

Ordinary Meeting of Council

14 February 2024

UNDER SEPARATE COVER ATTACHMENTS

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

14 FEBRUARY 2024

- ITEM 7.1 COST SHIFTING BY STATE AND FEDERAL GOVERNMENTS
- ATTACHMENT 1 MORRISON LOW REPORT LGNSW ANNUAL COST SHIFTING





LGNSW Cost Shifting Report –

How State Costs Eat Council Rates



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1 Executive Summary

Cost shifting remains one of the most significant challenges facing the NSW local government sector. As the peak organisation representing the interests of all 128 general purpose councils in NSW, as well as special purpose councils and related entities, Local Government NSW (LGNSW) regularly monitors the extent of cost shifting onto local government via its Cost Shifting Survey.

The 2021–22 Cost Shifting Survey has revealed that cost shifting totalled **\$1.36 billion** in 2021–22 (see figure on the next page), far exceeding historical records and representing an increase of \$540 million since the Cost Shifting Survey was last carried out in 2017–18. Alarmingly, the increase in cost shifting has been accelerated by various State Government policies, with the most significant examples of cost shifting in 2021–22 being:

- The **waste levy**, which remains the largest single contributor to cost shifting in NSW, totalling \$288.2 million, because the NSW Government did not fully reinvest the waste levy, paid by local councils, back into waste and circular economy infrastructure and programs.
- The Emergency Services Levy and associated emergency service contributions, which totalled \$165.4 million and represented the largest direct cost shift to local councils. In 2021–22, councils contributed \$142 million through the Emergency Services Levy, \$12.7 million through Rural Fire Service (RFS) obligations, and \$10.7 million in depreciation expenses on RFS assets.
- The NSW Government's failure to fully reimburse local councils for mandatory **pensioner rate rebates**, resulting in councils losing \$55.2 million.
- The NSW Government's failure to cover the originally committed 50 per cent of the cost of libraries operations, resulting in an additional \$156.7 million in costs to councils.

Local councils and their communities are facing unprecedented challenges. As they lead the recovery efforts from both the COVID pandemic and repeated natural disasters across much of NSW, local councils are also grappling with the same challenges affecting the State and Federal Governments, such as rising costs, increased economic uncertainty, and severe skills and labour shortages – all of which are impacting council budgets and affecting service and infrastructure delivery in local communities. The continual shifting of the obligations and costs for State and Federal functions and services onto local government coupled with a defective rate peg system, is only making the situation worse. In 2021-22, each ratepayer of NSW has approximately \$460.67 from councils' rates eaten by state government costs.



Figure 1 2021–22 cost shifting components





2 Background

2.1 What is cost shifting?

Cost shifting describes a situation where the responsibility for, or merely the costs of, providing a certain service, concession, asset, or regulatory function is imposed onto local government from a higher level of government (Commonwealth or State Government) without the provision of corresponding funding or the conferral of corresponding and adequate revenue raising capacity other than out of general rates.

As the council cannot raise or receive sufficient revenue to fund the imposed service concession asset or function, cost shifting forces councils to divert funding collected from ratepayers away from planned projects or services that the council has committed to the community to deliver in its Delivery Program.

In NSW, cost shifting has taken a number of forms including:

- The Emergency Service contributions: Councils are required to fund 11.7 per cent of the cost of Fire & Rescue NSW, Rural Fire Service (RFS) NSW and the NSW State Emergency Service (SES) through an Emergency Service Levy (ESL). 73.7 per cent of emergency services costs is funded through insurance premiums and the remaining 14.6 per cent from the NSW Government's treasuries. Councils provide additional financial contributions to emergency services agencies in addition to the ESL.
- **The waste levy**: The waste levy is not as much a cost shift to councils as an invisible tax levied on ratepayers through councils. The waste levy is a levy paid by all waste facilities to the NSW Government, the cost of this levy is recovered through the waste collection fees levied by councils, in effect shifting the burden of this tax on to ratepayers.
- Forced rates exemptions: Councils are required to exempt government and other organisations from paying rates in the local government area. These organisations utilise local government services and infrastructure. As they are exempt from paying rates, the burden of the costs they incur is shifted to the ratepayers to fund. Examples of exempt organisations include government departments, private schools, and non-government social housing providers.
- Imposing additional regulatory functions: State and Federal levels of government implement or increase regulatory requirements through legislation that is then administered by local government. The costs of this new or increased regulatory function is often not funded by the determining level of government and councils must fund this through their own revenue sources including rates.
- Cutting or failing to adequately continue to fund programs for services that need to continue: Many funding programs announced by State or Federal government are required to be delivered by local government but are either not fully funded from their initiation or, if an ongoing initiative, funding is reduced over time leaving councils with the decision to either continue the program and make up the burden of the cost or cease the program entirely. An example of this in Libraries, where the original commitment from State Government was to fund 50 per cent of libraries cost, it now covers approximately 8 per cent of the total costs, leaving councils to fund an additional \$156.7 million to make up the difference.

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- **Pensioner rebates**: Councils are required to provide pensioner rebates on rates and other charges, for which the State government only subsidises 55 per cent of the cost, the remaining 45 per cent is funded by other ratepayers.
- Councils absorbing the costs of service and market gaps that should have been provided by State or Federal governments: This is particularly an issue in rural and regional NSW, where councils often must step in to provide or support a service that is traditionally delivered either directly or through subsidised private providers. This can be for a diverse range of services from aged, disability or childcare through to medical services, education, or public transport services.

2.2 Cost shifting and the rate peg

Cost shifting has been a term used for many years to describe the cost impact on local government of decisions made at the State and Federal level. It is particularly relevant in NSW where a rate pegging system is applied to restrict how local government can raise rates revenue.

The issue of State and Federal decisions having a direct financial impact on local government exists in all States and territories of Australia to some extent. In many cases, local government can be the best and most efficient partner for State and Federal government to deliver its programs or services.

Challenges arise with respect to how the State and Federal initiatives are, or continue to be, funded. In States where there is not a rate pegging system in place, local councils are able to better manage the financial impacts by adjusting rates or levying specific fees and charges to reflect the change in costs of providing the imposed service, concession, asset, or regulatory function.

The rate peg in NSW sets out the maximum amount that local councils can increase their rates by and is set by the Independent Pricing and Regulatory Tribunal (IPART) each year. In determining the rate peg, IPART does not adequately consider the cost shifting impacts on councils. As a result, increases in the costs shifted to councils identified here are not covered by a commensurate increase in rates revenue. This means that councils have to divert funding from other commitments agreed with their communities in their Community Strategic Plan and Delivery Program to fund the cost shift incurred. This has a direct impact on councils' ability to deliver services to the community and their overall financial sustainability.

2.3 This report

This report provides analysis and insights from the 2021–22 Cost Shifting Survey conducted in May 2023.

Section 3 of this report provides more detail on the findings from the survey, breaking down the findings into their key cost shifting areas, as identified in section 2.1 above, and Section 4 outlines the approach and methodology used in the survey and analysis.



3 Findings

Our survey found that cost shifting cost NSW councils \$1.36 billion in 2021–22, which represents \$460.67 for each ratepayer. In effect, this is the average amount of rates that councils must divert from the services and infrastructure that council has committed to provide the community in order to fund the unrecoverable cost services, programs and functions that are imposed from the State or Federal governments.



Many services, programs, and functions that the State and Federal governments require local councils to deliver, in turn provide benefits to the local communities they serve. This report does not provide an assessment on the merit of these costs, only to bring them to light. Due to the nature of how the services, programs and functions are provided and funded, cost-shifting can be hidden from view. This analysis helps to quantify and highlight these costs for all tiers of government and the community.

 $\ensuremath{\textcircled{}}$ Morrison Low



Figure 2 2021–22 cost shifting components



The largest direct cost shift to councils is from emergency service contributions and other emergency service obligations, totalling \$165.4 million.

However, the cost of rate exemptions are higher still, representing a total of \$273.1 million of potential rates that are exempted and redistributed to other ratepayers to pay. An additional \$288.2 million in waste levies are passed onto the ratepayers through the waste collection fees in their rates bill. A further \$156.7 million



in costs for libraries has been covered by councils to make up the difference between the committed funding for councils' libraries and the subsidies received.

While in nominal terms the largest total cost shifts have been seen metropolitan councils, was on a per ratepayer basis rural and large rural councils have seen a greater impact, as the graphs below indicate.

Figure 3 Total cost shift by council classification



Figure 4 Cost shift per ratepayer by council classification





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We will explore each component of rate shifting in the following sections.

3.1 Emergency service contributions and obligations







Figure 5 Emergency services contributions and obligations by council classification



Figure 6 Respondent councils with the highest emergency services contributions and obligations burden





Figure 7 Respondent councils with the highest emergency services contributions and obligations burden as a proportion of total operating expenditure

NSW councils are required to fund 11.7 per cent of the NSW SES, NSW Fire and Rescue and NSW RFS budgets through a direct contribution levied each year by the State Revenue Office. This is funded directly from general revenue, primarily rates, as councils have no ability to raise revenue to fund this in any other way.

Councils also have no influence on the costs or budget setting of these organisations. This contribution of ratepayers' funds is in addition to the Emergency Services Insurance Contribution that is extracted through insurance companies, who cover 73.7 per cent of the agencies' budgets and results in higher insurance premiums for policy holders

The emergency service levy is estimated to have cost NSW councils overall \$142.0 million in 2021–22. That is a total of \$46.23 per ratepayer, which goes directly to the NSW Government as part of the emergency services contribution.

 $\ensuremath{\mathbb{C}}$ Morrison Low





Figure 8 Respondent metropolitan and fringe councils with the largest ESL bill for 2021–22

Figure 9 Respondent regional and rural councils with the largest ESL bill for 2021–22







Figure 10 Respondent councils with the largest ESL bill as a proportion of total operating expenditure

In 2019, the NSW Government subsidised councils for the increase in Emergency Service Contribution costs, because of a large increase in the ESL resulting from large increase in workers compensation costs followed by the Black Summer Bushfires and the unfolding COVID pandemic. From the 2023–24 financial year, the NSW Government increased the budgets and therefore costs for the three relevant agencies and removed the subsidy at the same time. Councils were not advised of this change until after they had developed and put their 2023–24 budget on public exhibition as they are required to do. The increase represented a \$41.2 million cost increase from the prior 2022–23 financial year.

With the rate peg set at 3.7 per cent for the 2023–24 rating year, the increase in emergency services contributions has put substantial pressure on the financial sustainability of local government.



Figure 11 Top 10 councils with the highest ESL bill in 2023–24





Figure 12 Top 10 councils with the highest 2023–24 ESL increase as a percentage of the rate revenue increase

The increases in emergency services contributions from councils have hit both the largest and smallest of councils.

"Two of the four biggest expense payments that Central Coast Council must make each year are for State government levies: the emergency services levy and the waste levy. They are in the millions each and are funded straight out of our rates and waste revenue."



David Farmer, CEO, Central Coast Council

"Central Darling Shire is the largest shire in NSW covering an area of 53,000 square kilometres in Far Western NSW, but it has the smallest (and declining) population of less than 2000. CDS is not a typical shire as it consists of a series of isolated communities (Menindee, Ivanhoe, Wilcannia and White Cliffs) and large pastoral holdings. It borders the large unincorporated area of the Far West.

For Council, the Emergency Services Levy has increased by \$70,000 for 2023/24, bringing the total Council contribution to \$318,989. The increase is some \$70,000 which is more than double the increase in rates due to rate pegging.

For the 2023/2024 financial year the Council income from rates is budgeted to be \$913,000. This includes the rate peg increase of 3.7 per cent, which looks like being eaten up by the hike in the ESL.

For a Council like Central Darling this level of increase is simply unsustainable and will result in the further reduction of services to our residents.

There is a clear case for the NSW Government to fully fund this increase as part of its community service obligation as small rural councils with a limited rate base cannot afford to continue to pay."

Bob Stewart, Administrator, Central Darling Council¹

¹ Figure 11 does not include Central Darling's actual result as it was not provided to LGNSW.



In addition to the emergency service levy, local councils are required to support the RFS and SES in other ways. This commitment seems to be different for different Councils. For example, for some councils, when the RFS annual budget is allocated back to the districts, some of these funds are vested in councils through the Rural Fire Fighting Fund (RFFF). These funds are then administered by councils to deliver repairs and maintenance of buildings and a small amount of plant and equipment. In some cases, Councils also fund other functions such as training and provision of office supplies. If the RFFF is insufficient to provide these in any one year, some councils will then provide further financial support directly to the districts to meet the difference. In 2021–22, the cost of this additional support has been estimated at \$12.7 million.



Figure 13 Additional RFS contributions by council classification

The RFS funding arrangements are the most complex of the all the emergency services and creates challenges for both councils and the RFS. While councils are aware that their obligations to provide financial support to the RFS are generally over and above the RFFF, the costs at a district level are extremely volatile from one year to the next and dependent on whether there is a bushfire in the district (in which instance the district will fund some aspects of other districts' costs if they come to support the local bushfire response) or if the district comes to the aid of another district (in which instance they will receive additional funding which reduces the pressure on its own budget and therefore the financial support required from the local council).

What results is that councils have to bear the budget risk of the volatility of RFS costs and funding, while RFS districts don't have accountability for their own budgets and costs, and are not able to help to provide certainty because they don't know where the next emergency will be. Much of these volatility issues are resolved at a State level, when looking at the RFS services overall.



In addition to the direct repair and maintenance costs, councils are also required to recognise RFS red fleet assets and account for their depreciation expense in council financial reports. In 2021–22, this depreciation cost is estimated at \$10.7 million.



Figure 14 RFS Depreciation Expense by council classification

This has been a somewhat contentious issue in recent years and ultimately comes down to identifying where control of these assets lie. In summary, the NSW Government has concluded under the *Rural Fire Services Act 1997*, which states that these assets are vested to councils and therefore "on balance, councils control this equipment" under the Australian Accounting Standards². The NSW Audit Office has accepted this position in undertaking their audit function of local government.

Many councils, with the support of LGNSW, have refused to accept this position, which has resulted in 43 NSW councils receiving a qualified audit opinion of their 2021–22 financial reports. Their position is that control of these assets sits with the RFS, and therefore the NSW Government, based on the Australian Accounting Standards Board Conceptual Framework, which does not necessarily define control as a legal ownership right, but rather:

"... the present ability to direct the use of the economic resource and obtain the economic benefits that may flow from it. Control includes the present ability to prevent other parties from directing the use of the economic resource and from obtaining the economic benefits that may flow from it. It follows that, if one party controls an economic resource, no other party controls that resource."³

 ² Audit Office of New South Wales (2023) *Regulation and monitoring of local government*, NSW Government, 23 May 2023.
³ Australian Accounting Standards Board (2022) *Conceptual Framework for Financial Reporting*, AASB, 7 April 2022.



This issue is ongoing, and while depreciation itself is not a cash expense, the accounting for depreciation in local government has two key financial implications. Firstly, the increase in depreciation expense will reduce a council's overall surplus or increase its deficit, which has implication for a council's measures of financial sustainability. Secondly, for most local government assets, depreciation is used as the estimate of required renewal expenditure for councils to maintain assets at their current condition. In other words, councils must fund depreciation with a similar level of capital cashflow to ensure assets are kept at required standards, this is not the case for firefighting equipment, which is funded through the State Government's budget allocation to the RFS. This remains an ongoing issue at the time of writing this report.

3.2 Waste levy

The waste levy is a tax on landfill facilities and only applies to 42 metropolitan and 19 regional levy areas shown in Figure 18. Although, not technically a "cost shift" – as the cost of the levy is recovered through waste charges – it represents a somewhat "invisible tax".

The purpose of the waste levy is to provide economic incentive to alternative waste management processes, such as recycling and resource recovery. The funds raised by the waste levy go directly to NSW Government general revenue. Some funds do come back to communities and councils through grants for a variety of projects, but this only represents 10 to 15 per cent of the funds raised through the tax.

The metropolitan levy at \$147.10 per tonne in 2021–22 is nearly twice the amount per tonne of the regional levy at \$84.70 per tonne in 2021–22. Some councils, such as Central Coast and Newcastle, operate their own landfill facilities and pay the levy directly to the NSW Government. Not all councils operate landfills directly, many councils have their waste managed through contracts with private providers. While these providers will incur the levy directly, councils in the levy areas will collect waste charges that include the waste levy as a component of the waste fees. Depending on how their waste management contracts are structured, some councils have been able to provide an estimate of this levy collected in the waste fees while others have not.

Of the 51 councils surveyed who are in the levy area, 36 provided an estimate of the amount paid, which totalled \$287.8 million in 2021–22. Based on this data, we have estimated the total amount of the waste levy paid through waste collection fees in 2021–22 at \$292.9 million.





Figure 15 Waste levy by council classification

Figure 16 Respondent councils with the highest waste levy





QLD Waste levy area boundaries Metropolitan Levy Area Non-Levied Area Regional Levy Area N

Figure 17 Waste levy area map⁴

⁴ <u>https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/wasteregulation/levy-area-map.pdf?la=en&hash=C00135E31055627BB8A41EAEB222864C2655B186</u>.



3.3 Rate exemptions

Many government and private property owners in a local government area are exempt from paying rates to councils. Due to the way rates are calculated, this doesn't usually affect the total amount of revenue that councils are able to raise through rates. It does mean that the distribution of the rates burden falls more heavily on the existing ratepayer base.

For government-owned properties, rate exemptions are a part of a complex set of arrangements for exemptions of some taxes between the different tiers of government. State Owned Corporations (SOCs and GTEs) pay tax on lands owned and used for commercial purposes. This is provided for under competitive neutrality policy/National Competition Policy (a notable exception to this arrangement is the Forestry Corporation). Councils are exempt from most State and Federal taxes (for example land tax, payroll tax, stamp duty, and income tax). Councils are also involved in delivering a wide range of services or regulatory functions under various State and Commonwealth Acts and they receive a large number of different grants from State and Federal governments, including the untied Financial Assistance Grants that the States administer and distribute to councils.

Additionally, there are many non-government organisations that are also exempt from paying rates, including private schools, hospitals and retirement villages, as well as not-for-profit organisations such as religious organisations. While these organisations are exempt from paying rates; all expect and receive services and infrastructure from councils, the cost of which is funded by ratepayers.

Community housing was an area that we asked councils about specifically as the NSW government has been in the process of transitioning the ownership and management of public and social housing to nongovernment Community Housing Providers. Under past practice, social and public housing provided by State Government agencies paid rate equivalents on all their properties. CHPs are exempt from rates and more and more social and public housing is moving into this category. As a result, the rates exempt status seems to be moving with the community housing property.

The total amount of rate exemptions represented \$273.1 million, shifting approximately \$89.04 to each NSW ratepayer.





Figure 18 Rate exemptions by category

Figure 19 Rate exemptions by council classification







Figure 20 Average rate exemption for respondent councils as a proportion of rates revenue by council classification







Table 1 Cost for rate exemptions

Rate exemption	Number of councils who responded to this question in the survey with a figure	Total amount of cost shift provided	Estimated total cost shift for all NSW Councils (based on population)
Government-owned property	62 (from which two councils put a figure of 0)	\$95.5M	\$151M
Non-government-owned property	61 (from which one council put a figure of 0)	\$72M	\$115M
Voluntary conservation agreements	47 (from which ten councils put a figure of 0)	\$1.2M	\$1.9M
Community housing	53 (from which 11 councils put a figure of 0)	\$3.3M	\$5.2M

3.4 Regulatory functions

In addition to the obligations under the *Rural Fire Services Act 1997, Fire and Rescue NSW Act 1989* and the *State Emergency Service Act 1989,* councils incur additional costs of increased regulatory responsibilities. These are additional functions or requirements that are not fully funded by increases in fees and charges.

In 2021–22, the unfunded costs for regulatory functions represented \$208.0 million.

Figure 22 Unfunded regulatory costs by category







Figure 23 Unfunded regulatory costs by council classification

Figure 24 Respondent councils with the largest regulatory cost as a proportion of total operating expenditure



The function and total estimated costs from councils are outlined in the table below.



Regulatory function	Number of councils who responded to this question in the survey with a figure	Total amount of cost shift provided	Estimated total cost shift for all NSW Councils (based on population)
Onsite sewer facilities	35 (from which 15 councils put a figure of 0)	\$3.4M	\$5.2M
Companion animals	69 (from which four councils put a figure of 0)	\$19.6M	\$29.6M
Contaminated land management	45 (from which nine councils put a figure of 0)	\$7.2M	\$14.3M
Protection of environment operations	48 (from which four councils put a figure of 0 and one a negative amount)	\$9.9M	\$15.3M
Noxious weeds	64 (from which eight councils put a figure of 0)	\$11.1M	\$16.6M
Development applications	64 (from which five councils put a figure of 0 and one a negative amount)	\$86.7M	\$127.0M

Table 2 Cost for increased regulatory functions that cannot be recovered through fees and charges

3.5 Funding programs

Councils are occasionally required to fund the continuation of several funding programs that were instigated by the NSW Government, but for which funding commitments have, over time, either been reduced or removed entirely. The three main funding programs councils currently continue to fund are:

- Library subsidies: the original library funding subsidy was 50 per cent of the library services costs, however this has reduced over time. In 2021–22, councils paid an estimated \$156.7 million on library services that would have been covered by the originally committed 50 per cent State government subsidy.
- Flood mitigation: the program was originally established with the State and Federal governments providing 80 per cent of the costs and councils funding 20 per cent, the shortfall of this funding is estimated to be costing councils \$18.2 million in 2021–22.
- Road safety program: funding for programs and ongoing staff for education, however councils were not able to reduce the costs with the removal of the funding program. In 2021–22, councils have an estimated cost burden of \$6.4 million as result.

The total cost to council to continue to meet the funding shortfall of these programs was \$181.3 million, the vast majority which was the shortfall in the library subsidy of \$156.7 million.





Figure 25 Funding program costs shifted by category

Figure 26 Funding program costs shifted by council classification







Figure 27 Respondent councils with the largest funding program costs shifted as a proportion of total operating expenditure

3.6 Pensioner rebates

Councils are required to provide rates rebates to pensioners, which are partially subsidised by the NSW Government. This mandatory pensioner rebate is an estimated net cost to councils of \$55.2 million. This does not include the cost of administering the mandatory pensioner rebates, as each pensioner claim needs to be registered and their details checked by the council.

The level of mandatory rebate has not risen substantially over many years, and therefore has not kept pace with inflation. As a result, many councils have elected to apply further voluntary rebates to ease the financial burden on pensioners. NSW councils incur an additional \$17.2 million in voluntary pensioner rebates. The total cost of pensioner rebates is estimated to be \$72.4 million.





Figure 28 Average total pensioner rebates as a proportion of total rates revenue by council classification



3.7 Service gaps

This section captures costs incurred by councils in providing services as a result of insufficient service provision by another level of government or a market failure of a subsidised or privatised public service. In 2021–22, it is estimated that councils spent \$66.6 million on filling these gaps.

Figure 29 Service gap costs by council classification



Figure 30 Respondent councils with the highest service gap cost as a proportion of total operating expenditure





The estimated costs are set out in Table 3, below.

Regulatory function	Number of councils who responded to this question in the survey with a figure	Total amount of cost shift provided	Estimated total cost shift for all NSW Councils (based on population)
Immigration and citizenship ceremonies	60 (from which ten councils put a figure of 0)	\$1.1M	\$1.6M
Crime prevention and policing	51 (from which 11 councils put a figure of 0)	\$10.2M	\$16.2M
Medical services	33 (from which 15 councils put a figure of 0)	\$2.2M	\$3.2M
Aged care services	36 (from which 19 councils put a figure of 0)	\$3.9M	\$5.6M
Disability care services	28 (from which 17 councils put a figure of 0)	\$1.4M	\$2.2M
Childcare services	49 (from which 19 councils put a figure of 0 and two councils a negative figure)	\$12.0M	\$17.8M
Transport services	37 (from which 20 councils put a figure of 0)	\$14.1M	\$20.5M

Table 3 Cost for services provided by Council as a result of a State or Federal service gap or market failure

3.8 Other cost shifts

A number of other areas for cost shifting were identified and gathered in the survey and are outlined here.






Under the Transport for NSW (formerly RMS) road reclassification program in the 1990s, many roads were reclassified as local or regional road for councils to own and maintain. Of the 68 councils that responded to the survey, 32 were able to estimate the cost of this reclassification, 12 were not able to reliably estimate, and 24 stated that it was not applicable. The total estimate of costs provided by councils was \$26.7 million in 2021–22.

Under the Crown Lands Act 1989, councils have full responsibility to maintain crown reserves under council management and are expected to subsidise shortfalls in maintenance cost from general revenue. This is considered appropriate as the benefits from crown reserves under council management generally accrue to the local community. However, as a result, councils should also be entitled to any current or potential revenue from crown reserves that is required to cover maintenance and improvement cost (e.g., revenue from refreshment facilities, telecommunication facilities). The NSW Government will on occasion take over allowable revenue raising activities on council managed crown reserve land (not including national parks) or will require councils to transfer revenue from council managed crown reserve land to the State Government.

Of the 68 councils surveyed, 22 estimated the lost revenue at \$14.8 million in 2021–22. A further 27 councils were not able to reliably estimate the costs and 19 councils advised that this item didn't apply to them. This estimate does not represent the total net cost of managing (maintaining) crown lands. Nor does it include in transfers associated with the caravan park levy. Only any action by the State Government to limit revenue raising capacity or require the transfer revenue to the State Government has been considered cost shifting.

3.9 Future survey considerations

We asked councils what other areas that should be considered for future surveys. The key areas that respondents identified as costs to be captured in future surveys included:

- Monopoly services costs:
 - NSW Audit Office being the monopoly on local government external audits.
 - NSW Electoral Commission holding a near monopoly on council election administration.
- Cost of Joint Regional Planning Panels (JRPPs) requirement to access councils DAs as per mandated policy.
- Costs of mandatory On-Line Planning Portal Implementation and ongoing operational costs.
- The Sydney Regional Development Fund Levy.
- Costs associated with Forestry NSW and impact of logging on council owned infrastructure. Rates foregone on State Forest land.
- Capturing the additional cost of Emergency Services administration staff.
- Heritage advisor costs, whilst there is some grant funding towards this it still needs to be administered by council who hand out the grant funds and do general administration.
- Cost involved in Special Variations applications given that councils have to undertake this process to recover costs shifted. This is a lengthy and resource intensive process, which is particularly challenging for smaller councils.
- Net cost of Street Lighting (Less subsidy from Transport for NSW).

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- Cost of ongoing maintenance associated with the Community Water Bore program from early 2000s (the program was in conjunction with NSW Office of Water).
- Cost of management of overabundant native species doing damage to infrastructure. This is a NSW
 government function which is not being undertaken by the State and therefore some councils are
 doing it.
- Crown Land right to native title compensation (falling to Councils instead of the State).
- Any costs imposed by Service NSW (e.g., disability parking).
- Costs of sharing of facilities especially with Department of Education (schools, parks, playgrounds etc).
- Costs of maintaining State facilities that are located on Crown land.
- Provision of stormwater trunk drainage.

These additional items will need to be validated in terms of the details of what is entailed and whether they are indeed cost shifts before inclusion in any future survey.

We also recommend that some items in the current survey be considered for exclusion in future survey on the basis that they are onerous for councils to quantify and do not materially contribute to the total estimated cost shift for councils, nor are they expected to increase over time. The following items should be reviewed for exclusion:

- Road safety program (Q7) (0.5% of total cost shift estimate).
- Onsite sewer facilities (Q10) (0.4% of total cost shift estimate).
- Immigration and citizenship services (Q16) (0.1% of total cost shift estimate).
- Waste management license fee (Q29) (0.03% of total cost shift estimate).



4 About the survey

This section outlines the methodology employed to develop and administer the 2021–22 cost shifting survey.

4.1 Development of the survey

The last cost shifting survey of NSW councils was undertaken with 2015–16 financial data. We have used this last survey as the starting point for the 2021–22 Cost Shifting Survey questions. We undertook a review of the previous questionnaire guided by the following guiding principles:

- Ensure that questions are still relevant.
- Where possible maintain questions so that there can be direct year on year comparisons if required.
- Ensure that interpretation of questions is understood and consistent across all councils.
- Identify new areas of cost shifting where required.

An initial review of questions was undertaken by the project team, consisting of Morrison Low and LG NSW staff. We also established a working group that included representatives of senior leaders and financial staff of a cross section of rural, regional, and metropolitan councils. The working group undertook a review of the questions and provided their feedback through a facilitated workshop and feedback gathering tool. We also asked two leading local government academics to provide their feedback through email and one on one meetings on the questionnaire and our approach to understanding cost shifting in local government.

4.2 Conducting the survey

The final survey was provided in a Microsoft Excel format to councils on 17 April 2023 along with a request of councils' 2021–22 Financial Data Return (FDR), which contained council's audited financial Statement information. The FDR was used to gather a small amount of cost shifting information, but predominantly for data validation purposes.

4.3 Responses to the survey

Councils were asked to return their survey responses and FDRs by 8 May 2023. Some councils requested extensions to this date, which were granted up to 19 May 2023. A total of 75 out of 128 councils provided completed surveys (a 58.6% response rate), although not all answers were completed by all responding councils. Only 72 councils provided their FDRs, as three councils were still finalising their 2021–22 financial Statements at the time of survey completion date.

4.4 Data validation and analysis

Data validation included review of outliers both in total terms as well as a proportion of the council's proportion of total operating expenditure. Where possible, we also compared survey responses with councils FDR data returns to understand if there may have been discrepancies or misinterpretations of questions. This

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required us to seek further information and validation with some councils on their responses to some questions.

We also utilised State Government financial reports for the Emergency Services agencies to validate to estimate of the ESL against the contributions that these agencies reported in their financial Statements.

For most questions, we have used population as the basis for estimating the total cost shift to all NSW councils for the survey data received. For some we were able to directly estimate through published reports. For example, we used the State Library's 2021–22 report on local council libraries with included operating costs and subsidies received. For other questions, such as the waste levy, where it is not relevant to all councils and there are different levels of the levy between metropolitan and regional councils, we used populations within the relevant and group councils as a basis for estimating the total cost of the waste levy.

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

14 FEBRUARY 2024

ITEM 7.1 COST SHIFTING BY STATE AND FEDERAL GOVERNMENTS

ATTACHMENT 2 COST SHIFTING 2023 - HOW STATE COSTS EAT COUNCIL RATES - REPORT SUMMARY AND HIGHLIGHTS

UARN

BEACH INSPECTOR



Cost Shifting 2023: How State Costs Eat Council Rates

Report Summary and Highlights





President's Foreword



It is with great concern that I present to you Local Government NSW's latest commissioned research on one of the most significant problems facing NSW councils today.

Cost Shifting 2023: How State Costs Eat Council Rates, by independent consultants Morrison Low, reveals the heavy financial burden carried by NSW councils and communities forced to assume ever-greater responsibility for state government services and infrastructure.

That burden is now valued at more than \$1.36 billion per year, up 78 per cent from \$820 million per year in just over five years.

It's fair to say that all levels of government – like families – are doing it tough.

But the difference is that with cost shifting, the financial pressure flows downhill – from the federal level to state governments, onwards to councils.

And of course ultimately to ratepayers, because councils must divert rate revenue away from existing services and infrastructure in order to fund the unrecoverable cost of the services, programs and functions imposed by the State Government.

This new report calculates that the total amount of costshifting to councils now represents an average of around \$460 per ratepayer, per year. Councils are the closest level of government to the community and we see firsthand the very real impact of this endless financial squeeze.

We carry the can, as other levels of government wipe costs from their budgets by eating into ours. And we face the community to answer for rate increases, reduced services or degraded local infrastructure.

It is, quite simply, unsustainable and cannot continue.

After decades of advocacy by the local government sector, I welcomed the Minns' Government acknowledgement that the current funding system is broken. And I am more encouraged than I can say by their commitment to undertake a review of the financial modelling of councils.

LGNSW looks forward to contributing to this review, and to ensure that one of its key focuses will be to address this damaging practice, and drive a more financially sustainable future for the people of NSW.

Cr Darriea Turley AM LGNSW President

What is Cost Shifting?

2

Cost shifting occurs when state and federal governments force councils to assume responsibility for infrastructure, services and regulatory functions without providing sufficient supporting funding.

NSW councils are currently being asked to absorb cost shifting worth more than \$1.36 billion each year, with the practice imposing an estimated cumulative burden of more than \$10.15 billion over the last decade.

This now amounts to an average \$460.67 paid by each NSW ratepayer, each and every year.

Read the full report on our website at lgnsw.org.au/costshifting

As councils work to rebuild their communities in the wake of the COVID pandemic and repeated natural disasters, they also find themselves grappling with the same economic challenges and headwinds impacting the State and Federal Governments. The difficult economic climate, rising costs and severe skills and labour shortages are impacting council budgets and affecting service and infrastructure delivery in local communities. The continual shifting of the obligations and costs for State (or Federal) functions and services onto local government, coupled with a defective rate peg system, is only making the situation worse. Cost shifting onto local government remains one of the most significaqnt challenges facing NSW councils today. The unrelenting growth of cost shifting to councils is increasingly eroding any possibility of financially sustainable local government and risking the capacity of councils to both deliver tailored, grassroots services to their communities and properly maintain vital local infrastructure.

Alarmingly, the latest research commissioned by LGNSW shows that the increase in cost shifting has been accelerated by various NSW Government policies.



Analysis by independent consultants Morrison Low calculated the total cost shifted onto councils in the 2021/22 financial year at \$1.36 billion.



This is a dramatic increase of 78 per cent since the 2015/16 financial year, when the total cost shift was estimated at \$820 million.



In 2021/22, each NSW ratepayer had the equivalent of \$460.67 of their paid rates eaten by state government costs.



The proportion of council rates subsumed by cost-shifted obligations ranged from \$420.90 for ratepayers on the metropolitan fringes to \$590.80 for rural ratepayers.

\$1.36 Billion Cost shift to councils per annum

\$460.67 Per ratepayer per year

What is eating council rates?

The largest direct cost shift to councils is from emergency service contributions and other emergency service obligations, totalling \$165.4 million. However, the cost of rate exemptions is higher still, representing a total of \$273.1 million of potential rates that are exempted and redistributed to other ratepayers to pay. An additional \$288.2 million in waste levies are passed onto the ratepayers through the waste collection fees in their rates bill.

A further \$156.7 million in costs for libraries is also being covered by councils to make up the difference between the committed funding for councils' libraries and the subsidies received.



Top Five Cost Shifts onto NSW Councils

Gnsw

\$456.60 \$420.90 \$434.60 \$400.10 \$500.80

Cost shift per ratepayer per year by council classification

Total cost shift per year by council classification



Local Government NSW GPO Box 7003 Sydney NSW 2001 L8/ 28 Margaret St. Sydney NSW 2000 --© 02 9242 4000

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View Full Report



4

Read the full report on our website at lgnsw.org.au/costshifting

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

14 FEBRUARY 2024

ITEM 9.2 ROAD NAMING DA.2021.1537

ATTACHMENT 1 NGAMBRI WORDS ENDORSED

Subject: RE: QPRC Indigenous language Road Naming

[EXTERNAL] This email originated from outside of the organisation. Please do not click links or open attachments unless you recognise the sender and know that the content is safe.

Hi Tanya

My apologies, below table is our suggestions. Highlighted in green are your suggestions, that we support.

Warabin	Curlew
Galu	Crane (white)
<mark>Bunduluk</mark>	Rosella
Bunima	Blow (as wind)
Berra	Boomerang
Dyara	Bower Bird
Burugun	Echidna
Weereewaa	Bad water (Lake George)
Wamburang	Small Black Cookatoo
Tirriwirri	Ironbark
Winyu	Sun
Yurung	Strong
Umbe-Yueenbruk	Crow
Mura	Pathway
Malian	Wedge Tail Eagle
Wurungul	Brown Snake
Nguru	Camp
Gurrang	Clouds
Bargang	Yellow- Box
Burin	Stringybark

Burrai	Wallaby

Regards Trisha

> Trisha Williams Chief Executive Officer

Ngambri Local Aboriginal Land Council PO Box 150 Queanbeyan 2/251 Crawford Street Queanbeyan NSW 2620







Subject: QPRC Indigenous language Road Naming

Yaama Trish, hope you are going ok? I'm following up on the use of words for road naming. There is a big subdivision in Bungendore which is nearly finished and the road naming report will go to Council soon, would you have a timeframe as to when you can let us know what words we can use.

Thank you Tanya

Web: www.qprc.nsw.gov.au

Mail: PO Box 90 Queanbeyan NSW 2620



Sent: Wednesday, 1 March 2023 3:13 PM

Subject: QPRC Road Naming

Yaama Trish, lovely to meet you and thanks for your time today.

Below is the list of words we had at our meeting today.

Please add or delete any words that you may think are not appropriate or indicate words to be only used in specific areas.

Also add any family names you would like to commemorate.

The words will be used for Bungendore and Queanbeyan areas.

Warabin	Curlew
Galu	Crane
Gamburra	Flowers
Karrugang	Magpie
Werriwa	Bad water(Lake Geroge)
Bunduluk	Rosella
Bunima	Blow (wind)
Berra	Boomerang
Bimbi	Bird
Dyara	Bower Bird
Gurran	Clouds
Bargan	Yellow- Box
Wurunal	Brown Snake
Wagulan	Crow
Burugun	Echidna
Mulleun	Eaglehawk

Also, Tiffany mentioned proposed names based on the theme of Mythical Creatures the developers have send through to be included in the latest Googong subdivision.

The developer provided the following explanation of choice: "Yowie is one of several names for an Australian folklore entity reputed to live in the Outback. The creature has its roots in Aboriginal oral history. In parts of Queensland, they are known as quinkin (or as a type of quinkin), and as joogabinna, in parts of New South Wales they are called Ghindaring, jurrawarra, myngawin, puttikan, doolaga, gulaga and thoolagal. Other names include yaroma, noocoonah, wawee, pangkarlangu, jimbra and tjangara. Yowie-type creatures are common in Aboriginal Australian legends, particularly in the eastern Australian states."

Their sources are: <u>https://en.wikipedia.org/wiki/Yowie</u>; <u>https://trove.nla.gov.au/newspaper/article/30792717</u> and <u>https://trove.nla.gov.au/newspaper/article/70605854?downloadScope=page</u> The suggested names are:

Quinkin Jingera Yaroma Wawee Jimbra Doolaga



Web: www.qprc.nsw.gov.au

Mail: PO Box 90 Queanbeyan NSW 2620



This message has been scanned for malware by Websense. www.websense.com

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

14 FEBRUARY 2024

ITEM 9.4 DRAFT INVESTMENT POLICY

ATTACHMENT 1 DRAFT INVESTMENT POLICY





Date policy was adopted:		CEO Signature and date
Resolution number:		
Next Policy review date:		
Reference number:	43.6.5-01	
Strategic Pillar	Organisation Capability	
Responsible Branch	Finance	

1. OUTCOMES

1.1 To provide a framework for investing Council funds at the most favourable rate of return available to it at the time, with due consideration of risk and security for that investment type, whilst ensuring Council's liquidity requirements are met.

2. POLICY

- 2.1 While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and return on investment.
- 2.2 Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding of the investment portfolio. This includes managing credit and maturity risk within identified thresholds and parameters.
- 2.3 Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cashflow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- 2.4 Investments are expected to achieve an average rate of return to exceed the AusBond BBI performance benchmark.
- 2.5 Council's preference is to enter environmentally and socially responsible investments where the rate of return is at least equal to comparable investments on offer.

3. SCOPE OF THE POLICY

3.1 This policy applies to all of Council's cash and investments, and all Council officers and representatives who have delegated authority to manage cash and investments or make investment decisions.

4. DEFINITIONS

Authorised Deposit-Taking Institution (ADI)	An institution that is authorised under the Bank Act 1959 to accept term deposits and conduct banking activities in accordance with that Act and under the prudential supervision of the Australian Prudential Regulation Authority (APRA).
Bank Bill Swap reference rate (BBSW)	The average of mid-rate bank bill quotes from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are commonly reset quarterly to the 90-day BBSW.
Bill of Exchange	An unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a certain sum of money to, or to the order of, a specified person or to the bearer.
Bloomberg AusBond Bank Bill Index (Ausbond BBI)	A widely used performance benchmark constructed to represent the performance of a notional rolling parcel of bills averaging 45 days.
Council Funds	Surplus money that is invested by Council in accordance with section 625 of the Act.
Counterparty Limit	The limit imposed to cap the maximum possible exposure to any one ADI.



	-
Debenture	A document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.
Floating Rate Note (FRN)	A medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – commonly quarterly.
Portfolio Limit	The maximum exposure the investment portfolio can allocate to a credit rating category.
Responsible Accounting Officer (RAO)	Defined by the Local Government (General) Regulation 2005. Responsible for maintaining accurate and up-to-date Council accounting records in an accessible form.
Securities	Financial instruments (i.e. documents) traded in financial markets (except futures contracts) e.g. bills of exchange, transferable certificates of deposit, negotiable certificates of deposit, and floating rate notes.

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 Section 625 of the Local Government Act 1993
- 5.2 Clause 16 of the Local Government (General) Regulation 2021
- 5.3 Ministerial Investment Order (See attachment)
- 5.4 The Trustee Amendment (Discretionary Investments) Act (1997) Section 14
- 5.5 Local Government Code of Accounting Practice and Financial Reporting
- 5.6 Australian Accounting Standards
- 5.7 Office of Local Government Investment Policy Guidelines
- 5.8 Office of Local Government Circulars

6. CONTENT

6.1 Authority for Delegation

- 6.1.1 Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.
- 6.1.2 The General Manager may in turn delegate the day-to-day management of Council's investments to the RAO and ensure adequate skill, support, and oversight.
- 6.1.3 Delegated authority to manage Council's investments shall be recorded with relevant officers required to acknowledge they have received a copy of this policy and understand their obligations in this role.

6.2 *Prudent Person Standard*

- 6.2.1 Council has a fiduciary responsibility when investing. Council will use the care, diligence, and skill that a prudent person would exercise in managing the affairs of other persons.
- 6.2.2 As trustees of public monies, officers are to manage and safeguard Council's investment portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.



6.3 Ethics and Conflicts of Interest

- 6.3.1 Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.
- 6.3.2 Independent advisors are also required to declare that they have no actual or perceived conflicts of interest and receive no inducements in relation to Council's investments.

6.4 Authorised Investments

- 6.4.1 Investments are limited to those allowed by the NSW Minister for Local Government's most current Ministerial Investment Order.
- 6.4.2 All investments must be denominated in Australian Dollars. Authorised investments are limited to those allowed by the Ministerial Investment Order, currently:
 - (a) Commonwealth / State / Territory Government securities e.g. bonds.
 - (b) Interest bearing deposits / senior securities issued by an eligible ADI.
 - (c) Bills of Exchange (< 200 days duration) guaranteed by an ADI.
 - (d) Debentures issued by a NSW Council under the Local Government Act (1993).
 - (e) Deposits with T-Corp &/or Investments in T-Corp Hour-Glass Facility.

6.5 **Prohibited Investments**

- 6.5.1 This policy prohibits any investment carried out for speculative purposes including:
 - (a) Derivative based instruments.
 - (b) Principal only investments or securities that provide potentially nil or negative cash flow.
 - (c) Stand-alone securities issued that have underlying futures, options, forward contracts, and swaps of any kind.
 - (d) Mortgage of land.
- 6.5.2 This policy prohibits the use of leveraging (borrowing to invest). However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of loan funds.

6.6 Risk Management Guidelines

- 6.6.1 Consideration of the following key criteria is to be made prior to placing investments:
 - (a) Preservation of Capital the requirement for preventing losses in an investment portfolio's total value (considering the time value of money).
 - (b) Diversification the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market.
 - (c) Credit Risk the risk that a party or guarantor to a transaction will fail to fulfil its obligations. In the context of this document, it relates to the risk of loss due to the failure of an institution/entity with which an investment is held, to pay the interest and/or repay the principal of the investment.
 - (d) Market Risk the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return.
 - (e) Liquidity Risk the risk an institution runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby Council incurs additional costs (or in the worst case is unable to execute its spending plans).
 - (f) Maturity Risk the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.



(g) Rollover Risk - the risk that income will not meet expectations or budgeted requirement because future interest rates are lower than expected.

6.7 Sustainable Investing

- 6.7.1 This policy supports delivery of Council's Community Strategic Plan to achieve a sustainable local region. Council preferences investment securities and financial institutions that take responsibility for their economic, environmental, social, and governance impacts. These four factors are referred to as the quadruple bottom line.
- 6.7.2 There is a clear duty of care to invest public funds responsibly, and in a way that protects, nurtures, and grows the environment and the economy while guarding against unethical practices.
- 6.7.3 Council's response to the modern Slavery Amendment Act 2021 and commitment to investments that provide for the ethical treatment of both shareholders and stakeholders, support development of co-operative ownership and control of the work place, high quality products and services, local ventures, appropriate technology, ecologically sustainable practices, social and economic justice, peace and non-violence and the use of renewable resources.
- 6.7.4 Council aims to avoid investments that create pollution (such as fossil fuel industries), that are speculative, that exploit workers, customers and/or the environment, that are engaged in alcohol, tobacco and arms manufacture, that inhibit human rights and that damage non-renewable resources.
- 6.7.5 Sustainable investment choices are considered in respect of the individual investment product, the issuer of the investment, or both, and should be endorsed by an accredited environmentally and socially responsible industry body or institution where possible.
- 6.7.6 When placing funds in new investments, Council will seek out sustainable investments that meet this investment policy objectives and preference sustainable investments where:
 - a) The investment is compliant with legislation and investment policy parameters; and
 - b) The rate of return is at least equal to comparable investments on offer to Council at the time of investment.
- 6.7.7 Monthly investment performance will be measured against the *Market Forces fossil fuel lending report* and the *Climate Bonds Standard and Certification Scheme.* Additional sustainable investment performance reporting will be added when it becomes available.

6.8 Investment Advisor

- 6.8.1 Council's investment advisor must be approved by Council resolution and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the Council's investment policy.
- 6.8.2 The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed, except as fully rebated to Council promptly.
- 6.8.3 Council should secure the provision of an independent advisory service through the appropriate procurement process, adhering to council policy and OLG guidelines.



6.9 Safe Custody Arrangements

- 6.9.1 Where necessary, investments may be held in safe custody on Council's behalf, ensuring the following criteria are met:
 - (a) Council must retain beneficial ownership of all investments.
 - (b) Adequate documentation is provided, verifying the existence of the investments.
 - (c) The custodian conducts regular reconciliation of records with relevant registries and/or clearing systems.
 - (d) The institution or custodian recording and holding the assets will be:
 - (i) The custodian nominated by T-Corp;
 - (ii) Austraclear;
 - (iii) An institution with an investment grade Standard and Poor's or Moody's rating; or
 - (iv) An institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

6.10 Credit Quality Limits

- 6.10.1 Council will observe the following limitations for investment funds. The combined investments having a Long-Term Debt Rating outlined in Column A of the following table will comply with:
 - (a) Portfolio Limit (Column B);
 - (b) Counterparty Limit (Column C); and
 - (c) Maximum Tenor (Column D).

Colu	ımn A	Column B	Column C	Column D
Long-Term	Debt Rating	Portfolio Limit	Counterparty Limit	Maximum Tenor
S&P	Moody's			
AAA	Aaa	100%	100%	Not applicable
AA+ to AA-	Aa1 to Aa3	100%	40%	5 years
A+ to A-	A1 to A3	60%	35%	5 years
BBB+ to BBB-	Baa1 to Baa3	35%	15%	5 years
Unrated		10%	5%	12 months
TCorp		20%	20%	Not applicable

6.10.2 The Column A long-term rating category AA+ to AA- S&P and Aa1 to Aa3 Moody, is to include the four major Australian banks.

- 6.10.3 The long-term debt rating of Council's investments will be determined as follows:
 - (a) If only one rating agency provides a long-term debt rating, that rate shall apply.
 - (b) If a long-term debt rating has been assigned by both rating agencies and such ratings are not equivalent, the lower of such rating shall apply.
- 6.10.4 If any of Council's investments are downgraded such that they no longer fall within the investment policy limits, they will be divested as soon as practicable having regard to potential losses resulting from early redemption and subject to minimising any loss of capital that may arise from compliance with this provision.



6.11 *Reporting*

- 6.11.1 Documentary evidence must be held for each investment and details thereof maintained in an investment register. The documentary evidence must provide Council legal title to the investment.
- 6.11.2 For audit purposes, certificates must be obtained from the ADI/fund manager/custodian confirming the amounts of investment held on Council's behalf on 30 June each year.
- 6.11.3 All investments are to be appropriately recorded in Council's financial records and reconciled at least monthly.
- 6.11.4 A monthly report will be provided to Council in accordance with legislative requirements. This report will detail the investment portfolio in terms of holdings and impact of changes in market value since the previous report. The monthly report will also detail the investment performance against the AusBond BBI benchmark, investment income earned versus budget year to date, confirm compliance of Council's investments within legislative and policy limits, and categorise Council's investment portfolio by environmental impact.

6.12 Term to Maturity

- 6.12.1 Council's investment portfolio shall be structured around the time horizon of the investment to ensure that liquidity and income requirements are met.
- 6.12.2 "Horizon" represents the intended minimum term of the investment; it is open for an Investment Strategy to define a target date for sale of a liquid investment (e.g. FRN or fixed bond).
- 6.12.3 Once the primary aim of liquidity is met, Council will diversify its maturity profile to reduce the volatility of Council's investment income. However, Council always retains the flexibility to invest funds short-term as determined by internal or economic outlook sensitivities.
- 6.12.4 The factors and/or information used by Council to determine minimum allocations to the shorter durations include:
 - (a) Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
 - (b) Medium term financial plans and major capex forecasts;
 - (c) Known grants, asset sales or similar one-off inflows;
 - (d) Seasonal patterns to Council's investment balances.

7 REVIEW

- 7.1 In accordance with the Office of Local Government Investment Policy Guidelines, this policy will be reviewed annually or earlier as necessary should:
 - (a) legislation require it.
 - (b) Council's functions, structure or activities change.



(Relating to investments by councils)
I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the Local Government Act 1993 and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (or the basis that all investments must be denominated in Australian Dollars) in the following forms or investment:
 (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
 (b) any debentures or securities issued by a council (within the meaning of the Local Government Ac 1993 (NSW));
(c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the <i>Banking Act</i> 1959 (Cwth)), but excluding subordinated debt obligations;
(d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
(e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;
All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.
<u>Transitional Arrangements</u> (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
(ii) Paragraph (i) only applies to those investments made before the date of this Order and does no apply to any restructuring or switching of investments or any re-investment of proceeds received or disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.
Key Considerations An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.
All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.
The General Manager, or any other staff member, with delegated authority by a council to invest funds or behalf of a council must do so in accordance with the council's adopted investment policy.
Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.
When exercising the power of investment councils should consider, but not be limited by, the risk or capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.
ha ha
Dated this 2 ^M day of ^J or ^{Marry} 2011 Hon BARBARA PERRY MP Minister for Local Government

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

14 FEBRUARY 2024

- ITEM 10.1 REVIEW OF LOCAL INFRASTRUCTURE CONTRIBUTIONS PRACTICE NOTES
- ATTACHMENT 1 OVERVIEW OF CHANGES DRAFT LOCAL INFRASTRUCTURE PRACTICE NOTES



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

14 FEBRUARY 2024

ITEM 10.2 EXHIBITION OF GLENROCK DRAIN SHARED PATH DESIGNS

ATTACHMENT 1 GLENROCK DRAIN DESIGN DRAWINGS

QUEANBEYAN-PALERANG REGIONAL COUNCIL GLENROCK DRAIN SHARED PATH KARABAR NSW 2620

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<image/>	<image/>	ENDE	011	SPECIFICATION NOTES SHEET
<image/> <image/>	<image/> <form></form>		401	SITEWORKS PLAN
<image/>	<image/>		402	SETOUT PLAN
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<image/>	<image/>		501	SIGNAGE & LINEMARKING PLAN
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GENERAI :

- READ THESE NOTES IN CONJUNCTION WITH OTHER ENGINEERING DRAWINGS, SPECIFICATIONS, AND WRITTEN INSTRUCTIONS. 2. THE SUPERINTENDENT IS AS NOMINATED IN THE CONTRACT.
- REFER TO THE DRAWINGS FOR SET-OUT AND DETAIL DIMENSIONS. IN CASE OF DISCREPANCY, PRECEDENCE IS GIVEN TO DRAWINGS, THEN NOTES, THEN DIMENSIONS. WHEN A DISCREPANCY IS ON THE DRAWINGS, IMMEDIATELY ADVISE THE SUPERINTENDENT AND REPORT NATURE OF DISCREPANCY.
- 5. DO NOT OBTAIN DIMENSIONS BY SCALING FROM DRAWINGS
- 6. SUPPLY ALL RELEVANT DRAWINGS, NOTES, AND SPECIFICATIONS ETC. TO SUB-CONTRACTORS.
- 7. BUILD, FABRICATE AND PROCURE ONLY FROM DRAWINGS MARKED AS "ISSUED FOR CONSTRUCTION"
- 8. KEEP ON SITE A COMPLETE SET OF CONTRACT DOCUMENTS (INCLUDING DRAWINGS AND S) AND SITE INSTRUCT
- 9. SUBMIT DETAILS OF PROPOSED CHANGES TO SCOPE, WORK METHODS OR MATERIALS, ETC. FOR APPROVAL BEFORE PROCEEDING. APPROVAL DOES NOT AUTHORISE A VARIATION TO THE APPROVAL I CONTRACT.
- 10. NOMINATION OF PROPRIETARY ITEMS DOES NOT INDICATE EXCLUSIVE PREFERENCE, BUT INDICATES PEOLIDED PROPRETIES OF ITEM SIMILAR ALTERNATIVES HAVING PEOLIDED INDIDATES REQUIRED FROPENTIES OF ITEM, SIMILAR ALTERNATIVES HAVING REQUIRED PROPERTIES MAY BE OFFENDE FOR APPROVAL APPROVAL DOES NOT AUTHORISE A VARIATION TO THE CONTRACT. INSTALL PROPRIETARY ITEMS IN ACCORDANCE WITH MANUFACTURERS REQUIREMENTS AND RECOMMENDATIONS.
- 11. OBTAIN NECESSARY PERMITS AND APPROVALS FOR RELEVANT AUTHORITIES BEFORE COMMENCING WORK ON SITE. NOTIFY ALL RELEVANT AUTHORITIES
- GIVE TWO WORKING DAYS (48 HOURS) NOTICE SO THAT INSPECTIONS MAY BE MADE OF CRITICAL STAGES OF WORK.
- INSPECTIONS AND REVIEWS UNDERTAKEN BY THE SUPERINTENDENT OR OTHERS DO NOT RELIEVE THE CONTRACTOR OF RESPONSIBILITY FOR COMPLIANCE WITH DRAWINGS AND SPECIFICATIONS.
- 14. THESE DRAWINGS DO NOT DETAIL TEMPORARY WORKS. CONSTRUCTION METHODS AND TEMPORARY WORKS ARE THE RESPONSIBILITY OF THE CONTRACTOR.

SAFETY:

- 1. THE CONTRACTOR IS TO DEVELOP AND SUBMIT A DETAILED SAFE WORK METHOD STATEMENT OUTLINING THE CONSTRUCTION SEQUENCE AND METHODOLOGY.
- CARRY OUT WORK IN A SAFE MANNER IN ACCORDANCE WITH APPLICABLE LEGISLATION, STATUTOW REQULATIONS, BFLAWS, ADDOR RULES, THE CONTRACTOR IS RESPONSIBLE FOR ACCORDANCE WITH ALL CLARENT WORK HEALTH AND SAFET ACTS, LECISLATINE REQUIREMENTS, ASSOCIATED REGULATIONS, AND CODES OF PRACTICE, INDUSTRIAL AGREEMENTS AD ACCEPTED DUDINET PRACTICE.
- TONKIN HAS PREPARED A SAFETY IN DESIGN REPORT, WHICH IS INCLUDED AS PART OF THE DESIGN BASIS PERDET (2224040001(41))
- TONKIN'S ASSESSMENT DOES NOT RELIEVE ANY OTHER PARTY FROM UNDERTAKING THEIR OWN SAFETY IN DESIGN REVIEW, AND DOES NOT RELIEVE ANY OTHER PARTY OF THEIR OBLIGATIONS UNDER THE WORK HEALTH & SAFETY ACT.
- PROVIDE SCAFFOLDING, BARRIERS, FALL RESTRAINT, HAND-MID RAILS, AND TOE BOARDS FOR WORK AT HEIGHT. ERECT ACCESS STAIRS AT EARLIEST OPPORTUNITY TO REDUCE OPEN SHART HAZARDS AND FACILITATE ACCESS. MAINTAIN SAFETY MESH AND BARRIERS TO ALL OPENINGS AND ELEVATED EDGES.
- MOLICIANCE COEST, A STARLE CONDITION DURING CONSTRUCTION AND PROVIDE TEMPORARY BRACING AND/OR SUPPORT AS REQUIRED, SHOW TEMPORARY MEMBERS ON SHOP DRAMINGS, MOUTOE SPREDURES, AL LOLOS AND/OL LUTTICE YOTINS THEME REQUIRED, SUPPORT FORMUDES, OR PROF FROM STRUCTURE, MEMBERS WITHOUT SUPERINTENDENTS APPROVIL PROVIDE CALCULATION SUSTILIARY QUALITIES STRUCTURE REGIREER TO PROV-ADEQUACY OF STRUCTURE FOR PROFASE OLOSTRUCTION SEQUENCE, METHODS AND LOADS INCLUDING PROFING, COME LITTIS, FCT.

SURVEY & SETOUT:

- 1. ALL LEVELS ARE EXPRESSED IN METRES. THE LEVEL DATUM IS THE AHD UNLESS OTHERWISE
- 2. ALL CO-ORDINATES ARE TO GDA2020. MGA2020 ZONE 56.

100mm ON ORIGINAL DRAWING - DO NOT SCALE DRAWING

AMENDMENT / REASON FOR ISSUE

- 3. ALL SETOUT DIMENSIONS AND LEVELS TO BE CONFIRMED ON SITE PRIOR TO CONSTRUCTION 4. SITE SURVEYING AND SETTING OUT SHALL BE CARRIED OUT BY A REGISTERED SURVEYOR.
- 5. SITE BOUNDARIES ARE TO BE ESTABLISHED PRIOR TO CONSTRUCTION OF BOUNDARY FENCING.
- 6. VERIFY ON SITE SETTING OUT DIMENSIONS AND EXISTING MEMBER SIZES SHOWN ON DRAWINGS BEFORE SHOP DRAWINGS, CONSTRUCTION, AND FABRICATION HAS COMMENCED. EXISTING STRUCTURES SHOWN ON DRAWINGS ARE IN APPROXIMATE LOCATIONS ONLY.

SERVICES:

- THE CONTRACTOR IS TO CONTACT ALL RELEVANT SERVICE AUTHORITIES TO OBTAIN LOCATIONS OF ANY SERVICES IN THE AREA PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. (ANY REPAIRS TO DAMAGED SERVICES WILL BE AT THE CONTRACTORS COST).
- THE EXISTING SERVICE INFORMATION CONTAINED IN THESE DRAWINGS IS INDICATIVE ONLY AND REFERENCE SHOULD BE MADE TO THE RELEVANT AUTHORITIES DOCUMENTATION TO CONFIRM ACCURACY AND COMPLETENESS.
- WHERE INFORMATION IS AVAILABLE, EXISTING SERVICES INSTALLED BY CONTRACTORS OTHER THAN THE AUTHORITIES HAVE BEEN SHOWN, BUT ADDITIONAL UNDOCUMENTED SERVICES MAY BE PRESENT, SHOULD THE CONTRACTOR BELIEVE THAT EXISTING SERVICES ARE AT RISK OF DAMAGE DURING CONSTRUCTION, THE CONTRACTOR SHOULD NOTIFY THE RELEVANT AUTHORITIES AND ESTABLISH THE EXACT LOCATION OF THE SERVICES.

- TAKE CARE OF HAZARDS ASSOCIATED WITH BURIED, CONCEALED OR OVERHEAD SERVICES TAKE PRECAUTIONS AND UNDERTAKE EXPLORATION TO ESTABLISH LOCATIONS OF. AN TAKE PRECATIONS AND UNDERTRACE EXPLORATION TO ESTABLISH DUCATIONS OF, PROTECT, EXISTING SERVICES ON SITE. SERVICES SHOWN MAY EXIST ON STRE. LOCATIONS ONLY. SERVICES OTHER THAN THOSE SHOWN MAY EXIST ON SITE. LOCATIONS OF SERVICES CLEARLY ON SITE, AND ON AS-BUILT DRAWINGS. HAND EXC WITHIN ONE METRE OF IN-GROUND SERVICES.
- 5. THE CONTRACTOR TO CONTINUOUSLY AND PROGRESSIVELY SURVEY INSTALLED SERVICES AND OTHER CONTRACT WORKS IN ORDER TO REPARE AS CONSTRUCTED DRAWINGS
- 6. THE CONTRACTOR IS TO CAP AND/OR ISOLATE SERVICES NOT REQUIRED. THE CONTRACTOR IS TO WORK AROUND AND NOT DAMAGE SERVICES TO BE KEFT LIVE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CHECK THE STATUS OF EACH SERVICE AS THEY ARE IDENTIFIED.
- WORKMANSHIP:
 - 1. THE FINISHED SURFACE SHALL BE EVENLY GRADED BETWEEN DESIGN SURFACE LEVELS UNLESS
 - WORKMANSHIP AND MATERIALS ARE TO BE IN ACCORDANCE WITH THE RELEVANT CODES INCLUDING ALL AMENDMENTS AND THE LOCAL STATUTORY AUTHORITIES, EXCEPT WHERE VARIED BY THE CONTRACT DOCUMENTS.
 - WHERE NEW WORKS ABUTS EXISTING, THE CONTRACTOR SHALL ENSURE A SMOOTH EVEN PROFILE FREE FROM ABRUFT CHANGES.
 - REINSTATE ALL AREAS OUTSIDE THE LIMIT OF WORKS THAT HAVE BEEN DISTURBED AS A RESULT OF THE CONSTRUCTION OF THE WORKS. REINSTATE TO EXISTING CONDITION PRIOR TO COMMENCEMENT OF WORKS.
 - 5. DISPOSE OF SURPLUS MATERIAL ON SITE IN ACCORDANCE WITH THE PRINCIPAL'S DIRECTIONS. 6 WORKMANSHIP AND MATERIALS ARE TO COMPLY WITH REQUIREMENTS OF AUSTRALIAN
 - STANDARDS, NATIONAL CONSTRUCTION CODE (NC) AND BY-LAWS AND ORDINANCES OF RELEVANT BUILDING AUTHORITIES. ALL STANDARDS REFERRED TO ARE THOSE CURRENT (AS AMENDED) AT COMMENCEMENT OF CONTRACT.
 - HAVE TESTING PERFORMED BY AN INDEPENDENT NATA (NATIONAL ASSOCIATION OF TESTING AUTHORITIES) ACCREDITED AUTHORITY, AND PROVIDE TEST REPORTS TO SUPERINTENDENT.

VEGETATION AND EROSION & SEDIMENT CONTROL:

- TREES TO BE RETAINED WITHIN THE CONSTRUCTION AREAS ARE TO BE PROTECTED BY TREE PROTECTION FENCING IN ACCORDANCE WITH THE APPROVED LANDSCAPE MANAGEMENT PLANS OR AS DIRECTED BY THE FRINCIPAL.
- ESTABLISHED A RESTRICTION BOUNDARY AROUND PROTECTED PLANT WITH PARAWEB FENCING. TEMPORARILY RELOCATE FENCE TO ALLOW CONSTRUCTION OF REQUIRED WORKS AND RE-ESTABLISHED PROTECTION ZONE AFTER WORKS ARE COMPLETED.
- THE CONTRACTOR IS TO RESTRICT THE AMOUNT OF VEGETATION CLEARED TO THE ABSOLUTE MINIMUM REQUIRED FOR THE EXECUTION OF THE WORKS.
- ALL NATURAL VEGETATION AREAS OUTSIDE THE BOUNDARIES OF THE PROPOSED DEVELOPMENT WILL BE FENCED WITH NO GO FENCING TO KEEP THE AREAS FREE FROM DISTURBANCE OF MACHINERY, PARKED VEHICLES, AND WASTE MATERIALS.
- 5
- IMPLEMENT SOIL AND WATER MANAGEMENT PROCEDURES TO AVOID EROSION, CONTAMINATION AND SEDIMENTATION OF SITE, SURROUNDING AREAS AND DRAINAGE SYSTEMS.
- EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE CONSISTENT WITH THE NSW GOVERNMENT'S "MANAGING URBAN STORMWATER: SOIL AND CONSTRUCTION".
- THE ARRANGEMENT SHOWN ON THE PLANS IS DIAGRAMMATIC ONLY. AMENDMENTS MAY NEED TO BE MADE DURING CONSTRUCTION.
- ALL SEDIMENT AND EROSION CONTROL MEASURES, INCLUDING BASINS AND DIVERSION DRAINS, ARE TO BE IN PLACE PRIOR TO STRIPPING OF SITE.
- PROVIDE ALL NECESSARY CATCH DRAINS TO DIVERT SITE RUNOFF TO THE TEMPORARY SEDIMENT BASIN
- 10. MAINTAIN ALL EROSION AND SEDIMENT CONTROL MEASURES UNTIL COMPLETE REHABILITATION
- 11. DISTURBED AREAS ARE TO BE KEPT TO A MINIMUM. NO MORE THAN 2.5ha OF THE SITE SHALL
- 12. CONSERVE ALL TOP SOIL, STOCKPILE AND PROTECT FOR RE-USED ON SITE.
- 13. ALL TOPSOIL IN SITE REGRADING AREAS AND ROAD RESERVES TO BE STOCKPILED ON SITE.
- 14. STOCKPILE LOCATIONS, IF SHOWN, ARE INDICATIVE ONLY. CONTRACTOR TO IDENTIFY LOCATIONS AND SEEK APPROVAL FROM SUPERINTENDENT.
- 15. STOCKPILE AREA TO BE FULLY FENCED WITH SILT PROOF FABRIC AT ALL TIMES.
- 16. STOCKPILES ARE TO BE REMOVED AS SOON AS PRACTICABLE AND SITE REINSTATED WITHING
- 17. IMPORTED MATERIAL TO BE PLACED DIRECTLY INTO SITE REGRADING AREAS. IMPORTED MATERIAL IS NOT TO BE STOCKPILED.
- 18. STOCKPILES OF MATERIAL ARE TO BE PLACED AWAY FROM DRAINAGE FLOW PATHS AND HEAVILY TRAFFICABLE AREAS AND ARE TO BE SURROUNDED BY SILT FENCING AT ALL TIMES.
- 19. PROTECT ALL DISTURBED AREAS FROM EROSION.

DATUM: ALL LEVELS TO A.H.D.

SURVEYED:QPRC SURVEY DATE:02.10.2019

APPROVED / PROJECT LEADER

NICHOLAS STEPHENS

SCALE: N.T.S.

21.04.23 NS NS DATE DES. DWN

20. MINIMISE SEDIMENTATION.

SHEET SIZE Α1

- 21. ERECT AND MAINTAIN SILT FENCE AT THE DOWNSLOPE SIDE OF DISTURBED AREA/S DURING CONSTRUCTION.

PUBLIC UTILITIES: THE SERVICES SHOWN ARE DERIVED FROM PLANS OBTAINED FROM THE RELEVANT SERVICE AUTHORITIES. IT IS THE RESPONSIBILITY THE RELEVANT SERVICE AUTHORITIES. IT IS THE RESPONSIBILITY AUTHORITIES FOR CONFIRMATION OF SERVICES AND THEIR LOCATION BEFORE EXCAVATION WORK COMMENCES.

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- 13. THE CONTRACTOR IS TO ADVISE THE ENGINEER FOR INSPECTION OF ALL STORMWATER WORKS, PIPES AND PITS PRIOR TO COVERING. THE CONTRACTOR IS TO PROVIDE AS BUILT SURVEY UPON COMPLETION DETAILING ALL PIT INVERT AND GRATE LEVELS, AND PIPE INVERT LEVELS AND GRADES.
- 12. ADOPT INVERT LEVELS FOR PIPE INSTALLATION.

- 11. CARE IS TO BE TAKEN WITH THE INVERT LEVELS OF STORMWATER LINES. LONGITUDINAL GRADES ARE NOT TO BE REDUCED RELATIVE TO THE DRAWINGS WITHOUT SUPERINTENDENT CONCUMPTION OF A DESCRIPTION OF A
- 10. CONCRETE PIPES ARE TO BE INSTALLED IN ACCORDANCE WITH AS 3725:2007. ALL BEDDING IS
- GRATES AND COVERS SHALL CONFORM WITH AS 3996:2019 AND AS 1428.1:2021. PIT COVER AND RRAME CLASSES ARE TO BE IN ACCORDANCE WITH AS 3996:2019. ALL PIT COVERS TO BE CLASS "O' UNLESS NOTED OTHERWISE.

tonkin

tonkin.com.au

SUBSOIL DRAINS ARE TO BE SLOTTED FLEXIBLE UPVC UNLESS NOTED OTHERWISE. WHERE SUBSOIL DRAINS PASS UNDER FLOOR SLABS AND VEHICULAR PAVEMENTS, UN-SLOTTED UPVC PIPE IS TO BE USED.

ENLARGERS, CONNECTIONS, AND JUNCTIONS ARE TO BE MANUFACTURED FITTINGS WHERE PIPES ARE LESS THAN DN300.

22. PLACE SEDIMENT INLET TRAPS AROUND ALL PITS WITHIN, AND DOWNSTREAM OF THE

24. SILT FENCE AND HAY BALING TO BE PLACED WHERE DIRECTED BY COUNCIL'S ENGINEER AND MAINTAINED AT ALL TIMES

25. WHERE EVIDENCE OF SILT LEAVING THE SITE IS FOUND. CONTRACTOR IS TO CLEAR ALL

FOLLOWING RAIN EVENTS, ALL SEDIMENT AND EROSION CONTROL MEASURES ARE TO BE AUDITED AND REINSTATED IF NECESSARY.

27. CONTROL CLEAN WATER FROM ABOVE THE SITE, THROUGH THE SITE AND KEEP CLEAN WATER

WHERE PRACTICAL, CATCHDRAINS ARE TO BE CONSTRUCTED UPSLOPE OF THE SITE REGRADE TO DIVERT CLEAN SURFACE WATER.

29. ALL DISTURBED AREAS ARE TO BE RE-VEGETATED OR OTHERWISE PROTECTED AS SOON AS

PRIOR TO THE APPLICATION OF ANY PAINT, THE CONTRACTOR SHALL COMPLETE SPOTTING FOR ALL PAVEMENT MARKINGS TO CHECK THE ALIGAMENT. ANY INCONSISTENCIES WITH THE PROPOSED MARKING SHALL BE BROUGHT TO THE ATTENTION OF THE SUPERINTENDENT PRIOR TO FINAL MARKING.

ALL EXISTING REDUNDANT PAVEMENT MARKINGS ARE TO BE REMOVED BY GRINDING OR BLASTING UNLESS NOTED OTHERWISE. WHERE IT IS UNCLEAR IF EXISTING LINEMARKING IS TO REMAIN, THE CONTRACTOR IS TO SEEK CLARRIFICATION WITH THE SUPERINTENDENT.

ALL NEW LINEMARKING IS TO MAKE A SMOOTH MATCH WITH EXISTING LINEMARKING WHERE NEW WORKS INTERPACE WITH OLD WORKS

PAVEMENT MARKING DIMENSIONS DETAILED ON THE DRAWINGS SHALL BE TO THE CENTRE OF THE LINE MARKING OR TO THE FACE OF KERB. COMPLETED MARKINGS SHALL BE CLEAR AND UNIFORM IN APPERARM.CE. TEXTURE, WIDTH AND FREE OF TRAFFIC DAMAGE OR OTHER

WHERE SIGNAGE IS LOCATED IN THE VICINITY OF PEDESTRIAN MOVEMENTS, THE SIGN TO BE MOUNTED WITH A MIN. 2.4m CLEARANCE TO UNDERSIDE.

ALL STORMWATER PIPES ARE TO BE DN150 uPVC LAID AT A 1.0% MIN. LONGITUDINAL FALL UNLESS NOTED OTHERWISE

2. ALL STORMWATER PIPES LARGER THAN DN300 ARE TO BE REINFORCED CONCRETE CLASS "3"

3. ALL uPVC STORMWATER PIPES ARE TO BE SOLVENT WELDED UNLESS NOTED OTHERWISE 4. ALL CONCRETE PIPES ARE TO BE RUBBER RING JOINTED UNLESS NOTED OTHERWISE.

5. EQUIVALENT STRENGTH VCP OR FRP MAY BE USED SUBJECT TO APPROVAL.

7. PRECAST PITS MAY BE USED SUBJECT TO APPROVAL BY THE SUPERINTENDENT

DEFECTS, MARKINGS SHALL BE WITH A SMOOTH EVEN CURVES WHERE DETAILED. INCORRECTLY PLACED MARKINGS ON NEWLY LAID ASPHALT SURFACES SHALL BE REMOVED WITH A CHEMICAL PAINT STRIPPER AND BROOMING PROCESS

7. LINEMARKING IS TO BE IN ACCORDANCE WITH THE RTA DELINEATION MANUALS

4. ALL TEMPORARY PAVEMENT MARKING TO BE WATERBORNE PAINT.

8. ALL SIGNAGE IS TO BE PLACED IN ACCORDANCE WITH AS1742.

STORMWATER:

STRUCTURE) AT THEIR

OTHER:

ALERT THE SUPERINTENDEN

23. PROVIDE GRAVEL BAGS AS REQUIRED.

SIGNAGE & LINE MARKING:

(INCLUDING THAT IN STORM

14. CONSTRUCTION OF STORMWATER DRAINAGE IS TO CONFIRM WITH THE REQUIREMENTS OF THE

ALL STORMWATER WORKS ARE TO BE IN ACCORDANCE WITH AS 3500.3:2021 UNLESS NOTED OTHERWISE

PITS DEEPER THAN 1200mm ARE TO BE FITTED WITH STEP IRONS AT 300mm CENTRES UNLESS NOTED OTHERWISE.

THE CONTRACTOR'S ATTENTION IS DRAWN TO QUEANBEYAN-PALERANG REGIONAL COUNCIL'S SPECIFICATIONS. THE WORKS ARE TO BE IN ACCORDANCE WITH THESE DOCUMENTS. WHERE A DISCREPANCY BETWEEN THESE NOTES AND THOSE DOCUMENTS EXIST, THE CONTRACTOR IS TO

2. REFER TO THE STRUCTURAL SPECIFICATION NOTES FOR DETAILS OF STRUCTURAL ELEMENTS

OUEANBEYAN-PALERANG REGIONAL COUNCIL

PROJECT NUMBER DRAWING NUMBER REVISIO

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222404 011

GLENROCK DRAIN SHARED PATH

KARABAR 2620 NSW SPECIFICATION NOTES SHEET

222404 011 NOT.DWG

FTI ENAME

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10.2 Exhibition of Glenrock Drain Shared Path Designs Attachment 1 - Glenrock Drain Design Drawings (Continued)







10.2 Exhibition of Glenrock Drain Shared Path Designs Attachment 1 - Glenrock Drain Design Drawings (Continued)



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CONTENTS

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Image: Construction Select Y: MD SEGON Select	 a. Ine supported waterway footings have been designed for allowable designed f
The Proper BRE REINFORCED Coll Coll Coll Coll Coll Coll Coll Coll	 Geotechnical Engineer on site. The Constractor is to allow for the engagement of a Geotechnical Engineer to writely the founding material. Locate footings centrally under posts. UNO. Refer to setout drawings. Do not excavate below the level of adjacent existing footings until the of endinger and setails of atomic and/or underprinning have been approved. Excavations neer footings must not be below the line of findence : Excavations neer footing must not be below the line of findence : ential. ot less difference in the specified as shallower
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CONCRETE

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I.

FOUNDATIONS
FRP (FIBRE REINFORCED POLYMER)	STRUCTURAL STEEL - GENERAL	STAINLESS STEEL PLATES,	SAFETY IN DESIGN	SCHEDULE OF WITNE	SS AND HOLD POINTS	
 All material and workmanship shall comply with 'Wagners' composite fibre technologies manufacturing work instructions and quality assurance standards. 	 Comply with AS/NZS 1163, AS/NZS 1594, AS/NZS 3678, AS/NZS 3679.1, AS/NZS 3679.2, AS/NZS 1554, AS 4100 and the Specification except where varied by the contract documents. 	SECTIONS & BOLTS 1. All plates, sections and bolts shall be:	 Tonkin has assessed the health and safety risks related to the structural design. Tonkin has not identified any unusual or unique hazards and so has not prepared a Safety in Desion Report. 	(SUBMISSIONS TO STRUCTURAL E	NGINEER UNO) IGS AND DETAILS	
. Unless otherwise noted or approved, composite materials for use in this project shall be manufactured from ECR Glass and Vinyl Ester Resin conforming with ISO 9002 standards.	 Acceptable manufacturers of structural steel must hold a valid certificate of approval issued by the Australasian Certification Authority for Reinforcing and Structural Steels Ltd (ACRS). Evidence 	A. Grade 316 or 316L UNO. B. All handrails, balustrades and welded attachments and welded plates are to be fabricated from grade 316L. C. Supplied in accordance with ASTM A240M/A480M and ASTM	 Tonkin's assessment does not relieve any other party from undertaking their own Safety in Design review, and does not relieve any other party of their obligations under the Work Health & Safety 	Description Y Structural FRP	Witness Point Hold Point Submit for review and approval prior to fabrication	
All members shall be in sound condition free from pitting, de-laminations and other defects which are likely to impair the structural capacity of the members.	and completion. 3. Abbreviations used are as follows:	A276. D. Manufactured and installed in accordance with AS 4100, AS 4673 and AS 1554.	Pict.	CONSTRUCT	ON RECORDS	
All bolted connections are to have anticrush blocks installed in the factory and glued inside the sections UNO.	B.W. Butt Weld (Full Penetration) RHS Rectangular Hollow Section CHS Circular Hollow Section SHS Square Hollow Section	E. Bolts to be Class A4-70 UNO in accordance with ISO 3506-1. F. Protected during fabrication, transportation & installation to minimise the risk of iron or carbon steel particles becoming embedded in the surface.		Description Y Founding level of footings.	Witness Point Hold Point Submit for review and approval by	
. Bolts are to be installed through anticrush blocks. . Apply a waterproofing compound (Highbuild Enduroseal) to seal any end cut fibres as a result of drilling, cutting or damage to the	EA Equal Angle UA Unequal Angle F.W. Fillet Weld UB Universal Beam LLH Long Leg Horizontal UC Universal Column	 All stainless steel plates shall be pickled and passivated. All stainless steel exposed to view shall be machine polished to 		Third Party Certification for	Geotechnical Engineer. Submit before	
composite fibre profiles. All exposed ends of composite shall have endcaps.	LLV Long Leg Vertical WB Welded Beam PFC Parallel Flange Channel WC Welded Column	600 grit followed by electro polishing UNO. 4. All stainless steel shall be supplied & fabricated in accordance with the name & the Checkman states		- structural FRP - reinforcement - structural bolts	materials.	
Colour : Composite Members = dark grey The properties of FRP members shall be as setout in the following	PL. Plate 4. Unless noted otherwise washers shall be installed under all bolt	 Immediately prior to installation, all stainless steel plates shall be subject to a Ferroxyl test. Any embedded iron 		- stainless steel Concrete test certificated for strength and slump. pro	mit Submit on gressively. completion.	
tables : MECHANICAL PROPERTIES FROM FRP MEMBERS (GRADE GV36-S SHS)	heads & nuts. 5. All welds shall be Category SP UNO. All welds shall be 6mm continuous fillet using E49XX electrodes UNO. Butt welds shall be	found as a result of this test is to be removed. 6. All welding shall be in accordance with AS 1554.6.		SITE REVIEW - (PROVIDE	MIN. 24 HOURS NOTICE)	
The values in this table are characteristic values to be used for design n normal ambient conditions. It does not include adjustment factors o account for temperature, humidity & chemical environments.	complete penetration butt welds to AS 1554. 6. The extent of non-destructive weld examination shall be as shown in the table below. Using extension using examination and	 All welds to be Category SP UNO. All welds shall be 6mm continuous fillet using an "over alloyed" electrode compatible with the strength grade of the stainless steel plate at the weld UNO. 		Founding material for footings and confirm allowable bearing	Witness Point Hold Point Site approval by Geotechnical	
PROPERTY CHARACTERISTIC STRENGTH (MPa)	the table below. Visual scanning, visual examination, and radiographic or ultrasonic examination shall be in accordance with AS/N2S 1554.1, AS 2177.1, and AS 2207 as appropriate.	 Welds shall be tested in accordance with the weld testing specified in the Steelwork notes. 		capacity. Reinforcement for reinforced concrete elements.	Site review and approval.	
n-plane shear strength of sections ASTM: D7078 84 nterlaminar shear strength between FRP	TYPE OF WELD AND CATEGORY Visual Scanning Visual Scanning Visual Scanning	 Where stainless steel fixings are in contact with aluminium surfaces, passivate the stainless steel by coating with "TEF-GEL", or an anonrow demuislent, over all surfaces which could come 		Completed structural FRP framing including grouting of base plates & tightening of	Site review and approval.	
nembers (ir bonded assemblies are used) ASTM:D2344 3 POINT BEND TEST-refer Test teport 44	Fillet welds, SP 100% 50% - Fillet welds, GP 100% 25% -	into contact with the aluminium. 10. Stainless steel shall be fabricated by a specialist Stainless Steel		DOILS.	I	
ongitudinal compressive modulus of sections 33300 STM: D6641 Ongitudinal compressive strength of sections 485	Butt welds, SP 100% 50% 10% Butt welds, GP 100% 25% -	Fabricator accredited by the Australian Stainless Steel Development Association (ASSDA).				
ongitudinal tensile modulus of sections ISO527-4 36300 ongitudinal tensile strength of sections ISO527-4 610	 Use non-shrink grout with a minimum compressive strength of 30MPa, tightly packed under all bearings and base plates. All pressidence abaptical and minimum compressive strength of strength of the strength of the					
PHYSICAL PROPERTIES FOR FRP MEMBERS (GRADE GV36-S SHS)	 au propresent/ chemical and mechanical ancners are to be installed at spacings, edge distances and depths as indicated on the drawings. Installation shall be in accordance with manufacturer's recommendations including drilling method, hole diameter. cleaning. 					
he values in this table are mean values obtained from tests at mbient temperature and relative humidity.	curing, and tightening 9. Anchor bolts shall not clash with reinforcement or other anchors.					
ongitudinal CTE ISO 11359-2 5.03 x 10-6m/m/°C						
ensity of FRP (sections) ASTM D792 2030kg/m ²						
ilass transition temperature of FRP sections 130°C (Derakane STM D7029 640-900						
Slass transition temperature of any adhesives used in fabrication of the FRP sections S5°C (ATL Composities HPE 26)						













QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

14 FEBRUARY 2024

- ITEM 11.1 FIRST NATIONS ADVISORY COMMITTEE MINUTES 17 OCTOBER 2022 AND 15 NOVEMBER 2023
- ATTACHMENT 1 FIRST NATIONS COMMITTEE MEETING MINUTES 17 OCTOBER 2022

MEETING MINUTES – First Nations Consultative Committee

Meeting held 17th October 2022

Present:	Cr Katrina Willis (Chair), Cr Jacqueline Ternouth (Co-Chair), Arika Errington, Leanne Palij, Trisha Williams
Present Also:	Cr Esma Livermore (Deputy Mayor), Jacqueline Richards, Luke Watson,

- Aroha Groves (Secretary)
- Apologies:Daphne Booth, Nevada Brown, Karen Cullen, Skyan Fernando, Kristin
Franks, Tom Gleeson, Leanne Wade
- 1. Acknowledgement of Country

ACTION

To dispense with Welcome to / Acknowledgement of Country as it is assumed by the nature of the Committee.

Moved: Cr Katrina Willis

Seconded: Trish Williams

- 2. Minute Silence
- 3. Minutes and actions of the previous Meeting

Accepted: Cr Katrina Willis

Seconded: Trish Williams

4. Member Introduction

Unnecessary as Committee members are known to each other.

5. ACLO Introduction

Aroha Groves has recently been appointed to the Aboriginal Community Liaison Officer (ACLO) position. She is a proud Weilwan, Gamilaraay and Dharawal woman (NSW Nations), with over 30 years of experience in servicing First Nations Communities including at 3 prior NSW Local/Regional Councils. Aroha is also a practicing and exhibiting artist

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6. Acting Program Coordinator

Luke Watson has been seconded over into the position while Terry Campese is on leave until the end of October, from the QPRC Bushfire Recovery program based in Braidwood. He is also the secretary of the internal QPRC RAP Committee.

7. Committee Chair

Cr Esma Livermore was in attendance, to explain that she thought it was prudent to give other Councillors some experience in connecting with First Nations peoples in the local area and in understanding the issues in this space, rather than her being on this Committee. She explained that both Cr Katrina Willis and Cr Jacqueline Ternouth will be chairing this Committee as is the convention for QPRC committees.

Cr Jacqueline Ternouth commented that Councillors appreciate the learning they are receiving through this Committee and have committed to the journey this Committee is taking them on. Feedback from committee members is welcome and appreciated.

8. Committee goals and aspirations

Cr Katrina Willis spoke to this Committee having a direction it wants to strive towards with some tangible, attainable goals it could work towards.

ACTION

Committee members to come to the next meeting with some goals and aspirations as to how to proceed in 2023.

9. Committee Terms of Reference (ToR)

Deferred to the next meeting.

10. EOIs for the new Queanbeyan Civic and Cultural Precinct (QCCP)

EOIs were explained in regards to their content and how they fit into the wider QCCP project. The EOIs presented represent the 3 different artistic projects which will enhance the QCCP; namely the Acknowledgement to Country artwork for the foyer and/or forecourt, screen-based artworks for projection along the Q-Link Walkway and design for wall decoration along the Q-Link Walkway and for Council First Nations publications and promotional material.

The wider context is that the EOIs only refer to artist contribution, other considerations include fabrication and installation of artworks, equipment required (eg. projectors for screen-based works), local area plants for the 'Q Domain' grassed area at the back of the QCCP building and ensuring areas are accessible for Elders with appropriate railings and resting points.

ACTION

The meeting agreed that the EOIs could proceed given the deadline, with the expectation that detailed discussion about design and content will follow. ACLO tol keep the Committee up to date with progress.

11. Cultural Heritage Reform – Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Deferred to the next meeting.

12. Nations and language groups with Connection to Country within the QPRC LGA | Should we seek funding to undergo research?

Deferred to the next meeting.

13. Coming up at the Q: Sunshine Super Girl | First Nations involvement

Committee members would like invitations to attend and approve of First Nations involvement in the planning of the public program.

ACTION

ACLO to contact Events team to request invitations and provide committee members' email addresses.

14. Innovate RAP Internal Working Group

The meeting agreed that an update of the Innovate Reconciliation Action Plan (RAP) progression is to be a standing agenda item for this Committee and 2) that the new RAP be provided to the Committee for final approval before being submitted to Reconciliation Australia. Even though there is a new RAP being worked on, the Committee agreed there should be a copy of the previous/current RAP on the QPRC website.

RECOMMENDATIONS

That the current RAP be added to the QPRC website. That the RAP be a standing agenda item and an update be provided by the ACLO each meeting.

15. DRAFT FNCC Meeting Calendar for 2023

Deferred to the next meeting.

16. Business Arising

16.1 Deputy Mayor, Cr Esma Livermore spoke about other QPRC initiatives such as Council recognition and support for the Voice Referendum and an updated roads policy where local traditional First Nations names and custodians are to be considered for a portion of streets in new sub-divisions.

ACTION

That Mayor Kenrick Winchester be invited to the next Committee meeting to introduce himself.

16.2 Acknowledgement to Country: The meeting agreed to the following text for the specified purposes:

For The Q

'We acknowledge the traditional custodians of the Queanbeyan-Palerang area and pay our respects to Elders past, present and emerging. We acknowledge the stories, traditions and living cultures of our First Nations Peoples on this land and commit to building a brighter future together.'

For the QCCP Acknowledgement to Country EOI

"Queanbeyan-Palerang Regional Council acknowledges the Ngunnawal and Ngambri peoples as the first peoples of this Country, where our Head Quarters is positioned.

We acknowledge and respect their contribution to the life of this city and region.

We recognise their continuing connection to Country, land, and river systems. We show gratitude to them, for protecting this region and its ecosystems since time immemorial. We pay our respects to their Ancestors, Elders past and present, and emerging Leaders.

We also acknowledge and respect all other First Nations Peoples living and working here."

RECOMMENDATION

That this be presented to Councillors.

17. Finish Ceremony

Given the Welcome to / Acknowledgement of Country has been dispensed with, there is no need for this.

18. Meeting Closed

6.15pm

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

14 FEBRUARY 2024

- ITEM 11.1 FIRST NATIONS ADVISORY COMMITTEE MINUTES 17 OCTOBER 2022 AND 15 NOVEMBER 2023
- ATTACHMENT 2 FIRST NATIONS COMMITTEE MEETING DRAFT MINUTES 15 NOVEMBER 2023





QPRC First Nations Advisory Committee Meeting Minutes

Date:	15 November 2	2023	Time:	12.03pm – 1.56pm	Venue:	Axis Youth Centre, Queanbeyan Park
Chairpe	rson:	Cr Katrina	Willis		Minutes:	Aroha Groves
Participants:		Cr Katrina Willis Stephen Mudford Kylee Shea (attended online, left 1pm) Kahlia Heimuli (attended online, left 1pm) Lea Palij Dianne Connelly Kym Wiseman Staff		Apologies:	Cr Ross McDonald Nevada Brown Mary Lavina Trisha Williams	
		Jacquelyn Richards (left 12.55pm) Chris Duncan (left 12.55pm) Joanna Wherry Tim Long Anthony de Jongh Aroha Groves (Secretary)		Absent:	Karen Cullen* Daphne Booth* David Thomas Skyan Fernando* Kris Franks*	
Meeting	leeting Objective: QPRC First Nations Advisory Committee Meeting					

Code of co-operation

- 1. We start on time and finish on time
- 2. We respect the Chair and direct all comments through the Chair

- 5. We actively listen to what others have to say, seeking first to understand, then to be understood
- 6. We follow up on the actions for which we are assigned responsibility and complete them on time
- We all participate and contribute everyone is given the opportunity to voice their opinions
 We use improvement tools that enhance meeting efficiency and effectiveness
- We follow up on the actions for which we are assigned responsibility and comp
 We give and receive open and honest feedback in a constructive manner
- 8. We use data to make decisions (whenever possible)

No.	Item	Details	Who	Notes
1	Introductions	As there were a number of new members, all those in attendance introduced themselves.	Chair	
2	Confirmation of Minutes from meeting held 17 October 2023.	Recommendation (Palij / Cr Willis) FNAC 01/23 That the minutes of the meeting of 17 October 2022 be confirmed.	Committee	
3	Matters arising from the previous minutes.	These matters are listed as separate agenda items below.	Committee	
4	Out of Session Item Finalise Committee Terms of Reference (ToR) including	Cr Willis noted that a meeting requires a quorum therefore not including a quorum in the ToR is not supportable. Cr Willis	Chair	Staff to check what processes are in place for other QPRC advisory committees as

No.	Item	Details	Who	Notes
	discussion of advisory nature of Committee + quorum not required	suggested a possible option where a quorum is not present, is for the meeting to proceed and distribute the minutes by email to all members, providing a period of time, for example 10 business days, for any member to voice an objection to the recommendations of the meeting. If no objections are received, then the minutes, including any recommendations, are taken to be accepted. There were different views among members about this option including whether 10 business days would be enough time to provide any feedback. A discussion around quorum requirements was held, where the Chair asked the Committee to consider that a minimum quorum consist of 3 members. A further discussion ensued where Committee members requested that one of the three members be Ngunnawal.		regards to quorums and actions where a quorum is not met.
5	Out of Session Item Acceptance of new Committee members	There were a number of new attendees who submitted expression of interests to join the committee. The meeting proposed that six new members be appointed to the committee. Recommendation (Cr Willis/ Palij). QPRC FNAC 02/23 That the following members be appointed to the First Nations Advisory Committee: David Thomas Kylee Shea Kahlia Heimuli Stephen Mudford Dianne Connelly Kym Wiseman Noting the difficulty over several months of previous meetings making a quorum, the meeting further proposed that Council staff write to all committee members not in attendance today requesting them to confirm	Chair	Expressions of interest received prior to the meeting.

6 New Council Building at Building at Building at Goronitate members sought a number of clarifications and make projection on council stapping or cultural objects, art etc.? New Council Building at Goronitate and which might include a display of cultural objects, art etc.? Kill for invite Committee members to indicate which date is suitable to inspect the following suggestions including: 6 New Council Building at Bungendore at the continue as committee members. Committee members. Committee members in the one of discussed early planning for the new Council building at Bungendore at the control of Gioratar and ellendon streates. Staff advised that there would be a page about the project on council's website. Committee Staff to invite Committee members to indicate which might include a display of cultural objects, art etc.? Nill plants include bush to historical considerations. Staff to invite Committee members to indicate which date is suitable to inspect the site. 7 New Council Building at Bungendore st the context of stapping considerations to include use that the site a cultural area which might include bush to taker garden? Committee members to indicate which might include bush to taker garden? 8 New Council Building at Bungendore New council Building at Goronicate considerations to include use of native plants and idea of Indigenous seasons. Idea of truth trails which talk to historical considerations. Committee members to indicate which date is suitable to inspect the site. 8 Idea of truth trails which talk to historical considerations. Indigenous artistic/cultural connection th	No.	Item	Details	Who	Notes
6 New Council Building at Bungendore Recommendation (Cr Willis/Pail), OPRC 503/23 That council staff write to all First Nations Advisory Committee members not in attendance requesting confirmation, within 21 days they are able to continue as committee members. Kylee, Kahlja, Chris and Jacqui left the meeting at 1 pm, at the end of discussion on this item. 7 This agenda item was brought forward in recognition that OPRC staff were in attendance to speak to the item: Tim Long, Acting Coordinator, Contracts and Projects and Anthony de Jongh, Project Engineer discussed early planning for the new Council building at Bungendore at the corner of clarifications and made suggestions including: Committee 6 New Council Building at Bungendore at the corner of clarifications and made suggestions including: Committee 8 New Council Building at Bungendore at the corner of clarifications and made suggestions including: Committee 9 New Council Building at Bungendore at the corner of clarifications to include bush tucker garden? Committee 9 New Council Building at Bungendore at the corner of clarifications to include use of native plants and idea of Indigenous seasons. Committee 9 New Council Building at Bungendore Expanse of Indigenous seasons. Committee members to indicate which date is suitable to inspect the following suggestions to include use of native plants and idea of Indigenous seasons. Committee members to indicate which date is suitable to inspect the site. 9 Idea of truth trails' which tal			within 21 days that they are able to continue as committee members.		
 New Council Building at Bungendore New Council Building at Bungendore Indigenous and hard set of charity which talk to historical considerations. Indigenous antistic/cultural connection throughout the spaces e.g. along walls, paving, floors Consider interactive displays e.g. use of QR codes, screens Start to be more connected, there is no function area but will be a meeting area 			Recommendation (Cr Willis/ Palij). QPRC FNAC 03/23 That council staffwrite to all First Nations Advisory Committee members not in attendance requesting confirmation, within 21 days they are able to continue as committee members.		Kylee, Kahlja, Chris and Jacqui left the meeting at 1 pm, at the end of discussion on this item.
	6	New Council Building at Bungendore	 This agenda item was brought forward in recognition that QPRC staff were in attendance to speak to the item: Tim Long, Acting Coordinator, Contracts and Projects and Anthony de Jongh, Project Engineer discussed early planning for the new Council building at Bungendore at the corner of Gibraltar and Ellendon streets. Staff advised that there would be a page about the project on council's website. Committee members sought a number of clarifications and made suggestions made the following suggestions including: Will there be a cultural area which might include a display of cultural objects, art etc.? Will plants include bush tucker garden? Landscaping considerations to include use of native plants and idea of Indigenous seasons. Idea of 'truth trails' which talk to historical considerations. Indigenous artistic/cultural connection throughout the spaces e.g. along walls, paving, floors Consider interactive displays e,g. use of QR codes, screens Site walk before Christmas Areas need to be more connected, there is no function area but will be a meeting area 	Committee Tim Long Anthony de Jongh	Staff to invite Committee members to indicate which date is suitable to inspect the site.

	 Temporary gallery space for local artists to utilise, consider interesting spaces such as 		
	the tiny gallery spaces discussed.		
	A site walk through was proposed for 3.30 pm on Wednesday 29 November 2023 or Thursday 30 November 2023		
	Regarding options for naming areas of the Queanbeyan Civic and Cultural Precinct, committee members to be invited to provide feedback by 22 November.		
Out of Session Item Naming QPRC new building areas, signage, EDE Bridge & Jullergang Park Walk	 The meeting was advised that council had requested a report from staff on options for signage to acknowledge Traditional Custodians at town entrances. Committee members provided feedback including that: signage should be simple and not detract from the town name signage in the ACT is a good example a more appropriate colour and fabric for the signage should be considered. 	Chair	
	Committee members supported naming the Ellerton Drive Bridge over Queanbeyan River, after Queen Nellie Hamilton subject to clarification that previous issues raised about this matter had been resolved.		
Out of Session Item New Building Artwork including updating Acknowledgement to Country wording	 Given the time, Cr Willis suggested that all remaining items for which feedback is sought be circulated via email for feedback by 1 December 2023. These items are listed below: Koori Arts Biz Bungendore Sewerage Treatment Works upgrade Googong Memorial Park Registered Aboriginal Parties Consultations QPRC Queanbeyan Showgrounds Cultural and Horitoge Internetiation 	Chair	
	Dut of Session Item Vaming QPRC new building Vareas, signage, EDE Bridge & Jullergang Park Walk	A site walk through was proposed for 3.30 pm on Wednesday 29 November 2023Regarding options for naming areas of the Queanbeyan Civic and Cultural Precinct, committee members to be invited to provide feedback by 22 November.Dut of Session Item Vaming QPRC new building areas, signage, EDE Bridge & lullergang Park WalkDut of Session Item Vaming QPRC new building areas, signage, EDE Bridge & lullergang Park WalkDut of Session Item Vaming QPRC new building areas, signage, EDE Bridge & lullergang Park WalkDut of Session Item Vaming QPRC new building areas, signage here a more appropriate colour and fabric for the signage should be considered.Committee members supported naming the Ellerton Drive Bridge over Queanbeyan River, after Queen Nellie Hamilton subject to clarification that previous issues raised about this matter had been resolved.Dut of Session Item New Building Arkwork including updating Acknowledgement to Country wordingDut of Session Item (Park WalkOut of Session Item (Park Walk Country wording Dipating Acknowledgement to Country wording Dipating Acknowledgement to Country wordingDut of Session Item (Park Walk Country wording Dipating Acknowledgement to Country wording Dipating Acknowledgement to Country wordingDut of Session Item (Park Walk Country wording Dipating Acknowledgement to Country wording Dipating Acknowledgement to Country wordingDut of Session Item (Park Walk Country wording Dipating Acknowledgement to Country wording Dipating Acknowledge	A site walk through was proposed for 3.30 pm on Wednesday 29 November 2023 or Thursday 30 November 2023 Regarding options for naming areas of the Queanbeyan Civic and Cultural Precinct, committee members to be invited to provide feedback by 22 November. Dut of Session Item Vaming QPRC new building areas, signage, EDE Bridge & Jullergang Park Walk The meeting was advised that council had requested a report from staff on options for signage to acknowledge Traditional Custodians at town entrances. Committee members provided feedback including that: Chair • signage in the ACT is a good example • a more appropriate colour and fabric for the signage should be considered. Chair Committee members supported naming the Ellerton Drive Bridge over Queanbeyan River, after Queen Nellie Hamilton subject to clarification that previous issues raised about this matter had been resolved. Given the time, Cr Willis suggested that all remaining items for which feedback by 1 December 2023. These items are listed below: • Koori Arts Biz • Bungendore Sewerage Treatment Works upgrade Chair • Googong Memorial Park Registered Aboriginal Parties Consultations • QPRC Queanbeyan Showgrounds Cultural and Heritane Interrectation Plan

No.	Item	Details	Who	Notes
		 Nations and language groups with Connection to Country within the QPRC LGA 		
9	Out of Session Item Innovate RAP Working Group	The QPRC Innovative Reconciliation Action Plan 2024 – 2026 to be sent to committee members by email, for comment to be received by COB 8 December 2023.	Chair	Staff to send the QPRC Innovate Reconciliation Action Plan 2024 – 2026 to Committee members by email for comment by COB 8/12/23
10	Meeting calendar for 2024	Draft calendar dates are unsuitable because they clash with council meeting dates. Committee members agreed that meeting during lunchtime hours on a weekday is preferrable.	Chair	Staff to send members an updated meeting calendar that avoids meetings being held on Council meeting dates.
11	Business Arising outside of the Agenda	This matter was discussed with the item on the committee's terms of reference and the need for a quorum.	Chair Committee	

No.	Actions and Agreements	Who	When	Completed
1	Check that processes are in place for other QPRC advisory committees as regards to quorums and actions where a quorum is not met.	Manager, Program Co- ordinator and ACLO	16/11/2023 - 05/01/2024	Yes
2	Committee members not in attendance to be contacted requesting they confirm in 21 days if they will continue as committee members.	ACLO	16/11/2023	Yes
3	Committee members be invited to indicate which date is suitable to inspect the site.	ACLO	16/11/2023	Visit held 06/12/2023
4	Committee to be sent the QPRC Innovate Reconciliation Action Plan 2024 – 2026 to Committee members by email for comment by COB 8/12/23	ACLO	24/11/2023	Yes
5	Committee to be sent an updated meeting calendar that avoids meetings being held on Council meeting dates.	ACLO	16/11/2023	Yes
6	Committee proposed that a minimum of 3 members make a quorum including 1 Ngunnawal person.	ACLO	21/2/2024	ToR to be included on next agenda

Next Meeting:	21 February 2024	Time:	12.00pm	Venue:	QCCP (new building) Bungendore Room, Mezzanine Level, 257 Crawford Street, Queanbeyan
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