



# **Ordinary Meeting of Council**

**12 October 2022**

**UNDER SEPARATE COVER  
ATTACHMENTS**

**ITEMS 9.2 TO 11.2**

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

**ATTACHMENTS – 12 October 2022 Page i**

Item 9.2	Draft Planning Proposal to Reclassify Part of Bunyip Park, Googong from Community Land to Operational Land	
	<i>Attachment 1 Final Planning Proposal - Reclassify Part of Bunyip Park - Googong.....</i>	<i>2</i>
Item 9.3	Draft Amendment to South Jerrabomberra Development Control Plan 2015	
	<i>Attachment 1 Agenda Item 8.3 - Council Report 13 October 2021.....</i>	<i>28</i>
	<i>Attachment 2 Minutes of Item 8.3 - 13 October 2021.....</i>	<i>32</i>
	<i>Attachment 3 Single Dwellings Zero Lot Line - Proposed Controls .....</i>	<i>34</i>
	<i>Attachment 4 Small Lot Housing and Studio Dwellings Zero Lot Line - Proposed Controls .....</i>	<i>36</i>
Item 9.4	Proposed Road Naming - Braidwood Ridge, Braidwood	
	<i>Attachment 1 Map &amp; Stages of Development .....</i>	<i>38</i>
Item 9.5	QPRC Library Strategy 2022-2026	
	<i>Attachment 1 Queanbeya-Palerang Regional Council Library Strategy 2022-2026 .....</i>	<i>41</i>
	<i>Attachment 2 QPRC Library Strategy 2022-2026 Plan on a Page .....</i>	<i>78</i>
	<i>Attachment 3 220829_QPRC Library Strategy 2022-2026 Final Action Plan (with indicators).....</i>	<i>80</i>
Item 9.7	Road Names Policy - Post-Exhibition Report	
	<i>Attachment 1 Post-Exhibition Report - Road Names Policy .....</i>	<i>87</i>
	<i>Attachment 2 Road Names Policy with Tracked Changes .....</i>	<i>93</i>
Item 9.8	Reviewed Policies	
	<i>Attachment 1 Backflow Prevention Policy .....</i>	<i>98</i>
	<i>Attachment 2 Parking and Enforcement Priority Policy .....</i>	<i>103</i>
	<i>Attachment 3 Code of Meeting Practice.....</i>	<i>110</i>
Item 11.1	Audit, Risk and Improvement Committee - Minutes June and September 2022	
	<i>Attachment 1 ARIC Minutes 15 June 2022 .....</i>	<i>150</i>
	<i>Attachment 2 ARIC Minutes 21 September 2022.....</i>	<i>154</i>
Item 11.2	Bungendore Town Centre and Environs Advisory Committee Meeting Minutes	
	<i>Attachment 1 Bungendore Town Centre and Environs Meeting Minutes - 21 February 2022 .....</i>	<i>160</i>
	<i>Attachment 2 Bungendore Town Centre and Environs Meeting Minutes - 28 March 2022.....</i>	<i>163</i>
	<i>Attachment 3 Bungendore Town Centre and Environs Meeting Minutes - 16 May 2022.....</i>	<i>166</i>
	<i>Attachment 4 Bungendore Town Centre and Environs Meeting Minutes - 20 June 2022.....</i>	<i>170</i>
	<i>Attachment 5 Bungendore Town Centre and Environs Meeting Minutes - 18 July 2022 .....</i>	<i>174</i>
	<i>Attachment 6 Bungendore Town Centre and Environs Advisory Committee Meeting Terms of Reference.....</i>	<i>178</i>
	<i>Attachment 7 Bungendore Town Centre and Environs Committee Meeting Minutes - 15 August 2022 .....</i>	<i>180</i>

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

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



## **Planning Proposal to Reclassify Community Land to Operational Land at Bunyip Park, Googong**



Ref: ECM 1703609  
PP Number:



Offices: Council headquarters – 256 Crawford St  
Bungendore Office – 10 Majara St  
Braidwood Office – 144 Wallace St

Contact: **P:** 1300 735 025  
**E:** [council@qprc.nsw.gov.au](mailto:council@qprc.nsw.gov.au)  
**W:** [www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

## **Table of Contents**

<b>Introduction .....</b>	<b>4</b>
<b>Part 1 – Objectives or Intended Outcomes .....</b>	<b>5</b>
<b>Part 2 – Explanation of Provisions .....</b>	<b>6</b>
<b>Part 3 – Justification of Strategic and Site-Specific Merit .....</b>	<b>6</b>
<b>Section A – Need for the Planning Proposal .....</b>	<b>6</b>
<b>Section B – Relationship to Strategic Planning Framework.....</b>	<b>6</b>
<b>Section C – Environmental, Social and Economic Impact .....</b>	<b>7</b>
<b>Section D – Infrastructure (Local, State and Commonwealth) .....</b>	<b>8</b>
<b>Section E – State and Commonwealth Interests .....</b>	<b>8</b>
<b>Part 4 - Maps.....</b>	<b>8</b>
<b>Part 5 - Community Consultation.....</b>	<b>8</b>
<b>Part 6 - Project Timeline .....</b>	<b>8</b>
<b>Appendix A - Information Checklist for Proposals to Classify or Reclassify Public Land through a Local Environmental Plan (LEP) .....</b>	<b>9</b>
<b>Appendix B – State Environmental Planning Policies .....</b>	<b>11</b>
<b>Appendix C – Section 9.1(2) – Local Planning Directions .....</b>	<b>13</b>
<b>Appendix D - Property Title and Deposited Plan .....</b>	<b>15</b>

## Introduction

This planning proposal has been prepared in accordance with Section 3.33 of the *Environmental Planning and Assessment Act 1979*.

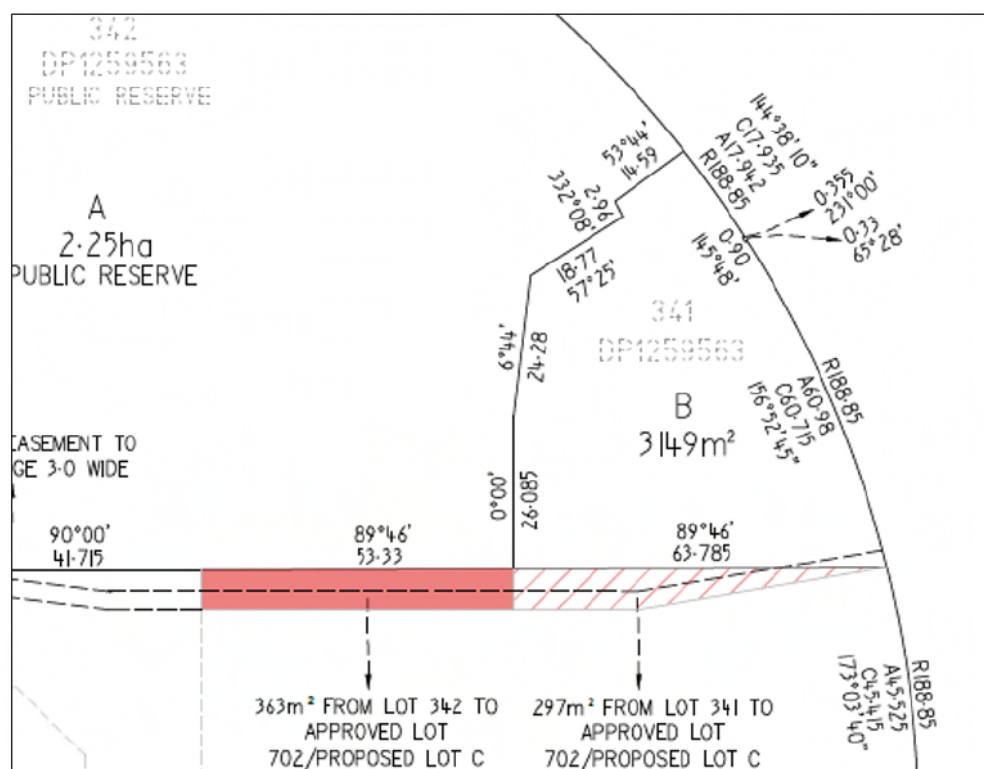
The purpose of the planning proposal is to reclassify certain Council owned land from 'community' to 'operational' status under the *Local Government Act 1993*. This in order to allow the subject land to be transferred back to the developers of the Googong Town Centre to be managed as part of proposed future commercial space.

The subject land is currently part of Lot 342 DP 1259563 located at 19 Glenrock Drive Googong.

The land to be reclassified is part of the proposed town centre for the Googong Township and will be used for future seating and ancillary uses associated with nearby retail and commercial establishments in the vicinity of the Town Centre.

The land proposed to be reclassified has an area of 363m<sup>2</sup> and is shown below in Figure 1.

**Figure 1 – Land Proposed to be Reclassified**



The location of the land in relation to the broader Googong urban release area is shown over in Figure 2. The land is currently zoned B2 Local Centre under *Queanbeyan Local Environmental Plan 2012*.

**Figure 2 – Location of Land to be Reclassified**



## Part 1 – Objectives or Intended Outcomes

The objective of the planning proposal is to reclassify the subject land from 'community' to 'operational' status under the *Local Government Act 1993*.

This is to facilitate the transfer of the land back to the developers of the Googong Town Centre. The land is intended to be used for future private commercial seating and landscaping associated with nearby food premises. The land was incorrectly transferred to Council recently when the broader dedication of public lands for the Town Centre occurred.

The subject parcel of land is part of Lot 342 DP 1259563 and was dedicated to Council as a Public Reserve on 17 April 2022. This dedication occurred as part of the Googong Neighbourhood 2 subdivision and was required under the Voluntary Planning Agreement applying to the land between Council and Googong Township Proprietary Limited (GTPL) executed on 12 January 2012. The land was transferred at no cost to Council. The site, now known as Bunyip Park, currently contains a water feature and is also intended to include future embellishments including a performance stage to make it a central community area within the township. The reserve is classified as 'community' land under the *Local Government Act 1993*.

As noted, it is intended the land would be used for seating and ancillary uses (such as garden beds, landscaping, etc) associated with nearby retail premises. The developers of Googong have argued that these uses are most appropriately located on privately owned land that is managed directly on behalf of those retail premises to ensure the facilities are kept at a high standard that is attractive to customers. This would also remove any future costs to Council associated with managing those facilities.

It is intended to subdivide the subject land from its parent parcel concurrent with the planning proposal in order to ensure the land has separate title to allow transfer of ownership.

## Part 2 – Explanation of Provisions

As noted, the objective of the planning proposal is to reclassify the subject land from 'community' to 'operational' status under the *Local Government Act 1993*.

This will be done by amending *Queanbeyan Local Environmental Plan 2012* to include the subject land in Part 2 of Schedule 4 of the plan. Consistent with the provisions of clause 5.2(5), this will have the effect of reclassifying the land as intended, and also, extinguishing the public reserve status as it applies the land.

## Part 3 – Justification of Strategic and Site-Specific Merit

### Section A – Need for the Planning Proposal

- 1) *Is the planning proposal a result of an endorsed local strategic planning statement (LSPS), strategic study or report?*

No. The planning proposal has not been prepared following any outcomes of a report or broader strategic study relevant to the site.

The planning proposal is to address the one-off reclassification of land that has been erroneously dedicated to Council.

- 2) *Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?*

The planning proposal is the only mechanism that allows for the reclassification of land under the *Local Government Act 1993*.

### Section B – Relationship to Strategic Planning Framework

- 3) *Will the planning proposal give effect to the objectives and actions of the applicable regional, or district plan or strategy (including any exhibited draft plans or strategies)?*

The relevant regional strategy is the *South East and Tablelands Regional Plan 2036*. The Strategy is not specifically relevant in this instance.

This is a one-off matter to address a previous error.

The Department of Planning and Environment (DPE) has also previously published *LEP Practice Note PN 16-001: Classification and reclassification of public land through a local environmental plan*. This practice note provides guidance on additional matters to be addressed in planning proposals that seek to classify or reclassify public land. Responses to the additional matters set out in the practice note are provided at Appendix A.

- 4) *Is the planning proposal consistent with the Council Local Strategic Planning Statement (LSPS) that has been endorsed by the Planning Secretary or Greater Sydney Commission (GSC), or another endorsed local strategy or strategic plan?*

The planning proposal is not inconsistent with Council's LSPS.

- 5) *Is the planning proposal consistent with any other applicable State and Regional studies or Strategies?*

The draft planning proposal is not considered to be inconsistent with any State or Regional planning studies or strategies.

*6) Is the planning proposal consistent with applicable State Environmental Planning Policies (SEPPs)?*

The planning proposal has been assessed against all State Environmental Planning Policies (SEPP's). The planning proposal is not considered to be inconsistent with any SEPP's. See Appendix B.

*7) Is the planning proposal consistent with applicable Minister Directions (section.9.1(2) Directions)?*

Relevant 9.1 directions have also been considered at Appendix C. Local Planning Direction '5.2 Reserving Land for Public Purposes' is potentially relevant to the planning proposal in this instance as the proposal does seek to reduce the area of land reserved for a public purpose.

However, Council argues that any inconsistency is of minor significance in the circumstances. The land has recently been dedicated to Council as a broader public reserve under the local planning agreement that applies to the Googong urban release area. The area of the land is relatively small and will have negligible impact on the communities access and use of the broader public reserve.

Council staff accept there are some benefits to this land continuing to be managed by the developer as part of the adjacent commercial operations, particularly in respect of reducing maintenance costs to Council and ensuring the seating is of a high standard to attract future clientele.

### **Section C – Environmental, Social and Economic Impact**

*8) Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected because of the proposal?*

The planning proposal in this instance is to reclassify the land in a manner will have no adverse impact on the natural environment.

*9) Are there any other likely environmental effects of the planning proposal and how are they proposed to be managed?*

As noted, the planning proposal is to reclassify a small area of land in a manner will have no adverse impact on the natural environment.

*10) How has the planning proposal adequately addressed any social and economic effects?*

A small area of community land is intended be handed back to the developers of the Googong Town Centre under this proposal. Regardless, this is considered to be appropriate in the circumstances as the area is proposed to be used for private seating and landscaping associated with adjacent businesses.

The proposal will potentially facilitate a better option for those local businesses in respect of providing seating for customers in a manner that provides associated economic benefits.

As noted, Appendix A provides further analysis of the requirements set out under *Practice Note PN 16-001*.

#### **Section D – Infrastructure (Local, State and Commonwealth)**

No relevant infrastructure considerations in this instance.

#### **Section E – State and Commonwealth Interests**

No relevant state or Commonwealth interests in this instance.

#### **Part 4 - Maps**

No mapping is required to support the planning proposal in this instance.

#### **Part 5 - Community Consultation**

The draft planning proposal is required to be exhibited for a minimum period of 28 days. At the conclusion of the public exhibition period, a public hearing will also be held as required under the *Local Government Act 1993*.

No consultation with any government authorities is proposed in this instance.

#### **Part 6 - Project Timeline**

<b>Stage</b>	<b>Anticipated 2022-23 timeframes</b>
Prepare planning proposal	September 2022
Report to Council	October 2022
Gateway Determination	November 2022
Agency consultation	N/A
Public Exhibition	December 2022
Public Hearing	February 2023
Report to Council including considerations of submissions	March 2023
Parliamentary Counsel Opinion and DPIE GIS Mapping Liaison	April 2023
Plan Finalised by Minister (or delegate)	May 2023



## Appendix A - Information Checklist for Proposals to Classify or Reclassify Public Land through a Local Environmental Plan (LEP)

No.	Requirement	Comment
1	The current and proposed classification of the land.	The subject land is currently classified as community land and is proposed to be reclassified to operational land under the provisions of the <i>Local Government Act 1993</i> .
2	Whether the land is a 'public reserve' (defined in the LG Act).	The site is defined as 'public reserve' under the provisions of the <i>Local Government Act 1993</i> .
3	The strategic and site-specific merits of the reclassification and evidence to support this.	The planning proposal is to address the one-off reclassification of the land that has been erroneously dedicated to Council.
4	Whether the planning proposal is the result of a strategic study or report.	The planning proposal is not a result of a strategic study or report.
5	Whether the planning proposal is consistent with council's community plan or any other local strategic plan.	The planning proposal is not inconsistent with Council's community plan or any other local strategic plan.
6	A summary of council's interests in the land including: <ul style="list-style-type: none"> <li>How and when the land was first acquired (e.g. was it dedicated, donated, provided as part of a subdivision for public open space or other or other purposes, or a developer contribution)</li> <li>If council does not own the land, the landowner's consent</li> <li>The nature of any trusts, dedications etc.</li> </ul>	<p>The subject parcel of land was transferred to Council at no cost as a Public Reserve on 17 April 2022.</p> <p>This was part of a Voluntary Local Planning agreement between Council and the developer, Googong Township Proprietary Limited (GTPL).</p> <p>The land is currently owned by Council.</p>
7	Whether an interest in the land is proposed to be discharged, and if so, an explanation of the reason why.	<p>The land is identified as a public reserve and this status will need to be discharged.</p> <p>This is to allow the land to be used as intended when transferred back to the developer.</p>
8	The effect of the reclassification (including, the loss of public open space, the land ceases to be a public reserve or particular interests will be discharged).	<p>The effect of the reclassification will be that the subject land will be operational, allowing it to be returned to the developer (GTPL).</p> <p>The subject land was erroneously dedicated to Council. It is relatively small and will have negligible impact on the communities' access and use of the land.</p>
9	Evidence of public reserve status or relevant interests, or lack thereof applying to the land (e.g. electronic title searches, notice in Government Gazette, trust documents).	The subject land does have Public Reserve status. The deposited plan and title are included in Appendix D of the planning proposal as evidence.
10	Current use(s) of the land, and whether uses are authorised or unauthorised.	The site is currently under construction and is part of Bunyip Park. The park is authorised to contain a lake, pedestrian walkway, play equipment and performance stage over the water.
11	Current or proposed lease or agreements applying to the land, together with their duration, terms, and controls.	There is no current or proposed lease on the land. It is Council owned community land.

*Planning Proposal to Reclassify Community Land to Operational Land at Bunyip Park Googong*

12	Current or proposed business dealings (e.g. agreements for the sale or lease of the land, the basic details of any such agreements and if relevant, when council intends to release its assets, either immediately after rezoning/reclassification or at a later time).	After the reclassification of the part of the public reserve, the operational land will be returned to the developer (GTPL). It is to be used for outdoor seating and landscaping and be part of the Googong Town Centre.
13	Any rezoning associated with the reclassification (if yes, need to demonstrate consistency with an endorsed Plan of Management or strategy).	The planning proposal does not propose to rezone the subject land.
14	How council may or will benefit financially, and how these funds will be used.	There is no financial benefit to the Council in this instance.
15	How council will ensure funds remain available to fund proposed open space sites or improvements referred to in justifying the reclassification, if relevant to the proposal	This planning proposal does not commit funds to proposed open space or specific improvements.
16	A Land Reclassification (part lots) Map, in accordance with the standard technical requirements for special datasets and maps, if land to be reclassified does not apply to the whole lot	Not relevant. It is intended to subdivide the subject land to have separate title as the planning proposal progresses.
17	Preliminary comments by a relevant government agency, including an agency that dedicated the land to council, if applicable	The land is owned by Council. No formal consultations with State and Commonwealth public authorities have been undertaken at this stage nor is proposed. However, consultation will be undertaken with State and Commonwealth agencies in accordance with the Gateway determinations, if required.
18	The concurrence of the landowner must be obtained, where the land is not owned by the Planning Proposal Authority (PPA).	The land is owned by the Council (Planning Proposal Authority – PPA).
19	Does the planning proposal deliver a public benefit?	The planning proposal seeks to provide land that will offer residents high quality seating and landscaping that supports and encourages local patronage of business in a manner that ensures a vibrant and usable open space area for the Googong Town Centre.
20	Have the implications for open space in the LGA in relation to current and future open space needs been considered and will there be a net gain to open space?	The implications for open space in the Googong urban release area have been considered. The open space will continue to be used by the community, but it will be managed by the developer (GTPL).

## Appendix B – State Environmental Planning Policies

The following relevant Environmental Planning Instruments (EPI) have been considered in the preparation of this planning proposal:

SEPP Title	Relevant	Comment
State Environmental Planning Policy (Biodiversity and Conservation) 2021	No	This SEPP does not apply to Queanbeyan-Palerang Regional Council (QPRC)
State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004	No	This SEPP applies to QPRC This planning proposal will not affect the operation of the SEPP.
State Environmental Planning Policy (Exempt and Complying Development Codes) 2008	No	This SEPP applies to QPRC This planning proposal will not affect the operation of the SEPP.
State Environmental Planning Policy (Housing) 2021	No	This SEPP applies to QPRC This planning proposal will not affect the operation of the SEPP.
State Environmental Planning Policy (Industry and Employment) 2021	No	This SEPP does not apply to Queanbeyan-Palerang Regional Council (QPRC)
State Environmental Planning Policy No 65—Design Quality of Residential Apartment Development	No	This SEPP applies to QPRC This planning proposal will not affect the operation of the SEPP.
State Environmental Planning Policy (Planning Systems) 2021	No	This SEPP applies to QPRC This planning proposal will not affect the operation of the SEPP.
State Environmental Planning Policy (Precincts—Central River City) 2021	No	This SEPP applies to the State This planning proposal will not affect the operation of the SEPP.
State Environmental Planning Policy (Precincts—Eastern Harbour City) 2021	No	This SEPP applies to the State This planning proposal will not affect the operation of the SEPP.
State Environmental Planning Policy (Precincts—Regional) 2021	No	This SEPP applies to QPRC This planning proposal will not affect the operation of the SEPP.
State Environmental Planning Policy (Precincts—Western Parkland City) 2021	No	This SEPP applies to the State This planning proposal will not affect the operation of the SEPP.

*Planning Proposal to Reclassify Community Land to Operational Land at Bunyip Park Googong*

SEPP Title	Relevant	Comment
State Environmental Planning Policy (Primary Production) 2021	No	This SEPP applies to QPRC This planning proposal will not affect the operation of the SEPP.
State Environmental Planning Policy (Resilience and Hazards) 2021	No	This SEPP does not apply to Queanbeyan-Palerang Regional Council (QPRC)
State Environmental Planning Policy (Resources and Energy) 2021	No	This SEPP applies to QPRC This planning proposal will not affect the operation of the SEPP
State Environmental Planning Policy (Sustainable Buildings) 2022	No	This Policy commences on 1 October 2023. This planning proposal will not affect the operation of the SEPP
State Environmental Planning Policy (Transport and Infrastructure) 2021	No	This SEPP applies to QPRC This planning proposal will not affect the operation of the SEPP

## Appendix C – Section 9.1(2) – Local Planning Directions

The following relevant Local Planning Directions under Section 9.1(2) have been considered in the preparation of this planning proposal:

Focus Area 5: Transport and Infrastructure			
5.2 Reserving Land for Public Purposes			
Objectives	What a relevant planning authority must do if this direction applies	Consistency	Response
<p>The objectives of this direction are to:</p> <p>(a) facilitate the provision of public services and facilities by reserving land for public purposes, and</p> <p>(b) facilitate the removal of reservations of land for public purposes where the land is no longer required for acquisition.</p>	<p>Directions 5.2</p> <p>1) A planning proposal must not create, alter or reduce existing zonings or reservations of land for public purposes without the approval of the relevant public authority and the Planning Secretary (or an officer of the Department nominated by the Secretary).</p> <p>(2) When a Minister or public authority requests a relevant planning authority to reserve land for a public purpose in a planning proposal and the land would be required to be acquired under Division 3 of Part 2 of the Land Acquisition (Just Terms Compensation) Act 1991, the relevant planning authority must:</p> <p>(a) reserve the land in accordance with the request, and</p> <p>(b) include the land in a zone appropriate to its intended future use or a zone advised by the Planning Secretary (or an officer of the Department nominated by the Secretary), and</p> <p>(c) identify the relevant acquiring authority for the land.</p> <p>(3) When a Minister or public authority requests a relevant planning authority to include provisions in a planning proposal relating to the use of any land reserved for a public purpose before that land is acquired, the relevant planning authority must:</p>	<p>A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Planning Secretary (or an officer of the Department nominated by the Secretary) that:</p> <p>(a) with respect to a request referred to in paragraph (4), further information is required before appropriate planning controls for the land can be determined, or</p> <p>(b) the provisions of the planning proposal that are inconsistent with the terms of this direction are of minor significance.</p>	<p>Local Planning Direction '5.2 Reserving Land for Public Purposes' is potentially relevant to the planning proposal in this instance as the proposal does seek to reduce the area of land reserved for a public purpose.</p> <p>However, Council argues that any inconsistency is of minor significance in the circumstances. The land has recently been dedicated to Council as a public reserve under the local planning agreement that applies to the Googong urban release area. The area of the land is relatively small and will have negligible impact on the communities access and use of the broader open space land intended for the Town Centre.</p> <p>Council staff accept there are benefits to this land continuing to be managed by the developer as part of the adjacent commercial operations.</p>

*Planning Proposal to Reclassify Community Land to Operational Land at Bunyip Park Googong*

	<p>(a) include the requested provisions, or</p> <p>(b) take such other action as advised by the Planning Secretary (or an officer of the Department nominated by the Secretary) with respect to the use of the land before it is acquired.</p> <p>(4) When a Minister or public authority requests a relevant planning authority to include provisions in a planning proposal to rezone and/or remove a reservation of any land that is reserved for public purposes because the land is no longer designated by that public authority for acquisition, the relevant planning authority must rezone and/or remove the relevant reservation in accordance with the request.</p>		
--	--	--	--

**Appendix D - Property Title and Deposited Plan**



BOX 1W  
(DP1259563)



NEW SOUTH WALES  
**CERTIFICATE OF TITLE**  
REAL PROPERTY ACT, 1900



TORRENS TITLE REFERENCE	
342/1259563	
EDITION	DATE OF ISSUE
1	17/4/2020
CERTIFICATE AUTHENTICATION CODE	
YZFG-4P-9XLH	

I certify that the person described in the First Schedule is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries as appear in the Second Schedule and to any additional entries in the Folio of the Register.

REGISTRAR GENERAL



ANY ATTEMPT TO ALTER THIS CERTIFICATE COULD RESULT IN HEAVY FINES OR IMPRISONMENT (S.141 REAL PROPERTY ACT).

LAND

-----

LOT 342 IN DEPOSITED PLAN 1259563  
AT GOOGONG.  
LOCAL GOVERNMENT AREA: QUEANBEYAN-PALERANG REGIONAL.  
PARISH OF GOOGONG COUNTY OF MURRAY  
TITLE DIAGRAM: DP1259563

FIRST SCHEDULE

-----

QUEANBEYAN-PALERANG REGIONAL COUNCIL

SECOND SCHEDULE

-----

1. THE LAND WITHIN DESCRIBED IS PUBLIC RESERVE
2. LAND EXCLUDES MINERALS AND IS SUBJECT TO RESERVATIONS AND CONDITIONS IN FAVOUR OF THE CROWN WITHIN THE PART(S) SHOWN SO INDICATED IN THE TITLE DIAGRAM - SEE CROWN GRANT(S)
3. LAND EXCLUDES MINERALS (S.171 CROWN LANDS ACT 1989) WITHIN THE PART(S) SHOWN SO INDICATED IN THE TITLE DIAGRAM
4. AG913393 PLANNING AGREEMENT PURSUANT TO SECTION 7.6 ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979
5. DP1246785 EASEMENT FOR DRAINAGE OF SEWAGE 3.5 METRE(S) WIDE APPURTENANT TO THE LAND ABOVE DESCRIBED
6. DP1246785 EASEMENT FOR DRAINAGE OF WATER 3.5 METRE(S) WIDE APPURTENANT TO THE LAND ABOVE DESCRIBED
7. DP1250266 EASEMENT FOR DRAINAGE OF SEWAGE 3.5 METRE(S) WIDE APPURTENANT TO THE LAND ABOVE DESCRIBED
8. DP1250266 EASEMENT FOR DRAINAGE OF WATER 3.5 METRE(S) WIDE APPURTENANT TO THE LAND ABOVE DESCRIBED

\*\*\*\* END OF CERTIFICATE \*\*\*\*

*Certificate of Title*

*Certificate of Title*

NSW LAND REGISTRY SERVICES - INTEGRATED TITLING SYSTEM

CERTIFICATES OF TITLE DELIVERED

on 20/4/2020 6:16:59 AM

1W QUEANBEYAN-PALERANG REGIONAL COUNCI  
PO Box 90  
QUEANBEYAN 2620

<u>Dealing</u>	<u>Certificate(s) of Title</u>	<u>Lodging Party Reference</u>	<u>Invoice</u>
DP1259563	✓ 312/1259563	203074NH2S3	D1057850

✓ 342/1259563

19 Glenrock Dr. Googong

CERTIFICATE(S) OF TITLE: 2

MULTI PAGE CERTIFICATE(S) OF TITLE: 0

RECEIVED IN Records Queanbeyan-Palerang Regional Council	
24 APR 2020	
Document No.	File No.
Document Scanned? <input type="checkbox"/> Yes	

Printed by jstrachan at 20/4/2020 6:17:03 AM

Page 1 of 1

Document Set ID: 681747  
Version: 1, Version Date: 24/04/2020

© Office of the Registrar-General /Src:PORTAL /Ref:Supplied For Your Internal Use Only

---



Box:e-DeX /Doc:DP 1259563 P /Rev:17-Apr-2020 /NSW LRS /Pgs:ALL /Prt:18-Apr-2020 01:11 /Seq:2 of 7  
© Office of the Registrar-General /Src:PORTAL /Ref:Supplied For Your Internal Use Only

PLAN FORM 2 (A2)

**WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION**

Sheet 2 of 3 sheets



# 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 (Continued)

Box:e-DeX /Doc:DP 1259563 P /Rev:17-Apr-2020 /NSW LRS /Pgs:ALL /Prt:18-Apr-2020 01:11 /Seq:3 of 7

© Office of the Registrar-General /Src:PORTAL /Ref:Supplied For Your Internal Use Only

REF	FROM	BEARING	DISTANCE	ORIGIN	STATE
R	RM DRAWS	91°11'00"	4.875 & 4.435	DP 1250246	FOUNDED
S	RM DRAWS	10°27'00"	2.785 & 2.835	DP 1250246	FOUNDED
T	RM DRAWS	10°27'00"	4.795 & 13.395	DP 1250246	FOUNDED
U	RM DRAWS	333°12'	4.795 & 12.395	DP 1250246	FOUNDED
V	RM DRAWS	27°00'	6.275	DP 1250246	FOUNDED
W	RM DRAWS	27°00'	4.925 & 12.25	DP 1250246	FOUNDED
X	RM DRAWS	320°13'	6.915 & 12.23	DP 1250246	FOUNDED
Y	RM DRAWS	480°01'00"	9.925 & 12.19	DP 1250246	FOUNDED
AA	RM DRAWS	89°07'	6.495 & 16.265	DP 1250246	FOUNDED
BB	RM DRAWS	51°21'	8.285 & 15.945	DP 1250246	FOUNDED
CC	RM DRAWS	189°39'30"	12.43	DP 1250246	FOUNDED
DD	RM DRAWS	164°43'30"	5.12	DP 1250246	FOUNDED
EE	RM DRAWS	244°01'51"	3.54	DP 1250246	FOUNDED
FF	RM DRAWS	201°10'30"	4.6 & 5.67	DP 1250246	FOUNDED
GG	RM DRAWS	180°00'00"	14.35	DP 1250246	FOUNDED
HH	RM DRAWS	353°13'30"	4.895 & 4.82	DP 1250246	FOUNDED
II	RM DRAWS	16°22'30"	3 & 12.89	DP 1250246	FOUNDED
JJ	RM DRAWS	304°12'51"	4.885	DP 1250246	FOUNDED
KK	RM DRAWS	23°38'45"	4.885	DP 1250246	FOUNDED

LINE	BEARING	DISTANCE	ARC LENGTH	RADIUS
1	92°04'	20.395		
2	104°39'40"	30.47		
3	103°34'	3.565		
4	103°10'	25.11		
5	103°51'	4.15		
6	140°05'	11.94		
7	189°10'	9.02		
8	108°12'	3.5		
9	244°10'	14.65		
10	300°46'	7.025		
11	22°33'	3.98		
12	225°34'	11.385		
13	316°17'	1		
14	227°34'	6.37		
15	318°16'	4.88		
16	221°0'	1.485		

LINE	BEARING	DISTANCE	ARC LENGTH	RADIUS
1	92°04'	20.395		
2	104°39'40"	30.47		
3	103°34'	3.565		
4	103°10'	25.11		
5	103°51'	4.15		
6	140°05'	11.94		
7	189°10'	9.02		
8	108°12'	3.5		
9	244°10'	14.65		
10	300°46'	7.025		
11	22°33'	3.98		
12	225°34'	11.385		
13	316°17'	1		
14	227°34'	6.37		
15	318°16'	4.88		
16	221°0'	1.485		

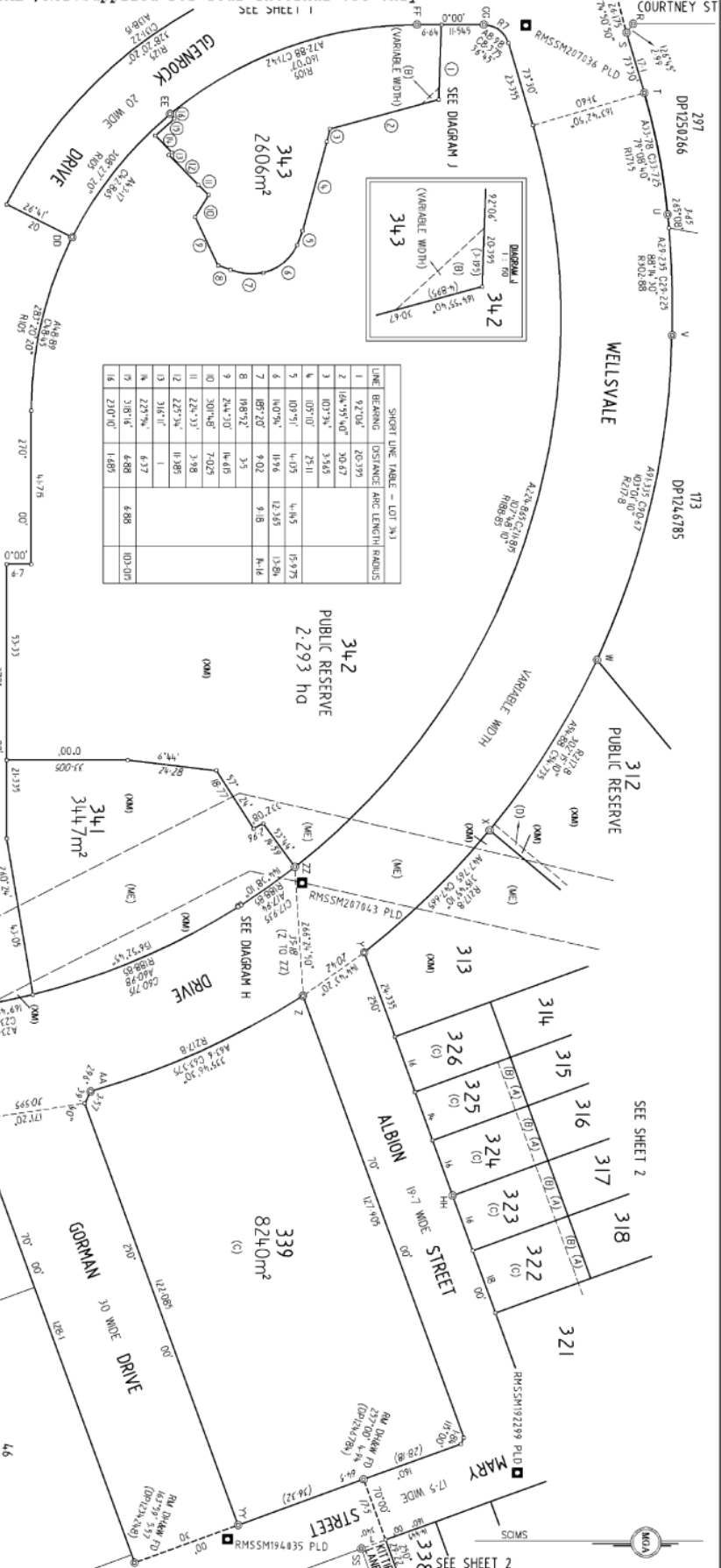
LINE	BEARING	DISTANCE	ARC LENGTH	RADIUS
1	92°04'	20.395		
2	104°39'40"	30.47		
3	103°34'	3.565		
4	103°10'	25.11		
5	103°51'	4.15		
6	140°05'	11.94		
7	189°10'	9.02		
8	108°12'	3.5		
9	244°10'	14.65		
10	300°46'	7.025		
11	22°33'	3.98		
12	225°34'	11.385		
13	316°17'	1		
14	227°34'	6.37		
15	318°16'	4.88		
16	221°0'	1.485		

LINE	BEARING	DISTANCE	ARC LENGTH	RADIUS
1	92°04'	20.395		
2	104°39'40"	30.47		
3	103°34'	3.565		
4	103°10'	25.11		
5	103°51'	4.15		
6	140°05'	11.94		
7	189°10'	9.02		
8	108°12'	3.5		
9	244°10'	14.65		
10	300°46'	7.025		
11	22°33'	3.98		
12	225°34'	11.385		
13	316°17'	1		
14	227°34'	6.37		
15	318°16'	4.88		
16	221°0'	1.485		

LINE	BEARING	DISTANCE	ARC LENGTH	RADIUS
1	92°04'	20.395		
2	104°39'40"	30.47		
3	103°34'	3.565		
4	103°10'	25.11		
5	103°51'	4.15		
6	140°05'	11.94		
7	189°10'	9.02		
8	108°12'	3.5		
9	244°10'	14.65		
10	300°46'	7.025		
11	22°33'	3.98		
12	225°34'	11.385		
13	316°17'	1		
14	227°34'	6.37		
15	318°16'	4.88		
16	221°0'	1.485		

LINE	BEARING	DISTANCE	ARC LENGTH	RADIUS
1	92°04'	20.395		
2	104°39'40"	30.47		
3	103°34'	3.565		
4	103°10'	25.11		
5	103°51'	4.15		
6	140°05'	11.94		
7	189°10'	9.02		
8	108°12'	3.5		
9	244°10'	14.65		
10	300°46'	7.025		
11	22°33'	3.98		
12	225°34'	11.385		
13	316°17'	1		
14	227°34'	6.37		
15	318°16'	4.88		
16	221°0'	1.485		

LINE	BEARING	DISTANCE	ARC LENGTH	RADIUS
1	92°04'	20.395		
2	104°39'40"	30.47		
3	103°34'	3.565		
4	103°10'	25.11		
5	103°51'	4.15		
6	140°05'	11.94		
7	189°10'	9.02		
8	108°12'	3.5		
9	244°10'	14.65		
10	300°46'	7.025		
11	22°33'	3.98		
12	225°34'	11.385		
13	316°17'	1		
14	227°34'	6.37		
15	318°16'	4.88		
16	221°0'	1.485		






DP1259563



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 (Continued)

Box:e-DeX /Doc:DP 1259563 P /Rev:17-Apr-2020 /NSW LRS /Pgs:ALL /Prt:18-Apr-2020 01:11 /Seq:4 of 7  
© Office of the Registrar-General /Src:PORTAL /Ref:Supplied For Your Internal Use Only


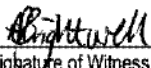
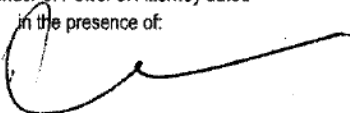
ePlan


PLAN FORM 6 (2017)	DEPOSITED PLAN ADMINISTRATION SHEET	Sheet 1 of 4 sheet(s)
<p>Office Use Only</p> <p>Registered:  17/04/2020</p> <p>Title System: TORRENS</p>	<p>Office Use Only</p> <p><b>DP1259563</b></p>	
<p><b>PLAN OF</b></p> <p><b>SUBDIVISION OF LOT 299 IN DP 1250266</b></p>	<p>LGA: QUEANBEYAN-PALERANG REGIONAL</p> <p>Locality: GOOGONG</p> <p>Parish: GOOGONG</p> <p>County: MURRAY</p>	
<p><b>Survey Certificate</b></p> <p>I, MICHAEL ROY STAPLETON..... of VERIS AUSTRALIA PTY LTD ABN 53 615 735 727 ..... a surveyor registered under the <i>Surveying and Spatial Information Act 2002</i>, certify that:</p> <p>*(a) The land shown in the plan was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2017</i>, is accurate and the survey was completed on 14<sup>th</sup> February 2020, or</p> <p><del>*(b) The part of the land shown in the plan ("being" excluding .....</del> <del>was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2017</i>, the part surveyed is accurate and the survey was completed on, .....</del> <del>the part not surveyed was compiled in accordance with that Regulation, or</del></p> <p>*(c) The land shown in this plan was compiled in accordance with the <i>Surveying and Spatial Information Regulation 2017</i>.</p> <p>Datum Line: 'X' - 'Y' .....</p> <p>Type: *Urban/*Rural</p> <p>The terrain is *Level Undulating /*Steep Mountainous.</p> <p>Signature:  Dated: 28/2/2020</p> <p>Surveyor Identification No: 2016.....</p> <p>Surveyor registered under the <i>Surveying and Spatial Information Act 2002</i></p> <p>*Strike out inappropriate words.</p> <p>**Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey.</p>	<p><b>Crown Lands NSW/Western Lands Office Approval</b></p> <p>I, ..... (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given.</p> <p>Signature: .....</p> <p>Date: .....</p> <p>File Number: .....</p> <p>Office: .....</p>	
	<p><b>Subdivision Certificate</b></p> <p>I, <u>Graeme Harlor</u>..... *Authorised Person/*General Manager/*Accredited Certifier, certify that the provisions of s.6.15 of the <i>Environmental Planning and Assessment Act 1979</i> No 203 have been satisfied in relation to the proposed subdivision, new road or reserve set out herein.</p> <p>Signature: </p> <p>Accreditation number: .....</p> <p>Consent Authority: QUEANBEYAN-PALERANG REGIONAL COUNCIL</p> <p>Date of endorsement: 31 March 2020</p> <p>Subdivision Certificate number: SC-2020-1006</p> <p>File number: 123 - 2017</p> <p>*Strike through if inapplicable.</p>	
<p>Plans used in the preparation of survey/compilation.</p> <p>DP1246784, DP1246785, DP1185463, DP1234248, DP1250266, DP1191637, DP1236206, DP1195842</p>	<p>Statements of intention to dedicate public roads, create public reserves and drainage reserves, acquire/resume land.</p> <p>IT IS INTENDED TO DEDICATE THE EXTENSION OF GORMAN DRIVE, LIZZIE STREET, AND MARY STREET TO THE PUBLIC AS PUBLIC ROAD.</p> <p>IT IS INTENDED TO DEDICATE WELLSVALE DRIVE, GLENROCK DRIVE AND ALBION STREET TO THE PUBLIC AS PUBLIC ROAD.</p> <p>IT IS INTENDED TO DEDICATE LOT 312 TO THE PUBLIC AS PUBLIC RESERVE, SUBJECT TO EASEMENTS.</p> <p>IT IS INTENDED TO DEDICATE LOT 342 TO THE PUBLIC AS PUBLIC RESERVE.</p>	
<p>Surveyor's Reference: 203074.NH2S3 Exemption Policy 2020-94</p>	<p>Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A</p>	



PLAN FORM 6A (2017) DEPOSITED PLAN ADMINISTRATION SHEET		Sheet 2 of 4 sheet(s)
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>Registered:</b> <b>17/04/2020</b> </div> <div style="text-align: right;">Office Use Only</div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>PLAN OF</b>   <b>SUBDIVISION OF LOT 299 IN DP 1250266</b> </div> <div style="margin-top: 5px;">           Subdivision Certificate number: <u>SC 2020 1006</u>            Date of Endorsement: <u>31 March 2020</u> </div>	<div style="text-align: center; font-size: 24pt; font-weight: bold; margin-bottom: 10px;">DP1259563</div> <div style="font-size: 10pt;">           Office Use Only             This sheet is for the provision of the following information as required:           <ul style="list-style-type: none"> <li>A schedule of lots and addresses - See 60(c) <i>SSI Regulation 2017</i></li> <li>Statements of intention to create and release affecting interests in accordance with section 88B <i>Conveyancing Act 1919</i></li> <li>Signatures and seals- see 195D <i>Conveyancing Act 1919</i></li> <li>Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.</li> </ul> </div>	
<p>PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT IT IS INTENDED TO CREATE:</p> <ol style="list-style-type: none"> <li>1. EASEMENT FOR DRAINAGE OF SEWAGE 3.5 WIDE</li> <li>2. EASEMENT FOR DRAINAGE OF WATER 3.5 WIDE AND VARIABLE</li> <li>3. RESTRICTION ON USE OF LAND</li> <li>4. EASEMENT FOR UNDERGROUND POWERLINES 2 WIDE</li> </ol> <p style="margin-top: 20px;">Signed, sealed and delivered for and on behalf of Googong Township Pty Limited ABN 95 154 514 593 by its attorneys under a power of attorney dated 26/06/2017 registered in New South Wales with Book. 4728 No.628 in the presence of:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;"></p> <p>Signature of Witness</p> <p style="text-align: center;"><b>EMILY HORSHAM</b> LEVEL 3, 64 ALLARA ST CANBERRA ACT 2601</p> </div> <div style="width: 45%;"> <p style="text-align: center;"></p> <p>Signature of attorney who declares that the attorney has not received any notice of the revocation of the power of attorney</p> <p style="text-align: center;"><b>Malcolm Robert Leslie</b></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Full name of Witness</p> </div> <div style="width: 45%;"> <p>Full name of Attorney</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Address of Witness</p> </div> <div style="width: 45%;"> <p style="text-align: center;"></p> <p>Signature of attorney who declares that the attorney has not received any notice of the revocation of the power of attorney</p> <p style="text-align: center;"><b>Mitchell William Hugh Alexander</b></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p></p> </div> <div style="width: 45%;"> <p>Full name of Attorney</p> </div> </div>		
If space is insufficient use additional annexure sheet		
Surveyor's Reference: 203074.NH2S3 Exemption Policy 2020-94		

ePlan

PLAN FORM 6A (2017) DEPOSITED PLAN ADMINISTRATION SHEET		Sheet 3 of 4 sheet(s)																																																																						
<p>Registered:  17/04/2020</p> <p>Office Use Only</p>	<p>Office Use Only</p> <p style="font-size: 24pt; text-align: center;">DP1259563</p>																																																																							
<p><b>PLAN OF</b></p> <p style="text-align: center;"><b>SUBDIVISION OF LOT 299 IN DP 1250266</b></p>																																																																								
<p>Subdivision Certificate number: <u>SC.2020.1006</u></p> <p>Date of Endorsement: <u>31 March 2020</u></p>		<p>This sheet is for the provision of the following information as required:</p> <ul style="list-style-type: none"> <li>• A schedule of lots and addresses - See 60(c) SSI Regulation 2017</li> <li>• Statements of intention to create and release affecting interests in accordance with section 88B Conveyancing Act 1919</li> <li>• Signatures and seals- see 195D Conveyancing Act 1919</li> <li>• Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.</li> </ul>																																																																						
<p><b>Signed, sealed and delivered</b> for and on behalf of <b>National Australia Bank Limited</b> by its Attorney who holds the position of Level 2 Attorney under of Power of Attorney dated registered in New South Wales with Book. <u>4512</u> No. <u>39</u> in the presence of:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p> Signature of Witness</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Annette Brightwell</b> BANK OFFICER NATIONAL AUSTRALIA BANK C/- 100 ST GEORGES TERRACE PERTH WA 6000</p> </div> <p>Full name of Witness</p> </div> <div style="width: 45%;"> <p> Signature of attorney who declares that the attorney has not received any notice of the revocation of the power of attorney</p> <p style="text-align: center; margin-top: 10px;"><b>PETER MORRIS</b> DIRECTOR</p> <p>Full name of Attorney</p> </div> </div> <p style="margin-top: 20px;">Address of Witness</p>																																																																								
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Lot</th> <th>Street number</th> <th>Street name</th> <th>Street type</th> <th>Locality</th> </tr> </thead> <tbody> <tr><td>301</td><td>17</td><td>Bambridge</td><td>Parade</td><td>Googong</td></tr> <tr><td>302</td><td>87</td><td>Mary</td><td>Street</td><td>Googong</td></tr> <tr><td>303</td><td>85</td><td>Mary</td><td>Street</td><td>Googong</td></tr> <tr><td>304</td><td>83</td><td>Mary</td><td>Street</td><td>Googong</td></tr> <tr><td>305</td><td>81</td><td>Mary</td><td>Street</td><td>Googong</td></tr> <tr><td>306</td><td>6</td><td>Lizzie</td><td>Street</td><td>Googong</td></tr> <tr><td>307</td><td>10</td><td>Lizzie</td><td>Street</td><td>Googong</td></tr> <tr><td>308</td><td>14</td><td>Lizzie</td><td>Street</td><td>Googong</td></tr> <tr><td>309</td><td>18</td><td>Lizzie</td><td>Street</td><td>Googong</td></tr> <tr><td>310</td><td>24</td><td>Lizzie</td><td>Street</td><td>Googong</td></tr> <tr><td>311</td><td>26</td><td>Lizzie</td><td>Street</td><td>Googong</td></tr> <tr><td>312</td><td>23</td><td>Lizzie</td><td>Street</td><td>Googong</td></tr> <tr><td>313</td><td>19</td><td>Lizzie</td><td>Street</td><td>Googong</td></tr> </tbody> </table>			Lot	Street number	Street name	Street type	Locality	301	17	Bambridge	Parade	Googong	302	87	Mary	Street	Googong	303	85	Mary	Street	Googong	304	83	Mary	Street	Googong	305	81	Mary	Street	Googong	306	6	Lizzie	Street	Googong	307	10	Lizzie	Street	Googong	308	14	Lizzie	Street	Googong	309	18	Lizzie	Street	Googong	310	24	Lizzie	Street	Googong	311	26	Lizzie	Street	Googong	312	23	Lizzie	Street	Googong	313	19	Lizzie	Street	Googong
Lot	Street number	Street name	Street type	Locality																																																																				
301	17	Bambridge	Parade	Googong																																																																				
302	87	Mary	Street	Googong																																																																				
303	85	Mary	Street	Googong																																																																				
304	83	Mary	Street	Googong																																																																				
305	81	Mary	Street	Googong																																																																				
306	6	Lizzie	Street	Googong																																																																				
307	10	Lizzie	Street	Googong																																																																				
308	14	Lizzie	Street	Googong																																																																				
309	18	Lizzie	Street	Googong																																																																				
310	24	Lizzie	Street	Googong																																																																				
311	26	Lizzie	Street	Googong																																																																				
312	23	Lizzie	Street	Googong																																																																				
313	19	Lizzie	Street	Googong																																																																				
<p>If space is insufficient use additional annexure sheet</p>																																																																								
<p>Surveyor's Reference: 203074.NH2S3 Exemption Policy 2020-94</p>																																																																								

PLAN FORM 6A (2017)		DEPOSITED PLAN ADMINISTRATION SHEET		Sheet 4 of 4 sheet(s)
<b>Registered:</b>  <b>17/04/2020</b>		Office Use Only		Office Use Only
<b>PLAN OF</b>  <b>SUBDIVISION OF LOT 299 IN DP 1250266</b>		<h1 style="margin: 0;">DP1259563</h1>		
Subdivision Certificate number: <u>SC 2020 1006</u> Date of Endorsement: <u>31 March 2020</u>		This sheet is for the provision of the following information as required: <ul style="list-style-type: none"> <li>A schedule of lots and addresses - See 60(c) <i>SSI Regulation 2017</i></li> <li>Statements of intention to create and release affecting interests in accordance with section 88B <i>Conveyancing Act 1919</i></li> <li>Signatures and seals- see 195D <i>Conveyancing Act 1919</i></li> <li>Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets</li> </ul>		
Lot	Street number	Street name	Street type	Locality
314	15	Lizzie	Street	Googong
315	13	Lizzie	Street	Googong
316	11	Lizzie	Street	Googong
317	9	Lizzie	Street	Googong
318	7	Lizzie	Street	Googong
319	77	Mary	Street	Googong
320	75	Mary	Street	Googong
321	15	Albion	Street	Googong
322	13	Albion	Street	Googong
323	11	Albion	Street	Googong
324	9	Albion	Street	Googong
325	7	Albion	Street	Googong
326	5	Albion	Street	Googong
327	86	Mary	Street	Googong
328	84	Mary	Street	Googong
329	82	Mary	Street	Googong
330	80	Mary	Street	Googong
331	78	Mary	Street	Googong
332	76	Mary	Street	Googong
333	74	Mary	Street	Googong
334	72	Mary	Street	Googong
335	70	Mary	Street	Googong
336	68	Mary	Street	Googong
337	66	Mary	Street	Googong
338	64	Mary	Street	Googong
339	67	Mary	Street	Googong
340	n/a	Wellsvale	Drive	Googong
341	32	Wellsvale	Drive	Googong
342	19	Glenrock	Drive	Googong
343	5	Glenrock	Drive	Googong
344	n/a	Wellsvale	Drive	Googong
345	n/a	Wellsvale	Drive	Googong
If space is insufficient use additional annexure sheet				
Surveyor's Reference: 203074.NH2S3 Exemption Policy 2020-94				

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 9.3            DRAFT AMENDMENT TO SOUTH JERRABOMBERRA  
DEVELOPMENT CONTROL PLAN 2015

ATTACHMENT 1    AGENDA ITEM 8.3 - COUNCIL REPORT 13 OCTOBER 2021

**PLANNING AND STRATEGY COMMITTEE OF THE WHOLE  
REPORTS TO COUNCIL - ITEMS FOR DETERMINATION**

**13 OCTOBER 2021**

**8.3 Proposed Amendments to South Jerrabomberra Development Control Plan  
2015 (Ref: ; Author: Thompson/Tonner)**

---

**File Reference:** 26.1.1-06

**Summary**

The purpose of this report is to provide Council with advice in respect of minor amendments required to be undertaken to South Jerrabomberra Development Control Plan 2015 (DCP) to correct errors and unclear wording in the DCP in respect of zero lot line requirements for dwellings.

---

**Recommendation**

**That Council:**

- 1. Exhibit the proposed amendments to the South Jerrabomberra Development Control Plan 2015 for a period of 28 days.**
  - 2. Grant a variation to dwelling applications in the South Jerrabomberra urban release area, allowing them to be assessed against the corrected provisions of Tables 6.3 and 7.1 of the DCP until Council considers its formal adoption.**
- 

**Background**

The South Jerrabomberra Development Control Plan 2015 (DCP) contains controls in respect of zero lot lines for dwellings. These controls enable a dwelling to be built to the side boundary without side boundary setbacks and manage the extent of the bulk and scale of solid walls built along those boundaries.

Currently there are administrative errors in Tables 6.3 and 7.1 of the DCP that create confusion for developers and staff when applying these controls. These errors were discovered following the assessment of the first group of DA's for homes in the new South Jerrabomberra urban release area.

In Table 6.3 the existing wording of the DCP creates uncertainty about what length of wall can be built to the zero lot line particularly in relation to the second storey of a dwelling. In Table 7.1 the existing wording of the DCP incorrectly references the depth of a 'dwelling', rather than the depth of the 'lot'. It is also not clear under what circumstances a merit assessment may occur in respect of the zero lot line for the second storey portion of any dwelling. The proposed corrections for each table as shown in red below will correct the errors/confusion.

In order to finalise the assessment of the applications already lodged, staff are also requesting Council endorse a variation to the DCP to provide an interim measure to allow existing DA's to be approved in a manner consistent with the proposed changes before the corrected DCP is formally adopted. Otherwise, these DA's will not be able to be finalised until the amended DCP is adopted.

PLANNING AND STRATEGY COMMITTEE OF THE WHOLE

13 OCTOBER 2021

8.3 Proposed Amendments to South Jerrabomberra Development Control Plan 2015  
(Ref: ; Author: Thompson/Tonner) (Continued)

Table 6.3 – Single dwelling requirements.

Lot size	330 < 450m <sup>2</sup>	450 < 600m <sup>2</sup>	600 < 900m <sup>2</sup>	900 < 1500m <sup>2</sup>	>1500m <sup>2</sup>
<b>Zero Lot Line requirements</b>  (Maximum length of zero lot line wall)	70% of the depth of the lot for single storey dwellings only.  50% of the depth of <del>dwelling—the</del> lot for the single storey portion of a two storey dwelling, and, 30% of the depth of the lot for the <del>second</del> storey portion of the dwelling.	70% of the depth of the lot for single storey dwellings only.  50% of the depth of <del>dwelling</del> the lot for the single storey portion of a two storey dwelling, and 30% of the depth of the lot for the <del>second</del> storey portion of the dwelling.	Not permissible.	Not permissible.	Not permissible.

Table 7.1 – Controls for Small Lot Housing

Lot size	130 < 170m <sup>2</sup>	170 < 250m <sup>2</sup>	250 < 330m <sup>2</sup>
<b>Zero lot line</b>	Zero lot line to both side boundaries is accepted for internal lots but must only extend 60% of the lot length for the ground floor.  <del>The extension of</del> The zero lot line for the 2nd storey will be assessed on merit.  <b>Note:</b> Detached garages are not included in calculations.	70% of the depth of the lot for single storey.  <del>50% of the depth of the lot for 2 storeys.</del>  <del>The extension of</del> The zero lot line for the 2nd storey will be assessed on merit.  For lots that have a width measured at the building line of at least 6m but less than 8m, the building may be built to both side boundaries.	70% of the depth of the lot for single storey.  <del>50% of the depth of the lot for 2 storeys.</del>  <del>The extension of</del> The zero lot line for the 2nd storey will be assessed on merit.  For lots that have a width measured at the building line of at least 6m but less than 8m, the building may be built to both side boundaries

**PLANNING AND STRATEGY COMMITTEE OF THE WHOLE**

**13 OCTOBER 2021**

**8.3 Proposed Amendments to South Jerrabomberra Development Control Plan 2015  
(Ref: ; Author: Thompson/Tonner) (Continued)**

---

**Implications**

***Policy***

The amendments are to give effect to Council's long-term development plans for South Jerrabomberra.

***Strategic***

In the event that the proposed amendments are eventually adopted, the DCP will be updated and notified in accordance with the *Environmental Planning and Assessment Act 1979*.

***Engagement***

The corrections to the South Jerrabomberra DCP will be exhibited for a period of 28 days.

***Resources (including staff)***

The amendment will be undertaken in house by staff. Administrative costs associated with this will come from the relevant budget.

**Conclusion**

The benefits of correcting and clarifying the wording in Tables 6.3 and 7.1 of the South Jerrabomberra DCP 2015 will provide clarity for both developers and staff in designing and assessing development applications in the South Jerrabomberra area.

It is recommended that Council agree to exhibit the amended DCP for a minimum period of 28 days.

In the interim Council is requested to vary the existing requirements of Tables 6.3 and 7.1 to allow dwellings in the South Jerrabomberra urban release area to be assessed in accordance with the corrected wording.

**Attachments**

Nil



# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 9.3            DRAFT AMENDMENT TO SOUTH JERRABOMBERRA  
DEVELOPMENT CONTROL PLAN 2015

ATTACHMENT 2    MINUTES OF ITEM 8.3 - 13 OCTOBER 2021

**MINUTES - PLANNING AND STRATEGY COMMITTEE OF THE WHOLE 13 OCTOBER 2021**

---

- 8.3 **Proposed Amendments to South Jerrabomberra Development Control Plan 2015**
- PLA170/21 **RESOLVED (Hicks/Biscotti)**
- That Council:
1. Exhibit the proposed amendments to the South Jerrabomberra Development Control Plan 2015 for a period of 28 days.
  2. Grant a variation to dwelling applications in the South Jerrabomberra urban release area, allowing them to be assessed against the corrected provisions of Tables 6.3 and 7.1 of the DCP until Council considers its formal adoption.
- The resolution was carried unanimously.
- 
- 8.4 **Captains Flat Road Grant Works Program Review**
- PLA171/21 **RESOLVED (Hicks/Schweikert)**
- That Council endorse the revised program for the grant works proposed on Captains Flat Road.
- The resolution was carried unanimously.
- 
- 8.5 **IPART - Rate Peg Review with Population Growth**
- PLA172/21 **RESOLVED (Harrison/Overall)**
- That Council:
1. Note the Final Report on the IPART review of the population rate peg.
  2. Incorporate the rating options into the refresh of the Long Term Financial Plan.
  3. Continue to advocate to Government, with RCNSW and CRJO, the further consideration of the matters deemed outside the IPART scope.
- For: Crs Biscotti, Brown, Harrison, Marshall, Noveska, Overall, Schweikert, Taylor and Winchester  
Against: Cr Hicks

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 9.3            DRAFT AMENDMENT TO SOUTH JERRABOMBERRA  
DEVELOPMENT CONTROL PLAN 2015

ATTACHMENT 3    SINGLE DWELLINGS ZERO LOT LINE - PROPOSED  
CONTROLS

## South Jerrabomberra DCP – Part 6

Table 6.3 Single dwelling requirements

Dwelling Type	Single Dwelling and Alterations/Additions				
Lot Size	330m <sup>2</sup> < 450m <sup>2</sup>	450 < 600m <sup>2</sup>	600 < 900m <sup>2</sup>	900 < 1500m <sup>2</sup>	>1500m <sup>2</sup>
Lot width (min)	10m	12m	12m	15m	18m
Site coverage max	60%	50%	50%	40%	30%
Building height	As per QLEP(ST) 2012 - 8.5m				
Front (Primary) boundary setback (exc. garages, carports)	4.0m	4.0m	4.5m	6.5m	10.0m
Front boundary setback to garages, carports	1.0m behind the front façade and a minimum of 5.5m from boundary	1.0m behind the front façade and a minimum of 5.5m from front boundary	1.0m behind the front façade and a minimum of 5.5m from front boundary	1.0m behind front facade	1.0m behind front facade
Side setback	0.9m for two storey (0m for zero lot line)	0.9m (0m for zero lot line – single story on one side only)	0.9m for single storey 1.5m for two storey	1.5m	2.5m
Zero Lot Line requirements (Maximum length of zero lot line wall)	70% of the depth of the lot for single storey dwellings only.  50% of the depth of dwelling the lot for the single storey portion of a two storey dwelling, and, 30% of the depth of the lot for the second storey portion of the dwelling.	70% of the depth of the lot for single storey dwellings only.  50% of the depth of dwelling the lot for the single storey portion of a two storey dwelling, and, 30% of the depth of the lot for the second storey portion of the dwelling.	Not permissible	Not permissible	Not permissible
Rear setback for building wall height up to 4.5m (where there is no rear laneway)	3.0m	3.0m	3.0m	5.0m	10.0m
Rear setback for building wall height greater than 4.5m	4.0m	4.0m	4.0m	5.0m	10.0m

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 9.3            DRAFT AMENDMENT TO SOUTH JERRABOMBERRA  
DEVELOPMENT CONTROL PLAN 2015

ATTACHMENT 4    SMALL LOT HOUSING AND STUDIO DWELLINGS ZERO LOT  
LINE - PROPOSED CONTROLS

## South Jerrabomberra DCP – Part 7

Small Lot Housing and Studio Dwellings				
Lot Size	Studio Dwellings	130<170m <sup>2</sup>	170 < 250m <sup>2</sup>	250 < 330m <sup>2</sup>
<b>Zero lot line</b>	Not applicable	Zero lot line to both side boundaries is accepted for internal lots but must only extend 60% of the lot length for the ground floor.  The extension of The zero lot line for the 2nd storey will be assessed on merit.  <b>Note:</b> Detached garages are not included in calculations.	70% of the depth of the lot for single storey.  50% of the depth of the lot for 2 storeys.  The extension of The zero lot line for the 2nd storey will be assessed on merit.  For lots that have a width measured at building line of at least 6m but less than 8m, the building may be built to both side boundaries.	70% of the depth of the lot for single storey.  50% of the depth of the lot for 2 storeys.  The extension of The zero lot line for the 2nd storey will be assessed on merit.  For lots that have a width measured at building line of at least 6m but less than 8m, the building may be built to both side boundaries
<b>Garage setback to front boundary</b>	Not permitted	Not permitted	5.5m	5.5m
<b>Corner Lot – Secondary street setback (excluding garages and carports)</b>	1.5m	1.5m	1.5m	2.0m
<b>Corner Lot – Secondary street setback for garage and carports</b>	As per garage setback	5.5m	5.5m	5.5m
<b>Articulation of front facade</b>	Not applicable	Articulation element of 1.5m is encouraged and will be assessed on merit.	Measured from the minimum setback of the lot, 1.5m encroachment for 45-50% of the dwelling width on the side at which the articulation zone is proposed.	
<b>Rear setback (min) where there is no rear laneway for building wall height greater than 4.5m</b>	Not applicable	Not applicable	4.0m	4.0m
<b>Rear setback (min) to private or public laneway for a</b>	0m	0m	0m	0m

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

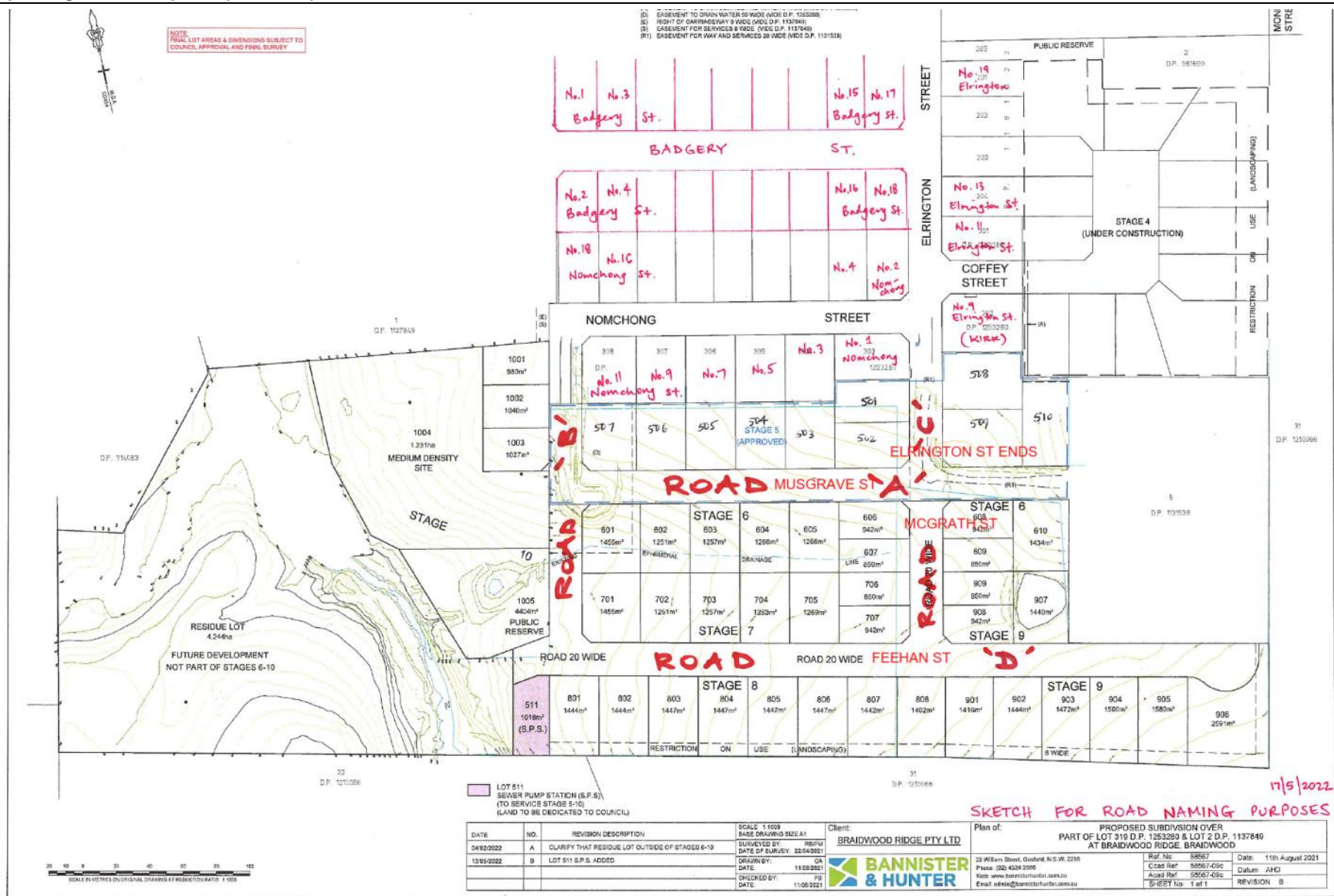
**12 OCTOBER 2022**

ITEM 9.4            PROPOSED ROAD NAMING - BRAIDWOOD RIDGE,  
                             BRAIDWOOD

ATTACHMENT 1    MAP & STAGES OF DEVELOPMENT

#### 9.4 Proposed Road Naming - Braidwood Ridge, Braidwood

##### Attachment 1 - Map & Stages of Development (Continued)





To be dedicated by the end of Stage 5 Plan of Subdivision:

- . Road A – Musgrave Street
- . Road B – extension of Nomchong Street (to the Sewer Pump Station parcel Lot 511)
- . Road C – Elrington Street (to the intersection with Road A Musgrave Street)

To be dedicated in the Stage 6 Plan of Subdivision:

- . Road C – McGrath Street

To be dedicated in the Stage 7 Plan of Subdivision:

- . Road D – Feehan Street (fronting Lots 801 – 808)

To be dedicated in the Stage 8 Plan of Subdivision:

- . No further road dedication required for stage 8

To be dedicated in the Stage 9 Plan of Subdivision:

- . Road D – Feehan Street (fronting Lots 901 – 906)

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 9.5 QPRC LIBRARY STRATEGY 2022-2026

ATTACHMENT 1 QUEANBEYA-PALERANG REGIONAL COUNCIL LIBRARY  
STRATEGY 2022-2026



**QPRC**   
Libraries

Queanbeyan-Palerang  
Regional Council

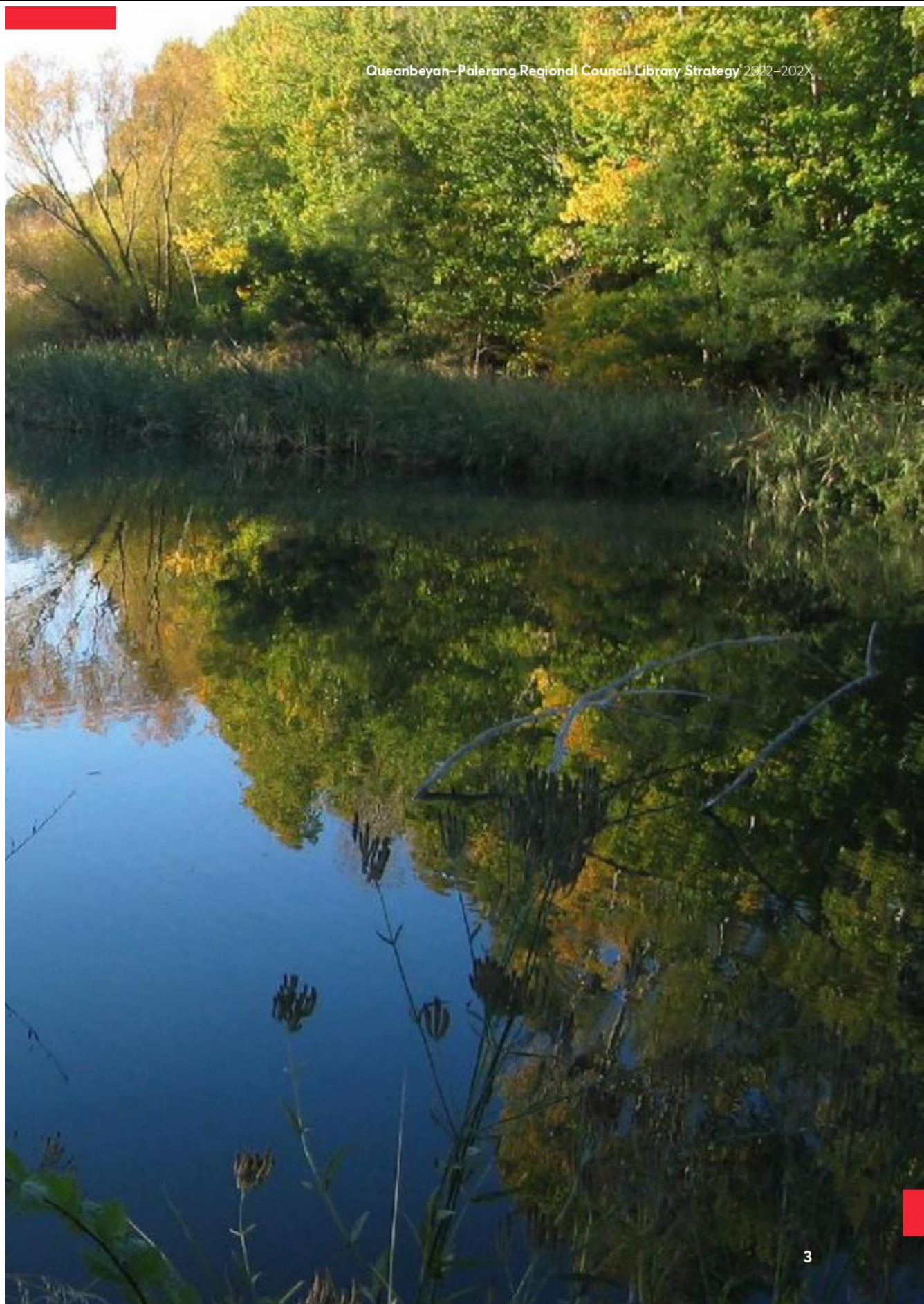
**Library  
Strategy**

2022-2026

## Acknowledgment of Country

Queanbeyan-Palerang Regional Council acknowledges the Traditional owners of the land where we live and work. QPRC pay our respects to the Elders past, present and emerging, and to all Aboriginal and Torres Strait Islander peoples. We recognise and celebrate their cultures, traditions and protocols and their rich diverse history.





# Contents

Acknowledgement of Country	2
Plan on a Page	5
Message from the Mayor	6
Introduction	8
Where our strategy fits in the bigger picture	11
Our community is growing and changing	12
Evolving library services	14
How we make a difference to our community	16
Accessible, engaging and welcoming social hubs	18
Our strategy	22
Our focus areas	23
Spaces	24
Collections and resources	26
Experiences	28
Our action plan	30
Implementing the strategy	33

## Our library strategy

The Library Strategy was informed by engagement with more than 300 community members. It sets out a strategic roadmap that will guide our decision-making over the next four years.

## Our vision

Empowering communities and enriching lives with spaces, collections, resources and experiences that foster learning, innovation, discovery and social connections.

## Our focus areas



### Spaces

Accessible  
Community hubs  
Modern

- Deliver a modern new library space as part of the Queanbeyan Civic and Cultural Precinct
- Review our opening hours and improve access for workers and students
- Deliver services beyond the library walls, such as via street libraries, book kiosks and pop-ups in public spaces and at events
- Explore opportunities to deliver new library spaces to cater to our growing population



### Collections and resources

Educational  
Creative  
Digital

- Improve access to our physical and digital collections, including our local history collections
- Provide opportunities for community members to help shape our collections
- Seek new ways to connect people to digital skills and resources, including emerging and creative technologies



### Experiences

Engaging  
Welcoming  
Inclusive

- Focus on experiences that strengthen social connections and bring people together to share and learn
- Build partnerships with our community to co-design and deliver new experiences
- Raise awareness of our services for our diverse and growing community
- Embed environmental sustainability across everything we do.



## Message from the Mayor

I am excited to present Queanbeyan-Palerang Regional Council's Library Strategy to the community.

This strategy is a roadmap for providing dynamic library services and will support our libraries as they continue to grow and change to meet the needs of our community.

The strategy explores the community's vision for our three popular libraries in Queanbeyan, Braidwood, and Bungendore as well as the mobile library service, library website and e-Collections.

We asked you to share your ideas and priorities for our libraries and more than 300 of you responded.

Overwhelmingly you shared the importance of libraries being accessible and comfortable community hubs.

Libraries are free spaces where you can connect, access books, computers, IT help, children's programs, social groups and local history as well as special events and activities. More importantly, they are safe spaces where our whole community can feel welcome, regardless of age, culture, ability or background.

The services our libraries provide are central to fostering positive community connections and are an important part of what makes our area so liveable.

This strategy comes at an exciting time as we are building the Queanbeyan Civic and Cultural Precinct and relocating our Bungendore offices. With the help of your feedback, we will be able to create new library spaces that serve everybody in our community.

I am proud of the complex services and support our libraries provide and the commitment Council has made to enhancing these traits.

Thank you to everyone who shared their ideas on how to make our libraries even better and I hope you continue to enjoy the services they provide.

### **Kenrick Winchester**

Mayor

Queanbeyan Palerang Regional Council





**People use libraries for different reasons, at different stages of their lives, part of being inclusive is trying to strike that balance. Many of us will dip in and out, but positive experiences will bring people back again and again.**

**- Survey response**



# Introduction

## Background

Characterised by historic towns and villages, rural areas, modern urban centres and beautiful natural environments, the Queanbeyan-Palerang Local Government Area (LGA) is a special place to live, work and visit.

Our libraries are an important part of what makes our area so liveable. With a network of three library branches in Queanbeyan, Bungendore and Braidwood complemented by a mobile library van, our services help to build social connections, foster a sense of belonging, and empower our community to develop new knowledge, skills and ideas.

In the coming years, our community will continue to grow and change, with our population forecast to increase by 39% to 88,258 by 2041. This makes it more important than ever that QPRC libraries think ahead and plan strategically so that we can adapt to meet the diverse needs of our residents, workers, students and visitors.

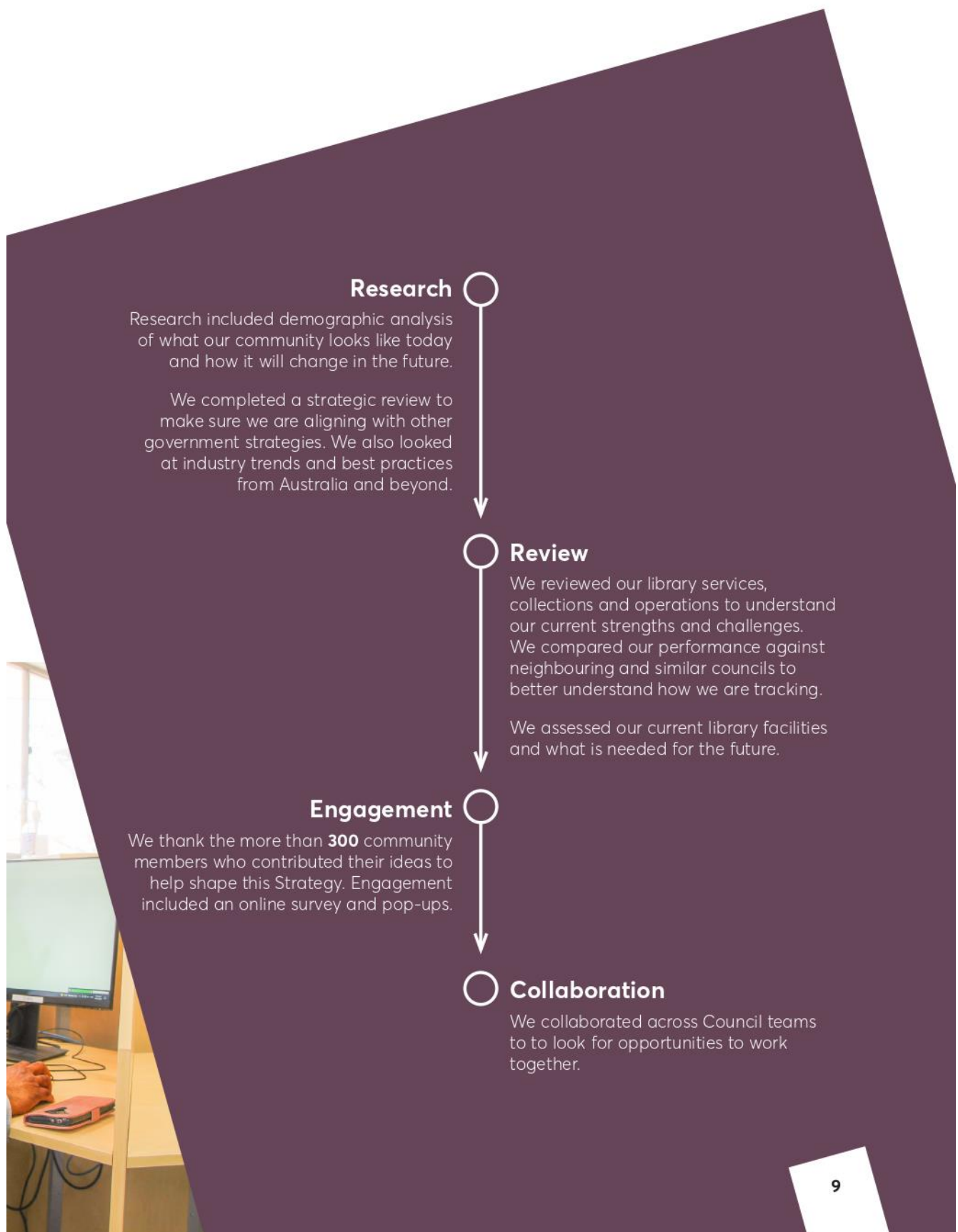
With new ideas and innovation shaking up the library industry, there are plenty of opportunities for us to look to local, national and international trends to future-proof our services. We can do things differently as we evaluate and transform our library spaces, collections, resources and experiences so we can continue to empower and enrich the lives of the community.

## Purpose

The QPRC Library Strategy will guide our decision-making over the next four years, setting out a vision and strategic roadmap for the future of our library services.

Importantly, the Strategy will help us navigate some exciting changes to our library network, including the delivery of a vibrant library space as part of the Queanbeyan Civic and Cultural Precinct.









I'd love to see my library be part repository of knowledge and part community hub - I can imagine a local club meeting in one of the rooms over an afternoon, using tools the library lends out, with a live video feed to other similar clubs in other libraries around the country.

- Survey response

## Where our strategy fits in the bigger picture.

Local, regional and state policy drivers will shape the future direction of QPRC library services.

### International

We believe libraries play a role in creating more sustainable communities. QPRC Libraries aim to contribute towards achieving the United Nations Sustainable Development Goals to create more sustainable societies by providing equitable access to information and resources, and providing safe, inclusive meeting spaces.

### State

There are several national and state bodies with policies that guide library services, including the State Library of NSW and the Australian Library and Information Association.

State government priorities for social infrastructure include a focus on increasing access to high-quality public spaces such as libraries within 10 minutes' walk.

This Strategy aligns with the South East and Tablelands Regional Plan's focus on building socially inclusive communities and protecting the region's heritage.

### Local

Our Strategy aligns with the QPRC Community Strategic Plan and the Local Strategic Planning Statement's focus on strengthening community connections by providing libraries for community activities and services to bring people together.



# Our community is growing and changing.

## Our community today

Queanbeyan-Palerang is home to diverse communities living in rural and regional town settings, with varying needs and levels of access to our services.

Our close proximity to the ACT makes our population different to other communities in Regional NSW. We have a younger age profile and a large working aged population with many commuting to Canberra, suggesting a need for access to library services outside of work hours.

Nearly one in three households in our area comprise families with dependents and this trend is forecast to continue, indicating children, young people and parents will remain some of our libraries' most important user groups.

At the same time, one in four households in QPRC are made up of people living alone with opportunities for our libraries to provide a safe space for social connection outside the home.

Our community is characterised by relatively low, but increasing diversity, including older migrant communities speaking Macedonian and Italian, as well as emerging communities speaking Punjabi and Tagalog. We will continue to ensure our services are responsive to our changing community, and explore opportunities for cross-cultural experiences and sharing.

## At a glance

QPRC compared to Regional NSW - 2021 ABS Census

Population (2021)  
**63,000**



Population aged 0-18 years  
**25%** vs 21%



Population aged 60+ years  
**19%** vs 29%



Population born overseas.  
Top non-English speaking countries are India, Macedonia and Philippines.  
**18%** vs 11%



Family with children households  
**42%** vs 35%



### Our community tomorrow

Our population is forecast to grow by 39% to 2041, with growth concentrated in western areas close to the ACT border, including in the new township of Googong and new residential areas in South Jerrabomberra. In our new residential communities in particular, there are opportunities for our library services to connect new residents to each other, to local services and to Council.

As our community grows, we will continue to be characterised by family with children households, a young age profile and a large working aged population. We will also see our cultural diversity increase, and high growth in the number of residents aged 60 years and over.

Population growth and change will place increased pressure on our existing library services and spaces, with a need to upgrade existing library spaces to work harder and deliver new, fit-for-purpose spaces to ensure we can continue to meet community demand.

As our community grows and becomes more diverse, our libraries can play an important role in providing access to resources and information, as well as provide crucial meeting places that can play an important role in fostering community connections and a sense of community identity, belonging and place, and particularly for new residents.



Figure 1 - QPRC forecast population growth 2021-2031-2041  
(Source: Forecast.id)



# Our library services are evolving to meet the diverse needs of our community.

## Our spaces

Queanbeyan-Palerang currently has a network of three library facilities. This includes one library in Queanbeyan, our most populous township, as well as two smaller libraries in Braidwood and Bungendore. Council also operates a Mobile Library Service which travels to outlying villages and rural communities.

Residents in the western parts of our LGA may also access library services in the ACT or the Goulburn-Mulwaree council area.

There are a number of opportunities for our library network to be more vibrant and better meet the needs of our community over the coming years.

Construction has commenced on the Queanbeyan Civic and Cultural Precinct which will include a new modern library space co-located within a multipurpose centre to be delivered in early 2023.

Bungendore Library is currently co-located with the local primary school, however in the coming years we will commence planning for a new, fit-for-purpose library space to service our community.

Our population is forecast to grow by 39% to 2036, with greenfield developments progressing in Googong, South Jerrabomberra and Bungendore. In our new residential communities in Googong and South Jerrabomberra, there are opportunities for our library services to connect new residents to each other, to local services and to Council.

## Our collections and resources

Our collections and resources include a broad range of materials to suit different ages and interests. While the bulk of our collection is in print, books and periodicals, there are also multimedia and digital items. Our Collection Management Policy seeks to understand and respond to community needs.

Our library services also play a unique role in preserving and making available material pertaining to local history, including an image collection, local history publications, bound newspapers, Council records and rare books from the 1930s.

## Our experiences

We deliver a range of programs throughout the calendar year that foster learning for all ages and bring our community together around shared interests. In the coming years, we will explore new and innovative program delivery with a focus on collaborating with community groups and organisations and outreach programs beyond the library walls.

### COVID-19 response

The onset of COVID-19 changed the way we did business. With libraries closed for extended periods, we had to rethink our service delivery approach and cater for our communities in new and innovative ways. This adaptive thinking presented our customers with a wider range of options when accessing library services and will form an integral part of our future thinking.



Queanbeyan-Palerang Regional Council Library Strategy 2022-2026



**3 libraries**

- Queanbeyan
- Bungendore
- Braidwood



**1 mobile library**

**249,562**

loans in 2018/2019

That's about  
**4 loans per capita**



**73,914**  
physical  
lending  
items in the  
collection



**25** public access  
computers

**20,000** computer  
bookings

**48,000** website  
visits



**16,675 active members**

That's **27%** of our total population

**\$39.33**

expenditure per  
capita ranking  
**76 out of 90**  
NSW library services

**301**

programs run in  
2018/2019 attended  
by **5,237 people**

**164,711**

Visits across all  
branches in 2018/2019

Data for 2018/2019 as library usage figures for 2019/20 and 2020/21 were affected by COVID-19



“ Having skilled staff available to help is very important, especially for people in the community that may need help accessing digital services and resources, such as the elderly and people who don't speak English fluently.”

- Survey response

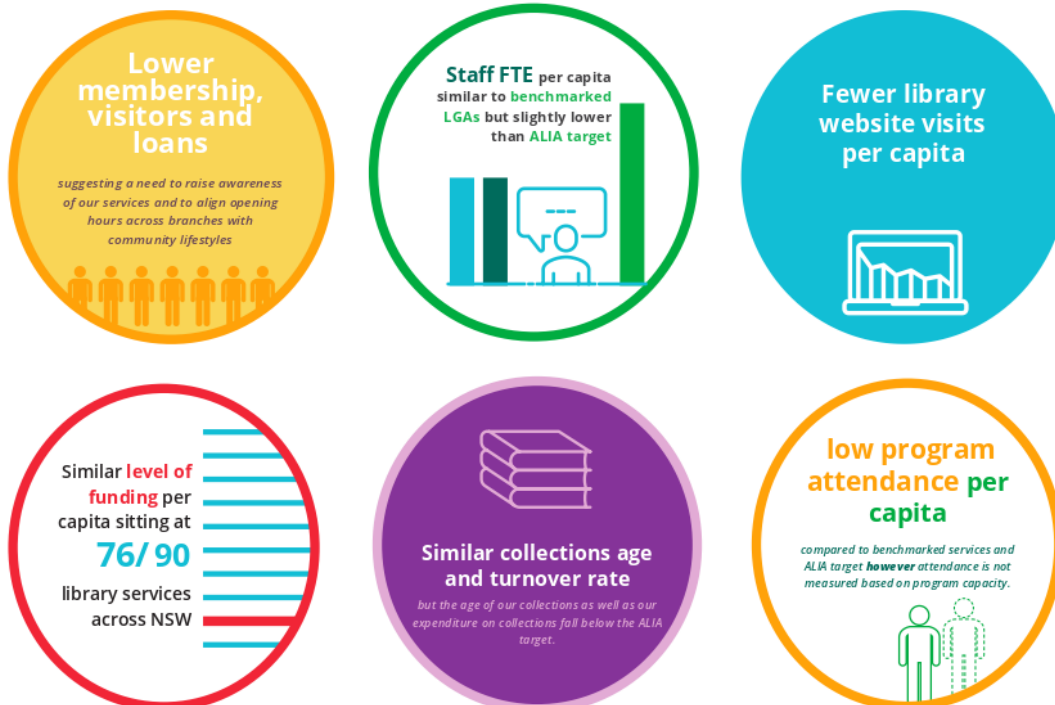
## How our library services compare to others.

Our library services have many strengths but as shown in the infographic below, a high-level, comparative service review found that there are also areas for improvement, including increasing our library membership and visitation numbers.

This can in part be explained by our proximity to Canberra, where residents in our western areas can easily access very highly resourced library services, and by the fact that our community is dispersed over a large geographic area meaning some of us have to travel further to get to a library.

This Strategy sets out a roadmap to build on our strengths so we can further align our services to the needs of our community. This will include raising awareness of our services, streamlining our opening hours across our branches to better suit the lifestyles of our residents and engaging and partnering more with our community.

Comparative benchmarking against ALIA industry standards and similar Council areas (Coffs Harbour, Hawkesbury, Port Macquarie) shows that QPRC has:



## How we make a difference to our community.

As safe spaces where people of all ages and backgrounds are welcome, QPRC libraries help to make our community stronger by encouraging and enabling lifelong learning, supporting digital inclusion and connecting people to each other, to Council and to other essential services.

### Literacy and lifelong learning

Libraries play a valuable role in supporting formal and informal learning and skill development throughout a person's lifespan, from babies through to the elderly, by providing access to books, digital resources, local history, educational programs and events as well as spaces for study and learning outside the home.

### Stronger and more creative communities

Libraries play an important role in building stronger and more connected communities, including through providing inclusive and free spaces and programs where people of all backgrounds can meet and have shared experiences. Libraries preserve the past, celebrate the present and embrace the future by ensuring equitable access, promoting local culture, and celebrating diversity and tolerance.

### Digital inclusion

Libraries play an important role in supporting digital inclusion by providing free access to computers and the internet, technical support to computer users, and training to people with low levels of digital literacy.

### Informed and connected citizenship

Many people come to their library to connect with one another and find out what is happening in their community. The library is becoming the new 'town square', a non-commercial place in a central location integrated with other community facilities.

### Personal development and wellbeing

Everyone is welcome to use the library as they choose, be this reading for pleasure, meeting friends, accessing everyday information, accessing information that supports health and wellness, managing personal finances or being somewhere safe.

### Economic and workforce development

Libraries support economic development by providing access to Wi-Fi and computers to search and apply for jobs online. Libraries are increasingly providing spaces where small businesses can work and collaborate with customers and partners.



I only recently moved to QPRC  
and didn't know anyone when  
I arrived - the library was the  
first place I went to meet other  
mothers and families. It's so  
important for social connection.

- Pop-up stall response



## We heard you value libraries that are accessible, engaging and welcoming social hubs.

### How we engaged

More than 300 people helped shape the Strategy by sharing their feedback via an online survey and at community pop-up events. We also heard from more than 50 children via a survey distributed to local schools.

### What you told us

We asked people a series of questions about their future priorities for library spaces, library experiences and library collections.

#### You want our libraries to be accessible and comfortable community hubs

We heard that you want QPRC Libraries to be community hubs that support a broad range of uses from quiet reading, study or work through to noisy collaboration, children's programs and social groups. You told us that separating noisy and quiet spaces is important to enable sharing.

We heard it is important that existing and future libraries provide comfortable areas to sit so that people can sit and stay for longer.

You said that access is important and spoke about the need for extended opening hours and night-time activities for workers and students on weekdays and weekends.

#### You want our library collections to support discovery, learning and skills development

You told us that continually improving our collections should be our priority over the next four years, and we heard how much you value physical collections including books, DVDs and audiobooks, as well as access to online services. You also had lots of ideas for new and alternate collections along with circular economy initiatives, such as tools, sewing machines, baking tins, toys, audio-visual equipment and even seeds.

#### You value the support and knowledge of our friendly library staff

You told us that you value having friendly and knowledgeable library staff available to help find a book or access information. You told us that having the technology skills to support customers will become even more important for library staff in the future.

"I would like to see areas for children to explore, play, touch and feel while parents sit and rest."

### You want our libraries to be inclusive and welcoming for all

You told us it is important to make sure that our libraries are inclusive and welcoming for people of all ages, abilities and backgrounds.

One of your priorities for the future is supporting learning and exploration for children and young people through our spaces and programs. As our community continues to age, you also want to see more social activities for older people as well as digital literacy programs.

We heard that you want people with a disability to feel welcome using our libraries and that different needs are provided for, whether this be low-sensory hours or more accessible spaces.

You recognise that our community is changing and becoming more diverse and suggested that we listen to people from culturally diverse backgrounds about their preferences.

### You want libraries to help us understand the past and prepare for the future

We heard that you want QPRC Libraries to continue to be a leader in preserving and sharing the rich and diverse stories of our area, including providing opportunities to learn from First Nations cultures.

In the future, you would like to see libraries be more connected with local services to connect people to information and resources to support the health and wellbeing of our community.

"My son has complex needs. I know libraries are typically quiet places but this is not achievable for him. I'd love to feel comfortable taking him and not be worried it is a problem. He loves books and I want him to enjoy his local library too."

"It would be good to be able to borrow other things at the library like tools, sewing machines, boardgames, cake tins, bird watching equipment, toys or even seeds."

"I want our libraries to be keepers of local history and Indigenous cultural heritage and storytelling. How can our libraries better embrace first Nations learnings?"



We asked community members which words and images they would use to describe their desired future experience using QPRC Libraries.









## Our focus areas

In order to create a community-centric service, this Strategy sets out goals under the following focus areas:



### Our Vision

"QPRC libraries empower our communities and enrich their lives by providing spaces, collections, resources and experiences that foster learning, innovation, discovery and community connections."

### Our commitment

To ensure sustainable and responsive service delivery, we are committed to:

- Putting our diverse community at the centre of everything we do
- Delivering unique and tailored experiences to provide something for everyone
- Providing equitable access and inclusion
- Strengthening our partnerships to share resources and build capacity
- Utilising industry-leading frameworks and tools to continually improve and innovate based on community feedback
- Staying curious and continually learning new knowledge and skills, and
- Being ready, resilient and responsive to the future by embracing innovation.

## Focus area 1

# Spaces

Our libraries are engaging and welcoming community hubs that support a broad range of activities, from quiet study or work through to noisy play, from individual study or work through to social groups.

We provide a network of spaces, complemented by outreach, mobile and digital services to ensure equitable access across our diverse communities.

## Our goals

### 1.1 Our library network and opening hours enable equitable access across our LGA

While navigating changes to our library network over the coming years, including a new modern library space in Queanbeyana, our goal is to ensure that everyone in our community (including people living in our new communities and rural villages) can access library spaces that meet their needs. This will also include reviewing our opening hours to better meet demand outside of work hours and on the weekend.

### 1.2 Our library spaces are flexible and welcoming community hubs

In the coming years, we want to expand the role of our library spaces as community hubs for all. With a growing and changing population, we will seek opportunities to make our existing spaces more flexible to cater to a range of activities, from quiet study and work, to intergenerational play, to social gatherings. When delivering new library spaces, we'll focus on our community's aspirations for what they want future library spaces to be like, including comfortable, welcoming and colourful.

### 1.3 Our services extend beyond the library walls

Recognising our LGA is large and dispersed, we will continue to reach out through our mobile library services and consider alternate delivery models such as kiosks and pop-ups. We'll work to incorporate other parts of council into our outreach program and will explore how we can utilise digital spaces to connect our community to collections, resources and each other.





I'd like to see our library spaces leveraged for the community as social hubs. For example, how about opening the library at night with activities for teens, as they don't typically have safe hang out spaces?

- Survey response



## Focus area 2

# Collections and resources

Our physical and digital collections and resources inspire and empower our communities by connecting them to knowledge, skills and new ideas.

Our local history collections link people to the diverse stories of our past, and are preserved for future generations.

We connect people to technology resources that enable sharing, creativity and participation to help bridge the digital divide and provide early access to emerging technologies.

## Our goals

### 2.1 Our physical and digital collections are accessible and responsive to community demand

We know how much our community value our physical collections, and we've heard there is a need to improve access to digital collections. We will explore opportunities to showcase and make our collections responsive to and easy to access for our community, including via click-and-collect and other avenues.

### 2.2 Our local history collections connect our community to our shared stories

One of our goals in coming years will be to increase ways for our community to access our diverse shared heritage stories. Our local history collections should have greater visibility in our library spaces and there are opportunities for digitisation, online resources and improved discoverability to ensure they are preserved into the future.

### 2.3 Our technology resources and programs support digital access and skill development for all.

Free access to and support in using computers, the Internet and other digital technologies is incredibly valuable for all ages. We're committed to helping bridge the 'digital divide', especially considering connectivity concerns in parts of the LGA. We'll focus on improving and expanding access to emerging technology to empower our communities to study, work, explore and be creative.



In the future I see libraries as custodians of tools that allow us to access knowledge, for example computers, 3D printers and craft tools. Librarians guide us as we take our first steps and help us see where we can go next as we learn.

- Survey response





### Focus area 3

## Experiences

Positioning our libraries as community hubs, we will embed unique and tailored experiences for everyone to enjoy, whether this be for learning, recreation or social connection.

We will work in partnership to empower our community by boosting existing initiatives, co-designing diverse new experiences and connecting people to knowledge, skills and resources.

Our staff will continue to be at the heart of creating inviting and engaging libraries for our visitors.

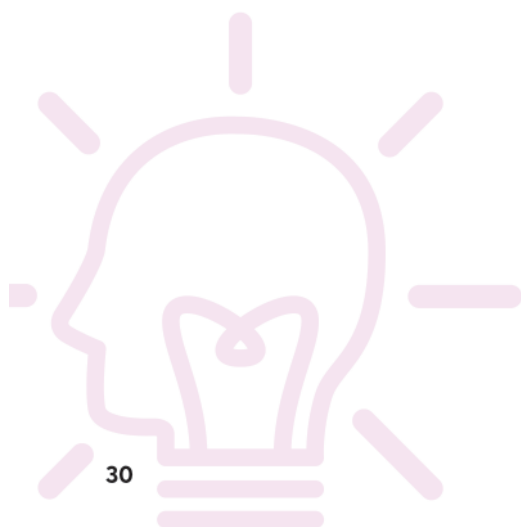
### Our goals

#### 3.1 Our inclusive experiences foster curiosity and learning and skill development

Providing opportunities for learning, literacy, discovery and creativity is fundamental to everything we do. We'll continue to provide library experiences that offer lifelong learning opportunities, encourage people to build their skills, explore their creativity, debate and discuss contemporary topics and discover something new.

#### 3.2 We work in partnership to provide experiences that strengthen social connections and bring people together to share and learn

Through our library programs, activities and events we provide a sense of connection and opportunities for people to meet new friends and find like-minded people in the community with shared interests. Recognising that there are already community groups, service providers and other Council teams driving great outcomes for our community, we will work in partnership to co-design new services and experiences that support social connection.





### 3.4 Our friendly staff have the knowledge and skills to deliver services that meet the needs of our community

Our library staff have deep connections to our communities. We will continue to support staff collaboration and professional development to ensure our staff have the skills and resources to support our community and create a great customer experience.

### 3.5 We reach out to promote our services to our diverse and growing community

We know that our existing members highly value library experiences - but there are many people in the community who are not aware of our services or what's available. We will focus on promoting our services more broadly to members and non-members so more people can benefit from using public libraries.

I would like the library to provide a space for local storytelling and exchange of ideas - not just for children. More creative writing workshops for adults would be nice.

- Survey response



## Our Action Plan

1. Spaces	Actions	Timeframe			
		Y1	Y2	Y3	Y4
<b>1.1 Our library network and opening hours enable equitable access across our LGA</b>	1.1.1 Deliver new library space within the Queanbeyan Civic and Cultural Precinct.				
	1.1.2 Undertake a review of opening hours and align to meet community needs.				
	1.1.3 Investigate opportunities to deliver new library spaces, prioritizing areas with forecast population growth, including Bungendore.				
	1.1.4 Investigate alternative library service delivery models to expand access for our community, including click and collect, book lockers, book vending machines and extended access models outside of staffed hours.				
<b>1.2 Our library spaces are flexible, comfortable and welcoming community hubs</b>	1.2.1 Increase visibility of First Nations cultures in libraries (e.g. artwork, acknowledgement of country, installations).				
	1.2.2 Ensure new libraries provide spaces for social connections (e.g. meeting spaces, community rooms, seating areas).				
	1.2.3 Ensure new libraries are flexible to cater to different uses and changing needs (e.g. moveable shelving and walls).				
	1.2.4 Ensure design of new library spaces is informed by outcomes of engagement with community and staff.				
	Priority needs identified through online survey include: comfortable seating with spaces to work, study and collaborate; separated noisy and quiet spaces; spaces where children can explore and play; accessibility for people of all abilities; clear way finding to and within the library.				
	1.2.5 Investigate opportunities to activate outdoor spaces at libraries (e.g. shaded seating, power outlets, free WiFi).				
	1.2.6 Investigate opportunities to provide creative spaces within libraries (e.g. maker space, workshop, exhibition space).				
<b>1.3 Our services extend beyond the library walls</b>	1.2.7 Integrate best practice environmentally sustainable design principles within new libraries (as per NSW State Library People Places guidelines) and promote sustainable practices to our community.				
	1.3.1 Review use and if required, implement improvements to mobile library service location and hours to support access for community members in regional and rural areas.				
	1.3.2 Partner with other council teams, service providers and community groups to deliver outreach services and programs to our community.				
	1.3.3 Develop plan to further promote and expand home library service with the support of volunteers.				
	1.3.4 Review library website and identify opportunities to improve access to online collections, resources and experiences, including a library app.				
	1.3.5 Create an outreach calendar that aligns with key Council and community events/priorities.				

Queanbeyana-Palerang Regional Council Library Strategy 2022-2026

2. Collections & Resources	Actions	Timeframe			
		Y1	Y2	Y3	Y4
<b>2.1. Our physical and digital collections are accessible and responsive to community demand</b>	2.1.1 Engage with our community to increase understanding of their needs and preferences relating to our collections and resources, including people of different ages, backgrounds, genders and abilities.				
	2.1.2 Promote our existing collection development processes and provide opportunities for the community to select items (e.g. book buys)				
	2.1.3 Expand and improve access to online collections.				
	2.1.4 Investigate feasibility of a Corporate Library Service to support skill-development for council staff.				
	2.1.5 Review Library Management System to ensure current solution best fits community needs.				
<b>2.2. Our local history collections connect our community to our shared stories, past and present</b>	2.2.1 Investigate creation of QPRC Heritage Centre, including appropriate storage, access, technology, and display, exhibition and workshop facilities.				
	2.2.2 Investigate opportunities and products to share digital local history collections (e.g. online repository platform).				
	2.2.3 Develop a plan to identify and digitise suitable materials in the collection such as photographs and important unique papers.				
	2.2.4 Establish a volunteer pool to assist with documenting and assigning meta data for research papers and image collection.				
	2.2.5 Promote local history collection and encourage donations of appropriate local history material.				
	2.2.6 Support local museums in caring for, growing and sharing their collections.				
<b>2.3. Our technology resources and programs support digital access and skill development for all ages and skill levels</b>	2.3.1 Provide ubiquitous and emerging digital technology resources to our community, along with technology skill-development opportunities supported by library staff.				
	2.3.2 Continue training for library staff to ensure high levels of digital expertise to support customer access and ongoing innovation.				
	2.3.3 Work in partnership with QPRC Digital team to ensure that public-facing infrastructure meets growing and changing needs.				
	2.3.4 Identify opportunities to support businesses, entrepreneurs, artists and the maker community by providing access and support in using technology.				

3. Experiences	Actions	Timeframe			
		Y1	Y2	Y3	Y4
<b>3.1 Our diverse experiences foster curiosity, learning and skill development</b>	3.1.1 Continue to deliver programs, workshops and events that support literacy, learning and skill-development for all ages, including opportunities for community members to share their knowledge and skills with each other.				
	3.1.2 Increase opportunities to capture community feedback on a regular basis to inform decision-making for library programs.				
	3.1.3 Review and identify opportunities to expand offering of study support programs for school students.				
	3.1.4 Explore ways to co-design programs with the community.				
	3.1.5 Partner with Council departments and community groups to develop and deliver services and programs.				
<b>3.2 We work in partnership to provide experiences that strengthen inclusion, social connection and resilience for all ages, backgrounds and abilities.</b>	3.2.1 Deliver programs and events that provide opportunities for meaningful exchange of stories, ideas and cultures.				
	3.2.2 Explore ways to increase community awareness and understanding of local First Nations heritage and cultures, including increased visual recognition through art and collections and participation in First Nations community events and activities.				
	3.2.3 Deliver programs and initiatives that highlight and celebrate the cultural and linguistic diversity of our community and facilitate cross-cultural understanding.				
	3.2.4 Review and, if required, work in partnership to expand offering of social groups and activities at libraries (e.g. movie nights, book clubs, writing clubs).				
	3.2.5 Trial the delivery of sensory hours at libraries to support access and inclusion for people with disability.				
	3.2.6 Investigate opportunities to provide meaningful ways for community members to volunteer their time and skills.				
<b>3.3 Our friendly staff have the knowledge and skills to deliver services that meet the needs of our community</b>	3.3.1 Upskill staff in customer experience and co-design principles.				
	3.3.2 Investigate opportunities to link in with other council departments for relevant training.				
	3.3.3 Ensure library services align with Community Strategic Plan and other core documents.				
	3.3.4 Investigate online bookings for spaces and self-service for community.				
<b>3.4 We reach out to promote our services to our diverse and growing community</b>	3.4.1 Undertake a marketing campaign to highlight to users and non-users the benefits of being a library member and promote the broad range of services including those available online.				
	3.4.2 Develop a marketing plan that will address: <ul style="list-style-type: none"> <li>Development of templates for all library communications and promotions to ensure consistent branding</li> <li>Internal promotions to council departments and senior leadership</li> <li>An understanding of target markets and personas.</li> </ul>				

## Implementing the Strategy

In developing its Delivery Program, the elected Council will consider its Resourcing Strategy and a range of key plans and strategies that have been developed. The QPRC Library Strategy will be one of the key documents considered by the elected body to assist with achieving the goals and aspirations of the Community Strategic Plan.

### Strategic alignment within the IP&R Framework







# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 9.5 QPRC LIBRARY STRATEGY 2022-2026

ATTACHMENT 2 QPRC LIBRARY STRATEGY 2022-2026 PLAN ON A PAGE

# Our library strategy

The Library Strategy was informed by engagement with more than 300 community members. It sets out a strategic roadmap that will guide our decision-making over the next four years.

## Our vision

Empowering communities and enriching lives with spaces, collections, resources and experiences that foster learning, innovation, discovery and social connections.

## Our focus areas



### Spaces

Accessible  
Community hubs  
Modern

- Deliver a modern new library space as part of the Queanbeyan Civic and Cultural Precinct
- Review our opening hours and improve access for workers and students
- Deliver services beyond the library walls, such as via street libraries, book kiosks and pop-ups in public spaces and at events
- Explore opportunities to deliver new library spaces to cater to our growing population



### Collections and resources

Educational  
Creative  
Digital

- Improve access to our physical and digital collections, including our local history collections
- Provide opportunities for community members to help shape our collections
- Seek new ways to connect people to digital skills and resources, including emerging and creative technologies



### Experiences

Engaging  
Welcoming  
Inclusive

- Focus on experiences that strengthen social connections and bring people together to share and learn
- Build partnerships with our community to co-design and deliver new experiences
- Raise awareness of our services for our diverse and growing community
- Embed environmental sustainability across everything we do.

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

12 OCTOBER 2022

ITEM 9.5 QPRC LIBRARY STRATEGY 2022-2026

ATTACHMENT 3 220829\_QPRC LIBRARY STRATEGY 2022-2026 FINAL ACTION  
PLAN (WITH INDICATORS)

## QPRC Library Strategy – Action Plan indicators

FOCUS AREA 1: SPACES						
Goals / Actions	Indicators (internal use only)	Timeframe				
		Y1	Y2	Y3	Y4	
1.1 Our library network and opening hours enable equitable access across our LGA						
1.1.1 Deliver new library space within the Queanbeyan Civic and Cultural Precinct.	<ul style="list-style-type: none"><li>New library space to be delivered 2023</li></ul>					
1.1.2 Undertake a review of opening hours and align to meet community needs.	<ul style="list-style-type: none"><li>Explore feasibility of extending opening hours including stakeholder engagement</li><li>Conduct trial in Y2</li><li>Extend staffed weekday/weekend hours (Y2-Y3) and ensure each branch is open similar hours</li></ul>					
1.1.3 Investigate opportunities to deliver new library spaces, prioritizing areas with forecast population growth including Bungendore Library.	<ul style="list-style-type: none"><li>Ensure appropriate expenditure in 10 Year Long-Term Financial Plan (LTFP) for future library spaces (Y1/2)</li><li>Ensure appropriate risk register updated in relation the State Library of New South Wales standards and guidelines (Y1/2)</li></ul>					
1.1.4 Investigate alternative library service delivery models to expand access for our community, including click and collect, book lockers, book vending machines and extended access models outside of staffed hours.	<ul style="list-style-type: none"><li>Book locker drive through at QCCP</li><li>Explore opportunities to support current and future community Street Libraries</li><li>Investigate feasibility of alternative service models (Y2/Y3)</li></ul>					
1.2 Our library spaces are flexible, comfortable and welcoming community hubs						
1.2.1 Increase visibility of First Nations cultures in libraries (e.g. artwork, acknowledgement of country, installations).	<ul style="list-style-type: none"><li>Identify opportunities to increase visibility (Y1)</li><li>Implement opportunities (Y1/Y2)</li><li>Acknowledgement of Country signs by Year 2</li></ul>					

1.2.2 Ensure new libraries provide spaces for social connections (e.g. meeting spaces, community rooms, seating areas).	<ul style="list-style-type: none"> <li>Observations</li> <li>Community feedback</li> <li>Visitation increases</li> <li>Dwell time benchmarking</li> <li>Provision of meeting spaces, community rooms and seating areas</li> <li>Utilisation of meeting spaces and community rooms</li> </ul>				
1.2.3 Ensure new libraries are flexible to cater to different uses and changing needs (e.g. moveable shelving and walls).	<ul style="list-style-type: none"> <li>Capturing different configurations and seeking community feedback</li> <li>Provision of flexible furnishings</li> </ul>				
1.2.4 Ensure design of new library spaces is informed by outcomes of engagement with community and staff.  Priority needs identified through online survey include: comfortable seating with spaces to work, study and collaborate; separated noisy and quiet spaces; spaces where children can explore and play; accessibility for people of all abilities; clear way finding to and within the library.	Community and staff are consulted on design of new library spaces				
1.2.5 Investigate opportunities to activate outdoor spaces at libraries (e.g. shaded seating, power outlets, free Wi-Fi).	<ul style="list-style-type: none"> <li>Identify opportunities to activate outdoor spaces (Y1)</li> <li>If feasible, implement activations (Y2+)</li> </ul>				
1.2.6 Investigate opportunities to provide creative spaces within libraries (e.g. maker space, workshop, exhibition space).	<ul style="list-style-type: none"> <li>Identify opportunities to and feasibility of providing creative spaces within new and existing library spaces</li> <li>Collaboration with CAM TL</li> </ul>				
1.2.7 Integrate best practice environmentally sustainable design principles within new libraries (as per NSW State Library People Places guidelines) and promote sustainable practices to our community.	<ul style="list-style-type: none"> <li>ESD principles integrated in design</li> <li>Collaboration with Staff Sustainability Group</li> </ul>				
<b>1.3 Our services extend beyond the library walls</b>					
1.3.1 Review utilization and if required, implement improvements to mobile library service location and hours to support access for community members in regional and rural areas.	<ul style="list-style-type: none"> <li>Review existing mobile library service utilization across locations (Y1)</li> <li>Alternative for mobile library decided (Y1)</li> </ul>				
1.3.2 Partner with other council teams, service providers and community groups to deliver outreach services and programs to our community.	<ul style="list-style-type: none"> <li>Identify possible stakeholder and engage with them to explore opportunities for collaboration (Y1)</li> <li>Track increase in partnerships and how library information is shared (ongoing)</li> <li>Create an outreach calendar that aligns with key Council and community events/priorities (update at least quarterly)</li> </ul>				

1.3.3 Develop plan to further promote and expand home library service with the support of volunteers.	<ul style="list-style-type: none"> <li>% increase in utilization of home library service and number of volunteers</li> </ul>				
1.3.4 Review library website and identify opportunities to improve access to online collections, resources and experiences, including a library app.	<ul style="list-style-type: none"> <li>Library website reviewed and opportunities identified (Y2)</li> <li>% increase in library website utilisation</li> </ul>				

## FOCUS AREA 2: COLLECTIONS & RESOURCES

Goals / Actions	Indicators (internal use only)	Timeframe			
		Y1	Y2	Y3	Y4
2.1. Our physical and digital collections are accessible and responsive to community demand					
2.1.1 Engage with our community to increase understanding of their needs and preferences relating to our collections and resources, including people of different ages, backgrounds, genders and abilities.	<ul style="list-style-type: none"><li>Community engaged on collections and resources (Y2)</li></ul>				
2.1.2 Promote our existing collection development processes and provide opportunities for the community to select items (e.g. book buys).	<ul style="list-style-type: none"><li>Collection development process promoted via social media and in libraries (Y1)</li><li>Explore trial of book buy (Y1)</li></ul>				
2.1.3 Expand and improve access to online collections.	<ul style="list-style-type: none"><li>Online catalogue reviewed, and actions identified to improve access (Y2-3)</li></ul>				
2.1.4 Investigate feasibility of a Corporate Library Service to support skill-development for council staff.	<ul style="list-style-type: none"><li>Investigate feasibility (Y1/Y2)</li><li>If feasible, corporate library service implemented (Y3)</li></ul>				
2.2. Our local history collections connect our community to our shared stories, past and present					
2.2.1 Investigate creation of QPRC Heritage Centre, including appropriate storage, access, technology, and display, exhibition and workshop facilities.	<ul style="list-style-type: none"><li>Liaise with relevant Council teams</li></ul>				
2.2.2 Investigate opportunities and products to share digital local history collections (e.g. online repository platform).	<ul style="list-style-type: none"><li>Investigate online repository platforms (Y2)</li></ul>				



2.2.3 Develop a plan to identify and digitise suitable materials in the collection such as photographs and important unique papers.	<ul style="list-style-type: none"> <li>Plan developed (Y2)</li> <li># materials digitized</li> </ul>				
2.2.4 Establish a volunteer pool to assist with documenting and assigning metadata for research papers and image collection.	<ul style="list-style-type: none"> <li>Volunteer pool established (Y3)</li> </ul>				
2.2.5 Promote local history collection and encourage donations of appropriate local history material.	<ul style="list-style-type: none"> <li>Promotional campaign implemented (Y2)</li> </ul>				
2.2.6 Support local museums in caring for, growing and sharing their collections.	<ul style="list-style-type: none"> <li>Liaise with local museums to identify opportunities to support them (Y1)</li> </ul>				
<b>2.3. Our technology resources and programs support digital access and skill development for all ages and skill levels</b>					
2.3.1 Provide ubiquitous and emerging digital technology resources to our community, along with technology skill-development opportunities supported by library staff.	<ul style="list-style-type: none"> <li># digital technology resources provided</li> <li># utilization of digital technology resources</li> <li>% satisfaction with technology programs</li> </ul>				
2.3.2 Continue training for library staff to ensure high levels of digital expertise to support customer access and ongoing innovation.	<ul style="list-style-type: none"> <li>Training delivered (ongoing)</li> </ul>				
2.3.3 Work in partnership with QPRC Digital team to ensure that public-facing infrastructure meets growing and changing needs.	<ul style="list-style-type: none"> <li>Liaise with Digital Team to discuss library technology needs and develop plan (Y1)</li> </ul>				
2.3.4 Identify opportunities to support businesses, entrepreneurs, artists and the maker community by providing access and support in using technology.	<ul style="list-style-type: none"> <li>Engage with local businesses and entrepreneurs to identify support needs partnership opportunities (Y1)</li> </ul>				

### FOCUS AREA 3: EXPERIENCES

Goals / Actions	Indicators (internal use only)	Timeframe			
		Y1	Y2	Y3	Y4

3.1 Our inclusive experiences foster curiosity and learning and skill development					
3.1.1 Continue to deliver programs, workshops and events that support literacy, learning and skill-development for all ages, including opportunities for community members to share their knowledge and skills with each other.	<ul style="list-style-type: none"> <li>Continued delivery of programs</li> <li># programs with skill-sharing component</li> </ul>				
3.1.2 Increase opportunities to capture community feedback on a regular basis to inform decision-making for library programs.	<ul style="list-style-type: none"> <li>Develop and implement satisfaction survey (Y1/Y2)</li> </ul>				
3.1.3 Review and identify opportunities to expand offering of study support programs for school students.	<ul style="list-style-type: none"> <li>Increased # of study support programs</li> <li>% satisfaction with study support programs</li> </ul>				
3.1.4 Explore ways to co-design programs with the community.	<ul style="list-style-type: none"> <li># co-designed programs developed</li> </ul>				
3.1.5 Partner with Council departments and community groups to develop and deliver services and programs.	<ul style="list-style-type: none"> <li>Liaise with council departments</li> <li>Identify and liaise with relevant community groups (Y1/Y2)</li> <li># of programs and services delivered in partnership</li> </ul>				
3.2 We work in partnership to provide experiences that strengthen inclusion, social connection and resilience for all ages, backgrounds, and abilities.					
3.2.1 Deliver programs and events that provide opportunities for meaningful exchange of stories, ideas, and cultures.	<ul style="list-style-type: none"> <li># programs with storytelling component</li> </ul>				
3.2.2 Explore ways to increase community awareness and understanding of local First Nations heritage and cultures, including increased visual recognition through art and collections and participation in First Nations community events and activities.	<ul style="list-style-type: none"> <li>Identify opportunities to increase visibility of First Nations in library spaces (Y1)</li> <li>Deliver # activities per year (Ongoing)</li> </ul>				
3.2.3 Deliver programs and initiatives that highlight and celebrate the cultural and linguistic diversity of our community and facilitate cross-cultural understanding.	<ul style="list-style-type: none"> <li>Deliver # events in partnership per year that celebrate local cultural diversity</li> <li>% of attendees who feel more connected to the community after attending the event.</li> </ul>				
3.2.4 Review and, if required, work in partnership to expand offering of social groups and activities at libraries (e.g. movie nights, book clubs, writing clubs).	<ul style="list-style-type: none"> <li># attendance at social groups and activities</li> </ul>				
3.2.5 Trial the delivery of sensory hours at libraries to support access and inclusion for people with disability.	<ul style="list-style-type: none"> <li>Sensory hours trialed (Y2)</li> </ul>				

3.2.6 Investigate opportunities to provide meaningful ways for community members to volunteer their time and skills.	<ul style="list-style-type: none"> <li>Establishment of volunteering program</li> </ul>				
<b>3.3 Our friendly staff have the knowledge and skills to deliver services that meet the needs of our community</b>					
3.3.1 Upskill staff in customer experience and co-design principles.	<ul style="list-style-type: none"> <li>Training program developed (Y1/Y2)</li> </ul>				
3.3.2 Investigate opportunities to link in with other council departments for relevant training.	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>				
3.3.3 Ensure library services align with Community Strategy Plan and other core documents.	<ul style="list-style-type: none"> <li>Financial Plan developed (Y1/Y2)</li> </ul>				
3.3.4 Investigate online bookings for spaces and further self-service for community.	<ul style="list-style-type: none"> <li>Online bookings process investigated (Y1)</li> </ul>				
<b>3.4 We reach out to promote our services to our diverse and growing community</b>					
3.4.1 Undertake a marketing campaign to highlight to users and non-users the benefits of being a library member and promote the broad range of services including those available online.	<ul style="list-style-type: none"> <li>Marketing campaign implemented (Y1)</li> </ul>				
3.4.2 Develop a marketing plan that will address: <ul style="list-style-type: none"> <li>Development of templates for all library communications and promotions to ensure consistent branding</li> <li>Internal promotions to council departments and senior leadership</li> <li>An understanding of target markets and personas.</li> </ul>	<ul style="list-style-type: none"> <li>Marketing plan developed (Y1/Y2)</li> </ul>				

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

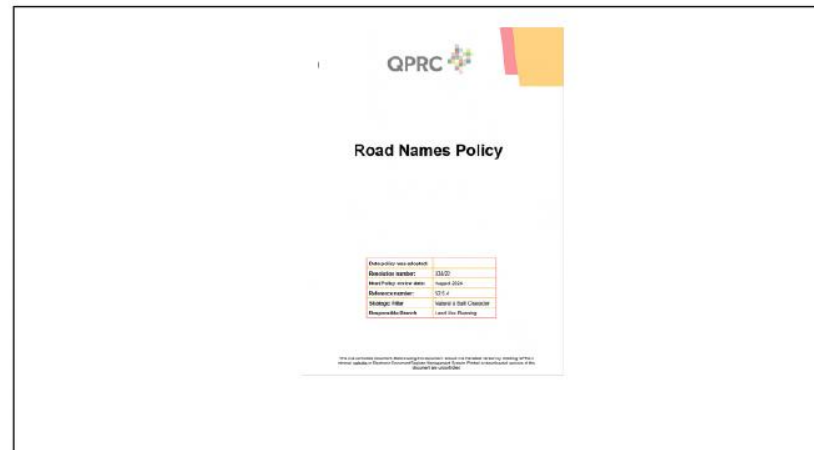
**12 OCTOBER 2022**

ITEM 9.7 ROAD NAMES POLICY - POST-EXHIBITION REPORT

ATTACHMENT 1 POST-EXHIBITION REPORT - ROAD NAMES POLICY



# Post Exhibition Report Road Names Policy



[qprc.nsw.gov.au](http://qprc.nsw.gov.au)

REPORT | COMMUNITY ENGAGEMENT | Road Names Policy

**Executive Summary of engagement report:**

The Road Names Policy was exhibited on Your Voice for 28 days from 26 August – 22 September 2022.

Over this period, 10 submissions were received from the community on the Policy. An outline of each submission and recommended action is included in the below table.

Further, staff sought feedback from Council's Diversity and Inclusion Group to ensure the appropriate wording was used in section 6.3.3 of the Policy. Staff also consulted the Council's Aboriginal Community Liaison Officer who requested the word '*Aboriginal*' be replaced with '*First Nations Peoples*' where appropriate throughout the Policy.

**Comments received:**

	Issue	Staff comment	Recommended action
1.	<b>4. Definitions:</b> 'GNB' means the Geographical Names Board of New South Wales, as per s. 3 of the <i>Geographical Names Act 1966</i> (NSW), not the Geographic Names Board.	Confirmed that the incorrect name was used when referencing GNB in Section 4. Definitions.	Amend the definition of GNB to "Geographical Names Board of New South Wales, as per s. 3 of the <i>Geographical Names Act 1966</i> (NSW)"
2.	<b>6.1.2 The use of local Aboriginal words and names:</b> I fully support the intent of this paragraph, but wonder how realistic it is, particularly the provision that 'Proposed road names in this theme <b>shall be in the local language</b> chosen in consultation with the appropriate Local Aboriginal Land Council' (my emphasis). In the part of the LGA in which I live, no information is available as to what the Aboriginal custodians in 1820, when the first colonists arrived, called themselves, nor what they called their language, nor the name they used for the local area. Sadly, no word list exists for the local area. Given that, it will not be possible for developers to apply local Aboriginal words and names to subdivisions here.  I suggest that it is important that Council not fall into the trap, seen elsewhere in our region, of using Aboriginal words and names that actually come from other places. For example, I live in the locality of Wamboin. In 1980, Council recommended, and the GNB agreed, to the name, but it is a Wiradjuri word that has no connection with the local area.  One option might be for Council to develop a list of Aboriginal words and names for each region of the LGA, from which developers could choose when they are recommending road names? Perhaps this is the intention of the Proposed Road Name Register, but that is not clear from the wording of the draft. Para 6.3.1 seems to	It is intended to maintain a location criteria within the Proposed Road Names Register identifying the appropriate areas where selected First Nations names will be used.	Amend the wording of 6.1.2 to "The use of First Nations Peoples' words and names is encouraged. Proposed road names in this theme shall be in the local language of the area in which the road name is to be used. Council will work with Local Aboriginal Land Councils to identify suitable road names. Proposed road names should include the meaning of the words or the person's historical link to the area."  Procedure will include maintaining appropriate location criteria in the Register of Proposed Road Names.



REPORT | COMMUNITY ENGAGEMENT | Road Names Policy

	<p>suggest that the onus is on property developers of major subdivisions to develop a list of proposed road names for the development, which seems inconsistent with the idea of Council having a substantial list of local Aboriginal words and names for each part of the LGA.</p> <p>Of course, it would be highly problematic to have a single word list that covered the whole of the LGA, considering the many different Aboriginal groups who live, and lived, across that large area and who had very different languages and cultural affiliations. For example, I expect that it would be deeply offensive to the Ngarigo people of the northern Monaro to apply to their country Dhurga words from the Braidwood area, and vice versa.</p>		
3.	<b>6.2 Proposed Road Name Register:</b> this title is ambiguous: is it the register that is proposed, or the road names? It might be clearer if it were referred to as the Register of Proposed Road Names, or similar.	Agreed	Amend the name of the register to "Register of Proposed Road Names"
4.	<b>6.2.1:</b> the first word of the first sentence should be capitalised.	Agreed	Adopt correction. Capitalise the word "community" in 6.2.1
5.	<b>6.2.5:</b> inconsistency between Name and Names, when referring to the Proposed Road Name(s) Register.	This issue will be rectified when the name of the register is changed to "Register of Proposed Road Names"	No action required as covered in 6.2 above
6.	<p><b>6.3.2 mandatory Aboriginal words and names:</b> This para states that 'Property developers must ensure at least 10% of the number of new road names in each major subdivision incorporate Aboriginal languages or names'. I fully support the intent of this draft provision, but wonder how practicable it is. Considering that a major subdivision is defined as one that has four or more new roads, obviously 10% of four roads would be just 40% of one road, which is clearly not what Council is intending. A development would need to have a minimum of 10 new roads to be able to have one or more given an Aboriginal name, under the proposed 10% rule.</p> <p>One possible way of dealing with this might be to have the current draft provision apply to developments with 10 or more new roads, and a clear statement that Council will give preference to roads with Aboriginal names where there are fewer</p>	<p>Agreed.</p> <p>Recommend amending current wording of 6.3.2</p>	<p>Amend 6.3.2 to the following</p> <p>"Property developers must ensure at least 1 new road name or 10% of the number of new road names (whichever is the greater) incorporate First Nations Peoples' language or names. Evidence of consultation and endorsement from the Local Aboriginal Land Council must be provided when submitting a new road name proposal to Council."</p>

REPORT | COMMUNITY ENGAGEMENT | Road Names Policy

	than 10 new roads. That said, the challenge of finding <i>local</i> Aboriginal words and names remains.		
7.	<p><b>6.3.3 gender blindness:</b> again, I fully support the broad intention of this paragraph, but suggest it is grossly out of step with contemporary approaches to gender issues. Indeed, it is difficult to understand how, in 2022, Council can be recommending to the community a policy that explicitly excludes non-cisgender people. Assuming that the provision that 'Property developers must ensure equal (50%) gender representation ...' refers to the female and male genders, developers are excluded from recommending road names for people of other genders. Again, I am sure this is not Council's intention, but strongly recommend that this provision be reviewed.</p> <p>Council is probably aware that the Australian Bureau of Statistics uses three gender codes (male, female, and other, in that order), and that the current version of the Australian Style Manual states 'Australian Government agencies use both LGBTI and LGBTIQ+'.</p> <p>Perhaps one way of approaching this matter might be to have a provision that read something along the lines of ensuring that no single gender dominates when it comes to applying people's names to the new roads in new subdivisions.</p>	Agreed. Recommend amending the current wording of 6.3.3	Amend the wording of 6.3.3 to "Property developers submitting road name proposals consisting of commemorative road names of eminent persons must ensure the list contributes to achieving gender diversity across the local government area."
8.	The inclusion of Aboriginal language names for roads (and other localities in our area) is an important addition for all members of this community, and visitors. This may bring us in touch with our deep history and further understanding of our local environment. (Rather than names that originated 'somewhere else'. I welcome also gender balance in creating names for place.	Noted and agreed.	No action required
9.	Road Names Policy. I believe it is a woke racist policy to us (sic) Aboriginal names.	Road Names policy has been developed to be inclusive	No action required
10.	<p>This policy is inappropriately biased strongly in favor of using Aboriginal names for roads. Whilst it may be naively intended to enforce inclusion, it actually creates division. It therefore creates a problem rather than fix one.</p> <p>Paragraphs 6.1.2, 6.2.1(a), 6.2.1(b) and 6.3.2 clearly imply that the Aboriginal language and Aboriginal people are the Priority #1 and #2 criteria for road naming.</p>	<p>The criteria in 6.2.1 is a criteria list only. It is not in priority order.</p> <p>6.3.2 is appropriate and inclusive.</p>	<p>No action required</p> <p>No action required</p>

REPORT | COMMUNITY ENGAGEMENT | **Road Names Policy**

	<p>The is entirely inappropriate given that Aboriginal people number just 3% of the Australian population, well under the disproportionate mandate of at least 10% for major subdivisions. The bias is therefore prejudicial against the other 97% of the population. To avoid this, the naming policy needs to be refocused on eminent persons connected to the area as being Priority #1, noting that those persons can be from any ethnicity. I would also suggest that Australian heritage should be elevated to Priority #2 as the next best non-discriminatory criteria. Para 6.3.2 is clearly discriminatory and must be deleted.</p> <p>Aboriginal place names are already well represented throughout Australia and within the local area for cities (eg. Canberra, Queanbeyan and suburbs within), towns (eg. Jerrabomberra, Googong, Bungendore, etc), rivers and other geological features.</p> <p>Let's not take the whole reconciliation theme too far at the expense of the majority of people who built Australia into what it is today</p>		
--	---	--	--

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 9.7 ROAD NAMES POLICY - POST-EXHIBITION REPORT

ATTACHMENT 2 ROAD NAMES POLICY WITH TRACKED CHANGES



# Road Names Policy

Date policy was adopted:	
Resolution number:	338/22
Next Policy review date:	August 2024
Reference number:	52.5.4
Strategic Pillar	Natural & Built Character
Responsible Branch	Land Use Planning

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC’s intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled

## Road Names Policy

---

### 1. OUTCOMES

- 1.1 Council will maintain a ~~Proposed Road Names Register~~ [Register of Proposed Road Names](#) for the purpose of providing names for roads across the Queanbeyan-Palerang local government area.
- 1.2 Road names selected for new roads will be appropriate for the locality and comply with the AS/NZS 4819:2011 Rural and Urban Addressing Standard and the NSW Address Policy and User Manual.

### 2. POLICY

- 2.1 Council adopts a list of suitable road names that may be used across the local government area with input from the local community.

### 3. SCOPE OF THE POLICY

- 3.1 This policy applies to the naming of roads within the Queanbeyan-Palerang Local Government Area.

### 4. DEFINITIONS

*APUM* – NSW Address Policy and User Manual 2019.

*Council* – Queanbeyan-Palerang Regional Council.

*GNB* – ~~NSW Geographic Names Board~~ [Geographical Names Board of New South Wales, as per s. 3 of the Geographical Names Act 1966 \(NSW\)](#)

*Major Subdivision* — A subdivision of land that includes the creation of 4 or more new roads.

*Proposed Road Names Register* ~~Register of Proposed Road Names~~ — A register of proposed road names that are Council approved, [have been](#) publicly notified but [have](#) not yet [been](#) endorsed by GNB nor gazetted.

*Road* — Includes all road types as listed in the NSW Addressing Policy and User Manual 2019.

### 5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- Roads Regulation 2018 – Division 1 Cl.7(1)-(6).
- NSW Address Policy and User Manual 2019.
- AS/NZS 4819:2011 Rural and Urban Addressing Standard.
- NSW Place Name Policy, GNB September 2018.
- Guidelines for the Determination of Place Names, GNB July 2019.
- NSW Aboriginal Languages Act 2017.

### 6. CONTENT

#### 6.1 GENERAL

- 6.1.1 The naming of all new roads within the Queanbeyan-Palerang Regional Council's local government area is undertaken in accordance with the APUM.

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled



## Road Names Policy

- 6.1.2 The use of [Aboriginal First Nations Peoples'](#) words and names is encouraged. Proposed road names in this theme shall be in the local language ~~chosen in consultation with the appropriate Local Aboriginal Land Council. The proposal should include the meaning of the words or the person's historical link to the area.~~ of the area in which the road name is to be used. Council will work with Local Aboriginal Land Councils to identify suitable road names. Proposed road names should include the meaning of the words or the person's historical link to the area.
- 6.1.3 The suitability of commemorative road names will be assessed on the criteria set down by the GNB in respect of sources of information and its place name policy and guidelines.
- 6.1.4 Road names which do not have a direct relationship to a location within the local government area can be used anywhere within the local government area.
- 6.1.5 Road names that already exist within the local government area will not be considered and shall not be duplicated. A road name will be regarded as a duplicate if it is the same or has a similar spelling or sound as an existing name, regardless of the road type.

### 6.2 ~~PROPOSED ROAD NAME REGISTER~~REGISTER OF PROPOSED ROAD NAMES

- 6.2.1 ~~e~~Community members with connections to the local government area and property developers are encouraged to submit proposed road names to Council in accordance with NSW Government guidelines as set out by the GNB for inclusion in the ~~Proposed Road Names Register~~Register of Proposed Road Names. Criteria for proposed road names can include (but is not limited to) the following:
- (a) Promotion and recognition of local [Aboriginal First Nations Peoples'](#) language
  - (b) Recognition of local [Aboriginal First Nations People](#) people
  - (c) Recognition of eminent persons connected to the area
  - (d) Recognition of local history and events
  - (e) Recognition of the natural environment
  - (f) Recognition of Australian heritage
- 6.2.2 At the land subdivision stage where 3 or fewer new roads are created, a property developer may select road names from the ~~Proposed Road Names Register~~Register of Proposed Road Names or propose other names in accordance with GNB policies and the criteria referenced in 6.2.1 for consideration and approval.
- 6.2.3 Road names shall be added to the ~~Proposed Road Name Register~~Register of Proposed Road Names when they have been endorsed by Council and no objections have been received during public exhibition of 28 days.
- 6.2.4 Road names selected for use from the ~~Proposed Road Name Register~~Register of Proposed Road Names will only be formally allocated to roads following approval by the GNB and gazettal.
- 6.2.5 Council's Natural and Built Character Portfolio via the Service Manager Land Use Planning shall be responsible for maintaining the ~~Proposed Road Names Register~~Register of Proposed Road Names.

## Road Names Policy

---

- 6.2.6 A copy of the ~~Proposed Road Name Register~~[Register of Proposed Road Names](#) shall be available for public viewing upon written request.

### **6.6.3 ROAD NAMING FOR MAJOR SUBDIVISIONS**

- ~~6.6.16.3.1~~ To ensure the ~~Proposed Name Register~~[Register of Proposed Road Names](#) retains an adequate supply of names, property developers of major subdivisions are required to work with Council to devise a separate list of proposed road names for their development.

- ~~6.3.2~~ [PP](#)Property developers must ensure at least ~~10% of the number of new road names in each major subdivision incorporate Aboriginal~~[1 new road name or 10% of the total number of new road names in each proposal \(whichever is the greater\) incorporate First Nations Peoples'](#) language or names. Evidence of consultation and endorsement from the Local Aboriginal Land Council must be provided when submitting a new road name proposal to Council.

- ~~6.6.26.3.3~~ [Property developers must ensure equal \(50%\) gender representation when submitting road name proposals consisting of commemorative road names of eminent persons. Property developers submitting road name proposals consisting of commemorative road names must ensure the list contributes to achieving gender diversity across the local government area.](#)

- ~~6.6.36.3.4~~ Thematic road names for new major subdivisions are strongly encouraged and should be relevant and appropriate for the location.

## **7. REVIEW**

- 7.1 This policy will be reviewed every four years or earlier as necessary if:
- (a) legislation requires it, or
  - (b) Council's functions, structure or activities change.

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

12 OCTOBER 2022

ITEM 9.8          REVIEWED POLICIES

ATTACHMENT 1    BACKFLOW PREVENTION POLICY



# Backflow Prevention Policy

<b>Date policy was adopted:</b>	
<b>Resolution number:</b>	
<b>Next Policy review date:</b>	October 2024
<b>Reference number:</b>	1727583
<b>Strategic Pillar</b>	Community Connections
<b>Responsible Branch</b>	Utilities

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

[qprc.nsw.gov.au](http://qprc.nsw.gov.au)

## Backflow Prevention Policy

### 1 OUTCOMES

- 1.1 Council water supplies are protected from the risk of backflow contamination arising from connections to the water supply system.

### 2 POLICY

- 2.1 All connections to QPRC potable and non-potable (recycled) water networks must comply with AS3500.1. This includes installing, maintaining and testing Backflow Protection Devices (BPD) based on the hazard rating of the property.
- 2.2 Property owners are responsible for engaging an Accredited Person to assess, install, test and maintain BPDs in accordance with this Policy.
- 2.3 Property owners are responsible for all costs associated with backflow prevention.
- 2.4 If backflow prevention is missing or insufficient, Council will take enforcement action in accordance with this Policy.
- 2.5 Council may recover costs incurred in ensuring BPDs are installed and maintained.

### 3 SCOPE OF THE POLICY

- 3.1 The Policy applies to all connections to Queanbeyan-Palerang Regional Council potable and recycled water networks.
- 3.2 This Policy only covers Containment Protection. Individual and Zone protection within a property is the responsibility of the Property Owner.

### 4 DEFINITIONS

- 4.1 Accredited Person - A licensed plumber who holds accreditation from a Registered Training Organisation (RTO) for backflow prevention device commissioning and certification
- 4.2 Backflow – flow in the opposite direction to normal flow that may draw pollutants from one area into another.
- 4.3 Backflow Prevention Device – a mechanical device that will prevent backflow.
- 4.4 BPD – Backflow Prevention Device.
- 4.5 Containment Device – a Backflow Prevention Device that provides Containment Protection.
- 4.6 Containment Protection – the installation of a Backflow Prevention Device on the water service at the property boundary, to prevent backflow from within the property into the potable water supply system.
- 4.7 Cross-Connection – any connection or arrangement between the potable water supply system connected to the water main or any fixture, which may under certain conditions enable non-drinking water or other substances to enter the potable water supply system.
- 4.8 Individual Protection – the installation of a Backflow Prevention Device on an individual water fixture
- 4.9 Zone Protection – the installation of a Backflow Prevention Device on several but not all water fixtures within a property

### 5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 *AS/NZS 3500.1 Plumbing and Drainage, Part 1: Water Services*
- 5.2 *AS/NZS 2845 Water Supply – Backflow Prevention Devices*
- 5.3 *Plumbing and Drainage Act 2011*

[ 2 ]

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



## Backflow Prevention Policy

### 6 CONTENT

#### 6.1 General

- 6.1.1 All BPDs shall be installed by a licenced plumber or Accredited Person.
- 6.1.2 All BPDs shall be commissioned, tested and maintained by an Accredited Person.
- 6.1.3 BPDs shall comply with AS3500.1 regardless of the site use (e.g. residential, commercial, industrial, mixed).
- 6.1.4 Containment Devices shall be installed on the outlet side of the master water meter(s) supplying the property.
- 6.1.5 Where there is no master water meter, the Containment Device shall be installed within 1m of the property boundary. There shall be no connections bypassing the Containment Device or water meter.
- 6.1.6 BPDs shall be installed so that the underside of the device is a minimum of 300mm above the surrounding surface unless otherwise specified in the code.
- 6.1.7 If site use changes result in a change in hazard rating, the property owner shall, within 5 days of the site use change, have an Accredited Person certify the change in hazard rating. The Accredited Person shall notify Council of the new rating within 5 days of their assessment.
- 6.1.8 Council may at any time conduct a site inspection to confirm BPDs are installed and being managed appropriately.

#### 6.2 Cross-Connection Hazard Rating

- 6.2.1 Containment Protection shall be determined on the assumption that Zone Protection or Individual Protection within the site has failed or has not been installed.
- 6.2.2 If a site has activities with varying individual hazards, Containment Protection shall be based on the highest individual hazard.
- 6.2.3 Where hazards are unknown for a commercial, industrial or a mixed development, a High Hazard shall be adopted and a testable device will be required.

#### 6.3 Minimum Device

- 6.3.1 Properties with high or medium hazards shall install a testable device.
- 6.3.2 High hazards shall have a Registered Break Tank, Reduced Pressure Zone Device or Registered Air Gap.
- 6.3.3 Medium hazards shall install a testable double check valve as a minimum.
- 6.3.4 Low hazards shall install a non-testable dual check valve as a minimum. Council issued 20 and 25mm water meters contain an integral dual check valve and no further protection is required.

#### 6.4 Properties with Non-potable (Recycled) Water

- 6.4.1 Properties supplied with potable and non-potable (recycled) water are required to install BPDs on both supply systems.
- 6.4.2 BPDs shall be the same on both the potable and non-potable services and comply with the deemed hazard rating as stipulated in AS/NZS 3500.1.

#### 6.5 Fire Services

- 6.5.1 Fire services require the installation of a double check detector assembly as a minimum.
- 6.5.2 Independent fire drencher sprinkler systems require the installation of a dual check valve.
- 6.5.3 Where a fire booster service is installed, BPDs shall be installed so that the underside of the device is a minimum of 750mm above the surrounding surface.
- 6.5.4 On separate hydrant and/or sprinkler fire services BPDs shall be installed within 1m of the property boundary and upstream of any booster assembly or offtake from the fire service.



Backflow Prevention Policy

---

**6.6 Register of Backflow Prevention Devices and Record Keeping**

- 6.6.1 Council will maintain a register of testable BPD installations and annual maintenance records.
- 6.6.2 The customer's Accredited Person shall complete the Backflow Prevention Application (required on installation of the device) and submit the associated documentation to Council within 5 business days of installation.
- 6.6.3 The customer's Accredited Person shall complete the Backflow Prevention Device Inspection and Maintenance Report (required on commissioning or testing the device) and submit the associated documentation to Council within 5 business days of inspection.

**6.7 Failure to Install, Register, Test or Maintain Devices**

- 6.7.1 Where a customer has failed to install, register, test or maintain BPDs, Council may do one or more of the following:
  - a) Send formal notification of the issue(s) and specify the required works and timeframe for completion.
  - b) Test and certify the BPD and charge the property owner for the works.
  - c) Apply a water flow restrictor to the metered water service for the property until the issue is rectified to Council's satisfaction.
  - d) Disconnect the water service if Council believes that the hazard presents an unacceptable risk to the water supply.
  - e) Apply related fees as set out in Council's adopted Operational Plan. Fees will be payable for any reconnections required following rectification of issue(s).

**7 REVIEW**

- 7.1 This policy will be reviewed every four years or earlier as necessary if:
  - a) legislation requires it, or
  - b) Council's functions, structure or activities change

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 9.8          REVIEWED POLICIES

ATTACHMENT 2    PARKING AND ENFORCEMENT PRIORITY POLICY



# Parking and Enforcement Priority Policy

<b>Date policy was adopted:</b>	
<b>Resolution number:</b>	
<b>Next Policy review date:</b>	
<b>Reference number:</b>	52.5.4
<b>Strategic Pillar</b>	Community Connections
<b>Responsible Branch</b>	Transport – Facilities and Safe Cities

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

[qprc.nsw.gov.au](http://qprc.nsw.gov.au)

## Parking and Enforcement Priority Policy

### 1 OUTCOMES

- 1.1 Through this policy, QPRC will promote community awareness of the safe, efficient and responsible use of vehicle parking in the LGA.
- 1.2 QPRC acknowledges that demand for parking space varies throughout the local government area due to:
  - 1.2.1 levels of construction in the CBD areas
  - 1.2.2 accessibility of suitable parking for residents and office workers
  - 1.2.3 high levels of construction in residential growth areas
- 1.3 This Policy provides for a residential parking permit system to assist with residents' parking in town streets and public carparks in the Queanbeyan CBD.
- 1.4 This Policy provides information on the hierarchy of parking enforcement priorities undertaken by Council Rangers throughout the Local Government Area
- 1.5 This policy provides advice on assistance with safe parking within the two industrial areas of Queanbeyan

### 2 POLICY

- 2.1 Council is vested with the authority to enforce parking restrictions within the Queanbeyan-Palerang Local Government Area. This enforcement will be done in accordance with applicable Legislation and using the guidance and priorities set out in this policy.
- 2.2 Council Rangers enforce the NSW Road Rules 2014
- 2.3 Parking penalty amounts are set by the NSW Government.
- 2.4 Payment of parking fines is administered by Revenue NSW and is not a function of Council.

### 3 SCOPE OF THE POLICY

- 3.1 This Policy applies to all areas within the Queanbeyan-Palerang Regional Council local government area.

### 4 DEFINITIONS

- 4.1 School Area — is to include public roads and open space in the immediate proximity of a public or private school, generally indicated by the area subject to reduced speed limit of 40km/h applicable to the school zone.

### 5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- Council rangers are authorised officers – class 12 under Schedule 2 of the *Road Transport (General) Regulation 2021 NSW*.
- Local Government Act, 1993.
- Road Rules 2014
- Impounding Act 1993
- POEO 1997

### 6 CONTENT

#### 6.1 Residents Parking

- 6.1.1 Council reinforces that it is illegal for vehicles to park on the verge. Research has shown that parking on the roadway has the effect of improving road safety by

[ 2 ]

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



---

Parking and Enforcement Priority Policy

---

slowing vehicles and forcing vehicles to give-way and therefore provides benefits to vulnerable road users.

- 6.1.2 On narrow roads, where on street parking is available, the onus for safe parking falls upon on the driver. Situations can arise where if vehicles park opposite each other (legally) that the available travel width will not permit larger vehicles to safety pass.
- 6.1.3 Parking in front of Garbage Bins – whilst not illegal, it is courteous not to park in front of garbage bins and drivers are encouraged to park with consideration when the likelihood of restricting access to garbage bins by waste pick-up trucks arises.
- 6.1.4 Residents and Housing NSW tenants living in close proximity to the Queanbeyan CBD should have the ability, as far as practicable, to park safely and securely near their place of residence either on-street or in public carparks.
- 6.1.5 Resident parking permits may be granted upon application to Council to enable residents to avoid time limits and parking fees that would normally apply and will be limited to one parking space per dwelling.
- 6.1.6 Applicants must be able to demonstrate to Council's satisfaction that they are legitimate residents that require a permit or that they are occupants of Housing NSW dwellings that require a permit.
- 6.1.7 Resident parking permits issued by Council must be clearly and permanently displayed on the car and will be valid for one year from the date of issue.
- 6.1.8 Residents using resident parking permits must comply with legal signage. Resident parking permits are only applicable to legal parking spaces that are restricted by time. The parking permits will not allow parking in 'no-stopping', no-parking', disabled spaces or the like.

## **6.2 Queanbeyan Industrial Area Employee Parking**

- 6.2.1 If insufficient onsite parking is not available at businesses located within the Queanbeyan industrial areas of East (Gilmore Road Area) and West (Yass Road Area) Queanbeyan only, employees are permitted to park on the verge adjacent to the relevant business during business hours only in consideration of the safety risks described in 6.6 below. All vehicles parked on the verge must be registered/insured and in a safe condition.
- 6.2.2 Parking on the verge is not permitted on Gilmore Road and Yass Road and these areas are excluded from this clause.
- 6.2.3 Council Rangers will take enforcement action if drivers ignore the safety risks described in 6.6 below or other relevant parking rules.

## **6.3 Business area Parking**

- 6.3.1 Employees and businesses within all areas of Council shall park in accordance with the applicable signage and associated legislation.

---

Parking and Enforcement Priority Policy

---

- 6.3.2 Public sector agencies should ensure that enough on-site parking is provided, including disabled parking, for their tenants and employees in accordance with the provisions of the Queanbeyan Development Control Plan 2012, without impinging on residents' ability to park their vehicles on-street and in public carparks near their places of residence.
- 6.3.3 Office/business employees who park on-street in residential areas should observe legal signage and relevant road rules and be mindful that they do not encroach on residents' driveways, or impinge on residents' visibility as they reverse or manoeuvre vehicles in their driveways.
- 6.3.4 Council Rangers may take enforcement action on complaints received in relation to Clause 6.3.3. during business hours. NSW Police can assist out of hours and on weekends.

#### 6.4 Construction Site Parking

- 6.4.1 Temporary parking arrangements and/or S138 permits may be established adjacent to construction sites to permit access for workers to engage in activities such as unloading materials, pouring concrete and removing waste, without the risk of infringing normal traffic regulations.
- 6.4.2 Permits must be approved by Council and shall be in accordance with a traffic plan provided as part of their development application or as part of a S138 application.
- 6.4.3 All temporary parking arrangements approved by Council must be clearly articulated through appropriate temporary signage in accordance with the approved plan.
- 6.4.4 Council will take enforcement action on complaints received in relation to breaches of the temporary/S138 Permit traffic arrangements.

#### 6.5 Priorities for Parking Enforcement across the Queanbeyan-Palerang Local Government Area are:

In order of priority :-

- 6.5.1 **Schools:** To ensure the safety of children on their way to and from school. The recent increase in parking offence penalties, (including the addition of demerit points) for all parking offences around schools, demonstrate the community's concern about the danger posed to children from unlawful parking around schools. This area is defined by the 40km/hr speed limit.
- 6.5.2 **Public Safety:** To discourage any parking offences which may compromise the safety of other road users, these offences may include;
- Stop in No Stopping zone
  - Double parking
  - Stop in or near bus zone
  - Unauthorised use of disabled restriction parking areas



Parking and Enforcement Priority Policy

---

- Parking next to Yellow Line
- Parking within 3m of road centre line marking
- Parking on the verge
- Not parallel park in direction of travel
- Park in Disabled Parking Space without permit
- Park contrary to other Regulatory Parking Restriction signs

6.5.3 **Public Complaints:** To investigate complaints from the community concerning alleged unlawful parking, including parking of heavy vehicles (over 4.5t GVM or 7.5m in length) for longer than 1hr in a built-up area as well as other safety related complaints. Council will only respond to these issues during business-hours, NSW Police are able to assist outside business-hours. Not all reports will need to be investigated. A preliminary assessment of all matters will be made to determine the priority for a response, and whether investigation or other action is required.

6.5.4 **Parking Access:** To ensure the equitable and efficient use of on-street and council free carparks, limited stay parking in the CBD of Queanbeyan and other high use areas with parking restrictions across the region. This can also include private car parks where Council has a parking enforcement agreement with the carpark owners/administrators.

6.5.5 **Loading Zones:** To control the use of loading zones so service vehicles can obtain more efficient access and the use of loading zones by non-delivery vehicles is discouraged.

6.6 **Risks factors caused by parking on the verge include but not limited to:**

- School Zone safety impacts
- Blocking pedestrian access or pathways or create a risk for pedestrians
- Restricted visibility of road users or pedestrians, including drivers leaving or entering a driveway
- Restricted sight distance for road users and pedestrians
- Damage caused to public infrastructure – above or below ground, including causing uneven surfaces from wheel tracks and creating a bog
- Restrict free and efficient access to key infrastructure access points such as water, sewer, gas, telecommunications, electrical, drainage etc or have the potential to cause damage to those assets
- Potential to cause damage to tree/vegetation assets via soil compaction
- Potential to cause pollution due to loss of ground cover and soil erosion
- Loss of amenity/level of complaints generated.

These risk factor will be considered by Council Rangers when assessing possible parking enforcement actions

6.7 **Other Ranger Actions**

6.7.1 Rangers in Queanbeyan-Palerang and throughout NSW regularly use cameras including Dash Cameras and other mobile devices to gather evidence in relation to parking violations. This evidence is stored by Council and uploaded into third party PinForce Infringement Management System and is not available for access outside the Ranger's team, management and legal support.

---

Parking and Enforcement Priority Policy

---

PinForce Images and Footage may also be used in Court proceedings when required.

Footage captured by Dash Cameras may also be used to identify offenders who abuse/threaten or intimidate Rangers when they are performing their duties and may be provided to NSW Police in evidence.

- 6.7.2 Rangers occasionally perform covert operations for offences which involve danger to the safety of other road users or pedestrians.
- 6.7.3 Rangers undertaking parking patrol duties will comply with the requirements of the Road Rules 2014 whilst undertaking enforcement action.
- 6.7.4 Council will provide information to the community on parking issues around the Council area. This information will include media releases, Mayoral columns, community newsletters, input into school newsletters and driver education programs delivered by Council's road safety officer.

## **7 REVIEW**

- 7.1 This policy will be reviewed every four years or earlier as necessary if:
  - a) legislation requires it, or
  - b) Council's functions, structure or activities change

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

12 OCTOBER 2022

ITEM 9.8          REVIEWED POLICIES

ATTACHMENT 3    CODE OF MEETING PRACTICE



## Code of Meeting Practice

<b>Date policy was adopted:</b>	23 March 2022	<b>CEO signature and date</b>
<b>Resolution number:</b>	127/22	
<b>Next Policy review date:</b>	September 2024	
<b>Reference number:</b>	52.5.4	
<b>Strategic Pillar:</b>	Organisation Capability	
<b>Responsible Branch:</b>	Workplace & Governance	28 March 2022

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

## Code of Meeting Practice 2022

---

### Explanatory 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.

Council has retained the same clause numbering as set out in the NSW Model Code. However, because the Model Code contains clauses relating only to Joint Organisations and County Councils and has several optional clauses, these clauses have been removed from QPRC's Code of Meeting Practice. Set out below is a list of the clauses which have been deleted from QPRC's Code.

Deleted clauses which do not appear in QPRC's Code of Meeting Practice 2022 are:

- 3.2
- 4.15
- 4.16
- 5.3
- 8.1
- 10.31
- 11.4
- 11.6 – 11.9
- 11.13
- 15.14
- 20.17



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

## Code of Meeting Practice 2022

## Table of Contents

Code of Meeting Practice 2022 .....	1
1 INTRODUCTION.....	4
2 MEETING PRINCIPLES .....	4
3 BEFORE THE MEETING.....	4
4 PUBLIC FORUMS .....	8
5 COMING TOGETHER .....	11
6 THE CHAIRPERSON .....	16
7 MODES OF ADDRESS .....	17
8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS .....	17
9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS .....	17
10 RULES OF DEBATE .....	19
11 VOTING.....	22
12 COMMITTEE OF THE WHOLE.....	23
13 DEALING WITH ITEMS BY EXCEPTION.....	23
14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC .....	24
15 KEEPING ORDER AT MEETINGS .....	27
16 CONFLICTS OF INTEREST.....	30
17 DECISIONS OF THE COUNCIL.....	30
18 TIME LIMITS ON COUNCIL MEETINGS .....	32
19 AFTER THE MEETING.....	32
20 COUNCIL COMMITTEES.....	34
21 IRREGULARITIES.....	36
22 DEFINITIONS .....	38

**Formatted:** Font: (Default) Arial



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



## Code of Meeting Practice 2022

### 1 INTRODUCTION

- 1.1 Queanbeyan-Palerang Regional Council's Code of Meeting Practice is based upon the Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) which is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).
- 1.2 The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.
- 1.3 Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.
- 1.4 A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.
- 1.5 A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

### 2 MEETING PRINCIPLES

- 2.1 Council and committee meetings should be:
  - Transparent:* Decisions are made in a way that is open and accountable.
  - Informed:* Decisions are made based on relevant, quality information.
  - Inclusive:* Decisions respect the diverse needs and interests of the local community.
  - Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
  - Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
  - Respectful:* Councillors, staff and meeting attendees treat each other with respect.
  - Effective:* Meetings are well organised, effectively run and skilfully chaired.
  - Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

### 3 BEFORE THE MEETING

#### Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:
  - The [second and fourth](#) Wednesday of each month, except for [January and December](#), as



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

4

## Code of Meeting Practice 2022

per the time and location set out in the [mMeeting Ccalendar](#) on QPRC's website.

### Extraordinary meetings

- 3.3 If the [mMayor](#) receives a request in writing, signed by at least two [\(2\)](#) councillors, the [mMayor](#) must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than [fourteen \(14\)](#) days after receipt of the request. The [mMayor](#) can be one of the two councillors requesting the meeting.

**Note: Clause 3.3 reflects section 366 of the Act.**

### Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.4 reflects section 9(1) of the Act.**

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one [\(4\)](#) meeting may be given in the same notice.

### Notice to councillors of ordinary council meetings

- 3.7 The Council's Chief Executive Officer (CEO) must send to each councillor, at least three [\(3\) business](#) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.7 reflects section 367(1) of the Act.**

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.8 reflects section 367(3) of the Act.**

### Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three [\(3\) business](#) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.9 reflects section 367(2) of the Act.**

### Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by noon of [the](#) Wednesday one week prior to the meeting being held.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

5

## Code of Meeting Practice 2022

- 3.11 A councillor may, in writing to the CEO, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the CEO considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the CEO may prepare a [staff comment](#) or report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted [Delivery Program](#) and [Operational Plan](#) must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the CEO must prepare a [staff comment](#) or report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council.

### Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the CEO about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the CEO or a member of staff of the council, or a question that implies wrongdoing by the CEO or a member of staff of the council.
- 3.16 The CEO or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

### Agenda and business papers for ordinary meetings

- 3.17 The CEO must ~~prepare~~ [cause](#) the agenda for a meeting of the council or a committee of the ~~council to be prepared at least four business days s soon as practicable~~ before the meeting.
- 3.18 The CEO must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the ~~M~~[M](#)ayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the ~~M~~[M](#)ayor to put a ~~m~~[M](#)ayoral ~~m~~[M](#)inute to a meeting under clause 9.6.
- 3.20 The CEO must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the CEO, the business is, or the implementation of the business would be, unlawful. The CEO must report, without giving details of the item of business, any such exclusion to the next meeting of the council.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

6

## Code of Meeting Practice 2022

- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the CEO, is likely to take place when the meeting is closed to the public, the CEO must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**

- 3.22 The CEO must ensure that the details of any item of business which, in the opinion of the CEO, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

### Statement of ethical obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

### Availability of the agenda and business papers to the public

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, ~~and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and or at such other venues determined by the council.~~ Printed copies will be made upon request by the public for collection at any Council offices, with a limit of one copy per family/group.

**Note: Clause 3.24 reflects section 9(2) and (4) of the Act.**

- 3.25 Clause 3.24 does not apply to the business papers for items of business that the CEO has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.25 reflects section 9(2A)(b) of the Act.**

- 3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.26 reflects section 9(3) of the Act.**

- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

**Note: Clause 3.27 reflects section 9(5) of the Act.**



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

## Code of Meeting Practice 2022

### Agenda and business papers for extraordinary meetings

- 3.28 The CEO must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.29 Despite clause 3.27-8, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.
- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

### Pre-meeting briefing sessions

- 3.33 Prior to each ordinary meeting of the council, the CEO may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.34 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.36 The CEO or a member of staff nominated by the CEO is to preside at pre-meeting briefing sessions [and record attendance and any conflicts of interest from attendees as per clause 3.38](#).
- 3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.38 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

## 4 PUBLIC FORUMS

- 4.1 The council may hold a public forum as part of its meeting process for the council. The purpose of the public forum is to:
- hear oral submissions from members of the public on items of business to be considered at the meeting,



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

8

## Code of Meeting Practice 2022

- ~~acknowledge receipt of written submissions from members of the public on items of business to be considered at the meeting,~~
  - ~~the tabling of table petitions and,~~
  - ~~receive or make special presentations to or from members of the community or organisations, at the invitation of the CEO, and~~
  - ~~the tabling of table responses to~~ Questions on Notice from the public on any issue relating to the Council's legislative responsibilities and activities. Public forums may also be held at extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the ~~M~~m mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by the Clerk of the Chamber prior to the commencement of the meeting at which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the ~~item~~recommendation in the business paper. No materials are able to be circulated to Councillors to support a speech during ~~the Public-public Forum~~forum
- 4.5 A person may apply to speak on more than one item of business on the agenda of the council meeting but must do so within the allocated time limit as set by this code.
- 4.6 Speakers who have registered to speak at the public forum via audio-visual link will be heard before those who have registered to ~~speak~~ speak in-person in the Chambers. ~~This aims to reduce the amount of time registered speakers are held in the virtual waiting room of audio-visual link.~~ Speakers will be heard in order of agenda item number. If multiple speakers register to speak on the same agenda item, they will be heard in chronological order of registration.
- 4.7 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.8 The CEO or their delegate may refuse an application to speak at a public forum. The CEO or their delegate must give reasons in writing for a decision to refuse an application.
- 4.9 No more than 10 speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.10 If more than the 10 speakers apply to speak 'for' or 'against' ~~the recommendation in the business paper for~~ any item of business, the CEO or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the CEO or their delegate is to determine who will address the council at the public forum.
- 4.11 If more than the 10 speakers apply to speak 'for' or 'against' ~~the recommendation in the business paper for~~ any item of business, the CEO or their delegate may, in consultation with the ~~M~~m mayor or the ~~m~~m mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.12 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System.  
Printed or downloaded versions of this document are uncontrolled.

9



## Code of Meeting Practice 2022

identify any equipment needs no ~~more~~ ~~less~~ than ~~3~~ **three business days** before the public forum. The CEO or their delegate may refuse to allow such material to be presented.

~~4.13 The CEO or their delegate is to determine the order of speakers at the public forum.~~

Formatted: Indent: Left: 0 cm, First line: 0 cm

4.1~~3~~<sup>4</sup> Each speaker will be allowed three ~~(3)~~ minutes to address the council. This time is to be strictly enforced by the chairperson.

~~4.14 At the discretion of the Mayor, a speaker is able to be granted a two (2)-minute extension to the allowed time. No further extensions to time will be permitted after this.~~

4.15 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

~~4.16 Whilst sSpeakers at the public forums may cannot ask questions of the council, councillors, or council staff, there is no obligation of a response. Speakers at the public forum should not ask questions of the council, councillors or council staff. There is no obligation for council, councillors or council staff to respond specifically to the presentation during the meeting.~~

4.17 The CEO or their nominee may, with the concurrence of the chairperson, address the council for up to two minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the CEO may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.1~~9~~<sup>8</sup>, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.21 Clause 4.20~~4~~<sup>9</sup> does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.22 Where a speaker engages in conduct of the type referred to in clause 4.1~~9~~<sup>8</sup>, the CEO or their delegate may refuse further applications from that person to speak at public forums for such a period as the CEO or their delegate considers appropriate.

4.23 Councillors (including the ~~m~~Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

10

## Code of Meeting Practice 2022

**Note 1:** Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

**Note 2:**

- The Chair will adjourn the meeting to allow for the commencement of the public forum.
- The public forum will commence where speakers will address the council. This will be followed by the [acknowledgement of written submissions \(if any\)](#), tabling of petitions (if any), [special presentations \(if any\)](#) and questions on notice (if any).
- Petitions must be submitted to the CEO as per the requirements of Council's Petition Policy and Questions on Notice must be submitted to the CEO [by email or letter in line with instructions on Council's website](#). Responses to questions will be tabled at subsequent public forums and be published on Council's website.
- Questions on Notice that are related to content discussed at Councillor Workshops will not be accepted as workshop content, apart from the information published on Council's website [and in the business paper](#), remains confidential.
- Once all items in the public forum have been dealt with, ~~then~~ the Chair will [close the public forum and](#) reconvene the Council meeting [and to](#) deal with the remaining items within the [Order of Business](#) as set out in this Code.

## 5 COMING TOGETHER

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present ~~at the meeting, unless permitted to attend~~ the meeting by [an operating audio-visual link under this code](#).
- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.7 A councillor's civic office will become vacant if the councillor is absent from three ~~(3)~~ consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

11

## Code of Meeting Practice 2022

at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.7 reflects section 234(1)(d) of the Act.**

- 5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the CEO at least one two (2) days' notice of their intention to attend.

### The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.9 reflects section 368(1) of the Act.**

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.10 reflects section 368(2) of the Act.**

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the CEO.
- 5.13 The CEO must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the CEO and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

### Meetings held by audio-visual link



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

12

## Code of Meeting Practice 2022

- 5.16 A meeting of the full council or a committee of the whole council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster, or a public health emergency or other reason. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the CEO and, as far as is practicable, with each councillor.
- 5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the CEO must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
  - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
  - (c) cause a notice to be published on the council's website and in such other manner the CEO is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

**Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

### Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the CEO at least two hours prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.21 A decision to approve a request by a Councillor to attend a meeting of the council or a committee of the council by audio-visual link will be made by the CEO, who will -advise the Mayor prior to the meeting, which Councillors are attending via audio-visual link.
- 5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.
- 5.22 The council must comply with the Health Privacy Principles prescribed under the Health Records and Information Privacy Act 2002 when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

13

## Code of Meeting Practice 2022

committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:

- (a) the meetings the resolution applies to, and
- (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.28 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code [or unless connectivity issues prevent this from occurring](#).

5.2430 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

### Entitlement of the public to attend council meetings

5.2534 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.31 reflects section 10(1) of the Act.**

5.326 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.2733 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

14

## Code of Meeting Practice 2022

- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note 1:** Clause 5.27~~33~~ reflects section 10(2) of the Act.

**Note 2:** If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

### Webcasting of meetings

- 5.34 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.35 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
  - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.36 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
  - (b) as soon as practicable after the meeting.
- 5.37 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.38 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note:** Clauses 5.34 – 5.38 reflect section 236 of the Regulation.

- 5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

### Attendance of the CEO and other staff at meetings

- 5.40 The CEO is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Formatted: Font: 11 pt

**Note:** Clause 5.40 reflects section 376(1) of the Act.

Formatted: Font: 11 pt

- 5.41 The CEO is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note:** Clause 5.41 reflects section 376(2) of the Act.

- 5.42 The CEO may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the CEO or the terms of employment of the CEO.

Formatted: Font: 11 pt



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

15



## Code of Meeting Practice 2022

**Note: Clause 5.42 reflects section 376(3) of the Act.**

- 5.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the CEO.
- 5.44 The CEO and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the CEO.

### 6 THE CHAIRPERSON

#### The chairperson at meetings

- 6.1 The ~~m~~Mayor, or at the request of or in the absence of the ~~m~~Mayor, the ~~d~~Deputy ~~m~~Mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the ~~M~~Mayor and the ~~d~~Deputy ~~m~~Mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

#### Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the CEO or, in their absence, an employee of the council designated by the CEO to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the CEO nor a designated employee is present at the meeting, or if there is no CEO or designated employee.
- 6.5 If, at an election of a chairperson, two (2)-or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

16

## Code of Meeting Practice 2022

### Chairperson to have precedence

- 6.9 When the chairperson ~~ris~~~~es or~~ speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking ~~and, if standing, immediately resume their seat~~ and, if standing, immediately resume their seat, and
  - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

## 7 MODES OF ADDRESS

- 7.1 If the chairperson is the ~~m~~Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the ~~m~~Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

## 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.2 The general order of business for an ordinary meeting of the council shall be:
- 01 Opening meeting
  - 02 Acknowledgement of country
  - 03 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
  - 04 Confirmation of minutes
  - 05 Disclosures of interests
  - 06 [Adjournment for Public Forum]
  - 07 Mayoral minute(s)
  - 08 Notices of Rescission Motions
  - 09 Reports to council [including Delegates Reports]
  - 10 Reports of committees
  - 11 Notices of motions
  - 12 Questions with notice
  - 13 Confidential matters
  - 14 Conclusion of the meeting
- 8.3 The order of business as fixed under clause 8.2 may be altered for a particular meeting of the council if a procedural motion to that effect is passed at that meeting. Such a procedural motion can be moved without notice.
- Note: If adopted, Part 13 allows council to deal with items of business by exception.**
- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a council meeting



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

17

## Code of Meeting Practice 2022

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

### Mayoral minutes

- 9.36 Subject to clause 9.69, if the **mMayor** is the chairperson at a meeting of the council, the **mMayor** may, by minute signed by the **mMayor**, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.47 A **mMayoral mMinute**, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the **mMayor**) may move the adoption of a **mMayoral mMinute** without the motion being seconded.
- 9.58 A recommendation made in a **mMayoral mMinute** put by the **mMayor** is, so far as it is adopted by the council, a resolution of the council.
- 9.69 A **mMayoral mMinute** must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.740 Where a **mMayoral mMinute** makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted **Delivery Program or Operational Plan**, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the **mMayoral mMinute** does not identify a funding source, the council must defer consideration of the matter, pending a report from the CEO on the availability of funds for implementing the recommendation if adopted.

### Staff reports



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

18

## Code of Meeting Practice 2022

- | 9.148 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

### Reports of committees of council

- | 9.142 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- | 9.103 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

### Questions

- | 9.114 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- | 9.125 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- | 9.136 A councillor may, through the CEO, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the CEO at the direction of the CEO.
- | 9.147 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- | 9.158 Councillors must put questions directly, succinctly, respectfully and without argument.
- | 9.169 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## 10 RULES OF DEBATE

### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

19

## Code of Meeting Practice 2022

- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
- (b) the chairperson may defer consideration of the motion until the next meeting of the council.

### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

### Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which, if passed, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted [Operational Plan or Delivery Program](#) must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the CEO on the availability of funds for implementing the motion if adopted.

### Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

20

## Code of Meeting Practice 2022

### Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

### Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5)-minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it; and.
  - (c) a seconder supports the motion or an amendment be now put
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

Formatted: Indent: Left: 0 cm, First line: 0 cm



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

21



## Code of Meeting Practice 2022

- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

### 11 VOTING

#### Voting entitlements of councillors

- 11.1 Each councillor is entitled to one ~~(1)~~ vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

#### Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). When voting via audio-visual link, voice, a show of hands, or raising of a green card (yes/in favour) or red card (no/against) will be acceptable. However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot, which can only be conducted with all councillors present at the meeting in person.

- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

**Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13 may be omitted.**

#### Voting on planning decisions

- 11.12 The CEO must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System.  
Printed or downloaded versions of this document are uncontrolled.

22

## Code of Meeting Practice 2022

11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

**Note: Clauses 11.12–11.15 reflect section 375A of the Act.**

**Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.**

### 12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

12.3 The CEO or, in the absence of the CEO, an employee of the council designated by the CEO, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

### 13 DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

23

## Code of Meeting Practice 2022

- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

### 14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

#### Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the council, councillors, council staff or council property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

#### Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
  - (b) are clearly identified in the advice, and



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

24

## Code of Meeting Practice 2022

---

(c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

### Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
  - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

### Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

25

## Code of Meeting Practice 2022

- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received **3-threetwo business days** before the meeting at which the matter is to be considered.
- 14.12 The CEO (or their delegate) may refuse an application made under clause 14.11. The CEO or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than two (2) speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than two speakers apply to make representations under clause 14.9, the CEO or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the CEO or their delegate is to determine who will make representations to the council.
- 14.15 The CEO or their delegate is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

### Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor or relevant staff member and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.
- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

### Information to be disclosed in resolutions closing meetings to the public

- 14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System.  
Printed or downloaded versions of this document are uncontrolled.

26

## Code of Meeting Practice 2022

of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.20 reflects section 10D of the Act.**

### Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting that is closed to the public, must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

## 15 KEEPING ORDER AT MEETINGS

### Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

27



## Code of Meeting Practice 2022

### Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
  - (b) assaults or threatens to assault another councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
  - (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation.**

- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e) or
  - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
  - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation.**

### How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

### Expulsion from meetings



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

28

## Code of Meeting Practice 2022

- 15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.
- 15.16 Clause 15.15 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

**Note: Clause 15.17 reflects section 233(2) of the Regulation.**

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

### How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.22 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

### Use of mobile phones and the unauthorised recording of meetings

- 15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.24 A person must not live stream or use an audio recorder, video camera, [digital camera](#), mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee. [Media representatives may seek permission prior to the meeting to photograph or film a small section of a meeting for media purposes including reporting of any major milestones or presentations. The CEO will determine the appropriateness of such a request and will refer the request to the Mayor for approval prior to the meeting commencing. The Mayor will note the media attendance and intention to film or photograph when opening the meeting.](#)
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

29

## Code of Meeting Practice 2022

contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.

- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

### 16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting, briefing or workshop by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting, briefing or workshop in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, briefing or workshop, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

### 17 DECISIONS OF THE COUNCIL

#### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act.**

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

#### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

30

## Code of Meeting Practice 2022

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application and the awarding of contracts must be submitted to the CEO no later than **5.00pm on the Friday following the meeting** at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

### Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

31

## Code of Meeting Practice 2022

- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

### 18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than 9.30pm.
- 18.2 If the business of the meeting is unfinished at 9.30pm, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 9.30pm, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
  - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the CEO must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the CEO is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

### 19 AFTER THE MEETING

#### Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.
- Note: Clause 19.1 reflects section 375(1) of the Act.**
- 19.2 At a minimum, the CEO must ensure that the following matters are recorded in the council's minutes:
- (a) the names of councillors attending a council meeting and whether they attended the



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

32

## Code of Meeting Practice 2022

- meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost and which way individual councillors voted, and
- (e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

### Implementation of decisions of the council

19.12 The CEO is to implement, without undue delay, lawful decisions of the council.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

33



## Code of Meeting Practice 2022

Note: Clause 19.12 reflects section 335(b) of the Act.

### 20 COUNCIL COMMITTEES

#### Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

#### Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

#### Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

#### Notice of committee meetings

20.6 The CEO must send to each councillor, regardless of whether they are a committee member, at least three **business (3)** days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three **business (3)** days may be given of a committee meeting called in an emergency.

#### Attendance at committee meetings

20.8 A committee member (other than the **m**Mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three **(3)** consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

#### Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

34

## Code of Meeting Practice 2022

at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

### Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

- (a) the Mayor, or
- (b) if the Mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

### Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

### Closure of committee meetings to the public

20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

35

## Code of Meeting Practice 2022

- 20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

### Disorder in committee meetings

- 20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

### Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
  - (b) details of each motion moved at a meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.
- 20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
  - (b) a failure to give notice of the meeting to any councillor or committee member, or
  - (c) any defect in the election or appointment of a councillor or committee member, or
  - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
  - (e) a failure to comply with this code.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

36

**Code of Meeting Practice 2022**

---

**Note:** Clause 21.1 reflects section 374 of the Act.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

## Code of Meeting Practice 2022

### 22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

38

Code of Meeting Practice 2022

webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC’s intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 11.1      AUDIT, RISK AND IMPROVEMENT COMMITTEE - MINUTES  
JUNE AND SEPTEMBER 2022

ATTACHMENT 1    ARIC MINUTES 15 JUNE 2022



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 15 June 2022 commencing at 09.30 a.m..

## **ATTENDANCE**

### **Present:**

Andrew Cox	(External Chairperson) - Apology
Carolyn Rosetta-Walsh	(External member) – via zoom
Max Shanahan	(External member – A/g Chair)
Cr Michele Biscotti	(Councillor)

### **Also Present:**

Rebecca Ryan	(CEO)
Kate Monaghan	(PGM Organisation Capability)
Josh Staniforth	(SM Finance)
Ricky Tozer	(SM Workplace and Governance) – via zoom
Michael Kharzoo	(Audit Office of NSW) – via zoom
Andrew Marsden	(O'Connor Marsden and Associates)
Judy Malpas	(O'Connor Marsden and Associates) - Apology
Anita Cakalic	(ARIC Secretary/Risk Specialist)
Phil Hansen	(PGM Community Connections – for item 7)

PGM – Portfolio General Manager

SM – Service Manager

## **1. APOLOGIES**

### **Resolved**

That the committee noted the apology from Andrew Cox and Judy Malpas.

## **2. DECLARATIONS OF INTEREST**

### **Resolved**

No disclosures were made by Committee members of any interest 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 16 March 2022**

### **Resolved**

---

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 15 June 2022

**ORDINARY MEETING OF THE QPRC ARIC**

**15 JUNE 2022**

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Queanbeyan Council Chambers on Wednesday 16 March 2022 be confirmed.

Moved: Carolyn Rosetta-Walsh

Seconded: Max Shanahan

**4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES**

**4.1 Actions Arising Report June 2022**

**Resolved**

- a) That the report be received for information.
- b) Confirmed completion of the following action items: 4.1, 5.2, 5.3(b), 5.4, 5.5 and 6.9.

**4.2 Policy Harmonisation Update**

**Resolved**

Report noted.

**5. AUDIT REPORTS**

**5.1 Audit Office NSW Update 15 June 2022**

**Resolved**

- a) Noted verbal update provided by the Audit Office of NSW.
- b) Noted verbal update from Financial Statements Subcommittee Chair Max Shanahan.

**5.2 OCM Internal Audit Report June 2022**

**Resolved**

Report noted.

**5.3 Internal Audit - Credit Card Management**

**Resolved**

- a) Report noted
- b) The ARIC requested that the cost of low use cards be quantified.

**5.4 Draft Annual Internal Audit Plan 2022 - 2023**

**Resolved**

- a) Report noted
- b) Draft Annual Internal Audit Plan for 2022-2023 approved.

---

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 15 June 2022

**ORDINARY MEETING OF THE QPRC ARIC**

**15 JUNE 2022**

Moved: Cr Michele Biscotti  
Seconded: Carolyn Rosetta-Walsh

**5.5 Status of Audit Recommendations June 2022**

**Resolved**

- a) Report noted.
- b) Overdue items to be reviewed by Executive and a report provided to ARIC at its next meeting to be held in September.

**6. REPORTS TO ARIC - ITEMS FOR INFORMATION**

**6.1 CFO Status Report June 2022**

**Resolved**

Report noted.

**6.2 ICT Report June 2022**

**Resolved**

Report noted.

**6.3 Procurement Integrity**

**Resolved**

Report noted.

**6.4 Risk Management**

**Resolved**

Report noted.

**6.5 Governance - Special Agenda Item**

**Resolved**

Report noted.

**7. SENIOR MANAGEMENT PRESENTATIONS**

**Phil Hansen** – Portfolio General Manager Community Connections  
– Asset Management

**8. GENERAL BUSINESS**

No general business

Next meeting: 21 September 2022

Meeting closed: 10.48am

---

**Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 15 June 2022**

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 11.1      AUDIT, RISK AND IMPROVEMENT COMMITTEE - MINUTES  
JUNE AND SEPTEMBER 2022

ATTACHMENT 2    ARIC MINUTES 21 SEPTEMBER 2022



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 21 September 2022 commencing at 09.30 a.m..

## ATTENDANCE

### Present:

Andrew Cox	(External Chairperson)
Carolyn Rosetta-Walsh	(External member) – via zoom
Diana Hamono	(External member)
Cr Michele Biscotti	(Councillor) – via zoom

### Also Present:

Rebecca Ryan	(CEO)
Kate Monaghan	(PGM Organisation Capability)
Josh Staniforth	(SM Finance/CFO)
Ricky Tozer	(SM Workplace and Governance)
Michael Kharzoo	(Audit Office of NSW) – via zoom
Andrew Marsden	(O'Connor Marsden and Associates)
Judy Malpas	(O'Connor Marsden and Associates)
James Smart	(O'Connor Marsden and Associates – for item 5.4)
Anita Cakalic	(ARIC Secretary/Risk Specialist)
Jacqui Sullivan	(PC Financial Accounting – for items 6.1 to 6.2)
Peter John	(SM Digital – for items 6.3 to 6.5)
Megan De Vires	(Governance and Legal Administration Officer – Observer)

PGM – Portfolio General Manager

SM – Service Manager

PC - Program Coordinator

## 1. APOLOGIES

### Resolved

No apologies.

## 2. DECLARATIONS OF INTEREST

### Resolved

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

## 3. CONFIRMATION OF MINUTES

---

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 21 September 2022



**ORDINARY MEETING OF THE QPRC ARIC**

**21 SEPTEMBER 2022**

**3.1 Minutes of the Ordinary Meeting of the QPRC ARIC held on 15 June 2022**

**Resolved**

Moved: Carolyn Rosetta-Walsh

Seconded: Cr Michele Biscotti

**4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES**

**4.1 Actions Arising Report September 2022**

**Resolved**

That the ARIC:

1. Noted the report received.
2. Noted the verbal response provided by the PGM Organisation Capability regarding quantification of low use credit cards, with no extra costs for additional cards (action arising item 5.3).
3. Confirmed the completion of the following action arising items:
  - 16 March 2022 meeting: 5.1, 5.3, 5.5, 6.7
  - 16 December 2021 meeting: 4.1, 6.7, 6.8, 6.11,7

**4.2 Policy Harmonisation Update**

**Resolved**

1. That the Policy Harmonisation Project be taken as complete and ongoing action be removed from the Actions Arising List.
2. An annual report be provided to the ARIC on QPRC Policies and Directives.

**5. AUDIT REPORTS**

**5.1 Audit Office of NSW Update September 2022**

**Resolved**

1. Noted the verbal update provided by the Audit Office of NSW, and that the ARIC will meet in October to recommend the QPRC Financial Statements to Council.
2. Noted the verbal update from the Financial Statements Sub Committee Chair, Carolyn Rosetta-Walsh.

**5.2 OCM Internal Audit Report September 2022**

**Resolved**

That the ARIC note the report.

**5.3 Final Internal Audit Report - Customer Service and Complaints**

---

**Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 21 September 2022**

**ORDINARY MEETING OF THE QPRC ARIC**

**21 SEPTEMBER 2022**

**Resolved**

That the ARIC note the report and that OCM will review the sequence of agreed action timing with the responsible officer. ARIC members to be advised of any changes to the timing for agreed actions out-of-session.

**5.4 Final Internal Audit Report - Budget Management**

**Resolved**

That the ARIC note the report and inclusion of the agreed Management Actions within future quarterly monitoring report of Audit Recommendations.

**5.5 External Quality Assessment Internal Audit Function**

**Resolved**

1. That the ARIC note the report and include the agreed management actions within future audit status update reviews.
2. ARIC Chair and Cr Biscotti to present an overview of the function of the ARIC and internal audit at a Councillor workshop to be scheduled for late October.

**Note: O'Connor Marsden were not present for this report.**

**5.6 2022 HSEQ Surveillance Audit Report - Summary**

**Resolved**

That ARIC

1. Receive and note the report on the 2022 surveillance Audit
2. Note continued certification to the ISO 9001, 14001 and 45001 standards is recommended by the Auditor to the certification body
3. A maturity assessment to be presented at the March ARIC meeting.

**5.7 Status of Audit Recommendations September 2022**

**Resolved**

1. That the ARIC receive and note the report on the status of audit recommendation implementation.
2. Suggests 40 overdue audit recommendations from a total of 81 audit recommendations is cause for concern.
3. The Portfolio General Managers attend future ARIC meetings on a cyclical basis to provide their plans to implement overdue audit recommendations.

**6. REPORTS TO ARIC - ITEMS FOR INFORMATION**

**6.1 CFO Status Report 21 Sept 2022**

---

**Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 21 September 2022**

**ORDINARY MEETING OF THE QPRC ARIC**

**21 SEPTEMBER 2022**

**Resolved**

That the report be received for information.

**6.2 DRAFT Financial Statements for the year ended 30 June 2022**

**Resolved**

That the ARIC endorse the signing of the draft financial statements by Council.

Moved: Carolyn Rosetta-Walsh

Seconded: Andrew Cox

**6.3 Implementation roadmap\_Cyber security strategy**

**Resolved**

That the report be received for information.

**6.4 Cyber Incident\_ Phishing attack and user account breach**

**Resolved**

That the report be received for information.

**6.5 ICT Report to ARIC\_September 2022**

**Resolved**

That the ARIC:

1. Receive the report for information.
2. Request an update report on Essential 8 maturity and improvement implementation every six months.

**6.6 ARIC Chair annual report - 2021-2022**

**Resolved**

That the report be received for information and presented to Council for their information.

**6.7 ARIC Charter Annual Review**

**Resolved**

That the ARIC endorse the Charter for Council adoption.

Moved: Diana Hamono

Seconded: Carolyn Rosetta-Walsh

**6.8 Update on OLG Guidelines**

**Resolved**

---

**Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 21 September 2022**

**ORDINARY MEETING OF THE QPRC ARIC**

**21 SEPTEMBER 2022**

That the report be received for information.

**6.9 External reports of interest**

**Resolved**

That the report be received for information.

**7. SENIOR MANAGEMENT PRESENTATIONS**

**Kate Monaghan** – Portfolio General Manager Organisation Capability – Special Rate Variation Project

**8. GENERAL BUSINESS**

**Resolved**

The ARIC resolved that draft meeting minutes will be endorsed out-of-session within four weeks of a meeting being held. This will eliminate the current time lag created by minutes not being provided to Council until they have been endorsed at the next quarterly meeting of the ARIC.

---

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 21 September 2022

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 11.2      BUNGENDORE TOWN CENTRE AND ENVIRONS ADVISORY  
COMMITTEE MEETING MINUTES

ATTACHMENT 1      BUNGENDORE TOWN CENTRE AND ENVIRONS MEETING  
MINUTES - 21 FEBRUARY 2022



## Bungendore Town Centre and Environs Committee Meeting

21 February 2022 commencing at 6.30 pm  
Bungendore Wood Works Gallery

### MINUTES

---

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

**Also Attending:**  
Nil

The meeting opened at 6.35 pm.

**Apologies:** Peter Evans

2. **Declaration of Interests**

2.1 Nil.

3. **Minutes of Previous Meeting**

The Minutes of the previous meeting on 17 January 2022 were accepted.  
(Longhurst/Mac Laren)

4. **Business Arising/Outstanding Actions**

**Ellendon Street ArtsLink.** Members noted that Kristy McBain (Member for Monaro) had indicated assistance and support once the new Council was in place.

**ACTION:** Follow up with new QPRC Council once Committee structures are settled.

**Roundabout Beautification Treatment.** Tim Geyer, QPRC Service Manager Urban Landscapes, advised that funding from TforNSW had not yet been confirmed

**Gibraltar Street Improvement.** A Longhurst has provided survey data on the current configuration of Gibraltar Street. The photos provided by D Mac Laren of streetscapes in Gundagai and Corowa were discussed.

**ACTION:** P Evans undertook to arrange sketches of a range of concepts that could be discussed with local Councillors and BCCI prior to proceeding with a proposal.

**Central Carpark.** Members noted that BCCI had circulated information to Bungendore businesses re staff parking. A Longhurst undertook to propose to BCCI that they discuss an "opening event" in the carpark with appropriate QPRC staff.



**QPRC Review of Committees.** Members noted that Councillors had discussed the committee structure but that as yet there was no position finalised. The Secretary had circulated the BTCEC Project Action Plan with a covering letter to all Councillors so that there was an understanding of the Committee's work.

**5. Correspondence.**

**6.1 In**

Three acknowledgements from Councillors of the circulation of the BTCEC Project Action Plan.

**6.2 Out**

Letter to all Councillors outlining the BTCEC role and attaching the Project Action Plan.

**7. New Business**

**7.1 QPRC Resolution re Support for Bungendore High School.** It was noted that Council had withdrawn support for the currently planned location of the proposed Bungendore High School. Members discussed how this might affect assumptions re changes in the town centre.

**8. Reports and Discussion.**

**8.1 Project Action Plan.** There has not been further contact from QPRC staff with regard to Council Resolution 163/21 requiring the production of a report by QPRC staff on progress of consideration for the next Delivery Program. Noted above that the Plan has been circulated to all Councillors.

**8.2 Central Car Park/High School/Roundabout Updates.** The Secretary had contacted QPRC staff re car park signage and had been advised that signage had been ordered. Members felt that new signage along with BCCI encouragement of businesses getting their staff to use the carpark would be helpful in achieving an improved visitor experience. It was noted that the roundabout drainage arrangements had been changed with the hope of an improved outcome, which might also give hope of reducing pooling at the War Memorial Hall.

**8.3 Frogs Hollow.** Waiting for Council to release updated landscape plans for consultation.

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

**8.5 Historic Plaques Project.** Waiting for feedback from State Government Blue Plaques Project.

**8.6 New QPRC Premises.** No update pending outcome of proposed High School plans. Members discussed how this project would be transformative with respect to the CBD and upgrading the Gibraltar and Ellendon Street precincts.

**9. Any Other Business**

**Flower Beds.** Members praised the work of the QPRC parks and gardens staff who have done an excellent job with the flower beds on Gibraltar Street.

**10. Foreshadowed Agenda Items/Close/Next Meeting**

The meeting closed at 7.30 pm. Next meeting Monday 28 March 2022.

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 11.2      BUNGENDORE TOWN CENTRE AND ENVIRONS ADVISORY  
COMMITTEE MEETING MINUTES

ATTACHMENT 2      BUNGENDORE TOWN CENTRE AND ENVIRONS MEETING  
MINUTES - 28 MARCH 2022



## Bungendore Town Centre and Environs Committee Meeting

28 March 2022 commencing at 6.30 pm  
Bungendore Wood Works Gallery

### MINUTES

---

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

**Also Attending:**  
Graham Judge

The meeting opened at 6.35 pm.

**Apologies:** Murray Gough (BCCI President)

2. **Declaration of Interests**

2.1 Nil.

3. **Minutes of Previous Meeting**

The Minutes of the previous meeting on 21 February 2022 were accepted.  
(Mac Laren/Longhurst)

4. **Business Arising/Outstanding Actions**

**Ellendon Street ArtsLink.** Members discussed other successful public art exhibitions and how they were arranged and financed. Members had noted that Kristy McBain (Member for Monaro) had indicated assistance and support once the new Council was in place. Committee structures have not yet been finalised or Councillor representatives appointed. Noted that the delay will mean that the Federal election will force a pause in this opportunity.

**ACTION:** Follow up with new QPRC Council once Committee structures are settled.

**Roundabout Beautification Treatment.** Tim Geyer, QPRC Service Manager Urban Landscapes, had confirmed that funding from TforNSW had still not been confirmed.

**Gibraltar Street Improvement.** Members discussed options and potential funding opportunities. Noted that potential tree planting plans could fall into funding guidelines under Urban Heat Island Policy.

**ACTION:** P Evans undertook to arrange sketches of a range of concepts that could be discussed with local Councillors and BCCI prior to proceeding with a proposal.

**Central Carpark.** QPRC had advised that Car Parking signage would be installed in the following week.

**QPRC Review of Committees.** Members noted that Councillors had not agreed the proposed Committee Structure Resolution and that there would be a further period of public consultation.

**5. Correspondence.**

6.1 **In**  
Email from Tim Geyer QPRC Service Manager Urban Landscapes

6.2 **Out**  
Nil

**7. New Business**

7.1 **QPRC Draft Parking Policy.** Noted that the policy has been published on the QPRC website for comment. Members AGREED that they would review the Policy and return comments to the Secretary within two weeks in time for any input to be made before closing.

**8. Reports and Discussion.**

8.1 **Project Action Plan.** There has not been further contact from QPRC staff with regard to Council Resolution 163/21 requiring the production of a report by QPRC staff on progress of consideration for the next Delivery Program. Noted that the appointment of a Councillor representative to the Committee would aid liaison in progressing the Action Plan.

8.2 **Central Car Park/High School/Roundabout Updates.** Discussed separately.

8.3 **Frogs Hollow.** QPRC had advised that they were moving ahead with plans previously presented to Council (outcome of dsb Landscape Study which BTCEC had worked on). As those plans contained a number of options it is not clear exactly what is being progressed.

**ACTION:** Request detailed plans from QPRC Service Manager Urban Landscapes.

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

8.5 **Historic Plaques Project.** Waiting for feedback from State Government Blue Plaques Project.

8.6 **New QPRC Premises.** No update pending outcome of proposed High School plans. Members discussed the range of potential impacts on planning for Gibraltar Street development, the Ellendon Street ArtsLink and extensions to the car park.

**9. Any Other Business**  
Nil

**10. Foreshadowed Agenda Items/Close/Next Meeting**  
The meeting closed at 7.45 pm. Next meeting Tuesday 26<sup>th</sup> April 2022.

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 11.2      BUNGENDORE TOWN CENTRE AND ENVIRONS ADVISORY  
COMMITTEE MEETING MINUTES

ATTACHMENT 3      BUNGENDORE TOWN CENTRE AND ENVIRONS MEETING  
MINUTES - 16 MAY 2022



## Bungendore Town Centre and Environs Committee Meeting

16 May 2022 commencing at 6.30 pm  
Bungendore Wood Works Gallery

### MINUTES

---

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

**Also Attending:**  
Nil

The meeting opened at 6.30 pm.

**Apologies:** Peter Evans

Noted that this meeting was postponed from the scheduled date of 26 April 2022.

2. **Declaration of Interests**

- 2.1 Nil.

3. **Minutes of Previous Meeting**

The Minutes of the previous meeting on 28 March 2022 were accepted.  
(Longhurst/Mac Laren)

4. **Business Arising/Outstanding Actions**

**Ellendon Street ArtsLink.** Members discussed other successful public art exhibitions and how they were arranged and financed. Members had noted that Kristy McBain (Member for Monaro) had indicated assistance and support once the new Council was in place. Committee structures have not yet been finalised or Councillor representatives appointed. Noted that the delay will mean that the Federal election may impact this opportunity.

**ACTION:** Follow up with new QPRC Council once Committee structures are settled.

**Roundabout Beautification Treatment.** Tim Geyer, QPRC Service Manager Urban Landscapes, had confirmed that funding from TforNSW had still not been finalised and that negotiations were underway on funding sharing arrangements.

**Banners.** Members noted that Council had installed banners on Malbon Street and on Gibraltar Street near the Ellendon St corner. The Committee has advocated for banners



at the Gibraltar Street/Ellendon Street junction for some years. The objective is to indicate to visitors at the Malbon Street "tourist" corner that there is another precinct at Gibraltar Street. Unfortunately the new banners cannot be seen from Malbon Street. Members AGREED to continue to advocate for banners and other indicators to link Malbon Street and Gibraltar Street (NB the ArtsLink proposal is relevant).

**Gibraltar Street Improvement.** This item held over.

**ACTION:** P Evans has undertaken to arrange sketches of a range of concepts that could be discussed with local Councillors and BCCI prior to proceeding with a proposal.

**Central Carpark.** Members noted that parking signs had been installed. Members felt that the signage lacked prominence. It was AGREED that once EV charging was installed and/or public toilets, that the Committee would lobby for new and more prominent signage.

**QPRC Review of Committees.** Members noted that staff were now preparing a paper for Council after receiving comments from the public consultation.

**QPRC DRAFT Parking Policy.** Members had reviewed the policy and no comments were made.

**Frogs Hollow.** Current plans had been requested but QPRC advised that new plans had not been developed at this time.

**5. Correspondence.**

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

**7. New Business**

- 7.1 **QPRC Draft Integrated Plans** Noted that the plans have been published on the QPRC website for comment. Members AGREED that they would review the Policy and return comments to the Secretary within two weeks in time for any input to be made before closing. See comment re **QPRC Resolution 163/21** below.

- 7.2 **QPRC Community Meeting.** A Longhurst and A Riley will be attending this meeting on 19 May.

**8. Reports and Discussion.**

- 8.1 **Project Action Plan.** Noted that there had not been any contact from QPRC staff with regard to **QPRC Resolution 163/21** requiring the production of a report by QPRC staff on progress of consideration for the Delivery Program. Members hoped that the appointment of a Councillor representative to the Committee would aid liaison in progressing the Action Plan.
- 8.2 **Central Car Park/Roundabout Updates.** It was noted that preparation for construction of the road from the roundabout to the Sports Hub was underway and that it was anticipated to be completed by year end.
- 8.3 **Frogs Hollow.** See above. Members noted advice that the Bush Balladeers' Memorial would be relocated to the Bungendore Road end of the park as part of the High School project.

- 8.4 **Ellendon Street Arts Link.** Discussed above.
- 8.5 **Historic Plaques Project.** Waiting for feedback from State Government Blue Plaques Project.
- 8.6 **High School Infrastructure.** Noted that Council is now engaging with DofE to prepare for the infrastructure changes that will flow if the SSD is approved. The Committee is particularly interested in the new Council premises that would be built on the Gibraltar / Ellendon Street corner. This development will significantly impact plans for the Ellendon St ArtsLink, plans for Gibraltar St upgrades and extensions to the Central Carpark.
- 9. **Any Other Business**  
**Nil**
- 10. **Foreshadowed Agenda Items/Close/Next Meeting**  
The meeting closed at 7.30 pm. Next meeting Monday 20 June 2022.

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 11.2      BUNGENDORE TOWN CENTRE AND ENVIRONS ADVISORY  
COMMITTEE MEETING MINUTES

ATTACHMENT 4      BUNGENDORE TOWN CENTRE AND ENVIRONS MEETING  
MINUTES - 20 JUNE 2022



## Bungendore Town Centre and Environs Committee Meeting

20 June 2022 commencing at 6.30 pm  
Bungendore Wood Works Gallery

### MINUTES

---

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

**Also Attending:**  
Graham Judge

The meeting opened at 6.30 pm.

**Apologies:** Peter Evans  
Murray Gough (invited)

2. **Declaration of Interests**

2.1 Nil.

3. **Minutes of Previous Meeting**

The Minutes of the previous meeting on 16 May 2022 were accepted.  
(Mac Laren/Longhurst)

4. **Business Arising/Outstanding Actions**

**QPRC Review of Committees.** Members noted that the Agenda for the QPRC meeting on 22 June included consideration of the committee structure and welcomed the prospect of a Councillor/s being appointed as representatives for BTCEC. There was discussion on the potential for new members to be nominated to BTCEC once the structure is formalised.

**Ellendon Street ArtsLink.** Members had noted that Kristy McBain (Member for Monaro) had indicated assistance and support once the new Council was in place. With Committee structures about to be finalised and Councillor representatives appointed, there is the opportunity to revisit this project with the Members office. Members **AGREED** to discuss the approach with the new BTCEC Councillor/s and prepare a proposal to move forward.

**Roundabout Beautification Treatment.** Tim Geyer, QPRC Service Manager Urban Landscapes, had confirmed that funding from TforNSW had still not been finalised.

**Gibraltar Street Improvement.** See 8.1 below.

**Frogs Hollow.** Tim Geyer had reported that it was anticipated that the Frogs Hollow landscaping development would be included in the Development Plan for 23/24. Members will continue to press for participation in detailed planning.

**QPRC Community Meeting.** A Longhurst and A Riley attended this meeting on 19 May and briefed members on the presentations and discussions with Councillors and QPRC staff members.

**5. Correspondence.**

- 6.1 **In**  
Emails from Tim Geyer and Anthony de Jongh with QPRC updates received with appreciation.  
Copy of BCCI letter to QPRC re support for BTCEC's activities.
- 6.2 **Out**  
Nil

**7. New Business**

- 7.1 **QPRC Draft Integrated Plans** Noted that as an Advisory Committee it had not been considered appropriate to comment on the QPRC website, however it was disappointing that there did not appear that any note had been taken of **QPRC Resolution 163/21** re consideration of the BTCEC Project Action Plan for inclusion in the Development Plans.

**8. Reports and Discussion.**

- 8.1 **Project Action Plan.** Members hoped that the appointment of a Councillor representative to the Committee would aid liaison in progressing the Action Plan. The upgrading of Gibraltar Street commercial precinct was discussed. Members are aware that there are triggers that will bring this issue rapidly to the fore: new Council premises on the Ellendon Street corner, High School traffic impact planning and a change from Bungendore Road being a main entrance to town. The pace of commercial development and renewal is picking up, and the degraded state of the roadway must be addressed. It was noted that there are heritage considerations with respect to the streetscape, in particular the road centre parking.  
A Longhurst AGREED to prepare a very high-level summary of BTCEC's position and ambitions for the precinct in anticipation of inviting the new QPRC CEO and colleagues to a walk and discussion re Gibraltar Street.
- 8.2 **Bungendore Infrastructure Updates.** Updates on progress on the Sports Hub road, stormwater pooling on Molonglo Street at the War Memorial Hall frontage and consideration of the new Council premises were discussed.
- 8.3 **Frogs Hollow.** See above.
- 8.4 **Ellendon Street Arts Link.** Discussed above.
- 8.5 **Historic Plaques Project.** Waiting for feedback from State Government Blue Plaques Project.
- 8.6 **High School Infrastructure.** Noted that Council is engaging with DofE to prepare

for the infrastructure changes that will flow if the SSD is approved.

**9. Any Other Business**

Nil

**10. Foreshadowed Agenda Items/Close/Next Meeting**

D Mac Laren: discussion on rationalising/culling street signage proliferation.

The meeting closed at 7.30 pm. Next meeting Monday 18 July 2022.

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 11.2      BUNGENDORE TOWN CENTRE AND ENVIRONS ADVISORY  
COMMITTEE MEETING MINUTES

ATTACHMENT 5      BUNGENDORE TOWN CENTRE AND ENVIRONS MEETING  
MINUTES - 18 JULY 2022





## Bungendore Town Centre and Environs Committee Meeting

18 July 2022 commencing at 6.30 pm  
Bungendore Wood Works Gallery

### MINUTES

---

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

**Also Attending:**  
Graham Judge

The meeting opened at 6.30 pm.

**Apologies:** Murray Gough (invited)

**Election:** A Riley was elected as Chair.

2. **Declaration of Interests**

2.1 Nil.

3. **Minutes of Previous Meeting**

The Minutes of the previous meeting on 20 June 2022 were accepted.  
(Mac Laren/Longhurst)

4. **Business Arising/Outstanding Actions**

**Ellendon Street ArtsLink.** Members discussed the current status of this project and noted that progress has been on hold pending the appointment of a Council Representative.

**ACTION:** A Longhurst and D Mac Laren will update previously prepared proposal documentation such that Clr Grundy will be in a position to discuss the project with QPRC Councillors and staff.

**Roundabout Beautification Treatment.** Tim Geyer, QPRC Service Manager Urban Landscapes, had confirmed that funding from TforNSW had still not been finalised

**Gibraltar Street Improvement.** See 8.1 below.

**Frogs Hollow.** QPRC Tim Geyer had advised that planning was proceeding, and that Council had taken on a Design Student to progress the task.

**ACTION:** The Chair and other members available will organise a meeting with the Design Student and brief him on the Committee's position.

**5. Correspondence.**

6.1 **In**  
Emails from Tim Geyer and Anthony de Jongh with QPRC updates received with appreciation.

6.2 **Out**  
Nil

**7. New Business**

7.1 **QPRC Review of Committees.** Cllr M Grundy was welcomed as the QPRC Councillor Representative nominated to the Committee.

7.2 **Terms of Reference.** Members considered the current Terms of Reference as advised by QPRC.  
Members confirmed that the third Monday of the month would continue as the regular meeting time.

**Resolution 1/2022**

**The BTCEC Advisory Committee RECOMMENDS that Council update the Committee's 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."**

**Proposed:** A Riley      **Seconded:** A Longhurst      **Carried:** All

7.3 **Proliferation of Street Signage.** Members discussed the need for de-cluttering the street signage in the central district noting the undesirable visual impact and effect on driver attention.

**Resolution 2/2022**

**The BTCEC Advisory Committee RECOMMENDS that Council consider establishing a Review into de-cluttering road signage in the Bungendore town centre.**

**Proposed:** D Mac Laren      **Seconded:** P Evans      **Carried:** All

**8. Reports and Discussion.**

8.1 **Project Action Plan: Gibraltar Street Upgrade.** Members reviewed the Landscape and Parking Concept prepared by A Longhurst. It was AGREED that the characteristics being targeted were to achieve a Slow Zone featuring a Place Road that would be visually attractive, practical and safe. Consideration at this time will be limited to the western block pending understanding of the High School works. The initial goal is to prepare a proposal suitable for discussion with stakeholders and residents' consultation.

8.2 **Bungendore Infrastructure Updates.** Members noted the update on progress on the Sports Hub Road, particularly the provision of a shared pedestrian/cycle path. It had been

advised that planning for the proposed new Council Building would progress once the outcome of negotiations on compensation was known. The Committee is aware that this building will be the most prominent structure in the town centre and its design will dominate the “character” of the entire area.

8.3 **Frogs Hollow.** See above.

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

8.5 **Historic Plaques Project.** Waiting for feedback from State Government Blue Plaques Project.

8.6 **High School Infrastructure.** Noted that Council is engaging with DofE to prepare for the infrastructure changes that will flow once the development is approved.

9. **Any Other Business**  
Nil

10. **Foreshadowed Agenda Items/Close/Next Meeting**  
P Evans: Fees for Car Park Spaces

The meeting closed at 8.40 pm. Next meeting Monday 15 August 2022.

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 11.2      BUNGENDORE TOWN CENTRE AND ENVIRONS ADVISORY  
COMMITTEE MEETING MINUTES

ATTACHMENT 6      BUNGENDORE TOWN CENTRE AND ENVIRONS ADVISORY  
COMMITTEE MEETING TERMS OF REFERENCE



## TERMS OF REFERENCE BUNGENDORE TOWN CENTRE AND ENVIRONS ADVISORY COMMITTEE

### 1. Role

The role of the Bungendore Town Centre and Environs Advisory Committee is to assist Council to develop plans, policies and strategies to enhance and improve the future of Bungendore's town centre, Turallo Creek corridor and surrounds. The Committee will consider:

- Streetscape planning to improve the physical quality and image of Bungendore, including the provision of public art,
- Built form controls and preservation of the character of Bungendore,
- Provision of open space and recreation areas,
- Retail and commercial strategy,
- Landscape planning and tree planting.

### 2. Membership

- Five community representatives which includes two representatives nominated by the Bungendore Chamber of Commerce and Industry,
- The Councillor delegated as Chair of the Bungendore Locality Committee will be an ex officio member of the Committee with voting rights.

### 3. Meetings

- Committee meetings will generally be monthly but will be scheduled to enable consideration and comment on issues relevant to the Committee's Terms of Reference to be available to suit Council's program.
- Committee meeting Minutes will be reported to Council for endorsement.
- The Committee will elect a Chair and Secretary from the members.

### 4. Quorum

A quorum for the meeting will be three.

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**12 OCTOBER 2022**

ITEM 11.2      BUNGENDORE TOWN CENTRE AND ENVIRONS ADVISORY  
COMMITTEE MEETING MINUTES

ATTACHMENT 7      BUNGENDORE TOWN CENTRE AND ENVIRONS COMMITTEE  
MEETING MINUTES - 15 AUGUST 2022



## Bungendore Town Centre and Environs Committee Meeting

15 August 2022 commencing at 6.30 pm  
Bungendore Wood Works Gallery

### MINUTES

---

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

**Also Attending:**  
Graham Judge

The meeting opened at 6.35 pm.

**Apologies:** Murray Gough (invited)

2. **Declaration of Interests**

2.1 Nil.

3. **Minutes of Previous Meeting**

The Minutes of the previous meeting on 18 July 2022 were accepted.  
(Longhurst/Mac Laren)

4. **Business Arising/Outstanding Actions**

**Ellendon Street ArtsLink.** Members discussed the current status of this project.  
G Judge provided references re exemptions from DA requirements that could apply to art installations on Ellendon Street.

**ACTION:** A Longhurst and D Mac Laren will update previously prepared proposal documentation such that Clr Grundy will be in a position to discuss the project with QPRC Councillors and staff. Update to be available within a week.

**Roundabout Beautification Treatment.** Tim Geyer, QPRC Service Manager Urban Landscapes, had confirmed that funding from TforNSW was offered on a matching \$ for \$ basis and that Council does not have funding for its half. Clr Grundy will discuss with the CEO.

**Gibraltar Street Improvement.** See 8.1 below.



**Frogs Hollow.** A Riley, D Mac Laren briefed members on their meeting with Eddie Casey Dobinson who has been appointed by QPRC as a Design Student to work on the Frogs Hollow update planning. It was noted that QPRC management had advised Clr Grundy that it is intended to close off the end of Bungendore Road and the bridge once the new road via the sports hub is open. Members agreed that this should be supported. It would enhance Frogs Hollow as well as improving the ambience and amenity of Gibraltar Street. Access to blocks and facilities at the end of Bungendore Road was queried. Clr Grundy will enquire as to the route of the new road.

**Committee Terms of Reference.** Clr Grundy will ensure that Council's attention is drawn to BTCEC Resolution 1/2022 in which a recommended change was detailed.

**Proliferation of Street Signage.** Clr Grundy agreed to progress a QPRC Resolution to review street signage in accordance with BTCEC Resolution 2/2022

**ACTION:** P Evans will provide Clr Grundy photos in support of the proposed Resolution.

5. **Correspondence.**

6.1 **In**  
Emails from Tim Geyer and Anthony de Jongh with QPRC updates received with appreciation.

6.2 **Out**  
Nil

7. **New Business**

7.1 **Consideration of QPRC Parking Fees.** Members noted instances of new business initiatives being impacted or abandoned due to QPRC fees for parking spaces. Although fees had been reduced in the 2021 S7.11 Contributions Plan, they are still a significant disincentive to business development in Bungendore. The Committee supports re-invigorating the Town Centre. It was noted that on-site parking reduces street parking through the provision of driveway accesses and affects traffic flow.  
**AGREED** to support the BCCI to develop a Re-invigoration Plan for Bungendore business.

8. **Reports and Discussion.**

8.1 **Project Action Plan: Gibraltar Street Upgrade.** P Evans tabled an update to the discussion plan prepared by A Longhurst. The update provided an improved treatment of the tree islands and parking layout. It was agreed that the updated concept was at a stage where it could be discussed with Council.  
**ACTION:** P Evans to prepare a new plan suitable for discussion with QPRC CEO.

8.2 **Project Action Plan:** It was agreed to not proceed with a new addition of the PAP at this time.

8.3 **Bungendore Infrastructure Updates.** Input from QPRC staff was discussed. Noted that there were delays in the provision of EV charging in the Central Car Park, particularly due to the lack of power capacity. Noted that the recent significant flooding event in Bungendore could require a revisit of the flood model, including consideration of the Halfway Creek bridge and sports hub access road.

8.4 **Frogs Hollow.** See above.

8.4 **Bungendore High School.** Item held over.

**9. Any Other Business**

The impacts of the recent flooding were discussed. It was noted that raw sewage had entered a number of premises which was a disturbing development in view of the expectation that more frequent and significant flood events are anticipated.

**10. Foreshadowed Agenda Items/Close/Next Meeting**

The meeting closed at 8.35 pm. Next meeting Monday 19 September 2022.