



Ordinary Meeting of Council

AGENDA

26 September 2018

Commencing at 5.30pm

**Council Chambers
10 Majara Street, Bungendore**

On-site Inspections - Nil

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1 OPENING

Acknowledgement of Country.

2 APOLOGIES

3 DISCLOSURES OF PECUNIARY INTERESTS

4 CONFIRMATION OF MINUTES

- 4.1 Minutes of the Ordinary Meeting of Council held on 22 August 2018
- 4.2 Minutes of the Planning and Strategy Committee of the Whole meeting held on 12 September 2018

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7 PRESENTATIONS FROM THE GALLERY RELATING TO LISTED ITEMS ON THE AGENDA AND PETITIONS

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LIST OF ATTACHMENTS –

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

Open Attachments

- Item 12.4 Modification Application MOD.2018.074 - 14 Malbon Street, Bungendore - Modification of DA.2015.014 - Request to Remove Developer Contributions for Off-street Car Parking
- Attachment 1 MOD.2018.074 - 14 Malbon Street, Bungendore - Assessment Report (Under Separate Cover)*
- Attachment 2 MOD.2018.074 - 14 Malbon Street, Bungendore - Applicants Request (Under Separate Cover)*
- Item 12.6 CityCare Program 2018-2021 Urban Landscapes
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- Item 12.9 Regional Economic Development Strategy
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- Attachment 2 Regional Economic Development Strategy - Supporting Analysis (Under Separate Cover)*
- Item 12.13 Queanbeyan Retail Growth Strategy
- Attachment 1 Draft Retail Growth Strategy (Under Separate Cover)*
- Attachment 2 Shopper and Business Survey Research Report - Executive Summary (Under Separate Cover)*
- Item 12.14 Invitation to Join Regional Cities NSW
- Attachment 1 Invitation Letter - Join Regional Cities NSW (Under Separate Cover)*
- Attachment 2 Regional Cities NSW Workshop Report - 2 August 2018 (Under Separate Cover)*
- Item 12.17 2017/2018 QPRC Financial Statements - Referral to Audit
- Attachment 1 Draft - QPRC 2017/18 Primary Financial Statements (Under Separate Cover)*
- Attachment 2 Draft - QPRC 2017/18 General Purpose Statement of Councillors and Management (Under Separate Cover)*
- Attachment 3 Draft - QPRC 2017/18 Special Purpose Statement of Councillors and Management (Under Separate Cover)*
- Attachment 4 Draft - QPRC 2017/18 Performance Ratios (Under Separate Cover)*
- Attachment 5 Draft - QPRC 2017/18 Infrastructure Asset Ratios (Under Separate Cover)*
- Item 12.19 Investment Report - August 2018
- Attachment 1 Investment Report - August 2018 - Attachment 1 - 26 September 2018 (Under Separate Cover)*
- Item 14.1 Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held 9 August 2018
- Attachment 1 Minutes of the Braidwood and Curtilage Heritage Advisory Committee held on 9 August 2018 (Under Separate Cover)*

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- Item 14.2 Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 13 September 2018
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- Item 14.3 Local Traffic Committee 14 August 2018
Attachment 1 Local Traffic Committee Minutes - 14 August 2018 (Under Separate Cover)
- Item 14.5 The 2019 Australia Day Organising Committee
Attachment 1 Australia Day Organising Committee - August 2018 Agenda (Under Separate Cover)
Attachment 2 The Australia Day Organising Committee - Minutes - August 2018 (Under Separate Cover)
- Item 14.6 Youth Committee
Attachment 1 Youth Advisory Committee Meeting Minutes 6th August 2018 (002) (003) (Under Separate Cover)
- Item 14.7 Access Committee
Attachment 1 ACCESS Committee Meeting Minutes 27 July 2018 (Under Separate Cover)
- Item 14.8 Fernleigh Park s.355 Committee minutes
Attachment 1 Fernleigh Park s.355 Committee minutes 16 May 2018 (Under Separate Cover)
Attachment 2 Fernleigh Park s.355 Committee minutes 30 August 2018 (Under Separate Cover)
- Item 14.9 Greenways s.355 Committee minutes
Attachment 1 Greenways s.355 Committee meeting minutes 19 July 2018 (Under Separate Cover)
- Item 16.1 Responses to Councillors' Questions
Attachment 1 Responses to Councillors' Questions (Under Separate Cover)

Closed Attachments

- Item 12.5 Googong Urban Development Local Planning Agreement Review
Attachment 1 Proposed changes to Googong Urban Development Local Planning Agreement (Under Separate Cover)
Attachment 2 Proposal from Googong Township Pty Ltd (Under Separate Cover)
- Item 12.7 Tender for the design and construction of a concrete building over the Shoalhaven River Pumping Station (Braidwood Water Supply)
Attachment 1 Shoalhaven Pump Station Building Tender Recommendation (Under Separate Cover)
- Item 12.18 RFQ - Award of Investment Advisory Service
Attachment 1 CONFIDENTIAL - RFQ Evaluation and Recommendation Report - Investment Advisory Service (Under Separate Cover)
- Item 14.4 The Q Board Meeting - July 2018
Attachment 1 The Q Board Meeting Minutes - July 2018 (Under Separate Cover)
Attachment 2 The Q - Board Meeting - Council Official Agenda - July 2018 - V2 (Under Separate Cover)

**QUEANBEYAN-PALERANG REGIONAL COUNCIL
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Item 16.1 Responses to Councillors' Questions

*Attachment 2 Responses to Councillors' Questions - with CIC (Under
Separate Cover)*



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 10 Majara Street, Bungendore on Wednesday, 22 August 2018 commencing at 5.30pm.

ATTENDANCE

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

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

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

1. OPENING

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

2. APOLOGIES

There were no apologies.

3. DISCLOSURES OF PECUNIARY INTERESTS

267/18

RESOLVED (Taylor/Bray)

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

The resolution was carried unanimously.

Cr Overall declared a less than significant non-pecuniary interest in Item 11.1 – Notice of Motion - KUD Razigrana Makedonka

4. CONFIRMATION OF MINUTES**4.1 Minutes of the Ordinary Meeting of Council held on 25 July 2018**

268/18

RESOLVED (Hicks/Marshall)

That the Minutes of the Ordinary Meeting of Council held in the Council Chambers, Bungendore, on Wednesday 25 July 2018 be confirmed.

The resolution was carried unanimously.

4.2 Minutes of the Planning and Strategy Committee of the Whole meeting held on 8 August 2018

269/18

RESOLVED (Hicks/Harrison)

That the Minutes of the Planning and Strategy Committee of the Whole meeting held in the Council Chambers, Queanbeyan, on 8 August 2018 be confirmed.

The resolution was carried unanimously.

5. PRESENTATION BY DEPARTMENTAL OR OTHER REPRESENTATIVES

There were no presentations.

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising.

7. PRESENTATIONS FROM THE GALLERY RELATING TO LISTED ITEMS ON THE AGENDA AND PETITIONS

The following presenters were heard:

Ms Hanna Darmody – Item 12.2 – Bungendore Sports Hub

Mr Shane Holness – Item 12.9 – Proposed Use of 12 Malbon St, Bungendore

Ms Carolyn Cole – Item 12.9 – Proposed Use of 12 Malbon St, Bungendore

8. MAYORAL REPORT

There was no Mayoral Report.

9. MAYORAL MINUTE**9.1 Drought Relief - Rate Deferral**

270/18

RESOLVED (From the Chair)

That Council:

1. Offer financial hardship relief to eligible farmland rate category property owners or occupiers (where applicable) by:
 - a. lodgement of formal application on the prescribed form, without financial and other details, and without assessment against the Centrelink assets test.
 - b. allowing payment of 2018/19 rates and charges over two years from date of application.
 - c. waiving interest charge accruing on those rates, and authorising the CEO to write off those charges.
2. Offer financial hardship relief to eligible farmland rate category property owners or occupiers (where applicable) where Council's biosecurity weeds officers have recorded high priority weed infestations and the property owner will be required to take action to comply with a Biosecurity Undertaking or a Biosecurity Direction. Guidelines are to be developed and reported to Council to identify how that assistance, with a monetary value of between \$500 and \$5,000 repayable over a two year period, shall be provided. Assistance shall be sought by:
 - a. lodgement of formal application on the prescribed form.
 - b. allowing payment of those charges to be repaid over two years from date of application.
3. Provide access to town water from the Bungendore, Captains Flat and Braidwood water supplies for eligible farmland category properties, limited to 1000 litres per occasion.

The resolution was carried unanimously.

271/18

RESOLVED (Marshall/Schweikert)

That Items 12.2 and 12.9 be brought forward at this juncture.

The resolution was carried unanimously.

12.2 Bungendore Sports Hub

272/18

RESOLVED (Schweikert/Hicks)

That Council:

1. Support the development of the Bungendore Sports Hub on land being part (approximately 18 hectares) of Lot 2 DP 1137743.
2. Negotiate a Deed of Agreement for the acquisition of the land and a development lease to enable works to commence as soon as possible on the Sports Hub with provision of the following elements in that Agreement:
 - a. Potential uses for residential, caravan park and service centre uses subject to normal planning and environmental assessments and reports, having regard to the Bungendore Structure Plan, and subject to formal receipt of a planning proposal from the applicant.
 - b. Investigate the rezoning of Lot 2 DP 548291 to a zoning that reflects the current use being rural and agricultural activities as part of the comprehensive review of the QPRC Local Environmental Plan.
3. Make arrangements for the subdivision of the site at Council's cost.
4. Consider the costs of construction, servicing and maintenance in the 10 year Financial Plan.
5. Prepare a more detailed staging plan for the Sports Hub, having regard to flooding impacts.

For: Crs Biscotti, Bray, Brown, Hicks, Marshall, Noveska, Overall, Schweikert, Taylor and Winchester.

Against: Cr Harrison

12.9 Proposed Use of 12 Malbon St, Bungendore

273/18

RESOLVED (Schweikert/Marshall)

That Council:

1. Acknowledge the submissions.
2. Offer 12 Malbon Street Bungendore for sale.
3. Authorise the CEO to arrange a current valuation and seek the interest of the parties in acquiring the site, including the option to establish a business hub.
4. Receive a further report on the matter including co-locating tourism information services in that building.

The resolution was carried unanimously.

10. Notices of Motions of Rescission

There were no Notices of Motions of Rescission.

Cr Overall declared an interest in this item.

11. NOTICES OF MOTIONS

11.1 KUD Razigrana Makedonka

MOVED (Noveska/Brown)

That Council waive the \$1,918 hire fee for Bicentennial Hall for KUD Razigrana Makedonka to assist the community group in hosting MakFest in Queanbeyan on 25 August 2018, funded from the cultural grants vote.

During discussion, Cr Schweikert left the meeting at 6.19pm.

AMENDMENT (Bray/Hicks)

That Council:

1. Approve \$1,000 to offset the cost of the hire fee of the Bicentennial Hall for KUD Razigrana Makedonka to assist the community group in hosting MakFest in Queanbeyan on 25 August 2018, funded from the cultural grants vote.
2. Advise KUD that for any similar grants in the future the group should make an application under the cultural development assistance scheme.

The amendment (of Crs Bray and Hicks) was PUT and LOST.

For: Crs Biscotti, Bray, Hicks and Overall

Against: Crs Brown, Harrison, Marshall, Noveska, Taylor and Winchester

The motion (of Crs Noveska and Brown) was PUT and CARRIED.

274/18

RESOLVED (Noveska/Brown)

That Council waive the \$1,918 hire fee for Bicentennial Hall for KUD Razigrana Makedonka to assist the community group in hosting MakFest in Queanbeyan on 25 August 2018, funded from the cultural grants vote.

The resolution was carried unanimously.

11.2 Carwoola Bushfire Recovery

275/18

RESOLVED (Marshall/Harrison)

That Council request a report from the CEO/General Manager on the Carwoola Bushfire recovery, for Council's October Ordinary Meeting, to include:

1. Information on the distribution of donations from the public appeal.
2. Information on take-up of direct assistance offered by Council.
3. Proposals for any further assistance that Council might offer.

The resolution was carried unanimously.

12. ITEMS FOR DETERMINATION**12.1 Queanbeyan-Palerang Regional Sports Complex - Business Case**

276/18

RESOLVED (Taylor/Winchester)

That Council:

1. Lodge a business case to the NSW Regional Sporting Infrastructure Fund for a grant to construct Stage One of the Queanbeyan-Palerang Regional Sports Complex.
2. Place the full masterplan for all stages on public exhibition for community comment.
3. Prepare appropriate facility business plans and incorporate the project in the 10 Year Financial Plan, should the business case progress to the next grant gate.

For: Crs Biscotti, Bray, Brown, Harrison, Hicks, Marshall, Noveska, Taylor and Winchester

Against: Cr Marshall

12.2 Bungendore Sports Hub

This item was dealt with in earlier business.

12.3 Exemption from Tendering Process for Riverside Oval - Stronger Country Communities Fund Round 2

277/18

RESOLVED (Marshall/Harrison)

That:

1. In accordance with section 55(3)(i) of the *Local Government Act 1993*, Council not proceed with a formal tender process for the Riverside Sports Field Upgrade project due to the following extenuating circumstances:
 - Due to the urgent nature and limited timeframes to upgrade the playing surface to allow regular football games to be conducted on the field.
2. Council endorse the Request for Quote (RFQ) as the alternate best value for money process.

The resolution was carried unanimously.

12.4 Contract 11/2015 - Inflow/Infiltration & Sewer Rehabilitation Services (Extension of Contract)

278/18

RESOLVED (Taylor/Harrison)

That Council extend contract 11/2015 with Interflow Pty Ltd (ISF) for the 2018/2019 financial year and thereafter provisionally for each subsequent year until 2020/2021 (inclusive) subject to approved funding, identified works and continued satisfactory contractor performance.

The resolution was carried unanimously.

- 279/18 **12.5 Integrated Transport Strategy**
RESOLVED (Hicks/Winchester)
That Council:
1. Place the updated Draft Integrated Transport Strategy and combined Draft Bicycle and Pedestrian Facilities Plans on public exhibition for 28 days.
 2. Receive a further report incorporating submissions, following Councillor workshop.
- The resolution was carried unanimously.
- 280/18 **12.6 Report on Draft Policy for Volunteering**
RESOLVED (Bray/Harrison)
That Council:
1. Place the revised draft Volunteering Policy on public exhibition for a further 21 days.
 2. Provide a copy of the revised policy to those who provided comment on the original draft.
- The resolution was carried unanimously.
- 281/18 **12.7 Amendments to adopted Delivery Program 2018-21**
RESOLVED (Noveska/Brown)
That Council:
1. Amend the Delivery Program 2018-21 to include the following projects, respective estimates and funding, as exhibited:
 - South Jerra Business Technology Park infrastructure
 - Morisset Carpark
 - Queanbeyan Head Office and Smart Hub
 2. Endorse the amended fees and charges.
- The resolution was carried unanimously.
- 282/18 **12.8 Social Media Policy - revision**
RESOLVED (Marshall/Taylor)
That Council adopt the revised Social Media Policy.
- The resolution was carried unanimously.
- 12.9 Proposed Use of 12 Malbon St, Bungendore**
This item was dealt with in earlier business.

- 283/18 **12.10 Carry Forward/Revote of Expenditure to Financial Year 2018/19**
RESOLVED (Winchester/Bray)
- That Council Carry Forward and Revote the amount of \$37,764,638 for works and projects identified in Attachment 1 in the 2018/19 financial year.
- The resolution was carried unanimously.
- 284/18 **12.11 Investment Report - July 2018**
RESOLVED (Bray/Biscotti)
- That Council:
1. Note the investment income for July 2018 was \$623,273.
 2. Note the investment portfolio has been made in accordance with the *Local Government Act 1993*, and the *Local Government (General) Regulation 2005*.
 3. Adopt the Investment Report for the month of July 2018.
- The resolution was carried unanimously.
- 285/18 **12.12 Councillor Expenses and Facilities Policy 2018**
RESOLVED (Marshall/Harrison)
- That Council formally adopt the Councillor Expenses and Facilities Policy, as amended.
- The resolution was carried unanimously.
- 286/18 **12.13 Local Government NSW membership 2018/19**
MOVED (Harrison/Taylor)
- That Council endorse the executive decision to retain membership of LGNSW for 2018/19.
- AMENDMENT (Marshall)**
- That Council request that the Mayor step down from his position as Mayor until the appropriateness of his executive powers is investigated.
- The amendment (of Cr Marshall) LAPSED for want of a seconder.
- The motion (of Crs Harrison and Taylor) was PUT and CARRIED.
- RESOLVED (Harrison/Taylor)**
- That Council endorse the executive decision to retain membership

of LGNSW for 2018/19.

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

Against: Cr Marshall

13. ITEMS FOR INFORMATION

13.1 Economic Vision for Regional NSW

287/18

RESOLVED (Hicks/Harrison)

That the report be received for information.

The resolution was carried unanimously.

13.2 Old Cooma Road Duplication Construction

288/18

RESOLVED (Brown/Marshall)

That the report be received for information.

The resolution was carried unanimously.

13.3 Story Book Café

289/18

RESOLVED (Biscotti/Harrison)

That the report be received for information.

The resolution was carried unanimously.

13.4 Resolution Action Sheet

290/18

RESOLVED (Hicks/Harrison)

That the report be received for information.

The resolution was carried unanimously.

SUPPLEMENTARY REPORT

13.5 Announcement of Stronger Country Communities Fund Round 2

291/18

RESOLVED (Harrison/Hicks)

That:

1. The report be received for information.
2. The local Member and the NSW Government be thanked for the grants.

The resolution was carried unanimously.

14. COMMITTEE REPORTS AND RECOMMENDATIONS

14.1 Queanbeyan-Palerang Sports Council - Minutes of the Meeting Held 6 August 2018

292/18

RESOLVED (Biscotti/Winchester)

That Council note the minutes of the Queanbeyan-Palerang Sports

Council meeting held on 6 August 2018.

The resolution was carried unanimously.

14.2 QPRC Heritage Advisory Committee Minutes - Special Meeting Held 26 July 2018

293/18

RESOLVED (Marshall/Harrison)

That Council:

1. Note the minutes of QPRC Heritage Advisory Committee held on 26 July 2018.
2. Note recommendations QPRC HAC 007/18 to QPRC HAC 008/18 from the special meeting held on 26 July 2018.

QPRC HAC 007/18 That the Committee raises no objections to the modifications proposed to the development consent at 18 George Street/50 Canberra Avenue known as Mount Warrigal Retirement Village and Warrigal Care.

QPRC HAC 008/18 That the Committee strongly supports the listing on the State Heritage Register of St Stephen's Presbyterian Church and Manse at 2 Morisset Street, Queanbeyan.

The resolution was carried unanimously.

14.3 Braidwood Showground Reserve Trust s.355 Committee minutes

294/18

RESOLVED (Harrison/Hicks)

That Council note the minutes of Braidwood Showground Reserve Trust s.355 Committee's Annual General Meeting and Committee meeting held on 24 August 2017 and 24 May 2018 respectively.

The resolution was carried unanimously.

14.4 Bungendore War Memorial s.355 Committee minutes

295/18

RESOLVED (Brown/Bray)

That Council note the minutes of the Bungendore War Memorial s.355 Committee meetings held on 5 April and 5 July 2018.

The resolution was carried unanimously.

14.5 Royalla Common s.355 Committee minutes

296/18

RESOLVED (Hicks/Harrison)

That Council note the minutes of the Royalla Common s.355 Committee's meeting held on 20 June 2018.

The resolution was carried unanimously.

15. DELEGATES' REPORTS

Cr Harrison reported on the following:

- Joint Regional Planning Panel, including determination of Queanbeyan East Public School

Cr Marshall reported on his attendance at the Community Safety Precinct Committee meeting.

Cr Overall reported on his attendance at the following:

- Lake George Bushfire Management committee
- NSW Government Vision for Regional NSW launch
- NSW Regional Cities Workshop
- Creating a Better Queanbeyan - Forum

16. RESPONSES TO COUNCILLORS' QUESTIONS

16.1 Responses to Councillors' Questions

297/18

RESOLVED (Taylor/Biscotti)

That the report be received for information.

The resolution was carried unanimously.

18. MATTERS OF WHICH NOTICE HAS NOT BEEN GIVEN BUT RULED BY THE CHAIR TO BE CONSIDERED

There were no matters.

19. COUNCILLORS' QUESTIONS FOR NEXT MEETING

There were no questions.

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

At this stage of the proceedings, Cr Overall advised that there was an item on the Agenda that should be dealt with in Closed Session.

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

PRESENTATIONS

There were no presentations.

298/18

RESOLVED (Harrison/Marshall)

That pursuant to Section 10A of the *Local Government Act, 1993*

the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

Item 20.1 Caravan Park - Refurbishment 2019.

Item 20.1 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

The resolution was carried unanimously.

The meeting then moved into Closed Session at 7.18pm to discuss the matters listed above.

The meeting returned to Open Session at 7.25pm by virtue of Resolution No. 300/18 made in Closed Session.

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

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

20.1 Caravan Park - Refurbishment 2019

That Council:

1. Receive and note the report.
2. Move forward with the Council-Operated option for the Queanbeyan RV Park.
3. Endorse a grant application for infrastructure works.
4. Receive a report on the approvals, staging and funding options for the total capital budget so as to allow construction commencement in 2019.

The time being 7.26 pm, Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL
MAYOR
CHAIRPERSON**



PLANNING AND STRATEGY COMMITTEE OF THE WHOLE MEETING

Council at its meeting of 23 November 2016 resolved (M/N 295/16) as follows:

The Planning and Strategy Committee of the Whole be delegated authority in accordance with Section 377 of the *Local Government Act 1993* to determine matters pursuant to the:

- *Environmental Planning and Assessment Act 1979*
- *Local Government Act 1993*
- *Swimming Pools Act 1992*
- *Roads Act 1993*
- *Public Health Act 2010*
- *Heritage Act 1977*
- *Protection of the Environment Operations Act 1997*

MINUTES OF THE PLANNING AND STRATEGY COMMITTEE OF THE WHOLE OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 12 September 2018 commencing at 5.30pm.

ATTENDANCE

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

Staff: P Hansen, A/Chief Executive Officer; P Neil, Portfolio General Manager Organisational Capability and D Carswell, A/Portfolio General Manager Natural and Built Character.

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

1. OPENING

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

2. APOLOGIES

PLA103/18

RESOLVED (Taylor/Schweikert)

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

The resolution was carried unanimously.

3. DECLARATIONS OF INTEREST

PLA104/18

RESOLVED (Taylor/Schweikert)

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

The resolution was carried unanimously.

Cr Biscotti declared a less than significant non-pecuniary interest in Item 5.1 – Development Application DA.2018.013 – Two Storey Mixed Use Development 31 Malbon Street Bungendore.

4. PRESENTATIONS/DEPUTATIONS

The following presenters were heard:

Ms Sherridan Marsh – Item 5.1 Development Application DA.2018.013 - Two Storey Mixed Use Development - 31 Malbon Street, Bungendore, and Item 5.3 - Modification Application MOD.2018.074 - 14 Malbon Street, Bungendore - Modification of DA.2015.014 - Request to Remove Developer Contributions for Off-street Car Parking

Mr Richard Graham – Item 5.1 - Development Application DA.2018.013 - Two Storey Mixed Use Development - 31 Malbon Street, Bungendore

Ms Kerry Douth – Item 5.1 - Development Application DA.2018.013 - Two Storey Mixed Use Development - 31 Malbon Street, Bungendore

Mr Stephen Rockman – Item 5.2 - Development Application 169-2018 - Warehouse Conversion to Commercial Premises, Wholesale Supplies and Function Centre - 22 Stephens Road, Crestwood

Mr Greg Nye – Item 5.3 - Modification Application MOD.2018.074 - 14 Malbon Street, Bungendore - Modification of DA.2015.014 - Request to Remove Developer Contributions for Off-street Car Parking, and Item 5.4 - Review of Rezoning and Dwelling Eligibility Requests

Ms Val Johanson – Item 5.4 - Review of Rezoning and Dwelling Eligibility Requests

PLA105/18

RESOLVED (Schweikert/Taylor)

That Ms Johanson be granted additional time to speak.

The resolution was carried unanimously.

During discussion Cr Brown raised a point of order stating that speakers are able to ask questions because the Planning and Strategy meeting is a committee of the whole meeting. The Deputy Mayor upheld the point the order.

Mr Grant Goodwin – Item 5.4 - Review of Rezoning and Dwelling Eligibility Requests

STAFF REPORTS

5. ENVIRONMENT, PLANNING AND DEVELOPMENT

Cr Biscotti declared an interest in this item and left the meeting at 6.04pm.

5.1 Development Application DA.2018.013 - Two Storey Mixed Use Development - 31 Malbon Street, Bungendore

PLA106/18

RESOLVED (Schweikert/Bray)

That:

1. Development application DA.2018.013 for a two (2) storey mixed use development comprised of three (3) commercial tenancies and seven (7) shop top housing units at 31 Malbon Street, Bungendore be refused for the following reasons:

Reasons for Refusal:

- (a) The proposed development is incompatible with the character of existing development within the locality and as such fails to satisfy the objectives of the B2 Local Centre zone under the Palerang Local Environmental Plan 2014 (4.15(1)(a)(i) Environmental Planning and Assessment Act 1979).
- (b) The proposed development fails to satisfy the principles of Crime Prevention through Urban Design and as such is contrary to the requirements of Section B5 of the Palerang Development Control Plan 2015 (4.15(1)(a)(iii) Environmental Planning and Assessment Act 1979).
- (c) The proposed two (2) storey development is of a bulk and scale that is incompatible with the character of existing single storey heritage listed cottages within the streetscape and as such is contrary to the requirements of Section B10.1.6 of the Palerang Development Control Plan 2015 (4.15(1)(a)(iii) Environmental Planning and Assessment Act 1979).
- (d) The proposed development fails to provide functional load and unloading facilities for the proposed commercial use contrary to the requirements of Section B15.2 of the Palerang Development Control Plan 2015 (4.15(1)(a)(iii) Environmental Planning and Assessment Act 1979).
- (e) The proposed development is incompatible with the character of existing development within the locality and as such fails to satisfy the requirements of Section B7.11 of the Palerang Development Control Plan 2015 (4.15(1)(a)(iii) Environmental Planning and Assessment Act 1979).
- (f) The proposed development is incompatible with the character of existing development within the locality and as such is considered to result in unacceptable impacts upon the built environment (4.15(1)(b) Environmental Planning

and Assessment Act 1979).

- (g) The proposed development was accompanied by insufficient information as to determine the likely impacts of additional traffic movements generated by the development upon the surrounding road network (4.15(1)(b) Environmental Planning and Assessment Act 1979).
 - (h) Throughout the public notification period a number of valid submissions were received raising concern in relation to the compatibility of the proposed development with the surrounding streetscape. As such, the proposed development is considered to be contrary to the public interest (4.15(1)(d) Environmental Planning and Assessment Act 1979).
2. Those persons who lodged a submission(s) on the application be advised in writing of the determination of the application.
 3. Note that Council is yet to adopt a position on the heritage value of the cottage on Malbon Street.

The resolution was carried unanimously.

Cr Biscotti returned to the meeting at 6.12pm.

5.2 Development Application 169-2018 - Warehouse Conversion to Commercial Premises, Wholesale Supplies and Function Centre - 22 Stephens Road, Crestwood

PLA107/18

RESOLVED (Bray/Schweikert)

That:

1. Approval be granted to a variation to Part 2.2 of Queanbeyan Development Control Plan 2012 to allow a reduction in the overall number of car parking spaces provided for the following reasons:
 - (a) The use of the site as a proposed function centre can be conditioned to be used out of business hours between Monday to Friday and on Weekends and Public Holidays reducing the number of car parking spaces required during core business hours of surrounding uses.
 - (b) The use of the site as a food and drink premises (café) and as a function centre is ancillary to the predominant use of the site as a commercial kitchen and coffee roasting business. The demand for car parking will fluctuate and there will not be any impacts on sensitive land uses.
 - (c) Timed street parking is available on Stephens Road.
2. Development application 169-2018 for a warehouse conversion to a commercial premises, wholesale supplies and function centre on Lot 515 DP 565803, No. 22 Stephens Road, Crestwood be granted conditional approval.

The resolution was carried unanimously.

PLA108/18

5.3 Modification Application MOD.2018.074 - 14 Malbon Street, Bungendore - Modification of DA.2015.014 - Request to Remove Developer Contributions for Off-street Car Parking

RESOLVED (Schweikert/Taylor)

This item be deferred to an Ordinary meeting in Bungendore.

The resolution was carried unanimously.

5.4 Review of Rezoning and Dwelling Eligibility Requests

MOVED (Taylor/Bray)

That:

1. Council advise the owner of Lot 162 DP 754873 and Lot 97 DP 754915, Lake Road that the combination of these lots constitutes a '1995' holding and that under clause 4.2A(3)(e) a dwelling is permissible with consent.
2. Lot 21 DP 1018890 be deferred for Councillors to receive further information at a workshop.
3. Lot 1 DP 1171081, Federal Highway Service Road, Sutton not be rezoned to E4 Environmental Living.
4. The previous dwelling entitlement for Lot 1 DP 555380 (Old Cooma Road), Royalla be recognised in the preparation of the new comprehensive local environmental plan and advise the owner accordingly.
5. Lot 16 DP 846996 in Williamsdale be deferred to allow the applicant to submit further information to Council and for Councillors to receive further information in a workshop.

Cr Marshall foreshadowed a CONTRARY motion:

["That:

1. Council advise the owner of Lot 162 DP 754873 and Lot 97 DP 754915, Lake Road that the combination of these lots constitutes a '1995' holding and that under clause 4.2A(3)(e) a dwelling is permissible with consent.
2. Council retain the E3 Environmental landuse zone on Lot 21 DP 1018890.
3. The planning provisions relating to Lot 16 DP 846996, Williamsdale not be amended to allow subdivision of the allotment to permit an existing dwelling to be on a separate lot.
4. Lot 1 DP 1171081, Federal Highway Service Road, Sutton not be rezoned to E4 Environmental Living.
5. The previous dwelling entitlement for Lot 1 DP555380 (Old Cooma Road), Royalla be recognised in the preparation of the new comprehensive local environmental plan and advise the owner accordingly."]

The motion (of Crs Taylor and Bray) was PUT and CARRIED.

PLA109/18

RESOLVED (Taylor/Bray)

That:

1. Council advise the owner of Lot 162 DP 754873 and Lot 97 DP 754915, Lake Road that the combination of these lots constitutes a '1995' holding and that under clause 4.2A(3)(e) a dwelling is permissible with consent.
2. Lot 21 DP 1018890 be deferred for Councillors to receive further information at a workshop.
3. Lot 1 DP 1171081, Federal Highway Service Road, Sutton not be rezoned to E4 Environmental Living.
4. The previous dwelling entitlement for Lot 1 DP555380 (Old Cooma Road), Royalla be recognised in the preparation of the new comprehensive local environmental plan and advise the owner accordingly.
5. Lot 16 DP846996 in Williamsdale be deferred to allow the applicant to submit further information to Council and for Councillors to receive further information in a workshop.

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

Against: Crs Hicks and Marshall

**5.5 Comprehensive Local Environmental Plan - Progress, Issues,
Next Steps**

MOVED (Schweikert/Bray)

That:

1. Council endorse the draft planning proposal for the new comprehensive local environmental plan for the Queanbeyan-Palerang local government area.
2. The draft planning proposal be forwarded to the NSW Department of Planning seeking a Gateway determination under Section 3.34 of the *Environmental Planning and Assessment Act, 1979*.
3. Council notes that the LEP would have to be reviewed after five years.
4. Council request of the Minister a submission date of March 2020.

Cr Marshall foreshadowed a CONTRARY motion:

["That:

1. Council endorse the draft planning proposal for the new comprehensive local environmental plan for the Queanbeyan-Palerang local government area; and
2. The draft planning proposal be forwarded to the NSW Department of Planning seeking a Gateway determination under Section 3.34 of the *Environmental Planning & Assessment Act, 1979*. "]

The motion (of Crs Schweikert and Bray) was PUT, and with the vote being five all, the Deputy Mayor exercised his casting vote and declared the motion CARRIED.

PLA110/18

RESOLVED (Schweikert/Bray)

That:

1. Council endorse the draft planning proposal for the new comprehensive local environmental plan for the Queanbeyan-Palerang local government area.
2. The draft planning proposal be forwarded to the NSW Department of Planning seeking a Gateway determination under Section 3.34 of the *Environmental Planning and Assessment Act, 1979*.
3. Council notes that the LEP would have to be reviewed after five years.
4. Council request of the Minister a submission date of March 2020.

For: Crs Biscotti, Bray, Hicks, Taylor and Schweikert

Against: Crs Brown, Harrison, Marshall, Noveska and
Winchester

5.6 Queanbeyan CBD Car Parking Strategy

PLA111/18

RESOLVED (Marshall/Schweikert)

That Council:

1. Consider the submissions and responses
2. Adopt the Queanbeyan CBD Car Parking Strategy
3. Refer the Strategy for consideration with the CBD Masterplan
4. Consider the estimates in the next Delivery Program.

The resolution was carried unanimously.

PLA112/18 **5.7 Just Terms Land Acquisition - Cooma Road Ballalaba**
RESOLVED (Winchester/Marshall)
That Council agree to acquire a small section of Crown land at Ballalaba in accordance with the procedures laid down in the *Land Acquisition (Just Terms Compensation) Act 1991*.

The resolution was carried unanimously.

PLA113/18 **5.8 Classification of Land - Weatherstone Circuit, Googong**
RESOLVED (Marshall/Schweikert)
That in accordance with Section 31(2) of the *Local Government Act 1993 (NSW)*, Council resolve that Lot 799 DP 1234249 (54 Weatherstone Circuit, Googong) the land classified as Operational Land.

The resolution was carried unanimously.

6. ITEMS FOR INFORMATION

6.1 Land-Use Planning Projects / Activities - Status Report

MOVED (Marshall/Brown)

That:

1. The report be received for information.
2. Council take no further action on review of land zoned E4 in the localities of Bywong and Wamboin.

Cr Schweikert foreshadowed a CONTRARY motion: ["That the report be received for information."]

The motion (of Crs Marshall and Brown) and was PUT, and with the vote being five all, the Deputy Mayor exercised his casting vote and declared the motion LOST.

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

The contrary motion (of Cr Schweikert) was seconded by Cr Taylor, PUT and CARRIED.

PLA114/18 **RESOLVED (Schweikert/Taylor)**
That the report be received for information.

The resolution was carried unanimously.

6.2 **Six monthly Operational Plan update**
PLA115/18 **RESOLVED (Winchester/Schweikert)**
That Council note the six monthly Operational Plan update.

The resolution was carried unanimously.

6.3 **Transfer of Crown Land to Local Government**
PLA116/18 **RESOLVED (Taylor/Harrison)**
That the report be received for information.

The resolution was carried unanimously.

7. COMMITTEE REPORTS AND RECOMMENDATIONS

7.1 **Minutes of Environment and Sustainability Advisory Committee**
PLA117/18 **RESOLVED (Marshall/Harrison)**
That Council:

1. Note the minutes of Environment and Sustainability Advisory Committee held on 1 August 2018.
2. Adopt recommendation QPRC ESAC 07/18 from the meeting held on 1 August 2018.
(QPRC ESAC 07/18) That Council:
 - Continue to provide practical support for National Tree Day activities in communities across the local government area each year.
 - Work with the local environment and other groups to coordinate and plan National Tree Day activities.
 - Identify sources to top up Council funds to provide practical support for National Tree Day in the local government area.
3. Give consideration to recommendations QPRC ESAC 08/18 and QPRC ESAC 09/18 from the meeting held on 1 August 2018:
(QPRC ESAC 08/18) That Council:
 - Request a staff report by 30 November 2018 on the viability and cost to establish tool libraries.
 - Seek community views on the type of items to include in its tool libraries.
 - Identify potential funding sources, both within Council and external to fund tool libraries.
(QPRC ESAC 09/18) That Council:
 - **Support a 12-months trial of repair cafes for QPRC communities.**
 - **2 events in each of 3 centres.**
 - **Seek expressions of interest from community groups**

interested in organising repair cafes in Queanbeyan, Bungendore and Braidwood in 2019.

- Forward the concept to the Waste Working Group for consideration as part of the new QPRC waste management strategy.

The resolution was carried unanimously.

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

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

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

PRESENTATIONS

There were no presentations.

PLA118/18

RESOLVED (Taylor/Harrison)

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

Item 9.1 Selection of Community Representatives on the Environment and Sustainability Advisory Committee

Item 9.1 is confidential in accordance with s10(A) (a) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

The resolution was carried unanimously.

The meeting then moved into Closed Session at 6.59pm to discuss the matters listed above.

9.1 Selection of Community Representatives on the Environment and Sustainability Advisory Committee

PLA119/18

RESOLVED (Marshall/Winchester)

That:

1. Council appoint nominees, Paul Downey and Rebecca Klomp, as community members on the Environment and Sustainability Advisory Committee.
2. The unsuccessful nominees be thanked for their applications.

The resolution was carried unanimously.

10. RETURN TO OPEN SESSION

PLA120/18

RESOLVED (Taylor/Schweikert)

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 7.01pm.

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

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

The time being 7.02pm, Cr Hicks announced that the Agenda for the meeting had now been completed.

**CR TREVOR HICKS
DEPUTY MAYOR
CHAIRPERSON**

ITEM 3 DECLARATION OF CONFLICTS/PECUNIARY INTERESTS

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

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

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

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

Recommendation

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

12.1 Position of Deputy Mayor (Ref: C18124459; Author: Tegart/Ferguson)

Summary

Council elected its first Deputy Mayor in September 2017 for one year. The position of Deputy Mayor is optional. Section 231 of the *Local Government Act 1993* provides that a deputy mayor may be elected by the councillors and holds the office for the mayoral term (two years) or a shorter term. Council is asked to determine whether it wishes to elect a Deputy Mayor for the remainder of the Mayoral term, and if so, the method of ballot.

Recommendation

That Council:

- 1. Elect a Deputy Mayor for the remainder of the Mayoral 2017-19 term;**
 - 2. Confirm the method of ballot for the position of Deputy Mayor be by open voting (show of hands), pursuant to Schedule 7, Part 1(3) of the *Local Government (General) Regulation 2005*.**
-

Background

The deputy mayor of a council is the person who may be elected to the office by councillors from among their number. A deputy mayor elected by councillors may hold that office for the mayoral term (two years) or for a shorter term, and commences the day the person elected to office is declared to be so elected.

The election of the deputy mayor (and mayor) must be conducted in accordance with clause 394 and Schedule 7 of the *Local Government (General) Regulation 2005*.

At its Extraordinary Meeting on 20 September 2017, Council resolved as follows:

- 236/17
1. Council elect a Deputy Mayor for a period of 12 months.
 2. The method of ballot for the position of Deputy Mayor be by show of hands, pursuant to Schedule 7, Part 1(3) of the *Local Government (General) Regulation 2005*.

Council elected Cr Trevor Hicks as Deputy Mayor, and as his term has now concluded, Council should decide whether it wishes to elect a Councillor to the position of Deputy Mayor for the remainder of the Mayoral 2017-2019 term.

Should it decide to elect a Deputy Mayor, Council can choose one of the following methods of ballot:

- Open voting – by show of hands;
- Ordinary ballot – a secret ballot (placing an “X” against the candidate of their choice);
- Preferential ballot – placing 1, 2, 3 etc against each candidate’s name

Election Procedure

A detailed explanation of the Mayoral and Deputy Mayoral Election Procedures is available from the Office of Local Government’s website at

**12.1 Position of Deputy Mayor (Ref: C18124459; Author: Tegart/Ferguson)
(Continued)**

<https://www.olg.nsw.gov.au/sites/default/files/OLG%20-%20September%202018%20mayoral%20elections%20-%20Fact%20Sheet.pdf>

Briefly, Clause 3(1) of Schedule 7 of the Regulation provides that if only one councillor is nominated, that councillor is declared elected.

Clause 3(2) of Schedule 7 provides that if more than one Councillor is nominated, the Council is to resolve whether the election is to be by open voting, ordinary ballot or preferential ballot.

Clause 6 of Schedule 7 provides that if there are only two candidates, the candidate with the higher number of votes is elected.

However, if there are only two candidates and they are tied, the election is chosen by lot.

Clause 7 of Schedule 7 provides that if there are three or more candidates, the one with the lowest number of votes is to be excluded and a further vote is taken of those remaining candidates and the one with the lowest number of votes from that further vote is excluded.

The above procedure is to be repeated until two candidates remain. If two or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Returning Officer

Clause 1 of Schedule 7 of the Regulation provides that the CEO/General Manager or their delegate is the returning officer for the election.

Nominations

Clause 2 of Schedule 7 provides that a Councillor may be nominated without notice and that such nomination is to be made in writing by two or more councillors. The nomination is not valid unless the nominee has shown consent to the nomination in writing.

The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is held.

Implications***Legal***

The election of Deputy Mayor must be conducted in accordance with the *NSW Local Government Act 1993* and the *NSW Local Government (General) Regulation 2005*.

Conclusion

Council is asked to determine whether it wishes to fill the position of Deputy Mayor for the remainder of the Mayoral 2017-2019 term, and if so, to choose the method of ballot for the election. The options are open voting (show of hands), ordinary ballot (secret ballot) or preferential ballot. The CEO/General Manager is the Returning Officer for the election.

Attachments

Nil

12.2 Delegations to Deputy Mayor (Ref: C18124461; Author: Tegart/Ferguson)

Summary

It is necessary to provide delegations to the Deputy Mayor, if one is elected, to enable Council to operate outside of the Ordinary Council meetings.Recommendation

That pursuant to Section 377(1) of the *Local Government Act 1993*, the delegations to the Deputy Mayor <Name> be granted and remain in force until revoked by resolution of Council.

Background

Pro forma delegations for the Mayor and Deputy Mayor are listed below:

Mayor

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

Councillor (name) Mayor

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

Deputy Mayor

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

Councillor (name) Deputy Mayor

1. During the absence of Mayor from the Council area or where the Mayor is unable to carry out his duties, the powers delegated to the Mayor, Councillor (name) under Section 377(1) of the *Local Government Act 1993* be transferred to the Deputy Mayor.

Implications

Legal

The delegations to the Mayor and Deputy Mayor are granted in accordance with the *NSW Local Government Act 1993*.

12.2 Delegations to Deputy Mayor (Ref: C18124461; Author: Tegart/Ferguson)
(Continued)

Conclusion

Delegations to the Mayor and the Deputy Mayor are necessary to enable Council to operate outside of the Ordinary Council meetings.

Attachments

Nil

12.3 Ballot Papers for Deputy Mayoral Election (Ref: C18124462; Author: Tegart/Ferguson) (Continued)

Summary

NOTE: This report and recommendation will only be applicable if Council chooses to conduct the method of election of deputy mayor by ordinary or preferential ballot.

Clause 391(4) of the *Local Government (General) Regulation 2005* refers to the security of election materials and the destruction of ballot papers used in the election of the deputy mayor.

Recommendation

That the ballot papers in respect of the deputy mayoral election be destroyed at the expiration of six months from the date of the election pursuant to Clause 391(4) of the *Local Government (General) Regulation 2005*.

Background

The security and destruction of ballot papers are managed in accordance with Clause 391(4) of the *Local Government (General) Regulation 2005*.

If Council resolves to conduct the elections of the Mayor and Deputy Mayor by ordinary or preferential ballot, then ballot papers will be required.

Conclusion

Council is asked to authorise the destruction of ballot papers, if used during the election of a Deputy Mayor, six months from the date of the election in accordance with Clause 391(4)(a) of the *Local Government (General) Regulation 2005*.

Attachments

Nil

11.1 Malbon and Molonglo Streets Bungendore Intersection Roundabout Design (Ref: C18128042); Author: Biscotti/Schweikert

Notice

Councillor Mark Schweikert will move the following motion:

Motion

That:

- 1. Council staff, together with the RMS, consult with the Bungendore Town Centre and Environment Committee (BTCEC) on the options for the Malbon and Molonglo Streets Bungendore intersection roundabout design.**
- 2. Options to be presented to a workshop of Councillors prior to decision by Council.**

Background

Residents of Bungendore have expressed concern for many years at the design of the proposed roundabout at Malbon and Molonglo Streets.

This roundabout, while having a very necessary traffic control function, will also be one of the first pieces of infrastructure visitors will see of the town of Bungendore, possibly for the next 100 years. Consequently, the design needs to strike the right balance of form and function.

The new roundabout will also impact at least two existing businesses and thus needs a greater level of rigour and care than usual.

Financial

Money has already been generously provided by the NSW State Government for the construction of the roundabout. It is thus incumbent on Council to spend that money as best it can.

Tasking the s.355 BTCEC with this options assessment will cost council nothing other than some staff time to provide details and information to the committee, and then report to Council with the option sets for decision via a workshop.

Conclusion

The BTCEC has some very unique, experienced and professional members who were successful in having the Ellendon and Gibraltar Streets roundabout changed from a concrete dome to the town feature it now is. This roundabout has the right balance of form and function, being both useful and yet sympathetic to the character of Bungendore.

CEO Comment

The design of the Malbon St (Kings Highway) roundabout is scheduled to enable construction in the next 12 months. The design will require RMS endorsement (with construction to highway, rather than local street standard), and with any vegetative or structural forms on the roundabout to have regard to safe visibility and access for staff to maintain the roundabout.

Attachments

Nil

12.1 Position of Deputy Mayor (Ref: C18124459; Author: Tegart/Ferguson)

Item 12.1 – Position of Deputy Mayor

This item was moved to earlier business.

12.2 Delegations to Deputy Mayor (Ref: C18124461; Author: Tegart/Ferguson)

Item 12.2 – Delegations to Deputy Mayor

This item was moved to earlier business.

12.3 Ballot Papers for Deputy Mayoral Election (Ref: C18124462; Author:
Tegart/Ferguson)

Item 12.3 – Ballot Papers for Deputy Mayoral Election

This item was moved to earlier business.

**12.4 Modification Application MOD.2018.074 - 14 Malbon Street, Bungendore -
Modification of DA.2015.014 - Request to Remove Developer Contributions for
Off-street Car Parking (Ref: C18116852; Author: Thompson/Perkins)**

Summary

Reason for Referral to Council

This application was originally sent to the 12 September 2018 Planning and Strategy meeting, but was deferred at the applicant's request. The following report remains unchanged from that which was submitted to the meeting of 12 September 2018.

This application has been referred to Council as the original application was determined by Council and the Portfolio General Manager – Natural and Built Character has determined it is in the public interest to have the matter considered by Council.

Proposal:	4.55(1A) – Modify Developer Contributions
Applicant/Owner:	A.Burnett / A.Burnett and A.Beith
Subject Property:	Lot 1 DP1198404, 14 Malbon Street, Bungendore
Zoning and Permissibility:	B2 Local Centre – Palerang Local Environmental Plan 2014
Public Submissions:	Nil
Issues Discussed:	Developer Contributions
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made

Recommendation

That modification application MOD.2018.074 as to delete the requirement for the payment of developer contributions for the purposes of off-street car parking at 14 Malbon Street, Bungendore be refused for the following reasons:

- (a) The development as modified, results in an unreasonable economic impact to the community as the additional demand for off-street parking generated by the development would need to be off-set by public funding (4.15(b) Environmental Planning and Assessment Act 1979);**
 - (b) The subject site fails to provide for or offsets the additional demand for off-street parking generated by the development and as such is unsuitable for the development as modified (4.15(c) Environmental Planning and Assessment Act 1979);**
 - (c) The proposed development as modified, by way of generating additional demand for public infrastructure without making provision for suitable financial contribution, is contrary to the public interest (4.15(e) Environmental Planning and Assessment Act 1979).**
-

**12.4 Modification Application MOD.2018.074 - 14 Malbon Street, Bungendore -
Modification of DA.2015.014 - Request to Remove Developer Contributions for
Off-street Car Parking (Ref: C18116852; Author: Thompson/Perkins) (Continued)**

Background

Previous Applications

DA.2015.014 was approved by Council at its meeting of 3 September 2015 for the use of the existing cottage and shed upon the site as a commercial premises (retail / and or office) including restoration works to the cottage. The approved development failed to provide for four (4) off-street parking spaces and one (1) loading bay on site. In recognition of this shortfall in off-street parking Condition 63 of DA.2015.014 required the payment of developer contributions to the value of \$59,203.91 under Council's Local Infrastructure Contributions Plan No.11 for the provision of public car parking at Bungendore.

DA.2015.014 was subsequently modified under MOD.2017.58 on 8 August 2017 to remove the use of the shed structure for commercial purposes. As a result of this modification Condition 63 was modified to reduce the value of developer contributions payable for off-street parking from \$59,203.91 to \$48,709.00 being the equivalent of three (3) off-street parking spaces and one (1) loading bay.

Works relating to DA.2015.014 have since commenced; however developer contributions for the purposes of off-street car parking as required by condition 63 of DA.2015.014 and MOD.2017.058 remain unpaid to date as the development has not reached Occupation Certificate stage.

Proposed Development

The subject application was lodged under Section 4.55(1A) of the Environmental Planning and Assessment Act 1979 and seeks to modify condition 63 of DA.2015.014 to delete the requirement for the payment of developer contributions for the purpose of off-street car parking. Condition 63 of DA.2015.014 (as modified under MOD.2017.058) currently reads as follows:

Section 94 Contributions – Off-street Car Parking at Bungendore

63. *Pay Palerang Council \$48,709.00 for parking spaces not provided on the development site, (3 car spaces plus one space to be used for loading/unloading of goods) towards the provision of public off-street car parking at Bungendore, in accordance with Palerang Section 94 Plan No. 11. The amount payable is subject to quarterly adjustment in keeping with the CPI. This Contributions Plan may be inspected at Council's administrative offices (10 Majara Street, Bungendore and 144 Wallace Street, Braidwood) during normal office hours.*

Reason: Provision of car parking spaces to accommodate the increased demand generated by the development.

The applicant seeks to justify the proposed modification on the following grounds (Note: a copy of the applicant's request and reasoning is attached):

- While the commercial-use floor area of the development was reduced significantly in MOD.2017.58 the S94 car parking levy has not been reduced;
- The site is small and has limited ability to generate car parking demand;
- This site is located in the CBD close to other 'strip' development where tourists and locals stop to visit a range of shops, businesses and cafes. It is unlikely to be a destination itself;
- The property adjoins the proposed Bungendore carpark and features direct pedestrian access to the proposed carpark;

**12.4 Modification Application MOD.2018.074 - 14 Malbon Street, Bungendore -
Modification of DA.2015.014 - Request to Remove Developer Contributions for
Off-street Car Parking (Ref: C18116852; Author: Thompson/Perkins) (Continued)**

- The Bungendore central carpark is a priority for Council and will alleviate much need for car parking levy such as has been levied on the small development proposed for 14 Malbon Street;
- The building at 14 Malbon Street is an original 1890's timber cottage and is heritage listed under the Palerang Local Environmental Plan 2014. The proposed development is for the adaptive reuse of this historic cottage;
- The RMS Guide to Traffic Generating Development provides a specific ability to remove the requirement for S94 contributions in lieu of car parking on site for small developments (less than 200m² gross floor area) particularly in the adaptive reuse of historic buildings;
- There are no environmental impacts that outweigh on-site provision of car parking;
- The QPRC S94 car parking contribution levy on Bungendore places an unreasonable and disproportionate burden on new businesses in Bungendore compared with a similar new development in Queanbeyan;
- We do not consider that the very small development at Malbon Street will place an additional demand for car parking over the current demand; and
- The costs of completing this development in Bungendore are greater compared to Queanbeyan due to a number of other factors.

Subject Property

The subject site is legally described as Lot 1 DP1198404 and is commonly known as 14 Malbon Street. The site is located on the northern side of Malbon Street and has an area of 518.9m².

Existing development on the site comprises a single storey cottage and detached shed structure. The existing cottage structure spans the majority of the site's Malbon street frontage, as such the site features no vehicular access from Malbon or on-site car parking facilities.



Figure 1: Locality plan

**12.4 Modification Application MOD.2018.074 - 14 Malbon Street, Bungendore -
Modification of DA.2015.014 - Request to Remove Developer Contributions for
Off-street Car Parking (Ref: C18116852; Author: Thompson/Perkins) (Continued)**

Planning Requirements

Assessment of the application has been undertaken in accordance with Section 4.55(1A) of the Environmental Planning and Assessment Act (EPAA) 1979, as amended. The matters that are of relevance under Section 4.55(1A) are summarised in the attached *Section 4.55(1A) Table*.

The following planning instruments have been considered in the planning assessment of the subject development application:

1. Palerang Local Environmental Plan 2014 (LEP);
2. Palerang Development Control Plan 2015 (DCP);
3. Local Infrastructure Contributions Plan No.11 for the provision of public car parking at Bungendore.

The significant issues relating to the proposal for the Council's consideration are:

(a) Compliance with DCP

Section B7.1(1) of the Palerang Development Control Plan (PDCP) 2015 establishes that where land is zoned B2 or B4, off-street car parking is to be provided either upon the subject site or within a centralised carpark. As the proposed development fails to provide for onsite car parking the development relies solely upon the future provision of a centralised public car park to achieve compliance with the provisions of the PDCP. In recognition of the additional burden such reliance is placing upon public assets for the commercial benefit of a private operator it is considered to be appropriate that a contribution be made by the private entity to offset the demand that is being created

(b) Local Infrastructure Contributions Plan No.11 for the provision of public car parking at Bungendore

Council's Local Infrastructure Contributions Plan No.11 for the provision of public car parking at Bungendore seeks to levy developer contributions for the purposes of off-street car parking within Bungendore to provide a centralised public carpark. The specific objectives of the Plan are to:

- Ensure that adequate parking is available within convenient walking distance of business developments as the business centre of Bungendore develops as the town and surrounds grow; and
- Ensure that new developments pay a fair and reasonable contribution towards car parking that will be needed to serve the business that will occupy the central business district of Bungendore.

The subject application seeks exemption from the payment of developer contributions on the grounds of the heritage listed nature of the existing cottage upon the site. While the Plan notes that exemptions may be appropriate for certain types of development, such as residential development and nursing homes, which do not generate a demand on public facilities, a heritage listing is not established as a means for exemption. Further, if recognising the heritage nature of a significant number of sites within the Bungendore CBD were considered grounds for an exemption, granting such an exemption purely on heritage grounds would likely undermine the overall intent of the plan in providing a centralised public carpark.

**12.4 Modification Application MOD.2018.074 - 14 Malbon Street, Bungendore -
Modification of DA.2015.014 - Request to Remove Developer Contributions for
Off-street Car Parking (Ref: C18116852; Author: Thompson/Perkins) (Continued)**

(c) Other Matters

Likely impacts

The subject site provides no off-street car parking, as such, the proposed development results in a shortfall of three (3) off street car parking spaces and one (1) loading zone. At present, through the imposition of Condition 63 of DA.2015.014 (as modified by MOD.2017.054) this shortfall is to be off-set by way of payment of developer contribution under Section 7.11 of the Environmental Planning and Assessment Act 1979. Approval of the subject modification application would see the additional demand for off-street parking generated by the development go unresolved placing an additional demand upon public infrastructure. In such an instance the subject site must therefore be considered as being unsuitable for the purposes of the proposed development as it is not capable of accommodating for the demand for off-street parking spaces generated by the development. Further, the additional burden placed upon public infrastructure without financial contribution is considered to be contrary to the public interest.

Similarly each time Council grants an exemption to paying such contributions it delays the ability of Council to begin construction of the carpark. A certain threshold of funds needs to be collected from contributions before work commences. Providing an exemption reduces the funds available and delays the eventual construction of the public carpark.

Other Comments(a) Development Engineer's Comments

Council's Development Engineer noted that they were not in support of the proposed modification as it would allow for a development that is entirely reliant upon Council parking infrastructure without any financial contribution to the construction and upkeep of such infrastructure. Further, it was noted that a 50% reduction had already been applied to the applicable development contributions for the purposes of off-street parking.

As a matter of clarity, Council's Development Engineer also wished to confirm that contrary to the applicant's suggestion, appropriate consideration was given to the reduction in gross floor area between DA.2015.014 and MOD.2017.054 and the developer contribution recalculations were modified appropriately hence the reduction in the amount payable from \$59,203.91 to \$48,709.00 under MOD.2017.054.

Financial Implications

Approval of the subject modification would generate additional pressure for the construction of the Bungendore central carpark, while requiring Council to contribute an additional \$48,709.00 towards the project that would otherwise have been acquired through developer contribution funding.

Council has the power to dispense with the requirement for the payment of contributions by approving deletion of Condition 63, however in doing so any such resolution should include the reasons as to why the exemption from the need to pay the contribution would be applied in this case.

Engagement

In accordance with Part E of the Palerang Development Control Plan 2015, the proposed modification was not required to be publically notified. **Compliance or Policy Implications**

Approval of the subject modification application to remove the requirement for the payment of developer contributions for the purposes of off-street car parking would establish an undesirable precedent for similar future development within Bungendore's central business

**12.4 Modification Application MOD.2018.074 - 14 Malbon Street, Bungendore -
Modification of DA.2015.014 - Request to Remove Developer Contributions for
Off-street Car Parking (Ref: C18116852; Author: Thompson/Perkins) (Continued)**

district and would likely compromise Council's ability to deliver the Bungendore Central Carpark without further funding being obtained from alternate sources.

Conclusion

The submitted proposal seeks the modification of DA.2015.014 for the use of the existing cottage at 14 Malbon Street, Bungendore for commercial purposes under Section 4.55(1A) of the Environmental Planning and Assessment Act 1979, to remove the requirement for the payment of developer contributions for off-street car parking.

The proposal as modified has been assessed under Section 4.55(1A) *Environmental Planning & Assessment Act 1979* including the relevant provisions of *Palerang Local Environmental Plan 2014*, the *Palerang Development Control Plan 2015* and Council's *Local Infrastructure Contributions Plan No.11 for the provision of public car parking at Bungendore*.

The development does not satisfy the requirements or achieve the objectives of these instruments. Specifically, the proposed modification fails to satisfy Section B7.1(1) of the *Palerang Development Control Plan (PDCP) 2015* and the objectives of Council's *Local Infrastructure Contributions Plan No.11 for the provision of public car parking at Bungendore* as the increased demand for off-street parking generated as a result of the proposed use of the site for commercial purposes is in no way accommodated for by the development either through the provision of physical parking infrastructure on site or monetary contribution to allow for the construction of further public off-street parking facilities.

Further, the proposed development as modified is not considered to be suitable for the site and is considered to be contrary to the public interest. As such, MOD.2018.074 is recommended for refusal.

Attachments

- Attachment 1 MOD.2018.074 - 14 Malbon Street, Bungendore - Assessment Report
(Under Separate Cover)
- Attachment 2 MOD.2018.074 - 14 Malbon Street, Bungendore - Applicants Request
(Under Separate Cover)

**12.5 Googong Urban Development Local Planning Agreement Review (Ref:
C1885087; Author: Tegart/Carswell)**

Summary

This report proposes a number of changes or variations to the Googong Urban Development Local Planning Agreement (GLPA). These have been contemplated over a number of years and have now reached the stage where further variations are proposed following discussions and a submission from GTPL. Council's view on them is being sought and if supported to engage with the community on them.

The suggested changes and new proposal for the GLPA are provided as confidential attachments, until councillors determine which elements are supported to commence to community engagement, or for further negotiation with GTPL.

Recommendation

That Council:

- 1. Agree in principle to vary the Googong Urban Development Local Planning Agreement with the proposed changes including those identified in Attachment 1 to this report**
 - 2. Commence the statutory steps to vary that Agreement, including community engagement for 28 days and a joint presentation to the Googong Residents Association.**
 - 3. Endorse the proposal in principle as outlined in Attachment 2 to this report.**
-

Background

The Googong Urban Development Local Planning Agreement (GLPA) was negotiated between 2008 and 2011 and executed by both parties after community engagement in January 2012.

It has been in operation for nearly six and half years and a number of other changes have occurred e.g. the gazettal of *Queanbeyan Local Environmental Plan 2012* in November 2012 which impacts on it. As such it has become apparent to both Council and to Googong Township Pty Ltd (GTPL) that a number of changes and updates are necessary to maintain its currency.

The proposed *changes* fall into broad categories of routine changes including:

- definitional changes arising from the gazettal of *Queanbeyan Local Environmental Plan 2012*
- changes affecting the contribution values of Offsite Roads, and
- changes to Community and Open Space infrastructure which are detailed in Attachment 1.

They also include a further *proposal* (subject to conditions) which is the subject of Attachment 2.

The key drivers of the changes and proposal has been:

12.5 Googong Urban Development Local Planning Agreement Review (Ref: C1885087; Author: Tegart/Carswell) (Continued)

- increases to the cost of construction of offsite roads, above CPI
- better estimation of those costs now that firmer designs are in hand, or the works have been tendered
- grant funding for the Old Cooma Road Stage 2 and Lanyon Drive intersection
- reduction in scope and scale of some off site roads and intersections, following review of traffic modelling and assumption of responsibility of some works by RMS (eg Yass Rd roundabout)
- adoption of the Sporting Facilities Strategic Plan
- reassessment of the social plan for Googong
- GTPL position on future ownership and operation of the Club Googong facility

These *changes* and the *proposal* are recommended to be supported in principle with further consideration following community engagement.

Implications***Legal***

The proposed changes in Attachment 1 and the proposal in Attachment 2 will require legal review and advice.

In addition the *Environmental Planning and Assessment Regulation 2000* requires the proposed changes to be advertised for community comment for a minimum of 28 days.

Policy

The GLPA ties the release of necessary supporting physical and community and open space infrastructure with various stages of the development of Council's largest urban release area. As such its currency should be maintained.

Asset

The GLPA progressively provides for the construction of physical, community and open space infrastructure as development occurs. Following maintenance periods this becomes Council's assets.

Social / Cultural

The GLPA includes both community and open space infrastructure.

Economic

The construction of the necessary supporting physical and community and open space infrastructure provided through the GLPA provides employment opportunities.

Strategic

This Agreement provides for the progressive provision of the necessary infrastructure to support the new community of Googong which is one of the major urban release areas identified by Council's *Queanbeyan Residential and Economic Strategy 2031*.

Engagement

The relevant legislation requires the community to be engaged for a minimum period of 28 days. However in this case it is considered that in addition to this period other methods of engagement should be used such as briefing the Googong Resident's Association. In

12.5 Googong Urban Development Local Planning Agreement Review (Ref: C1885087; Author: Tegart/Carswell) (Continued)

addition as a partner in the GLPA, Googong Township Pty Ltd will also be requested to participate and have in principle agreed to do so.

Financial

Should the recommendations of this report be supported, this will necessitate costs associated with obtaining legal advice, community engagement and other associated costs. These will be covered by the appropriate budget in the Land Use Branch.

There would also be some changes to the contribution values for offsite roads and community and open space infrastructure as well as to the mix of these.

Integrated Plan

The GLPA assists in achieving Community Strategic Plan Key Goal 3.5 *We ensure the future planning for the region is well coordinated and for and provides for its sustainable management.*

Conclusion

The proposed changes or variations to the Googong Urban Development Local Planning Agreement (GLPA) have been developed over a number of years after careful consideration by both parties to the Agreement. They are considered to be important to maintain the currency of the GLPA. In addition GTPL have presented a further proposal which is worthy of consideration by Council. Accordingly it is recommended that these be agreed to in principle and pursued with community engagement and further report to Council.

Attachments

- Attachment 1 Proposed changes to Googong Urban Development Local Planning Agreement (*Under Separate Cover*) - **CONFIDENTIAL**
- Attachment 2 Proposal from Googong Township Pty Ltd (*Under Separate Cover*) - **CONFIDENTIAL**

12.6 CityCare Program 2018-2021 Urban Landscapes (Ref: C18126005; Author: Carswell/Sibbick)

Summary

Urban Landscapes are responsible for works to the value of \$972,000 under the CityCare Program, under the heading "SRV-Recreation", in the current Delivery Program for the period 2018-2021. The program is applicable to the former Queanbeyan Local Government Area. Under the CityCare program Urban Landscapes will be responsible for asset renewal projects of \$316,000 in the 2018-2019 financial year, and \$326,000 and \$330,000 in the financial years 2019-2020 and 2020-2021 respectively.

This report details planned works for the CityCare program in the 2018-2019 Operational budget and highlights the remaining projects for the subsequent years. The Urban Landscapes portion of the CityCare program supports renewal of recreational assets within Queanbeyan's open spaces.

Recommendation

That Council endorse the Urban Landscapes schedule of works under the CityCare program as allocated within the 2018-2021 Delivery Plan:

- a. Seiffert Oval upgrade amenities (\$90K)**
 - b. Banksia Park playground (\$85,000)**
 - c. Lovegrove Park install shade (\$66,000)**
 - d. Campese Oval, Stages 1 and 2 sports field lighting (\$175,000)**
 - e. Ernie Beaver Park Playground (\$136,000)**
 - f. Esmond Reserve Playground (\$90,000)**
 - g. Blackall Park shelter (\$50,000)**
 - h. Hope Marland Park Playground (\$150,000)**
 - i. Taylor Park Irrigation (\$130,000)**
-

Background

As reported in the QPRC Delivery Program 2018-21, the former Queanbeyan City Council in 2010 applied for and was granted a special rate variation to address a backlog of infrastructure works within the Council area. The SRV of 5.8% resulted in a one-off increase to the Council's rate base in 2011-12. At the time of the merger, the NSW Government announced that councils would continue along the same rating path that was in place prior to the merger. For Queanbeyan-Palerang, this includes the special rate variation for the former Queanbeyan local government area only.

The 5.8% special rate variation raises around \$1.2 million per year to be spent on the 'CityCare Program' of works which includes the maintenance and renewal of the city's roads, footpaths, parks, playgrounds and sports fields. A condition of receiving the SRV is that Council must outline to the community what the additional \$1.2 million will be spent on each year and report, via the Annual Report, on the expenditure and projects completed each year, (QPRC Delivery Program 2018-21, p. 26).

12.6 CityCare Program 2018-2021 Urban Landscapes (Ref: C18126005; Author: Carswell/Sibbick) (Continued)

Figure 1 below is a copy of the entire QPRC CityCare Works Program for the period 2018-2021 as indicated in the 2018-21 QPRC Delivery Program. It should be noted that Urban Landscapes are responsible for the CityCare-Recreation portion of the works program.

CityCare Works Program – former Queanbeyan Local Government Area	2018-19 \$,000	2019-20 \$,000	2020-21 \$,000
SRV – Footpath Grinding	60	62	66
SRV – Footpath Replacement	225	163	168
SRV – Bitumen Reseal	440	452	459
SRV – Pavement Rehabilitation	267	277	282
SRV – Recreation	316	326	330
TOTAL SRV PROGRAM OF WORKS	1,255	1,280	1,305

Figure 1: CityCare Works Program 2018-2021.

As a result of feedback from the community, staff of Urban Landscapes have developed the program of works which should include the projects identified in Table 1 attached. Some detail is provided in the comments section of the table for the current year projects only. Images of each of these open spaces identified in the program of works for the current year are provided at Figures 2 to 5 on the attachment.

Implications

Policy

Council has identified expenditure for the three (3) year period in their Delivery Program. This report identifies the works.

Asset

The purpose of the CityCare program is to address a shortfall in funding renewals of Council assets. The renewal of the recreational assets identified in this report will extend their useful life and ease their short term maintenance programs.

Engagement

The decision to allocate the works under the 2018/2019 SRV program has resulted from community feedback and requests. Further consultation will occur with the community for the expenditure of the 2019-2020 and 2020-2021 CityCare projects. Information on this year's projects is provided below:

1. Seiffert Oval has been the subject of a number of upgrades over the past few years that has enabled and encouraged a wider use of this sporting complex. With the fore coming Women's League Soccer game and increasing interest in women's rugby league using Seiffert amenities require upgrading. As Seiffert Oval has been a mostly male dominated arena, changing rooms require modification so that they are suitable for use by women. Cost estimates and quotes received to date indicate this work may cost approximately \$90,000 that will also include a viewing platform for wheelchairs and bringing facilities up to today's WHS standards.

12.6 CityCare Program 2018-2021 Urban Landscapes (Ref: C18126005; Author: Carswell/Sibbick) (Continued)

2. Residents near Banksia Park in Karabar have requested an upgrade in a submission to Council to the 2018-2019. This submission has been directed to the SRV program and is expected to cost approximately \$85,000.
3. Lovegrove Park is a very popular park and is widely used by residents and families living within Googong. Numerous submissions have been received by Council over the past 12 months asking for shade, in particular over the large metal slippery dip. Estimates and quotes were sought by Urban Landscapes staff determining the shade structure could be around \$66,000.

For the long term comfort and safety of the community and to encourage increased playability and extended time outdoors, it is recommended that a program of shading playgrounds be undertaken across the LGA. The NSW Department of Planning & Environment have recently released a new toolkit for Councils to make play spaces more inclusive, titled "Everyone Can Play – Draft for Exhibition". This toolkit is a work in progress that is currently open for feedback from the community. The purpose of the toolkit is to ensure Council's provide accessible paths, shade and seating in all playgrounds.

4. Campese Oval was identified for an upgrade to the lighting of the field to allow for safe night sports. The cost of this upgrade will be approximately \$175,000, based on the cost of previous sports field lighting projects. This upgrade will be split over two financial years, with deposit, geotech and design work in April and final installation and commissioning in July. This coincides well with the twelve week delivery process.

Financial

The QPRC Delivery Program 2018-2021 identifies the expenditure for the CityCare program of works over the next three (3) financial years. Urban Landscapes are responsible for the "SRV-Recreation" portion of the CityCare program over these three (3) financial years with a program of works and expenditure as set out below.

- Year 1: \$316,000
- Year 2: \$326,000
- Year 3: \$330,000.

Resources (including staff)

Staff of Urban Landscapes will be undertaking all works involved in the project management of all projects identified in this report under the CityCare Program.

Integrated Plan

The works identified in this report have resulted from the CityCare program detailed in the QPRC Delivery Program 2018-2021.

Conclusion

The CityCare works program has been developed by staff and supported with numerous requests and feedback through the community engagement process. The works suggested will provide sound asset renewal and bring facilities listed up to current standards. Consequently it is recommended that Council endorse this works program.

Attachments

Attachment 1 CityCare Works Program 2018-21 (*Under Separate Cover*)

12.7 Tender for the design and construction of a concrete building over the Shoalhaven River Pumping Station (Braidwood Water Supply) (Ref: C18126330; Author: Hansen/Cunningham)

Summary

Tenders were recently called for works associated with the design and construction of a new and secure building to house the Shoalhaven River Pumping Station.

Recommendation

That Council accept the tender from <Tenderer> for the provision of works under contract 10014841, being for the design and construction of a concrete building over the Shoalhaven River Pumping Station (Braidwood), for the lump sum of <\$> (including GST).

Background

The Braidwood town water supply was originally commissioned in about 1956 and at the time consisted of a pumping station on the Shoalhaven River, a single 0.55ML open topped reservoir, a basic chlorination facility and some supporting trunk/reticulation pipework. In the period between commissioning and the mid 1980's an additional open topped reservoir was provided together with an 80ML off stream turkey nest dam - an addition aimed at providing a greater level of drought protection. This was effectively the system in place at the time of the amalgamation of the former Tallaganda and Yarrowlumla Shire Councils in February 2004.

In the period between 2004 and 2016 the then Palerang Council embarked on an intensive plan of upgrades spurred on by an unfortunate period whereby it was necessary to issue at least two formal boil water notices following detection of bacteriological contamination. The revelation was similar to that described in item 12.5 of the agenda to Council's ordinary meeting of 25 July 2018 as it related to the Palerang Sewer Fund, and ultimately saw the following key capital works associated with the Braidwood Water Supply scheme:

- Refurbishment, roofing and provision of access to 2 x 0.55ML reservoirs (2010);
- Design and construction of a 2.0ML/day DAFF Water Treatment Plant (2011);
- Construction of a new (additional) 1.5ML concrete reservoir (2014);
- Construction of replacement 2.1km 300Ø DICL trunk water main (2016).

These have gone a long way to improving the quality and reliability of Braidwood's water supply although there are a few remaining key projects yet to be undertaken. The next relates to the source of the system at the Shoalhaven River Pumping Station.

The Shoalhaven River Pumping Station is located about 7.1km west of the town. Whilst the mechanical and electrical components of this key facility have been the subject of upgrades over time it is almost certain that the building that houses these components exists in much the same state as that delivered in the original 1956 scheme delivery.

The forward capital plan for the Braidwood Water Supply has identified the need to replace this building with a particular focus to vastly improving protection both in terms of tempest (eg bushfire) as well as vandalism. A concrete 'bunker' type building is envisaged.

12.7 Tender for the design and construction of a concrete building over the Shoalhaven River Pumping Station (Braidwood Water Supply) (Ref: C18126330; Author: Hansen/Cunningham) (Continued)

To assist in the procurement of these works Council has again partnered with NSW Public Works Advisory (PWA). Council has a long and very successful association with PWA who have been intimately involved in all of the preceding projects above as well as those past associated with the Bungendore and Captains Flat schemes. They continue to be involved with current works at both the Captains Flat STP and Braidwood Waste Transfer Station.

The project has been prepared as a design and construct offering with formal open tenders being called on 19 June and closing on 21 August. Despite a number of prospective tenderers being present at the compulsory site pre-tender meeting of 11 July only one submission was received by the closing date. Notwithstanding this, the submission was subsequently assessed as being conforming with a lump sum submission some 27% less than the pre-tender estimate. This is indeed pleasing.

A detailed assessment of the submission is provided as an attachment to this report. This assessment has been conducted in accordance with Council and NSW Government guidelines.

Accordingly the recommendation is now to appoint the contractor to undertake the works in accordance with Council's adopted Operational Plan.

Implications

Legal

NSW Public Works Advisory conducted the tender process on Council's behalf and in accordance with the provisions of the Local Government Act 1993 and the Local Government (General) Regulation 1995.

Policy

The tender has been conducted in accordance with Council's procurement policy and that of the NSW Government.

Asset

The proposal aims to replace and update an aged asset.

Engagement

The proposal has been noted and discussed as part of Council's Integrated Water Cycle Management journey and was identified as a specific project in the lead up to the adoption of its 2018/19 Operational Plan.

Financial

The project is identified in the LTFP with funding to be provided from the Palerang Water Fund.

Program Code	Expense Type	Funding source		Amount
700161	Capital	Palerang Water Fund Reserve	\$	206,528

12.7 Tender for the design and construction of a concrete building over the Shoalhaven River Pumping Station (Braidwood Water Supply) (Ref: C18126330; Author: Hansen/Cunningham) (Continued)

Resources (including staff)

The majority of works are to be undertaken by contractors and consultants. Some day labour and internal plant have already been used in the upgrade of the access to site.

Integrated Plan

The project has been identified in Council's LTFP and is contained within the IWCM Issues paper for the Palerang Communities Water and Sewerage Schemes.

Conclusion

It is recommended that this contract be awarded to the tenderer.

Attachments

Attachment 1 Shoalhaven Pump Station Building Tender Recommendation (*Under Separate Cover*) - **CONFIDENTIAL**

12.8 Delegation of Authority to the Planning & Strategy Committee to approve tenders (Ref: C18121944; Author: Hansen/Pyke)

Summary

To allow construction to commence on the duplication of Old Cooma Road as soon as possible, it will be beneficial for the Planning and Strategy Committee of the Whole to approve the construction tender. As the Planning and Strategy Committee doesn't have the delegated authority to award tenders under section 377 of the Local Government Act 1993, this report recommends that Council delegate that authority to the Committee.

Recommendation

That Council delegate the Planning and Strategy Committee of the Whole the authority to award the construction tender for the Duplication of Old Cooma Road - Stage 2.

Background

The construction tender for the duplication of Old Cooma Road was advertised on 22 August 2018 and will close on 17 October. It's expected that two weeks will be adequate to evaluate and interview tenderers, therefore staff will be ready to recommend the best value tender by 31 October.

By awarding the tender at the Planning and Strategy Committee, the contract could be awarded on 14 November, two weeks earlier than the regular Council meeting. It's then expected that some construction activity could take place by the end of November.

If the contract was awarded at the regular November Council meeting, it would be difficult for the contractor to mobilise their workforce and undertake any significant work before the Christmas close down.

Implications

Environmental

The project requires the clearing of approximately 20 termite mounds and this work can only occur in December and January to avoid the breeding cycle of the Rosenberg's goanna. Bringing forward the tender award will provide the contractor with more time to mobilise their workforce to undertake the clearing within this period.

Engagement

Past community engagement has advertise construction commencing in November 2018. Bringing forward the tender award will allow this milestone to be kept.

Resources (including staff)

Staff are resourced to meet the current tender program to award the contract at the November Planning and Strategy Committee.

12.8 Delegation of Authority to the Planning & Strategy Committee to approve tenders (Ref: C18121944; Author: Hansen/Pyke) (Continued)

Conclusion

By awarding the tender at the Planning and Strategy Committee, the contract could be awarded two weeks earlier than if awarded at the regular Council meeting, allowing the contractor the opportunity to commence site preparation before the Christmas close down.

Attachments

Nil

12.9 Regional Economic Development Strategy (Ref: C18125968; Author: Richards/Darcy)

Summary

A draft Regional Economic Development Strategy has been developed with the assistance of the NSW Government and community consultation to facilitate economic growth in the region. The Strategy is based on the distinctive strengths of the region as a focus point for regional development.

Recommendation

That Council:

- 1. Receive and note the draft Regional Economic Development Strategy.**
 - 2. Seek community and stakeholder feedback on the draft Strategy for 28 days.**
-

Background

The NSW Government has assisted all regional Local Government Areas (LGA) across NSW to develop a Regional Economic Development Strategy. Each strategy is designed around one or more local government areas that form a 'functional economic region' (FER). The Queanbeyan-Palerang region has been called the Capital FER and is the sole LGA in it.

This Regional Economic Development Strategy (REDS) should be viewed as the first stage of a process that will assist economic development in the region – by identifying needs and priorities to plan for future economic activity.

The Strategy articulates a framework for identifying actions crucial to achieving the regional vision. Projects listed within this Strategy should therefore be viewed as projects that have emerged from the initial application of the framework. Adoption of these projects would be subject to further evaluative processes.

The Strategy emphasises the distinctive and unique strengths of the FER and points to these as a focus on which to develop policy and activity. Queanbeyan-Palerang's unique strengths were determined through review of:

- The QP region today
- Endowments - key features of the natural environment, built environment, geography and society specific to the region or location
- Specialisations - including 'engines of growth' industries, enabling industries, population serving industries
- Stakeholder consultation

These strengths suggest some key strategic imperatives:

1. improve the digital connectivity to harness the innovative capacity of the workforce
2. re-establish the town centres as 'Places for People'
3. grow the population and internal markets of the Region
4. further develop specialised agriculture and food, and cultural tourism.

12.9 Regional Economic Development Strategy (Ref: C18125968; Author: Richards/Darcy) (Continued)

The Regional Economic Development Strategy will facilitate faster access to NSW Government funding such as the Growing Local Economies Fund which is a tranche under the Regional Growth Fund that aims to support growing regional centres, activate local economies and improve services in communities through investing a further \$1.3 billion in infrastructure.

The Strategy is presented in two documents:

1. the Queanbeyan-Palerang Regional Economic Development Strategy 2018-2022 which allows the reader to quickly and easily determine key content
2. Queanbeyan-Palerang Regional Economic Development Strategy 2018-2022 - Supporting Analysis, which details the Strategy methodology, evidence and the development process.

Implications***Social / Cultural***

The draft Strategy vision is “A place offering an ideal lifestyle and home to a diverse, smart economy, driven by the initiative and innovation of its people”, which in turn is consistent with the CSP economic ambitions. This Strategy recognises that the economic wellbeing of the community is closely tied to the social and cultural health of the community. The Regional Economic Development Strategy shares the objective of living and working in a place providing strong social, environmental and economic connections associated with regional and rural communities.

Economic

The Regional Economic Development Strategy will provide a clearly articulated economic development strategy for the region which can be used to inform and guide economic development activity and may be used to support economic development grant applications to the NSW and Commonwealth Governments.

Engagement

This Strategy is the culmination of collaboration between the Queanbeyan-Palerang Regional Council (QPRC), the community and the NSW Government’s Centre for Economic and Regional Development (CERD).

The strategic imperatives suggested by the draft strategy were informed through stakeholder feedback established through community consultation workshops held in Queanbeyan, Bungendore and Braidwood with additional focused consultation including:

- Regional Development Australia ACT
- Regional Development Australia Southern Inland
- Queanbeyan business traders
- Queanbeyan Manufacturers
- ACT Government
- NSW/ACT Cross Border Commissioner
- Braidwood Agribusiness stakeholders

A survey was also available on QPRC’s Your Voice online platform. The Queanbeyan-Palerang Regional Council Economic Advisory Panel has also provided commentary and guidance throughout the development of the draft Strategy.

12.9 Regional Economic Development Strategy (Ref: C18125968; Author: Richards/Darcy) (Continued)

This report seeks endorsement to garner further community feedback on the strategy through community consultation for a further 28 days.

Financial

Adoption of any projects listed in this draft Strategy would be subject to further evaluative processes and consideration by Council

Resources (including staff)

The draft Regional Economic Development Strategy will provide priorities for Council staff to further develop projects in the years to come. Resourcing those project will be subject to further assessment.

The QPRC Economic Advisory Panel will help oversee implementation of the Strategy.

Integrated Plan

The draft Regional Economic Development Strategy is a key strategic document to guide activity and projects under the following Strategic Pillars in the Community Strategic Plan:

1. Community – a vibrant and active Queanbeyan-Palerang
2. Choice – a prosperous Queanbeyan- Palerang
3. Character – A sustainable Queanbeyan-Palerang
4. Connection – A connected Queanbeyan-Palerang

Some candidate projects in the draft strategy have already been identified in the QPRC Delivery Program, including:

- Queanbeyan CBD Transformation
- Queanbeyan Head Office and Smart Hub
- Regional Sports Precinct
- Queanbeyan Sewerage Treatment Plant
- Technology Innovation Park support

Conclusion

The Regional Economic Development Strategy provides a key framework for guiding economic activity and policy in QPRC and provides an instrument in which to attract funding and investment for regional projects. The Strategy has been developed in close consultation with the NSW Government and the QPRC community and is designed around the regions strengths. Further community feedback is sought on the draft strategy through community consultation

Attachments

- | | |
|--------------|--|
| Attachment 1 | Regional Economic Development Strategy (<i>Under Separate Cover</i>) |
| Attachment 2 | Regional Economic Development Strategy - Supporting Analysis (<i>Under Separate Cover</i>) |

12.10 Queen Elizabeth II Park Temporary Exemption of Alcohol Free Zone (Ref: C18120958; Author: Richards/Lamont)

Summary

Report proposing the activation of Queen Elizabeth II Park every Friday evening starting October 19 through to December 21. Activation will consist of a variety of food vendors with an array of entertainment being provided by buskers and local community groups. The activity will be promoted as 'Food Truck Friday' a family friendly activity that will start from 5pm through to 9pm.

This report seeks approval to suspend the Alcohol – Free Zone at Queen Elizabeth II Park for the four hour period. Engaged food vendors will be selling food products only and there will be no alcohol vendors invited to participate. The Alcohol-Free Zone suspension is purely to enable the community to bring along their own alcoholic beverage to the park if they choose.

Recommendation

That Council approve the suspension of the Alcohol – Free – Zone at Queen Elizabeth II Park every Friday on a weekly basis from 5-9pm commencing October 19 through to December 21, 2018 as part of 'Food Truck Fridays'.

Background

The award winning Queen Elizabeth II Park has hosted a variety of annual events since the upgrade several years ago. Council's place-making team is looking to activate the park on a weekly basis by introducing 'Food Truck Friday'. The activity will be promoted as a family friendly evening and an opportunity for the community to come to the park and enjoy a variety of local and regional food offerings whilst enjoying the ambience of the river setting and impromptu entertainment. Local performers will be encouraged to participate with planned organised performers across the ten week period.

This activity is part of the Places + Spaces initiative and will be promoted via the Places + Spaces Facebook page and other QPRC channels.

Implications

Social / Cultural

'Food Truck Friday' will provide an opportunity for the community to gather, meet and socialise in one of Queanbeyan's great outdoor assets. 'Food Truck Friday' will not be promoted to the community as a BYO type activity and therefore antisocial behaviour is not anticipated.

Legal

Ministerial Guidelines on Alcohol – Free – Zones (2009) Section 645 provides the Council may suspend an Alcohol – Free – Zone via a valid resolution.

Strategic

Place-making activity such as this is meets objectives in the:

- CBD Transformation Strategy and

12.10 Queen Elizabeth II Park Temporary Exemption of Alcohol Free Zone (Ref: C18120958; Author: Richards/Lamont) (Continued)

- Community Strategic Plan under the pillars of:
 - Community – a vibrant and active Queanbeyan-Palerang
 - Choice – a prosperous Queanbeyan-Palerang

Encouraging the community to come to the CBD to socialise and gather will provide further economic benefits to the surrounding businesses.

Engagement

Consultation with the Senior Constable at Monaro Licensing has taken place to discuss the possible issues that could arise from anti-social behaviour. A suggestion was to use the first two – three weeks as a trial period to monitor any behaviour issues. Overall there were no objections to the suspension of the Alcohol – Free – Zone for this activity.

Discussions have taken place with Council staff and Queanbeyan Police for security options if required, including a police walk through of the area to discourage any anti-social behaviour.

Resources (including staff)

'Food Truck Friday' will be resourced by the Council place-making team accordingly, week by week.

Conclusion

It is anticipated that 'Food Truck Friday' will encourage the community to come and enjoy one of the city's great assets on a weekly basis and also contribute to fulfilling one of the communities priority values by creating 'lively and inviting streets and spaces' (CBD Masterplan Values – Community Consultation workshops 2017).

Attachments

Nil

**12.11 Summer Activation 2019 - Charity Selection (Ref: C18126131; Author:
Richards/Fulton)**

Summary

Over the 2018/19 summer pool season, Q-One Aquatics will once again host the Summer Activation events at Queanbeyan, Bungendore, Braidwood and Captains Flat pools. A land based event is also planned and is likely to occur at Q-One Indoor Sports.

Summer Activation is about enlivening the Local Government Area, primarily through its aquatic facilities, and bringing the community together for an afternoon and evening of fun and connection. The event features inflatable water slides, pool games, outdoor jumping castle, a free barbeque dinner and it concludes with a family movie on the giant inflatable outdoor screen.

The Summer Activation Event is a community event with free entry, free rides and a free barbeque dinner provided by local supermarket sponsors. This report is seeking Council's endorsement to again waive the aquatic entry fee at each venue during the 2018/19 Summer Activation event program.

In 2018 the event raised money, through a gold coin donation made on entry, for three local charities. This report is seeking to have Council's endorsement to nominate two new local charities for the 2018/2019 events.

Recommendation

That Council endorse:

- 1. Waiving the general entry fees, for the individual venue and date, in accordance with the Summer Activation Event program.**
 - 2. The collection of gold coin donations from the events be distributed to Aussie Farmers and Queanbeyan RFS.**
-

Attachments

Nil

**12.12 Cultural Arts Assistance Scheme application by Braidwood Regional Arts Group
(Ref: C18112130; Author: Richards/Perri)**

Summary

A Cultural Arts Assistance Scheme application has been received from the Braidwood Regional Arts Group (BRAG) for their *Art on Farms* project, where local artists partner with local farmers within the 2622 post code area. The project centres on increasing community understanding of a farmer's life through the eyes of a visual artist. The project will culminate in an exhibition at BRAG and a publication documenting the project.

Recommendation

That Council approve the allocation of a grant of \$1,500 from the Cultural Arts Assistance Scheme to the Braidwood Regional Arts Group for the development of the *Art on Farms* project.

Background

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

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

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

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

A grant application for \$1,500 has been received from the Braidwood Regional Arts Group (BRAG) to assist in the development of the *Art on Farms* project. The projects aim is to connect the local farming community with local artists to celebrate life on the land in the Braidwood district. The artwork produced during the partnership will go on exhibition at BRAG to be launched at the opening of the annual Braidwood Quilt Festival. In conjunction with the production of artworks, the project will be documented in a publication that will capture the participating farmer's stories.

The total cost for the *Art on Farms* project is estimated at \$16,750. The application meets the criteria for the award of a grant of \$1,500 as the project will engage the broader Queanbeyan-Palerang community through the projects exhibition and publication.

**12.12 Cultural Arts Assistance Scheme application by Braidwood Regional Arts Group
(Ref: C18112130; Author: Richards/Perri) (Continued)**

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

Conclusion

The Braidwood Regional Arts Group *Art on Farms* project allows a large number of local farmers and artists the opportunity to partner, network and learn from one another. The project allows the broader community the opportunity to experience the outcomes of this unique partnership through the exhibition and publication.

Attachments

Nil

12.13 Queanbeyan Retail Growth Strategy (Ref: C18126498; Author: Richards/Darcy)

Summary

The Draft Retail Growth Strategy has been developed to respond to the challenging retail environment in Queanbeyan CBD and is being developed concurrently with the Queanbeyan CBD Spatial Business Plan (masterplan) in an effort to align outcomes. The draft Strategy has been co-funded as part as part of the Building Better Regions Fund – Community Stream grant program.

Councillors were presented the findings and recommendations at a workshop on 19 September.

Recommendation

That Council:

- 1. Note and receive the draft Retail Growth Strategy.**
 - 2. Seek business and community feedback on the draft Strategy for 28 days.**
-

Background

The purpose of the Retail Growth Strategy is to identify and recommend realistic and innovative strategies to achieve the long-term rejuvenation of the Queanbeyan CBD. This includes identifying prioritised actions for stakeholders, such as businesses, community and Council.

The Strategy aims to engage with Council and the community to develop a vision and direction for Queanbeyan's town centre with a focus on the following elements:

- A. Retail Assessment:** Provide an analysis and understanding of the current retail market and mix
- B. Analysis of Strengths, Weaknesses Opportunities and Challenges:** Identify the local characteristics that influence retail performance
- C. Strategic Analysis:** Inform recommendations in the CBD Masterplan Renew (which will be developed concurrently) on the regulatory and/or desirable planning characteristics that will increase retail opportunities.
- D. Retail Action Plan:** Articulate the strategies and proposed solutions/actions to promote retail growth

The aims of the draft Retail Growth Strategy are to:

- Create a vibrant retail and hospitality heart
- Enhance the main street offer
- Increase retail market share
- Enhance the convenience offer
- Identify public realm improvements to enhance the customer experience
- Optimise the opportunities created through the CBD Transformation Strategy

**12.13 Queanbeyan Retail Growth Strategy (Ref: C18126498; Author: Richards/Darcy)
(Continued)**

- Identify opportunities for property owners and business owners to collaborate
- Provide for a strong and viable city centre, supporting offices, retail and City living and employment

The Strategy focuses on the current retail mix and retail catchment areas to better understand market share and 'escape' expenditure. It provides an analysis of the strengths and weaknesses of the retail offer and the impact of competitor centres; strategies to increase retail opportunities; and a clear action plan for the future. Engaging with private sector businesses and owners will be critical to successful implementation of the Strategy.

During the development of this report, extensive consumer interviews were conducted to better understand their shopping behaviour. In addition, businesses throughout the CBD were asked to complete a business needs survey with some additional in-depth interviews conducted to tease out more detail for the benefit of closer business engagement now and into the future. Whilst separate detailed reports are available, a summary of key findings is built into the draft Strategy and include the following:

Summary of Findings**Main shopper / consumer**

- Local residents travel to Canberra for Myer/David Jones and may also visit Kmart, Target or BigW
- Consumers chose Coles, Woolworths and Aldi for their grocery and fresh food shopping in Queanbeyan
- Target and Kmart were popular locally for department store type of goods in Queanbeyan
- The close proximity and 'convenience' along with easy and free parking drives loyalty to Queanbeyan
- Canberra and the ACT centres are 'comparison' goods shopping (fashion, homewares) centres
- Residents travel to the CBD by car and they prefer to shop in a single location to meet their needs
- Customers dislike vacant shops, poor buildings and the lack of variety available in Queanbeyan
- Queanbeyan has a genuine country feel and friendliness that is very appealing for shoppers
- The general outdated appeal of the CBD could be improved
- Customers are seeking entertainment and outdoor dining options in Queanbeyan
- Customers want improved traffic management and pedestrian access throughout the city centre

Main business

- Most businesses are positive about their businesses but less positive about the CBD
- Businesses are concerned about high vacancy rates, poor shopfronts and traffic management
- They acknowledge the efforts made to improve the CBD by Council
- They would like to see a greater variety of shops to attract shoppers to Queanbeyan
- The CBD does not have a distinct shopping and dining brand or identity
- High business operating costs including rent and taxes are not offset by sufficient retail sales
- Unappealing surroundings have led to a reduction in pedestrian traffic on the streets
- The CBD lacks retail identity and character

**12.13 Queanbeyan Retail Growth Strategy (Ref: C18126498; Author: Richards/Darcy)
(Continued)**

- Heavy traffic along Monaro Street affects retail and service customers
- Opportunities to grow exist outside the local area residents
- Business owners do not feel they have enough say in CBD plans
- Problems can be overcome through a collaborative approach
- Creating a vibrant city centre cannot fall on Council alone
- The private sector is also responsible to improve the vibrancy of the CBD
- Businesses are willing to be engaged in the Retail Growth Strategy

Businesses identified the following six main barriers to their retail success in Queanbeyan CBD:

- a. Insufficient retail mix to attract shoppers
- b. Lack of retail identity and character in the CBD
- c. High business operating costs
- d. Lack of pedestrian traffic
- e. Unappealing CBD
- f. Ageing and unmaintained buildings / retail rental premises

According to businesses, the top priorities identified through the research needing attention include:

1. Improving the appeal and presentation of the CBD environment including cleaning, shopfronts, buildings, vacancies and improving the business mix
2. Providing more attractive public spaces for people to meet and gather:
 - a. more accessible parking for customers
 - b. a reduction of heavy traffic
 - c. increasing pedestrian foot traffic
 - d. supporting and engaging local business, better planning and less regulation by government
 - e. more events, marketing and promotion to increase awareness and better customer facilities

These are consistent with the views expressed in recent reports to Council proposing investment in carparking, smart public domain, laneways and green corridors in the CBD, with key catalysts being the transformation of Monaro St, and the consolidation of council staff into a single office, releasing 10 sites in the CBD for redevelopment.

Implications***Policy***

Many of the outcomes of the draft Retail Growth Strategy will be aligned and incorporated as part of the Queanbeyan CBD Spatial Business Plan recommendations (which also align with other current Strategies including the Carparking Strategy, Integrated Transport Strategy, Tourism Plan, Public Art Policy, Digital Economy and Smart Community Strategy and the LEP and DCP review in 2019). To provide the best opportunity of success to reinvigorate retail in Queanbeyan CBD, a holistic approach and long term support is required.

Social / Cultural

A healthy retail environment supported by well-designed Main Streets can be seen as a public health asset that provides a centre for people to gather, shop, socialise, network and recreate. A vibrant retail environment is therefore important for both physical and mental wellbeing and to the contribution of the social and cultural fabric of Queanbeyan.

**12.13 Queanbeyan Retail Growth Strategy (Ref: C18126498; Author: Richards/Darcy)
(Continued)**

Utilisation of public art and placemaking activities as an activator of the retail environment also contributes to the cultural identity of the town.

Economic

Small businesses support their local communities with economic activity and jobs creation, which is especially important in regional areas such as Queanbeyan. The Queanbeyan CBD has approximately 280 businesses and speciality shops visible to the public. To provide the fullest possible understanding of the retail environment and customer experience and using it to attract customers to visit and return, offers the businesses in the CBD the best opportunity to not just survive, but to succeed.

Achieving the aims in the Queanbeyan CBD Transformation Strategy requires a long term implementation effort. The draft Retail Growth Strategy provides specific actions to directly address the issues shop vacancy, declining pedestrian traffic, inadequate retail business mix and a poor marketing presence. This strategy combined with the six stages of proposed capital works (already endorsed by Council) and an effort to develop a CBD management presence will contribute greatly to an improved commercial centre in Queanbeyan.

Strategic

The draft Retail Growth Strategy has been developed concurrently with the Queanbeyan CBD Spatial Business Plan which will reveal strategic directions to achieve an improved retail and commercial outcomes. Both those strategic documents were identified in the QCBD Transformation Strategy, which in turn has reinforced earlier work and directions set with the Smart City Strategy, Transport Plan, Carparking Plan, and River Corridor Plan.

Engagement

Development of the draft Retail Growth Strategy included significant shopper and business qualitative and quantitative research conducted by IRIS Research. IRIS collected data from:

- 595 responses from local residents via online survey and telephone interviews
- 111 responses from face to face intercept surveys collected in the Queanbeyan CBD and Riverside Plaza
- 81 responses from CBD located businesses through an online and paper survey
- 12 in depth qualitative interviews with CBD businesses

Premier Retail Marketing also conducted in depth qualitative research with approximately 12 businesses in Queanbeyan CBD.

This Council report recommends the draft Strategy to be released for public feedback. A public workshop will also be held to present the findings of the Strategy.

It is also suggested Council acquire sets of seating and umbrellas to place around the CBD footpaths to illustrate what could be, to be a visual tool to stimulate interest and discussion, and enable residents and workers to use those amenities during the day.

Financial

There is \$25,000 in allocated budget for the Retail Growth Strategy implementation. Many of the actions in the Action Plan will require Council to consider additional funding to implement the Strategy, some of which is embedded in civil works proposed with the CBD Transformation stages endorsed at the May 2018 meeting.

**12.13 Queanbeyan Retail Growth Strategy (Ref: C18126498; Author: Richards/Darcy)
(Continued)**

The seating and umbrella packs are approx. \$7k each.

Program Code	Expense Type	Funding source	Amount
		2018/19 Business and Innovation Branch Budget	\$ 25,000

Resources (including staff)

The Retail Growth Strategy recommends establishing a new Business Improvement District (BID) to contribute to management of marketing, customer experience, retail success and development of the mix. It is anticipated QPRC staff would be part of the BID team. This would become part of the Business and Innovation Branch work plan.

Further investigation will be required to examine QPRC's role in the recommended Retail Investment Development Group, and any financial incentives that may be contemplated.

Integrated Plan

The Retail Growth Strategy delivers outcomes under the following pillars of the Community Strategic Plan:

1. Community – a vibrant and active Queanbeyan-Palerang
2. Choice – a prosperous Queanbeyan-Palerang
3. Connection – a connected Queanbeyan-Palerang

Conclusion

The draft Retail Growth Strategy is a direct response to the challenges faced by businesses and residents in the Queanbeyan CBD to reactivate and revitalise the commercial centre. The Retail Growth Strategy will be implemented concurrently with the Queanbeyan CBD Spatial Business Plan in an effort to provide the best opportunities for success.

Whilst the draft Strategy includes a detailed Action Plan, the overarching recommendations include:

- a) Consolidate the retail offer around the anchor stores
- b) Form a Retail Investment Development Group with clear project roles and responsibilities to administer and deliver retail leasing plans and explore opportunities to acquire and redevelop strategic or long term vacant sites
- c) Develop the restaurant, café, small bar and hospitality sector to create unique destinations and experiences within the CBD to meet the local demand and win back 'escape' expenditure
- d) Create one or two unique restaurant precincts/laneways/streets anchored by key businesses complemented by unique urban design elements including piazzas and high quality public realm

**12.13 Queanbeyan Retail Growth Strategy (Ref: C18126498; Author: Richards/Darcy)
(Continued)**

- e) Create a business group to guide the retail and commercial economy forward aligned with world's best practice including Place management models such as Business Improvement Districts (BIDs).
- f) Secure funding from private/public sources to provide resources for management, marketing, business development and streetscape
- g) Develop a 3-5 year business plan with key actions, budgets, deliverable actions and measures of success to guide the future of CBD retail and hospitality sectors
- h) Secure a major new attraction that is unique to the ACT/NSW with drawing power to bring large crowds to the CBD
- i) Complete the branding exercise with the community and business sector to capture a CBD brand and identity that can be integrated through all forms of design, signage and marketing to build character and loyalty to the city centre
- j) Consider a range of incentives to landlords and business owners to stimulate redevelopment of old premises and encourage vibrancy in the CBD
- k) Create a low risk retail start-up space to encourage entrepreneurship

Attachments

- Attachment 1 Draft Retail Growth Strategy (*Under Separate Cover*)
- Attachment 2 Shopper and Business Survey Research Report - Executive Summary
(*Under Separate Cover*)

12.14 Invitation to Join Regional Cities NSW (Ref: C18122160; Author: Tegart/Tegart)

Summary

Report proposing Council participation in Regional Cities NSW to build linkages in local, state and federal initiatives, forums and opportunities to support Council's continued planning for the growth of the region.

Recommendation

That Council:

- 1. Note the information contained within this Invitation to Join Regional Cities NSW Council Report.**
 - 2. Join Regional Cities NSW (RCNSW) with a formal review of Council's membership to take place within the first 24 months of the formal commencement of RCNSW, to ensure it is meeting its stated objectives.**
 - 3. Note that whilst sixteen Councils have been invited to join RCNSW, a minimum of nine Councils will be needed to establish RCNSW.**
 - 4. Allocate \$5,000 for membership of RCNSW from 1 January 2019 to 30 June 2019.**
 - 5. Note that any future requests for financial contributions over and above the annual membership fee to RCNSW will be reported to Council for further consideration.**
-

Background

Following an invitation by the NSW Inland Forum (IF) to consider joining a new group called Regional Cities NSW (RCNSW), the Mayor and the Chief Executive Officer attended a meeting in Sydney on Thursday 1 March 2018 to discuss the proposed new group with members of the IF and other invited regional Councils.

This meeting was followed up by a planning day held in Sydney on Thursday 2 August 2018, attended by the Mayor and other invited regional Councils, where further thinking around the establishment of RCNSW was workshopped and discussed.

In early January 2018, Council received an invitation from the IF to join a new group called RCNSW.

The IF is an existing group of seven Councils that have worked collaboratively for a number of years to achieve improved outcomes and opportunities for inland NSW. The current IF member Councils are Albury, Armidale, Bathurst, Dubbo, Orange, Tamworth and Wagga Wagga Councils. The membership of the IF have agreed that there is huge potential in expanding the membership of the group to create a new body to be known as RCNSW, hence the invitation received by this Council.

According to the invitation, RCNSW is to be modelled on the successful model that has been implemented in Victoria, where the ten largest cities outside of Melbourne work cooperatively on issues and projects of mutual interest that affect regional cities in that State. The invitation received from the IF, dated 19 December 2017 is provided. (Attachment 1).

In summary, the original proposal received from the IF was as follows:

- RCNSW will be comprised of Mayors and CEOs/General Managers of 16 large cities in regional New South Wales. These cities reside outside of the expanded

12.14 Invitation to Join Regional Cities NSW (Ref: C18122160; Author: Tegart/Tegart) (Continued)

metropolitan areas of Sydney, Newcastle and Wollongong, have distinct regional catchments, and share similar opportunities and challenges for growth and investment.

- RCNSW will be an alliance of regional cities dedicated to achieving real change in regional New South Wales through policy development and active implementation of those policies. Regional cities are the heart of regional New South Wales and by improving their infrastructure and liveability, regional cities can help to grow and support wider regional and rural communities.

Further details about the governance arrangements initially proposed for RCNSW can be found in Attachment 1.

Councils invited to participate in RCNSW are as follows:

Albury	Coffs Harbour	Maitland	Tamworth
Armidale	Dubbo	Orange	Bathurst
Griffith	Tweed	Cessnock	Lismore
Queanbeyan - Palerang	Wagga Wagga	Mid-Coast	Port Macquarie - Hastings

At the planning day held on 2 August 2018, participants agreed on the following indicators of overall success for RCNSW (Regional Cities NSW Workshop Report – 2 August 2018 - Attachment 2):

- State government and community have recognised of the significance and benefits of regional cities;
- A seat at the policy table to advise state government on the formation and implementation of policies;
- The establishment of a population or settlement strategy that would prioritise population growth to regional cities;
- The alliance is known as having a clear point of difference from the other alliances in the regional developments space, and
- A strong network that offers collaboration, networking and collective benefit to all members.

It was agreed at the planning day that the overall success of RCNSW would be the creation of connected, thriving and sustainable regional cities. To this end, discussion took place on the establishment of a short-term agenda for RCNSW, to ensure that this new alliance was more than simply a talk-fest on regional issues, but had real actions and goals to work towards. The most supported ideas around this to come from the planning day were:

Memorandum of Understanding (MOU) with State Government:

Establishing, through a formal agreement, a mechanism for the alliance to have a seat at the table and provide strategic influence on the State's policy and investment agenda.

Snowy Hydro Funding:

Providing a set of recommendations on how the government should invest the \$4.2 billion released in the NSW budget from the sale of Snowy Hydro project. The government has indicated that all of these funds will go to the regions and they will need guidance on how this money should be allocated. The group also anticipated that there would be streamlined funding mechanisms to enable regional cities to access this funding.

**12.14 Invitation to Join Regional Cities NSW (Ref: C18122160; Author: Tegart/Tegart)
(Continued)**

Population Strategy:

Due to ongoing debate of metropolitan congestion and rapid population growth, the group saw a great opportunity to have influence in developing a framework for growing regional cities under the banner of a state population strategy, with the aim being to develop a settlement plan directing people, infrastructure and business to regional cities.

Regional Investment:

Identifying a framework to identify how regional investment can be streamlined to be better facilitated in the regions.

One of the other key purposes of the 2 August 2018 planning day was to discuss the proposed governance and structure arrangements for RCNSW.

Formation: The alliance to be known as Regional Cities New South Wales (RCNSW) be formed.

Membership: Councils representing regional cities that had a clear service centre role would be invited to be members.

Board Members: The forum should be a Mayor and CEO/General Manager forum with alternates offered in the case of inability to attend.

Board Structure: All member councils (Mayor and CEO/General Manager) will sit on the board. Voting will be by consensus.

Meeting Schedule: Members agreed to meeting quarterly at a venue to be defined at a later date, noting that visits to each member city would be welcomed.

Working Group: It was agreed that a working group to further define and evolve the structure and agenda of the alliance be established, as well as to work through the development of the proposed MOU. Working Group members were nominated as:

- Mr Paul Bennett, General Manager, Tamworth Regional Council.
- Mr Craig Swift-McNair, General Manager, Port Macquarie-Hastings.
- Mr David Sherley, General Manager, Bathurst Regional Council.
- Mr Peter Thompson, General Manager, Wagga Wagga City Council.
- Ms Susan Law, CEO, Armidale Regional Council.

There are a range of issues that Council will need to take into account when considering whether or not to join RCNSW particularly when we have only recently joined a Joint Organisation (JO). It is noted a JO is geographically based and its interests are those of the geographic region.

RCNSW membership is not geographically based, but will rather focus on commonality of interests between the sixteen regional cities, regardless of their location. This form of an

12.14 Invitation to Join Regional Cities NSW (Ref: C18122160; Author: Tegart/Tegart) (Continued)

alliance will be able to pursue issues such as population growth, congestion, access, investment etc. and perhaps more effectively than a JO may be able to, simply considering the membership and make up of a JO.

Implications

Financial

It was agreed at the planning day that an investment of \$10,000 per annum by each member Council was considered to be a reasonable amount of funding to enable RCNSW to be established; to engage an appropriate secretariat and to establish a strategic plan. There may well be other initiatives that this pooled funding will be able to support in line with the objectives of RCNSW.

It should be noted that as per recommendation 4) as included in this report, the current funding request for this financial year is \$5,000, effectively being for membership of RCNSW from 1 January 2019 to 30 June 2019, noting that the IF has offered to fund the secretariat and support staff during the coming months to ensure that RCNSW can be established in a timely and effective manner.

Program Code	Expense Type	Funding source	Amount
		10-1000-1000-63401 (Membership Fees)	\$ 5,000 (6 month)
		1 January 2019 to 30 June 2019	

Attachments

- Attachment 1 Invitation Letter - Join Regional Cities NSW (*Under Separate Cover*)
Attachment 2 Regional Cities NSW Workshop Report - 2 August 2018 (*Under Separate Cover*)

12.15 Council Meeting Schedule (Ref: C18124463; Author: Tegart/Ferguson)

Summary

Council may wish to reaffirm its current schedule or determine a new schedule for Ordinary and Committee meetings, workshops and briefings.

Recommendation

That Council reaffirm its current meeting schedule, as follows:

- 1. Planning and Strategy Committee of the Whole meetings be held on the second Wednesday of each month except January, in the Council Chambers, Queanbeyan, commencing at 5.30pm and concluding no later than 9.30pm;**
 - 2. Ordinary Council meetings be held on the fourth Wednesday of each month except December, in the Council Chambers, Bungendore, commencing at 5.30pm and concluding no later than 9.30pm;**
 - 3. Council workshops of no more than two hours' duration be held on the first and third Wednesdays of each month except January at Queanbeyan;**
 - 4. Business paper briefings be held in the Council Chambers, Queanbeyan, from 4.00 – 5.00pm on the Tuesday prior to each Ordinary and Planning and Strategy Committee of the Whole meeting;**
 - 5. After two hours at all meetings, an adjournment of 30 minutes be scheduled for a meal break.**
-

Background

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

The meeting schedule listed in the recommendation reflects the dates, times and locations that have been in place for the past year. Council may choose to retain the existing schedule or set a different schedule. Council should ensure that the safety and wellbeing of Councillors and staff are addressed in terms of the length of meetings and timely adjournments for meal breaks.

Workshops are chaired by the CEO/General Manager who arranges for written or verbal presentations from relevant staff, government departmental officers or other persons about matters that are currently before Council or likely to be the subject of upcoming reports to Council. Site inspections may be arranged during workshops.

No decisions are made at workshops: they are information/briefing sessions only, and discussed in confidence.

While every effort is made to adhere to time limits, there may be some workshops that are not concluded within two hours. In such cases, prior notice is given to Councillors and staff. Some workshops may also follow the Planning and Strategy Committee meeting.

**12.15 Council Meeting Schedule (Ref: C18124463; Author: Tegart/Ferguson)
(Continued)**

Implications***Legal***

The NSW *Local Government Act 1993* and the QPRC Code of Meeting Practice inform the setting of the schedule of meetings and workshops.

Social / Cultural

The issues of safety and wellbeing of Councillors and staff are important factors to take into consideration when setting the schedule for meetings and workshops. Adjournments for meal breaks and limits on the duration of meetings and workshops will contribute to ensuring sound decision-making and an appropriate work/life balance.

Conclusion

Council is asked to review its schedule for Ordinary and Committee meetings, workshops and briefings, ensuring that the safety and wellbeing of Councillors and staff are taken into consideration when determining the duration of meetings and adjournments.

Attachments

Nil

**12.16 Committee Delegates and Representatives for 2018-2019 (Ref: C18126338;
Author: Tegart/Ferguson)**

Summary

Council is required to appoint its representatives and delegates to a number of Council committees, regional and locality committees, and external organisations for the coming year, and to determine the method of voting if required.

Recommendation

That Council:

- 1. Appoint its delegates and representatives for 2018-2019 on Council committees, regional committees, locality committees and external organisations.**
 - 2. If more than one nomination is received for a position, determine that the method of ballot for the election of representatives and delegates be by open voting (show of hands), pursuant to Schedule 7, Part 1(3) of the *Local Government (General) Regulation 2005*.**
-

Background

The most appropriate delegates need to be appointed to represent the interests of Council and the community. In some instances, the representatives may include staff members and/or members of the community.

If there are two or more nominations for each position as delegate or representative, an election may take place. On some occasions, Council has chosen to increase the number of councillor representatives on committees. It is recommended that any such election be conducted by open voting.

Council set up six 'locality committees' comprising representatives of s.355 committees and other relevant community organisations. The appointment of Council delegates on these locality committees replaces the need to appoint Councillors to individual s.355 committees. The purpose of those committees is to provide a direct voice to councillors by the community representatives, and open up the opportunity for networks and synergies with issues and projects to be identified and progressed.

Community members of s355 committees continue to interact directly with staff for facility or reserve management or maintenance issues.

Councillors may wish to consider the frequency of some meetings.

The following table lists all Committees and external organisations, their current delegates and the frequency of meetings.

12.16 Committee Delegates and Representatives for 2018-2019 (Ref: C18126338;
Author: Tegart/Ferguson) (Continued)

	COMMITTEE	CURRENT DELEGATE	Frequency
	COUNCIL COMMITTEES		
1	Planning and Strategy Committee of the Whole	Whole Council	Monthly
	ORGANISATIONAL COMMITTEES		
2	Audit, Risk and Improvement Committee	Cr Brown and Portfolio GM Organisation Capability	Quarterly
3	Australia Day and Community Awards Committee	Mayor	As required
4	Australia Day Organising Committee	Portfolio GM Community Choice	As required
5	Consultative Committee on Aboriginal Issues	Cr Marshall	Quarterly
6	Dangerous Dog Panel	Cr Taylor	As required
7	Disability Access Committee	Cr Bray	As required
8	CEO Performance Review Committee	Mayor, Deputy Mayor, Crs Brown and Schweikert	Annually
9	Queanbeyan-Palerang Library Service – NSW Public Library Zone	Cr Winchester	As required
10	Queanbeyan Sporting Gallery Committee	Mayor	As required
11	Sports Council	Crs Winchester, Hicks and Biscotti	Quarterly
12	Sister City Committee	Mayor and Cr Noveska; Portfolio GM Community Choice; Service Manager Governance	As required
	STATUTORY COMMITTEES		
13	Dargues Reef Community Consultative Committee	Cr Harrison	As required
14	Integrated Water Cycle Management Project Reference Group	Cr Marshall	As required
15	Jupiter Wind Farm Community Consultative Committee	Cr Hicks	As required
16	Lake George Bush Fire Management Committee	Cr Overall	Bi-annually
17	Lake George Emergency Management Committee	Portfolio GM Community Connections (Chair) (<i>State Emergency and Rescue Management Act 1989</i>)	Quarterly
18	Local Traffic Committee	Cr Schweikert; Portfolio GM Community Connections	Bi-monthly
19	Old Cooma Road Holcim Quarry Consultative Committee	Cr Brown	As required

**12.16 Committee Delegates and Representatives for 2018-2019 (Ref: C18126338;
Author: Tegart/Ferguson) (Continued)**

LOCALITY COMMITTEES			
20	Araluen/Majors Creek	Crs Winchester and Marshall	Three times a year
21	Braidwood/Mongarlowe/Nerriga	Crs Overall and Noveska	Twice a year
22	Bungendore	Crs Schweikert and Biscotti	Quarterly
23	Burra/Urila/Royalla/Ferneleigh Park	Crs Hicks and Taylor	Three times a year
24	Captains Flat/Hoskinstown/ Carwoola	Crs Hicks and Marshall	TBA
25	Wamboin/Bywong	Cr Harrison	TBA
ADVISORY COMMITTEES			
26	Braidwood and Curtilage Heritage Advisory Committee	Cr Marshall; QPRC Heritage Advisor	As required
27	Braidwood Floodplain Risk Management Committee	Cr Harrison	As required
28	Bungendore Floodplain Risk Management Committee	Cr Schweikert	As required
29	Bungendore Town Centre and Environs Committee	Staff	Quarterly
30	Captains Flat Floodplain Risk Management Committee	Has ceased to exist but will be re-formed in the future	
31	Cultural Development and Public Arts Advisory Committee	Cr Noveska	Quarterly
32	Economic Advisory Panel	Cr Brown	Quarterly
33	Environment and Sustainability Advisory Committee	Cr Marshall	Quarterly
34	Implementation Advisory Group	Crs Harrison and Schweikert; Chair ARIC	Group to be disbanded after November 2018 meeting
35	Q Advisory Board	Cr Noveska, Chair Cultural Advisory Committee; Portfolio GM Community Choice	Bi-monthly
36	Queanbeyan Flood Management Committee	Cr Harrison	As required
37	Queanbeyan Showground Advisory Committee	Cr Taylor	As required
38	Queanbeyan Trust Committee	All Councillors	As required
39	QPRC Heritage Advisory Committee	Crs Schweikert and Marshall; QPRC Heritage Advisor; Portfolio GM Natural and Built Character	Bi-monthly
40	Tourism Advisory Board	Cr Schweikert	Quarterly
41	Youth Advisory Council	Cr Taylor (Chair and Deputy Chair to be elected from community membership)	Quarterly

**12.16 Committee Delegates and Representatives for 2018-2019 (Ref: C18126338;
Author: Tegart/Ferguson) (Continued)**

REGIONAL COMMITTEES			
42	ACT-NSW Cross Border Illegal Dumping Steering Committee	Portfolio GM Community Connections	As required
43	Canberra Airport Community Aviation Consultation Group	Cr Brown and CEO	Quarterly
44	Canberra Region Joint Organisation (CRJO)	Mayor	Bi-monthly
45	Community Safety Precinct Committee – Monaro Local Area Command	Crs Schweikert and Marshall	As required
46	Interim ACT and Region Catchment Management Coordination Group	Portfolio GM Natural Built Character	
47	South-East Weight of Loads Group	Staff	As required
48	South East Australia Transport Strategy (SEATS)	Cr Harrison and Portfolio GM Community Connections	Quarterly
49	Southern Joint Regional Planning Panel	Cr Bray Cr Harrison (alternate)	As required
50	Southern Tablelands Arts Board	Portfolio GM Community Choice	As required
51	WaterNSW (Local Government Reference Panel)	Staff	As required
52	Upper Murrumbidgee Catchment Network	Staff	Quarterly
WORKPLACE COMMITTEES			
53	Risk Committee	Management representatives and staff representatives	Bi-monthly
54	Workplace Consultative Committee	Management representatives and staff/union representatives	Monthly
55	Workplace Health and Safety Committee	Management representatives and staff representatives	Monthly
56	Workplace Innovation Group	Staff	Bi-monthly
57	Workplace Access Committee (TBC)	Staff	Half-yearly

Implications**Conclusion**

Council is asked to appoint its delegates and representatives to committees and external organisations for 2018-2019, and if voting is required, the method of ballot be by open voting (show of hands).

Attachments

Nil

12.172017/2018 QPRC Financial Statements - Referral to Audit (Ref: C18124586;
Author: Tegart/Taylor)

Summary

Report to delegate authority to the Mayor, Deputy Mayor, Chief Executive Officer and Responsible Accounting Officer to sign the 'Statement of the Accounts for 2017/2018'.

Recommendation

That in accordance with Section 413 of the *Local Government Act*, and subject to endorsement from QPRC Audit, Risk and Improvement Committee, Council:

1. Confirms its 2017/2018 Annual Financial Statements are in accordance with:
 - a. The Local Government Act 1993 (as amended and the Regulations made there under);
 - b. The Australian Accounting Standards;
 - c. The Local Government Code of Accounting Practice and Financial Reporting;
 - d. Council's accounting and other records;
 2. Confirms that the Statement present fairly the Council's 2017/2018 operating result and financial position.
 3. Confirms that Council is not aware of any matter that would render this report false or misleading in any way.
 4. Delegate's authority to the Mayor, Deputy Mayor, Chief Executive Officer and the Responsible Accounting Officer to sign the 'Statement by Council on its Opinion of the Accounts' (Clause 215 of the Local Government General Regulation) for both General Purpose Financial Statements and Special Purpose Financial Statements.
 5. Authorises the Chief Executive Officer 'to issue' the 2017/2018 accounts immediately upon receipt of the auditor's report.
 6. Invite the Auditor-General of NSW or her representative to attend the November Ordinary Council Meeting to present the 2017/2018 Financial Reports.
-

Background

Sections 413 to 421 of the *Local Government Act* relate to the Council's annual reporting Requirements.

Council is required to submit its audited annual financial statements for the financial year ending 30 June 2018 to the Office of Local Government by the 31st October 2018.

Section 413 requires that Council must provide an opinion on its financial report by way of a statement attached to the reports. The content of the statement is specified in the Local Government (General) Regulation, as follows:

- (1) *The statement required by section 413 (2) (c) of the Act must:*
 - (a) *be made by resolution of the council, and*
 - (b) *be signed by:*
 - (i) *the mayor, and*
 - (ii) *at least one other member of the council, and*
 - (iii) *the responsible accounting officer, and*
 - (iv) *the general manager (if not the responsible accounting officer).*
- (2) *The statement must indicate:*
 - (a) *whether or not the council's annual financial reports have been drawn up in accordance with:*
 - (i) *the Act and this Regulation, and*
 - (ii) *the Code and the Manual, and*
 - (iii) *the Australian Accounting Standards issued by the Australian Accounting Standards Board, and*
 - (b) *whether or not those reports present fairly the council's financial position and operating result for the year, and*
 - (c) *whether or not those reports accord with the council's accounting and other records, and*
 - (d) *whether or not the signatories know of anything that would make those reports false or misleading in any way, and include such information and explanations as will prevent those reports from being misleading because of any qualification that is included in the statement.*
- (3) *The council must ensure that the statement is attached to the relevant annual financial reports.*

The recommendation is in accordance with the requirements of the Act and regulation.

It is important for Council to note:

1. Hill Rogers has reviewed the financial statements and assisting the Auditor-General for NSW. The Auditor-General of NSW was given the mandate to conduct performance audits of a Council as part of the Phase 1 amendments to the Local Government Act 1993.
2. Next year the Audit for QPRC will be transferred from Hill Rogers to internal Audit functions of the Audit Office of NSW.

Implications

Financial

Upon resolution of this business paper, the Audit Office of NSW will receive the draft financial statements. Draft Primary Financial Statements are currently indicating:

Financial Performance & Position (\$,000)

Net Result for Period – \$48,777

Net operating for the period before grants and contributions provided for capital purposes – \$97

**12.172017/2018 QPRC Financial Statements - Referral to Audit (Ref: C18124586;
Author: Tegart/Taylor) (Continued)**

Total Cash, Cash equivalents and Investments – \$167,113

Unrestricted Cash - \$3,899

Written down Value of Infrastructure, Property, Plant and Equipment – \$1,318,972

Benchmark Ratios

Operating Performance Ratio – 1.92%

Own Source Operating revenue ratio – 62.39%

Debt Service Cover Ratio – 7.16x

Infrastructure Renewals Ratio – 90.33%

Infrastructure Backlog Ratio – 2.69%

Asset Maintenance Ratio – 92.02%

Cost to bring assets to an agreed service level set by Council – 1.85%

The results and ratios above may be modified as part of the audit process.

Conclusion

QPRC has improved its financial performance since the original Operational Plan for 2016/17 within the categories of:

Additional income was received from:

- User Fees and Charges - \$8.345 million (RTA Charges, additional usage charges)
- Capital Grants - \$23.273 million (additional grants NSW State Government)

Savings of expenditure from:

- Employee's benefits - \$1.091 million (staff vacancies)
- Borrowing Costs – \$0.377 million (loan not taken up)

Areas of increased expenditure:

- Disposed assets - \$3.558 million (disposed as part of renewal works)
- Other Expenses - \$0.796 million (Debt Recovery charges and Donations)

QPRC performance in 2017/18 has resulted in comparisons from the previous year:

- Reduction in operating performance 5.82% down to 1.92% (benchmark > 0.00%)
- Increase in Own Source Revenue 52.45% up to 62.39% (benchmark > 60.00%)
- Reduction in Unrestricted Current Ratio 2.44x down to 2.08x (benchmark > 1.5x)
- Reduction in Debt Service Cover Ratio 8.01x down to 7.16x (benchmark > 2x)
- Improve in Rates & Charges outstanding percentage 3.39% up to 5.05%.
- Decrease in Asset Renewals ratio 140.66% down to 90.33% (benchmark >= 100.00%)
- Improvement in Asset Backlog Ratio from 2.89% to 2.69% (benchmark >= 2.00%)
- Improvement in Asset Maintenance Ratio from 67.26% to 92.02% (benchmark >= 100.00%)

Attachments

- Attachment 1 Draft - QPRC 2017/18 Primary Financial Statements (*Under Separate Cover*)
- Attachment 2 Draft - QPRC 2017/18 General Purpose Statement of Councillors and Management (*Under Separate Cover*)
- Attachment 3 Draft - QPRC 2017/18 Special Purpose Statement of Councillors and Management (*Under Separate Cover*)
- Attachment 4 Draft - QPRC 2017/18 Performance Ratios (*Under Separate Cover*)
- Attachment 5 Draft - QPRC 2017/18 Infrastructure Asset Ratios (*Under Separate Cover*)

12.18RFQ - Award of Investment Advisory Service (Ref: C18126932; Author:
Tegart/Taylor)

Summary

Since amalgamation, QPRC has been receiving Investment Advisory Service based on historic agreements. Council decided to proceed with an RFQ for the services of providing advice on Investments. Staff consider it to be prudent for Council endorsement due to the nature of the service and reporting required to Council through Investment Reports.

Recommendation

That Council award the request for quotation of Investment Advisory Services to <Successful Supplier>.

Background

On 18 June 2018, Local Government Procurement (LGP) on behalf of Queanbeyan-Palerang Regional Council (QPRC) issued a Select Request for Quotation (RFQ) seeking offers from four companies to provide Investment Advisory Services. The proposed contract will be for Three (3) years with One (1) year extension.

As a NSW Local Government entity, Queanbeyan-Palerang Regional Council is restricted to investing in the products specifically identified in the Ministerial Investment Order. The primary role of the appointed Investment Advisory Service is twofold. The primary role would be to provide overall advice and assist in the preparation of the QPRC Investment Policy on an annual basis. The second role is to provide advice on the composition of the investment portfolio as well as recommendations on specific investment products/opportunities available on a weekly basis.

Council, under its Investment Policy, requires the Investment Advisor to be independent and licensed by the Australian Securities and Investment Commission.

Notification and Advertisement

The notice of invitation was via select invitation via Tenderlink portal. All parties were notified of the RFQ opportunity by LGP. The companies invited to respond to this RFQ were:

- LAMINAR CAPITAL PTY Ltd
- Imperium Markets Pty Ltd
- CPG Research & Advisory Pty. Limited
- Prudential Investment Services Corp Pty Ltd

Selection Criteria

Selection criteria included:

Compliance criteria included:

1. General Submission Details
2. Contact Details
3. Respondent Acknowledgments
4. Statutory Declaration
5. Statement of compliance with Specification and Insurance
6. Conditions of Participation
7. References

12.18RFQ - Award of Investment Advisory Service (Ref: C18126932; Author: Tegart/Taylor) (Continued)

8. Financial Institution membership and License
9. PART K Pricing completed and uploaded

Technical Criteria (Scoring Criteria) included:

1. Evidence and Understanding of appropriate financial legislation and regulations applicable to Local Government (Weight 10%)
2. Demonstrated Relevant Experience (Weight 20%)
3. Demonstrated Capability and capacity (Weight 20%)
4. Methodology (Weight 10%)
5. Demonstrated online reporting functionality (Weight 8%)
6. Independence (Weight 10%)
7. Delivery Local Economic Benefit (Weight 2%)

Commercial Criteria:

1. Price (Weight 20%)

Submissions

Submissions were received from the four companies that were invited to participate in the select RFQ process:

- LAMINAR CAPITAL PTY Ltd
- Imperium Markets Pty Ltd
- CPG Research & Advisory Pty. Limited
- Prudential Investment Services Corp Pty Ltd

Implications
Policy

Investment Advisory services are required to provide advice on the Investment Policy ensuring policy meets Local Government Act 1993 – Ministerial Investment order. Advice on individual investments will be required to meet the adopted Investment Policy.

Financial

Current budget for Investment advisory services is \$24,000. Therefore this procurement will result in a 50% saving.

Program Code	Expense Type	Funding source	Amount
43.3	Contract	General Funding	\$ 12,000

Attachments

- Attachment 1 CONFIDENTIAL - RFQ Evaluation and Recommendation Report - Investment Advisory Service (*Under Separate Cover*) - **CONFIDENTIAL**

12.19 Investment Report - August 2018 (Ref: C18126837; Author: Taylor/Drayton)

Summary

In accordance with the *Local Government (General) Regulation 2005*, the Investment Report is to be presented to Council on a monthly basis.

This report presents the investment result for August 2018.

Recommendation

That Council:

- 1. Note the investment income for August 2018 was \$643,620.**
 - 2. Note the investment portfolio has been made in accordance with the *Local Government Act 1993*, and the *Local Government (General) Regulation 2005*.**
 - 3. Adopt the Investment Report for the month of August 2018.**
-

Background

Cash and Cash Equivalent Investments

The principal amount invested as at 31 August 2018 was \$174,770,806.

Refer to Attachment 1 for the following supporting information:

- 1 Actual return against budget;
- 2 Investment portfolio return against the benchmark AusBond Bank Bill Index (BBI);
- 3 Listing of Council's Cash and Cash Equivalent Investments;
- 4 Strategic placement limits for individual institutions or counterparties;
- 5 Placement with individual institutions as a percentage of Council's total portfolio;
- 6 Market values of Council's tradeable investments;
- 7 Budgeted interest allocation by Entity.

Market Update

The average 30 day BBSW rate for August 2018 was 1.87%.

The Reserve Bank (RBA) decided to leave the cash rate unchanged at the record low of 1.50% at its September 2018 meeting.

There were very few changes in the Governor's statement:

- Australian GDP is still forecast to average "a bit above 3 percent" in 2018 and 2019;
- Positive business conditions but with uncertainty towards "household consumption";
- The unemployment rate was lowest in 5 years at 5.3% not supported by quite low wages growth;
- Business conditions and non-mining business investment is remain positive;
- Household income has been growing slowly and debt levels are high.

**12.19 Investment Report - August 2018 (Ref: C18126837; Author: Taylor/Drayton)
(Continued)**

The RBA again used relatively mild language in their interest rate decision. Nothing suggested a deviation from its slow cycle stance, and markets factor in no rate increase until late 2019.

The TCorpIM Long-Term Growth Fund produced another strong return this month. The Fund invests across major listed asset classes, with around 70% directed to growth assets and 30% to defensive assets.

The TCorpIM Medium-Term Growth Fund experienced a positive return this month. The Fund contains 58% defensive assets.

Source: CPG Research and Advisory.

Implications***Policy***

I hereby certify that Queanbeyan-Palerang Regional Council investments listed in Table 1 attached to this report have been made in accordance with section 625 of the Local Government Act 1993, and clause 212 of the Local Government General Regulations 2005. During May 2017, Queanbeyan-Palerang Regional Council became noncompliant with its Investment Policy due to an overexposure to the Bank of Queensland counterparty. Currently, based on the August 2018 investment portfolio level, Council is compliant with policy by 0.27%.

Shane Taylor
Chief Financial Officer

On 22 May 2017, ratings agency Standard & Poor's announced a downgrade of the senior long-term ratings of 23 Australian financial institutions including Bank of Queensland (BOQ).

At the current investment portfolio level, Council has regained compliance with Council's Investment Policy in regards to investments with Bank of Queensland.

Refer to Attachment 1 - Tables 2 and 3.

Council's Policy states:

"The portfolio credit guidelines to be adopted will reference the Standard & Poor's (S&P) ratings system criteria and format – however, references to the Minister's order also recognised Moody's and Fitch ratings and any of the three ratings may be used where available."

"Standard and Poor's ratings attributed to each individual institution will be used to determine maximum holdings. In the event of a disagreement between agencies as to the rating band ("split ratings") Council shall use the higher in assessing compliance with portfolio limits, but for conservatism shall apply the lower in assessing new purchases."

Financial

Investment income for the 2018/19 Financial Year as at 31 August 2019 amounted to \$1,266,893. The investment returns are added to the associated restricted funds (i.e. development contributions) that form Council's investment portfolio.

12.19 Investment Report - August 2018 (Ref: C18126837; Author: Taylor/Drayton)
(Continued)

Attachments

Attachment 1 Investment Report - August 2018 - Attachment 1 - 26 September 2018
(Under Separate Cover)

12.20 Licence Agreement - QBNFM 96.7 (Ref: C18120969; Author: Tegart/Warne)

Summary

In 2017 the Queanbeyan Community Radio QBN FM incorporated (*QBNFM*) radio station was relocated from Crawford St to the Letchworth Community Centre.

It is now appropriate to formalise this tenure by entering into a 5 year Licence Agreement for the use of the facility.

Recommendation

That:

- 1. The Council agree to the execution of a five year Licence Agreement for part of the Letchworth Community Centre with Queanbeyan Community Radio QBN FM incorporated (*QBNFM*) for the purposes of a community radio station.**
 - 2. The proposal be publicly advertised in accordance with the provisions of the *Local Government Act 1993*.**
 - 3. If no objections are received the Licence Agreement be executed.**
-

Background

QBNFM was originally located in a cottage building being part of the Crawford St Office complex but with the redevelopment of the site, QBNFM has been relocated to the Letchworth Community Centre at 28 Miller St Queanbeyan West where it occupies part of the building.

The site is shown hereunder:



QBNFM is community radio station providing local community information and news and it supports a variety of community interests and music genres in the Queanbeyan district and caters for a wide range of interests.

**12.20 Licence Agreement - QBNFM 96.7 (Ref: C18120969; Author: Tegart/Warne)
(Continued)**

QBNFM has requested that the Council execute a Licence Agreement for its use of the facility.

The site is classified as *community land* in accordance with the *Local Government Act 1993*. Accordingly, the provisions of S 47A of the Act must be observed in the licencing of the land.

A former Licence Agreement with QBNFM expired in 2012 but was not renewed and continued on a month to month tenure pending redevelopment options for the Council's Administration building. It has been the Council's practice to provide a 5 year licence for these type of activities.

It was the practice of the former Queanbeyan Council to waive rental as a demonstration Council support to this community initiative. It is proposed that only a peppercorn rental be levied for the organisation.

Implications

Legal

The Licence Agreement will be processed in accordance the provisions of the *Local Government Act 1993*. The proposal will be publicly advertised and it is proposed that the matter would only come back to the Council is there was any community objection to the Licence proposal.

Environmental

A DA will not be required for this property use.

Asset

The existing Community Centre is a recognised asset of the Council. Internal fit out of the building for the purposes of the radio station has already been carried out.

Social / Cultural

A community radio station is a great local asset and provides opportunities for local groups to receive promotion and publicity for their activities.

Engagement

As outlined there is a public exhibition process associated with the execution of the Licence Agreement.

Financial

There are only minor advertising expenses associated with this matter. The legal documentation can be prepared in house.

Program Code	Expense Type	Funding source		Amount
	Minor Operational expenses	General Fund – existing budget	\$	500

Conclusion

It is now appropriate to formalise the tenancy arrangements for QBNFM.

Attachments

Nil

12.21 Renewal of Licence Agreement - Monaro Archers (Ref: C18121082; Author: Tegart/Warne)

Summary

In 2014, the then Queanbeyan City Council entered into a 5 year Licence Agreement with the Monaro Archers for the use of part of the Letchworth Estate Reserve for the operations of an Archery Club. The Licence Agreement is due to expire on 31 December 2018 and the Club has requested that the Council renew the Licence Agreement.

It is proposed that the Licence Agreement be renewed.

Recommendation

That:

- 1. The Council agree to the execution of a five year Licence Agreement with Monaro Archers Inc. for the use of part of the Letchworth Reserve for conducting an Archery Club, training, competitions and associated activities.**
 - 2. The proposal be publicly advertised in accordance with the provisions of the *Local Government Act 1993*.**
 - 3. If no objections are received the Licence Agreement be executed.**
-

Background

The Monaro Archers (*formerly Queanbeyan Archery Club*) have used the facilities at Letchworth Reserve for many years and have requested that the Licence Agreement for the reserve be renewed as it will expire on 31 December 2018.

Letchworth Reserve is a Crown Land reserve for which the Council has been appointed as Trustee in accordance with the *Crown Lands Act 1989*, and was dedicated on 20 July 1990. This area was traditionally managed by Council in accord with that legislation but with the *Crown Land Management Act 2016* now operative the Council is entitled to classify and manage the land within the meaning of the *Local Government Act 1993*. Accordingly, the licencing of the land would now need to be in accordance with S 47A of the *Local Government Act 1993*.

The site used by the Club is the eastern portion of the reserve as shown hereunder. The western portion is subject to a separate Licence Agreement with the Dog Obedience Club:



12.21 Renewal of Licence Agreement - Monaro Archers (Ref: C18121082; Author: Tegart/Warne) (Continued)

The licensed area includes two small buildings located in the north-west corner of the site. There is a storage facility used by the Archers and their other building has been used by the Dog Club previously but has been abandoned. The Archers are keen to access the building and convert it for their use and we have been informed that there is no objection to this use.

The existing Licence has provided for public access across the area (*dotted red lines ----- shown above*) and it is proposed that these license requirements be included in the new documentation.

No reason can be seen as to why the Licence should not be renewed. The matter has been discussed with the Service Manager – Urban Landscapes and there is no change in use of the area envisaged in the foreseeable future.

The council has also written to the Dog Obedience Club seeking their intentions regarding the continuance of their Licence Agreement.

Implications

Legal

The Licence Agreement will be processed in accordance with the provisions of the *Local Government Act 1993*. The proposal will be publicly advertised and it is proposed that the matter would only come back to the Council if there was any community objection to the Licence proposal.

Environmental

A DA will not be required for this property use.

Asset

The land is a recognised asset of the Council. The buildings are covered by Council insurance as it is more realistic to include in the Council's broad property cover.

Engagement

As outlined there is a public exhibition process associated with the execution of the Licence Agreement.

Financial

There are only minor advertising expenses associated with this matter. The legal documentation can be prepared in house.

Program Code	Expense Type	Funding source		Amount
	Minor Operational expenses	General Fund – existing budget	\$	500

Conclusion

It is now appropriate to renew the Licence Agreement for this land.

Attachments

Nil

**13.1 Streetlight and Sports Field Lighting Audit (Ref: C18124871); Author:
Hansen/Cooke**

Report

Council staff have been requested to undertake an audit of all streetlight and sports field lighting in Queanbeyan, Bungendore and Braidwood.

Streetlight audits have been completed in both Bungendore and Braidwood townships, with the faulty streetlights being reported to Essential Energy for repair. A total of 3 faulty streetlights were identified in Braidwood and 24 in Bungendore.

Due to the sheer volume of streetlights in Queanbeyan, the streetlight audit in Queanbeyan has not yet been completed. Council does not currently have sufficient resources to undertake these works and this audit will be delayed until suitable resources become available.

The sporting fields lighting audits were completed in May 2018. A total of 4 sports field lights were found to be faulty, they were as follows:

- Madew Oval 1 in Queanbeyan had 1 light out near the tennis courts.
- Campese Oval in Queanbeyan had 1 light out near clubhouse.
- Rockley Oval in Googong had 2 lights out.

These lights have since all been repaired. The Urban Landscapes team regularly inspects the sports field lighting in Queanbeyan, Bungendore and Braidwood, with any faults being found or reported, promptly scheduled for repairs.

Recommendation

That the report be received for information.

Attachments

Nil

**13.2 Amendments to Companion Animals Act and new Regulations (Ref: C18126008);
Author: Richards/Tozer**

Report

Following consultation with NSW councils, amendments have been made to the *Companion Animals Act 1998* which have led to the development of the new *Companion Animals Regulation 2018*. Both the Act and the new Regulation came into effect on 31 August 2018.

Some of the key changes to the legislation include:

- The maximum penalty for some offences has increased, including, but not limited to:
 - Owner fails to register an animal when required to under the regulations. Increased from \$275-\$305
 - Owner fails to comply with a nuisance dog order. New fine - \$275
 - Owner fails to register an animal after given a council notice that requires it to be registered. Increased from \$275-\$305
 - Owner or person in charge of dog in a public place does not ensure it is under effective control by means of an adequate chain, cord or leash attached to the dog and held by or secured to the person. Increased from \$220 to \$330
 - Owner or person in charge of dog rushes at, attacks, bites, harasses or chases a person or animal whether or not injury is caused etc. Increased from \$550 to \$1320
 - Owner of a dog that is menacing or dangerous fails to comply with a control requirement. Increased from \$1320 to \$1760
 - Increased penalties for failing to allow people with a disability to take assistance animals into a public place, with fines increasing from \$880 to \$1650.
- As a further disincentive to owning problem dogs and encourage dog owners to manage their behaviour, the Act has introduced \$195 annual permits for dogs that are of a restricted breed or declared to be dangerous.
- Introduction of incentives to encourage owners to de-sex their pets. Changes include significantly cheaper lifetime registration fees for de-sexed pets and the introduction of annual permits for cats that are not de-sexed by four months (\$80)
- Development of a new and improved Companion Animals Register to increase ability to track animals throughout their life.
- A new requirement for people selling dogs and cats to display an identifying number in advertisements. The public can search these numbers for free to verify key details about cats and dogs and ensure breeders are subject to the scrutiny of authorities.

A summary of all changes can be viewed at <https://www.olg.nsw.gov.au/public/dogs-and-cats/responsible-pet-ownership-program>

Recommendation

That the report be received for information.

Attachments

Nil

14.1 Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held 9 August 2018 (Ref: C18126563; Author: Tegart/Carswell)

Summary:

The Braidwood and Curtilage Heritage Advisory Committee have submitted the Minutes of its meeting held on 9 August 2018 for Council's information and consideration.

Recommendation

That Council note the Minutes of the Braidwood and Curtilage Heritage Advisory Committee meeting held on the 9 August 2018.

Attachments

Attachment 1 Minutes of the Braidwood and Curtilage Heritage Advisory Committee held on 9 August 2018 (*Under Separate Cover*)

14.2 Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 13 September 2018 (Ref: C18126788; Author: Tegart/Carswell)

Summary:

The Braidwood and Curtilage Heritage Advisory Committee have submitted the Minutes of its meeting held on 13 September 2018 for Council's information and consideration.

Recommendation

That Council note the Minutes of the Braidwood and Curtilage Heritage Advisory Committee meeting held on 13 September 2018.

Attachments

Attachment 1 Minutes of the Braidwood and Curtilage Heritage Advisory Committee held on 13 September 2018 (*Under Separate Cover*)

14.3 Local Traffic Committee 14 August 2018 (Ref: C18118192; Author:
Hansen/Stewart)

Summary:

The Local Traffic Committee has submitted the minutes and recommendations of its meeting held on 14 August 2018 for Council's information and consideration.

Recommendation

That Council:

1. **Note the minutes of Local Traffic Committee Meeting held on 5 June 2018.**
 2. **Adopt recommendations LTC 32/18 to LTC 34/18 from the meeting held on 14 August 2018.**
 - **LTC 32/18 Under the Road Transport Act 2013 install signage as per the design at the roundabout of Kinlyside Avenue, with consideration of suggested design changes.**
 - **LTC 33/18 Under the Road Transport Act 2013 install No Entry and One Way signage as per the design on the on and off ramps of Collett Street and Monaro Street, Queanbeyan.**
 - **LTC 34/18 Under the Roads Act 1993, pending the approval of the ROL for the event and minor changes to the event documentation recommended by the committee, approve the traffic control plans and road closures for the Bungendore & Districts Car and Bike Show for Saturday 29th September 2018 including:**
 - **Road closure from 6am – 6pm on the 29th September 2018 of:**
 - **Gibraltar Street from the Royal Hotel up to Majara Street**
 - **Butmaroo Street from Turallo Terrace to the Service Station**
-

Attachments

Attachment 1 Local Traffic Committee Minutes - 14 August 2018 (*Under Separate Cover*)

14.4 The Q Board Meeting - July 2018 (Ref: C18111273; Author: Richards/Fulton)

Summary:

The Q Board has submitted the minutes of its meeting held on 30 July for Council's information.

Recommendation

That Council note the minutes of The Q Board held on 30 July 2018.

Attachments

- Attachment 1 The Q Board Meeting Minutes - July 2018 (*Under Separate Cover*) -
CONFIDENTIAL
- Attachment 2 The Q - Board Meeting - Council Official Agenda - July 2018 - V2 (*Under
Separate Cover*) - **CONFIDENTIAL**

14.5 The 2019 Australia Day Organising Committee (Ref: C18124127; Author:
Richards/Fulton)

Summary:

The 2019 Australia Day Organising Committee has submitted the minutes of its meeting held on 27 August 2018 for Council's information.

Recommendation

That Council note the minutes of the 2019 Australia Day Organising Committee held on 27 August 2018.

Attachments

- | | |
|--------------|--|
| Attachment 1 | Australia Day Organising Committee - August 2018 Agenda (<i>Under Separate Cover</i>) |
| Attachment 2 | The Australia Day Organising Committee - Minutes - August 2018 (<i>Under Separate Cover</i>) |

14.6 Youth Committee (Ref: C18122237; Author: Richards/Campese)

Summary

The Youth Committee has submitted the minutes of its meeting held on 6th August 2018 for Council's information.

Recommendation

That Council note the minutes of Youth Committee held on 6 August 2018.

Attachments

Attachment 1 Youth Advisory Committee Meeting Minutes 6th August 2018 (002) (003)
(Under Separate Cover)

14.7 Access Committee (Ref: C18122242; Author: Tegart/Campese)

Summary:

The Access Committee has submitted the minutes of its meeting held on 27 July 2018 for Council's information.

Recommendation

That Council note the minutes of Access Committee held on 27 July 2018.

Attachments

Attachment 1 ACCESS Committee Meeting Minutes 27 July 2018 (*Under Separate Cover*)

14.8 Fernleigh Park s.355 Committee minutes (Ref: C18126476; Author:
Tegart/Ferguson)

Summary:

The Fernleigh Park s.355 Committee has submitted the minutes of their meetings held on 16 May and 30 August 2018 for Council's consideration.

Recommendation

That Council receive and note the minutes of Fernleigh Park s.355 Committee meetings held on 16 May and 30 August 2018.

Attachments

- Attachment 1 Fernleigh Park s.355 Committee minutes 16 May 2018 (*Under Separate Cover*)
Attachment 2 Fernleigh Park s.355 Committee minutes 30 August 2018 (*Under Separate Cover*)

14.9 Greenways s.355 Committee minutes (Ref: C18126492; Author: Tegart/Ferguson)

Summary:

The Greenways s.355 Committee has submitted the minutes of their meeting held on 19 July 2018, together with an assessment of works required and the Bywong/Wamboin Greenways Master Plan, for Council's consideration.

Recommendation

That Council receive and note the minutes of the Greenways s.355 Committee meeting held on 19 July 2018, the assessment of works required and the Bywong/Wamboin Greenways Master Plan.

Attachments

Attachment 1 Greenways s.355 Committee meeting minutes 19 July 2018 (*Under Separate Cover*)

14.10 Araluen Area s.355 Committee membership (Ref: C18126502; Author:
Tegart/Ferguson)

Summary:

Council is asked to approve the membership of two persons who have expressed their interest in serving on the Araluen Area s.355 Committee.

Recommendation

That Council approve the membership of Ms Clare McArthur and Ms Sue Ahearn on the Araluen Area s.355 Committee.

Attachments

Nil

**16.1 Responses to Councillors' Questions (Ref: C18128371); Author: Ferguson/Ison
Report**

This report provides responses to Councillors' questions taken at Council meetings and subsequently.

Where a response has been given by staff in a meeting at the time the question was asked, the response will be recorded in the minutes.

Questions from Councillors that are classified as service requests will be dealt with through Council's Customer Action Request System (CARS) rather than included in the Councillors' Questions table.

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

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

Recommendation

That the report be received for information.

Attachments

- | | |
|--------------|---|
| Attachment 1 | Responses to Councillors' Questions (<i>Under Separate Cover</i>) |
| Attachment 2 | Responses to Councillors' Questions - with CIC (<i>Under Separate Cover</i>)
- CONFIDENTIAL |

19 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

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

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