



# **Ordinary Meeting of Council**

## **AGENDA**

**25 September 2019**

**Commencing at 5.30pm**

**Bungendore Council Chambers**



**On-site Inspections - Nil**

Queanbeyan-Palerang Regional Council advises that this meeting will be webcast to Council's website. Images and voices of those attending will be captured and published.

A recording of the meeting will be archived on the website.

To view webcasts or archived recordings, please go to [webcast.qprc.nsw.gov.au](http://webcast.qprc.nsw.gov.au)

Webcasts of Council meetings cannot be reused or reproduced in any way and are subject to copyright under the *Copyright Act 1968*.

**1 OPENING**

**2 ACKNOWLEDGEMENT OF COUNTRY**

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

**4 CONFIRMATION OF MINUTES**

- 4.1 Minutes of the Ordinary Meeting of Council held on 28 August 2019
- 4.2 Minutes of the Planning and Strategy Committee of the Whole held on 11 September 2019

**5 DISCLOSURES OF INTERESTS**

**6 ADJOURNMENT FOR PUBLIC FORUM**

**7 MAYORAL MINUTE**

**8 NOTICES OF MOTIONS OF RESCISSION**

**9 REPORTS TO COUNCIL - ITEMS FOR DETERMINATION**

- 9.1 Method of Ballot for the Election of QPRC Mayor for 2019-20.....3
- 9.2 Position of Deputy Mayor for 2019-20 .....5
- 9.3 Ballot Papers for Mayoral and Deputy Mayoral Elections .....7
- 9.4 Delegations to the Mayor and Deputy Mayor.....9
- 9.5 Council Meeting Schedule.....11
- 9.6 Weeds Advisory Committee .....13
- 9.7 Committee Delegates and Representatives for 2019-2020.....17
- 9.8 Bungendore Scout Facility - Request for Temporary Gravel Carpark - 66  
Turallo Terrace, Bungendore - MOD.2018.042.....23
- 9.9 Request for Reduction In Developer Contribution Costs - North Poplars .....27
- 9.10 QPRC Climate Change Action Plan .....31
- 9.11 Braidwood Floodplain Risk Management Study and Plan .....37
- 9.12 Integrated Transport Strategy.....41
- 9.13 Application for QPRC Community Arts Assistance Scheme Grant .....45
- 9.14 Adoption of QPRC Good Governance Framework and Legislative Compliance  
Policy .....47
- 9.15 Investment Report - August 2019.....49
- 9.16 Draft QPRC Directional Signage Policy .....51
- 9.17 Adoption of Decision Making Framework and Policy .....53

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

**BUSINESS PAPER AGENDA – 25 September 2019 Page ii**

**10 REPORTS TO COUNCIL - ITEMS FOR INFORMATION**

10.1 ACT Speedway - Fairbairn Park - Advice from ACT Government re Authorisation to Commence Night Time Events .....	55
10.2 Timber Bridge Replacement Priority List .....	57
10.3 Bungendore Water Quality .....	59
10.4 Rates Harmonisation.....	61

**11 REPORTS OF COMMITTEES**

11.1 Wamboin Hall Management s.355 Committee Minutes .....	63
11.2 Canning Close Reserve s.355 Committee Annual General Meeting minutes .....	65

**12 NOTICES OF MOTIONS**

**13 REPORTS TO COUNCIL - DELEGATES REPORTS**

13.1 Delegates' Reports.....	67
------------------------------	----

**14 QUESTIONS WITH NOTICE**

14.1 Responses to Councillors' Questions .....	69
------------------------------------------------	----

**15 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION 70**

**Confidential - Not for Publication**

**16 REPORTS FOR CLOSED SESSION**

- 16.1 Legal Costs Recovery  
*Item 16.1 is confidential in accordance with s10(A) (g) of the Local Government Act 1993 because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*
- 16.2 Water Usage Account Write-Off Due to Undetectable Leak  
*Item 16.2 is confidential in accordance with s10(A) (b) of the Local Government Act 1993 because it contains discussion in relation to the personal hardship of a resident or ratepayer and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

**17 CONCLUSION OF THE MEETING**

**LIST OF ATTACHMENTS –**

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

**Open Attachments**

- Item 9.6 Weeds Advisory Committee
- Attachment 1 QPRC Biosecurity Weed Program 2019-20 (Under Separate Cover)*
- Attachment 2 QPRC Biosecurity Program Report 2018-19 (Under Separate Cover)*
- Attachment 3 Snowy Monaro Region Biosecurity (Weeds) Advisory Committee Charter (Under Separate Cover)*
- Item 9.9 Request for Reduction In Developer Contribution Costs - North Poplars
- Attachment 1 Request for Contribution Reduction 16 July 2019 (Doc ID 401127) (Under Separate Cover)*
- Item 9.10 QPRC Climate Change Action Plan
- Attachment 1 Draft QPRC Community Climate Change Action Plan (Under Separate Cover)*
- Attachment 2 Draft QPRC Council Operations Climate Change Action Plan (Under Separate Cover)*
- Item 9.11 Braidwood Floodplain Risk Management Study and Plan
- Attachment 1 Braidwood Floodplain Risk Management Study and Plan: Volume 1: Report (Under Separate Cover)*
- Attachment 2 Braidwood Floodplain Risk Management Study and Plan: Volume 2: Figures (Under Separate Cover)*
- Item 9.12 Integrated Transport Strategy
- Attachment 1 QPRC ITS Final 21 June 2019 - Final Draft (Under Separate Cover)*
- Attachment 2 Queanbeyan PAMP & Bike Plan - 20 June 2019 - Final Draft (Under Separate Cover)*
- Attachment 3 Braidwood PAMP & Bike Plan - 20 June 2019 - Final Draft (Under Separate Cover)*
- Attachment 4 Bungendore PAMP & Bike Plan - 18 Sept 2019 - Final Draft (Under Separate Cover)*
- Item 9.14 Adoption of QPRC Good Governance Framework and Legislative Compliance Policy
- Attachment 1 QPRC Good Governance Framework (Under Separate Cover)*
- Attachment 2 Legislative Compliance Policy (Under Separate Cover)*
- Item 9.15 Investment Report - August 2019
- Attachment 1 August 2019 - Budgeted Interest Allocation by Entity (Under Separate Cover)*
- Attachment 2 August 2019 - Investment Report Pack (Under Separate Cover)*
- Attachment 3 August 2019 - Economic Commentary (Under Separate Cover)*
- Item 9.16 Draft QPRC Directional Signage Policy
- Attachment 1 Draft QPRC Directional Signage Policy (Under Separate Cover)*
- Item 9.17 Adoption of Decision Making Framework and Policy
- Attachment 1 Decision-Making Framework (Under Separate Cover)*

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

**BUSINESS PAPER AGENDA – 25 September 2019 Page iv**

- Attachment 2     *Decision-Making Framework Policy (Under Separate Cover)*
- Item 10.3    Bungendore Water Quality
- Attachment 1     *Bungendore Water Quality (Under Separate Cover)*
- Attachment 2     *Comparative Water Quality Data (Under Separate Cover)*
- Attachment 3     *Historical NSW Health water quality data for Bungendore 1-7-14 to 9-9-19 (Under Separate Cover)*
- Attachment 4     *Bungendore Drinking Water Supply System (Under Separate Cover)*
- Attachment 5     *Full quarterly NATA results Shire WTPS 20 August 28 May 2019 (Under Separate Cover)*
- Attachment 6     *Sample Operational daily reports - Bungendore Water Supply (Under Separate Cover)*
- Attachment 7     *QPRC Bungendore and Curandooly DWMS Sub Plan (ex emergency contact list) (Under Separate Cover)*
- Attachment 8     *Map of current sources of supply (Under Separate Cover)*
- Item 11.1    Wamboin Hall Management s.355 Committee Minutes
- Attachment 1     *Wamboin Hall Management s.355 Committee AGM minutes 13 August 2019 (Under Separate Cover)*
- Attachment 2     *Wamboin Hall Management s.355 Committee meeting minutes 13 August 2019 (Under Separate Cover)*
- Item 11.2    Canning Close Reserve s.355 Committee Annual General Meeting minutes
- Attachment 1     *Canning Close Reserve s.355 Committee AGM minutes 29 August 2019 (Under Separate Cover)*
- Item 13.1    Delegates' Reports
- Attachment 1     *Cr Harrison's SEATS report (Under Separate Cover)*
- Attachment 2     *RMS' SEATS report (Under Separate Cover)*
- Item 14.1    Responses to Councillors' Questions
- Attachment 1     *Responses to Councillors' Questions (Under Separate Cover)*
- Attachment 3     *Q145 - Overview of Family Day Care (Under Separate Cover)*
- Attachment 4     *Q144 - Summary of Indoor Sports Centre (Under Separate Cover)*

**Closed Attachments**

- Item 9.11    Braidwood Floodplain Risk Management Study and Plan
- Attachment 3     *Braidwood FRMS&P Community Consultation Report (Under Separate Cover)*
- Item 9.12    Integrated Transport Strategy
- Attachment 5     *Integrated Transport Strategy Consultation Report (Under Separate Cover)*
- Item 14.1    Responses to Councillors' Questions
- Attachment 2     *Responses to Councillors' Questions with Confidential Information (Under Separate Cover)*



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Bungendore Council Chambers on Wednesday, 28 August 2019 commencing at 5.30pm.

## ATTENDANCE

**Councillors:** Cr Overall (Chair), Crs Biscotti, Bray AM, Brown, Harrison, Hicks, Marshall, 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 meeting opened at 5.30pm.

### 2. ACKNOWLEDGEMENT OF COUNTRY

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

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

269/19

#### **RESOLVED (Taylor/Schweikert)**

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

The resolution was carried unanimously.

### 4. CONFIRMATION OF MINUTES

#### **4.1 Minutes of the Ordinary Meeting of Council held on 24 July 2019**

270/19

#### **RESOLVED (Taylor/Bray)**

That the minutes of the Ordinary Meeting of Council held in the Bungendore Council Chambers on Wednesday 24 July 2019 be confirmed.

The resolution was carried unanimously.

**4.2 Minutes of the Planning and Strategy Committee of the Whole held on 14 August 2019**

271/19

**RESOLVED (Hicks/Taylor)**

That the minutes of the Planning and Strategy Committee of the Whole held in the Queanbeyan Council Chambers on Wednesday 14 August 2019 be confirmed.

The resolution was carried unanimously.

**5. DISCLOSURES OF INTERESTS**

272/19

**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.

There were no disclosures.

**6. ADJOURNMENT FOR PUBLIC FORUM**

At this stage of proceedings, the time being 5.32pm, Cr Overall advised that the meeting should now adjourn for the Public Forum.

273/19

**RESOLVED (Overall/Taylor)**

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

At the conclusion of the item, the meeting resumed at 5.47pm.

**7. MAYORAL MINUTE**

There was no Mayoral Minute.

**8. NOTICES OF MOTIONS OF RESCISSION**

There were no Notices of Motion of Rescission.

**9. REPORTS TO COUNCIL - ITEMS FOR DETERMINATION**

**9.1 Braidwood Skate Park - Concept Designs for Public Exhibition**

274/19

**RESOLVED (Marshall/Schweikert)**

That Council place both designs on public exhibition for community comment for a period of 28 days, with a further report to come back to Council following consideration of any submissions received.

The resolution was carried unanimously.



**9.2 Development Application 568-2018 - Clubhouse and Amenities Building - 25 High Street, Queanbeyan East**

275/19

**RESOLVED (Bray/Biscotti)**

That:

1. Approval be granted to a variation to Part 2.5.6(b)(ii) of Queanbeyan Development Control Plan 2012 to allow for alternate means of emergency egress to be provided from the first floor for the following reasons:
  - (a) The proposed alternate solution serves the intent of the control by way of providing means of emergency egress from the first floor during a flood event.
2. Development application 568-2018 for a Recreation Area – Amenities and Club House on Lot 2 DP 815887 and Lot 12 DP 816046, 25 High Street, Queanbeyan East be granted conditional approval.

The resolution was carried unanimously.

**9.3 Development Application DA.2019.1048 - Garage/Shed and Carport - 79 The Mountain Road, Bungendore**

276/19

**RESOLVED (Taylor/Biscotti)**

That development application DA.2019.1048 for the construction of a garage/shed and carport at Lot 1 DP 1194403 No.79 The Mountain Road, Bungendore be granted conditional approval.

The resolution was carried unanimously.

**9.4 Use of Agricultural Chemicals in Public Places**

277/19

**RESOLVED (Harrison/Taylor)**

That:

1. Council prepare a draft policy on the use of agricultural chemicals in public places.
2. A further report come back to Council with a view to placing the draft policy on public exhibition.

The resolution was carried unanimously.

**9.5 Provision of Information - Notification Process**

278/19

**RESOLVED (Schweikert/Harrison)**

That where a development application is placed on notification, Council place relevant plans and documentation submitted with the application, including the Statement of Environmental Effects and third party reports, online during the notification period unless specifically designated as commercial in confidence.

The resolution was carried unanimously.

**9.6 Bungendore Roundabout - Designs and Consultation**

**MOVED (Schweikert/Bray)**

That Council:

1. Receive and note the Public Consultation Report.
2. Adopt Concept Design Option 1 for construction.
3. Install wind rated light pole/s for illumination and potential banners.
4. Retain the existing treescape as much as possible.

Cr Marshall foreshadowed a CONTRARY motion: ["That this item be deferred for a Councillor workshop on the matter."]

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

279/19

**RESOLVED (Schweikert/Bray)**

That Council:

1. Receive and note the Public Consultation Report.
2. Adopt Concept Design Option 1 for construction.
3. Install wind rated light pole/s for illumination and potential banners.
4. Retain the existing treescape as much as possible.

For: Crs Biscotti, Bray, Harrison, Hicks, Overall and Schweikert

Against: Crs Brown, Marshall, Taylor and Winchester

**9.7 Delivery Program update - January-June 2019**

280/19

**RESOLVED (Schweikert/Harrison)**

That Council note the Delivery Program update.

The resolution was carried unanimously.

**9.8 QPRC Decision-Making Framework and Policy**

281/19

**RESOLVED (Schweikert/Taylor)**

That this item be deferred to a Councillor workshop.

The resolution was carried unanimously.

**9.9 Policy - Fraud Control**

282/19

**RESOLVED (Schweikert/Hicks)**

That Council endorse and adopt the Fraud Control Policy as an interim measure, then for further development at a workshop.

The resolution was carried unanimously.

**9.10 Investment Report - July 2019**

283/19

**RESOLVED (Bray/Biscotti)**

That Council:

1. Note the 2019/20 investment income for July 2019 was \$753,060.
2. Note the investment portfolio has been made in accordance with the *Local Government Act 1993*, the Local Government (General) Regulation 2005 and Queanbeyan-Palerang Regional Council's Investment Policy.
3. Adopt the Investment Report for the month of July 2019.

The resolution was carried unanimously.

**9.11 Carry Forward/Revote of Expenditure to Financial Year 2019/20**

284/19

**RESOLVED (Biscotti/Taylor)**

That Council Carry Forward and Revote the amount of \$21,107,902 for works and projects identified in Attachment 1 into the 2019/20 financial year.

The resolution was carried unanimously.

**9.12 Financial Statements - Delegation of Authority to Planning and Strategy Committee Meeting**

285/19

**RESOLVED (Marshall/Harrison)**

That Council delegate authority for the referral of the 2019 Financial Statements to audit to the Planning and Strategy Committee meeting to be held on September 11, 2019.

The resolution was carried unanimously.

**9.13 IPART Review of Local Government Rating System - Submission to Final Report**

286/19

**RESOLVED (Harrison/Schweikert)**

That Council submit the attached responses to IPART's final Review of the Local Government Rating System report to the Office of Local Government.

The resolution was carried unanimously.

**9.14 Rates Harmonisation**

287/19

**RESOLVED (Schweikert/Harrison)**

That Council:

1. Receive and note the report on rates harmonisation.
2. 'Opt out' of the rate path freeze, and continue the rating review to introduce a new rating structure from 1 July 2020, and advise OLG accordingly.
3. Confirm the rating policy and modelling approach outlined in the report.
4. Continue to participate in the merged councils rating group, advocating to Government to consider the opportunities listed in the report.

The resolution was carried unanimously.

**9.15 Queanbeyan CBD - Stage 5 Monaro Corridor**

288/19

**RESOLVED (Bray/Taylor)**

That Council:

1. Note the report and endorse the revised scope of works for the Monaro Street Corridor and Poets Laneway.
2. Accept and reassign potential offer of up to \$10 million from the NSW Government to the Stage 5 Monaro Street Corridor (Crawford/Lowe section).
3. Raise debt of \$5.7m, and update the long term financial plan accordingly.
4. Liaise with NSW Transport (RMS) regarding design, traffic management and further funding to enable the next section of the Monaro Street Corridor to progress.
5. Continue to progress the EOI for the Morisset carpark.
6. Reconsider request from NSW Police to extend the licence to occupy Morisset carpark by further report to Council.

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

Against: Cr Marshall

**10. REPORTS TO COUNCIL - ITEMS FOR INFORMATION**

**10.1 Waste Strategy Update**

289/19

**RESOLVED (Harrison/Marshall)**

That the report be received for information.

The resolution was carried unanimously.

**10.2 Queanbeyan-Palerang Merger - 3 Years in Review**

290/19

**RESOLVED (Harrison/Hicks)**

That the information be received.

The resolution was carried unanimously.

**10.3 Canberra Region Joint Organisation - Review of Operations**

291/19

**RESOLVED (Harrison/Bray)**

That the information be received.

The resolution was carried unanimously.

**11. REPORTS OF COMMITTEES**

**11.1 Queanbeyan-Palerang Sports Council - Minutes of meeting held 5 August 2019**

292/19

**RESOLVED (Biscotti/Winchester)**

That Council note the minutes of Queanbeyan-Palerang Sports Council held on 5 August 2019.

The resolution was carried unanimously.

**11.2 Local Traffic Committee 6 August 2019**

293/19

**RESOLVED (Schweikert/Hicks)**

That Council:

1. Note the minutes of Local Traffic Committee Meeting held via correspondence for Christmas in July Event approval be confirmed (LTC 17/19).
2. Adopt recommendations LTC 17/19 to LTC 33/19 from the meeting held on 6 August 2019.

LTC 18/19 Event not supported due to conflict of runners on road with road traffic.

LTC 19/19 Approve the temporary traffic control measures for the Inward Bound Event, pending confirmation of acceptance of the conditions and the signing of the Traffic Management Plan.

LTC 20/19 Under the *Roads Act 1993* approve the temporary traffic controls for the Country Rocks Under the Stars event at Braidwood Showground from 17<sup>th</sup> October to 21 October 2019.

LTC 21/19 Under the *Roads Act 1993* approve the traffic control plans Bungendore Car Truck and Bike Show for Saturday 5<sup>th</sup> October 2019, subject to renewal of the Public Liability Insurance for the event.

LTC 22/19 Under the *Roads Act 1993* approve the traffic control plans for the Queanbeyan Oktoberfest Event to be held Friday 25<sup>th</sup> October to Sunday 27<sup>th</sup> October.

LTC 23/19 Under the *Roads Transportation Act 2013* approve the replacement of an existing 'Give-Way' sign with a 'Stop' sign and amend the road line marking at the intersection of

Lobelias Close and Woodhill Link Jerrabomberra as per the design.

LTC 24/19 Under the *Roads Transportation Act 2013* approve the upgrades to the bus zone as per the concept design, pending confirmation of compliance with guide with regard to the end of Bus Zone sign and the kerb ramp at Gorman Drive, Googong.

LTC 25/19 Under the *Roads Transportation Act 2013* approve the upgrades to the mobility parking located on Majara Street in the Bungendore Public School zone as per the concept design.

LTC 26/19 Recommend a revised report to come back through the LTC once the number of mobility parking spaces is checked to ensure compliance with current standards at Majara Street, Bungendore.

LTC 27/19 Under the *Roads Transportation Act 2013* install the timed 2 hour timed parking restrictions as per the concept design in Park Lane Braidwood.

LTC 28/19 Under the *Roads Transportation Act 2013* install the double barrier line as per the concept design at Bailey Crescent, Googong.

LTC 29/19 Under the *Roads Transportation Act 2013* install the line marking and yellow kerb line marking on Caragh Avenue, Apraisia Avenue and related intersections in Googong as per the concept design.

LTC 30/19 Under the *Roads Transportation Act 2013* install the additional Stop signs and hold line for the intersection of Ross Roads and Surveyor Street Queanbeyan, as per the concept design.

LTC 31/19 Under the *Roads Transportation Act 2013* install the safety treatments for Hoskintown Road including installation of barrier line, road edge line and new curve advisory signage as per the concept design.

LTC 32/19 Under the *Roads Transportation Act 2013* install the safety treatments for Uriarra Road, at intersection of Ross Road, Blackall Avenue and Stornaway Road Queanbeyan as per the concept designs.

LTC 33/19 Under the *Roads Transportation Act 2013* install the safety treatments for the intersection of Briars Sharrow and Captains Flat roads as per the concept designs.

The resolution was carried unanimously.

**11.3 Captains Flat Locality Committee Meeting Minutes**

294/19

**RESOLVED (Marshall/Hicks)**

That Council note the minutes of Captains Flat Locality Committee meeting held on 16 April 2019.

The resolution was carried unanimously.

**11.4 Braidwood Locality Committee Meeting Minutes**

295/19

**RESOLVED (Overall/Winchester)**

That Council:

1. Note the minutes of Braidwood Locality Committee meeting held on 15 April 2019.
2. Consider the following Recommendation BDLC02/2019 from the meeting held on 15 April 2019:

BDLC02/2019 That the report from the Nerriga Progress and Sporting Association be referred to the Urban Landscapes team for consideration and, through the Urban Landscapes team, to the next meeting of the Sports Council.

The resolution was carried unanimously.

**12. NOTICES OF MOTIONS**

**12.1 Disabled Parking at Queanbeyan Park Tennis Club**

296/19

**RESOLVED (Schweikert/Bray)**

That Council investigate the installation of disabled parking space at or close to the entrance of the Queanbeyan Park Tennis Club, and report back to Council with findings and/or recommendations.

The resolution was carried unanimously.

**12.2 Weeds Advisory Committee**

297/19

**RESOLVED (Marshall/Harrison)**

That Council receive a report at its September 2019 Ordinary meeting, on the viability and utility of establishing a Weeds Advisory Committee.

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

Against: Cr Schweikert

**13. REPORTS TO COUNCIL - DELEGATES REPORTS**

**13.1 Delegates' Reports**

298/19

**RESOLVED (Taylor/Marshall)**

That Council note the Delegates' Reports.

The resolution was carried unanimously.

**14. QUESTIONS WITH NOTICE**

**14.1 Responses to Councillors' Questions**

299/19

**RESOLVED (Taylor/Harrison)**

That the report be received for information.

The resolution was carried unanimously.

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

At this stage of the proceedings Cr Overall advised that there were items 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 matters listed below should not be dealt with in Closed Session.

There were no presentations.

**16. REPORTS FOR CLOSED SESSION**

300/19

**RESOLVED (Overall/Taylor)**

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

**Item 16.1 SCCF High Street Amenities Project**

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

**Item 16.2 Approach to Purchase Land**

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

**Item 16.3 Land Acquisition - Bungendore**

*Item 16.3 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 6.32pm to discuss the matters listed above.

**16.1 SCCF High Street Amenities Project**

301/19

**RESOLVED (Biscotti/Winchester)**

That Council:

1. Assume carriage of the High Street Amenities project on behalf of the Queanbeyan City Football Club and proceed to project manage the project using Council staff.
2. Exempt the project from the need to call tenders for the building in accordance with S55.3(i) of the *Local Government Act*, because the extenuating circumstances pertaining to time constraints and limited availability of the suppliers for the proposed structure mean that a satisfactory result would not be achieved by inviting tenders.

The resolution was carried unanimously.

**16.2 Approach to Purchase Land**

302/19

**RESOLVED (Harrison/Winchester)**

That:

1. Council receive and note the report.
2. Council endorse the sale of the land as outlined in the report with the purchaser being made aware of the issues associated with the development of the site and requirements to obtaining a DA for car park construction.
3. The land be consolidated with the lot owned by the church and that a strip of land be retained by Council to prevent direct access to the EDE.

The resolution was carried unanimously.

**16.3 Land Acquisition - Bungendore**

303/19

**RESOLVED (Marshall/Schweikert)**

That:

1. Council authorise the acquisition of the land as outlined in the report.
2. Upon the acquisition being finalised, the land be categorised as "Operational Land" in accordance with the provisions of the *Local Government Act, 1993*.

The resolution was carried unanimously.

304/19

**RESOLVED (Taylor/Winchester)**

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 6.42pm. The doors of the chambers were opened to allow the public to enter.

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

**17. CONCLUSION OF THE MEETING**

The time being 6.45pm, 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, 11 September 2019 commencing at 5.30pm.

### ATTENDANCE

**Councillor:** Cr Overall (Chair), Crs Biscotti, Bray AM, Brown, Harrison, Hicks, Marshall, 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 meeting opened at 5.30pm.

#### 2. ACKNOWLEDGEMENT OF COUNTRY

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

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

PLA095/19

**RESOLVED (Schweikert/Taylor)**

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

The resolution was carried unanimously.

**4. DISCLOSURES OF INTEREST**

PLA096/19

**RESOLVED (Taylor/Marshall)**

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

The resolution was carried unanimously. There were no disclosures.

**5. ADJOURNMENT FOR PUBLIC FORUM**

PLA097/19

**RESOLVED (Overall/Bray)**

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

At the conclusion of the Public Forum, the meeting resumed at 5.32pm

**6. REPORTS TO COUNCIL - ITEMS FOR DETERMINATION**

**6.1 Development Application 188-2018 - Alterations and Additions to Existing Industry Including New Silos, Environmental Upgrades and Sediment Ponds - 9 Bowen Place, Queanbeyan West**

PLA098/19

**RESOLVED (Hicks/Schweikert)**

That:

1. Approval be granted to a variation to a development standard of Queanbeyan Local Environmental Plan 2012 relating to the height of buildings to allow for three storage silos to exceed 12 metres in height for the following reasons:
  - (a) The applicant's written request to justify the variation to the development standard is considered to be adequate in that the applicant has satisfactorily demonstrated that compliance with the standard is unnecessary or unreasonable in the circumstances of the case, and that there are sufficient

- environmental planning grounds to justify contravening the development standard;
- (b) All three silos are significantly lower in height than the tallest existing approved silo on the site, which is over 25 metres high. The site is a long established concrete batching plant and it is considered that the three new silos do not detract visually from the appearance of the development or obstruct any significant views; and
  - (c) The height of the three silos is not considered to cause any significant impacts to the streetscape, privacy, solar access or amenity generally of adjoining properties or the locality.
2. Approval be granted to a variation to Part 2.2 – Car Parking of Queanbeyan Development Control Plan 2012 to allow for a minimum of 20 on-site car parking spaces to be provided for staff and visitors instead of the 66 spaces calculated to be required under the DCP for the following reasons:
- (a) The works associated with this development application will not intensify the existing development or generate additional car parking;
  - (b) The proposed new car parking area will considerably improve the existing development as there is currently no on-site car parking provided at the concrete batching plant. It will satisfactorily accommodate employees and visitors. It will also be required to incorporate an accessible space; and
  - (c) The objectives of the development control have been satisfied.
3. Development application 180-2018 for boundary adjustment; demolition of truck port; erection of three storage silos; installation of truck wash-out facility; truck slump stand, sediment settlement ponds and other works to improve the management of storm water and waste water; installation of dust extraction system to silo vent; and construction of a new car park on Lot 10 and Lot 11 DP 1219548 known as 172-192 Gilmore Road and 9 Bowen Place, Queanbeyan West be granted conditional approval.
4. The NSW Environmental Protection Authority (EPA) be forwarded a copy of Council's Notice of Determination.

The resolution was carried unanimously.

PLA099/19

**RESOLVED (Overall/Biscotti)**

That Council investigate options to further upgrade vegetation screening, including tree plantings, along the Canberra Avenue verge adjoining Lot 10, known as 172-192 Gilmore Road, from the Kealman Road-Canberra Avenue intersection.

The resolution was carried unanimously.

**6.2 QPRC Financial Statements 2018/19 - Referral to Audit**

PLA100/19

**RESOLVED (Harrison/Bray)**

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

1. Confirms its 2018/2019 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, and
  - d. Council's accounting and other records.
2. Confirms that the Statements present fairly the Council's 2018/2019 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. Delegates 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 2018/2019 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 2018/2019 Financial Reports.

The resolution was carried unanimously.

**7. REPORTS TO COUNCIL - ITEMS FOR INFORMATION**

**7.1 Canberra Airport Preliminary Draft Masterplan 2020-2040**

PLA101/19

**RESOLVED (Taylor/Schweikert)**

That the report be received for information.

The resolution was carried unanimously.

**8. REPORTS OF COMMITTEES**

**8.1 Minutes of the Environment and Sustainability Advisory Committee held on 31 July 2019**

PLA102/19

**RESOLVED (Marshall/Harrison)**

That Council note the minutes of the Environment and Sustainability Advisory Committee held on 31 July 2019.

The resolution was carried unanimously.

**8.2 Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 8 August 2019**

**MOVED (Marshall/Brown)**

That Council:

1. Note the minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 8 August 2019.
2. Receive a report investigating the possibility of heritage images being installed on the bins in Braidwood.

During discussion Cr Harrison foreshadowed a CONTRARY motion:  
[“That Council:

1. Note the minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 8 August 2019.
2. Consider recommendations B&C HAC 001/19 to 002/19 from the meeting held on 8 August 2019 .

B&C HAC 001/19

That Council investigate the possibility of Heritage images being installed on the bins in Braidwood.

B&C HAC 002/19

That Council investigate the possibility of the Braidwood Court House becoming State Heritage Listed.”]

**AMENDMENT (Schweikert/Hicks)**

That Council note the minutes of the Braidwood and Curtilage Heritage Advisory Committee meeting held on 8 August 2019.

The AMENDMENT (of Crs Schweikert and Hicks) was PUT and CARRIED, and became the motion.

For: Crs Biscotti, Bray, Brown, Harrison, Hicks, Overall, Schweikert and Taylor.

Against: Crs Marshall and Winchester

The motion (of Crs Schweikert and Hicks) was PUT and CARRIED.

PLA103/19

**RESOLVED (Schweikert/Hicks)**

That Council note the minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 8 August 2019.

The resolution was carried unanimously.

**9. NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION**

There were no matters.

**10. CONCLUSION OF THE MEETING**

The time being 5.59pm, Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL  
MAYOR  
CHAIRPERSON**



**ITEM 5     DECLARATION OF CONFLICTS/PECUNIARY INTERESTS**

---

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

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

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

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

**Recommendation**

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



## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.1 Method of Ballot for the Election of QPRC Mayor for 2019-20 (Ref: ; Author: Tegart/Ferguson)**

---

**File Reference:** 52.6.1

**Summary**

In accordance with Clause 15, Part 2 of the proclamation which established the Queanbeyan-Palerang Regional Council (QPRC) on 12 May 2016, the Mayor is to be elected by the Councillors for a period of two years. The first QPRC Mayoral election took place on 27 September 2017 for the 2017-2019 term. Due to the next local government general election being held in September 2020, Councillors are now required to elect the Mayor for a one-year term. Council can choose the method of ballot for the election of the Mayor, the options being open voting (show of hands), ordinary ballot (secret ballot) or preferential ballot.

---

**Recommendation**

**That the method of ballot for the position of Mayor for the 2019-2020 term be by open voting (show of hands) pursuant to Schedule 7, Part 1(3) of the *Local Government (General) Regulation 2005*.**

---

**Background**

Section 230 of the *Local Government Act 1993* provides that a mayor elected by the councillors holds that office for a period of two years. Schedule 7 of the *Local Government (General) Regulation 2005* refers to the election of the mayor by councillors. The mayoral election is held in September every two years.

The first Mayor of QPRC, Cr Tim Overall, was elected by the Councillors in September 2017 to serve until September 2019. Following this, a mayor will be elected by the Councillors to hold office until the local government general election in September 2020.

Council can choose the method of ballot for the election of mayor. These are:

- 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.

Open voting has been chosen by Council as the method of voting for the last Mayoral election in 2017, and for both Deputy Mayoral elections in 2017 and 2018.

**Returning Officer**

Clause 1 of Schedule 7 of the Regulation provides that the CEO or their delegate is the Returning Officer for the election of Mayor.

**Nominations**

Clause 2 of Schedule 7 provides that a councillor may be nominated without notice for the election of mayor 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.

**9.1 Method of Ballot for the Election of QPRC Mayor for 2019-20 (Ref: ; Author: Tegart/Ferguson) (Continued)**

---

**Election Procedure**

A detailed explanation of the Mayoral Election Procedures is available from the Office of Local Government at <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 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 to conduct the election.

**Implications*****Legal***

The election of the Mayor of QPRC is being conducted in accordance with the *NSW Local Government Act 1993* and the *NSW Local Government (General) Regulation 2005*.

**Conclusion**

Council is requested to choose the method of ballot for the election of the Mayor for the 2019-2020 term. The options are open voting, ordinary ballot or preferential ballot. It is recommended that the ballot be by open voting (show of hands).

**Attachments**

Nil

## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.2 Position of Deputy Mayor for 2019-20 (Ref: ; Author: Tegart/Ferguson)

---

File Reference: 52.6.1

**Summary**

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 Mayoral term of one year, and if so, the method of ballot.

---

**Recommendation**

That:

1. Council elect a Deputy Mayor for the Mayoral 2019-20 term.
  2. 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 that office is declared to be so elected.

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

At its meeting on 26 September 2018, Council resolved:

1. Council elect a Deputy Mayor for 2018-2019 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*.

Council elected Cr Mark Schweikert as Deputy Mayor for one year, and as this term has now concluded, Council should decide whether it wishes to elect a Councillor to the position of Deputy Mayor for the 2019-2020 Mayoral 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 Deputy Mayoral Election Procedures is available from the Office of Local Government’s website at <https://www.olg.nsw.gov.au/sites/default/files/OLG%20-%20September%202018%20mayoral%20elections%20-%20Fact%20Sheet.pdf>

**9.2 Position of Deputy Mayor for 2019-20 (Ref: ; Author: Tegart/Ferguson)  
(Continued)**

---

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 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.

Returning Officer to conduct the election.

**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 requested to determine whether it wishes to fill the position of Deputy Mayor for the Mayoral 2019-2020 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. It is recommended that the election be by open voting. The CEO is the Returning Officer for the election.

**Attachments**

Nil

## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.3 Ballot Papers for Mayoral and Deputy Mayoral Elections (Ref: ; Author: Tegart/Ferguson)**

---

**File Reference:** 52.6.1

**Summary**

**NOTE:** This recommendation will only be applicable if Council chooses to conduct the method of election of the mayor and 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 mayor and/or deputy mayor.

---

**Recommendation**

**That the ballot papers in respect of the mayoral and 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 elections of the Mayor and 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





## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.4 Delegations to the Mayor and Deputy Mayor (Ref: ; Author: Tegart/Ferguson)

---

File Reference: 52.4.3

**Summary**

It is necessary to provide delegations to the Mayor and the Deputy Mayor to enable Council to operate outside the Ordinary meetings.

---

**Recommendation**

**That pursuant to Section 377(1) of the *Local Government Act 1993*, the delegations to the Mayor <Name> and 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 CEO/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 CEO/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.

9.4 Delegations to the Mayor and Deputy Mayor (Ref: ; Author: Tegart/Ferguson)  
(Continued)

---

**Implications**

***Legal***

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

**Conclusion**

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

**Attachments**

Nil

## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

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

---

File Reference: 52.3.2

**Summary**

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

---

**Recommendation**

**That Council reaffirm the following meeting schedule:**

- 1. Planning and Strategy Committee meetings be held on the second Wednesday of each month except December and January, in the Council Chambers, Queanbeyan, commencing at 5.30pm and concluding no later than 9.30pm.**
  - 2. 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. An Ordinary Council meeting be held on the third Wednesday of December at 5.30pm in the Council Chambers, Bungendore, the agenda for which may include any planning matters that require Council's consideration.**
  - 4. The agenda for the Ordinary meeting to be held in January each year include any planning matters that require Council's consideration.**
  - 5. At all Council and Committee meetings, an adjournment of 30 minutes for a meal break be scheduled after two hours.**
- 

**Background**

Council is required to meet formally at least ten times per annum, 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.

Council may choose to retain its existing schedule or set a different schedule. It is recommended that Council retain its existing schedule, as resolved at its meeting on 24 October 2018:

1. Council replace the Planning and Strategy Committee meeting in December with an Ordinary meeting on the third Wednesday, 19 December 2018, at 5.30pm in the Council Chambers, Bungendore.
2. The agenda for the Ordinary meeting on 19 December 2018 include any planning matters that require Council's consideration.
3. The agenda for the Ordinary meeting to be held on 23 January 2019 include any planning matters that require Council's consideration.
4. Council amend its meeting schedule to include, as an ongoing arrangement, an Ordinary meeting on the third Wednesday of December each year, with the inclusion of any planning matters that require Council's consideration.

**9.5 Council Meeting Schedule (Ref: ; 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 and time limits of meetings and workshops.

***Policy***

Council adopted its new Code of Meeting Practice on 24 April 2019, based on the Model Code released by the Office of Local Government. Clause 18 of the Code refers to the time limits on Council and Committee meetings as follows:

**18 TIME LIMITS ON COUNCIL MEETINGS**

- 18.1 Meetings of the council and committees of the council are to conclude no later than **9.30pm** with a 30 minute meal break called at **7.30pm**. If the Chair believes the meeting is close to dealing with all of its business at 7.30pm then he/she can move to continue the agenda until all remaining business is dealt with.
- 18.2 If the business of the meeting is unfinished at 9.30pm, then the Chair may move to extend the time of the meeting by a further 30 minutes.
- 18.3 If the business of the meeting is unfinished at 9.30pm, and the council does not resolve to extend the meeting, the chairperson must either:
  - (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
  - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
  - (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

***Social / Cultural***

The issues of safety and wellbeing of Councillors and staff are important factors to take into consideration when setting the schedule and time limits 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 requested to reaffirm its existing schedule and time limits for Ordinary and Committee meetings and workshops, which have been set to ensure that the issues of safety and wellbeing of Councillors and staff are addressed.

**Attachments**

Nil

## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.6 Weeds Advisory Committee (Ref: ; Author: Thompson/Holloway)

---

File Reference: 24.3

**Summary**

This report responds to a motion moved at Council's meeting of 28 August 2019, that Council receive a further report on the viability and utility of establishing a Weeds Advisory Committee.

---

**Recommendation**

**That Council consider establishing a Local Weeds Advisory Committee.**

---

**Background**

At its meeting of 28 August 2019 it was resolved that:

*Council receive a report at its September 2019 Ordinary meeting, on the viability and utility of establishing a Weeds Advisory Committee (297/19).*

The background to the motion noted that:

- Councillors are often asked about Council's actions to control weeds
- Comments made about an apparent lack of coordination in regard to weed control
- There is some lack of understanding among the community about Council's powers
- There is a lack of oversight of Council's actions in relation to weeds
- There is no regular reporting to Council meetings, committees or workshops

Reference was also made to the Snowy-Monaro Regional Council's Biosecurity (Weeds) Advisory Committee (Charter attached).

While the former Palerang and Queanbeyan City Councils had strong Noxious Weeds programs, the QPRC Biosecurity Program is still struggling to function effectively following the merger. In addition the team has faced a decrease in grant and Council funding and associated weed officer numbers while facing the implementation of new legislation and reporting requirements.

NSW Department of Primary Industries (DPI) recently published a *Standard for Weed Management Capacity in New South Wales*. On 10 September 2019, Council was advised that the Standard will be implemented with Local Control Authorities over the next six months and that participation is mandatory. QPRC must submit a self-assessment audit by 4 October 2019, after which DPI will assess the results and contact Council to start addressing identified gaps and weaknesses.

QPRC is currently an active member of the South East Regional Weeds Committee and Weeds Action Program sub-committee. Council is a partner in the South East Weeds Action Program 2015-20 (SEWAP) with LLS, from which we receive annual support funding, and operate under guidance from the *South East Regional Strategic Weed Management Plan 2017-2022* and State documents. Staff regularly collaborate with surrounding councils and participate in weed management research projects. Biosecurity weeds officers regularly attend public events, provide advice on weed-related enquiries, and interact with landholders during property inspections on a daily basis.

Biosecurity activity statistics are reported to Council every quarter, however more detailed reports can be tabled if required. A draft internal annual report is attached, based on the regional reporting requirements for SEWAP. A draft internal guiding document for the program

**9.6 Weeds Advisory Committee (Ref: ; Author: Thompson/Holloway) (Continued)**

---

in 2019-20 is also attached. Feedback from Councillors regarding the type and detail of information that would be useful to them is requested.

***Should Council have a Weeds Advisory Committee?***

Council's biosecurity staff accept that the program is currently running at lower effectiveness than desired, however this is mostly due to known factors that are progressively being addressed. The immediate major problem is the lack of resources to deliver the program as planned, and if that can potentially be improved through committee recommendations to Council, then the diversion of staff time to support the committee would be worthwhile. Beyond the immediate issue of resourcing, there would be potential benefits of a local committee particularly if that was identified in the upcoming DPI audit.

The attached Charter for the Snowy Monaro Region Biosecurity (Weeds) Advisory Committee may provide a guide to Council on what the Terms of Reference for such a Committee might look like. Council examines its committee structures at the September meeting of Council to which this report is being made. Therefore, if Council resolves to proceed with such a committee, it is suggested that Council nominate one Councillor representative and one alternate to attend. In addition, up to six community representatives should be sought. It is important that the community members on the Committee represent both a wide geographic area and have a wide range of biosecurity interests (i.e. it is important that the agenda of the meeting is not captured by representatives with a narrow focus on one particular area or one type of weed). Representatives from government agencies can be invited by staff as appropriate.

Once these members are in place a Terms of Reference based on meeting quarterly can then be developed for Council's consideration.

**Implications*****Environmental***

Weeds are one of the major threats to Australia's natural environment. Major weed invasions change the natural diversity and balance of ecological communities. These changes threaten the survival of many plants and animals because the weeds compete with native plants for space, nutrients and sunlight. Weeds are excellent at surviving and reproducing in disturbed environments, including drought and are often the first species to colonise and dominate in these conditions.

***Economic***

The financial costs of weed control in agriculture can be estimated as the costs of chemicals, the associated money costs such as fuel for vehicles, and the cost of hired and contract labour. Most areas of the state have now been invaded by a diversity of weed species affecting the environment, productivity, and aesthetics of the infested areas.

***Engagement***

There is potential to improve engagement with local land managers, weed management professionals, experts in the management of priority assets and the general public.

***Financial***

The direct financial cost of weed control is the expenditure on labour and herbicides. The war against weeds can only be reduced by increasing the weed control effort and so increasing financial costs. Some councils have introduced environmental rates as a new levy dedicated to weed, biodiversity, catchment and other environmental measures.

**9.6 Weeds Advisory Committee (Ref: ; Author: Thompson/Holloway) (Continued)**

---

***Resources (including staff)***

The Biosecurity program has limited resources to support a new advisory committee, however if the meetings are infrequent and significant additional works are not expected as outcomes from meetings then it should be achievable. Staff and drone technology are deployed for weed mapping and inspections.



It is also noted member councils of the CRJO have raised concerns with resourcing and skills impacts as a consequence of the new Biodiversity legislation.

There is the potential of new weed invasion from species inadvertently introduced with feed brought in from other states during the drought.

**Conclusion**

A Weeds Advisory Committee could provide additional input for Council from affected stakeholders. Given the 12 month term of the remaining Council, if Council does go ahead with the Committee it will, in effect, be effectively a trial and the matter can be further reviewed in September 2020.

**Attachments**

- |                                                                                                  |                                                                                                    |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Attachment 1                                                                                     | QPRC Biosecurity Weed Program 2019-20 ( <i>Under Separate Cover</i> )                              |
|  Attachment 2  | QPRC Biosecurity Program Report 2018-19 ( <i>Under Separate Cover</i> )                            |
|  Attachment 3 | Snowy Monaro Region Biosecurity (Weeds) Advisory Committee Charter ( <i>Under Separate Cover</i> ) |





## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.7 Committee Delegates and Representatives for 2019-2020 (Ref: ; Author: Tegart/Ferguson)**

---

**File Reference:** 52.3

**Summary**

Council is asked to appoint its representatives and delegates to a number of Council, regional, advisory and locality committees, and external organisations for the coming year. All nominees are required to accept nomination before being formally appointed. It is recommended that Council determine the method of voting to be by open voting, should there be more than one nomination for a particular committee.

---

**Recommendation**

**That:**

- 1. Council call for nominations for delegate/s for each of the committees and organisations that require Council's representation.**
  - 2. If more than one nomination is received for a delegate's position, determine that the method of ballot for the election be by open voting (show of hands), pursuant to Schedule 7, Part 1(3) of the *Local Government (General) Regulation 2005*.**
  - 3. Council formally appoint its delegates to all Council, regional, advisory and locality committees and external organisations for 2019-2020 to the next local government election.**
- 

**Background**

The most appropriate delegates should 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.

Councillors may nominate themselves and/or other Councillors for each committee or organisation. If nominated by another Councillor, the nominee must accept nomination prior to appointment.

If there are two or more nominations for each position as delegate or representative, an election may take place. It is recommended that any such election be conducted by open voting (show of hands).

Council's attention is drawn to several new or changed committees that require a delegate.

**Weeds Advisory Committee**

Council resolved at its meeting on 28 August 2019 as follows:

**297/19 RESOLVED** That Council receive a report at its September 2019 Ordinary meeting on the viability and utility of establishing a Weeds Advisory Committee.

A separate report on this matter is included in the business paper and should be considered prior to this item.

**9.7 Committee Delegates and Representatives for 2019-2020 (Ref: ; Author: Tegart/Ferguson) (Continued)**

---

Woodlawn Eco-Precinct Community Liaison Committee

The Woodlawn Eco-Precinct Manager for Veolia Environmental Services (Australia) Pty Ltd, has asked for a QPRC representative to attend their quarterly Committee meetings. Veolia's obligations within its project approval requires representatives from the community, including local councils, to have input into their community consultation process. Accordingly, they believe that input from QPRC, as a neighbouring Council, would be beneficial to the Committee.

The Committee meets quarterly at Veolia's Woodlawn Eco-Precinct, 619 Collector Road, Tarago.

QPRC District Liaison Committee

The District Liaison Committee is a committee formed under obligation within the Rural Fire District Service Agreement (RFDSA) for the Lake George Zone. Council (through both the former Palerang and Queanbeyan City Councils) and the Commissioner of the NSW RFS are signatories to the RFDSA.

The agreement is governed by the RFS Service Standard 1.3.4 which directs that all parties that have entered into a RFDSA will form a Liaison Committee. Service Standards are developed in line with Section 13 of the *Rural Fires Act 1997*.

The establishment of the Liaison Committee is further governed by the RFS Standard Operating Procedure 1.3.4-1, with the main function of the Committee being to monitor the performance of the agreement. The membership of the Committee is set out below:

- i) one Councillor
- ii) the CEO of the Council or their delegate
- iii) one volunteer rural fire fighter from the district appointed by the local branch of the NSW Rural Fire Service Association Inc
- iv) one member of staff from the NSW RFS zone nominated by the Zone Manager and approved by the Regional Manager for the Zone, and
- v) The Zone Manager who will be the Liaison Committee's Executive Officer.

The Committee meets a minimum of two times in each calendar year. The appointment process and length of tenure of the representatives for the Liaison Committee remains a matter for Council to determine in consultation with the Rural Fire Service. Appointment through the Council committee representative process as reviewed annually, would be an appropriate way of managing liaison committee representation.

The Service Agreement covers finance, district equipment, land and buildings, administrative, accounting and maintenance services, insurance and related covenants and key performance indicators. The first task of the Liaison Committee will be to create a new agreement, and this will be facilitated by Council's Emergency Management and WHS Specialist.

Prior to amalgamation, delegates of the CEO have been the equivalent of the Chief Financial Officer/Manager Finance.

Australia Day Organising Committee

This Committee organises activities to celebrate Australia Day in Queanbeyan, Bungendore, Braidwood and Captains Flat.

**9.7 Committee Delegates and Representatives for 2019-2020 (Ref: ; Author: Tegart/Ferguson) (Continued)**

The 2018-19 membership comprised Cr Schweikert, Cr Hicks, the Portfolio GM Community Choice, the Service Manager Recreation & Culture, and nine community group representatives.

The Braidwood event was organised by Nick Fry and Michelle Griggs at the Braidwood Servicemen's Club. Cr Hicks organised the Captains Flat event and Sharon Baxter-Judge organised the Bungendore event. As Ms Baxter-Judge has advised that she is unable to organise the Bungendore event in 2020, Council is invited to nominate a Councillor or community member to take over this role.

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

	COMMITTEE	CURRENT DELEGATE	Frequency
	<b>COUNCIL COMMITTEES</b>		
1	Planning and Strategy Committee of the Whole	Whole Council	Monthly
	<b>ORGANISATIONAL COMMITTEES</b>		
2	Audit, Risk and Improvement Committee	Cr Harrison and Portfolio GM Organisation Capability	Quarterly
3	Australia Day and Community Awards Committee	Mayor, Portfolio GM Community Choice, Service Manager Recreation and Culture	As required
4	Australia Day Organising Committee	Cr Schweikert, Cr Hicks, Portfolio GM Community Choice and Service Manager Recreation and Culture (Note: Council may nominate a person for organising the Bungendore event)	As required
5	Consultative Committee on Aboriginal Issues	Cr Marshall	Quarterly
6	Dangerous Dog Panel	Cr Taylor, Service Manager Communications & Customer Service	As required
7	Disability Access Committee	Cr Bray	As required
8	CEO Performance Review Committee	Mayor, Deputy Mayor, Crs Brown and Hicks	Six-monthly
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
	<b>STATUTORY COMMITTEES</b>		

**9.7 Committee Delegates and Representatives for 2019-2020 (Ref: ; Author: Tegart/Ferguson) (Continued)**

13	Dargues Reef Community Consultative Committee	Cr Harrison	As required
14	District Liaison Committee	One Councillor; CEO; RFS representatives	Biannually
15	Integrated Water Cycle Management Project Reference Group	Cr Marshall	As required
16	Lake George Bush Fire Management Committee	Cr Overall	Biannually
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
	<b>LOCALITY COMMITTEES</b>		
20	Araluen	Crs Winchester and Marshall	Biannually
21	Braidwood	Crs Overall and Noveska	Biannually
22	Bungendore	Crs Schweikert and Biscotti	Biannually
23	Burra	Crs Hicks and Taylor	Biannually
24	Captains Flat	Crs Hicks and Marshall	Biannually
25	Wamboin	Cr Harrison	Annually
	<b>ADVISORY COMMITTEES</b>		
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 Town Centre and Environs Committee	Staff	Quarterly
29	Captains Flat Floodplain Risk Management Committee	Has ceased to exist but will be re-formed in the future	
30	Cultural Development and Public Arts Advisory Committee	Cr Noveska (Chair); one Councillor as alternate Chair; Service Manager Recreation & Culture or Cultural Development Coordinator	Quarterly
31	Economic Advisory Panel	Cr Brown	Quarterly
32	Environment and Sustainability Advisory Committee	Cr Marshall	Quarterly
33	Q Advisory Board	Cr Noveska, Chair Cultural Advisory Committee; Portfolio GM Community Choice	Bi-monthly
34	Queanbeyan Flood Management Committee	Cr Harrison	As required
35	QPRC Heritage Advisory Committee	Crs Schweikert and Marshall; QPRC Heritage Advisor; Portfolio GM Natural and Built Character	Bi-monthly

**9.7 Committee Delegates and Representatives for 2019-2020 (Ref: ; Author: Tegart/Ferguson) (Continued)**

36	Queanbeyan Showground Advisory Committee	Cr Taylor	As required
37	Tourism Advisory Board	Cr Schweikert	Quarterly
38	Weeds Advisory Committee	Two Councillors (see separate report)	
39	Youth Advisory Council	Cr Taylor, Cr Winchester (Chair and Deputy Chair to be elected from community membership)	Quarterly
	<b>REGIONAL COMMITTEES</b>		
40	ACT-NSW Cross Border Illegal Dumping Steering Committee	Portfolio GM Community Connections	As required
41	Canberra Airport Community Aviation Consultation Group	Cr Brown and CEO	Quarterly
42	Canberra Region Joint Organisation (CRJO)	Mayor, Deputy Mayor as alternate	Bi-monthly
43	Community Safety Precinct Committee – Monaro Local Area Command	Crs Overall and Schweikert	As required
44	ACT and Region Catchment Management Coordination Group	CEO or Staff nominee	Quarterly
45	South-East Weight of Loads Group	Staff	As required
46	South East Australia Transport Strategy (SEATS)	Cr Harrison and Portfolio GM Community Connections	Quarterly
47	Southern Joint Regional Planning Panel	Cr Harrison Cr Brown (alternate)	As required
48	Southern Tablelands Arts Board	Portfolio GM Community Choice	As required
49	Upper Murrumbidgee Catchment Network	Portfolio GM Natural Built Character or Staff Nominee	Quarterly
50	WaterNSW (Local Government Reference Panel)	Staff	As required
51	Woodlawn Eco-Precinct Community Liaison Committee (Veolia)	One Councillor	Quarterly
	<b>WORKPLACE COMMITTEES</b>		
52	Risk Committee	Management representatives and staff representatives	Bi-monthly
53	Workplace Consultative Committee	Management representatives and staff/union representatives	Monthly
54	Workplace Health and Safety Committee	Management representatives and staff representatives	Monthly
55	Workplace Innovation Group	Staff	Bi-monthly
56	Workplace Access Committee (TBC)	Staff	Half-yearly

**9.7 Committee Delegates and Representatives for 2019-2020 (Ref: ; Author: Tegart/Ferguson) (Continued)**

---

**Implications**

***Legal***

The method of ballot (open voting) is recommended in accordance with Schedule 7, Part 1(3) of the *Local Government (General) Regulation 2005*.

**Conclusion**

Council is asked to appoint its delegates and representatives to committees and external organisations for 2019-2020, and if voting is required, the method of ballot be by open voting (show of hands). All nominees must accept nomination prior to appointment to each Committee and organisation.

**Attachments**

Nil

## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.8 Bungendore Scout Facility - Request for Temporary Gravel Carpark - 66 Turallo Terrace, Bungendore - MOD.2018.042 (Ref: ; Author: Thompson/Palmer)**

---

**File Reference:** MOD.2018.042

**Summary**

Bungendore Scout Group is seeking an Occupation Certificate for the newly constructed hall, administration and canoe store buildings at 66 Turallo Terrace, Bungendore with a gravel surfaced car park, rather than the all-weather bitumen sealed carpark required as part of the approval.

---

**Recommendation**

**That:**

- 1. Council issue a conditional Interim Occupation Certificate for the Bungendore Scout Group hall, administration and canoe store buildings allowing a temporary cement stabilised gravel surface car park and access from Turallo Terrace. Temporary line marking and delineation of the disabled parking space must be implemented.**
  - 2. The Bungendore Scout Group complete the car park and access from Turallo Terrace in accordance with the engineering conditions on MOD.2018.042 with an all-weather, two coat bitumen seal within three years of initial occupation of the Hall and prior to issuing of the final Occupational Certificate.**
- 

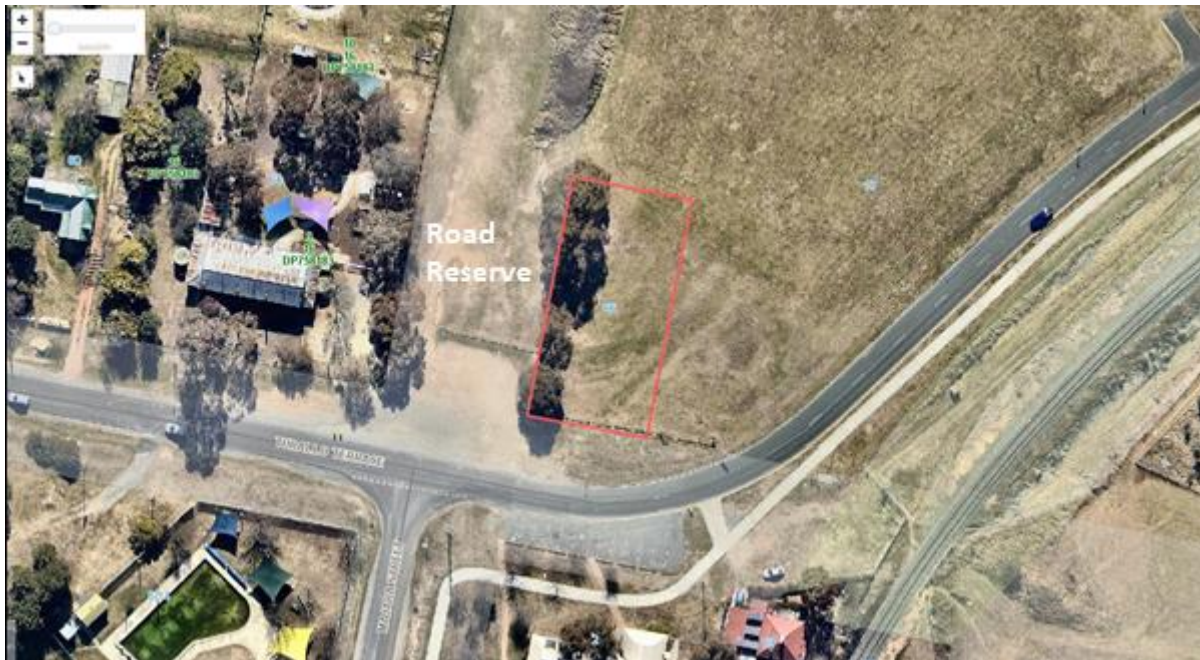
**Background**

In early 2013, Scouts Australia NSW lodged a development application for the Bungendore Scout Group combined community facility hall, administration building and canoe store located at 66 Turallo Terrace, Bungendore. The determination for the development application was issued on 28 May 2013 for DA.2013.050 and LGA.2013.049.



**9.8 Bungendore Scout Facility - Request for Temporary Gravel Carpark - 66 Turallo Terrace, Bungendore - MOD.2018.042 (Ref: ; Author: Thompson/Palmer)  
(Continued)**

---



***Figure 1 – Site of Scout Hall shown outlined in red.***

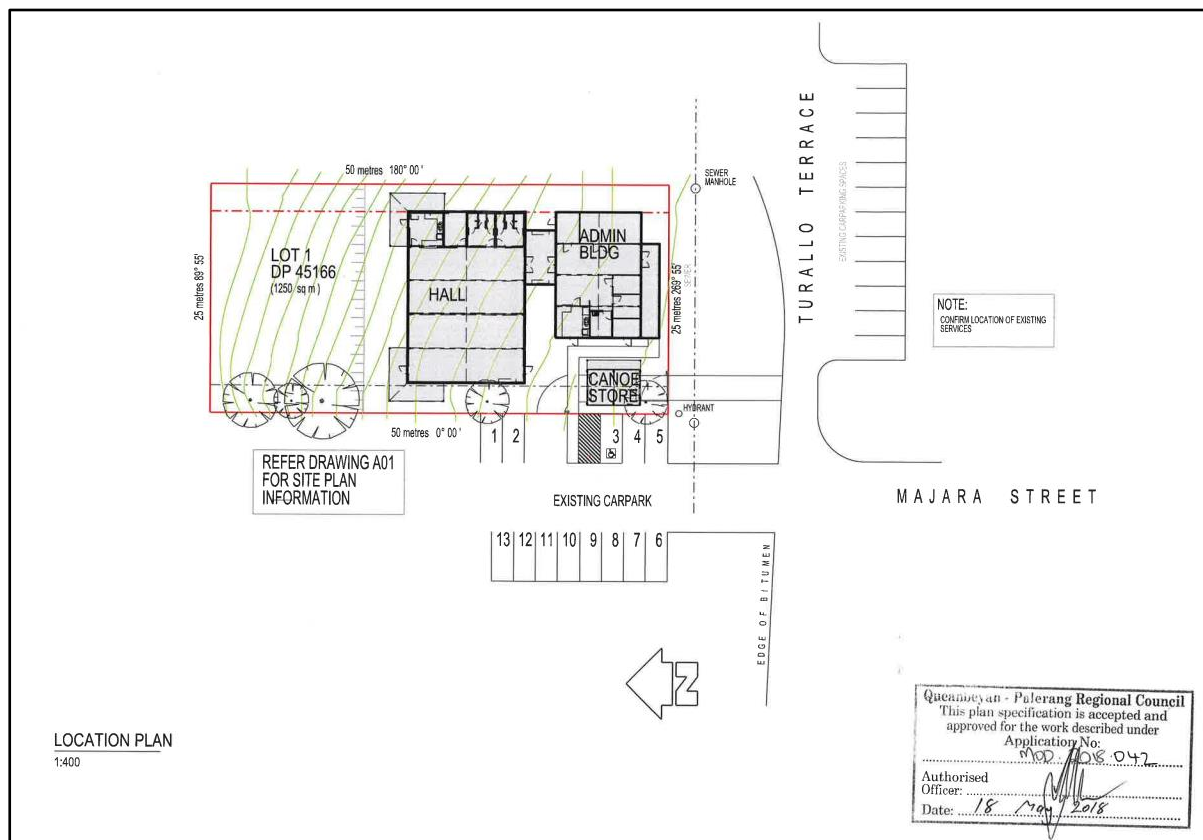
Scouts Australia NSW subsequently lodged a modification to the development application to change the original building footprint by separating the hall, administration and canoe store into three separate buildings with the hall and administration buildings connected by a linkway.

The provision for the construction of the unformed section of Majara Street to the west of the site with an all-weather bitumen seal for the frontage of the development remained as an engineering condition to the development consent. This section of Majara Street was intended to be the car park for the Scout Hall. The modification MOD.2017.101 was determined on 7 November 2017.

Scouts Australia NSW lodged a second modification to the development application to include tree removal, deletion of the mezzanine and submission of the car parking plan. The car park was to be located within the existing Council Road Reserve for the unformed section of Majara Street, north of Turallo Terrace. The provision for an all-weather bitumen sealed car park with 13 spaces was included as an engineering condition in conjunction the construction of the Majara Street frontage. The modification MOD.2018.042 was determined on 18 May 2018.



**9.8 Bungendore Scout Facility - Request for Temporary Gravel Carpark - 66 Turallo Terrace, Bungendore - MOD.2018.042 (Ref: ; Author: Thompson/Palmer)  
(Continued)**



**Figure 2 – Scout Hall showing car parking in unformed Majara Street road reserve.**

Scouts Australia NSW engaged Sheds Shade and Turf Pty Ltd as the builder and lodged a Construction Certificate application based on the submitted plans for the second modification that included the part construction of Majara Street incorporating the 13 space all-weather bitumen sealed car park. The construction certificate CC.2018.022 was issued on 16 May 2018.

### **Status**

The construction of the hall, administration and canoe store buildings were completed in early August 2019. A representative of the Bungendore Scout Group sent written correspondence to Council on 8 September 2019 stating they have received advice from Local and State Politicians, and questioned the necessity of the all-weather car park claiming that another grant of \$200,000 would be required to complete development and that a gravel car park would suffice while comparing current car parking arrangements at the neighbouring pre-school and Bungendore swimming pool.

Council's Development Engineers do not support a gravel surfaced car park within the Council Road Reserve adjacent to a new development. All new development should be constructed to the latest standards. Subsequently, a gravel surfaced gravel car park does not comply with Australian Standard requirements for disabled parking as conditioned for the development. In addition because the carpark is in Council's road reserve Council will inevitably end up maintaining the carpark and as such should insist that the carpark be sealed.

**9.8 Bungendore Scout Facility - Request for Temporary Gravel Carpark - 66 Turallo Terrace, Bungendore - MOD.2018.042 (Ref: ; Author: Thompson/Palmer)**  
**(Continued)**

---

The area of the car park including the access from Turallo Terrace is 490m<sup>2</sup>. Referring to Rawlinson Australian Construction Handbook 2019 Edition 37, the rate for constructing a bitumen sealed car park including pavement, lighting, drainage, kerb and gutter is \$87/m<sup>2</sup> equating to \$42,630. This is significantly less than the additional \$200,000 claimed by the Bungendore Scout Group. The rate for the two coat bitumen seal only is \$18/m<sup>2</sup> equating to \$8,820.

While staff do not support waiving the requirement for a properly constructed and sealed carpark, staff would support the carpark having a temporary cement stabilised gravel surface and access from Turallo Terrace to allow more time for the Scouts to raise funds for the final bitumen sealing of the carpark. This could be facilitated by issuing a conditional Interim Occupation Certificate for the Scout Hall, administration and canoe store buildings with a requirement that an all-weather two coat bitumen seal must be provided within three years of interim occupation and prior to the issuing of the final Occupational Certificate.

Temporary linemarking and delineation of the disabled parking space should be implemented as part of the temporary carpark.

***Engagement***

Council continue to liaise with the Bungendore Scout Group regarding the conditional Interim Occupational Certificate and requirements for the final Occupational Certificate. The proposal to do so does not require public exhibition.

**Conclusion**

While Council cannot support waiving the requirement for a sealed carpark for new development (especially where Council has allowed that carpark to be constructed on a Council managed road reserve) it would be reasonable to allow interim occupation of the buildings nearing completion providing:

- A temporary cement stabilised carpark and access is provided immediately; and
- That the carpark is completed with an all-weather two coat bitumen seal within 3 years of the initial occupation of the building.

**Attachments**

Nil

## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.9 Request for Reduction In Developer Contribution Costs - North Poplars (Ref: ; Author: Thompson/Brown)**

---

**File Reference:** 24.4.12

**Summary**

This purpose of this report is to provide Council with advice in respect of a request for a reduction in developer contribution fees for approved commercial development at North Poplars.

---

**Recommendation**

**That:**

- 1. Council dispense with the collection of developer contribution fees for the Tomsitt Drive intersection under the *South Jerrabomberra Local Infrastructure Contributions Plan 2018* as the works have been carried out in kind.**
  - 2. That Council note that the reduction equates to approximately \$17,135 per hectare from \$150,311.46 to \$133,777.20 per hectare (subject to CPI updates)**
  - 3. Where contribution charges have already been paid in respect of current development consents, the appropriate portion of contributions paid be refunded or reduced accordingly.**
- 

**Background**

Council recently approved a number of development applications in Ferdinand Lane, Jerrabomberra to allow for a range of commercial developments to be constructed at North Poplars on Tomsitt Drive. The developers of this land are Poplars Developments Pty Ltd.

As part of the determination of the development applications (DAs), developer contributions were required to be paid to the Council consistent with the provisions of *South Jerrabomberra Local Infrastructure Contributions Plan 2018*. The developer contribution fees calculated for the DAs at the time was \$150,311.46 per hectare.

Poplars Developments Pty Ltd have now written to Council requesting that Council give consideration to reducing the developer contribution fees calculated for the DAs. A copy of that correspondence is shown at Attachment 1. The arguments put forward in respect of this request are summarised as follows:

1. The developers were previously required to construct significant intersection works as part of the original DA for the subdivision of the land (DA192-2016). This was to provide the required access to the land from Tomsitt Drive. No contribution plan applied to the land at that time.
2. The new DA consents for the construction of the commercial premises were issued after the *South Jerrabomberra Local Infrastructure Contribution Plan 2018* was adopted by Council. Accordingly contributions under that plan were subsequently levied on the new commercial developments at the rate of \$150,311.46 per hectare. This figure included costs for infrastructure works associated with the construction of the intersection on Tomsitt Drive.
3. In the meantime, Council received a significant grant from the State Government for infrastructure works at South Jerrabomberra including for the remaining intersection works on Tomsitt Drive. Accordingly the *South Jerrabomberra Local Infrastructure Contribution Plan 2018* has been amended to remove a number of costs, including

### 9.9 Request for Reduction In Developer Contribution Costs - North Poplars (Ref: ; Author: Thompson/Brown) (Continued)

works associated with the construction of the intersection. That amended contributions plan is currently on exhibition.

4. The developers have previously provided the intersection works as 'works-in-kind', and it is reasonable that these previous costs be considered when calculating fees under the current contribution plan which includes contributions towards those intersection works.

The arguments put forward by the developers have merit. Under the revised contributions plan currently being exhibited there are no costs for the intersection works as a large component of the works have already been provided by the developers and Council has received a grant to complete the remainder of the works.

Effectively, even if Council receives the contributions for the intersection it cannot use them because the works have already been carried out as works in-kind.

Therefore it is considered reasonable and appropriate that the developer contribution fees determined for development applications approved to date be reduced proportionately to recognise the previous works undertaken by the developers.

The total contribution costs attributed to North Poplars under the existing *South Jerrabomberra Local Infrastructure Contribution Plan 2018* are \$1,145,373. Of this, North Poplars is required to contribute \$126,525 towards costs associated with the intersection (the remainder is primarily off-site road contributions). This represents 11.04% of the total costs attributed to North Poplars under the plan. Accordingly it is reasonable that the contributions calculated for each DA be also reduced by 11%. The table below shows the amount that each DA would be reduced by.

<b>Development</b>	<b>Contribution Calculated at Time of Approval</b>	<b>Reduction Applicable as a Result of Intersection Works Being Carried out In-Kind</b>	<b>Total Contributions Payable</b>
DA 96-2019 2 Ferdinand Lane Service Station	\$38,635.42	\$4,249.90	\$34,385.52
DA 446-2018 6 Ferdinand Lane McDonalds Restaurant	\$48,127.81	\$5,294.06	\$42,833.75
DA 507-2018 9 Ferdinand Lane Aldi Supermarket	\$126,637.45	\$13,930.12	\$112,707.33
DA 505-2018 10 Ferdinand Lane KFC Restaurant	\$51,395.17	\$5,653.47	\$45,741.70
DA 549-2018 14 Ferdinand Lane Medical Centre	\$43,745.51	\$4,812.01	\$38,933.50
Subtotal	\$308,541.36	\$33,939.56	\$274,601.80

In some cases the developments have commenced and the have been contributions paid. In those cases the proportion of the contributions paid towards the intersection will be refunded

**9.9 Request for Reduction In Developer Contribution Costs - North Poplars (Ref: ; Author: Thompson/Brown) (Continued)**

---

to the applicant. Where contributions are yet to be paid because the development is yet to commence, an adjustment to the schedule listing the contributions to be paid will be made.

**Implications*****Financial***

The *South Jerrabomberra Local Infrastructure Contribution Plan 2018* allows for works-in-kind to be provided by developers and for this to be recognised in any subsequent contribution.

Poplars Developments Pty Ltd carried out the works to the Tomsitt Drive intersection required under the Contribution Plan as works-in-kind. As such Council no longer has any reason to collect fees for that purpose.


As such any charges on DAs made under the Contribution Plan to date for the Tomsitt Drive intersection should be refunded or recalculated to take into account that the works were carried out in-kind.

Contributions for Water and Sewer are unaffected by the changes.

**Conclusion**

It is considered appropriate and reasonable that the identified developer contributions for this DA be reduced as outlined in this report.

**Attachments**

Attachment 1 	Request for Contribution Reduction 16 July 2019 (Doc ID 401127) ( <i>Under Separate Cover</i> )
-----------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------



## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.10 QPRC Climate Change Action Plan (Ref: ; Author: Thompson/Pensini)

---

File Reference: 25.2.1

**Summary**

Consideration of climate change is a significant issue committed to by Council through its Delivery Program and actioned through the development and implementation of several plans and policies.

In early 2018 Council resolved to review and develop a new climate change action plan for both Council operations and the community. This is now the first climate change action plan for the new Queanbeyan-Palerang Regional Council (QPRC) and builds on previous action plans and the implementation of energy efficiency and renewable energy initiatives by the former Councils.

For simplicity and ease of reading the QPRC Climate Change Action Plan has been separated into two different documents:

- The *Council Operations* Climate Change Action Plan; and
- The *Community* Climate Change Action Plan.

Both Plans cover the period from 2020 to 2030.

---

**Recommendation**

That:

1. **the draft QPRC Council Operations Climate Change Action Plan and the draft Community Climate Change Action Plan be placed on public exhibition for a period of 28 days.**
  2. **following the exhibition period, a report be presented to Council detailing the outcomes of the exhibition period.**
  3. **Council receive further reports on the feasibility of investment in LED streetlighting and renewable energy to support its primary buildings and utilities infrastructure.**
- 

**Background**

QPRC continues to recognise that climate change is a significant issue facing the region and is committed to reducing its carbon footprint and supporting the community in addressing or adapting to climate change. In response to outdated climate change action plans and the need to take further steps at its meeting of the 28 March 2018, Council resolved to refer the former Queanbeyan City Council and Palerang Climate Change Plans to the QPRC Environment Sustainability and Advisory committee for merging and updating, then presentation to Council for potential adoption (100/18).

In order to develop a new climate change action plan for Council and the community, a three phase development approach was undertaken. Firstly, an in-depth review was commenced by staff of the previous Queanbeyan City Council (QCC) Climate Change Action Plan and the policies of the former Palerang Council. Secondly, expert consultants were engaged to provide advice and help develop the plans. Thirdly, extensive community and internal staff consultation was held to engage both the community and staff and provide input, suggestions and concerns into the plan.

**9.10 QPRC Climate Change Action Plan (Ref: ; Author: Thompson/Pensini)  
(Continued)**

The new QPRC Climate Change Action Plan recognises the roles that Council and the community have in ensuring the Queanbeyan-Palerang region contributes to local, regional and national efforts to mitigate and adapt to climate change through actions to reduce greenhouse gas emissions. The Climate Change Action Plan therefore comprises two separate documents, the:

- QPRC Council Operations Climate Change Action Plan
- QPRC Community Climate Change Action Plan

Both draft Action Plans cover the period from 2020 to 2030. The plans set out mitigation and adaptation actions for Council operations and for the community. Council will be expected to develop annual public reports on its progress implementing the plans. In addition, Council will conduct an evaluation of the plans at the end of its term, to inform updated Climate Change Action Plans.

The QPRC Council Operations Climate Change Action Plan highlights opportunities for Council to make significant reductions in its emissions through a cost-effective program of action within its own day to day operations.

The QPRC Community Climate Change Action Plan recognises the important role the community has in addressing climate change and highlights measures the community can take and which Council can support to both mitigate and adapt to climate change impacts in the local region.

**Implications*****Legal***

Section 8A of the *Local Government Act 1993* requires Council to have consideration of the principles of ecologically sustainable development when making its decisions. Implementation of this plan would assist Council in complying with the Act.

***Policy***

Policies that will inform or require development with regards to the Climate Change Action Plan, include:

- QPRC Operations Sustainability Policy
- QPRC Sustainable Design Policy for Council Buildings
- QPRC Street Verge Maintenance Policy
- QCC Vehicle Policy
- QCC Revolving Energy Reserve Policy
- QCC Plant and Vehicle Replacement Policy
- QCC Road Maintenance Policy

***Environmental***

The implementation of this plan will have a number of positive environmental impacts throughout the QPRC local government area. These include:

- Reduced air pollution and improved air and water quality.
- Improved protection, enhancement, and development of natural areas.
- Improved land-use planning and development patterns, including land and soil remediation.
- Smaller ecological footprint.
- Maintained or improved biodiversity of native and endemic flora and fauna.



**9.10 QPRC Climate Change Action Plan (Ref: ; Author: Thompson/Pensini)  
(Continued)**

---

***Sustainability***

The implementation of this plan will have a number of positive sustainability impacts for both Council operations and the community. These include:

- Improved energy efficiency of buildings.
- Improved efficiency of energy, fuel and water consumption, and reduced utility bills.
- Improved sustainability of vital infrastructure and assets.
- Increased usage of renewable/clean energy and reduced greenhouse gas emissions.
- Reduced waste to landfill and improved local waste circular economies.

***Social / Cultural***

Literature suggests the poorest and most marginalised groups within the global society including women, children, and people with disabilities, indigenous peoples and ethnic minorities are the most vulnerable to the impacts of climate change. As a result, climate change will exacerbate poverty where it already exists, create new pockets of poverty and increase inequality within and across communities and generations.

Climate change, in particular severe weather events (e.g. heat waves and storms), will also have detrimental impacts on the health and wellbeing of all people, in particularly those in vulnerable regions, the elderly and the very young.

***Economic***

The evidence shows that ignoring climate change will eventually damage economic growth - in Australia the annual average risk costs of extreme weather and climate change to properties is projected to rise to \$91 billion per year in 2050 and \$117 billion per year in 2100. Our collective actions over the coming few decades could create risks of major disruption to economic and social activity later in this century and it will be difficult or impossible to reverse these changes. Tackling climate change is a pro-growth strategy for the longer term, and it can be done in a way that does not cap aspirations for growth. The benefits of strong, early action considerably outweigh the costs. At the same time, given that climate change is happening, measures to help people adapt to it are essential. The less mitigation done now, the greater the difficulty of continuing to adapt in future.

***Strategic***

This Climate Change Action Plans aim to identify and evaluate a range of feasible measures that can be developed and implemented, both within Operational Plans that are aligned with the current Delivery Program to June 2021, and considered in the planning and development of the next four-year Delivery Program.

***Engagement***

Community consultation for the Climate Change Action Plan began in early 2019 with a "Your Voice" survey and two workshops in Queanbeyan and Braidwood that resulted in participants identifying climate change concerns, suggesting abatement targets and providing a list of potential actions that could be undertaken by Council and the community. Notable findings from community consultation included:

**9.10 QPRC Climate Change Action Plan (Ref: ; Author: Thompson/Pensini)  
(Continued)**

- 87% of respondents say climate change is a very important issue (108/124 participants).
- 65% of respondents say Council is not doing enough to address climate change (80/124 participants).
- 68% of respondents say Council should target a 100% reduction in greenhouse gases for its operations (101/146 participants).

***Financial***

At this stage the Plans are in the draft phase and the recommendation is only that they be placed on exhibition for public comment. As such there are no financial implications of placing the documents on public exhibition.

Depending on what elements of the Plans Council might eventually endorse, the Plan could impact on Council's Delivery Program in a number of ways:

- The plan identifies a range of solar photovoltaic power generation opportunities at Council-owned facilities. It is estimated that these will cost \$1 million and will return more than \$140,000 annually in net cost savings to Council for 25 years.
- Street lighting systems can be upgraded to LED technology, with savings in energy costs and maintenance. Initial cost estimates of \$2.4 million will save an estimated \$440,000 each year. It is understood Council and the CRJO are considering business cases to migrate to LED street lighting with Essential Energy.
- Council's pre-existing Sustainable Design Policy for Council Buildings will see energy efficiency and sustainable design built into major building and infrastructure projects, including the new head office on Crawford Street, the Queanbeyan Sewerage Treatment Plant, and the expansion of the Googong Water Recycling Plant.
- Council is encouraged to consider policy measures that will lead to lower carbon emissions, including LED lighting for new and refurbished sporting fields and public

**9.10 QPRC Climate Change Action Plan (Ref: ; Author: Thompson/Pensini)  
(Continued)**

lighting, fleet policy changes that will see Council's vehicles transition to low and zero emissions over time, and the adoption of updated guidelines for local councils on sustainable procurement.

- Council is encouraged to consider purchasing some or all of the electricity for its operations from renewable energy sources, where this is shown to be no more expensive nor to involve any additional risk compared with Council's current electricity purchasing arrangements, as other councils and large organisations have done.
- Council is encouraged to support the community in the facilitation of the Community Climate Change Action Plan, this will ultimately incur additional budget costs.

Implementation of energy and emissions reduction measures could see Council achieve significant cost savings and abatement over time. A moderate Council operations abatement would require a budget of more than \$3.4 million and see Council's costs (energy and maintenance) fall by around \$580,000 per year, excluding planned capital works. Other actions can be implemented with the use of in kind resources (mainly Council Staff time) or do not involve costs (e.g. Advocacy actions). There are also actions proposed that are the responsibility of the community to undertake.

***Resources (including staff)***



Council's Sustainability Officer will be designated to facilitate and implement Council's Climate Change Action Plan. Furthermore each individual action has been designated a responsible service area.

**Conclusion**

The QPRC Climate Change Action Plan will assist Council and the community in efforts to mitigate and adapt to climate change and will result in positive actions and cost savings to Council being implemented. Furthermore the plan will contribute to Council meeting its obligations, duties and community expectations in regards to environmental action.

Queanbeyan-Palerang Regional Council is far from being alone in developing a climate change action plan and renewable energy targets. At the beginning of 2019 a total of 17 councils and towns in NSW plus the ACT have set ambitious goals for renewable energy and/or carbon emissions. Additionally a recent surveys of local councils by 100% renewables found the majority of local councils have energy and/or sustainability plans in place for their operations.

**Attachments**

- |                                                                                     |                                                                                          |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Attachment 1                                                                        | Draft QPRC Community Climate Change Action Plan ( <i>Under Separate Cover</i> )          |
|  |                                                                                          |
| Attachment 2                                                                        | Draft QPRC Council Operations Climate Change Action Plan ( <i>Under Separate Cover</i> ) |
|  |                                                                                          |



## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.11 Braidwood Floodplain Risk Management Study and Plan (Ref: ; Author: Hansen/Afrin)**

---

**File Reference:****Summary**

Following public consultation, the Draft Floodplain Risk Management Study and Plan (FRMS&P) for Braidwood has been finalised. The final FRMS&P has been reviewed by the Braidwood Floodplain Risk Management Committee on 27 August 2019 and all the attended committee members recommended the report be considered by Council for adoption.

---

**Recommendation****That:**

- 1. Council adopt the Braidwood Floodplain Risk Management Study and Plan.**
  - 2. That consideration be given to introducing a Braidwood Stormwater Levy to establish funds to implement future stormwater improvement programs, with the Rates Structure Review.**
- 

**Background**

Council engaged Lyall and Associates who are experts in flood modelling and assessment to complete the Braidwood FRMS&P. The document reviewed the results of the Braidwood Creeks Flood Study (completed in 2005) which defined flooding patterns and flood levels in Braidwood under present day conditions. The FRMS&P assessed options aimed at reducing the impact of flooding on existing development and establishes a framework to manage flood liable land in accordance with current best practice floodplain management principles. The recommended program of works will over time reduce the social, environmental and economic impacts of flooding at Braidwood. The final FRMS&P recommends the following management measures:

- Update the Palerang LEP 2014
- Incorporate recommended controls into an update of the Palerang DCP
- Ensure that Flood Data is available to the SES to improve flood management planning
- Implement flood awareness and education program for residents bordering creeks
- Commission a major overland flow investigation (stormwater system masterplan)
- Develop and Implement a vegetation Management Plan for Recreation Ground Creek

**Implications*****Policy***

Council will need to consider changes the Braidwood Development Control Plan (DCP) to accommodate the recommendations of the final Braidwood FRMS&P.

**9.11 Braidwood Floodplain Risk Management Study and Plan (Ref: ; Author: Hansen/Afrin) (Continued)**

---

***Environmental***

Implementation of the mitigation measures mentioned in the Study and Plan may have localised environmental impacts that would be addressed during the design and approvals process for each control measure.

***Economic***

The Study and Plan identified:

- 5 residential properties, 1 commercial tenancies and 1 public building would experience flooding in a 1% Annual Exceedance Probability (AEP) flood event (1 in 100year storm),
- 113 residential properties and 87 commercial properties would experience flooding in a Probable Maximum Flood (PMF) event,
- Total flood damage \$0.49 Million at the 1% AEP flood event.
- Total flood damage would increase to \$9.52 Million for the PMF event.

Implementation of the control measures mentioned in the FRMS&P would reduce the impact of flooding on both residential and commercial properties.

***Financial***

The Study and Plan was jointly funded under State Government's Flood Management Program on 2:1 subsidy basis with 1/3 funded by Council.

The Major Overland Flow Investigation detailed in the implementation plan will also be eligible for funding under Flood Management Program. However the works program that would come from that study would most likely not be eligible for funding. Council would need to allocate funds for those works.

Council does not currently charge the Stormwater Levy within Braidwood as it does in Queanbeyan. Consideration should be given to charging the Levy (up to \$25pa per residential property) to establish funds to implement future stormwater improvement programs.

***Resources (including staff)***

Council staff provided project management including, preparation and administration of the grant funding, coordination of the Floodplain Risk Management Committee and community consultation. Council engaged specialist consultant Lyall and Associates to prepare the FRMS&P.

**Conclusion**

Following the completion of the exhibition period, the Braidwood FRMS&P has been finalised and endorsed by the Braidwood Flood Risk Management committee on 27 August 2019.

9.11 Braidwood Floodplain Risk Management Study and Plan (Ref: ; Author:  
Hansen/Afrin) (Continued)

---

**Attachments**

- |              |                                                                                                         |
|--------------|---------------------------------------------------------------------------------------------------------|
| Attachment 1 | Braidwood Floodplain Risk Management Study and Plan: Volume 1:<br>Report <i>(Under Separate Cover)</i>  |
| Attachment 2 | Braidwood Floodplain Risk Management Study and Plan: Volume 2:<br>Figures <i>(Under Separate Cover)</i> |
| Attachment 3 | Braidwood FRMS&P Community Consultation Report <i>(Under Separate<br/>Cover)</i> - <b>CONFIDENTIAL</b>  |





## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

## 9.12 Integrated Transport Strategy (Ref: ; Author: Hansen/Tooth)

---

Council reference:

**Summary**

Council exhibited the draft Integrated Transport Strategy (ITS) & associated Bicycle and Pedestrian Facilities Plans for a six week period in March and April this year. The feedback received along with responses and proposed changes made to the documents has been collated in the attached Community Consultation report.

The Strategy and Plans have been updated with the modifications as listed in the Community Consultation Report and are presented for adoption.

---

**Recommendation**

**That Council adopt the Integrated Transport Strategy and Bicycle and Pedestrian Facilities Plans.**

---

**Background**

AECOM Australia were engaged to work with the community and other stakeholders to prepare the following:

- Integrated Transport Strategy (ITS) for the Queanbeyan-Palerang LGA
- Braidwood Bicycle and Pedestrian Facilities Plan
- Bungendore Bicycle and Pedestrian Facilities Plan
- Queanbeyan Bicycle and Pedestrian Facilities Plan

Prior to working with focus groups to review the strategic needs, gaps and barriers to Integrated Transport within QPRC, AECOM reviewed the large body of work undertaken by the community and former Councils.

Previous pedestrian and mobility plans (PAMP) and Bicycle Plans prepared for Council have resulted in two separate documents being produced. Noting that similar types of infrastructure (concrete paths, line marking, kerb ramps, bridges etc) are installed to resolve issues experienced by both cyclists and pedestrians, a combined report has been drafted for each of the three larger towns.

In forming an ITS there are four broad areas of transport system planning and development that need to be addressed:

- Transport network improvements for all modes of travel
- Creating a vibrant and safe CBD
- Partnership with ACT and NSW governments
- Community and stakeholder engagement

The Strategy and associated Plans are structured in a similar fashion to identify evidence, issues and options for the community and council to consider, recommend hierarchies and networks, and form the basis of future Delivery Programs, contributions plans and submissions for government grants.

The draft documents look to prioritise work in the broad areas of Active Transport whilst providing links to the Public Transport and Road Networks. They identify potential areas for Park and Ride Facilities plus improvements to connectivity with surrounding areas.

**9.12 Integrated Transport Strategy (Ref: ; Author: Hansen/Tooth) (Continued)**

---

In March Council resolved to (**res 279/18**).

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.*

At its June Meeting Council resolved to review the ITS documentation at a workshop. That Workshop was held on the 7<sup>th</sup> Aug 2019. Minor changes were made to the document based on Council feedback.

**Implications*****Policy***

The Strategy and Plans will not impact existing policy documents but will replace current PAMPS & Bikeplans.

***Sustainability***

An integrated transport network will have many benefits by improving active transport and providing alternative options to car-based transport. Improving these options will:

- reducing emissions,
- decrease congestion, potential deferring some capital works,
- improve public health.

***Asset***

The majority of the assets proposed in these plans are or will be Council owned assets. The works will be incorporated into future budgets and financial plan. Where proposed projects align with grant funding, they will be identified and applications made.

***Social / Cultural***

The ITS aligns with the NSW Future Transport 2056 Strategy aimed at movement corridors and place making. An actively engaged community will be able to make choices on Integrated Transport options, rather than relying on one transport mode, for employment, recreational, education and community purposed travel.

***Strategic***

The Integrated Transport Strategy aligns with similar documents produced for our region. Key actions identified in the Strategy replicate similar ambitions in the ACT/QPRC MoU regarding transport, such as integrated bus and rail networks, integrated ticketing, and bus lane alignment across the border; as well as potential cycleway connections across the border. It has appropriate regard to the draft Queanbeyan CBD spatial masterplan.

The draft Strategy also draws on the road network plans in Queanbeyan (such as, Old Cooma Road, Nerriga Rd and Dunns Creek Road works and associated intersection upgrades), as well as aligns with the thinking behind the Queanbeyan CBD transformation.

The freight component of the Strategy aligns with the wider region freight ambitions connecting the coastal towns and ports with both our region and Sydney, as outlined in Council's submissions to the NSW Transport 2056 Strategy and Freight Plans.

Adoption of the Strategy may also guide future thinking on the LEP in terms of access to transport and development options in centres or along corridors, as well as works schedules for inclusion in revised Section 7 contribution plans and LPAs.

**9.12 Integrated Transport Strategy (Ref: ; Author: Hansen/Tooth) (Continued)**

---

***Engagement***

During this round of community engagement the documents were exhibited on Council's Website between 1 March and 16 April. 21 submissions were received. The detail around these submissions are included in the attached consultation report.

Council's "Your voice" website saw significant traffic through the exhibition process. The documents were downloaded over 428 times with 298 people being classified as informed participants in the process.

Previous engagement that has been undertaken throughout this process includes:

- Review of previous public documents created with community input
- Stage 1 - Stakeholder & Community Workshops to identify issues, gaps & challenges
- Stage 2 - Stakeholder & Community Workshops to discuss proposed actions & strategies.

***Financial***

Preparation of the ITS has been covered in the budget allocated within the 2017/18 & 2018/19 financial year. Not all of the proposed works with the documents are funded. Some are funded through existing projects and others are included in grant funding applications. Future budget allocation in the next Delivery Program and grant funded works will be required to realise the benefits contained within these plans.

**Conclusion**





The draft ITS and combined Pedestrian and Bicycle Plans have been created through an open conversation with the community.

The ITS identifies some significant and strategic projects to introduce or improve alternate and active forms of transport in the LGA for consideration in the next review of the Delivery Program and for any future grant programs that may apply.

AECOM have also been engaged by the ACT Government to update its Transport Strategy, which has assisted with the alignment and integration of both jurisdiction's strategies.

The final Integrated Transport Strategy and associated plans is now presented to Council for adoption. Alternatively, another workshop for Councillors can be arranged to review the changes to the ITS and the plans.

**Attachments**

Attachment 1	QPRC ITS Final 21 June 2019 - Final Draft ( <i>Under Separate Cover</i> )
 Attachment 2	Queanbeyan PAMP & Bike Plan - 20 June 2019 - Final Draft ( <i>Under Separate Cover</i> )
 Attachment 3	Braidwood PAMP & Bike Plan - 20 June 2019 - Final Draft ( <i>Under Separate Cover</i> )
 Attachment 4	Bungendore PAMP & Bike Plan - 18 Sept 2019 - Final Draft ( <i>Under Separate Cover</i> )
 Attachment 5	Integrated Transport Strategy Consultation Report ( <i>Under Separate Cover</i> ) - <b>CONFIDENTIAL</b>



## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.13 Application for QPRC Community Arts Assistance Scheme Grant (Ref: ; Author: Richards/Hansen)**

---

**File Reference:** ECM Folder - Cultural Development – Cultural Arts Assistance

**Summary**

An application has been received from the Australian and New Zealand Maori Cultural School of Dreams Inc. (Tumanako Maori Cultural Group) for funding from the Cultural Arts Assistance Scheme to support the development of a community dance performance to be held during the Multicultural Festival in 2020. The application has been assessed and satisfies the necessary Cultural Arts Assistance Scheme guidelines and criteria

---

**Recommendation**

**That Council approve the allocation of a grant of \$1,500 from the QPRC Cultural Arts Assistance Scheme to the Australian and New Zealand Maori Cultural School of Dreams Inc. for participation in the Multicultural Festival 2020.**

---

**Background**

The QPRC Cultural Arts Assistance Scheme (CAAS) provides grant funding for community cultural projects that meet the following criteria:

1. Community based non-profit organisations, working in or with the Queanbeyan 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 community through its cultural or artistic outcomes, and is 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 community.

A grant application for \$1,500 has been received from the Australian and New Zealand Maori Cultural School of Dreams Inc. to assist in the presentation of a community event in Queanbeyan, as part of the Multicultural Festival 2020.

The group is a Queanbeyan community based, not-for-profit organisation that regularly participates and performs at many community events in the QPRC area, including the Multicultural Festival and Waitangi Day celebrations, the latter being supported by the NZ High Commission.

Performances will be by young people from local Pacific Islander and Maori cultural groups. Classes to train and prepare for the performance will be held 30 October 2019 – 15 January 2020.

The grant application meets the criteria for the award for a grant of \$1,500.00 and all necessary documentation (licences, Incorporation, and Insurance certification) was provided.

### 9.13 Application for QPRC Community Arts Assistance Scheme Grant (Ref: ; Author: Richards/Hansen) (Continued)

The group regularly participate in the Multicultural Festival and work in partnership with other community groups in the QPRC area.

This cultural event engages with the whole Queanbeyan community, promotes cultural harmony and provides the opportunity for the broader community to experience Maori and Pacific Islander culture.

#### **Implications**

##### ***Social / Cultural***

The QPRC Multicultural Festival allows for the broader Queanbeyan community to freely experience cultural arts performance from a number of traditions and disciplines; many performed by local performers. This event promotes cultural harmony and celebrates the cultural diversity of Queanbeyan, and Maori cultural performances are popular and anticipated by the community.

##### ***Strategic***

Strategic alignment – Service Delivery Output 1.1.3 Cultural Arts Assistance

##### ***Engagement***

There is a long standing relationship between the local Maori community and QPRC.

##### ***Financial***

Budget for 2019/2020 has been allocated for funding up to 10 CAAS applications. This is the first application for this financial year.

Program Code	Expense Type	Funding source	Amount
3020	Operational Budget	\$	1,500

##### ***Integrated Plan***

##### ***QPRC Service Delivery output 1.1.3 Cultural Arts Assistance.***Conclusion

The Multicultural Festival is a local cultural event open to all, and performances by local cultural groups such as the Australian and New Zealand School of Dreams Inc. are essential to the success of the day. The festival is well supported by the local community and is driven by local community groups.

#### **Attachments**

Nil

## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.14 Adoption of QPRC Good Governance Framework and Legislative Compliance Policy (Ref: ; Author: Tegart/Spyve)**

---

**File Reference:** 52.5.4

**Summary**

In the FY18 final management letter, the NSW Audit Office noted that Council did not have a documented legislative compliance policy. Staff have since worked on the development of a Legislative Compliance Policy and Good Governance Framework which was placed on public exhibition over the period 25 July to 30 August. No public comment was received on the two documents and they have now been brought back to Council for their final adoption.

---

**Recommendation**

**That Council adopt the QPRC Good Governance Framework and Legislative Compliance Policy.**

---

**Background**

Council considered a report on the Governance Framework at its July meeting, resolving to place the documents on exhibition for community feedback. The Framework is based on:

1. AS/ISO 19600:2015 – Compliance Management Systems.
2. Governance Lighthouse.

Council has drawn upon two best practice models of good governance to achieve a dual internal/external focus. Internally it has utilised the 'Governance Lighthouse' which is advocated by the NSW Audit Office for all public organisations, whilst externally, it has drawn upon the Council of Europe 'Twelve Principles of Good Democratic Governance at the Local Level' Model.

The 'Governance Lighthouse' consists of Eight (8) Principles with 17 Components which concentrates on a council's internal business processes and behaviours to ensure that an organisation performs by achieving its intended purpose, and conforms by complying with all relevant laws, codes and directions while meeting community expectations of probity, accountability and transparency.

The 'Council of Europe Good Governance Model' advocates 12 key principles that local authorities need to practice to create an environment of trust and confidence within the community they serve. Although these models have a different focus (one internal – one external) and when combined they provide for a strong framework on how a Council can achieve good governance

Sitting beneath the Good Governance Framework is the QPRC Legislative Compliance Policy. This policy draws upon the broad principles identified within the Good Governance Framework. The purpose of the policy is:

- To ensure that Queanbeyan-Palerang Regional Council complies with legislative requirements and
- Promotes a culture of good governance and compliance within the organisation in line with Council's Good Governance Framework

**9.14 Adoption of QPRC Good Governance Framework and Legislative Compliance Policy (Ref: ; Author: Tegart/Spyve) (Continued)**

---

- Prevents, and where necessary, identifies and responds to breaches of laws, regulations, codes or organisational standards occurring in the organisation, and
- Assists the Council in achieving the highest standards of governance.

The policy sets out the individual roles and responsibilities of Council Officials (Councillors, Committee Members, Senior Management and Employees) in respect of achieving good governance within the organisation.

**Implications*****Engagement***

Due to the framework and policy having a high public interest element they were placed on public exhibition for a minimum period of 28 days to seek community feedback. No public comment was received on the draft document by the closure of the submission period.

**Conclusion**

The draft Framework and Draft Policy were placed on public exhibition over the period 25 July-30 August to seek public comment on their provisions. No comment was received on these documents. This report is seeking Council's adoption of the Good Governance Framework and Legislative Compliance Policy.

**Attachments**

Attachment 1      QPRC Good Governance Framework (*Under Separate Cover*)



Attachment 2      Legislative Compliance Policy (*Under Separate Cover*)





## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.15 Investment Report - August 2019 (Ref: ; Author: Scarpin/Drayton)

---

File reference: 43.3.1

**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 2019.

---

**Recommendation**

**That Council:**

1. **Note the 2019/20 investment income for August 2019 was \$352,647.**
  2. **Note the investment portfolio has been made in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Queanbeyan-Palerang Regional Council's Investment Policy.**
  3. **Adopt the Investment Report for the month of August 2019.**
- 

**Background*****Cash and Cash Equivalent Investments***

The principal amount invested as at 31 August 2019 was \$209,645,314.

This amount is shown in Report 5 of the QPRC Investment Report Pack – Attachment 2 as:

Fixed Interest	\$177,461,309.62
Unit Trust	\$32,184,004.52

Refer to Attachment 1 for the budgeted interest allocation by entity.

Refer to Attachment 2 for the QPRC Investment Report Pack.

Council is currently in discussions with Council's investment advisor Laminar Capital to develop a more concise, user friendly report pack for the September Investment Report.

***Market Update***

The average 30 day BBSW rate for August 2019 was 1.04%.

The Reserve Bank (RBA) board again left the cash rate at the record low rate of 1.00% at its September 2019 meeting.

The TCorpIM Long-Term Growth Fund suffered a negative return in August 2019. 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 produced a positive return in August 2019. The Fund contains 58% defensive assets.

**Implications*****Policy***

I hereby certify that Queanbeyan-Palerang Regional Council investments listed in Table 5 of the attached Investment Report Pack (Attachment 2) have been made in accordance with section 625 of the *Local Government Act 1993*, clause 212 of the Local Government General Regulations 2005, and Queanbeyan-Palerang Regional Council's Investment Policy.

Lucas Scarpin  
Interim Chief Financial Officer

***Financial***

Investment income for the 2019/20 Financial Year as at 31 August 2019 amounted to \$1,105,825. Refer to Report 12 of the QPRC Investment Report Pack – Attachment 2. The investment returns are added to the associated restricted funds (i.e. development contributions) that form Council's investment portfolio.

**Attachments**

- |              |                                                                                      |
|--------------|--------------------------------------------------------------------------------------|
| Attachment 1 | August 2019 - Budgeted Interest Allocation by Entity ( <i>Under Separate Cover</i> ) |
| Attachment 2 | August 2019 - Investment Report Pack ( <i>Under Separate Cover</i> )                 |
| Attachment 3 | August 2019 - Economic Commentary ( <i>Under Separate Cover</i> )                    |

File Reference: 52.5.4

### **Summary**

Council is invited to consider the draft QPRC Directional Signage Policy before it is placed on public exhibition for a period of 28 days seeking written submissions from the community. If no submissions are received by the close of the exhibition period, it is recommended that Council formally adopts the Policy.

---

### **Recommendation**

**That Council:**

- 1. Consider the draft QPRC Directional Signage Policy.**
  - 2. Publicly exhibit the draft Policy for 28 days and invite written submissions during the exhibition period.**
  - 3. Consider all submissions received prior to adopting the Policy or, if no submissions are received, formally adopt the Policy.**
- 

### **Background**

Council has been concerned for some time at the ad hoc proliferation and inconsistency of numerous different categories of signage in its local government area. The intention of the Policy is to standardise and prioritise all directional signage to conform with legislation, design and safety standards, and QPRC policies and plans.

The draft Policy covers directional signage to tourist-related businesses, attractions, services and community facilities proposed within road and recreation reserves under the care and control of QPRC.

The categories of signage are:

- Street Name
- Emergency Service (hospital, fire, ambulance, SES etc.)
- Service (white on blue for accommodation, visitor information, public toilets etc.)
- "As of Rights" (roadworks, Alcohol Free Zone etc.)
- Community Facilities (white on blue for art galleries, golf courses, pools etc.)
- Tourist attraction (white on brown for wineries, lookouts etc.)

The draft Policy sets guidelines for the priority of signage on signposts, as follows:

- |             |                                         |
|-------------|-----------------------------------------|
| Priority 1: | Street name                             |
| Priority 2: | Emergency services                      |
| Priority 3: | "As of Rights"                          |
| Priority 4: | Service                                 |
| Priority 5: | Tourist attraction/community facilities |

A section relating to prohibited signage is included in the draft Policy. Section 5.10.1 specifically refers to advertising signs placed on trailers, whether registered or not, as being prohibited.

**9.16 Draft QPRC Directional Signage Policy (Ref: ; Author: Tegart/Ferguson)  
(Continued)**

---

**Implications*****Policy***

The draft QPRC Directional Signage Policy provides clear guidelines on the installation and standardisation of tourist, promotional and other types of signage.

***Financial***

Application fees will be charged for a permit to display signage such as accommodation facilities, commercial tourist operation and racecourse, while other signage such as for national parks, public toilets and places of worship will be exempt from fees.

The cost to design and install signage is the responsibility of the applicant, while the cost of maintenance and removal of signage will rest with Council.

**Conclusion**

The draft QPRC Directional Signage Policy has been prepared for Council's consideration prior to being placed on public exhibition and written submissions invited. It is recommended that Council consider the submissions before adopting the Policy; however, should there be no submissions received during the public exhibition period, Council formally adopts the Policy.

**Attachments**

Attachment 1      Draft QPRC Directional Signage Policy (*Under Separate Cover*)



## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.17 Adoption of Decision Making Framework and Policy (Ref: ; Author: Tegart/Spyve)**

---

File Reference: 52.5.4

**Summary**

This report sets out the framework and policy on how Council makes its decisions as required by Section 8 of the Local Government 1993.

---

**Recommendation**

**That Council adopt the QPRC Decision-Making Framework and Policy.**

---

**Background**

A new Decision-Making Framework and Policy has been drafted to ensure that QPRC meets the requirements of Section 8 of the *Local Government Act* when making its decisions. A copy of this report originally went to the Council meeting of 28 August seeking Council's adoption of the Framework and Policy. At that meeting Council deferred the adoption subject to a Council Workshop. The workshop was held on 11 September 2019.

All decisions made by Council, whether by the body politic (Mayor and Councillors), staff and or committees must be legal, transparent, ethical, sustainable and underpinned by appropriate financial resources. The Decision-Making Framework Policy provides guidance to ensure that decisions made by Councillors and staff align with the legislative principles contained in Section 8A(2) of the *NSW Local Government Act 1993* (the Act). These principles are:

- *Councils should recognise diverse local community needs and interests*
- *Councils should consider social justice principles*
- *Councils should consider the long-term and cumulative effects of actions on future generations*
- *Councils should consider the principles of ecologically sustainable development*
- *Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.*

Council is essentially 'a creature of statute' which means that it must operate within the legislative framework set by the NSW Government. As noted above, the primary piece of legislation which sets out our constitutional authority is the *Local Government Act 1993*. Section 8 of the LG Act sets out the principles for Local Government based around three sub-parts:

- Section 8A which outlines the guiding principles for councils
- Section 8B which sets out the principles of sound financial management, and
- Section 8C which sets out the role of integrated planning and reporting.

Attachment 1 sets out a Framework showing how the three parts of Section 8 of the Act combine with the responsibilities and authority of the Body Politic (Mayor and Councillors) under Sections 220 and 223 alongside the role and responsibilities of the CEO/General

**9.17 Adoption of Decision Making Framework and Policy (Ref: ; Author: Tegart/Spyve) (Continued)**

---

Manager as defined by Section 335 of the Act to provide for the decisions relating to the delivery of services, programs and projects for the community.

The Policy guides the decision-making process to ensure it complies with legislation, manages risk, and addresses the agreed needs of the community. It also takes into account planned and unplanned decision-making so that issues raised unexpectedly or in an ad hoc manner, such as notices of motion or through political agitation, can be fully addressed in a fair, transparent and equitable process.

**Implications*****Engagement***

As this policy is setting out council's internal business processes on how it reaches its decisions to meet the requirements of Section 8 of the Local Government Act it does not need to be publicly exhibited prior to adoption.

***Financial***

There are no financial consequences arising from this policy.

**Conclusion**

Council, like all councils within NSW, operates within a legislative framework established by the NSW Government. The principle piece of legislation which sets out how councils can make decisions is the *Local Government Act 1993*. A policy and framework have been developed to show how QPRC takes into consideration the requirements of the LG Act. The policy sets out the range of tools and processes QPRC uses to assist with its decision-making process.

**Attachments**

Attachment 1      Decision-Making Framework (*Under Separate Cover*)



Attachment 2      Decision-Making Framework Policy (*Under Separate Cover*)



## REPORTS TO COUNCIL - ITEMS FOR INFORMATION

**10.1 ACT Speedway - Fairbairn Park - Advice from ACT Government re Authorisation to Commence Night Time Events (Ref: ; Author: Thompson/Abbott)**

---

**File Reference:** 24.4

**Report**

Environment ACT held recent discussions with staff regarding a bid by the National Capital Motor Sports Facility to host night-time speedway racing. The Speedway had applied for a variation on their Environmental Authorisation to negotiate expanded noise levels and hours for five night time events between December and April this summer season.

Fairbairn Park has been undergoing extensive earth mounding to mitigate the noise issue and have agreed to other controls such as scrutineers noise testing each car before they enter the track.

Speedway racing has been a day-time affair throughout the ACT since the closure of the region's Fraser Park speedway in 1997. While previous night time trials have been held noise levels were exceeded at the monitoring point located at The Ridgeway residential area located in the QPRC local government area to the east of the facility.

QPRC staff suggested that a curfew hour be restricted to 10.00pm, however this was not adopted by the ACT authority.

In regard to noise levels, the approval provides for a 'credit system' with a maximum of 9 credits for all motorsport activities within the financial year. One event credit allows for an additional 5dB(A) over the noise limit applying at the compliance point, up to a maximum of 65dB(A).

A modified ACT Environmental Authorisation for the Speedway to host three (3) events only was approved on 29 August 2019.

A summary of the conditions placed on the Authorisation include the following:

- a) Motorsports events may be conducted between 4.00pm and 10.30pm during a daylight savings summer period as detailed below:

EVENT DATE	RAIN DATE	HOURS OF OPERATION	NOISE LEVEL
14 December 2019	15 December 2019	4.00pm to 10.30pm	55 dB(A)
15 February 2020	16 February 2020	4.00pm to 10.30pm	55 dB(A)
4 April 2020	5 April 2020	4.00pm to 10.30pm	55 dB(A)

- b) Noise monitoring to be conducted at the Queanbeyan compliance point located on The Ridgeway by an accredited acoustic consultant on events one and three;
- c) Provision of a report on the noise monitoring including details of the consultant engaged, equipment and methods used, measured noise levels and any non-compliances;
- d) Provision of a report on the economic and social benefits of the events to Queanbeyan and the ACT; and
- e) The events be advertised four (4) weeks in advance in the Canberra Times, Canberra Weekly and the Queanbeyan Age.

Any noise complaints from Queanbeyan residents in relation to these night time motorsports events should be directed to the consultants engaged to evaluate the noise or The ACT Office of the Environment Protection Authority (EPA).

10.1 ACT Speedway - Fairbairn Park - Advice from ACT Government re Authorisation to Commence Night Time Events (Ref: ; Author: Thompson/Abbott) (Continued)

---

---

**Recommendation**

That the report be received for information.

---

**Attachments**

Nil



## REPORTS TO COUNCIL - ITEMS FOR INFORMATION

## 10.2 Timber Bridge Replacement Priority List (Ref: ; Author: Hansen/Hansen)

**File Reference:** 411295

**Report**

There are 140 bridges in the local government area - 23 of these bridges are timber.

The maintenance requirements for timber bridges are high and these bridges deteriorate more quickly than they can be maintained.

The long term approach is to replace all of the timber bridges with bridges made from concrete or steel unless there are substantial reasons to retain the timber structure.

All of Council's bridges are inspected routinely and rated based on their condition (1 – good, 5 – bad). The condition of the bridge is then used to prioritise the ongoing replacement program of timber bridges, in accord with asset management plans.

The list shown below is the list of remaining timber bridges and their order of replacement based on their condition.

Replacement /Repair Priority	Asset Name	Asset Class	Asset Sub Class	Road Hierarchy	Bridge Condition Rating
1	Foxlow Bridge	Bridge	Timber	Local	5
2	Silver Hills Bridge	Bridge	Timber	Regional	4*
3	Brick Kiln Creek Bridge	Bridge	Timber	Regional	3
4	Lyon's Bridge (Reidsdale Creek)	Bridge	Timber	Local	4
5	Gidleigh Bridge	Bridge	Timber	Local	4
6	Reedy Creek bridge	Bridge	Timber	Local	4
7	Back Creek Bridge	Bridge	Timber	Local	4
8	Forbes Creek Bridge	Bridge	Timber	Local	4
9	Mongarlowe River Bridge	Bridge	Timber	Local	4
10	Harolds Cross Creek Bridge	Bridge	Timber	Local	4
11	Jerrabattgulla Creek Bridge	Bridge	Timber	Local	4
12	Jembaicumbene Creek Bridge	Bridge	Timber	Local	4
13	Con's Bridge	Bridge	Timber	Local	4
14	Foxlow Street Bridge (Molonglo River)	Bridge	Timber	Local	3

**10.2 Timber Bridge Replacement Priority List (Ref: ; Author: Hansen/Hansen)  
(Continued)**

15	Tantulean Creek Bridge (2 span)	Bridge	Timber	Local	3
16	Jembaicumbene Bridge #1	Bridge	Timber	Local	3
17	Jembaicumbene Bridge #2	Bridge	Timber	Local	3
18	Jembaicumbene Bridge #3	Bridge	Timber	Local	3*
19	Creek on Little Bombay Road*	Bridge	Timber	Local	3
20	Jerrabattgulla Creek Bridge	Bridge	Timber	Local	3
21	Bedding Ground Creek Bridge	Bridge	Timber	Local	1
22	Mongarlowe River Bridge	Bridge	Timber	Local	1
23	Majors Creek Bridge	Bridge	Timber	Local	2

\*underway

Council funds the replacement of timber bridges by using both Council and grant funds. The order that bridges are replaced may change from the above priority order due to the availability of funds in any given period however the intention is to replace the bridges in the worst condition first.

---

**Recommendation**

**That the report be received for information.**

---

**Attachments**

Nil

## REPORTS TO COUNCIL - ITEMS FOR INFORMATION

## 10.3 Bungendore Water Quality (Ref: ; Author: Hansen/Cunningham)

**File Reference:** 32.1.1-08.

**Summary:** At its Ordinary meeting of 22 May 2019, Council considered a notice of motion in relation to Bungendore Water Quality (175/19):

That Council receive a report on Bungendore's water by September 2019 on:

- Its quality and composition;
- How it compares to other sample areas (Queanbeyan, Adelaide, Narrabri) and to NHMRC standards;
- Treatments applied;
- Supply consistency (i.e, pressure, reliability);
- A list of issues and complaints over the past 12 months;
- Current testing regime and standards used, and
- Current sources of supply (by map)

### **Background**

Queanbeyan-Palerang Regional Council is a Local Water Utility (LWU) under the provisions of Division 2, Part 3, Chapter 6 of the *Local Government Act 1993*. Council exercises these water supply functions throughout a number of established schemes; notably Queanbeyan/Googong, Braidwood, Captains Flat and Bungendore. All of these represent discrete systems with separate source supplies, treatment requirements, storage arrangements and distribution networks. All in all Council services something of the order of 20,000 connected customers across these four systems.

Despite each scheme's individualities, there are some notable similarities or groupings insofar as the *type* of source water available for each scheme. For Council's schemes these groupings are either surface water or groundwater with only Bungendore belonging to the latter; all others being of surface water origin.

Despite this apparent skew, it is reported that more than 200 towns in NSW currently use groundwater as their principal source of water supply (EPA: 2015) and so in many respects Bungendore is in good company. But groundwater wasn't the only source in consideration for Bungendore's water supply when the scheme was first being considered back in the mid-1960s. Surface water options were also in the mix but these relied on a need to secure waters from the eastern side of the Great Dividing Range on Mulloon Creek by virtue of the then perceived need to avoid the rainshadow of the western side. Ultimately, the surface supplied Mulloon Creek option was abandoned due to shortcomings in yield expectations and the high anticipated capital and operational costs of treating and transporting water over 20 kilometres and over a change in elevation approaching some 350 metres. Ultimately the Bungendore alluvial source was adopted and developed given its very close proximity to the town and its excellent inherent quality.

Attached to this report (1) is an assessment and commentary on the quality of Bungendore town water, arranged into the following sections:

- Bungendore Water Quality, Composition and Comparison
  - Turallo Supply (Original System)
  - Currandooly Supply
- Treatments Applied
- Supply Consistency, Issues and Complaints
- Testing Regime and Standards

**10.3 Bungendore Water Quality (Ref: ; Author: Hansen/Cunningham) (Continued)**

---

**Current Sources of Supply**

Attachment 8 shows map views of the current key headwork components of the Bungendore Water Supply scheme.

**Conclusion**

With reference to the attached, there is not an unusually high incidence of complaints about the quality of Bungendore's water supply. Even looking across all 23 customer reported water quality issues since the inception of Council's web based system, only one was attributable to Bungendore.

Chemical test results contained in this report have demonstrated that groundwater based water supplies typically have higher mineral contents, these being dissolved and carried with the groundwater as it slowly makes its way through the aquifer.

For the most part, these present themselves as elevated levels of calcium carbonates and total dissolved solids (TDS), as well as other dissolved metals such as Calcium, Magnesium and Sodium. These can lead to scale either in kettles and shower roses and even as white patches on air dried cars following washing. They are not harmful and all remain well within NHRMC guideline levels. All can be periodically treated (according to personal choice) whether that be through the occasional use of a reputable descaler (in the case of kettles or shower roses) or through the use of a chamois or blower dryer in the case of a car wash.

In relation to hot water system sacrificial anodes. Their purpose is to corrode in preference, and instead, of the inner workings of the hot water system in which it resides. It is a periodically replaceable and expendable component of the hot water system that acts as a galvanic cell whereby the magnesium or aluminium based rod will pit and corrode over time until the point of exhaustion, at which time it is replaced.

Council can be confident in the quality of the Bungendore water supply. Being a groundwater supply it is indeed inherently different to all of the other surface based water supply schemes under its portfolio and it is not unreasonable for new residents who come to town to notice some of the subtle differences that go with enjoying life under a groundwater based system.









---

**Recommendation**

**That the report be received for information.**

---

**Attachments**

Attachment 1	Bungendore Water Quality ( <i>Under Separate Cover</i> )
	
Attachment 2	Comparative Water Quality Data ( <i>Under Separate Cover</i> )
	
Attachment 3	Historical NSW Health water quality data for Bungendore 1-7-14 to 9-9-19 ( <i>Under Separate Cover</i> )
	
Attachment 4	Bungendore Drinking Water Supply System ( <i>Under Separate Cover</i> )
	
Attachment 5	Full quarterly NATA results Shire WTPS 20 August 28 May 2019 ( <i>Under Separate Cover</i> )
	
Attachment 6	Sample Operational daily reports - Bungendore Water Supply ( <i>Under Separate Cover</i> )
	
Attachment 7	QPRC Bungendore and Curandooly DWMS Sub Plan (ex emergency contact list) ( <i>Under Separate Cover</i> )
	
Attachment 8	Map of current sources of supply ( <i>Under Separate Cover</i> )
	

## REPORTS TO COUNCIL - ITEMS FOR INFORMATION

10.4 Rates Harmonisation (Ref: ; Author: Tegart/Tegart)

---

File Reference: 43.2.1

**Report**

The NSW Office of Local Government has outlined the support it will provide to merged councils in the rates harmonisation process, including a mix of options to be considered through the working group, noting those options do not represent current government policy.

Support and advice

- modelling assistance
- submit any request for the rates path freeze extension to apply until mid-2021 to the Minister, should circumstances not enable completion of rates harmonisation for councils who had opted out
- councils will be eligible to apply for a Special Variation (SV) for 2020-21, regardless of whether or not they choose to opt out of the rates path freeze extension.

Options for discussion

- gradual harmonisation or a staggered/phased approach – consistent with or similar to the process outlined by IPART in its recent review of local government rating;
- implementation timeframes – whether to use a maximum percentage change in rating amounts annually or a set time period to reach harmonisation;
- remove current restrictions in legislation – provide greater flexibility for harmonising councils to develop their own process including timing;
- allow cross-subsidies between and within rating categories to enable increased flexibility in determining an appropriate rating mix;
- options to increase notional general income – especially for those council areas experiencing rapid development and growth;
- provide greater flexibility for councils in determining appropriate use of rating categories and sub-categories, including residential and farmland;
- state-wide coordinated consultation process with affected communities;
- consider providing the ability for councils to catch-up any underpayments, non-payment or postponement of rate payments and redistribute the rates burden across the whole community (e.g. during natural disaster/extraordinary circumstances);
- ensure consistency between legislation, guidance and operational material issued by OLG; and
- create an exception for notional general income caps in relation to pensioner concessions.

---

**Recommendation**

**That the report be received for information.**

---

**Attachments**

Nil



11.1 Wamboin Hall Management s.355 Committee Minutes (Ref: ; Author:  
Tegart/Ferguson)

---

**File Reference:** 52.3.3-06

**Summary:**

The Wamboin Hall Management s.355 Committee has submitted for Council's information the minutes of its Annual General Meeting and its Committee meeting held on 13 August 2019.



---

**Recommendation**

**That Council:**

1. **Note the minutes of the Wamboin Hall Management s.355 Committee's Annual General Meeting and Committee meeting held on 13 August 2019.**
  2. **Endorse the following office-bearers for 2019/20:**
    - Chair: Peter Greenwood**
    - Secretary: Deb Gordon**
    - Treasurer: Joan Mason**
    - Hall Bookings: Joan Mason**
    - Projects & Maintenance: Lofty Mason, Trent Abell, Tim Barter, Vicki Still, Don Evans, Ken Gordon, Pete Harrison**
- 

**Attachments**

- |                                                                                     |                                                                                                        |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Attachment 1                                                                        | Wamboin Hall Management s.355 Committee AGM minutes 13 August 2019 ( <i>Under Separate Cover</i> )     |
|  |                                                                                                        |
| Attachment 2                                                                        | Wamboin Hall Management s.355 Committee meeting minutes 13 August 2019 ( <i>Under Separate Cover</i> ) |
|  |                                                                                                        |





**11.2 Canning Close Reserve s.355 Committee Annual General Meeting minutes  
(Ref: ; Author: Tegart/Ferguson)**

---

**File Reference:** 52.3.3

**Summary:**

The Canning Close Reserve s.355 Committee has submitted for Council's information the minutes of its Annual General Meeting held on 29 August 2019.


---

**Recommendation**

**That Council:**

- 1. Note the minutes of the Annual General Meeting of the Canning Close Reserve s.355 Committee held on 29 August 2019.**
  - 2. Approve the following office-bearers for 2019-20:**
    - Chair: Peter Evans**
    - Secretary: Pete Harrison**
    - Committee: Toni Cuthbertson**
- 

**Attachments**

Attachment 1 	Canning Close Reserve s.355 Committee AGM minutes 29 August 2019 (Under Separate Cover)
-----------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------



13.1 Delegates' Reports (Ref: ; Author: Ferguson/Ison)

---

File reference: 52.3.1

**Summary**

Delegates Reports are submitted by Councillors to report on key points of meetings, events and functions which they have attended during the past month, either as a Council delegate or as a nominee of the Mayor.

---

**Recommendation**

**That Council note the Delegates' Reports.**

---

<b>Cr Tim Overall</b>		
<b>No.</b>	<b>Meeting/Function/Event Attended</b>	<b>Summary of Key Points</b>
1	Life After Amalgamation Forum (LGNSW), Terrigal – 16 to 17 September 2019	<ul style="list-style-type: none"><li>• Case Studies – City of Canada Bay, Tamworth Regional Council</li><li>• Panel Session/Successes, Challenges &amp; Next Steps – Central Coast, Canterbury Bankstown, Snowy Valleys, QPRC, Murrumbidgee.</li><li>• Future Directions</li><li>• Workshops – Sharing Challenges and Solutions: LEPs and Landuse Planning, Workforce and Systems, Rates Harmonisation and Finance, Local Representation and Community Engagement.</li><li>• Workshop – Next steps and future priorities.</li></ul>

<b>Cr Trudy Taylor</b>		
<b>No.</b>	<b>Meeting/Function/Event Attended</b>	<b>Summary of Key Points</b>
1	Dangerous Dog Panel – December 19 2018	<ul style="list-style-type: none"><li>• 6 dog attack incidents</li><li>• Update on previous determinations</li></ul>
2	Dangerous Dog Panel – March 22 2019	<ul style="list-style-type: none"><li>• 5 dog attack incidents</li><li>• Legal update</li></ul>
3	Dangerous Dog Panel – May 29 2019	<ul style="list-style-type: none"><li>• 4 dog attack incidents</li></ul>
4	Dangerous Dog Panel – June 19 2019	<ul style="list-style-type: none"><li>• 2 dog attack incident</li></ul>
5	Dangerous Dog Panel – July 19 2019	<ul style="list-style-type: none"><li>• 6 dog attack incidents</li><li>• Update on previous determination</li></ul>
6	Dangerous Dog Panel – August 22 2019	<ul style="list-style-type: none"><li>• 4 dog attack incidents</li><li>• Update on previous determinations</li></ul>

**13.1 Delegates' Reports (Ref: ; Author: Ferguson/Ison) (Continued)**

---

<b>Cr Pete Harrison</b>		
<b>No.</b>	<b>Meeting/Function/Event Attended</b>	<b>Summary of Key Points</b>
1	SEATS meeting - 15 to 16 August 2019	<ul style="list-style-type: none"><li>• Attachment 1 – Cr Harrison's SEATS Report</li><li>• Attachment 2 – RMS' SEATS report</li></ul>

**Attachments**

Attachment 1      Cr Harrison's SEATS report (*Under Separate Cover*)



Attachment 2      RMS' SEATS report (*Under Separate Cover*)



14.1 Responses to Councillors' Questions (Ref: ; Author: Ferguson/Ison)

---

File reference: 52.3.2

**Report**

This report provides responses to Councillors' written Questions on Notice as per the Code of Meeting Practice 2019. Some questions that were not closed prior to the new Code have been retained in the 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 Confidential Information ( <i>Under Separate Cover</i> ) - <b>CONFIDENTIAL</b> |
|  Attachment 3 | Q145 - Overview of Family Day Care ( <i>Under Separate Cover</i> )                                                      |
|  Attachment 4 | Q144 - Summary of Indoor Sports Centre ( <i>Under Separate Cover</i> )                                                  |



---

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

---

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

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

**Recommendation**

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

**Item 16.1 Legal Costs Recovery**

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

**Item 16.2 Water Usage Account Write-Off Due to Undetectable Leak**

*Item 16.2 is confidential in accordance with s10(A) (b) of the Local Government Act 1993 because it contains discussion in relation to the personal hardship of a resident or ratepayer and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*