



MINUTES OF THE EXTRAORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held via Zoom and at the Queanbeyan Council Chambers, 253 Crawford Street, Queanbeyan on Wednesday, 12 January 2022 commencing at 5.30pm.

ATTENDANCE

Councillors: Cr Biscotti
Cr Burton
Cr Grundy
Cr Livermore
Cr Preston
Cr Taskovski
Cr Ternouth
Cr Webster
Cr Willis
Cr Wilson
Cr Winchester

Staff: P Tegart, CEO
M Thompson, Portfolio General Manager Natural and Built Character
J Richards, Portfolio General Manager Community Choice
P Hansen, Portfolio General Manager Community Connections – via Zoom
R Tozer, A/Portfolio General Manager Organisational Capability

Also Present: W Blakey, Clerk of the Meeting
L Ison, Minute Secretary

The CEO opened the meeting.

1. OPENING

The meeting commenced at 5.30pm.

2. ACKNOWLEDGEMENT OF COUNTRY

The CEO acknowledged the traditional custodians of the land upon which the meeting was held:

“I begin today by acknowledging the Traditional Custodians on the land on which we meet today, and pay my respects to their Elders past, present and emerging and I also extend that respect to Aboriginal and Torres Strait Islander people here today.

We acknowledge the stories, traditions and living cultures of Aboriginal and Torres Strait Islander peoples on this land and commit to building a brighter future together.”

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

There were no apologies.

4. DISCLOSURES OF INTERESTS

001/22

RESOLVED (Biscotti/Winchester)

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

The resolution was carried unanimously.

There were no disclosures.

5. ADJOURNMENT FOR PUBLIC FORUM

No Public Forum was held.

6. REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

6.1 Oath or Affirmation of Office for Councillors

In accordance with Section 233A of the *Local Government Act 1993*, each Councillor was invited to take either the oath of office or affirmation of office, before the CEO, as outlined below:

Oath of Office:

I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

or

Affirmation of Office:

I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

MINUTES - EXTRAORDINARY MEETING OF COUNCIL 12 JANUARY 2022

The following oaths were declared before the CEO on 12 January 2022:

I, Mareeta Grundy, swear that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Michele Biscotti, swear that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

The following affirmations were declared before the CEO:

On 5 January 2022:

I, Kenrick Winchester, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

On 7 January 2022:

I, Bryce Wilson, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

On 10 January 2022:

I, Steve Taskovski, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

On 12 January 2022:

I, Louise Burton, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Esma Livermore, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, John Preston, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Jacqueline Ternouth, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Edwina Webster, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

I, Katrina Willis, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Queanbeyan-Palerang Region and the Queanbeyan-Palerang Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

6.2 Election of Mayor

002/22

RESOLVED (Winchester/Taskovski)

That:

1. Council elect the Mayor for the 2022-2023 Term.
2. The method of ballot for the position of Mayor be by show of hands pursuant to Schedule 7, Part 1(3) of the Local Government (General) Regulation 2005.

For: Crs Livermore, Preston, Taskovski, Webster, Willis, Wilson and Winchester

Against: Crs Biscotti, Burton, Grundy and Ternouth

The CEO, as Returning Officer, called for nominations for the position of Mayor for 2022-2023 term. There were two written nominations received, those of Cr Mareeta Grundy and Cr Kenrick Winchester, both had accepted the nomination. The vote by a show of hands resulted in four votes for Cr Grundy and seven votes for Cr Winchester.

The Returning Officer declared Cr Winchester duly elected as Mayor.

6.3 Election of Deputy Mayor

003/22

RESOLVED (Willis/Winchester)

That:

1. Council elect a Deputy Mayor to serve between January and September 2022.
2. At the expiration of the term, Council elect a Deputy Mayor to serve between September 2022 and September 2023.
3. Council elect a Deputy Mayor in September 2023 to serve until completion of the term in September 2024.
4. The method of ballot for the position of Deputy Mayor be by show of hands, pursuant to Schedule 7, Part 1(3) of the Local Government (General) Regulation 2005.

The resolution was carried unanimously.

The CEO, as Returning Officer, called for nominations for the position of Deputy Mayor between January and September 2022. There were two written nominations received, those of Cr Mareeta Grundy and Cr Esma Livermore, both had accepted the nomination. The vote by a show of hands resulted in four votes for Cr Grundy and seven votes for Cr Livermore.

The Returning Officer declared Cr Livermore duly elected as Deputy Mayor.

ADJOURNMENT: The meeting adjourned at 5.46pm and resumed at 5.53pm.

The Mayor assumed the Chair.

6.4 Delegations to the Mayor and Deputy Mayor

004/22

RESOLVED (Biscotti/Wilson)

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

The resolution was carried unanimously.

6.5 Delegations to the Chief Executive Officer and Others

005/22

RESOLVED (Biscotti/Grundy)

That:

1. Council note the report.
2. Council delegate to the person holding the position, acting in, or performing the duties of CEO, the powers, duties and functions set out in the attached (Attachment 1) Instrument of Delegation to the CEO subject to the conditions and limitations specified in that Instrument.
3. The Instrument of Delegation to the CEO comes into force immediately the Common Seal of Council is affixed.
4. On the coming into force of the instrument all previous delegations to the CEO are revoked.
5. The duties and functions set out in the above-mentioned instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
6. Council note that the instrument under the *Local Government Act* includes a power of delegation to other persons or bodies in accordance with section 378(2) of the Act.

The resolution was carried unanimously.

6.6 Council Meeting Schedule

MOVED (Biscotti/Ternouth)

That Council:

1. Adopt the following meeting schedule:
 - a. Planning and Strategy Committee meetings be held on the second Wednesday of each month except December and January, in the Council Chambers, Queanbeyan, commencing at 5.30pm.
 - b. Ordinary Council meetings be held on the fourth Wednesday of each month except December, in the Council Chambers, Queanbeyan (subject to COVID-19 restrictions and the *Local Government Act 1993*), commencing at 5.30pm.
 - c. An Ordinary Council meeting be held on the third Wednesday of December at 5.30pm in the Council Chambers, Queanbeyan (subject to COVID-19 restrictions and the *Local Government Act 1993*), the agenda for which may include any planning matters that require Council's consideration.
 - d. The agenda for the Ordinary meeting to be held in January each year include any planning matters that require Council's consideration.
2. Conduct briefings at 4.00pm on Tuesdays prior to meetings of Council or Committee.
3. Conduct workshops at 5.30pm on alternate Wednesdays to meetings of Council or Committee.

AMENDMENT (Willis/Preston)

That Council:

1. Adopt the following meeting schedule:
 - a. Ordinary Council meetings be held on the second and fourth Wednesday of each month, except December and January, in the Council Chambers, Queanbeyan (subject to COVID-19 restrictions and the *Local Government Act 1993*), commencing at 5.30pm.
 - b. An Ordinary Council meeting be held on the third Wednesday of December and January commencing at 5.30pm in the Council Chambers, Queanbeyan (subject to COVID-19 restrictions and the *Local Government Act 1993*).
2. Conduct briefings at 4.00pm on Tuesdays prior to meetings of Council.
3. Conduct workshops at 5.30pm on alternate Wednesdays to meetings of Council.

The AMENDMENT (of Crs Willis and Preston) was PUT and CARRIED, and became the motion.

For: Crs Livermore, Preston, Taskovski, Webster, Willis and Wilson

Against: Crs Biscotti, Burton, Grundy, Ternouth and Winchester

The motion (of Crs Willis and Preston) was PUT and CARRIED.

006/22

RESOLVED (Willis/Preston)

That Council:

1. Adopt the following meeting schedule:
 - a. Ordinary Council meetings be held on the second and fourth Wednesday of each month, except December and January, in the Council Chambers, Queanbeyan (subject to COVID-19 restrictions and the *Local Government Act 1993*), commencing at 5.30pm.
 - b. An Ordinary Council meeting be held on the third Wednesday of December and January commencing at 5.30pm in the Council Chambers, Queanbeyan (subject to COVID-19 restrictions and the *Local Government Act 1993*).
2. Conduct briefings at 4.00pm on Tuesdays prior to meetings of Council.
3. Conduct workshops at 5.30pm on alternate Wednesdays to meetings of Council.

The resolution was carried unanimously.

6.7 Code of Meeting Practice

007/22

RESOLVED (Biscotti/Livermore)

That Council:

1. Initially apply the draft Code of Meeting Practice, based on the OLG Model Code, as presented
2. Continue the practice enabling attendance at meetings, workshops and briefings through audio-visual link
3. Place the draft Code of Meeting Practice on public exhibition for 28 days and invite written public submissions until 18 March 2022.
4. Consider the public submissions prior to formal adoption of the QPRC Code of Meeting Practice 2022.

The resolution was carried unanimously.

- 008/22 **6.8 Code of Conduct**
RESOLVED (Preston/Taskovski)
That Council:
 1. Adopt the QPRC Code of Conduct.
 2. Note related elements within the draft Social Media Policy.
 3. Reconsider the Code by report once current industry reforms and consultation has concluded.

The resolution was carried unanimously.

- 009/22 **6.9 Councillor Induction and Professional Development Policy**
RESOLVED (Biscotti/Webster)
That Council:
 1. Endorse the Councillor Induction and Professional Development Policy.
 2. Note the onboarding, induction and development programs to be undertaken for the newly elected QPRC Councillors.

The resolution was carried unanimously.

- 010/22 **6.10 Model Policy - Councillor and Staff Interaction**
RESOLVED (Biscotti/Ternouth)
That Council:
 1. Note the QPRC Policy on Councillor and Staff Interaction.
 2. Exhibit the draft Policy for 28 days for community feedback and subsequent consideration of submissions and refinement of the Policy.

The resolution was carried unanimously.

- 011/22 **6.11 Councillor Expenses and Facilities Policy**
RESOLVED (Livermore/Biscotti)
That Council adopt the Councillor Expenses and Facilities Policy.

The resolution was carried unanimously.

- 012/22 **6.12 Councillor Superannuation**
RESOLVED (Biscotti/Preston)
That Council, in accordance with section 254B of the *Local Government Act*, apply superannuation payments to the Mayor and Councillor allowance from 1 July 2022.

For: Crs Biscotti, Burton, Livermore, Preston, Taskovski, Ternouth, Webster, Willis, Wilson and Winchester
Against: Cr Grundy

6.13 Utilisation of Countbacks to fill Casual Vacancies

013/22

RESOLVED (Wilson/Ternouth)

That pursuant to section 291A(1)(b) of the *Local Government Act 1993*, Council declares that casual vacancies occurring in the office of a councillor within 18 months after the last ordinary election of councillors for the Council on 4 December 2021 are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act and directs the CEO to notify the NSW Electoral Commissioner of Council's decision within 7 days of the decision.

The resolution was carried unanimously.

6.14 Committee Framework, Delegates and Representatives

014/22

RESOLVED (Willis/Webster)

That Council:

1. Note the Committees framework and functions.
2. Proceed to appoint Councillors to the following committees:
 - a. Organisational (numbers 2, 6, 9 and 11)
 - b. Statutory (numbers 13 – 19); and
 - c. Regional (numbers 42- 54)
3. Postpone appointment of Councillors to remaining Organisational committees, Locality committees (numbers 20-25) and Advisory committees (numbers 26–41) pending a review to determine which committees are meeting their objectives, any gaps and any changes needed including in committee arrangements, support and resourcing.
4. Conduct up to two workshops for Councillors, the first on Saturday, 29 January, with staff who manage the committees in attendance.
5. Seek public feedback on Council's committees and suggestions for improvement, including from current members of committees or members who served on committees of the preceding Council.
6. Proceed to appoint Councillors to committees found to be working well.
7. Make any changes to other committees before appointing Councillors.
8. Finalise the review and appointment process by early March.
9. Request the committees to refresh their Terms of Reference.

The resolution was carried unanimously.

015/22

RESOLVED (Willis/Burton)

That Council endorse the nominees as listed below:

Committee	Delegate/s
Audit, Risk, and Improvement Committee	Cr Biscotti Cr Wilson (alternate)
Dangerous Dog Panel	Cr Wilson Cr Biscotti (alternate)
Queanbeyan-Palerang Library Service (NSW Public Library Zone)	Cr Ternouth Cr Willis (alternate)
Sports Council	Chairs: Crs Biscotti & Wilson and Crs Webster & Taskovski
Dargues Reef Community Consultative Committee	Cr Preston Cr Willis (alternate)
Lake George District Liaison Committee	Cr Webster
Integrated Water Cycle Management Project Reference Group	Cr Wilson
Lake George Bush Fire Management Committee	Cr Webster
Local Traffic Committee	Cr Livermore Cr Winchester (alternate)
Old Cooma Road Holcim Quarry Consultative Committee	Cr Willis
Canberra Airport Community Aviation Consultation Group	Cr Ternouth
Canberra Region Joint Organisation	Mayor and CEO
Community Safety Precinct Committee – Monaro Local Area Command	Cr Burton Cr Livermore Cr Grundy (alternate)
South East Australia Transport Strategy (SEATS)	Cr Willis Cr Preston (alternate)
Southern Joint Regional Planning Panel	Cr Preston Cr Wilson (alternate)
Woodlawn Eco-Precinct Community Liaison Committee (Veolia)	Cr Preston
Regional Cities NSW	Mayor and CEO

The resolution was carried unanimously.

6.15 LGNSW Special Conference Delegates

016/22

RESOLVED (Biscotti/Wilson)

That Council:

1. Nominate three Councillors, in addition to the Mayor, to register for and attend the LGNSW Special Conference.
2. Consider whether it wishes to submit any further motions.

The resolution was carried unanimously.

017/22

RESOLVED (Preston/Taskovski)

That Council nominate the following Councillors to attend the LGNSW Special Conference:

- Cr Wilson
- Cr Taskovski
- Cr Grundy
- Cr Burton (non-voting)
- Cr Livermore (non-voting)

The resolution was carried unanimously.

6.16 Australia Day Arrangements

018/22

RESOLVED (Biscotti/Preston)

That the Mayor attend the formal Australia Day celebrations in Queanbeyan and arrange other Councillors to attend the events in Captains Flat, Bungendore and Braidwood if he is unable to attend.

The resolution was carried unanimously.

7. REPORTS TO COUNCIL - ITEMS FOR INFORMATION

7.1 Electoral Funding Obligations of Newly Elected Councillors and Mayors

019/22

RESOLVED (Biscotti/Ternouth)

That the report be received for information.

The resolution was carried unanimously.

7.2 Role of Mayor, Councillors and CEO

020/22

RESOLVED (Biscotti/Willis)

That the report be received for information.

The resolution was carried unanimously.

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

There were no matters for Closed Session.

9. CONCLUSION OF THE MEETING

The time being 6.54pm, the Mayor announced that the Agenda for the meeting had now been completed.

**CR KENRICK WINCHESTER
MAYOR
CHAIRPERSON**