



# **Ordinary Meeting of Council**

## **AGENDA**

**28 October 2020**

**Commencing at 5.30pm**

**In light of the COVID-19, this meeting will be held remotely. Presentations can either be made in writing or by attending a Zoom meeting: see Public Involvement at Meetings on Council's website.**

**On-site Inspections - Nil**

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**Confidential - Not for Publication**

**16 REPORTS FOR CLOSED SESSION**

16.1 Hire of the Q Centre for Performing Arts <i>Item 16.1 is confidential in accordance with s10(A) (dii) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a competitor of the council and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
16.2 Family Day Care Transition Payments <i>Item 16.2 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.</i>	
16.3 Undetected Water Leak Application - Karabar <i>Item 16.3 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.</i>	

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- 16.4 Undetected Water Leak Application - Bungendore  
*Item 16.4 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.*
- 16.5 Undetected Water Leak Application - Bungendore (2)  
*Item 16.5 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.*
- 16.6 Sale of Council Property  
*Item 16.6 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.*
- 16.7 Quarterly Legal Report  
*Item 16.7 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.*
- 16.8 Industrial Relations Matter - Update and Closure  
*Item 16.8 is confidential in accordance with s10(A) (a) (g) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors); AND advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

## **17 CONCLUSION OF THE MEETING**

### **SUPPLEMENTARY REPORT – Bungendore Education Precinct Proposal**

#### **LIST OF ATTACHMENTS –**

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

##### **Open Attachments**

- Item 9.1 Nomination of New Road Name - Rock Wall Lane, Bombay  
*Attachment 1 Location of Rock Wall Lane (Under Separate Cover)*
- Item 9.2 Determination of Applications for the Local Heritage Places Grants 2020-21  
*Attachment 2 Local Heritage Grant Guidelines 2020/21 (Under Separate Cover)*  
*Attachment 3 Local Heritage Grant Application Form (Under Separate Cover)*  
*Attachment 4 Local Heritage Grant Project Funding Agreement (Under Separate Cover)*
- Item 9.3 Determination of Applications for Special Heritage Fund Grant 2020-21  
*Attachment 2 Special Heritage Grant Guidelines and Application Form 2020-21 (Under Separate Cover)*

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- Item 9.4 Bungendore Car Park Options  
*Attachment 1 Car Park Options - Indicative Layouts (Under Separate Cover)*
- Item 9.6 Lascelles Street, Braidwood Improvements  
*Attachment 1 Lascelles Street Improvements Community Engagement Report (Under Separate Cover)*  
*Attachment 2 Lascelles Street Improvements Design Overview (Under Separate Cover)*
- Item 9.11 Investment Report - September 2020  
*Attachment 1 Investment Report Pack - September 2020 (Under Separate Cover)*
- Item 9.12 Annual Native Title Manager Notification  
*Attachment 1 Confirmation of Native Title Manager Training - Patrick Williams (Under Separate Cover)*
- Item 9.13 Review of s.355 Committee Guidelines  
*Attachment 1 Summary of suggestions and comments - s.355 Committee Guidelines (Under Separate Cover)*
- Item 10.4 Bushfire Recovery Grants  
*Attachment 1 Bushfire Community Recovery and Resilience Fund (BCRRF) - Phase 2 Stream 1 (Under Separate Cover)*  
*Attachment 2 Bushfire Community Recovery and Resilience Fund (BCRRF) - Phase 2 Stream 2 (Under Separate Cover)*  
*Attachment 3 Bushfire Local Economic Recovery Fund (BLERF) Program Guidelines. (Under Separate Cover)*
- Item 11.1 Minutes of the Braidwood and Curtilage Heritage Advisory Committee held 8 October 2020  
*Attachment 1 Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 8 October 2020 (Under Separate Cover)*
- Item 11.2 Minutes of the QPRC Heritage Advisory Committee Meeting held 15 October 2020  
*Attachment 1 QPRC Heritage Advisory Committee Meeting Minutes of 15 October 2020 (Under Separate Cover)*
- Item 11.3 ARIC Minutes 9 September 2020  
*Attachment 1 ARIC Draft Minutes Meeting of 9 September 2020 (Under Separate Cover)*
- Item 11.4 Canning Close Reserve s.355 Committee Meeting Minutes  
*Attachment 1 Canning Close Reserve s.355 Committee Annual General Meeting minutes 28 September 2020 (Under Separate Cover)*
- Item 11.5 Greenways s.355 Committee Meeting Minutes  
*Attachment 1 Greenways s.355 Committee's Annual General Meeting minutes 22 September 2020 (Under Separate Cover)*  
*Attachment 2 Greenways s.355 Committee's Meeting minutes 22 September 2020 (Under Separate Cover)*
- Item 11.6 Royalla Common s.355 Committee Meeting Minutes  
*Attachment 1 Royalla Common s.355 Committee meeting minutes 23 September 2020 (Under Separate Cover)*
- Item 11.7 Wamboin Hall Management s.355 Committee Minutes  
*Attachment 1 Wamboin Hall Management s.355 Committee's Annual*

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- General Meeting minutes 8 September 2020 (Under Separate Cover)*
- Attachment 2 *Wamboin Hall Management s.355 Committee meeting minutes 8 September 2020 (Under Separate Cover)*
- Item 14.1 Responses to Councillors' Questions
- Attachment 1 *Responses to Councillors' Questions (Under Separate Cover)*

**Closed Attachments**

- Item 9.2 Determination of Applications for the Local Heritage Places Grants 2020-21
- Attachment 1 *Summary of applications and Recommendations (Under Separate Cover)*
- Item 9.3 Determination of Applications for Special Heritage Fund Grant 2020-21
- Attachment 1 *Recommended Distribution of Special Heritage Funds (Under Separate Cover)*
- Item 9.8 Cultural Arts Assistance Scheme (CAAS) application - Braidwood Regional Arts Group
- Attachment 1 *CAAS Funding Application\_Braidwood Regional Arts Group (Under Separate Cover)*
- Item 9.9 Cultural Arts Assistance Scheme Application - Queanbeyan Junior Brass
- Attachment 1 *CAAS Application\_Queanbeyan Junior Brass (Under Separate Cover)*
- Item 14.1 Responses to Councillors' Questions
- Attachment 2 *Responses to Councillors' Questions with confidential information (Under Separate Cover)*
- Item 16.2 Family Day Care Transition Payments
- Attachment 1 *Educator Financial Loss Gain During the Business Continuity Payment Period (Under Separate Cover)*
- Attachment 2 *Educators Annual Increase in Fees (Under Separate Cover)*
- Attachment 3 *Educator Calculation Based on Hours Worked (Under Separate Cover)*
- Attachment 4 *Former QCC Start Up Grants for Educators (Under Separate Cover)*
- Item 16.3 Undetected Water Leak Application - Karabar
- Attachment 1 *Application and Plumber's Report (Under Separate Cover)*
- Item 16.4 Undetected Water Leak Application - Bungendore
- Attachment 1 *Plumber's report (Under Separate Cover)*
- Attachment 2 *Application (Under Separate Cover)*
- Item 16.5 Undetected Water Leak Application - Bungendore (2)
- Attachment 1 *Application (Under Separate Cover)*
- Attachment 2 *Plumber's report (Under Separate Cover)*
- Attachment 3 *Workpapers (Under Separate Cover)*



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Bungendore Council Chambers on Wednesday, 23 September 2020 commencing at 5.30pm.

## ATTENDANCE

**Councillors:** Cr Overall (Chair), Crs Biscotti, Harrison, Hicks, Marshall, Schweikert, Taylor and Winchester.

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

**Also Present:** L Ison (Minute Secretary).

### 1. OPENING

The meeting commenced at 5.30pm.

### 2. ACKNOWLEDGEMENT OF COUNTRY

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

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

164/20

#### **RESOLVED (Taylor/Biscotti)**

That apologies for non-attendance from Crs Brown and Noveska be received, and early departure by Cr Marshall 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 26 August 2020**

165/20

#### **RESOLVED (Taylor/Biscotti)**

That the Minutes of the Ordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 26 August 2020 be confirmed.

The resolution was carried unanimously.



4.2 **Minutes of the Planning and Strategy Committee of the Whole held on 9 September 2020**

166/20

**RESOLVED (Taylor/Schweikert)**

That the Minutes of the Planning and Strategy Committee of the Whole held in the Queanbeyan Council Chambers on Wednesday 9 September 2020 be confirmed.

The resolution was carried unanimously.

**5. DISCLOSURES OF INTERESTS**

167/20

**RESOLVED (Taylor/Biscotti)**

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

The resolution was carried unanimously.

There were no disclosures.

**6. ADJOURNMENT FOR PUBLIC FORUM**

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

168/20

**RESOLVED (Overall/Taylor)**

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

**ADJOURNMENT:**

The meeting adjourned for the Public Forum at 5.33pm and resumed at 5.44pm.

**7. MAYORAL MINUTE**

There was no Mayoral Minute.

**8. NOTICES OF MOTIONS OF RESCISSION**

There were no Notices of Motions of Rescission.



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

**9.1 Position of Deputy Mayor for 2020-2021**

169/20

**RESOLVED (Taylor/Schweikert)**

That:

1. Council elect a Deputy Mayor for the remainder of the Mayoral 2019-2021 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.

The resolution was carried unanimously.

The CEO/General Manager, as Returning Officer, called for nominations for the position of Deputy Mayor for 2020/21. There were three written nominations received, those of Cr Michele Biscotti, Cr Kenrick Winchester and Cr Trevor Hicks, all of whom had accepted nomination.

The first vote by a show of hands resulted in three votes for Cr Biscotti, and two votes each for Crs Winchester and Hicks. In accordance with the *NSW Local Government Act 1993* and the *NSW Local Government (General) Regulation 2005*, a draw from a hat resulted in Cr Winchester being excluded.

The second vote by a show of hands resulted in four votes for Cr Biscotti and two for Cr Hicks. With this being a majority of those present who voted, the Returning Officer declared Cr Biscotti duly elected as Deputy Mayor for the 2020/21 term.

The Mayor expressed Council's appreciation to Cr Taylor for her support, and assistance to service and community as Deputy Mayor over the past 12 months.

**9.2 Ballot Papers for the Election of Deputy Mayor**

170/20

**RESOLVED (Biscotti/Hicks)**

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

The resolution was carried unanimously.

**9.3 Delegations to the Deputy Mayor 2020-2021**

171/20

**RESOLVED (Taylor/Hicks)**

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 Michele Biscotti, Deputy Mayor

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

The resolution was carried unanimously.

**9.4 Council Meeting Schedule**

172/20

**RESOLVED (Taylor/Harrison)**

That Council:

1. Reaffirm the following meeting schedule:
  - a. 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.
  - b. Ordinary Council meetings be held on the fourth Wednesday of each month except December, in the Council Chambers, Queanbeyan commencing at 5.30pm and concluding no later than 9.30pm while COVID-19 meeting restrictions remain in place, after which meetings will return to the Chambers in Bungendore.
  - c. An Ordinary Council meeting be held on the third Wednesday of December at 5.30pm in the Council Chambers, Queanbeyan (subject to COVID-19 restrictions and the *Local Government Act 1993*), the agenda for which may include any planning matters that require Council's consideration.
  - d. The agenda for the Ordinary meeting to be held in January each year include any planning matters that require Council's consideration.
2. Note the probable need to update IT infrastructure to accommodate integrated live-streaming and Zoom meetings.

The resolution was carried unanimously.

**9.5 Committee Delegates and Representatives for 2020-2021**

173/20

**RESOLVED (Overall/Hicks)**

That Council:

1. Reappoint its current delegates and representatives to all Council, regional, advisory and locality committees and external organisations for 2020-2021 with the exception of the following:
  - Disability Access Committee
  - Youth Advisory Council
  - Wamboin Locality Committee
  - Bungendore Floodplain Risk Management Committee
2. Call for nominations for delegate/s for each of the committees and organisations listed under point 1 above.
3. 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*.
4. Formally appoint its delegates to all Council, regional, advisory and locality committees and external organisations for 2020-2021.

The resolution was carried unanimously.

After the call for nominations, the following changes were made:

<b>Committee</b>	<b>Delegate</b>
Disability Access Committee	Cr Winchester
Youth Advisory Council	Cr Winchester
Wamboin Locality Committee	Crs Harrison and Winchester
Bungendore Floodplain Risk Management Committee	Crs Schweikert and Harrison
<i>Noted:</i> Jupiter Wind Farm Community Consultative Committee	To be deleted

Cr Marshall left the meeting at 6.12pm.

**9.6 Development Application DA.2020.1157 - 33-35 Thurrallilly Street, Queanbeyan East - Demolition of Existing Dwellings, Construction of 8 x 2 Storey Multi-dwelling Units and Strata Subdivision**

**RESOLVED (Hicks/Taylor)**

That:

1. Approval be granted to a variation to Part 3C, Clause 3C.5.3 of the Queanbeyan Development Control Plan 2012 to allow for variations to all setbacks for the following reasons:
  - (a) All variations are minor in nature and equate to approximately 8m<sup>2</sup> in total floor area;
  - (b) The units have been designed to minimise any overlooking onto adjoining properties through the use of privacy screening on habitable windows.
2. Development application DA.2020.1157 for a the demolition of existing dwellings, construction of eight, two storey multi-dwelling units and strata subdivision to create eight lots and common property on Lot 31 & 32 DP 517162, No. 33 & 35 Thurrallilly Street, Queanbeyan East, be granted conditional approval.
3. Those persons who lodged a submission on the application be advised in writing of the determination of the application.

The resolution was carried unanimously.

**9.7 Proposed Road Naming - Various Locations**

175/20

**RESOLVED (Biscotti/Taylor)**

That Council:

1. Adopt in principle the names 'Lilyvale Road' and 'Rose Valley Road' as the proposed names for the private roads as shown in Attachment 1 and 'Neilsen Road', 'Bondola Road' and 'Maher Lane' for the Crown roads as shown in Attachment 2.
2. Advertise the names for public comment for 28 days.
3. Seek approval from the Geographical Names Board for the use of the names if no objections are received.

The resolution was carried unanimously.

**9.8 Draft Turallo Creek Management Plan**

176/20

**RESOLVED (Schweikert/Harrison)**

That:

1. Council place the draft Turallo Creek Bungendore Management Plan on public exhibition for a period of 28 days.
2. Following the exhibition period, a report be presented to Council detailing outcomes of the exhibition period.

The resolution was carried unanimously.

**9.9 Adoption of Braidwood Grazing Industry Weed Management Plan**

177/20

**RESOLVED (Hicks/Harrison)**

That Council adopt the Braidwood Grazing Industry Weed Management Plan.

The resolution was carried unanimously.

**9.10 Hoskinstown Area Flood Access Plan**

178/20

**RESOLVED (Hicks/Schweikert)**

That Council:

1. Include for consideration the funding of a new bridge/box culvert at Resch's Creek in the 2021/22 Operational Plan once a detailed estimate has been prepared.
2. Seek grant funds to restore the Foxlow Bridge to at least its original capacity or to restore the Foxlow Bridge to meet current bridge capacity requirements.
3. Include for consideration the funding of a low level causeway to replace the Foxlow Bridge and the removal of the Foxlow Bridge in the 2022/23 Operational Plan, if grant funds for (2) have not been secured by 30 June 2022.
4. Include for consideration the funding of a new bridge/box culvert at Briars Sharrow crossing in the 2022/23 Operational Plan.

The resolution was carried unanimously.

**9.11 Tender for Hoover Road Stormwater Realignment**

179/20

**RESOLVED (Taylor/Overall)**

That Council:

1. Accept the schedule of rates tender from Guideline ACT Pty Limited for the provision of works under Contract 2020-26, being for the construction of the Hoover Road Stormwater Realignment for the extended amount of \$1,164,074.
2. Vote additional funds of \$200,000.00 from the Queanbeyan Stormwater Levy Reserve to fund the works.

The resolution was carried unanimously.

**9.12 Bungendore Stormwater Trunk Infrastructure - Voluntary Planning Agreement**

180/20

**RESOLVED (Harrison/Hicks)**

That Council:

1. Exhibit the draft Voluntary Planning Agreement in accordance with Section 7.5 of the *Environmental Planning and Assessment Act 1979* for a minimum of 28 days.
2. Following the exhibition of the draft Voluntary Planning Agreement, consider a further report on feedback.

The resolution was carried unanimously.

**9.13 Oktoberfest**

181/20

**RESOLVED (Schweikert/Overall)**

That Council extend Oktoberfest funding support to 2023 to reflect the unused allocation of Council support for the cancelled 2020 event.

For: Crs Biscotti, Hicks, Overall, Schweikert, Taylor and Winchester

Against: Cr Harrison

**9.14 Investment Report - August 2020**

182/20

**RESOLVED (Biscotti/Schweikert)**

That Council:

1. Note the investment return for August 2020 was \$471,305.
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. Receive the Investment Report for the month of August 2020.

The resolution was carried unanimously.

183/20

**9.15 Revised Code of Conduct and Procedures 2020**

**RESOLVED (Schweikert/Taylor)**

That Council:

1. Adopt the QPRC Code of Conduct 2020, confirming that:
  - a. The cap on the value of gifts and benefits that may be accepted and must be disclosed be lifted from \$50 to \$100.
  - b. An additional clause 8.21, as amended, relating to the use of social media, be included.
2. Adopt the QPRC Procedures for the Administration of the Code of Conduct 2020.
3. Notify the members of its Code of Conduct Panel of Reviewers of the new QPRC Code of Conduct and Procedures for the Administration of the Code of Conduct.

The resolution was carried unanimously.

**9.16 Constitutional Referendum - Local Government Elections 2021**

**MOVED (Overall/Biscotti)**

That Council:

1. Reaffirm its decision in November 2019 to undertake a constitutional referendum to seek voters' views on having a directly elected mayor in conjunction with the rescheduled local government general elections to be held on 4 September 2021, with that term for a directly elected mayor to commence from the subsequent election in 2024.
2. Authorise the CEO to notify the NSW Electoral Commission of Council's intention to have a referendum, within 21 days of Council resolving such, and arrange and distribute appropriate information to voters prior to the 2021 election.
3. Note that the result of the constitutional referendum will come into effect for the electoral term commencing in September 2024.
4. Endorse the wording of the constitutional referendum as follows:

"The Mayor of Queanbeyan-Palerang Regional Council is currently elected every two years by the 11 Councillors.

Do you wish to see Queanbeyan-Palerang Regional Council retain its current number of elected representatives at 11, but introduce a directly elected mayor by the voters of the local government area plus 10 councillors elected from across the local government area?"



During discussion Cr Harrison foreshadowed a CONTRARY motion: ["That Council not proceed further with this proposal."]

The motion (of Crs Overall and Biscotti) was PUT and LOST.

For: Crs Biscotti, Overall and Taylor

Against: Crs Harrison, Hicks, Schweikert and Winchester

The foreshadowed motion of Cr Harrison, was brought forward, seconded by Cr Schweikert, PUT and CARRIED.

184/20

**RESOLVED (Harrison/Schweikert)**

That Council not proceed further with this proposal.

For: Crs Harrison, Hicks, Schweikert and Winchester

Against: Crs Biscotti, Overall and Taylor

**9.17 Annual Disclosures of Pecuniary Interests and Other Matters**

185/20

**RESOLVED (Hicks/Harrison)**

That Council:

1. Note the report.
2. Confirm that it is concerned about the requirement outlined in the IPC's Guideline 1 that the annual disclosures by designated persons be published on the QPRC website, due to the risk of identity theft, the invasion of privacy, and threats to personal safety.
3. Convey these concerns to its local Member and Deputy Premier, the Hon John Barilaro MP and the NSW Local Government Professionals and seek their support for a review of the IPC's Guideline 1 to make publication of these disclosures on websites optional.
4. Submit a motion to the LGNSW Annual Conference in November 2020, calling on the IPC to make the publication of annual disclosures on websites optional, or redact private residential address details for staff, noting that the disclosures will still be available through a public register.

The resolution was carried unanimously.

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

**10.1 Assessment Report to Southern Region Planning Panel - Queanbeyan Civic and Cultural Precinct**

186/20

**RESOLVED (Harrison/Schweikert)**

That the report be received for information.

The resolution was carried unanimously.

187/20                    **10.2    Biannual Biosecurity Weeds Report (January-June 2020)**  
**RESOLVED (Hicks/Winchester)**

That the report be received for information.

The resolution was carried unanimously.

188/20                    **10.3    Summary of Road Renewal and Maintenance Activities -  
Quarter 1 2020/21**  
**RESOLVED (Hicks/Harrison)**

That the report be received for information.

The resolution was carried unanimously.

189/20                    **10.4    NSW Bushfire Enquiry Recommendations**  
**RESOLVED (Schweikert/Taylor)**

That the report be received for information.

The resolution was carried unanimously.

190/20                    **10.5    Braidwood Sale Yards Annual Update**  
**RESOLVED (Hicks/Schweikert)**

That the report be received for information.

The resolution was carried unanimously.

191/20                    **10.6    Resolution Action Sheet**  
**RESOLVED (Taylor/Biscotti)**

That the report be received for information.

The resolution was carried unanimously.

**11.    REPORTS OF COMMITTEES**

192/20                    **11.1    Minutes of the Environment and Sustainability Advisory  
Committee held on 2 September 2020**  
**RESOLVED (Schweikert/Biscotti)**

That Council note the minutes of the Environment and Sustainability Advisory Committee meeting held on 2 September 2020 and in particular note recommendation QPRC ESAC 02/20 as follows:

QPRC ESAC 02/20 – That Council consider investigating the development of a renewable energy system for the new STP in view of the Climate Change Action Plan.

The resolution was carried unanimously.

**11.2 Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 10 September 2020**

193/20

**RESOLVED (Schweikert/Taylor)**

That Council note the Minutes of the Braidwood and Curtilage Heritage Advisory Committee held on 10 September 2020.

The resolution was carried unanimously.

**11.3 Royalla Common s.355 Committee Minutes**

194/20

**RESOLVED (Hicks/Harrison)**

That Council:

1. Note the minutes of the Royalla Common s.355 Committee's meeting held on 16 July 2020.
2. Note the Recommendations 1 – 4/2020 from the meeting held on 16 July 2020 as follows:

1/2020 Recommendation that the Royalla Common s.355 Committee seek Council's approval for the privately-owned coffee van business, Funky Brewster, to operate, subject to appropriate environmental health approvals including the s.68 Hawker Peddler licence, on the Royalla Common's carpark during the hours of:

Saturday: 7.00am – 1.00pm on agreed days only.

2/2020 Recommendation that the appropriate fee be charged for Funky Brewster to hire the Royalla Common carpark.

3/2020 Recommendation that the Committee agree with the signage installed and that the maximum number of people permitted be as follows:

- 20 person in the main hall
- 10 persons in the boardroom
- 2 persons in the kitchen

4/2020 Recommendation that the Committee seek Council's approval to use the \$40,000 grant for the purchase of a second-hand playground, if it meets all compliance requirements.

3. Advise the Committee that the \$40,000 grant is provided for the purpose of new complying playground equipment.

The resolution was carried unanimously.

**11.4 Tourism Advisory Panel Meeting - 10 August 2020**

195/20

**RESOLVED (Schweikert/Biscotti)**

That Council:

1. Note the minutes from the Tourism Advisory Panel meeting on 10 August 2020.
2. Provide in-principle support for the Tablelands Destination Development Plan and the Queanbeyan-Palerang Destination Action Plan.

The resolution was carried unanimously.

**11.5 Bungendore Town Centre and Environs Committee Minutes**

196/20

**RESOLVED (Schweikert/Hicks)**

That Council:

1. Note the minutes of Bungendore Town Centre and Environs Committee meeting held on 24 August 2020.
2. Consider Recommendation 4/2020 from the meeting held on 24 August 2020 in the next Operational Plan:

4/2020 That the Committee RECOMMENDS that Council pursue the installation of crafted banner poles at the Malbon/Molonglo Street and Ellendon/Gibraltar Street roundabouts.

The resolution was carried unanimously.

**12. NOTICES OF MOTIONS**

There were no Notice of Motions.

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

**13.1 Delegates Reports**

197/20

**RESOLVED (Harrison/Hicks)**

That Council note the Delegates' Report.

The resolution was carried unanimously.

**14. QUESTIONS WITH NOTICE**

**14.1 Responses to Councillors' Questions**

198/20

**RESOLVED (Taylor/Biscotti)**

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.

**16. REPORTS FOR CLOSED SESSION**

199/20

**RESOLVED (Overall/Harrison)**

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

**Item 16.1 Subdivision and Sale of Queanbeyan Property**

*Item 16.1 is confidential in accordance with s10(A) (d) 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.*

The resolution was carried unanimously.

The meeting then moved into Closed Session at 6.58pm to discuss the matters listed above.

**16.1 Subdivision and Sale of Queanbeyan Property**

200/20

**RESOLVED (Overall/Biscotti)**

That Council:

1. Subdivide 40A Severne Street into 3 lots with 1 lot containing the current dwelling.
2. Dispose of the proposed lot 2 with the dwelling and return the net proceeds of the sale to the Ellerton Drive Extension project.
3. Classify proposed Lot 1 as "Community Land" once the subdivision has been completed in accordance with the *Local Government Act, 1993*.
4. Classify proposed Lot 3 as "Operational Land" once the subdivision has been completed in accordance with the *Local Government Act, 1993*.

The resolution was carried unanimously.

201/20

**RESOLVED (Taylor/Hicks)**

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 7.03pm.

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

**17. CONCLUSION OF THE MEETING**

The time being 7.05pm, the Mayor 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, 14 October 2020 commencing at 5.30pm.

### ATTENDANCE

**Councillor:** Cr Overall (Chair), Crs Biscotti, Brown, Harrison, Hicks, Schweikert, Taylor and Winchester.

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

**Also Present:** 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**

PLA142/20

**RESOLVED (Taylor/Hicks)**

That the apologies for non-attendance from Crs Marshall and Noveska be received and that leave of absence be granted.

The resolution was carried unanimously.

**4. DISCLOSURES OF INTEREST**

PLA143/20

**RESOLVED (Taylor/Hicks)**

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

The resolution was carried unanimously.

Cr Biscotti declared a less than significant non-pecuniary interest in Item 8.9: Tender Recommendation for Construction of Essential Energy Network Extension at South Jerrabomberra - Contract No. 2020-40, stating he is known to one of the tenderers.

**5. ADJOURNMENT FOR PUBLIC FORUM**

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

PLA144/20

**RESOLVED (Overall/Taylor)**

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

**ADJOURNMENT:**

The meeting adjourned for the Public Forum at 5.32pm and resumed at 5.39pm.

**6. MAYORAL MINUTE**

There was no Mayoral Minute.

**7. NOTICES OF MOTIONS OF RESCISSION**

There were no Notices of Motions of Rescission.

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

**8.1 DA.2020.1083 - Two Lot Torrens Title Subdivision - 33  
Widgiewa Road Carwoola**

PLA145/20

**RESOLVED (Harrison/Hicks)**

That:

1. Council note the recommendation to refuse DA.2020.1083 for Lot 4 DP246882 No.33 Widgiewa Road, Carwoola.
2. Council defer refusal of the development application to give the applicant an opportunity to lodge an amended application providing access to the proposed new lot off Widgiewa Road noting that the amended application will need to be accompanied by the following additional information:
  - a) Detailed information on vehicular access from Widgiewa Road to the proposed lot including details of any crossing over the existing watercourse.
  - b) Documentation required to allow the application to be assessed as integrated development under section 4.47 of the *Environmental Planning and Assessment Act 1979* as the access road will cross over an existing watercourse; and
  - c) Documentation to allow assessment of the application under the provisions of the *Biodiversity Conservation Act 2019*.
3. In the event that an amended application providing access off Widgiewa Road is not lodged by 24 December 2020 development application DA.2020.1083 for a two lot Torrens title subdivision on Lot 4 DP 246882; 33 Widgiewa Road, Carwoola, be refused for the following reason.

Reason for Refusal:

Safe and adequate access is not provided to the proposed Lot 1 therefore the application is not consistent with Clause 6.11(e) Essential Services of the Palerang LEP 2014 and B7 Engineering Requirements of Palerang DCP 2015.

The resolution was carried unanimously.

**8.2 DA.2019.083.A - Modification Application - Request to Remove Condition Requiring Payment of Contribution Fees - 47 Elrington Street, Braidwood**

PLA146/20

**RESOLVED (Overall/Harrison)**

That:

1. Modification application DA.2019.083.A to waive contribution fees on Lot 1 DP 869933, No.47 Elrington Street, Braidwood be approved and that the following conditions of consent be deleted on the basis that the development is carried out by a charitable organisation:
  - Conditions 39, 40, 41 and 42
2. Council consider options to fund the contribution with the September quarterly review.

The resolution was carried unanimously.

**8.3 Request for Early Lodgement of Development Applications - South Jerrabomberra**

PLA147/20

**RESOLVED (Hicks/Harrison)**

That Council allow the early lodgement and determination of development applications for seed housing comprising the subdivision and construction of 62 single dwellings upon Superlots A1 and A0 and eight dwellings within the display village in the South Jerrabomberra Urban Release Area subject to the following provisos:

- a) Occupation and use of the developments is not permitted until the new allotments on which the developments are proposed to be located have their titles formally registered;
- b) That the applicant be advised that in lodging applications prior to registration of the subdivision they do so at their own risk, recognising that changes to subdivision designs can occur during the construction phase and that such changes may need to be reflected in development applications lodged.

The resolution was carried unanimously.

- 8.4 **Jerrabomberra Innovation Precinct Infrastructure Planning Agreement - Deed of Variation**
- PLA148/20 **RESOLVED (Brown/Schweikert)**
- That Council:
1. Note the report.
  2. Publicly exhibit the Deed of Variation for 28 days as required under the *Environmental Planning & Assessment Act, 1979*.
  3. In the event no further submissions are received during the public exhibition, authorise the Chief Executive Officer and Mayor to execute the Deed of Variation on Council's behalf.

The resolution was carried unanimously.

8.5 **175 and 217 Tarago Road Bungendore (Ashby) - Timing for Rezoning Land for Residential Development**

**MOVED (Harrison/Biscotti)**

That Council advise the land owners of 175 and 217 Tarago Road, Bungendore that:

1. Any request for the preparation of a Planning Proposal on the land will not be considered ahead of the completion of the short/medium term options for residential growth identified in the endorsed Bungendore Structure Plan 2048, nor before 2025.
2. Should a review of the timing for the land be considered, it be done when the Bungendore Structure Plan is reviewed in 2025.

**AMENDMENT (Brown/Hicks)**

That Council advise the land owners of 175 and 217 Tarago Road, Bungendore that any request for the preparation of a Planning Proposal on the land will not be considered ahead of the completion of the planning proposals for the short/medium term options for residential growth identified in the endorsed Bungendore Structure Plan 2048, nor before 2022, whichever occurs first.

Cr Biscotti's audio-visual link to the meeting failed at 6.24pm and he was therefore unable to continue remote participation in the meeting.

The amendment (or Crs Brown and Hicks) was PUT and LOST.

For: Crs Brown, Hicks and Schweikert

Against: Crs Harrison, Overall, Taylor and Winchester

The motion (of Crs Harrison and Biscotti) was brought forward in an amended form, and as Cr Biscotti was absent from the meeting, the amended motion was seconded by Cr Hicks, PUT and CARRIED.

PLA149/20

**RESOLVED (Harrison/Hicks)**

That Council advise the land owners of 175 and 217 Tarago Road, Bungendore that any request for the preparation of a Planning Proposal on the land will not be considered ahead of the completion of the planning proposals for the short/medium term options for residential growth identified in the endorsed Bungendore Structure Plan 2048, nor before 2025, whichever occurs first.

The resolution was carried unanimously.

Cr Biscotti re-joined the meeting at 6.29pm.

**8.6 Renumbering of Summerfield Estate at 70 Little River Road Braidwood**

PLA150/20

**RESOLVED (Harrison/Hicks)**

That Council endorse the renumbering of the dwellings (existing and future) within Summerfield Estate, 70 Little River Road, Braidwood, as shown in Figure 2 in this report, to ensure that:

1. Unit addressing complies with the NSW Address Policy.
2. Emergency Services can locate dwellings as quickly as possible in an emergency situation.
3. Deliveries to individual dwellings can be provided in a convenient and logical manner.

The resolution was carried unanimously.

**8.7 Introduction of Inspection Program for Underground Petroleum Storage Systems**

PLA151/20

**RESOLVED (Schweikert/Harrison)**

That Council confirm the charging of inspection fees for underground petroleum storage systems in line with Council's Fees and Charges Schedule 2020-21.

The resolution was carried unanimously.

**8.8 Braidwood Customer Service Centre and Library**

PLA152/20

**RESOLVED (Taylor/Harrison)**

That Council:

1. Seek public comment on the plans for the Braidwood customer area and library at 144 Wallace Street.
2. Receive a further report following the public exhibition.

The resolution was carried unanimously.

Cr Biscotti declared an interest in the following item and left the meeting at 6.37pm.

#### **SUPPLEMENTARY REPORT**

**8.9 Tender Recommendation for Construction of Essential Energy Network Extension at South Jerrabomberra - Contract No. 2020-40**

PLA153/20

**RESOLVED (Taylor/Hicks)**

That Council:

1. Award the tender 2020-40 to Ecowise Services (Australia) Pty Ltd for the construction of Essential Energy Network Extension for the contract price of \$2,183,503.33 (inc GST).
2. Allocate a total budget of \$2,500,000 (exc GST) to the project.

The resolution was carried unanimously.

Cr Biscotti returned to the meeting at 6.39pm.

#### **9. REPORTS TO COUNCIL - ITEMS FOR INFORMATION**

**9.1 Community Meeting - October 2020**

PLA154/20

**RESOLVED (Schweikert/Hicks)**

That the report be received for information.

The resolution was carried unanimously.

**9.2 Summer Operations at QPRC Aquatic Venues**

PLA155/20

**RESOLVED (Taylor/Hicks)**

That the report be received for information.

The resolution was carried unanimously.

#### **10. REPORTS OF COMMITTEES**

There were no Reports of Committees.

#### **11. NOTICES OF MOTIONS**

There were no Notices of Motions.

#### **12. 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.

**13. REPORTS FOR CLOSED SESSION**

PLA156/20

**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 reason specified below:

**Item 13.1 Request to Defer Payment of Developer Contributions on the Basis of Hardship**

*Item 13.1 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.*

The resolution was carried unanimously.

The meeting then moved into Closed Session at 6.41pm to discuss the matters listed above.

**13.1 Request to Defer Payment of Developer Contributions on the Basis of Hardship**

PLA157/20

**RESOLVED (Harrison/Schweikert)**

That the request for deferral of the payment of contributions on the basis of hardship be supported in this instance subject to:

- a) Contributions being payable in full within twelve (12) months from the date of uplifting of the plan of subdivision or prior to the issue of the subdivision certificate for the next stage of the development, whichever comes first.
- b) Contributions deferred shall be indexed and the contributions paid shall be those applicable at the time of payment.

The resolution was carried unanimously.

PLA158/20

**RESOLVED (Overall/Hicks)**

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 6.43pm

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.



**14. CONCLUSION OF THE MEETING**

The time being 6.44pm, the Mayor announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL  
MAYOR  
CHAIRPERSON**

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

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

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

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

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

**Recommendation**

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



9.1 **Nomination of New Road Name - Rock Wall Lane, Bombay (Ref: ; Author: Thompson/Lamont)**

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**File Reference:** 26.4.1-04

**Summary**

Council has identified one Crown road that requires naming. The proposed name is Rock Wall Lane and it is located in the locality of Bombay to the west of Braidwood. This report considers the name proposed and recommends endorsement for use.

---

**Recommendation**

**That Council:**

- 1. Adopt in principle the name 'Rock Wall Lane' as the proposed name for the Crown road as shown in Attachment 1.**
  - 2. Advertise the name for public comment for 28 days.**
  - 3. Seek approval from the Geographical Names Board for the use of the name if no objections are received.**
- 

**Background**

The delivery of emergency and other services is often impeded for residents and businesses when road names are not officially recorded. To minimise confusion, standardise address assignment and support emergency services, all road naming principles, procedures and processes should be applied to Crown roads being used for access in NSW.

Council has identified a Crown road that requires naming as follows.

*Rock Wall Lane:* - This lane extends off Farrington Road and is approximately 1.9km long heading west to the Shoalhaven River. The Shoalhaven River in this area was mined for gold in the second half of the nineteenth century and extensive water races built using rock walls still exist along these sections.

The name selected is generally unambiguous and easy to spell and pronounce. It is recommended for public exhibition.

***Consultation***

Council has worked with local residents and the Geographical Names Board (GNB) to arrive at this name which differs from those elsewhere in the local government area and meets the criteria for road naming set down by the GNB.

The Code of Practice for addressing premises requires the recommended road names to be reported to Council and then advertised for public comment. If supported by Council and the Geographical Names Board (GNB) and there are no objections received from notifications, then the names will be sent to the GNB for endorsement an inclusion on their road naming register. If any objections are received, then a further report will be put to Council.

***Financial***

Supply and erection of road name plates are to be borne by Council.

9.1 Nomination of New Road Name - Rock Wall Lane, Bombay (Ref: ; Author:  
Thompson/Lamont) (Continued)

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**Conclusion**

The name chosen is a unique and interesting name appropriate to the local area concerned. The name has been selected in accordance with Council's Code of Practice for the Naming of Roads and the Geographical Names Board guidelines for the naming of roads.

**Attachments**

Attachment 1      Location of Rock Wall Lane (*Under Separate Cover*)



9.2 Determination of Applications for the Local Heritage Places Grants 2020-21  
(Ref: ; Author: Thompson/McCauley)

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**File Reference:** 26.5.1-14

**Summary**

The purpose of this report is to consider and to determine the applications received by Council for the Queanbeyan-Palerang Local Heritage Places Grants 2020-21.

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**Recommendation**

**That Council adopt the recommendations to provide funding to the applications as listed in Attachment 1.**

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**Background**

Council advertised the Local Heritage Places Grants from mid-August to mid-September 2020. In total, 11 applications were received.

These grants are partly funded by Council and partly funded by the NSW Heritage Office and must meet certain criteria as outlined in Council's guidelines.

In general, these are intended to fund small improvements to existing privately owned heritage items or buildings within a heritage conservation area.

The eleven applications received were of a high standard and covered a variety of projects with the total requests far exceeding available funds.

The applications were assessed against the guidelines by staff from the Land Use Planning Branch considering the funds available and comments from the relevant Council Heritage Advisor.

A summary of the applications and the funding recommended is provided in Attachment 1.

The applications and their assessment were further considered at the meeting of the QPRC Heritage Advisory Committee on 15 October 2020, the Minutes of which are reported elsewhere in this Business Paper. The Heritage Advisory Committee supported the recommendations for distributing the grants.

Successful applicants will be notified and given a set time in which to complete their projects. They will be required to meet certain conditions and to sign an agreement to this effect. For the information of Councillors, a copy of the guidelines and application form are provided in Attachments 2 and 3 respectively.

A copy of the standard Project Funding Agreement is provided in Attachment 4.

**Implications**

***Legal***

Successful applicants will be required to submit a Project Funding agreement and are required to comply with a set of standard conditions.

***Policy***

Council's approach is contained in its guidelines and standard conditions for Local Heritage Grants and successful applicants will have to comply with these.

**9.2 Determination of Applications for the Local Heritage Places Grants 2020-21 (Ref: ; Author: Thompson/McCauley) (Continued)**

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***Sustainability***

The continuation of the grants from this Fund promotes sustainability through enhancing parts of the built environment

***Social / Cultural***

The continued funding promotes the heritage of the local area and will ensure that owners of heritage items/items within a heritage conservation area can undertake required works, so the buildings are retained in good condition into the future.

***Strategic***

The funding provides assistance to owners of buildings in the LGA for the maintenance and repair of listed heritage items, or items within a heritage conservation area as well as for other heritage properties. The preservation of these is an important part of Council's objectives and items are protected by listing/recognising them in the Local Environmental Plans.

***Engagement***

The grants are partly funded by Council and partly funded by the Office of Heritage and have to meet certain criteria. Successful applicants will continue their engagement with staff as well as the Heritage Advisor while undertaking their projects.



***Financial***

A total budget of \$20,000 is available for the 2020-21 Local Heritage Grants. The project is part funded by the Office of Environment and Heritage which provides funding up to a maximum of \$6,250. The remaining \$13,750 is funded by Council. All projects must be completed by 19 April 2021 to enable Council to claim the monies.

**Conclusion**

The Local Heritage Places Grants provide funding for local property owners to use for the maintenance and repair of important local heritage items/items within a heritage conservation area. This is consistent with local heritage being recognised as a program area for the Land Use Planning Branch as well as in the respective Local Environmental Plans. Consequently, the recommendation of this report promotes heritage in a practical manner and should be supported.

**Attachments**

- |  |  |
|--|--|
| Attachment 1   | Summary of applications and Recommendations ( <i>Under Separate Cover</i> )<br>- <b>CONFIDENTIAL</b> |
| Attachment 2   | Local Heritage Grant Guidelines 2020/21 ( <i>Under Separate Cover</i> )                              |
|  Attachment 3 | Local Heritage Grant Application Form ( <i>Under Separate Cover</i> )                                |
|  Attachment 4 | Local Heritage Grant Project Funding Agreement ( <i>Under Separate Cover</i> )                       |



9.3 Determination of Applications for Special Heritage Fund Grant 2020-21 (Ref: ;  
Author: Thompson/McCauley)

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**File Reference:** 26.5.1-15

**Summary**

The purpose of this report is to consider and approve the applications received by Council for the Queanbeyan-Palerang Special Heritage Fund for the 2020-21 financial year.

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**Recommendation**

**That Council endorse the recommended funding for the 2020-21 financial year as set out in Attachment 1 of this report.**

---

**Background**

Since 2015 Council has provided funding under the Special Heritage Fund program. The purpose of the fund is to assist owners of public and community buildings such as churches and buildings owned or managed by community based not-for-profit organisations listed on the heritage schedule of *Queanbeyan Local Environmental Plan 2012* or *Palerang Local Environmental Plan 2014* to conserve, restore and reuse their properties.

Applications were invited to be submitted in August 2020 with the closing date being 23 September 2020. Council received 10 applications in total and these were of a high standard and covered a variety of worthwhile projects. The total request for funds far exceeded the \$150,000 available.

The applications were assessed against the guidelines by staff from the Land Use Planning Branch considering the funds available and comments from the relevant Council Heritage Advisor.

The projects recommended for funding were sent to the Braidwood and Curtilage Heritage Advisory Committee for comment where members were briefed on the projects. The Committee had no objection to the recommendations provided.

The projects recommended for funding were also sent to the QPRC Heritage Advisory Committee. The Committee did not support the inclusion of the following item (Item 8) in the grant funding:

- 144 Wallace Street – Council Administration Building, Library and Community Facilities  
Proposed works included:
  - Refurbish and prepare stained woodwork (skirtings architraves).
  - Remove suspended ceiling and make good old ceiling above.
  - Remove redundant wire and relocate remaining wiring to ceiling void.

While recognising that this as an important public building, the Committee considered that it was not appropriate for the grant funding to be used on a building where Council has the primary responsibility for care and maintenance.

**9.3 Determination of Applications for Special Heritage Fund Grant 2020-21 (Ref: ; Author: Thompson/McCauley) (Continued)**

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Consequently, the Committee resolved as follows:

- QPRC HAC 04/21      The Committee supports the recommendation for the Special Heritage Grants with the following changes:*
- 1) Application No.8 not be funded.*
  - 2) Application No.1 be topped up with the contribution from the non-funded application No.8.*

A summary of the applications and the funding recommended is provided in Attachment 1. The summary incorporates the resolution of the QPRC Heritage Advisory Committee.

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

Funding for the program is competitive and priority is given for public buildings, churches and buildings owned or managed by community-based organisations as well as those buildings where there is a clear community or public benefit rather than a private one.

Applicants needed to submit an application for the grant as well as comply with the following:

- Prospective applicants must comply with the attached Standard Conditions.
- The project must have a minimum value of \$15,000 or as resolved by Council.
- Council will consider allowing a small percentage of any grant to be used for undertaking professional studies associated with an individual project such as the preparation of a statement of heritage significance (if required and with Council's agreement). These are to be undertaken and prepared by a suitably qualified and experienced person.
- All projects are funded over the current financial year.
- Funding will be limited to one grant of assistance per site per financial year.

Applicants must complete and claim 100% of their funding by 30 June 2021.

***Environmental***

**The use of this fund for the stipulated projects will have a positive environmental impact by assisting with the upkeep of a number of important public buildings with heritage significance.***Sustainability*

The funding ensures that the historic buildings are maintained in the long term.

***Social / Cultural***

The Special Heritage Fund promotes heritage in the local government area.

***Economic***

The use of the fund is likely to have short term positive economic impacts in terms of employment and other economic benefits.

***Engagement***

Applications were invited in August 2020 with the closing date for submissions being 23 September 2020.

***Financial***

The budget for the Special Heritage Grants for the 2020-21 financial year is \$150,000. The Special Heritage Fund may also supplement other funding. The requests exceeded the funds

**9.3 Determination of Applications for Special Heritage Fund Grant 2020-21 (Ref: ;  
Author: Thompson/McCauley) (Continued)**

---

available so a recommendation as to the distribution of funds is provided in Attachment 1 for Council's consideration.

**Conclusion**

It is concluded that this year's applications were of a high standard and covered a variety of worthwhile projects. After assessing them and consulting with the Heritage Advisor and Heritage Advisory Committees it is recommended that the projects be funded in accordance with the recommendations as set out in Attachment 1.

**Attachments**

- |              |  |
|--------------|--|
| Attachment 1 | Recommended Distribution of Special Heritage Funds ( <i>Under Separate Cover</i> ) - <b>CONFIDENTIAL</b> |
| Attachment 2 | Special Heritage Grant Guidelines and Application Form 2020-21 ( <i>Under Separate Cover</i> )           |





9.4 Bungendore Car Park Options (Ref: ; Author: Hansen/de Jongh)

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File Reference: 100861

**Summary**

The following report details options investigated by staff for the Bungendore Car Park. These options are summarised below:

1. **Original Stage 1 Design:** This design represents the original design for the car park following community exhibition in 2019 but prior to recent community discussions regarding alternate uses of the space.
2. **BTCEC Preferred Option:** The Bungendore Town Centre and Environs Committee (BTCEC) preferred option was presented to Council at the 16 September 2020 workshop. The layout is similar to the original Stage 1 design, but provides more space for tree plantings via a reduction in parking spaces. This option includes one-way vehicle access to the car park from Malbon Street.
3. **QPRC Option D:** This design option was proposed as part of the Council Workshop held on 16 September 2020. This design is a variation of Option C that was presented at Council's Planning and Strategy Meeting on 9 September 2020. Option D retains most of the green space and provides the same number of parking spaces as the Original Stage 1 design. This option could also potentially allow pedestrian access to Gibraltar Street via an easement.
4. **QPRC Option D without acquisition:** this option has been added as a variation to QPRC Option D following the Council workshop and discussions with BTCEC. This option results in a much smaller number of car park spaces at a reduced cost. This would also ensure the nexus of the future expansion to s94 contribution plan works.

Indicative layouts for these options can be found in the Attachment 1.

All of the above car park options include the following features:

- 3 disabled parking spaces
- 2 electric vehicle charging stations
- 11 private spaces on Lot 2 DP 1051859 (35 Ellendon St), not included in the scope or costs of carspaces to be constructed by Council.
- Toilet block
- Smart cities infrastructure (Wi-Fi, CCTV, smart lighting)
- Fit out for markets

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**Recommendation**

**That Council endorse QPRC Option D as the preferred car park design to proceed to tender and construction.**

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**9.4 Bungendore Car Park Options (Ref: ; Author: Hansen/de Jongh) (Continued)**

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**Background**

Bungendore car park has been included in Council's planning since prior to the amalgamation of the 2 former Councils. 12 & 14 Malbon St were acquired by the former Palerang Shire Council in 2007 and 2012. The rear of the properties were rezoned in the 2014 LEP to SP2 in preparation for the future car park. The houses at front of the properties were sold to private ownership.

Community exhibition was carried out in July & August of 2019 and reported to Council on the 27<sup>th</sup> Nov 2019 and the project included in Council's Operational Plan 2020-21.

During peak times on-street carparking in Bungendore is in high demand. There are existing off-street carparks in the vicinity of the proposal:

- car park at Mick Sherd Oval – publicly owned,
- various private businesses (IGA, village square, 33 Ellendon St)
- there are other informal areas where parking can occur.

The new car park is intended to also accommodate additional usage other than traditional car parking. This is likely to include:

- Electric car charging stations
- Public toilets
- Facilities for the site to be used as a community market
- WiFi, CCTV, smart lighting and other technology

Council resolved at the Planning and Strategy Meeting on 9 September 2020 for several actions to occur prior to calling tenders for the construction of the car park. This included:

1. Hold a workshop on 16 September to consider options.
2. Consider acquiring rear sections of 15 and 17 Gibraltar St together with a pedestrian right of way and incorporate two greenspace areas (in addition to the planned tree plantings) in the overall design, and landscape the green pedestrian access to Gibraltar Street (Option C).
3. Refer revised plans to the BTCEC for comment following the workshop, and for preliminary identification of alternative options for a village green to compare against.
4. Refer to NSW Police for comment on passive crime prevention design measures applicable to the current and redrawn carpark.
5. Bring forward the Bungendore Place Plan with funding determined at the September quarterly review. Receive a further report on the matter.
6. Receive a further report on the matter.

A workshop was held with Councillors on 16 September 2020 to discuss design options. Following the workshop, staff provided BTCEC with an update on three (3) options for the

**9.4 Bungendore Car Park Options (Ref: ; Author: Hansen/de Jongh) (Continued)**

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Bungendore car park. A fourth option (QPRC Option D without acquisition) was added by staff as a variation to QPRC Option D following the Council workshop and discussions with BTCEC.

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

Once a preferred design is selected and detailed, staff will seek tenders in accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005*.

***Environmental***

A draft Review of Environmental Factors (REF) has been prepared by staff. The draft REF concludes that:

1. The proposed activity is not likely to have a significant impact on the environment and therefore an Environmental Impact Statement is not required.
2. The proposed activity is not likely to significantly affect threatened species, populations, ecological communities, or critical habitat. Therefore, a Species Impact Statement (SIS) is not required.
3. The proposed Activity is not likely to affect Commonwealth land or significantly affect Matters of National Environmental Significance, and is not located on Commonwealth land.

***Sustainability***

It is proposed that the car park will include two electric vehicle charging stations along with smart lighting that will reduce illumination during quiet times.

***Asset***

Council will be required to maintain the carpark and associated infrastructure post construction. This will include servicing of a public amenities block.

***Social / Cultural***

A heritage assessment was commissioned which indicates that the gardens and buildings on the site have no heritage significance. However, there are some features that should be salvaged if construction occurs. These include split-timber slabs, two iron brackets and possibly some plant stock.

***Strategic***

The land is zoned as SP2 - Infrastructure under the Palerang Local Environmental Plan 2014. This permits Community Facilities and Roads, including ancillary development for that purpose.

A Development Application would be required to be submitted for the toilet block.

***Engagement***

The Bungendore Carpark project community consultation was undertaken on YourVoice between 15 July 2019 and 14 August 2019. The car park designs were updated based on the outcomes of the community consultation.

**9.4 Bungendore Car Park Options (Ref: ; Author: Hansen/de Jongh) (Continued)**

Opposition to the car park layout has since been expressed by some local property and business owners. The primary reason stated for opposition has been the loss of green space.

Preliminary discussions have been carried out with the NSW Police Crime Prevention Through Environmental Design (CPTED) officer. The informal suggestions from NSW Police are that the principles can be applied to all options.

NSW Police also noted that there is no noteworthy history of crime at this site nor in Bungendore. However, a key issue for the site is the lack of passive surveillance, with no visibility from the surrounding public roads. CPTED principles do not favour one option over another.

NSW Police will provide detailed input when a Development Application is submitted for the toilet block.

***Financial***

The below table provides details of the key differences between each of the design options.

**Table 1: Car park options comparison**

Feature	Original Stage 1 Design	BTCEC Preferred Option	QPRC Option D	QPRC Option D without acquisition
Total no. of spaces	72	54	72	21
Retains Green Space	No	No	Yes	Yes
Land Acquisition	No	No	Yes	No
Construction Cost (incl GST)	\$1.41M	\$1.45M	\$2.21M	\$1.02M

Council had previously noted offers from the owners for the sale of 15-17 Gibraltar Street, that may facilitate Option D.

The 2020-21 Operational Plan has allocated funds to the construction of the project. The total Project budget at this stage is \$1.68M. There are nearby proposed developments that have generated s94 contributions for carparking totalling \$763,834. These funds can be used to offset the costs of acquisition of the subdivided part lots and easement from Gibraltar St.

**Conclusion**

It is recommended that Option D be adopted by Council. This option provides the same parking provisions as initially intended and retains key areas of green space. Council may choose to build on land currently owned without acquisition and apply future funds to construction on the 13,15 & 17 Gibraltar st.

**Attachments**

Attachment 1 Car Park Options - Indicative Layouts (*Under Separate Cover*)





**9.5 Request for Extraordinary Meeting on 11 November 2020 - Queanbeyan Civic and Cultural Precinct (Ref: ; Author: Hansen/Damo)**

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**File Reference:** 100265-04-10

**Summary**

At the Council meeting of 26 August 2020, Council resolved (141/20) to invite tenders at the appropriate time from selected firms for the Queanbeyan Civic and Cultural Precinct.

To assist in preserving the project program and receive tenders prior to the end of year construction sector shutdown, it is proposed that Council hold an extraordinary Council meeting on 11 November 2020 to consider inviting tenders for Queanbeyan Civic and Cultural Precinct. The tender period would then commence on 12 November 2020 and close on 22 December 2020.

A workshop is planned for Wednesday 4 November 2020 to present the design and cost plan to Councillors.

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**Recommendation**

**That Council hold an extraordinary Council meeting on 11 November 2020 to consider inviting tenders for Contract 2020-31 – Queanbeyan Civic and Cultural Precinct Project Design Finalisation and Construction.**

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**Attachments**

Nil



9.6 Lascelles Street, Braidwood Improvements (Ref: ; Author: Hansen/Long)

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File Reference: 100701-4-09

**Summary**

The Lascelles Street Improvements project involves pavement rehabilitation and landscaping works on Lascelles Street, Braidwood between Wallace Street and Ryrie Street. Grant funding has been allocated from the Stronger Communities Fund and the Local Roads and Community Infrastructure Program.

This report presents the results of the community engagement undertaken for the proposed work and an overview of the current design taking into consideration the results of the consultation.

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**Recommendation**

**That Council:**

1. **Note the Community Engagement Report for the Lascelles Street Improvements.**
  2. **Note the amended concept design that will now proceed to tender.**
  3. **Receive a further report on the awarding of a contract following the completion of the tender process.**
- 

**Background**

The upgrade and improvement to Lascelles Street, Braidwood between Wallace Street and Ryrie Street was identified in, and funded from, the Stronger Communities Fund program. Additional funding has been allocated from the Local Roads and Community Infrastructure program.

The project includes:

- Rehabilitation of existing pavement
- Construction of formalised car parking
- Construction and upgrade of drainage
- Replacement of kerb and gutter
- Reconstruction of footpaths
- Landscaping of footpaths including garden beds
- Replacement of street trees

Community consultation for the Lascelles Street Improvements project was undertaken on YourVoice between 22 November 2019 and 23 January 2020. The intention of this community consultation was to gain feedback from the community on the proposed design and to gauge the community's opinion on the layout and tree species selection. Attachment 1 presents the community engagement report and Attachment 2 provides an overview of the amended design.

**9.6 Lascelles Street, Braidwood Improvements (Ref: ; Author: Hansen/Long)  
(Continued)**

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

The proposed works will improve the management of stormwater in the work area.

A number of mature street trees will be removed in accordance with recommendations in a separate arborist report. Replacement of these trees, plus planting of additional street trees, is proposed. The location and species of these new trees has been identified in consultation with the Braidwood Garden Club.

***Asset***

Various Council assets will be affected by this project. The road pavement and seal will be replaced, kerb and gutter will be replaced and raised, new stormwater mains will be installed, existing stormwater mains will be increased in size, street trees will be replaced, footpaths will be extended, the water main will be replaced, and a pedestrian refuge will be installed.

***Economic***

Completion of the proposed work will improve the amenity of the local area and will have an unquantified, but assumed positive, effect on the economic outcome of local businesses in the long term. There may be short-term negative impacts on local business due to interruptions whilst work is performed. Council will work with the contractor to minimise these interruptions.

***Engagement***

Community consultation for the Lascelles Street Improvements project was undertaken on YourVoice between 22 November 2019 and 23 January 2020. The intention of this community consultation was to gain feedback from the community on the proposed design and gauge the community's opinion on the layout and tree species.

The design put forward for the proposed improvements to Lascelles Street between Wallace Street and Ryrie Street included:

- Formalising 35 parking spaces which will include two disabled spaces in front of the IGA,
- Removing and replacing existing trees with many more new trees to create an avenue of trees (proposed species liquidambar),
- Kerb extensions and a new median at the intersection of Lascelles and Wallace Streets,
- New footpaths
- New kerb and guttering to allow for better drainage along Lascelles Street
- New stormwater drainage on Wallace Street to be installed which will connect with the existing stormwater - this will assist with drainage on Lascelles Street.

The key recommendations from the public consultation are as follows:

1. Consider tree species selection with advice from the Braidwood Garden Club
2. Finalise the finishes of the pedestrian islands in consultation with Braidwood & Curtilage Heritage Advisory Committee
3. Extend the path on the shop front side as far as possible
4. Review the width available for pedestrians in the refuge island.

### 9.6 Lascelles Street, Braidwood Improvements (Ref: ; Author: Hansen/Long) (Continued)

The community engagement report is included as attachment 1.

#### **Financial**

Funding for this project has been allocated as shown below.

Tenders will be invited for contract 2020-59 to deliver the proposed work.

Program Code	Expense Type	Funding source	Amount (\$)
100701	Capital	Stronger Communities Fund	800,000
104370	Capital	Local Roads and Community Infrastructure	400,000

#### **Resources (including staff)**

Council staff have prepared designs for the improvements and will project manage the work. Contractors will be engaged to implement the designs following a tender process.

#### **Integrated Plan**

The proposed project is aligned with the Community Strategic Plan, in particular:



Pillar 3 – enhancing the streetscape whilst acknowledging the heritage value of the area

Pillar 4 – rehabilitating and improving public infrastructure

#### **Conclusion**

Community consultation has been undertaken for the proposed improvements of Lascelles Street, Braidwood. Comments and suggestions from this consultation have been incorporated into the final designs.

#### **Attachments**

- Attachment 1  Lascelles Street Improvements Community Engagement Report (*Under Separate Cover*)
- Attachment 2  Lascelles Street Improvements Design Overview (*Under Separate Cover*)



9.7 Visitor Information Centre (Ref: ; Author: Tegart/Richards)

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File Reference: 11.2.1

**Summary**

Following a review of visitor services and an analysis of tourism information, the high cost of continuing to operate the Visitor Information Centre is increasingly difficult to justify. This report recommends offering visitor information services into the Queanbeyan Library, the Customer Service Centre and across the LGA at businesses and tourism attractions. It also supports an increased offering of collateral in the Canberra and Regional Visitors Centre.

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**Recommendation**

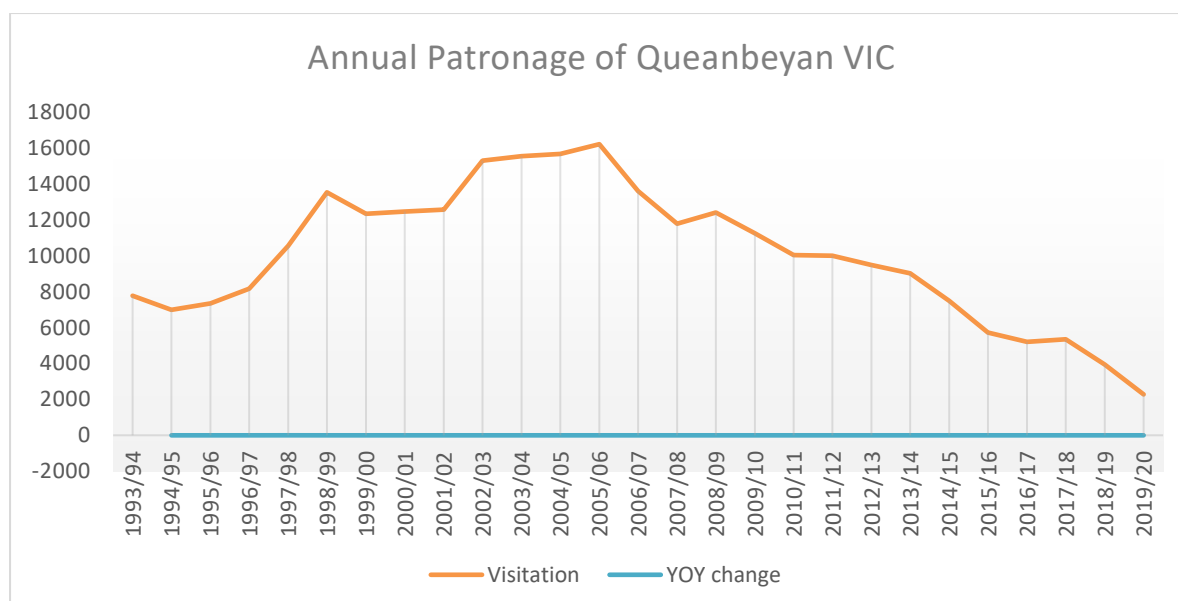
**That Council:**

- 1. Note the availability of an expansive online visitor and business portal on the Council website.**
  - 2. Relocate the provision visitor information services into the Queanbeyan Library and/or customer service centre.**
  - 3. Facilitate increased and decentralised visitor information at businesses and tourism attractions across the LGA in addition to an increased presence at the Canberra and Region Visitors Centre.**
- 

**Background**

QPRC's Tourism Plan 2017-2025 recommended a review of visitor services to assess 'whether the current split between face to face and online or digital services is the most appropriate mix to maximise visitor outreach.' The Tourism Service Review was subsequently conducted in June and July 2020. A presentation to councillors by Destination Southern NSW reinforced the shift to self-serve visitor information and wayfinding sourced online by tourists.

The Review found that, since peaking in 2005/06, visitation to the QVIC has steadily declined. Visitor information is now primarily sought by travellers through digital channels and from third party operators including accommodation, local retailers, dining venues etc.



**9.7 Visitor Information Centre (Ref: ; Author: Tegart/Richards) (Continued)**

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Over the past twelve months, the QVIC has received up to only eight visits per day (noting that this figure is likely to be lower given that, for example, a family group is recorded as individual visits). However, of the up to eight visits per day, close to half relate to enquiries not relevant to QPRC tourism activity:

- 24% of these enquiries relate to enquiries regarding ACT attractions
- 20% of these enquiries are for non-tourism related activities (e.g. JP services), which are currently offered at the Queanbeyan Library, Court House, Post Office and other locations around the city.

This declining patronage of the QVIC has led to an inefficiency in service delivery with an cost per interaction (approx. \$102). In addition, floor space is a challenge for QPRC in Queanbeyan CBD and will become increasingly critical as the new Cultural and Civic Precinct is under construction. Freeing up the premises at 1 Farrer Place will offer council additional space for community groups, meeting rooms or office space.

#### Proposed Changes

It is proposed that the Visitor Information Centre is relocated into the vacant space within the Queanbeyan Library formerly occupied by the Storybook Café. This space is sufficient to host a display of brochures, maps and visitor guides from across Queanbeyan-Palerang and the wider Canberra Region, as well as a digital display of imagery and marketing messaging.

The current QVIC has not been refurbished for the long-term and does not offer facilities for contemporary tourism marketing. New visitor information space within the library will offer a stronger, more compelling and on-brand opportunity to market the destination. The new location will not require full-time staff representation; existing library staff will assist with the local, personal knowledge required to satisfy enquiries. This makes available tourism staff resources to focus on more productive and outcomes-driven destination development activities. In the longer term, visitor information services can be located in the new QPRC head office.

The relocation of the QVIC is part of a process of decentralisation of visitor servicing, aiming to reach more travellers and potential travellers at more relevant points of decision making including online and at businesses and attractions across the region. Earlier in 2020, QPRC provided small brochure stands to local businesses to offer copies of the first regional Visitors Guide. This offering will be expanded, at suitable locations, to include maps and other collateral.

QPRC will also increase its presence in the Canberra and Regional Visitor Centre at Regatta Point, ACT. This will provide exposure to in-market travellers and targeted marketing to encourage dispersal via day trips into our region.

The QPRC tourism website, [treasuretrail.com.au](http://treasuretrail.com.au), is averaging around 260 pageviews per day and is updated weekly with new rich content in accordance with identified target markets and content pillars. A small, but increasing number of visitor enquiries are coming via live chat functionality in social media - this live chat functionality will be extended to the website, allowing real-time interaction with tourism staff and immediate referral to relevant, engaging content that can satisfy the enquiry.



**9.7 Visitor Information Centre (Ref: ; Author: Tegart/Richards) (Continued)**

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

Recommendations are in line with the QPRC Tourism Plan 2017-25 actions 7.1-7.3 (visitor servicing) and 8.3-8.5 (industry development); the Queanbeyan-Palerang Destination Action Plan 2020 to 2025 actions 1.8, 3.3 and 3.8 (industry development); and the Queanbeyan-Palerang Regional Economic Development Strategy (REDS) short term focus area 3 (digital visitor servicing) and medium term focus area 3 (industry development).

***Social / Cultural***

The suggested changes will allow stronger focus on the development of Queanbeyan-Palerang as a tourism destination, with associated benefits of stronger place branding, identity and sense of civic pride for the wider community. It also permits the use of the front area of the Visitor Information Centre to be used for Community and staff purposes. Part of the building has been repurposed for use as the senior citizens centre.

***Economic***

This recommendation brings economic benefit to the region through more effective marketing activities and increased economic development work by QPRC staff. Impacts are not limited to tourism businesses; they flow through the entire regional economy.

***Strategic***

In August 2020, the Tourism Advisory Panel supported and endorsed the following recommendations:

1. the prioritisation of a digital presence to achieve the outcomes in the QPRC Tourism Plan and other identified strategic plans
2. the realignment of resources to offer greater industry development and marketing support to QPRC tourism service delivery and to achieve the outcomes in the QPRC Tourism Plan and other identified strategic plans. This includes:
  - a) examining the option of co-locating Visitor Information in the Queanbeyan Library and/or Customer Service.
  - b) QPRC staff liaising with the Canberra & Regional Visitor Centre to discuss an increased Queanbeyan-Palerang presence within the Centre to provide Queanbeyan-Palerang information at their facility to cater for a presence where visibility and visitor enquiries are greatest.

These recommendations were presented to Councillors in a workshop on 2 September 2020 and in a report to Council at the meeting of 23 September 2020.

***Engagement***

Councillors received a presentation on this recommendation at a Workshop on 2 September, 2020. Economic development and tourism staff were consulted in June 2020 for the Tourism Services Review. The community was consulted during the preparation of the Tablelands Destination Development Plan 2020 to 2025, the Queanbeyan-Palerang Destination Action Plan 2020 to 2025 and previously during the preparation of the QPRC Tourism Plan 2017-2025.

***Financial***

No additional funding is required to facilitate this recommendation. Relocation of the QVIC and accompanying decentralisation of visitor information provision can occur within existing operational budget.

**9.7 Visitor Information Centre (Ref: ; Author: Tegart/Richards) (Continued)**

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***Resources (including staff)***

The existing VIC resource is proposed to be redesigned into a Marketing and Industry Support role; no additional FTE is sought.

**Conclusion**

The changes detailed in this report were identified in the Tourism service review and the related strategic plans, and satisfy the following objectives:

- aligning tourism resources to contemporary best practice in visitor servicing, providing information to in-market and potential visitors at their point of decision making.
- rebalancing the allocation of human resources to achieve efficient and effective destination marketing and industry development service delivery.

**Attachments**

Nil

**9.8 Cultural Arts Assistance Scheme (CAAS) application - Braidwood Regional Arts Group (Ref: ; Author: Richards/Mirowski)**

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**File Reference:** COMMUNITY – CULTURE – CULTURAL DEVELOPMENT – Cultural Arts Assistance – 1.1.3

**Summary**

On 28 July 2020, Braidwood Regional Arts Group (BRAG) submitted an application for funding under Council's Cultural Arts Assistance Scheme (CAAS). The application seeks \$1,500 funds towards the costs of providing a free copy of an 'Art on Fire' book to an estimated 150 local contributors.

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**Recommendation**

**That Council approve the allocation of a donation of \$1,500 from the Cultural Arts Assistance Scheme to Braidwood Regional Arts Group, to assist with costs for the 'Art on Fire' book.**

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**Background**

The project will involve BRAG inviting all community members of Braidwood and nearby villages to create a piece of creative work that reflects their response to the bushfires of 2019-20. The project will include three creative workshops in poetry, writing and drawing/calligraphy, and inviting community members to alternatively write a postcard expressing their thoughts or submitting a photograph which illustrates their experiences of the bushfires.

The project will culminate in an art exhibition, and publication of a professionally designed and edited book which will illustrate the experiences of local residents during the bushfires. Works to be featured are expected to include paintings, drawings, photographs, sculpture, poems, essays, and short stories.

The application and attached financial statements show that BRAG is struggling financially due to its usual sources of revenue, such as exhibitions, markets and rental of venue space not being available during the COVID-19 pandemic. BRAG estimates the total cost of producing 150 books to be provided to local contributors will be \$6865 or \$45.76 per book.

**Implications**

***Legal***

Assessments of CAAS applications, and their presentation to Council for approval have been deferred since late March 2020, due to the need for QPRC to adhere to COVID-19 related social gathering restrictions. QPRC staff have now provided advice on Council's website that Council can consider funding eligible CAAS projects which do not involve social gatherings.

BRAG is seeking funding from Council for costs associated with the 'Art on Fire' book only. Council will not be providing financial support for any associated activities relating to social gatherings, exhibitions or workshops.

***Policy***

The project meets the aims and eligibility criteria of the CAAS, and meets the criteria for a CAAS grant of \$1,500, because the project will engage the broader Queanbeyan-Palerang community and will involve significant funding contributions from BRAG and other sources.

### 9.8 Cultural Arts Assistance Scheme (CAAS) application - Braidwood Regional Arts Group (Ref: ; Author: Richards/Mirowski) (Continued)

QPRC administers the CAAS in line with *Council's Donations Policy 2017* (for donations under s.356 of the *Local Government Act 1993*). Under the policy, Council commits to providing financial assistance for the development of positive and beneficial projects which address the identified objectives in the *QPRC Community Strategic Plan 2018-2028*. The project aligns with the Donations Policy through its potential strong outcomes under the key goal of Strategic Pillar 1 – Community, 'We build on and strengthen our community cultural life and heritage'.

#### **Social / Cultural**

The project is likely to produce positive social, cultural and artistic outcomes, and assist in boosting community cohesion, resilience and recovery from the devastating bushfires.

#### **Financial**

There are sufficient 2020/21 CAAS funds available to cover this funding request.

Program Code	Expense Type	Funding source		Amount
3020-5070	Donations Cultural Activities	Grants – Cultural Arts Assistance Scheme	\$	1,500

#### **Conclusion**

The application aligns with the aims and purpose of the CAAS, the Donations Policy and Community Strategic Plan, and has potential to produce positive social, and artistic outcomes.

#### **Attachments**

- Attachment 1 CAAS Funding Application\_Braidwood Regional Arts Group (*Under Separate Cover*) - **CONFIDENTIAL**

9.9 Cultural Arts Assistance Scheme Application - Queanbeyan Junior Brass  
(Ref: ; Author: Richards/Mirowski)

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**File Reference:** COMMUNITY – CULTURE – CULTURAL DEVELOPMENT – Cultural Arts Assistance – 1.1.3

**Summary**

On 14 September 2020, Queanbeyan Junior Brass Inc. submitted an application for funding under Council's Cultural Arts Assistance Scheme (CAAS), seeking \$1,500 to purchase equipment for the band. The request is for a tuba, six music stands, and some oils and creams needed for brass instrument maintenance.

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**Recommendation**

**That Council approve a donation of \$1,500 from the Cultural Arts Assistance Scheme to Queanbeyan Junior Brass Inc., to assist with the purchase of a new brass tuba, six music stands and other equipment.**

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**Background**

Queanbeyan Junior Brass was formed in 2019. Their mission is to change young lives through the enjoyment of music. They provide free equipment and free music lessons to young people in the Queanbeyan area, and the band now has 25 members and 5 learners. Council approved a \$1,500 CAAS donation to the band at the 23 October 2019 Council meeting, as seed funding towards purchasing musical instruments to establish the band. The band submitted the required acquittal documents, including receipts and evidence of expenditure, for the 2019 grant. The band now seeks funding to purchase another musical instrument and other equipment to accommodate further children who wish to join.

**Implications**

***Legal***

Assessment of CAAS applications and their presentation to Council for approval have been deferred since late March 2020, due to the need for QPRC to adhere to COVID-19 social gathering restrictions. QPRC staff have now provided advice on Council's website that Council can consider funding eligible CAAS projects that do not involve social gatherings.

The band's inaugural community concert, planned for April 2020, was postponed due to COVID. Under COVID-19 guidelines, the band was able to resume weekly rehearsals at St Stephens Church in July 2020. Two COVID safety plans are in effect and are followed during rehearsals. The Queanbeyan Junior Brass Safety Plan is attached to the funding application and follows the template for *Community Centres and Halls*. They also adhere to the Queanbeyan Presbyterian Church COVID Plan.

All adult volunteers involved with the band have current Working with Children checks and police checks, as well as years of musical experience.

***Policy***

The project meets the aims and eligibility criteria of the CAAS, will benefit the Queanbeyan-Palerang community through its cultural or artistic outcomes, and meets the criteria for a grant of \$1,500. QPRC administers the CAAS in line with Council's *Donations Policy 2017* (for donations under s.356 of the *Local Government Act 1993*). Under the policy, Council commits

### 9.9 Cultural Arts Assistance Scheme Application - Queanbeyan Junior Brass (Ref: ; Author: Richards/Mirowski) (Continued)

to providing financial assistance for the development of positive and beneficial projects which address the identified objectives in the QPRC *Community Strategic Plan 2018-2028*. The project aligns well with the Donations Policy in that it may produce strong outcomes under the key goal of Strategic Pillar 1 – Community, which is ‘We build on and strengthen our community cultural life and heritage’.

#### **Social / Cultural**

This project is likely to produce beneficial social and cultural outcomes. The band provides free music tuition and use of instruments to young people who may otherwise not be able to afford to learn music. Young participant also gain confidence and a sense of achievement, learn teamwork, responsibility and gain educational benefits.

#### **Financial**

There are sufficient 2020/21 CAAS funds available to covet this funding request.

Program Code	Expense Type	Funding source		Amount
3020-5070	Donations Cultural Activities	Grants – Cultural Arts Assistance Scheme	\$	1,500

#### **Conclusion**

The application aligns with the aims and purpose of the CAAS, the Donations Policy and Community Strategic Plan. It has potential to produce beneficial artistic and social outcomes.

#### **Attachments**

- Attachment 1 CAAS Application\_Queanbeyan Junior Brass (*Under Separate Cover*) - **CONFIDENTIAL**

9.10 Loan Borrowing Program - 2020/21 (Ref: ; Author: Knight/Monaghan)

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File Reference: 43.1.1-09

**Summary**

Council has resolved a borrowing program of up to \$87,694,000 in the current financial year through the adoption of the 2020-21 Operational Plan. The total amount allows for \$70.8m upfront financing for the Queanbeyan Civic and Cultural Precinct (QCCP) as an option, however drawdown may ultimately be spread over 3 years to match project expenditure.

Additionally to the 2020-21 Operational Plan, two loans totalling \$750,000 were included within the 2019-20 Operational Plan and were not drawn-down within the financial year due to changes in the timing of project expenditure for the Braidwood Office and Cultural Space (\$250,000) and the upgrade of the Bicentennial Hall (\$500,000).

The maximum proposed borrowings in 2020/21 is \$88,444,000. This report provides a risk analysis over the financing strategy and recommends a preferred approach.

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**Recommendation**

**That Council:**

- 1. Approve the recommended borrowings for 2020-21 and authorise the Mayor and Chief Executive Officer to submit an application to TCorp for a total \$36,645,000, including \$19,752,000 for the first year of QCCP, and \$16,893,000 for the capital projects detailed in Table 1.**
  - 2. Authorise the Mayor and Chief Executive Officer to submit a further application to TCorp for \$32,605,000 for the remainder of the eligible components of the loan for QCCP over the next 2 financial years.**
  - 3. Note the commercial and leased elements of QCCP are ineligible for loan financing through TCorp, and an additional commercial loan will be sought in the amount of \$20,567,000 over the next 2 financial years.**
  - 4. Seek competitive quotes from commercial lenders for 2020-21 loans, to ensure best value for money is obtained.**
- 

**Background**

Council has adopted a financial strategy which takes advantage of the current low interest rate and high capital grant environment, to invest in new community infrastructure and capital renewal. New loans included in the 2020-2030 Long Term Financial Plan are summarised in the following table. This report recommends 2020-21 loan drawdowns of \$36,645,000; based on the estimated capital outlay requirements in the 2020/21 financial year.

### 9.10 Loan Borrowing Program - 2020/21 (Ref: ; Author: Knight/Monaghan) (Continued)

Table 1: Capital projects with debt financing (2020-2030 LTFP - \$'000)

Project	Capex	New Loans	Includes 2020-21 Loans	Asset sale	Capital Grants / Contributions	P&I per annum
Efficient street lighting upgrades	3,432	3,300	3,300	-	-	203
Regional Sports Complex - Stage 1	25,048	15,000	10,000	-	10,000	932
Queanbeyan Civic & Cultural Precinct	74,847	72,924	19,752	6,956	1,923	4,287
Carpark off Ellendon St	1,747	1,023	1,023	597	60	63
Carpark Wallace St	853	820	820	-	-	51
Braidwood Office smart hub/cultural space	3,340	250	250	-	3,000	15
Upgrade Bicentennial Hall - RCF Stage 1 & 2	3,259	500	500	-	1,549	31
Memorial Park Development	7,540	4,000	1,000	-	-	251
Queanbeyan Sewage Treatment Plant Upgrade	124,998	46,250	-	-	42,250	2,919
Crawford Street Carpark	5,000	5,000	-	-	-	316
Morriset carpark (south) and public domain	13,964	13,950	-	-	-	880
Monaro St & Poets Laneway Refurb Stage 1	15,700	5,250	-	-	10,000	331
New Bungendore Pool	10,000	5,000	-	-	5,000	316
	<b>289,728</b>	<b>173,267</b>	<b>36,645</b>			<b>10,595</b>

NSW Treasury Corporation (TCorp) is the central borrowing authority for NSW Government and is Council's preferred lender as it is able to provide cheaper financing at Government rates. The most recent quoted TCorp interest rate is 2.15% for 20-year fixed term loans.

At the May Council meeting, Council considered a report on the QCCP loan financing options and risks; which was based on the market assumptions at the time, and on the NSW Government announcement about changes to the way TCorp funds could be used. In April 2020, as part of the NSW Government COVID-19 economic stimulus package for local government, the Office of Local Government (OLG) announced a two-year moratorium on TCorp loans for capital works for Council Chambers and administrative buildings.

Subsequently, as an outcome of dialogue with the OLG and TCorp, it was agreed that this moratorium only applies to buildings solely used for council purposes (i.e. if a building / project has a joint use element such as a library, cultural centre or community space as well as an element for council use, then TCorp can provide the loan funding for the building / project).

Council's ability to access funding remains subject to TCorp's board and credit policies which prohibit TCorp from funding any component of a project which may compete with the commercial sector and which do not comply with TCorp's credit criteria. TCorp loans are prohibited for use for commercial activities, including the commercial / leased components of the QCCP. Council has engaged a quantity surveyor to provide a financial split of the QCCP



**9.10 Loan Borrowing Program - 2020/21 (Ref: ; Author: Knight/Monaghan)  
(Continued)**

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project budget, who has calculated a financial allocation of \$54.2 million for the council administration and community elements, and \$20.6 million for the commercial elements.

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

NSW councils can borrow funds under section 621 of the *Local Government Act 1993*. The intention to borrow must be outlined in the council's Operational Plan.

Councils must also apply to the NSW Office of Local Government (OLG), returning an annual loan borrowing request issued in May each year. If, during the year, Council is required to increase its proposed borrowings or change the purpose of the initial request, a council resolution must be passed prior to drawing down any funds. If there is an increase, Council must also notify the Office of Local Government by re-submitting the electronic loan borrowing request form including the updated amounts.

Council submitted its loan borrowing return for 2020-21, with maximum borrowings of \$88,444,000, for 8 capital projects – as per table 1, above.

Of the 8 projects, 2 require Capital Expenditure Reviews to be completed and approved by the OLG – the QCCP and the Regional Sports Complex. The Reviews allow the OLG to ensure that Council's investment decisions in major projects includes consistent and rigorous evaluation of the capital expenditure, including the merits of project and resource allocation. The Review for the QCCP has been submitted, and informal approval has been received, with the OLG still to provide written approval. The Review for the Regional Sports Complex is currently still in progress.

***Economic***

Economic commentators have formed a general consensus view that interest rates will fall in the short term and remain low over time (out to three years). The current cash rate is 0.25%, and while the RBA left the rate on hold at its October meeting, it strongly hinted at further easing to come, noting that it "continues to consider how further monetary measures could support jobs as the economy opens up further."

In response to the COVID-19 economy, and with the Federal Budget, the Government and RBA have injected additional cash into the economy, making cash more available whilst cutting the cash rate. Following the market crash in February, the RBA established a guaranteed lending facility – allowing banks to borrow for three years at a guaranteed fixed rate of 0.25%; in turn allowing banks to access cash and offer lower interest rates to borrowers.

The following two figures show the change in short end interest rates since 2019, and the current swap rates (BBSW) out to 30 years. The swap rates indicate the price of a AAA government bond, i.e. the risk-free lending rate to banks.

9.10 Loan Borrowing Program - 2020/21 (Ref: ; Author: Knight/Monaghan)  
(Continued)

Figure 1 RBA Cash vs 3-month vs 6-month BBSW



Figure 2 BBSW as at 8 October 2020

1 Month	2 Month	3 Month	4 Month	5 Month	6 Month	1 Year	2 Year	3 Year	4 Year	5 Year	7 Year	10 Year	15 Year	20 Year	30 Year
0.09	0.08	0.08	0.09	0.095	0.1071	0.068	0.0865	0.123	0.209	0.2895	0.495	0.7839	1.085	1.2025	1.24

Figure 2 illustrates the price impact of market expectations for a further fall in interest rates, with 1 and 2 year yields lower than the 1-month yield.

Markets are pricing in a further cut in the cash rate, with predictions that the RBA’s November meeting forecasts may show that its employment and inflation objectives are still not going to be met over the next two years at least. It may decide not to raise the cash rate until full employment is reached and inflation is sustainably within the 2-3% target band.

TCorp is currently offering to lend for 20 years at a fixed term of 2.15% - being a 0.95% margin over the 20-year BBSW rate of 1.2025%. The 0.95% margin is very tight based on normal levels and may be indicative of the availability of cash and willingness of banks (in general) to find lenders and place funds.

### 9.10 Loan Borrowing Program - 2020/21 (Ref: ; Author: Knight/Monaghan) (Continued)

#### *Financial*

#### **2020/21 Loan Program**

The proposed borrowings for 2020/21 are included in the adopted Operational Plan. The amounts in the table below are the estimated cost of interest for the life of the 2020/21 loan amount of \$36.6m calculated at 2.15% for a 20-year term.

<b>Program Code</b>	<b>Expense Type</b>	<b>Funding source</b>	<b>Amount</b>	<b>Loan Period</b>
31.4.8 Traffic / Safety (street lighting)	Interest	Energy Savings	\$769,000	20 years
4.3 Sports Fields	Interest	Sports Centre Fees	\$2,330,000	20 years
31.5 Parking	Interest	General Revenues	\$429,000	20 years
2.9 Customer	Interest	General Revenues	\$58,000	20 years
1.3 Community Gathering	Interest	General Revenues	\$117,000	20 years
12.2 Cemetery	Interest	Cemetery Fees	\$233,000	20 years
35.1 Buildings	Interest	General Revenues	\$4,602,320	20 years

#### **QCCP Loan**

The Queanbeyan Civic and Cultural Centre project is significant, raises substantial debt and has capital grants and property sales in prospect. Council considered the business case and resolved to use loan financing for the project, with repayments funded through merger savings, lease income, efficiency savings from organisational service reviews and attributions from its water supply and sewerage businesses.

The total project cost is \$74.847m, with grants being sought for the library and cultural spaces of \$1.923m, and debt financing for the remaining \$72.924m.

Staff have modelled various financing options and are recommending the preferred approach for the loan to be drawn over 3 financial years, with the timing of the loan drawdown to match project costs. The loans would be repaid on a fixed term over 20 years, with the exception of the commercial component of the building – which will receive lease income and is recommended to be repaid over a 30 year term to return a positive cashflow result. This report recommends that the loan application be made with TCorp, with additional quotes sought from commercial banks, to determine the best value financing option.

The estimated annual principal and interest repayment is \$4.29m, based on current market forecasts. The table below summarises the debt servicing funding sources.

**9.10 Loan Borrowing Program - 2020/21 (Ref: ; Author: Knight/Monaghan)  
(Continued)**

Program Code	Expense Type	Funding source		Amount
35.1 Buildings	Operating	Merger and procurement savings	\$'000	2,175
32,33,34	Operating	Cost Attribution (water, sewer, waste)		1,071
35.1	Operating	Lease income		1,040

### **Financing Risks**

A comprehensive financing risk analysis was presented to the May 2020 Council meeting – based on the market assumptions at the time. The following commentary provides an update; noting that risks are significantly reduced, primarily due to the shift in the Government restrictions on TCorp and the availability of TCorp loan financing.

#### Availability Risk

Availability Risk is the risk that Council might be unable to secure financing, resulting in the project being prevented or delayed until a solution was found. Consequentially, any project delay would lead to construction cost escalation, and risk the sunk costs that have already been invested.

If Council's application to TCorp is successful, it is expected that TCorp will approve the full loan upfront, guaranteeing the availability of finance for the non-commercial components. The interest rate would be determined at each annual drawdown date.

A loan will be sought from one of the four major banks for the commercial component. Availability risk is considered low since current market conditions favour borrowers, with substantial liquidity in the sector due to RBA and Government stimulus.

#### Interest Rate Risk

Most councils favour fixed interest rates to lock in certainty for repayments over time. This approach is also supported by TCorp's practice of only offering fixed rate loans.

Interest rate risk is that interest rates may increase until a fixed rate is contracted with a lender (or may decrease after the loan is fixed.)

In the current economic environment, rates are expected to decrease further and remain at low levels. Whilst there is always a risk of upwards rate movement over the three-year borrowing period before Council fixes its loans – large movements are considered unlikely.

The following model was used to consider the impact on total principal and interest repayments for movement in interest rates. The middle column is highlighted as the primary option.

**9.10 Loan Borrowing Program - 2020/21 (Ref: ; Author: Knight/Monaghan)  
(Continued)**

					Total Principal and Interest Payments					
		Loan	Loan	Years	TCorp rates:	1.15%	1.65%	2.15%	2.65%	3.15%
		Drawdown	Balance	Amort	Bank rates:	1.95%	2.45%	3.05%	3.45%	3.95%
Loan 1	Jun-21	19,752	19,752	20		1,107	1,162	1,218	1,276	1,335
Loan 2	Jun-22	30,574	50,326	20		2,820	2,959	3,103	3,250	3,401
Loan 3	Jun-23	2,031	52,357	20		2,943	3,088	3,228	3,391	3,549
Loan 4 (Bank Rates)	Jun-23	20,567	72,924	30		3,850	4,058	4,277	4,494	4,722

Council has also applied for a Deed of Indemnity over the commercial component of the loan, offered by the State Government to provide a loan guarantee to improve bank interest rates. Council is currently waiting for a response.

### **Conclusion**

Council is required to approve the 2020-21 loan program, in order that application can be made with TCorp.

The QCCP project is now able to be financed with a combination of TCorp and commercial loans, and competitive interest rates will be sought to ensure the best value for money to Council.

### **Attachments**

Nil



9.11 Investment Report - September 2020 (Ref: ; Author: Monaghan/Drayton)

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File Reference: 43.3.1-09

**Summary**

In accordance with the *Clause 212 of the Local Government (General) Regulation 2005*, the Investment Report is presented to Council monthly. This report presents the investment result for September 2020.

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**Recommendation**

**That Council:**

1. **Note the investment return for September 2020 was \$59,986.**
  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. **Receive the Investment Report for the month of September 2020.**
- 

**Background**

***Cash and Cash Equivalent Investments***

A list of Council's cash and investments as at 30 September 2020 is detailed in the attached Investment Report Pack.

Over the last 12 months, Council's portfolio produced an annualised rate of return of 1.72%, outperforming the benchmark Bank Bill Index by 1.14%.

On 30 September 2020, the principal amount invested was \$193,046,196 and the year to date return was \$1,014,184 which is 25.4% of Council's annual budget.

***Market Update***

The average 30-day BBSW rate for September 2020 was 0.09%.

At their October 2020 meeting, the Reserve Bank (RBA) board chose to maintain the current policy settings, including the cash rate targets, 3-year Australian Government bonds' yield, and the Term Funding Facility parameters. The Board is committed to supporting jobs, incomes, and businesses in Australia, and continues to consider how additional monetary easing can best support this.

The Board expects the national recovery to be bumpy and uneven with the return to 2019 end levels likely to take some time.

Of the total investment portfolio of \$193 million, Council holds \$25 million in TCorpIM long- and medium-term funds. Both funds suffered a contraction in September 2020.

**Implications**

***Legal***

Council's investments as listed in Table 2 of the attached Investment Report Pack comply fully with section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government General Regulations 2005*, and Council's Investment Policy.

Certified by Kate Monaghan, Responsible Accounting Officer, 16/10/2020.

**9.11 Investment Report - September 2020 (Ref: ; Author: Monaghan/Drayton)  
(Continued)**

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***Policy***

The Investment Policy was adopted by Council on 22 July 2020 and is due for review in June 2021.

***Financial***

Council's cash and investment balance has been impacted by a series of significant cashflow challenges. Whilst unrestricted cash is adequate for current operations, internal reserve balances have been substantially reduced. This situation is the culmination of a number of factors, some temporary, and some as a result of general fund structural deficits that have impacted over time.

**Conclusion**

As at 30 September 2020, the 2020/21 Financial Year investment return amounted to \$1,014,184. The investment returns are added to the associated restricted funds (e.g. development contributions) that form Council's investment portfolio.

The TCorpIM Long Term Growth and Medium-Term Growth Funds gave back some of their 2020/21 growth, falling \$81,819 and \$27,795 respectively in September 2020. While these funds are exposed to additional investment risk to generate higher potential returns, they are structured with longer term time horizons. The minimum advised investment time frame for the MTGF is 3-7 years and 7+ years for the LTGF.

Paired with cash asset classes, these growth assets form a diversified portfolio within the restrictions of the Investment Policy.

**Attachments**

Attachment 1      Investment Report Pack - September 2020 (*Under Separate Cover*)





9.12 Annual Native Title Manager Notification (Ref: ; Author: Knight/Micallef)

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File Reference: 52.4.1

**Summary**

A resolution of Council is required to recognise the appointment of Native Title Managers employed by Council and to notify the Minister of the same pursuant to the *Crown Land Management Act 2016*.

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**Recommendation**

**That Council:**

- 1. Confirm the existing appointment of David Carswell, Kristina Micallef and Simon Holloway as native title managers employed by Council.**
  - 2. Confirm the additional appointment of Patrick Williams as a native title manager.**
  - 3. Authorise the CEO to give written notice to the NSW Minister for Water, Property and Housing the names and contact details of Council's Native Title Managers.**
- 

**Background**

The *Crown Land Management Act 2016 (CLM Act)* came into effect 1 July 2018. As required by section 8.6 of the CLM Act, Council is required to appoint at least one Native Title Manager and pursuant to 8.8 of the CLM Act, is required to provide notice of the same to the Minister as soon as practicable after 30 June and no later than 31 October of each year. Notice is required to be given to the Minister for Water, Property and Housing.

In 2019, Council wrote to the Minister confirming the appointment of David Carswell, Kristina Micallef and Simon Holloway as native title managers.

Advice of a native title manager is required for any dealing by Council on Crown Land to ensure those dealings are compliant with native title legislation - section 8.7 of the *CLM Act*. A Native Title Manager is a person who has completed the approved training which is administered by the NSW Department of Planning, Industry and Environment in conjunction with the Crown Solicitors Office.

Patrick Williams of Council completed the native title manager training in February 2020. This notice for determination gives Council the opportunity to recognise the appointment of the Native Title Managers employed by Council to date and resolve to notify the Minister as required by the *CLM Act*.

**Implications**

***Legal***

Compliance is required with the *CLM Act*:

- i) Section 8.6 – employment or engagement of a native title manager having completed the approved training or qualifications;
- ii) Section 8.7 – ensure that Council dealings on Crown Land comply with any applicable provisions of the native title legislation; and,

**9.12 Annual Native Title Manager Notification (Ref: ; Author: Knight/Micallef)  
(Continued)**

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- iii) Section 8.8 – notice of the contact details of any native title managers in writing to the Minister as soon as practicable after 30 June and no later than 31 October of each year.

Section 377(1)(s) of the *Local Government Act 1993* states the making of an application, or the giving of a notice, to the Governor or Minister, is a non-delegable function meaning a resolution of Council is required.

***Engagement***


Provide written Notice to the Minister of Water, Property and Housing the name and contact details of Council's Native Title Managers, and by email to:

[council.clm@crowland.nsw.gov.au](mailto:council.clm@crowland.nsw.gov.au)

**Conclusion**

Council should resolve to provide written notice to the Minister for Water, Property and Housing of the contact details of its Native Title Managers pursuant to section 8.8 of the *CLM Act*.

**Attachments**

Attachment 1  Confirmation of Native Title Manager Training - Patrick Williams (*Under Separate Cover*)

9.13 Review of s.355 Committee Guidelines (Ref: ; Author: Knight/Ferguson)

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File Reference: 52.5.4

**Summary**

This report presents a summary of suggestions and comments received following the public exhibition of the revised s.355 Committee Guidelines. Council is invited to consider the summary and determine whether it wishes to adopt the revised Guidelines as amended.

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**Recommendation**

**That Council:**

1. **Consider the summary of suggestions and comments received following public exhibition of the revised s.355 Committee Guidelines.**
  2. **Determine whether to incorporate the comments into the Guidelines.**
  3. **Adopt the revised Section 355 Committee Guidelines as amended.**
- 

**Background**

At its Planning and Strategy Committee meeting held on 12 August 2020, Council considered a report on the harmonisation of a number of policies, plans, strategies and guidelines.

Council resolved (No.3 of PLA116/20) to place the revised s.355 Committee Guidelines on public exhibition and receive a further report. The 28-day exhibition period was from 21 August to 18 September 2020. Three submissions were received.

The comments in the submissions have been summarised in **Attachment 1** together with staff responses.

Council is asked to consider the suggestions and comments from the public and determine whether it wishes to incorporate the suggestions and comments into the revised Guidelines.

**Implications**


***Policy***

Council is undertaking a project of harmonisation of policies, plans, strategies and guidelines.

**Conclusion**

Council resolved at its Planning and Strategy Committee meeting on 12 August 2020 to place the revised s.355 Committee Guidelines on public exhibition and receive a further report. The suggestions and comments received during the exhibition period have been summarised and presented to Council for consideration, prior to adoption of the Guidelines as amended.

**Attachments**

Attachment 1  Summary of suggestions and comments - s.355 Committee Guidelines  
(Under Separate Cover)



9.14 Revised Donations Policy (Ref: ; Author: Knight/Ferguson)

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File Reference: 52.5.4

**Summary**

This report re-presents the revised Donations Policy for adoption following the public exhibition of the draft Policy and the receipt of one submission.

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**Recommendation**

**That Council, having considered the submission received following public exhibition of the revised QPRC Donations Policy, formally adopt the Policy.**

---

**Background**

At its Planning and Strategy Committee meeting held on 12 August 2020, Council considered a report on the harmonisation of a number of policies, plans, strategies and guidelines.

Council resolved (No.2 of PLA116/20) as follows:

...

2. Amend the draft Donations Policy with the following adjustments:
  - a. Reinstate Clause 2.6.3(b) from the previously adopted version with the following modification as follows:
    - 2.6.3(e) Council may at its discretion consider upon application a one off rates rebate for sporting, recreational and other community organisations that are able to demonstrate registered not for profit status with the Australian Charities and Not-for-profit Commission and/or a legal entity registered with ASIC and has Not-for-profit in its organisational objectives.

...

The 28-day exhibition period was from 21 August to 18 September 2020. One submission was received, as follows:

*"This policy seems to be quite fair. I do think that non-profit and charitable organisations should have all their costs included in the donations policy."*

As the submission supported the Policy as amended by Resolution PLA11/20, no further amendments are recommended, and the Policy is now re-presented for adoption.

**Implications**

***Policy***

Council is undertaking a project of harmonisation of policies, plans, strategies and guidelines.

**Conclusion**

Council resolved at its Planning and Strategy Committee meeting on 12 August 2020 to place the revised draft Donations Policy on public exhibition and receive a further report. Only one submission (which supported the policy) was received. Council is asked to consider the submission and formally adopt the Policy as amended by Resolution PLA116/20.

**Attachments**

Nil



9.15 Register of Declarations of Pecuniary Interests and Other Matters (Author:  
Knight/Ferguson)

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File Reference: 52.7.3

**Summary**

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

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**Recommendation**

**That, in accordance with s.440AAB of the *Local Government Act 1993*, the register of annual returns of disclosures of pecuniary interest and other matters by Councillors and designated staff for the period ending 30 June 2020, be tabled.**

---

**Background**

Councillors and designated staff are required to submit their annual returns for the period 1 July 2019 to 30 June 2020 by 30 September 2020. For those staff who have not been employed by Council for the full year, their return period will be from their date of commencement to 30 June 2020.

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

The register of returns for Councillors and designated staff is now tabled in accordance with s.440AAB of the *Local Government Act 1993*. It is available for inspection by the public free of charge at Council's administration offices by appointment during business hours.

**Implications**

***Legal***

To comply with s.440AAB of the *Local Government Act 1993*.

**Conclusion**

The register of annual returns by designated staff for their disclosures of pecuniary interests and other matters for the period 1 July 2019 to 30 June 2020 is required to be tabled in accordance with s.440AAB of the *Local Government Act 1993*.

**Attachments**

Nil





10.1 Update on Solar Panel System Cleaning, Removal, and Disposal Including Associated Costs (Ref: ; Author: Thompson/Pensini)

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**File Reference:** Renewable Energy Projects - 25.4.1-02

**Report**

At its meeting on 12 August 2020 Council considered a report on 'Update on Renewable Energy and Energy Efficiency Project Savings - Case Study Projects' (Item 8.3). The report provided feedback on the success of several of Council's solar panel installations. In discussion, several points of clarification were raised relating to the costs of cleaning, removal, and disposal of solar installations carried out for Council buildings. This report provides further clarification on these matters.

*System Cleaning*

Many of Council's solar systems have been installed to a 10 to 35 degree tilt to not only acquire maximum solar power generation but to ensure self-cleaning by rainfall. Best practice power generation recommends that solar panels be cleaned manually on a case-by-case basis to remove persistent dust and grime, particularly after dust storm events and/or droughts. For Council installations the estimated cleaning frequency for tilted panels is approximately once every four years.

Council currently owns one flat panel solar system, which is located at the Queanbeyan Riverside Tourist Park. Flat panels are installed with no tilt and should always be cleaned annually due to their inability to self-clean by rainfall.

The current cost of cleaning is \$12 to \$14 per panel (all-inclusive i.e. labour fees, materials, transport). This equates to \$233 for a 5kW system and \$2333 for a 50kW system.

*System Removal*

At this point of time, accurate cost estimates for the complete removal of Council's solar systems is unable to be determined. This is due to the technology being relatively new in addition to the life expectancy of the systems (20-30 years). However, estimated removal costs for solar systems in 2020 range from \$1000 to \$10,000 depending on the systems size (e.g. 5kW to 60kW) and location (e.g. rooftop, ground mounted). Removal may involve:

- removal of panels and inverter
- electricity main disconnect
- removing mounting hardware
- patching holes and miscellaneous roof repairs from removal

Ideally, a new system (panels, inverters and possibly wiring) will be reinstalled in place of the current system using the existing mounting.

*System Disposal*

Although current waste volumes are relatively low, the solar system waste stream is expected to rapidly increase over the next decade as installed systems reach their end-of-life. In NSW it is forecast that this waste stream could generate up to 10,000 tonnes per year by 2025 and up to 71,000 tonnes per year by 2035.

Will they end up in landfill or be recycled? Well this depends. Some elements of the system such as the inverter can be easily recycled or disposed of in existing waste streams due to the high value of their components. Unfortunately, the panels are disposed of in landfill, as the current value of recovered materials is less than the original cost, which limits interest in recycling. Therefore, economic incentives and regulatory framework is required to accelerate

**10.1 Update on Solar Panel System Cleaning, Removal, and Disposal Including Associated Costs (Ref: ; Author: Thompson/Pensini) (Continued)**

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this displacement. Among the valuable materials in the panel, silicon presents the best opportunity, given its considerably larger fraction and its ultra-high purity. The solar-grade silicon from solar panel waste can be recovered for second-use applications in solar panels or repurposed for value-added application in the anode of the 3b generation of lithium-ion batteries.

On 20 August 2020, the NSW Government announced \$10 million in grant funding to reduce landfilling of solar panels and battery systems. This investment is intended to future-proof the management of this growing waste stream and help NSW transition to renewable energy sources within a circular economy.

Council will continue to work with solar installers, manufactures and government agencies to ensure the adequate disposal of damaged and end-of- life Council owned solar panels and systems.

*Return on Investment (ROI) Calculations*

Considering the information presented above the following costs should be included in all solar system ROI calculations:

- \$1000-\$10,000 for solar system removal and disposal depending on the systems size. *\*Please note this may change as more accurate cost estimates become available.*
- \$12-\$14 per panel for solar system cleaning. This would need to be undertaken annually for flat panels or on a case-by-case basis for tilted panels (estimated to be once every four years).

*Batteries*

It is noted the ACT Government announced plans to establish a network of batteries around the ACT to store and feed electricity into the grid. One site proposed is near the Queanbeyan STP. Discussions will be held with proponents with regard to any impacts or opportunities that may emerge.

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**Recommendation**

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

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**Attachments**

Nil

10.2 Large Scale Battery Storage System - Mountain Road, Beard (Ref: ; Author: Thompson/Pensini)

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**File Reference:** Renewable Energy Projects - 25.4.1-02

**Report**

Earlier this month Council staff met with Neoen, a renewable energy specialist to discuss their proposed Capital Battery project adjacent to the Queanbeyan electrical substation along Mountain Road, Oaks Estate. Although the project is based within the ACT, the proposed development has relevance to the local and broader community due to the development's proximity to the Queanbeyan Sewage Treatment Plant (QSTP) and the Crestwood community.

*About the Project*

Neoen was one of two successful bidders from the latest ACT Government reverse auctions to secure contracts to build and operate battery storage systems within the ACT.

The Neoen 'Capital' Battery will be a 100MW stand-alone battery storage facility and will have the capacity to store up to 200MWh of energy, which at the maximum rate equates to nearly 2 hours of discharge. The Capital Battery will connect directly into the Queanbeyan Substation. It will be able to provide a more predictable supply of electricity to the grid in providing the ability to dispatch stored energy to the grid during peak times of demand.



***Figure 1 - Example of what a battery facility looks like***





**Figure 2 – Location of proposed Capital Battery Project**

Construction is expected to commence in the fourth quarter of 2021 and will take between 6-12 months to complete. The operational lifespan of the battery system is projected to be 20 years-plus.

The 100MW battery will cover around 2 hectares of land and will be no higher than 2.5 metres. The battery's 'cabinet' will be a white or light colour to assist with heat management.

Council does not expect the battery to cause any noise or visual impacts to the Crestwood community due to its location adjacent to, and to the north (behind) of the Queanbeyan Substation. Traffic is expected to increase along Mountain Road during the construction phase which could result in minor impacts to the operations of the QSTP. Dust generation will also be monitored during the construction of the project.

There are no known health risks associated with properly maintained large-scale battery installations.

**10.2 Large Scale Battery Storage System - Mountain Road, Beard (Ref: ; Author: Thompson/Pensini) (Continued)**

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*Community Engagement*

Neoen has already completed letterbox drops to the suburbs of Oaks Estate, Beard and Crestwood, as part of their community engagement and consultation strategy. Additionally, Neoen hosted a Community Information Session on Tuesday 13 October to share information about the proposed development and answer community questions.

*Council and Community Involvement*

Neoen have proposed a community co-investment scheme for the Capital Battery which will be open to residents of the ACT and broader Capital region.

From a Council perspective involvement will primarily consist of informing the community of the project which may include communicating key construction dates and or community information sessions.

There may be other opportunities to work with Neoen in the renewable energy area.

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**Recommendation**

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

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**Attachments**

Nil



**10.3 Intention to Issue Information Package - Tenderers for Queanbeyan Civic and Cultural Precinct (Ref: ; Author: Hansen/Damo)**

---

**File Reference:** 100265-4-10

**Report**

This report seeks to advise Councillors of the intention to issue a pre-tender information package to select tenderers for the Queanbeyan Civic and Cultural Precinct (QCCP).

Design work on QCCP is finalising, however the program is being compressed with the planned tender period of five and a half week closing just prior to Christmas.

With an aim to mitigate the risk of tenderers seeking an extension to the closing date for submission of tenders for the design finalisation and construction of QCCP, the project team propose to issue an information package to tenderers ahead of the planned tender issue date of 12 November 2020, being the day following an extraordinary Council meeting to consider the design and cost plan for the project (refer separate report in this agenda).

The project team have sought and received legal and procurement advice that the issue of the information package to all select tenders, having been notified that the package is being issued for information only, will not bind Council in any way.

The information package will be issued at the same time to each select tenderer and will include special conditions of pre-tender information, drawings (including public domain, plans and elevations) and schedules.

The information package will be issued on 29 October 2020.

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**Recommendation**

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

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**Attachments**

Nil





10.4 Bushfire Recovery Grants (Author: Richards/Darcy)

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File Reference: 36.3.4

**Report**

**Bushfire Recovery Grants**

QPRC is eligible to apply for three new bushfire recovery grants that have recently been released. Following is a summary of each grant and a list of potential projects.

**1. Bushfire Community Recovery and Resilience Fund (BCRRF)**

The BCRRF is provided through the joint Commonwealth-State Disaster Recovery Funding Arrangements and funding will be managed through Resilience NSW. Phase Two of the Fund will support community recovery by funding \$25 million for projects and initiatives to promote community well-being, social and broader recovery and future disaster resilience following the bushfires. This grant has two streams

**a) Stream 1:** Allocation of funds to local councils for smaller-scale, short term community Projects (\$250K).

This is a non-competitive application open to local Councils only. No co-contribution is required and at least 25% of the grant must be used for community projects

Potential projects include:

- Development of a Community Resilience Plan for bushfire impacted regions in QPRC
- *Digitise My Business* program to support the adaption of businesses to online sales and digital business techniques
- Community grants program

**b) Stream 2:** Allocation of funds for medium to long-term community projects (\$20k-300k)

This is a competitive application process open to local councils, joint organisation of councils; incorporated non-government organisations (including not-for-profit organisations, local community groups, business chambers and industry groups/peak bodies); and unincorporated community groups auspiced by an organisation that is eligible to apply in their own right. No co-contribution is required. Applications close 10 November 2020.

Potential projects include:

- Protecting Braidwood Tourism Heritage (façade painting program)

**2. Bushfire Local Economic Recovery Fund Program (BLERF)**

The BLERF will make \$500 million available for projects in bushfire affected communities. All projects supported under this program will be jointly funded by the NSW and Commonwealth governments. Bushfire affected communities will have access to funding for infrastructure projects and local programs and initiatives that encourage short, medium and long-term recovery. Applications close 11 December 2020.

Funding under this scheme will be for projects between \$400k to \$20million using a competitive process. It will be open to local councils only. Co-contribution is not mandatory but projects can include funds from other sources

In August 2020, the Southern NSW Recovery Committee proposed a package of initiatives to rebuild and stimulate the visitor economy in bushfire-impacted communities. QPRC proposed the following projects may fit with the package objectives:

- Braidwood Heritage and Artisan Precinct Development

**10.4 Bushfire Recovery Grants (Author: Richards/Darcy) (Continued)**

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- Bungendore Sculpture Trail
- Queanbeyan CBD Arts Trail
- Braidwood Carpark
- Cooma Road – between Braidwood and Captains Flat
- Queanbeyan River Walk
- Queanbeyan Riverside Botanic Garden development
- Queanbeyan River Platypus Viewing
- Araluen Reserve amenities
- Stage 2 – South Jerrabomberra Regional Sports Complex
- Braidwood Skate Park
- Capital to Coast Walking Trail (supported in principle by Council)
- Braidwood CBD - Wallace St Refurbishment

After recent release of the grant fund guidelines, other projects that may be considered eligible under this Fund include but not limited to:

- Braidwood and Bungendore Smart Hubs and other remote working facilities
- Tourism promotion campaigns (extension of Treasure Trail or other)
- QPRC pool upgrades
- South Jerrabomberra innovation hub
- Restoration of bushfire impacted roads and improved road access
- Tourism campaign and campaigns to boost regional economies
- Community hall upgrades
- Community mental health programs
- Energy security infrastructure
- Restoration or improvement to parkland or natural resources

It is proposed potential projects be referred to the Local Recovery Committee for recommendations to Council.

All Grant Guidelines are attached to provide a full explanation of eligible projects.




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**Recommendation**

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

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**Attachments**

- |   |  |
|---|--|
| Attachment 1<br> | Bushfire Community Recovery and Resilience Fund (BCRRF) - Phase 2 Stream 1 ( <i>Under Separate Cover</i> ) |
| Attachment 2<br> | Bushfire Community Recovery and Resilience Fund (BCRRF) - Phase 2 Stream 2 ( <i>Under Separate Cover</i> ) |
| Attachment 3<br> | Bushfire Local Economic Recovery Fund (BLERF) Program Guidelines. ( <i>Under Separate Cover</i> )          |

11.1 Minutes of the Braidwood and Curtilage Heritage Advisory Committee held 8 October 2020 (Ref: ; Author: Thompson/McCauley)

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File Reference: 26.5.1-07

**Summary**

The Minutes of the Braidwood and Curtilage Heritage Advisory Committee held on 8 October 2020 are presented to Council for its consideration.


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**Recommendation**

**That Council note the Minutes of Braidwood and Curtilage Heritage Advisory Committee held on 8 October 2020.**

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**Attachments**

Attachment 1  Minutes of the Braidwood and Curtilage Heritage Advisory Committee Meeting held on 8 October 2020 (*Under Separate Cover*)



11.2 Minutes of the QPRC Heritage Advisory Committee Meeting held 15 October 2020 (Ref: ; Author: Thompson/McCauley)

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File Reference: 26.5.1-08

**Summary**

The Minutes of the QPRC Heritage Advisory Committee meeting of 15 October 2020 are presented to Council for consideration.

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**Recommendation**

**That Council:**

1. Note the Minutes of QPRC Heritage Advisory Committee held on 15 October 2020.
2. Adopt recommendations QPRC HAC 03/21 to QPRC HAC 04/21.

**QPRC HAC 03/21**      **That the Committee support the recommendation for the Local Heritage Grants.**

**QPRC HAC 04/21**      **That the Committee supports the recommendation for the Special Heritage Grants with the following changes:**  
**1) Application No 8 not be funded.**  
**2) Application No 1 be topped up with the contribution from the non-funded application No.8.**

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**Attachments**

Attachment 1  QPRC Heritage Advisory Committee Meeting Minutes of 15 October 2020 (*Under Separate Cover*)



11.3 ARIC Minutes 9 September 2020 (Ref: ; Author: Knight/Cakalic)

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File Reference: 45.3.1

**Report**

This report provides the draft minutes of the Audit, Risk and Improvement Committee (ARIC) meeting of 9 September 2020, as approved by the Committee Chair.

The objective of the ARIC, as stated in its charter, is to provide independent assurance and assistance to Council in relation to risk management, internal control, external accountability, legislative compliance, internal audit, external audit and process improvement.

The following provides a summary of the reports received by the ARIC at its meeting of 9 September 2020:

- Senior management presentations provided by the Portfolio General Manager's Community Choice and Natural and Built Character
- Verbal update on external audit activities by the Audit Office of NSW
- Internal Audit Activity report by O'Connor Marsden
- Internal Audit - Terms of Reference – Information Management Governance
- HSEQ 2020 Surveillance Audit
- Report by the Financial Statements Sub-Committee
- Update on financial matters provided by the CFO
- 2019-20 Financial Statements – reporting prior year errors
- Policy harmonisation project
- DRP solution outline
- Implementation of ASD's Essential Eight controls
- Performance Framework
- Audit Office NSW and ICAC reports of interest
- Internal Audit Pandemics Case Study – Kempsey Shire Council
- Internal audit protocol
- Draft ARIC Charter
- NSW Audit Office Annual Work Program
- Status of outstanding audit recommendations

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


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**Recommendation**

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

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**Attachments**

Attachment 1  ARIC Draft Minutes Meeting of 9 September 2020 (*Under Separate Cover*)





11.4 Canning Close Reserve s.355 Committee Meeting Minutes (Ref: ; Author:  
Knight/Ferguson)

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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 28 September 2020.

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**Recommendation**

That Council:

1. Note the minutes of Annual General Meeting of the Canning Close Reserve s.355 Committee held on 28 September 2020.
2. Approve the following office-bears and member for 2020-21:

**Peter Evans - Chair**

**Pete Harrison - Secretary**

**Toni Cuthbertson – Member (representing Wamboin Pony Club)**

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**Attachments**

Attachment 1



Canning Close Reserve s.355 Committee Annual General Meeting minutes 28 September 2020 (*Under Separate Cover*)



11.5 Greenways s.355 Committee Meeting Minutes (Ref: ; Author:  
Knight/Ferguson)

---

File Reference: 52.3.3

**Summary**

The Greenways s.355 Committee has submitted for Council's information the minutes of its Annual General Meeting and Committee meeting held on 22 September 2020.



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**Recommendation**

**That Council:**

1. **Note the minutes of Greenways s.355 Committee's Annual General Meeting held on 22 September 2020.**
  2. **Endorse the following office-bearers and members of the Committee:**
    - Kathy Handel – Chair**
    - Pete Harrison – Secretary**
    - Maria Taylor – Treasurer**
    - Kerry Cox – Member (representing Geary's Gap Pony Club)**
    - Peter Evans – Member**
    - Bill Taylor - Member**
  3. **Note the minutes of the Greenways s.355 Committee's meeting held on 22 September 2020.**
- 

**Attachments**

- |  |  |
|--|--|
| Attachment 1   | Greenways s.355 Committee's Annual General Meeting minutes 22 September 2020 ( <i>Under Separate Cover</i> ) |
|  Attachment 2 | Greenways s.355 Committee's Meeting minutes 22 September 2020 ( <i>Under Separate Cover</i> )                |
|               |  |



11.6 Royalla Common s.355 Committee Meeting Minutes (Ref: ; Author:  
Knight/Ferguson)

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File Reference: 52.3.3

**Summary**

The Royalla Common s.355 Committee has submitted for Council's information the minutes of its Committee meeting held on 23 September 2020.

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**Recommendation**

**That Council:**

1. Note the minutes of the Royalla Common s.355 Committee's meeting held on 23 September 2020.
2. Approve the following office-bearers and members of the Committee:

**Geoff Patterson – Chair**  
**Steve Donlan – Deputy Chair**  
**Hayley Bennett – Secretary**  
**Brad Griffin – Treasurer**  
**Rick Sullivan – Bookings Manager**  
**Dave Klomp – Events Manager**  
**Duncan Jarvis – Grants Manager**  
**Paul Bombardier -Site Planning and Development Manager**  
**Jim Orman – Friend of the Committee Manager**  
**Helen Alexander – Committee member and newsletter manager**  
**Steve Wilson – Committee Member**

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**Attachments**

Attachment 1  Royalla Common s.355 Committee meeting minutes 23 September 2020  
(Under Separate Cover)



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

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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 8 September 2020.



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**Recommendation**

**That Council:**

1. **Note the minutes of Wamboin Hall Management s.355 Committee's Annual General Meeting held on 8 September 2020.**
  2. **Endorse the following office-bearers and members of the Committee:**
    - Tim Barter – Chair**
    - Deb Gordon – Secretary**
    - Joan Mason – Treasurer and Hall Bookings**
    - Lofty Mason – Member**
    - Vicki Still – Member**
    - Don Evans – Member**
    - Ken Gordon – Member**
    - Pete Harrison – Member**
    - Peter Greenwood – Member**
    - Charlie Montesin – Member**
  3. **Note the minutes of the Wamboin Hall Management s.355 Committee's meeting held on 8 September 2020.**
- 

**Attachments**

- |   |   |
|---|---|
| Attachment 1  | Wamboin Hall Management s.355 Committee's Annual General Meeting minutes 8 September 2020 ( <i>Under Separate Cover</i> ) |
|  |   |
| Attachment 2  | Wamboin Hall Management s.355 Committee meeting minutes 8 September 2020 ( <i>Under Separate Cover</i> )                  |
|  |   |





**12.1 Enforcement of Parking Regulations (Ref: ; Author: Marshall/Marshall)**

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**File Reference:** 28 October 2020 motions

**Notice**

Councillor Peter Marshall will move the following motion:

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**Motion**

**That Council request a report for its November Ordinary meeting on options for enforcement of certain parking regulations.**

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**Background**

Councillors may be aware of media and social media commentary on council's enforcement of parking regulations. For example <https://the-riotact.com/morally-im-right-legally-i-got-pinged-the-case-of-jerra-jim-versus-the-council/401407>

Some commentary notes that parking on the nature strip can be safer than parking on the road, where the roadway is narrow, or it may be more accessible for people with a disability. There are reports of tradespersons receiving fines for parking on nature strips, or people unloading vehicles, or people briefly parking in the driveway to a property (to open a gate, for example).

Another behaviour on which there has been some public commentary is that of parking a vehicle on the road but pointing the wrong way. While this is a well-known offence, there are reports of fines being issued when the car has only recently been removed from a tilt-tray or similar.

If the commentary is accurate, some of this seems to be being enforced by "drive-by photography" followed by a fine in the mail. Behaviour change is best achieved by swift and certain outcomes, and while certainty can never be the case for parking infringements, receiving a fine in the mail days later is not as swift as receiving a ticket under the windscreen wiper. In the meantime, the offender may have continued to park illegally for many days. Maximum efficiency and maximum effectiveness are not always achieved the same way.

Council may be of the view that the reasons for prohibiting parking on nature strips and similar circumstances are sound, for example to prevent degradation of the vegetation, preserving sight-lines for safety etc. In that case, council may wish to develop a policy of warning and education, and print leaflets explaining the reasons (potentially tick-box to indicate which reason the ranger believes applies) and giving a warning. Second offences would then result in a fine.

**Staff Comment**

Council adopted the Parking Enforcement Priority Policy in June 2019 and Parking Policy in February 2020 that guides the priority for enforcement of parking and the approach taken by rangers to patrol and respond to complaints on parking matters.

**Attachments**

Nil



**12.2 Councillors' and Designated Persons' Pecuniary Interest Returns (Ref: ;  
Author: Marshall/Marshall)**

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**File Reference:** 28 October 2020 motions

**Notice**

Councillor Peter Marshall will move the following motion:

---

**Motion**

**That Council publish Councillors' annual pecuniary interest returns on its website, by the end of November each year.**

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**Background**

The Information and Privacy Commissioners Guideline 1 <https://www.ipc.nsw.gov.au/information-access-guideline-1> requires councils to publish councillors' and designated persons' pecuniary interest returns on its website. The guideline indicates that limited redaction is acceptable for privacy reasons.

This Motion seeks to ensure that the returns for the 10 elected councillors are made available. Current arrangements for public access are manifestly inadequate, especially in the age of Covid-19 when visits to council premises should be kept to a minimum. Some residents would require a 200km round trip to view the returns during council's office hours.

For reasons of privacy, the mover recommends that returns be redacted (only) to the following extent - where a residential address is a disclosed interest (in plain English, where the councillor owns or jointly owns the property they live in), the street number be obscured. So, for example, the writer's interest might be disclosed as XXX Foxlow St, Captains Flat, NSW 2623 - owner. Such redaction will not make the address easy to find, but conversely will not excessively conceal the approximate location of the property.

While Council is party to a Motion to the LGNSW conference seeking change, that does not negate Council's current obligations.

**Staff Comment**

The Information Privacy Commission was contacted for advice to clarify some issues related to the Notice of Motion.

1. While annual disclosures of councillors and designated persons should be published on agencies' websites, it would be permissible to upload only the councillors' disclosures first; then shortly after, all the other disclosures of staff to allow time for applying the public interest test.
2. Any redaction, even of just house numbers, will require a request from the councillor or designated person. Staff will then have to apply the public interest test for each request, determine whether it is in the public interest for or against disclosure, and provide evidence of having applied the test.
3. While publishing the annual disclosures on the website is a requirement under the GIPA Act, there is the proviso that doing so should not impose unreasonable additional costs on council.

**Attachments**

Nil



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

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File reference: 28 October 2020 reports

**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.

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**Recommendation**

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

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**Attachments**

Attachment 1 Responses to Councillors' Questions (*Under Separate Cover*)



Attachment 2 Responses to Councillors' Questions with confidential information (*Under Separate Cover*) - **CONFIDENTIAL**



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

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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 Hire of the Q Centre for Performing Arts**

*Item 16.1 is confidential in accordance with s10(A) (dii) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a competitor of the council and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

**Item 16.2 Family Day Care Transition Payments**

*Item 16.2 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 16.3 Undetected Water Leak Application - Karabar**

*Item 16.3 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.*

**Item 16.4 Undetected Water Leak Application - Bungendore**

*Item 16.4 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.*

**Item 16.5 Undetected Water Leak Application - Bungendore (2)**

*Item 16.5 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.*

**Item 16.6 Sale of Council Property**

*Item 16.6 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 16.7 Quarterly Legal Report**

*Item 16.7 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 16.8 Industrial Relations Matter - Update and Closure**

*Item 16.8 is confidential in accordance with s10(A) (a) (g) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors); AND 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.*