



Ordinary Meeting of Council

AGENDA

12 October 2022

Commencing at 5.30pm

**Council Chambers
253 Crawford Street
Queanbeyan**

Despite the easing of COVID restrictions, it should be noted that there is a limited number of public gallery seats available in the Chambers. Presentations can be made in writing or via Zoom. A live stream of the meeting can be viewed at:

<http://webcast.qprc.nsw.gov.au/>

Statement of Ethical Obligations

The Mayor and Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the start of the council term to undertake their civic duties in the best interests of the people of Queanbeyan-Palerang Regional Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act, to the best of their skill and judgement.

The Mayor and Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.

On-site Inspections - Nil

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1	OPENING	
2	ACKNOWLEDGEMENT OF COUNTRY	
3	APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS	
4	CONFIRMATION OF MINUTES	
4.1	Minutes of the Ordinary Meeting of Council held on 28 September 2022	
5	DISCLOSURES OF INTERESTS	
6	ADJOURNMENT FOR PUBLIC FORUM	
7	MAYORAL MINUTE	
8	NOTICES OF MOTIONS OF RESCISSION	
9	REPORTS TO COUNCIL - ITEMS FOR DETERMINATION	
9.1	Proposed Submission on Response to Submissions Report for State Significant Development Application - New High School at Bungendore (SSD-14394209).....	2
9.2	Draft Planning Proposal to Reclassify Part of Bunyip Park, Googong from Community Land to Operational Land	6
9.3	Draft Amendment to South Jerrabomberra Development Control Plan 2015.....	9
9.4	Proposed Road Naming - Braidwood Ridge, Braidwood	11
9.5	QPRC Library Strategy 2022-2026.....	13
9.6	Register of Declarations of Pecuniary Interests and Other Matters - Councillors and Designated Persons.....	15
9.7	Road Names Policy - Post-Exhibition Report.....	16
9.8	Reviewed Policies	18
9.9	Council Meeting Schedule.....	21
9.10	Organisational Structure.....	23
10	REPORTS TO COUNCIL - ITEMS FOR INFORMATION	
10.1	Councillor Workshops	26
11	REPORTS OF COMMITTEES	
11.1	Audit, Risk and Improvement Committee - Minutes June and September 2022 ..	27
11.2	Bungendore Town Centre and Environs Advisory Committee Meeting Minutes ..	29

- 12 NOTICES OF MOTIONS
- 13 REPORTS TO COUNCIL - DELEGATES REPORTS
- 14 QUESTIONS WITH NOTICE
- 15 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION 30

Confidential - Not for Publication

16 REPORTS FOR CLOSED SESSION

16.1 Proposed Enforcement Action - Result of Investigation

Item 16.1 is confidential in accordance with s10(A) (g) of the Local Government Act 1993 because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

17 CONCLUSION OF THE MEETING

LIST OF ATTACHMENTS

Open Attachments

- Item 9.1 Proposed Submission on Response to Submissions Report for State Significant Development Application - New High School at Bungendore (SSD-14394209)
 - Attachment 1 Council's Proposed Response to Response to Submissions Report (Under Separate Cover)*
 - Attachment 2 Response to Submissions Report (Under Separate Cover)*
 - Attachment 3 Amendment Report (Under Separate Cover)*
 - Attachment 4 Council's Submission on Original High School Proposal - October 29 2021 (Under Separate Cover)*
- Item 9.2 Draft Planning Proposal to Reclassify Part of Bunyip Park, Googong from Community Land to Operational Land
 - Attachment 1 Final Planning Proposal - Reclassify Part of Bunyip Park - Googong (Under Separate Cover)*
- Item 9.3 Draft Amendment to South Jerrabomberra Development Control Plan 2015
 - Attachment 1 Agenda Item 8.3 - Council Report 13 October 2021 (Under Separate Cover)*
 - Attachment 2 Minutes of Item 8.3 - 13 October 2021 (Under Separate Cover)*
 - Attachment 3 Single Dwellings Zero Lot Line - Proposed Controls (Under Separate Cover)*
 - Attachment 4 Small Lot Housing and Studio Dwellings Zero Lot Line - Proposed Controls (Under Separate Cover)*
- Item 9.4 Proposed Road Naming - Braidwood Ridge, Braidwood
 - Attachment 1 Map & Stages of Development (Under Separate Cover)*
- Item 9.5 QPRC Library Strategy 2022-2026
 - Attachment 1 Queanbeyan-Palerang Regional Council Library Strategy 2022-2026 (Under Separate Cover)*

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

BUSINESS PAPER AGENDA – 12 October 2022 Page iii

- Attachment 2* QPRC Library Strategy 2022-2026 Plan on a Page (Under Separate Cover)
- Attachment 3* 220829_QPRC Library Strategy 2022-2026 Final Action Plan (with indicators) (Under Separate Cover)
- Item 9.7 Road Names Policy - Post-Exhibition Report
- Attachment 1* Post-Exhibition Report - Road Names Policy (Under Separate Cover)
- Attachment 2* Road Names Policy with Tracked Changes (Under Separate Cover)
- Item 9.8 Reviewed Policies
- Attachment 1* Backflow Prevention Policy (Under Separate Cover)
- Attachment 2* Parking and Enforcement Priority Policy (Under Separate Cover)
- Attachment 3* Code of Meeting Practice (Under Separate Cover)
- Item 11.1 Audit, Risk and Improvement Committee - Minutes June and September 2022
- Attachment 1* ARIC Minutes 15 June 2022 (Under Separate Cover)
- Attachment 2* ARIC Minutes 21 September 2022 (Under Separate Cover)
- Item 11.2 Bungendore Town Centre and Environs Advisory Committee Meeting Minutes
- Attachment 1* Bungendore Town Centre and Environs Meeting Minutes - 21 February 2022 (Under Separate Cover)
- Attachment 2* Bungendore Town Centre and Environs Meeting Minutes - 28 March 2022 (Under Separate Cover)
- Attachment 3* Bungendore Town Centre and Environs Meeting Minutes - 16 May 2022 (Under Separate Cover)
- Attachment 4* Bungendore Town Centre and Environs Meeting Minutes - 20 June 2022 (Under Separate Cover)
- Attachment 5* Bungendore Town Centre and Environs Meeting Minutes - 18 July 2022 (Under Separate Cover)
- Attachment 6* Bungendore Town Centre and Environs Advisory Committee Meeting Terms of Reference (Under Separate Cover)
- Attachment 7* Bungendore Town Centre and Environs Committee Meeting Minutes - 15 August 2022 (Under Separate Cover)

Closed Attachments

- Item 16.1 Proposed Enforcement Action - Result of Investigation
- Attachment 1* Letter from Complainant (Under Separate Cover)
- Attachment 2* Written Directions Notice (Under Separate Cover)



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held via Zoom and at the Council Chambers, 253 Crawford Street, Queanbeyan on Wednesday, 28 September 2022 commencing at 5.30pm.

ATTENDANCE

Councillors: Cr Winchester (Chairperson)

Cr Biscotti
Cr Burton
Cr Grundy
Cr Livermore
Cr Preston
Cr Taskovski
Cr Ternouth
Cr Webster
Cr Willis
Cr Wilson

Staff:

R Ryan, CEO
P Hansen, Portfolio General Manager Community Connections
J Richards, Portfolio General Manager Community Choice
K Monaghan, Portfolio General Manager Organisational Capability
D Carswell, A/Portfolio General Manager Natural and Built Character

Also Present: W Blakey, Clerk of the Meeting

L Ison, Minute Secretary

1. OPENING

The meeting commenced at 5.30pm.

2. ACKNOWLEDGEMENT OF COUNTRY

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

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

There were no apologies.

4. CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Meeting of Council held on 14 September 2022

377/22

RESOLVED (Winchester/Biscotti)

That the Minutes of the Ordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 14 September 2022 be confirmed.

The resolution was carried unanimously.

5. DISCLOSURES OF INTERESTS

378/22

RESOLVED (Winchester/Willis)

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

The resolution was carried unanimously.

There were no disclosures.

6. ADJOURNMENT FOR PUBLIC FORUM

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

379/22

RESOLVED (Winchester/Grundy)

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

ADJOURNMENT:

The meeting adjourned for the Public Forum at 5.33pm and resumed at 6.09pm.

7. MAYORAL MINUTE

7.1 Uluru Statement from the Heart

380/22

RESOLVED (From the Chair)

That Council accepts the invitation of the Uluru Statement from the Heart and:

1. Hears and supports the Aboriginal and Torres Strait Islander peoples' call for the establishment of a First Nations Voice to be enshrined in the Constitution and for a referendum on this matter.
2. Looks forward to working with our constituents, other levels of governments and all Australians to take this next step in our shared future.

For: Crs Livermore, Preston, Taskovski, Webster, Willis, Wilson and Winchester

Against: Crs Biscotti, Burton, Grundy and Ternouth

8. NOTICES OF MOTIONS OF RESCISSION

There were no Notices of Motions of Rescission.

9. REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.1 Election of Deputy Mayor

381/22

RESOLVED (Winchester/Willis)

That Council elect a Deputy Mayor to serve between September 2022 and September 2023; and if more than one Councillor is nominated, the election will proceed by open voting.

The resolution was carried unanimously.

The CEO, as Returning Officer, called for nominations for the position of Deputy Mayor between September 2022 and September 2023. There were two written nominations received, those of Cr Louise Burton and Cr Esmā Livermore. Both having accepted the nomination, a vote was taken. The vote by a show of hands resulted in three votes for Cr Burton and seven votes for Cr Livermore.

The Returning Officer declared Cr Livermore duly elected as Deputy Mayor.

9.2 Adoption of Design for Bunyip Drive/Old Cooma Road Intersection

MOVED (Wilson/Biscotti)

That Council:

1. Endorse a signalised intersection without a bypass lane (Option 4) as the final design for the proposed Bunyip Drive and Old Cooma Road intersection to be constructed as part of the subdivision works for Neighbourhoods 3 to 5 in Googong Township.
2. Begin investigations into the upgrade of the intersection of Old Cooma Road and Googong Road to examine the feasibility of providing a northbound bypass lane including commencing negotiations with Googong Township Pty Limited as to reaching an agreement on a contribution toward the cost of such upgrade.

AMENDMENT (Willis/Preston)

That Council endorse a signalised intersection without a bypass lane (Option 4) as the final design for the proposed Bunyip Drive and Old Cooma Road intersection to be constructed as part of the subdivision works for Neighbourhoods 3 to 5 in Googong Township.

The amendment (of Crs Willis and Preston) was PUT and LOST.

For: Cr Willis
Against: Crs Biscotti, Burton, Grundy, Livermore, Preston, Taskovski, Ternouth, Webster, Wilson and Winchester

The motion (of Crs Wilson and Biscotti) was brought forward, PUT and CARRIED.

382/22

RESOLVED (Wilson/Biscotti)

That Council:

1. Endorse a signalised intersection without a bypass lane (Option 4) as the final design for the proposed Bunyip Drive and Old Cooma Road intersection to be constructed as part of the subdivision works for Neighbourhoods 3 to 5 in Googong Township.
2. Begin investigations into the upgrade of the intersection of Old Cooma Road and Googong Road to examine the feasibility of providing a northbound bypass lane including commencing negotiations with Googong Township Pty Limited as to reaching an agreement on a contribution toward the cost of such upgrade.

The resolution was carried unanimously.

9.3 Bungendore Water Security - Integrated Water Cycle Management Plan

383/22

RESOLVED (Willis/Wilson)

That Council:

1. Note that options 1 and 2 of the Palerang Communities Integrated Water Cycle Management (IWCM) Plan have not delivered the anticipated yield of potable water for Bungendore at this time.
2. Receive a further report on the approvals pathway, viability and cost of constructing a bulk water supply trunk main (IWCM Strategy option 3) prior to proceeding with detailed design.
3. Accept an offer for grant funding under tranche 3 of the NSW Government's Safe and Secure Water Program to develop the project to tender ready stage subject to confirming the feasibility of the project.

The resolution was carried unanimously.

9.4 Bungendore Water Security - Structure Plan/Current Planning Proposals and Scoping Proposals

MOVED (Preston/Willis)

That Council:

1. Note that the current water supply for Bungendore is conditionally adequate for:
 - a. the approved subdivisions within Bungendore, and
 - b. infill subdivisions on land in Bungendore currently zoned for residential uses where the Development Application demonstrates compliance with the existing minimum lot size under the Palerang Local Environmental Plan 2014.
2. Provide half-yearly reports to Councillors on the potable water supply for future residential developments identified in the Bungendore Structure Plan 2048, commencing April 2023.
3. Noting NSW Government advice that future re-zoning applications covered by the Bungendore Structure Plan 2048 will be unsuccessful, suspend Scoping Proposals or Planning proposals until a supplementary water supply has been secured.
4. Review the Bungendore Structure Plan 2048 upon the release of the findings of a reviewed Queanbeyan-Palerang Regional Council Integrated Water Cycle Management Strategy.
5. Request NSW Government assistance to secure a potable water supply for Bungendore based on priorities identified in the NSW State Infrastructure Strategy 2022 and the Draft South East Tablelands Regional Plan 2041.
6.
 - a. Receive a further report in relation to the refunding or otherwise of fees for Scoping and Planning Proposals already received by Council for proposals in Bungendore that currently are unable to progress.
 - b. Meet with the applicants of Scoping or Planning Proposals affected by point 3 above to outline the steps Council is undertaking to address this issue.

AMENDMENT (Grundy/Biscotti)

That consideration of this item be deferred to:

1. Request NSW Government assistance to secure a potable water supply for Bungendore based on priorities identified in the NSW State Infrastructure Strategy 2022 and the Draft South East Tablelands Regional Plan 2041.
2. Receive a further report in relation to the refunding or otherwise of fees for Scoping and Planning Proposals already received by Council for proposals in Bungendore.
3. Undertake community consultation and meet with the applicants of Scoping or Planning Proposals affected to outline the steps Council is undertaking to address this issue.

The amendment (of Crs Grundy and Biscotti) was PUT and CARRIED.

For: Crs Biscotti, Burton, Grundy, Livermore, Preston, Taskovski, Ternouth, Webster, Wilson and Winchester
Against: Cr Willis

The amendment (of Crs Grundy and Biscotti) became the motion, was PUT and CARRIED.

384/22

RESOLVED (Grundy/Biscotti)

That consideration of this item be deferred to:

1. Request NSW Government assistance to secure a potable water supply for Bungendore based on priorities identified in the NSW State Infrastructure Strategy 2022 and the Draft South East Tablelands Regional Plan 2041.
2. Receive a further report in relation to the refunding or otherwise of fees for Scoping and Planning Proposals already received by Council for proposals in Bungendore.
3. Undertake community consultation and meet with the applicants of Scoping or Planning Proposals affected to outline the steps Council is undertaking to address this issue.

The resolution was carried unanimously.

9.5 Fixing Country Roads 2022

385/22

RESOLVED (Preston/Livermore)

That Council nominate the rehabilitation of Nerriga Road for grant funding through the Fixing Country Roads 2022 application process.

The resolution was carried unanimously.

9.6 Ellerton Drive Extension Post Construction Noise Assessment

386/22

RESOLVED (Willis/Preston)

That Council:

1. Note the Post-Construction Noise Compliance Assessment report for the Ellerton Drive Extension.
2. Proceed to offer installation of treatments to the additional floors identified in the Post-Construction Noise Compliance Assessment for the EDE.
3. Receive a further report detailing:
 - a. options to extend the assessment to properties adjacent to the EDE that are currently below the noise criteria set by the NSW Road Noise Policy
 - b. the condition of the noise walls, suitability of the materials used and options for extending the length and height of the noise walls to improve their effectiveness, including adding

- noise walls on the bridge over Queanbeyan River, as originally proposed
- c. modelling a reduction in noise levels from lowering the speed limit along the EDE from 80 km per hour to 70 km per hour, noting any such decision is a matter for the NSW Government but that Council may request such a change
 - d. any other measures that can mitigate noise impacts on residents, including:
 - i. limiting days and times that heavy vehicles can use the EDE, including conditions of consent for extension of the operation of Holcim Quarry
 - ii. limiting heavy vehicle compression braking along the EDE
 - iii. the feasibility of installing speed cameras on the EDE
 - iv. reducing unsafe driving / racing, especially on the weekend and dirt bikes using the footpath between houses and the EDE along Barracks Flat Drive
 - v. restricting motor bike access to Lonergan Drive via the EDE, as originally intended
 - vi. promoting the use of the northern bypass for heavy vehicles

The resolution was carried unanimously.

9.7 Edwin Land Parkway Noise Assessment

387/22

RESOLVED (Wilson/Ternouth)

That Council:

1. Note the 2019 Edwin Land Parkway Noise Assessment report.
2. Consider funding an amount of \$50,000 for the cost of installing mechanical ventilation systems at the properties and floors identified in the report as a supplementary vote in the first quarterly review statement (QBRs) 2022.
3. Receive a further report detailing:
 - a. The cost of an additional noise monitoring report on all sites used in the 2019 assessment;
 - b. Options to extend the assessment to properties adjacent to the Edwin Land Parkway that are currently below the noise criteria set by the NSW Road Noise Policy, and
 - c. The cost to construct noise walls along the length of the Edwin Land Parkway.

The resolution was carried unanimously.

9.8 Classification of Lot 4 DP1271857 as Operational Land

388/22

RESOLVED (Willis/Ternouth)

That, in accordance with section 31 of the *Local Government Act*, Council classify 230 Environa Drive Environa (Lot 4 DP 1271857) as Operational land.

The resolution was carried unanimously.

9.9 Draft Financial Statements 30 June 2022 - refer to Audit

389/22

RESOLVED (Wilson/Grundy)

That Council:

1. Refer the 2021/22 Financial Statements to audit in accordance with section 413(1) of the *Local Government Act 1993*.
2. Note that the 2021/22 financial statements have been prepared in accordance with:
 - a. The *Local Government Act 1993* and regulations made thereunder
 - b. The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
 - c. The Local Government Code of Accounting Practice and Financial Reporting.
3. Note that the 2021/22 financial statements present fairly the operating result and financial position and accord with Council's accounting and other records.
4. Is not aware of any matter that would render these statements false or misleading in any way.
5. Delegates authority to the Mayor, Deputy Mayor, CEO and Responsible Accounting Officer to sign the Statement by Councillors and Management for the General Purpose Financial Statements and Special Purpose Financial Statements.
6. Delegate authority to the CEO to issue the financial statements upon receipt of the audit report.

The resolution was carried unanimously.

9.10 Sustainable Procurement and Contracts Policy

390/22

RESOLVED (Willis/Wilson)

That:

1. Council place the Sustainable Procurement and Contracts Policy on public exhibition for 28 days.
2. If no submissions are received, the policy be adopted.

The resolution was carried unanimously.

391/22

9.11 Investment Report - August 2022

RESOLVED (Wilson/Burton)

That Council:

1. Receive the Investment Report for the month of August 2022.
2. Note the investment return for August 2022 was \$153,880.
3. Note the investment portfolio has been made in accordance with the *Local Government Act (1993)*, the Local Government (General) Regulation (2005) and Queanbeyan-Palerang Regional Council's Investment Policy.

The resolution was carried unanimously.

9.12 Policies for Rescission

MOVED (Willis/Biscotti)

That Council rescind the following policies:

1. Water Wise Policy
2. Former Queanbeyan City Council Sustainable Event Management Policy

AMENDMENT (Webster/Wilson)

That Council:

1. Rescind the former Queanbeyan City Council Sustainable Event Management Policy.
2. Defer rescinding the Water Wise Policy at this time.

The amendment (of Crs Webster and Wilson) was PUT and CARRIED.

For: Crs Biscotti, Grundy, Livermore, Preston, Taskovski,
Ternouth, Webster, Willis, Wilson and Winchester
Against: Cr Burton

The amendment (of Crs Webster and Wilson) became the motion, was PUT and CARRIED.

392/22

RESOLVED (Webster/Wilson)

That Council:

1. Rescind the former Queanbeyan City Council Sustainable Event Management Policy.
2. Defer rescinding the Water Wise policy at this time.

For: Crs Biscotti, Grundy, Livermore, Preston, Taskovski,
Ternouth, Webster, Willis, Wilson and Winchester
Against: Cr Burton

10. REPORTS TO COUNCIL - ITEMS FOR INFORMATION

10.1 Recruitment Senior Staff Position

393/22

RESOLVED (Biscotti/Wilson)

For Council information.

The resolution was carried unanimously.

10.2 Councillor Workshops

394/22

RESOLVED (Willis/Livermore)

That the report be received for information.

The resolution was carried unanimously.

11. REPORTS OF COMMITTEES

11.1 QPRC Youth Advisory Committee Meeting Minutes 24 August 2022

395/22

RESOLVED (Winchester/Preston)

That Council:

1. Note the minutes of QPRC Youth Advisory Committee held on 24 August 2022.
2. Change QPRC Youth Advisory Committee Terms of Reference to include eight to twelve Committee members.

The resolution was carried unanimously.

12. NOTICES OF MOTIONS

There were no Notices of Motions.

13. REPORTS TO COUNCIL - DELEGATES REPORTS

There were no Delegates' Reports.

14. QUESTIONS WITH NOTICE

There were no Questions with Notice.

15. NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

At this stage of the proceedings Cr Winchester advised that there were items on the Agenda that should be dealt with in Closed Session.

Cr Winchester then asked if, in accordance with Clause 59.6 of the Council's Code of Meeting Practice, there were any presentations as to why the matters listed below should not be dealt with in Closed Session.

There were no presentations

16. REPORTS FOR CLOSED SESSION

396/22

RESOLVED (Winchester/Preston)

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

Item 16.1 Unsolicited Proposal

Item 16.1 is confidential in accordance with s10(A) (di) of the Local Government Act 1993 because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 16.2 Tender Recommendation for Crawford, Antill & Erin Intersection Safety Upgrades - Contract 2022-27

Item 16.2 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

The resolution was carried unanimously.

The meeting then moved into Closed Session at 7.40pm to discuss the matters listed above.

Cr Biscotti left the Chambers at 7.41pm and returned at 7.43pm.

Procedural Motion

397/22

RESOLVED (Winchester/Wilson)

That Council move into Committee of the Whole.

The resolution was carried unanimously.

Council moved into Committee of the Whole at 7.43pm.

Council then received a presentation from Cruachan Investments and Pelligra Group representatives; Stephen Campbell, George Wason and Peter Conway.

398/22

RESOLVED (Winchester/Wilson)

That Council return to Closed Session.

The resolution was carried unanimously.

Council returned to Closed Session at 8.09pm.

16.1 Unsolicited Proposal

399/22

RESOLVED (Willis/Preston)

That Council note the report and presentation on the Queanbeyan CBD properties.

The resolution was carried unanimously.

16.2 Tender Recommendation for Crawford, Antill & Erin Intersection Safety Upgrades - Contract 2022-27

400/22

RESOLVED (Willis/Livermore)

That Council award Contract 2022-27 for the Crawford, Antill & Erin Intersection Safety Upgrades to JSC Pty Ltd for \$774,882 (excluding GST) as recommended in the Tender Evaluation Report.

The resolution was carried unanimously.

401/22

RESOLVED (Winchester/Preston)

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 8.33pm.

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

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

17. CONCLUSION OF THE MEETING

The time being 8.34pm, the Mayor announced that the Agenda for the meeting had now been completed.

**CR KENRICK WINCHESTER
MAYOR
CHAIRPERSON**

ITEM 5 DECLARATION OF CONFLICTS/PECUNIARY INTERESTS

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

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

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

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

Recommendation

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

9.1 **Proposed Submission on Response to Submissions Report for State Significant Development Application - New High School at Bungendore (SSD-14394209) (Author: Ryan/Thompson)**

File Reference: PR.2021.1044

Recommendation

That:

1. **Council advise the NSW Department of Planning that it objects to the proposal for the development of the new Bungendore High School (SSD-14394209) for the reasons detailed in Attachment 1 of this report, noting that subject to satisfactory resolution of these items Council may withdraw its objection to the proposal.**
 2. **Attachment 1 be forwarded to the Department as Council's formal submission on the proposal.**
 3. **Council provide a copy of its recommended conditions of consent for the new Bungendore High School as detailed in Attachment 1 of this report.**
-

Summary

This report recommends that Council make a further submission to the NSW Department of Planning following the exhibition of the Response to Submissions Report and Amended Design Report for the Bungendore High School.

The proposed response is provided in Attachment 1 and needs to be submitted by the close of business on Friday 14 October 2022.

Background

In September and October 2021, the State Significant Development Application (SSD) for the Bungendore High School was placed on public exhibition. At its meeting of 27 October 2021 Council resolved to make a submission to the NSW Department of Planning indicating its objections to the proposed High School and recommending proposed conditions of consent should the application be approved. A copy of that original submission is provided in Attachment 4.

Council's submissions, along with all the other organisation and community submissions have been considered and responded to in a Response to Submissions Report (Attachment 2) prepared by Schools Infrastructure NSW (SINSW).

The Response to Submissions Report provides detail about how the Department of Education and SINSW have addressed the submissions made. In the case of Council's submission, a specific section of the Report deals with the matters raised by Council. In the case of individual submissions, the issues have been consolidated and addressed on a broader basis.

The issues have been addressed in various ways. These include clarifications, changes to the proposal or not taking any action. Overall, SINSW deemed that in order to address some of the submissions made, elements of the proposed High School needed to be amended. As a result, amended plans were prepared and an Amendment Report (Attachment 3) prepared and exhibited.

Council now has an opportunity to respond to the Response to Submissions Report and discussed the likely content of a draft submission at a workshop on 5 October 2022.

The time frame for lodging submissions has been extremely tight. Submissions close on Monday 10 October 2022, and Council has sought an extension to allow the submission to be

9.1 Proposed Submission on Response to Submissions Report for State Significant Development Application - New High School at Bungendore (SSD-14394209) (Author: Ryan/Thompson) (Continued)

considered at a full meeting of Council. Although Council has been granted an extension to lodge its submission by 14 October 2022 a preliminary submission must still be made by 10 October 2022 and must state whether Council intends to continue its objection to the proposal.

The proposed submission is provided in Attachment 1 and is structured in such a way that it lists:

- The initial issue raised in the original submission.
- A summary of Council's recommendations included in the original submission.
- A summary of SINSW's response to that submission.
- Comments from Council staff on the response to submissions.
- The recommended response Council should now make.

The issues covered in Council's proposed submission are shown below with a summary of the proposed action.

<i>Issue</i>	<i>Summary of Proposed Action</i>
• Permissibility	No further comment
• Crown Land Impacts	Objection withdrawn
• Utilities	
○ Water	No further comment
○ Sewer	No further comment
○ Stormwater	Condition requested
• Erosion and Sediment Control	Condition requested
• Roads and Traffic	
○ Parking	Resubmit Objection
○ Roundabouts	Objection withdrawn
• Student Pick-Up and Drop-off	Resubmit Objection
• Public Transport	No further comment
• Access to 16 Majara Street	Condition requested
• Crossings and Pedestrian Movement	
○ Crossings	Condition requested
○ Turallo Terrace Crossing	Objection withdrawn
○ Pedestrian Links	Remove condition request
• Waste Collection and Deliveries	Condition requested
• Entrance and Access	New comment
• Flooding	Remove condition request
• Developer Contributions	No further action
• Bushfire Assessment	No further action

9.1 Proposed Submission on Response to Submissions Report for State Significant Development Application - New High School at Bungendore (SSD-14394209) (Author: Ryan/Thompson) (Continued)

• Fire Services and Disability Access	No further action
• Section 68 Approvals	Condition requested
• Building Design and Amenity	No further action
• Heritage	
○ Building A	No further action
○ Digital Sign	Objection removed
○ Fencing at Heritage Cottages	Objection withdrawn
○ Rotunda and Bush Balladeers Stone Memorial	Condition requested
• Maintenance and Use of Mick Sherd Oval and Games Courts	Remove condition request
• Contamination	Remove condition request
• Other Matters	No further action
• Environmental Health Matters	Remove condition request

Risk/Policy/Legislation Considerations

The consent authority for this development is the NSW Department of Planning. Council has the opportunity to make submissions like other stakeholders, but ultimately the weight given to Council's submissions is a matter for the assessing officer from the Department.

Financial, Budget and Resource Implications

In preparing its submissions Council has maintained its position that it should not be out of pocket for any costs incurred in constructing the High School. This is particularly relevant to providing sufficient and formal parking, extending and altering Council's water, sewer and drainage infrastructure, maintaining Council facilities used by the school and ensuring that Council does not have to retrofit infrastructure as a result of traffic impacts resulting from the school's operation.

It is considered important that the consent authority be aware of the arrangements in place relating to the compulsory acquisition of the land. While the compulsory acquisition process has been implemented, the issue of funding and agreement of a compensation payment to Council has not.

Council has submitted a claim for compensation required to move into a temporary building, and then construct a permanent Council Administration Office, Library/Community Centre and Swimming Pool in Bungendore. This has not been finalised to date; and is subject to an independent review from the NSW Valuer General's Office prior to a formal offer being made by SINSW. Any offer of compensation by SINSW that is less than that proposed by Council, will be at the cost of rate payers and our community. It is intended that Council strongly convey this matter of compensation to the consent authority within the cover letter to the submission.

Links to QPRC/Regional Strategic Plans

A High School for Bungendore has been a high priority issue for a number of years in Bungendore and will provide a much needed facility for high school students residing in and around Bungendore.

**9.1 Proposed Submission on Response to Submissions Report for State Significant Development Application - New High School at Bungendore (SSD-14394209)
(Author: Ryan/Thompson) (Continued)**

Conclusion

Council's submissions are an important tool to assist the Department of Planning in assessing the impacts of the proposed High School and to provide assistance with imposing conditions to minimise the impacts of the development during both its construction and continued operations. Council should therefore make every effort to ensure its submission is submitted within the required time frame.

Attachments

- | | |
|---|--|
| Attachment 1
 | Council's Proposed Response to Response to Submissions Report
<i>(Under Separate Cover)</i> |
| Attachment 2
 | Response to Submissions Report <i>(Under Separate Cover)</i> |
| Attachment 3
 | Amendment Report <i>(Under Separate Cover)</i> |
| Attachment 4
 | Council's Submission on Original High School Proposal - October 29
2021 <i>(Under Separate Cover)</i> |

9.2 Draft Planning Proposal to Reclassify Part of Bunyip Park, Googong from Community Land to Operational Land (Ref: ; Author: Thompson/Kurzyniec)

File Reference: PJT0061-24-01

Recommendation

That the attached draft planning proposal to reclassify part of Bunyip Park, Googong from community land to operational land under the *Local Government Act (1993)* be forwarded to the NSW Department of Planning and Environment (DPE) to seek a Gateway determination.

Summary

The purpose of this report is to advise Council of the draft planning proposal that seeks to reclassify certain land at Googong Town Centre from community to operational status under the Local Government Act (1993) and to take all necessary actions to finalise it.

This is to allow the land to be transferred from Council ownership to the developers of the Googong Town Centre in order for it to be managed as part of a proposed future commercial space (predominantly seating to be used by nearby food and drink premises).

Background

At its meeting on 10 August 2022, Council resolved to agree in principle to the reclassification of the subject land (Resolution No. 315/22) from community to operational, for the purpose of transferring that land to Googong Township Pty Limited (GTPL), subject to Council's direct costs of the reclassification and transfer of the land being borne by GTPL; and preparation of a planning proposal for Council's consideration.

Council staff have now prepared a draft planning proposal to facilitate the reclassification of the land and this is provided at Attachment 1.

The subject land to be reclassified is part of Lot 342 DP 1259563 located at Glenrock Drive, Googong. The land was recently dedicated to Council as part a larger public reserve on 17 April 2022. The dedication of the public reserve was required under the Googong Urban Development Planning Agreement applying to the land between Council and Googong Township Pty Ltd (GTPL). The land was transferred at no cost to Council.

The reserve is classified as 'community' land under the Local Government Act (1993). The land to be reclassified is part of the proposed town centre for the Googong Township and will be used to provide for future seating and ancillary uses associated with proposed retail and commercial establishments to be constructed in the vicinity of the Town Centre. The land proposed to be reclassified has an area of 363m² (note the initial report of 10 August 2022 stated the area of the land is 323m² – this was incorrect).

9.2 Draft Planning Proposal to Reclassify Part of Bunyip Park, Googong from Community Land to Operational Land (Ref: ; Author: Thompson/Kurzyniec) (Continued)

Report

As noted, the draft planning proposal seeks to reclassify the subject land from 'community' to 'operational' status under the Local Government Act (1993). This will be done by amending the Queanbeyan Local Environmental Plan 2012 to include the subject land in Part 2 of Schedule 4 of the plan.

In the likelihood that Queanbeyan-Palerang Local Environmental Plan 2022 is notified (gazetted) before the end of this process then the same Part and Schedule of that LEP will be amended.

Having regard to applicable planning controls, Local Planning Direction '5.2 Reserving Land for Public Purposes' is relevant to this draft planning proposal, as it seeks to reduce the area of land reserved for public purpose. However, Council staff are of the view that this inconsistency is of minor significance in the circumstances as the area of the land is relatively small and will have negligible impact on the community's access and use of the broader area for public purposes.

Council staff accept there are benefits to the subject land being managed by GTPL as part of the adjacent commercial operations. Transferring the subject land back to the developer will ensure the area proposed for seating is maintained at the high standard expected by customers frequenting those establishments. With respect to social impacts, these will be negligible given the area of land proposed to be reclassified is relatively small in the context of the broader park.

As noted, Council staff have now prepared a draft planning proposal which will be submitted to NSW Department of Planning and Environment (DPE) to seek a Gateway determination (Attachment 1). Once a Gateway determination is received from DPE, the proposal will be placed on public exhibition for a minimum of 28 days.

After the public exhibition period has ended, Council will convene a public hearing in respect of the proposed reclassification. An independent chairperson is to be appointed by Council to hold the public hearing and prepare a draft a report on the outcomes of the public hearing (as required under the Local Government Act (1993)).

Once the report is finalised by the independent chairperson, staff will prepare a further report to Council on the outcomes of the exhibition and a recommendation as to whether the reclassification should be finalised.

Risk/Policy/Legislation Considerations

The draft planning proposal has been prepared in accordance with the relevant provisions of the Environmental Planning and Assessment Act (1979), the Environmental Planning and Assessment Regulations (2000) and the Local Government Act (1993).

Financial, Budget and Resource Implications

The applicant will be required to pay the cost of processing a planning proposal in accordance with Council's current fees. The required fees for the 2022-23 financial year are as follows:

1. Planning Proposal Inquiry Fee \$1,755,
2. Minor Planning Proposal Fee \$7,100 plus \$178 per hour after 40 hours,
3. Public Hearing Fee – Full Cost Recovery – based on past hearings this is likely to be \$5,000 - \$7,000.

Regarding the public hearing, the Independent Chairperson will be appointed by Council through a tender process. The full costs of the public hearing will be recovered from GTPL.

**9.2 Draft Planning Proposal to Reclassify Part of Bunyip Park, Googong from Community Land to Operational Land (Ref: ; Author: Thompson/Kurzyniec)
(Continued)**

Links to QPRC/Regional Strategic Plans

The draft planning proposal is considered to be consistent with the Queanbeyan-Palerang Regional Council Local Strategic Planning Statement (2020) and the Queanbeyan Residential and Economic Strategy (2031).

Conclusion

The draft planning proposal to reclassify part of Lot 342 DP 1259563 should now proceed to a Gateway determination. The area is relatively small, and the proposal will potentially facilitate a better option for adjacent local businesses in respect of providing seating for customers and landscaping.

Accordingly, it is recommended that Council now agree to the submitted draft planning proposal being formally progressed.

Attachments

Attachment 1  Final Planning Proposal - Reclassify Part of Bunyip Park - Googong
(Under Separate Cover)

9.3 Draft Amendment to South Jerrabomberra Development Control Plan 2015
(Ref: ; Author: Thompson/Lodder)

File Reference: 26.1.1-06

Recommendation

That Council adopt the exhibited amendments to South Jerrabomberra Development Control Plan 2015.

Summary

The purpose of this report is to advise Council on the outcomes of the recent exhibition of the proposed amendments to Part 6 and Part 7 of the South Jerrabomberra Development Control Plan 2015. The amendments were on public display from 2 September 2022 to 30 September 2022. No submissions were received.

Report

A development control plan (DCP) provides detailed planning and design guidelines to support the planning controls in an environmental planning instrument such as a Local Environmental Plan (LEP).

At its meeting on 13 October 2021 Council resolved to exhibit minor changes to the South Jerrabomberra DCP 2015 (PLA170/21). Copies of both the relevant report and minutes are provided at Attachments 1 and 2. Due to a miscommunication between respective work teams, the exhibition of these changes was inadvertently delayed.

The proposed changes in this instance relate to the wording of controls for zero lot line provisions in respect of single dwellings, small lot housing and studio dwellings in South Jerrabomberra. These are essentially administrative changes to the DCP to correct errors in the existing text that have caused confusion for both developers and staff when interpreting those provisions.

Specifically, the changes clarify the controls that apply to residential development located immediately adjacent to a site's boundaries ('zero lot line provisions') and which set out the extent of the bulk and scale of solid walls located along these boundaries. These changes also include a clarification that a merit assessment will be applied in respect of any zero lot line proposed for the second storey of small lot housing or studio dwelling developments.

The proposed changes apply to 'Table 6.3 Single Dwelling Requirements' of Part 6 of the DCP (Attachment 3) and to 'Table 1 Small Lot Housing and Studio Dwelling' of Part 7 of the DCP (Attachment 4).

No objections to the proposed amendments were raised during the exhibition period.

Risk/Policy/Legislation Considerations

The amendments support Council's long-term development plans for South Jerrabomberra and provide additional clarity in respect of the correct interpretation and operation of the respective clauses.

Financial, Budget and Resource Implications

The amendment has been undertaken in house by Council staff. There are no financial, budgetary or resourcing implications associated with the changes.

9.3 Draft Amendment to South Jerrabomberra Development Control Plan 2015 (Ref: ; Author: Thompson/Lodder) (Continued)

Links to QPRC/Regional Strategic Plans

The proposed changes are not inconsistent with any strategic planning controls applying to the land. The changes will assist in the correct implementation of relevant planning controls.

Conclusion

It is recommended that the exhibited amendments to Part 6 and Part 7 of the South Jerrabomberra Development Control Plan 2015 now be adopted.

If Council agrees to the adoption of these recommendations, the South Jerrabomberra Development Control Plan 2015 will be updated and notified in accordance with the relevant planning legislation.

Attachments

- | | |
|---|--|
| Attachment 1
 | Agenda Item 8.3 - Council Report 13 October 2021 (<i>Under Separate Cover</i>) |
| Attachment 2
 | Minutes of Item 8.3 - 13 October 2021 (<i>Under Separate Cover</i>) |
| Attachment 3
 | Single Dwellings Zero Lot Line - Proposed Controls (<i>Under Separate Cover</i>) |
| Attachment 4
 | Small Lot Housing and Studio Dwellings Zero Lot Line - Proposed Controls (<i>Under Separate Cover</i>) |

9.4 Proposed Road Naming - Braidwood Ridge, Braidwood (Ref: ; Author: Thompson/Lamont)

Reference: 26.4.1-4 Road Naming

Recommendation

That Council:

1. **Endorse in principle the names Musgrave, McGrath and Feehan Streets as the proposed names for the new roads created by the subdivision approval for Stages 5, 6, 7, 8 and 9 under DA 2004/DEV-0074 known as Braidwood Ridge.**
 2. **Advertise the names for public comment for 28 days.**
 3. **Publish a notice in the NSW Government Gazette if no objections are received.**
-

Summary

Road names are required for three new streets nearing completion in the Braidwood Ridge subdivision located in the southern area of Braidwood. The roads form part of the 91 lot subdivision, Braidwood Ridge Stages 5, 6, 7, 8 & 9, Braidwood, DA 2004/DEV-0074. In relation to Council's Roads Names Policy these stages are not classified as a 'Major' subdivision.

The following three names have been nominated by the Braidwood Community Association, Braidwood & Villages Tourism and endorsed by the owner/applicant, DP Kirk Holdings Pty Ltd.

- Musgrave Street
- Feehan Street
- McGrath Street

The proposed road names have followed a theme of Braidwood Historical Family Names. No Aboriginal names were available to be used. Council staff have submitted these names to the Geographical Names Board of NSW (GNB) for pre-approval with no potential issues found.

This report seeks Council support to exhibit the nominated road names.

Report

The proposed road names have followed the Braidwood Ridge theme of 'Braidwood Historical Family Names'. Background information on the proposed names is shown below:

- **MUSGRAVE STREET**

John Musgrave. Born Kendal, England 1829. Died Braidwood, August 1914. Proprietor of the newspaper "Braidwood Dispatch". Came to Australia with his parents when young and resided with them in Sydney. He served his apprenticeship to the printing trade at the Government Printing Office, and subsequently joined the staff of the "Sydney Morning Herald." He continued in this office until he purchased, in conjunction with Mr J Cosgrove, the business of the "Braidwood Dispatch" in the early 1860's. He subsequently bought out his partner, where he remained as the proprietor until his death. At the time he was one of the oldest journalists in the State. *Ref: Obituary from the 'Review' August 1914.*

9.4 Proposed Road Naming - Braidwood Ridge, Braidwood (Ref: ; Author: Thompson/Lamont) (Continued)

- **MCGRATH STREET**

Dudley McGrath. Born 1811. Died 8 September 1881. Along with William Bunn and John Aldcorn, Dudley McGrath was a Trustee of the Nerriga Road Trust from 1864 to 1883. The Trust was charged with calling for and accepting tenders for the construction of various sections of the Nerriga Road, inspecting the work and paying the contractors. Dudley McGrath sponsored 69 extended families to emigrate from the Irish counties of Donegal and Tyrone to the Braidwood area including the Madden, Hilley and Byrnes families. There were three original McGrath families within the Braidwood region, all of whom were related to Dudley and he sponsored all of them to come to the region. *Ref: Extract from Braidwood Dispatch and Mining Journal.*

- **FEEHAN STREET**

Matthew Feehan was born in 1860 at Jembaicumbene. The Feehan family have been in the Braidwood District since early settlement, with some still living in the area. Nellie Feehan (nee Brooks) was born in 1915 and died in Braidwood on 8 September 1993. Nellie contributed many hours to charities within Braidwood and the Braidwood Museum. *Ref: Extract from Braidwood Dispatch and Mining Journal – 16 July 1937.*

The Geographical Names Board of NSW (GNB) have given pre-approval for the names with no potential issues found.

The location of the streets to be named is shown in Attachment 1. It should be noted that the section of Road 'C' between Musgrave and Feehan Streets would normally be treated as an extension of Elrington Street. Unfortunately, the street numbers available for allocation in Elrington Street cease at the intersection with Musgrave Street, resulting in the small section between Musgrave and Feehan Streets requiring a new name i.e. McGrath Street.

Risk/Policy/Legislation Considerations

GNB Policy 2.4.2 Authority for Road Naming. For road naming purposes the recommended road names be reported to Council and then advertised for public comment. If supported by Council and the GNB and there are no objections received, then the notice can be published in the NSW Government Gazette. If any objections are received, then a further report will be put to Council.

Council's new Road Naming Policy is likely to be adopted in the same Business Paper that this report appears in. However, the nominations for these names were formulated before the new Policy was developed and are therefore considered acceptable. Future names for subdivisions will need to be cognisant of the new Policy.

Financial, Budget and Resource Implications

All costs associated with advertising of the road names and supply of road name plates are to be borne by the developer.

Conclusion

The names chosen are unique and interesting names appropriate to the local area concerned and are recommended for exhibition.

Attachments

Attachment 1 Map & Stages of Development (*Under Separate Cover*)



9.5 QPRC Library Strategy 2022-2026 (Author: Richards/McGowan)

File Reference: 3.1.98-16

Recommendation

That Council:

1. **Place the QPRC Library Strategy 2022-2026 on public exhibition via Your Voice for 28 days.**
 2. **Adopt the QPRC Library Strategy 2022-2026 if no submissions are received.**
 3. **If submissions are received, receive a further report considering the submissions made during the exhibition period.**
-

Summary

The Library Strategy 2022-2026 shapes the future direction of Council's library service across the region. It articulates the vision of QPRC Libraries empowering communities and enriching lives with welcoming spaces, collections, resources, and experiences aimed at fostering learning, innovation, discovery, and social connections.

After thorough engagement with the community, the strategy sets out actions under the following focus areas:

1. Spaces
2. Collections and resources
3. Experiences

Background

The Library Strategy was developed to improve future library services for the QPRC community. The strategy considered the move into QCCP, proposed relocation of Bungendore Library and plans for regional growth.

The strategy was developed after evaluating over 300 responses received from a variety of engagement methods, including:

- 247 survey responses (via Your Voice, in-branch and via coffee pop-ups at Queanbeyan, Bungendore and Braidwood)
- 22 Children and Youth specific surveys available via libraries, schools, and Your Voice
- Over 81 stakeholder engagement conversation at the pop-up stall at the Christmas in July Markets

Risk/Policy/Legislation Considerations

Libraries are a core business of Local Government as noted in the Library Act 1939 (NSW). As part of State Library New South Wales (SLNSW) funding arrangement with QPRC, an annual statistical return is completed which is benchmarked against the Library Council of NSW Standards and Guidelines for NSW public libraries (Living Learning Libraries – a population approach). This data is then made available to the public.

The strategy provides a roadmap to achieve further growth and development of library services based on the benchmarks and our current performance data.

9.5 QPRC Library Strategy 2022-2026 (Author: Richards/McGowan) (Continued)**Financial, Budget and Resource Implications**

The Strategy has been created to focus primarily on services that do not have additional costs.

However, future budgetary and resource implications subject to Council approval in Operational and Delivery Plans may include:

- Extending library access (options around staff and unstaffed hours at branches) (approx. \$50k for set up of trusted user after-hours access, \$60k for staffing and ongoing costs)
- Acquisitions of digital and makerspace technologies (approx. \$100k capital spend from 23/24)
- Future specialised local history collection space (cost dependent on location)

Links to QPRC/Regional Strategic Plans

The Library Strategy will become part of Council's suite of policies with the following having the most synergy:

QPRC Community Strategic Plan

1. Community – a safe, harmonious, happy and healthy community leading fulfilled lives

QPRC Delivery Program 2022-26 – Strategic Pillar 1

1. Culture
2. Community
3. Education

QPRC Disability Inclusion Action Plan

- 2.6.1 Ensure the new QPRC Library Strategy addresses issues related to disability inclusion, including opportunities to improve access to facilities, programs and collections; targeted training for Council Library staff in AUSLAN. Increased collaboration with local service providers to support the delivery of programs and activities for families and children with disability.

Financial, Budget and Resource Implications

The Library Strategy implies further investment into library access and options over the next four years. As they occur, they will form part of usual budgetary discussions and grant applications.

Conclusion

The Library Strategy that will guide QPRC vision and direction for the library services over the next four years should be placed on public exhibition.

Attachments

- | | |
|---|--|
| Attachment 1
 | Queanbeya-Palerang Regional Council Library Strategy 2022-2026
(<i>Under Separate Cover</i>) |
| Attachment 2
 | QPRC Library Strategy 2022-2026 Plan on a Page (<i>Under Separate Cover</i>) |
| Attachment 3
 | 220829_QPRC Library Strategy 2022-2026 Final Action Plan (with indicators) (<i>Under Separate Cover</i>) |

9.6 Register of Declarations of Pecuniary Interests and Other Matters -
Councillors and Designated Persons (Ref: ; Author: Monaghan/Flint)

File Reference: 52.7.3

Recommendation

That in accordance with s440AAB of the *Local Government Act 1993*, the register of annual returns of disclosures of pecuniary interest and other matters by councillors and designated staff for the period ending 30 June 2022, be tabled.

Summary

All councillors and designated staff are required under section 440AAB of the *Local Government Act 1993* to lodge by 30 September each year, an annual return for disclosures of their pecuniary interests and other matters. The register of annual returns is required to be tabled at the first Council meeting held after 30 September.

Background

Councillors and designated staff are required to submit their annual returns for the period 1 July 2021 to 30 June 2022 by 30 September 2022. For those staff who have not been employed by Council for the full year, their return period will be from their date of commencement to 30 June 2022.

The information in the declaration may be updated or corrected at any time by submitting a fresh return.

Report

The register of returns for councillors and designated staff is now tabled in accordance with s440AAB of the *Local Government Act 1993*. It is available for inspection by the public free of charge at Council's administration offices by appointment during business hours. Additionally, in accordance with the Information Privacy Commissioner and Office of Local Government's advice, these will also be displayed on the Council website.

Risk/Policy/Legislation Considerations

To comply with s440AAB of the *Local Government Act 1993*.

Financial, Budget and Resource Implications

Nil

Links to QPRC/Regional Strategic Plans

Nil

Conclusion

The register of annual returns by designated staff for their disclosures of pecuniary interests and other matters for the period 1 July 2021 to 30 June 2022 is required to be tabled in accordance with s.440AB of the *Local Government Act 1993*.

Attachments

Nil

9.7 Road Names Policy - Post-Exhibition Report (Ref: ; Author: Thompson/Flint)

File Reference: 52.5.4

Recommendation

That Council adopt the Road Names Policy as amended and attached to this Report.

Summary

On 24 August 2022, Council considered the Road Names Policy and resolved to place the Policy on public exhibition for 28 days from 26 August to 22 September 2022. The exhibition period has been completed, submissions received, and content draft amended accordingly for Council consideration. A summary of the issues raised in submissions and recommended actions are shown in Attachment 1.

Report

The policy has been updated to more clearly reflect Council's requirements when assessing new road name proposals. The policy has been expanded to:

- Include a specific focus on the inclusion of language and names used by First Nations Peoples;
- Create a more equal gender balance among proposed commemorative names;
- Clarify the intent and purpose of the Register of Proposed Road Names;
- Specify road name proposal requirements for small and large lot subdivisions; and
- Confirm Council's preference for avoiding duplication of road names within the LGA.

The following Local Aboriginal Land Councils were notified of the proposed changes to the policy.

- Ngambri LALC
- Ulladulla LALC
- Batemans Bay LALC
- Mogo LALC
- Additionally, Dr Aunty Matilda House received a copy of the Policy via Paul Girrawah House.

Feedback was sought from Council's Diversity and Inclusion Group to ensure the appropriate wording was used throughout the Policy. Further, staff also consulted with Council's Aboriginal Community Liaison Officer who requested that the word Aboriginal be replaced with First Nations Peoples throughout the Policy.

Risk/Policy/Legislation Considerations

The following legislation is relevant to this Policy:

- *NSW Aboriginal Languages Act 2017*
- Roads Regulation 2018 – Division 1 Cl.7(1)-(6)

Financial, Budget and Resource Implications

Nil

**9.7 Road Names Policy - Post-Exhibition Report (Ref: ; Author: Thompson/Flint)
(Continued)**

Links to QPRC/Regional Strategic Plans

Community Strategic Plan – Output 5.2 - Council is an open, accessible and responsive organisation.

Conclusion

The matters raised in submissions have been considered and amendments made to the Policy where appropriate. A copy of the amended Policy showing alterations is provided in Attachment 2. With the changes made the Policy is recommended for adoption.

Attachments

Attachment 1 Post-Exhibition Report - Road Names Policy (*Under Separate Cover*)



Attachment 2 Road Names Policy with Tracked Changes (*Under Separate Cover*)



File Reference: 52.5.4

Recommendation

That:

1. Council place the following Policies on public exhibition for 28 days:
 - Backflow Prevention Policy
 - Parking and Enforcement Priority Policy
2. Council place the following Policy on public exhibition for 42 days:
 - Code of Meeting Practice
3. Following the exhibition period, proceed to adopt the policies if no submissions are received.

Summary

The attached Policies have undergone a review by the relevant business units and as a result, some amendments have been made. The intent of the Policies as they currently exist has not changed, but rather reflects updated best practice and timely revisions.

Report

Changes made to the polices as part of this review process are outlined below:

Backflow Prevention Policy

The Policy has been re-named from 'Backflow and Cross Connection Policy' to 'Backflow Prevention Policy' for clarity purposes, removed the repetition of the applicable Australian Standard throughout and clarified the scope of the policy.

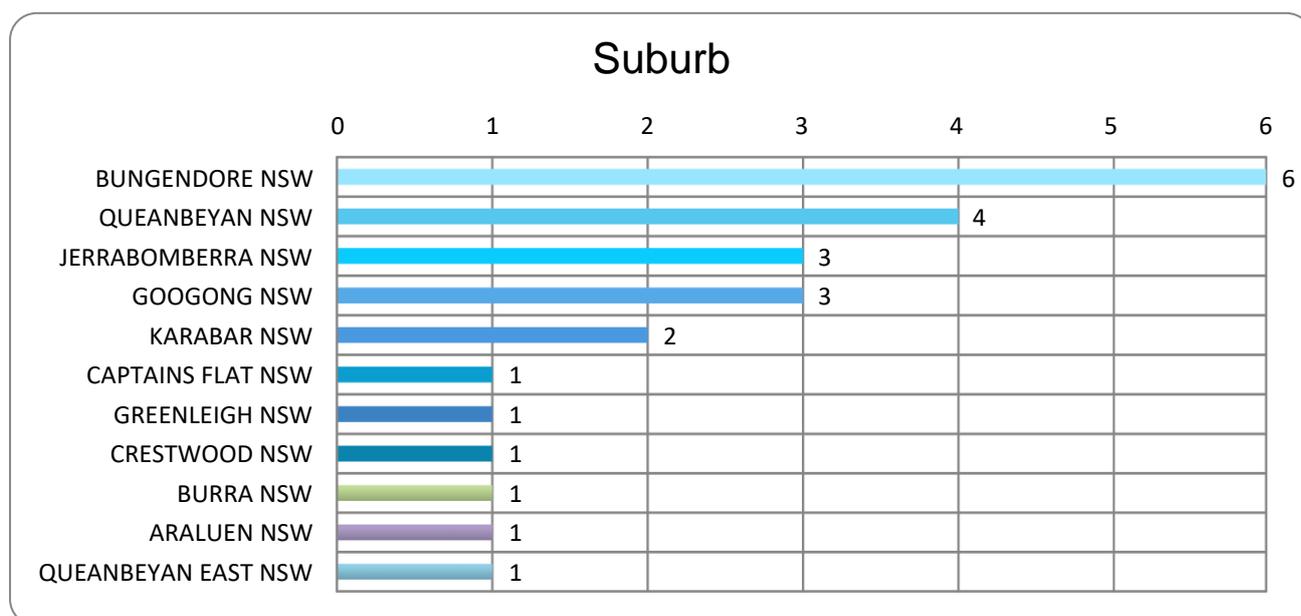
Parking and Enforcement Priority Policy

Changes to the Parking Policy were presented to Council on 23 February 2022 and resolved to exhibit the new policy for 28 days from 18 March to 17 April 2022. During the exhibition period, 29 submissions were received with the following table providing a summary of the issues raised in the submissions:

Subject of Submission	Number of Submissions
Permit all parking on the verge	7
More enforcement required in residential areas	2
No/controlled parking on the verge	4
Some parts of the policy are confusing	2
Unsure about parking on shoulder	2
Support the Policy as written	2
Make developers provide more parking on site	1

9.8 Reviewed Policies (Ref: ; Author: Ryan/Flint) (Continued)

Submissions based on locality are reflected in the following graph:



The changes made to the revised Parking and Enforcement Priority Policy are as follows:

1. The existing Parking Policy and Parking Enforcement Priority Policy have been combined into the one Policy.
2. Simplification of the language and terms described within the policy has taken place
3. Introduced parking on the verge within the Queanbeyan industrial areas.
4. Improved the description around obtaining construction site parking plan approval.
5. Included the priority listing for Ranger enforcement action.

A Councillor Workshop was held on 21 September 2022 to brief Councillors on the above proposed changes to the policy.

Code of Meeting Practice

There are a number of proposed additions and alterations available for viewing in the tracked changes policy attached to this report. Further, simple grammatical and sentence structure changes to enhance the readability of the policy have also taken place.

Note: QPRC's Code of Meeting Practice is based upon the NSW Government's *Model Code of Meeting Practice 2021* on which all councils are required to base their meeting codes. The Model Code contains 'Mandatory' provisions which must be included in the QPRC Code. In amending this Policy, these mandatory provisions have been observed and upheld. The *Model Code of Meeting Practice 2021* can be accessed using this link: <https://www.olg.nsw.gov.au/wp-content/uploads/2021/10/Model-Code-Meeting-Practice-2021.pdf>.

9.8 Reviewed Policies (Ref: ; Author: Ryan/Flint) (Continued)

Conclusion

Within 12 months of an election, Council must review all Policies. This process is underway and it is recommended that revised versions of these Policies be exhibited for public comment before being formally re-adopted.

Attachments

- | | |
|--|---|
| Attachment 1 | Backflow Prevention Policy (<i>Under Separate Cover</i>) |
|  Attachment 2 | Parking and Enforcement Priority Policy (<i>Under Separate Cover</i>) |
|  Attachment 3 | Code of Meeting Practice (<i>Under Separate Cover</i>) |
|  | |

File Reference: 52.3.2

Recommendation

That Council reaffirm the following meeting schedule:

1. Ordinary Council meetings be held on the second and fourth Wednesday of each month, except December and January, in the Council Chambers, Queanbeyan, commencing at 5.30pm and concluding no later than 9.30pm.
 2. An Ordinary Council meeting be held on the third Wednesday of December and January, in the Council Chambers, Queanbeyan, commencing at 5.30pm and concluding no later than 9.30pm.
 3. That pre-meeting briefing sessions be held at 4.00pm on the Tuesday prior to a Council Meeting.
-

Summary

Council has an opportunity to review the schedule for its Ordinary meetings and workshops. In doing so, Council should ensure that the safety and wellbeing of Councillors and staff are addressed in terms of the duration of the meetings and adjournments for meal breaks.

Report

Council is required to meet formally at least ten times per annum, each time in a different month as per section 365 of the Local Government Act (1993). Extraordinary meetings may be held at any time, subject to the appropriate statutory notice being given.

Council may choose to retain its existing schedule or set a different schedule. It is recommended that Council retain its existing schedule, as resolved at its meeting on 12 January 2022.

Clause 3.1 of the draft QPRC Code of Meeting Practice to be placed on Public Exhibition, states that Ordinary meetings of Council will be held on the second and fourth Wednesday of each month, except for January and December.

This meeting schedule is then set out in the Meeting Calendar on QPRC's website.

Risk/Policy/Legislation Considerations

The NSW Local Government Act (1993) and the Code of Meeting Practice inform the setting of the schedule and time limits of meetings and workshops.

Financial, Budget and Resource Implications

Nil

Links to QPRC/Regional Strategic Plans

Nil

Conclusion

Council is asked to reaffirm its schedule for Ordinary Council meetings and briefings.

Attachments

Nil

File Reference: 43.7.4-05

Recommendation

That Council:

- 1. Approve the change of title for the Chief Executive Officer to General Manager.**
 - 2. Approve the change of titles for the Senior Executive Team to; Director Community, Arts and Recreation, Director Development and Environment, Director Infrastructure Services and Director Corporate Services.**
 - 3. Endorse the structure as proposed with functions and responsibilities of each Directorate in the organisational structure as recommended in the report.**
 - 4. Receive a further report following consultation with staff on the proposed changes to the reporting and service areas within each Directorate.**
-

Summary

In accordance with s333 of the *Local Government Act 1993* Council must review and may re-determine, the organisation structure within 12 months after any ordinary election of the Council. Council elections were held in December 2021.

Background

An internal review of the organisational structure was conducted from July to September, with feedback contributed by staff from all levels. A discussion paper has been endorsed by the Executive Team, and consultation process commenced. Since Council is about to recruit a replacement Portfolio General Manager, it is timely that the proposed changes to the organisational structure be presented to Council for endorsement. The Director Development and Environmental Services position description and responsibilities will reflect the approved structure.

QPRC has four senior staff positions, who are employed under an employment contract based on the standard contract approved by the Office of Local Government (OLG). These positions with the General Manager, as per the Act make up the Senior Executive Team of QPRC.

Report

It is appreciated that post-merger, the rebranding and positioning of QPRC as a leading, innovative Council was necessary as we competed in a corporate world for employees. However, we are not a corporate private sector organisation and the current position titles of the Senior Executive Team do not reflect that of a local government entity.

The names Chief Executive Officer and Portfolio General Manager do not elevate or deliver any additional benefit to the role and expectations from Council or what the General Manager (and Directors) achieve through a Contract and Performance Agreement. It is the leadership of the Council which will attract suitable applicants for a senior staff role, not the title.

Traditional position titles of General Manager, Director and Manager are preferred and viewed as more aligned with the local government sector.

9.10 Organisational Structure (Author: Ryan/Ryan) (Continued)

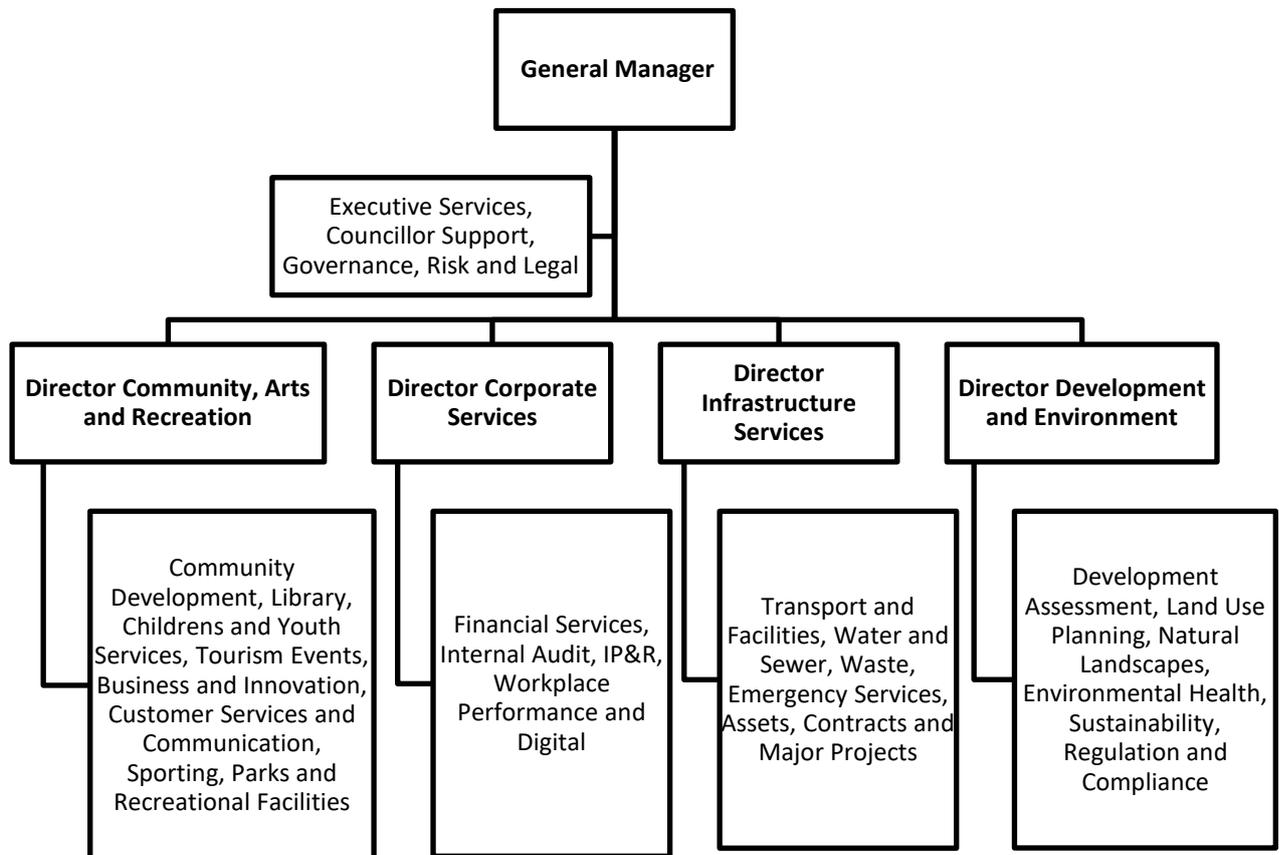
The Senior Executive Team have reviewed suggestions and feedback from staff and considered some rearrangement of some services at Manager and Program Coordinator level. There is only one significant change proposed, being the realignment of the Urban Landscapes function, which includes sporting facilities and parks, with our community, swimming pool and recreational services (currently named Community Choice).

This does change the number of direct reports for both Directors. However, the impact is minimal and the outcome is a better fit with efficiencies in management and oversight of our sporting and recreational facilities. There is no financial impact, nor additional risk. In fact, it will provide the department with significantly high risk tasks (Development Assessment, Strategic Land Use Planning, Environment and Sustainability, Heritage and Compliance) with the resources to address the issues that this section is facing.

It is proposed the following name changes and structure be adopted:

- Chief Executive Officer to General Manager
- PGM Community Choice to Director Community, Arts and Recreation
- PGM Natural and Built Character to Director Development and Environment
- PGM Community Connections to Director Infrastructure Services
- PGM Organisational Capability to Director Corporate Services

Service Managers will be changed to Managers.



9.10 Organisational Structure (Author: Ryan/Ryan) (Continued)

Risk/Policy/Legislation Considerations

The *Local Government Act 1993* as amended and *Local Government (General) Regulation (2021)* refer to the General Manager as opposed to a Chief Executive Officer. Even the recent NSW Office of Local Government (OLG) '*Guidelines for the Appointment and Oversight of the General Manager*', refers to the General Manager.

As per section 338 of the *Local Government Act 1993*, General Managers and Senior Staff of a council must be employed under a standard contract. The standard contracts ensure consistency and certainty in employment relationships at the executive level in local government and reflect community expectations by providing greater transparency and accountability.

Council must provide a statement of the total remuneration packages of all Senior Staff members (other than GM), expressed as the total in its Annual Report.

Pending Council's endorsement of recommendations of this report, consultation will be undertaken on the specific changes with Council's Workplace Consultation Committee, unions that represent our staff and affected staff. The results of this engagement process will be provided to Council in a further report.

Financial, Budget and Resource Implications

Nil

Links to QPRC/Regional Strategic Plans

Council has adopted a Workforce Management Strategy (WMS) which forms part of its Resourcing Strategy. The WMS identifies the challenges that Council faces over the coming years and highlights the areas where additional resources are required to ensure service delivery is not compromised. A Workforce Management Plan has been prepared for each Directorate to estimate likely staff turnover, retirements and change in FTE to accommodate growth in development, facilities and infrastructure.

Conclusion

The change of position titles of the Senior Executive Team, to align with *NSW Local Government Act* and *Local Government (General) Regulation* is recommended and may be implemented immediately. Endorsement is sought from Council for some minor structural changes moving a service from one directorate to another, and this requires consultation with staff as per the Local Government Award.

Attachments

Nil

10.1 Councillor Workshops (Ref: ; Author: Flint/Ison)

File Reference: 12 October 2022 reports

Recommendation

That the report be received for information.

Synopsis

Council at its meeting on 23 February 2022 resolved (*Resolution No 093/22*) to publish details of Councillor workshops in the Agenda of the next Council meeting.

Report

During the period 22 September to 6 October 2022, the following workshops were held:

Date	Workshop Items	External Presenter/s (if applicable)
04/10/2022	LGNSW Policy and Advocacy Update	From LGNSW: President, Cr Daria Turley AM, and Chief Executive Officer, Scott Phillips
05/10/2022	1. Captains Flat Rail Corridor Lead Contamination Report 2. Bungendore High School Response to Submissions Report	From Transport NSW: Vanessa Wilson, Senior Manager, Community & Place Partner; Jo McLoughlin, Project Manager, Land Management, and Norm Nikolich, A/Community Engagement Manager
06/10/2022	Workshop 1. SRV – Independent Financial Assessment and Service Review	From Morrison Low: Greg Smith and Stephen Bunting

Attachments

Nil

11.1 Audit, Risk and Improvement Committee - Minutes June and September 2022
(Ref: ; Author: Monaghan/Cakalic)

File Reference: ECM 45.3.1-02

Recommendation

That Council note the minutes of the Audit, Risk and Improvement Committee held on 15 June and 21 September 2022.

Summary

This report provides the minutes of the Audit, Risk and Improvement Committee (ARIC) meeting of 15 June 2022, as confirmed by the ARIC at its meeting of 21 September 2022 and the minutes of 21 September 2022, as confirmed by ARIC members out-of-session, via email.

As the ARIC meetings are held quarterly, approving the minutes out of session removes the time lag that exists between meetings and formalising the adoption of previous meeting minutes.

Report

The objective of the ARIC, as stated in its charter, is to provide independent assurance and assistance to Council in relation to governance, risk management, compliance, and control practices.

A Council workshop presentation with the ARIC Chair, Andrew Cox is currently being scheduled. The following provides a summary of the reports received by the ARIC at its meeting of 15 June and 21 September 2022.

- Verbal update on external audit activities by the Audit Office of NSW
- Internal audit activity report by O'Connor Marsden
- Internal audit reports: Credit Card Management, Customer Service and Complaints, Budget Management
- Draft Annual Internal Audit Plan
- ARIC Chair Annual Report
- External Quality Assessment Report – Internal Audit Function
- HSEQ Surveillance Audit Report
- CFO Status Report
- Draft Financial Statement for year ended 30 June 2022
- Review of ARIC actions arising and status of external and internal audit recommendations
- Annual ARIC Charter review
- Digital reports: ICT report, cyber incident report, cyber security strategy implementation and
- Procurement Integrity
- Policy harmonisation update
- Governance
- Risk Management

11.1 Audit, Risk and Improvement Committee - Minutes June and September 2022
(Ref: ; Author: Monaghan/Cakalic) (Continued)

- Update on OLG Guidelines
- External reports of interest
- Senior Management Presentation - PGM Community Connections (Asset Management) and PGM Organisation Capability (Special Rate Variation Project)

The ARIC's consideration of and resolution on the above matters are outlined in the attached minutes.

Attachments

Attachment 1 ARIC Minutes 15 June 2022 (*Under Separate Cover*)



Attachment 2 ARIC Minutes 21 September 2022 (*Under Separate Cover*)



11.2 Bungendore Town Centre and Environs Advisory Committee Meeting Minutes
(Ref: ; Author: Ryan/Duncan)

File Reference: 52.3.3

Recommendation

That Council:

1. **Note the minutes of Bungendore Town Centre and Environs Committee meetings held on 21 February 2022, 28 March 2022, 16 May 2022, 20 June 2022, 18 July 2022 and 15 August 2022.**
2. **Change the Terms of Reference to delete reference to the Chair of the Locality Committee such that Item 2, second point, reads: ‘The Councillor nominated to the Committee shall be an ex officio member of the Committee with voting rights.’**
3. **Establish a review into de-cluttering road signage in the Bungendore Town Centre.**

Summary

The Bungendore Town Centre and Environs Advisory Committee (BTCEC) has submitted for Council approval, minutes of its meetings held on 21 February, 28 March, 16 May, 20 June, 18 July and 15 August 2022.

The committee's request to change the attached Terms of Reference (ToR), if approved will be completed administratively, with updates placed on the Council's website with copies provided to the BTCEC.

The committee's request in relation to signage in the Bungendore Town Centre relates to NSW Government Funded project signs on Gibraltar Street and Malbon Street. Council staff have advised the signs on Gibraltar Street will be removed, the signs at the roundabout on Malbon Street will need to remain for a further two years in accordance with the funding agreements.

The committee is also raised concerns about parking signs in the Bungendore Town Centre on Ellendon Street, between Gibraltar Street and Malbon Street, if a review is approved by Council, this request will be forwarded to the QPRC Traffic Committee for action.

Attachments

- | | |
|---|---|
| Attachment 1
 | Bungendore Town Centre and Environs Meeting Minutes - 21 February 2022 <i>(Under Separate Cover)</i> |
| Attachment 2
 | Bungendore Town Centre and Environs Meeting Minutes - 28 March 2022 <i>(Under Separate Cover)</i> |
| Attachment 3
 | Bungendore Town Centre and Environs Meeting Minutes - 16 May 2022 <i>(Under Separate Cover)</i> |
| Attachment 4
 | Bungendore Town Centre and Environs Meeting Minutes - 20 June 2022 <i>(Under Separate Cover)</i> |
| Attachment 5
 | Bungendore Town Centre and Environs Meeting Minutes - 18 July 2022 <i>(Under Separate Cover)</i> |
| Attachment 6
 | Bungendore Town Centre and Environs Advisory Committee Meeting Terms of Reference <i>(Under Separate Cover)</i> |
| Attachment 7
 | Bungendore Town Centre and Environs Committee Meeting Minutes - 15 August 2022 <i>(Under Separate Cover)</i> |

15 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

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

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

Recommendation

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

Item 16.1 Proposed Enforcement Action - Result of Investigation

Item 16.1 is confidential in accordance with s10(A) (g) of the Local Government Act 1993 because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.