



Planning and Strategy Committee of the Whole

AGENDA

14 July 2021

Commencing at 5.30pm

**Council Chambers
253 Crawford St, Queanbeyan**

On-site Inspections – Nil

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

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

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

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LIST OF ATTACHMENTS –

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

Open Attachments

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	<i>Attachment 1 DA.2020.1676 - 4.15 Assessment - Matters for Consideration - 91-93 Ellerton Drive Queanbeyan East (Under Separate Cover)</i>	
	<i>Attachment 2 DA.2020.1676 - Plans - 91-93 Ellerton Drive Queanbeyan East (Under Separate Cover)</i>	
	<i>Attachment 3 DA.2020.1676 - Conditions of Consent - 91-93 Ellerton Drive Queanbeyan East (Under Separate Cover)</i>	
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	<i>Attachment 2 DA.2021.1253 - Plans - 2/34A Morton Street, Queanbeyan (Under Separate Cover)</i>	
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Item 8.3	DA.2020.1151 - Construction of a Centre-based Child Care Facility (Pre-school) - 3-23 Hoover Road, Queanbeyan West	
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	<i>Attachment 2 DA.2020.1151 - Architectural Plans - 3-23 Hoover Road, Queanbeyan West (Under Separate Cover)</i>	
	<i>Attachment 3 DA.2020.1151 - Landscape Plans - 3-23 Hoover Road, Queanbeyan West (Under Separate Cover)</i>	
	<i>Attachment 4 DA.2020.1151 - Submission - Redacted - 3-23 Hoover Road, Queanbeyan West (Under Separate Cover)</i>	
	<i>Attachment 5 DA.2020.1151 - Draft Conditions of Consent - 3-23 Hoover Road, Queanbeyan West (Under Separate Cover)</i>	

**QUEANBEYAN-PALERANG REGIONAL COUNCIL
PLANNING AND STRATEGY COMMITTEE OF THE WHOLE**

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- Item 8.4 Bungendore Contributions Plan (Section 7.11) for Car Parking Facilities
Attachment 1 Bungendore Development Contributions Plan (Section 7.11) for Car Parking Facilities - For Adoption (Under Separate Cover)
Attachment 2 Summary and Consideration of Submissions - Bungendore Development Contributions Plan for Car Parking Facilities (Under Separate Cover)
Attachment 3 Submissions - Bungendore Development Contributions Plan for Car Parking Facilities (Under Separate Cover)
- Item 8.5 Monaro Street Upgrade - Concept Design
Attachment 1 Monaro Street Upgrade - Concept Design - Civil drawings (Under Separate Cover)
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- Item 8.6 QPRC Policies
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Attachment 2 Statement of Business Ethics (Under Separate Cover)
Attachment 3 Councillor Induction and Professional Development Policy (Under Separate Cover)
- Item 9.2 Submission on draft Model Social Media Policy, Councillor and Staff Interaction Policy, and Media Policy
Attachment 1 Draft Model Social Media Policy (Under Separate Cover)
Attachment 2 Draft Model Councillor and Staff Interaction Policy (Under Separate Cover)
- Item 9.3 Local Government Elections - Caretaker Provisions
Attachment 1 OLG Circular 21-12 of 11 June 2021 (Under Separate Cover)
- Item 10.1 Audit, Risk and Improvement Committee - Minutes 18 March 2021
Attachment 1 ARIC Minutes 18 March 2021 (Under Separate Cover)
- Item 10.2 Minutes of QPRC Heritage Advisory Committee held 17 June 2021
Attachment 1 Minutes of the QPRC Heritage Advisory Committee Meeting held 17 June 2021 (Under Separate Cover)
- Item 10.3 Minutes of the Environment and Sustainability Advisory Committee Meeting held 9 June 2021
Attachment 1 Minutes of the Environment and Sustainability Advisory Committee Meeting Held 9 June 2021 (Under Separate Cover)

Closed Attachments

Nil

ITEM 4 DECLARATION OF CONFLICTS/PECUNIARY INTERESTS

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

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

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

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

Recommendation

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

8.1 DA.2020.1676 - Boundary Adjustment, Extension of Existing Carpark and Removal of Three Native Trees - 91-93 Ellerton Drive, Queanbeyan East (Ref: ; Author: Thompson/Tonner)

File Reference: DA.2020.1676

Summary

Reason for Referral to Council

This application involves the excision of 0.35ha of existing Council land and the sale of the land to a neighbouring church to allow them to increase the size of their existing carparking area.

Where the sale of Council land is dependent on the approval of a development application, Council's *Guidelines for Referral of DAs to Council and Independent Assessment of DAs* provides that the application must be assessed by an independent planning consultant and that the determination of the application must be made by Council (i.e. not under delegation). As such the remainder of this report has been prepared by an external planning consultant.

Proposal:	Ancillary car parking to place of public worship, consolidation of lots and tree removal.
Applicant/Owner:	Applicants: Hugh Dennett Pty Limited / Daniel C Pradhan, Adrian G Brewer, Douglas W Brewer, Phillip J Pridham and Andrew J Myhill (Lot 2 DP 879921)/ Queanbeyan-Palerang Regional Council (Lot 5 DP 800542)
Subject Property:	91 and 93 Ellerton Drive, Queanbeyan East Lot 2 DP 879921 and Lot 5 DP 800542
Zoning and Permissibility:	R2 Low Density Residential and proposal is permissible as place of public worship ancillary car parking under Queanbeyan Local Environmental Plan 2012
Public Submissions:	Nil
Issues Discussed:	External Referral Comment <ul style="list-style-type: none">• Essential Energy Internal Referral Comment <ul style="list-style-type: none">• Tree Management Officer Comments• Development Engineer Comments Biodiversity <ul style="list-style-type: none">• <i>Environmental Protection and Biodiversity Conservation Act 1999</i>• <i>Biodiversity Conservation Act 2016</i>
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made

8.1 DA.2020.1676 - Boundary Adjustment, Extension of Existing Carpark and Removal of Three Native Trees - 91-93 Ellerton Drive, Queanbeyan East (Ref: ; Author: Thompson/Tonner) (Continued)

Recommendation

That development application DA.2020.1676 for additional car parking to a place of public worship, boundary adjustment and removal of trees on 91-93 Ellerton Drive, Queanbeyan East be granted conditional approval.

Background

The proposed ancillary car parking is situated on part of Lot 5 DP 800542 (93 Ellerton Drive) and the car park is accessible via an existing surface car park at Lot 2 DP 879921 (91 Ellerton Drive) to a place of public worship. Lot 5 DP 800542 (93 Ellerton Drive) is public land and administered by the Council.

Proposed Development

The DA seeks approval for the construction of ancillary car parking to an existing place of public worship. The specific elements of the proposal are summarised below:

- Construction of surface car park containing a total of 96 car spaces;
- Removal of existing vegetation, trees and site preparation works including minor earthworks to facilitate construction of the surface car park;
- Upgrading the existing stormwater channel on the west side of the car park to reflect the new car parking;
- New landscaping around the perimeter of the car park and construction of boundary fencing; and
- Consolidation of Lot 2 DP879921 (91 Ellerton Drive) and part Lot 5 DP 800542 (93 Ellerton Drive) to proposed Lot 1.

Subject Property

The subject site is legally described as Lot 2 DP 879921 (91 Ellerton Drive) and part Lot 5 DP 800542. The combined site comprising Lot 2 DP 879921 (91 Ellerton Drive) and part Lot 5 DP 800542 (93 Ellerton Drive) has an irregular shape with extensive north and east frontages to Ellerton Drive, south boundaries with Lot 17 DP 832367 and 11-19 Geebung Place and west boundaries with 21 Geebung Place and 13-23 Northcliffe Place.

Lot 5 DP 800542 (93 Ellerton Drive) – Site of proposed car park

The site of the proposed car park comprises cleared land and landscaped open spaces. The proposal involves work within the north west component [an excised area of approximately 0.35ha] of Lot 5 (refer to Figures 1 and 2 below). This part of the lot is partially cleared open space containing limited ground cover vegetation and trees. Clearing within this part of the site appears to be routinely undertaken as an electricity easement runs from north to south across the site. Refer to photographs [in Attachment 1] for illustrations of existing site conditions. The site does not contain vehicular access from Ellerton Drive.

Lot 2 DP 879921 (91 Ellerton Drive) – Occupied by Place of Public Worship

This part of the site is occupied by a place of public worship building with a pitched metal roof. Vehicular access is provided to the site via an existing two way cross over from Ellerton Drive and a large surface car park occupies the sites front setback to Ellerton Drive. The site is enclosed by a metal palisade style fence around the perimeter of the site containing established landscaping including screening hedges and trees (refer to photograph below).

8.1 DA.2020.1676 - Boundary Adjustment, Extension of Existing Carpark and Removal of Three Native Trees - 91-93 Ellerton Drive, Queanbeyan East (Ref: ; Author: Thompson/Tonner) (Continued)



Figure 1 – Locality plan showing existing Lot 2 (existing place of public worship red outline) and existing Lot 5 (Council land orange outline)

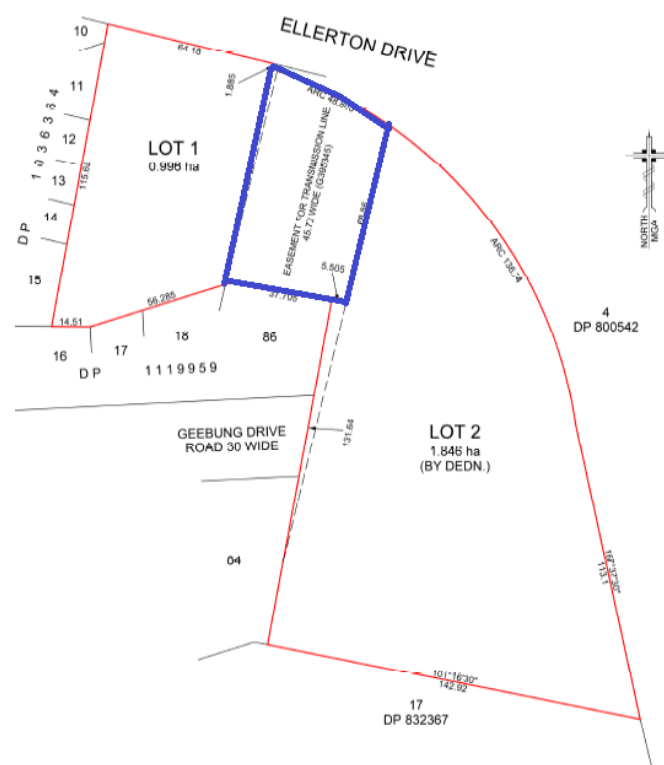


Figure 2 – Excised area (blue outline) from existing Council land to be added to existing place of public worship site to create proposed Lot 1 and proposed Lot 2 as shown (source TSD Surveying).

8.1 DA.2020.1676 - Boundary Adjustment, Extension of Existing Carpark and Removal of Three Native Trees - 91-93 Ellerton Drive, Queanbeyan East (Ref: ; Author: Thompson/Tonner) (Continued)

Property Burdens and Constraints

Part of the site comprising Lot 5 DP 800542 (93 Ellerton Drive) contains a [47.72m wide] easement for a 132KV transmission line which is under the control of Essential Energy. The easement for the transmission line is illustrated in Figure 3 below. In addition, an open stormwater channel runs from below Ellerton Drive and south across the site, which appears to have been constructed as part of the Ellerton Drive extension.



Figure 3 – Location of electricity transmission line and easement (source TSD Surveying)

8.1 DA.2020.1676 - Boundary Adjustment, Extension of Existing Carpark and Removal of Three Native Trees - 91-93 Ellerton Drive, Queanbeyan East (Ref: ; Author: Thompson/Tonner) (Continued)

Planning Requirements

Assessment of the application has been undertaken in accordance with Section 4.15 of the *Environmental Planning and Assessment Act 1979* (EPAA), as amended. The matters that are of relevance under Section 4.15 are summarised in the attached *Section 4.15 Table – Matters for Consideration*.

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

1. State Environmental Planning Policy No 55 (Remediation of Land).
2. State Environmental Planning Policy No 44 (Koala Habitat Protection).
3. State Environmental Planning Policy (Infrastructure) 2007.
4. Queanbeyan Local Environmental Plan 2012 (LEP).
5. Queanbeyan Development Control Plan 2012 (DCP)

The development generally satisfies the requirements and achieves the objectives of these planning instruments. The significant issues relating to the proposal for the Council's consideration are as follows.

(a) *Consideration of Threatened Species*

The application is accompanied by an Ecological Impact Assessment which includes vegetation survey and mapping. The results of the vegetation surveying and mapping indicate the site contains two zones. Zone 1 is identified as comprising of Cleared Dry Sclerophyll Forest and Zone 2 Bare / Remediated land. Detailed assessment of these vegetation zones has been completed and indicates that an *Environmental Protection and Biodiversity Conservation Act 1999 Act* referral is unwarranted and is not recommended and the Biodiversity Offsets Scheme is not triggered for the proposed development and the preparation of a Biodiversity Development Assessment Report is not required.

An inspection of the site confirmed the observations in the Ecological Impact Assessment and it was noted that large parts of the site had been disturbed or cleared either due to the transmission line easement or use of the site for materials storage associated with the Ellerton Drive extension. Historical aerial imagery of these activities supports these observations.

A five-part test was undertaken as to determine whether the proposed development would significantly affect any threatened species, population, or ecological community, or its habitat. From the assessment below the clearing is of native vegetation and considered a key threatening process. However, given the vegetation type, scale of removal and existing vegetation that will remain, it is considered that there will be a minimal impact, not significant, on the threatened species, population, ecological community and/or its habitat.

The proposed removal of the vegetation in this application is considered the removal of native vegetation and is therefore an activity as defined under the *Biodiversity Conservation Act 2016*. Although it is a listed activity, the overall effect on the threatened species, the ecological communities and their habitats is not considered to have an adverse impact given the scale of clearing on the lot. Accordingly, no further action is considered warranted having regard to the provisions of the BC Act and site conditions.

8.1 DA.2020.1676 - Boundary Adjustment, Extension of Existing Carpark and Removal of Three Native Trees - 91-93 Ellerton Drive, Queanbeyan East (Ref: ; Author: Thompson/Tonner) (Continued)

(b) Compliance with LEP

The proposed additional car parking to a place of public worship is permissible in the R2 Low Density Residential zone and subject to consent. An assessment of the proposal against all relevant provisions of the LEP indicates that the proposal is acceptable and warrants conditional approval by Council.

(c) Compliance with DCP

The proposed ancillary car parking to a place of public worship has been assessed having regard to the relevant Parts of Queanbeyan DCP 2012. The provision of ancillary car parking will cater for increased demand within the place of public worship and does not result in unreasonable adverse impacts on surrounding land or land uses.

(d) Other Matters

The proposed development is unlikely to result in unreasonable adverse impacts on the local environment, such as traffic and parking; biodiversity; contamination; acoustic environment; or aboriginal heritage. The site is considered suitable for the proposed development.

Other Comments(a) Development Engineer's Comments

The application has been reviewed by Council's Development Engineers who generally support the application subject to further information and subject to a number of standard conditions of consent. The further information requests are included as a condition of consent.

(b) Tree Management Officer's Comments

Council's Tree Management Officer has commented on the proposal noting a number of trees are proposed to be removed as part of the works. Council's Tree Management Officer has recommended retention of Trees 2, 6 and 7. It is recommended that the proposed carpark be amended to retain and protect Trees 2, 6 and 7.

(c) NSW Police Force's Comments

The NSW Police Force has provided comments regarding the proposed design of the additional car park and Crime Prevention Through Environmental Design. The proposal is considered to respond to these matters by providing permeable palisade style perimeter fencing which promotes views into and out of the car park.

(d) Essential Energy's Comments

Essential Energy has provided detailed comments noting the transmission line and easement over the site. The comments provided generally support the use of the land for the purposes of a car park. A number of detailed comments have been made regarding construction of the car park and providing ongoing access to the site for the purposes of the easement. These matters have been included as conditions of consent forming part of the recommendation for approval.

8.1 DA.2020.1676 - Boundary Adjustment, Extension of Existing Carpark and Removal of Three Native Trees - 91-93 Ellerton Drive, Queanbeyan East (Ref: ; Author: Thompson/Tonner) (Continued)

Financial Implications

Approval of the DA will result in the transfer of the land by Council to a private landowner. The land is classified as Operational Land under S.25 LG Act 1993 and 7.12 Contributions apply to the proposal DA.

Engagement

The proposal required notification under the Community Engagement and Participation Plan. No submissions were received.

Compliance or Policy Implications

No compliance or policy implications are envisaged as a result of the proposal.

Conclusion

The submitted proposal is for ancillary surface car parking to a place of public worship, consolidation of lots and removal of trees at 91-93 Ellerton Drive, Queanbeyan East. The proposal is permissible under the site's R2 Low Density Residential zoning as the proposed car parking is ancillary to a place of public worship. Consolidation of lots is proposed and is supported by a Statement of Environmental Effects. The proposal was notified to adjoining owner/occupiers and no submissions were received.

The proposal has been assessed under Section 4.15 of the *Environmental Planning & Assessment Act 1979* including the relevant provisions of *Queanbeyan Local Environmental Plan 2012* and *Queanbeyan Development Control Plan 2012*.

The development satisfies the requirements and achieves the objectives of these instruments.

The proposed development is considered suitable for the site, is compatible with the neighbourhood and can be conditioned to mitigate any potential impacts.

Attachments

- | | |
|--------------|---|
| Attachment 1 | DA.2020.1676 - 4.15 Assessment - Matters for Consideration - 91-93 Ellerton Drive Queanbeyan East (<i>Under Separate Cover</i>) |
| Attachment 2 | DA.2020.1676 - Plans - 91-93 Ellerton Drive Queanbeyan East (<i>Under Separate Cover</i>) |
| Attachment 3 | DA.2020.1676 - Conditions of Consent - 91-93 Ellerton Drive Queanbeyan East (<i>Under Separate Cover</i>) |

8.2 DA.2021.1253 - Change of Use from a Shop to a Dwelling House and Alterations/Additions - 2/34A Morton Street Queanbeyan (Ref: ; Author: Thompson/Dixon)

File Reference: DA.2021.1253

Summary

Reason for Referral to Council

This application has been referred to Council due to the number of variations requested and the local importance of the building.

Proposal:	Change of use from commercial to a dwelling and alterations and additions
Applicant/Owner:	Peter Blazeovski / Marquez Investments Pty Limited
Subject Property:	Lot 2 SP 34521, No. 2/34A Morton Street QUEANBEYAN
Zoning and Permissibility:	R2 Low Density Residential under Queanbeyan Local Environmental Plan 2012
Public Submissions:	Nil
Issues Discussed:	Planning Requirements Setbacks Lot Size
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made

Recommendation

That:

- 1. Approval be granted to a variation to Part 2 and 4 of the Queanbeyan Development Control Plan 2012 to allow the change of use to a dwelling for the following reasons:**
 - (a) The existing structure provides limited opportunity for the dwelling to comply with controls within the DCP;**
 - (b) The proposed use is appropriate and permissible for the lot and will allow the iconic building's retention and continued use;**
 - (c) The development has minimal impact in regard to Heritage Conservation and will improve the streetscape; and**
 - (d) The development provides a suitable use for the site compatible with the surrounding area.**
 - 2. Development application DA.2021.1253 for a change of use from commercial to a dwelling including alterations and additions on Lot 2 SP 34521, No. 2/34A Morton Street, Queanbeyan be granted conditional approval.**
-

8.2 DA.2021.1253 - Change of Use from a Shop to a Dwelling House and Alterations/Additions - 2/34A Morton Street Queanbeyan (Ref: ; Author: Thompson/Dixon) (Continued)

Background

Proposed Development

The development application proposes a change of use from a shop to a dwelling house. The existing premises was known locally as Nic's Lolly Shop and operated as a general store for more than 50 years. It sits on a strata allotment with 1/34A Morton Street. For some time, the current owner has been finding difficulty in finding a suitable use for the structure given a range of issues including the lot size, placement of the building and a permitted use. The development proposed has been deemed as appropriate as detailed in this assessment and retains the iconic features of the locally known building. It is a well-thought out homage to the late Nic Manikis' business and a thoughtful design.

The application was notified and no submissions were received. Issues regarding lot size, setbacks, design and use have been discussed in this report. The application is recommended for approval with consent.

Subject Property

The subject site is legally described as Lot 2 SP 34521 and is commonly known as 2/34A Morton Street, Queanbeyan. The site is located on the southern side of Morton Street and has an area of 273m² (see Figure 1 below). The site is relatively flat and has no vegetation.

Existing development on the site comprises an existing vacant shop (See Figure 2 below). Vehicular access is provided to the site via an existing driveway from Morton Street. Existing development within the locality consists of dwelling houses and multi-dwelling units.

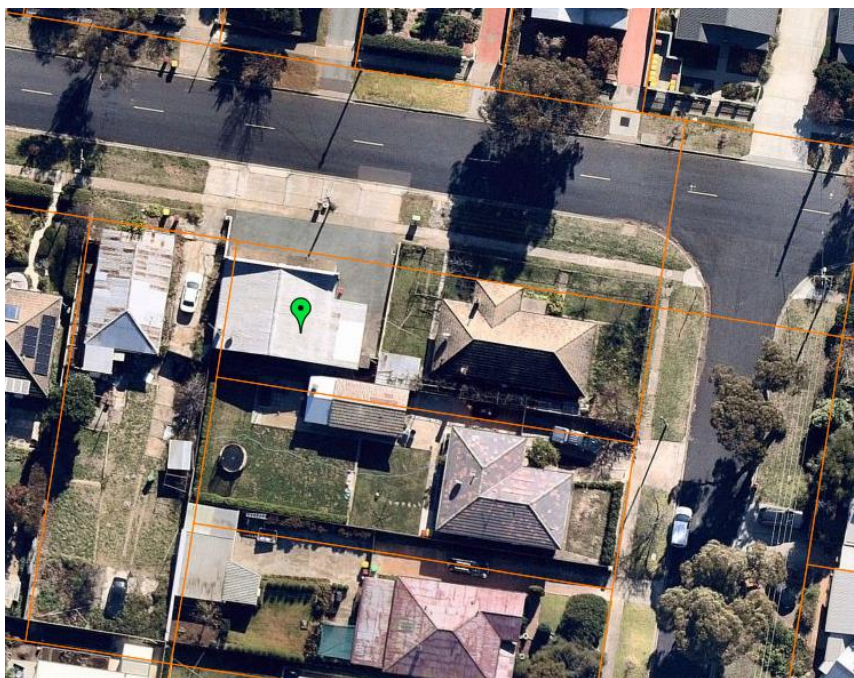


Figure 1: Locality plan

8.2 DA.2021.1253 - Change of Use from a Shop to a Dwelling House and Alterations/Additions - 2/34A Morton Street Queanbeyan (Ref: ; Author: Thompson/Dixon) (Continued)



Figure 2: Current Structure

Planning Requirements

Assessment of the application has been undertaken in accordance with Section 4.15 of the *Environmental Planning and Assessment Act (EPAA) 1979*, as amended. The matters that are of relevance under Section 4.15 are summarised in the attached *Section 4.15 Table – Matters for Consideration*.

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

1. *State Environmental Planning Policy No 55 -Remediation of Land, State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004 and State Environmental Planning Policy (Infrastructure) 2007.*
2. Queanbeyan Local Environmental Plan 2012 (LEP).
3. Queanbeyan Development Control Plan 2012 (DCP)

The development generally satisfies the requirements and achieves the objectives of these planning instruments. The significant issues relating to the proposal for the Council's consideration are as follows.

(a) Compliance with LEP

Minimum Lot Size

The minimum lot size for a Torrens title lot is 600m². In this case the existing lot is strata subdivided and as such the minimum lot size does not apply as shown below:

- (4) *This clause does not apply in relation to the subdivision of any land—*
- (a) *by the registration of a strata plan or strata plan of subdivision under the Strata Schemes Development Act 2015, or*
 - (b) *by any kind of subdivision under the Community Land Development Act 1989.*

strata plan of subdivision - means a plan that is registered as a strata plan of subdivision, and includes any information, certificate or other document required by this Act or the regulations to be included with the plan before it may be registered.

8.2 DA.2021.1253 - Change of Use from a Shop to a Dwelling House and Alterations/Additions - 2/34A Morton Street Queanbeyan (Ref: ; Author: Thompson/Dixon) (Continued)

Subdivision of a lot or common property—see section 7.

Given the above a dwelling house is permitted on the strata lot without the requirement to adhere to minimum lot size. Notwithstanding this, Council would not normally support an increase in density resulting in a dwelling being constructed on a 273m² allotment as this would defeat the purpose of having a low density zone. However, given the situation is existing and has been in place for many years it is considered acceptable for the existing structure to remain and be used as a dwelling in this specific case.

(b) Compliance with DCP*Part 3a – Residential Zones - Siting and building setbacks*

The QDCP requires a 6 metre front setback and a 4 metre rear setback for dwellings. The existing structure has a front setback of 4630 metres, rear setback of 1.2 metres and minimum side setback of 0.12 metres. A request to vary the front and rear setbacks has been made given the structure is existing. It is supported because:

- There is no possibility to move the building and it is imperative given the history of the site that the building is retained;
- The addition of the garage has been setback 5.5 metres creating articulation; and
- The neighbouring properties have equivalent setbacks ensuring the dwelling is not out of character.

In this instance, given the small size of the lot and that the building is existing it is impossible for the applicant to create a compliant development on this site. Even in the scenario of a new building being placed on this lot, it would likely present similar issues. The small lot size is an existing predicament which has required the applicant to propose a design as best as possible for the site constraints. The assessment has determined that this has been achieved. The development meets the objectives of this clause and will be a suitable development for the site regardless of variations to the setbacks.

Part 4 – Heritage and Conservation - Setbacks

This control aims to ensure the original structures on site remain dominant. The proposed garage is located behind the building line of the existing structure. A front yard area is proposed within the front setback. In this instance this is supported given:

- This part of the lot is north facing receiving the most amount of sunlight for the future owner to enjoy;
- There is no room in the rear yard for an acceptable private open space area;
- The landscaping will improve the streetscape through tree planting; and
- The area will have no major impacts on the heritage conservation area.

Part 4 – Heritage and Conservation - Site Coverage

The DCP allows a 50% site coverage for lots 1000m² or less. The development will create a 56% site coverage. In this instance this is supported given:

- Although the floor area of the new garage causes the exceedance of the site coverage it is considered to be necessary for the continued practical use of the premises for a dwelling; and
- The proposal includes improvements in landscaping in the front setback meeting the objective of this Clause.

As mentioned within the setback variation, this lot is highly constrained given the size and the previous use as a shop. The only addition proposed by the applicant that increases

8.2 DA.2021.1253 - Change of Use from a Shop to a Dwelling House and Alterations/Additions - 2/34A Morton Street Queanbeyan (Ref: ; Author: Thompson/Dixon) (Continued)

site coverage is the addition of the garage/laundry. The site coverage prior to this proposed addition was approximately 40% with the garage/laundry area increasing this to 56%. The garage and laundry are both features required for the day to day needs of a dwelling and in this instance this is deemed more important than the site coverage control. Additionally, the applicant has proposed a large area of front landscaping that will soften the appearance from the streetscape.

(c) Other Matters*Context and Setting*

The development will have a minimal impact on the scenic qualities and features of the landscape including views and vistas and is compatible with the established character of the locality. There will be minimal impact on adjacent properties in relation to overshadowing and privacy. The largest impact on the streetscape will be the private open space within the front yard. The area will present to the eye as landscaping and will be concealed with plantings. The area will also be north facing providing further support for the area being located forward of the building line. The changes to the building externally will allow it to be presented as a dwelling without detrimentally altering the historic and iconic features of the former use.

(d) Internal Referrals**(i) Development Engineer's Comments**

Council's Development Engineer has commented on the proposal as follows.

Water - Existing water main to be utilised.

Sewer - There is an existing sewer service for the proposed development to utilise and there is a sewer main running in the north side of the property over the Council verge.

Storm Water - Roof water of buildings, hardstand areas and the driveway on the site must be disposed of by a connection to the existing stormwater system.

Traffic and Parking - A double garage is shown on the provided plans with a clear opening width of 5.2m and adequate side clearances which comply with the requirements of AS 2890.

Access - A double garage has been provided with setback 5.5m from the front boundary. The elevation plan indicates a finished garage floor level of AHD 589.07m. The driveway grade is accessed based on the plans provided and it is assessed that the gradient will be approximately 10.36 % which satisfies requirements of AS 2890.1 and Council's Design Specification D.13 (Vehicular Access Design Specification).

Section 64 - Section 64 charges are not applicable due to the decrease in demand placed on Council's water & sewer services. Water ET's and Sewer ET's do not exceed the existing site credit hence Section 64 charges are not applicable.

(ii) Heritage Advisor's Comments

The proposal is to adapt the former 'Nik's Convenience Store' to be used as a dwelling.

The shop, which was an iconic West Queanbeyan corner shop, opened on Morton Street in the 1970s and was a shopping destination of choice for the families of West Queanbeyan. Mr Manikis offered fresh fruit and vegetables and deli meats but most important of all, mixed bags of lollies and shelves full of videos for hire. Nic's was a welcome stop on the walk from home down the hill to the Queanbeyan Swimming Pool. Canberra Times, June 13 2019.

8.2 DA.2021.1253 - Change of Use from a Shop to a Dwelling House and Alterations/Additions - 2/34A Morton Street Queanbeyan (Ref: ; Author: Thompson/Dixon) (Continued)

The building had 1950's-style architectural features including the distinctive angled blade walls at the front that supported a cast concrete hood. Above this was a rectilinear parapet with defined signage panel and a small parapet cap. The blue and white colour scheme is typical of many buildings in Greece and to some extent references the strong Greek influence on Queanbeyan in the post war period.

Although not individually listed in the local heritage schedule, it is within the Queanbeyan Conservation Area and has aesthetic value for its styling, and a high degree of social value for its association with owner Nic Manikis. It was also rare as a surviving and operating "local" shop that was embedded within its residential community.

There is no heritage objection to the building being adapted for use as a residence providing the distinctive front elevation is retained. In particular the three angled blade walls, the cast awning, the parapet signage panel and the parapet cap should all be retained, as should the small blade wall adjacent to the meter box. The colour scheme may be retained or modified but should be in light tones consistent with 1950s colour schemes.

Modification to windows and door in the front elevation is acceptable, however framing should be in timber as this was used in the existing windows and was typical of the period of the building.

The garage door should be done as a 'panel-lift' door as this was also typical of the period. Some simple detail (eg a border set 30mm in from the edge) should be applied to the panel face. To reduce visual impact of the driveway, a 450mm wide planter bed should be retained along the eastern boundary and planted with suitable climbing plants. The fence should be brick or timber and taper to a height of 1.2 m at the footpath to reduce visual obstruction when vehicles back out of the driveway. If a new concrete driveway is being poured, it should be tinted to reduce glare. Exposed brickwork to garage to be bagged and painted.

Updated Comments as per Plans Dated 29 June 2021

The colour scheme will be OK and the windows may be powder coat given that the building is not a traditional Inter War cottage.

Financial Implications

There are no financial implications for the proposed development.

Engagement

The proposal required notification under Council's Community Engagement and Participation plan. No submissions were received.

Compliance or Policy Implications

There are no compliance or policy implications.

Conclusion



The submitted proposal for a change of use from commercial to a dwelling, including alterations and additions on Lot 2 SP34521, No.2/34A Morton Street, Queanbeyan is supported by a Statement of Environmental Effects. The proposal was notified to adjoining owner/occupiers and no submissions were received.

The proposal has been assessed under Section 4.15 *Environmental Planning & Assessment Act 1979* including the relevant provisions of *Queanbeyan Local Environmental Plan 2012* and *Queanbeyan Development Control Plan 2012*. A number of variations to DCP controls relating to setbacks and site coverage have been considered and are supported.

8.2 DA.2021.1253 - Change of Use from a Shop to a Dwelling House and Alterations/Additions - 2/34A Morton Street Queanbeyan (Ref: ; Author: Thompson/Dixon) (Continued)

With the supported variations the development satisfies the requirements and achieves the objectives of these instruments.

Attachments

- | | |
|--|---|
| Attachment 1 | DA.2021.1253 - 4.15 Assessment Report Matters for Consideration - 2/34A Morton Street, Queanbeyan (<i>Under Separate Cover</i>) |
|  Attachment 2 | DA.2021.1253 - Plans - 2/34A Morton Street, Queanbeyan (<i>Under Separate Cover</i>) |
|  Attachment 3 | DA.2021.1253 - Draft Conditions - 2/34A Morton Street, Queanbeyan (<i>Under Separate Cover</i>) |

8.3 DA.2020.1151 - Construction of a Centre-based Child Care Facility (Pre-school) - 3-23 Hoover Road, Queanbeyan West (Ref: ; Author: Harlor/Glouftsis)

File Reference: DA.2020.1151

Summary

Reason for Referral to Council

There is a legislative requirement pursuant to Section 47E of the *Local Government Act 1993*, which requires the application to be determined by Council due to being located on Community Land. The application did not require external assessment as the land is not subject to a pending sale and will remain in Council ownership.

Proposal:	Construction of a centre-based child-care facility (pre-school)
Applicant/Owner:	Tony Rowley & Mandy Jackson / Queanbeyan-Palerang Regional Council
Subject Property:	Lot 109 DP 715060, Koorong Park, 3-23 Hoover Road Queanbeyan West
Zoning and Permissibility:	RE1 Public Recreation under the <i>Queanbeyan Local Environmental Plan 2012</i> .
Public Submissions:	One
Issues Discussed:	Planning Requirements and Submissions Section 64 Contributions Charges
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made.

Recommendation

That:

- 1. Development application DA.2020.1151 for the construction of a centre-based child-care facility (pre-school) on Lot 109 DP 715060, Koorong Park, 3-23 Hoover Road, Queanbeyan West be granted conditional approval.**
 - 2. Those persons who lodged a submission(s) on the application be advised in writing of the determination of the application.**
-

Background

Proposed Development

The application seeks Council approval for the construction of a Centre Based Childcare Facility (Pre-School) on land owned by Queanbeyan-Palerang Regional Council and currently used as a public reserve (Koorong Park). Council resolved on 24 July 2019 to enter into a lease of the site to the Queanbeyan and District Pre School Association for the purpose of establishing a pre-school.

The specific elements of the proposal include:

8.3 DA.2020.1151 - Construction of a Centre-based Child Care Facility (Pre-school) - 3-23 Hoover Road, Queanbeyan West (Ref: ; Author: Harlor/Glouftsis) (Continued)

- A Pre-School comprising of capacity to accommodate 60 students and 10 staff members (454m² of GFA)
- A total of 25 car parking spaces (21 on-site and 4 on-road, 2 which are accessible).
- Landscaping (planting and tree retention).



Figure 1: Site Plan



Figure 2: Concept Landscape Plan

8.3 DA.2020.1151 - Construction of a Centre-based Child Care Facility (Pre-school) - 3-23 Hoover Road, Queanbeyan West (Ref: ; Author: Harlor/Glouftsis) (Continued)

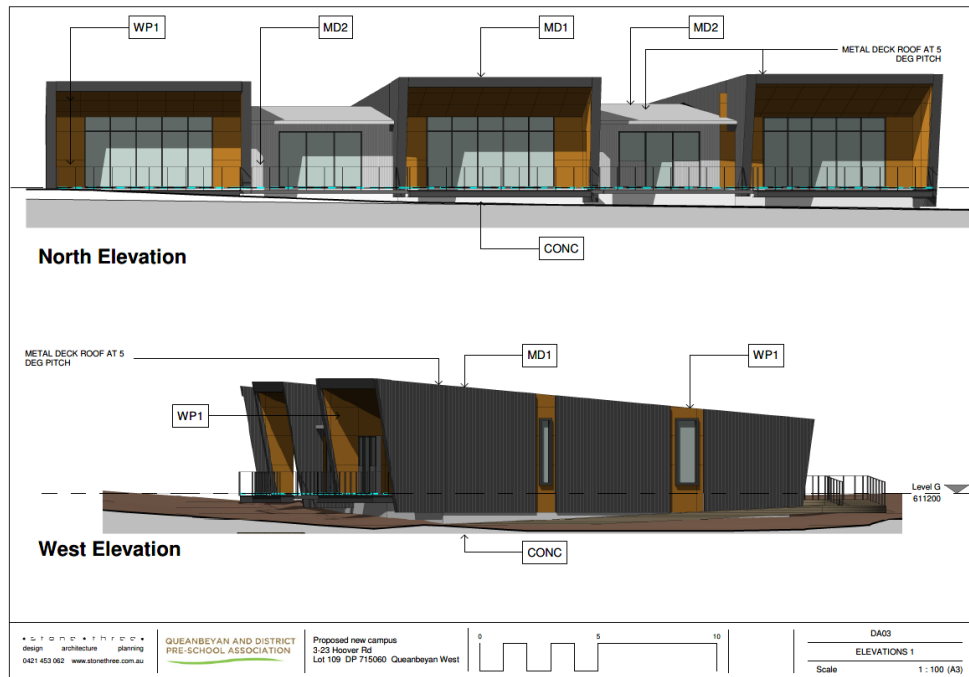


Figure 3: Elevation Plans



Figure 4: Elevation Plans

8.3 DA.2020.1151 - Construction of a Centre-based Child Care Facility (Pre-school) - 3-23 Hoover Road, Queanbeyan West (Ref: ; Author: Harlor/Glouftsis) (Continued)

Subject Property

The subject site is legally described as Lot 109 DP 715060 and is commonly known as 3-23 Hoover Road, Queanbeyan. The site is located on the northern side of Hoover Road and has an area of 8006m².

The site slopes inwards from Koorong Place and Hoover Road. Existing development on the site comprises of a public reserve with native vegetation, including several significant eucalyptus trees. Vehicular access is provided to the site via a proposed driveway from Hoover Road.

Existing development within the locality primarily consists of single detached dwelling houses and outbuildings, with adjoining low-scale multi-dwelling housing and undeveloped land/open space to the south west opposite Hoover Road.



Figure 5: Subject Site

8.3 DA.2020.1151 - Construction of a Centre-based Child Care Facility (Pre-school) -
3-23 Hoover Road, Queanbeyan West (Ref: ; Author: Harlor/Glouftsis)
(Continued)

Site Photos



8.3 DA.2020.1151 - Construction of a Centre-based Child Care Facility (Pre-school) - 3-23 Hoover Road, Queanbeyan West (Ref: ; Author: Harlor/Glouftsis)
(Continued)



Planning Requirements

Assessment of the application has been undertaken in accordance with Section 4.15 of the *Environmental Planning and Assessment Act 1979*, as amended. The matters that are of relevance under Section 4.15 are summarised in the attached *Section 4.15 Table – Matters for Consideration*.

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

1. *State Environmental Planning Policy No. 55 – Remediation of Land*
2. *State Environmental Planning Policy (Infrastructure) 2007*
3. *State Environmental Planning Policy No.64 – Advertising and Signage*
4. *State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017*
5. *Queanbeyan Local Environmental Plan 2012 (LEP)*
6. *Queanbeyan Development Control Plan 2012 (DCP)*

The development generally satisfies the requirements and achieves the objectives of these planning instruments.

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

- Approval of a development on community land.
- Consideration of waiving Section 64 Contribution Charges.
- Contents of the adjoining owner submission.

8.3 DA.2020.1151 - Construction of a Centre-based Child Care Facility (Pre-school) - 3-23 Hoover Road, Queanbeyan West (Ref: ; Author: Harlor/Glouftsis) (Continued)

(a) Compliance with SEPPs

State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017

State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017 and the associated Child Care Planning Guideline establish several development standards for development for the purposes of childcare centres/pre-schools such as the subject application. A detailed assessment of the proposed development against the relevant provisions of the SEPP and associated guidelines is provided in the attached Section 4.15 Assessment Table.

An assessment against the following SEPPs is provided within the attached Section 4.15 Assessment Report.

- State Environmental Planning Policy No. 55 – Remediation of Land
- State Environmental Planning Policy (Infrastructure) 2007
- State Environmental Planning Policy No.64 – Advertising and Signage

(b) Compliance with LEP

The subject site is Zoned RE1 Public Recreation zone under the *Queanbeyan Local Environmental Plan 2012*.

Development for the purposes of a Centre-Based Child Care Facility (Pre-School) such as is proposed, is permissible within the RE1 Public Recreation zone with consent.

The proposed development is compliant with the relevant clauses and development standards under the *QLEP 2012*. A detailed LEP assessment is contained within the attached Section 4.15 Assessment Report.

(c) Compliance with DCP

The proposed development is compliant with the relevant development standards under the *QDCP 2012*. A detailed assessment against the DCP is contained within the attached Section 4.15 Assessment Report.

(d) Development Engineer’s Comments

Council’s Development Engineer has offered no objection to the proposal subject to the imposition of the recommended conditions of consent.

Financial Implications

Section 7.12 Contributions are applicable to the proposed development. Section 7.12 Contributions are calculated at 1% of the total cost of works (\$2,610,300).

Section 7.12 Contribution Plan	
Section 7.12	\$26,103.00

Section 64 Contributions are applicable to the proposed development.

Section 64 Contribution Charges	
Section 64 - Water	\$18,796.10
Section 64 - Sewer	\$10,478.75

8.3 DA.2020.1151 - Construction of a Centre-based Child Care Facility (Pre-school) - 3-23 Hoover Road, Queanbeyan West (Ref: ; Author: Harlor/Glouftsis) (Continued)

Pursuant the Section 64 Contributions Plan: QPRC may waive contributions ordinarily attributable to subdivision and development, where the proponent demonstrates to QPRC satisfaction, that it is a non-profit and charitable organisation, which by virtue of carrying out such development, is considered by the QPRC to be making a significant and positive contribution to the community.

Engagement

The application was notified in accordance with the QPRC Community Engagement and Participation Plan from the 18/05/2020 to the 01/06/2020, with one submission received. The submission raised several concerns with various elements of the proposal and is shown in Attachment 1:

- a. Lack of Consultation with Residents
- b. Architectural Planning
- c. Acousti
- d. Dangerous and Inconvenient Traffic Volumes to Residents
- e. Aesthetics
- f. Future Development Applications

Assessing Officer's Comments:

Lack of Consultation with Residents

The development application was notified in accordance with the requirements of Part 1 of the QDCP 2012 relevant at the time of lodgement of the development application.

Architectural Planning

The development is low-scale and single storey. Sufficient articulation and materials break up the built form with landscaping to be provided around the development. It is considered an appropriate design for its intended use as a pre-school.

Acoustic

An acoustic assessment report was submitted in support of the application. The development will be conditioned to comply with the requirements of the Acoustic Assessment with a 3-month compliance report to be provided after the premises begins to operate. Conditions of consent will also limit operating hours during the daytime and during the week. There is no significant acoustic impact anticipated with the development.

Dangerous and Inconvenient Traffic Volumes to Residents

The development will house up to 60 students. It is not anticipated to generate significant traffic flow except for peak drop off and pick up periods. Access to the site is off Hoover Road and not the adjoining residential streets. The area is predominantly low-density residential environment. Council's Development Engineer has also assessed traffic impacts, access, and car parking arrangements and found them to be satisfactory in this instance.

Aesthetics

The development is low-scale and situated appropriately on the lot. The development will have a total height of 5.16m (single level). The contours where the pe-school is sited are lower than adjoining dwellings to the north and where the submitters dwelling is located by between 2 and 5 metres. The building is sited lower than adjoining dwellings. It is not

8.3 DA.2020.1151 - Construction of a Centre-based Child Care Facility (Pre-school) - 3-23 Hoover Road, Queanbeyan West (Ref: ; Author: Harlor/Glouftsis) (Continued)

anticipated that this will have an unreasonable impact on existing residential development regarding overlooking.

Future Development Applications

The assessment process cannot consider speculation regarding future development. There are no other current DAs located on this allotment.

Conclusion






The submitted proposal for a centre based child-care facility (pre-school) on Lot 109 DP 715060, Koorong Park, 3-23 Hoover Road Queanbeyan West, is a local development and is supported by a Statement of Environmental Effects. The proposal was notified to adjoining owner/occupiers and one submission was received.

The proposal has been assessed under Section 4.15 *Environmental Planning & Assessment Act 1979* including the relevant provisions of the *State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017*, *Queanbeyan Local Environmental Plan 2012* and *Queanbeyan Development Control Plan 2012*.

The development satisfies the requirements and achieves the objectives of these instruments.

The proposed development is considered suitable for the site, is compatible with the neighbourhood and can be conditioned to mitigate any potential impacts.

Attachments

- | | |
|---|--|
| Attachment 1
 | DA.2020.1151 - Section 4.15 Assessment Report - Matters for Consideration - 3-23 Hoover Road Queanbeyan West (<i>Under Separate Cover</i>) |
| Attachment 2
 | DA.2020.1151 - Architectural Plans - 3-23 Hoover Road, Queanbeyan West (<i>Under Separate Cover</i>) |
| Attachment 3
 | DA.2020.1151 - Landscape Plans - 3-23 Hoover Road, Queanbeyan West (<i>Under Separate Cover</i>) |
| Attachment 4
 | DA.2020.1151 - Submission - Redacted - 3-23 Hoover Road, Queanbeyan West (<i>Under Separate Cover</i>) |
| Attachment 5
 | DA.2020.1151 - Draft Conditions of Consent - 3-23 Hoover Road, Queanbeyan West (<i>Under Separate Cover</i>) |

8.4 Bungendore Contributions Plan (Section 7.11) for Car Parking Facilities (Ref: ;
Author: Carswell/Meyer)

File Reference: 21.4.1

Summary

At Council's meeting on 12 May 2021 the Draft Bungendore Development Contributions Plan for Car Parking ('the Draft Contributions Plan') was endorsed for public exhibition for a period of 28 days. Accordingly, the Draft Contributions Plan was exhibited from 17 May 2021 to 16 June 2021.

Fourteen submissions were received as a result of the exhibition. All submissions have been reviewed and all issues raised in them have been given due consideration.

Further to the recent councillor workshop, no changes to the Draft Contributions Plan, as exhibited, are considered necessary as a result of the comments made and/or issues raised in the submissions received. As such, the Draft Contributions Plan is recommended for adoption by Council.

Recommendation

That Council adopt the Draft Bungendore Development Contributions Plan for Carparking Facilities.

Background

The former Palerang Council, in its *Bungendore Discussion Paper 2006*, identified the need for a formal off-street car park within Bungendore's Town Centre. In the following years, it identified the site for the car park, purchased land for part (Stage 1) of the car park and re-zoned (to SP2) all land identified for the car park (including land for Stage 2 of the car park, not yet acquired). It also prepared and adopted the *Local Infrastructure Contributions Plan No. 11 for the Provision of Public Off-Street Carparking at Bungendore* ('Contributions Plan No. 11') to assist funding the car park.

Contributions Plan No. 11 was originally adopted by Palerang Council on 5 April 2011. The plan applies to all land within the Bungendore Town Centre zoned B2 Local Centre or B4 Mixed Use under the Palerang LEP 2014. The Plan requires that any development within the Bungendore Town Centre generating the need for additional car parking, but not able to provide that extra car parking on site, is to pay a contribution of \$12,485 per car space required.

Contributions Plan No. 11 has been amended twice over its decade of operation – in 2013 and 2018. Those amendments were for minor technical matters only. The Plan is now considered to be somewhat outdated and not equitable in its application, especially given the completion of more detailed costings and the final design for the car park, as well as recent and emerging population and development trends within the broader Bungendore township. As such, the Draft Bungendore Contributions Plan for Car Parking Facilities ('the Draft Contributions Plan') has been prepared and is included in Attachment 1.

8.4 Bungendore Contributions Plan (Section 7.11) for Car Parking Facilities (Ref: ; Author: Carswell/Meyer) (Continued)

The Draft Contributions Plan contains three significant changes to substantially improve its effectiveness and equity.

Firstly, the Draft Contributions Plan contains a revised Schedule of Works and Costs, which considers the detailed costings and final design prepared for the car park. The Schedule of Works and Costs in the Draft Contributions Plan reflects the cost of designing and constructing the car park in current terms – that cost being almost \$1.8 million, as opposed to the estimate of \$1.0 million in Contributions Plan No. 11.

Secondly, the cost of acquiring land for the car park has been removed from the calculations for the levies which would be imposed under the operation of the Draft Contributions Plan. This was done to ease the burden on the community, and particularly Bungendore's business community – i.e. those wishing to develop within the Town Centre's business zones. As such, the base levy on land in the B2 and B4 zones under the Draft Contributions Plan would be \$6,715, as opposed to \$12,485 under the existing Contributions Plan No. 11. If land acquisition is included in the calculation, the levy would be \$10,960 in the draft Plan, which is still lower than the levy under the current plan.

Thirdly, the burden of paying contributions for the Bungendore Town Centre Car Park has been reasonably spread across more of the Bungendore community to better capture all parties benefiting from provision of the central car park, therefore ensuring a more equitable plan. This has been done by applying the Draft Contributions Plan to all residential land in the Bungendore township. Under the Plan, a levy of \$655 will be payable on each new lot created in a subdivision, or each new dwelling created within the existing residential areas. If land acquisition is also included in the calculation for this levy, it would be \$1,070 per new lot or dwelling.

Provisions that allow for Council to consider reductions to contributions in some circumstances have also been introduced in the Draft Development Contributions Plan. This applies to non-residential development in the B2 and B4 zones only. It gives Council the discretion to reduce a contribution by up to 50%, provided it can be justified against criteria provided and supported by a traffic impact assessment. It is envisaged that this mechanism, where justification is accepted, would be used in instances where the imposition of the full levy is assessed as discouraging the establishment or expansion of a business in the town centre. This will also provide guidance on the minimum variation Council should accept rather than waiving the need for all carparking.

Overall, the Draft Contributions Plan reflects recent changes and improvements to contributions plans in the ten years since Contributions Plan No. 11 was introduced. It also establishes a much clearer, stronger relationship (or 'nexus') between the Bungendore Town Centre Car Park and the development to be levied, thereby justifying the collection of the contributions which would be authorised by the Plan.

The Draft Contributions Plan will raise more funding for the Bungendore Town Centre Car Park than the existing Contributions Plan No. 11, and in a more reasonable and equitable manner.

Implications***Legal***

The Draft Contributions Plan was prepared in accordance with Section 7.11 of the *Environmental Planning and Assessment Act 1979* ('the Act') and Clauses 26 and 27 of the *Environmental Planning and Assessment Regulation 2000* ('the Regulation'). It has been exhibited in accordance with Clause 30 of the Regulation.

8.4 Bungendore Contributions Plan (Section 7.11) for Car Parking Facilities (Ref: ; Author: Carswell/Meyer) (Continued)

Policy

The Contributions Plan reflects the relevant key goals of Council's *Community Strategic Plan 2018-2028* (specifically, Key Goals 2.1.1, 4.1.1 and 4.1.6), as well as the relevant planning priorities contained within Council's Local Strategic Planning Statement (namely Priorities 3, 9 and 11). It also reflects the long-term vision for Bungendore and its town centre, as contained within *Bungendore Structure Plan 2048*.

Asset

The Contributions Plan will provide a framework for the efficient and equitable determination, collection and management of monetary contributions towards the provision of a substantial public asset, namely the Bungendore Town Centre Car Park.

Economic

The Contributions Plan relates to a car parking facility which will play a critical role in the economic viability of the Bungendore Town Centre. By ensuring an adequate supply of car parking spaces within convenient walking distance of retail, business, office, entertainment, leisure and community services within the Town Centre, it greatly assists in maintaining and boosting the functionality and amenity of the town centre, so that it is seen as a convenient and attractive destination by residents and visitors.

By better establishing the nexus, the operation of the Contributions Plan for the Bungendore Town Centre Car Park will ensure the broader Queanbeyan-Palerang community is not unfairly burdened by the cost of providing the facility.

Engagement

At its meeting of 12 May 2021 Council endorsed the Draft Contributions Plan for public exhibition for a period of not less 28 days. Accordingly, the Draft Contributions Plan was exhibited from 17 May 2021 to 16 June 2021 – with extra days included to account for the Queen's Birthday long weekend.

As a result of the exhibition of the Draft Contributions Plan, Council received 14 submissions. Seven submissions were in support of the Draft Contributions Plan and the car parking facilities it is to fund, and seven submissions were against. Copies of the submissions are provided at Attachment 3 with Submissions 3 to 14 being single comments from Your Voice.

All 14 submissions received have been reviewed and all issues raised in those submissions have been given due consideration. A summary of the issues raised in the submissions, and the consideration of those issues, is provided at Attachment 2.

No changes to the Draft Contributions Plan, as exhibited, are considered necessary as a result of the comments made and/or issues raised in the submissions received. As such, the Draft Plan is recommended for adoption by Council.

It should be noted that, as a result of the post-exhibition councillor workshop held on 30 June 2021, two further minor changes have been made to the exhibited Draft Contributions Plan to clarify the exclusion of land acquisition/property agreement costs in the calculations for the base contribution rates. Those changes were made to the Schedule of Works at Part 1.1 of the Plan (on Page 7) and the text at Part 3.6 of the Plan (on Page 26).

Strategic

As indicated, the Draft Contributions Plan has been prepared and exhibited in accordance with both the *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2000*, and reflects the relevant objectives and goals of Council's

8.4 Bungendore Contributions Plan (Section 7.11) for Car Parking Facilities (Ref: ; Author: Carswell/Meyer) (Continued)

Community Strategic Plan 2018-2048, the Local Strategic Planning Statement and the Bungendore Structure Plan 2048.




Financial

The Draft Contributions Plan should raise a large proportion of the cost of construction of the asset, which is presently estimated to be approximately \$1.8 million. Should Council wish to include the cost of land purchases for future stages of the carpark, the value of contributions would increase from \$6,715 to \$10,960 per carspace in the case of commercial development and from \$655 to \$1,070 per new lot or dwelling in the case of residential development. If it is Council's intention to include the cost of future land purchases in the Draft Contributions Plan, this should be referenced in any resolution of Council.

Conclusion

The Draft Bungendore Development Contributions Plan for Car Parking Facilities will assist Council in raising funding for the Bungendore Town Centre Car Park in a reasonable, equitable and justifiable manner and it is recommended it be adopted.

Attachments

- | | |
|---|---|
| Attachment 1
 | Bungendore Development Contributions Plan (Section 7.11) for Car Parking Facilities - For Adoption (<i>Under Separate Cover</i>) |
| Attachment 2
 | Summary and Consideration of Submissions - Bungendore Development Contributions Plan for Car Parking Facilities (<i>Under Separate Cover</i>) |
| Attachment 3
 | Submissions - Bungendore Development Contributions Plan for Car Parking Facilities (<i>Under Separate Cover</i>) |

8.5 Monaro Street Upgrade - Concept Design (Ref: ; Author: Hansen/Long)

File Reference: 100894

Summary

The concept design for the Monaro Street Upgrade has been prepared and the drawings are included as attachments to this report.

The concept designs have been prepared in consideration of the scenario agreed by councillors and feedback from an initial round of stakeholder consultation. A further workshop was held on 7 July.

Placing the concept design on public exhibition is now submitted for consideration.

Recommendation

That Council:

- 1. Place the Monaro Street Upgrade concept design on public exhibition for a period of 28 days, with further stakeholder engagement as outlined in the report.**
 - 2. Consider submissions at a future workshop and meeting of Council, to guide approvals and the brief for a design and construct tender.**
-

Background

Council received \$10 million grant funding from the NSW Government and has committed an additional \$5.5 million for the Queanbeyan CBD Activation and Transformation project, known as the Monaro Street Upgrade, comprising upgrades to the road and two adjacent pedestrian laneways. At its meeting of 24 February 2021, Council received a report on the progress of the project which identified that Scenario 4 of the option designs for the road upgrade would be used as the basis for the concept design. The laneways elements of the project will be subject to separate concepts, reports and engagement.

A workshop was held with stakeholders in March to progress the concept design and the project team has worked with the design consultants to prepare the draft concept design.

The concept designs for Monaro Street (stages 1 and 2) are included as attachments to this report.

Implications

Asset

Both Council and Transport for NSW assets will be replaced or upgraded as part of this project. These will be identified in the detailed design process. The Monaro Street upgrade will be designed and undertaken across 2 stages (1: Lowe-Crawford; 2: Crawford-queens bridge), with stage 1 the subject of construction.

Social / Cultural

This project aims to enhance the amenity of the Queanbeyan CBD for pedestrians, residents, visitors and businesses as identified in the CBD Transformation Strategy and Queanbeyan CBD Place Plan Report.

8.5 Monaro Street Upgrade - Concept Design (Ref: ; Author: Hansen/Long) (Continued)

Engagement

The draft concept designs have been prepared after several consultation sessions with impacted stakeholders and councillors including:

Session	Date	Description
Initial information	11 November 2020	Introduction of project
Stakeholder workshop	25 November 2020	Road functionality
Access Committee	3 February 2021	Information session
Councillor workshop	3 February 2021	Update on 4 draft scenarios
Pop-up display/information	11-12 February 2021	Opportunity for stakeholders/public to view and comment on scenarios
Council report	24 February 2021	Update and endorsement to progress scenario 4
Stakeholder workshop	23 March 2021	Landscape features
Access Committee	28 April 2021	Information session
Councillor workshop	30 June 2021	Median tree relocation
Councillor workshop	7 July 2021	Concept design visualisation

It is proposed that the public exhibition will comprise a combination of social media notifications, placement on Council's YourVoice portal and, subject to COVID-19 restrictions, an information stall in Riverside Plaza.

Financial

The Monaro Street Upgrade is funded by a \$10 million grant from the NSW Government's Drought Stimulus Package and an additional \$5.5 million will be loan funded. A further \$500k has been secured under the NSW High Street grants program for the laneway elements.

Resources (including staff)

The existing internal project team will co-ordinate and manage the public exhibition process within the project budget.



Integrated Plan

This project aims to meet Key Goal 2.1.1 of the Community Strategic Plan to 'continue the ongoing revitalisation of the Queanbeyan CBD'

Conclusion

The draft concept designs for the Monaro Street Upgrade have been prepared following consultation with targeted stakeholders. It is recommended that the concept designs be placed on public exhibition to provide an opportunity for all interested parties to provide feedback.

Attachments

- Attachment 1  Monaro Street Upgrade - Concept Design - Civil drawings (*Under Separate Cover*)
- Attachment 2  Monaro Street Upgrade - Concept Design - Landscape drawings (*Under Separate Cover*)

File Reference: 52.5

Summary

Revised QPRC policies are presented to Council for consideration. These are the Equal Employment Opportunity Policy (EEO Policy), the Statement of Business Ethics and the Councillor Induction and Professional Development Policy. Once adopted, they will be placed on Council's website.

Recommendation

That Council formally adopt the following policies:

1. **Equal Employment Opportunity Policy**
 2. **Statement of Business Ethics**
 3. **Councillor Induction and Professional Development Policy**
-

Background

1. EEO Policy

Section 344 of the *Local Government Act 1993* (the Act) requires councils to:

- (a) eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils, and
- (b) promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils."

Under s.345 of the Act, councils must adopt an EEO Policy and Plan. Both former Councils had an EEO Policy and Plan which have now been reviewed and harmonised. Council also developed a new EEO & Diversity Directive and an EEO & Diversity Plan in August 2020. Both are internal documents.

The revised EEO Policy is at **Attachment 1**. As this Policy is legislated under the Act, it is not considered necessary to place it on public exhibition prior to adoption.

2. Statement of Business Ethics

The Statement of Business Ethics (the Statement) provides guidance for all sectors of the community when conducting business with Council and explains the mutual obligations and role of all parties. The Statement has close ties with the QPRC Code of Conduct.

The first QPRC Statement was adopted on 26 April 2017. A review has been undertaken which resulted in some sections of the Statement being deleted as they are now incorporated in the Code of Conduct e.g. gifts and benefits and conflicts of interest.

The revised Statement of Business Ethics is at **Attachment 2**. Although Council is not required to publicly exhibit the Statement prior to adoption, Council may wish to do so.

8.6 QPRC Policies (Ref: ; Author: Knight/Ferguson) (Continued)

3. Councillor Induction and Professional Development Policy

The *Local Government Amendment (Governance and Planning) Act 2016* includes a responsibility for councillors to “make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.”

Council adopted its policy on 27 February 2019 based on the Model policy released by the OLG. It has now been reviewed and includes new content from OLG in relation to the upcoming local government general election.

The revised Policy is at **Attachment 3**. There is no requirement to publicly exhibit the Policy.

Implications***Legal***

In accordance with the *Local Government Act 1993* and the *Local Government Amendment (Governance and Planning) Act 2016*.



Policy

Council’s policies are undergoing a process of creation, review and/or harmonisation.

Conclusion

Council’s policies, together with those of the former QCC and Palerang Council, are being harmonised and reviewed on an ongoing basis. This report discusses the EEO Policy, the Statement of Business Ethics and the Councillor Induction and Professional Development Policy which are now presented to Council for formal adoption and uploading on Council’s website.

Attachments

- | | |
|--|--|
| Attachment 1 | EEO Policy (<i>Under Separate Cover</i>) |
|  Attachment 2 | Statement of Business Ethics (<i>Under Separate Cover</i>) |
|  Attachment 3 | Councillor Induction and Professional Development Policy (<i>Under Separate Cover</i>) |

8.7 Former Queanbeyan City Council Policies Review (Ref: ; Author:
Knight/Ferguson)

File Reference: 52.5

Summary

The former Queanbeyan City Council had developed a number of policies that are now either superseded by QPRC policies, overtaken by State legislation or are operational matters covered by a directive. Those policies should be formally rescinded and removed from the QPRC website.

Recommendation

That Council formally rescind and remove from its website all policies of the former Queanbeyan City Council as listed in the report that have been superseded, converted to a directive or subsumed by State legislation.

Background

An audit of the former QCC's policies on the QPRC website shows that many have been superseded by new QPRC policies, subsumed by State legislation, or have been more appropriately converted to an operational directive. These are listed below:

Superseded QCC Policies/Converted to Directives

Annual Schools Donation Prize-Giving Policy 2013
Application Assessment Policy 2013
Asset Disposal Policy 2013
Borrowings and Asset Financial Debt Policy 2013
Closed Circuit TV Policy 2015
Community Annual Report Policy 2013
Confidentiality of Tender Policy 2013
Councillor Development and Training Policy 2013
Councillors Web Page Policy 2013
Development Compliance Policy 2013
Drug and Alcohol Policy 2013
DVA Gold Card Holders Policy 2013
Electronic Issue of Rate Notices Policy 2013
Enforcement Policy 2013
Fraud Control Policy 2013
Issuing of iPads to Councillors Policy 2013
Legislative Compliance Policy 2013
Local Orders Policy Temporary Community Signs Roadsides 2015
Local Order Policy Display of Goods on Council Footways Policy 2013
Non-Payment and Refund of Sportsground Fees Policy 2013
Plant and Vehicle Replacement Policy 2013
Public Interest Disclosures Act 1994 Internal Reporting Policy 2013
Refunds and Outlays Section 94 and Section 64 Contributions Policy 2013
Road Maintenance Policy 2013
Skate Park Facility Policy 2013
Street Banners and Street Sales Policy 2010
Vehicle Policy 2013
WHS Policy 2012

8.7 Former Queanbeyan City Council Policies Review (Ref: ; Author: Knight/Ferguson) (Continued)

QCC Policies Overtaken by Legislation

Child Protection Policy 2013
Multicultural Principles Policy Ethnic Affairs Priority Statement 2013
Noxious Weeds Policy 2013
Water Restrictions Policy 2013
Sale of Land for unpaid rates and Charges Policy 2013

Other policies are still valid and will be reviewed in due course.

Implications***Policy***

Council's policies should be current and relevant to ensure good governance.

Conclusion

The policies of the former QCC are undergoing a review and harmonisation process. This report recommends that those policies that have been superseded or harmonised by new QPRC policies, overtaken by legislation, or should be converted to directives, should be rescinded and removed from the QPRC website.

Attachments

Nil

9.1 World Environment Day Activities 2021 (Ref: ; Author: Thompson/Abbott)

File Reference: 25.1.1

Report

Council's World Environment Day festivities were held throughout the local government area from the 2-6 June 2021, with the major focus event being a free community screening of the award-winning climate change documentary '2040' on 5 June - 'World Environment Day'.

Over 100 community members attended the screening at The Q Performing Arts Centre. Attendees also received free popcorn and gift bags containing environmental/sustainability information and products such as bees wax wraps and reusable metal drink bottles. A Q&A was also held at the end of the screening with a variety prizes given away including donated 'Corin Forest- Snow Play Passes'.

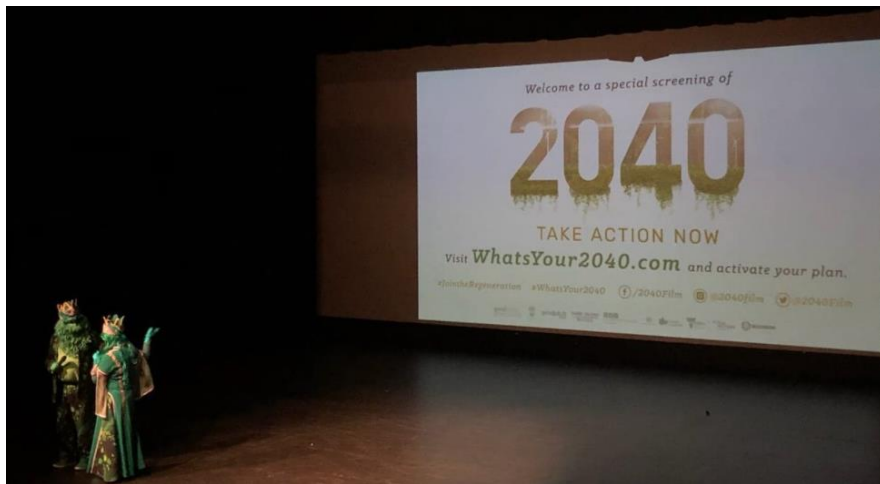
Council's new education trailer was presented for the first time on display to the public at the screening. The new trailer includes dual monitors, interactive audio, and solar panels with a power bank.

Other events held as part of Council's World Environment Day festivities included:

- *1 June* - QPRC Sustainable Fashion Workshop (online). Simple, yet powerful way to understand sustainability and transform your wardrobe.
Attendance: 40
- *2 June* - FrogID Bushfire Roadshow hosted by the Australian Museum and QPRC (Braidwood Serviceman Club). Attendees found out how frogs are informing drought and bushfire recovery in our region.
Attendance: 23
- *4 June* - Mysterious Platypus - QPRC's favourite monotreme, Queanbeyan River (online). An online workshop conducted by Geoff Williams from the Australian Platypus Conservancy for those interested in finding out more about the fascinating platypus.
Attendance:40
- *4 June* - Braidwood Horticulture Heritage Walk (Ryrie Park Braidwood) - A local expert on Braidwood's flora and fauna, Mary Appleby, led a walk to discover the many fine trees that contribute to the town's heritage status.
Attendance: 20
- *4 June* - Eaton George Theatre Group at Captains Flat School for "Living with Lead in the Environment" show.
- *6 June* - Queanbeyan River Clean-up: Clean up along the banks of the Queanbeyan River.
Attendance: 20

Community feedback from the events was extremely positive with members of the public highlighting how great it was to see Council out and about in the region showcasing the environment and sustainability. For example, one such response received by Council; *"I would like to congratulate Council on the screening of the film 2040 on 5 June. A wonderful initiative and would like to offer continued support for such events"*.

9.1 World Environment Day Activities 2021 (Ref: ; Author: Thompson/Abbott)
(Continued)



Recommendation

That the report be received for information.

Attachments

Nil

9.2 Submission on draft Model Social Media Policy, Councillor and Staff Interaction Policy, and Media Policy (Ref: ; Author: Richards/Goiser)

File Reference: 52.5.4

Summary

The Office of Local Government (OLG) has issued consultation drafts of a Model Social Media Policy and a Model Councillor and Staff Interaction Policy. The drafts reflect what OLG considers best practice in the sector.

OLG is seeking the views of councils and other stakeholders on the consultation drafts prior to finalising the model policies.

Submissions are invited up until 23 July 2021. Detailed information is available at: <http://www.olg.nsw.gov.au/councils/governance/best-practice-governance-policies/>

OLG is also developing a Model Media Policy and is seeking input from councils on their existing media policies.

The model policies will not be mandatory, and councils will be free to choose whether to use them or to adapt them for their own purposes. If adopted, the policies will operate to supplement the provisions of councils' adopted Codes of Conduct, and would be considered by the newly elected Council.

Submission comments

QPRC staff have reviewed the drafts and propose the following matters in a submission. Councillors may make their own submissions on the drafts or can provide some comments through the CEO to be included in Council's submission.

1. Model Social Media Policy

The draft policy states: "*The Model Social Media Policy provides councils, county councils and joint organisations with a robust framework for the administration and management of their social media platforms. It also sets standards of conduct for all council officials who use social media in their official capacity. It has been developed to be fit-for-purpose in a digital age where innovation and emerging trends are the norm.*

The Model Social Media Policy recognises that councils use social media differently depending on factors such as a council's size and resources, the demographics of a local government area, and council's willingness to engage with their community in this way. For these reasons, the Model Social Media Policy ensures a degree of flexibility by including optional and adjustable provisions which enables each council to tailor the policy to suit its own unique circumstances."

The draft model is at **Attachment 1**. QPRC staff comments for a submission:

- General comment – throughout the draft the reference to General Manager should also reference CEO (eg General Manager/CEO)
- General comment – throughout the draft the General Manager/CEO reference should also include "or their delegate".
- Section 2.1 – Platforms (page 7) – this section should not be prescriptive in limiting councils to a specific list of platforms. It should allow councils to use alternative, new and emerging platforms that best meet the need of relevant target audiences, if the council deems it appropriate.
- Section 2.12 – Authorised Users (page 8) – include reference to appointed social media/marketing agencies and contractors also being authorised users.

9.2 Submission on draft Model Social Media Policy, Councillor and Staff Interaction Policy, and Media Policy (Ref: ; Author: Richards/Goiser) (Continued)

- Section 2.19 – Administrative Tone (page 9) – recommend removal of this section, allowing councils to develop and use their own preferred tone or ‘voice’ on social media. The tone or ‘voice’ will likely be different for different platforms. The reference to not using abbreviations is counterproductive and inappropriate for a council using a platform such as Tik Tok and appealing to a younger audience, for example.
- Section 3.2 – Administrative framework for councillors’ social media platforms (page 10) – The requirement to comply with record keeping legislation may present a significant obstacle to any councillor wishing to engage in social media. Councillors may need significant support and/or access to appropriate tools to comply with the requirements. QPRC does not have the resources to provide this support.
- Section 3.13 – requires councillors to consult with the General Manager before uploading publicly available Council information onto their social media platforms. Given the information is already in the public domain and assuming the information is accurately uploaded with context, this section should be removed. This will create additional workload for the GM, or their delegate, to approve publication of material that is already public.
- Section 4.4b – Written permission from a parent or guardian before using content where a minor can be identified (page 12) – add exception for when images of minors are sourced from a subscription-based, or free, stock image library.
- Section 5.1 – Moderation of social media platforms (page 13) – include reference to the ability to hide a comment (ie in Facebook) for minor issues such as mild bad language. Hidden comments in Facebook can be seen by the commenter’s friends, but not the general public. A record of blocked/banned users and deleted comments, and the reason why these actions have been taken’ should be maintained in a register along with screenshots of offending posts. Hidden comments, due to their less serious nature, would not need to be recorded in the register.
- Section 5.6 – Removal of content (page 14) – replace the word ‘must’ with ‘should attempt to’. This section could also include reference to taking this action only if it does not put the moderator at risk of abuse, vilification etc.
- Section 5.10 – Blocking or banning (page 14) – approval to block or ban a user should reside with a delegate of the General Manager/CEO. General Managers/CEOs should be advised of the action taken, rather than be responsible for approval.
- Section 8.5 – Use of social media during work hours (page 17) – this section could be removed. This would also be managed via Council’s Acceptable Internet usage Directive. It doesn’t acknowledge that some platforms require to be logged in, in a personal capacity to then be able to access a council page to administer it. It doesn’t recognise that platforms such as Facebook Messenger and WhatsApp are valuable and useful ways for staff to connect, but these require private use. It also does not acknowledge that until recently, organisational pages could not join community group pages in Facebook and that although this restriction has been lifted, many community groups do not wish to have organisations such as councils be members. This means social media administrators need to use their personal accounts to be able to monitor, and sometimes respond, in community or private groups. This sections also does not recognise that using a platform such as LinkedIn is all about personal use. This section is flawed and should be removed, leaving it to councils to manage their own appropriate use of digital technology standards through their own policies and staff directives.

9.2 Submission on draft Model Social Media Policy, Councillor and Staff Interaction Policy, and Media Policy (Ref: ; Author: Richards/Goiser) (Continued)

2. Model Councillor and Staff Interaction Policy

The draft policy has two main goals: to establish a framework by which councillors can access the information they need to perform their civic functions; and to promote positive and respectful interactions between councillors and staff.

The draft model Policy does not differ too much from the adopted QPRC Councillor and Staff Interaction Policy.

The draft model is at **Attachment 2**. QPRC staff comments for a submission:

- Support the draft model Policy, especially the sections relating to the councillor request system and ensuring appropriate contact between councillors and staff.
- The organisation structure adopted by Council (ie level 1-3 Executive and Service Managers) should generally reflect the levels of staff councillors may directly interact with.
- Councillors should only make contact with those staff identified in the Policy, with queries primarily directed to the Councillor Support Officer to ensure a consistent approach to responses is achieved. The responses are then distributed to all councillors and published monthly in a report to Council.
- Councillors, in their role as Committee chairs, should continue to follow the processes aligned with the councillor request system and not make direct approaches to staff members who provide advice to committees.

3. Model Media Policy

OLG is in the early stages of developing a Model Media Policy and is seeking copies of existing council policies or links to council media policies. It is also seeking suggestions on what issues and behaviours should be addressed in the Model Media Policy.

Information gathered by OLG on councils' media policies will be used to develop a draft Model Media Policy. OLG will consult further with the sector on a draft when it is developed.

QPRC staff will provide OLG with the following link to the existing QPRC Media Policy - adopted 24 January 2018: https://www.qprc.nsw.gov.au/files/assets/public/resources-amp-documents/policies/policies-qprc/qprc_media_policy.pdf

Conclusion

The OLG has released its draft Model Social Media Policy and draft Model Councillor and Staff Interaction Policy. Submissions are open to councils and councillors and are due by 23 July 2021.

Recommendation

That the report be received for information.

Attachments

Attachment 1 Draft Model Social Media Policy (*Under Separate Cover*)



Attachment 2 Draft Model Councillor and Staff Interaction Policy (*Under Separate Cover*)



9.3 Local Government Elections - Caretaker Provisions (Ref: ; Author:
Knight/Ferguson)

File Reference: 52.5

Report

A Local Government Elections – Caretaker Provisions Directive has been drafted, based on advice from the Office of Local Government (OLG) via Circular 21-12 of 11 June 2021 (**Attachment 1**) further to an online presentation about caretaker provisions for the upcoming local government general election. A copy of the Directive is available for Councillors.

The OLG clarifies that an “electoral matter” is defined as any matter that is intended or likely to affect voting in an election. For example, the name, photograph and likeness of a candidate fall within the definition of electoral matter.

Council officials (which includes councillors) must not use Council resources, property and facilities for the purposes of assisting their election campaign or the election campaign of others unless the use is lawfully authorised and proper payment is made where appropriate.

Key dates for the 2021 Local Government General Election are:

- The Residential Roll and the Non-Residential and Ratepaying Lessees Roll close 40 days prior to election day, being 6pm on Monday, 26 July 2021.
- Candidate nominations open Monday, 26 July and close at noon on Wednesday, 4 August 2021.
- Applications for postal voting open on Tuesday, 27 July and close at 5pm on Monday, 30 August 2021.
- Pre-poll voting opens on Monday, 23 August and closes on Friday, 3 September 2021.
- The election period commences Monday, 26 July 2021.
- The caretaker period commences on Friday, 6 August 2021.
- Election day is Saturday, 4 September 2021. The counting of votes will begin at 6pm on the day of the election and the poll will be declared sometime during the weeks following the election.

Recommendation

That the report be received for information.

Attachments

Attachment 1 OLG Circular 21-12 of 11 June 2021 (*Under Separate Cover*)



**10.1 Audit, Risk and Improvement Committee - Minutes 18 March 2021 (Ref: ;
Author: Tozer/Cakalic)**

File Reference: ECM 45.3.1

Summary

This report provides the minutes of the Audit, Risk and Improvement Committee (ARIC) meeting of 18 March 2021, as confirmed by the ARIC at its meeting of 16 June 2021.

The objective of the ARIC, as stated in its charter, is to provide independent assurance and assistance to Council in relation to governance, risk management, compliance, and control practices.

The following provides a summary of the reports received by the ARIC:

- Senior management presentation from the Portfolio General Manager Community Connections
- Verbal update on external audit activities by the Audit Office of NSW
- Internal Audit Activity report by O'Connor Marsden
- Final internal audit report on Cash Handling and Receipting
- Status of outstanding audit recommendations
- CFO Financial Report
- Report by the Financial Statements Sub-Committee
- Review of the Internal Audit Charter
- Complaint Management
- Risk Management
- External reports of interest
- Legal Report (closed session)

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

Recommendation

That Council note the minutes of the Audit Risk and Improvement Committee held on 18 March 2021.

Attachments

Attachment 1 ARIC Minutes 18 March 2021 (*Under Separate Cover*)



10.2 Minutes of QPRC Heritage Advisory Committee held 17 June 2021 (Ref: ;
Author: Thompson/Carswell)

File Reference: 26.5.1-08


Summary

The Minutes of the QPRC Heritage Advisory Committee meeting of 17 June 2021 are presented to Council.

Recommendation

That Council note the Minutes of the QPRC Heritage Advisory Committee held on 17 June 2021.

Attachments

Attachment 1  Minutes of the QPRC Heritage Advisory Committee Meeting held 17 June 2021 (*Under Separate Cover*)

10.3 Minutes of the Environment and Sustainability Advisory Committee Meeting held 9 June 2021 (Ref: ; Author: Thompson/Abbott)

File Reference: 24.2.1-03

Summary

The minutes of the Environment and Sustainability Advisory Committee meeting held on 9 June 2021 are presented to Council for consideration.

Recommendation

That Council note the minutes of Environment and Sustainability Advisory Committee meeting held on 9 June 2021.

Attachments

Attachment 1  Minutes of the Environment and Sustainability Advisory Committee Meeting Held 9 June 2021 (*Under Separate Cover*)

12 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

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

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