



Ordinary Meeting of Council

AGENDA

12 April 2023

Commencing at 5.30pm

**Council Chambers
253 Crawford St, Queanbeyan**

Despite the easing of COVID restrictions, it should be noted that there is a limited number of public gallery seats available in the Chambers. Presentations can be made in writing or via Zoom. A live stream of the meeting can be viewed at:

<http://webcast.qprc.nsw.gov.au/>

Statement of Ethical Obligations

The Mayor and Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the start of the council term to undertake their civic duties in the best interests of the people of Queanbeyan-Palerang Regional Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act, to the best of their skill and judgement.

The Mayor and Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.

On-site Inspections - Nil

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

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

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1 OPENING

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Meeting of Council held on 22 March 2023

5 DISCLOSURES OF INTERESTS

6 ADJOURNMENT FOR PUBLIC FORUM

7 MAYORAL MINUTE

8 NOTICES OF MOTIONS OF RESCISSION

9 REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.1	Planning Proposal - Housekeeping Amendments to the Queanbeyan-Palerang Regional Local Environmental Plan 2022	2
9.2	Post Exhibition Report - Draft QPRC Public Electric Vehicle Infrastructure Policy	7
9.3	Community Plans	10
9.4	Local and Family History Collection proposal to relocate to Council Chambers Building	13
9.5	Dissolution of Braidwood Gynasium and Bungendore Multi-Purpose School S355 Committees.....	17
9.6	s355 Committee Delegations	19
9.7	Post-Exhibition Report - Library Local and Family History Collections Policy	21
9.8	Post-Exhibition Report - Corporate Sponsorship Policy	22
9.9	Post-Exhibition Report - Footpath Management Policy	23
9.10	Internal Audit Charter - Annual Review.....	25

10 REPORTS TO COUNCIL - ITEMS FOR INFORMATION

10.1	Proposed Planning Proposal - Abbeyfield Seniors Housing Project.....	27
10.2	Update on Bungendore East Planning Proposal - 4610 Kings Highway, Bungendore	28
10.3	Pine Forest Harvesting in the Little Bombay Area	30
10.4	Councillor Workshops	31

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

BUSINESS PAPER AGENDA – 12 April 2023 Page ii

11 REPORTS OF COMMITTEES

- 11.1 Disability Access Committee - March 2023.....32
11.2 Queanbeyan Showground Advisory Committee Meeting Minutes33
11.3 Audit, Risk and Improvement Committee Minutes - 15 March 202334

12 NOTICES OF MOTIONS

- 12.1 Electronic Gaming Machines Reform36
12.2 Disaster Recovery Funding Arrangement.....37
12.3 Revolving Energy Fund39

13 REPORTS TO COUNCIL - DELEGATES REPORTS

14 QUESTIONS WITH NOTICE

15 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION 40

Confidential - Not for Publication

16 REPORTS FOR CLOSED SESSION

- 16.1 RFT 2022-48 Braidwood Concrete Path Construction and Ancillary Works
Item 16.1 is confidential in accordance with s10(A) (di) of the Local Government Act 1993 because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.
- 16.2 Compulsory Acquisition of Land for Road Widening of Nerriga Road
Item 16.2 is confidential in accordance with Section 10A (e) of the Local Government Act 1993 because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.
- 16.3 Feasibility Study - Queanbeyan to Bungendore (Q2B) Bulk Water Supply Pipeline Proposal
Item 16.3 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

17 CONCLUSION OF THE MEETING

LIST OF ATTACHMENTS

Open Attachments

- Item 9.1 Planning Proposal - Housekeeping Amendments to the Queanbeyan-Palerang Regional Local Environmental Plan 2022
- Attachment 1 Planning Proposal- Amendment to QPRLEP 2022 - Googong Housekeeping Amendment (Under Separate Cover)*
- Attachment 2 Mapping changes over existing QPRLEP 2022 Maps (Under Separate Cover)*
- Attachment 3 New Proposed Maps (Under Separate Cover)*

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

BUSINESS PAPER AGENDA – 12 April 2023 Page iii

- Item 9.2 Post Exhibition Report - Draft QPRC Public Electric Vehicle Infrastructure Policy
Attachment 1 Summary and Analysis of Submissions Made Following Public Exhibition (Under Separate Cover)
Attachment 2 Summary of Public Exhibition Your Voice Comments and Internal Consultation (Under Separate Cover)
Attachment 3 Draft QPRC Public Electric Vehicle Charging Infrastructure Policy (Under Separate Cover)
Attachment 4 Draft QPRC Public Electric Vehicle Charging Plan 2030 (Under Separate Cover)
- Item 9.4 Local and Family History Collection proposal to relocate to Council Chambers Building
Attachment 1 Size Calculations for Public Libraries (Under Separate Cover)
Attachment 2 Local History Collection - Heritage Library (Under Separate Cover)
- Item 9.6 s355 Committee Delegations
Attachment 1 Final Draft s355 Committee Delegations (Under Separate Cover)
- Item 9.7 Post-Exhibition Report - Library Local and Family History Collections Policy
Attachment 1 Library Local and Family History Collections Policy Post-Exhibition Report (Under Separate Cover)
Attachment 2 Library Local and Family History Collections Policy - amended (Under Separate Cover)
- Item 9.8 Post-Exhibition Report - Corporate Sponsorship Policy
Attachment 1 Corporate Sponsorship Policy (Under Separate Cover)
- Item 9.9 Post-Exhibition Report - Footpath Management Policy
Attachment 1 Footpath Management Policy (Under Separate Cover)
- Item 9.10 Internal Audit Charter - Annual Review
Attachment 1 Internal Audit Charter - March 2023 (Under Separate Cover)
- Item 11.1 Disability Access Committee - March 2023
Attachment 1 Access Committee Minutes 16 March 2023 (Under Separate Cover)
Attachment 2 Changing Places Facility Presentation - Urban Landscapes (Under Separate Cover)
- Item 11.2 Queanbeyan Showground Advisory Committee Meeting Minutes
Attachment 1 QSAC Meeting Minutes held on 19 December 2022 (Under Separate Cover)
Attachment 2 Draft QSAC Meeting Minutes held on 27 February 2023 (Under Separate Cover)
Attachment 3 QSAC - Terms of Reference - 27 February 2023 (Under Separate Cover)
- Item 11.3 Audit, Risk and Improvement Committee Minutes - 15 March 2023
Attachment 1 ARIC Minutes 15 March 2023 (Under Separate Cover)
- Item 12.1 Electronic Gaming Machines Reform
Attachment 1 2022 Project Islington Final Report (Under Separate Cover)
- Item 12.2 Disaster Recovery Funding Arrangement
Attachment 1 NSW DRFA Guidelines (Under Separate Cover)

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

BUSINESS PAPER AGENDA – 12 April 2023 Page iv

Closed Attachments

Item 16.1 RFT 2022-48 Braidwood Concrete Path Construction and Ancillary Works

*Attachment 1 Tender Evaluation Report - Tender 2022-48 (Under
Separate Cover)*

Item 16.3 Feasibility Study - Queanbeyan to Bungendore (Q2B) Bulk Water Supply Pipeline
Proposal

Attachment 1 Feasibility Report (Under Separate Cover)



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held via Zoom and at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 22 March 2023 commencing at 5.30pm.

ATTENDANCE

Councillors: Cr Winchester (Chairperson)

Cr Biscotti

Cr Burton

Cr Grundy

Cr Livermore

Cr Macdonald

Cr Preston (via Zoom)

Cr Taskovski

Cr Webster (via Zoom)

Cr Willis

Cr Wilson

Staff:

R Ryan, General Manager

P Hansen, Director Infrastructure Services

J Richards, Director Community, Arts and Recreation

R Tozer, A/Director Corporate Services

R Ormella, Director Development and Environment

Also Present: W Blakey (Clerk of the Meeting)

L Ison (Minute Secretary)

1. OPENING

The meeting commenced at 5.30pm.

2. ACKNOWLEDGEMENT OF COUNTRY

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

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

There were no apologies.

4. CONFIRMATION OF MINUTES**4.1 Minutes of the Ordinary Meeting of Council held on 8 March 2023**

077/23

RESOLVED (Winchester/Taskovski)

That the Minutes of the Ordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 8 March 2023 be confirmed.

The resolution was carried unanimously.

5. DISCLOSURES OF INTERESTS

078/23

RESOLVED (Winchester/Taskovski)

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

The resolution was carried unanimously.

There were no disclosures.

6. ADJOURNMENT FOR PUBLIC FORUM

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

079/23

RESOLVED (Winchester/Willis)

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

ADJOURNMENT:

The meeting adjourned for the Public Forum at 5.32pm and resumed at 5.36pm.

7. MAYORAL MINUTE

There was no Mayoral Minute.

8. NOTICES OF MOTIONS OF RESCISSION

There were no Notices of Motions of Rescission.

9. REPORTS TO COUNCIL - ITEMS FOR DETERMINATION**9.1 DA.2022.1574 - 25 Whitton Rise, Bungendore NSW - Construction of two (2) storey dwelling house**

080/23

RESOLVED (Biscotti/Wilson)

That:

1. Development application DA.2022.1574 be approved for the construction of a two (2) storey dwelling house in the North Elmslea new residential development area with regards to the Desired Future Characteristics of Part D6 of Palerang Development Control Plan 2015 (PDCP2015) to allow for the following reasons:
 - a. The proposal meets the height requirements of Clause 4.3 of Palerang Local Environmental Plan 2014 (PLEP2014) and PLEP2014 does not prevent the two (2) storey dwelling on the subject site.
 - b. The desire of a “single storey” characteristic as suggested in the PDCP2015, is not a consideration in regard to the requirements in Part 3C – Greenfield Housing Code and Part 3D – Inland Code of SEPP (Exempt and Complying Development Codes) 2008 which would otherwise allow for the two (2) storey dwelling house if the approval pathway was under a Complying Development Certificate (CDC).
 - c. The proposal is considered consistent with the aims of the PLEP2014 and objectives of the R2 Low Density Residential zone as it provides for the housing needs of the community within a low-density residential environment.
 - d. The proposed dwelling adequately addressed the streetscape with modulated building forms, articulated facades, variety of front setbacks, mixed materials and colours and suitable landscaping to ensure that it will not detract from the existing and desired future character.
 - e. The upper storey component has been appropriately designed and is setback a suitable distance from adjoining properties to minimise any impacts on the amenity of adjoining properties. It should be noted that due to the slope of the land the dwelling has been designed with a basement area and has been designed to suit the slope of the land. The design presents to the street as a single storey dwelling.
 - f. The proposed development, including driveway has been designed and sited to allow for street tree planting.
 - g. The controls under Part D6 of the PDCP2015 do not specify that dwellings must be single storey as this would be contrary to the PLEP2014 and the current Queanbeyan-Palerang Local Environmental Plan 2022.
2. Development Application DA.2022.1574 for the construction of a two (2) storey dwelling house on Lot 23 DP 1282739, No 25

Whitton Rise Bungendore NSW 2621 be granted conditional approval.

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

9.2 Amendment to Googong Development Control Plan 2010

081/23

RESOLVED (Biscotti/Wilson)

That Council place on public exhibition the new Part 10 of the Googong Development Control Plan (2010) as proposed for 28 days in accordance with Council's Community Engagement and Participation Plan.

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

9.3 Planning Proposal to Reclassify part of Bunyip Park, Googong from Community Land to Operational Land

082/23

RESOLVED (Preston/Burton)

That Council proceed with the planning proposal to reclassify part of Bunyip Park, Googong (Lot 342 DP 1259563) from community to operational land in accordance with the Local Government Act (1993).

The resolution was carried unanimously.

9.4 Post-Exhibition Report - Bin Inspection and Contamination Policy

083/23

RESOLVED (Willis/Grundy)

That Council adopt the Bin Inspection and Contamination Policy as attached.

The resolution was carried unanimously.

9.5 QCCP Progress Report

084/23

Procedural Motion**RESOLVED (Winchester/Willis)**

That the meeting adjourn for five minutes.

The resolution was carried unanimously.

ADJOURNMENT:

The meeting adjourned at 5.57pm and resumed at 6.02pm.

MOVED (Macdonald/Grundy)

That Council:

1. Approve a total budget of \$79,032,000 for the QCCP project.
2. Fund the additional cost of the project from:
 - a. An extension of the current QCCP loan to be included in the 2023/24 Operational Plan.
 - b. Funds paid by adjoining private developers.
3. Establish a Projects of Interest List of any incomplete project which meets any of the following criteria:
 - a. Any project that has experienced or that is anticipated to experience a cost overrun of greater than five per cent of the original forecast.
 - b. Any project that has experienced or is anticipated to experience a time overrun of greater than five per cent of the original projections.
 - c. Council may, by way of report, recommend any project which does not meet the mandatory criteria listed in sub paragraphs a and b for inclusion on the Projects of Interest List.
 - d. Any Councillor may, by Notice of Motion, propose that any project be added to the Projects of Interest list based on community feedback.
4. Does not remove any project from the Projects of Interest List other than by a vote at a General Meeting of Council.
5. Requires the General Manager to provide a monthly written and in person briefing on the list to Councillors which details the progress, costings, projections, remediation efforts of the projects on the list and any other related matters.
6. Provides a monthly public update providing details of any additional costs, any time overruns and the proposed remediation.

Cr Preston foreshadowed a CONTARY motion: That Council:

1. Approve a total budget of \$79,032,000 for the QCCP project.
2. Fund the additional cost of the project from:
 - a. An extension of the current QCCP loan to be included in the 2023/24 Operational Plan.
 - b. Funds paid by adjoining private developers.

The motion (of Crs Macdonald and Grundy) was PUT and LOST.

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

The foreshadowed motion (of Cr Preston) was brought forward, seconded by Cr Willis, PUT and CARRIED.

085/23

RESOLVED (Preston/Willis)

That Council:

1. Approve a total budget of \$79,032,000 for the QCCP project.
2. Fund the additional cost of the project from:
 - a. An extension of the current QCCP loan to be included in the 2023/24 Operational Plan.
 - b. Funds paid by adjoining private developers.

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

9.6 Suspension of Cemetery Reservations Queanbeyan General Cemetery

086/23

RESOLVED (Macdonald/Willis)

That Council places a moratorium on the sale of pre-purchase Right of Interments at Queanbeyan General Cemetery, to ensure residents of the Queanbeyan-Palerang Local Government Area who need to be buried are prioritised.

The resolution was carried unanimously.

087/23 **9.7 Membership of Section 355 Committee for Braidwood Common**
RESOLVED (Willis/Preston)

That Council:

1. Endorse the nine volunteer community members to the newly formed Section 355 Braidwood Common Committee.
2. Nominate a Councillor representative for the Section 355 Braidwood Common Committee.

The resolution was carried unanimously.

Cr Willis was appointed as delegate to the Braidwood Common Committee and Cr Preston as alternate delegate.

088/23 **9.8 Investment Report - February 2023**
RESOLVED (Willis/Preston)

That Council:

1. Receive the Investment Report for the month of February 2023.
2. Note the investment return for February 2023 was \$305,772.
3. Note the investment portfolio has been made in accordance with the Local Government Act (1993), the Local Government (General) Regulation (2021) and Queanbeyan-Palerang Regional Council's Investment Policy.

The resolution was carried unanimously.

089/23 **9.9 Renewal of licence agreement with Majors Creek Recreation Reserve Trust**
RESOLVED (Willis/Winchester)

That Council renew the existing agreement with the Majors Creek Recreation Reserve Trust for a further five-year term.

The resolution was carried unanimously.

090/23 **9.10 Sale of Part of 93 Ellerton Drive**
RESOLVED (Macdonald/Wilson)

That Council authorise the General Manager to execute the Contract of Sale for part of 93 Ellerton Drive to the Canberra Gospel Church Trust for \$120,000 (ex GST) subject to the conditions set out in the Contract of Sale.

The resolution was carried unanimously.

- 091/23 **9.11 Proposed Acquisition Notice - Leasehold interest in Part of Bungendore Pool**
RESOLVED (Preston/Taskovski)
That Council:
1. Note the receipt of the Proposed Acquisition Notice (PAN) for a leasehold interest over part of Bungendore Pool.
 2. Lodge a formal compensation claim under s39 of the *Land Acquisition (Just Terms) Compensation Act 1991* to preserve its right to lodge an appeal in the Land and Environment Court challenging the Valuer-General's assessment of compensation for the leasehold interest.
- For: Crs Biscotti, Burton, Livermore, Macdonald, Preston, Taskovski, Webster, Willis, Wilson and Winchester
Against: Cr Grundy
- 10. REPORTS TO COUNCIL - ITEMS FOR INFORMATION**
- 092/23 **10.1 Majors Creek and Araluen Greenwaste Options - Consultation**
RESOLVED (Willis/Winchester)
That the report be received for information.

The resolution was carried unanimously.
- 093/23 **10.2 Summary of Road Renewal and Maintenance Activities - Quarter 2 2022/23**
RESOLVED (Biscotti/Grundy)
That the report be received for information.

The resolution was carried unanimously.
- 094/23 **10.3 Compliance Reporting**
RESOLVED (Biscotti/Willis)
That the report on Compliance and Reporting Activities for the six-month period from July 2022 - December 2022 be received.

The resolution was carried unanimously.
- 095/23 **10.4 Councillor Workshops**
RESOLVED (Wilson/Webster)
That the report be received for information.

The resolution was carried unanimously.

SUPPLEMENTARY REPORT**10.5 Site Inspection - DA.2022.1574 - Construction a dwelling house - two storey – 25 Whitton Rise, Bungendore**

096/23

RESOLVED (Willis/Wilson)

That the report be received for information.

The resolution was carried unanimously.

11. REPORTS OF COMMITTEES**11.1 QPRC Heritage Advisory Committee Minutes - March 2023****MOVED (Willis/Biscotti)**

That Council:

1. Note the minutes of QPRC Heritage Advisory Committee Meeting held on 9 March 2023.
2. Adopt recommendations 7/23 to 10/23 from the meeting held on 9 March 2023:

QPRC HAC 7/23

The Committee support the proposed development subject to the above recommendation:

1. Attention to be paid to the articulation of the proposed dwelling at the corner facing Wallace and Coghill Streets to soften the impact of this elevation.
2. That the external colour scheme be modified and softened – suggested colours: light grey, cream, crimson, lilac. (Suggest that the applicant should consult the Braidwood DCP for guidance).

QPRC HAC 8/23

The Committee support the proposed alterations and additions in accordance with the heritage advisor's advice.

QPRC HAC 9/23

That staff be requested to determine whether the property has any restrictions on its title that would raise heritage concerns and that a report be made to the next HAC meeting for information.

QPRC HAC 10/23

1. The Committee notes that the single nomination is reflective of a difficult year. It is recommended that Council not proceed with the Heritage Awards this year.
2. The Committee requests that staff contact the sole nominator, explain the situation, and suggest that their application be held over for the following year (2024).
3. That staff be requested to prepare a report on alternative options for recognising the conservation, adaptive re-use and promotion of heritage in the LGA.

AMENDMENT (Burton/Wilson)

That Council:

1. Note the minutes of QPRC Heritage Advisory Committee Meeting held on 9 March 2023.
2. Adopt recommendations 7/23 to 10/23 from the meeting held on 9 March 2023:

QPRC HAC 7/23

The Committee support the proposed development subject to the above recommendation:

1. Attention to be paid to the articulation of the proposed dwelling at the corner facing Wallace and Coghill Streets to soften the impact of this elevation.
2. That the applicant consider the external colour scheme be modified and softened – suggested colours: light grey, cream, crimson, lilac. (Suggest that the applicant should consult the Braidwood DCP for guidance).

QPRC HAC 8/23

The Committee support the proposed alterations and additions in accordance with the heritage advisor's advice.

QPRC HAC 9/23

That staff be requested to determine whether the property has any restrictions on its title that would raise heritage concerns and that a report be made to the next HAC meeting for information.

QPRC HAC 10/23

1. The Committee notes that the single nomination is reflective of a difficult year. It is recommended that Council not proceed with the Heritage Awards this year.
2. The Committee requests that staff contact the sole nominator, explain the situation, and suggest that their application be held over for the following year (2024).
3. That staff be requested to prepare a report on alternative options for recognising the conservation, adaptive re-use and promotion of heritage in the LGA.

The amendment (of Crs Burton and Wilson) was PUT and LOST.

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

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

097/23

RESOLVED (Willis/Biscotti)

That Council:

1. Note the minutes of QPRC Heritage Advisory Committee Meeting held on 9 March 2023.
2. Adopt recommendations 7/23 to 10/23 from the meeting held on 9 March 2023:

QPRC HAC 7/23

The Committee support the proposed development subject to the above recommendation:

1. Attention to be paid to the articulation of the proposed dwelling at the corner facing Wallace and Coghill Streets to soften the impact of this elevation.
2. That the external colour scheme be modified and softened – suggested colours: light grey, cream, crimson, lilac. (Suggest that the applicant should consult the Braidwood DCP for guidance).

QPRC HAC 8/23

The Committee support the proposed alterations and additions in accordance with the heritage advisor's advice.

QPRC HAC 9/23

That staff be requested to determine whether the property has any restrictions on its title that would raise heritage concerns and that a report be made to the next HAC meeting for information.

QPRC HAC 10/23

1. The Committee notes that the single nomination is reflective of a difficult year. It is recommended that Council not proceed with the Heritage Awards this year.
2. The Committee requests that staff contact the sole nominator, explain the situation, and suggest that their application be held over for the following year (2024).
3. That staff be requested to prepare a report on alternative options for recognising the conservation, adaptive re-use and promotion of heritage in the LGA.

For: Crs Biscotti, Livermore, Preston, Taskovski, Willis and Winchester

Against: Crs Burton, Grundy, Macdonald, Webster and Wilson

11.2 Local Traffic Committee Meeting - 23 February 2023 (Out of session meeting held by correspondence)

098/23

RESOLVED (Livermore/Biscotti)

That Council:

1. Note the minutes of Local Traffic Committee held on 23 February 2023.
2. Adopt recommendation LTC 12/2023 from the meeting held on 23 February 2023.

LTC 12/2023: Proposed Solution: Under Roads Act 1993 approve the traffic control plans and proposed road closures for Braidwood Skate Park Opening Event.

The resolution was carried unanimously.

12. NOTICES OF MOTIONS**12.1 Bicycle Parking**

099/23

RESOLVED (Willis/Webster)

That Council receive a report on the progress of the Bicycle and Pedestrian Facilities Plan (2020) as adopted by Council; and current priority projects be identified for inclusion in the Operational Plan and grant funding proposals.

The resolution was carried unanimously.

12.2 Pool Shade Covers**MOVED (Willis/Webster)**

That Council:

1. Receive a report on the cost to install shade cover over each of the outdoor public pools in the local government area, and
2. Consider the cost as part of preparation of the 2023/24 Operational Plan.

AMENDMENT (Grundy/Burton)

That Council receive a report on the cost to install shade cover over each of the outdoor public pools in the local government area.

The amendment (of Crs Grundy and Burton) was PUT and CARRIED.

For: Crs Biscotti, Burton, Grundy, Macdonald, Taskovski, Wilson and Winchester

Against: Crs Livermore, Preston, Webster and Willis

The amendment became the motion, was PUT and CARRIED.

100/23

RESOLVED (Grundy/Burton)

That Council receive a report on the cost to install shade cover over each of the outdoor public pools in the local government area.

The resolution was carried unanimously.

13. REPORTS TO COUNCIL – DELEGATES' REPORTS

There were no Delegates' Reports.

14. QUESTIONS WITH NOTICE

There were no Questions with Notice.

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

At this stage of the proceedings Cr Winchester advised that there were items on the Agenda that should be dealt with in Closed Session.

Cr Winchester then asked if, in accordance with Clause 59.6 of the Council's Code of Meeting Practice, there were any presentations as to why the matters listed below should not be dealt with in Closed Session.

There were no presentations.

16. REPORTS FOR CLOSED SESSION

101/23

RESOLVED (Winchester/Wilson)

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

Item 16.1 Tender 10054691 - DRFA Araluen Road Slips

Item 16.1 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 16.2 Selection of Preferred Tenderer for Upgrade to Braidwood Pool

Item 16.2 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and

discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 16.3 Legal Update - July-December 2022

Item 16.3 is confidential in accordance with s10(A) (a) (c) (e) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors); AND information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 16.4 Braidwood Heritage Centre - Construction Tenders

Item 16.4 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 16.5 Public Interest Disclosure/Code of Conduct Complaint

Item 16.5 is confidential in accordance with s10(A) (i) of the Local Government Act 1993 because it contains alleged contraventions of any code of conduct requirements applicable under section 440 and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

The resolution was carried unanimously.

The meeting then moved into Closed Session at 7.35pm to discuss the matters listed above.

16.1 Tender 10054691 - DRFA Araluen Road Slips

102/23

RESOLVED (Willis/Biscotti)

That Council award Contract 10054691 for the Araluen Road Slips to Specialised Geo Pty Ltd for the amount of \$3,838,615 (including GST).

The resolution was carried unanimously.

103/23 **16.2 Selection of Preferred Tenderer for Upgrade to Braidwood Pool**
RESOLVED (Willis/Burton)

That Council:

1. Accept the revised tender price of \$1,239,936 (ex GST) from Rice Constructions Group Pty Ltd.
2. Award the contract to upgrade Braidwood Pool to Rice Constructions Group Pty Ltd for the lump sum price of \$1,239,936 (ex GST).
3. Allocate \$427,709 (ex GST) from the Federal Government's Local Roads and Community Infrastructure (LRCI) Program Phase 4 to the cover the shortfall plus contingency.

The resolution was carried unanimously.

104/23 **16.3 Legal Update - July-December 2022**
RESOLVED (Winchester/Biscotti)

That the report be received for information.

The resolution was carried unanimously.

105/23 **16.4 Braidwood Heritage Centre - Construction Tenders**
RESOLVED (Willis/Wilson)

That Council:

1. Endorse the recommendation from the Tender Evaluation Report by NSW Public Works on behalf of Council to decline to accept any of the tenders as per section 178 Local Government (General) Regulation 2021.
2. Endorse for Council officers and NSW Public Works to enter into direct negotiations with the nominated contractor.
3. Receive a report back on the negotiations prior to awarding the tender.
4. Note the reasons for not inviting fresh tenders or applications as referred to in subsections (3)(b)-(d) Section 178 Local Government (General) Regulation 2021 as noted in the Tender Evaluation Report.

The resolution was carried unanimously.

With the exception of the General Manager, all staff left the Chambers at 7.54pm and returned at 8.17pm.

16.5 Public Interest Disclosure/Code of Conduct Complaint

106/23

RESOLVED (Winchester/Wilson)

That the report be received for information.

The resolution was carried unanimously.

107/23

RESOLVED (Winchester/Biscotti)

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 8.18pm.

The doors of the Chambers were opened to allow the public to enter.

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

17. CONCLUSION OF THE MEETING

The time being 8.21pm, the Mayor announced that the Agenda for the meeting had now been completed.

**CR KENRICK WINCHESTER
MAYOR
CHAIRPERSON**

ITEM 5 DECLARATION OF CONFLICTS/PECUNIARY INTERESTS

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

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

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

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

Recommendation

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

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.1 Planning Proposal - Housekeeping Amendments to the Queanbeyan-Palerang Regional Local Environmental Plan 2022 (Ref: ; Author: Ormella/Jansen)

File Reference: PJT0061-22-02

Recommendation

That Council agree to formally progress a Planning Proposal to allow further consideration of a number of proposed housekeeping amendments to the *Queanbeyan-Palerang Regional Local Environmental Plan 2022* in respect of the Googong Urban Release Area.

Summary

The purpose of this report is to seek Council's endorsement to submit a Planning Proposal to the NSW Department of Planning and Environment requesting a Gateway determination be issued in order to progress a number of housekeeping amendments to the *Queanbeyan-Palerang Regional Local Environmental Plan 2022 (QPRLEP 2022)*. These housekeeping amendments relate specifically to the Googong urban release area.

A Scoping Proposal for the same matters set out in the subject Planning Proposal was previously considered by Council at its meeting on 24 August 2022 (Item No. 9.3) and deferred at that time until a Councillor Workshop had been held to discuss the proposed changes (Resolution No. 329/22). That Workshop was subsequently held on 31 August 2022. Council at its meeting of 14 September 2022 resolved to progress the submitted Scoping Proposal (Resolution No. 357/22).

Background

The land at Googong was rezoned for urban purposes in 2009 and since then development has progressed with construction of Neighbourhoods 1A, 1B and the northern part of Neighbourhood 2 (which is nearing completion). A development application has also been lodged for subdivision of the remaining Neighbourhoods 3,4 and 5 and the assessment of that application by Council is currently underway.

As part of its ongoing development of the Googong Urban Release Area, the developers of the land (PEET/Googong Township Pty Ltd) have identified a number of issues that need to be resolved by amending some of the existing planning controls in the *QPRLEP 2022*.

The first stage in progressing amendments to any local environmental plan (LEP), is to prepare a 'Scoping Proposal' which sets out the intended changes to an LEP and provides the strategic justification for those proposed changes. This is then subject to consideration by relevant government agencies to determine if any key strategic planning issues that would prevent the proposed amendments proceeding. Subject to no significant issues being raised in respect of a 'Scoping Proposal' it can then proceed to the lodgement of a formal 'Planning Proposal' for consideration.

Following the Council meeting on 14 September the Scoping Proposal was referred to Heritage NSW as that agency was identified as the only State agency with a potential interest in the proposed changes (due to the proposed delisting of a local heritage item). Heritage NSW has since advised Council that it has no comments or objections in respect of the matters set out in the Scoping Proposal. A Pre-Lodgement meeting was subsequently not required with any State Government agencies and no key issues were raised.

**9.1 Planning Proposal - Housekeeping Amendments to the Queanbeyan-Palerang Regional Local Environmental Plan 2022 (Ref: ; Author: Ormella/Jansen)
(Continued)**

Report

A copy of the Planning Proposal lodged by the developers is provided in Attachment 1. Attachment 2 shows the proposed mapping changes over the existing *QPRLEP 2022 maps* and Attachment 3 shows the new proposed maps.

The Planning Proposal seeks to make a number of housekeeping amendments to the planning controls in place at Googong Urban Release Area in order to:

- ensure the applicable controls are consistent with the on ground situation(s) as well as Council's expectations for future development of the land,
- update heritage controls applying to part of Googong (noting Council's previous agreement to relocate the Googong Shearing Shed), and
- amending density controls in respect of land fronting Old Cooma Road and the southern boundary of the urban release area.

The Planning Proposal is consistent with the Scoping Proposal considered by Council on 14 September 2022, however, has been updated to refer to the recently gazetted *Queanbeyan-Palerang Regional Local Environmental Plan 2022 (QPRLEP 2022)* rather than the former LEP.

The Planning Proposal seeks to make the following amendments to *QPRLEP 2022* (see Attachment 1):

1. *Change the minimum lot size of land along the southern boundary of the Googong Township and Old Cooma Road.*

Currently the minimum lot size of land along the southern part of Old Cooma Road and the southern boundary of Googong is 600m², compared to a 330m² lot size for the remainder of the residential area. The intention of these controls when they were initially established was to ensure lower residential density at the interface of residential and rural/environmental zones, and, to reduce the perceived visual density of land when travelling along Old Cooma Rd.

It is now proposed to reduce the width of the 600m² minimum lot size area along Old Cooma Road from 100 metres to between 43 metres and 51 metres. It is also proposed to reduce the width of the minimum lot size area along the southern boundary from 100 metres to between 42 metres and 70 metres. This will mean only the lots immediately adjacent to the southern boundary and Old Cooma Road will be greater than 600m².

This proposed change is shown at Table 4.1 (page 12) of the Planning Proposal.

On balance, this proposed change is supported. Dual occupancy developments can already be undertaken on the 600m² minimum lot size land, which in practice means there is little difference (from a density or visual impact perspective) to single dwellings on 330m² lots.

A number of proposed lots were also lost from the overall urban release area as a result conserving biodiversity habitat in the assessment of Neighbourhoods 3, 4 and 5. The change ensures that the balance of allotments projected for the completion of the township will remain consistent with the original plans and maintains this important source of further housing supply to assist prospective homeowners.

Increasing density as proposed in this instance will allow for additional housing in a location where there is suitable supporting infrastructure and services, where the resulting housing will be generally consistent with surrounding development, and where no further extension to the urban footprint of the Googong Urban Release Area is proposed is proposed.

**9.1 Planning Proposal - Housekeeping Amendments to the Queanbeyan-Palerang Regional Local Environmental Plan 2022 (Ref: ; Author: Ormella/Jansen)
(Continued)**

2. Rezone all remaining Council owned reserves at Googong to RE1 Public Recreation.

Currently a number of Council owned reserves within the urban area of Googong remain zoned R1 General Residential. Whilst a number of Council owned reserves were zoned RE1 Public Recreation as part of the QPRLEP 2022 a number of Council owned reserves are still zoned R1. It is proposed such land to now be rezoned RE1 Public Recreation to reflect the purpose and status as a Council reserve.

This is supported.

3. Correct the shape of the RE1 Public Recreation Zone along Montgomery Creek to be consistent with more recent and detailed studies.

It is proposed to amend the RE1 Public Recreation zone to be consistent with the actual area of the Googong Common. This will primarily be given effect by updating the Land Zoning Map. Changes to other maps will also be required to reflect this zoning change (such as lot size maps, height of etc.). This is a minor change which will not result in any significant impact on the recreational areas provided or proposed at Googong. This proposed change is supported as it will ensure the structure plans are consistent with approved and proposed subdivision plans for the area.

4. Amend Additional Development Areas on Googong Map.

The 'Additional Development Areas' at Googong provide for the location of proposed neighbourhood centres that will service the release area into the future. These areas allow for a range of commercial activities and also additional subdivision potential aimed at achieving higher densities around these neighbourhood centres.

More detailed planning has now occurred for the next stages of development at Googong. This has resulted in a request to amend the location of the existing additional development areas and proposed neighbourhood centres at Googong. This is a relatively minor change and will not result in any significant change to the size of the existing additional development area or provide for any new development potential. The existing locations of the additional development areas and neighbourhood centre for Googong were indicative only at the time the plan was approved. Following more detailed planning, their location is now finalised, and the amendment will ensure consistency with proposed subdivision plans for the area. The amendment will not result in any policy change in regard to the neighbourhood centres, it will simply shift their location in a manner that is acceptable to Council.

5. Minor amendments to the R1/R5 interface near the NH5 Neighbourhood Centre.

It is proposed that the boundaries between the R1 General Residential land and R5 Large Lot Residential land along the northern and southern/eastern boundaries of Neighbourhood 5, northern and eastern boundaries of Neighbourhoods 1A and 1B be adjusted in accordance with the maps provided in the Planning Proposal document.

No additional development potential will be created.

These amendments are supported and will result in the corrections to boundaries to ensure consistency with approved and proposed subdivision plans.

6. Remove Googong Shearing Shed from the Schedule 5 and delete the item for the relevant map.

Council at its meeting on 13 July 2022 resolved to (Resolution No. 274/22):

- 1. Agree to the revised design for the relocation and redevelopment of the Googong Shearing Shed.*

**9.1 Planning Proposal - Housekeeping Amendments to the Queanbeyan-Palerang Regional Local Environmental Plan 2022 (Ref: ; Author: Ormella/Jansen)
(Continued)**

2. *Agree to the delisting of the Shearing Shed Complex as a local heritage item under Council's applicable local environmental plan.*

This element of the Planning Proposal is supported and previously agreed by Council.

The Planning Proposal does not require any changes to the written standards or controls within the *QPRLEP 2022*, except for the removal of the heritage item I282 from Schedule 5.

The proposed changes are appropriate and are aimed at bringing the *QPRLEP 2022* into alignment with approved and/or current development applications before Council.

Should Council agree to formally progress the Planning Proposal, the next steps will be:

1. Seek a Gateway determination from the NSW Department of Planning and Environment,
2. Subject to a Gateway determination being issued, undertake formal consultation with government agencies and publicly exhibit the Planning Proposal for a period of 28 days, and
3. Report back to Council on the outcomes of the exhibition process and make final recommendation as to the whether the Planning Proposal should be finalised.

Risk/Policy/Legislation Considerations

The Planning Proposal is required to be progressed in accordance with the provisions of the *NSW Environmental Planning & Assessment Act, 1979*.

None of the changes are considered to be inconsistent with Council's long-term vision for the development of the Googong Urban Release Area

Financial, Budget and Resource Implications

If progressing the Planning Proposal is agreed by Council, the applicants will be required to pay the cost of processing the Planning Proposal in accordance with Council's current fees and charges. The required fee for the 2022-23 financial year is \$7,100 plus \$178 per hour after 40 hours.

For an approved Planning Proposal to progress, two existing town planners in the Land-Use Planning Branch would be committed for 50% of their time. This will be partly offset by the payment of fees by the applicants.

Links to QPRC/Regional Strategic Plans

The Planning Proposal is considered to be generally consistent with the *Queanbeyan-Palerang Regional Council Local Strategic Planning Statement 2020* and the *Queanbeyan Residential and Economic Strategy 2031*.

Conclusion

The Planning Proposal for the housekeeping amendments to the *QPRLEP 2022* is consistent with the Scoping Proposal previously considered by Council on 14 September 2022. The changes as proposed will ensure that the *QPRLEP 2022* is consistent with both previously approved development applications and Council's long term vision for the urban release area of Googong (including the layout and use of the Googong Common).

Accordingly, it is recommended that Council agree to the submitted Planning Proposal being progressed.

**9.1 Planning Proposal - Housekeeping Amendments to the Queanbeyan-Palerang
Regional Local Environmental Plan 2022 (Ref: ; Author: Ormella/Jansen)
(Continued)**

Attachments

- | | |
|--------------|---|
| Attachment 1 | Planning Proposal- Amendment to QPRLEP 2022 - Googong
Housekeeping Amendment (<i>Under Separate Cover</i>) |
| Attachment 2 | Mapping changes over existing QPRLEP 2022 Maps (<i>Under Separate
Cover</i>) |
| Attachment 3 | New Proposed Maps (<i>Under Separate Cover</i>) |

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.2 Post Exhibition Report - Draft QPRC Public Electric Vehicle Infrastructure Policy (Ref: ; Author: Ormella/Bhusal)

File Reference: 25.3.1-02

Recommendation

That Council adopt the QPRC Public Electric Vehicle Infrastructure Policy and QPRC Public Electric Vehicle Charging Plan 2030.

Summary

The draft QPRC Public Electric Vehicle Charging Infrastructure Policy and associated QPRC Public Electric Vehicle Charging Locality Plan 2030 was originally presented to the Council at the ordinary meeting on the 21st of December 2022. Council decided to place the draft policy and associated plan on public exhibition for 42 days (02 Feb 2023 – 16 March 2023).

Notable findings from the public exhibition included:

- 138 visits occurred on the 'Your Voice-QPRC Public Electric Vehicle Charging Infrastructure Policy'.
- 55 Visitors downloaded the 'Draft QPRC Public Electric Vehicle Charging Locality Plan 2030'.
- 43 Visitors downloaded 'Draft QPRC Public Electric Vehicle Charging Infrastructure Policy'.
- 28 'Your Voice' comments.

The QPRC Public Electric Vehicle (EV) Infrastructure Policy and the Plan are developed to support strong growth and investment opportunity for the expected increase in electric vehicles in the Local Government Area (LGA), from both visitors and residents alike. The Policy and the Plan support the provision of Public Electric Vehicle Charging Stations by providing a framework to set consistent criteria to install, manage and operate public electric vehicle charging stations across the LGA.

Following public consultation, Council decided to adopt the third-party-owned and operated approach for the infrastructure model for Electric Vehicle (EV) charging stations. The QPRC Public Electric Vehicle Charging Infrastructure Policy (Attachment 3) and associated Public Electric Vehicle Charging Locality Plan 2030 (Attachment 4) have been developed to support Council in the facilitation, installation, operation, maintenance, and commissioning of EV charging facilities on public land for public use.

The plan commits to establishing 100 EV chargers on public land for public use by 2030.

Background

Transportation-related activities contribute to almost one-fifth of Australia's carbon emissions. According to the NSW Government's Electric Vehicle Strategy, EVs are expected to make up 52% of new car sales in NSW by 2030-2031. It is expected that EV registration in the region will increase to 10,000-20,000 by 2030. Based on a percentage of ACT estimates, it is

9.2 Post Exhibition Report - Draft QPRC Public Electric Vehicle Infrastructure Policy (Ref: ; Author: Ormella/Bhusal) (Continued)

estimated that by 2030, the LGA will need at least 100 public chargers to enable and support the expected increase in EVs. This means EVs can play a significant role in reducing carbon emissions and the rapid uptake of EVs in the future is inevitable.

Council conducted various community consultations and internal staff discussions and engagement activities before developing the draft policy and the plan. We rigorously considered suggestions and concerns to ensure that the policy and plan would be actionable and have a positive impact on the EV sector across the LGA and wider region. We evaluated several different procurement and operational models, covering issues such as maintenance obligation, vandalism on charging stations, and operational integrity.

As a result of incorporating community feedback, internal discussions and receiving suggestions during the public exhibition period, we made several major and minor changes to the draft policy and plan.

Report

The purpose of this policy and plan is to support the provision of public electric vehicle charging stations on public land by providing a consistent set of criteria to guide their approval, installation, and management. With a “Your Voice” survey and internal discussion and engagement activities, we have refined our draft policy and decided to adopt the third-party-owned and operated infrastructure model. Council will facilitate and support the establishment of electric vehicle infrastructures by leasing/licensing the space for the infrastructure. All associated costs will be the responsibility of the infrastructure provider and operator.

Risk/Policy/Legislation Considerations

There is a moderate risk of entering into agreements with potential third-party EV charging infrastructure providers and operators. However, ensuring appropriate licenses and leases are in place will mitigate this risk.

Financial, Budget, and Resource Implications

The third-party-owned and operated infrastructure model will eliminate any financial obligation to Council in installing, operating, maintaining, and commissioning EV infrastructures. The lease of the land will provide a revenue stream to the Council. It will create open-market opportunities and attract electric vehicle-related businesses in the LGA.

Links to QPRC/Regional Strategic Plans

The QPRC Community Climate Change Action Plan provides actions to reduce greenhouse gas emissions including:

- Facilitate the installation of electric car recharging points
- Advocate for incentives for low to zero-emission vehicle users.

Council has introduced various policies and projects to reduce its carbon footprint and promote sustainability across the region. Several new solar and battery backup projects have been installed and are in progress to reduce greenhouse gas emissions, ultimately supporting NSW Government’s goal to achieve a 50% reduction in state emissions by 2030 and a net-zero target by 2050.

**9.2 Post Exhibition Report - Draft QPRC Public Electric Vehicle Infrastructure Policy
(Ref: ; Author: Ormella/Bhusal) (Continued)**

Engagement

An internal staff consultation and discussion were held on 25 July 2022. Various comments and feedback were recorded and implemented in the Public Electric Vehicle Charging Infrastructures Policies and Plan.

Following the public exhibition period (02 February 2023- 16 March 2023), the online data analysis indicates that a total of 138 visits occurred on the 'Your Voice-QPRC Public Electric Vehicle Charging Infrastructure Policy' webpage with 98 visitors downloading the documents.

Of these visitors, 28 participated in the survey. Almost all participants live in Queanbeyan-Palerang LGA and were mostly from Karabar, Googong, Queanbeyan, Bungendore, and Jerrabomberra.

The majority of the submissions simply made comments about Council adopting a policy supporting open-market opportunities, engaging third parties to own and operate the infrastructures, and minimising the council's liability.

Conclusion

Adopting the QPRC Public Electric Vehicle Charging Infrastructure Policy and the associated QPRC Public Electric Vehicle Charging Plan 2030 present an opportunity for the Council to support the growth in the uptake of electric vehicles. Increasing electric vehicles in the region represents the move towards decarbonization and GHG emissions reduction, ultimately supporting climate change targets at the local, state, and national levels. This policy and plan will provide consistency in how we approach EV charging stations within the QPRC local government area.

Attachments

Attachment 1	Summary and Analysis of Submissions Made Following Public Exhibition (<i>Under Separate Cover</i>)
Attachment 2	Summary of Public Exhibition Your Voice Comments and Internal Consultation (<i>Under Separate Cover</i>)
Attachment 3	Draft QPRC Public Electric Vehicle Charging Infrastructure Policy (<i>Under Separate Cover</i>)
Attachment 4	Draft QPRC Public Electric Vehicle Charging Plan 2030 (<i>Under Separate Cover</i>)

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.3 Community Plans (Ref: ; Author: Richards/Darcy)

File Reference: 11.1.8

Recommendation

That Council endorse the proposal to facilitate the development of a 10-year locality-based Braidwood Community Plan.

Summary

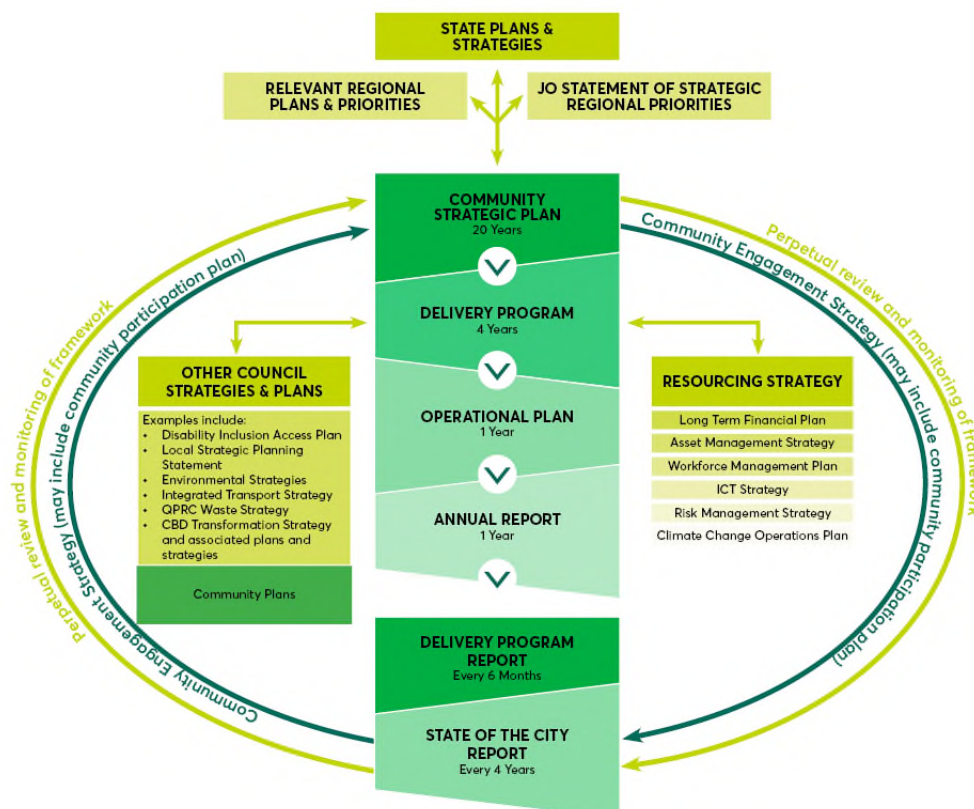
It is proposed that, prior to the next Community Strategic Planning process (required to be adopted by 30 June 2025), our smaller towns and villages be supported by Council to develop their own 10-year Community Plans.

In 2022, Braidwood initiated and published its a Vision Statement, which was led by the Braidwood Business Chamber and the Braidwood Community Association (BCA). The BCA also prepared a Community Action Plan in 2021, as part of a Bushfire Recovery project.

With much of the early work already completed, Council will undertake engagement with the community to develop a Community Plan by establishing some projects and actions for the community and partner agencies, including Council, to ensure their vision is achieved.

Background

Council's Community Strategic Plan (CSP) sets the community's strategic direction for the entire local government area. Council is required to consult with the community to review the CSP every four years in accordance with the Integrated Planning and Reporting (IP&R) Framework The different parts of the Framework are shown in the diagram below. Community Plans would sit alongside Other Council Strategies and Plans).



9.3 Community Plans (Ref: ; Author: Richards/Darcy) (Continued)

As a 'whole of local government area' document, the CSP, would benefit from the development of locality based mini CSP's (a Community Plan) for each town, village or locality. At the same level that IP&R helps Council and staff to understand and work with the community on priorities and needs across the region, a locality based Community Plan will provide a much closer and practical view of how Council and the community can work together on resourcing and achieving these shared goals.

Report

The Community Plans will encapsulate the vision and aspirations of each of our individual villages and town communities of interest, with a range of projects and priorities that they view as important to their futures.

It is envisaged that the Community Plans will be led and driven by the community. Council will play a support role in the development of these plans, then consider and endorse the final plans following community consultation. Council will then refer to the community plans when developing its Delivery Program.

Like the CSP, there will be a range of projects identified with some actions to progress and implemented by the community and/or partner organisations. Some projects may require a few volunteers and minimal investment; others will need support from local business, involvement by Council, or significant input by NSW and/or Federal Government agencies, financial contribution and/or grant funding. There will be actions on issues such as health services or education, that are not a Council responsibility and will need advocacy to other levels of government.

Braidwood has been identified as a community that is ready for its own Community Plan. In 2022, Braidwood initiated and published a Vision Statement which was led by the Braidwood Business Chamber and Braidwood Community Association. The Braidwood Community Association also prepared a Community Action Plan in 2021, as part of a Bushfire Recovery project. This work will be very useful and is a good precursor into a Community Plan, with an engaged business and community leadership group and active volunteers supporting health, youth, events, tourism and s355 Committees all to be involved in the engagement activities.

An engagement strategy will be developed by Council, in consultation with the Braidwood Community Association and Braidwood Business Chamber.

The involvement and interest by the BCA and Chamber in the challenges and opportunities for Braidwood relating to Resilience, NSW Heritage, Parking and Affordable Housing; are all relevant issues that can be addressed if the community is informed and agree on a way forward.

The Council-focussed Braidwood Structure Plan, which is currently being discussed, will be a useful reference document for the Community Plan. As will other plans relating to accessibility, environment, heritage, stormwater, water/waste, development and other Council led programs.

Risk/Policy/Legislation Considerations

Following the ordinary election, Council is required, as per Part 2 Strategic Planning (s402-406) of the Local Government Act (1993), to develop or review and endorse a CSP.

The opportunity to have local level community plans as a primary source for the next iteration of the QPRC CSP will be very beneficial and contribute significantly to the Community Engagement Strategy.

9.3 Community Plans (Ref: ; Author: Richards/Darcy) (Continued)

Similar to the CSP, a Community Plan will identify the role stakeholders play in the delivery of each action, and be aligned to the Strategic Pillars of:

1. Community
2. Choice
3. Character
4. Connection
5. Capability

Financial, Budget and Resource Implications

Council will undertake this in house and Councillors will be invited to attend workshops, for support and assistance in gathering of feedback. Aside from some catering and stationary consumables, there will be no external consultancy or other costs. Staff will facilitate workshops and collate notes to prepare the draft Community Plan. Council will be reliant on the Braidwood Business Chamber and Community Association networks to ensure maximum involvement, and Council's communications team will use *Your Voice* to provide feedback on draft plan.

Links to QPRC/Regional Strategic Plans

QPRC Community Strategic Plan (2042), Braidwood Vision Statement (2022) and the Braidwood Community Action Plan (2021).

Conclusion

It is proposed that, prior to the next Community Strategic Planning process, our smaller towns and villages that choose to be supported by Council, may all develop their own locality based 10-year Community Plans.

The Braidwood community has capacity and is supportive for Council to facilitate a Braidwood Community Plan as a pilot project. This could then be used as a model for other towns and villages to follow over the next two years, subject to interest from specific communities.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.4 Local and Family History Collection proposal to relocate to Council Chambers Building (Ref: ; Author: Ryan/Richards)

File Reference: 3.2.2-08 Local Family History - Heritage

Recommendation

That Council approve the relocation of the QPRC Local and Family History Collection to the current Council Chambers at 253 Crawford Street, Queanbeyan, upon vacancy; and refer the proposal to the Heritage Advisory Committee for feedback.

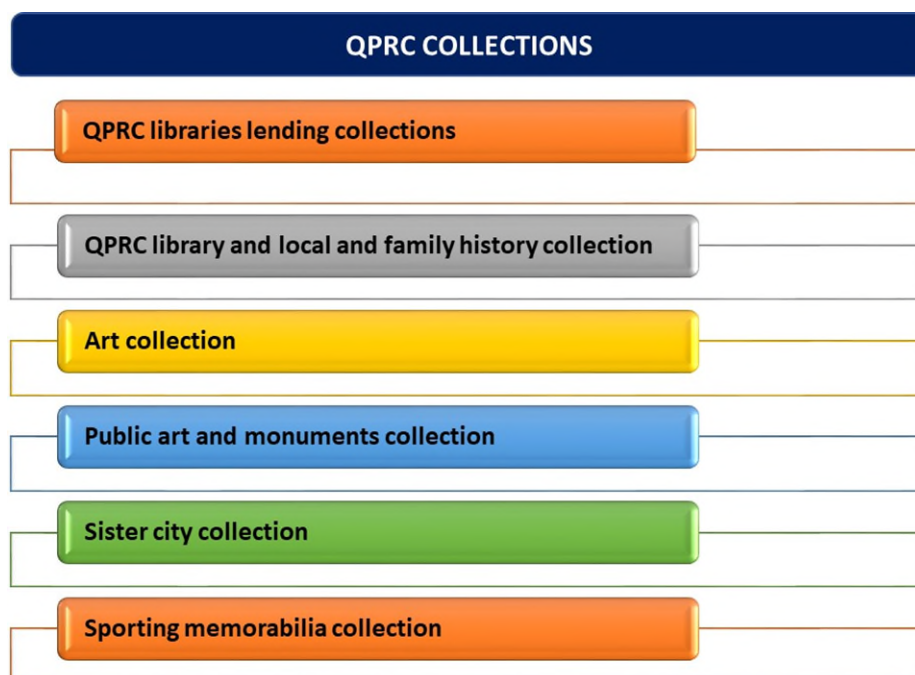
Summary

With the construction of the new Council offices nearing completion, there are only a few months to resolve the new location of the QPRC Local and Family History Collection. The new Library does not have allocated space for this valuable collection. However, there is an opportunity for this locally and regionally respected collection to be housed in a significant local heritage asset owned by QPRC – the Old School of Arts Building, currently used as the Council Chambers, Mayor and General Manager offices, which will become vacant. As a heritage building with a significant history, it is a compatible place to house this important collection.

Background

The current QPRC Library Local and Family History Collection consists of a wide variety of materials from one of the earliest panoramic photographs of NSW to more recent items such as the photographic negatives from the Queanbeyan Age, as well as limited edition local publications (see Attachment for more detail). These documents and cultural materials tell the story of our history and are valuable resources for historians and researchers to access.

The collection sits alongside several other collections held by Council, as illustrated below. Council undertakes the conservation and management of these collections on behalf of our current and future communities.



9.4 Local and Family History Collection proposal to relocate to Council Chambers Building (Ref: ; Author: Ryan/Richards) (Continued)

Report

The Local and Family History Collection consists of:

- a substantial image collection with more than 1,700 published documents, many that are rare and out of print
- significant local Aboriginal publications
- a general genealogy collection
- a map collection
- historic monographs from the old Queanbeyan School of Art
- a collection of Queanbeyan ephemera and regalia
- Complete and incomplete runs of local newspapers
- extensive family files
- unique, historic Council records

The collection is held in high regard by local and national institutions. Successful collaborations are regular features, a recent example being with the Canberra Museum and Gallery for the loan of items from the collection for their recent exhibition on the Raiders football team, whose beginnings were in Queanbeyan. There are many significant items within the QPRC local history collection that are of local and national significance (several of these are illustrated and listed in the attached paper). The collection will be managed by the parameters set out in the Library Local and Family History Collections Policy.

The collection is currently held in the Queanbeyan Library, however the new Library that will be on the mezzanine level of the QPRC offices in Queanbeyan does not have sufficient space for the collection. Alternatives to house and preserve the collection in a manner that is open to researchers and to the public are limited.

The results of the 2022 QPRC Library Survey indicated the importance of the local history collection to the community. Of the 226 people who undertook the survey, 160 respondents believed the Local and Family History Collection to be important or very important. There are also several library users who have provided testimonials about the importance of the collection to their work and engagement with the community as researchers and historians.

Whilst a commercial lease may be worth investigating, the likelihood of this being an attractive proposition is not realistic. To dispose of this asset, Council would be required to subdivide the building off the title which includes the Bicentennial Hall and The Q Theatre.

Council remains the owner of a heritage building and is responsible for its maintenance and conservation, whilst ensuring the public are able to enjoy and use the facility.

There will be a meeting rooms that will provide opportunity for community groups to hold after hours meetings by arrangement and volunteer groups may be engaged to facilitate longer opening hours than the current staff resources allow.

Risk/Policy/Legislation Considerations

The new Queanbeyan Library will not fully meet the NSW State Library size requirements for the Queanbeyan population. Using the State Library calculator this should be 1,986 sq metres. With the reading space on the ground floor, book lockers in the basement and other casual meeting areas such as the café the total space anticipated in the new Queanbeyan Library is 1,537sq metres (see attachment). The footprint of proposed Heritage Library space is approximately 350 sq metres.

NSW Library guidelines do however permit Library areas that join each other to be assessed within the Library; and having the Local and Family History Collection next door will satisfy this requirement.

9.4 Local and Family History Collection proposal to relocate to Council Chambers Building (Ref: ; Author: Ryan/Richards) (Continued)

The Council Chambers is within the Bicentennial Hall and the Q Theatre precinct in terms of Heritage, the building is included in the Queanbeyan Heritage Study (2010) as having local significance. The current use of the Council Chambers as a community facility and meeting space is permitted within the zone and aligns to the Local and Family History Collection being housed here.

There is no disabled access at the front of the building however clear level entries are at both side and rear entrances. This provides an undercover walkway link to the Library, via the café and main foyer of the new building. Unless extensive changes are planned (not currently anticipated) there is no statutory requirement to provide front entrance disability access.

Staff have considered other spaces to house the Local and Family History Collection, however there are no viable alternatives. The community spaces within the CBD are well used and the related Queanbeyan Museum and the Print Museum do not have sufficient space. Other Council assets that will become vacant once staff move including the RB Smith and Council Administration building are better suited for sale, commercial lease and/or development options.

Council's Heritage Advisory Committee may have some comments on the proposal and their feedback about room/office configuration, displays, AV and meeting space would be valuable.

Financial, Budget and Resource Implications

As the attached proposal outlines, there will be no additional costs to Council's operational budget other than moving the collection which would need to be done anyway. All initial funding will come from the existing library budget. Over time, and as the collection grows and user needs differentiate, funding will be sourced from grants to pursue additional opportunities. Initially, the library will work with the existing footprint but may over time pursue grants to modify the spaces.

The proposal includes an eventual increase in staff of a part time cultural worker at 2 days per week, however this will be considered through the normal workforce planning processes. It is anticipated that the centre will attract interested volunteers. The temperature control is equivalent to the current situation and again, over time, may need to be reviewed depending on the nature of the collection.

The future workshop, training and oral history recording room and the reading and research room can be used also for community meeting purposes. These areas are already set up for digital meetings.

Links to QPRC/Regional Strategic Plans**QPRC Community Strategic Plan**

- 1.1 Our community is strengthened through connection and participation that enhances our community and cultural life.
- 2.2 Our unique regional identity and social and economic advantages underpin a growing economy and a thriving tourism sector.
- 2.4 Our community has access to increased and enhanced education, training and learning opportunities

QPRC Library Strategy

- 2.2 Our local history collections connect our community to our shared stories. One of our goals in coming years will be to increase ways for our community to access our diverse shared heritage stories. Our local history collections should have greater visibility in our library spaces and there are opportunities for digitisation, online resources and improved discoverability to ensure they are preserved into the future.

NSW State Library Strategic Plan and the QPRC Local and Family Collections Policy

9.4 Local and Family History Collection proposal to relocate to Council Chambers Building (Ref: ; Author: Ryan/Richards) (Continued)

Conclusion

The QPRC Local and Family History Collection is an important historical record of the region and the people who live and have lived here. Later this year it will need to be re-housed with the intention that the collection is available to the public for research and interest. The current Queanbeyan Council Chambers and associated spaces will provide an appropriate location and space for the collection

Attachments

- | | |
|--------------|---|
| Attachment 1 | Size Calculations for Public Libraries (<i>Under Separate Cover</i>) |
| Attachment 2 | Local History Collection - Heritage Library (<i>Under Separate Cover</i>) |

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.5 Dissolution of Braidwood Gynasium and Bungendore Multi-Purpose School S355 Committees (Ref: ; Author: Ryan/Richards)

File Reference: 52.3.3

Recommendation

That Council:

1. Dissolve both the Braidwood School Gymnasium and Bungendore Multi-purpose School Hall Section 355 Committees.
 2. Remove the Braidwood School Gymnasium facilities from the 2023-24 Council Fees and Charges.
 3. Continue to hire the Bungendore Multi-purpose School Hall until the expiry of the Memorandum of Understanding in 2025.
-

Summary

Of the 22 Section 355 Council Committees, most are working well. Two long standing committees, with facilities on school grounds, have not convened a meeting since before the Queanbeyan-Palerang merger.

These committees are recommended for dissolution; along with cancellation of the remaining current Shared Use Agreement for the Bungendore Multi-purpose School Hall.

Background

Council currently has 22 Section 355 Committees. Many community representatives dedicate their time to the management and maintenance of certain reserves and facilities on Council or Crown lands, on Council's behalf. Those committees are delegated authority under s355 of the Local Government Act (1993), to raise funds through hire fees or grants to maintain and improve premises.

Such committees advise Council of the proposed hire fees to be set, maintenance requests, updates on membership, annual works and activities. The Manager Recreation and Culture, and Coordinator Recreation provide a one stop shop support for guidance on financial/governance matters and coordination of Council advice when needed.

Two Section 355 Committees were under shared use agreements with schools - the Braidwood Gymnasium and the Bungendore Multi-purpose School Hall. This is where the school manages bookings during school hours and Council coordinated bookings out of school hours.

Report

The two schools associated S355 committees referred to above have not operated as S355 committees for many years. Both have old agreements involving Palerang (Braidwood Gymnasium) and Yarrowlumla (Bungendore Multi-purpose School Hall).

Braidwood Central School cancelled the agreement many years ago. Staff are unable to determine an exact date, but this occurred prior to 2018. Council does not have any involvement in the booking of this facility or direct involvement with the use of the school hall.

**9.5 Dissolution of Braidwood Gynasium and Bungendore Multi-Purpose School
S355 Committees (Ref: ; Author: Ryan/Richards) (Continued)**

Potential hirers deal directly with the school. We are aware of groups using the school out of school hours.

Bungendore Primary School Shared Use Agreement remains current, and the school works with Council to facilitate bookings. It is operated like a QPRC Community Centre with bookings and payments managed by Council staff rather than a Section 355 Committee. The school deals with bookings during school hours and Council deal with booking out of school hours.

Although both schools are willing to hire their facilities for the community, neither operates as a committee of Council and therefore the S355 committees do not essentially exist.

Councillor representatives on these committees are:

Braidwood Gymnasium – Cr Taskovski

Bungendore Multi-Purpose School Hall – Cr Wilson

Risk/Policy/Legislation Considerations

The S355 committee agreement with Bungendore Primary School, confirmed by Palerang Council, is due to expire in 2025. With School agreement this could continue until the expiry date.

The Braidwood Central School Principal cancelled the hire agreement many years ago.

Neither school is operating as a S355 committee, with community committee members and regular meetings. Any maintenance is undertaken directly by the schools. Under the Local Government Act (1993), S355 committee have clear delegations and responsibilities and if the agreements were to continue, these would need to be applied.

Financial, Budget and Resource Implications

There are no financial implications of this decision.

Links to QPRC/Regional Strategic Plans

There are some links to the QPRC Community Strategic Plan regarding participation.

- 1.1 Our community is strengthened through connection and participation that enhances our community and cultural life
- 1.2 Our public and community places are inviting, accessible, encourage participation and are well maintained.

Both schools encourage community use of their facilities, and this is supported by the NSW Department of Education's Share Our Space program.

Conclusion

Since neither the Braidwood Gymnasium or the Bungendore Multi-Purpose School Hall operate, or wish to operate, as Council S355 Committees it is recommended that these committees be dissolved.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.6 s355 Committee Delegations (Ref: ; Author: Ryan/Richards)

File Reference: 2.7.1 Community Engagement

Recommendation

That Council approve the Delegations for Section 355 Committees.

Summary

Council recognises and appreciates the important work done by volunteers through Section 355 (S355) Committees. Every S355 Committee and each individual member of those committees, acts on behalf of QPRC and is bound by the legislation and specific delegations from Council. The recommended S355 delegations are attached for Council approval.

Background

In 2022 several changes occurred to the way QPRC manages its Section 355 (S355) committees including the transfer of responsibility to the Community facilities team and the addition of a Councillor delegate to each committee.

In addition, the Office of Local Government (OLG) Circular 16-24 encouraged Councils to review their S355 committees in terms of their governance. It maintains that where Councils delegate functions to S355 committees, including the expenditure of council funds, it is important that the activities of these committees remain transparent and subject to critical oversight.

Report

QPRC currently has 22 S355 Committees. Under section 355 of the *Local Government Act 1993*, Council can delegate some of its functions to Committees of Council. Council uses this delegation to appoint community volunteers to manage facilities and functions through S355 committees.

S355 Committee delegations are attached.

Risk/Policy/Legislation Considerations

S355 committees, associated volunteers and casual hirers of facilities are covered by Council's Statewide Insurance Hirers Policy and related public indemnity insurances. Permanent hirers such as incorporated associations, sporting bodies etc must have their own public liability insurance cover, indemnifying Council against any claims that arise as a result of their activities.

Financial, Budget and Resource Implications

Council and its committees are required to comply with strict financial requirements under the *Local Government Act 1993* and Regulations. Each committee with financial responsibilities must maintain a record of all financial transactions and provide financials for each financial year by 30 July.

Committees are also required to provide an annual report.

9.6 s355 Committee Delegations (Ref: ; Author: Ryan/Richards) (Continued)

Links to QPRC/Regional Strategic Plans

Community Strategy Plan *Towards 2042!*

- 1.3 Our public and community places are inviting, accessible, encourage participation and are well maintained

The work of our S355 committees will also be linked to the relevant local community plans which will be prepared over the next two years.

Conclusion

It is important for S355 committees to understand the parameters of their delegated Council responsibilities. Along with the S355 Guidelines, these delegations help committees to function effectively.

Attachments

Attachment 1 Final Draft s355 Committee Delegations (*Under Separate Cover*)

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.7 Post-Exhibition Report - Library Local and Family History Collections Policy
(Ref: ; Author: Richards/McGowan)**

File Reference: 52.5.4

Recommendation

That Council adopt the revised QPRC Library Local and Family History Collections Policy.

Summary

On 21 December 2022, Council considered the Local and Family History Collections Policy and resolved to place the policy on public exhibition from 5 January 2023 to 22 February 2023. The exhibition period has been completed, comments received, and the policy has been updated to include the appropriate recommendations. Issues raised included questions about the future location of the local history collection and correct reference to supporting documentation including the new Commonwealth Government's Cultural Policy.

Background

Local studies are a key function of the library service and a policy to determine decision-making processes for the collection, conservation, and access of the Local and Family History Collection is required. This policy complements the QPRC Library Collections Policy.

Report

There were seven submissions about the Policy which suggested minor amendments to the policy. Two questions were regarding the future location of the Local History Collection which fall out of the scope of this engagement. The full engagement report is attached.

Risk/Policy/Legislation Considerations

The risks of not having this policy include failure State Library of New South Wales standards and guidelines regarding local collection and reputationally if the community thinks that we are not performing our duties to collect, preserve and provide access to our region's local history.

Financial, Budget and Resource Implications

Since the material is already being collected there are no financial implications at this time. In future, there will need to be a plan created to support the digitisation and access of digital items for items in the Local and Family History collection.

Links to QPRC/Regional Strategic Plans

QPRC Library Strategy 2022-2026

Community Strategic Plan *Towards2042!* – Output 5.2: Council is an open, accessible, and responsive organisation.

Conclusion

The matters raised in all submissions have been considered and minor changes to the policy have been made. The QPRC Library Local and Family History Collections Policy is now recommended for adoption.

Attachments

- | | |
|--------------|--|
| Attachment 1 | Library Local and Family History Collections Policy Post-Exhibition Report (<i>Under Separate Cover</i>) |
| Attachment 2 | Library Local and Family History Collections Policy - amended (<i>Under Separate Cover</i>) |

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.8 Post-Exhibition Report - Corporate Sponsorship Policy (Author: Ryan/Flint)

File Reference: 52.5.4

Recommendation

That Council adopt the Corporate Sponsorship Policy as attached to this report.

Summary

On 23 November 2022, Council considered the Corporate Sponsorship Policy and resolved to place the policy on public exhibition for a minimum 28 days. The policy was exhibited from 28 November 2022 to 31 January 2023. The exhibition period has now been completed, one submission received, and the policy is therefore ready for adoption.

Report

Submitter:	Submission:	Recommendation
1	QPRC should not be undertaking corporate sponsorship whilst it is claiming financial hardship. This is a quick win	No additional changes to policy proposed

Risk/Policy/Legislation Considerations

Section 356 of the *Local Government Act 1993*.

Financial, Budget and Resource Implications

Each sponsorship is assessed on a case by case basis dependent upon the nature of the service being provided and is incorporated within the budget of that event or program.

Links to QPRC/Regional Strategic Plans

Community Strategic Plan – Output 5.2: Council is an open, accessible and responsive organisation.

Conclusion

The matters raised in the submission has been considered and no changes to the policy have been made. The Corporate Sponsorship Policy is now recommended for adoption.

Attachments

Attachment 1 Corporate Sponsorship Policy (*Under Separate Cover*)

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.9 Post-Exhibition Report - Footpath Management Policy (Author: Ryan/Flint)

File Reference: 52.5.4

Recommendation

That Council adopt the Footpath Management Policy as attached to this report.

Summary

On 23 November 2022, Council considered the Footpath Management Policy and resolved to place the policy on public exhibition for a minimum 28 days. The policy was exhibited from 28 November 2022 to 31 January 2023. The exhibition period has now been completed, one submission received, and the policy is therefore ready for adoption.

Report

Submitter:	Submission:	Recommendation
1	This policy is a joke and unaffordable. I live in Bungendore and the application of footpaths and drainage is terrible. This policy is not going to fix it.	Comment only - No additional changes to policy proposed
2	<p>'Hi QPRC, thanks for the opportunity to comment. Perhaps two suggestions (that may be covered by other policies):</p> <ul style="list-style-type: none"> - I have noticed some footpaths damaged by owners/builders and wonder what their obligations are to repair damage they cause. They don't seem to be covered by the Third Party clause in this policy. - I would like to see footpath data made public. Where are the 210km of footpaths in the LGA and how is it classified according to this policy (beyond the city centres included)? It might also include the dates it was last inspected/due next for inspection, repaired/scheduled for repair, etc. I think this will actually tell a really positive story about how good QPRC are at looking after the infrastructure. 	<p>The policy is designed to prioritise inspections and help determine maintenance work planning. Through the continued monitoring of our footpaths, better utilisation of limited resources can be directed into maintaining the more heavily impacted assets and reducing the risk of trips and falls occurring.</p> <p>Pathways damaged due to construction works on private property is the responsibility of the Owner/Builder. Any damaged pathways should be reported to Council for investigation.</p> <p>Footpath data could be made available on Council's Webpage and Newsletters. We are currently working on improving our work order information with the aim of making this information available to public in the future.</p>

**9.9 Post-Exhibition Report - Footpath Management Policy (Author: Ryan/Flint)
(Continued)**

Risk/Policy/Legislation Considerations

Roads Act 1993 and Local Government Act 1993.

Financial, Budget and Resource Implications

Nil.

Links to QPRC/Regional Strategic Plans

Community Strategic Plan – Output 5.2: Council is an open, accessible and responsive organisation.

Conclusion

The matters raised in the submission has been considered and no changes to the policy have been made. The Footpath Management Policy is now recommended for adoption.

Attachments

Attachment 1 Footpath Management Policy (*Under Separate Cover*)

File Reference: ECM 45.3.1-03

Recommendation

That Council endorse the revised Internal Audit Charter.

Summary

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations.

Council approval is sought on the Internal Audit responsibilities as defined in this Charter as endorsed by the Audit, Risk and Improvement Committee (ARIC) of Council.

Background

The Internal Audit Charter is required to be reviewed on an annual basis by the ARIC and approved by Council.

Report

Internal audit is an essential component of good governance for all Councils. It is a mechanism that Council uses to receive independent assurance that its internal controls and risk management is effective and that it is performing its functions legally, effectively and efficiently and to advise on how it can improve its performance.

Internal audit has no direct involvement in day-to-day operations. A Council's internal audit function reports to the ARIC which provides independent advice to Council and the General Manager on the performance and governance of Council.

The attached Internal Audit Charter was endorsed by the ARIC at its meeting of 15 March 2023. Minor changes have been made to clause 2.3 and related clause 5.4. This reflects the change made to the QPRC organisational structure where the role of 'Chief Audit Executive' was moved to the role performed by the Risk and Internal Audit Coordinator. This position also reports directly to the General Manager, providing for greater independence of the role as recommended by the External Quality Review completed in July 2022.

Risk/Policy/Legislation Considerations

All Councils are required under the Local Government Act (1993) to have an audit risk and improvement committee, which QPRC has had since before 2014. Amendments are currently being made to the Local Government General Regulation (2021) to require all Councils to have a risk management framework and an internal audit function and to prescribe membership requirements for audit risk and improvement committees.

The Draft Guidelines for Risk Management and Internal Audit for Local Government in NSW requires each Council to adopt an internal audit charter that guides how internal audit will be undertaken by the Council:

<https://www.olg.nsw.gov.au/councils/governance/risk-management-audit-and-internal-controls/risk-management-and-internal-audit-framework-for-local-councils-in-nsw/>

The current Charter has not yet been fully reviewed against the Model Internal Audit Charter provided as part of the Guidelines for Risk Management and Internal Audit for Local

9.10 Internal Audit Charter - Annual Review (Ref: ; Author: Ryan/Cakalic) (Continued)

Government NSW. Changes recommended to the Charter resulting from this review will be circulated to the ARIC members out-of-session. It is expected that a final draft version will be provided to the September ARIC meeting.

Compliance with the guidelines is required from 1 July 2024 and, commencing with the 2024/25 annual report, to attest to the ARIC compliance.

Financial, Budget and Resource Implications

Council has a part time employee, a Risk and Internal Audit Coordinator who provides the secretariat and head of internal audit function role (Chief Audit Executive). The implementation of new guidelines and expectations of the ARIC may require this resource to be full time. Council will review this as the Charter, revised Terms of Reference and future Internal Audit Plans are implemented in 2024.

Links to QPRC/Regional Strategic Plans

Pillar 5: Capability: Contemporary civic leadership and governance that is open, transparent and accountable.

Strategic Objectives:

- 5.1 Our community is serviced by an efficient, effective and innovative Council.
- 5.2 Council is an open, accessible and responsive organisation.

Conclusion

The types of work approved in the 4-year Internal Audit Plan include: internal audits with a compliance or performance improvement focus, management-initiated reviews usually in response to an issue identified in Councils Corporate Risk Register; and multi-stage audits at key milestones for projects.

The Charter is one of the requirements of the OLG Guidelines for Risk Management and Internal Audit for Local Government in NSW (2022) and has been endorsed by the ARIC.

Attachments

Attachment 1 Internal Audit Charter - March 2023 (*Under Separate Cover*)

REPORTS TO COUNCIL - ITEMS FOR INFORMATION

10.1 Proposed Planning Proposal - Abbeyfield Seniors Housing Project (Ref: ; Author: Ormella/Carswell)

File Reference: PJT0061-17-03

Recommendation

That the report be received for information.

Report

This matter was last considered at Council's meeting of 27/10/2021 where it was resolved (**Resolution No. 3161/21**):

That Council take all actions to progress a planning proposal to amend Schedule 1 (Additional Permitted Uses) of Palerang Local Environmental Plan 2014 or the Queanbeyan-Palerang Local Environmental Plan 2021 (if the latter is notified before the end of this process) in order to allow for Seniors Housing as a permissible use with consent on the northern part of the closed section of Majara Street Bungendore.

The purpose of this report is to update Council on key actions undertaken so far to achieve this resolution.

Actions taken so far in regard to this project include:

- The preparation of a planning proposal and then scoping proposal to begin the process of amending *Queanbeyan-Palerang Regional Local Environmental Plan 2022* to allow for Seniors Housing as a permissible use with consent on the northern part of the closed section of Majara Street Bungendore. This indicated that the northern (rear) part of the site was affected by flooding from Turallo Creek.
- Referral of the scoping proposal to the Department of Planning and Environment (DPE) and DPE (Flooding and Water) in regard to flood affectation of the site.
- Various meetings with representatives of both the local office and the flooding and water branch of the DPE to discuss the flood constraints of the site and further investigations required.
- Preparation of a brief for a Flood Impact and Risk Assessment of the site and circulation of the brief to appropriate consultants.
- Appointment of consultants Advisian (who are currently reviewing the Bungendore Floodplain Risk Management Plan) to undertake the Flood Impact and Risk Assessment of the site.

Staff have remained in contact with representatives of Abbeyfield to ensure they are aware of progress.

As significant steps in the process are undertaken these will be reported to Council.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR INFORMATION

10.2 Update on Bungendore East Planning Proposal - 4610 Kings Highway, Bungendore (Ref: ; Author: Ormella/Hogg)

File Reference: PJT0061-06

Recommendation

That the report be received for information.

Report

The planning proposal to rezone land from the RU1 Primary Production zone to R2 Low Density Residential zone and RE1 Public Recreation zone at 4610 Kings Highway, Bungendore (also known as the Bungendore East planning proposal) was last considered at Council's meeting on 10 November 2021. At that meeting Council resolved (**Resolution No. PLA187/21**) the following:

That Council support:

- 1. Any minor changes to the planning proposal to ensure that the RE1 and R2 land zonings appropriately reflect the 1% Annual Exceedance Probability flood level as identified in the Martens report, plus 500mm freeboard.*
- 2. Any minor changes to the planning proposal negotiated by staff with NSW Biodiversity and Conservation that ensure that the critically endangered vegetation on the site is suitably protected.*
- 3. The amended planning proposal being placed on public exhibition.*

The purpose of this report is to provide an update on the main actions and key issues that have arisen with this planning proposal since it was last reported to Council.

- Formal response to the flood study received from the Department of Planning and Environment (DPE) Flooding in late November 2021 advising that the study and planning proposal do not address issues raised previously.
- Receipt of formal response from NSW Department of Industry – Water, advising that:
“The PP needs to give due consideration to identifying a secure water supply. This includes confirmation that water supplies can be sourced from an appropriately authorised, sustainable and reliable water source. The Department advises that applications for groundwater extraction for water supply to service this PP have been received and are currently under assessment. The PP will need to give due consideration to the outcomes of these assessments and/or subsequent approvals.”
Additional matters raised in that response are yet to be resolved.
- Referral of amended flood study to relevant state agencies.
- Receipt of formal response to amended flood study from DPE - Flooding advising that:
“the Department does not support the planning proposal as referred. This planning proposal presents a significant risk to the community and environment which would result in increased future expenditure to manage flood impacts, emergency response and recovery.”
- Receipt of additional plans resulting from minor amendments to the extent of the proposed rezoning. Currently pending feedback to the Riparian Offset plan from the relevant state agency.

10.2 Update on Bungendore East Planning Proposal - 4610 Kings Highway, Bungendore (Ref: ; Author: Ormella/Hogg) (Continued)

- Correspondence prepared and discussions held with the DPE seeking a direction regarding water security in Bungendore and impact on progression of the planning proposal and gateway extension request. DPE subsequently advised that:
“If it is confirmed that access to a secure water supply cannot be realised in the short-medium term, DPE will not support any planning proposals to rezone the land identified in the Bungendore Structure Plan for future residential use, including the Bungendore East planning proposal.
- Receipt of a Gateway determination extension in January 2023 from the Department of Planning and Environment. The amended date for the LEP to be made is 22 December 2023 and was in response to letter from Council to the Secretary of the DPE seeking an extension to enable the applicant to complete the required background studies.

The next steps will be to continue to work to resolve the outstanding issues and in particular flooding and water security, raised by the relevant state agencies.

Once the state agencies have advised that the planning proposal can be supported and subject to any amendments being only minor in nature, the planning proposal status will be reviewed in accordance with the water supply situation.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR INFORMATION

10.3 Pine Forest Harvesting in the Little Bombay Area (Ref: ; Author: Hansen/Hansen)

File Reference: 31.4.5-03

Recommendation

That the report be received for information.

Report

A forestry company has recently agreed with Water NSW to harvest burnt pine plantations in the Little Bombay region to the ACT and Riverina for use in the building, paper and pulp recycling industry. They estimate that they will be harvesting and transporting about 30,000 tonnes of logs over the next 12 months. The haulage route is Tally Ho Road - Little Bombay Road - Bombay Road.

They are currently using six axle semi-trailers to haul the cut logs. They are permitted to use these vehicles without any approval from Council or any obligation to mitigate their impact on the road.

The net weight of each semi-trailer load is about 26 tonnes. It will take about 1,154 loads using these trucks to transport 30,000 tonnes of logs. There is currently a shortage of trucks of this configuration available to the forestry firm.

They have requested that approval be given to be able to use nine axle B-Doubles to enable them to draw trucks from a larger pool and reduce the number of trucks needed to complete the job.

The allowable Gross Vehicle mass for the B-double axle groups is the same as the semi-trailer so impact on the road of each axle group should be about the same for both configurations.

The net weight of each B-double load would be about 42 tonnes. It will take about 714 loads of B doubles to transport 30,000 tonnes of logs. This represents a 38% reduction in truck traffic and will enable the job to be completed much faster.

They understand that they are sharing narrow roads with the public and are prepared to impose reasonable speed restrictions to allow for any road alignment issues. They can also restrict truck hours around school traffic times (same as Bombay Road).

This proposal requires approval from the National Heavy Vehicle Regulator (NHVR) as the route is not currently an authorised B-Double route. The application to the NHVR requires the operational consent from Council to the proposed usage of the haul roads by the B double vehicle.

The benefit of reducing the number of heavy vehicles on the haulage route is significant and provides an overall benefit to the community and other road users. The following additional conditions have been added to the consent:

- That the applicant fund the grading of the unsealed section of the haulage route an additional three times throughout the logging operation period of 12 months. This is to be in addition to the routine maintenance undertaken by Council.
- That loaded haulage trucks be restricted to 80kph on the sealed sections of the haulage route and 40kph on the unsealed sections of the haulage route.
- That loaded haulage trucks not travel on the road at the same time as the school bus.

The consent for B-doubles to be used for this haulage operation will be provided with the application from the proponent to the NHVR.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR INFORMATION

10.4 Councillor Workshops (Ref: ; Author: Ryan/Ison)

File Reference: 12 April 2023 reports

Recommendation

That the report be received for information.

Synopsis

Council at its meeting on 23 February 2022 resolved (**Resolution No 093/22**) to publish details of Councillor workshops in the Agenda of the next Council meeting.

Report

During the period 16 March to 5 April 2023, the following workshops were held:

Date	Workshop Items	External Presenter/s (if applicable)
28/03/2023	1. Property File Information Requests 2. Planning Processes and Procedures	N/A
29/03/2023	1. Child Safe Policy and Standards 2. Council Road Asset Workshop 3. Local Family History Collection Update	N/A
04/04/2023	1. QPRC Draft Aquatics Strategic Plan 2. Draft Operational Plan 22/23 a) Revenue Policy Part 1: Fees and Charges	N/A
05/04/2023	1. Draft Operational Plan 22/23 a) Assumptions b) Revenue Policy Part 2: Rates 2. 58 Morisset Street - Asset Disposal Options	N/A

Attachments

Nil

11.1 Disability Access Committee - March 2023 (Author: Richards/Wherry)

File Reference: 2.5.2

Recommendation

That Council note the minutes of Disability Access Committee held on 16 March 2023.

Summary

The Access Committee met on 16 March 2023. The Committee was presented with information from the Urban Landscapes team in relation to the installation of the Changing Places facility at Queen Elizabeth II Park. This project forms one of six successfully funded projects through the Stronger Country Communities Fund Round 5 which will provide increased accessibility across the LGA. The committee also heard updates from the Communications team on the work being undertaken to improve accessibility across the QPRC website.

Attachments

- | | |
|--------------|--|
| Attachment 1 | Access Committee Minutes 16 March 2023 (<i>Under Separate Cover</i>) |
| Attachment 2 | Changing Places Facility Presentation - Urban Landscapes (<i>Under Separate Cover</i>) |

REPORTS OF COMMITTEES

**11.2 Queanbeyan Showground Advisory Committee Meeting Minutes (Ref: ;
Author: Richards/Duncan)**

File Reference: 23.1.1

Recommendation

That Council:

- 1. Note the minutes of the Queanbeyan Showground Advisory Committee held on 19 December 2022 and the draft minutes of the Committee dated 27 February 2023.**
- 2. Adopt the Terms of Reference of the Queanbeyan Showground Advisory Committee, endorsed by the Committee on 27 February 2023.**

Summary

The Queanbeyan Showground Advisory Committee has submitted the minutes held on 19 December 2022 and the draft minutes held on 27 February 2023.

The Committee endorsed the Terms of Reference at the February meeting, these are attached.

Attachments

- | | |
|--------------|---|
| Attachment 1 | QSAC Meeting Minutes held on 19 December 2022 (<i>Under Separate Cover</i>) |
| Attachment 2 | Draft QSAC Meeting Minutes held on 27 February 2023 (<i>Under Separate Cover</i>) |
| Attachment 3 | QSAC - Terms of Reference - 27 February 2023 (<i>Under Separate Cover</i>) |

**11.3 Audit, Risk and Improvement Committee Minutes - 15 March 2023 (Ref: ;
Author: Ryan/Cakalic)**

File Reference: 45.3.1

Recommendation

That Council note the minutes of the Audit, Risk and Improvement Committee held on 15 March 2023.

Summary

This report provides the minutes of the Audit, Risk and Improvement Committee (ARIC) meeting of 15 March 2023, as confirmed by ARIC members out of session.

The objective of the ARIC, as stated in its charter, is to provide independent assurance and assistance to Council. The agenda for the meeting is determined by an ARIC work plan, which is agreed to by the members. The work plan ensures that the legislated obligations of the ARIC, as prescribed under section 428a of the Local Government Act, is covered over the four meetings held annually.

Two in-camera sessions were held with the ARIC members. In-camera sessions allow ARIC members to have separate discussions with the External Auditors and Internal Auditors without staff being present. These sessions are not minuted.

The following is a summary of the reports received by the ARIC at its 15 March meeting.

- Verbal update on external audit activities by the Audit Office of NSW
- Internal audit activity report by O'Connor Marsden
- Chief Financial Officer update
- Review of ARIC actions arising and status of external/ internal audit recommendations
- Final Internal Audit Report Disaster Recovery Operational Technology
- Presentation – Director Corporate Services update on directorate audit actions
- HSEQ Maturity Report
- Complaint Management
- Business Continuity
- Statewide Mutual Continuous Improvement Program Benchmarking Report
- Internal Audit Quality Assurance and Improvement Program
- QPRC Internal Audit Manual
- Internal Audit Charter – annual review
- ARIC Meeting Planner – annual review
- ICT Report for March
- QPRC External penetration testing report 2022
- NSW OLG Circular 22-39 – Cyber Security Guidelines
- NSW OLG Circular 22-41 – Guidelines for Risk Management and Internal Audit for Local Government in NSW
- NSW OLG Circular 22-42 – Credit Card Management
- External reports of interest – NSW Auditor General's report – Planning and managing bushfire equipment.

11.3 Audit, Risk and Improvement Committee Minutes - 15 March 2023 (Ref: ; Author: Ryan/Cakalic) (Continued)

- Update on Special Rate Variation
- Public Interest Disclosures and Code of Conduct matters – closed session

Attachments

Attachment 1 ARIC Minutes 15 March 2023 (*Under Separate Cover*)

12.1 Electronic Gaming Machines Reform (Ref: ; Author: Macdonald/Macdonald)

File Reference: 12 April 2023 motions

Notice

Councillor Macdonald will move the following motion:

Motion

That Council write a letter to the NSW Premier and Treasurer of NSW seeking a commitment by the New South Wales Government to implement gambling reform measures which include; adopting all eight recommendations of the New South Wales Crime Commission report including, mandatory cashless gaming across all pubs and clubs, banning credit and automatic top-ups, and a financial support package to assist clubs and pubs in NSW throughout the transition.

Comment from Cr Macdonald in support of this Notice of Motion

The former New South Wales Government announced a major reform package to electronic gaming machines to curb problem gambling and tackle organised crime and money laundering.

The widely supported announcement follows a 2022 New South Wales Crime Commission report and extensive community and sector consultation. The measures include financial support packages for clubs and pubs.

Australia is home to less than half a per cent of the world's population, yet home to 20 per cent of the world's poker machines;

New South Wales alone has almost 90,000 poker machines;

Profits from gaming machines in New South Wales hit a record \$3.8 billion dollars in the first half of 2022.

Staff Comment

Report referred to is attached for Council information, with link to the NSW Crime Commission website for terms of reference and associated documents:

<https://www.crimecommission.nsw.gov.au/inquiry-into-money-laundering-in-pubs-and-clubs>

Attachments

Attachment 1 2022 Project Islington Final Report (*Under Separate Cover*)

NOTICE OF MOTIONS

12.2 Disaster Recovery Funding Arrangement (Author: Grundy/Grundy)

File Reference: 12 April 2023 Council Reports

Notice

Councillor Grundy will move the following motion:

Motion

That Council writes to the New South Wales Government seeking changes to the guidelines governing the Disaster Recovery Funding Arrangement to enable DRFA funds to be used for council staff to undertake work related to public asset restoration.

Comment from Cr Grundy in support of this Notice of Motion

In a recent briefing to council, staff noted the arrangements governing the New South Wales Disaster Recovery Funding Arrangements as opted by Council, does not allow for Council staff to be involved in any works. DRFA payments must be expended through work awarded to contractors. With limited contractors available across the LGA this limitation contributes to delays in essential works.

Staff Comment

The State Government has previously reviewed the Disaster Recovery Funding Arrangements (DRFA) and have offered Councils two different administration options. These guidelines (Attached) are consistent with the Australian Government's Disaster Recovery Funding Arrangements.

The first is the current arrangements where Council funds the first \$29,000 in a declared disaster event, then 100% of the costs to repair essential public assets is then funded from the DRFA. A condition of this arrangement is that Council must use contractors to deliver the work funded through the DRFA program.

The second is a co-funded option where Council is required to fund the initial cost of the repair work up to a capped amount per event of 0.75% of Councils total rate revenue. In our case, we would need to fund up to about \$330,000 per event before a claim against the DRFA would be paid. In the last few years, Council has averaged 3 claims per year. It follows that Council would have needed to fund the first \$330,000 of each of those claims. The co-funded option does have an upper limit of co-contribution by Council in the year the disaster event occurred of 2% of the rate revenue, which is about \$900,000 in the case of QPRC.

To participate in the second option, Council is required to "opt in" by advising the Office of Emergency Management or a resolution by Council to do so. Council considered this matter in February 2019 and resolved not to opt in at that time.

Noting the limitations with our own resources, Council would still primarily use contracted labour and plant to deliver all of the work funded by the DRFA even if option 2 above was agreed. The review of the guidelines to enable Council staff to project manage the work and choose to use Council resources has been raised by Council in our regional and state forums.

The Australian Government has commissioned an Independent Review into Disaster Funding, <https://nema.gov.au/governance-and-reporting/Independent-Review-Disaster-Funding> which is timely and has relevance to this Motion. The Canberra Region Joint Organisation (CRJO)

12.2 Disaster Recovery Funding Arrangement (Author: Grundy/Grundy) (Continued)

has been discussing the issues of DRFA and will be ensuring member councils can contribute to this review.

LGNSW has a current Policy Platform which also supports this motion; that seeks to address the following issues:

- allocation of responsibilities for emergency management,
- adequacy and timeliness of funding,
- the absence of funding for betterment or mitigation works and
- the funding of council day labour.

This LGNSW Policy Platform document is available on the LGNSW website:

https://www.lgnsw.org.au/Public/Public/Policy/Policy_Platform.aspx

Attachments

Attachment 1 NSW DRFA Guidelines (*Under Separate Cover*)

NOTICE OF MOTIONS

12.3 Revolving Energy Fund (Author: Willis/Willis)

File Reference: 12 April 2022 motions

Notice

Councillor Willis will move the following motion:

Motion

That Council receive a report on the Revolving Energy Fund addressing:

- 1. How much money has been allocated to the fund in each year that it has operated?**
 - 2. The works which the fund has financed.**
 - 3. Any identifiable energy and financial savings achieved from these investments.**
 - 4. Potential uses for the fund in the 2023/24 operational plan, having regard to the payback period of investments.**
 - 5. Whether the fund should be expanded in future years to assist council to achieve net zero emissions for its operations.**
-

Comment from Cr Willis in support of this Notice of Motion

Council's Operations Climate Change Action Plan 2020–2030 lists a series of potential measures to reduce greenhouse gas emissions and a Revolving Energy Fund (CO 7.1.4) to help finance these.

A similar approach was adopted by the former Queanbeyan City Council to invest in roof-top solar energy and energy efficiency measures for the former Council's buildings and related property.

It is important that Council has a dedicated budget allocation to progress measures in the council operations climate change action plan.

Attachments

Nil

15 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

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

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

Recommendation

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

Item 16.1 RFT 2022-48 Braidwood Concrete Path Construction and Ancillary Works

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

Item 16.2 Compulsory Acquisition of Land for Road Widening of Nerriga Road

Item 16.2 is confidential in accordance with Section 10A (e) of the Local Government Act 1993 because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 16.3 Feasibility Study - Queanbeyan to Bungendore (Q2B) Bulk Water Supply Pipeline Proposal

Item 16.3 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.