



# **Ordinary Meeting of Council**

**28 October 2020**

**UNDER SEPARATE COVER  
ATTACHMENTS**

**ITEMS 9.1 TO 9.13**

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

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**QUEANBEYAN-PALERANG REGIONAL  
COUNCIL**

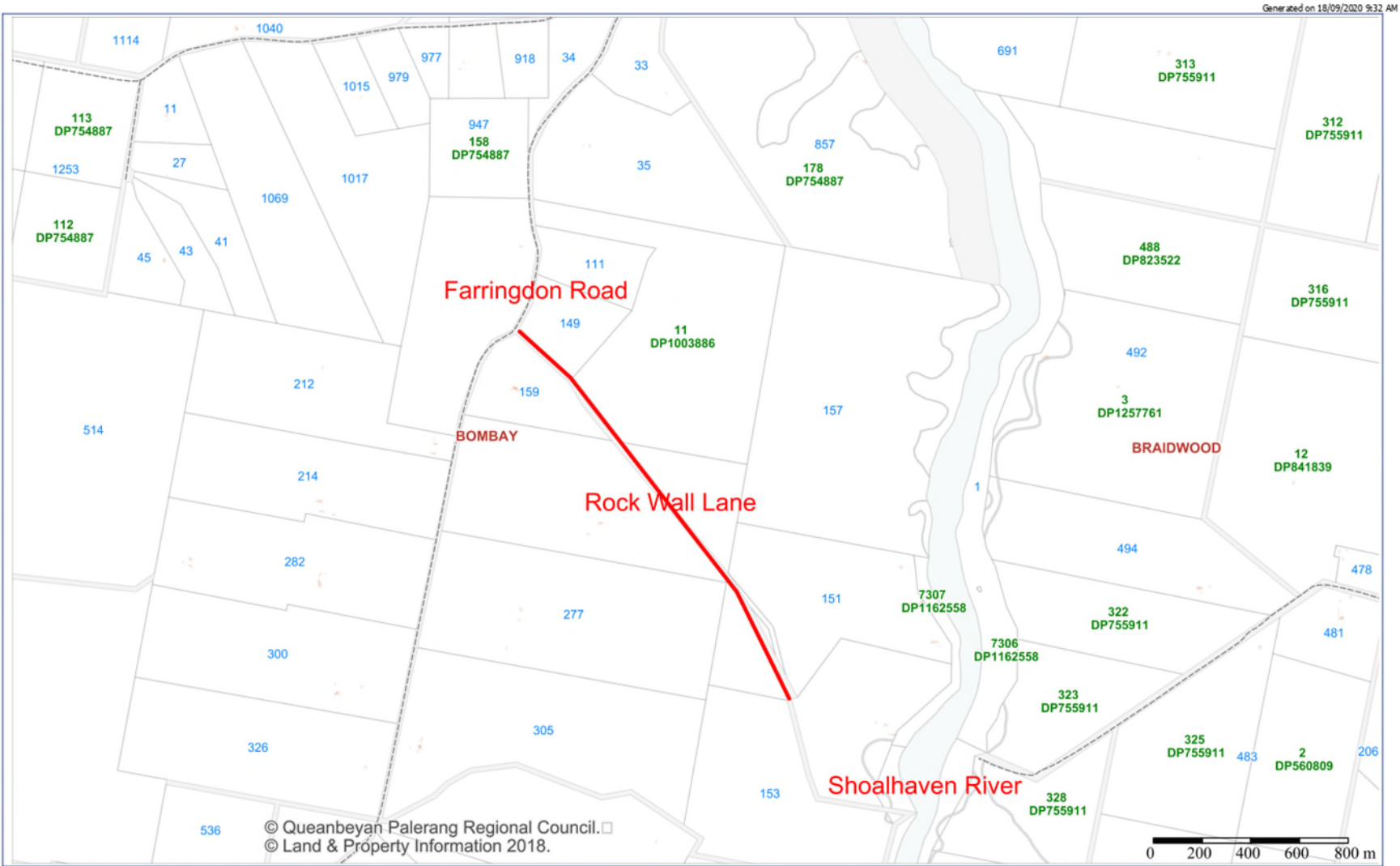
# Council Meeting Attachment

28 OCTOBER 2020

ITEM 9.1                      NOMINATION OF NEW ROAD NAME - ROCK WALL LANE,  
BOMBAY

## ATTACHMENT 1 LOCATION OF ROCK WALL LANE

9.1 Nomination of New Road Name - Rock Wall Lane, Bombay  
Attachment 1 - Location of Rock Wall Lane (Continued)



Queanbeyan Palerang Regional Council  
256 Crawford St  
Queanbeyan NSW 2620  
Phone: (02) 6285 6000  
[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)



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Projection: GDA94 / MGA zone 55

Rock Wall Lane

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 OCTOBER 2020**

ITEM 9.2                      DETERMINATION OF APPLICATIONS FOR THE LOCAL  
HERITAGE PLACES GRANTS 2020-21

ATTACHMENT 2    LOCAL HERITAGE GRANT GUIDELINES 2020/21

Queanbeyan-Palerang Regional Council Local Heritage Places Grant Guidelines	
<b>Aim of the funding</b>	The aim of the fund is to encourage as much positive work on heritage items as possible. It is hoped this will create greater interest and concern for the conservation of historic buildings within Queanbeyan-Palerang Regional Council's LGA.
<b>Examples</b>	<p>Funding is available for:</p> <ul style="list-style-type: none"> <li>• Conservation works and maintenance works</li> <li>• Reinstatement of missing items on heritage buildings</li> <li>• Work to meet Building Code Australia upgrades</li> <li>• Items identified in the Heritage Schedule of the <i>Queanbeyan Local Environmental Plan 2012 (QLEP 2012)</i> or <i>Palerang Local Environmental Plan 2014</i></li> <li>• Items within a Heritage Conservation area</li> <li>• Other heritage properties supported by the QPRC heritage advisor.</li> </ul> <p>Eligible projects are those which involve the repair, maintenance or reinstatement of items. These projects can include fences, verandahs, windows, roof cladding, decorative detail, replacement of structural work or painting of properties to enhance the heritage character.</p>
<b>Funding Amounts</b>	Grants of varying amounts will be available on a dollar for dollar basis with the maximum amounts to be determined by the number of applications received. (e.g. If your project receives a <b>\$1,000 grant</b> from Council your <b>minimum contribution must be \$1,000</b> ). There will clearly be cases where applicants will be required to contribute more dollars to the project than offered by Council and the size of the individual grants available will often depend upon the number of annual applications received and supported.
<b>Closing date</b>	Applications close on <b>21 September 2020</b>
<b>Timing of grants</b>	Grants are advertised each financial year. All projects must be completed by 19 April in the financial year of issue. Work <b>CAN NOT</b> commence prior to written approval being given.
<b>Who can apply?</b>	All owners and/or managers of heritage items which are listed on Schedule 5 of the <i>QLEP 2012</i> or <i>Palerang Local Environmental Plan 2014</i> or within a Heritage Conservation Area or within the State listed area of Braidwood. (However, you are not able to apply for funding if you are a State government agency).
<b>Funding is available for</b>	Heritage items that are either: <ul style="list-style-type: none"> <li>• Listed in the Local Environmental Plan</li> <li>• Included in a conservation area</li> <li>• Supported by the QPRC heritage advisor</li> </ul>
<b>Priorities</b>	Priority is given to projects that: <ul style="list-style-type: none"> <li>• Require urgent maintenance works</li> <li>• Form part of the heritage precinct</li> <li>• Require upgrades for Building Code Australia compliance</li> <li>• Have not received previous council funding in the last 5 years</li> </ul>
<b>Projects NOT funded</b>	Funding will <b>NOT</b> be provided for:

	<ul style="list-style-type: none"> <li>• Routine maintenance e.g. carpet cleaning, gutter cleaning etc</li> <li>• Projects where assistance is available from other sources</li> <li>• New commemorative monuments or works</li> <li>• Purchasing a heritage building</li> <li>• Relocation of a heritage building, site or movable item</li> <li>• Flood lighting</li> <li>• Purchasing of equipment</li> <li>• New additions to a heritage building e.g. new kitchen or bathroom</li> <li>• Movable railway heritage items</li> </ul>
<b>Common selection criteria</b>	<p>Funding is targeted to projects that are minor works and have:</p> <ul style="list-style-type: none"> <li>• Sustainable long term heritage benefits</li> <li>• Public benefit and enjoyment</li> <li>• Capacity and commitment to undertake the project</li> <li>• Funding equity and cost effectiveness</li> <li>• Urgency to remedy deterioration</li> <li>• Demonstrated ability to encourage conservation of other items</li> <li>• A positive contribution to the heritage character of the site and/or streetscape</li> </ul>
<b>Before applying</b>	<p><b>Background research</b> – demonstrate why the work proposed is appropriate from a heritage point of view.</p> <p><b>Read the application form</b> - so you know what information is required and if your project fits the criteria.</p> <p><b>Prepare a list of project tasks</b> – outline an item by item job schedule.</p> <p><b>Obtain 2 quotes</b> – place the costs against the job scope of works.</p> <p><b>Plans and sketches</b> – depending on the size of the project you may need to include these.</p> <p><b>Photographs</b> – take “before” photographs of the item, including close-ups. Photographs will also be required of the finished works at the completion of the project. <i>(Council uses photographs of heritage properties to promote heritage in the local area. Please indicate on the application form if you agree for this to occur.)</i></p> <p><b>Complete the application form</b> and keep a copy for your records.</p>
<b>Submitting application</b>	<p>You can email your completed application, including digital images, to: <a href="mailto:landuseadmin@qprc.nsw.gov.au">landuseadmin@qprc.nsw.gov.au</a></p> <p><b>Or</b></p> <p><b>Mail to:</b> Local Heritage Places Grants, PO Box 90, Queanbeyan NSW 2620</p>
<b>Processing of application and finalising project</b>	<p>All projects will be assessed by a panel of the Heritage Advisory Committees and recommendations will then be approved at a Council meeting. Once approved, a funding offer and agreement will be sent to all successful applicants. Projects can commence once the signed funding agreement has been received by Council.</p> <p>All projects must be completed and funding claimed by <b>19 April 2020</b>.</p> <p>All applicants will be notified of the outcome of their application, including unsuccessful applicants.</p>

<b>If successful</b>	Your project may require Development Approval and you <b><i>must</i></b> discuss your project with one of Council's Heritage Advisors. To make an appointment phone <b>6285 6276</b> .
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# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

28 OCTOBER 2020

ITEM 9.2 DETERMINATION OF APPLICATIONS FOR THE LOCAL  
HERITAGE PLACES GRANTS 2020-21

ATTACHMENT 3 LOCAL HERITAGE GRANT APPLICATION FORM

**Queanbeyan-Palerang Regional Council Local Heritage Places Grant  
Application Form**

(please refer to the application guidelines before completing this application)

**Applicant Details**

Contact Name: .....

Company Name: (if applicable) .....

Postal Address: .....

Phone: ..... (H/W) Mobile: .....

Email: .....

ABN registered name: (if applicable) .....

ABN: (if applicable) .....

GST registered? ☐ Yes ☐ No

I agree to Council using the photographs of my property to promote Heritage in the local area

☐ Yes ☐ No

**Project Address**

No: ..... Street: .....

Suburb: .....

**Property Ownership (Only complete if applicant is NOT the owner of the heritage item)**

Owner's name: .....

Contact details: .....

Signature: .....

Date: .....

**Project Proposal** (Briefly describe the proposed project)

**Project scope of works:**

.....

.....

.....

.....

.....

**Estimated cost of project: \$**.....

**Note:** Grant amounts will be proportionate to the overall number of applications received and will not exceed 50% of the cost of the project.

**Funding equity and cost effectiveness:**

- Will your project proceed without this funding assistance?  
☐ Yes ☐ No
- Are you receiving funding or support from other sources? If yes please name source.  
☐ Yes ☐ No

**Photographs and Quotes**

**Photographs of your project:**

**Attach** current photos of the property and the area of the proposed work, photos will also be required at the completion of the work

**Quotes:**

Attach **2 quotes** for the proposed work from registered businesses.

If chosen to receive funding, you must use the supplier who gave the quote accepted and provide paid tax invoices at completion.

**Building History**

**History of your building:**

**Attach** any historical information you have regarding your building

**Eligibility**

*To be eligible for funding you must answer YES to at least **ONE** of the following:*

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Is the item in a conservation area                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the item listed in the QLEP 2012               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the item listed on the State Heritage Register | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*To be eligible for funding you must answer YES to **ALL** of the following:*

- I will complete and claim my project funding by **19 April 2021** ☐ Yes ☐ No
- I acknowledge that I may be required to obtain Council development approval for these works (separate to funding offer) and that the work is subject to the advice of Council's Heritage Advisor ☐ Yes ☐ No
- I agree to provide Council with paid invoices upon completion of work to receive reimbursement of the grant. ☐ Yes ☐ No

### Funding Priorities

Queanbeyan-Palerang Regional Council's funding priorities are for projects that:

- require urgent maintenance
- form part of the heritage precinct
- are for items with public access and visibility
- are required for upgrades to comply with the Building Code Australia. *(Refer to the guidelines)*

*Describe how your project will achieve one or more of these funding priorities*

a) Urgent maintenance works to avert management risks e.g. severe deterioration

b) Part of a heritage group or precinct

c) An item with public access and visibility

d) Upgrades to meet Building Code Australia compliance

### Common Selection Criteria For All Projects (Please answer ALL the criteria)

I have received Council funding support for this item in the last 5 years ☐ Yes ☐ No

#### Sustainable long term heritage benefits.

- Describe how your project contributes to the sustainable management of the heritage item. (Attach a copy of your management/maintenance/sustainability plan)

#### Public benefit and enjoyment.

- Describe how your project will increase opportunities for learning, access, enjoyment and encourages positive community attitudes.

#### Innovation and leadership.

- Describe how your project will lead to a positive change in community attitudes and actions towards heritage.

**Capacity and commitment to undertake the project.**

- Do you have the time and project and management skills to successfully undertake this project? ☐ Yes ☐ No
- Will your project be **completed** within the funding time frame and be **fully claimed** by **19 April 2021**? ☐ Yes ☐ No

**Application Closing Date**

Applications must be received by close of business **21 September 2020**.

**Declaration**

I/We the undersigned, being the applicant/s nominated in this application, apply for a Local Heritage Fund grant to carry out works described above on the land specified earlier in this application.

I confirm that all the information provided in this project application is true and correct to the best of my knowledge ☐ Yes ☐ No

I have completed ALL questions on this project application ☐ Yes ☐ No

I have attached ALL requested documentation ☐ Yes ☐ No

Signature: .....

Date: .....

**Submitting Your Application**

Application forms and accompanying information should be submitted via:

Email: [landuseadmin@gprc.nsw.gov.au](mailto:landuseadmin@gprc.nsw.gov.au) (subject line *Local Heritage Places Grant*)

or

Post: Local Heritage Places Grants, PO Box 90, Queanbeyan NSW 2620

If you require any further information please contact Kathleen McCauley on 6285 6276



# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 OCTOBER 2020**

ITEM 9.2            DETERMINATION OF APPLICATIONS FOR THE LOCAL  
HERITAGE PLACES GRANTS 2020-21

ATTACHMENT 4    LOCAL HERITAGE GRANT PROJECT FUNDING AGREEMENT

## Queanbeyan Palerang Regional Council Local Heritage Fund 2020-2021

### Project Funding Agreement

*This Funding Agreement has been prepared specifically for your project and outlines the funding offer from Council. This Funding Agreement must be read in conjunction with any Special Conditions included for your project and the attached Standard Conditions.*

*Project no:*

*Project name:*

*Applicants name:*

*Project address:*

*Postal address:*

*Phone:*

*Mobile:*

*Email:*

*ABN:*

*Total project value \$*

*Heritage Funding is \$*

*Your Minimum contribution is \$*

**Should the value of your project change, new quotes *MUST* be submitted to Council, as the level of funding provided may also change.**

*Purpose of the funding:*

*Final date for project completion: 19 April 2020*

***Special conditions for your project:*** If you do not proceed with the project as outlined in your application you will need to submit new quotes to ensure the work does not negate the funding agreement.

***Other approvals required for your project:*** N/A or DA

## Standard Conditions Applying to Local Heritage Fund Projects

By entering into this Funding Agreement, you agree to comply with the following conditions:

### THE PROJECT FROM START TO FINISH

<b>1. Acceptance of offer</b>	You must accept this funding offer within 2 weeks, otherwise it will be withdrawn.
<b>2. Project approvals</b>	If necessary, you agree to separately arrange for appropriate works approvals for this project as required by the Council planning and building requirements and the Heritage Act.
<b>3. Project milestone dates</b>	You agree to meet the following project milestone dates. You also acknowledge that the Queanbeyan Palerang Regional Council Local Heritage Fund operates on an annual budget allocation and Council cannot carry forward any unclaimed funds for your project. If you fail to meet the milestone dates your funding may be reviewed or revoked.
<b>Milestone 1</b>	Notify Council when you have commenced your project.
<b>Milestone 2</b>	Report progress on your project to Council by <b>31 January 2021</b> .
<b>Milestone 3</b>	Project completion and all funding must be claimed from Council by <b>19 April 2021</b> .
<b>4. Progress report/s</b>	You must provide a brief verbal or written progress report/s on your project as requested by Council.
<b>5. Project compliance certification</b>	When your project is completed and before Council will pay you're funding, Council's heritage officer or heritage advisor must inspect your project and complete a <b>Project Compliance Certification</b> form. Photos of the completed work must accompany your paperwork when making your claim for the grant funding.

### FINANCES

<b>6. Advising of changes in the source and/or amount of funding</b>	You must advise the Council of any changes to the financial resources and arrangements stated in your application.
<b>7. GST</b>	The Council considers the full cost of the project to be the GST inclusive amount.
<b>8. Claiming your grant funding</b>	You must submit paid invoices for reimbursement. You also agree that unless requested, and the Council agrees, all cheques or electronic transfers will be made payable to you or your ABN registered name.

## OPERATIONAL ISSUES

<b>9. Revocation of funding</b>	<p>You agree that this financial assistance may be reviewed or revoked at any time under any one or more of the following circumstances:</p> <ul style="list-style-type: none"> <li>• failure to provide signed agreement by the due date;</li> <li>• unsatisfactory work;</li> <li>• failure to meet time schedules;</li> <li>• failure to provide progress reports;</li> <li>• non-disclosure or misleading or false disclosure of information;</li> <li>• failure to meet the minimum \$ for \$ spend;</li> <li>• inadequate additional funding being provided from another source.</li> </ul> <p>You also agree that where monies have been advanced, you are obliged to refund those monies within 30 days of receiving the notice of revocation of this funding.</p>
<b>10. Reusable equipment</b>	<p>You agree that funding provided for this project is not to be used for expenditure on reusable equipment without the prior written approval of the Council. If approved, resale of such equipment and refund of moneys to the Council may be required.</p>
<b>11. Transactions between persons not at arm's length</b>	<p>You must advise the Council immediately of any transaction where the applicant and another party, or parties, to any transaction involving expenditure on this project are not dealing with each other length at arm's length eg paid work by a relative. If the Council considers that the expenditure exceeds the amount that would have been incurred if the parties had been dealing with each other at arm's length, the Council may disregard the excess in any claim made to the Council.</p>
<b>12. Acknowledgment of funding</b>	<p>You agree to acknowledge the funding assistance during the project and upon completion in any form required and approved by the Council.</p>
<b>13. Publicity</b>	<p>Council may publicise your project and use your photographs through its newsletter, website, media releases and liaison with journalists.</p>
<b>14. Project signage</b>	<p>At the commencement of your project, you agree to erect a temporary Council sign (where provided by Council) acknowledging the local heritage funding assistance.</p>
<b>15. Copyright - non-exclusive license</b>	<p>For publications or signage projects, you will supply the appropriate permissions (non-exclusive license to Council) to use certain copyright material created as part of this funded project.</p> <p>[Copyright owners of material such as written material, photographs, music or moving images can assign or license their rights in copyright material. Copyright protects the form in which an idea or information is expressed, not the idea or information itself.]</p>
<b>16. Best practice heritage and project management</b>	<p>You agree that all work must be carried out in a best practice heritage manner and in particular to accord with the publication called <i>How to Carry out Work on Heritage Buildings and Sites</i> available to download from the Heritage Branch website</p>

	<p><a href="http://www.heritage.nsw.gov.au/publications">www.heritage.nsw.gov.au/publications</a></p> <p>You also agree to administer the project in accordance with best practice management.</p>
<b>17. Engagement of a heritage specialist</b>	<p><b>If required</b> as part of your project you agree to engage a heritage specialist to supervise and provide advice on the heritage aspects of the project. You agree to ensure that the heritage specialist:</p> <ul style="list-style-type: none"> <li>a. Has appropriate qualifications, skills and experience to supervise your project;</li> <li>b. Will provide appropriate technical advice to ensure that best practice heritage conservation methods are followed as set out in the Heritage Branch publication "<i>How to Carry Out Work on Heritage Buildings and Sites</i>". This refers to the Australia ICOMOS Burra Charter. Download this publication at <a href="http://www.heritage.nsw.gov.au/13_index.htm">http://www.heritage.nsw.gov.au/13_index.htm</a></li> <li>c. Agrees to prepare and/or endorse the updated work schedule and costings for this project included in this funding Agreement, if needed.</li> <li>d. Agrees to supervise the project and complete the <b>Project Compliance Certification</b> for the funding payment.</li> </ul>
<b>18. Long term protection and heritage listing</b>	<p>You agree, and, if you are not the owner, the owner also agrees:</p> <ul style="list-style-type: none"> <li>a. To take all reasonable measures to protect in perpetuity the item for which this assistance is granted;</li> <li>b. Not to undertake any work, including subdivision, to the item, its site and any moveable heritage items (hereinafter called "heritage items") on the site which would adversely affect their heritage significance;</li> <li>c. To actively support and not to object to the inclusion of the item in a Local or Regional Environmental Plan; or to listing of the heritage item/s on the NSW State Heritage Register under the NSW Heritage Act, 1977; or to an order on the item under the Heritage Act, 1977.</li> </ul>
<b>19. Insurance</b>	<p>You agree to insure and keep insured at all times the item for which this funding is granted, unless the Council approves otherwise.</p>
<b>20. Compliance regulators</b>	<p>You agree to comply with all requirements of other regulatory agencies and you agree that this agreement and any related matters do not override your requirement to do so.</p>



# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 OCTOBER 2020**

ITEM 9.3                      DETERMINATION OF APPLICATIONS FOR SPECIAL  
HERITAGE FUND GRANT 2020-21

ATTACHMENT 2      SPECIAL HERITAGE GRANT GUIDELINES AND APPLICATION  
FORM 2020-21

# **Queanbeyan- Palerang Regional Council's Special Heritage Fund - Guidelines**



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

**Contact:** **Queanbeyan:**  
**Ph:** 02 6285 6000  
**Fax:** 02 6285 6666  
**Bungendore/Braidwood:**  
**Ph:** 02 6238 8111  
**Fax:** 02 6238 1290  
**E:** [council@qprc.nsw.gov.au](mailto:council@qprc.nsw.gov.au)  
**W:** [www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)  
**P:** PO Box 90  
Queanbeyan NSW 2620

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## Special Heritage Fund Scheme

### Background

The former Queanbeyan City Council at its meeting of 24 June 2015 determined to establish a \$100,000 Special Heritage Fund. This was extended to the whole of the local government area at the Queanbeyan-Palerang Regional Council meeting of 26 October 2016.

The purpose of the funding is to assist owners of 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.

Priority will be for public buildings, churches and buildings owned or managed by community based not for profit organisations as well as those buildings where there is a clear community or public benefit rather than a private one.

A compliance certification form will be required to be completed by the applicable Council's Heritage Advisor at the completion of the project and prior to any payment being made.

The grant funding in this instance is a competitive process and prospective applicants need to submit an application which addresses the criteria in these guidelines.

### Funding

- Prospective applicants need to demonstrate that they are prepared to contribute a reasonable proportion of the cost of the project.
- Prospective applicants must comply with the attached Standard Conditions.
- The project must have a minimum value of \$15,000 or 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**.

**Closing date:** Applications close on **23 September 2020**.

### Projects Eligible for Funding

These include:

- Public buildings which include Council owned buildings.
- Buildings owned or managed by community based 'Not For Profit' organisations

- Churches.
- Other buildings or works supported by the Heritage Advisor and Heritage Advisory Committee.

Projects should be for:

- Physical conservation works including restoration, reconstruction, repair, reinstatement, preservation and maintenance as defined in the *Australian ICOMOS Burra Charter*,
- Fire, safety, access, compliance and upgrading works to meet requirements under the *Building code of Australia*, the *Disability Discrimination Act* and *Work Health and Safety Act* for ongoing use and adaptive reuse, and/or
- Interpretation works that are based on recommendations contained in a Statement of Heritage Significance or an Interpretation Plan or Conservation Plan.

### **Priorities for Funding**

These include:

- Buildings which are used predominantly by the community.
- Places at risk - urgency to avert severe deterioration.
- Heritage and sustainability conservation works.
- Sympathetic adaptive reuse works.
- Interpretation to facilitate heritage tourism.

### **Projects Ineligible for Funding**

These include:

- State and Federal Government buildings.
- New buildings.
- Commercial buildings.
- Purchase of heritage buildings.
- Relocation of buildings or work to relocate buildings.
- New commemorative monuments, works or headstones.
- Purchase of equipment.
- Routine maintenance.
- Projects where alternative funding is available.

## Common Selection Criteria for all Projects

Funding is targeted to projects that clearly demonstrate:

- A community benefit associated with the works to be funded.
- Sustainable long-term heritage benefits.
- Capacity and commitment to undertake and complete the project within the allocated time frame.

## Submitting Your Application

- Prospective applicants *must* discuss their project with the relevant Council Heritage Advisor prior to submitting your application. Appointments can be made by contacting Council's Land-Use Planning on **6285 6276**.
- Council's Heritage Advisor will also provide initial advice as to whether the works proposed may require a development application. Where a development application for the works is necessary, prospective applicants need to contact Council's Development Team staff to discuss planning requirements.
- Prospective applicants are required to demonstrate why the work proposed is appropriate from a heritage point of view.
- Obtain 2 quotes and place the costs against the job scope of works clearly demonstrating the costs for each item.
- Provide plans and sketches of the project.
- Provide "before" photographs of the item, including close-ups. Photographs of the finished product will also be required at the completion of the project. (Council uses photographs of heritage properties to promote heritage in the local area. Please indicate on the application form if you agree for this to occur.)
- Complete the application form and keep a copy for your records.

**It should be noted that success in obtaining funding for projects will not negate the need to submit and obtain development consent where required.**

You can either email your completed application, including digital images, to:

[landuseadmin@qprc.nsw.gov.au](mailto:landuseadmin@qprc.nsw.gov.au)

**Or**

Post to: QPRC Special Heritage Fund  
Land-Use Planning Team  
PO Box 90  
Queanbeyan NSW 2620

## Assessing Your Application

Applicants must complete the attached project application form and answer all the questions. The quality and clarity of the information provided will be taken into account when assessing the applications. Total available funds for grants are limited each year and are awarded on a competitive basis and projects must meet eligibility criteria, program priorities and common selection criteria.

Applications will be considered by members of Council's Heritage Advisory Committees, Council staff and Council's Heritage Advisor(s). Recommendations will be forwarded to Council for adoption.

If your application is successful, a funding offer and contract will be sent to you. On your acceptance of this offer, work can commence from that time.

Successful applicants will also be required to comply with a set of standard conditions. These will be supplied and are also available upon request or on Council's web page at:  
[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

### **Project Timing and Claiming Your Funds**

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

# Application Form

Special Heritage Fund Application Form
<b>Applicant Details</b>
Contact Name:.....
Company Name: (if applicable) .....
Postal Address:.....
Phone: ..... (H/W) Mobile: .....
Email:.....
ABN registered name: (if applicable) .....
ABN: (if applicable) .....
GST registered? <input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to Council using the photographs of my property to promote Heritage in the local area <input type="checkbox"/> Yes <input type="checkbox"/> No

Project Address
No: ..... Street: .....
Suburb: .....

### **Project Proposal** (Briefly describe the proposed project)

#### **Project scope of works (Separate submission can be attached):**

.....

.....

.....

.....

#### **Estimated cost of project:**

\$ .....

#### **Funding equity and cost effectiveness:**

- Have you applied for or are you receiving funding or support from other sources? If yes please name source.

☐ Yes

☐ No

.....

.....

### **Photographs and Quotes**

#### **Photographs of your project:**

**Attach** current photos of the property and the area of the proposed work, photos will also be required at the completion of the work

#### **Quotes:**

**Attach 2** quotes for the proposed work

☐ Yes

☐ No

### **Building History**

#### **History of your building:**

**Attach** any historical information you have regarding your building or provide a hyperlink

☐ Yes

☐ No

### Eligibility

*To be eligible for funding you must answer YES to **ONE** of the following*

Is the item in a conservation area? ☐ Yes ☐ No

Is the item a local heritage item? ☐ Yes ☐ No

Is the item supported by Council's Heritage Advisor? ☐ Yes ☐ No

Is the item listed on the State Heritage Register? ☐ Yes ☐ No

*To be eligible for funding you must answer YES to the following*

I will complete and claim my project funding by **30 June 2021** ☐ Yes ☐ No

I acknowledge that I may be required to obtain Council development approval for these works (separate to funding offer) ☐ Yes ☐ No

### Funding Priorities

Queanbeyan-Palerang Regional Council's funding priorities are for projects that:

- Buildings which are used predominantly by the community
- Places at risk - urgency to avert severe deterioration
- Heritage and sustainability conservation works
- Sympathetic adaptive reuse works
- Interpretation to facilitate heritage tourism

*Describe how your project will achieve one or more of these funding priorities*

**a) Continued facilitation of use of the site by the community**

**b) Urgent maintenance works to avert risks e.g. compliance with safety codes**

**c) Heritage and sustainability conservation works**

**d) Interpretative works to facilitate heritage tourism**

**Common Selection Criteria For All Projects** (Please answer **ALL** the criteria – attach additional pages if required)

I have previously received Council funding support for this item.

☐ Yes

☐ No

**A community benefit associated with the works to be funded.**

- Describe how the funding of your project will have a community benefit

.....

.....

.....

.....

**Sustainable long term heritage benefits.**

- Describe how your project contributes to the sustainable management of the heritage item. (Attach a copy of your management/maintenance/sustainability plan)

.....

.....

.....

.....

**Capacity and commitment to undertake the project.**

- Do you have the time and project and management skills to successfully undertake this project? ☐ Yes ☐ No
- Will your project be completed within the funding time frame and be fully claimed by **30 June 2021**. ☐ Yes ☐ No
- I have discussed my project with the Heritage Advisor prior to lodging this application. ☐ Yes ☐ No
- Does your project require a DA and will it be obtained prior to the commencement of work? ☐ Yes ☐ No

### Heritage Advisor's Assessment/Recommendation

### Submitting Your Application

Application forms and accompanying information should be forwarded to:

Email: [landuseadmin@qprc.nsw.gov.au](mailto:landuseadmin@qprc.nsw.gov.au)

Or

Post: QPRC Special Heritage Fund  
Land-Use Planning Team  
PO Box 90  
Queanbeyan NSW 2620

(Please ensure you sign the declaration on page 12 prior to submitting your application)

### Council Contact

If you require any further information please contact Kathleen McCauley on 6285 6276

### Application Closing Date

Applications must be received by close of business: **23 September 2020**

**Property Ownership** (Only complete if applicant is **NOT** the owner of the heritage item)

Owner's name: .....

Contact details: .....

Signature: .....

Date: .....

**Declaration**

I/We the undersigned, being the applicant/s nominated in this application, apply for a Special Heritage Fund grant to carry out works described above on the land specified earlier in this application.

I confirm that all the information provided in this project application is true and correct to the best of my knowledge ☐ Yes ☐ No

I have completed ALL questions on this project application ☐ Yes ☐ No

I have attached ALL requested documentation ☐ Yes ☐ No

Signature: .....

Date: .....

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

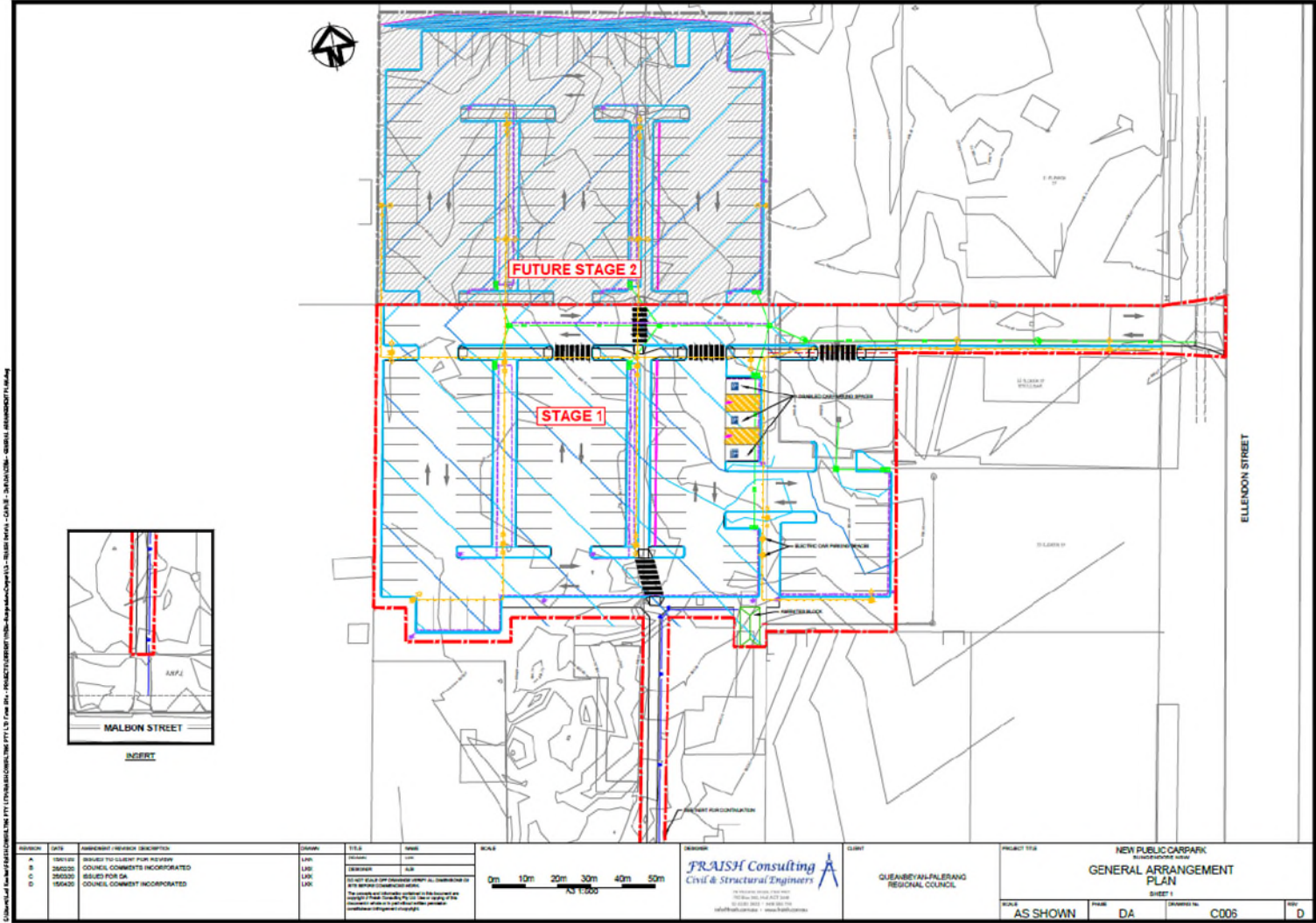
## **Council Meeting Attachment**

**28 OCTOBER 2020**

ITEM 9.4            BUNGENDORE CAR PARK OPTIONS

ATTACHMENT 1    CAR PARK OPTIONS - INDICATIVE LAYOUTS

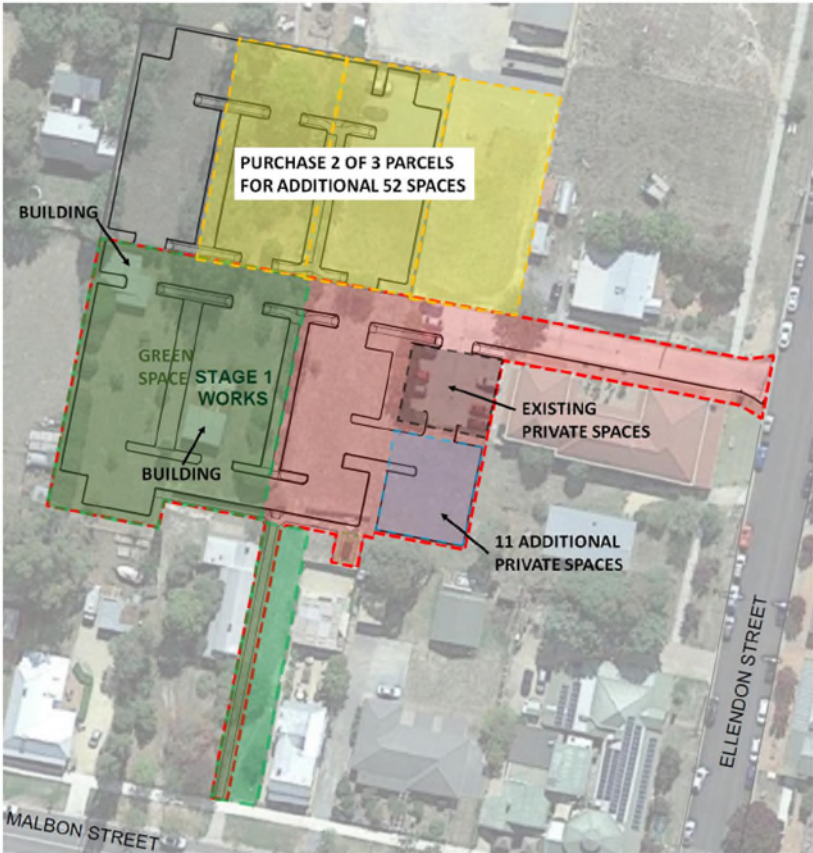
Original Stage 1 Design



BTCEC Preferred Option



QPRC Option D



QPRC Option D without acquisition



# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 OCTOBER 2020**

ITEM 9.6 LASCELLES STREET, BRAIDWOOD IMPROVEMENTS

ATTACHMENT 1 LASCELLES STREET IMPROVEMENTS COMMUNITY  
ENGAGEMENT REPORT



# Lascelles Street Improvements Community Engagement



Ref: Doc Set ID 100701-1

## Report - Community engagement – Lascelles Street Improvements

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### Executive Summary of engagement report:

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 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 the Braidwood & Curtilage Heritage Advisory Committee.
3. Extend path on shop front side as far as possible
4. Review the width available for pedestrians in the refuge island

### Participation in engagement:

Community consultation was conducted from November 2019 to January 2020 through Your Voice. The consultation was advertised through the registered users of Your Voice and a post was created on the Braidwood Bugle Facebook page directing interested parties to Council's YourVoice link..

Respondents were asked four questions:

- 1) Do you have any comments on the proposed location of the trees?
- 2) Do you have any comments on the species of trees to be planted?
- 3) Are there any treatments you would like to see in the pedestrian islands?
- 4) Do you have any other comments you would like to make on the proposed upgrades?

A total of 112 people visited the project page and 63 of them viewed or downloaded the plans. Of these people, 26 made submissions via YourVoice. The majority of feedback was received from residents of Braidwood with a median age of 60 years. 12 males and 14 females responded via YourVoice.

## Report - Community engagement – Lascelles Street Improvements

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### Comments received:

Table 1 presents the submissions made on YourVoice.

A separate submission from the Braidwood Garden Club with regard to tree selection and an extract from the minutes of the November 2019 meeting of the Braidwood & Curtilage Heritage Advisory Committee are attached at the end of this report.

A summary of common issues raised by the survey questions and Council's responses are presented below:

#### 1) Do you have any comments on the proposed location of the trees?

##### *Number of submissions*

23 responders made comments on this question; 10 were happy with the proposed locations, 2 did not agree and 11 did not indicate a preference.

##### *Comment summary*

Issues raised included:

- Why is there a need to remove the existing trees?
- More trees are better
- Consider damage to the road, blockage of stormwater drains, restriction on sight lines, centre plantings and canopy size

##### *Response*

- Council's preference was to retain the larger trees. However, an arborist report has indicated there will be too much disturbance around the root zone of the trees and it is unlikely that they would survive. Additionally, there is a water main beneath the trees on the northern side of the street which needs to be replaced which will impact the structural root zone of these trees
- The design proposes an increase in the number of street trees
- Locations for trees have taken into consideration the proximity to existing services and sight distances at intersections and property accesses
- The geometry of the road and the proposed parking does not allow for trees in the centre of the street

#### 2) Do you have any comments on the species of trees to be planted?

##### *Number of submissions*

21 responders made comments on this question; 3 were happy with the proposal to use liquidambar, 15 did not agree and 8 did not indicate a preference.

##### *Comment summary*

Alternative species suggested included:

- Natives, ash, crepe myrtle, anything but eucalypt, jacaranda, manchurian pear, plane trees
- Anything that has a large canopy, provides shade and doesn't damage the road



## Report - Community engagement – Lascelles Street Improvements

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### *Response*

- Council has reconsidered species selection based on consultation with the Braidwood Garden Club
- The proposed species are Gleditsia (Honey locust) and Pistachia (Chinese pistachio)
- Council proposes to use a proprietary product to protect and promote root growth whilst preventing damage to the road pavement

### **3) Are there any treatments you would like to see in the pedestrian islands?**

### *Number of submissions*

20 responders made comments on this question.

### *Comment summary*

#### Issues raised included:

- Plantings are needed in the pedestrian islands to minimise the amount and effect of concrete
- There is a need to ensure better access for disabled people and people with prams, in particular the width of the opening in the pedestrian refuge
- Consider handrails, signage, overhead traffic lights and more paths
- Are the pedestrian islands needed?

### *Response*

- The pedestrian islands are required to improve the safety of the public
- The final plans will include plantings in the islands, prepared in consultation with the Braidwood & Curtilage Heritage Advisory Committee, Garden Club and QPRC landscape team
- Access and safety issues within the proposed work area will comply with Australian Standards

### **4) Do you have any other comments you would like to make on the proposed upgrades?**

### *Number of submissions*

20 responders made comments on this question. One response has been redacted from this section as it was not related to the proposed work.

### *Comment summary*

#### Issues raised included:

- Ensuring that any work is done properly – eg sizing of stormwater drains, pedestrian access, pavement finish, size of parking spaces
- Consider installing a roundabout in the Wallace Street / Lascelles Street intersection. This was countered by a submission opposed to a roundabout.
- Consider installation of pedestrian crossings
- Consider extending the sealed parking area for the full length of the work area
- Allow for parking of longer vehicle combinations eg trucks and trailers
- Maintain historic values of the area



## Report - Community engagement – Lascelles Street Improvements

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- Include extra disabled parking
- Consider allocating the money for this project to more needed projects eg water storage

### *Response*

- The road surface in Lascelles street is the primary objective of this project and is addressed by the design.
- The stormwater upgrades have been designed based on previous modelling however until Wallace Street drainage is upgraded all the drainage issues within Lascelles street cannot be fully resolved
- Access and safety issues within the proposed work area will comply with Australian Standards
- The location of a proposed roundabout is on the section of road owned and controlled by Transport for NSW. This is subject to a separate project and funding. There are currently no plans in the near future to construct a roundabout at this location.
- The Braidwood Heritage committee has been consulted and will continue to be included in planning discussions.
- Some driveways are quite steep and there have been issues raised with cars 'bottoming out'. To reduce this, the kerb is being raised which requires that the driveways be replaced like for like.
- We are trying to maximise the available parking for standard cars. Trucks and trailers will still need to park down the street as per current arrangements.
- A full seal of parking areas is not proposed, in keeping with the heritage feature of other streets in Braidwood.
- The merits of other projects are not part of this consultation.

## Recommendations and Conclusion

As a result of the public consultation, the following recommendations will be pursued:

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

Council will update the design taking into consideration all the recommendations. Council will then progress these designs through the relevant approvals prior to commencement of construction.

## Report - Community engagement – Lascelles Street Improvements

**Table 1 - Submissions**

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
2226980	The position of the trees is fine, however given that Liquid Ambers are a deciduous tree, have Council considered the build up of leaf litter in the storm water drains during Autumn? This could pose an issue with drainage.	Liquid Ambers are quite a nice tree and they are commonly used throughout built up areas, not just in our own LGA but elsewhere too. As stated above my only concern would be the build up of leaf litter in the drainage system during Autumn.	It is a little difficult to see from the proposed plan, but I think the pedestrian islands should have a walk through section in the middle. Some of the existing pedestrian islands around the town are solid concrete and for an elderly resident using a walker or even someone who is wheel chair bound, they will not be able to utilise these islands without a cut out section in the middle for them to pass through. I hope I have explained that right...	The current state of the road on this particular section of Lascelles Street has been terrible for many years, it is my sincerest hope that when this road is resealed it is done properly. I look forward to seeing the finished result of these upgrades.
2227843	Looks good	A canopy of trees arching over the road like Jacarandas or similar would look good when mature	a better disabled ramp than current is needed out the front of the IGA	
2228970	No, the more trees the better in my view.	I don't care for liquidambers and would prefer Lascelles street maintain some sense of continuity from the eastern side of Wallace street. I suggest planting ash trees, either or both golden and claret ash. Alternately native trees would give some sustenance and nesting places for birds. The birds are becoming fewer in Braidwood as they lose more habitat each year.	I am pleased to see the pedestrian improvements. Many of us walk rather than drive to the supermarket. A handrail on the western sides of the islands would assist pedestrians and avoid short cuts.	

## Report - Community engagement – Lascelles Street Improvements

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
2229019	Looks a good proposal	No	No	Seems to be a good plan to me & the sooner it is proceeded with the better
2229026	I really do not see the need to remove the existing trees as any tree that has grown so far deserves to be kept and they are not so old they are going to die any time soon. It will denude the street for sometime as growth rates at present are very slow and unless you have info about a better rain outlook over the next 10 to 20 years it may be very slow indeed. Also even though I am in the minority I would like to see some native trees included. I do not feel we need another monoculture even on the street edges. More rather than fewer trees to create a bigger canopy.	See above possibly some natives to be included.	Would love there to be some plantings but realise people don't treat them with respect. Possibly have deep grey rather than light grey concrete to try to resemble the stone guttering of the original and blend in better creating less glare.	Make sure the stormwater is able to cope with the recurrent storm dumps of rain that happen and will happen with increasing regularity in the future.
2229792	If the green shapes indicate trees, it is proposed to plant trees where there are none at the moment. Need to ensure that new trees, like at the front of IGA, do not impede vision.		Braidwood has a large population of elderly and a growing population of young, with mothers and prams. There is one disabled parking at the moment but it is not constantly in use as, like myself, not having a disabled parking permit, we park in a normal bay. The best approach to looking after mothers with prams and those who find it difficult to step up on steep kerbs, carry the shopping back and stepping down on same, not being able to take the	DONT even think about a roundabout!!! A must: Paint up a pedestrian crossing at the corner from IGA to Provisions!

## Report - Community engagement – Lascelles Street Improvements

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
			trolley down around all the parked cars is that at the centre of each segment, at equal intervals, instead of the kerb, there should be a ramp such as at pedestrian crossings. At the moment there is a makeshift, metal one pinned against the kerb, quite unsafe and not reachable if cars park askewed. And in any case, one would need to go behind all the parked cars to reach it.	
2230908	Yes. Please keep any trees that won't seriously impact on safety. Especially the larger ones.	There are a lot of claret ash in the street, as well as other streets in town. They're fantastic in autumn.	Fruit trees? Crabapples?	Looking forward to the street being safe and not covered in potholes! Upgrading the disabled/pedestrian ramp at IGA will be fantastic.
2232112	No - locations look OK.	Manchurian Pear (Pyrus ussuriensis) is also a good street tree and colours beautifully, and it has spring flowers. This would give more variety to the streetscape and reduces the risk of one species failing for whatever reason..	Grasses and Diannela are great as well as some of the Billy Buttons (Craspedia) and of course Diosma!	I am wondering why a round-about at the corner of Wallace and Lascelles isn't part of the plan? This would speed-up traffic movement, especially on busy holiday weekends.
2234842	Proposed location of trees looks very good	Proposed species sounds good. They are very hardy which they will need to be.	I do not know if it will help, but the significantly poor and dangerous navigation by far too many motorists through this intersection needs urgent attention. In relation to the pedestrian islands, perhaps you can investigate effective directional signage options to try to fix some of the problems motorists seem to encounter at the Lascelles Street/Wallace Street intersection. An obvious solution to many of the	The Lascelles/Wallace Streets intersection is dangerous. My observations on an almost daily basis - I operate a retail business on that corner - lead me to genuinely believe there will accidents causing casualties and fatalities. I do not know why, but far too many motorists of all ages display significantly poor and dangerous navigation through this intersection.. It needs urgent attention.

## Report - Community engagement – Lascelles Street Improvements

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
			problems and near accidents would be the construction of a round about at the intersection rather than bigger pedestrian islands.	In relation to the pedestrian islands, perhaps you can investigate effective directional signage options to try to fix some of the problems motorists seem to encounter at the Lascelles Street/Wallace Street intersection. An obvious solution to many of the problems and near accidents would be the construction of a round-about at the intersection rather than bigger pedestrian islands. If you genuinely have the opportunity to improve the amenity and safety of this section of the road network in Braidwood, I suggest you do it now. Also, any repair remediation work on the road surface itself will be short lived if logging trucks and other large vehicles are able to travel on it. Immediate investment and planning needs to be put into a bypass for heavy vehicles at least for Braidwood.
2274321	see comments on question 4	no	no	I've always thought more trees planted in our streets is a great idea but I would like to raise my concerns on the removal of all the trees in Lascelles Street. At the end nearest Ryrie Street there are a couple of large established trees that are providing lots of shade, I'm struggling to see how removing these trees and replacing them with trees that will take a long time to provide the same sort of shade is a good idea. We are currently in Level 2 water restrictions and

## Report - Community engagement – Lascelles Street Improvements

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
				therefore any new trees planted are not going to thrive and grow at a particularly quick rate. Don't get rid of the old just because it doesn't fit with the aesthetics of your plan, but rather think of the practicalities of integrating more shade trees with ones that already provide that
2279104	What is the nature of the problem with the existing trees?	liquidambar styraciflua need a fair bit of water and may fail in a dryer climate. Suggest that trees that can cope with lower average rainfall should be considered (as long as they are not highly flammable, for example eucalyptus's)	Do we really need pedestrian islands?	Think that the money being spent on this and other 'improvements' would be better spent on increasing the size of the towns water storage.  The areas population is growing and therefore water use is growing and at the same time rainfall and river flows are becoming more unreliable.
2284362	Just make sure they are the type of tree that can have a large shady canopy	See above	I do not want to see the traditional blue stone cutters on the Northern side of Lascelles street replaced - there is nothing wrong with this gutters - save some money and just fix up the south side of the road which does flood.	How are you planning to connect the new pedestrian island with the old bluestone guttering- we don't need big perfection islands like this in the middle of Wallace Street, especially if it means losing car parks. And we need to make sure that the car parks we have at of a good size - big enough for small trucks and big 4 wheel drive vehicles.
2286080	Lascelles Street is a wide street, and would look magnificent if the trees were planted down the middle of the street, rather than on the sides. There are numerous examples of centre of the street plantings in Queanbeyan, with a	Use deciduous species, to let light in in winter, and because they are less fire hazard than eucalyptuses.	Looks OK	

## Report - Community engagement – Lascelles Street Improvements

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
	little imagination the same could be done in Braidwood. Centre planting also avoids power lines and interferes less with parking.			
2297230	Location appears OK	Garden Club proposals include a poisonous plant ( White Cedar ) and Chinese Pistachio ( which is devastated by cockatoos ). I suggest considering a Lagerstroemia (Crape myrtle) or a flowering Prunus for variation in size and colour. Common olives and Elaeagnus could be considered as alternatives to provide some evergreen windbreak.	Some low planting to enhance	Double centre lines in supermarket area as reversing hazardous when cars cross over from the opposite direction to take an adjoining empty space
2298006	Don't cut them down. They are mature and healthy. This is no time to try to start new plantings	Leave the old trees. If it rains plant new trees as well. Whatever you like but leave the old ones	Do we need them? It's never difficult to cross the road there.	How about a roundabout. Just draw a line on the road or a flat pancake like in Strathfield  Don't cut down the trees
2305017	Trees –replacement. There appears to be nothing wrong with the trees that are currently in place. Do not remove any existing trees in Lascelles Street at the present time: Trees in Braidwood can take a long time to establish. Removing all trees at once would leave the street very barren for a long time afterwards. It is recommended that the new	Trees – species The species of tree needs to be agreed at an early stage. The trees should have good strong 'visual substance', A good example is the tree planting in Duncan Street which is attractive, enhances the streetscape, provides valuable shade in summer and trees drop their leaves in winter to allow sun penetration. They have robust roots that can withstand car pressure. There will be various	Pedestrian islands at the intersection of Lascelles and Wallace. Features such as these are not part of Braidwood's historic streetscape and need to be re-thought. I am not aware of there ever having been an incident at the intersections. Pedestrians and drivers proceed slowly and with caution. If it is an issue we need to look at design solutions from other historic	Driveways The stamped driveway crossovers proposed for replacement are there already and are not particularly offensive. It seems a waste of effort and money to replace them.  Parking cars with trailers Many people who shop at the supermarket live out of Braidwood and come to town with truck or trailer and pick up their groceries on the way home. Provision needs to

## Report - Community engagement – Lascelles Street Improvements

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
	trees be planted where they will not impact on existing trees. At a future stage, when the new trees are well established the existing trees can be reviewed and a decision about retention or replacement made at that time.	species that meet these criteria. Plane trees have proven very successful in Braidwood Liquidambar don't appear to be the appropriate tree for Lascelles Street. They have the wrong habit or shape (wide a base and pointed on top ie conical) and they prefer moist, rich well drained soil.	streetscapes. We don't want a repeat of the fiasco associated with design and implementation of the crossings in the main street. Where appropriate a traditional fence style barrier could be used such as painted hardwood posts and with 100mm x 100mm top rail set at 45 degrees plus a mid-rail. Examples exist elsewhere in Braidwood.	be made for parking trucks and cars with trailers. This is a common problem in a country town. We need to be able to park with a trailer on both sides of Lascelles Street but not in front of someone's driveway. It may be appropriate to move some of the angled parking to Wallace Street to make more room for cars with trailers.  Consultation Given that Lascelles Street is within a State heritage listed town, has Council sought preliminary comment from the Braidwood heritage committee, Council's heritage adviser or the Heritage NSW, and if not why not?  [REDACTED]
2305126	I would like to see more trees planted overall. This is a very windy, dusty street and hot in summer. We need shade trees. I don't accept that the existing Ash trees need to be removed. Trees grow very slowly in this climate so we need to protect those we have if they can be saved.	It would have been useful to have had the rationale for liquid amber explained, and the particular species specified.	Not concrete blisters! Plantings of medium to low-growing natives and herbs.	No

## Report - Community engagement – Lascelles Street Improvements

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
2305132	Glad to see there will be new trees. Location OK	Just as long as they're not eucalypts. Deciduous are good.	No	The upgrades are good and will work well. A roundabout at the Lacelles/Wallace intersection would be good too - including heavy vehicles taken from main street and routed down a heavy vehicle by-pass. Given the damage these vehicles are doing as they shake the heritage buildings in Wallace St this should be a priority. Thanks for the chance to comment
2305281			As a mother of two young children who doesn't drive, I use a large pram to take to IGA to fit groceries and the children in. Crossing the road can be quite dangerous, so the pedestrian islands would make it much safer. Also, the islands need to have proper ramps (not step up) so the pram can be used and be wide enough to accommodate a large pram	
2305289	Proposed location of trees looks fine with me.	It would be nice to have something like you have planted along the main street of Queanbeyan which I think are crepe myrtle. Something perhaps with a beautiful blossom such as the crepe myrtle.	Please do not plant any bushes which would obstruct the view of cars and pedestrians.	Yes, I would like to make a further comment regarding the disabled parking places, from a disabled parking persons point of view. You have only allowed 2 disabled parking places in front of the shop. This is fine, as long as it is either in front of the entrance or where they are situated at the present moment. BUT I WOULD ALSO LIKE TO SEE ADDED at least ONE disabled parking spot in front of the liquor shop, ie near the public phone booth. It is extremely difficult for a

## Report - Community engagement – Lascelles Street Improvements

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
				disabled person to push a trolley along the uneven surface between the shop entrance and the liquor shop entrance, believe me, I know. I am sure it would make a lot of people happy to have at least ONE if not TWO disable parking spots in front of the Liquor store as well. That's my pennyworth from a disabled driver's perspective. Would love it if this happened, but am not holding my breath!!!!!! Thank you for taking the time to read my comment and proposal.
2305301	As long as they don't damage the road in the future	Don't know much about that but same as one as long as it doesn't damage road	More concrete paths so kids have some where to ride	Please do them soon so the road is nicer and safer to drive/ ride on
2305379	Only trees with impactful roots should be removed	Natives only	All improved in regard to safety and accessibility including hand rails and smooth concrete (and limited incline for ease of wheelchair use)	The tar needs to be replaced on the Wallace/Lacelles intersection. It's a trip hazard
2305581	No	<p>'I understand that a species of Liquidambar is proposed according to the plan submitted for comment. I also gather from the Braidwood Ratepayers Facebook page that the Braidwood Garden Club has suggested a short list of five species suitable as street trees in the harsh Braidwood climate.</p> <p>I have the following concerns:</p>	The concrete forming the pedestrian islands should be slightly coloured to avoid creating a blindingly white area at the southern end of Wallace Street. Any plantings should be drought and frost tolerant and consistent with other plantings in pedestrian islands in Wallace Street.	Lascelles street is a 19th century streetscape and the pedestrian islands, footpaths, kerb and guttering should all be sympathetic to its heritage significance. While residents and visitors want upgraded and safe road access maintaining the street's historic and aesthetic values is important in demonstrating a respectful

## Report - Community engagement – Lascelles Street Improvements

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
		<ul style="list-style-type: none"> <li>- that the trees selected should be of a scale commensurate with the street, i.e. not a small decorative tree, and provide adequate shade, be resilient to withstand prolonged drought, increasing wind strength and severe frosts.</li> <li>- given that existing trees are being removed with loss of shade the replacement trees should be large</li> <li>- the replacement trees must be well maintained and watered to ensure that they survive and thrive.</li> </ul>		approach to the earlier views and vistas along the street.
2310799				There really needs to be a pedestrian crossing for crossing both Lascelles street as well as Wallace street. Plenty of people walk to the iga from the centre of town and they should get priority over cars which an island doesn't allow. Also islands can be quite small and with a pram that can be quite dangerous.
2314296	More the better, such welcome relief as our temps are hotter.	No - sturdy and provide shade.	No as long as they are noticeable and safe. Perhaps traffic overhead lights on one of the crossings.	Content redacted due to relevance
2315858	We believe that healthy trees should not be removed.	We think Liquid ambers suggested are a very poor choice of tree as they are very water searching and they grow quickly approx. 1.3 meters per year. They are also deciduous which means that they will clog gutters and drains come		Please confirm that the whole street will be rehabilitated to the same standard as the parking areas noted on the proposed plan. Footpaths as noted on the drawing show only inclusive in the proposed parking areas , this we believe

## Report - Community engagement – Lascelles Street Improvements

Respondent	Do you have any comments on the proposed location of the trees?	Do you have any comments on the species of trees to be planted?	Are there any treatments you would like to see in the pedestrian islands?	Do you have any other comments you would like to make on the proposed upgrades?
		Autumn. Braidwood is a heritage town with character, a regimented avenue of one species is more suited to suburbia we think. Suggestions for tree species Magnolia Crab Apple Zelkova Irish strawberry tree		should be extended to include the whole of the Lascelles street improvements because of the very heavy foot traffic area currently experienced.

### Additional Submissions

*Braidwood & Curtilage Heritage Advisory Committee* – extract from minutes of meeting held on 13 November 2019

#### 5. Lascelles Street Road Works

Melanie Cox provided an outline of the proposed road works to Lascelles Street. This would include replacing the pavement, adding pedestrian safety islands, using regular curbing and planting trees on the islands.

A discussion around the proposal was undertaken by the Committee.

The Committee expressed the following views in regard to it:

- There needs to be consistency for the town in regards to such things as the treatment of roads, curb and guttering, safety islands and foot paths and that these treatments need to respect the existing heritage character.
- The street scape needs to be preserved.
- A consistent approach needs to be taken across the town in regard to trees.

The Committee undertook a site inspection with Melanie Cox at the completion of the meeting to get a better understanding of the work being proposed.



## **BRAIDWOOD GARDEN CLUB**

### **Proposed Improvements to Lascelles Street.**

The Braidwood Garden Club (BGC) would like to make a submission on the proposed improvements to Lascelles Street.

Whilst the BGC agrees that Lascelles Street is in desperate need of improvement we are not qualified to comment on the engineering work proposed, but instead will focus our comments on the proposed tree plantings.

In this respect, the BGC would like to thank Derek Tooth (QPRC Service Manager, Contracts & Projects) for taking the initiative and requesting a meeting with John Tuckwell (President, Braidwood Garden Club), Sue Murray (President, Braidwood Community Association) and Jane Slade (local interested resident) to discuss the trees in Lascelles Street. Also to thank Andrew Salo (QPRC Tree Management Officer) for the professional and cooperative manner he engaged with the BGC during this process.

The intention to establish an avenue of shade trees in Lascelles Street in keeping with Braidwood's heritage values is fully supported by the BGC.

During the meeting called by QPRC staff a list of 10 possible tree species was presented and after some discussion and the suggestion of other species a shortlist of 5 species was subsequently agreed. This shortlist was put to the BGC membership in an online questionnaire for them to express their preference. The shortlist includes:

- Honey Locust (*Gleditsia triacanthos*)
- Golden Rain Tree (*Koelreuteria paniculata*)
- White Cedar (*Melia azedarach*)
- Golden Ash (*Fraxinus excelsior* 'Aurea')
- Chinese Pistachio (*Pistacia chinensis*)

Members were also asked whether they would prefer an avenue on just one species or two alternating species (the online Google questionnaire is given in annex 1).

36 members (37% of members) responded to the questionnaire with the results summarised in table 1.

The key findings are:

- a majority (61%) preferred two different species trees compared to just one species of tree (39%); and
- The three most popular species are Golden Ash (23 votes or 64%), Chinese Pistachio (18 votes or 50%) and White Cedar (11 votes or 31%).

One member indicated by email that they would prefer alternating bottle brushes. A lapsed member of the BGC still on the distribution list indicated they are strongly opposed to the removal of the existing trees in Lascelles Street and has made separate submissions to this effect.

Regarding the removal of the trees, the BGC notes that proposed work was assessed by a suitably qualified independent consultant arborist who works for a highly reputable firm nationally with his report compiled in accordance with AS4970-2007.

This report recommends that all existing trees be removed due to the damage done to their roots due to the engineering works. The BGC does not want to see trees unnecessarily removed but notes that the report does not suggest that there are alternative engineering solutions which are more tree friendly.

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E: [braidwoodgardenclub@gmail.com](mailto:braidwoodgardenclub@gmail.com)

W: <https://braidwoodgardenclub.wordpress.com>

The BGC also notes that the report rates the Tree Retention Value of the existing trees as either medium (2 trees) or low (5 trees) with the Silver-leaved Stringybark in poor condition and needs removing in any event. In other words, they are not considered to be specimen trees, unlike some of the elms and plane trees elsewhere in town.

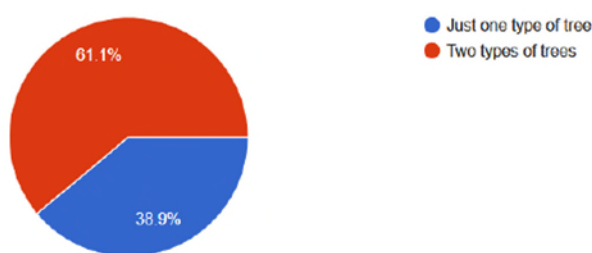
Further, both the box elder and claret ash have the potential to be weed invasive, particularly the box elder – hence why they are not in the shortlist of 5 trees.

Nevertheless, if the existing trees are removed the BGC encourages QPRC to plant an avenue of **advanced** trees in Lascelles Street so that they can act as shade trees in our lifetime.

Table 1

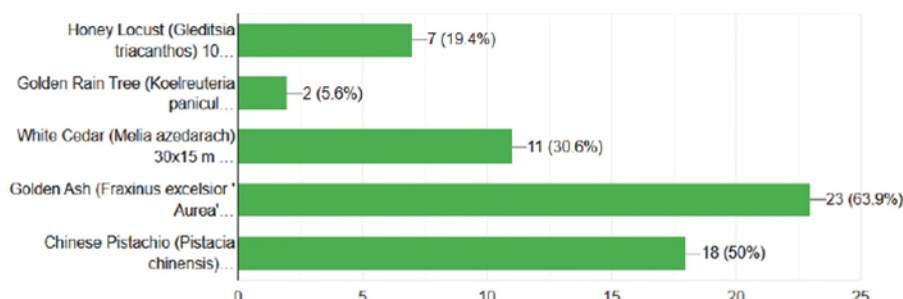
Would you like to see just one type of tree or two types of trees?

36 responses



Which tree or trees would you like - no more than 2 please (common name, Latin name, size on maturity, link to data sheet on tree of the options are provided below)

36 responses



This submission has been approved by the BGC committee.

John Tuckwell  
President, Braidwood Garden Club  
23 January 2020

## Annex 1

### Trees for Lascelles St, Braidwood

Dear one and all

As you will be aware QPRC is intending to redevelop Lascelles St from Wallace St to Ryrie St and is currently consulting on the plans until 13 January 2020. As part of this process Council staff asked to meet with the Braidwood Garden Club (John Tuckwell) and the Braidwood Community Association (Sue Murray) about the planned avenue of trees to be planted in Lascelles St. This meeting led to agreement on a shortlist of 5 possible trees to be planted.

The purpose of this message is to invite you to express your preference for the tree or trees to be planted by clicking on FILL OUT FORM below.

The intention is to create a great avenue of trees; which will grow to a large canopy and be deciduous to fit into the heritage of town (with colour change etc). Other criteria are that the trees should not be too big (excluding Liquidambar and Pin Oak); be frost hardy (excluding Illawarra Flame Tree and Jacaranda); be drought tolerant (excluding Tulip Tree); and not have invasive weed potential (excluding Desert Ash and Box-elder Maple). Unfortunately, the engineering work requires all the existing trees to be removed. Budgets allowing, the trees may be planted using state of the art structural soil cell system for tree pits which both protects the trees from compaction and minimise root invasion of adjoining structures.

It is also being considered that there will be alternating larger and smaller trees to provide some variety and allow the smaller tree to be closer to the IGA.

Thank you for participating in this survey. You can of course make more general comments on the QPRC Your Voice Website at <https://yourvoice.qprc.nsw.gov.au/lascelles-street-improvements>.

Finally, can I take this opportunity to wish you all a very merry and safe festive season.

Kind regards

John Tuckwell  
President, Braidwood Garden Club  
0408 625 156

Email address \*

Valid email address

This form is collecting email addresses. [Change settings](#)

Would you like to see just one type of tree or two types of trees? \*

- ☐ Just one type of tree
- ☐ Two types of trees

Which tree or trees would you like - no more than 2 please (common name, Latin name, size on maturity, link to data sheet on tree of the options are provided below) \*

- ☐ Honey Locust (*Gleditsia triacanthos*) 10-15x6-10m <https://braidwoodgardenclub.files.wordpress.com/201...>
- ☐ Golden Rain Tree (*Koelreuteria paniculata*) 10x8m <https://braidwoodgardenclub.files.wordpress.com/201...>
- ☐ White Cedar (*Melia azedarach*) 30x15 m <https://braidwoodgardenclub.files.wordpress.com/2019/12/meli...>
- ☐ Golden Ash (*Fraxinus excelsior 'Aurea'*) 10-15x6-10m <https://braidwoodgardenclub.files.wordpress.com/...>
- ☐ Chinese Pistachio (*Pistacia chinensis*) 10x8 m <https://braidwoodgardenclub.files.wordpress.com/2019/1...>

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

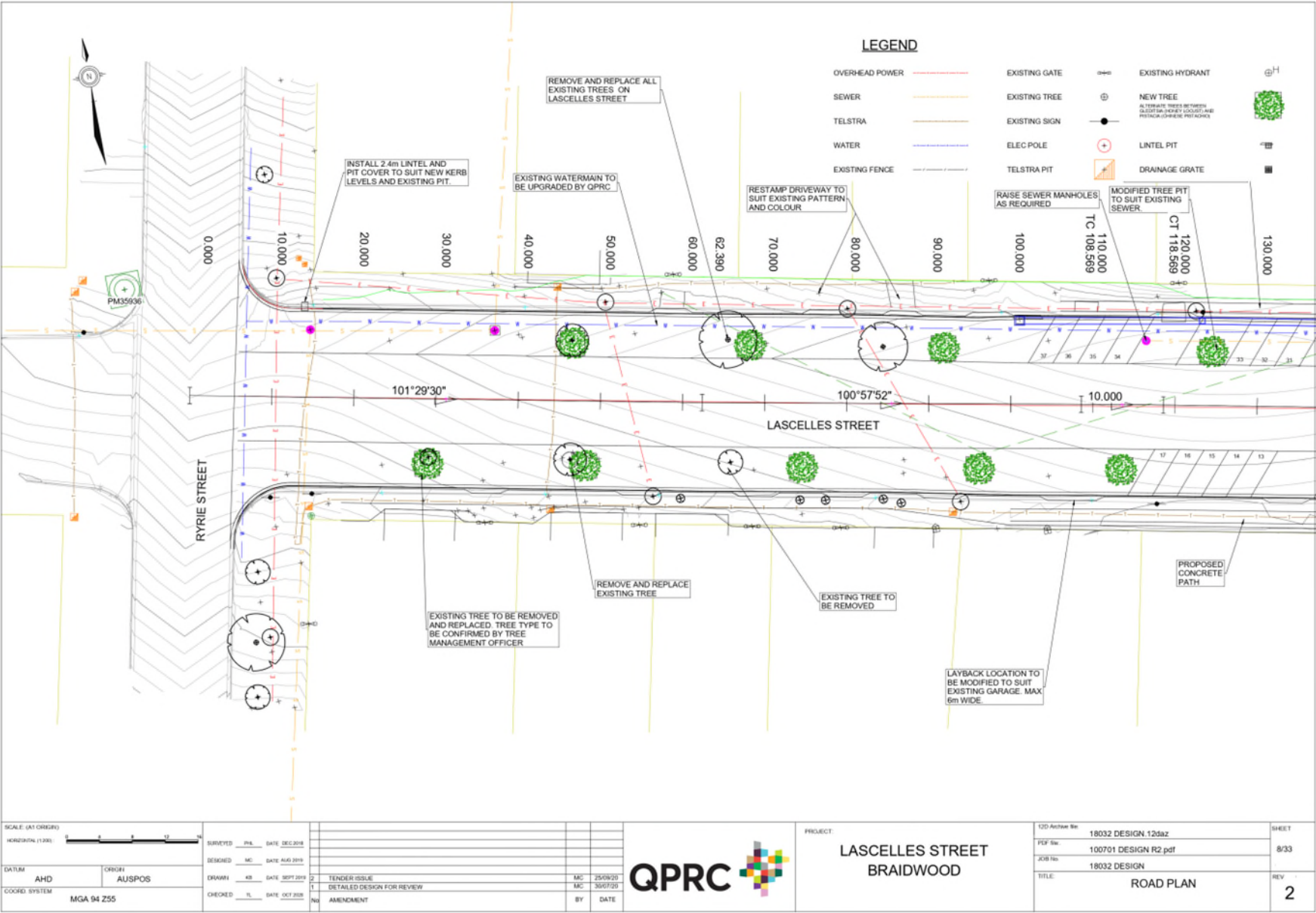
## **Council Meeting Attachment**

**28 OCTOBER 2020**

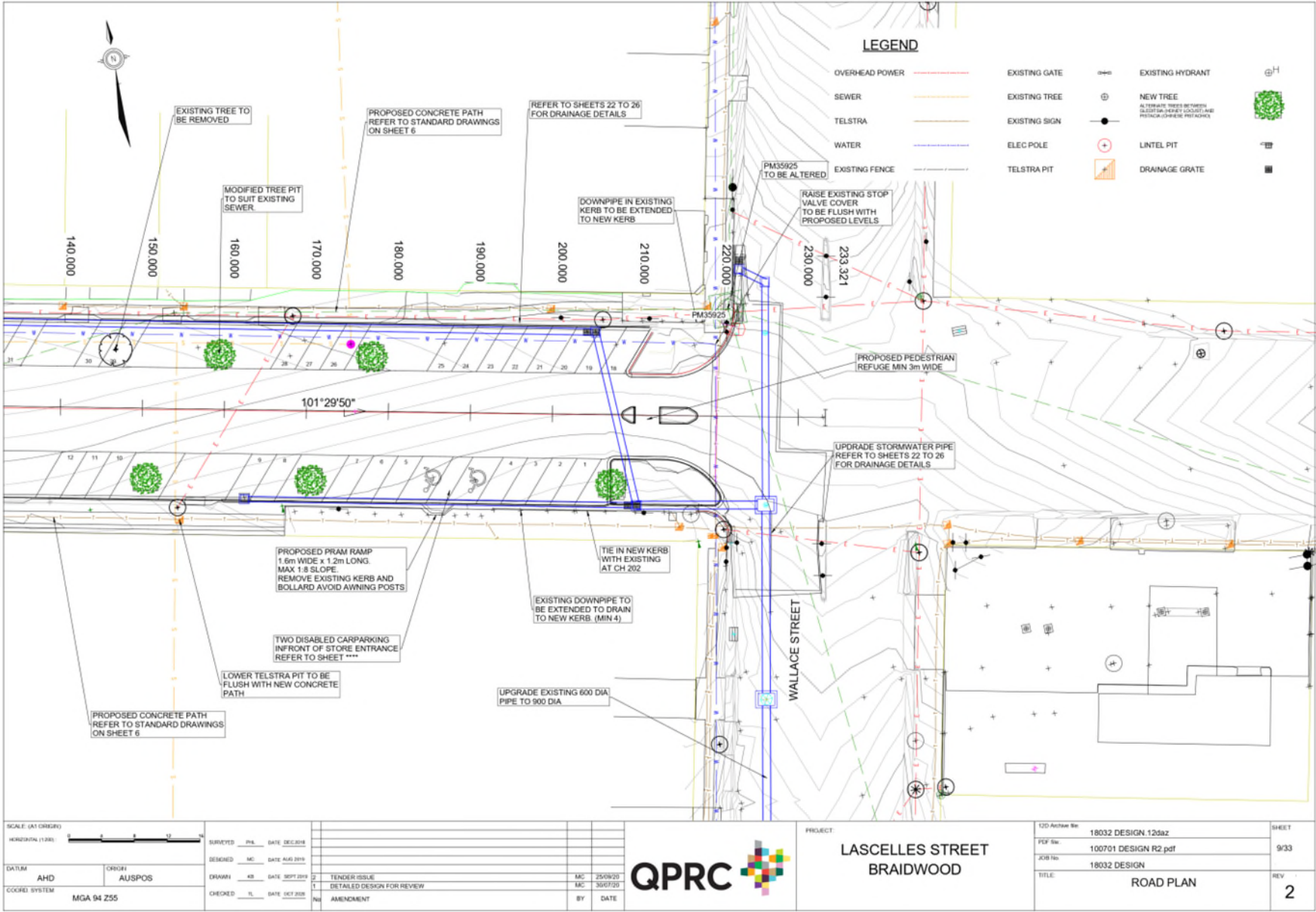
ITEM 9.6 LASCELLES STREET, BRAIDWOOD IMPROVEMENTS

ATTACHMENT 2 LASCELLES STREET IMPROVEMENTS DESIGN OVERVIEW

9.6 Lascelles Street, Braidwood Improvements  
Attachment 2 - Lascelles Street Improvements Design Overview (Continued)



9.6 Lascelles Street, Braidwood Improvements  
Attachment 2 - Lascelles Street Improvements Design Overview (Continued)





# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 OCTOBER 2020**

ITEM 9.11 INVESTMENT REPORT - SEPTEMBER 2020

ATTACHMENT 1 INVESTMENT REPORT PACK - SEPTEMBER 2020



# Investment Report Pack

**Queanbeyan-Palerang Regional Council**

As At 30 September 2020



## Contents

1. Budget vs Actual Interest Income 1 July 2020 to 30 June 2021
2. Portfolio Valuation As At 30 September 2020
3. Portfolio Compliance As At 30 September 2020
4. Portfolio Statistics For Period Ending 30 September 2020



## 1. Budget vs Actual Interest Income 1 July 2020 to 30 June 2021

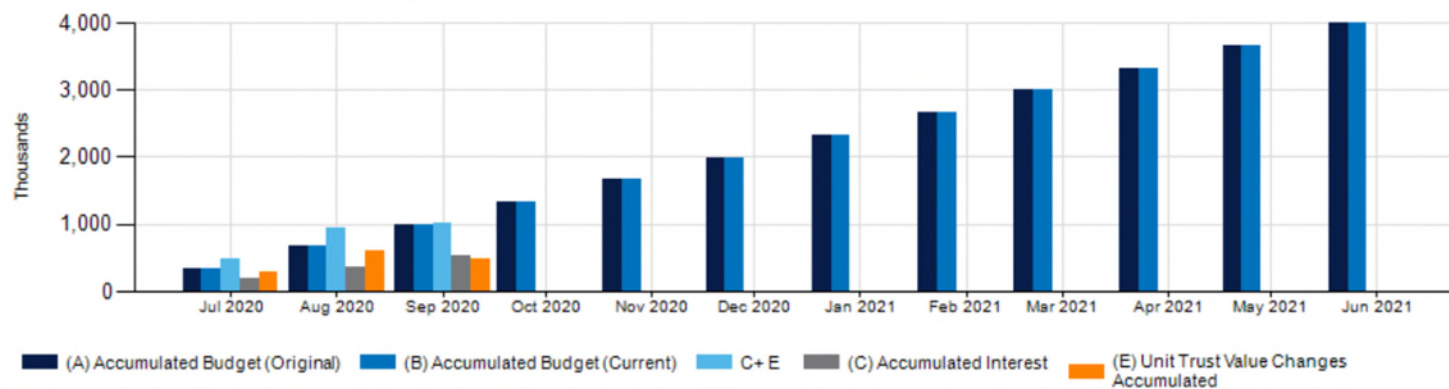
Month / Year	(A) Income Interest Budget (Original) Running Total	Interest Income Budget (Current) For Month	(B) Interest Income Budget (Current) Running Total	(T) Interest Income Received/Accrued For Month	(C) Interest Income Received/Accrued Running Total	Accrued Interest Acquired For Month	Accrued Interest Acquired Running Total	(U) Unit Trust Market Value Changes	(E) Unit Trust Market Value Changes Running Total	'Return' For Month (T + U)
Jul 2020	332,474.00	332,474.00	332,474.00	185,735.10	185,735.10	0.00	0.00	297,157.56	297,157.56	482,892.66
Aug 2020	664,948.00	332,474.00	664,948.00	171,661.85	357,396.95	0.00	0.00	299,643.51	596,801.07	471,305.36
Sep 2020	997,422.00	332,474.00	997,422.00	169,678.79	527,075.74	0.00	0.00	(109,062.02)	487,109.05	59,986.77
Oct 2020	1,329,896.00	332,474.00	1,329,896.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov 2020	1,662,370.00	332,474.00	1,662,370.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec 2020	1,994,844.00	332,474.00	1,994,844.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan 2021	2,327,318.00	332,474.00	2,327,318.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb 2021	2,659,792.00	332,474.00	2,659,792.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar 2021	2,992,266.00	332,474.00	2,992,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr 2021	3,324,740.00	332,474.00	3,324,740.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May 2021	3,657,214.00	332,474.00	3,657,214.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun 2021	3,989,688.00	332,474.00	3,989,688.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		3,989,688.00		527,075.74		0.00		487,109.05		1,014,184.79

Notes on Table Above

1A. The numbers shown in Column T are the accrual interest amounts for that month combined with the At Call Deposit, Unit Trust and Unassigned interest and distribution income received during that month.

1B. The accruals shown in this section have been calculated using each security's coupon schedule.

### Accumulated Budget vs Actual (Accruals Based Upon Coupon Payment Schedules)





## 2. Portfolio Valuation As At 30 September 2020

Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Unit Price Notional	Unit Count	Market Value	% Total Value	Running Yield	Weighted Running Yield
<b>At Call Deposit</b>													
AMP QPRC At Call	S&P ST A2		863,460.43	1.00000000	863,460.43	100.000	0.000			863,460.43	0.45%	0.55%	
ANZ At Call	S&P AA-		347,687.39	1.00000000	347,687.39	100.000	0.000			347,687.39	0.18%	0.25%	
BENAU At Call	Moodys A3		17,097.03	1.00000000	17,097.03	100.000	0.000			17,097.03	0.01%	0.00%	
BENAU transaction At Call	Moodys A3		103,523.28	1.00000000	103,523.28	100.000	0.000			103,523.28	0.05%	0.00%	
NAB At Call	S&P AA-		12,595,724.05	1.00000000	12,595,724.05	100.000	0.000			12,595,724.05	6.50%	0.55%	
NAB General At Call	S&P AA-		13,299,057.59	1.00000000	13,299,057.59	100.000	0.000			13,299,057.59	6.87%	0.25%	
NAB Links At Call	S&P AA-		665,631.25	1.00000000	665,631.25	100.000	0.000			665,631.25	0.34%	0.25%	
			27,892,181.02		27,892,181.02					27,892,181.02	14.40%		0.39%
<b>Fixed Rate Bond</b>													
NTTC 1.1 15 Dec 2024 - Issued 16 Sep 2020 Fixed	Moodys Aa3		3,000,000.00	1.00000000	3,000,000.00	100.000	0.042			3,001,260.00	1.55%	1.10%	
			3,000,000.00		3,000,000.00					3,001,260.00	1.55%		1.10%
<b>Flexi Deposit (Fix/Float)</b>													
Westpac 2.96 25 Oct 2022 1826DAY FD	S&P AA-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000			2,000,000.00	1.03%	1.05%	
Westpac 2.89 07 Dec 2022 1827DAY FD	S&P AA-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.000			3,000,000.00	1.55%	1.04%	
			5,000,000.00		5,000,000.00					5,000,000.00	2.58%		1.04%
<b>Floating Rate Deposit</b>													
Westpac 1.01 17 Apr 2024 1827DAY FRD	S&P AA-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.000			3,000,000.00	1.55%	1.10%	
Westpac 1.29 Apr 2024 1827DAY FRD	S&P AA-		4,000,000.00	1.00000000	4,000,000.00	100.000	0.000			4,000,000.00	2.07%	1.09%	
Westpac 0.98 03 Jul 2024 1827DAY FRD	S&P AA-		5,000,000.00	1.00000000	5,000,000.00	100.000	0.000			5,000,000.00	2.58%	1.07%	
			12,000,000.00		12,000,000.00					12,000,000.00	6.20%		1.08%
<b>Floating Rate Note</b>													
AMP 1.08 10 Sep 2021 FRN	S&P BBB	AU3FN0044657	3,000,000.00	1.00000000	3,000,000.00	100.066	0.000			3,001,980.00	1.55%	1.17%	
AMP 1.05 30 Mar 2022 FRN	S&P BBB	AU3FN0035283	2,000,000.00	1.00000000	2,000,000.00	99.659	0.000			1,993,180.00	1.03%	1.14%	
Auswide 1.05 17 Mar 2023 FRN	Moodys Baa2	AU3FN0053567	2,500,000.00	1.00000000	2,500,000.00	100.255	0.000			2,506,375.00	1.29%	1.14%	
BOQ 1.17 26 Oct 2020 FRN	Fitch A-	AU3FN0033023	2,000,000.00	1.00000000	2,000,000.00	100.067	0.000			2,001,340.00	1.03%	1.27%	
BOQ 1.48 18 May 2021 FRN	Fitch A-	AU3FN0031290	2,000,000.00	1.00000000	2,000,000.00	100.679	0.000			2,013,580.00	1.04%	1.58%	
BENAU 1.46 20 Apr 2021 FRN	Fitch A-	AU3FN0030938	1,000,000.00	1.00000000	1,000,000.00	100.642	0.000			1,006,420.00	0.52%	1.56%	
BENAU 1.05 25 Jan 2023 FRN	Moodys A3	AU3FN0040523	1,500,000.00	1.00000000	1,500,000.00	101.244	0.000			1,518,660.00	0.78%	1.15%	



Investment Report Pack  
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CBA 1.15 18 Jan 2021 FRN	S&P AA-	AU3FN0029908	2,000,000.00	1,000,000.00	2,000,000.00	100.310	0.000	2,006,200.00	1.04%	1.25%
CBA 1.11 17 Jan 2022 FRN	S&P AA-	AU3FN0034005	2,000,000.00	1,000,000.00	2,000,000.00	101.194	0.000	2,023,880.00	1.05%	1.21%
CBA 0.88 25 Jul 2022 FRN	Moodys Aa3	AU3FN0037198	2,000,000.00	1,000,000.00	2,000,000.00	101.143	0.000	2,022,860.00	1.04%	0.98%
CBA 0.93 16 Aug 2023 FRN	S&P AA-	AU3FN0044046	1,500,000.00	1,000,000.00	1,500,000.00	101.659	0.000	1,524,885.00	0.79%	1.03%
CBA 1.13 11 Jan 2024 FRN	S&P AA-	AU3FN0048561	5,000,000.00	1,000,000.00	5,000,000.00	102.373	0.000	5,118,650.00	2.84%	1.23%
CredSuis 1.95 09 Mar 2021 FRN	S&P A	AU3FN0030458	1,000,000.00	1,000,000.00	1,000,000.00	100.768	0.000	1,007,680.00	0.52%	2.04%
CUA 1.23 04 Mar 2022 FRN	Moodys Baa1	AU3FN0046793	1,000,000.00	1,000,000.00	1,000,000.00	101.037	0.000	1,010,370.00	0.52%	1.32%
CUA 0.9 21 Feb 2023 FRN	S&P BBB	AU3FN0052924	1,100,000.00	1,000,000.00	1,100,000.00	100.500	0.000	1,105,500.00	0.57%	1.00%
HBS 1.23 29 Mar 2021 FRN	Moodys Baa1	AU3FN0041646	2,000,000.00	1,000,000.00	2,000,000.00	100.406	0.000	2,008,120.00	1.04%	1.32%
HSBCSyd 0.83 27 Sep 2024 FRN	S&P AA-	AU3FN0050498	4,000,000.00	1,000,000.00	4,000,000.00	100.076	0.000	4,003,040.00	2.07%	0.91%
MACQ 0.84 12 Feb 2025 FRN	Moodys A2	AU3FN0052908	3,000,000.00	1,000,000.00	3,000,000.00	100.987	0.000	3,029,610.00	1.56%	0.94%
RACB 1.05 23 May 2022 FRN	Moodys Baa1	AU3FN0048328	800,000.00	1,000,000.00	800,000.00	100.854	0.000	806,832.00	0.42%	1.16%
RACB 0.93 24 Feb 2023 FRN	S&P BBB+	AU3FN0053146	1,850,000.00	1,000,000.00	1,850,000.00	100.217	0.000	1,854,014.50	0.96%	1.04%
ME Bank 0.98 18 Jul 2022 FRN	S&P BBB	AU3FN0048948	2,500,000.00	1,000,000.00	2,500,000.00	100.536	0.000	2,513,400.00	1.30%	1.08%
NAB 1.17 12 May 2021 FRN	S&P AA-	AU3FN0031274	5,000,000.00	1,000,000.00	5,000,000.00	100.644	0.000	5,032,200.00	2.80%	1.27%
NAB 0.9 05 Jul 2022 FRN	S&P AA-	AU3FN0036950	5,000,000.00	1,000,000.00	5,000,000.00	101.143	0.000	5,057,150.00	2.81%	1.00%
NAB 0.93 26 Sep 2023 FRN	S&P AA-	AU3FN0044996	3,000,000.00	1,000,000.00	3,000,000.00	101.632	0.000	3,048,960.00	1.57%	1.01%
NAB 1.04 26 Feb 2024 FRN	S&P AA-	AU3FN0046777	2,000,000.00	1,000,000.00	2,000,000.00	102.056	0.000	2,041,120.00	1.05%	1.14%
NAB 0.92 19 Jun 2024 FRN	S&P AA-	AU3FN0048724	3,200,000.00	1,000,000.00	3,200,000.00	101.655	0.000	3,252,960.00	1.68%	1.01%
NPBS 1.1 26 Feb 2021 FRN	S&P BBB	AU3FN0046769	500,000.00	1,000,000.00	500,000.00	100.296	0.000	501,480.00	0.26%	1.20%
NPBS 1.4 06 Feb 2023 FRN	S&P BBB	AU3FN0040606	1,250,000.00	1,000,000.00	1,250,000.00	101.442	0.000	1,268,025.00	0.65%	1.50%
RABOBK 1.5 04 Mar 2021 FRN	S&P A+	AU3FN0030409	1,000,000.00	1,000,000.00	1,000,000.00	100.548	0.000	1,005,480.00	0.52%	1.59%
RABOBK 1.08 03 Mar 2022 FRN	S&P A+	AU3FN0034690	1,000,000.00	1,000,000.00	1,000,000.00	101.008	0.000	1,010,080.00	0.52%	1.17%
SunBank 1.25 20 Oct 2020 FRN	S&P A+	AU3FN0029195	2,000,000.00	1,000,000.00	2,000,000.00	100.057	0.000	2,001,140.00	1.03%	1.35%
Westpac 1.17 03 Jun 2021 FRN	S&P AA-	AU3FN0031530	2,000,000.00	1,000,000.00	2,000,000.00	100.702	0.000	2,014,040.00	1.04%	1.26%
			69,700,000.00		69,700,000.00			70,309,211.50	36.31%	1.17%
Term Deposit										
AMP 1.8 10 Mar 2021 553DAY TD	S&P ST A2		5,000,000.00	1,000,000.00	5,000,000.00	100.000	0.000	5,000,000.00	2.58%	1.80%
Auswide 1.75 09 Mar 2022 728DAY TD	Moodys Baa2		5,000,000.00	1,000,000.00	5,000,000.00	100.000	0.000	5,000,000.00	2.58%	1.75%
BOQ 3.6 03 Feb 2021 1462DAY TD	Moodys ST P-2		3,000,000.00	1,000,000.00	3,000,000.00	100.000	0.000	3,000,000.00	1.55%	3.60%
BOQ 3.6 03 Mar 2021 1456DAY TD	Moodys ST P-2		4,000,000.00	1,000,000.00	4,000,000.00	100.000	0.000	4,000,000.00	2.07%	3.60%
DFB 3 24 Feb 2021 728DAY TD	S&P ST A2		2,000,000.00	1,000,000.00	2,000,000.00	100.000	0.000	2,000,000.00	1.03%	3.00%
MACQ 1.7 23 Dec 2020 289DAY TD	Moodys ST P-1		5,000,000.00	1,000,000.00	5,000,000.00	100.000	0.000	5,000,000.00	2.58%	1.70%



Investment Report Pack  
Queanbeyan-Palerang Regional Council  
as at 30 September 2020

NAB 0.9 11 Nov 2020 146DAY TD	S&P ST A1+	7,000,000.00	1,000,000.00	7,000,000.00	100.000	0.000	7,000,000.00	3.61%	0.90%
NAB 1.5 09 Dec 2020 364DAY TD	S&P ST A1+	3,000,000.00	1,000,000.00	3,000,000.00	100.000	0.000	3,000,000.00	1.55%	1.50%
NAB 0.7 07 Jan 2021 125DAY TD	S&P ST A1+	5,000,000.00	1,000,000.00	5,000,000.00	100.000	0.000	5,000,000.00	2.58%	0.70%
NPBS 3.7 03 Mar 2021 1822DAY TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,000.00	100.000	0.000	1,000,000.00	0.52%	3.70%
Westpac 2.9 09 Dec 2020 1099DAY TD	S&P ST A1+	3,000,000.00	1,000,000.00	3,000,000.00	100.000	0.000	3,000,000.00	1.55%	2.90%
		43,000,000.00		43,000,000.00			43,000,000.00	22.20%	1.98%
Unit Trust									
NSWTC IM Cash Fund UT	S&P AAA	7,180,079.55		7,180,079.55		0.9340	7,687,698.2702	7,180,079.55	3.71%
NSWTC Long Term Growth Fund UT	S&P AAA	14,504,439.58		14,504,439.58		1.0069	14,404,758.6500	14,504,439.58	7.49%
NSWTC Medium Term Growth Fund UT	S&P AAA	10,769,496.12		10,769,496.12		0.9919	10,857,060.3200	10,769,496.12	5.56%
		32,454,015.25		32,454,015.25				32,454,015.25	16.76%
Portfolio Total		193,046,196.27		193,046,196.27				193,656,667.77	100.00% 1.24%
Note: For holdings in unit funds and similar securities, the face value (original and current) columns will display market values.									



### 3. Portfolio Compliance As At 30 September 2020

Short Term Issuer/Security Rating Group	Market Value	% Total Value
A2	15,863,460.43	8.10%
A1	5,000,000.00	2.58%
A1+	18,000,000.00	9.29%
Portfolio Total	38,863,460.43	20.07%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
BBB+ to BBB-	23,569,276.50	12.17%
A+ to A-	14,714,610.31	7.60%
AA+ to AA-	84,055,305.28	43.40%
AAA	32,454,015.25	16.70%
Portfolio Total	154,793,207.34	79.93%

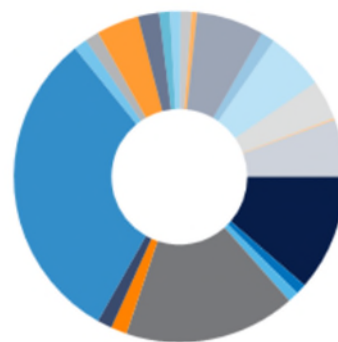
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	10,858,620.43	5.61%
ANZ Banking Group Ltd	347,687.39	0.18%
Auswide Bank Limited	7,506,375.00	3.88%
Bank of Queensland Ltd	11,014,920.00	5.69%
Bendigo & Adelaide Bank Ltd	2,645,700.31	1.37%
Commonwealth Bank of Australia Ltd	12,696,475.00	6.56%
Credit Suisse Sydney	1,007,680.00	0.52%
Credit Union Australia Ltd	2,115,870.00	1.09%
Defence Bank Ltd	2,000,000.00	1.03%
Heritage Bank Ltd	2,008,120.00	1.04%
HSBC Sydney Branch	4,003,040.00	2.07%
Macquarie Bank	8,029,610.00	4.15%
Members Banking Group Limited t/as RACQ Bank	2,660,846.50	1.37%
Members Equity Bank Ltd	2,513,400.00	1.30%
National Australia Bank Ltd	59,992,802.89	30.98%
Newcastle Permanent Building Society Ltd	2,769,505.00	1.43%
Northern Territory Treasury Corporation	3,001,260.00	1.55%
NSW Treasury Corporation	32,454,015.25	16.76%
Rabobank Nederland Australia Branch	2,015,560.00	1.04%
Suncorp Bank	2,001,140.00	1.03%
Westpac Banking Corporation Ltd	22,014,040.00	11.37%
Portfolio Total	193,656,667.77	100.00%

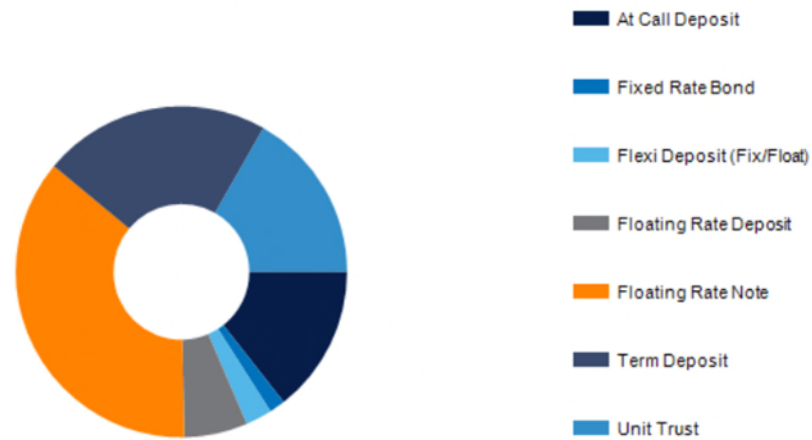
Market Value by Issuer





Security Type	Market Value	% Total Value
At Call Deposit	27,892,181.02	14.40%
Fixed Rate Bond	3,001,260.00	1.55%
Flexi Deposit (Fix/Float)	5,000,000.00	2.58%
Floating Rate Deposit	12,000,000.00	6.20%
Floating Rate Note	70,309,211.50	36.31%
Term Deposit	43,000,000.00	22.20%
Unit Trust	32,454,015.25	16.76%
Portfolio Total	193,656,667.77	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	121,945,856.27	62.97%
1 to < 3 Years	39,264,171.50	20.28%
3 to < 5 Years	32,446,640.00	16.75%
Portfolio Total	193,656,667.77	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining



Investment Policy Compliance

Legislative Requirements	Fully compliant
Issuer	Fully compliant (30 limits)
Security Rating Group	Fully compliant (7 limits)
Term Group	Fully compliant (4 limits)



#### 4. Portfolio Statistics For Period Ending 30 September 2020

Trading Book	1 Month	3 Month	12 Month	Since Inception
Queanbeyan-Palerang Regional Council				
Portfolio Return (1)	0.05%	0.68%	1.72%	2.58%
Performance Index (2)	0.01%	0.03%	0.58%	1.26%
Excess Performance (3)	0.04%	0.65%	1.14%	1.32%

##### Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Queanbeyan-Palerang Regional Council	1.24



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Report Code: TEPACK080EXT-00.07  
Report Description: Investment Report Pack 080  
Parameters:  
Trading Entity: Queanbeyan-Palerang Regional Council  
Trading Book: Queanbeyan-Palerang Regional Council  
Settlement Date Base  
Period End Date: 30 Sep 2020  
Financial Year Start Date: 1 Jul 2020  
Financial Year End Date: 30 Jun 2021  
History Start Date: 1 Jan 2000  
Exclude Term Deposit Interest  
Exclude FRN/MBS Interest  
Exclude Cash  
Exclude Unallocated Cash  
Exclude Negative Unit Holdings  
Trading Limit Parameters:  
Use Face Value  
Use Security Rating Group  
Eliminate Issuer Parent Child Effect? No  
Trading Entity Limits Only? No



# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

28 OCTOBER 2020

ITEM 9.12 ANNUAL NATIVE TITLE MANAGER NOTIFICATION

ATTACHMENT 1 CONFIRMATION OF NATIVE TITLE MANAGER TRAINING -  
PATRICK WILLIAMS



Planning,  
Industry &  
Environment

Reference: LBN20/38

Mr Patrick Williams  
Queanbeyan-Palerang Regional Council  
PO Box 90  
Queanbeyan NSW 2620

Dear Mr Williams,

**Subject: Confirmation of approved training as Native Title Manager  
*Crown Land Management Act 2016***

This letter provides confirmation that Patrick Williams, having completed the approved training below, is qualified to act as a Native Title Manager for the purposes of Part 8 of the *Crown Land Management Act 2016* which commenced on 1 July 2018.

**Introductory Native Title Training  
Delivered by the NSW Department of Planning, Industry and Environment,  
Sydney, NSW on 3 December 2019**

For further information about the qualified training, please contact Mr Todd Craig, Native Title Operations, Crown Lands in the NSW Department of Planning, Industry and Environment: via email: [todd.craig@crownland.nsw.gov.au](mailto:todd.craig@crownland.nsw.gov.au)

Yours sincerely

A handwritten signature in blue ink, appearing to read "Rodney Hodder".

**Rodney Hodder  
A/Executive Director Strategy and Policy  
Crown Lands**

6/2/2020

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 OCTOBER 2020**

ITEM 9.13          REVIEW OF S.355 COMMITTEE GUIDELINES

ATTACHMENT 1    SUMMARY OF SUGGESTIONS AND COMMENTS - S.355  
COMMITTEE GUIDELINES

Attachment 1

COMMENTS ON SECTION 355 COMMITTEE GUIDELINES

Clause	Clause wording	Issue	Detail	Council response
1.1	[Guidelines] are provided as a reference to be adopted as appropriate by each Committee	Clarification	Does that mean each committee can select items that they feel are appropriate to their committee?	Different s.355 committees manage different facilities e.g. the asset that the Bungendore War Memorial s.355 Committee manages is very different from the Canning Close Reserve s.355 Committee's facility. The guidelines are meant to be a general overview of requirements.
		Clarification	If Committees can pick and choose what to include in their guidelines, are there any items that are mandatory for committees to adopt?	Needs clarification in line with the first point above
1.2.4	The committee must manage the facility under guidelines set by Council policy	Clarification	Where is 'Council policy', as referred to, available?	Delete the word "policy"
1.2.5	Council reviewed its committee structure in October 2017 and resolved to modify the existing s.355 committees so that they may operate more informally and without a Councillor representative at their meetings	Clarification	What does 'more informally' refer to?	This reflects the move to six locality committees having Councillor representatives appointed to them, and not to each s.355 committee.

1.2.7	Community associations, progress and sporting associations, residents' associations and chambers of commerce may be invited to join the place-based committees.	Clarification	There needs to be guidelines for the make-up and operation of place-based committees.	The guidelines are for s.355 committees, not for locality committees which are not s.355 committees. To be clarified in the document
		Clarification	Are the place-based committees the conduit for s.355 committees to communicate to Council? If so, there need to be timeframes for identifying information and responses from committees to and from Council. It would appear that this can complicate and lengthen the time to get responses from Council particularly as the place-base committees meet only twice a year.	To be clarified in the document. Section 355 committees can communicate with Council at any time, and are encouraged to particularly if urgent maintenance to their facility is required.
1.2.8	These are as follows:	Update	Change to "These place-based committees are as follows"	Consider changing 1.2.6 to "...six new over-arching place-based committees (called Locality Committees) which..." and then leave 1.2.8 as is.
1.2.9	These place-based committees...	Update	Change to "These locality-based committees..."	Agreed. Change all references to place-based committees to locality committees (apart from the introduction of the committee in point 1.2.6).
	These place-based committees will have at least one Councillor representative appointed each year in September and will report to Council twice yearly on the activities of the "feeder" s.355 committees on the following matters:	Clarification	The activities listed of the feeder s.355 committees that the place-based committees will be reporting to Council on have varying reporting dates for submission to Council in the overall guidelines. Are the s355 committees still required to report these directly to Council and will the	Section 355 committees have different meeting schedules and should submit their minutes to Council when adopted.

	(a) Financial statements (b) Recommending fees and hire charges (c) Annual reporting (d) Plans of management for the facilities/assets		dates be modified to coincide with the twice a year meeting of the place-committees?	
1.3.	Council's Service Manager Governance is the staff member responsible for the administration of s.355 Committees and the Locality committees.	Clarification	Does the term 'local committees' refer to the feeder s.355 committees?	Locality committees are comprised of s.355 committees and other community groups. It would be clearer by implementing the above changes to the terms.

1 / 2	General	Clarification	The guidelines contain no information on the make-up of the locality-based committees, nor on which people on these committees will report to council on the activities of place-based committees, and the timing (other than bi-annually) of such reports.	These guidelines are for the management of s.355 committees only.
2	Committee Procedure	Clarification	Information is needed on how place-committees are to contact locality-based committees.	Place committees are Locality Committees.
2.1.1	...however each new committee should have a sunset clause added to their charter.	Update	Amend to read "should have a sunset clause (two or three years) added to..."	Agreed.
2.1.2	All members of s.355 committees must be formally approved by resolution of Council to ensure that they are covered by Council's insurances when acting within their delegated authority on the committee	Clarification	Because s.355 committee positions become vacant at the AGM and a new committee is elected. What happens with insurance cover and what actions can the committee officially take between election of the new committee and its approval by Council?	Anyone acting in good faith as a volunteer of Council under the direction of Council and within their delegated authority is covered.
2.2.1	As a general guide, a s.355 committee should comprise a minimum of four members and a maximum of 12 members. All Committee members must be a registered volunteer of Council.	Clarification	Is there a process for committee members to become registered as a volunteer of Council or is this an automatic process when they are elected to the Committee?	This is automatic. Committee minutes go to Council and are adopted which approves membership.
2.9.1	The committee will have its own written charter, approved by Council and incorporating the guidelines as set by Council	Clarification	Is there a sample of what a committee charter should contain? An example of a Council-approved charter, as an appendix to the guidelines, would help place-based committee write suitable charters.	Template charter to be included as an appendix

4.2.1	<p>Receipt Book</p> <p>(a) A receipt must be issued for all monies received.</p> <p>(b) The original receipt book should consist of pre-numbered receipts and duplicates, so that the original may be detached and the duplicates remain in the book.</p> <p>(c) Used receipt books must be retained and be available upon request.</p> <p>(d) Where an error is made in writing out a receipt both the original and duplicate should be cancelled and both copies retained in the book.</p>	Update	This item should refer to an electronic form.	Agreed.
4.3	Fixing of Fees and Charges	Update	There needs to be a process for the committee to be informed that the proposed fees are approved.	Committees have always been advised that their fees and charges will be adopted as part of the Operational Plan each year in June after public exhibition. This can be included.
4.4.1	All monies received must be recorded in the cashbook and a receipt issued. The committee is required to ensure that all monies due to it are in fact received and correctly accounted for.	Update	This item should also refer to an electronic form	Agreed.
4.5.1	To allow committees to expend monies received by it, the place-based committees each year will approve, in order of priority, such allocation of funds for the care, control and management of the facility, asset or event. Expenditure for any other purpose is not permitted without Council approval.	Clarification	Does this indicate that the s.355 Committee must prepare a proposed annual budget of probable expenses for the coming year? If so, when will this be required and when and how will the place-based committee approve the budget?	Needs clarification to make it clearer. In practice, the s.355 committees should have a rolling program of works that they update and prioritise as required.

		Clarification	Why does any variation to the proposed budget have to be approved by Council and not the place-based committee?	Section 355 committees are acting on behalf of Council under the <i>Local Government Act</i> . Any money they handle is public money, belonging to Council and externally audited each year.
4.7.1	A committee may operate a petty cash account. The cash float must not exceed \$100 at any time.	Update	The float amount should increase to around \$250 to reflect current prices (it has been \$100 for a number of years).	Agreed and will be updated.
4.7.5	At all times, the total of receipts and cash in the container must equal the total cash float. The cash float should be replenished from time to time by drawing a cash cheque to the total amount of the receipts in the petty cash container. Such receipts should then be removed and properly recorded. The receipts must be attached to the reimbursement cheque details	Update	This item should also refer to an electronic form in line with 4.2.1 and 4.4.1 above.	The petty cash receipts refer to purchases. A receipt for purchases must always be obtained and placed in the petty cash tin. Printed soft copies will suffice.
4.9.4	A copy of the financial statements and attachments must be submitted to the relevant place-based committee...	Update	Amend "the relevant place-based committee" to "the relevant locality-based committee"	Addressed in an earlier comment
5.1.3	Subject to prior concurrence by Council, committees may alter or waive charges for special charitable functions	Clarification	What is the process for obtaining council's concurrence?	The committees should notify Council in writing that they wish to alter or waive charges. A report is then prepared for Council's consideration. Committees cannot make changes to their fees and charges after the adoption

				of the Operational Plan unless publicly exhibited by Council and approved by Council.
5.2.1	Committees must ensure that the premises and surroundings of the facility are safe.	Update	Amend to read "Committees must ensure that, <b>as far as possible</b> , the premises and surroundings are safe" as it is not feasible to guarantee the complete safety of the surroundings when facilities are located in non-urban environments.	Not agreed. If committees don't feel they can make their facilities safe, they should immediately notify Council.
	A plan and description of the facility will be annexed to the delegation document.	Clarification	Reference is made to "the delegation document". There is no indication of who is responsible for creating such a document or what it looks like.	To be clarified that this means the delegations of authority granted by Council to s.355 committees in their charters.
5.2.2	...Regular liaison between the individual s.355 committee, the place-based committee and Council staff...	Update	Update "the place-based committee" to "the locality-based committee".	Addressed in an earlier comment
5.4.6	[Referring to Maintenance and Improvements – Public buildings] The committee would be expected to accept responsibility for the cost of such items as: (a) cleaning (b) internal painting (c) plumbing maintenance (d) electrical maintenance (e) minor repairs, such as broken windows and fittings (f) installation of new internal fittings, such as cupboards (g) electricity (h) gas	Update	This item is largely repeated in item 5.5.6. [Referring to Maintenance and Improvements – Reserves and Open Spaces - The Committee would generally be expected to accept responsibility for the cost of such items as: (a) cleaning (b) plumbing maintenance (c) electrical maintenance (d) electricity (e) gas (f) excess water (g) advertising signage (h) fencing erected by the committee]	These items are addressing two different types of facilities and both remain relevant

	(i) excess water (j) provision and maintenance of furniture and equipment			
5.5.1	...(e.g. line-marking, topsoiling, replacement or worn or broken...	Update	Update to "...replacement of worn..."	Agreed.
5.5.8	Fees received by the Committee will be retained to cover the cost of maintenance and improvement.	Update	Update to "...Fees received by the Committee will be retained by the Committee to cover..."	Agreed.
5.6	Funding Allocation - Playing Fields	Update	It would be helpful if there was a definition for 'playing field'.	Add one additional example
5.6.4 (c)	Council staff and equipment on the basis that the Management Committee pays Council the appropriate hire rates	Clarification	When performing maintenance/repairs on a council asset, the use of council staff and equipment to perform this maintenance/repairs should be at no cost to the committee.	For consideration by Council

6.1.2	As committees act on Council's behalf, purchases over \$1,000 need to have a Council order and be processed through Council's purchasing system.	Update	Should this item be adjusted from \$1,000 to \$2,000 to be in line with item 5.4.3  [5.4.3 Any repair work in excess of \$2,000 or any structural alterations must first be referred to Council's Service Manager Governance for approval and advice before any work is undertaken.]	Agreed.
6.2.1	A committee cannot enter into an agreement which may be construed as an employer/employee relationship without prior Council approval. This does not preclude the committee engaging the services of contractors for the provision of in-kind maintenance works associated with the facility such as carpenters and electricians.	Update	The use of the expression "in kind" when referring to the use of, for example, carpenters and electricians is ambiguous. The providers of such services would not receive any type of reward for their work. Perhaps the paragraph should say that "Contractors who wish to use their professional skills in the service of the committee are encouraged to do so, noting that the place-based committees are not permitted to provide financial compensation for such work."	Agreed.
6.5.8 (d)	A full investigation will be undertaken Council's Risk Management Officer	Update	Update to "...undertaken by Council's..."	Should read "...undertaken by Council's Risk Specialist".
6.7.1	In the event of theft or vandalism to Council property or assets, the incident should be reported to the Police in the first instance and appropriate action taken to secure the property and ensure safety of the area	Clarification	Is such action the responsibility of the Police or of Council? In serious cases, taking relevant action may well be beyond the capability of a place-based committee.	To be updated to include "in consultation with Council's Program Coordinator, Facilities as required".
6.7.5 (b)	This provision only refers to property belonging to Council: (b) it is important that the assets of the committee are listed on Council's records. Written advice is required on new assets in the Annual Report to Council.	Update	Update to "...important that the Council-bought assets of the place-based committee are..."	This provision relates to all s.355 committees. The place-based committees are oversight committees and do not own any assets.

7.1	<p><u>Treasurer</u> - The treasurer is responsible for keeping the committee's financial records in good order.</p> <p>The treasurer's duties include:</p> <ul style="list-style-type: none"> <li>(a) maintain a bank account in the name of the committee (once approved by Council)</li> <li>(b) ensuring signatories to the account are the chairperson, treasurer and secretary (or one other office bearer) with any two to sign</li> <li>(c) recording and banking money received</li> <li>(d) paying accounts as authorised by the committee</li> <li>(e) keeping all invoices, receipts, cheque butts, bank statements etc. for audit purposes</li> <li>(f) reporting at each committee meeting current details on bank balances, transactions since the previous report, the committee's current financial position and any other information that the committee may require preparing an annual financial report, based on the financial year</li> </ul> <p><i>Non-Members as Office Bearers</i></p> <p>Committees may find it useful to appoint someone who is not a committee member, but has relevant skills, to undertake particular tasks such as bookkeeping and secretarial work. In some cases, this will be a volunteer; in other cases the committee may engage a local accountant or bank manager to keep financial records.</p>	Update	Change the wording of point (a) to ... "maintaining a bank account..." to be consistent	Agreed.
		Update	The guidelines need to include information as to how an external person can be engaged to keep financial records and who approves and pays for such an engagement.	<p>There is no requirement for a finance professional to be engaged in the role of treasurer.</p> <p>Where the Committee wishes to do so, they revert to clause 6.2.1 and take the advice of Council.</p>

7.2	<u>Voting</u> - In the event of a tied vote, the chairperson may exercise a casting vote.	Update	Change to "...the chairperson can exercise...	Agreed.
	<u>Making Decision/Motions</u> – If a vote is tied, the chairperson has a second or casting vote.	Update	Delete this sentence. It is addressed already under "Voting".	Agreed.
	<u>The AGM</u> - The AGM agenda includes (c) presentation of audited financial statements by the treasurer or secretary	Update	The requirement of <i>audited</i> financial statements is not mentioned elsewhere in the draft guidelines, not in the Financial Management section or under the Roles and Responsibilities of the Treasurer. This requirement would appear excessive and costly for small volunteer committees. If an <i>audited</i> financial statement is required, this should be funded by Council. A financial statement as required in other parts of the guidelines should be adequate.	Agreed - remove the requirement for <u>audited</u> financial statements to be provided by the Committee.
	<u>The AGM</u> – The AGM should be advertised at least seven clear days in advance in local newspapers, on public notice boards, in community newsletters, by electronic means and/or via a mail-out to users of the asset.	Update	This advertising schedule may be beyond the abilities and needs of some place-based committees. Should the guidelines rather suggest that at least two forms of advertising should take place?	Not agreed. Only s.355 committees hold AGMs, not the Locality Committees. The guidelines say "...and/or..." so s.355 committees can choose whichever means is the most appropriate and feasible for them.
7.3	<u>Conditions for Facility Use – 7.</u> "To return to QPRC at the earliest opportunity on the day following the day of hire the keys to the facility	Update	Update to "To return to QPRC or the relevant committee member at the earliest opportunity..."	Agreed.
	<u>Conditions for Facility Use – 8.</u> 'Offensive noise' means noise that by reason of its level, nature, character or quality or the time at	Clarification	The phrase "...comfort of a person who is outside the facility" lacks clarity. Perhaps "...comfort of	Agreed, and the word "vicinity" might be better than "area".

	which it is made, or any other circumstances is likely to be harmful to, or be offensive to, or interfere unreasonably with the comfort of a person who is outside the facility.		people who are living close to, or in the area of the facility” would be clearer.	
	<u>Booking a Council Facility [table] - Casual Hirers - Are:</u> <ul style="list-style-type: none"> <li>Those who do not wish to use the facility for more than 10 days in a 12-month period.</li> <li>Those who are not an incorporated body, association or sporting club.</li> <li>Are not required to produce a certificate of currency for Public liability</li> <li>Are required to completed a hire of Council facility form</li> <li>Are required to pay fees as set in the QPRC Operational Plan.</li> </ul>	Update	Delete the word 'are' from dot points 3-5 and capitalise the amended definition.	Agreed.
		Update	Update dot point 4 to say “...to complete a hire...”	Agreed.
	[Last text box] Please Note: <ul style="list-style-type: none"> <li>Have an inspection report completed prior to use.</li> </ul>	Clarification	An example of an approved inspection report would help place-based committees establish the important points for checking facilities before and after use.	Place-based committees are not responsible for inspection reports. Template checklist can be included as an appendix
7.5	<u>Appendix E: Incident Vandalism Report</u> – Damage to Council property (attached photo(s) and complete Incident Repair Details form as appropriate)	Clarification	There is no template 'incident repair details' form provided in the guidelines.	Template form to be included as an appendix
7.6	<u>Appendix F: s.355 Property Claim Form</u> – Important Notice <ul style="list-style-type: none"> <li>This claim form will not be accepted without a certified incident report attached.</li> </ul>	Clarification	The Incident Report form at appendix E does not include a section for certification or information on who is authorised to certify the form.	Add a signatory table to the Incident Report and remove the term 'certified' from the Claim Form