P AA-		5,000,000.00	1.00000000	5,000,000.00	100.000	0.000			5,000,000.00	2.51%	0.99%	
			12,000,000.00		12,000,000.00					12,000,000.00	6.02%		1.00%
Floating Rate Note													
AMP 1.05 30 Mar 2022 FRN	S&P BBB	AU3FN0035283	2,000,000.00	1.00000000	2,000,000.00	100.080	0.000			2,001,600.00	1.00%	1.07%	
Auswide 1.05 17 Mar 2023 FRN	Moodys Baa2	AU3FN0053567	2,500,000.00	1.00000000	2,500,000.00	100.815	0.000			2,520,375.00	1.27%	1.06%	
BENAU 1.05 25 Jan 2023 FRN	Moodys A3	AU3FN0040523	1,500,000.00	1.00000000	1,500,000.00	101.106	0.000			1,516,590.00	0.76%	1.08%	
CBA 1.11 17 Jan 2022 FRN	S&P AA-	AU3FN0034005	2,000,000.00	1.00000000	2,000,000.00	100.315	0.000			2,006,300.00	1.01%	1.14%	
CBA 0.88 25 Jul 2022 FRN	Moodys Aa3	AU3FN0037198	2,000,000.00	1.00000000	2,000,000.00	100.647	0.000			2,012,940.00	1.01%	0.91%	
CBA 0.93 16 Aug 2023 FRN	S&P AA-	AU3FN0044046	1,500,000.00	1.00000000	1,500,000.00	101.441	0.000			1,521,615.00	0.76%	0.95%	
CBA 1.13 11 Jan 2024 FRN	S&P AA-	AU3FN0046561	5,000,000.00	1.00000000	5,000,000.00	102.080	0.000			5,103,000.00	2.56%	1.15%	
CUA 1.23 04 Mar 2022 FRN	Moodys Baa1	AU3FN0046793	1,000,000.00	1.00000000	1,000,000.00	100.489	0.000			1,004,890.00	0.50%	1.24%	



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 0.9 21 Feb 2023 FRN	S&P BBB	AU3FN0052924	1,100,000.00	1.00000000	1,100,000.00	100.862	0.000			1,109,482.00	0.56%	0.91%	
HSBCSyd 0.83 27 Sep 2024 FRN	S&P A+	AU3FN0050498	4,000,000.00	1.00000000	4,000,000.00	101.449	0.000			4,057,960.00	2.04%	0.85%	
MACQ 0.84 12 Feb 2025 FRN	Moodys A2	AU3FN0052908	3,000,000.00	1.00000000	3,000,000.00	101.289	0.000			3,038,670.00	1.53%	0.85%	
MACQ 0.48 09 Dec 2025 FRN	S&P A+	AU3FN0057709	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000			2,000,000.00	1.00%	0.49%	
RACB 1.05 23 May 2022 FRN	Moodys Baa1	AU3FN0048328	800,000.00	1.00000000	800,000.00	100.473	0.000			803,784.00	0.40%	1.06%	
RACB 0.93 24 Feb 2023 FRN	S&P BBB+	AU3FN0053146	1,850,000.00	1.00000000	1,850,000.00	100.502	0.000			1,859,287.00	0.93%	0.94%	
ME Bank 0.98 18 Jul 2022 FRN	S&P BBB	AU3FN0048948	2,500,000.00	1.00000000	2,500,000.00	100.683	0.000			2,516,575.00	1.26%	1.01%	
NAB 0.9 05 Jul 2022 FRN	S&P AA-	AU3FN0036950	5,000,000.00	1.00000000	5,000,000.00	100.626	0.000			5,031,300.00	2.53%	0.93%	
NAB 0.93 26 Sep 2023 FRN	S&P AA-	AU3FN0044996	3,000,000.00	1.00000000	3,000,000.00	101.470	0.000			3,044,100.00	1.53%	0.95%	
NAB 1.04 26 Feb 2024 FRN	S&P AA-	AU3FN0048777	2,000,000.00	1.00000000	2,000,000.00	101.911	0.000			2,038,220.00	1.02%	1.05%	
NAB 0.92 19 Jun 2024 FRN	S&P AA-	AU3FN0048724	3,200,000.00	1.00000000	3,200,000.00	101.751	0.000			3,256,032.00	1.63%	0.93%	
NPBS 1.4 06 Feb 2023 FRN	S&P BBB	AU3FN0040606	1,250,000.00	1.00000000	1,250,000.00	101.385	0.000			1,267,062.50	0.64%	1.41%	
RABOBK 1.08 03 Mar 2022 FRN	S&P A+	AU3FN0034690	1,000,000.00	1.00000000	1,000,000.00	100.430	0.000			1,004,300.00	0.50%	1.09%	
SunBank 0.48 15 Sep 2026 FRN	Moodys A1	AU3FN0062964	2,000,000.00	1.00000000	2,000,000.00	99.761	0.000			1,995,220.00	1.00%	0.49%	
			50,200,000.00		50,200,000.00					50,709,302.50	25.46%		0.94%
Term Deposit													
AMP 0.75 09 Mar 2022 364DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000			2,000,000.00	1.00%	0.75%	
Auswide 1.75 09 Mar 2022 728DAY TD	Moodys ST P-2		5,000,000.00	1.00000000	5,000,000.00	100.000	0.000			5,000,000.00	2.51%	1.75%	
NAB 0.5 06 Oct 2021 300DAY TD	S&P ST A1+		6,000,000.00	1.00000000	6,000,000.00	100.000	0.000			6,000,000.00	3.01%	0.50%	
NAB 0.8 28 Aug 2024 1098DAY TD	S&P AA-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.000			3,000,000.00	1.51%	0.80%	
Westpac 0.62 10 Nov 2021 364DAY TD	S&P ST A1+		7,000,000.00	1.00000000	7,000,000.00	100.000	0.000			7,000,000.00	3.51%	0.62%	
			23,000,000.00		23,000,000.00					23,000,000.00	11.55%		0.67%
Unit Trust													
NSWTC IM Cash Fund UT	S&P AA+		7,192,157.85		7,192,157.85			0.9344	7,696,921.9897	7,192,157.85	3.61%		
NSWTC Long Term Growth Fund UT	S&P AA+		17,009,761.06		17,009,761.06			1.0378	16,389,579.3771	17,009,761.06	8.54%		
NSWTC Medium Term Growth Fund UT	Unrated URUT		11,689,172.12		11,689,172.12			1.0172	11,491,066.1406	11,689,172.12	5.87%		
			35,891,091.03		35,891,091.03					35,891,091.03	18.02%		
Portfolio Total			198,510,087.51		198,510,087.51					199,204,650.01	100.00%		0.78%

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 30 September 2021

Short Term Issuer/Security Rating Group	Market Value	% Total Value
A2	7,867,852.92	3.95%
A1+	13,000,000.00	6.53%
Portfolio Total	20,867,852.92	10.48%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
Unrated Unit Trust	11,689,172.12	5.87%
BBB+ to BBB-	13,083,055.50	6.57%
A+ to A-	19,763,824.94	9.92%
AA+ to AA-	133,800,744.53	67.17%
Portfolio Total	178,336,797.09	89.52%

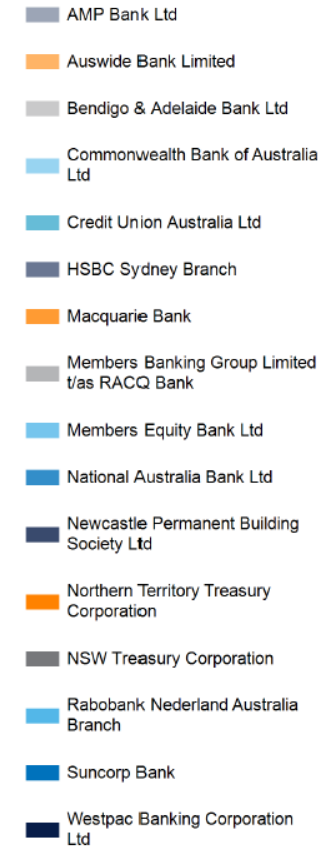
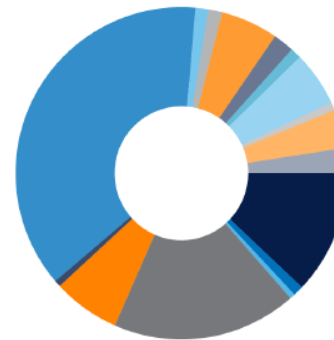
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	4,869,452.92	2.44%
Auswide Bank Limited	7,520,375.00	3.78%
Bendigo & Adelaide Bank Ltd	1,536,394.94	0.77%
Commonwealth Bank of Australia Ltd	10,643,855.00	5.34%
Credit Union Australia Ltd	2,114,372.00	1.06%
HSBC Sydney Branch	4,057,960.00	2.04%
Macquarie Bank	11,169,950.00	5.61%
Members Banking Group Limited t/as RACQ Bank	2,663,071.00	1.34%
Members Equity Bank Ltd	2,516,575.00	1.26%
National Australia Bank Ltd	74,900,990.62	37.60%
Newcastle Permanent Building Society Ltd	1,267,062.50	0.64%
Northern Territory Treasury Corporation	13,053,980.00	6.55%
NSW Treasury Corporation	35,891,091.03	18.02%
Rabobank Nederland Australia Branch	1,004,300.00	0.50%
Suncorp Bank	1,995,220.00	1.00%
Westpac Banking Corporation Ltd	24,000,000.00	12.05%
Portfolio Total	199,204,650.01	100.00%

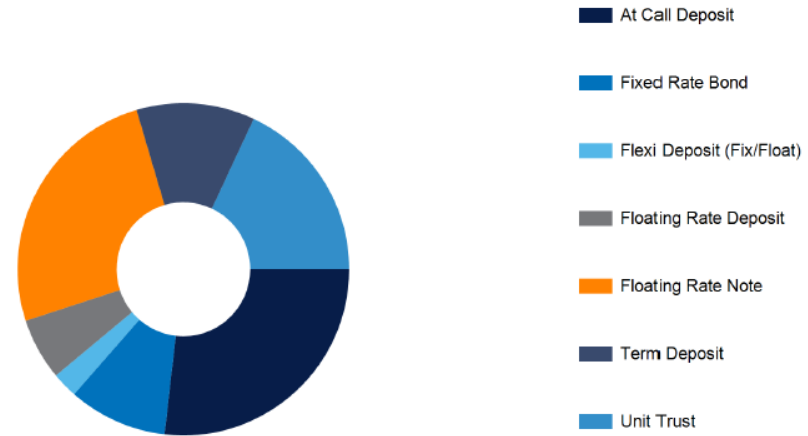
Market Value by Issuer





Security Type	Market Value	% Total Value
At Call Deposit	53,418,996.48	26.82%
Fixed Rate Bond	19,185,260.00	9.63%
Flexi Deposit (Fix/Float)	5,000,000.00	2.51%
Floating Rate Deposit	12,000,000.00	6.02%
Floating Rate Note	50,709,302.50	25.46%
Term Deposit	23,000,000.00	11.55%
Unit Trust	35,891,091.03	18.02%
Portfolio Total	199,204,650.01	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	125,691,776.51	63.10%
1 to < 3 Years	52,305,473.50	26.26%
3 to < 5 Years	21,207,400.00	10.65%
Portfolio Total	199,204,650.01	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 (32 limits)
Security Rating Group	Fully compliant (8 limits)
Term Group	Fully compliant (4 limits)



4. Portfolio Statistics For Period Ending 30 September 2021

Trading Book	1 Month	3 Month	12 Month	Since Inception
Queanbeyan-Palerang Regional Council				
Portfolio Return (1)	-0.26%	0.32%	2.52%	2.57%
Performance Index (2)	0.00%	0.01%	0.04%	0.88%
Excess Performance (3)	-0.26%	0.31%	2.48%	1.69%

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	0.78



Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 470686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 5 RIALTO NORTH, 525 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 8990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 42, GATEWAY TOWER, 1 MACQUARIE PLACE, SYDNEY NSW, 2000 T 61 2 8094 1230 F 61 2 8094 1233
BRISBANE OFFICE: LEVEL 38, 71 EAGLE STREET, BRISBANE QLD, 4000 T 61 7 3123 5370 F 61 7 3123 5371

Report Code: TEPACK080EXT-00.09
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: 30 Sep 2021
Financial Year Start Date: 1 Jul 2021
Financial Year End Date: 30 Jun 2022
History Start Date: 1 Jan 2000
Exclude Term Deposit Interest
Exclude FRNMBS Interest
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

27 OCTOBER 2021

ITEM 9.25 DELEGATION TO CHIEF EXECUTIVE OFFICER

ATTACHMENT 1 DELEGATIONS TO THE MAYOR

Delegations to the Mayor

That pursuant to the powers conferred on it by Section 377(1) of the *Local Government Act 1993* and by any other Act or Regulation the administration of which the Council is charged, the Council with these powers delegates to:-

Councillor (name) Mayor

1. To carry out any function conferred on, and duty imposed on, the Mayor under any Act or regulation.
2. Generally supervise the General Manager.
3. Authorise any works/services pursuant to Section 252 and Council's "Policy on the payment of expenses and provision of facilities for the mayor and councillors" and shall ensure that the account for such works/services so authorised is submitted for payment by the Council in accordance with the Code.
4. In conjunction with the General Manager, authorise Councillors to attend and represent Council at meetings, seminars, conferences and the like, where time does not permit authorisation by Council.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 10.3 TENDER RECOMMENDATION - TRADE SERVICES AND
MINOR WORKS PANEL CONTRACT NUMBER 2021-36

ATTACHMENT 1 TENDER SUBMISSIONS LISTING

ATTACHMENT "A"
TENDER SUBMISSION LISTING

1	360 Engineering Pty Ltd
2	A&J Power Formwork & Civil Pty Ltd
3	Andrew Snowden & Laura Snowden t/a About Windows
4	Adrian Dalmaso Plumbing
19	AG ACUMEN NO 2 PTY LTD T/AS BRAIDWOOD GROUND SPRAYING
5	AGH Demolition & Asbestos Removal Pty Ltd
6	Agile Arbor Pty Ltd t/a Agile Arbor Tree Services
7	Airmaster Australia Pty Ltd
9	Alliance Automation Pty Ltd t/a Alliance Automation
8	All-Ways Crane Services Pty Ltd
10	APP Corporation Pty Limited
11	Appliance Tagging Services Pty Ltd
12	ARA Mechanical Services Pty Ltd trading as Air Conditioning Engineering Services
13	Asplundh Tree Expert Australia P/L t/a Summit Open Space Services
14	AUSTRALIAN SUBSURFACE PTY LTD
15	Automation Group Pty Ltd
18	B R Durham & Sons Pty Ltd
16	Biosis Pty Ltd
17	The Trustee for BMG Trust t/a BMG Contracting Services
20	Brena Group Pty Ltd t/a Brena Group
21	Burgess Horticulture Services T/as BurHor
22	Canberra Air Conditioning Services Pty Ltd t/a Canberra Air Conditioning Services
26	Capital Lines & Signs Pty Ltd
23	Carrier Australia Pty Ltd t/a Carrier Australia
24	Airmaster Corporation Pty Ltd t/a Celsius Fire
27	Coleman Engineering Services
28	Complete Air Conditioning and Electrical Services Pty Ltd ATF The Reeves Family Trust
29	Complete Lock and Security Services Pty Limited t/a C.L.A.S.S. Locksmiths
30	Concept Engineering Services Pty Ltd
31	Control by Integration (CXI) Pty Ltd t/a CXI
35	D&N Geotechnical Pty Ltd
32	Dawson Heating & Cooling Pty Ltd
104	Randal Home PTY LTD t/a DBUILD

33	Dedden Land & Water Pty Ltd t/a Dedden Land & Water
34	Dekort Systems Pty Ltd t/a Dekort Pumps
36	Dormakaba Australia Pty Ltd
37	Eco Logical Australia Pty Limited t/a Eco Logical Australia (A Tetra Tech Company)
38	EnviroScience Solutions Pty Ltd
45	F S SOLUTIONS (ACT) PTY LTD
39	Fairlight Engineers Pty Ltd ATF The Debeck Family Trust t/a Fairlight Consulting Engineers
40	FSP Co Pty Ltd t/a Fire Service Plus
41	FITT RESOURCES PTY LTD
42	Five Star Electrical (ACT) Pty Ltd
69	Pinnacle ACT Pty Ltd t/a Flexible Australia
43	Flick Anticimex Pty Ltd
44	Forest Tree Service Pty Ltd
46	The Doggett Business Trust t/a Genplus Hire
47	Vangaz Enterprises Pty Limited ATF the Harriden Chalker Family Trust t/a Gibson & Harriden Constructions
108	Grassit Pty Ltd t/a RECS Group
25	City Plan Strategy and Development Pty Ltd t/a GYDE Consulting
48	HD Civil Pty Ltd
49	HiFlow Airconditioning and Mechanical Services
50	Hirotec Maintenance Pty Ltd
51	Dal Cortivo family trust, trustee for four lane family trust, trustee for JM Smith 5 trust t/a Hytec Interior Solutions
52	Indesco Pty limited
53	ZAMR Engineering Pty Ltd
54	PHL Surveyors t/a Irrigation Surveys Pty Ltd
55	JHK & Associates Pty Ltd t/a C W Henstock & Associates)
56	Keane Environmental Pty Ltd
92	KGM Services Pty Ltd t/as Solar Professionals
90	KP ELECTRIC (AUSTRALIA) PTY LTD t/a Tempo
91	Laser Plumbing Canberra Central t/a Tait Miller Investments
57	Lazer Electrical Braidwood
58	Leaves Away Pty Ltd
59	Lindsay Dynan Consulting Engineers Pty Limited
60	Logical Service Solutions Pty Ltd
61	Macrozamia Environmental
62	Maddison Bryant T/A Mad Dog Roofing

10.3 Tender Recommendation - Trade Services and Minor Works Panel Contract Number 2021-36
Attachment 1 - Tender Submissions listing (Continued)

63	Molino Stewart Pty Ltd ITF Molino Stewart Unit Trust t/a Molino Stewart Pty Ltd
64	Monaro Electrical Services
84	MRB Communications Pty Ltd ATF Office Project Services Operating Trust t/a MRB Communications Pty Ltd
65	ORION CONSULTING ENGINEERS PTY LTD
66	OzArk Environment & Heritage
67	peckvonhartel Group Pty Ltd t/a peckvonhartel
68	Perimetech Ptd Ltd
70	Plumbing Solutions Canberra (ACT) Pty Ltd t/a Plumbing Solutions Canberra
107	Programmed Property Services Pty Ltd
71	Progressive Controls Pty Ltd t/a Progressive Controls
72	Prosys Services Pty Limited
73	Protech Air Conditioning and Electrical Solutions Pty Ltd
74	R & D Technology Pty Ltd
102	Reliance Engineering Services t/a Reliance Engineering Services Pty Ltd
101	Rex Barrett Industries Pty Ltd t/a Rex Barrett Industries
100	RMA Contracting Pty Ltd t/a RMA Group
99	Rhys Kew t/a RSK Welding & Fabrication
98	SABA CIVIL MANAGEMENT AND CONSULTANCY PTY LTD
97	DF & RM Waters t/as Safe & Secure Fencing
96	SAFEgroup Automation PTY LTD
95	sala4D Pty Ltd
94	Shane's Glass No.1 Pty Ltd t/a Shane's Glass
106	Skyview Survey Pty Ltd
109	Smart Design Security Solutions Pty Ltd t/a Smart design Security Solutions
93	SMEC Australia Pty Ltd
89	Tetra Tech Coffey Pty Ltd
88	The Australian Grinding Company Pty Ltd
87	The Green Guys Group Pty Ltd t/a The Green Guys
86	The Trustee for AVM Trust t/a Asset Arbor
103	The Trustee for The Murphy Family Trust t/a Regional Engineering Services Pty Ltd
83	Total Drain Cleaning Services Pty Ltd t/a Total Drain Cleaning
82	Total Ventilation Hygiene Pty Ltd
85	Trustee for Lovell Consulting t/a Lovell Property Consulting
81	Van Der Meer (ACT) Pty Ltd
80	Van Mal Group Construction Pty Ltd t/a Van Mal Group Construction

79	Veris Australia Pty Ltd t/a Veris
75	VICE PAINTING SERVICES PTY LTD trading as Radmo Group
105	WB Plumbing & Pump Services
78	Wilson's Floors Pty Ltd
77	Wormald Australia Pty Ltd
76	WSP Australia Pty Limited

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 10.3 TENDER RECOMMENDATION - TRADE SERVICES AND
MINOR WORKS PANEL CONTRACT NUMBER 2021-36

ATTACHMENT 2 REGIONAL PROCUREMENT TENDER EVALUATION REPORT

**EVALUATION REPORT 'COMMERCIAL IN CONFIDENCE'
Trade Services and Minor works Panel
SPT302122QPRC**

Regional Procurement has called an open Panel Source by Council Tender as a result of discussions with Queanbeyan-Palerang Regional Council regarding requirements for a Trade Services panel and Minor works and Services panel.

The Trade Services panel consists of Seventeen (17) different categories with the Minor Works and Services panel consisting of Twenty Nine (29) different categories.

This tender was advertised on Tenderlink on 17 August 2021.

One Hundred & Eighty Three (183) tender documents were downloaded from the Tenderlink Portal.

Tenders closed at 10.00am on 7 September 2021.

One Hundred & Nine (109) tenders in total were received as listed in Attachment "A", Tender Submission Listing.

Probity

The tender has been conducted in accordance with Clause 166(a) of the Local Government (General) Regulation 2005.

Conflict of Interest Declarations were signed by all participating evaluation panel members, including the Regional Procurement facilitator, prior to their receipt of Tender submissions. The declarations are available to be viewed if required.

Five (5) late tenders were received from the following companies:

Grassit Pty Ltd

Programmed Property Services Pty Ltd

Skyview Surveys Pty Ltd

Smart Design Security Solutions Pty Ltd

WB Plumbing and Pump Services

All tenderers were noted as active on the ASIC website.

All tenderer insurance records were checked against Tender requirements and potential non-conformities were noted in the Evaluation Matrix for the consideration of the panel.

All tenders were deemed conforming to the Tender requirements.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines, Regional Procurement Tendering Code of Conduct and Tendering Evaluation Principles and Process. Confidentiality and probity were maintained throughout the process.

Tender Evaluation

The tender evaluation was conducted on 7 October via Teleconference by:

- Nathan Cooke – Queanbeyan-Palerang Regional Council
- Brenton Zubrinich – Queanbeyan-Palerang Regional Council
- Treyton Proctor – Queanbeyan-Palerang Regional Council
- Gordon Cunningham - Queanbeyan-Palerang Regional Council
- Darren Wheatley – Queanbeyan-Palerang Regional Council
- Rodney Stewart – Queanbeyan-Palerang Regional Council
- Melanie Cox – Queanbeyan-Palerang Regional Council
- Karen Bray – Queanbeyan-Palerang Regional Council
- Facilitator: Michael Lowe - Regional Procurement
- Facilitator: Mark Kentish - Regional Procurement

Methodology

The % weightings and criteria were agreed upon prior to the tender closing.

Tender Price @ 50%

- The Hourly rate for normal working hours was used to determine an objective price comparison.
- The lowest overall rate was awarded the full Criteria % for each category as shown in the Evaluation Results Table.
- Each subsequent \$ value was then divided into the lowest \$ value to obtain a pro-rata score.

Previous Experience @ 20%

- Previous Experience was assessed by the Panel based on the response to the Tender Schedule.

Quality Assurance and Risk Management @ 20%

- If the tenderer provided the required evidence to meet the benchmark, eg: a current ISO certificates, QMS document contents page and Safety Management Plan document contents page the Evaluation Panel awarded full marks for that category.
- If the tenderer provided partial evidence to meet the benchmark, eg: provided a QMS and Safety Management Plan document contents page but they are not ISO certified, the Panel determined a lower score subject to the evidence provided.
- If the tenderer failed to meet the benchmark completely, eg: they demonstrated no ability to meet the criteria and did not provide any evidence, the Panel awarded 0 points to the tenderer for that evaluation criteria.

Local Content @ 10%

- Local Content was assessed by the panel based on the region the Tenderers are located in reference to Queanbeyan-Palerang Regional Council.

Evaluation Results

Refer to the Minor Works and Services Matrix in Attachment “B” and Trade Services Matrix in Attachment “C” attached for the results of the Evaluation panels deliberations.

Contract Duration

This contract will run for 36 months from 1 November 2021 to 31 October 2024. 2 x 12 month options may be taken up based on satisfactory performance by the contractor/s.

Report to council

In accordance with the Local Government (General) Regulation 2005 – Part 7 Tendering, where expenditure on a tender exceeds \$250,000 over the term of the contract a council must, by resolution, adopt a report accepting the tender recommendation.

Where expenditure is less than \$250,000 over the term of the contract, acceptance of the tender recommendation may be undertaken by the manager responsible (subject to internal delegations).

Either way, an email confirmation advising council’s acceptance/rejection of the tender recommendation is required prior to the successful tenderers being advised.

To achieve a start date of 1 November 2021 for this tender, please submit your report to council as soon as possible.

Your advice by return email is appreciated.

Evaluation Panel Recommendation

1. That the Tenderers demonstrating best value be awarded this contract as the Panel Source suppliers to Queanbeyan-Palerang Regional Council for the period 1 November 2021 to 31 October 2024, and
2. That a provision be allowed for 2 x 12 month extensions based on satisfactory supplier performance, which may take this contract through to 31 October 2026.

Yours truly,

Michael Lowe
Account Manager
Regional Procurement

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 11.1 LOCAL TRAFFIC COMMITTEE MEETING MINUTES - 13
OCTOBER 2021

ATTACHMENT 1 LOCAL TRAFFIC COMMITTEE MEETING MINUTES - 13
OCTOBER 2021

Present: NA: Note meeting held via correspondence. LTC Members: Cr Mark Schweikert (QPRC Rep), Rob Tappley (NSW Police Rep), Kelly Cherry-Evans (TfNSW Rep), Ashley Meyer-Dilley (Local Member Rep) Nathan Cooke QPRC, Rodney Stewart QPRC. Joann Wilson-Ridley (QPRC RSO) also provided additional information in support of the reports,

The Committee Recommends:

1. Apologies

N/A

2. Business Items

a) Ashby Drive Bus Stop

Clr Schweikert raised a request on behalf of Bungendore bus passengers, particularly school children, to investigate formalising the bus stop on Ashby Drive between #24 and #26 Ashby Drive. The bus stop is a popular bus stop but does not feature a J pole or pavement markings to indicate it is a bus stop. The Bus Operator was contacted, and they confirmed that this location is a designated bus stop on their route.

As such it is proposed to formalise the Bus Stop with a J-Pole and pavement marking.

- **LTC 44/2021 PROPOSED SOLUTION: Under the Road Transport Act 2013, approve the design for the Bus Stop on Ashby Drive, Bungendore.**

b) Bonarba Link Timed Parking and Loading Zone

Council was approached by the operator of the Googong Leisure Centre with a request to install timed parking to help facilitate efficient use of the parking spaces adjacent to the centre and better cater for patrons to the centre. The previous arrangement had a loading zone opposite Insley St which would have presented safety issues when in use. The new design amends the location for the loading zone, to be sited into one of the indented parking spaces. The operator of the Leisure centre has been consulted with on the proposed design and is supportive.

- **LTC 45/2021 PROPOSED SOLUTION: Under the Road Transport Act 2013, approve the design for Timed Parking restrictions and loading zone in Bonarba Link, Googong.**

c) Braidwood Central School Zone Upgrades

At the April 2021 Local Traffic Committee, a report was presented for proposed safety upgrades at Braidwood Central School. Council had nominated the project for funding under the NSW Government one-off School Infrastructure Funding Sub-program, which aimed to improve pedestrian safety in school zones.

Council was notified in July 2021 the proposal had been successful in gaining funding. As part of the project a road safety audit was conducted on the designs and resulted in some changes.

Noted changes in the finalised design include:

New centre-line-marking extended on Wilson St to address illegal U-turning behaviour

Parking on non-school side of Wilson St reviewed and able to increase marked parking bays from 8 bays to 11 bays. Parking signage, new and existing has been included in the design.

Kiss and Ride signage updated to include 'No Parking' signage timed with school zone times. School zone signage was identified in road safety audit, noting issues with vegetation obscuring view and width of Wilson St meant signage may not necessarily be seen by vehicles in the travel lane. Onsite inspections identified the school zone repeater signage on Wilson St facing west travelling traffic was old and obscured by vegetation. A proposed countermeasure is to gate the school zone signage on Park Plan at the 40kmh School patch and trim vegetation as noted in the design.

Bus Zone signage added to the bus bay on McKellar St, new centreline marking and delineation of the bus parking and reinstate of the 40km/h pavement marker and dragon teeth. It is noted that Council is lodging the updated design with Braidwood Heritage Committee in October for their feedback and has been working with Braidwood Central School on the designs as they are in progress of completing the upgraded construction to their school.

- **LTC 46/2021 PROPOSED SOLUTION: Under the Road Transport Act 2013, approve the updated design for the Braidwood School Zone.**

d) Collett Street and Antill Street Intersection safety improvements

At the June 2021 Local Traffic Committee, a report was approved for safety upgrades to the intersection of Collett St and Antill St. Council had lodged a funding proposal for the safety upgrade based on crash history at the intersection and presented the concept design for review.

In August 2021, Council was notified the proposal had been successful in obtaining Australian Government Blackspot Funding for 2021/2022. As part of the project a road safety audit was conducted on the intersection/design that resulted in changes to the design and changes to some treatments on the previous design.

Noted changes in the finalised design include:

- Parking signage has been noted on the design, including existing parking signage, parking signage that will be relocated to improve sight distances and new parking signage on North-west side of Collett St (same side as hospital) where the roadside features a steep wall and doesn't support pedestrian activity as the path is above the road. Restricting parking in this section also assists with the safe intersection site distances for motorists on Antill St for their view of vehicles driving south on Collett Street.
- Pedestrian Refuge design details were modified including dimensions of refuge and links with the footpath and accommodating width of travel lane and advisory signage
- Line-marking updated, and removal of existing line-marking noted
- A tree had been proposed for removal to improve sight distance. Council's Urban Landscape Department noted the tree was a heritage planting and of significant

value. The feedback from road safety audit has enabled the tree to be maintained and this is also achieved with new parking restrictions as per point 1

- **LTC 47/2021 PROPOSED SOLUTION: Under the Road Transport Act 2013, approve the design for the Collett and Antill Street Intersection, Queanbeyan.**

e) Gorman Drive School Zone

At the June 2021 LTC Meeting a report was approved for pedestrian safety upgrade of a wombat crossing on Gorman Drive, Googong. Council have been working on this crossing as a priority given the significant feedback from the community and the school around the need for pedestrian facilities around the school zone on Gorman Drive.

Council was successful in grant funding for the upgrade and part of the grant funding conditions it was required to undertake a road safety audit which identified some changes to the plan initially approved including Dragon Teeth added to Mowle St and significant vegetation clearing.

The crossing area is of course a concern for Police due to the vehicular traffic which is handled on Gorman drive. Any improvement to the crossing would be supported by police to allow for children to cross Gorman drive safely. A site inspection (13/10/21) by Police certainly identifies the trees, grass, and shrubs as limiting sight distance. Police would support anything that would improve sight distance in this area to allow for improved safety conditions for the crossing. TfNSW noted the location of the crossing was determined to allow the bus stop to remain and for storage length of 3 buses. They also noted support for the strategy of implementing the crossing and reviewing sight distances and conducting a post-construction road safety audit. TfNSW noted tree removal as the preferred option..

- **LTC 48/2021 PROPOSED SOLUTION: Under the Road Transport Act 2013, approve the revised design for the Gorman Drive School Zone as per the design.**

3. General Business

Nil

4. Next Meeting

Tuesday 7 December 2021, the Committee Meeting Room, Crawford Street, Queanbeyan (to be confirmed).

Recommendation

That Council resolve that:

- 1. Note the minutes of the Local Traffic Committee Meeting held on 13 October 2021.**
- 2. Adopt recommendations LTC 44/2021 to LTC 48/2021 from the meeting held via correspondence on 13 October 2021.**

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 11.2 AUDIT, RISK AND IMPROVEMENT COMMITTEE - MINUTES 16
 JUNE 2021

ATTACHMENT 1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 16
 JUNE 2021



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 16 June 2021 commencing at 2.00 p.m.

ATTENDANCE

Present:

Andrew Cox	(External Chairperson) – via Zoom
Carolyn-Rosetta Walsh	(External member)
Max Shanahan	(External member)
Pete Harrison	(Councillor)

Also Present:

Peter Tegart	(CEO)
Andrew Knight	(Portfolio General Manager Organisation Capability)
Kate Monaghan	(CFO)
Mike Thompson	(Portfolio General Manager Natural and Built Character)
Ricky Tozer	(Service Manager Workplace and Governance)
Peter John	(Service Manager Digital)
Kylie McRae	(O'Connor Marsden and Associates) – via Zoom
Michael Kharzoo	(Audit Office of NSW) – via Zoom
Anita Cakalic	(Risk Specialist/ARIC Secretary)

1. APOLOGIES

Resolved

The Committee resolved that the apology from Andrew Marsden (O'Connor Marsden and Associates) be noted.

2. DECLARATIONS OF INTEREST

Resolved

No disclosures were made by Committee members of any interests in the matters under consideration at this meeting.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of the QPRC ARIC held on 18 March 2021

Resolved

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Queanbeyan Council Chambers on Thursday 18 March 2021 be confirmed, noting that Peter Tegart (CEO) was present at this

ORDINARY MEETING OF THE QPRC ARIC

16 JUNE 2021

meeting and that the minutes be amended to reflect this.

Moved: Max Shanahan

Seconded: Carolyn Rosetta-Walsh

The Agenda items below were dealt with in the following order:

- Section 5 Audit Report items in the order as presented in the agenda.
- 4.1 Committee Arrangements
- 4.2 Actions Arising Report
- 4.4 Operation Dasha
- 4.3 QPRC Cyber Controls Schematic Diagram
- 6.5 Commvault DR Project Update
- 6.6 ASD Essential Eight Implementation updates
- 6.7 ICT Report to ARIC June 2021
- 6.1 Financial Statements Subcommittee Report
- Senior Management Presentation by Mike Thompson
- General Business Item: Presentation by Peter Tegart
- 6.2 Delegations and Authorities
- 6.3 Governance Report
- 6.4 Major Projects and Business Initiatives
- 6.8 Risk Management
- 6.9 External Reports of Interest

4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES

4.1 Committee Arrangements

Resolved

Committee arrangements noted.

4.2 Actions Arising Report

Resolved

That the Committee:

- a) Noted the report on actions arising.
- b) Requested that those responsible for completing action items provide a comment updating the Committee on the status and progress of their respective items/s.
- c) Agreed that item 4.1(d), arising from the 18 March 2021 meeting, and item 5.4, arising from 9 September 2020 meeting, have been completed.
- d) Noted the deferral of item 6.1 (b), arising from the 18 March 2021 meeting, to the September meeting.
- e) Noted that there will be a presentation on item 7.4, policy harmonisation, at the next ARIC meeting to be held in September.

4.3 QPRC Cyber Controls Schematic Diagram

Resolved

That the Committee noted the report.

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 16 June 2021

ORDINARY MEETING OF THE QPRC ARIC

16 JUNE 2021

4.4 ICAC Operation Dasha - Canterbury Council

Resolved

That the Committee noted the report and expects a written report detailing how QPRC rates against the ICAC recommendations made.

5. AUDIT REPORTS

5.1 Audit Office NSW Update

Resolved

That the Committee noted the verbal update provided by Michael Kharzoo from the Audit Office of NSW.

Mr Kharzoo left the meeting at 2.08pm.

5.2 O'Connor Marsden Internal Audit Report

Resolved

That the Committee noted:

- a) The report provided by OCM.
- b) That the final report on Project Management has been delayed to allow time for Council to prepare an organisational wide considered response.
- c) Noted that observations, in relation to record keeping requirements, were included in the Internal Audit of Information Management Governance.
- d) Noted that the QPRC Project Management Framework includes requirements for probity assurance, and that these documents would be circulated to members out of session.

5.3 IA Final Report Disaster Recovery

2.c

Resolved

That the Committee:

- a) Noted the Internal Audit report on Disaster Recovery.
- b) Requested details of the criteria used for the audit.
- c) Requested that a DR monitoring assessment be provided.
- d) Requested an addendum to this audit through an extension of the scope to cover ICT infrastructure, for the operational technology environment. To be included within the internal audit plan for next year.

5.4 IA Final Report Procurement (Tendering)

2.b

Resolved

That the Committee noted the Internal Audit report on Procurement (Tendering).

Kylie McRae left the meeting at 2.45pm.

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 16 June 2021

ORDINARY MEETING OF THE QPRC ARIC

16 JUNE 2021

5.5 Status of Audit Recommendations

Resolved

That the Committee:

- a) Noted the report.
- b) Requested that the protocols for monitoring of audit recommendations and closure of completed actions should be reviewed.

6. REPORTS TO ARIC - ITEMS FOR INFORMATION

4.44pm

6.1 Financial Statements Subcommittee Report

Resolved

That the Committee noted the report and the issues related to the timing of asset valuations.

6.2 Delegations and Authorities

Resolved

That the Committee noted the report.

6.3 Governance Report

Resolved

That the Committee:

- a) Noted the report
- b) Acknowledged that an update on the status of the policy harmonisation project, and transition to business as usual, will be provided at the next ARIC meeting to be held in September.

6.4 Major Projects and Business Initiatives

Resolved

That the Committee noted the report.

6.5 Commvault DR Project Update

Resolved

That the Committee noted the report.

6.6 ASD Essential Eight Implementation updates

Resolved

That the Committee:

- a) Noted the report.
- b) Requested that additional commentary be provided in future reports to support the ratings and maturity levels.

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 16 June 2021

ORDINARY MEETING OF THE QPRC ARIC

16 JUNE 2021

6.7 ICT Report to ARIC June 2021

Resolved

That the Committee:

- a) Noted the report.
- b) Requested that a list of approved performance measures for ICT and results to be included in ICT report in future.

6.8 Risk Management

Resolved

That the Committee noted the report.

6.9 External reports of interest

Resolved

That the Committee noted the report.

7. SENIOR MANAGEMENT PRESENTATIONS

Mike Thompson joined the meeting at approximately 3.35pm.

Resolved

That the presentation provided by Mike Thompson, Portfolio General Manager, Natural and Built Character be noted.

Mike Thompson left the meeting at approximately 4.00pm.

8. GENERAL BUSINESS

Peter Tegart joined the meeting at approximately 4.00pm

Presentation by Peter Tegart, CEO, on Financial Management.

Resolved

That the presentation provided by Peter Tegart, CEO be noted.

Peter Tegart left the meeting at approximately 4.35pm

Meeting Closed at 5.06pm

Next Meeting:

Thursday 16 September 2021
Thursday 9 December 2021

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 16 June 2021

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 11.3 BUNGENDORE TOWN CENTRE AND ENVIRONS COMMITTEE
 MEETING MINUTES

ATTACHMENT 1 BTCEC ELLENDON ST ARTS LINK PROPOSAL - 20
 SEPTEMBER 2021

ELLENDON STREET ARTS LINK

BTCEC PROPOSAL

Strategy of Priority of Works # 1 PUBLIC STREET ART (see QPRC Resolution 163/21 Of 23 June 2021)

- To increase tourism to Bungendore by adding artwork to the CBD
- Increase interest and provide Bungendore as a character town
- Support and grow vibrant arts community
- Maximise drawcard with major population base (Canberra/Queanbeyan) close to Bungendore
- Provide an interesting linkage between Malbon/Gibraltar streets
- Build on Bungendore's existing arts reputation

Proposal for initial installation of 5 sculptures in
Ellendon Street between Malbon Street and Gibraltar Street

Executive Summary

While we green our towns and villages by planting trees, we can “art” our towns and villages by “planting” a sculpture, interspaced between the trees in a zone designated free of services and infrastructure. Public street art is the top priority on the BTCEC action list. This Ellendon Street Arts Precinct envisions sculptures initially along the western verge of Ellendon Street between Gibraltar and Malbon Streets and responds to a long-held desire by BCCI to connect the “tourist” Malbon Street with the “local” Gibraltar Street. Five locations have been identified that are free of constraints.

Methodology

- Subject to further engineering input, each location will have either a single tube or a tripod designation, with pipes 50 to 100mm sunk into the ground to a depth of about 1200mm; a cover plate will be fixed to unused pipes to allow mowing and avoid any trip hazard (see accompanying plans). A clear space allowance of 2.5m x2.5m is proposed for each display area.
- The installation of the sculpture will require an adaptor plate that itself will locate pipes that slide into the pipes in the ground. The artist will be required to manufacture the adaptor plate and locating pipes.

- The sculptures will primarily be sourced from works that have been already displayed in sculpture exhibitions such as Sculpture By the Sea, and the Mudgee Garden Sculpture event. The sculptures will be temporary, and the duration will depend on the demand for the location for other works.
- The sculptures will be for sale, and the artist will be responsible for installation in collaboration with Council. Council will not require a commission on sale of works, so as to reduce the commercial consideration from the process, so the question “will it sell?” is removed from consideration.
- Selection of the sculptural works will be made by a committee. BTCEC suggests the existing QPRC Cultural Development and Public Art Advisory Committee (CDPA) with some Delegates from Bungendore’s galleries
- The selection will be made on the basis of art considerations, not public taste.

QPRC Financial Implications

- Construction and installation of 5 bases at \$2,000 each = \$10,000

QPRC Administrative Implications

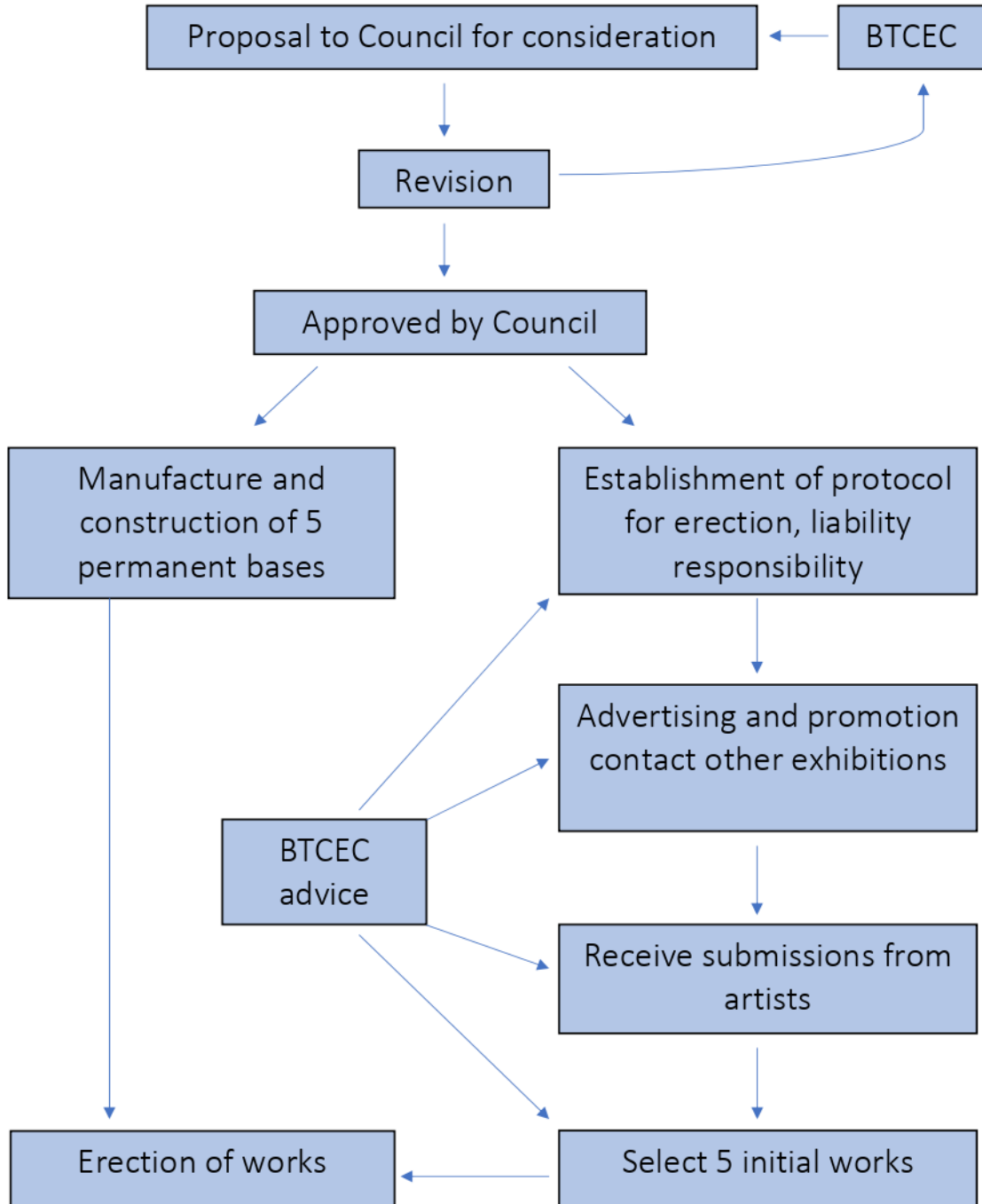
- Use of the existing CDPA with advice from local delegates
- Investigation of sculpture events in other localities, and other states, to inform a best practice document that will manage an Arts Precinct in Bungendore Village, and other Council localities if this proves successful. (Initial contact with other sculpture event organisers indicates that this proposal would be a viable approach. BTCEC will sound out other event organisers, including the proposed Snowy Mountains event, to gauge support and potential for collaborative action).
- Correspondence with interested sculptors and other exhibitions
- Establishment of an agreement and contract for installations in the public road reserve
- Contact recent exhibitions to express interest in displaying future pieces
- Promotion through media and other regional events

Artist’s responsibilities

- Supply of sculpture
- Fixing identification plaque listing the artist with contact details
- Manufacturing of adaptive plate
- Fixing work to the provided base
- Removal when required

- The artist will be responsible for the removal of the sculpture at an agreed date. Failure to remove the sculpture will result in actions that are established by convention by other similar sculpture events.

PROCESS



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 11.3 BUNGENDORE TOWN CENTRE AND ENVIRONS COMMITTEE
MEETING MINUTES

ATTACHMENT 2 BTCEC MINUTES - 20 SEPTEMBER 2021



**Bungendore Town Centre and Environs
Committee Meeting**
20 September 2021 commencing at 6.30 pm
Via Zoom Video Conference

MINUTES

1. **Present:** Andrew Riley (Chair)
Alan Longhurst
David Mac Laren
Peter Evans

Also Attending:

Murray Gough (BCCI President)
Graham Judge

The meeting opened at 6.35 pm.

Apologies: Cllr Mark Schweikert

2. **Declaration of Interests**

2.1 Nil.

3. **Minutes of Previous Meeting**

The Minutes of the previous meeting on 26 August 2021 were accepted.
(Longhurst/Mac Laren)

4. **Business Arising/Outstanding Actions**

Ellendon Street ArtsLink. D Mac Laren had developed a draft Proposal to provide five public art sculptures to be installed on the Ellendon Street verge between Malbon and Gibraltar Streets. The Proposal had been circulated to members, and also to the organiser of a sculpture exhibition in Bermagui which had triggered valuable feedback. Members discussed the Proposal in detail and agreed amendments.

Resolution 10/2021

Members **RESOLVED** to accept the amended Proposal as an extension of **BTCEC Priority Action Plan No 1 Public Street Art** and **RECOMMENDS** that Council includes consideration of the Proposal in the development of the **Delivery Program** in accordance with **QPRC Resolution 163/21 of 23 June 2021**.

Proposed: A Longhurst **Seconded:** P Evans **Carried:** All

Action: D Mac Laren to provide final version of the Proposal as agreed for attachment to the Minutes.

Historical Plaques. A Riley briefed members that he had raised BTCEC Priority Action Plan: Historical Plaques at the meeting of the QPRC Heritage Advisory Committee on 16 September 2021 as agreed. He reported that at that stage QPRC staff had not considered the requirements of QPRC Resolution 163/21 to provide a report for consideration in the next Delivery Program.

5. Correspondence.

6.1 **In**

Nil

6.2 **Out**

Email (17/9/21) to QPRC Heritage Advisory Committee providing more detail on the Historical Plaques initiative.

7. New Business

7.1 No new business.

8. Reports and Discussion.

8.1 **Project Action Plan.** Members noted that the Committee had not been contacted by QPRC staff with regard to the requirement of Council Resolution 163/21 for the production of a report by QPRC staff for consideration for the next Delivery Program. As the timing overlaps with the election of a new Council, members were worried that elements of the Priority Action Plan may be overlooked.

ACTION: A Riley to seek a contact point in QPRC for liaison re report for the Delivery Program.

8.2 **Central Car Park/High School/Roundabout Updates.** No updates had been provided in response to the Committee's request. The request had included content from the QPRC website: "**TfNSW have agreed to assist Council with installing town entry treatments in lieu of a garden bed in the roundabout**" and that members are very keen to participate in this planning, and any information that can be shared on this would be very helpful. Members noted that there had been discussion with Council staff about including decorative elements on the surface of the roundabout dome.

Resolution 11/2021

Members strongly support the installation of beautification treatments and RECOMMEND that Council progress the definition of beautification treatments as agreed between TfNSW and Council for installation in conjunction with construction of the roundabout.

Proposed: A Riley Seconded: A Longhurst Carried: All

8.3 **Frogs Hollow.** Members noted that Council had installed a "Frogs Hollow" sign.

8.4 **Ellendon Street Arts Link.** Discussed above.

8.5 **Historic Plaques Project.** Discussed above.

8.6 **New QPRC Premises.** No update pending High School go ahead.

9. Any Other Business

Members noted the poor state of the road pavement on Gibraltar Street between Molonglo and Ellendon Streets.

10. Foreshadowed Agenda Items/Close/Next Meeting

The meeting closed at 7.45 pm. Next meeting Monday 18 October 2021.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

**ITEM 11.3 BUNGENDORE TOWN CENTRE AND ENVIRONS COMMITTEE
 MEETING MINUTES**

ATTACHMENT 3 BTCEC MINUTES - 26 AUGUST 2021



**Bungendore Town Centre and Environs
Committee Meeting**
26 August 2021 commencing at 6.30 pm
Via Zoom Video Conference

MINUTES

1. **Present:** Andrew Riley (Chair)
Alan Longhurst
David Mac Laren
Peter Evans
Clr Mark Schweikert

Also Attending:
Murray Gough (BCCI President)

The meeting opened at 6.30 pm.

Apologies: Nil

2. **Declaration of Interests**

2.1 Nil.

3. **Minutes of Previous Meeting**

The Minutes of the previous meeting on 19 July 2021 were accepted.
(Longhurst/Mac Laren)

4. **Business Arising/Outstanding Actions**

Central Car Park. Members noted that construction was now underway

Malbon Street Roundabout. Members noted construction had just commenced. Members are concerned that the “beautification options” are yet to be defined. Clr Schweikert undertook to pursue this issue as there had been clear commitments made in the aftermath of the failure to include a garden in the roundabout centre.

High School. No updated information was available.

Ellendon Street ArtsLink. A Longhurst briefed members on discussions with Council staff re public art for exhibition, and with local business re sculpture display. Members discussed how to progress the project.

Resolution 9/2021

Members RESOLVED to further develop a Proposal for Council based on the BTCEC Project Action Plan accepted By Council at their Resolution 163/21 of 26 June 2021. The Proposal will cover a process for the selection and display of artworks suitable to form a Recommendation to Council.

Proposed: A Riley Seconded: D Mac Laren Carried: All

Action: D Mac Laren undertook to develop the Proposal based on previous BTCEC work and circulate in time for consideration at the next meeting.

Council Committees. Members queried the process for consideration of Council Committees in view of the postponement of the Council elections until December 2021. A Workshop on Committees is anticipated in the extended current term. Members emphasised their support for the current BTCEC set up.

Towards 2042. A Longhurst had attended this workshop representing the Committee. He briefed members on the meeting, noting the importance of the planned Place Plan as an overarching planning instrument.

5. Correspondence.

- 6.1 **In**
Nil
- 6.2 **Out**
Nil

7. New Business

- 7.1 No new business.

8. Reports and Discussion.

- 8.1 **Project Action Plan.** Members discussed the implications of the extension of Council's Term for action on the Plan. It was noted that the endorsing Council Resolution 163/21 requires the production of a Report by QPRC staff for the end of the year.
- 8.2 **Central Car Park/High School/Roundabout Updates.** See above.
- 8.3 **Frogs Hollow.** Confirmed that Balladeers Memorial will be moved to Frogs Hollow.
- 8.4 **Ellendon Street Arts Link.** Discussed above.
- 8.5 **Historic Plaques Project.** As this Project is part of the Project Action Plan as covered in QPRC Resolution 163/21 members agreed that support should be sought from the Heritage Advisory Committee.
ACTION. A Riley to propose the project be progressed with the HAC.
- 8.6 **New QPRC Premises.** No update pending High School go ahead.
- 9. **Any Other Business**
Nil
- 10. **Foreshadowed Agenda Items/Close/Next Meeting**
The meeting closed at 7.45 pm. Next meeting Monday 20 September 2021 .

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 11.4 BUNGENDORE WAR MEMORIAL S355 COMMITTEE MEETING
 MINUTES

ATTACHMENT 1 BWMC MINUTES - 1 JULY 2021

Bungendore War Memorial Committee
Minutes of Meeting held Thursday 01st July 2021

1. Location and Time:

The President opened the General Meeting at the QPRC Chambers (Bungendore) at 0910

2. Apologies

RR, LR, NB & CS-O

3. Confirmation of 4th February Minutes

Proposed: TS Seconded: GA

4. Correspondence

a. Inwards and Internal

LR to TS – Invoice for Memorial restoration work carried out by Joe Leahy – 03/4/21

LR to RA – Joe Leahy's comments on previous restoration work on the Memorial – 06/4/21

Mark Schweikert (QPRC) to BWMC – Pictures of Tumbarumba War Memorial – 10/4/21

LR to TS – Invoice for Memorial restoration work carried out by Joe Leahy – 10/4/21

LR to TS – Invoice for Memorial restoration work carried out by Joe Leahy – 17/4/21

Nicola McDonald (Harvest Fresh) to SS – Final invoice for Annual Dinner – 20/4/21

LR to RA – requesting before and after photos of the Memorial for the OVA application and Community Bank – 21/4/21

RA to BWMC – BZ on a successful ANZAC Day 2021 and same for the Annual Dinner – 25/4/21

Bernadette Schroedl to BWMC – Congratulating committee on a successful ANZAC Day and requesting information on one of the names mentioned during the service 'Coen' as a possible family member – 26/4/21 (email sent to PH for response)

LR to RA – Joe Leahy's final report and photos and requesting to use BWMC as a referee for any future work – 27/4/21

Pip Giovanelli to LR – Copy of report attached – 28/4/21

Bungendore Cellars to SS – Invoice for Dinner drinks – 29/4/21

NSW War Memorials Register to BWMC – creating an account at the Register – 02/6/21

LR to RA – Completion report – 03/6/21

RA to LR & PH – Proposed inclusion on the OVA Acquittal and NSW War Memorial Register – 3/6/21

LR to RA & PH – further information on the OVA Acquittal and NSW War Memorial Register – 4/6/21

NSW War Memorials Register to BWMC – acknowledgment of submission – 5/6/21

Minutes – 01JUL21 – v2

NSW War Memorials Register to BWMC – Confirmation of updates – 18/6/21

NSW War Memorials Register to BWMC – Regarding the inclusion of photos – 21/6/21

- Numerous emails arranging and confirming ANZAC Day services 2021
- Numerous emails arranging and confirming Commemorative Address and Dinner 2021

b. Outwards

LR to Bradley Pillans (ANU) – Thanking him for his draft report on the Memorial – 03/4/21

LR to Kathleen McCauley – Forwarding photos of restoration work on the Memorial – 15/4/21

LR to Bradley Pillans – Reporting that restoration of Memorial is now complete – 20/4/21

LR to Beate Jansen – asking if Pip took photos of Memorial restoration – 21/4/21

LR to Joe Leahy – asking if he had photos of Memorial restoration – 21/4/21

LR to Joe Leahy – Permission agreed that BWMC is happy to endorse and recommend him and his company for future work – 27/4/21

PH to Bernadette Schroedl – Response to information on name 'Coen' – 30/4/21

5. Actions arising from correspondence

- Post restoration report – RA tabled report – motion to accept
 - Proposed RA
 - Seconded SS
- NSW War Memorial register – RA reported that documentation for the reconciliation of grants had been completed and forwarded

6. Actions Register (Outstanding and Proposed items)

- Actions Register – July 2021 version 1
- AGM preps

7. ANZAC Day and Annual Commemorative Dinner (Lessons Learnt)

- ANZAC Day was declared a great success and attendance was very high. Many thanks to HQJOC's support and organising.
- Commemorative Dinner was also declared a success but there were issues with the meal and SS will discuss with the caterer.

8. Remembrance Day 2021

- Watchbill – 2021 version 1

9. Finance report (TS)

- Attached

10. New Business

- In memory of Robert Munday, the committee has agreed to place a memorial cross in the Garden of Remembrance

11. Next Meeting

- Thursday, 05th August 2021 @ 0900

12. Closure

- Committee meeting closed at 1010.



Secretary
July 2021



President
1st July 2021

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 11.4 BUNGENDORE WAR MEMORIAL S355 COMMITTEE MEETING
MINUTES

ATTACHMENT 2 BWMC ANNUAL GENERAL MEETING MINUTES - 6 AUGUST
2020

Bungendore War Memorial Committee

A committee of Queanbeyan - Palerang Regional Council, established under S.355 of the Local Government Act 1993

Minutes of Annual General Meeting Thursday 6th August 2020

Location:

Meeting held at the Queanbeyan - Palerang Regional Council Chambers (Bungendore).

In Attendance:

Rob Allard (RA)	President
Darren Knights (DK)	Secretary
Tim Sloane (TS)	Treasurer
Leigh Rayner (LR)	Grants Officer
Peter Hugonnet (PH)	Research Officer
Heather Hubbard (HH)	Member
Robbie Robertson (RR)	Member
LTCOL Nick Beeson (NB)	Associate
WOFF Gary Anderson (GA)	Associate

Apologies:

Fiona McNaught (FM)	Associate
Craig Steinbeck (CS)	Associate

Opening Remarks/ Welcome (President):

President of the BWMC, Mr Rob Allard, opened the meeting at 0905. He welcomed all present at the meeting and thanked everyone for their work and continued support during the past year.

Minutes of previous AGM:

The President tabled the minutes of the previous Annual General Meeting (AGM) and requested they be accepted by the Committee.

Acceptance of the Previous AGM Minutes:

Proposed – TS *Seconded – SS* **Carried**

Matters arising from the Minutes:

There were no matters arising from the previous minutes.

Presentation of Annual Report (President):

The Annual report was presented by the President. As the report had been circulated prior to the meeting there were no points for discussion.

Acceptance of the Annual Report:

Proposed – SS *Seconded – LR* **Carried**

Presentation of Accounts (Treasurer):

The Treasurer presented the summary of the BWMC accounts, current at the time of the meeting. Copies of the Financial Statement are included as attachments to the Annual Report.

Bungendore War Memorial Committee

A committee of Queanbeyan - Palerang Regional Council, established under S.355 of the Local Government Act 1993

Adoption of Accounts:

Proposed – DK *Seconded – RR* **Carried**

Election of Management Committee/ Office Bearers:

The President then declared the following BWMC positions open for election:

President	RA nominated to retain position as the BWMC President. SS seconded the motion. Outcome: <i>President – Mr Rob Allard re-elected unanimously.</i>
Secretary	DK did not nominate for re-election. RA nominated SS. RR seconded the motion. Outcome: <i>Secretary – Mrs Sue Smith elected unanimously.</i>
Treasurer	TS nominated to retain position as BWMC Treasurer. RR seconded the motion. Outcome: <i>Treasurer – Mr Tim Sloane re-elected unanimously.</i>
Research Officer	PH nominated to retain position. SS seconded the motion. Outcome: <i>Research Officer – Mr Peter Hugonnet re-elected unanimously.</i>
Grants Officer	LR nominated to retain position. TS seconded the motion. Outcome: <i>Grants Officer – Mr Leigh Rayner re-elected unanimously.</i>
Social Media	RA nominated to retain position. DK seconded the motion. Outcome: <i>Social Media Officers – Mr Rob Allard and Mr Darren Knights elected unanimously.</i>
Member(s)	HH, RR and DK were all nominated to be retained as ordinary members of the BWMC. SS seconded the motion. Outcome: <i>Ordinary Members – Mrs Heather Hubbard, Mr Robbie Robertson and Mr Darren Knights elected unanimously.</i>
Associate(s)	SS nominated FM, NB and GA be retained as Associate Members of the BWMC. DL seconded the motion. Outcome: <i>Associate Members – LTCOL Nick Beeson (will become a full member from December 2020 when he posts out of HQJOC), and WOFF Gary Anderson re-elected unanimously. Craig Steinbeck and Fiona McNaught was not re-elected as an Associate Member of the BWMC.</i>

Introducing Proposed New Member/s to committee:

The President introduced Mrs Hillary Gray to the members of the committee, and nominated Hillary be accepted as an Ordinary Member of the BWMC. Hillary is ex-RAF, who immigrated to Australia in 2006, and moved to Bungendore in 2009.

Acceptance of New Committee Members:

Proposed – RA *Seconded – RR* **Carried**

Motions to be put to the AGM:

Date for next AGM approx. Thursday, 5th August 2021.

Bungendore War Memorial Committee

A committee of Queanbeyan - Palerang Regional Council, established under S.355 of the Local Government Act 1993

Any Other Business:

The President mentioned the recent passing of Mr Rob Mundy. Rob was a member of the BWMC for many years. RA indicated that Rob's community work and specifically his valued contribution to the BWMC was acknowledged in the 2020 BWMC Annual Report.

Closing remarks (President):

RA thanked the members of the BWMC for their continued support, especially given the current pandemic, the restrictions that this placed on members of the Bungendore community and the cancellation of this year's ANZAC Day ceremony after many hours of effort had been expended by committee members in the planning phases leading up to ANZAC Day.

Meeting closed:

The President closed the meeting at 0925.



Susan Smith

Secretary

5 August 2021



Rob Allard

President

5 August 2021

Bungendore War Memorial Committee

A committee of Queanbeyan - Peralang Regional Council, established under S.355 of the Local Government Act 1993

Annex A to
BWMC Annual Report FY 19/20

BUNGENDORE WAR MEMORIAL AGM STATEMENT OF ACCOUNTS FY19/20

Date: 6th August 2020

Funds available as at 1 Jul 19:	\$ 328.36
Funds available as at 30 Jun 20:	\$ 5,175.00 (including \$276.00 interest from Term Deposit)
Current Bank Balances:	\$12,000.00 (Term Deposit)
FYTD Transaction Totals:	
Deposits:	\$ 6,430.65
Withdrawals:	\$ 1,584.01
Un-presented Cheques:	
Deposits:	Nil
Withdrawals:	Nil
Grants:	
QPRC	\$ 2000.00 (PA Hire for ANZAC Day 2020 Carried over to 2021 due to ANZAC Day 2020 Cancellation)
Department of Veterans Affairs (NSW)	\$10,000.00 Restoration work of the Memorial
Donations:	
Peralang Financial Services:	\$ 734.80 (19 Jul for Bronze plaque covering the Western Front soil)
(Note: A PFS Donation of \$550.00 for ANZAC Dinner in March refunded due cancellation of dinner – not included in this section of the statement)	
Lee-Cumberland family	\$ 500.00 (Oct 19)
Sloane family	\$ 124.00 (Dec 19 - Spirit of ANZAC top-up contribution)
	\$ 140.00 (Mar 20 after ANZAC Dinner cancelled)



T. Sloane
Treasurer

05 August 2021

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 11.4 BUNGENDORE WAR MEMORIAL S355 COMMITTEE MEETING
MINUTES

ATTACHMENT 3 BWMC 2021 ANNUAL REPORT

BUNGENDORE WAR MEMORIAL COMMITTEE ANNUAL REPORT FY 2020-2021

Introduction

1. The Bungendore War Memorial Committee (BWMC) is a committee of the Queanbeyan-Palerang Regional Council (QPRC) and is established under Section 355 of the Local Government Act 1993 (NSW). This is the annual report of the activities of the BWMC and describes the purpose of the Committee, Committee members, activities carried out during the 12 month period, improvements to the Memorial and its management and the Financial Statements of the Committee.

Purpose of the BWMC

2. The purpose of the BWMC is to:
- a. Manage the Bungendore and District War Memorial;
 - b. Arrange for Australian Armed Services (AAS) ceremonial related activities in Bungendore;
 - c. Provide advice to QPRC on AAS ceremonial protocols; and
 - d. Liaise with the Bungendore Public School (BPS).

Committee Members

3. Membership of the BWMC saw some changes during this period. Following the AGM for the FY19/20, held 6th August 2020, the Committee members for the period as elected, were:

- | | |
|----------------------|--|
| a. President: | Mr Rob Allard |
| b. Secretary: | Mrs Sue Smith |
| c. Treasurer: | Mr Tim Sloane |
| d. Member: | Ms Heather Hubbard |
| e. Member: | Mr Robbie Robertson |
| f. Member: | Mr Peter Hugonnet |
| g. Member: | Mr Leigh Rayner |
| h. Member: | Mr Darren Knights |
| i. Member: | Mrs Hillary Gray |
| j. Member: | Mr Nick Beeson |
| k. Associate Member: | Commanding Officer HQJOC –
Lieutenant Colonel Nick Beeson replaced in December
2020 by Commander Casey Scully-O'Shea, CSC, RAN |
| l. Associate Member | Base Command Warrant Officer HQJOC – currently
WOFF Gary Anderson |

Financial Statement

4. The BWMC financial statement has been presented to QPRC for examination and expects no issues to be raised. The Financial Statement for FY20/21 can be found as Annex A to this report.

Activities/Achievements for the Period in Chronological Order

Remembrance Day Commemorative Service 11th November 2020

5. The theme of the Remembrance Day commemoration was 'Sustaining the ANZAC Spirit'. The Captain, Bungendore RFS and Commander, Bungendore SES were invited to speak on how our emergency services demonstrate that the ANZAC Spirit is alive and well today with their courage to stand in front of a fire to protect people and property, enter floodwaters to rescue trapped persons, their mateship of looking after each other in a crew and the people around them, their endurance of spending many hours in the heat and inclement weather, sometimes day after day, and their ingenuity of how to handle an incident as they are not all the same, and all whilst keeping a sense of humour.
6. Students from the Bungendore Public School (BPS) as usual did an outstanding job in remembering four soldiers commemorated on the Bungendore War Memorial, planting of crosses and flag raising.
7. The service was well attended and COVID restrictions and protocols were followed.

Centenary of the Bungendore War Memorial Committee

8. The Bungendore War Memorial Committee on 12th December 2020 celebrated the Centenary of the foresight of a few members of the village that took it upon themselves, one hundred years ago, to propose the inauguration of a fund to erect a Soldier Memorial and to elect a committee to carry forward the suggestions of that meeting.
9. The inaugural meeting on 11th December 1920 led to the construction, in 1924, of the Memorial that the current members of the BWMC now maintain, and at which they organise ANZAC Day, Remembrance Day and any other commemorative services that are held in Bungendore to remember our fallen in all conflicts.
10. The celebration was held at the BWMC Presidents premises with all but two members of the committee attending. Invitations were given to current QPRC Councillors, but due to circumstances beyond their control only Councillor Mark Schweikert was able to attend.

ANZAC Commemorative Address and Dinner 2021

11. Fortunately, COVID-19 restrictions had been relaxed enough for the annual ANZAC Commemorative Address and Dinner to go ahead, albeit in a different format from previous years. The dinner was held on the evening of 23rd April 2021, the theme for the dinner was the 100th Anniversary of the Royal Australian Air Force.
12. Each ANZAC Dinner includes two presentations:
 - Theme: A talk on the theme of the dinner for the particular year; and
 - Insights: A talk on the war experience of a veteran followed by a brief Question & Answer session.
13. The Theme presentation was delivered by Air Commodore (Dr) Mark Lax OAM, CSM, RAAF Rtd. The insight address was provided by Wing Commander Jacinta Carroll, RAAF. Both presenters gave outstanding addresses which were enjoyed by all present and solicited many questions.
14. His Excellency Arnaud Dusaucy, Acting Ambassador of Belgium, The Honourable Kristy McBain, Federal Member for Eden Monaro and QPRC Mayor Tim Overall were among the 70 guests.
15. The Bungendore Community Bank donated \$550 in support of this year's ANZAC Commemorative Address and Dinner. Local businesses generously donated a gift vouchers and prizes for the Lucky Door and Raffle. Bungendore Cellars provided the drinks and

Harvest Fresh in Bungendore provided the catering, crockery and staff, table items such as decanters and candelabras etc were loaned by HQ JOC. These items were gratefully acknowledged on the night, on Facebook and local newspaper. Other items such as ice buckets, glasses and water jugs were the only items hired commercially.

ANZAC Day 2021: 100th Anniversary of the Royal Australian Air Force

16. The Theme of the ANZAC Day Dawn Service and Main Service for 2021 was the 100th Anniversary of the Royal Australian Air Force.

17. A lot of additional planning went into the organisation of this year's ANZAC Day due to the formulation of COVID Safe Plans and the lobbying of our State member, Hon John Barilaro, to have some defined rules around ANZAC Day services as the rules put in place were very city centric and unclear in requirements for rural and regional areas.

18. The Dawn service saw an estimated 900 people attending, this was the largest crowd seen for many years. The Commemorative Address was given by the Command Warrant Officer of HQJOC, Warrant Officer Gary Anderson. This year also saw a catafalque party mounted for a Dawn service for the first time.

19. The Main Service and March was extremely well attended due to the cancellation of last year's services. An estimated 3000 people lined the street for the march and attended the service. The contingent of approx. 190 uniformed and ex-serving veterans marched, this included a contingent from HQ JOC. Fifty Naval Reserve Cadets also attended along with the BPS, Scouts, RFS and SES. The Canberra City Pipes and Drums Band again supported the BWMC and Bungendore community.

20. The Commemorative address was given by AIRCDRE Stuart Bellingham DSC, AM, CSC. As always, the Bungendore Public School staff and students played a significant part in the commemorative service and marched with the veterans and Service Personnel. Flying Officer T.B. O'Reilly, who is named on the memorial, and was killed in a flying accident was "Remembered" by the BPS as part of the Service.

21. The SES and Rotary again provided valuable assistance in positioning, manning and removing the traffic barriers, and this year were assisted by the RFS who used their fire trucks to block entrance ways. The BWMC was encouraged and grateful for the outstanding support given to both the Dawn and Main ANZAC Day Services by the Bungendore community and HQ JOC, demonstrating that the 'ANZAC Spirit' is alive and well in Bungendore.

22. The BWMC had obtained a \$2000 grant from the QPRC to fund the hire of a PA system for the ANZAC Day ceremonies in 2020, this was carried over to 2021. Unfortunately, ACTPA who have supplied the PA system for the last 40 years have now retired and until the BWMC can tap into the High School PA system we will need to engage another provider, who may not provide a PA system at a reduced cost unlike ACTPA. Therefore, ongoing funding will still need to be gained to continue the hiring of the public address system.

Geoff Collinson bequest/ANZAC Spirit Award

23. The ANZAC Spirit Award has been made possible by a bequest to the BWMC by the late Mr Geoffrey Collinson OAM and is sponsored by the BWMC. It is an annual Award given to a selected Year 6 student who during the past year at the BPS has exhibited endurance, courage, ingenuity, good humour and mateship, which can collectively constitute what is defined as the 'ANZAC Spirit'.

24. The recipient receives a cheque in the order of \$400 to assist with transition to Secondary Schooling. The name of each year's recipient of the ANZAC Spirit Award is recorded on an Honour Board displayed within the BPS.

25. This year the ANZAC Spirit Award was presented to Riley Wyeth at the BPS Presentation Day on 11th December 2020.

Queanbeyan-Palerang Regional Council - Proposed Road Naming Project

26. This project continues to progress with a number of Diggers having been commemorated as proposed, noting that 14 of the 16 Great War Diggers who did not return have yet to be acknowledged.

27. It should be noted that it is sometime since a Digger has been commemorated even though a number of new streets have appeared in Bungendore. It is hoped that the new streets in the forthcoming Elm Grove Estate will commemorate some of the 14 Diggers left to be commemorated.

BWMC Social Media

28. The BWMC has maintained a social media presence in the form of a Facebook page (<https://www.facebook.com/Bungendore-War-Memorial-Committee-570722423085636/>) to provide updates and times for commemorative services organised by the committee.

29. As the BWMC uses a free Gmail email address we are utilising the free 15 gigabytes of cloud space on Google Drive to store various documents that committee members need to access i.e. meeting minutes, agenda, program drafts.

Memorial Maintenance

30. As reported in the 2020 Annual Report the Memorial was inspected by the Councils Heritage Advisor, Mr Pip Giovanelli in March 2020 which indicated that restoration work was needed. The BWMC embarked on raising the necessary funds required to undertake the restoration and was successful in gaining sufficient grants by the end of 2020, of note the Bungendore Community Bank supplied a grant of \$19,743.

31. The BWMC engaged Joe Leahy and Staff, one of the QPRC Heritage Advisor's recommended masons to undertake the restoration work. Joe Leahy and Staff commenced work on 18th March and concluded on 15th April 2021. Mr Pip Giovanelli oversaw the work and provided a post-restoration report at Annex B to this report. Additionally, Joe Leahy also supplied a report of the work he conducted and a maintenance regime (Annex C to this report).

32. The restoration of the Memorial was an outstanding success and has been commented on by many in the community. The Memorial is now in a very good state and with some ongoing maintenance will remain so for many years.

33. Maintenance of the Memorial gardens has been carried out by Council and BWMC members. Since the gardens were well mulched about a few years ago, the gardens have thrived, and the weeds have been kept well down. However, it is probably time to re-mulch and a project for the coming months.

Bungendore High School

34. The announcement of the Bungendore High School being located on the Bungendore Park came as a surprise to the BWMC and caused some initial concerns. These concerns were allayed during meetings with John Barilaro's staff and a Zoom meeting with the Department of Education (DoE).

35. During the meeting with the DoE the BWMC put forward a proposal to tap into the schools PA system for use on ANZAC Day. The DoE was amicable with this request and it was noted on the DoE 'New high school for Bungendore FAQs' (November 2020) that 'the project also proposes to install speakers and a PA system that can be used for ceremonies and events at the War Memorial'.

Public Address Project

36. As previously reported the BWMC had teamed up with the Bungendore Mudhooks Rugby Club and Bungendore Tigers League Club, both users of the Bungendore Park, to raise funds to have a permanent public address system installed at the oval. However due to the announcement of the High School this has been put on hold.

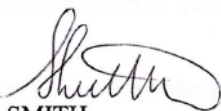
37. The BWMC will keep a watch on the high school build to see if the proposal at paragraph 35 above comes to fruition, and if not the BWMC will then resurrect this project with interested parties.

Summary

38. The BWMC remains committed to the preservation of the memory of all who have served and died on active service from the Bungendore District. The accurate recording of the history of all those persons also remains an important focus.

39. ANZAC Day this year was an outstanding success thanks to the Bungendore community. The obtaining of grants to allow the Memorial restoration to occur was also very successful and has put the Memorial in a good state to withstand the elements for many years.

40. Fund raising for the hire of PA systems until the high school is built will still be a priority.



S. SMITH
Secretary

5th August 2021



R. ALLARD
President

5th August 2021

Annex:

- A. Statement of Accounts FY20/21
- B. QPRC Heritage Advisor – Conservation Report 2021
- C. Joe Leahy & Staff – Condition Report

**BUNGENDORE WAR MEMORIAL AGM
STATEMENT OF ACCOUNTS FY20/21**

Date: 5th August 2021

Funds available as at 1 Jul 20:	\$5,175.00	
Funds available as at 30 Jun 21:	\$5,901.00	(including \$204.23 interest from Term Deposit)
Current Bank Balances:	\$12,000.00	(Term Deposit)
FYTD Transaction Totals:		
Deposits:	\$40,601.33	
Withdrawals:	\$39,875.33	
Un-presented Cheques:	Nil	
Deposits minus Withdrawals plus 1 Jul balance = \$5901.00		
Grants received during FY:		
QPRC	\$2000.00	(PA Hire for ANZAC Day 2020 Carried over to 2021 due to ANZAC Day 2020 Cancellation)
Department of Communities and Justice	\$11,000.00	Restoration work of the Memorial
Community Enterprise Charitable Fund	19,743.00	Restoration work of the Memorial
Donations:		
Palerang Financial Services:	\$550.00	ANZAC Commemorative Address and Dinner
Lake George Pub ANZAC Day donation	\$300.50	
Memorial Restoration Expenditure:	\$29,743.00	



T. Sloane
Treasurer

05 August 2021

Bungendore War Memorial Conservation work - 2021



Conservation cleaning of the memorial was undertaken between 18 March 2021 and 15 April 2021 by stonemason Joe Leahy & Staff who is well established in the region and has undertaken work on numerous heritage buildings and structures.

Prior to the work commencing the memorial was inspected by Queanbeyan Palerang Regional Council heritage adviser Mr Pip Giovanelli and a brief report provided to the proponent Leigh Raynor. A meeting was held on site with Pip Giovanelli, Joe Leahy and Leigh Raynor at commencement of the project to further clarify the scope of work and a subsequent site inspection made at conclusion of the work.

In summary the work involved

- removal of lichen and efflorescence scale from the surface of the stone and adjacent to joints,
- General cleaning of the surface of the granite where tarnished,
- Removal of inappropriate caulking and mastic that had been installed subsequent to initial construction. In the upper part of the memorial caulking had broken down, allowing water to enter the core of the structure. In the lower sections, the caulking had in fact sealed the joints and prevented internal water from easily draining out through the joints.
- Following cleaning of joints a conservation based pointing mix from Westox was applied.

The condition of the granite appears to be excellent and no conservation of the stone itself is required.

Gold lettering is in relatively good condition and at this stage does not require attention.

The design and construction of this memorial is excellent. The proportions, detail and quality of design are very high, as is the stonemason's craftsmanship. All stone are crisply cut and accurately placed, and it is interesting to note that some of the large base stones are entire, in that they are extend the full thickness of the column.

In summary the project has progressed smoothly and has achieved a high conservation outcome, as befitting the quality of the structure



Lichen growth at top of memorial around an indent in the stone surface



Poor quality mastic in joint allows water to enter the top of the memorial.



Algae growing around ledges



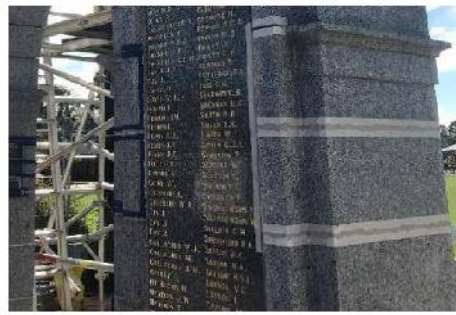
A combination of mastics has been used over time to try and seal the structure.



When joints were cleaned, trapped water drained out from within the the column



Trapped water draining from column on south side



Joints were taped prior to regrouting



Surfaces cleaned and joints regouted



Restored memorial following completion of work, 18 April 2021.

Pip Giovanelli
Heritage Adviser, Queanbeyan-Palerang Regional Council
27 April 2021



JOE LEAHY & STAFF

Craftsmen in Stone

Nuthaburra Pty Ltd ATF Leahy Family Trust T/as
ABN:75 173 606 489 ACN: 095 377 843
11 Penney Pl Queanbeyan NSW 2620
Mail to: 11 Penney Pl Queanbeyan NSW 2620
Mb: 0408 627 052 Email: jleahy@ozemail.com.au

23/04/2020

Leigh Rayner Grants Officer Bungendore War Memorial Committee
Job Address: Bungendore War Memorial
Ph: 0417 254 641
Em: landb.rayner@gmail.com

CONDITION REPORT – BUNGENDORE WAR MEMORIAL: .

Bungendore War Memorial is a stone structure of the highest order built in 1924 by James and Ewan Turner of Goulburn. It is constructed of solid units of Southern Tablelands, Lochersleigh Granite. The surface is a combination of gang sawn and chiseled finish. It is comprised of a Romanesque arch supporting classical architectural features. It has profiled springer stones, supporting tightly bedded voussoirs and key stone. The pillars with profiled bases support 4 polished, tightly bedded panels. The parapet above is ornately moulded. Even the sharpest points have maintained their edge without weathering. A reminder of the usefulness of granite in our harsh climate.

After nearly 100 years there is no evidence of dilapidation. This is remarkable given the deep lake sediments on which it is situated and belies a deep solid foundation.

This monument deserves to be treasured as Public Asset of beauty, to remember Those who gave us so much and as an example for Architects and Stonemasons demonstrating what can be achieved using solid stone in design and construction. It is a great credit to James Turner and his son Ewan.

Given this the restoration we conducted was timely. We discovered that at some time inappropriate treatment has been applied to the pointing. This has now been rectified.

We cut out sealant joints, cut out mortar joints, chiseled away heavy calcium carbonate deposits, removed the lighter calcium carbonate deposits with a brass brush, removed lichen, allowed joints to drain. Finally we cleaned down stone surface with water and stiff nylon brush to reveal the stone's patina.

We found that the sealant joints sealed the water in, not out. We also discovered that the mortar joints contained an extremely hard additive, most likely AV600M given the vintage of the sealant. These two products became a fad from the early 90's and have manifested unintended consequences. The AV600M created an impervious barrier to moisture. Given that the sealant on top failed, as it always

does, allowing water in, the lime mortar joints behind the AV barrier have time to form a calcium carbonate solution which slowly bleeds through fissures forming deposits on the external surface.

Repointing with original lime based mortar is better and the trend has returned in that direction. That way joints can breathe and dry more rapidly after rain events, limiting opportunity for CaCO₃ solutions to form. If "Westox Repoint" behaves the same way, it will be a good choice. We were successful in removing the said deposits.

We taped and repointed the joints. We concentrated our efforts in particular points where we found it was difficult for the sealant to block. Water will enter the joints in future but this time we aim to prevent the damming effect that existed prior to chasing the joints out. This should minimise formation of deposits. In future we recommend that you wash down the monument with water, a soft, long handled brush and detergent 4 times a year to prevent lime scale building up again. Do not use a pressure cleaner.

Kind regards,

Joe Leahy.



CONDITION PRIOR TO CLEANING – NORTH ELEVATION



MOST OF THE WATER ENTERED THROUGH A VOID IN THE JOINTS AT THIS JUNCTURE. WE SUBSEQUENTLY FILLED THIS VOID WITH WESTOX REPOINT.

MORTAR STAINS

Calcium Carbonate deposits

CONDITION PRIOR TO CLEANING – SOUTH ELEVATION



SHOWING POOR SEALANT APPLICATION. ADJACENT STONE WAS NOT TAPED UP RESULTING IN SMEARING. WE HAVE SINCE REMOVED THIS EXCESS SEALANT.



SHOWING POOR SEALANT APPLICATION. ADJACENT STONE WAS NOT TAPED UP RESULTING IN SMEARING. WE HAVE SINCE REMOVED THIS EXCESS SEALANT.



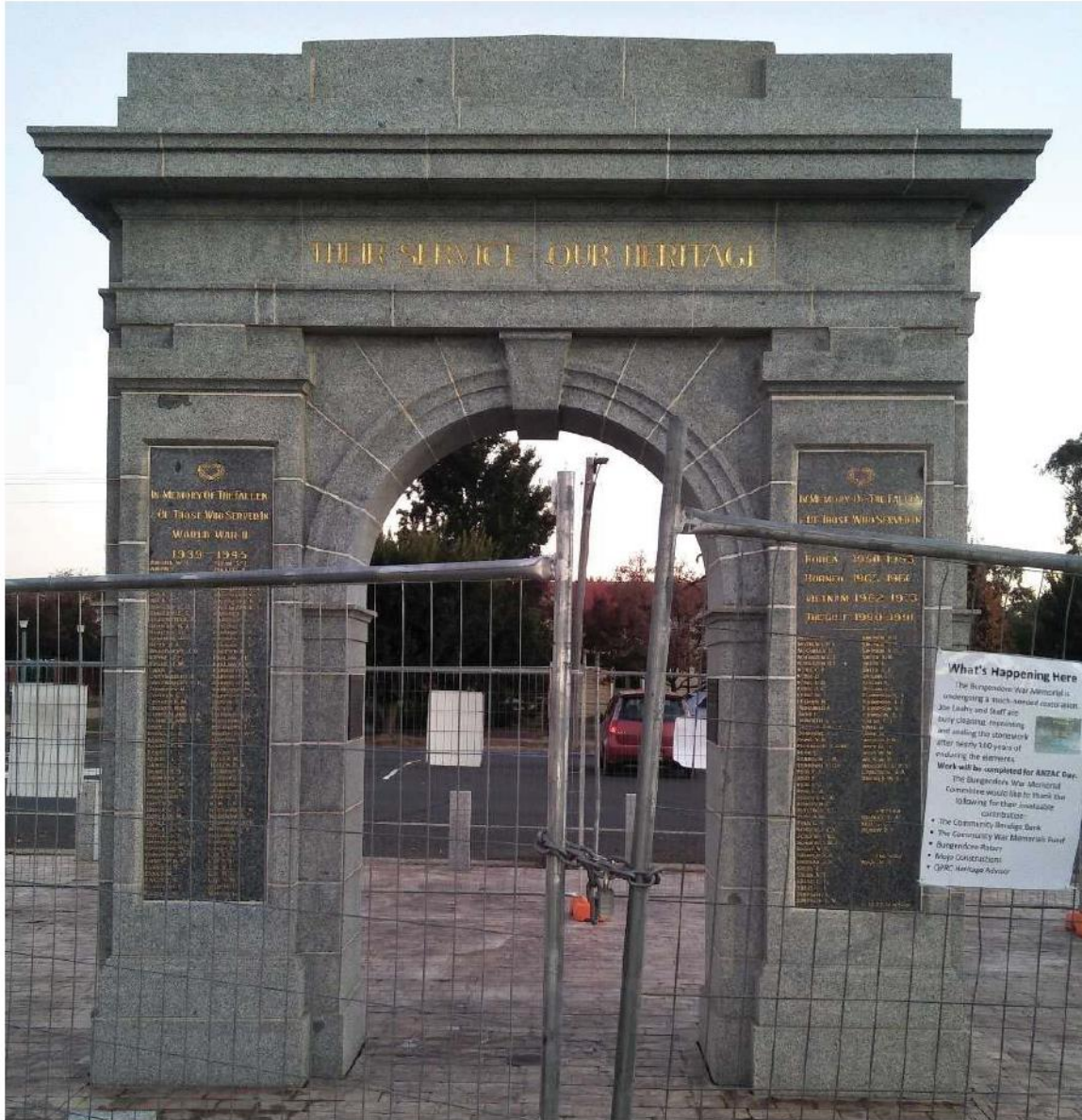
SHOWING POOR SEALANT APPLICATION. ADJACENT STONE WAS NOT TAPED UP RESULTING IN SMEARING. WE HAVE SINCE REMOVED THIS EXCESS SEALANT.



SHOWING WATER POURING OUT AFTER INCISION OF IMPERVIOUS JOINTS. THIS HAS BECOME A CALCIUM CARBONATE SOLUTION. THIS WAS 3 WEEKS AFTER THE LAST RAIN EVENT! NOTE, CALCIUM CARBONATE DEPOSITS BELOW LETTERING.



**SHOWING PATCHING OF SPALLS AND CLOSEUP OF JOINTS
USING WESTOX REPOINT.**



COMPLETED RESTORATION – NORTH ELEVATION



COMPLETED RESTORATION – SOUTH ELEVATION.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 11.5 CARWOOLA/STONE CREEK AREA S355 COMMITTEE
MEETING MINUTES

ATTACHMENT 1 CARWOOLA - STONEY CREEK S355 MEETING MINUTES - 27
FEBRUARY 2021

Carwoola S355 Meeting

27th February 2021

Gary Anderson, Lynette McKeahnie

It has been almost a year between meetings due to COVID restrictions.

Lyn spoke of the discussion she is having with QPRC (Brenton Zubrinich). As of July 2020 the following has been discussed/actioned.

- A disable ramp – Brenton is talking with RFS to see at what progress has been made towards the RFS getting in contractors with machine to do their new apron, on which QPRC may be able to use the machine while it is on site.
- New entry doors and landings – a new rear door and landing has been replaced. Lyn to check to see if the front door is also going to be replaced.
- Plumbing checks have been done, new smaller hot water service has been installed.
- New lights to be installed in the Hall.
- A electrical sub board to be installed in the hall.
- Two new AC units to be installed after the installation of the new electrical sub board.
- Floor tiles in the men's toilet have been repaired.

Other discussion points.

1. Moving/slashing of the grass – Lyn-Ian-Greg have done some mowing near the Hall. Lyn to contact council to see if they can slash the larger areas.
2. A general clean up of the hall and surrounds need to be done.
3. A petty cash system still need to be set up by Lyn.
4. The Gas account to be closed and the bottle hire cancelled and returned.
5. COVID QR code and plan to be auctioned by Lyn and appropriate signage etc installed.
6. General discussion about Bowen park and what the local residents want from it.
7. CCA committee not understanding the structure of the 355 committee.
8. Due to COVID the Hall is not in use or limited use as requested by the council/health orders.

Lynette McKeahnie
Hall Manager



Gary Anderson

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 11.5 CARWOOLA/STONE CREEK AREA S355 COMMITTEE
MEETING MINUTES

ATTACHMENT 2 CARWOOLA - STONEY CREEK S355 MEETING MINUTES -
FEBRUARY 2020

Carwoola S355 Meeting

February 2020

Gary Anderson, Lynette McKeahnie

Items from last meeting addressed, 27-6-2019:

- 1) Add Lynette as signatory to both Stoney Creek Community Hall accounts including access to internet banking; authorisation to remain as any two to sign. Lynton to stay as a signatory and administrator until Lynette has access and all works correctly at which point Lynette will take over Lynton's functions.

Completed – Lynette is a signatory and Lynton has been removed as a current signatory.

- 2) Hall rename, name of the Stoney Creek Hall to be changed to Carwoola Community Hall. A new plaque next to the existing one. A new front sign near the gate entrance. If possible an unveiling at this year's Fete in September.

Not yet completed.

- 3) Discussions about the heating duct system, which has been destroyed and it is not feasible to be fixed and the age of the gas unit also making it not viable for repairing. Options are Been looked at to source a new AC unit.

Not yet completed.

- 4) Floor needs some work to bring it back to a better looking and useable floor, and to ensure it will last for many years. Noting that previous works on the floor may have reduced the thickness of the boards and that a light natural oil was used on the floors rather than a more hard wearing finish. Options will be investigated to help with the repair of the floor.

A quote to clean and "re-oiled" the floor was obtained, but the cost is high and other projects are of a higher priority at the moment.

- 5) A time of use electrical meter was also discussed and further investigation will also be made in to that.

Not yet completed and may not be of an issue at the moment, deferred item

New discussion points.

- 1) Lyn to set up a petty cash flow to allow for easier purchase of consumable items, eg toilet paper and cleaning products.
- 2) Discussion about mobile banking, but that a second signatory is still required. Not a real options at the moment.
- 3) A disable ramp needs to be installed as the current ramp does not meet the code is very difficult for those that need the ramp.
- 4) Flood lighting not adequate at the moment.
- 5) Heating is still an ongoing issue
- 6) The Garage needs a clean up.
- 7) The floor is still an ongoing issue.

Note this meeting was an informal discussion between Lyn and Gary as parties were very busy with the aftermath of the fires.

Lynette McKeahnie
Hall Manager



Gary Anderson

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 11.5 CARWOOLA/STONE CREEK AREA S355 COMMITTEE
MEETING MINUTES

ATTACHMENT 3 CARWOOLA - STONEY CREEK S355 MEETING MINUTES - 27
JUNE 2019

Carwoola S355 Meeting

27th June 2019, 3pm at the Stoney Creek Hall

Lynton Bond, Gary Anderson, Lynette McKeahnie

- 1) Add Lynette as signatory to both Stoney Creek Community Hall accounts including access to online banking; authorisation to remain as any two to sign. Lynton to stay on as a signatory and administrator until Lynette has access and all works correctly at which point Lynette will take over Lynton's functions.
- 2) Hall rename, name of the Stoney Creek Hall to be changed to Carwoola Community Hall. A new plaque next to the existing one. A new front sign near the gate entrance. If possible an unveiling at this year's Fete in September.
- 3) Discussions about the heating duct system, which has been destroyed and it is not feasible to be fixed and the age of the gas unit also making it not viable for repairing. Options are been looked at to source a new AC unit.
- 4) Floor needs some work to bring it back to a better looking and useable floor, and to ensure it will last for many years. Noting that previous works on the floor may have reduced the thickness of the boards and that a light natural oil was used on the floors rather than a more hard wearing finish. Options will be investigated to help with the repair of the floor.
- 5) A time of use electrical meter was also discussed and further investigation will also be made in to that.

Lynette McKeahnie

Hall Manager



Lynton Bond



Gary Anderson

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 13.1 DELEGATES REPORT

ATTACHMENT 1 CR HARRISON - DRCCC DELEGATES REPORT

Dargues Reef Community Consultative Committee

Cr Harrison, Meeting 18 October 2021

Due to prevailing public health orders, this meeting was via videoconference.

There have been some teething problems in relation to the way the Committee has been operating since the change in mine ownership. The problem has been compounded by the change of Committee Chair at much the same time, resulting in an unfortunate short-term loss of 'corporate knowledge'.

The number of complaints, predominantly in relation to noise levels, has been significantly lower since the introduction of specific noise suppression measures. There were, however, concerns expressed in relation to the availability of environmental monitoring data under the new mine ownership.

The mine operators report to the meeting is included at Attachment 1 (211018 Report to DRCCC No 41.pdf).

The operator briefed the Committee on the elements of a Modification that is being sought to current operating conditions, primarily in relation to securing water availability and allowing a higher extraction rate, thereby reducing the life of the Mine. It should be noted, however, that the Mine operator also advised that they anticipate a further Modification request seeking to extract more than the currently approved 1.6Mt of ore.

Minutes of DRCCC meetings and other relevant documentation can be found on the Aurelia Metals website at: <http://aureliametals.com/projects/daragues/compliance>

Attachment: 211018 Report to DRCCC No 41

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

ITEM 13.1 DELEGATES REPORT

ATTACHMENT 2 CR HARRISON - ATTACHMENT: 211018 REPORT TO DRCCC
NO 41



Dargues Reef

Community Consultative Committee

Dargues Gold Mine - Project Update

Item 6.

Progress of the Project

- General Manager – Angus Wyllie
- COVID Update – Rapid Antigen testing, Contact Harald Tracing, TARP. Site remains COVID free & we regularly test our systems and processes through audits and scenarios.
- Mine development at 390L.
- Processing production in accordance with annual throughputs Year to Date (YTD).
- We will be trialling new concentrate containers next period.
- Further local employment opportunities coming! for more information about employment opportunities, please refer to the following link: <https://www.aureliametals.com/careers>
- Local Emergency Management Committee (LEMC) participation.
- New emergency response training provider.
- Tailing's deposition currently below Stage 1 capacity.
- >180ML of water stored onsite.
- Best quarter for health, safety, environment & community indicators, and production for the life of the project to date.

Monitoring and Environmental Performance

All environmental monitoring was completed in accordance with the requirements of the Dargues Gold Mine (DGM's) Environmental Protection License and Development Consent. For access to DGM's monitoring data, please refer to Monitoring tab under the Aurelia Metals Website [Dargues | Monitoring - Aurelia Metals](#).

All monitoring data has been compiled into Esdat and reviewed by Big Island Mining Pty Ltd (BIM). Following ongoing feedback from some Dargues CCC members, Chase Dingle has reactivated the previously utilized environmental data spreadsheets from Diversified Minerals days and is currently uploading the last 12 months of monitoring data into them. Once complete, these will be used to report environmental trends on the AMI website. BIM is also investigating PowerBI to automate some reporting functions straight out of Esdat.

The following compliance reports were submitted during the period:

1. National Pollution Inventory (NPI)
2. Annual Return (EPL 20095) – <https://app.epa.nsw.gov.au/prpoeoapp/>
3. Annual Review (Development Consent 10_0054) – <https://www.aureliametals.com/projects/dargues/reports>
4. EPBC Annual Compliance Report - <https://www.aureliametals.com/projects/dargues/reports>

Community Complaints

During the last quarter, DGM received the following complaints. All complaints were in relation to noise and blasting concerns.

Month	Number of Complaints
June	5
July	5
August	5
September	9

DGM continues to work on noise mitigation projects, as discussed in item 8.

Information Provided to the Community and any feedback.

The community Information Session scheduled for September was postponed due to COVID restrictions. A community information session will be held in the coming month/s, once permitted by health orders.

An advert was placed in the Braidwood Bugle for new CCC members on 6 October 2021. The same advertisement was also sent to the Braidwood Times, but never published.

Item 8.

Matters which the Dargues Gold Mine wishes to raise with the community representatives.

Proposed Modification for Turkeys Nest Dam and Water Trucking Update

BIM is currently finalizing the briefing paper to support the application to modify Development Consent 10_0054. R.W. Corkery & CO PTY LTD (Corkery) will be supporting BIM throughout this process and has been engaged to prepare the modification application, including specialist environmental studies. Corkery have extensive knowledge of the project having prepared the original Environmental Assessment and each subsequent modification.

BIM has identified several adjustments to the approved Project Site Layout and conditions of MP10_0054 which are required to maximise the efficiency of mining activities and tailings management, clarify permissible transportation operations, and regularise the development consent to account for minor changes to the Project Site. In summary, BIM anticipates that MOD 5 would include the following:

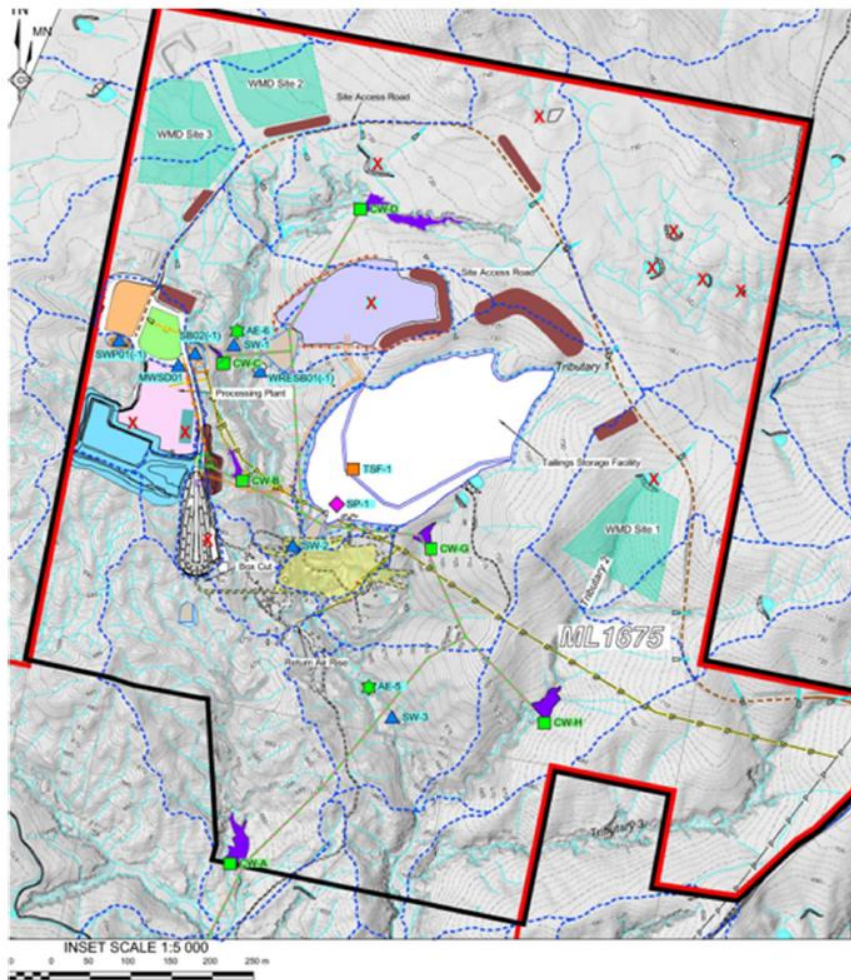
1. Water Management Dam

Construction and use of a turkey nest-style Water Management Dam (WMD) with no natural catchment and a capacity of approximately 180ML for the receipt and storage of supernatant water from the Tailings Storage Facility (TSF), water pumped from underground workings and raw water from other on-site sources. Additional on-site water storage, and the capacity to store supernatant water from the TSF, is required to ensure that excess water generated at the Mine can be safely and effectively managed and to maximise the efficient use of TSF for tailings storage. The WMD is also required to enable storage of water for use during periods of reduced rainfall or drought.

The proposed WMD would be constructed using cut and fill methods, with embankment construction materials sourced from the WMD footprint. As the WMD is expected to receive and store supernatant water from the

TSF, the dam would be constructed in accordance with the NSW *Environment Protection Authority's Tailings Dam Policy* and would therefore achieve a maximum liner permeability of $1 \times 10^{-9} \text{m/s}$ over 1m or equivalent and therefore we plan to fully line the facility. The WMD may also be a declared dam under the *Dams Safety Act 2015*. Ancillary infrastructure including an access road, pump stand / laydown area and surface water diversion bunds would also be constructed adjacent to the proposed WMD.

A preliminary options analysis undertaken by GHD has identified three potential locations for the position of the WMD within the Project Site (see options WMD1, WMD2 and WMD3 on the below Figure). The final proposed location of the WMD has yet to be determined, however, it is expected that specialist assessments and consultation with government agencies and the community undertaken as part of MOD 5 will inform the final decision. Based on the engineering and preliminary environmental surveys, WMD Site 3 is considered the most suitable location by BIM. As all three potential locations would be within the Mine's on-site Biodiversity Offset Area, BIM proposes to offset this disturbance in accordance with the Biodiversity Offsets Scheme established under the *Biodiversity Conservation Act 2016*.



2. Increased Processing Rate

BIM proposes to increase the approved processing rate under Condition 6(a) of 10_0054 from 355, 000tpa to 415 000tpa (i.e., an increase of less than 200 tonnes per day and approximately 17% of our annualised throughput). This increase would allow for the more efficient use of existing processing plant and would reflect increased efficiencies in ore processing because of ongoing refinements and improvements to the Mine's mining and processing operations.

Mining operations at the Mine are approved until 30 June 2025 and up to 1.6Mt of ore may be processed at the Mine under Conditions 5 and 6 of MP10_0054 respectively. The proposed processing rate increase would not require any changes to the existing processing plant or the approved TSF and would not increase the total amount of ore processed over the life of the Mine (1.6Mt). Based on forecast production rates, it is not anticipated that the proposed processing rate increase would reduce the life of the Mine. Additionally, it is anticipated that transportation of gold concentrate generated because of the proposed processing rate increase would be accommodated within existing transportation limits for the Mine.

3. Emergency Trucking of Water

BIM is seeking development consent for emergency trucking of water to the Project Site from off-site sources via the Kings Highway, Wallace Street and Coghill Street, Araluen Road and Majors Creek Road. Approval is sought for up to 10 laden truck movements per day to facilitate the provision of emergency water. Emergency trucking of water would only be undertaken where operational water requirements cannot be met by on-site water storages. Water would be sourced from an appropriately licenced source under a commercial arrangement.

Condition 41(a) of 10_0054 specifies that a maximum of four concentrate trucks may be despatched from the Mine per hour. The Applicant proposes to modify this condition to require that no more than four laden trucks (i.e., concentrate trucks and water trucks) are despatched from or received at the Project Site per hour, thereby clarifying the inclusion of water trucks without increasing the approved laden truck movement rate. Additionally, water trucks movements would be limited to those times specified under Condition 41(b) and would not occur during the periods outlined under Condition 41(c) of MP10_0054.

4. Additional amendments

Various administrative amendments are proposed to 10_0054 to reflect minor changes in the Mine layout since the commencement of mining operations, including updates to figures included in Appendix 2 of 10_0054 to reflect the enlarged TSF footprint as approved under MOD 3. Additionally, BIM proposes to modify 10_0054 to permit the implementation of biodiversity offsetting mechanisms outlined in the Biodiversity Offsets Scheme to fulfill outstanding off-site biodiversity offsetting requirements. This modification would be consistent with Commitment 5.9(a) in Appendix 5 of 10_0054 which requires the implementation of an off-site biodiversity offset strategy or the provision of funding to provide for equivalent biodiversity offsetting.

BIM currently anticipates that a further modification to 10_0054 (i.e., MOD6) will be requested later to seek approval to extend the life of the Mine beyond 30 June 2025 and to extract more than the approved 1.6Mt of ore over this extended period. Further modifications to the approved Project Site layout (including expanding the TSF) are also under consideration. These activities would be the subject of a future modification application and do not form a component of this current application.

Aurelia Metals Website Update

The company website continues to be improved with access to information. The focus for the next period will be uploading the environmental data spreadsheets discussed in Item 6. To access the Dargues compliance page, please use the following link. [Dargues | Compliance - Aurelia Metals](#)

Exploration Update

In October 2021, Aurelia Metals re-commenced underground exploration drilling activities at Dargues Gold Mine. The purpose of the drilling is to extend and increase confidence of the project's ore resources. The drilling project is expected to finish at the end of April 2022. DGM will communicate with the community when additional surface drilling is expected to be undertaken, but at this stage is expected to commence in late November 2021.

Groundwater Modelling Assessment Update

BIM is awaiting the final ground water impact assessment report from AGE Consultants and will then commence consultation with the relevant stakeholders. Only some minor amendments were identified during our internal review.

Noise Mitigation Project

Independent Noise Mitigation Assessment

EMM consulting completed the field component of this noise assessment on 6 October 2021. The site visit was delayed several times due to COVID 19 restrictions. During EMM's field work, BIM elected to trial some night-time crushing activities so that the results could be used to inform any decisions about doing this activity in the future. The night-time crushing trial was completed between 8:00pm – 9:30pm and no night-time crushing activities have occurred outside of this trial.

A report outlining the assessment and any recommendation/s is expected 4-6 weeks.

Downstream Water User Register

During the period, BIM advertised the downstream water users register on our Facebook page. We are also working with several newspapers to further publicize the register. Current registered parties are at 17.

DGM Site Initiatives

DGM's Community Grants Program latest round of community grants were awarded during the period. A summary of the recipients is below:

1. Braidwood APEX Club – support for the revamped "Diggers Day", now to be known as the Diggers Classic. The APEX club we will use the grant to donate some "Bare-foot" bowls directly to the bowling club.
2. Braidwood FM Incorporated –minor repairs, new branding, and fresh paint to the broadcasting van to make it more functional and appealing. This includes fixing the awning and installing a new table with anchor points and fixed broadcasting equipment. Braidwood FM Inc. is a not-for-profit local community radio station broadcasting 24/7 by volunteers trained at no cost to them.
3. Braidwood Old School Hall Association Inc. (BOSSH) is a not-for-profit that is responsible for the management of the Old Anglican Hall which is a heritage listed community icon built in the 1850s. The Committee will use the funds to purchase a Polar U-Series 4 Door Counter Fridge to support community events.

Closing

For further information, please visit the following:

DGM website: <http://aureliametals.com>

DGM Facebook Page: <https://www.facebook.com/DarguesReefGold>

For more detailed assistance please call the Dargues Gold Mine Information Line on 1800 732 002 or alternatively email DGM.Community@aureliametals.com.au

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

27 OCTOBER 2021

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
375	14/10/21	Cr Marshall has been contacted by Majors Creek Wombat Refuge concerned by the road widening works on Majors Creek Road and whether Council is checking for wombat holes.	PGM Community Connections	Council staff are mindful of any wombat holes along the roads edge whilst undertaking routine maintenance tasks. The works being undertaken on Majors Creek Road is only minor maintenance tasks in preparation for the upcoming pavement stabilisation works in the coming months. These works are being undertaken within the disturbed zone and does not require environmental approvals under the NSW Environmental Planning and Assessment Act 1979. If staff or contractors come across a wombat hole within the disturbed zone and it is not causing any risk to the roads structural integrity, it will be left untouched.	15/10/21	Y
374	12/10/21	Cr Winchester requested an update on: <ol style="list-style-type: none"> 1. Condition of Mulloon Road 2. Confirm if the sealing of Matthews Road ever occurred? 3. Upgrading/sealing of Forest Road, Bywong 	PGM Community Connections	<p>1. Condition of Mulloon Road</p> <p>QPRC has been successful in approval for \$936,545.00 of funding through the Disaster Recovery Funding Arrangement (DRFA) for Mulloon-Manar Road. The funding is following the two significant flooding events in February and August 2020.</p> <p>The improvement and maintenance works include:</p> <ul style="list-style-type: none"> • Replacing a damaged causeway with a concrete box culvert. • Repairing a damaged causeway. • Clearing existing culverts. • 9.5km of gravel re-sheeting. • Replace washed away gravel at existing causeway. • Repair damaged table drain. <p>The construction design for the replacement of the damaged causeway has begun, designs have been sent to the contracted structural engineer.</p> <p>Works to this causeway were scheduled for September 2021 however; this is now delayed until the water below the causeway has gone down and the road has dried out,</p>	14/10/21	Y

				<p>allowing the improvement works and duration of quality road conditions to be maximised.</p> <p>The gravel re-sheeting works will begin in roughly 6 weeks, weather permitting. Crews are currently on Rossi Road and are expected to be there for 2-3weeks. Following completion of Rossi Road, crews will be in the Majors Creek area for roughly 3 weeks.</p> <p>After Rossi Road and Majors Creek are finished, the crews will start on Mulloon-Manar Road.</p> <p>2. Confirm if the sealing of Matthews Road ever occurred</p> <p>Mathews Lane has been sealed past the Bungendore Showground entrances and at the far end.</p> <p>3. Upgrading/Sealing of Forest Road, Bywong</p> <p>There is no major upgrade works planned for The Forest Road.</p> <p>Council has graded the Forest Road twice recently, however, following the completion of both works, we had substantial rain which quickly worsened the quality of the road.</p> <p>Council is waiting for the road the further dry out, the road will then be graded and 100mm of gravel will be put down in certain areas</p>		
373	12/10/21	Cr Marshall has advised there are a number of issues on Miners Road that need addressing before the bridge is closed and the traffic dramatically increases: The surface is broken in a few spots between the SES shed and the electricity substation. It has been this way for a year or two, since tracked equipment used for works in the substation broke it up. It may not last well with lots	PGM Community Connections	<p>Our maintenance team from Queanbeyan will be out that way tomorrow or Thursday to make repairs to the pavement issues on Miners Road.</p> <p>I do not see the need for Kangaroo signs to be installed for the duration of the bridge project, as the majority of Miners Road will be under one-way traffic lights and reduced to 40km/h.</p> <p>The Variable Message Boards (VMB's) are planned to be installed shortly notifying motorists that the Foxlow Street bridge will be closed in Captains Flat.</p> <p>We do not plan to put in a heavy vehicle detour, but by notifying motorists, they will have the choice to find an alternate route if they choose to.</p>	12/10/21	Y

14.1 Responses to Councillors' Questions
Attachment 1 - Responses to Councillors Questions (Continued)

		<p>more traffic, including heavy vehicles potentially.</p> <p>At 6.30pm the road was also very roo-y. Could kangaroo warning signs be installed? I expect it's the same in the morning. Roos spend the day in the pine forest and the nights in the open paddock north of Miner's Road where the two famous feral sheep live. So, there are dozens crossing Miners Road in the morning and evening.</p> <p>Thirdly, there could be value in signage at each end of Captains Flat Road (Queanbeyan and Braidwood), maybe even Hoskinstown Road in Bungendore, about the bridge closure and detour, as large or heavy vehicles may want to choose an alternative route.</p>				
371	9/10/21	<p>Cr Marshall requested a briefing on the issues with the food van set up in Captains Flat that was shut down by Council during the week</p>	PGM Natural & Built Character	<p>Council received a complaint that a food van operating at the Captains Flat Reserve was causing a noise nuisance because it was too close to play equipment.</p> <p>With complaints about food vans the first check is to ensure that they have the permission of the owner to operate from the location that they are in. In this case the property was the Captains Flat Reserve which is under Council's management.</p> <p>Originally it was thought that they did not have permission from Council to operate the van at this location as no record of approval could be found. The operator was advised that he would need to cease operations until the appropriate approvals had been obtained.</p>	11/10/21	Y

14.1 Responses to Councillors' Questions
Attachment 1 - Responses to Councillors Questions (Continued)

				<p>Further discussions revealed that he actually had permission to be there from the organising 355 Committee that manages the Captains Flat Oval. As such he is free to continue to operate under that approval.</p> <p>Given that the 355 Committee have given permission for him to be there we will now be passing on the complaint regarding the location and operations to them</p>		
369	6/10/21	Cr Winchester has advised residents are concerned about the condition of Candlebark Road following a water main break approx. 2 weeks ago. When will repairs to the road be conducted?	PGM Community Connections	We have arranged for the grading team from Bungendore to do the Candlebark Road work on Wednesday next week (13/10/21), weather permitting. It will be a full gravel heavy patch with a primer seal.	7/10/21	Y
368	30/9/21	Cr Winchester has asked Council to confirm what the further \$2.9 million funding will be used for on Williamsdale Road. Will the rest of the road now be able to be sealed?	PGM Community Connections	We are currently getting some design work done so an accurate estimate can be determined. Once the design work is done, we will provide details on the sections of road to be done.	7/10/21	N
367	23/9/21	Cr Winchester has enquired as to the oversight of Council's role in damaged, abandoned trolleys in the LGA and where these should be taken to	SM Natural Landscape & Health	Referred to Council's <i>Shopping Trolley Management Policy for Retailers</i>	24/9/21	Y
366	23/9/21	Cr Winchester has asked for clarification around whether signage has been erected that advises the public what to feed/not feed the birds around the river.	SM Natural Landscape & Health	Signs are currently being produced to be placed in the River Precinct. A 'Councillors Catch-Up' article is to be published week ending 1 October 21 with further details.	23/9/21	Y
365	21/9/21	Cr Winchester has requested confirmation on the following aspects relating to the South Jerrabomberra (SJ) development:	PGM Natural & Built Character	8 October is being put forward by VBC as the date they believe they will have met all the requirements for the water and sewer they are responsible for to be signed off. While they are certainly working hard on completion we think a more realistic date will be a week later. This will be followed	5/10/21	Y

		<ol style="list-style-type: none"> 1. Is the 8th October 21 the expected date that the 'Stop the Clock' is turned off on SJ DA's? 2. Can Council consider DA's for future stages prior to blocks being settled between purchaser and developer? 3. Can we confirm if the DA's that have been received have been assessed and can be approved soon after the water and sewer are signed off? 4. Can we confirm why those who have opted to go through a Private Certifier will take longer to gain approval? 		<p>by a short period where Council has to prepare the final paperwork from our end.</p> <p>Assuming they have no problems during the commissioning phase a more realistic expectation would be mid-October before 'stop the clock' is turned off. It will then take a couple of weeks to finalise the DA's we have in, get them signed and have all the documentation finalised. I would think approvals will start filtering out to applicants before the end of October.</p> <p>In terms of the bigger picture as to when DA's can be lodged and determined Council's present policy is as follows:</p> <ol style="list-style-type: none"> 1. The applicant applies for a subdivision certificate for a stage to be released (basically the final certificate for the subdivision) 2. When all the works are satisfactory Council issues a subdivision certificate. 3. It then takes 4-6 weeks for the lots to be formally registered by Land Registry Services. Once this happens the titles exist and the land can be settled. <p>Where a developer makes a specific request we allow DA's to be lodged once the subdivision certificate is issued. However, they are not approved until they have been formally registered. This helps staff because it gives us a greater period over which to spread the assessments, rather than have 50 DAs come in the day after the land is formally registered.</p> <p>So, yes, DA's can be lodged between the time the purchaser and the developer settle, but they aren't approved until the titles actually exist.</p>		
362	9/9/21	Cr Winchester has advised he was contacted by a Googong resident concerned at the stalling of their DA. <i>'We settled on our land at the end of May 2021 and have since started paying</i>	PGM Natural & Built Character	Development applications are being accepted for land at South Jerrabomberra owned by individuals but are not being approved i.e. they are on "stop the clock". This is because the water and sewer infrastructure for the new subdivision has not been completed. A bit more of the background to this situation follows.	15/9/21	Y

		<p><i>mortgage on the land. At settlement, we were not told that there is no sewerage, water or electricity connection.</i></p> <p><i>In July, we received a letter from QPRC (council) that our DA application has been placed on a 'stop the clock' status and therefore the DA application cannot be determined until all essential infrastructure services are in place. Yet approval has been given to builders to build their display homes.</i></p> <p><i>This will cause additional delays in terms of getting our house built and moving in as we are currently renting.</i></p> <p><i>We would like to request council to determine our DA application so that we can at least start building (like the display homes) and the proviso be put in that the house cannot be occupied until all essential services are put in."</i></p> <p>Further, is electricity supply associated with progress on the road? Can DA's be approved if there is no power to each site?</p>		<p>In October last year Council gave special dispensation to VBC for the early lodgement of DA's controlled by them, including the display village.</p> <p>This special resolution of Council is shown below and comes with specific conditions about when the buildings can be occupied.</p> <p style="text-align: center;">8.3 Request for Early Lodgement of Development Applications - South Jerrabomberra</p> <p>PLA147/20 <u>RESOLVED</u> (Hicks/Harrison)</p> <p>That Council allow the early lodgement and determination of development applications for seed housing comprising the subdivision and construction of 62 single dwellings upon Superlots A1 and A0 and eight dwellings within the display village in the South Jerrabomberra Urban Release Area subject to the following provisos:</p> <ul style="list-style-type: none"> a) Occupation and use of the developments is not permitted until the new allotments on which the developments are proposed to be located have their titles formally registered; b) That the applicant be advised that in lodging applications prior to registration of the subdivision they do so at their own risk, recognising that changes to subdivision designs can occur during the construction phase and that such changes may need to be reflected in development applications lodged. <p>The resolution was carried unanimously.</p>		
--	--	---	--	---	--	--

			<p>The above only works because VBC has control of the developments being built and can prevent them being occupied until the water and sewer are connected.</p> <p>Once the land is sold to an individual this control is lost.</p> <p>Council should not approve individual DA's on these sites when there is no water or sewer available. These essential services need to be in place before consent to individuals can be given. VBC were requested to advise the future owners of this when they bought the blocks. If Council were to approve the applications and the buildings are completed when there is still no water and sewer available, Council would be placed in the high-risk situation of preventing people moving in to their brand new house. Council will be the one who is blamed when it is the developer's responsibility to complete the water and sewer. We could even be placed in a position where we could be asked to compensate people for lost rental and the like, while they are waiting to move in. If we approve the applications before the services are in place all the risk gets transferred from the developer to the Council and that is a difficult position to recommend that Council should take.</p> <p>That same risk does not exist with the early DAs submitted and controlled by VBC.</p> <p>So, we have tried to assist new owners by allowing people to lodge DAs and get the assessment started. When VBC have completed the water and sewer Council will be in a position to finalise the approval of the DA's. VBC are well aware of this and are working as quickly as possible to complete the required water and sewer works.</p> <p>The road and electricity are intricately linked.</p> <p>As you are probably aware Council is responsible for the construction of the northern part of the road. That contract includes the installation of the electrical conduits and mains.</p>		
--	--	--	--	--	--

				<p>The difference is that Council is responsible for these works so we have some control over what happens. So it is not our intention to hold up approvals until the road and electricity are complete.</p> <p>Road and electricity are hoped to be completed by mid-November, weather permitting</p>		
355	17/8/21	<p>Cr Winchester advised there was talk on local social media outlets about the litter surrounding the Return & Earn Facility in the Queanbeyan Woolworths Carpark</p> <p>Clarification is required for:</p> <ol style="list-style-type: none"> 1. Who is responsible for cleaning the area considering it is in a private car park? 2. How are Return and Earn sites chosen? 3. Would Braidwood receive a Return and Earn site? 4. Are staff aware of how these decisions are made? 5. Could concreting the surrounding garden bed area that typically becomes covered with litter as well as potentially adding a seat be a possibility? 	PC – Environmental Health	<p>The company responsible for the reverse vending machine is called Tomra</p> <p>The contact I have at Tomra is Wade Giddings. I first spoke to him in mid-July after we received the last lot of complaints and they increased the frequency of cleaning around the RVM. The complaints ceased so I thought this had solved the issue however Vanessa did make me aware of the recent social media chatter and I had been meaning to follow up. I have just spoken to him again now and he has advised that the frequency may need to be increased again, suggesting that they have higher use due to more people being at home. I have asked him to send me an email detailing the cleaning schedule and frequency and any proposed changes to deal with the littering issue.</p> <p>As we have previously discussed part of the problem is from the garden bed which is an area where litter collects and is obviously harder to clean up.</p> <p>Long term maybe we should consider issuing a prevention notice requiring the concreting of the area to prevent potential litter pollution. This would also give a good area for the bins to be stored and make it easier to keep clean.</p> <p>We have also suggested that a second RVM in Queanbeyan might take some pressure off the existing facility meaning less litter.</p>	18/8/21	N
353	4/8/21	<p>Cr Winchester referred to the EGM on 28 June 2018, where Council resolved as follows</p>	PGM Community Connections	<p>Following the original requests, staff conducted road safety inspections and condition assessments of the roads. Those assessments indicated works beyond those scheduled with the grading policy were not required.</p>	14/10/21	Y

		<p>Item 4.1 Adoption of Draft Integrated Plans ... 9. Council receive reports on the following matters for future consideration with the Delivery Program, and as a consequence consider funding for these matters at the quarterly budget review: ·</p> <ul style="list-style-type: none"> - condition and safety of Mulloon Road; - extension of sealing Mathews Lane to the second Bungendore Showground entrance; - upgrading of Forest Road Bywong; - fencing of the Bungendore dog off-lead area; - operations and funding of the family daycare program; - rehabilitation and renewal program of local roads in the rural area. <p>Cr Winchester asked if it would be possible to locate the reports Councillors received regarding · condition and safety of Mulloon Road; · extension of sealing Mathews Lane to the second Bungendore Showground entrance; · upgrading of Forest Road Bywong; · rehabilitation and renewal program of local roads in the rural area.</p>		<p>Since then, Council adopted the Asset Strategy which outlined the terms of assets (such as roads) upgrades or seal extensions.</p> <p>Council now publishes the grading, resheeting and resealing schedules online, including the additional works funded by natural disaster grants.</p> <p>As resolved, those proposed works have been referred to the next Delivery Program for consideration by the new Council.</p> <p>A workshop with councillors on maintaining, renewing and upgrading of unsealed roads is planned.</p> <p>Separate reports and decisions have been presented on FDC and the Bungendore dog off lead area</p>		
--	--	---	--	---	--	--

14.1 Responses to Councillors' Questions
Attachment 1 - Responses to Councillors Questions (Continued)

322	5/6/21	<p>Cr Marshall advised he has received complaints from residents that the "Greenway" or walking tracks have been closed by the developer. It is not known how formal those paths were. Cr Marshall asked for a response from the relevant area of Council. Cr Marshall is also yet to hear from a single resident who was notified of the development application. Whether or not letters were sent or received, he believed this is a major problem for public perception of and trust in QPRC.</p>	<p>Service Mgr Urban Landscapes and Service Mgr Development</p>	<p>There exists a strip of land, approximately 10m wide that separates the Elm Grove development from the rear of the properties addressed to Larmer Street. This land is designated as a drainage reserve but doubles as a "managed" area for bush fire purposes. This managed land continues and joins with a similar width, but densely treed strip running along the rear boundaries of Hyland Drive properties and Ireland Place which is notated as a "Public Reserve".</p> <p>No individual lots in the current Elmslea Estate are specifically benefitted by these strips of land. It is reasonable to expect that the "Public Reserve" portion should be unrestricted and be readily accessible to the public. The matter will be raised with the developer and temporary fencing adjusted accordingly.</p> <p>In so far as notification of the development, Letters to adjoining property owners / occupiers were posted on 28th September 2020 and the proposal placed on exhibition through Council's website in accordance with Council's Notification Policy.</p> <p>A submission was received from a nearby property owner that was not required to be specifically notified but in response to the public notification via Council's website.</p>	19/07/21	N
320	30/11/20	<p>Cr Marshall passed on a complaint about the use of a driveway/track from the Kings Highway which is about 1km east of the QBN/Captains Flat Road intersection.</p> <p>The complainant had an interaction with another driver who turned right into that track/driveway from the eastbound lane of the Kings Highway, in what the complainant believes was a dangerous manner. They believe that</p>	<p>PGM Community Connections</p>	<p>It appears that, from a Council perspective, there are no records of the property having a second access from the Kings Highway.</p> <p>Staff have sent TfNSW a number of emails requesting information from them about any recorded property access from the Kings Highway but have not received a helpful response to date.</p> <p>Councils Transport Ranger Team Leader has been to the property multiple times and has been unable to contact the owner. He is now going to draft a letter to the property owner to explain that the access onto the Kings Highway is not to be used.</p>	19/10/21	Y

		<p>track/driveway should not be in use, for safety reasons. The track has a farm gate on it, which is open, and the track looks quite well-maintained, suggesting it is not just in occasional use. If the gate were closed, even if not locked, it would inspire more confidence that it is only used occasionally.</p>				
--	--	--	--	--	--	--