



# **Ordinary Meeting of Council**

**9 July 2025**

**UNDER SEPARATE COVER  
ATTACHMENTS**

**ITEM 9.3 TO 9.7**

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

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# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**9 JULY 2025**

ITEM 9.3            MEMORIAL PARK

ATTACHMENT 1    GROUNDWATER MANAGEMENT OPTIONS REPORT



## Googong Memorial Gardens

### Groundwater Management Options Report

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Queanbeyan-Palerang Regional Council



Document Tracking

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This report should be cited as ‘Eco Logical Australia 2025, Googong Memorial Gardens: Groundwater management report, Prepared for Queanbeyan Palerang Regional Council.’

Acknowledgements

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Abbreviations

Abbreviation	Description
AIP	Aquifer Interference Policy
bgl	Below Ground Level
CRD	Cumulative Rainfall Departure from mean rainfall conditions
ELA	Eco Logical Australia
NRAR	Natural Resource Access Regulator
QPRC	Queanbeyan-Palerang Regional Council
SSDA	State Significant Development Application

## Executive Summary

Queanbeyan-Palerang Regional Council (QPRC) have undertaken site investigations and design for a proposed new Cemetery at 1241 Old Cooma Road, Googong, NSW, which is located approximately 11 km south of Queanbeyan.

Previous background studies have indicated that shallow groundwater was present throughout much of the site, particularly during wetter climatic periods. NRAR have provided advice that groundwater levels should be no closer than 3 m below ground level. Groundwater monitoring has shown that particularly during wet periods, groundwater levels fluctuate to near surface in some parts of the project area.

After considering available options to reduce groundwater levels to no closer than 3 m below ground level, the installation of subsoil drainage was considered the most pragmatic solution for the site. Using the hydrogeological and geotechnical information collected during previous studies, an analytical groundwater model and subsequent design of a drainage system has been completed.

To adequately lower groundwater levels across the site, 5.4 km of subsoil drainage would be required. NRAR has stipulated a 10 m buffer between any drain and burial sites. Considering existing site constraints (such as the threatened ecological community, archaeological finds, and area of shallow bedrock), and the current landscape design approximately 2.8 ha would be available for burial sites. If the existing and proposed buildings were relocated to another location (e.g., uphill in the shallow bedrock area), up to 1.3 ha of additional area could be available for burials. Imported fill would be required in areas where bedrock is less than 3 m below ground level.

An estimation of the cost to install the subsoil drainage and add the fill required to raise the land surface to 3 m above bedrock, was calculated using standard industry rates, to give an approximation of the likely cost of works. The estimated cost is \$7.4 million, which includes materials, time and equipment, however this does not include redundancy i.e., additional subsoil drains installed to compensate for failures over the lifespan of the project. Including redundancy would result in a reduction in available burial plot area and will increase the amount of subsoil drainage required, and therefore the cost of installation. It should be noted that this estimate of costs is limited to the subsoil drainage required to address groundwater-related issues. It does not include project costs associated with the construction of buildings, roads, landscaping or other infrastructure. It also does not include ongoing costs such as pumping water out of the drains to existing surface water features, ongoing monitoring of groundwater levels and maintenance of drain and pump infrastructure, nor any costs related to contamination.

As part of any future planning approval (State Significant Development Application), NSW Government agencies would require demonstration of no adverse environmental impact, including impacts to groundwater systems. It is not known whether the proposed impact to groundwater at the site would be supported through the State Significant Development Application process.

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## 1. Background

Queanbeyan-Palerang Regional Council (QPRC) have undertaken site investigations and design for a proposed new Cemetery at 1241 Old Cooma Road, Googong, NSW, which is located approximately 11 km south of Queanbeyan within Lot 2 (DP112382) and Lot 126 (DP754881) (Figure 1).

Previous background studies were undertaken to determine whether the site would be suitable for a cemetery to support the rezoning of the land to make the cemetery use permissible with consent. It was noted at the time that further work would be required before any approvals could be granted.

Previous background studies include:

- Report on Initial Groundwater Sampling Event, 2024a, Douglas Partners
- Hydrogeological Investigation, 2024b, Douglas Partners
- Hydrogeological Assessment, 2020, Eco Logical Australia
- Hydrological Assessment, 2018, Eco Logical Australia
- Geotechnical Investigation Report, 1241 Old Cooma Road, Googong, NSW, ACT Geotechnical Engineers, 2017, Geotechnical Engineers Pty Ltd
- Flood analysis and concept culvert design, Rural Residential Subdivision, Burra Road, Mount Pleasant, 2015, CIC Australia P/L
- Groundwater Report on Beatty Hill, Old Cooma Road Development Application, 2001, Hydroilex Geological Consultants

The Eco Logical Australia (2020) and subsequent Douglas Partners (2024a and 2024b) reports raised concerns in relation to groundwater at the site. Initial groundwater monitoring at the site was undertaken during a relatively drier period (2018-2020), and while groundwater levels were of concern (see Section 1.1), it was only after an extended period of a wetter climate phase (September 2020 onwards) that the full extent of groundwater fluctuations at the site were able to be understood (detailed in Section 1.2).

The issue of shallow groundwater during wetter climatic periods was identified in the Douglas Partners (2024a and 2024b) reports, however insufficient information was collected and analysed and therefore Douglas Partners advice didn't fully reflect the implications for the proposed use of the site.

Douglas Partners (2024b) undertook subsoil testing across the site to determine the properties of the aquifer, and recommendations were made in relation to managing shallow groundwater levels. These recommendations focussed on adding 3 m of fill above the current land surface. Feedback from QPRC and the project team indicated this is not a viable option due to the implications for volume of fill required and visual amenity. No thought was given to implications for the design of the project.

Subsequently in late 2024, ELA was engaged to provide further advice to inform decisions relating to groundwater management on site. This report provides that advice and builds on the work that has been undertaken previously by Douglas Partners and others.

### 1.1. Natural Resource Access Regulator advice

In a letter dated 22 October 2018 (Appendix A), the Natural Resource Access Regulator (NRAR) provided comments and recommendations to respond to the request to re-zone a parcel of land to allow use as a cemetery. Of note were comments regarding the expectation that groundwater levels would remain

at or below 3 metres below ground level (mbgl) and the deficiency of the then available subsurface information.

At the time of the NRAR letter (October 2018), insufficient groundwater monitoring had been undertaken to fully understand and provide a baseline groundwater level dataset. NRAR's primary recommendation was that additional groundwater monitoring infrastructure should be installed, and additional groundwater monitoring to take place, to better understand the change in groundwater levels, particularly during wet periods.

Notwithstanding the lack of long-term data, NRAR provided recommendations (which remain valid today) with respect to conditions required for the proposed purpose of developing a cemetery at the site:

1. The site should not have groundwater closer than 3m below ground level.
2. Burials should be at least 250 metres from any well, borehole or spring supplying water for human consumption or used in food production — for example at dairy farms, commercial vegetable gardens/farms, etc.
3. Burials should be at least 30 metres from any spring or watercourse not used for human consumption or not used in food production.
4. Burials should be at least 10 metres from any field drain, including dry ditches.
5. Burials should at least 1.5 metre clearance between the base of the grave and the top of the maximum groundwater level — burial sites should not have any standing water in them when dug.
6. Burial sites should not be dug in unaltered or unweathered bedrock (i.e. bedrock areas are recommended to be excluded from all burials)
7. Burial sites should not be dug in areas susceptible to groundwater flooding (e.g. decomposed — weathered bedrock zones may be noteworthy groundwater sources, buried alluvial sand - gravel deposits along watercourse lines are highly susceptible to groundwater flooding).
8. Cemeteries are not recommended to be located in areas where:
  - a. The groundwater level is shallow
  - b. Seasonal or ephemeral floods occur
  - c. The substrate is very permeable (e.g., sands and gravels, fractured rocks, karst structures).

ELA has subsequently attempted to engage with the regulator to receive further advice on the implications of shallow groundwater at the site, with the advice being an assessment of the project would occur after referral.

## 1.2. Key groundwater-related concerns

Since receipt of the NRAR advice in 2018, additional bores, hydrogeological investigations and monitoring have been conducted at the site, as detailed in the following reports:

- Hydrogeological Assessment, 2020, Eco Logical Australia
- Report on Initial Groundwater Sampling Event, 2024a, Douglas Partners
- Hydrogeological Investigation, 2024b, Douglas Partners

This has included the installation of additional groundwater monitoring bores and data loggers to monitor the changes in groundwater levels. This monitoring revealed shallow groundwater levels across much of the site, particularly during and immediately following 'wet' periods. Figure 2 shows a hydrograph of groundwater levels at monitoring bores across the site, as well as the cumulative rainfall

departure (CRD), which is used to characterise rainfall trends, and identifies periods of “wetter” and “drier” than average. A clear trend between a wetter climate and increasing (shallower) groundwater levels, and conversely, a decrease in groundwater levels with a dryer climate, is evident.

As required by NRAR in (1) above, the site should not have groundwater closer to the surface than 3 m below ground level (bgl). This is also marked on Figure 2 for reference. Groundwater levels, particularly in wetter periods, are above the 3 m bgl reference line in many of the monitoring bores (Figure 2). The location of these bores is shown in Figure 3, which also shows the shallowest groundwater level recorded over the period of monitoring.



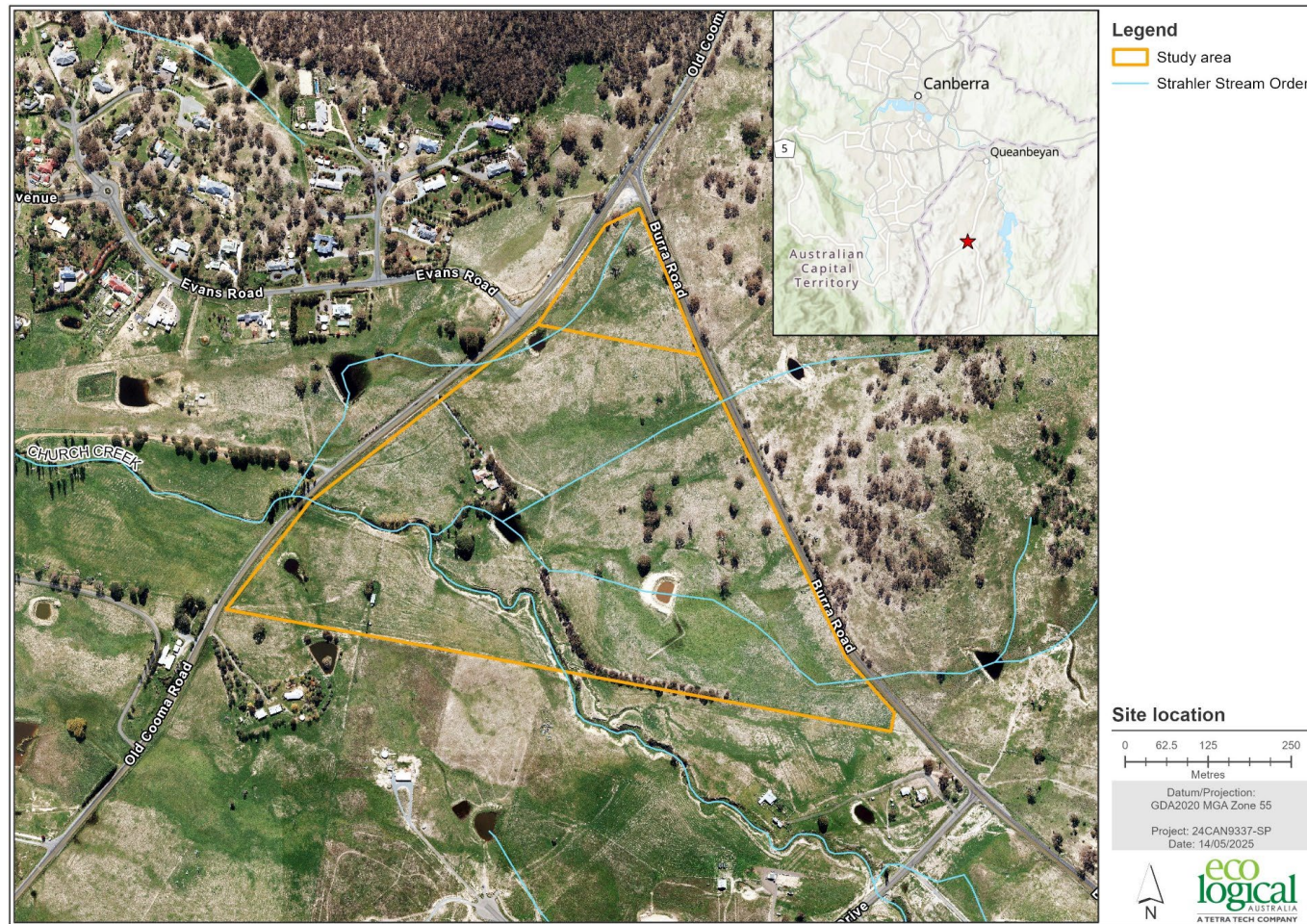


Figure 1 - Site location



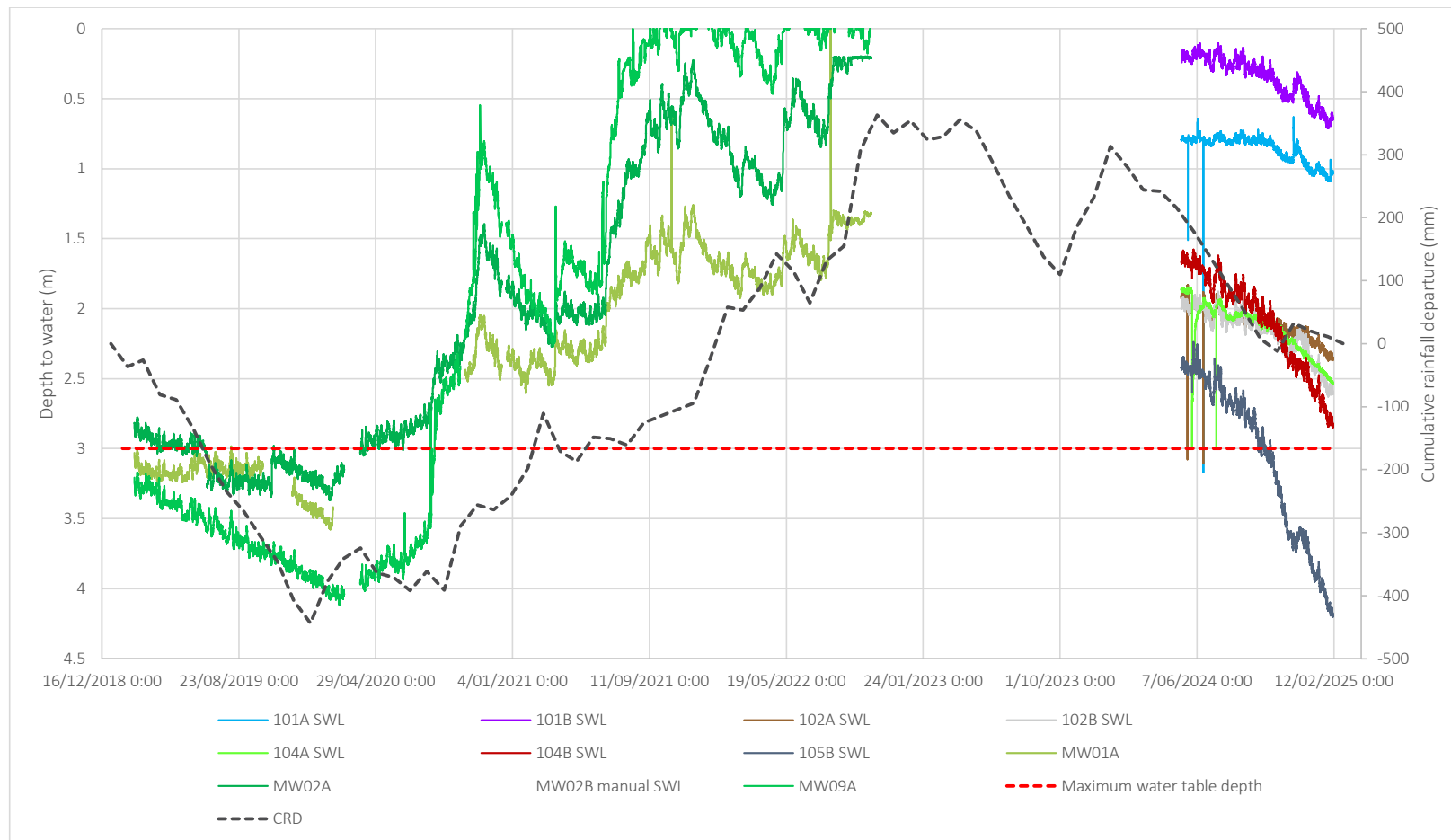


Figure 2 - Hydrograph of groundwater levels at monitoring bores since 2018



Figure 3 - Location of monitoring bores (values represent the shallowest groundwater level recorded)

### 1.3. Solutions for managing shallow groundwater levels

To maintain groundwater levels at or below 3 m bgl, management of groundwater levels is required at the site. Typically, this might be managed using one or a combination of the following techniques:

- Recharge management
- Engineering solutions
  - Drains
  - Dewatering borefields
- Increasing evapotranspiration.

These methods are discussed briefly below.

#### 1.3.1. Recharge management

Recharge is the process by which aquifers are replenished. At the project site, recharge predominantly occurs via rainfall on the hills to the north of the site, via overland flow and surface water infiltration across the site, and throughflow in the alluvial sediments associated with the creek.

Managing recharge to the aquifers beneath the site is possible using the following methods:

- Preventing overland flow of water, and the ponding of any surface waters across the site. This reduces the potential for infiltration of water into the shallow aquifers. The current site landscape and stormwater management designs incorporate swales, culverts and drains to move water off the site as efficiently as possible.
- Lining water storages/ponds to restrict downward percolation.
- Not irrigating lawns/gardens on site or managing this irrigation so that no deep drainage below the root zone occurs.

These techniques will help to reduce groundwater recharge to the local aquifers. However, it is unlikely that these techniques alone would lower the water table to a level where it would consistently and reliably be below 3 m bgl, particularly during periods of above average rainfall.

It is also not feasible to manage the recharge outside of the project site, as this land is not owned or managed by QPRC, hence lateral flow of groundwater into the site cannot be adequately controlled.

#### 1.3.2. Engineering solutions

There are typically two engineering solutions that are used to manage groundwater levels:

1. Subsoil drains
2. Dewatering borefields

Subsoil drains are installed below the ground, at a depth and spacing to maintain a maximum desired groundwater level. The location, depth and spacing of drains are determined by the properties of the aquifer, ascertained through testing. With this solution, a method of disposing the water collected and transported in the drains is required. Groundwater at the drains would be maintained at a level below the top of the open drain; between drains, groundwater may be higher during wet periods dependent on the transmissivity values for the intervening sediments. Active monitoring of groundwater levels is required to ensure the drains are operating as designed.

Dewatering borefields consist of a series of strategically placed bores with pumps installed, which are actively pumped to reduce the groundwater level. The location and spacing of bores are determined by the properties of the aquifer, ascertained through testing. Active monitoring of water levels in monitoring bores is required to inform the pumping rate and timing of pumping.

#### **1.3.3. Increasing evapotranspiration**

Increasing evapotranspiration via strategically located deep-rooted vegetation (trees) or by actively discharging surface waters to the atmosphere via water cannons can be an effective method of helping to reduce groundwater levels. Being essentially a surface water-driven process, however, this would not be an effective method of reducing groundwater levels to the degree required for this project, nor would it provide certainty of a suitable outcome due to uncertainties in vegetation growth and spatial variability in water accumulations.

The effectiveness of deep-rooted vegetation in reducing the water table is also determined by the properties of the aquifer, ascertained through testing, with clay-rich sediments such as those present on site less likely to be de-watered than sandy sediments.

#### **1.3.4. Recommended solution**

Douglas Partners (2024b) suggested the use of subsurface drains to lower water tables across the site and concluded that this was not a feasible option due to the soil properties and proposed introduction of 3 m fill across the site to facilitate the 3 m depth to groundwater as indicated by NRAR. This solution is both unworkable and inappropriate, noting that addition of fill will merely allow groundwater levels to rise above the current land surface (as evidenced by the breach of groundwater seen in monitoring bore MW09A throughout 2022 – Figure 2) due to the connectivity between the fill and the soil profile.

The lack of rigor in the analysis and poor choice of solutions by Douglas Partners (2024b) led to ELA being asked to re-assess possible practicable options to maintain lowered groundwater levels across the site and assess the potential area available for internments.

It is unlikely that planting deep rooted trees would be sufficient to lower the water table with a high degree of confidence, to the degree that is required, particularly in wet periods. Reduction in recharge is feasible, but is limited by the site location, with a large recharge area uphill of the project area and beyond the site boundary and hence not available for control measures. Engineering solutions are therefore recommended as the optimum solution to provide a reliable, low maintenance and effective reduction in groundwater levels across the entire site.

Engineering solutions are also the only techniques that would result in a permanent reduction in groundwater levels across the site, noting that a degree of uncertainty is present in any groundwater project and ongoing adaptive management would be required to ensure groundwater levels are maintained at a suitable depth.

Of the two engineering solutions discussed above, subsurface drainage is preferred. A dewatering borefield would require continual adaptive management to match pumping rates in bores to water levels, to ensure groundwater levels are maintained at the desired height. Drains, however, would allow groundwater to be collected via gravity and once installed do not require significant maintenance or attention.

Reduction in recharge through planting of deep-rooted trees is recommended to augment the drainage system.

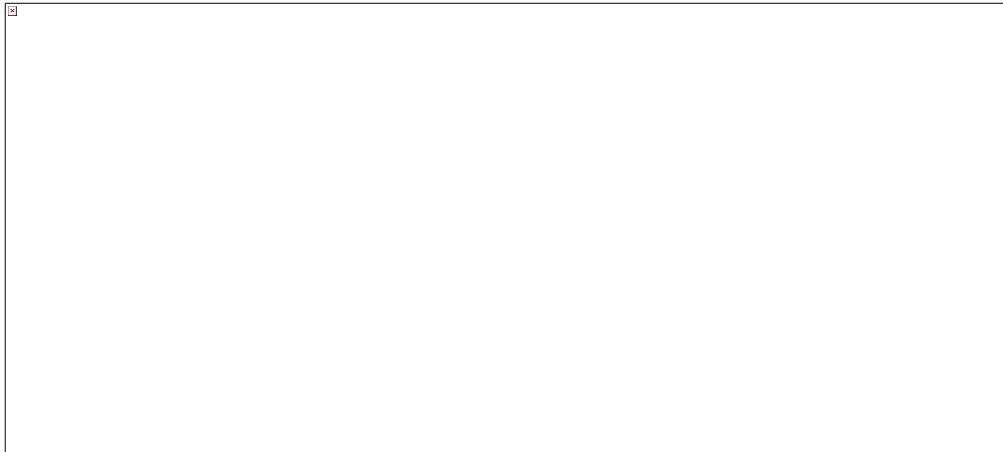


## 2. Modelling groundwater drain effectiveness

### 2.1. Approach

Tetra Tech Proteus undertook steady-state (using average long-term conditions) modelling of the site based on the Hooghoudt equation which allows determination of the required subsoil drainage pipe size and spacing.

The Hooghoudt equation is a steady-state drainage equation used to determine drain spacing in subsurface drainage systems. It's a well-known formula for calculating the optimal spacing between drains based on factors like soil hydraulic conductivity, water table depth, and drain depth (Figure 4).



**Figure 4 – Visual representation of Hooghoudt's equation**

The Hooghoudt equation is as follows:



where:

- Q = steady state drainage discharge rate (m/day)
- Ka = hydraulic conductivity of the soil above drain level (m/day)
- Kb = hydraulic conductivity of the soil below drain level (m/day)
- Di = depth of the impermeable layer below drain level (m)
- Dd = depth of the drains (m)
- Dw = steady state depth of the water table midway between the drains (m)
- L = spacing between the drains (m)
- De = equivalent depth, a function of L, (Di-Dd), and r
- R = drain radius (m)

The steady state modelling used is an MS Excel based analytical solution utilising the Hooghoudt equation. The input parameters are obtained from site observations and local climate data to obtain the

subsoil drainage spacing. Modelling is then an iterative process to determine the drainage layout for the site.

#### **2.1.1. Parameters**

The Parameters used for the modelling were:

- Hydraulic conductivity of the soil (obtained from the geotechnical investigation carried out by Douglas Partners in August 2024)
- Steady state drainage discharge rate equivalent to a 50% AEP 72-hour storm as recommended in 'Specification Separation Distances for Groundwater Controlled Urban Development' by IPWEA (Institute of Public Works Engineering Australasia)
- Groundwater recharge rate from the storm of 40% as recommended in 'Specification Separation Distances for Groundwater Controlled Urban Development' by IPWEA (Institute of Public Works Engineering Australasia)
- Steady-state depth of groundwater set at 3.0m bgl (as specified by the NSW Department of Industry - Natural Resources Access Regulator).

A conceptual drainage layout was plotted, taking into consideration the Spiire landscape plan, to take advantage of proposed infrastructure such as roads, swales and ponds; to maximise use of existing infrastructure and to minimise additional disturbance. This approach also allows water collected in drains to be treated in bioretention basins before it is discharged to Church Creek. An iterative process was then utilised to adjust the layout to capture the groundwater flow from the uphill catchment to the north east of the site and through the site until the desired reduction in groundwater level is achieved.

The shallow bedrock area to the northeast of the site was not included in the modelling and design phase as this area is unsuitable for burials and would require a substantial volume and depth of fill to enable burials to take place. The addition of fill in this area would result in substantial additional cost and would still require subsurface drainage to ensure groundwater levels remain at an acceptable level. Application of 3 m fill in this area would also impact on the landform and may result in visual impacts.
















#### **2.1.2. Site constraints**

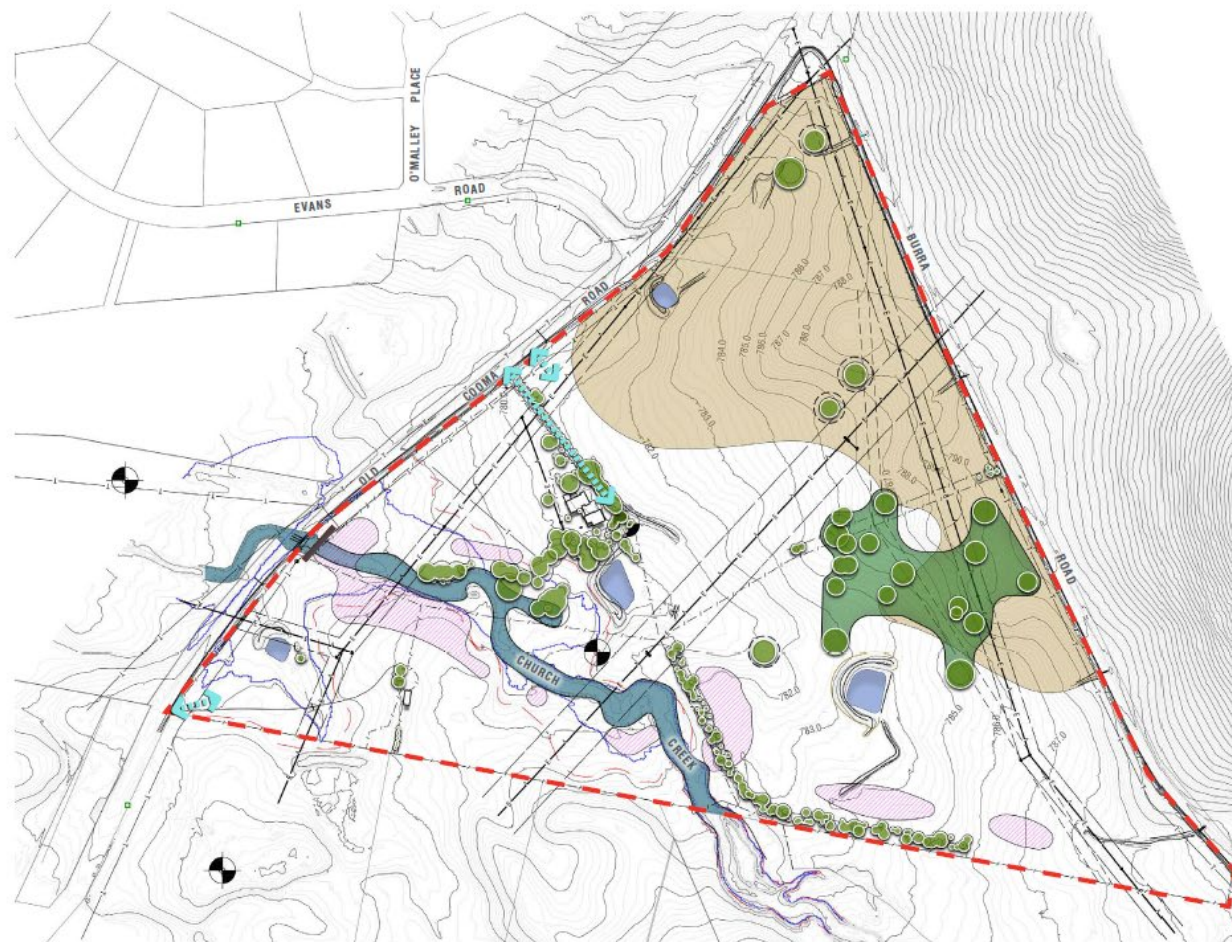
Site constraints shown in Figure 4 considered for this modelling were:

- Shallow bedrock areas
- Threatened Ecological Community
- Church Creek
- Archaeological finds
- Existing dwelling.

It was assumed that no burials or disturbances are permitted or feasible in the areas of these constraints and therefore these areas were not included in the calculations of area available for burial plots.

#### LEGEND

- Site Boundary
-  Existing surface
-  Existing bank / batter
-  Existing block fence
-  Existing Telstra service
-  Existing bores
-  Existing rocky outcrop - extent to be confirmed
-  Existing buildings
-  Existing power poles/lines with 20m easement
-  Existing dams
-  Existing creek / top of bank
-  Existing trees
-  Endangered ecological community
-  Existing archaeology sites  
*Refer to Archaeological Report for more information*
-  Existing gates
-  Existing culvert



*Refer to supporting documents prepared by consultant team including survey, ecological, archaeological and ground water.*

Figure 5 - Site constraints

## 2.2. Data

The following reports and data were provided to TetraTech Proteus:

- Landscape Plan – October 2024, Spiire
- Previous hydrogeological reports containing drill logs, hydrogeological testing, and the results of geotechnical investigations including:
  - Report on Initial Groundwater Sampling Event, 2024, Douglas Partners
  - Hydrogeological Investigation, 2024, Douglas Partners
  - Hydrogeological Assessment, 2020, Eco Logical Australia
  - Hydrological Assessment, 2018, Eco Logical Australia
  - Geotechnical Investigation Report, 1241 Old Cooma Road, Googong, NSW, ACT Geotechnical Engineers, 2017, Geotechnical Engineers Pty Ltd
  - Stormwater plan, proposed swale layout in Spiire landscape Plan
- 3D contour information
- Groundwater monitoring results (hydrographs).

## 2.3. Results

The subsoil drainage pipe and spacing varied across the site due to the variable hydraulic conductivity across the site. Hence, the site was split into five areas for the purpose of modelling and design, with each area informed by data collected from test bores within that area. Pipe spacing and drain diameters were determined iteratively to achieve adequate groundwater drawdown. It was assumed all groundwater in the drains could be discharged off site via the creek.

The steady state model outputs are summarised in Table 1 below.

AREA	DOUGLAS PARTNERS TEST BORES	SUBSOIL DIAMETER (mm)	DRAIN PIPE	SUBSOIL PIPE SPACING (m)
1	101A & B	100		25
2	102A & B	100		106
3	103A & B	200		33
4	104A & B	200		84
5	105A & B	200		41

Table 1 - Model Summary Results

- The above summary results in approximately 5.4 km of subsoil drainage pipe, as detailed in the drainage concept plan in Appendix B, being required to maintain the groundwater levels to 3 m bgl.
- Noting the areas of constraints where no burials are feasible, and the current landscape plan, and the 10 m buffer around drains as required by NRAR (see Appendix A), the area able suitable for below-ground burials is approximately 2.8 ha.



- If proposed new buildings were relocated to the shallow bedrock area, an additional 1.3 ha could be made available for burials.
- In order to maintain a minimum groundwater depth of 3 m below finished ground levels, imported fill will be required in places where the depth to bedrock is less than 3 m, as drains are not able to be installed into bedrock (see Appendix B).
- As detailed in the drainage concept plan in Appendix B the subsoil drainage will discharge to three pump pits situated throughout the site. These pump pits are required to ensure the subsoil drainage remains at a sufficient depth to maintain the groundwater levels to 3m bgl. The discharge points from the pump pits have not been finalised but one option that requires further investigation is to pump the collected groundwater back to the top of the drainage swales incorporated into the site landscape. The discharged water could then run down the swales through bioretention ponds along the route; the treated water then discharging into Church Creek.

#### **2.3.1. Staging and Delivery**

- If a staged construction approach is undertaken, construction infrastructure should commence from the lowest point of the site, progressing uphill to allow for staged construction and drainage integration.
- Different sections of the site (three catchments) can be developed in phases, subject to the location of the pump station infrastructure as detailed on the drainage concept plan in Appendix B. This may enable some staging of implementation and cost.

#### **2.4. Uncertainty and assumptions**

- The concept drainage design (Appendix B) does not include any redundancy allowance to cover any failure of the subsoil drains over the life of the project.
- No burials plots were included in the areas with existing constraints, including the shallow bedrock area to the northeast (Section 2.1).
- A 10 m buffer around drains is required by NRAR (see Appendix A).
- The modelling and design were undertaken using the results from previous investigations. No additional data was collected.
- Due to the limited number of test bores and the variable hydraulic conductivity testing results across the site there is no guarantee that the subsoil drainage will work to full capacity as intended. The nature of the fractured rock substrate also makes it difficult to predict where subsoil flow paths may occur.
- Further on-ground investigations are recommended to better characterise the subsurface properties to enable refinement of the subsoil drainage design solution.
- Ongoing monitoring of groundwater levels at the site would be required to ensure that the drains are operating as intended and that groundwater levels are at or below 3 m bgl.

### 3. Regulation

As part of any future planning approval (State Significant Development Application (SSDA)), NSW Government agencies would require demonstration of no adverse environmental impact, including impacts to groundwater systems.

Impacts to groundwater would be assessed using the NSW Aquifer Interference Policy (AIP)<sup>1</sup>. The AIP explains the role and requirements of the Minister administering the *Water Management Act 2000* in the water licensing and assessment processes for aquifer interference activities under the Water Management Act 2000 and other relevant legislative frameworks. The policy not only covers the extraction of groundwater, but includes impacts to connected surface waters, groundwater dependent ecosystems, water quality and contamination, and the discharge of dewatered groundwater to surface waters. A water licence may be required for the extraction of groundwater to maintain reduced groundwater levels.

We do not know at this stage is whether the NSW Government would support the extent of intervention on the site, and impact to groundwater systems, to enable the site to accommodate a cemetery. It is not known whether the proposed impact to groundwater at the site would be supported through the SSDA process.

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<sup>1</sup> [NSW Aquifer Interference Policy](#)

## 4. Costings

The estimated cost for the implementation of the design in Appendix B has been calculated based on information obtained from the Rawlinson's Handbook (41<sup>st</sup> edition; 2023). Rates were factored to include the regional indices plus the ATO CPI increase from the date of publishing to the present. The estimated cost is **\$7.4M** excluding GST. It is stressed this is approximate and should be used as an indicative fee only as quotes from specific providers have not been obtained.

Costings include:

- Materials: drains, geofabric, gravel
- Excavation: trenches, trench shoring
- Operational infrastructure: pump stations, rising mains, electrical control cabinet
- Fill
- Contractor preliminaries.

Exclusions:

- Landscaping
- Ongoing operational and maintenance costs
- Contingencies
- Owner's costs
- Detailed Design.

## 5. Summary

Shallow groundwater levels have been identified as a potential issue for the development of a cemetery at 1241 Old Cooma Road, Googong. NRAR have provided advice that groundwater levels should be no closer than 3 m bgl. Groundwater monitoring has shown that particularly during wet periods, groundwater levels fluctuate to near surface in some parts of the project area.

After considering available options to reduce groundwater levels to no closer than 3 m bgl, the installation of subsoil drainage was considered the most pragmatic solution for the site. Using the hydrogeological and geotechnical information collected during previous studies, an analytical groundwater model and subsequent design of a drainage system has been completed.

To adequately lower groundwater levels across the site, 5.4 km of subsoil drainage would be required. NRAR has stipulated a 10 m buffer between any drain and burial sites. Considering existing site constraints (such as the threatened ecological community, archaeological finds, and area of shallow bedrock), and the current landscape design approximately 2.8 ha would be available for burial sites. If the existing and proposed buildings were relocated to another location (e.g., uphill in the shallow bedrock area), up to 1.3 ha of additional area could be available for burials. Imported fill would be required in areas where bedrock is less than 3 m below ground level.

An estimation of the cost to install the subsoil drainage and add the fill required to raise the land surface to 3 m above bedrock, was calculated using standard industry rates, to give an approximation of the likely cost of works. The estimated cost is **\$7.4 million** (Appendix C), which includes materials, time and equipment, however this does not include redundancy i.e., additional subsoil drains installed to compensate for failures over the lifespan of the project. Including redundancy would result in a reduction in available burial plot area (due to the buffer required between drains and burials) and will increase the amount of subsoil drainage required, and therefore the cost of installation. It should be noted that this estimate of costs is limited to the subsoil drainage required to address groundwater-related issues. It does not include project costs associated with the construction of buildings, roads, landscaping or other infrastructure. It also does not include ongoing costs such as pumping water out of the drains to existing surface water features, ongoing monitoring of groundwater levels and maintenance of drain and pump infrastructure.

It should be noted that there are a number of uncertainties born from the assumptions that were used in the modelling. If QPRC wishes to progress with the project, it is recommended that additional on-site investigations are carried out to better characterise the subsoil properties which would provide for more certainty in the modelling and subsequent drain design. Notwithstanding, ongoing groundwater monitoring would be required throughout the life of the project to ensure the drains are operating as designed, and that groundwater levels are maintained at or below 3 m bgl.

Further, as part of any future planning approval (State Significant Development Application (SSDA)), NSW Government agencies would require demonstration of no adverse environmental impact, including impacts to groundwater systems.

It is not known at this stage whether the NSW Government would support the extent of the proposed intervention on the site, and whether it would be accepted as being an effective method of addressing the groundwater-related issues to enable the site to accommodate a cemetery. It is hence not known whether the proposed impact to groundwater at the site would be supported through the SSDA process.

Appendix A NRAR advice



**Natural Resources  
Access Regulator**

Contact Tim Baker  
Phone 02 6841 7403  
Fax 02 6884 0096  
Email [Tim.Baker@nsw.gov.au](mailto:Tim.Baker@nsw.gov.au)

Arthean McBride  
Queanbeyan-Palerang Regional Council  
Senior Strategic Town Planner  
PO Box 90  
QUEANBEYAN NSW 2620

Our ref V15/3876-2#78

22 October 2018

Dear Arthean

**RE: Planning Proposal for new cemetery in Queanbeyan**

I refer to your letter dated 10 August 2018 requesting consideration of a proposed amendment to the Queanbeyan Local Environmental Plan 2012. It is understood the amendment purpose is to:

- Add the term 'cemetery' to Schedule 1 of the LEP to make this use permissible with consent within Lot 2 DP 112382 and Lot 126 DP 754881.

The supporting documentation has been reviewed and the following key comments and recommendations are provided to address concerns raised by Council in regards to groundwater at the proposed site.

Comments

- The depth of the investigation holes are insufficient to define groundwater levels across the site and the timing ineffective to define the "wet weather" maximum groundwater levels across the site. Conclusions drawn from this data may cause errors in assessment of the site.
- The geotechnical investigation holes were drilled procedurally to a depth of 3.5m below ground level (bgl) and not designed to delineate groundwater levels across the site. In addition the investigation was conducted (6<sup>th</sup> April 2017) following a period of extreme low rainfall during January and February 2017. March 2017 had a single 3 day high rainfall event but this would not have been sufficient to add significantly to the water table levels with the majority of this high rainfall event reporting as surface runoff to the local streams.
- A groundwater level of less than 3m bgl within a cemetery site are insufficient to prevent potential groundwater impacts. A singular point measurement may be an anomaly however the investigation reports and data presented are insufficient to determine the groundwater level across the site. Further investigation is warranted to determine the maximum ('wet weather') groundwater levels as these are the level which will potentially be impacted the most.
- Concerns have been identified in relation to the suitability of the studies conducted to date and the potential impacts of the proposed cemetery to the groundwater source.

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[www.water.nsw.gov.au](http://www.water.nsw.gov.au)

209 Cobra Street, Dubbo NSW 2830 PO Box 717 Dubbo NSW 2830 Australia | e [water.referrals@dpi.nsw.gov.au](mailto:water.referrals@dpi.nsw.gov.au)

Recommendations prior to finalising the proposed amendment

1. Further investigation of the baseline groundwater levels and groundwater quality for a minimum 12 month period is undertaken prior to any further action to ensure there is sufficient depth to the water table. This should be performed by the installation of three monitoring bores to basement in a way to allow for determination of groundwater flow direction, i.e. not aligned), soil characterisation (logging during drilling) and water quality characterisation. The more significant information to obtain is the depth and variation of water levels. This can be obtained through the use of automated water level loggers placed in bores for the recommended 12 month period.
2. The further investigation is to include an assessment of the cover material type and depth to bedrock across the entire site to ensure that natural formations offer protection.
3. Using the data obtained under recommendation 1 and 2, conduct a hydrogeological assessment of present and future risks should groundwater levels be less than 3 m below the ground surface or occurs at, or less than, 1.5 m below the burial level; and
  - a. establish recommendations concerning appropriate management and treatment of leachates;
  - b. establish recommendations in order to prevent migration of decomposition products into the substrate and groundwater;
4. Allowance for potential rise in the water table, including climatic (drought versus non-drought), seasonal variations and extreme rainfall must be included in any further assessment.

Recommendation should the amendment be approved

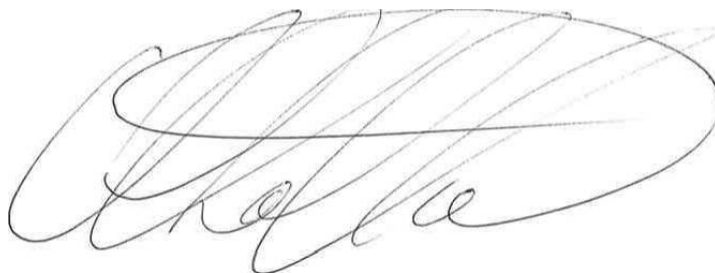
- Before commencement of burials, best practices would require a minimum of three (3) groundwater monitoring bores are installed; constructed into bedrock to enable sufficient monitoring of groundwater levels, groundwater flow across the site and groundwater quality. These bores can be the same bores as those installed prior to determination. The risk assessment will inform the level of effort and frequency of monitoring requirements.

General Recommendations for any new cemetery site

1. The site should not have groundwater closer than 3m below ground level.
2. Burials should be at least 250 metres from any well, borehole or spring supplying water for human consumption or used in food production — for example at dairy farms, commercial vegetable gardens/farms, etc.
3. Burials should be at least 30 metres from any spring or watercourse not used for human consumption or not used in food production.
4. Burials should be at least 10 metres from any field drain, including dry ditches.
5. Burials should at least 1.5 metre clearance between the base of the grave and the top of the maximum groundwater level — burial sites should not have any standing water in them when dug.
6. Burial sites should not be dug in unaltered or unweathered bedrock (i.e. bedrock areas are recommended to be excluded from all burials)
7. Burial sites should not be dug in areas susceptible to groundwater flooding (e.g. decomposed — weathered bedrock zones may be noteworthy groundwater sources, buried alluvial sand - gravel deposits along watercourse lines are highly susceptible to groundwater flooding).
8. Cemeteries are not recommended to be located in areas where:
  - a. The groundwater level is shallow

- b. Seasonal or ephemeral floods occur
- c. The substrate is very permeable (e.g., sands and gravels, fractured rocks, karst structures)

Should you have any further queries in relation to this submission please do not hesitate to contact Tim Baker 02 6841 7403.

A handwritten signature in black ink, appearing to read 'Vickie Chatfield', enclosed within a large, hand-drawn oval.

**Vickie Chatfield**  
**Manager Water Regulatory Operations- West**  
**Department of Industry- Natural Resources Access Regulator**



## Appendix B Conceptual Subsoil Drainage Plan

See attached file.

## Appendix C Costing

		CODE NO	NAME	By:	CJB			
FACILITY:			GOOGONG MEMORIAL GARDENS	Checked:	MSD			
AREA:			CIVIL QUANTITIES	Approved:				
SUB AREA:				Date:				
DISCIPLINE:		CIVIL		Page:				
DISC	UNIT RATE CODE	WORK PACKAGE DESCRIPTION		QTY	UOM	RATE	COST	Comments
CW	100000	CONTRACTOR PRELIMINARIES		1	ea	32%	\$1,782,436	Includes Mobilisation, Supervision, Soils Testing, Servicing & Demobilisation
CW	100010	EARTHWORKS CLEARING						
CW	100020	Clear and Grub		76562	m <sup>2</sup>	\$0.46	\$35,219	
CW	100030	Remove Topsoil and stockpile 150mm thick		76562	m <sup>2</sup>	\$2.18	\$166,905	
CW	100100	EARTHWORKS IMPORT SELECTED FILL						
CW	100110	Import common fill, place, level and compact		32848	m <sup>3</sup>	\$71.43	\$2,346,333	landscaping/blending to surrounding areas not included
CW	100200	DRAINAGE PIPES, incl. TRENCHING						
CW	100210	N12 dia 100 subsoil Slotted Drainage Pipe		5405	m	\$19.57	\$105,776	
CW	100220	Excavate Trench Upper Benching 4 wide x 1.7 deep		36754	m <sup>3</sup>	\$36.75	\$1,350,710	
CW	100220	Excavate Trench Lower trenching 0.5 wide x 1.5 deep		4053.75	m <sup>3</sup>	\$83.60	\$338,894	
CW	100225	Trench Shoring		16215	m <sup>2</sup>	\$35.80	\$580,497	
CW	100230	Gravel surround to slotted Drainage Pipe (500mm square)		1309	m <sup>3</sup>	\$172.85	\$226,226	
CW	100240	Geofabric Wrap around gravel (including 0.2m lap)		11891	m <sup>2</sup>	\$4.63	\$55,055	
CW	100250	Backfill of Excavated material		39499	m <sup>3</sup>	\$0.00	\$0	included in excavation costs
CW	100300	MISCELLANEOUS						
CW	100310	Pump Station		3	ea	\$86,966.00	\$260,898	
CW	100320	Pumps		6	ea	\$5,979.00	\$35,874	
CW	100330	Electrical Control Cabinet		3	ea	\$6,088.00	\$18,264	
CW	100340	Rising Mains		700	m	\$70.66	\$49,462	
CW	100350	Excavate Trench 0.5 wide x 0.9 deep		315	m <sup>3</sup>	\$74.80	\$23,562	for rising mains
		TOTAL					\$7,376,109	



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# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**9 JULY 2025**

ITEM 9.4 COMMUNITY ENGAGEMENT STRATEGY 2025-2028

ATTACHMENT 1 COMMUNITY ENGAGEMENT STRATEGY 2025-2028

# Community Engagement Strategy

**2025-2028**



## Acknowledgment of Country

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 the First Nations peoples on this land and commit to building a brighter future together.



**Acknowledgment of Country Artist: Lynnice Church**  
**ABORIGINAL NATIONS: Ngunnawal, Wiradjuri and Kamilaroi**

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Page 4	Foreword from the Mayor
Page 5	Introduction
Page 11	Who do we engage with?
Page 17	How do we engage?
Page 22	Implementation Plan
Page 27	Planning and Development - Community Participation Plan



If you require interpreting services in your language, please call TIS National on 131 450 and ask to be connected to 1300 735 025.

Доколку ви се потребни толкувачки услуги на вашиот јазик, ве молиме јавете се на TIS National на 131 450 и побарајте да бидете поврзани со 1300 735 025.

सेवक उгаडुं आपली उमा रचि सुझाओभा मेहावं ली सेड वै उं वरिण वरवे TIS National तुं 131 450 30 025 से नाल वरवे वरन ली अभि

Se ha bisogno di servizi di interpretariato nella sua lingua, chiami il TIS National al numero 131 450 e chiedi di essere collegato al numero 1300 735 025.

तपाईंलाई आफ्नो भाषामा दोभने सेवाहरू चाहनिछ भने कृपया TIS National लाई 131 450 मा कल गर्नुहोस् र 1300 735 025 सँग जोडिने अनुरोध गर्नुहोस्

Kung kailangan mo ng mga serbisyo ng pagsasalain sa iyong wika, pakitawagan ang TIS National sa 131 450 at hilingin na maikonekta ka sa 1300 735 025.

Ако су вам потребне услуге превеођења на вашем језику, позовите TIS National на 131 450 и затражите да будете повезани на 1300 735 025.

यदि आपको अपनी भाषा में दुभाषिया सेवाओं की जरूरत है तो कृपया TIS National को 131 450 पर फोन करके 1300 735 025 से कनेक्ट करने के लिए कहें

如果您需要口服, 致電与口服 (TIS National) 号 131 450, 并要求接到 1300 735 025.

Ako su vam potrebne usluge tumača na vašem jeziku, nazovite TIS National na 131 450 i zatražite da vas spoje na 1300 735 025.

Si necesitas servicios de interpretación en tu idioma, llama TIS National al 131 450 y solicita estar conectado al 1300 735 025.

English

Macedonian

Punjabi

Italian

Nepali

Filipino/Tagalog

Serbian

Hindi

Mandarin

Croatian

Spanish

## Foreword from the Mayor



**Kenrick Winchester**

Mayor  
Queanbeyan-Palerang  
Regional Council

Councils are the closest level of government to the community and local government exists to serve the community.

Council is committed to actively seeking the community's views and opinions. We believe that two-way communication between Council and the community will lead to better decisions.

Hearing the community's feedback on our major projects, policies, proposals, events, and services will help to make Queanbeyan-Palerang a better place for everyone.

As the Strategy outlines, there are many ways that you can get involved in Council decision-making, from voting at elections, to attending a community meeting, from making a submission on something on public exhibition to lodging a customer service request.

While we can't always do everything that the community wants, it is important that we give everyone an opportunity to have their say. We want to hear from our community so that we can work together to shape Queanbeyan-Palerang into the place we all want it to be.

This Community Engagement Strategy outlines the steps we will take to make sure we hear from as many people as possible.

The strategy aims to explain to the community the sort of engagement they should expect from Council and provides guidance to Council staff.



# 1. Introduction

## 1.1 Why do we have this Strategy?

The Community Engagement Strategy (Strategy) is a crucial component of Council's Integrated Planning & Reporting (IP&R) Framework. The Strategy must be prepared based on social justice principles.

The Strategy has been written to provide Council staff with guidance when undertaking community engagement activities, particularly the development of the Community Strategic Plan and other IP&R documents like our Delivery Program and Operational Plan. It also serves to outline what community engagement the community can expect from Council.

The Strategy outlines the community engagement and public exhibition practices that Council will undertake for projects, policies, concept designs, infrastructure, budgets and more.

The Strategy has also been prepared to meet the requirements of a Community Participation Plan under the *Environmental Planning and Assessment Act 1979* (EP&A Act). Information about community participation in Council's planning functions can be found in Section 5.

The Strategy is the overarching document that guides the Community Engagement Toolkit, which provides practical advice to staff about engagement activities.



## 1.2 What is community engagement?

These definitions explain some of the key terms used in the Strategy:

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### Community engagement



The process where Council and the community engage in a two-way conversation. This can be via formal or informal engagement processes. Community engagement relies on a two-way approach. Council and the community need to both actively communicate with each other.

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### Community



Includes all QPRC residents, ratepayers, businesses, community organisations, visitors, neighbouring councils, other levels of government and other stakeholders with an interest in QPRC.

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### Community consultation



A more formal process that generally relates to the 'consult' section of the IAP2 spectrum. Consultation generally involves Council presenting an idea, policy, or proposal to the community for input.

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### Public exhibition



The official period when a project is open for feedback. Often these periods are defined in legislation and the legislation includes specific notification and timeframe requirements.

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### Public notification



Notification informs a targeted audience about an application under consideration by Council and provides an opportunity to review the documents and make a submission on the perceived impacts of the development (both positive and negative).

## 1.3 What principles guide our engagement?

The Community Engagement Strategy and Council's engagement is based on four social justice principles of equity, access, participation, and rights. These social justice principles are further defined using the community participation plan principles outlined in Section 2.23 of the *Environmental Planning and Assessment Act 1979*.

**These principles are:**



### **Right to be involved**

The community has a right to be informed and involved in matters that affect them.



### **Relationship building**

We will encourage effective and ongoing partnerships with the community to provide meaningful opportunities for participation.



### **Clear**

Information will be in plain language and easily accessible. We will be clear about how the community can participate in decisions and why, how, and what we are engaging about.



### **Timely**

The community will be given opportunities to participate as early as possible. We will genuinely consider community views.



### **Accessible and inclusive**

Community participation will be inclusive. We will actively seek views that are representative of the community.



### **Transparent**

Decisions will be made in an open and transparent way. We will provide reasons for those decisions, including how community views have been considered.



### **Relevant**

We will use methods that suit the purpose and type of project we are getting community feedback on.

We will seek feedback from the appropriate members of the community.

For planning matters, members of the community who are affected by proposed State Significant Development Applications will be consulted by the proponent before an application for planning approval is made.



### **Considered**

The methods of community participation and the reasons given for planning decisions will be appropriate. We will consider the likely impact of the proposal when doing community engagement.

Council recognises the importance of engaging with its communities to deliver services and infrastructure, and plan collaboratively.

The Strategy applies to all forms of engagement by councillors and staff, and to third parties such as consultants representing Council.

All engagement activities are done with the social justice principles of access, equity, rights and participation of all community members in mind.

This Strategy and the Community Engagement Toolkit are based on the International Association for Public Participation's (IAP2) Public Participation Spectrum which shows the different levels of participation we intend to undertake.

The Spectrum has been supplied by the IAP2 Federation.

#### IAP2 PUBLIC PARTICIPATION SPECTRUM

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
GOAL	To provide the public with balanced and objective information.	To obtain public feedback on analysis and/or decisions.	To work directly with the public through the process to ensure that public concerns and aspirations are consistently understood and considered.	To power with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision making in the hands of the public.
PROMISE	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

## 1.4 How does the legislation read?

Council must comply with different pieces of legislation which set out when and how we should consult with our community.

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### **Local Government Act 1993** Section 402(A) requires that:

A Council must establish and implement a strategy for engagement with the local community (called its Community Engagement Strategy) when developing its plans, policies, and programs, and for the purpose of determining its activities (other than routine administrative matters).

A Community Engagement Strategy must be prepared, adopted, and implemented, based on social justice principles, for engagement with the local community to support Council in developing its plans and determining key activities. This includes development of the Community Strategic Plan, and all relevant Council plans, policies, and programs.

At a minimum, the Community Engagement Strategy must identify relevant stakeholder groups within the community and outline methods that will be used to engage each group.

The Strategy must be reviewed within 3 months of the local government elections, as part of the broader review of the Community Strategic Plan.

Where a Council has community engagement requirements under other legislation or regulations, these should, wherever practical, be integrated into the Community Engagement Strategy.

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### **Section 406 requires that:**

All Councils in NSW use the Integrated Planning and Reporting (IP&R) framework to guide their planning and reporting activities. Community engagement at Queanbeyan-Palerang Regional Council is usually linked to plans, strategies and work outlined in the IP&R framework.

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### **Environmental Planning and Assessment Act 1979** Division 2.6 requires that:

All planning authorities such as councils outline how and when the community will be engaged across planning functions like policy making and assessment.

---

### **Other requirements**

The notification requirements around planning and development matters, such as for development applications, can be found in the Community Participation Plan in Section 5.

---

## 1.5 Who has a role to play in community engagement?

Councils are the closest tier of government to communities, providing local services, infrastructure, policies and planning. Local government in NSW (as set out in the *Local Government Act 1993*) provides for governed bodies of Council that are democratically elected generally every four years.

Councils make decisions through local democracy processes which are both representative and participatory. Councillors are elected to represent the entire local government area, via representative democracy.

### Councillors

Queanbeyan-Palerang is represented by 11 councillors. The role of the elected Council is to develop and implement policies, programs and long-term strategic plans, as well as ensuring financial stability, monitoring performance, and making decisions to direct and control the affairs of Council.

The Mayor and councillors undertake formal and informal community engagement. They should promote engagement opportunities, participate in development of documents, and endorse Council's Integrated Planning & Reporting documents.

Councillors are accountable to the community and it is important that community members can contact and meet with councillors to discuss and contribute their views and ideas. Councillors have an important role to play in engaging with their constituents, recognising diverse local community needs and interests.

### Mayor

The Mayor's additional role is as the spokesperson, who's role is to promote partnerships between Council and key stakeholders.

### General Manager and Executive

The GM and Executive staff ensure implementation of this Strategy. They also provide approval, where required, for engagement projects. They ensure staff are sufficiently resourced to undertake the engagement, and community members are given enough information to participate in Council's engagement process in a meaningful way.

### Managers and Project Staff

As subject matter experts, staff play a critical role in engagement. Project managers are responsible for complying with legislative requirements and this Strategy. Staff are to provide timely advice on community views and work with the Communications and Engagement team on community engagement.

### Communications and Engagement team

The Communications and Engagement team provide advice and support to all teams across Council. The team manages Council's community engagement platform, Your Voice.

### Committees

Council has advisory, statutory, and organisational committees made up of councillors, staff, and external community members. These committees provide advice and represent the needs and views of communities.

There are also important Section 355 Committees that help manage and provide advice to Council around halls, memorials, commons, and reserves. Council committees and representatives are listed at [www.qprc.nsw.gov.au/committees](http://www.qprc.nsw.gov.au/committees)

## 2. Who do we engage with?

### 2.1 Who are our stakeholders?

If we are to engage effectively, it is important that we know and understand our community. While our community is broadly defined as everyone who lives, works, or travels through QPRC, identifying our stakeholders helps to make community engagement effective.

Stakeholders for an engagement project could include (listed alphabetically):

- Australian Government ministers, representatives, and local Members of Parliament
- Australian Government departments
- Australians who speak languages other than English
- Businesses and business chambers
- Canberra Region Joint Organisation
- Community groups and associations
- Council committees
- Councillors
- Disability support services
- Emergency services
- First Nations peoples
- Future residents
- General community – including those who live, work, play, and visit our region
- Healthcare and support services
- Industry groups or associations
- NSW Government ministers, representatives, and local Members of Parliament
- NSW Government departments
- Ratepayers
- Refugee community
- Residents
- Schools and other education providers
- Service users
- Special interest groups
- Sporting and community clubs
- Staff
- Students
- Surrounding local authorities, including the ACT Government
- Transport services
- Young people.



## 2.2 Our community demographics:

### Population highlights

**65,369**

(ABS Estimated Residential Population 2023)

At the time of the 2021 ABS Census this was made up of:



Males: **50.3%**



Females: **49.7%**



Aboriginal and Torres Strait Islander: **3.5%**



Australian citizens: **89.1%**



Median age: **38**



Median weekly household income: **\$2,310**

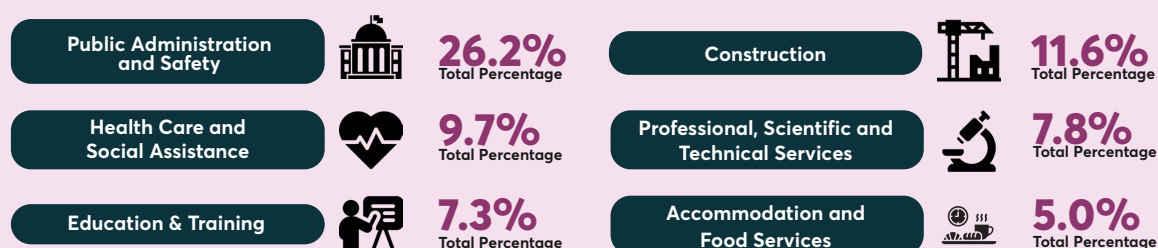


Median weekly mortgage repayment: **\$500**



Median weekly rent: **\$359**

### Where do we work?



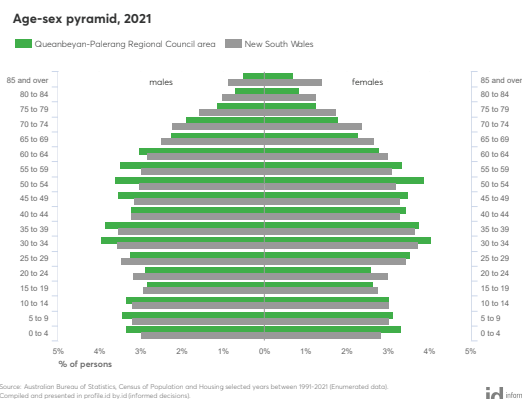
Demographic data on these pages is from material compiled and presented by .id (informed decisions). <https://id.com.au>



## How old are we?

At the 2021 Census, compared to the rest of NSW:

- A larger percentage of 'Older workers & pre-retirees' (14.3% compared to 12.3%)
- A larger percentage of 'Parents and homebuilders' (21.3% compared to 20.1%)
- A smaller percentage of 'Seniors' (7.7% compared to 10.2%)
- A smaller percentage of 'Elderly aged' (1.2% compared to 2.3%)



## Other statistics

### Households made up of couples and children



**8,092**

Total

**33.3%**

Percentage (2021)

### Lone-person households



**5,817**

Total

**23.9%**

Percentage (2021)

### Residents that hold a bachelor's degree or higher



**17,348**

Total

**28.2%**

Percentage (2021)

### Community engaged in volunteering work



**8,491**

Total

**12.3%**

Percentage (2021)

### Dwellings



**24,311**

Occupied dwellings at Census night 2021

## 2.3 What barriers and challenges to engagement need to be considered?

### RISKS AND OPPORTUNITIES

While community engagement is often required by legislation, we are committed to engaging with the community because it improves decision-making and leads to better results.

Engagement offers an opportunity to understand the values and views of the community. The community can help Council solve problems or offer different solutions that may not have occurred to Council.

The community expects to be able to connect and communicate with Council and councillors easily. If community engagement is not done or done poorly, there is a risk that a project or service Council provides won't meet the needs of the community.

The following section outlines some of the barriers and challenges that Council needs to consider in engagement.

#### Resourcing and timing constraints, and community expectations

We need to allow the community time to participate, however there will be times when projects have strict deadlines requiring a rapid turnaround from engagement activities.

We need to make the scope of projects clear, including what can be influenced or changed, to align with community expectations.

#### Limited participation and consultation fatigue

We need to promote opportunities to participate broadly.

We need to spread opportunities to engage across the year. There may be times where key stakeholders, in particular, may feel like they do not have time or energy to be involved.

### Geographic diversity and spread

Queanbeyan-Palerang Regional Council covers more than 5,300 square km of land, with a population of 63,364. Within this region, there are vast differences in population density. Population density is highest in suburbs like Crestwood and Queanbeyan and decreases as the region spreads eastwards, noting population density in Bungendore of 0.16 persons/hectare, Braidwood 0.07 persons/hectare and the Rural East of 0.01 persons/hectare (ABS Census 2021).

More than three quarters of the population live within a 30km radius of the ACT border. Outside of the city of Queanbeyan, Googong, Bungendore, Braidwood, and Captains Flat are the largest townships. At the 2021 Census, Googong (Township only) had a population of 6,224, Bungendore had a population of 3,935 (Township), Braidwood (Township) a population of 1,414 and Captains Flat (Township) a population of 473.

There are also rural-residential localities with larger populations, including Wamboin (1,805), Carwoola (1,602), and Bywong (1,342).

### Hard to reach groups

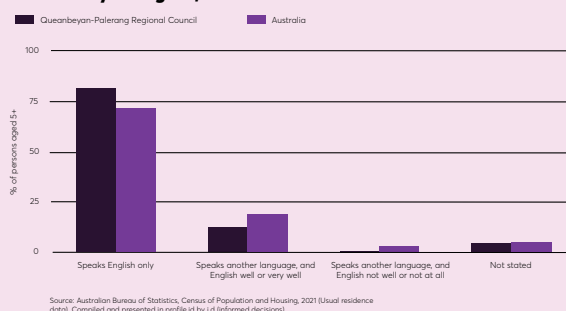
At times we will need to do more targeted engagement to reach certain groups. This may include rural communities, young people, or minority groups.

This may include in person contact and meetings, letters direct to properties, contact through community groups or other methods.

## Language and cultural norms

According to data from the ABS Census 2021, in Queanbeyan-Palerang 795 people who spoke a language other than English at home reported difficulty speaking English. This is 1.3% of the population, in comparison to the figure of 4.5% for NSW.

**Proficiency in English, 2021**



We have an account with the National Translating and Interpreting Service. If community members need interpreting support when interacting with us, they can call TIS National 131 450 and ask to be connected to us on 1300 735 025.

## Digital connection

A barrier to digital engagement is poor connection to the internet in some areas of the local government area. While this is not an issue that can be addressed directly by Council, the Mobile Black Spot Program, a combined State and Commonwealth government program, has delivered several base stations in our local government area. Council continues to advocate for improvements to connection black spots within our area.

We provide free internet and computer access through our libraries in Braidwood, Bungendore, and Queanbeyan.

## Accessibility

2,776 people (or 4.4% of the population) in Queanbeyan-Palerang Regional Council reported needing help in their day-to-day lives due to disability. Council has an Access Committee who play a vital role in providing input into projects, plans, and policies where relevant.

Council has an adopted Disability Inclusion Action Plan 2022-26, and one of the actions in this document that relates specifically to community engagement is to increase accessibility of Council documents including developing Easy Read versions of key documents.

We need to provide in person engagement activities in accessible locations. We need to have multiple channels available to allow participation in a range of ways.



### Trust deficit and perceived lack of influence

We need to improve trust and perceptions of safety by being clear how community input will be included.

We will close the loop to show how community input has been used to influence decision making.

### Complexity of issues and access to documents

We recognise that some Council topics are complex and often documents may be large and technical. Where possible, we will provide summaries or fact sheets for complex topics and documents.

We will also provide a plain text version for printing, where this is possible.

To ensure documents can be accessed by more members of the community, documents on exhibition will be made available to view at Libraries and/or Customer Service Centres.

In order to reach diverse audiences, we will promote opportunities to engage across all the various channels we have available, as described in Section 3.1.



## 3. How do we engage?

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### 3.1 How will the community be informed?

We use a range of methods to inform the community about work we are undertaking or opportunities to engage.

These include:

- Social media
- Council's website
- Eight QPRC News editions each year delivered to letterboxes
- Weekly e-newsletter to subscribers
- Fortnightly advertisements in local newspapers
- Emails to active participants on the Your Voice engagement website
- Letters or project newsletters directly to affected properties
- Media releases or hosting media announcements
- Public community meetings during the year
- Information in the mobile library which travels around the region
- Live-streaming Council meetings (which are also open to the public to attend).

Specific notification for planning matters is governed by legislation and can be found in the Community Participation Plan in Section 5.

## 3.2 What tools will we use to get feedback from the community?

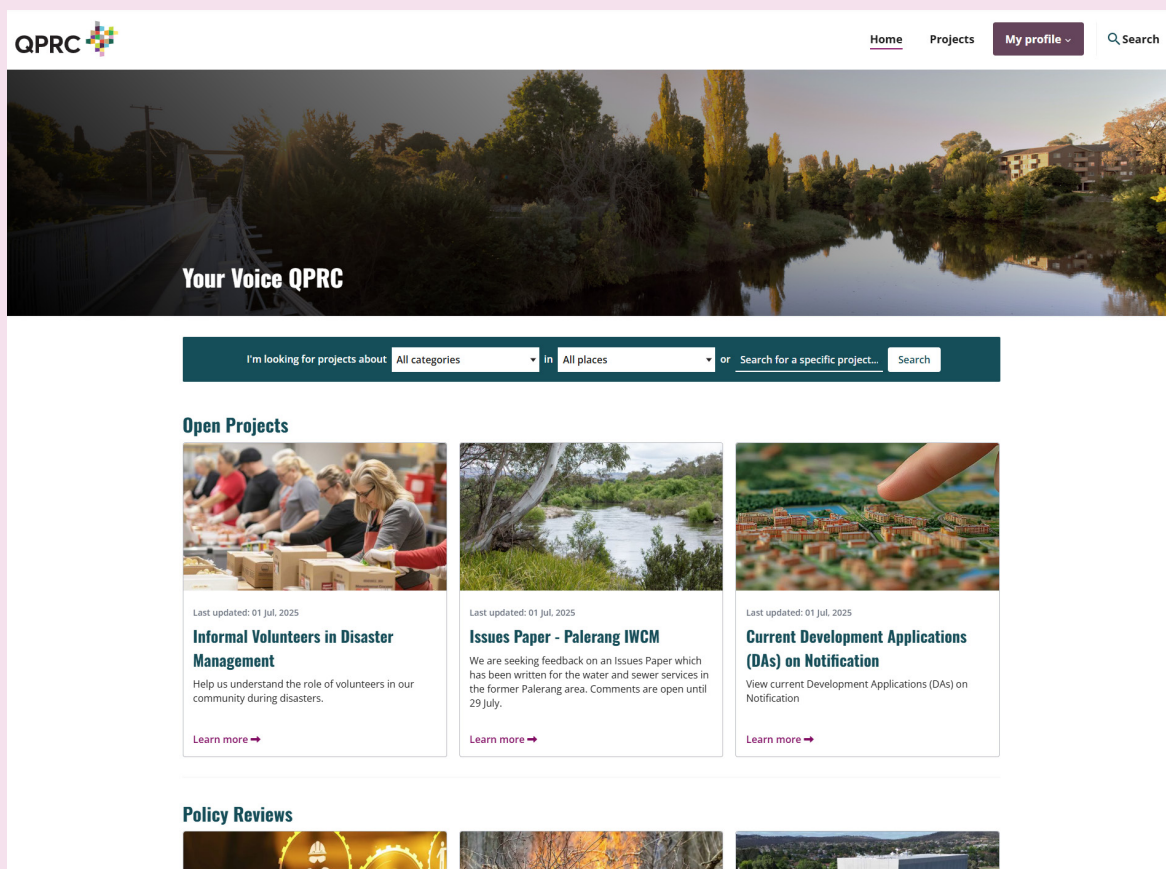
Our online engagement website is the main way we receive feedback. It is called Your Voice and is found at [yourvoice.qprc.nsw.gov.au](https://yourvoice.qprc.nsw.gov.au)

All consultation, public exhibition, and broad community engagement projects will have a page on Your Voice.

Your Voice has several tools that can be used to gain feedback, including surveys, polls, ideas boards, and location/mapping tools.

Other methods we might use in conjunction with a Your Voice page:

- Hard copy surveys or other online survey methods
- Pop-ups/drop-in sessions
- Face-to-face meetings
- Workshops/presentations or public meetings
- Focus groups
- Community reference groups.



## 3.3 How can the community provide feedback?

### Vote at elections

General elections are held on the second Saturday of September every four years. If you are eligible to vote, voting is compulsory.

### Speak with councillors

QPRC is represented by 11 councillors. If you have an idea or issue, you can raise it directly with councillors. You can find their contact details at [www.qprc.nsw.gov.au/councillors](http://www.qprc.nsw.gov.au/councillors)

### Attend Council meetings

Council meetings are held on the second and fourth Wednesday of each month, except December and January when a meeting is held on the third Wednesday. Community members can address the Council about a matter on the agenda. This can be done online or in person. Find out more at [www.qprc.nsw.gov.au/public-involvement-at-Council-meetings](http://www.qprc.nsw.gov.au/public-involvement-at-Council-meetings)

### Join a Council Committee

We have a range of advisory and Section 355 Committees that provide advice to Council. You can find out more about our committees at [www.qprc.nsw.gov.au/committees](http://www.qprc.nsw.gov.au/committees)

### Participate in Public Consultation/ Public Exhibitions

Give your feedback on anything on public exhibition or open for consultation at [yourvoice.qprc.nsw.gov.au](http://yourvoice.qprc.nsw.gov.au)

Development applications and other small-scale planning matters are not listed on Your Voice. You can find development applications that are on notification and make a submission by going to [www.qprc.nsw.gov.au/notification](http://www.qprc.nsw.gov.au/notification)

### Provide general feedback

You can provide general feedback, complaints, or compliments by calling 1300 735 025, email to [council@qprc.nsw.gov.au](mailto:council@qprc.nsw.gov.au) or [www.qprc.nsw.gov.au/report](http://www.qprc.nsw.gov.au/report)

### Lodge a service request

You can lodge a customer request using the smartphone app Snap, Send, Solve, by calling us on 1300 735 025, email to [council@qprc.nsw.gov.au](mailto:council@qprc.nsw.gov.au), online at [www.qprc.nsw.gov.au/report](http://www.qprc.nsw.gov.au/report), in person at one of our customer service centres, or by mail to PO Box 90, Queanbeyan NSW 2620.

### Attending community meetings

We hold general community meetings as a chance to meet with councillors and staff, to discuss projects, ask questions and provide feedback. Individual community meetings or drop-in sessions about specific topics may also be held as required.

### Lodge a petition

Community members can lodge petitions about issues that relate to the legislative responsibilities of Council. Council has adopted a Petition Policy to provide a consistent process to each petition that we receive. You can find more information about lodging petitions on our website at [www.qprc.nsw.gov.au/Public-involvement-at-Council-meetings#section-5](http://www.qprc.nsw.gov.au/Public-involvement-at-Council-meetings#section-5)

### Informally

You can also get involved with Council activities in a less formal way by attending community events, following us and commenting on social media, joining a local special-interest group that works with Council, or visiting local libraries and community centres.

By getting involved, you can contribute to conversations which affect you. This helps us to plan, understand and work with communities to address issues.



## 3.4 What is the engagement process?

The questions in this section guide and explain our community engagement process and what the community can expect from our engagement.

### When will we engage?

We will engage with the community when there will be a change to existing amenity, environment, space, accessibility, convenience, or provision of service, and there is an opportunity for stakeholders to influence the project.

We will also engage when:

- there is a history that may impact on the current project
- a project is controversial or political
- legislation requires it.

For some items the notification, advertisement, engagement, and community participation requirements are established under the *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979* and the Development Control Plans that apply in QPRC.

### What decision needs to be made?

We will be clear about which aspects of the decision the community can influence. If any aspects are affected by legislation, we will make that clear in our engagement. The level of engagement and the tools we choose will depend on what portion of the project can be influenced.

### Who do we need to engage with?

When required, we will engage with specific communities/groups through drop-in sessions or community workshops. This may include a specific geographic location, special interest group, or particular affiliation. We will think about whether there are relevant stakeholders that may be harder to reach.

### When do we need to start engagement?

Engaging with the community early will deliver the best results. This may extend an overall project timeframe, particularly in the planning stages, but it will also reduce the risk of roadblocks and rework throughout the project. This may include engaging the community prior to a concept design, rather than engaging when a design has already been developed.

We will work backwards from project deadlines and factor in community engagement. We have a minimum **28-day** consultation timeframe on all matters, unless there are exceptional circumstances, which we will communicate. Planning matters have their own timeframes for notification which can be found in the Community Participation Plan in Section 6. The *Local Government Act 1993* and *Environmental Planning and Assessment Act 1979* set mandatory periods for engagement for some items. Projects that require Council approval will factor in meeting dates as well as the length of engagement.

While we try to avoid engaging over the Christmas/New Year period, if we are engaging at this time, any days between 20 December and 10 January will not contribute to the total engagement period (i.e. those days will not be included when calculating an engagement period). This does not apply to notifications for development applications. Due to statutory time frames for determinations only those days between Christmas and New Year will be discounted from the required notification period.



### How will we engage?

The methods of engagement we use will depend on who we need to engage with. All formal community engagement projects will include an online component, via Your Voice.

This decision process will include deciding which tools on Your Voice are most suitable for each project.

In deciding which methods of engagement we will use, we will ensure any public meeting venues are accessible and that sending notifications or letters gives enough time to the community to plan to attend the meeting or provide their feedback.

If there are particular stakeholders that may be harder to reach, we might need to use additional methods – such as direct contact via letter, email, through local community groups or local stakeholders.

### How will we record and report public participation?

The methods we use to engage with the community will determine how the public participation is recorded and reported. This may include things like post-it notes in workshops, letters, and emails. For the online component on Your Voice, we will have a survey available along with other tools that may be used.

### Respond to engagement

We will consider what the community has told us, and we will highlight how the project or issue is changing or being influenced because of the public's comments. This might include modifying the project, simply noting the comment and addressing concerns in an alternative way or acknowledging why an aspect of a project is unable to be changed. If the project is being reported to a Council meeting, how we have responded to engagement will be included in the report.

### Close the loop

Report on previous steps. This will be via inclusion in a Council report, via a separate report that is placed on Your Voice and/or by responding to participants individually.



## 4. Implementation Plan

### 4.1 What are some key engagement opportunities throughout the year?

#### INTEGRATED PLANNING AND REPORTING

Engagement opportunities come up throughout the year, as projects, policies, and other matters are prepared by staff. One of the key, regular opportunities to be involved is in the preparation of the Integrated Planning and Reporting documents every year.

The overarching document is the Community Strategic Plan (CSP), which is a community document and asks the community to provide input into a 10–20 year vision for the local government area. The CSP is reviewed every four-year Council term.

At the start of a Council term, the elected Council uses the Community Strategic Plan and other adopted strategies and plans to develop their four-year Delivery Program. The Delivery Program is Council's response to the community's aspirations from the CSP over the period of its electoral term.

Council also works with local communities to develop local Community Plans. These are documents developed by local communities, which describe the community and their priorities. Some of the priorities in these local Community Plans are items that can be addressed by Council. These documents also feed into the four-year Delivery Program.

Each year, Council develops an Operational Plan which is the specific projects, activities, and budget over one-year. Alongside this, Council develops the Fees and Charges that outlines the fees and charges for the current financial year and the Revenue Policy which shows our rating structure and charges for key services such as water, sewer, and waste.

Calendar of key IP&R Documents for exhibition:

- **Early 2025** – Draft Community Strategic Plan open for community comment
- **April/May each year** – Integrated Planning and Reporting Documents presented to Council to be placed on public exhibition
- **June each year** – Council adopts documents after receiving and responding to community submissions and public feedback
- **Early 2028** – Community input into the next Community Strategic Plan.

## 4.2 What level of involvement do the engagement channels provide?

Different channels provide for different levels of community participation. Some of the channels may be across multiple IAP2 participation levels, depending on the project or issue and the level of involvement from the community.

Level of participation	Channel of information	What it looks like
Inform	Council website, social media, posters or flyers, eNewsletters, public notices, media releases, Mayoral columns, advertisements, letters, QPRC News, Your Voice website, Customer Service Centres, Queanbeyan-Palerang Libraries.	Provide information Invite to participate in engagement Describe the project, issue, policy Outline the timeframe for engagement
Consult (Depending on the matter this may include all the tools under Inform, plus additional channels)	Your Voice website	Online platform where community can provide feedback in multiple ways. At the 'Consult' level, this might include surveys, map tools, quick polls.
	Community meetings	Meetings open to the public or with specific stakeholders to present information or seek feedback.
	Council meetings	Members of the public can present to Council on matters on the agenda, in line with Council's Code of Meeting Practice.
	Notification of development	Affected residents are notified of development and provided opportunity to make a submission.
	Surveys	Surveys will be hosted on a Your Voice webpage, but might also be made available in other formats.
	Drop-in sessions or pop-up stalls	Provide a face-to-face opportunity for feedback and provide information on an issue or project.
	Public exhibitions	Exhibition process seeks online or written community and stakeholder feedback.
Involve (Depending on the matter this may include all the tools under Inform and Consult, plus additional channels)	Your Voice website	Online platform where community can provide feedback in multiple ways. At the 'Involve' level, this might include idea boards, forums, surveys that include idea generation questions and more.
	Community meetings and community workshops	Meetings open to the public or with specific stakeholders to generate ideas.
Collaborate and Empower (Depending on the matter, this may include all the tools under Inform, Consult and Involve, plus additional channels)	Council committees	Committees provide advice to Council or manage community facilities on Council's behalf.
	Community and stakeholder working and reference groups	Community working groups or reference groups may be established to investigate specific projects, policies, issues, or other matters.

## 4.3 What will engagement look like for key matters?

Project/Matter	Level of Engagement	How	What	Exhibition Period (minimums)
Key long-term plans <ul style="list-style-type: none"> <li>• Community Strategic Plan</li> <li>• Delivery Program</li> <li>• Master Plans, Place Plans, and Strategies</li> <li>• Local Strategic Planning Statement</li> <li>• Community Engagement Strategy</li> <li>• Local Community Plans</li> </ul>	Involve	Involve the community to ensure priorities are reflected in the decision  Provide a range of opportunities for the community to share their views	Reflect community views in the adopted plans	28 days
Annual Operational Plan, budget and fees and charges	Consult	Consult the community to ensure their views are reflected in the plans	Acknowledge concerns and provide feedback on how public input influenced the decisions.	28 days
Key Council policies where there is change	Consult	Consult the community to ensure their views are reflected in the plans	Acknowledge concerns and provide feedback on how public input influenced the decisions.	28 days or as specified by legislative requirements
Upgraded or new community focused capital works (e.g. park spaces, playgrounds, skate parks)	Involve	Involve the community to ensure priorities are reflected in the decision  Provide a range of opportunities for the community to share their views	Reflect community views in the final plan.	28 days

## 4.4 What does engagement with First Nations Peoples look like?

Council's Reconciliation Action Plan seeks to ensure that we continue to improve the way we collaborate with First Nations stakeholders and organisations.

First Nations organisations and Peoples are key stakeholders for many of the projects, services, or policies that Council seeks to implement. The tools and actions listed in this Community Engagement Strategy will be used to ensure Council receives feedback from and collaborates with First Nations stakeholders.

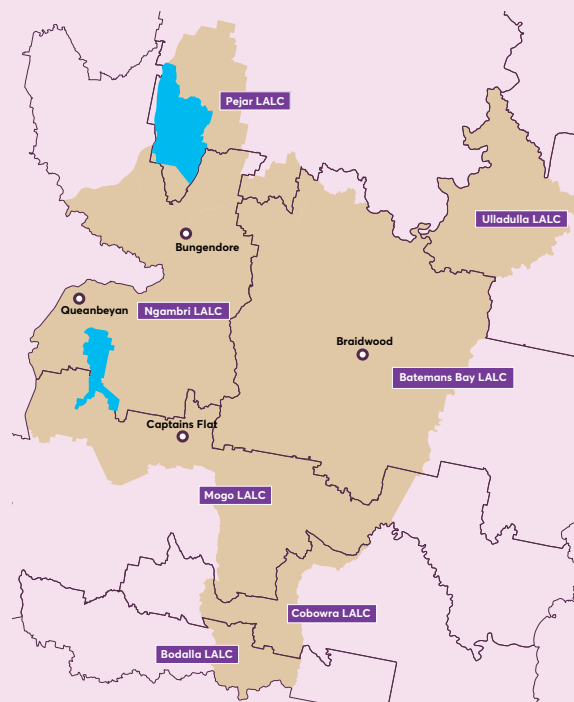
Some of the key features of engagement with First Nations Peoples include facilitating and participating in the Koori Interagency Network, sharing information and collaboration to support community development.

Formerly the First Nations Advisory Committee, Council is establishing a new First Nations Network to represent the interests, concerns, and ideas of First Nations community members. The Committee/Network is an important link between Council and local First Nations Peoples.

The Network includes Local First Nations Traditional Owners, Local First Nations community members, representatives of Local Aboriginal Land Councils which intersect the QPRC local government area, First Nations representatives of organisations servicing local First Nations communities as required.

We employ an Aboriginal Community Liaison Officer who is responsible for coordinating and delivering a range of community development and capacity building initiatives, implementing strategic plans and policies, supporting the First Nations Advisory Committee/Network, and advising on First Nations culture, heritage, and social justice matters.

We work with Local Aboriginal Land Councils (LALC), of which there are 7 in the local government area. The areas that the LALCs operate in are mapped below.



We also consult with Registered Aboriginal Parties for major developments that Council is undertaking.

## 4.5 How can we improve our community engagement?

Action or Goal	Steps	Timeline
Maintain relationship with community groups, associations, and committees	<ul style="list-style-type: none"> <li>• Maintain a list of contacts and keep up to date</li> <li>• Engage directly with these groups when matters affect their community</li> <li>• Seek the view of these representatives on LGA-wide matters</li> </ul>	Ongoing
Improve engagement and communication with minority groups, including people with a disability and people who don't use English as their primary language	<ul style="list-style-type: none"> <li>• Provide key documents in Easy Read format</li> <li>• Communicate in plain English</li> <li>• Present relevant policies or projects to Council's Access Committee</li> <li>• Provide links to Translation and Interpretation Services on key documents</li> </ul>	Ongoing
All engagement activities include an accessible online component	<ul style="list-style-type: none"> <li>• Communications and Engagement team to ensure all community engagement projects are on Your Voice</li> </ul>	Ongoing
Increase subscribers to Council's Your Voice engagement hub	<ul style="list-style-type: none"> <li>• Promote through communication channels</li> </ul>	Ongoing
Clearly demonstrate how feedback was considered	<ul style="list-style-type: none"> <li>• Include response to feedback in Council reports</li> <li>• Add Council reports to Your Voice pages</li> <li>• Develop standard approach and templates for closing the loop on engagement and including results after a decision is made.</li> </ul>	Ongoing Ongoing December 2025
Incorporate community input earlier into the development of draft budgets (Delivery Program, Operational Plans)	<ul style="list-style-type: none"> <li>• Provide opportunity for community submissions in advance of draft budget preparation</li> <li>• Record submissions from community as 'budget bids'</li> </ul>	November each year
Investigate opportunities for opt-in notification via sms or email	<ul style="list-style-type: none"> <li>• Notifications are already available via email for items on Your Voice for subscribers, but this does not include planning matters</li> <li>• Establish email newsletter for development matters on notification</li> <li>• Investigate opportunities for opt-in sms notifications</li> </ul>	December 2025

## 5. Planning and Development - Community Participation Plan

This section of the Community Engagement Strategy has been prepared to meet the requirements of a Community Participation Plan under the *Environmental Planning and Assessment Act 1979* (EP&A Act).

Most development applications (DAs) are processed and determined by Council staff under delegation. Some other developments have such a minor impact (exempt development) or can be carried out in compliance with accepted building or environmental standards (complying development), and do not require a development application.

Under the EP&A Act, all DAs must be formally assessed by Council. This means that the site must be inspected, applicants and neighbours notified, reports drafted, and recommendations made.

### 5.1 Community participation in strategic planning matters

Community participation is invited in planning matters by means of placing documents on public exhibition and informing the community about them. These matters include planning proposals, local strategic planning statements, draft development control plans and any other land use planning documents listed in the EP&A Act.

Actions involving the reclassification or re-categorisation of community land (with the latter involving a change in the Plan of Management) under the *Local Government Act 1993* are also placed on public exhibition. They also include notification requirements in the case of native title reviews under the *Crown Land Management Act 2016*.

Exhibition periods are defined in the legislation. Advertisements will include how submissions can be made and where the documents are available for viewing.

### 5.2 Development Assessment

Council is the consent authority for a broad range of application types under the EP&A Act. Some of these application types will require a process of public notification to be undertaken throughout the assessment process.

The following section explains the application types that will have public notification, minimum periods of notification and the processes that will be followed where notification is required.

#### 5.2.1 State and Regionally Significant Development Applications

Certain types of development are considered state significant, including proposals that are of a certain size, in a sensitive environmental area, or exceeding a specific capital investment value. State significant development applications are assessed by the NSW Department of Planning and determined by the Independent Planning Commission or the Minister for Planning or their delegate. The notification process for these developments is done by the NSW Department of Planning, and are available on the NSW Planning Portal at [planningportal.nsw.gov.au/major-projects](https://planningportal.nsw.gov.au/major-projects). Submissions can be made through the portal.

Certain types of development are considered regionally significant, along with development applications that are larger in value, scale and/or complexity. These types of development applications are assessed by Council, but are determined by the Southern Regional Planning Panel. More information about planning panels is available on the Planning Portal at [planningportal.nsw.gov.au/planningpanels](https://planningportal.nsw.gov.au/planningpanels)



### 5.3 The Notification Process

Public notification informs a targeted audience of the receipt of an application under consideration by Council and provides an opportunity to review the documents and make a submission on the perceived impacts of the development (both positive and negative). The notification process is not the same as public consultation which is generally community-wide and seeks the wider community's views and feedback.

Public notification occurs in the following three ways:

- **Advertised development**  
Details of applications requiring advertisement under NSW planning legislation or this Strategy are published on our website at [www.qprc.nsw.gov.au/development-public-notice](http://www.qprc.nsw.gov.au/development-public-notice). While this goes above legislative requirements, advertised development is also notified to adjoining owners 3 lots deep, to community associations, and to chambers of commerce, and advertised in the fortnightly information advertisements Council places in the regional newspapers.

- **Adjoining Owner Notification**

The owners of all properties sharing a common boundary with the subject property, including those separated by a roadway or similar thoroughfare, are notified in writing of the application.

- **Council website notification**

All applications requiring public notification are published on Council's website at [www.qprc.nsw.gov.au/notification](http://www.qprc.nsw.gov.au/notification)

Information about making a submission on a development application is in 5.6.

### Planning Alerts

Interested residents are encouraged to sign up for the third-party Planning Alerts tool at [www.planningalerts.org.au](http://www.planningalerts.org.au).

In addition, Council will be developing its own Planning Alert process, which will enable community associations and residents to be notified on a weekly basis of DAs on notification. Due to privacy legislation, this may be a sign-up for sms or email notification, in addition to an online mapping tool with live DA notification and status data.

### 5.4 Minimum Notification Periods

Table 1 below highlights the minimum public notification period for the mentioned plans in accordance with Schedule 1 of the *Environmental Planning and Assessment Act 1979* or with the *Local Government Act 1993*. If notification is occurring over the Christmas/New Year period, those days between Christmas and New Year will be discounted from the required notification period.

Table 1 - Minimum Public Notification Periods for Plans	
Type of Plan	Minimum Notification Period
Draft community participation plan	28 days
Draft local strategic planning statement	28 days
Planning proposals for local environmental plans subject to gateway determination	28 days (unless specified differently in a gateway determination)
Draft plans of management	28 days (with 42 days to make a submission)
Draft development control plans	28 days
Draft contribution plans (i.e. Local Planning Agreements and Section 7.11 plans)	28 days



Table 2 below highlights the minimum public notification period for the mentioned developments.

<b>Table 2 – Minimum Public Notification Periods</b>	
<b>Type of Application</b>	<b>Minimum Notification Period</b>
<b>Development Applications – Applications for development consent for designated development</b>  Designated developments are higher impact developments that are detailed in Schedule 3 of the Environmental Planning and Assessment Regulation 2000 and includes activities such as aquaculture, coalmines, chemical storage facilities, extractive industries, electricity generating stations and marinas. These developments need to be supported by an Environmental Impact Statement.	28 days
<b>DA – Applications for development consent for State Significant Development</b>  Some types of development are deemed to have State significance due to the size, economic value or potential impacts that a development may have. Development that is State significant development (SSD) is identified in the State and Regional Development State Environmental Planning Policy (SEPP) and includes development such as new education establishments, hospitals and correction centres, mining and extraction operations, tourist and port facilities.	28 days
<b>DA – Applications for development consent (other than for complying development certificate, for designated development or for State significant development) identified within Table 3 below.</b>  Examples include development applications for new two (2) storey dwellings, major commercial and industrial developments and development involving a local heritage item.	14 days
<b>DA - Application for development consent for nominated integrated development or threatened species development</b>	28 days
<b>Application for development consent for category 1 remediation work under State Environmental Planning Policy No 55 - Remediation of Land</b>	28 days
<b>Council related Development Applications</b>  Examples include applications made: <ol style="list-style-type: none"> <li>1. By or on behalf of the Council</li> <li>2. On land for which Council is an owner, lessee or licensee, or</li> <li>3. On land which is otherwise vested in the control of Council.</li> </ol>	28 days
<b>Environmental Impact Statement (EIS) – Obtained under Division 5.1 for works by or on behalf of Council</b>  An EIS is prepared for development under Part 5 of the EP&A Act for certain development permitted without consent undertaken by or on behalf of Council.	28 days

<b>Environmental Impact Assessment (EIA) – for State Significant Infrastructure under Division 5.2</b>	28 days
State Significant Infrastructure includes major transport and services development such as rail and road infrastructure, pipelines and development in National Parks.	

## 5.5 Notified Development

Table 3 below establishes application types, other than applications for complying development certificates, designated developments or State significant developments that Council deems to require public notification. It should be noted that exclusion from this list is to be taken as an exemption from requiring public exhibition in accordance with Part 1(7) of Schedule 1 of the EP&A Act.

<b>Table 3 - Notified Development</b>			
<b>Type of Development</b>	<b>Advertised Development (website)</b>	<b>Notice to adjoining owners</b>	<b>Council website notification</b>
<b>Residential Development</b>			
Two storey Dwelling Houses including a new or part storey (excluding RU1 Primary Production Zone)	NO	YES	YES
Dual Occupancy and Secondary Dwelling	NO	YES	YES
Multi Dwelling Housing, Residential Flat Buildings, Boarding Houses, Group Homes, Hostels, Rural Worker's Dwellings, Seniors Housing and Shop Top Housing	YES	YES	YES
Zero lot line walls – any dwelling or garage/shed wall on the boundary or within 900mm of the boundary	NO	YES	YES
<b>Commercial and Industrial Development</b>			
Child Care Centres	YES	YES	YES
Licensed premises (such as a club, pub, hotel or night club)	YES	YES	YES
Major Commercial or Industrial developments (Such as supermarkets, bulky goods premises, function centres, entertainment facilities, takeaway food premises in new buildings and waste or resource management facilities)	YES	YES	YES
Offensive or Hazardous Industry	YES	YES	YES
Mining or Extractive Industry	YES	YES	YES
Rural Industry	YES	YES	YES
Education Establishment	YES	YES	YES
Tourist and Visitor Accommodation	YES	YES	YES
Brothels	YES	YES	YES

Type of Development	Advertised Development (website)	Notice to adjoining owners	Council website notification
Health Services Facilities	YES	YES	YES
Intensive Livestock or Plant Agriculture	YES	YES	YES
Place of Assembly or Worship	YES	YES	YES
Restricted Premises	YES	YES	YES
Change of use where "Existing Use Rights" (as defined in 4.65 of the EP&A Act) are involved	NO	YES	YES
<b>Other Development</b>			
Development involving a local Heritage Item	NO	YES	YES
Development in a Heritage Conservation Area (where the work is highly visible from the street)	NO	YES	YES
Development involving State listed Heritage Item (excluding the Braidwood and its setting State Heritage Conservation Area)	YES	YES	YES
Developments where, in the opinion of Council, the proposal is generally not in keeping with the established scale and character of surrounding development	YES	YES	YES
Development where, in the opinion of Council, it would be in the public interest to notify the application	YES	YES	YES
Earthworks - major earthworks and land forming operations	YES	YES	YES
Advertising Structures (excluding Building or Business Identification Signage)	NO	YES	YES
Integrated Development as identified in 4.46 of the EP&A Act	YES	YES	YES
Development involving a significant variation to a development control under a Development Control Plan	NO	YES	YES
Variations under Clause 4.6 of a Local Environmental Plan	YES	YES	YES
Variation to Building Envelope	NO	YES	YES
Modifications Under 4.55(1A)	NO	NO	NO
Modifications Under 4.55(1)	NO	NO	NO
Modifications Under 4.55(2)	Same as original application	Same as original application	Same as original application

Type of Development	Advertised Development (website)	Notice to adjoining owners	Council website notification
Subdivision of land Creating 4 or more allotments (excluding strata title subdivisions)	NO	YES	YES
Remediation requiring consent	NO	YES	YES
Telecommunications Facilities, High Impact (i.e.Tower)	YES	YES	YES

**Please note:** The assessing officer may, at any time, use their discretion to require the notification of a specific development application given their assessment of the proposal's potential environmental, social, or cultural impacts.

## 5.6 Making a submission

Any person may make a submission in relation to a publicly notified application outlining their reasons for support or opposition to the proposed development. If the submission is an objection to the development, the grounds for objection should be clearly stated.

If a person has made a reportable political donation and/or gift, and they wish to lodge a submission, they must disclose donations or gifts made to Councillors or Council staff. This is required under s 10.4 of the EP&A Act. Significant penalties apply for non-disclosure. See the form "Political Donations and Gifts Disclosure Statement" on our website [www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au) for completion and attachment to submissions.

Submissions are required to be made in writing and can be submitted to Council for the duration of the notification period through Council's online submission form, by email, mail, or delivered in person to Council offices. Submissions received outside of the notification period will only be accepted at Council's discretion.

All submissions will become public documents, may be made available to applicants, and may be included in Council reports, published on Council's website and/or discussed at meetings. Applications referred to a Council meeting may include the name and address of the person making the submission as part of the information included in Council's Business Paper.

## 5.7 Consideration of Submissions

Where a development application has been publicly advertised or notified and one or more written submissions by way of objection have been received, the determination of the application will follow the process below:

1. The assessing officer reviews the submissions and concerns raised in relation to the proposed development, and Council's LEP and DCPs. Where the concerns raised are not on planning matters, are of a nature that can be remedied through a condition of consent or the applicant has agreed to modify the development plans, the development application will be determined under Delegated Authority of Council by an Authorised Officer.
2. Where significant concerns have been raised and where such concerns are unable to be resolved by officers or the applicant is unwilling to modify the development to overcome such concerns, the application will be reported to a Council meeting for determination. The applicant and each person who lodged a submission will be notified (by letter, email, or verbally) of the date and time of the Council meeting and be advised of their right to attend and make representations to Council, following the business paper being published on Council's website. Prior to the meeting an inspection of the property may be arranged by Council staff to which applicants may be invited to

address Councillors and Council staff.

Any presentation to Council, whether by an applicant or submitter shall be carried out in accordance with Council's Code of Meeting Practice.

Please note that the consideration of submissions is not a consultation or negotiation process with submitters. The concerns raised will be assessed on planning grounds. Other than acknowledgement of receipt of the submission, Council's next interaction with submitters will be as discussed in 5.8.

## 5.8 Notification of Determinations

Following the determination of an application where submissions have been received Council will notify each person who made a submission in respect of Council's determination of the application including a copy of that determination notice. Council also publicly notifies all decisions in accordance with Schedule 1 of the EP&A Act. The determination notice includes the following information:

- The decision
- The date of the decision
- The reasons for the decision (having regard to any statutory requirements applying to the decision)
- How community views were taken into account in making the decision.



# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**9 JULY 2025**

ITEM 9.4 COMMUNITY ENGAGEMENT STRATEGY 2025-2028

ATTACHMENT 2 COMMUNITY ENGAGEMENT STRATEGY CONSULTATION  
REPORT



# ENGAGEMENT REPORT DRAFT COMMUNITY ENGAGEMENT STRATEGY



Ref: Doc Set ID XXXXXXXX

[qprc.nsw.gov.au](http://qprc.nsw.gov.au)

REPORT | COMMUNITY ENGAGEMENT | **DRAFT COMMUNITY ENGAGEMENT STRATEGY**

### Executive Summary of engagement report:

The Draft Community Engagement Strategy was on our Your Voice website and open for community engagement from 17 February – 31 March 2025. During the consultation it was:

- advertised in the Regional Independent in Council's fortnightly ad on 26 February and 12 and 26 March
- Your Voice database was emailed (approximately 4,500 participants) on 18 February and 17 March
- in the weekly eNews (approximately 2,500 subscribers) on 14 March

A number of amendments have been made to the Community Engagement Strategy in response to community input. These are listed in the following sections, in response to each comment. Amendments to Section 5 - Planning and Development – Community Participation Plan are listed at the end of this report.

In summary, the amendments have been to add additional barriers to engagement for Council to consider, additional improvements to be implemented in Section 4.5 and a series of improvements to notification process for development matters.

### Participation in engagement:

During the consultation period there 219 visits to the project page, there were two new registrations and 67 downloads of the draft strategy. 6 submissions were received – one via Council email and 5 via the Your Voice survey tool.

Staff have also provided comments and suggested improvements to the document.

### Community Comments received:

- 1) In section 2.3 of the strategy (pages 14-15) we list barriers and challenges to engagement. This includes resourcing and timing constraints, limited participation and consultation fatigue, geographic diversity and spread, hard to reach groups, language, digital connection, accessibility. Are there other barriers we should be aware of?

Submitter:	Submission:	Council response
1	No	No change
2	Additional barriers to participation include:  Trust deficit and perceived lack of influence: Communities with historical negative experiences with government/council may be reluctant to participate due to skepticism about whether their input will genuinely influence decisions. Some community members may believe their input won't actually impact decisions, particularly if they've had previous experiences where feedback appeared to be ignored.  Complexity of issues: Technical or complex topics can discourage participation if not presented in accessible ways.	Agreed, it is important that Council takes input seriously to improve trust with community. Added to page 16.  Agreed, summaries or fact sheets are prepared for complex issues. Note added to page 16.



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	<p>Cultural barriers: Different cultural norms around public participation, authority, and communication styles that may not align with typical engagement approaches.</p> <p>Engagement inequality: The "usual suspects" phenomenon where the same vocal minority consistently participates while others remain unheard.</p> <p>Competing life priorities: Work schedules, family responsibilities, and caregiving duties that prevent participation, especially for time-intensive engagement methods.</p> <p>Psychological safety: Feeling unsafe expressing divergent opinions, particularly for marginalised communities or in contentious issues.</p> <p>Information overload and complexity: Many council documents and proposals are lengthy and technical, making them difficult for average residents to digest and respond to meaningfully. Employing "Easy Read", science communications, and behavioural communications experts to develop accessible communications and documents.</p> <p>Limited awareness of engagement opportunities: Many residents may simply not know about opportunities to participate in an effective way.</p> <p>Meeting formats and timing: Traditional meeting formats and times (often during business hours or early evenings) can exclude people with non-standard work schedules, caregiving responsibilities, or other commitments.</p> <p>Demographic representation gaps: Different demographic groups engage at different rates – often resulting in overrepresentation of retirees, property owners, and educated professionals while underrepresenting youth, renters, and culturally diverse communities.</p> <p>Historic distrust or disengagement: Some communities may have deep-seated distrust of government institutions based on historical experiences.</p>	<p>Agreed. Added 'cultural norms' to language paragraph on page 15.</p> <p>This is very difficult to overcome. Community members generally participate in engagement when the topic is of interest. Council promotes all engagement opportunities in a variety of channels.</p> <p>Agreed. Already mentioned in 'Limited participation and consultation fatigue'.</p> <p>Agreed, addressed in 'trust deficit' paragraph on page 16.</p> <p>Agreed. Referenced on page 15 and 16.</p> <p>The methods Council uses to promote engagement are listed on page 18.</p> <p>Council holds community meetings outside of work hours, while other meetings are often when Councillors or staff attend community group meetings.</p> <p>Council has advisory committees to try and engage under-represented groups, such as the Access Committee and Youth Committee.</p> <p>Agreed, it is important that Council takes input seriously to improve trust with community. Added to page 16.</p>
3	<ul style="list-style-type: none"> <li>Lack of follow-through on engagement: many community members feel their input is ignored, leading to disengagement (eg: the first draft solid fuel policy submissions being ignored)</li> <li>Lack of transparency on decision-making: people may feel that consultation is just a formality rather than a genuine opportunity to shape policy.</li> </ul>	<p>Agreed, it is important that Council is clear how community input will be included and close the loop. Added to page 16.</p> <p>As above.</p>

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	<ul style="list-style-type: none"> <li>Over-reliance on YourVoice: while digital access is improving, some community members (particularly seniors) may not engage online</li> <li>Perceived Council bias or pre-determined outcomes: if the community believes engagement will not impact decisions, they are less likely to participate.</li> <li>Engagement fatigue caused by repetitive processes with little visible impact.</li> </ul>	<p>We will provide hard copies of documents at customer service and Libraries, continue to advertise engagement in printed newspapers and other channels. Added page 16.</p> <p>Agreed – we need to be clear about how input is used. Already in document.</p> <p>Agreed, already mentioned on page 14.</p>
4	No comment	
5	No comment	
6	The community should be allowed to ask questions (limited) at Council meetings	Noted, this relates to the Code of Meeting Practice, which governs Council meetings.

**2) In section 4.5 of the Strategy (page 25) we list actions or goals that can help improve our community engagement. Do you have any other actions or goals that we should include?**

Submitter:	Submission:	Council response
1	No	No change
2	<p>Diversify engagement methods: Develop a toolkit of engagement approaches beyond traditional surveys and meetings – including creative approaches like participatory budgeting, citizens' juries, and design thinking workshops.</p> <p>Create demographic engagement targets: Set specific targets for engagement from underrepresented groups (youth, culturally diverse residents, people living with disabilities, etc.) and measure success against these targets.</p> <p>Develop plain language protocols: Create standards for communicating complex information in accessible formats, potentially including summaries, visual representations, and multimedia approaches.</p> <p>Community engagement training program: Develop a formal training program for staff across all departments to build consistent engagement skills and approaches.</p> <p>Regular engagement effectiveness review: Implement a formal annual review process of engagement activities with metrics for participation rates, demographic representation, satisfaction with process, and impact on decisions.</p>	<p>Council uses alternative approaches when appropriate.</p> <p>Council has advisory committees to engage with harder to reach groups. Difficult to measure as we don't ask for these sorts of demographic details on our engagement platform.</p> <p>Summaries and fact sheets are prepared for key topics. Addressed on page 16.</p> <p>Staff are trained in engagement, and we have a specialist Communications and Engagement team who support other staff.</p> <p>Engagement results are included in reports to Council</p>

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	<p>Technology innovation fund: Allocate resources specifically for testing new engagement technologies and platforms to reach different community segments. Making sure technology is truly accessible for all.</p> <p>Community engagement champions network: Identify and support community members from diverse backgrounds to serve as engagement ambassadors within their networks.</p> <p>Close the feedback loop protocol: Develop a standardised approach for reporting back to participants about how their input was used and specifically influenced decisions.</p>	<p>Council has recently gone to market for engagement platform, with a new provider for Your Voice. Accessibility was a key requirement.</p> <p>Council's advisory committees include local community members who represent community views to Council.</p> <p>Agreed. Added specificity about closing the loop to improvement measures in section 4.5 of Strategy.</p>
3	<ul style="list-style-type: none"> <li>Regular independent "engagement audits": assessing past community feedback and demonstrating how it has influenced Council decisions.</li> <li>Council has a great resource in its Advisory and S355 Committees, but their expertise isn't being used to its full potential. These volunteers bring valuable community knowledge and insight—why not tap into that more effectively?</li> <li>Community driven engagement to underrepresented groups: using community leaders/partners, pop-up events, or informal discussions in high-traffic areas. "Maintain a list of contacts and keep up to date" – council needs to make the effort and use these data bases. E.g.: The Bungendore Directory has a full list of contact details for each community / volunteer group – sending a simple group email to these contacts would significantly expand engagement and potentially increase input</li> <li>Expanded community-led forums: allowing groups to propose topics for engagement rather than only responding to Council's agenda – this process to be done as early as possible</li> <li>More inclusive engagement timing: ensuring public consultation is not rushed or scheduled during inconvenient times, like holidays.</li> <li>Simplify documents: most residents will not wade through a 30+ page document to understand how to have their voices heard.</li> <li>Change the format of documents: have an optional printable black &amp; white document (no pictures) for those who prefer to read a paper version.</li> <li>Make the documents easier to read with a phone or tablet, eg: this policy, page 1 is portrait and then the rest of the document is 2 pages landscape, making it difficult to read</li> </ul>	<p>Engagement results are included in reports to Council. In section 4.5 around improvements, we have added action to develop a standardised approach to close the loop in how decisions were made.</p> <p>Agreed. Improved committee engagement is listed as action in section 4.5.</p> <p>Council uses these approaches for various projects.</p> <p>Agreed, this is listed as action for improvement, to incorporate community input earlier, particularly into budget process.</p> <p>Agreed – this is already noted in barriers to consider, section 2.3.</p> <p>Agreed, added these suggestions in response to barriers to engagement.</p>

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	<ul style="list-style-type: none"> <li>Advertise that hard copies of documents on exhibition can be obtained at council offices and be read at QPRC libraries</li> <li>YourVoice users are notified on when the policy/plan is presented at a council meeting but not notified of the outcome. Do council do the same for residents who have made email or written submissions? –</li> </ul>	Agreed, added as part of improvements to closing the loop in section 4.5.
4	Contact for information re engagement is via "community groups, associations and committees", and via Your Voice. If not in a group or not online are therefore out of the loop regarding consultation and feedback. To remedy this shortfall, maintain a register of interested individuals who will be consulted via mail.	Council sends letters when landowners are directly impacted by a proposal. Maintaining a mail list for general engagement is not considered a good use of resources. No change.
5	No comment	No change
6	The community should be allowed to ask questions (limited) at Council meetings	Noted, this relates to the Code of Meeting Practice, which governs Council meetings. No change

3) Do you have any other comments on the draft Community Engagement Strategy?

Submitter:	Submission:	Council response
1	No	No change
2	<p>The draft strategy could benefit from these enhancements:</p> <p>Clearer decision-making framework: Consider adding a decision tree or matrix showing how community input feeds into council decision processes for different types of matters.</p> <p>Success metrics: Define what successful community engagement looks like with specific, measurable indicators beyond just participation numbers.</p> <p>Case studies: Include examples of successful engagement from QPRC's history to illustrate best practices and show the value of participation.</p> <p>Engagement spectrum clarity: While the IAP2 spectrum is included, it would be helpful to more clearly articulate which types of matters fall into each level of engagement.</p> <p>Regular review mechanism: Specify how often the strategy itself will be evaluated and updated beyond the statutory review after council elections.</p> <p>Engagement risk assessment: Include a framework for assessing projects that might generate significant community interest or controversy, with escalating engagement approaches based on risk level.</p>	<p>This information is tabulated in Section 4.2, 4.3, and in Section 5 for planning matters.</p> <p>Reports are provided to Council on engagement results.</p> <p>Not required in an overarching strategy. Some examples are provided in an internal toolkit for staff.</p> <p>Section 4.3 outlines level of engagement for key matters.</p> <p>Strategy will be reviewed every 4 years after Council elections.</p> <p>This is included in internal toolkit for staff.</p>

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	<p>Integration with council's other strategic documents: Strengthen connections between this strategy and other key council plans and policies to ensure consistent implementation.</p> <p>These suggestions aim to enhance its effectiveness, particularly in reaching diverse community members and demonstrating how engagement genuinely influences council decisions.</p>	<p>Connection to key planning documents is outlined in introduction.</p>
3	<p>While the Strategy is labelled as a "peak planning document," it fails to outline or define how the Actions, Goals and Steps and tracked, reviewed, assessed or held accountable.</p> <ul style="list-style-type: none"> <li>Engagement should move beyond just consultation and involve genuine collaboration and shared decision-making, particularly for major issues that impact the community.</li> <li>Residents will give feedback, if they are confident, it will be heard and genuinely impact decisions. The document does not commit to any binding obligations based on public input.</li> <li>The Strategy should outline how Council will demonstrate that feedback has been considered in its final decisions.</li> </ul>	<p>A key improvement added in the Strategy in Section 4.5 is to develop a standard approach and templates for closing the loop on engagement, to include results after a decision is made and show how feedback was considered.</p>
4	No comment	
5	<p>RECEIVED VIA COUNCIL EMAIL Attention: Mayor Winchester &amp; all QPRC Councillors (the QPRC 'Governing Body')</p> <p>cc: the person responsible within Council for collating comments on the DRAFT 'Community Engagement Strategy 2025-2028' ALL - PLEASE CONFIRM RECEIPT OF THIS EMAIL (&amp; if you have any questions contact me)</p> <p>This email requests that you, as the QPRC Governing Body, direct the General Manager to:</p> <ol style="list-style-type: none"> <li>1) Define clearly the minimum requirements for consultation (to avoid a repeat of the Jerrabomberra VIKINGS Club DA debacle);</li> <li>2) Acknowledge the responsibilities of both the Applicant and Council under Section 2.23 &amp; Section 4.7 of the Act;</li> <li>3) Prepare a revised draft standalone Community Participation Plan (CPP) (rather than burying it in a 'Strategy' document as currently proposed);</li> <li>4) Seek input from the Jerrabomberra Residents Association in preparing that draft CPP;</li> <li>5) Place that draft on public exhibition for a minimum of 28 days in accordance with the Act;</li> <li>6) Not only publish that CPP on the NSW Planning Portal (a default action under the Act) but put in place a procedure in which the requirements as defined in the CPP are a mandatory step in the DA process;</li> </ol> <p>BACKGROUND</p>	<p>Including the Community Participation Plan within a Council's Community Engagement Strategy is the Office of Local Government's recommended approach.</p> <p>We have proposed amendments to Section 5 – Community Participation Plan, specifically to improve notification around development proposals.</p> <p>Definitions of Major Development referenced in the EP&amp;A Act have been included in this strategy, noting that this refers to State Significant Development.</p>

REPORT | COMMUNITY ENGAGEMENT | **DRAFT COMMUNITY ENGAGEMENT STRATEGY**

	<p>Council currently has a 'Community Participation Plan' (CPP) titled 'Community Engagement and Participation Plan'.</p> <p>[# 'Community Participation Plan' is the terminology used in the NSW Environmental, Planning &amp; Assessment Act (the Act)]</p> <p>The existing QPRC CPP reflects the requirements for consultation defined in Division 2.6 of the Act.</p> <p>On the current VIKINGS CLUB DA, despite the existence of a separate CPP which makes clear promises regarding consultation such as the promise to consult (see extract below) there was NO CONSULTATION and still HAS NOT BEEN CONSULTATION WITH THE AFFECTED RESIDENTS.</p> <p>That represents a total failure by the Applicant VIKINGS which has been openly supported by Council who has abrogated all responsibility in this matter.</p> <p>And now the proposal is to bury that CPP into the last chapter of a 'Community Engagement Strategy'; and</p> <p>Without any defined requirements for consultation (contrary to the requirements of the Act). That is totally unacceptable in that it enables a repeat of the VIKINGS Club consultation failures !</p> <p>I have been told that Council has learned much from the VIKINGS Club DA consultation debacle. Those learnings must be built into a revised CPP, strengthened to avoid a repeat of that debacle.</p>	
6	The community should be allowed to ask questions (limited) at Council meetings	Noted, this relates to the Code of Meeting Practice, which governs Council meetings. No change.

### Amendments made to Section 5 - Planning and Development – Community Participation Plan

Following input from the community, and feedback from staff and councillors, the following additions and amendments have been made to Section 5 - Planning and Development – Community Participation Plan

#### 5.3 The Notification Process - Page 28

- Addition: While this goes above legislative requirements, advertised development is also notified to adjoining owners 3 lots deep, to community associations, and to chambers of commerce, and advertised in the fortnightly information advertisements Council places in the regional newspapers.

REPORT | COMMUNITY ENGAGEMENT | **DRAFT COMMUNITY ENGAGEMENT STRATEGY**

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- Addition: Planning Alerts  
Interested residents are encouraged to sign up for the third-party Planning Alerts tool at [www.planningalerts.org.au](http://www.planningalerts.org.au).

In addition, Council will be developing its own Planning Alert process, which will enable community associations and residents to be notified on a weekly basis of DAs on notification. Due to privacy legislation, this may be a sign-up for sms or email notification, in addition to an online mapping tool with live DA notification and status data.

**5.6 Making a submission - Page 32**

- Addition in highlight: **If a person has made a reportable political donation and/or gift, and they wish to lodge a submission, they** must disclose donations or gifts made to Councillors or Council staff. This is required under s 10.4 of the EP&A Act. Significant penalties apply for non-disclosure. See the form "Political Donations and Gifts Disclosure Statement" on our website [www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au) for completion and attachment to submissions.

**5.7 Considerations of submissions – Page 32**

- Minor edits to clarify process assessing officer goes through in reviewing submission and concerns raised. Minor edits to clarify property inspection process.

**Other additions related to planning matters:**

4.5 – added 'Establish email newsletter for development matters on notification'

**QUEANBEYAN-PALERANG REGIONAL  
COUNCIL**

# Council Meeting Attachment

9 JULY 2025

ITEM 9.5 MEMORANDUM OF UNDERSTANDING - SHARED SITE FOR  
BUNGENDORE MEN'S SHED AND ROTARY CLUB OF  
BUNGENDORE

ATTACHMENT 1 DRAFT MEMORANDUM OF UNDERSTANDING -  
BUNGENDORE MENS SHED - JUNE 2025





**QUEANBEYAN-PALERANG REGIONAL COUNCIL**

And

**Bungendore Men's Shed Inc**

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**Memorandum of Understanding  
agreeing to licence part of the  
Bungendore Sports Hub on  
condition of funding.**

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#### **RESPONSIBILITIES OF THE QUEANBEYAN PALERANG REGIONAL COUNCIL UNDER THE MOU**

QPRC Undertakes as follows:

1. To provide *in principle* support for a non-exclusive licence agreement with the Men's Shed over the Site
2. To provide reasonable assistance and Support to the Men's Shed in their pursuit of grant funding.
3. To agree, in principle, to endorse a five-year non-exclusive licence agreement over the Site to the Men's Shed, providing them with lawful access and rights to use the property for their activities.
4. Renewal of this five-year license will not be unreasonably withheld
5. Any payable fees under licence agreement will be at a subsidised rate below market rental value in recognition of the community services provided by the Men's shed Inc.

#### **RESPONSIBILITIES OF THE BUNGENDORE MENS SHED INC**

The Bungendore Men's Shed Inc and its agents undertake as follows:

1. The Men's Shed is responsible for seeking and obtaining grant funding to finance the construction of the Men's Shed facility on the Site.
2. The Men's Shed agrees to make best efforts to secure the necessary funding within a reasonable timeframe and to keep the Council informed of progress throughout the grant application process
3. To use grant funding sourced for the establishment of a Men's Shed at the Site for this purpose and no other.
4. To indemnify QPRC and its agents against any and all forms of suffered loss under this MOU or any future licence agreement with Council
5. Once established, the Men's Shed shall obtain and maintain appropriate levels of insurance coverage for the Men's Shed facility against liability and property damage, with the Council listed as an additional insured party.

#### **TERMINATION**

1. This MOU may be terminated by either party with 90 days written notice to the other party
2. In the event of the Men's Shed failure to obtain funding within 24 months from the date of execution of this MOU, QPRC reserves the right to terminate this MOU and may consider alternative uses for the Site.

Signed by the Authorised Officer of the  
Queanbeyan-Palerang Regional  
Council in the presence of:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Name of Authorised Officer

\_\_\_\_\_  
Office Held

Signed by an Authorised Agent of the  
Bungendore Men's Shed Inc:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
Signature of Authorised Agent

\_\_\_\_\_

## ANNEXTURE A

### PREMISES APPENDIX

THIS IS A PREMISES APPENDIX REFERRED TO AND DEFINED IN THE LICENCE AGREEMENT BETWEEN THE QUEANBEYAN-PALERANG REGIONAL COUNCIL AND BUNGENDORE MEN'S SHED INC FOR THE PERMITTED USE OF A MEN'S SHED. THIS PREMISES APPENDIX VARIES AND FORMS PART OF THE LICENCE AND ITS TERMS ARE INCORPORATED IN THEIR ENTIRETY INTO THE LICENCE

#### Description of Land

Parish	<i>Wamboin</i>
County	<i>Murray</i>
Locality	<i>Bungendore</i>
Deposited Plan	<i>Part of Lot 1 DP 1262898</i>
Commencement Date	<i>To be Determined</i>
Expiry Date	<i>To be Determined</i>
Plan	<i>As below</i>
Street Address	<i>15 Halfway Creek Road, BUNGENDORE</i>



**QUEANBEYAN-PALERANG REGIONAL  
COUNCIL**

# Council Meeting Attachment

9 JULY 2025

ITEM 9.5 MEMORANDUM OF UNDERSTANDING - SHARED SITE FOR  
BUNGENDORE MEN'S SHED AND ROTARY CLUB OF  
BUNGENDORE

ATTACHMENT 2 DRAFT MEMORANDUM OF UNDERSTANDING - ROTARY  
CLUB OF BUNGENDORE - JUNE 2025



**QUEANBEYAN-PALERANG REGIONAL COUNCIL**

And

**Rotary Club of Bungendore**

---

**Memorandum of Understanding  
agreeing to licence part of the  
Bungendore Sports Hub on  
condition of funding.**

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#### **RESPONSIBILITIES OF THE QUEANBEYAN PALERANG REGIONAL COUNCIL UNDER THE MOU**

QPRC Undertakes as follows:

1. To provide *in principle* support for a non-exclusive licence agreement with the Rotary Club over the Site
2. To provide reasonable assistance and Support to the Rotary Club in their pursuit of grant funding.
3. To agree, in principle, to endorse a five-year non-exclusive licence agreement over the Site to the Rotary Club, providing them with lawful access and rights to use the property for storage.
4. Renewal of this five-year license will not be unreasonably withheld
5. Any payable fees under licence agreement will be at a subsidised rate below market rental value in recognition of the community services provided by the Men's shed Inc.

#### **RESPONSIBILITIES OF THE ROTARY CLUB OF BUNGENDORE.**

The Rotary Club of Bungendore and its agents undertake as follows:

1. The Rotary Club is responsible for seeking and obtaining grant funding to finance the construction of the Storage Shed facility on the Site.
2. The Rotary Club agrees to make best efforts to secure the necessary funding within a reasonable timeframe and to keep the Council informed of progress throughout the grant application process
3. To use grant funding sourced for the establishment of a Storage Shed at the Site for this purpose and no other.
4. To indemnify QPRC and its agents against any and all forms of suffered loss under this MOU or any future licence agreement with Council
5. Once established, the Rotary Club shall obtain and maintain appropriate levels of insurance coverage for the Storage Shed facility against liability and property damage, with the Council listed as an additional insured party.

#### **TERMINATION**

1. This MOU may be terminated by either party with 90 days written notice to the other party
2. In the event of the Rotary Clubs failure to obtain funding within 24 months from the date of execution of this MOU, QPRC reserves the right to terminate this MOU and may consider alternative uses for the Site.

Signed by the Authorised Officer of the  
Queanbeyan-Palerang Regional  
Council in the presence of:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Name of Authorised Officer

\_\_\_\_\_  
Office Held

Signed by an Authorised Agent of the  
Rotary Club of Bungendore:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
Signature of Authorised Agent

\_\_\_\_\_

## ANNEXTURE A

### PREMISES APPENDIX

THIS IS A PREMISES APPENDIX REFERRED TO AND DEFINED IN THE LICENCE AGREEMENT BETWEEN THE QUEANBEYAN-PALERANG REGIONAL COUNCIL AND ROTARY CLUB OF BUNNGENDORE FOR THE PERMITTED USE OF STORAGE. THIS PREMISES APPENDIX VARIES AND FORMS PART OF THE LICENCE AND ITS TERMS ARE INCORPORATED IN THEIR ENTIRETY INTO THE LICENCE

#### Description of Land

Parish	<i>Wamboin</i>
County	<i>Murray</i>
Locality	<i>Bungendore</i>
Deposited Plan	<i>Part of Lot 1 DP 1262898</i>
Commencement Date	<i>To be Determined</i>
Expiry Date	<i>To be Determined</i>
Plan	<i>As below</i>
Street Address	<i>15 Halfway Creek Road, BUNGENDORE</i>



# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**9 JULY 2025**

ITEM 9.6                      DRAFT LICENCE AGREEMENT - CAPTAINS FLAT MEN'S  
   SHED - 106 FOXLOW STREET, CAPTAINS FLAT

ATTACHMENT 1      DRAFT LICENCE AGREEMENT - CAPTAIN'S FLAT MENS  
   SHED ASSOCIATION



**QUEANBEYAN-PALERANG REGIONAL COUNCIL**

**ABN: 95 933 070 982**

(Licensor)

And

**CAPTAINS FLAT MEN'S SHED INCORPORATED**

**ABN: 91 704 783 011**

(Licensee)

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LICENCE AGREEMENT FOR  
OCCUPATION OF LAND FOR  
THE PURPOSE OF OPERATING  
A MEN'S SHED AND  
ASSOCIATED ACTIVITIES

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**AGREEMENT DATED TBD BETWEEN:**

**Queanbeyan-Palerang Regional Council (QPRC)**, local government authority under the *Local Government Act 1993*, of 257 Crawford Street Queanbeyan NSW 2620, ABN: 95 933 070 982, (hereinafter called the "Licensor").

**AND**

**Captains Flat Men' s Shed Inc**, an incorporated association under the *Associated Incorporations Act 2009*, of 106 Foxlow Street, Captains Flat NSW 2623 ABN: 91 704 783 011 (hereinafter called the "Licensee").

THE PARTIES AGREE AS FOLLOWS.

**1 INTERPRETATIONS, DEFINITIONS AND ADMINISTRATION**

**Authority for grant of Licence**

1.1 The Licensor warrants that it is the Land Manager responsible for the care, control and management of the Premises under the *Local Government Act 1993*.

**2 DEFINITIONS**

In this Licence unless the contrary intention appears:

**Access Plan** means the drawing annexed to each Premises Appendix depicting the Premises and a description of the route of access to an Enclosed Area.

**Base Annual Rent means:**

- (a) the Initial Rent where the rent has not been redetermined or adjusted in accordance with sub-clauses 14.4 or 14.5; or
- (b) in any other case - the Rent as last redetermined or adjusted in accordance with those provisions.

**Business Day** means any day which is not a Saturday, Sunday or Public Holiday in New South Wales;

**Commencement Date** means the date referred to in Column 2 of Item 16 of Schedule 1;

**Consumer Price Index Number** in relation to a quarter, means the number for that quarter appearing in the Consumer Price Index (All Groups Index) for Sydney published by the Australian Statistician.

**Due Date** means the date for payment of Rent under this Licence as is specified in Column 2 of Item 6, of Schedule 1;

**Enclosed Area** means the fenced area (which comprises the Premises and Third Party Exclusive Areas) described in each Premises Appendix as the Enclosed Area and shown on the Plan annexed to each Premises Appendix where land is, or is intended to be fenced;

**Environment** has the same meaning given to that term in the *Protection of the Environment Operations Act 1997*;

**Environmental Law** means any Law relating to the protection of the Environment;

**Expiry Date** means the date referred to in Column 2 of Item 17 of Schedule 1;

**"GST", "taxable supply", "consideration", "tax invoice" and "GST amount"** have the meanings given to those terms in *A New Tax System (Goods and Services Tax) Act 1999* (Cth);

**Hazardous Substance** means a substance that because of its quality, concentration, acute or chronic toxic effects, carcinogenicity, teratogenicity, mutagenicity, corrosiveness, flammability, physical, chemical or infectious characteristics, may pose a hazard to property, human health or the environment when improperly treated, stored, disposed of or otherwise managed;

**Improvements** means any structure of a permanent nature attached to the land;

**Initial Rent** means the Rent payable under this Licence in respect of each Premises as is specified in Column 2 of Item 5 of Schedule 1;

**Law** includes the provisions of any statute, rule, regulation, proclamation, ordinance or by-law, present or future, whether state, federal or otherwise;

**Licence** means this licence including all Schedules and Annexures hereto;

**Licensee** means the licensee referred to in Column 2 of Item 2, of Schedule 1;

**Licensor** means the licensor referred to in Column 2 of Item 1 of Schedule 1 and includes its assigns and for the purpose of clauses 35, 36, 37, 38, 39, 40, 41, and 42 includes agents, servants, employees and contractors;

**Market Rent** means the Rent as specified in Column 2 of Item 3, of Schedule 1 that would reasonably be expected to be paid for the site if it were offered for the same or a substantially similar use to which the site may be put under the Licence;

**Market Rent Review Date** means the date described as such in Column 2 of Item 8, of Schedule 1 and expressed as an absolute dollar or as a percent of the Market Rent;

**Party/Parties** means the parties to this Licence;

**Premises** means the land and/or the buildings described in the Premises Appendix and on the plan annexed thereto;

**Permitted Use** means the use shown in Column 2 of Item 15, of Schedule 1;

**Rent** means the Base Annual Rent calculated and payable upon each Due Date less any Rent Rebate granted to the Licensee together with all other payments due to be paid by the Licensee as Rent under this Licence;

**Rent Rebate** means such amount as specified in Column 2 of Item 4 of Schedule 1 given to the Licensee from the Licensor as per clause 14.6 as expressed either as an absolute dollar value or a percentage of the market value;

**Sub-Licensee** means a person who holds a sub-licence of any part of the Premises from the Licensee in accordance with the provisions of this Licence;

**Tenant Fixtures** means any plant or equipment, fittings or improvements in the nature of fixtures brought onto the Premises by, or on behalf of, or at the request of, the Licensee;

**Term** means the term of operation of this Licence in relation to the Premises;

**Term of Agreement** means the figure set out in Column 2 of Item 18, of Schedule 1;

**Third Party Exclusive Areas** means those areas that are exclusively for the use of third parties as shown on the Plan annexed to each Premises Appendix.

### 3 CONSTRUCTION

3.1 This Licence must be constructed in accordance with this clause unless the context requires otherwise;

3.1.1 **Plurals** - Words importing the singular include the plural and vice versa;

3.1.2 **Gender** - Words importing any gender include the other gender;

3.1.3 **Persons** - A reference to a person includes:

- a) an individual, a firm, unincorporated association, corporation and a government;  
and,
  - b) the legal personal representatives, successors and assigns of that person;
- 3.1.4 **Headings** - (including any headings described as parts and sub-headings within clauses) wherever appearing will be ignored in constructing this Licence;
- 3.1.5 **Clauses and Sub-Clauses** - A reference to a clause includes all sub-clauses, paragraphs, sub-paragraphs and other components which form part of the clause referred to; and, a reference to a sub-clause includes any sub-paragraphs and other components of the sub-clause referred to;
- 3.1.6 **Time** - A reference to time is a reference to local Sydney time;
- 3.1.7 **Money** - A reference to \$ or dollars is a reference to the lawful currency of Australia;
- 3.1.8 **Defined Terms** - If a word or phrase is defined cognate words and phrases have corresponding definitions. A defined term, unless inconsistent with the context of its use, is denoted by the appearance of that word using a capital letter at the beginning of that word;
- 3.1.9 **Writing** - A reference to writing includes any mode of representing or reproducing words in tangible and permanently visible form;
- 3.1.10 **Contra Proferentum** - No rules of construction will apply to the disadvantage of any Party responsible for preparation of this Licence or any part of it;
- 3.1.11 **Statutes** - A reference to a Statute, Act, legislation, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them made by any legislative authority;
- 3.1.12 **Licence** - A reference to this Licence will include any extension or variation of this Licence;
- 3.1.13 **Priority** - If an inconsistency occurs between the provisions of this Licence and the provisions of a licence granted in accordance with this Licence, the provisions of this Licence will prevail.
- 3.2 **Warranties and Undertakings**
- a) The Licensee warrants that it:
    - (i) has relied only on its own inquiries about this Licence; and
    - (ii) has not relied on any representation or warranty by the Licensor or any person acting or seeming to act on the Licensor's behalf.
  - b) The Licensee must comply on time with undertakings given by or on behalf of the Licensee.
- 3.3 **Further Assurances**
- Each Party must do everything necessary to give full effect to this Licence.
- 3.4 **Relationship of Licensor and Licensee**
- Nothing contained or implied in this Licence will be deemed or construed to create the relationship of partnership or of principal and agent or of joint venture between the Licensor and the Licensee. Specifically, the Parties understand and agree that neither the method of computation of Rent, nor any other provision, nor any acts of the Licensee and the Licensor or either of them will be deemed to create any relationship between them other than the relationship of Licensor and Licensee upon the terms and conditions only as provided in this Licence.

**3.5 Time to be of the Essence**

Where in any provision of this Licence a Party is given or allowed a specified time within which to undertake or do any act or thing or any power is conferred or any event occurs after the lapsing of a specified time, time shall be the essence of the contract in that regard.

**4 SEVERABILITY**

Any provision of this Licence which is prohibited or unenforceable in any jurisdiction shall as to such jurisdiction, be ineffective to the extent of such prohibition or inability to enforce without invalidating the remaining provisions of such provisions in any other jurisdiction.

**5 ESSENTIAL CONDITIONS OF LICENCE**

The Licensor and the Licensee agree that the clauses specified in Column 2 of Item 19 of Schedule 1 are essential conditions of this Licence.

**6 PERMITTED USE**

**6.1 Grant of Licence**

The Licensor grants to the Licensee a right to occupy the area delineated on the plan annexed to the Premises Appendix A for the Permitted Use.

**6.2 Permitted Use only**

The Licensee must not:

- a) use the Premises;
- b) or allow them to be used (except pursuant to a Licence lawfully granted by the Licensor),

for any purpose other than the Permitted Use specified or referred to in Column 2 of Item 15 of Schedule 1.

**6.3 No exclusive possession**

The Licensee acknowledges that this Licence does not confer exclusive possession of the Premises upon the Licensee.

**7 COMMENCEMENT OF LICENCE AND TERM**

This Licence will commence on the date (and where a time is specified or referred to at that time) specified or referred to in Column 2 of Item 16, of Schedule 1 and subject to clauses 10 and 11 will continue in force until the Expiry Date (and where a time is specified or referred to at that time) specified or referred to in Column 2 of Item 17, of Schedule 1.

**8 NO RIGHT TO PURCHASE OR TRANSFER OF LICENCE RIGHTS**

8.1 In respect of this Licence, and without limitation, the grant of this Licence does not confer upon the Licensee:

- c) a right to purchase or lease any part of the Premises; or
- d) any tenancy or other estate or interest in any part of the Premises other than contractual rights as Licensee under this Licence.

8.2 Subject to any other provisions of this Licence the Licensee must not during the Term of this Licence, sub-licence, part with possession of the Premises, transfer or create any interest in the Licence or authorise or permit any person to occupy the Premises without the prior written consent of the Licensor.

## **9 LICENSEE TO YIELD UP**

- 9.1 The Licensee must forthwith upon the termination of this Licence or any extension of it peaceably vacate the Premises at the Licensee's expense.
- 9.2 The Licensee must:
- a) unless otherwise provided for in this Licence, remove all Licensee Fixture/s, signs, names, advertisements, notices or hoardings erected, painted, displayed, affixed or exhibited upon, to or within the Premises by or on behalf of the Licensee (other than a notice displayed by the Licensor); and
  - b) unless otherwise provided for in this Licence, rehabilitate the Premises, (to the extent to which it has been altered or affected by the Licensee's occupation and use of the Premises) as nearly as practicable to the original condition before the installation of the Licensee's Fixtures to the reasonable satisfaction of the Licensor; and
  - c) ensure that when it vacates the Premises in relation to its occupation of the Premises under this Licence, the Premises comply with any Environmental Law to the extent applicable at the time of granting of this Licence; and
  - d) leave the Premises in a clean and tidy condition.
- 9.3 Sub-clause 13.2 does not apply unless the Licensor permits the Licensee to carry out any works on the Premises reasonably required in order to comply with that clause.

## **10 TERMINATION OF LICENCE BY AGREEMENT**

- 10.1 Either party may submit a request in writing to voluntarily withdraw from this licence agreement with no less than 3 months notice.
- 10.2 The Licensee's requirements to Yield Up and Make Good the Premises will apply, even in the event the Licensee Agreement is terminated early. The Licensor reserves its right to withhold consent to early termination if these requirements are not met.
- 10.3 Consent to early termination will not be unreasonably withheld.
- 10.4 In the event of early termination, the Licensee agrees that any rent or licence fees paid.

## **11 TERMINATION OF LICENCE ON DEFAULT**

- 11.1 The Licensor may terminate this Licence in the manner set out below in the following circumstances:
- a) if the Rent or any part of it or any moneys owing to the Licensor under the Licence is or are in arrears for one month, whether formally demanded or not;
  - b) if the Licensee breaches an essential condition of this Licence or any rule or regulation made under this Licence;
  - c) if defects notified under a provision of this Licence are not remedied within the time specified in the notice;
  - d) if the Licensee is a corporation and an order is made or a resolution is passed for its winding up except for reconstruction or amalgamation;
  - e) if the Licensee is a company and ceases or threatens to cease to carry on business or goes into liquidation, whether voluntarily or otherwise, or is wound up or if a liquidator or receiver (in both cases whether provisional or otherwise) is appointed;
  - f) if the Licensee is a company and is placed under official management under corporations law or enters a composition or scheme of arrangement;
  - g) if the interest the Licensee has under this Licence is taken in execution;

- h) if the Licensee or any person claiming through the Licensee conducts any business from the licensed Premises after the Licensee has committed an act of bankruptcy.

11.2 In the circumstances set out in sub-clause 11.1 the Licensors may end this Licence by:

- a) notifying the Licensee that it is ending the Licence; or
- b) re-entering the Premises, with force if necessary, and ejecting the Licensee and all other persons from the Premises and repossessing them; or
- c) doing both.

11.3 If the Licensors end this Licence under this clause, the Licensee will not be released from liability for any prior breach of this Licence and other remedies available to the Licensors to recover arrears of Rent shall not be prejudiced.

11.4 If the Licensors end this Licence under this clause or the Licence terminates under clause 10, the Licensors may remove the Licensee's property and store it at the Licensee's expense without being liable to the Licensee for trespass, detinue, conversion or negligence. After storing it for at least one month, the Licensors may sell or dispose of the property by auction or private sale. It may apply any proceeds of the auction or sale towards any arrears of Rent or other moneys or towards any loss or damage or towards the payment of storage and other expenses.

## **12 ACCEPTANCE OF RENT NOT WAIVER**

12.1 Demand or acceptance of Rent or any other moneys due under this Licence by the Licensors after termination does not operate as a waiver of the termination.

## **13 HOLDING OVER BY LICENSEE**

- a) At the end of the Term of Agreement as specified in Column 2 of Item 18 of Schedule 1, the Licensee will be entitled with the consent of the Licensors to remain in possession of the Premises on the following terms and conditions:
  - i. the Licensee will become a monthly tenant of the Licensors at a monthly rental equivalent to one twelfth proportion of the annual Rent payable at the time of expiration or sooner determination of this Licence;
  - ii. the Licensee must comply with and be bound by the terms and conditions of this Licence insofar as the terms and conditions are applicable, provided that the Licensors may from time to time by notice in writing served on the Licensee direct that any particular condition not apply or be amended in the manner set out in the notice.
- b) The Licensors and the Licensee expressly agree that where any provision of this Licence confers any right, duty, power or obligation on a Party upon the expiration or determination of this Licence or on the Expiry Date and the Licensee is authorised to remain in possession of the Premises pursuant to a consent granted under this clause the emergence of the right, duty, power or obligation shall be postponed until such time as the Licensee ceases to be entitled to possession pursuant to this clause.
- c) The tenancy created by operation of this clause may be determined by the Licensors serving on the Licensee a notice to quit. The notice shall take effect at the expiration of the period of one month from the date of service of the notice or such further period as may be specified in the notice.
- d) The tenancy created by operation of this clause may be determined by the Licensee serving on the Licensors a notice stating that as from a date specified in the notice the tenancy is surrendered.

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## **14 LICENSEE'S RENT AND OUTGOINGS**

### **14.1 Licensee to Pay Rent**

The Licensee covenants with the Licensor that the Licensee must, during the whole of the Term of Agreement and any extension of it, pay the Rent to the Licensor in accordance with the provisions of this clause without demand free of exchange and without deduction whatsoever.

### **14.2 Goods and Services Tax**

- a) The Parties agree that all payments to be made and other consideration to be provided by the Licensee under the Licence are GST exclusive unless explicitly expressed otherwise. If any payment or consideration to be made or provided by the Licensee to the Licensor is for a taxable supply under the Licence on which the Licensor must pay GST and the Licensor gives the Licensee a tax invoice, the Licensee must pay to the Licensor an amount equal to the GST payable ("the GST Amount") by the Licensor for that taxable supply upon receipt of that tax invoice.
- b) The Parties agree that they are respectively liable to meet their own obligations under the GST Law. The GST Amount shall not include any amount incurred in respect of penalty or interest or any other amounts payable by the Licensor as a result of default by the Licensor in complying with the GST Law.

### **14.3 Rent and Adjusted Rent**

The Licensee must pay to the Licensor on the Commencement Date the Initial Rent and thereafter must pay on each Due Date, Rent in advance adjusted as provided in sub- clauses 14.4 and 14.5.

### **14.4 Calculation of Annual Rental Adjustment**

- a) On each anniversary of the Due Date the Rent will be adjusted in accordance with the following formula:

$$R = B \times \frac{C}{D}$$

where:

- R represents the Base Annual Rent following adjustment under this clause;
  - B represents the Base Annual Rent before adjustment under this clause;
  - C represents the Consumer Price Index Number for the last quarter for which such a number was published before the Due Date; and
  - D represents the Consumer Price Index Number for the last quarter of the last adjustment of Rent for which such a number was published.
- b) In the event that such an index be discontinued or abolished, the Licensor may at his absolute discretion nominate another Index.
  - c) Any Rent adjusted under this sub-clause shall be adjusted to the nearest whole dollar.
  - d) An adjustment of Rent made under this clause shall take effect on its Due Date, notwithstanding than any Rent notice to the Licensee is not issued until after that date specified or referred to in Column 2 of Item 6 of Schedule 1.



#### **14.5 Market Rent Review**

- a) ~~In addition to the Rent adjustment provided for in clause 14.4 the Rent may, subject to the following provisions of this clause, be redetermined to an amount that is the Market Rent on that date with effect on and from each Market Rent Review Date by the Licensor;~~
- b) ~~A redetermination of Rent for the purposes of sub-clause 14.5(a) will be taken to have been made on the Market Rent Review Date if it is made at any time within the period of six months before and up to six months after that Market Rent Review Date specified or referred to in Column 2 of Item 8 of Schedule 1.~~
- c) ~~Where the Licensor does not redetermine the Rent as provided for in sub-clause 14.5(a) it may subsequently redetermine the Rent at any time before the next Market Rent Review Date. No succeeding Market Rent Review Date shall be postponed by reason of the operation of this clause.~~
- d) ~~A redetermination of Rent made under sub-clause 14.5(a) or 14.5(c) will take effect and be due and payable on the next Due Date following the date of issue of the notice of redetermination (or where the said Due Date and the date of issue of the notice of redetermination are the same, then that date) even if the Licensee wishes to dispute the redetermination.~~

#### **14.6 Rebate for Charitable or Non-Profit Organisations**

- a) At the absolute discretion of the Licensor, the Licensor may determine that the Licensee is entitled to a Rent Rebate on the basis that the Licensee is a recognised charitable or non-profit organisation;
- b) Where the Licensee is not entitled to a Rent Rebate, the Base Annual Rent applies.

#### **15 CONTINUING OBLIGATION**

The obligation of the Licensee to pay Rent is a continuing obligation during the Term of Agreement and any extension of it and shall not abate in whole or in part or be affected by any cause whatsoever.

#### **16 NO REDUCTION IN RENT**

Subject to this Licence the Licensee must not without the written consent of the Licensor by any act, matter or deed or by failure or omission impair, reduce or diminish directly or indirectly the Rent reserved or imposed by this Licence. However, if at any time during the Licence:

- a) some natural disaster or other serious event occurs which is beyond the reasonable control of the Licensee; and
- b) as a result of the damage caused by the natural disaster or other serious event, the Licensee is not able to use the Premises in a reasonable manner.

the Licensee's obligations to pay Rent will abate to the extent proportional to the effect on the Licensee's ability to occupy and use the Premises until the Premises are restored to a condition in which the Licensee is able to conduct the Licensee's activities and/or occupy the Premises in a reasonable manner.

#### **17 LICENSEE TO PAY RATES**

~~17.1 The Licensee must when the same become due for payment pay all (or in the first and last year of the Term of Agreement the appropriate proportionate part) rates, taxes, assessments, duties, charges and fees whether municipal, local government, parliamentary or otherwise which are at any time during the currency of this Licence~~

~~separately assessed and lawfully charged upon, imposed or levied in respect of the Licensee's use or occupation of the Premises to the extent referable to the Licensee's use or occupation of the Premises.~~

~~17.2 Where the Licenser requires evidence for such payments the Licensee must produce such evidence within ten Business Days after the respective due dates for payment.~~

~~17.3 In the case where such rates, taxes, duties and fees so covenanted to be paid by the Licensee are not paid when they become due the Licenser may if it thinks fit pay the same and any such sum or sums so paid may be recovered by the Licenser as if such sums were Rent.~~

## **18 LICENSEE TO PAY OTHER CHARGES**

The Licensee must pay all other fees, charges and impositions for which it may properly be liable which are imposed by an authorised third party and which are at any time during the Term of Agreement payable in respect of the Premises or on account of the use and occupation of the Premises by the Licensee.

## **19 LICENSEE TO PAY FOR SERVICES**

The Licensee must as and when the same become due for payment pay to the Licenser or to any other person or body authorised to supply the same all proper charges for gas, electricity, water or other services supplied to the Licensee or consumed in or on the Premises, by the Licensee.

## **20 LICENSEE TO PAY COST OF WORK**

Whenever the Licensee is required under this Licence to do or effect any act, matter or thing then the doing of such act matter or thing shall unless this Licence otherwise provides be at the sole risk, cost and expense of the Licensee.

## **21 COSTS PAYABLE BY LICENSEE TO LICENSOR**

Except when law limits costs being recovered from a Licenser by a Licensee, the Licensee must pay in full the Licenser's reasonable legal costs, the fees of all consultants and all duties fees, charges and expenses incurred reasonably, properly and in good faith by the Licenser in consequence of or in connection with or incidental to:

- a) the preparation and completion of this Licence;
- b) any variation of this Licence made otherwise than at the request of the Licenser;
- c) any application for the consent of the Licenser if applicable under this Licence;
- d) any and every failure to comply breach or default by the Licensee under this Licence;
- e) the exercise or attempted exercise of any right power privilege authority or remedy of the Licenser under or by virtue of this Licence;
- f) the examination of plans, drawings and specifications of any improvement erected or constructed or to be erected or constructed on the Premises by the Licensee and the inspection of it, in this case the costs to be mutually agreed;
- g) any entry, inspection, examination, consultation or the like which discloses a breach by the Licensee of any covenant of this Licence;
- h) the Licensee requiring the Licenser to do any act, matter or thing under this Licence, unless otherwise provided for in this Licence.

## **22 COSTS PAYABLE BY LICENSOR**

The Licenser must pay its own direct and external consultants costs in relation to any rental redetermination matter without reimbursement from the Licensee.

## **23 INTEREST ON OVERDUE MONEYS**

The Licensee must pay interest to the Licensor on any moneys due and payable under this Licence or on any judgment in favour of the Licensor in an action arising from this Licence until all outstanding moneys including interest are paid in full. The rate of interest applicable is the rate set by the Licensor's Bank for the time being as its benchmark rates for overdrafts of one hundred thousand dollars (\$100,000.00) or more. Interest shall accrue and be calculated daily.

## **24 MANNER OF PAYMENT OF RENT AND OTHER MONEYS**

The Rent and other moneys payable in accordance with this Licence must be paid to the address or bank account specified in Column 2 of Item 9, of Schedule 1 or to such other person or at such other address as the Licensor may from time to time direct by notice in writing served on the Licensee.

## **25 OBLIGATIONS AND RESTRICTIONS RELATING TO PREMISES**

### **25.1 Access**

Subject to the sub-clauses hereunder the Licensor confirms that the Licensee will have unfettered and free access to and from, the Premises at all times, provided however that:

- a) The Licensee must strictly observe the reasonable directions and requirements of the Licensor at all times regarding the methods and routes of access to the Premises taken by the Licensee;
- b) If the Licensee has shown the position of its intended access on the Access Plan A and described the nature of the activity to be conducted on the land at those positions, then in respect of that access, the Licensor will not require further notice.
- c) The Licensee as far as is practicable, must use existing access tracks to, from, within and surrounding the Premises;

### **25.2 Entry by the Public**

The Licensee must allow the public to have right of access over that part of the Premises as specified in Column 2 of Item 20, of Schedule 1 and any such part of the Premises shall be suitably signposted. Otherwise the Licensee may prohibit unauthorised entry to the remainder of the Premises. If required by the Licensor plans showing the areas where public access is authorised and unauthorised shall be displayed in a prominent location at the entrance to the Premises.

### **25.3 Additions and Alterations**

The Licensee shall not make any additions or alterations to the Premises without first obtaining the written consent of the Licensor, and any development consent required under the *Environmental Planning & Assessment Act 1979*. Any additions or alterations consented to by the Licensor shall be carried out at the Licensee's expense.

### **25.4 Maintenance of Premises and Enclosed Areas**

The Licensee must keep the Premises clean and tidy and in good order and condition.

### **25.5 Licensee to erect barricades etc**

Where the Premises or any part of the Premises become to the knowledge of the Licensee (or which ought reasonably to be in the knowledge of the Licensee) unsafe, hazardous or dangerous the Licensee shall forthwith erect such warning signs, fences and barricades as may be necessary until the Premises are rendered safe.

### **25.6 No residence on Premises**

The Licensee must not reside or permit any other person to reside on the Premises, unless

Schedule 2, Special Conditions, permit otherwise.

**25.7 Licensee not to remove materials**

- a) The Licensee must not mine, remove, extract, dig up or excavate any sand, stone, gravel, clay, loam, shell or similar substance from, on or in the Premises or permit any other person to undertake such action without the prior consent in writing of the Licensor subject to such conditions as the Licensor may determine.
- b) Sub-clause 25.7(a) does not apply to any removal, digging up or excavation as may be necessary to construct or undertake any Improvement authorised by or under this Licence provided that any such removal, digging up or excavation is undertaken in accordance with the requirements of that authorisation.
- c) A failure by the Licensee to comply with any condition imposed pursuant to sub-clause 25.7(a) constitutes a failure by the Licensee to comply with a provision or covenant of this Licence.

**25.8 Licensee not to burn off**

The Licensee must not carry out any burning off on the Premises except with the prior consent of the Licensor in writing, which consent shall not be unreasonably withheld, and after compliance with the requirements of the *Rural Fires Act 1997*. Any consent granted in accordance with this clause shall be subject to such reasonable conditions as the Licensor may impose.

**25.9 Rodents and Vermin**

The Licensee must take all reasonable precautions to keep the Premises free of rodents, vermin, insects and pests and shall in the event of failing to do so if required by the Licensor employ from time to time a duly certified pest exterminator at cost of the Licensee and as approved by the Licensor whose approval will not be unreasonably withheld. In performing its obligations pursuant to this clause the Licensee and any one acting on the Licensee's behalf shall not use any substance or undertake any activity prohibited by any legislation.

**26 ADVERTISING**

- a) The Licensee must not permit to be displayed or placed on the Premises or any part of them any sign, advertisement or other notice without first obtaining the Licensor's written consent other than safety signs, in respect of which the Licensor's consent shall not be required; and
- b) The Licensor may at any time by notice in writing require the Licensee to discontinue to use any piece or mode of advertising to which the Licensor has granted consent under sub-clause 26(a) which in the opinion of the Licensor has ceased to be suitable or has become unsightly or objectionable and the Licensee on receipt of the notice shall comply accordingly.

**27 NOTIFICATION OF ACCIDENT**

The Licensee must give to the Licensor prompt notice in writing of any serious accident or serious defect at or in the Premises or any part of them unless the defect or accident is capable of being and is promptly remedied by the Licensee.

**28 LICENSEE NOT TO COMMIT NUISANCE ETC**

The Licensee must not:

- a) carry on or permit to be carried on at the Premises any noxious, nuisance or offensive trade or business; or
- b) carry on or permit to be carried on at the Premises any act, matter or thing which results in nuisance damage or disturbance to the Licensor or owners or occupiers of adjoining or neighbouring lands or buildings; or

- c) use the Premises for any illegal activity.

## **29 HAZARDOUS SUBSTANCES**

The Licensee must not keep any Hazardous Substance on the Premises without prior consent of the Licensor, which consent shall not be unreasonably withheld.

## **30 RELICS**

- a) Unless authorised to do so by a permit under section 87 or a consent under section 90 of the *National Parks and Wildlife Act 1974* and subject to observance and compliance with any conditions imposed on the grant of such permit or consent the Licensee must not knowingly disturb, destroy, deface or damage any aboriginal relic or place or other item of archaeological significance within the Premises and shall take every reasonable precaution in drilling excavating or carrying out other operations or works in the Premises against any such disturbance, destruction, defacement or damage.
- b) If the Licensee becomes aware of any aboriginal relic or place or other item of archaeological significance within the Premises the Licensee must within 24 hours notify the Licensor and the Chief Executive of the Office of Environment and Heritage of the existence of such relic place or item.
- c) The Licensee must not continue any operations or works on the Premises likely to interfere with or disturb any relic, place or item referred to in sub- clause 30(b) without the approval of the Chief Executive of the Office of Environment and Heritage and the Licensee shall observe and comply with all reasonable requirements of the said Director-General in relation to carrying out the operations or works.

## **31 ARTEFACTS**

All fossils, artefacts, coins, articles of value, articles of antiquity, structure and other remains or things of geological historical or archaeological interest discovered on or under the surface of the Premises shall be deemed to be the absolute property of the Licensor and the Licensee must as authorised by the Licensor watch or examine any excavations and the Licensee must take all reasonable precautions to prevent such articles or things being removed or damaged and shall as soon as practicable after discovery thereof notify the Licensor of such discovery and carry out the Licensor's orders as to the delivery up to or disposal of such articles or things at the Licensor's expense.

## **32 OWNERSHIP AND REMOVAL OF TENANT FIXTURES AND IMPROVEMENTS**

- a) During the Term of Agreement and any extension of it, ownership of Tenant Fixtures vests in the Licensee. Notwithstanding anything contained in this Licence, so long as any Rent or other moneys are due by the Licensee to the Licensor or if the Licensee has committed any breach of this Licence which has not been made good or remedied and whether the Licensee is still in possession or not, the Licensee shall not be entitled to remove any of the Tenant Fixtures, fittings or equipment from the Licensed property.
- b) Upon expiry of the Licence all Improvements undertaken by the Licensee become the property of the Licensor.

## **33 GENERAL REQUIREMENT TO REPAIR**

Without prejudice to the specific obligations contained in this Licence the Licensee must, to the satisfaction of the Licensor, at all times keep the Premises in good repair and properly maintained in all respects.

## **34 BREAKAGES**

The Licensee must, immediately at the Licensee's expense, make good any breakage defect or damage to the Premises (including but not limited to broken glass) or to any adjoining

premises or to any facility or appurtenance of the Licensor occasioned by want of care, misuse or abuse on the part of the Licensee or the Licensor's other Licensees occupants occupiers or other persons claiming through or under the Licensee or otherwise occasioned by any breach or default of the Licensee hereunder.

### **35 INDEMNITIES AND INSURANCE**

#### **35.1 Indemnity for use of Premises**

- a) The Licensee indemnifies and keeps indemnified the Licensor from and against all actions, suits, claims, demands, proceedings, losses, damages, compensation, sums of money, costs, legal costs, charges and expenses whatsoever to which the Licensor will or may be or becomes liable for or in respect of the Licensee's occupation operation and use of the Premises or for or in respect of all losses, damages, accidents or injuries of whatsoever nature or kind and howsoever sustained or occasioned (and whether to any property or to any person or resulting in the destruction of any property or the death of any person or not) at or upon the Premises or originating on the Premises although occurring or sustained outside the same except to the extent that any such claims and demands:
  - (i) arise from or are contributed to by the negligence or wilful act or omission on the part of the Licensor; or
  - (ii) arise from the occupation, operation or use of the Premises by any other occupier, or the acts of any person who has access to the Premises with the consent of another occupier, and the Licensor is adequately indemnified by that other occupier in respect of the relevant claim or demand, and the Licensor must use its reasonable endeavours to ensure that an indemnity in this form is contained in any agreement with any other occupier of the Premises.

#### **35.2 Indemnity Continues After Expiration of Licence**

The obligations of the Licensee under this clause continue after the expiration or other determination of this Licence in respect of any act, deed, matter or thing happening before such expiration or determination for the period limited by the Statute of Limitations.

#### **35.3 Exclusion of Consequential Loss**

Despite any other provision of this Licence, both Parties exclude, and agree that they will have no rights against the other for liability for consequential or indirect loss arising out of this Licence including (without limitation) in respect of loss of profits or loss of business. This clause does not apply in respect of wilful acts by either Party.

### **36 INSURANCE - PUBLIC RISK**

The Licensee must effect and maintain with a reputable and solvent insurer with respect to the Premises and the activities carried on in the Premises public risk insurance for an amount not less than the amount set out in Column 2 of Item 12, of Schedule 1 or such other amount as the Licensor may from time to time reasonably require as the amount payable in respect of liability arising out of any one single accident or event. The Licensor acknowledges that the Licensee may effect the public risk insurance pursuant to an insurance policy which is not specific as to the location of risk.

### **37 PROVISIONS RE POLICIES**

- a) All insurance policies required to be effected by the Licensee pursuant to this Licence are specified in Schedule 2, Special Conditions and shall be in place prior to the Licensee occupying the Premises.
- b) The Licensee must produce to the Licensor, once per calendar year or once per period of insurance (whichever first occurs), a certificate of insurance and/or a



certificate of currency in respect of the insurance policies required to be effected by the Licensee pursuant to this Licence.

- c) The Licensee must not at any time during the Term of Agreement do or bring upon the Premises anything which it ought reasonably believe may render void or voidable any policy of insurance. If the Licensee brings anything onto the Premises whereby the rate of premium on such insurance is liable to be increased, the Licensee must obtain insurance cover for such increased risk and pay all additional premiums on the Premises required on account of the additional risk caused by the use to which the Premises are put by the Licensee.
- d) The Licensee must use all reasonable endeavours to ensure that full, true and particular information is given to the office or company with which the said insurances are effected of all matters and things the non-disclosure of which might in any way prejudice or affect any such policy or policies of insurance or the payment of all or any moneys there under.

### **38 INDEMNITY FOR NON-COMPLIANCE WITH LEGISLATION**

The Licensee indemnifies and keeps indemnified the Licensor from and against any and all actions, suits, claims, demands, proceedings, losses, damages, compensation, sums of money, costs, legal costs, charges and expenses whatsoever arising from the non-compliance by the Licensee with any New South Wales or Commonwealth legislation that may apply to the Licensee's use, occupation of and access to the site and the Licensee's operation of their business from and access to the site.

This clause does not merge on the expiration or other determination of this Licence in respect of any act, deed, matter or thing happening before such expiration or determination.

### **39 INDEMNITY FOR BREACH OF ENVIRONMENTAL LAW**

Without prejudice to any other indemnity granted by this Licence, the Licensee indemnifies and keeps the Licensor indemnified against all claims whatsoever arising from a breach by the Licensee of any Environmental Law which breach is in relation to the Premises. This clause shall not merge on expiration or other determination of this Licence in respect of any act, deed, matter or thing happening before such expiration or determination.

### **40 NO LIABILITY FOR FAILURE OF SERVICES**

The Licensor is not liable for any loss, injury or damage sustained by the Licensee or any other person at any time as a result of or arising in any way out of the failure of the electricity, telephones, gas, water supply, sewerage, drainage or any other services or facilities provided by the Licensor or enjoyed by the Licensee in conjunction with the Premises or this Licence provided that such failure is not due to the negligent or wilful act or omission of the Licensor its servants or agents.

### **41 LICENSEE NOT TO IMPOSE LIABILITY ON LICENSOR**

Subject to any other provision of this Licence, the Licensee must not without the written consent of the Licensor by any act, matter or deed or by failure or omission cause or permit to be imposed on the Licensor any liability of the Licensee under or by virtue of this Licence even though the Licensee is entitled to do so under any law present or future or otherwise.

### **42 RELEASE OF LICENSOR FROM LIABILITY**

- a) The Licensee occupies, uses and keeps the Premises at the risk of the Licensee and hereby releases to the full extent permitted by law the Licensor from all claims and demands of every kind resulting from any accident, damage or injury occurring therein but excluding such claims and demands to the extent that such claims and demands arise out of the negligent or wilful acts omissions or default of the Licensor. The Licensor has no responsibility or liability for any loss of or damage to fixtures and/or personal property of the Licensee or any agent or

servant of the Licensee or of any member of the public whilst in or upon the Premises (but excluding such loss or damage claims and demands to the extent that such loss or damage, claims and demands arise out of the negligent acts or wilful omissions or default of the Licensor).

- b) The obligations of the Licensee under this clause continue after the expiration or other determination of this Licence in respect of any act, deed, matter or thing happening before such expiration or determination for which the Licensee is responsible. Such obligation is to be governed by the Statute of Limitations.

#### **43 LICENSOR'S WARRANTIES AND COVENANTS**

##### **43.1 Hazardous Chemicals**

The Licensor warrants that it has not received any notices pursuant to the *Contaminated Land Management Act 1997* (NSW).

#### **44 LICENSOR'S POWERS AND FUNCTIONS**

##### **44.1 Approval by Licensor**

- a) In any case where pursuant to this Licence the doing or executing of any act, matter or thing by the Licensee is dependent upon the approval or consent of the Licensor such approval or consent is not effective unless given in writing and may be given or withheld (unless the context otherwise requires) by the Licensor and may be given subject to such conditions as the Licensor may determine unless otherwise provided in this Licence provided such consent or approval is not unreasonably withheld or such terms and conditions are not unreasonable.
- b) Any failure by the Licensee to comply with a condition imposed by the Licensor pursuant to sub-clause 44.1(a) constitutes a failure by the Licensee to comply with a condition of this Licence.

#### **45 APPLICATION OF CERTAIN STATE AND COMMONWEALTH LAWS**

##### **45.1 Proportionate Liability**

Part 4 of the Civil Liability Act 2002 (NSW) does not apply to this Licence.

##### **45.2 Licensee to Comply with all Commonwealth and NSW State Laws**

- a) The Licensee must comply with the requirements of all Statutes, regulations or by-laws and requirements of all relevant public and local authorities in so far as they apply in relation to the use and occupation of the Premises to the extent to which the Licensee is bound at law to comply with the same and nothing in this Licence affects this obligation.
- b) The Licensee must forthwith on being served with a notice by the Licensor comply with any notice or direction served on the Licensor by a competent authority relating to the destruction of noxious animals or plants or pests or the carrying out of repairs alterations or works on or to the Premises.

##### **45.3 Licensee to Comply with Environmental Laws**

In relation to its use of the Premises, the Licensee shall, during the Term of Agreement, and in relation to the Premises:

- a) comply with relevant Environmental Law;
- b) use its best endeavours to prevent a breach of any Environmental Law;
- c) report any breach even if accidental; and
- d) provide to the Licensor as soon as reasonably practicable details of notices received by or proceedings commenced against the Licensee pursuant to an



Environmental Law:

- i. relating to a breach or alleged breach by the Licensee of an Environmental Law; or
- ii. requiring the Licensee to carry out works to decrease the affectation of the Premises by any Hazardous Substance.

#### **45.4 Licensee's Failure to Comply with Statutory Requirements**

Where the Licensee breaches any law in relation to its use of the Premises it is taken to breach a condition of the Licence, provided that:

- a) the Licensee has been found guilty of the breach, and
- b) the Licenser determines that the breach warrants the Termination of the Licence.

### **46 NOTICES**

#### **46.1 Service of Notice on Licensee**

Any notice served by the Licenser on the Licensee must be in writing and is sufficiently served if:

- a) served personally or left addressed to the Licensee at the address stated in Column 2 of Item 10, of Schedule 1 or such other address as the Licensee notifies in writing to the Licenser; or
- b) sent by email to the Licensee's email address stated in Column 2 of Item 10, of Schedule 1 or such other address as the Licensee notifies in writing to the Licenser;
- c) forwarded by prepaid security mail addressed to the Licensee at the address stated in Column 2 of Item 10, of Schedule 1;

and every such notice must also be served on the Licensee's solicitors as they may be nominated from time to time, or such other address as the Licensee's solicitors notify in writing to the Licenser, by any methods identified in subclauses 46.1 (a) and (b).

#### **46.2 Service of Notice on Licenser**

Any notice served by the Licensee on the Licenser must be in writing and is sufficiently served if:

- a) served personally or left addressed to the Licenser at the address stated in Column 2 of Item 11, of Schedule 1 or such other address as the Licenser notifies in writing to the Licensee; or
- b) sent by email to the Licenser's email address stated in Column 2 of Item 11, of Schedule 1 or such other address as the Licenser notifies in writing to the Licensee;
- c) forwarded by prepaid security mail addressed to the Licenser at the address stated in Column 2 of Item 11, of Schedule 1.

and every such notice must also be served on the Licenser's solicitors, as they may be nominated from time to time, or such other address as the Licenser's solicitors notify in writing to the Licensee, by any methods identified in subclauses 46.2 (a) and (b).

#### **46.1 Notices**

- a) Any notice served by the Licenser or the Licensee under this Licence is effective if signed by a director or secretary or the solicitors for the Party giving the notice or any other person or persons nominated in writing from time to time respectively by the Licenser or by the Licensee to the other.
- b) Any notice sent by prepaid security mail is deemed to be served at the expiration

of 2 Business Days after the date of posting.

#### **47 PROCEDURE - DISPUTE RESOLUTION**

- a) In the event that the Licensor and the Licensee are in dispute regarding any matter relating to or arising under this Licence or in respect of any approvals or consents to be granted by the Licensor (except those approvals or consents where the Licensor has an obligation to act reasonably) to the Licensee hereunder or where it is acting in its statutory capacity, then either the Licensor or the Licensee may give notice and particulars of such dispute to the other Party.
- b) Where a notice of dispute is served pursuant to this clause the Parties agree to enter into informal negotiations to try and resolve the dispute in good faith and in an amicable manner.
- c) If the dispute is not resolved informally within 21 days of service of written notification, the Parties may confer with a mutually agreed third party whose role will be to assist in the resolution of the dispute by mediation or expert appraisal of the dispute. The Parties agree to provide all information and assistance reasonably requested by such third party, including access to any accounting or other business records relating to or arising out of the Licence.
- d) A third party appointed in accordance with this clause may decide in which proportions any fees will be borne by the respective Parties. In the absence of any such decision by the third party fees shall be borne equally by the Parties.
- e) Neither Party shall be entitled to commence or maintain any proceedings in any court or tribunal until negotiations or mediations have taken place pursuant to this clause except where either Party seeks urgent interlocutory relief.
- f) Either Party may at any time bring negotiations or mediation to an end by serving upon the other Party written notice stating that the dispute has failed to be resolved. Upon service of such notice both Parties shall be entitled to pursue any legal remedies available to them in relation to the dispute. This sub-clause does not in any way limit a mediator's power to apportion fees under sub-clause 47(d).
- g) Notwithstanding the existence of a dispute under this or any other clause of this Licence the Parties must, unless acting in accordance with an express provision of this Licence, continue to perform their obligations under this Licence.

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#### **MISCELLANEOUS**

##### **48 NO MORATORIUM**

Any present or future legislation which operates to vary obligations between the Licensee and the Licensor, except to the extent that such legislation is expressly accepted to apply to this Licence or that its exclusion is prohibited, is excluded from this Licence.

##### **49 NO WAIVER**

No waiver by a Party of any breach of any covenant obligation or provision in this Licence either express or implied shall operate as a waiver of another breach of the same or of any other covenant obligation or provision in this Licence contained or implied. None of the provisions of this Licence shall be taken either at law or in equity to have been varied waived discharged or released by a Party unless by express consent in writing.

##### **50 NO MERGER**

Nothing in this Licence merges, postpones, extinguishes lessens or otherwise prejudicially affects the rights and remedies of the Parties under this Licence or under any other agreement.

#### **51 COUNTERPARTS**

- a) A Party may execute this Licence by signing any counterpart.
- b) All counterparts constitute one document when taken together.

#### **52 CONTACT PERSON**

The Licensor and the Licensee each must nominate a person to contact about matters arising under this Licence. The person so nominated is the person referred to in Column 2 of Items 13 and 14, of Schedule 1 or such other person as the Licensor nominates in writing to the Licensee and the Licensee nominates in writing to the Licensor from time to time.

#### **53 APPLICABLE LAW**

This Licence shall be construed and interpreted in accordance with the law of New South Wales.

#### **54 NO HOLDING OUT**

- a) The Licensee must not in connection with the Premises or otherwise directly or indirectly hold out or not permit to be held out to any member of the public any statement, act, deed, matter or thing indicating that the Premises or the business conducted or operated thereon or any parts or parts thereof are or is being carried on or managed or supervised by the Licensor.
- b) The Licensee must not act as or represent itself to be the servant or agent of the Licensor.

#### **55 WHOLE AGREEMENT**

- a) The provisions contained in this Licence expressly or by statutory implication cover and comprise the whole of the agreement between the Parties.
- b) No further or other provisions whether in respect of the Premises or otherwise will be deemed to be implied in this Licence or to arise between the Parties hereto by way of collateral or other agreement by reason or any promise representation warranty or undertaking given or made by any Party hereto to another on or prior to the execution of this Licence.
- c) The existence of any such implication or collateral or other agreement is hereby negated.

#### **56 SPECIAL CONDITIONS**

The Special Conditions set out in Schedule 2 apply and form part of this Licence.

#### SCHEDULE 1

Item	Clause	Column 1	Column 2
1	2	Licensor	Queanbeyan-Palerang Regional Council
2	2	Licensee	Captains Flat Men's Shed Association Incorporated
3	2	Market Rent	NA
4	2	Rent Rebate	NA
5	2	Initial Rent	\$609 (plus GST)
6	2	Due Date	At the commencement of this licence agreement each anniversary of this date in each year of the Term of Agreement and any holding over period.
7	14.4	Annual Rental Adjustment	12 months from commencement and annually there after
8	14.5	Market Rent Review Date	Not applicable
9	24	Address for Payment of Rent	Queanbeyan-Palerang Regional Council PO Box 90, Queanbeyan NSW 2620 Phone: 1300 735 025 Email: <a href="mailto:council@qprc.nsw.gov.au">council@qprc.nsw.gov.au</a>  <b>Account Name:</b> QPRC General Account <b>BSB:</b> 082-804 <b>Account Number:</b> 72-950-5329
10	46.1	Licensee's address for Service of Notices	Captains Flat Men's Shed Association 106 Foxlow Street, Captains Flat NSW Attention: Sonya Kershaw
11	46.2	Licensor's address for Service of Notices	Queanbeyan-Palerang Regional Council PO Box 90, Queanbeyan NSW 2620 Phone: 1300 735 025 Email: <a href="mailto:council@qprc.nsw.gov.au">council@qprc.nsw.gov.au</a>
12	36	Public Risk Insurance amount	\$20 Million

Item	Clause	Column 1	Column 2
13	52	Licensor's Contact Person	Chris Duncan Manager, Community & Recreation <a href="mailto:chris.duncan@qprc.nsw.gov.au">chris.duncan@qprc.nsw.gov.au</a>
14	52	Licensee's Contact Person	Sonya Kershaw President <a href="mailto:bailsa64@hotmail.com">bailsa64@hotmail.com</a>
15	6	Permitted Use	Operation of A Men's Shed and Associated Purposes
16	7	Commencement Date	1 July 2024
17	7	Expiry Date	30 June 2029
18	2	Term of Agreement	5 Years
19	5	Essential Conditions of Licence	Clauses 1.1, 1.2, 6.2, 6.3, 8, 14, 33, 35, 36, 37, 38,39, 41, 42, 45.2, 45.3, 45.4
20	25.2	Entry by the public	NA

End of Schedule 1

## **SCHEDULE 2 - SPECIAL CONDITIONS**

The licensee must follow all reasonable instructions to implement any Council lead abatement strategy.

DRAFT

Signed by an authorised officer of the Captains Flat Men’s Shed Association as the **LICENSEE** pursuant to s 22 of the Associations Incorporation Act 2009

Signed by an authorised officer of the **Queanbeyan-Palerang Regional Council** as the **LICENSOR** pursuant to s 377 of the *Local Government Act 1993*

First Signatory:	Signatory
Print Name	Print Name
Office Held	Office Held
Date	Date
	In the presence of
Second Signatory	Signature of Witness
Print Name	Print Name
Date	Date

## PREMISES APPENDIX

THIS IS A PREMISES APPENDIX REFERRED TO AND DEFINED IN THE LICENCE AGREEMENT BETWEEN THE QUEANBEYAN PALERANG REGIONAL COUNCIL AND CAPTAINS FLAT MEN'S SHED ASSOCIATION. IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 1993 FOR THE PERMITTED USE OF OPERATION OF A MEN'S SHED AND ASSOCIATED PURPOSES. PREMISES APPENDIX VARIES AND FORMS PART OF THE LICENCE AND ITS TERMS ARE INCORPORATED IN THEIR ENTIRETY INTO THE LICENCE

### Description of Licence Premises:

<i>Property Number</i>	340121
<i>Parish</i>	Ballallaba
<i>County</i>	Murray
<i>Locality</i>	Captains Flat
<i>Lot in Deposited Plan</i>	Lot 13, Section 4 Deposited Plan 18452
<i>Commencement Date</i>	TBD
<i>Expiry Date</i>	TBD (five years from commencement)
<i>Initial Rent</i>	\$609 per annum (plus GST)
<i>Plan</i>	As shown in Annexure A
<i>Description of any structures</i>	Men's Shed building (former RFS Shed)



ANNEXURE 'A' – MAP OF LICENCED AREA



**QUEANBEYAN-PALERANG REGIONAL  
COUNCIL**

# Council Meeting Attachment

9 JULY 2025

ITEM 9.6 DRAFT LICENCE AGREEMENT - CAPTAINS FLAT MEN'S  
SHED - 106 FOXLOW STREET, CAPTAINS FLAT

ATTACHMENT 2 EPA SAMPLING RESULTS - 106 FOXLOW STREET, CAPTAINS FLAT



DOC25/498288

Ms Rebecca Ryan  
General Manager  
Queanbeyan Palerang Regional Council

23 June 2025

By email: [council@qprc.nsw.gov.au](mailto:council@qprc.nsw.gov.au)

Cc: Aidan Turland, Acting Manager Legal ([Aidan.Turland@qprc.nsw.gov.au](mailto:Aidan.Turland@qprc.nsw.gov.au))

Dear Ms Ryan

**Captains Flat Men's Shed, 106 Foxlow Street, Captains Flat ("the Property")**

I am writing to provide you with the results of surface soil testing at the Property, sampled by the NSW Environment Protection Authority (EPA).

**Why is the EPA writing to you?**

Mr Aidan Turland, Acting Manager Legal at Queanbeyan Palerang Regional Council (Council), contacted the EPA to seek soil testing at Captains Flat Men's Shed, 106 Foxlow Street.

As the owner of the Property, the EPA committed to sharing the results of these tests with Council. Testing was offered to landowners and occupiers of all residential properties in Captains Flat to check for lead beyond the former Lake George Mine as part of a NSW Government initiative. Mr Turland consented to testing on the Property on Council's behalf.

**What does this mean for you?**

The EPA has compared the results of the testing to the national guidelines for contaminants in soil (known as the *National Environment Protection (Assessment of Site Contamination) Measure*). These guidelines provide Health Investigation Levels for contaminants in soil that, when exceeded, indicate that further investigation is warranted.

The levels of **copper**, **zinc** and **arsenic** in surface soils at the locations tested on the Property were below the Health Investigation Levels for residential land-use with garden/accessible soil (HIL A).

The level of **lead** in surface soils at all **four** locations tested on the Property were above the Health Investigation Level of 300mg/kg for residential land-use with garden/accessible soil. Where the Health Investigation Level was exceeded, further consideration should be given to how people may be exposed to the lead in soil (i.e. where, and how ingestion or inhalation of lead could occur).

To minimise exposure to lead and ensure the safety of people living at or visiting the Property, NSW Health supports that the management actions outlined below, which provide general guidance for residential properties with lead contamination in soils, will assist in mitigating risks from lead in soil:

- 300-1,500 mg/kg - grass cover or other appropriate barrier (e.g. mulch) across the site
- 1,500-5,000 mg/kg - top dress with 50mm clean soil and add grass cover

---

NSW Environment Protection Authority  
As the environmental steward and regulator of our State we are committed to a sustainable future.  
Join us on our mission to protect tomorrow together.

**Phone:**  
131 555  
**Email:**  
[info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)  
**Website:**  
[epa.nsw.gov.au](http://epa.nsw.gov.au)

**Visit:**  
6 Parramatta Square  
10 Darcy Street  
Parramatta NSW 2150  
**Mail:**  
Locked Bag 5022  
Parramatta NSW 2124



- 5,000 mg/kg - soil replacement (top 200mm) and add grass cover.

Living with lead can be safely managed, and more information on how to do this is available in the attached fact sheet and on the EPA's lead safety website at [www.epa.nsw.gov.au/leadsafety](http://www.epa.nsw.gov.au/leadsafety).

#### What did we find?

On 19 May 2025 we used a hand-held X-ray fluorescence (XRF) analyser, which is specialist equipment to measure lead, arsenic, copper, and zinc in the field, to screen surface soil at **four** locations on the Property, to get an early indication of lead, arsenic, copper, and zinc. Samples were analysed in a laboratory when the corresponding XRF result for a given element exceeded 90% of HIL A threshold, to confirm elevated readings identified during initial screening. The soil testing involved digging a shallow hole, about 5cm to 10cm wide and up to 5cm deep in soft soil under the grass cover. The test results are provided below.

Location on the Property	Lead (mg/kg)	Arsenic (mg/kg)	Copper (mg/kg)	Zinc (mg/kg)
Adjacent side door (south-west) <sup>1</sup>	1100	97	190	2600
Back yard, lower slope (south) <sup>1</sup>	1600	53	370	4000
Back yard, lower slope (north) <sup>1</sup>	600	31	83	620
Back yard, upper slope (north-east) <sup>1</sup>	1200	54	210	2700
Health-based investigation level <sup>2</sup>	300	100	6000	7400

<sup>1</sup> Laboratory test result

<sup>2</sup> Health-based Investigation Level A (residential with garden/ accessible soil) in the *National Environment Protection (Assessment of Site Contamination) Measure 1999*

#### Why is the EPA undertaking soil testing at Captains Flat?

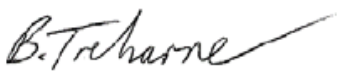
The Lake George Mine operated for approximately 80 years and closed in 1962. Several NSW Government departments are working together to manage the presence of minerals from the mine, such as lead, arsenic, copper, and zinc, in the town of Captains Flat. The EPA is undertaking soil testing in the area, as part of this multi-agency response, to help the community and prevent exposure to lead contamination from the former mine.

#### Where can you get more information?

More information about the NSW Government response is available online at [www.epa.nsw.gov.au/captainsflat](http://www.epa.nsw.gov.au/captainsflat) and <https://www.resources.nsw.gov.au/resources/mining-and-exploration/legacy-mines-program/projects/captains-flat-lake-george-mine/captains-flat-taskforce>.

If you have any further questions about this issue, please contact Environment Line on 131 555 or [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au).

Regards



**Benn Treharne**  
Unit Head Environmental Health  
NSW Environment Protection Authority

#### **Disclaimer**

This letter has been prepared by the EPA to provide you with information about the soil testing that was carried out at the Property. The testing was carried out for the purpose of guiding the NSW Government in providing services, including public health services, to the community of Captains Flat in relation to the spread of lead from the former Lake George Captains Flat Mine. It is not intended to be used to establish a property's status for the purposes of any environmental planning or environment protection requirements relating to contaminated land, or in relation to the sale of land.

New information may be received after the date of this letter and readers should ensure they are using up to date information.

For individual medical advice, readers should consult their General Practitioner (GP).

The EPA has compiled the information in this letter (including any attachments) in good faith, exercising all due care and attention. No representation is made about the accuracy, completeness, or suitability of the information in this letter for any particular purpose. The EPA shall not be liable for any damage which may occur to any person or organisation acting or not based on this letter. Readers should seek appropriate advice when applying the information to their specific needs.

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

9 JULY 2025

ITEM 9.7 PLANS OF MANAGEMENT: QUEANBEYAN SHOWGROUND,  
QUEANBEYAN PARK AND QUEEN ELIZABETH II PARK

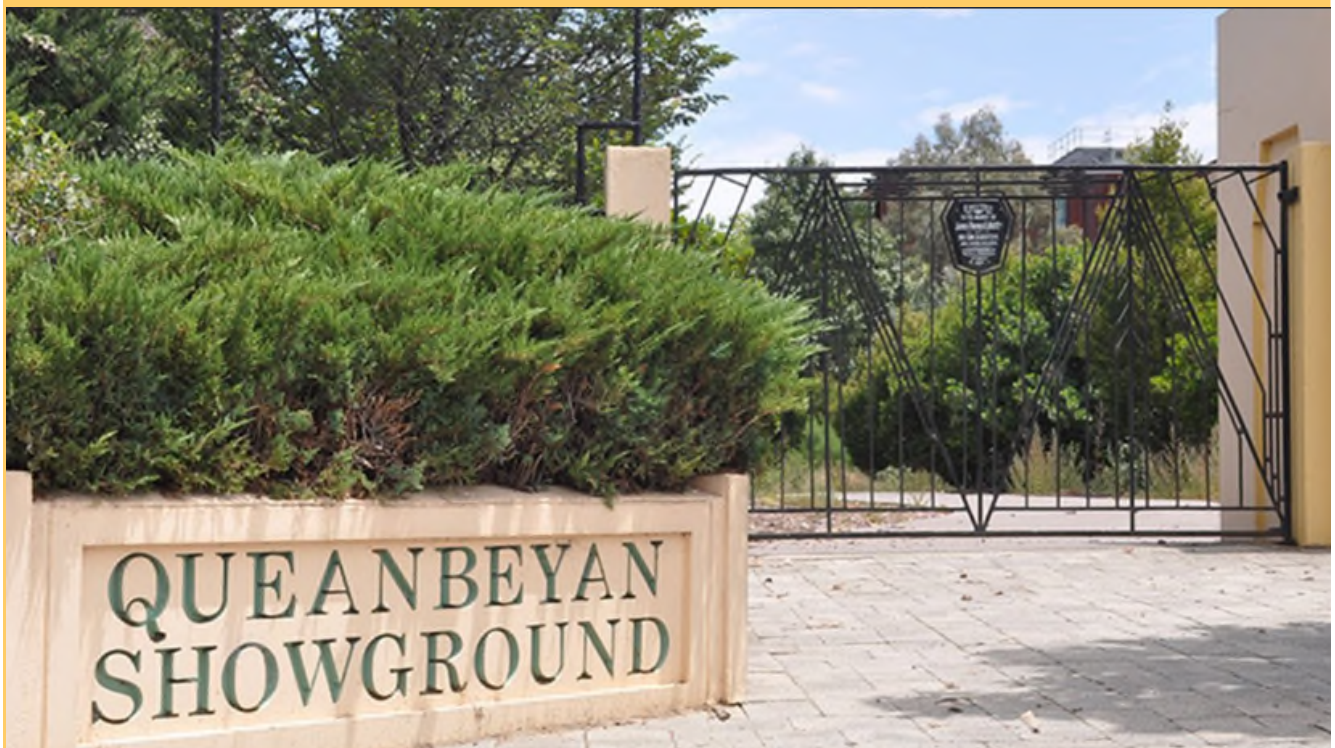
ATTACHMENT 1 FINAL DRAFT QUEANBEYAN SHOWGROUND PLAN OF  
MANAGEMENT



# Queanbeyan Showground

Crown Land

Plan of Management



**KEY INFORMATION**

This plan of management has been prepared by Queanbeyan-Palerang Regional Council and provides direction on the use and management of council-managed Crown reserves classified as 'community land'. The plan of management is required in accordance with Section 3.23 of the *Crown Land Management Act 2016* and Section 36 *Local Government Act 1993*.

This plan specifically of the addresses the management of Queanbeyan Showground. It outlines the way the land will be used and provides the framework for Council to follow in relation to the express authorisation of leases and licences on the land.

This plan of management is site-specific and notes that the reserve is both complex and culturally significant.

Once adopted, this plan will supersede the previous "Queanbeyan Showground Plan of Management 2003" and its various updates.

Version number	Date	Prepared by
Version 1	25 November 2024	Tim Geyer
Version 2	20 December 2024	Jacquelyn Richards
Version 3	4 January 2025	Tim Geyer
Version 4	7 February 2025	Jacquelyn Richards
Adopted by Council on		
Resolution Number		



Queanbeyan Showground – Plan of Management

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## 1. INTRODUCTION

Queanbeyan-Palerang Regional Council covers an area of 5,392 square kilometres, with a population of 63,304 (2021 census). With the growth centres of Googong, South Jerrabomberra and Bungendore along with Queanbeyan infill of medium to high density development, it is projected this population will increase to around 85,084 by 2041.

Queanbeyan Showground is a Crown Reserve dedicated for public recreation and showground purposes. Management of the showground is the responsibility of QPRC in accordance with all appropriate legislation. Queanbeyan Showground is uniquely located in the Queanbeyan CBD, within walking distance to the main street. It provides an important event space for the community. The showground is easily accessed from throughout Queanbeyan, surrounding areas and southern Canberra.

Queanbeyan Showground is known to contain important Aboriginal cultural heritage, including recorded burial sites, and is listed on the NSW State Heritage Register for this culturally significant value.

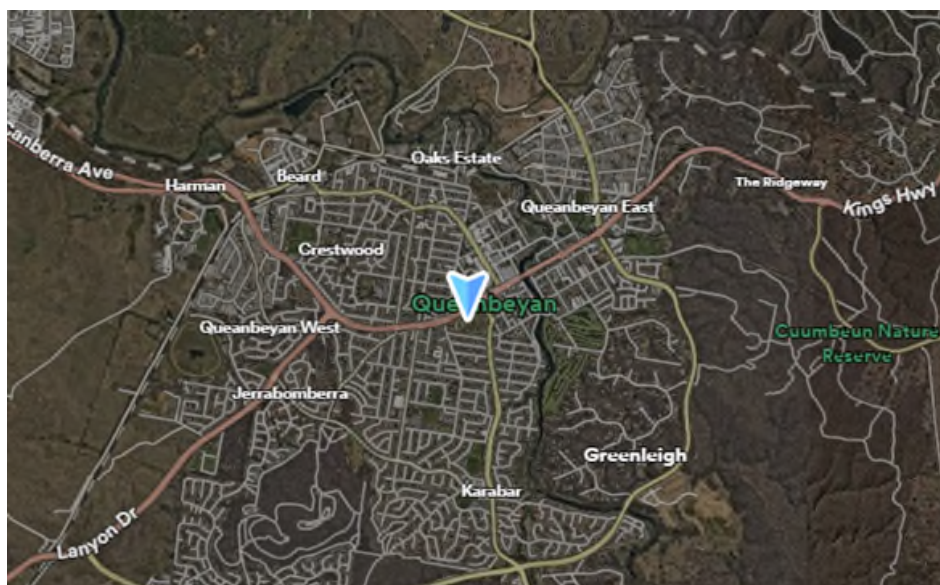


Figure 1: Aerial view of Queanbeyan with Showground in centre

### 1.1 Purpose of this Plan of Management

The *Local Government Act 1993* (LG Act) requires a plan of management for all public land that is classified as 'community land' under that Act. The *Crown Land Management Act 2016* (CLM Act) authorises local councils, appointed to manage dedicated or reserved Crown land, to manage that land as if it were public land under the *Local Government Act 1993* (LG Act). A plan of management is required for all council-managed Crown reserves on community land.

The purpose of this specific plan is to:

- contribute to Council's broader strategic goals and vision as set out in Queanbeyan-Palerang Community Strategic Plan 2042;

## Queanbeyan Showground – Plan of Management

- ensure compliance with the *Local Government Act 1993* and the *Crown Land Management Act 2016*;
- provide clarity in the future development, use and management of the community land;
- ensure consistent management that supports a unified approach to meeting the varied needs of the community.

Further information about the legislative context of Crown Reserve plans of management is at Appendix 6.2.

### 1.2 Process of Preparing this Plan of Management

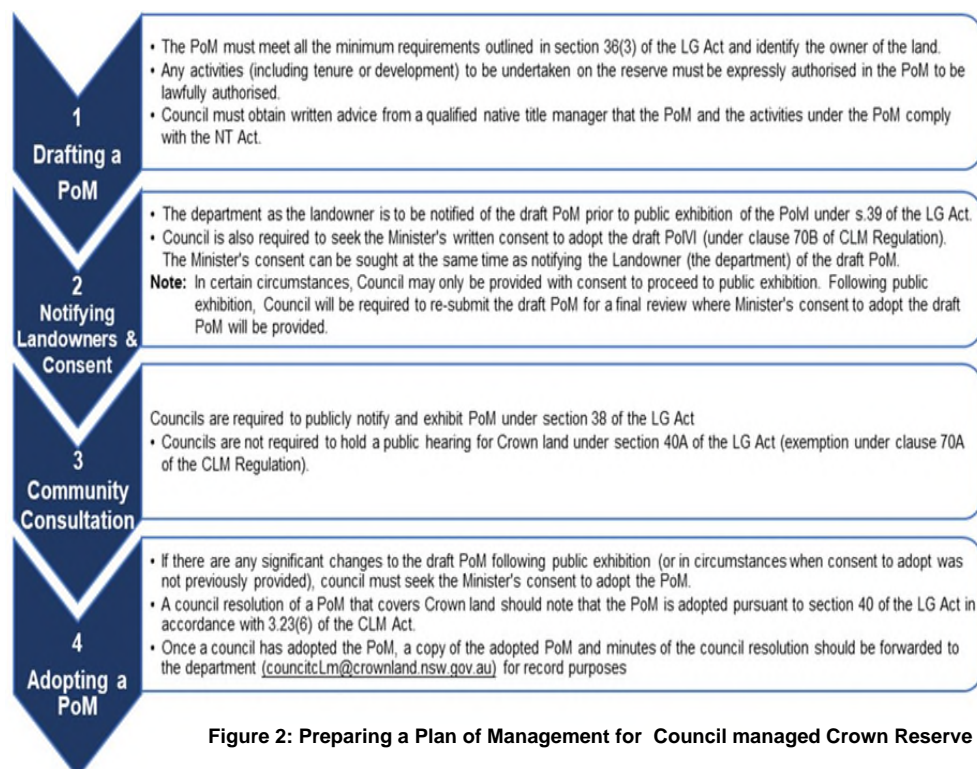


Figure 2: Preparing a Plan of Management for Council managed Crown Reserve

### 1.3 Update and Review

This plan of management will be regularly reviewed to ensure ongoing alignment with community values and changing community needs, and to reflect changes in Council priorities. It is recommended that the plan be reviewed within five (5) years of its adoption. However, performance will be reviewed on an annual basis to ensure that the Reserve is being managed in accordance with the plan, is well maintained and provides a safe environment for the public.

### 1.4 Community Consultation

Careful management of the Queanbeyan Showground is needed to avoid a conflict between its core objectives. Managing the balance between continued community use for agricultural shows, exhibitions and public recreation, while protecting the Aboriginal cultural significance over the site must be at the forefront for Council as Crown Lands Manager.

## Queanbeyan Showground – Plan of Management

The cultural significance of the showground is not immediately visible to the average user. While Ngambri and Ngunnawal knowledge holders have a strong understanding of the significance, it is largely intangible, spiritual, historic and archaeological in nature. Implementation of the Queanbeyan Showground Cultural Heritage Interpretation Plan would bring the cultural significance into view and help educate the wider community.

A common theme in community consultation has been safe and equitable access for all the community, safe movement of vehicle and egress and internal movement. This must be managed through adjustments to access points and traffic control plans. The safe movement of animals within the grounds also needs to be considered.

Another recurring theme is the provision of emergency management and evacuation facilities. Queanbeyan Showground has a history of providing refuge for large animals during fire emergencies and caravan sites during floods. As the Queanbeyan Palerang population grows, and climate change brings more severe weather events, this demand will inevitably increase.

### 1.4.1 Public Exhibition

**Note:** This section will be completed following a full exhibition period and report to Council on the results.

This plan of management was placed on public exhibition from xx/xx/xxxx to xx/xx/xxxx in accordance with the requirements of section 38 of the *Local Government Act 1993*. A total of xx submissions were received and presented to Council and, as appropriate included in the final plan.

In accordance with section 39 of the *Local Government Act 1993*, prior to being placed on public exhibition, the draft plan of management was referred to the Department of Planning and Environment – Crown Lands, as representative of the state of NSW, which is the owner of the Reserve. Council has included in the plan any provisions that have been required by the Department of Planning and Environment – Crown Lands. The plan of management was adopted by Queanbeyan Palerang Regional Council xx/xx/xxxx and will be reviewed xx/xx/xxxx.

## 2. LAND DESCRIPTION

### 2.1 Owner of the Land

The Showground reserves are located on the edge of the original “Square Mile” of Queanbeyan Town, in close proximity with Queanbeyan Park and other crown reserves dedicated for public recreation.

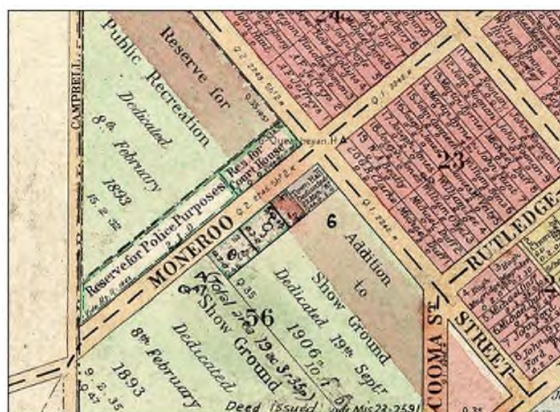



Figure 3:  
Extract from Queanbeyan Town Map 1911



Queanbeyan Showground – Plan of Management

## 2.2 Site Description

This Plan of Management covers all those lands know as Queanbeyan Showgrounds. The site is bound by Farrer Place to the north, Glebe Ave to the south, Cameron Road on the west and Lowe/Cooma St and St Gregory's School to the east. The land is dedicated for Showgrounds and Public Recreation and zoned RE1 in the Queanbeyan Palerang LEP, shown below.

Community Land Category	Public Recreation, Showground and General Community Use
Land Classification	Council Managed Crown Land (Community)
Legal description of land	Lots 1-24 DP13963 - Lot 4 Sec 56 DP758862 Lot 6 DP1116082
Zone:	RRE1 
PoM land size	86796m <sup>2</sup>
Groundwater vulnerability	No
Riparian and watercourse	No
Flood prone	No
Bushfire prone	No
Longitude	149.23075204
Latitude	-35.35747735
Catchments	Queanbeyan River
Water	Connected to reticulated water supply operated by Council, Bore Water used on Arena
Effluent Disposal	Connected to reticulated sewer operated by Council.
Recycled Water	Not connected to reticulated recycled water supply.
Contamination	None known

## 2.3 Reserves Covered by this Plan

Location and Status	
<b>Reserve Number</b>	<b>Crown Reserve R530126</b>
Owner of the Land	Crown Lands
Reserve Type	Dedication
Reserve Name	Queanbeyan Showgrounds
Gazetted	19/9/1906

Queanbeyan Showground – Plan of Management

Location and Status	
Status	Current
Management Type	Council CLM
Manager	Queanbeyan-Palerang Regional Council
Purpose	Showground
Additional Purpose	Public Recreation
Lots	Whole: Lot 6 DP 1116082
Parish	Queanbeyan
County	Murray
LGA	Queanbeyan-Palerang
Council	Queanbeyan Palerang Regional Council
Suburb	Queanbeyan
Area (Ha)	3.317Ha
<b>Reserve Number</b>	<b>Crown Reserve R530030</b>
Owner of Land	Crown Lands
Reserve Type	Reserve
Reserve Name	Queanbeyan Showgrounds
Gazetted Date	Deed Issued 9/2/1935
Status	Current
Management Type	Council CLM
Purpose	Showgrounds
Additional Purpose	Public Recreation
Lots	Lot 4 Section 56 DP758862
Parish	Queanbeyan
County	Murray
LGA	Queanbeyan-Palerang
Council	Queanbeyan Palerang Regional Council
Suburb	Queanbeyan
Area (Ha)	3.8Ha
<b>Reserve Number</b>	<b>Crown Reserve R130041</b>
Reserve Type	Reserve
Reserve Name	Queanbeyan Showground
Gazetted Date	8/2/1893
Status	Current
Management Type	Council CLM
Manager	Queanbeyan-Palerang Regional Council
Purpose	Showground
Additional Purpose	Public Recreation
Lots	Whole: Lots 1-24 DP 13963
Parish	Queanbeyan
County	Murray
LGA	Queanbeyan-Palerang
Council	Queanbeyan Palerang Regional Council
Suburb	Queanbeyan
Area (Ha)	1.5Ha

## 2.4 Culturally Significant Land

Areas of cultural significance are defined in clause 105 of the LG Regulation 2021 as land which:

- contains an area of Aboriginal significance.
- contain heritage items dating after European settlement that help to explain the

## Queanbeyan Showground – Plan of Management

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- relationship between Aboriginal people and later settlers.
- is an area of archaeological significance.
- is an area of historical significance because of the importance of an association or position of the land in the evolving pattern of Australian cultural history, or
  - is an area of technical or research significance, because of the area's contribution to an understanding of Australia's cultural history or environment, or
  - is an area of social significance, because of the area's association with Aboriginal life after 1788 or the area's association with a contemporary community for social, spiritual or other reasons.

The core objectives for an area of cultural significance, as outlined in Section 36H of the LG Act, are to retain and enhance the cultural significance of the area, namely its Aboriginal, aesthetic, archaeological, historical, technical or research or social significance, for past, present or future generations by the active use of conservation methods.

Queanbeyan Showground has a long association with the local Aboriginal community and was a place of gathering for communities from across southern NSW. It also has local cultural significance to the wider Queanbeyan community for its association with the Queanbeyan Show and other events over the past 150 years. The site is listed on the NSW State Heritage Register for its Aboriginal cultural significance and local values to the wider community, with the following statement of significance being recorded.

*The Queanbeyan Showground site is of strong cultural significance to the Aboriginal community. Historically the site is of value as a traditional camping and ceremonial place that was in use before and after European settlement. In the 19th century the site also became associated with gatherings of Aboriginal people for the annual government blanket distribution. The place has research potential as demonstrated in previous archaeological finds on the site. Aboriginal burials are also associated with the place. The showground site is a rare example of a place where large annual gatherings were held involving Aboriginal groups from surrounding districts and as far afield as the coast, the lower Lachlan and the Murrumbidgee Rivers. The cultural significance of these events continues to this day with the Aboriginal community demonstrating a strong connection to the place. The showground is valued by the Queanbeyan community for its social and cultural associations having been used over a long period for agricultural shows and a variety of recreational uses. The showground has historic and aesthetic significance at a local level.*

**Figure 4: NSW Heritage Register: Date of significance update 12 November 2014**  
<https://www.hms.heritage.nsw.gov.au/App/Item/ViewItem?itemId=5061375>

### 3. BASIS OF MANAGEMENT

Queanbeyan Showground is managed by Queanbeyan Palerang Regional Council under the Community, Arts and Recreation directorate. Council's staff and contractors carry out the day-to-day maintenance of the showgrounds and manage the booking system for casual and regular hirers. Council applies resources to manage the showground through its annual operational plan and balances those resources to deliver services to a broad range of parks, reserves and other community facilities across the whole LGA.

Council manages its community land to meet:

- assigned categorisation of community land
- the LG Act guidelines and core objectives for community land
- the council's strategic objectives and priorities
- development and use of the land outlined in Section 6 of the LG Act.

## Queanbeyan Showground – Plan of Management

### 3.1 Council's Strategic Objectives and Priorities

In consultation with the community, Queanbeyan-Palerang Regional Council developed integrated strategic plans that provide key strategic priorities and aspirations of the community and the delivery of a vision for the future. The three key documents are:

- *Community Strategic plan 2042*
- *Delivery Plan 2022-2026*
- *Operational Plan 2024-25*

<https://www.qprc.nsw.gov.au/Council/Council-Business/Budgets-and-Planning>

#### 3.1.1 Queanbeyan-Palerang Community Strategic Plan 2042

This plan outlines a shared community vision developed to guide and inform policies and actions throughout the Queanbeyan-Palerang area until 2042. The community's vision is:

*'The Queanbeyan-Palerang region is a safe and relaxed place to live, offering a wonderful lifestyle for all members of our community, where we can enjoy excellent services and facilities while experiencing the benefits of a healthy natural environment.'*

Strategic objectives from the Community Strategic Plan 2042 include:

Strategic Objective	Strategies
<b>1.1</b> Our community is strengthened through connection & participation that enhances our community & cultural life	<ul style="list-style-type: none"> <li>• Build cultural capacity through the availability &amp; participation in the arts, performances &amp; cultural gatherings, events and exhibitions.</li> <li>• We recognize &amp; take pride in the unique &amp; individual heritage &amp; identity of our city, towns &amp; rural areas.</li> <li>• We embrace our diverse community &amp; welcome &amp; support new &amp; existing residents through community development to build community connection &amp; resilience.</li> <li>• Recognise, respect &amp; support our Traditional Owners &amp; First Nations People's historical &amp; ongoing connection to country.</li> </ul>
<b>1.1</b> Our health, wellbeing & resilience is supported by strong partnerships & access to services	<ul style="list-style-type: none"> <li>• Building community &amp; Council resilience for preparing &amp; responding to disasters.</li> <li>• Inclusion &amp; accessibility are enhanced through access to community &amp; support services for those that need them.</li> <li>• Health &amp; quality of life are improved through access to a range of recreation &amp; leisure opportunities.</li> <li>• Active recreational, sporting &amp; health pursuits are supported by the availability of programs, events &amp; assets in the Queanbeyan-Palerang region.</li> <li>• Enhance life-long learning pursuits through volunteering opportunities, library, historical &amp; museum services across the region through socially inclusive &amp; welcoming facilities.</li> </ul>
<b>1.3</b> Our public & community places are inviting, accessible, encourage participation & are well maintained.	<ul style="list-style-type: none"> <li>• Maintain public spaces to a high standard.</li> <li>• Promote our public places &amp; attractions with wayfinding signage to support visitation.</li> <li>• When planning public &amp; green spaces, explore the inclusion of complementary activities such as playgrounds, walking tracks, picnic facilities &amp; amenities which are provided with well-designed built &amp; natural shade.</li> <li>• Community facilities are accessible, safe &amp; inclusive.</li> </ul>



Queanbeyan Showground – Plan of Management

### 3.1.2 QPRC Delivery program and Operational plans

The Delivery plan covers the term of the sitting Council and outlines priorities for the four-year Council term. The annual Operational plan is a sub-plan of the Delivery Program that outlines the actions that will be undertaken in a specific financial year.

### 3.2 Restrictions on Use

Council is the Crown land manager of the Crown reserve/s described in this plan of management in accordance with the legislation and conditions imposed by the Minister administering the *Crown Land Management Act 2016*. The use of the land described in this plan must:

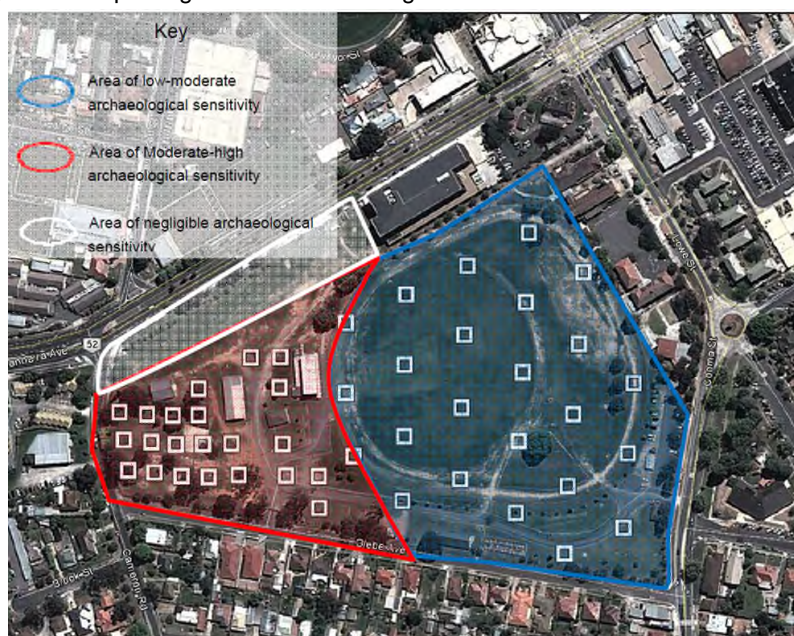
- be consistent with the purpose for which the land was dedicated or reserved.
- consider native title rights and interests and be consistent with the provisions of the Commonwealth *Native Title Act 1993*.
- consider the inchoate interests of Aboriginal people where an undetermined Aboriginal land claim exists.
- consider, and not be in conflict with, any interests and rights granted under the *Crown Land Management Act 2016*.
- consider any interests held on title.

In addition, the entire Showground is listed on the NSW Heritage Register and must be managed in accordance with the requirements of the Heritage Act 1977 (Gazetted Notice is attached as Appendix 6.5).

### 3.3 Development and Use

Queanbeyan Showground is an important gathering place for the whole community and the base for major agricultural and recreational shows, exhibitions and events of all sizes. The development of the Showground must keep within the limitations of the site, retaining the broad open spaces, rural architectural style and respecting the sites cultural significance.

**Figure 5:**  
**Map of Cultural**  
**sensitivity zones in**  
**the Showground**



## Queanbeyan Showground – Plan of Management

A map indicating cultural sensitivity zones in the Showground which can assist in determining areas for potential development is shown below. The map also identifies a recommended archaeological survey pit layout. This plan of management acknowledges and authorises legally approved archaeological surveys, however encourages, where possible, a 'No-Dig' approach to managing the showground.

The most recent Development Application (DA 54-2019 determined 14<sup>th</sup> March 2022) approved the construction of a new pavilion in the southwest corner, removal and replacement of selected trees and erection of a fixed Variable Message Board, VMB, on the Cameron and Farrer Streets corner.

Any additions or developments should be ancillary to the activities currently associated with the showground and have minimal or no impact on the cultural values of the site. Any development that requires excavation of any part of the site must carry out an archaeological survey prior to excavation with particular sensitivity to the cultural zones shown above.

### 3.4 Current Use of the Land

The entire site has a long history as a place of gathering and community activities, both pre and post European occupation. The landscape is open with well laid out pavilions, a grandstand, event spaces livestock yard, poultry shed, storage and amenities. Vehicle access is available from Cooma Street and Glebe Avenue, while pedestrian access is available from Lowe Street, Glebe Avenue and Farrer Place.

There are various trees planted throughout the grounds with a small number of remnant yellow box in the southwestern corner. Appendix 6.1 shows the overall layout of the showground and Appendix 6.2 provides an inventory of assets on the showground and their current condition.

### 3.5 Permissible/ Future Uses

Community land is valued for its important role in the social, intellectual, spiritual and physical enrichment of residents, workers, and visitors to the Queanbeyan-Palerang area. Council encourages a wide range of uses of community land and intends to facilitate uses which increase the activation of the showground, where appropriate. Within pavilions, the main arena, and grandstand in particular, Council intends to permit and encourage a broad range of appropriate activities.

The use of community land is often supported by appropriate ancillary development such as playground equipment, amenity blocks or food kiosks. The showground activities can be supported by such ancillary developments, including marques, stockyards tiered seating, shade and rain shelters, especially where those developments are temporary, and are cognisant to the cultural heritage of the site. The following table outlines permissible use and development of the Queanbeyan Showground by Council and/or the community

Purpose/Use, such as...	Development to facilitate uses, such as...
<p>Providing a location for, and supporting, the gathering of groups for a range of social, cultural or recreational purposes.</p> <p>Providing multi-purpose facilities, including buildings, for specialised community uses such as:</p> <ul style="list-style-type: none"> <li>agricultural shows and exhibitions</li> <li>casual or informal recreation</li> </ul>	<p>Development for the purposes of social, community, cultural and recreational activities, Showground activities, emergency evacuation facilities and sporting activities.</p> <p>Development includes:</p>

Queanbeyan Showground – Plan of Management

Purpose/Use, such as...	Development to facilitate uses, such as...
<ul style="list-style-type: none"> <li>meetings (including for social, recreational, educational or cultural purposes)</li> <li>functions</li> <li>concerts, including all musical genres</li> <li>performances (including film and stage)</li> <li>exhibitions</li> <li>fairs and parades</li> <li>workshops</li> <li>leisure or training classes</li> <li>designated group use (e.g. show societies)</li> <li>entertainment facilities</li> <li>caravan and camping associated with approved events</li> <li>environmental, archaeological and scientific study</li> </ul>	<ul style="list-style-type: none"> <li>provision of buildings or other amenity areas to facilitate use and enjoyment by the community</li> <li>development (particularly within buildings) for the purposes of addressing the needs of a particular group (for example, a stage)</li> <li>landscaping and finishes, seating, improving access, amenity and the visual character of the general community area</li> <li>water-saving initiatives such as rain gardens</li> <li>energy-saving initiatives such as solar lights and solar panels</li> <li>car parking and loading areas</li> <li>advertising structures and signage (such as A-frames and banners) that: <ul style="list-style-type: none"> <li>relate to approved uses/activities</li> <li>are discreet and temporary</li> <li>are approved by the council</li> </ul> </li> <li>locational, directional and regulatory signage.</li> <li>signage specific to the Showground activities including VMBs</li> <li>toilets</li> <li>picnic tables</li> <li>BBQs</li> <li>sheltered seating areas</li> <li>lighting</li> <li>low-impact carparks</li> <li>interpretive signage</li> <li>information kiosks</li> <li>refreshment kiosks</li> <li>work/ storage sheds required in connection with the maintenance of the land</li> <li>temporary erection or use of any building or structure necessary to enable a filming and other show activities</li> </ul>

### 3.6 Queanbeyan Showground Categorisation

Queanbeyan Showground is dedicated for showground purposes and public recreation, as such, it best falls within the category of General Community Use. It also has an overarching cultural significance across the entire site and must be managed accordingly. The core principles of following two categories have been applied to this plan of management.

- General community use
- Area of Cultural Significance

## 4. LEASES, LICENCES AND OTHER ESTATES

Under Section 46(1)(b) of the LG Act, leases, licences and other estates formalise the use of community land. These may be granted to organisations and persons, community groups, sports clubs and associations, non-government organisations, charities, community welfare services, non-profit organisations and government authorities. The lease or licence must:

- be for uses consistent with the reserve purpose(s), the assigned categorisation and zoning of the land; and
- be in the best interests of the community as a whole, and enable, wherever possible, shared use of community land

Any lease or licence proposal will be individually assessed and considered, including the community benefit, compatibility with this plan of management and the capacity of the community land itself and the local area to support the activity. A lease is normally issued where exclusive control of all or part of an area by a user is proposed. In all other instances a licence or short-term licence or hire agreement will be issued.

### 4.1 Leases and Licences Authorised by this Plan of Management

This plan of management **expressly authorises** the issues of leases, licences and other estates over the land covered by the plan of management, provided that:

- the purpose is consistent with the purpose for which it was dedicated or reserved.
- the purpose is consistent with the core objectives for the category of the land.
- the lease, licence or other estate is for a permitted purpose listed in the *Local Government Act 1993* or the Local Government (General) Regulation 2021.
- the issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the *Native Title Act 1993*.
- where the land is subject to a claim under the *Aboriginal Land Rights Act 1983*, the issue of any lease, licence or other estate will not prevent the land from being transferred in the event the claim is granted.
- the lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* or the Local Government (General) Regulation 2021.
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

Table/s in the relevant sections of this plan of management further identify the purposes for which leases and licences may be issued over the reserves identified in this plan of management, and the maximum duration of leases, licences and other estates.

### 4.2 Short-Term Licences

Short-term licences and bookings may be used to allow Council to program different uses of community land at different times, allowing the best overall use. Fees for short-term casual bookings will be charged in accordance with the council's adopted fees and charges at the time. Short-term licences issued under Clause 116 of the *Local Government (General) Regulation 2021* are authorised for the purpose of:

- (a) the playing of a musical instrument, or singing, for fee or reward
- (b) engaging in a trade or business
- (c) the playing of a lawful game or sport
- (d) the delivery of a public address

## Queanbeyan Showground – Plan of Management

- (e) commercial photographic sessions
- (f) picnics and private celebrations such as weddings and family gatherings
- (g) filming sessions
- (h) the agistment of stock.

This plan of management expressly authorises Council to issue short-term licences (for up to 12 months) under s2.20 of the *Crown Land Management Act* for the prescribed purposes listed in Clause 31 of the *Crown Land Management Regulation 2018*.

Short-term licences granted under s2.20 of the CLM Act are authorised for the following prescribed purposes (excluding those struck out):

- (a) access through a reserve
- (b) advertising
- (c) camping using a tent, caravan or otherwise (only associated with an event)
- (d) catering
- (e) community training or education
- (f) emergency occupation
- (g) entertainment
- (h) environmental protection, conservation or restoration or environmental studies
- (i) equestrian events
- (j) exhibitions
- (k) filming (as defined in the Local Government Act 1993)
- (l) functions
- (m) grazing
- (n) hiring of equipment
- ~~(o) holiday accommodation~~
- (p) markets
- (q) meetings
- (r) military exercises
- ~~(s) mooring of boats to wharves or other structures~~
- (t) sales
- (u) shows
- (v) site investigations
- (w) sporting and organised recreational activities
- (x) stabling of horses
- (y) storage.

### 4.3 Permissible Tenure Terms and Purposes

This plan of management **expressly authorises** the issue of leases, licences and other estates over the community lands making up Queanbeyan Showground.

Type of tenure	Maximum term	Purpose for which tenure may be granted
Lease	30 years	<ul style="list-style-type: none"> <li>• Agricultural Show Society activities, storage and office facilities</li> <li>• recreational purposes, including dog shows, Pony Club and car shows</li> <li>• sporting uses developed/operated by a private operator</li> <li>• kiosk, café and refreshment purposes</li> </ul>

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Type of tenure	Maximum term	Purpose for which tenure may be granted
Licence	5 years renewable	<ul style="list-style-type: none"> <li>• social purposes</li> <li>• educational purposes, incl education classes, workshops</li> <li>• recreational purposes, including fitness classes, dance classes, dog or cat events, Pony Club and car shows</li> <li>• café/kiosk areas</li> <li>• sale of goods or services ancillary to community land use and the reserve purpose, for example; sales of animal husbandry equipment at events, dog training services etc</li> <li>• cultural purposes, including concerts, dramatic productions</li> </ul>
Short-term licence	12 months	<ul style="list-style-type: none"> <li>• public speeches, meetings, seminars and presentations, including educational programs</li> <li>• functions (including commemorative functions, book launches, film releases, balls, and similar activities)</li> <li>• displays, exhibitions, fairs, fashion parades and shows</li> <li>• events (including weddings, corporate functions, and community gatherings)</li> <li>• concerts and other performances, including both live performances and film (cinema and TV)</li> <li>• broadcasts associated with any event, concert, or public speech</li> <li>• engaging in an appropriate trade or business delivering a public address, community events; auctions, markets and similar activities</li> <li>• caravan and camping associated with events</li> </ul>
Other estates		This plan of management allows the council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act.



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## 5. ACTION PLAN

Section 36 of the LG Act requires that a plan of management for community land details:

- objectives and performance targets for the land
- the means by which the council proposes to achieve these objectives and performance targets
- the manner in which the council proposes to assess its performance in achieving the objectives and performance targets.

These requirements for Queanbeyan Showground covered by this plan are set out below.

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
<b>Agricultural &amp; rural Show Purposes</b>			
<b>Signage and way finding</b>	Ensure timely advice is provided to the community of for coming major events.	<ul style="list-style-type: none"> <li>• Install the Variable Message Board within the grounds, at Farrer Place/ Cameron Avenue intersection.</li> <li>• Provide additional, temporary signage, facing Cooma/Glebe Street intersection, leading up to events.</li> </ul>	Feedback from community
	Clearly define the various facilities throughout the Showgrounds.	<ul style="list-style-type: none"> <li>• Install signs on buildings and areas, including pavilion names, Showman's Area, arenas etc.</li> <li>• Provide "You are here" site plans at strategic locations.</li> <li>• Provide wayfinding signage to pavilions and public amenities.</li> </ul>	User surveys and community feedback
<b>Safety and Access</b>	Ensure access to and within the showgrounds for people with disabilities.	Design wheelchair friendly paths.	Assess useability of park by wheelchair users through surveys and observation.
	Ensure easy and safe access for show rides, horse floats and large trucks associated with events	<ul style="list-style-type: none"> <li>• Design internal gates and fence panels to allow for removal or reconfiguration during events.</li> <li>• Consider investing in portable livestock yards for use during events.</li> </ul>	Review access following major events along with a review of Traffic Control Plans (TCPs).

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Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
	Ensure safe separation between public/pedestrians, vehicles and livestock	<ul style="list-style-type: none"> <li>TCPs to include separated pedestrian, vehicle and livestock movements.</li> <li>Provide additional, lockable gate options into the arena to facilitate various event configurations</li> </ul>	Review of TCPs, pre and post events.
<b>Ticketing office - entry/exits</b>	Provide usable ticketing/marshalling facilities at the four entry/exit points. Separate vehicles and pedestrians.	Upgrade ticket facilities to meet current standards and requirements	Review following events
	Provide options for safe entry/exit at Farrer Place, that meet NSW Police requirements during major events	<ul style="list-style-type: none"> <li>Investigate pedestrian barriers, fixed or temporary, along Farrer Place, similar to school exits.</li> <li>Discuss possible lower speed limits in Farrer Place during major events "Event TCP"</li> </ul>	Review after event
<b>Functionality</b>	Ensure facilities throughout the showgrounds are accessible and functional.	<ul style="list-style-type: none"> <li>Retain cattle yards for cattle and miniature horses.</li> <li>Add additional yards for large horses, consider portable yards.</li> <li>Provide separated horse and spectator areas.</li> </ul>	
		Investigate replacing the existing Cattle Shed and old timber yards within the existing footprint, to better cater for all livestock.	
<b>Bar Area</b>	Unsure the bar area meets health and liquor licencing requirements	<ul style="list-style-type: none"> <li>Upgrade bar internally.</li> <li>Consider fencing requirements.</li> </ul>	
<b>Show/event lighting and power</b>	Ensure safe access to power throughout the showground. Provide quality field lighting for night events	<ul style="list-style-type: none"> <li>Relocate the three power boxes, currently in the arena, to the outer arena fence.</li> <li>Add LED Sports Field Lighting over the</li> </ul>	



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Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
		main arena. • Add additional power bollards to southern and eastern side of the arena.	
<b>General/ Other</b>			
<b>Aboriginal Cultural Heritage</b>	Recognise and interpret Aboriginal Cultural Heritage in relation to the Showgrounds	Integrate the recommendations from the "Queanbeyan Showground Cultural Heritage Interpretation Plan into showground design and landscape.	Review community understanding of cultural values
	Incorporate and respect Aboriginal cultural heritage values with the use and function of the Showground.	• Avoid disturbance of soil in areas not previously ploughed or trenched. • Adopt a no dig policy where feasible • Ensure Archaeological survey is conducted where excavation is essential.	
<b>Public Recreation</b>	Ensure amenities are accessible for all users, including passive recreation	• Provide paths to accessible amenities. • Unlock during daylight hours	Conduct Access review
	Ensure good dog owner behaviour within the showground.	• Sign post, "Dogs must be on leads" at all entries to the showgrounds. • Provide dog poo bins and bags.	QPRC Rangers to patrol
	Facilitate access to and use of facilities for Dog training and events	• Provide guidelines on the requirements of all user groups when booking activities. • Ensure licence agreements clearly define user responsibilities.	
	Actively promote the Showground for Community club events and activities that are compatible with the purpose of the reserve.	Undertake marketing program to promote the showground.	
	Provide a caravan dump point, accessible to the public, outside of shows and events	• Ensure existing dump point is functional and accessible to public.	

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Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
		<ul style="list-style-type: none"> <li>Provide other waste bins to prevent contamination and blockage of the dump point.</li> </ul>	
<b>Post Contact Heritage</b>	Ensure all structures within the Showground are maintained and fit for purpose	<ul style="list-style-type: none"> <li>Implement an Asset Management Plan for the Showground with emphasis on protecting the showground heritage value.</li> <li>Consider funding options to further upgrade the grandstand amenities and access</li> </ul>	<p>Review of assets</p> <p>Pre and post event inspections</p>
<b>Commercial Opportunities</b>	Provide equitable and compatible commercial opportunities within the showground that do not conflict with community use or the cultural significance of the site	<ul style="list-style-type: none"> <li>Provide guidelines for commercial use</li> <li>Provide a schedule of Commercial fees for the showgrounds use.</li> </ul>	
<b>Landscape Functionality</b>	Ensure the aesthetic appeal and functionality of the Showground landscape is maintained.  Ensure vistas into the showground are preserved	<ul style="list-style-type: none"> <li>Review the flow and movements through the showground.</li> <li>Maintain an open park like feel to the site layout.</li> <li>Avoid storage of materials against perimeter fences</li> </ul>	Community and user feedback
	Ensure public lighting is fit for purpose and provide safe visibility throughout the showgrounds	<ul style="list-style-type: none"> <li>Add further free standing solar lights along major pedestrian walkways and around facilities.</li> <li>Utilise timed and or sensors to adjust lighting and turn off after 11.00pm.</li> </ul>	
	Ensure the site is clean and a biosecurity plan is in place	<ul style="list-style-type: none"> <li>Implement an ongoing program of weed and pest management throughout the showground.</li> </ul>	Review event biosecurity plans, (where required)

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Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
		<ul style="list-style-type: none"> <li>Require all events that include animals have a Biosecurity strategy embedded into their event plan.</li> </ul>	
	Ensure the protection and long-term management of trees within the showground.	<ul style="list-style-type: none"> <li>Conduct periodic tree assessments by qualified arborists.</li> <li>Develop and implement a tree succession plan.</li> <li>Explore options for increasing the tree canopy without impacting functionality.</li> </ul>	Review Arborist reports
<b>Emergency Management</b>	Facilitate the safe use of the showgrounds for evacuations during emergency events	<ul style="list-style-type: none"> <li>Provide ready access for Queanbeyan Caravan Park during floods.</li> <li>Provide safe yardage for large animals during emergency events</li> <li>Consider use of the new pavilion as refuge during emergencies eg: Bushfire safe place.</li> </ul>	Emergency Management debrief
<b>Stormwater Management</b>	Retain the option for use of the main arena for flood mitigation purposes.	Work with QPRC Engineers to determine if the requirement of a retention basin is still required.	Flood Management Plan

## **6. APPENDICES**









Appendix 6.1 Schedule of assets and condition

Appendix 6.2 Plan of Management Legislative framework




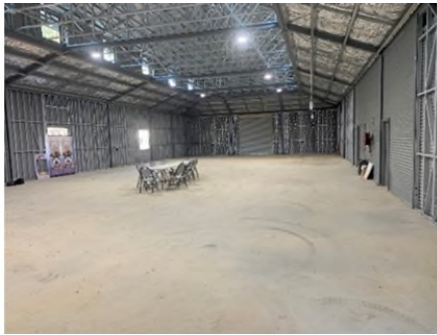
Appendix 6.3 Community Consultation

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6.1 Appendix – Schedule of Assets and Condition



Item No.	Item	Description and condition	Image
1	Grandstand	<p>The grandstand was constructed in 1935 of Canberra red bricks with corrugated iron roof. Tiered seating is timber, over hardwood flooring. In the 1980s a galvanized steal staircase replaced the original timber stairs.</p> <p>The grandstand has a well set out kitchen, storage and a large open space with hardwood flooring.</p> <p>The grandstand is in good condition inside and out, following recent renovations. However, the public amenities require refurbishment and improvements to accessibility. The accessible toilets do not have access paths and the public amenities are small and not suitable for events. The concrete path at the rear of the stand broken and uneven</p>	     
2	Old Sheetmetal Pavilion	<p>The "White" pavilion or "Sheet metal" pavilion, is a large open bay shed, 12m x 30m internally, with a concrete slab floor. The building is a simple design and suitable for various activities from markets to dog training.</p> <p>Lighting is old fluorescent tubes and should be upgraded to LED lighting.</p>	 

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Item No.	Item	Description and condition	Image
3	Poultry Shed	The poultry shed is a sound steel frame with steel sheet cladding. It was built in the late 1990s and was designed to fit in with the showground character. Internally it has a concrete slab floor and pens are maintained by the poultry club.	 
4	New Major Pavilion	<p>The new pavilion is a steel frame structure with colorbond cladding. The structure was completed in 2024 and has been designed to be multi-purpose. Internal bookable floor space is 37m x 16m. The building also contains a small kitchenette, public toilets and two large store rooms.</p> <p>This is a new structure, and in excellent condition, however still requires further internal cladding and sealed access paths.</p>	 



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Item No.	Item	Description and condition	Image
5	Entry gate house	<p>The original Art deco style ticket house and main entrance on Lowe Street was designed by Canberra architect Ken Oliphant and completed in 1934. It is built of reinforced concrete and rendered. The elaborate steel gates were built and dedicated to the late James Thomas Collett, a prominent citizen and founding member of the Queanbeyan Pastoral and Agricultural Society.</p> <p>The entrance building and gates are in good condition and are well maintained.</p>	
6	Entry gate house	<p>Farrer Place gates were constructed in 2009, from concrete block and rendered, gates are steel fabrication. They were designed to replicate the original commemorative gates at Lowe Street entrance.</p> <p>The structure is in good condition and well maintained. Power is not available at this location for equipment during events.</p>	

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Item No.	Item	Description and condition	Image
7	Entry gate house	<p>The Glebe Street entry was constructed in 2010, again following the style of the Lowe St gates.</p> <p>Constructed from concrete block and rendered, they are in good structural condition. Lighting and power are poor in this area.</p>	
8	Show Society Office	<p>The Show Society Office is a brick construction, with corrugated iron roof. The facility contains office space and amenities.</p> <p>The building is suffering significant structural cracking due to movement of the foundation. Short term under pinning is required. Long-term consideration to replacement of the structure with a new facility.</p>	





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Item No.	Item	Description and condition	Image
9	Sheep Pens	<p>The sheep pens are a rustic simple set of pens, timber construction, with a timber and iron roof structure over top. The appearance is in keeping with the heritage of the showground and add to the rural feel of the show. However, the area has suffered from vandalism and occasional fires.</p> <p>Care should be taken to manage termites and wood rot, particularly in the posts. Regular inspections are required to maintain this structure.</p>	
10	Cattle Yards steel	<p>These cattle yards were constructed in 2009 and replaced a set of earlier timber yards. They consist of 20 2.1mx3m stalls, 10 per side, with a central laneway. While the yards are in good condition, their size limits the use to cattle and small livestock, they are not suitable for horses in the current configuration. A horse yard minimum size is 3.7x3.7m (DPI).</p> <p>Modifying the pens, merging two pens into one, with removal center panels, would create larger pens for horse events, but still allow the smaller pens for other events.</p>	





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Item No.	Item	Description and condition	Image
11	Cattle Yards timber	The timber cattle yards, remnants of the earlier pens removed in 2009, are in very poor condition and do not contribute to the showground. Consider removal and replacement with new large animal pens of steel construction.	
12	Cattle Shed/Store	The cattle shed is of timber construction with iron cladding. Its design is in keeping with the showgrounds aesthetics however, the building has not been used for cattle for many years. Rather it is today used by the show society for storage of equipment.	

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Item No.	Item	Description and condition	Image
13	Loading ramp	The loading ramp is of concrete and compacted earth and granite base. It has a short simple pipe rail to one side. The ramp provides limited value for unloading quiet, led livestock but would not serve for safe unloading of machinery or untamed livestock. The design and placement should be reviewed.	
14	Horse Shed	The Horse stalls are constructed of timber post and rail with an iron roof. There are eight stalls with earth floor.  The proximity of the stalls to the car park limit their use when this carpark is in operation. It may also contribute to the clash of vehicles, livestock and pedestrians during show events.	

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Item No.	Item	Description and condition	Image
15	Glebe St Amenities	The amenities on the Glebe St side of the showgrounds were constructed in 2010 and replaced an earlier brick build. The structure is in good condition and serves its purpose although consideration could be given to increase its size and capacity to cater for larger events. Only routine maintenance required.	 
16	Bar Shed	<p>The Bar building is a rural style timber and iron clad structure with brick half-columns supporting the roof. Floor is concrete slab</p> <p>The structure is sound, but internally the fittings are old and in very poor condition. The Bar needs a full internal refurbishment, stainless steel benching, upgrade of power and consider replacing the current swinging shutters with secure roller shutters.</p>	 





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Item No.	Item	Description and condition	Image
17	Cooma Street Carpark	The Cooma St car park consists of 20 marked bays and room for parallel parking a further 10 cars. The surface is a single coat bitumen seal over a light duty base. Line marking needs periodic repainting. The car park provides before and after school parking for parents as well as all day parking for nearby offices. While these two uses do not impact weekend events, they do potentially clash with week-day activities. In addition, the increasing popularity is resulting in cars parking in on the surrounding grassed areas and under trees. If this continues it will have a negative impact on the health of these areas. Showground activities are to take priority over parking requirements off site offices.	 
18	Grandstand Carpark	The grandstand car park is a small, light duty, un-marked car park for use when the grandstand has been booked or during events in the area. There is a clash between this car park and the secondary vehicle access to the arena. It is recommended the arena access be moved south by 20m to eliminate this clash.	 

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Item No.	Item	Description and condition	Image
19	Fences	<p>The showground is securely fenced externally on all side with black chain mesh or steel palisade panels.</p> <p>Internal fencing varies from simple recycled plastic or steel bollards, galvanized pipe rails or low chain wire as around the arena. The arena fence is in good condition, but would benefit for additional access points to increase safety during events.</p>	
20	Access Roads	<p>Access roads within the showground vary in condition. The main entrances and access from Cooma St to Glebe St gates is a sealed road in sound condition. The sealed roads and car parks were re-sheeted in 2014.</p> <p>Access to the new pavilion, sheet metal pavilion and poultry shed are all compacted gravel and should be sealed when funding permits. These are all in sound condition.</p>	
21	Mature Trees	<p>The showground is fortunate to have some large remnant yellow box trees, a large oak and some mature plane trees. There are also avenues of poplar trees and ornamental pear trees that have been planted in the past 20 years. These trees weer assess by an arborist in 2024 and maintenance programmed. Re-assessment should be carried out every five years.</p>	 

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Item No.	Item	Description and condition	Image
22	Internal pathways	<p>There are a number of internal pathways, constructed of concrete, throughout the showground. These are mostly in sound condition, however some are being impacted by tree roots causing minor trip hazards.</p> <p>Attention is needed to accessible and utility paths around the grandstand. These are either damaged or lacking causing access and safety issues around this area.</p>	
23	Caravan Dump Point	<p>The caravan dump point is located within the main arena, which does cause access issues for users. In addition, miss use has caused blockages to the sewer system, largely due to solid waste being disposed of incorrectly through this point. Additional bins and signage was installed in 2024 to help alleviate the problem.</p>	

## 6.2 Appendix – Plan of Management Legislative Framework

### 6.2.1 Local Government Act 1993

Section 35 of the *Local Government Act 1993* (LG Act) provides that community land can only be used in accordance with:

- the plan of management applying to that area of community land, and
- any law permitting the use of the land for a specified purpose or otherwise regulating the use of the land, and
- the provisions of Division 2 of Chapter 6 of the Act.

Section 36 of the Act provides that a plan of management for community land must identify the following:

- a) the category of the land,
- b) the objectives and performance **targets** of the plan with respect to the land,
- c) the means by which the council proposes to **achieve** the plan's objectives and performance targets,
- d) the manner in which the council proposes **to assess its performance** with respect to the plan's objectives and performance targets and may require the prior approval of the council to the carrying out of any specified activity on the land.

A plan of management that applies to just one area of community land:

- a) must include a description of:
  - (i) the condition of the land, and of any buildings or other improvements on the land, as at the date of adoption of the plan of management, and
  - (ii) the use of the land and any such buildings or improvements as at that date, and
- b) must:
  - (i) specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used, and
  - (ii) specify the purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise, and
  - (iii) describe the scale and intensity of any such permitted use or development.

*Note: Photographs of buildings/structures located on the reserve should be considered. Council should also consider including a rating system for building/structures.*

Land is to be categorised as one or more of the following:

- a) a natural area
- b) a sportsground
- c) a park
- d) an area of cultural significance
- e) general community use.

Land that is categorised as a natural area is to be further categorised as one or more of the following:

- a) bushland
- b) wetland
- c) escarpment
- d) watercourse



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- e) foreshore
- f) a category prescribed by the regulations.

Additionally, under section 36 of the LG Act, a site-specific plan of management must be made for land declared:

- as critical habitat, or directly affected by a threat abatement plan or a recovery plan under threatened species laws (sections 36A(2) and 36B(3))
- by council to contain significant natural features (section 36C(2))
- by council to be of cultural significance (section 36D(2)).

#### *Classification of public land*

The LG Act requires classification of public land into either 'community' or 'operational' land (Section 26). The classification is generally made for council-owned public land by the council's Local Environmental Plan (LEP) or in some circumstances by a resolution of the council (Section 27).

Crown reserves managed by council as Crown land manager have been classified as community land on commencement of the *Crown Land Management Act 2016 (CLM Act)*. Councils may manage these Crown reserves as operational land if written consent is obtained from the Minister administering the *CLM Act*.

Classification of land has a direct impact on the council's ability to dispose of or alienate land by sale, leasing, licensing or some other means. Under the LG Act, community land must not be sold (except for scheduled purposes), exchanged or otherwise disposed of by the council, and the land must be used and managed in accordance with an adopted plan of management. In addition, community land is subject to strict controls relating to leases and licences (sections 45, 46, 46a and 47) of the LG Act.

By comparison, no such restrictions apply to operational land that is owned by councils. For example, operational land can be sold, disposed, exchanged or leased including exclusive use over the land, unencumbered by the requirements which control the use and management of community land. Crown reserves managed by council as operational land may generally be dealt with as other operational land but may not be sold or otherwise disposed of without the written consent of the Minister administering the *CLM Act*.

Operational land would usually include land held as a temporary asset or an investment, land which facilitates the council carrying out its functions or land which may not be open to the general public (for example, a works depot).

The classification or reclassification of council-owned public land will generally be achieved by a Local Environmental Plan (LEP) or by a resolution of council in accordance with sections 31, 32 and 33 of the LG Act. If land is not classified by resolution within a three-month period from acquisition it automatically becomes community land, regardless of whether it satisfies the objectives for community land as outlined in the LG Act.

For Crown land, Council cannot reclassify community land as operational land without consent of the Minister administering the *CLM Act*.

#### **6.2.2 Crown Land Management Act 2016**

Crown reserves are land set aside for the community for a wide range of public purposes, including environmental and heritage protection, recreation and sport, open space, community halls, special events and government services.

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Crown land is governed by the *CLM Act*, which provides a framework for the state government, local councils and members of the community to work together to provide care, control and management of Crown reserves.

Under the *CLM Act*, as appointed Council Crown land managers, councils manage Crown land as if it were public land under the LG Act. However, it must still be managed in accordance with the purpose of the land and cannot be used for an activity incompatible with its purpose – e.g. Crown land assigned the purpose of ‘environmental protection’ cannot be used in a way that compromises its environmental integrity.

Councils must also manage Crown land in accordance with the objects and principles of Crown land management outlined in the *CLM Act*. The objects and principles are the key values that guide Crown land management to benefit the community and to ensure that Crown land is managed for sustainable, multiple uses.

### *Principles of Crown land management*

- Environmental protection principles are to be observed in the management and administration of Crown land.
- The natural resources of Crown land (including water, soil, flora, fauna and scenic quality) will be conserved wherever possible.
- Public use and enjoyment of appropriate Crown land are to be encouraged.
- Where appropriate, multiple uses of Crown land should be encouraged.
- Where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained.
- Crown land is to be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the state of NSW, consistent with the above principles.

### *Crown land management compliance*

In addition to management and use of Crown reserves that is aligned with the reserve purpose(s), there are other influences over council management of Crown reserves. For example, Crown land managers may have conditions attached to any appointment instruments, or councils may have to comply with specific or general Crown land management rules that may be published in the NSW Government Gazette. Councils must also comply with any Crown land regulations that may be made.

### **6.2.3 Native Title Act 1993**

The Commonwealth *Native Title Act 1993 (NT Act)* recognises and protects native title rights and interests. The objects of the *NT Act* are to:

- provide for the recognition and protection of native title.
- establish ways in which future dealings affecting native title may proceed and to set standards for those dealings.
- establish a mechanism for determining claims to native title.
- provide for, or permit, the validation of past acts invalidated because of the existence of native title.

The *NT Act* may affect use of Crown land, particularly development and granting of tenure.

Specifically, the *CLM Act* makes it mandatory for council to engage or employ a native title manager. This role provides advice to council as to how the council's dealings and activities on Crown land can be valid or not valid in accordance with the *NT Act*.

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Council must obtain the written advice from an accredited native title manager that Council complies with any applicable provisions of the native title legislation when:

- a) granting leases, licences, permits, forestry rights, easements or rights of way over the land
- b) mortgaging the land or allowing it to be mortgaged
- c) imposing, requiring or agreeing to covenants, conditions or other restrictions on use (or removing or releasing, or agreeing to remove or release, covenants, conditions or other restrictions on use) in connection with dealings involving the land
- d) approving (or submitting for approval) a plan of management for the land that authorises or permits any of the kinds of dealings referred to in (a), (b) or (c).

#### 6.2.4 Other state and Commonwealth legislation

##### *NSW state legislation*

- Environmental Planning and Assessment Act 1979

The *Environmental Planning and Assessment Act 1979 (EP&A Act)* provides the framework for planning and development across NSW and guides environmental planning instruments which provide a basis for development control.

The *EP&A Act* ensures that effects on the natural environment, along with social and economic factors, are considered by the council when granting approval for or undertaking works, developments or activities. This Act is also the enabling legislation for planning policies which may have a direct influence on open space management. On a state-wide level there are State Environmental Planning Policies (SEPPs). On a regional level there are Regional Environmental Plans (REPs). On a local level there are Local Environmental Plans (LEPs) as well as Development Control Plans (DCPs).

- Aboriginal Land Rights Act 1983

The *Aboriginal Land Rights Act 1983 (ALR Act)* is important legislation that recognises the rights of Aboriginal peoples in NSW. It recognises the need of Aboriginal peoples for land and acknowledges that land for Aboriginal people in the past was progressively reduced without compensation. Crown land meeting certain criteria may be granted to an Aboriginal Land Council. This Act may affect dealings with Crown land that is potentially claimable.

- National Parks and Wildlife Act 1974

Statutory responsibilities on the council arising from this Act specifically relate to the protection of sites of pre- and post-European contact archaeological significance. This Act may affect community land categorised as cultural significance, natural area or park.

- Coastal Management Act 2016

The *Coastal Management Act 2016 (the Act)* establishes a strategic framework and objectives for managing coastal issues in NSW. The Act promotes strategic and integrated management, use and development of the coast for the social, cultural, and economic wellbeing of the people of NSW.

- Biodiversity Conservation Act 2016

**Note:** This Act repealed several pieces of legislation including the *Native Vegetation Act 2003*, *Threatened Species Conservation Act 1995*, the *Nature Conservation Trust Act 2001*, and the animal and plant provisions of the *National Parks and Wildlife Act 1974*.

#### Queanbeyan Showground – Plan of Management

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This Act covers conservation of threatened species, populations and ecological communities, the protection of native flora and fauna. This Act primarily relates to community land categorised as natural area. However, other categories may also be affected. The *Threatened Species Conservation Act 1995* has been repealed and superseded by the *Biodiversity Conservation Act 2016*. However, references to the former legislation remain in the LG Act and are therefore retained in this guideline.

The Department's Energy, Environment and Science division advises that recovery plans and threat abatement plans made under the *Threatened Species Conservation Act 1995* were repealed on the commencement of the *Biodiversity Conservation Act* in 2017. These plans have not been preserved by any savings and transitional arrangement under the Biodiversity Conservation Act or LG Act, meaning pre-existing plans have no legal effect.

For this reason, requirements relating to recovery plans and threat abatement plans for local councils preparing plans of management under section 36B of the LG Act are now redundant. Councils will be advised if future amendments are made to the LG Act to enable these mechanisms.

Certain weeds are also declared noxious under this Act, which prescribes categories to which the weeds are assigned, and these control categories identify the course of action which needs to be carried out on the weeds. A weed may be declared noxious in part or all of the state.

- Fisheries Management Act 1994

The *Fisheries Management Act 1994 (FM Act)* includes provisions for the management of state fisheries, including the conservation of fish habitats, threatened species, populations and ecological communities of fish and marine vegetation and management of the riparian zone, waterways and threatened marine/freshwater aquatic species. This relates to community land categorised as natural area (foreshore, watercourse or wetland).

Where an area of community land is declared to be critical habitat, or if that area is affected by a recovery plan or threat abatement plan under Part 7A of the *FM Act*, a site-specific plan of management will need to be undertaken.

- Water Management Act 2000

This Act is based on the concept of ecologically sustainable development, and its objective is to provide for the sustainable and integrated management of the water sources of the state for the benefit of both present and future generations. The Act recognises:

- the fundamental health of our rivers and groundwater systems and associated wetlands, floodplains, estuaries has to be protected
- the management of water must be integrated with other natural resources such as vegetation, native fauna, soils and land
- to be properly effective, water management must be a shared responsibility between the government and the community
- water management decisions must involve consideration of environmental, social, economic, cultural and heritage aspects
- social and economic benefits to the state will result from the sustainable and efficient use of water.

#### Commonwealth Legislation

- Environmental Protection and Biodiversity Conservation Management Act 1999

This Act enables the Australian Government to join with the states and territories in providing a national scheme of environment and heritage protection and biodiversity conservation. It

Queanbeyan Showground – Plan of Management

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incorporates threatened species on a national level and with relevance to Matters of National Environmental Significance.

- Telecommunications Act 1997

This Act provides for telecommunication facilities being permitted on community land without authorisation in a plan of management.

*State Environmental Planning Policies*

- State Environmental Planning Policy (Transport & Infrastructure) 2021

This planning policy lists development allowed with consent or without consent on community land.

*Other relevant legislation, policies, and plans*

- Biosecurity Act 2015
- Catchment Management Authorities Act 2003
- Companion Animals Act 1998
- Disability Discrimination Act 1992
- Local Land Services Act 2013
- Operations Act 1997
- Pesticides Act 1999
- Protection of the Environment Operations Act 1997
- Retail Leases Act 1994
- Soil Conservation Act 1938
- NSW Invasive Species Plan 2008-2015
- National Local Government Biodiversity Strategy
- NSW Biodiversity Strategy
- A Vegetation Management Plan for the Sydney Region (Green Web Sydney)
- Australian Natural Heritage Charter

Queanbeyan Showground – Plan of Management

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### 6.3 Appendix A4 – Aboriginal interests in Crown land

Crown land has significant spiritual, social, cultural and economic importance to the Aboriginal peoples of NSW. The *CLM Act* recognises and supports Aboriginal rights, interests and involvement in Crown land.

The management of Crown land can be impacted by the *Native Title Act 1993* (Cth) and the *Aboriginal Land Rights Act 1983* (NSW).

#### 6.3.1 Native Title

Native title describes the rights and interests that Aboriginal and Torres Strait Islander people have in land and waters according to their traditional law and customs. Native title is governed by the Commonwealth *Native Title Act 1993* (NT Act).

Native title does not transfer the land to the native title holder, but recognises the right to land and water, by providing access to the land and if applicable, compensation for any loss, diminution, impairment or other effect of the act on their native title rights and interests.

All Crown land in NSW can be subject to a native title claim under the NT Act. A native title claim does not generally affect Crown land where native title has been extinguished or it is considered excluded land.

When preparing a plan of management, Council is required to employ or engage a qualified native title manager to provide advice and validate acts (developments and tenures) over the reserve, in line with the NT Act. The most effective way to validate acts under the NT Act is to ensure all activities align with the reserve purpose.

If native title rights are found to exist on Crown land, council Crown land managers may be liable to pay compensation for acts that impact on native title rights and interests. This compensation liability arises for local councils whether or not the act was validated under the NT Act.

#### 6.3.2 Aboriginal Land Rights

The *Aboriginal Land Rights Act 1983* (ALR Act) seeks to compensate Aboriginal peoples for past dispossession, dislocation and removal of land in NSW (who may or may not also be native title holders).

Aboriginal land claims may be placed on any Crown land in NSW. The Department of Planning, Industry and Environment is responsible for investigating claims as defined in the ALR Act. If a claim is established, the land is transferred to the Aboriginal Land Council as freehold land.

At the time of preparing this plan of management, there are [insert number] reserves which are affected by an undetermined Aboriginal land claim. Council has considered the claim(s) in development of this plan of management.

## Queanbeyan Showground – Plan of Management

### 6.4 Appendix – Community Consultation

A user survey was conducted in March 2021 to determine the community views on current use and maintenance, as well as possible or desired improvements of various destination parks, including Queanbeyan Park, Queen Elizabeth II Park and Ryrie Park. Where appropriate, outcomes from this engagement have been incorporated into the Action Plan of this plan of management.

Ray Morton Park was part of a Neighbourhood Park survey, along with five other locations. This survey was conducted in 2021 and shade has since been installed over the playground as a result of the feedback.

Figure 6 represents the percentage of respondents in the three destination parks, QE2 Park, Queanbeyan Park and Ryrie Park, who indicated each activity in response to the question “what are you planning to do (or what have you done) in the park today?”

Figure 7 highlights the relative importance people placed on park features, and Figure 8 covers the relative satisfaction of users regarding the park features. There were no significant service gaps identified in the destination parks.

The survey was conducted over several dates and times, considered normal park use, not during an event. The survey covered three elements:

- activities respondents were undertaking in the park;
- relative importance of park features; and
- relative satisfaction with park feature.

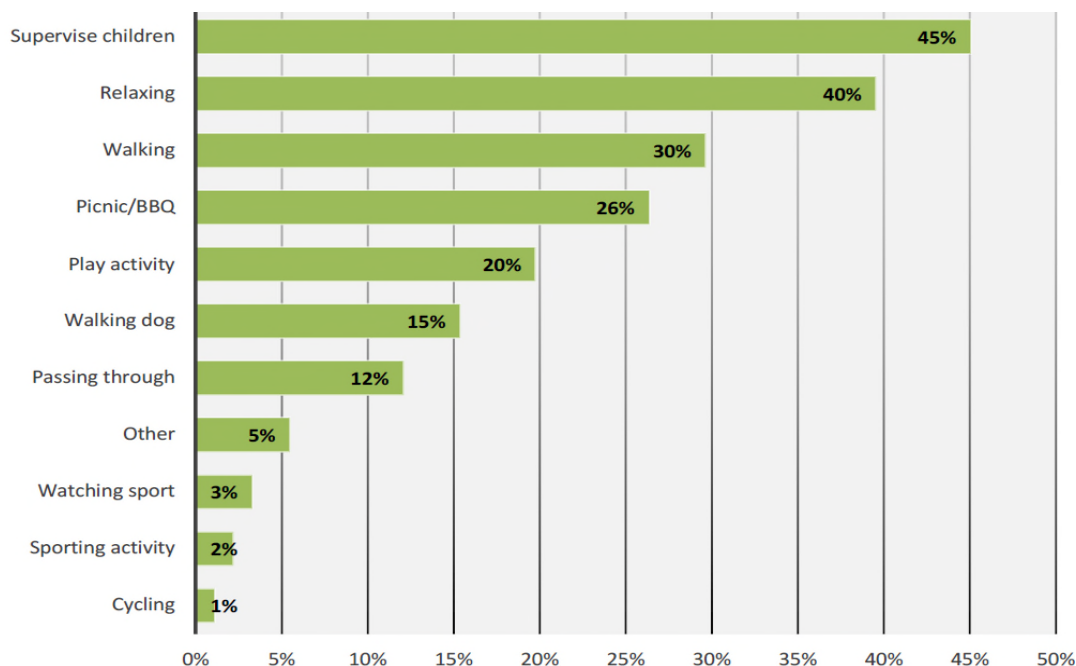


Figure 6: Destination Park – Activities of Respondents



Queanbeyan Showground – Plan of Management

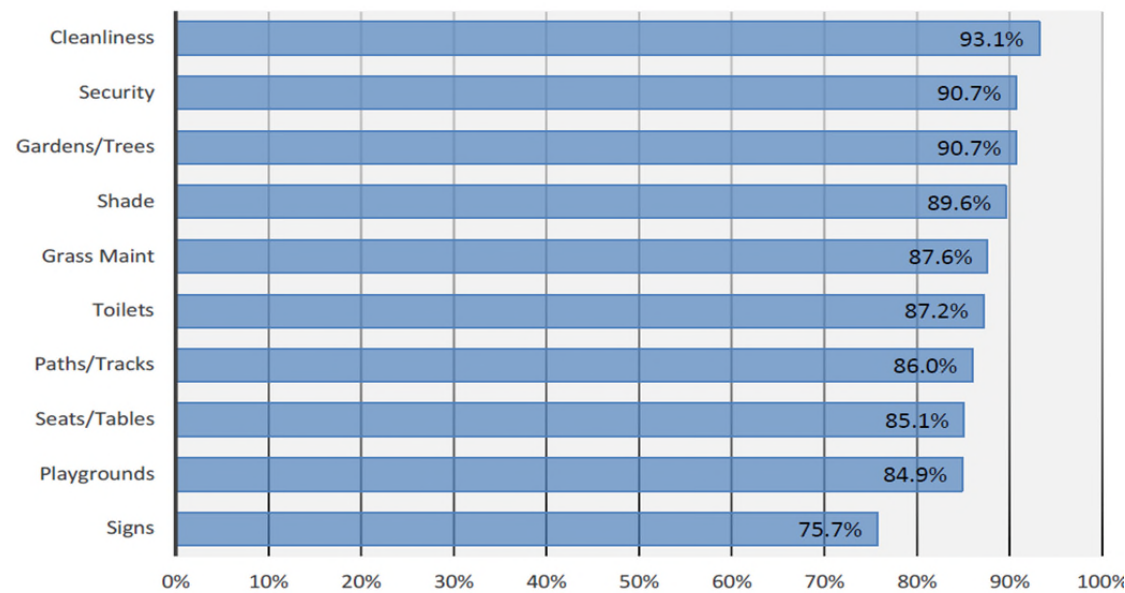


Figure 7: Relative importance of parks features

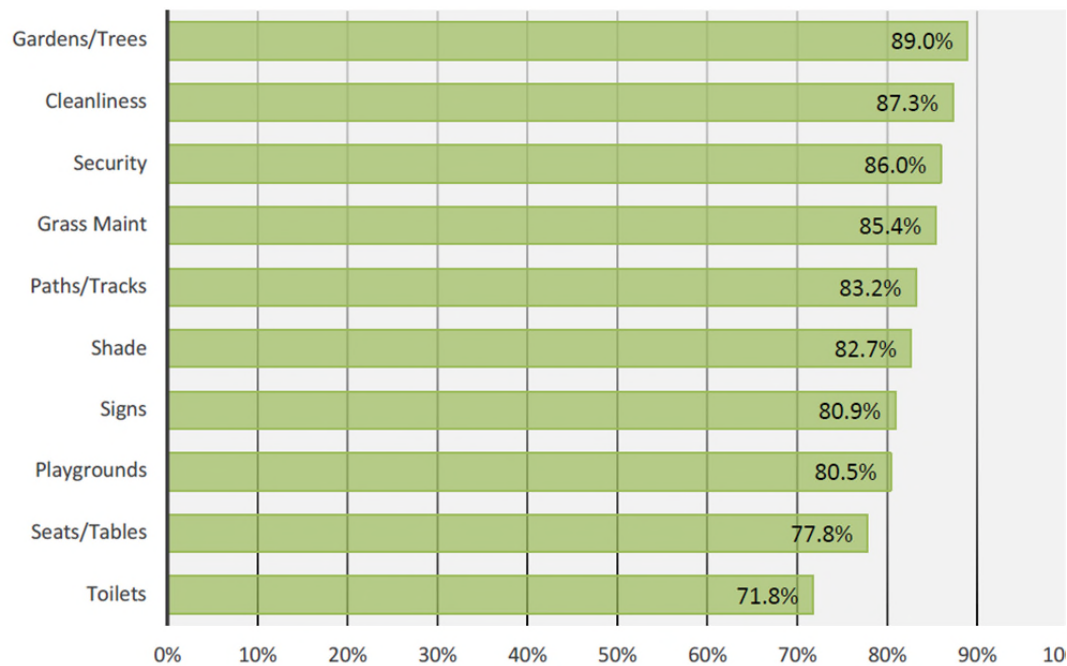


Figure 8: Relative satisfaction with parks features

Queanbeyan Showground – Plan of Management

Specific feedback on QE2 Park.

Most enjoyed aspects	Suggested Improvement	Overall Satisfaction	Gender	Age
	More shade, seats and tables. Shade around playground and no drinking signs.	Very satisfied	Female	40–44
River front	None	Satisfied	Male	45–49
Water play feature	Pedestrian crossings for both roads fronting park. More tables.	Satisfied	Male	30–34
Public events now possible	None	Satisfied	Male	45–49
Children find playground equipment challenging & they love it	Pedestrian crossing from the Coles carpark across to the Park.	Very satisfied	Male	30–34
Children's playground and water feature	Shade cloth over the playground	Very satisfied	Male	65+
Water play area	None	Satisfied	Female	50–54
Wildlife on the river	None	Satisfied	Female	55–64
Water play area	None	Satisfied	Female	35–39
Playground equipment - swing	More shade and seats around the play area	Very satisfied	Male	65+
Sitting on the grass & looking at the water	A bit more shade	Very satisfied	Female	35–39
On the river, close to shops	More shade sails	Satisfied	Female	25–29
Wildlife here	Interpretative signs	Satisfied	Female	45–49
Wildlife on, and access to, the river	A life-saving device near the river front	Very satisfied	Male	35–39
Playground	Shade cloth over the playground monkey bars and wobbly things that you walk on	Very satisfied	Female	35–39
Water play area	None	Very satisfied	Female	25–29
The birdlife and water features	More things for babies to play on - swing would be great and shade	Satisfied	Female	35–39
Beautiful spot to come with the family	More shade and seating around play area, particularly tables to put food out on	Very satisfied	Female	35–39
You can sit on the grass	Shade over the playground	Very satisfied	Female	50–54
Water play area	Car parking not great	Satisfied	Female	65+
Pathway that runs along the river	More shade where you can sit and look at the river.	Very satisfied	Male	20–24
Convenient to shops	More play equipment	Satisfied	Male	45–49
Open spaces	Definitely a swing and shade cloth is needed.	Very satisfied	Male	25–29
The water feature	Shade over the play equipment	Satisfied	Female	35–39
Water feature	More shade and more seating	Satisfied	Male	20–24
Wildlife and gardens	More gardens	Satisfied	Female	65+
The ducks	More play equipment	Satisfied	Female	45–49

Queanbeyan Showground – Plan of Management

Most enjoyed aspects	Suggested Improvement	Overall Satisfaction	Gender	Age
The grass and the views	More shade and maybe music as and live music or opera	Very satisfied	Male	50–54
Close to town, river	More shade	Satisfied	Female	65+
There is a water fountain for the dog	More areas with shade	Very satisfied	Female	35–39

Specific feedback on neighbourhood park - Ray Morton Park

Most enjoyed aspects	Suggested Improvement	Overall Satisfaction	Gender	Age
The ducks	More play equipment for youngsters	Satisfied	Female	65+
Scenery, cleanliness	Patrol dogs more	Satisfied	Male	55–64
Location close to river, good parking	More climbing equipment in playground	Satisfied	Female	65+
Variety and close to water	None	Satisfied	Female	65+
Easy to access	None	Very satisfied	Male	15–19

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**9 JULY 2025**

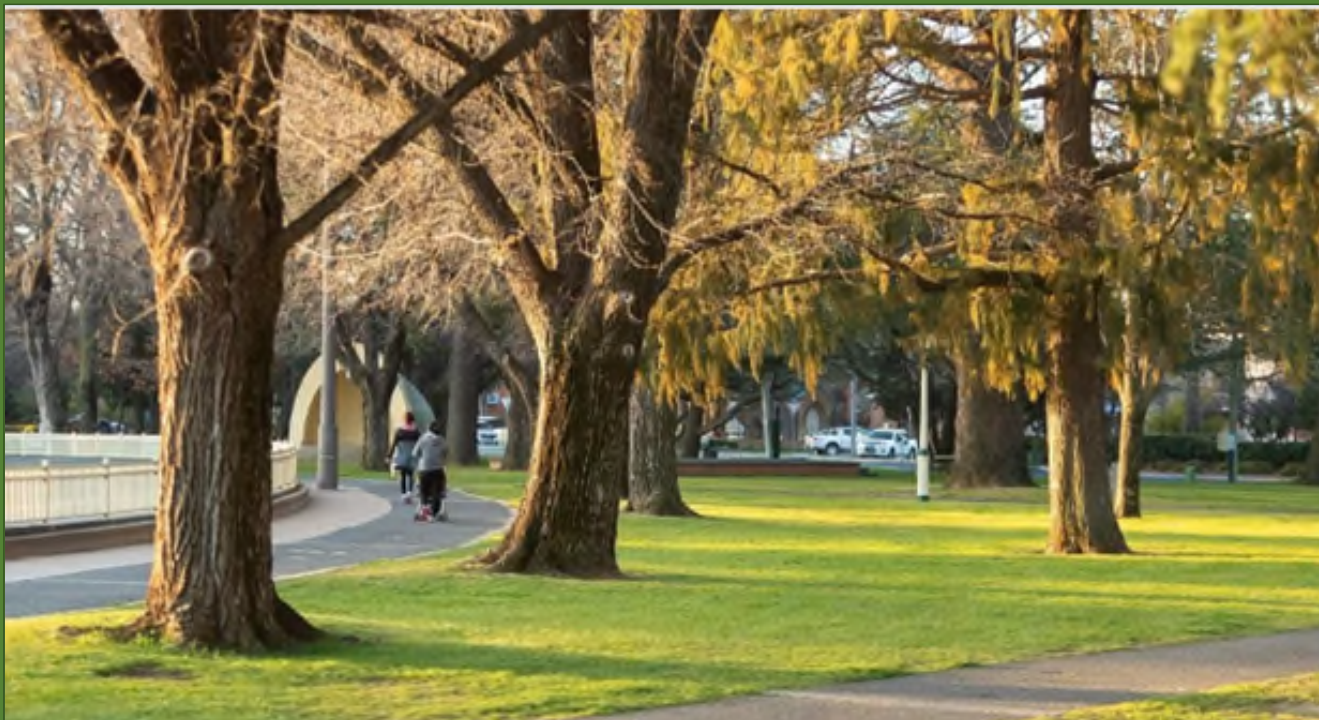
ITEM 9.7 PLANS OF MANAGEMENT: QUEANBEYAN SHOWGROUND,  
QUEANBEYAN PARK AND QUEEN ELIZABETH II PARK

ATTACHMENT 2 FINAL DRAFT QUEANBEYAN PARK PLAN OF MANAGEMENT

# Queanbeyan Town Park

## Crown Land

### Plan of Management



**KEY INFORMATION**

This plan of management has been prepared by Queanbeyan Palerang Regional Council and provides direction on the use and management of council owned community lands and council-managed Crown reserves classified as 'community land'. The plan of management is required in accordance with Section 3.23 of the *Crown Land Management Act 2016* and Section 36 of the *Local Government Act 1993*.

This plan specifically addresses the management of Queen Elizabeth II Park (QE2 Park) and associated recreational reserves connected to QE2 Park, including Ray Morton Park and Wanniasa Park. It outlines the way the land will be used and provides the framework for Council to follow in relation to the express authorisation of leases and licence on the land.

This plan of management is site-specific covering land that is complex, consisting of multiple categorisation types and inter-connected Crown Reserves.

Version number	Date	Prepared by
Version 1	25 November 2024	Tim Geyer
Version 2	20 December 2024	Jacquelyn Richards
Version 3	10 February 2024	Jacquelyn Richards
Adopted by Council on		
Resolution Number		

Queanbeyan Park – Plan of Management

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## Queanbeyan Park – Plan of Management

### 1. INTRODUCTION

Queanbeyan-Palerang Regional Council (QPRC) covers an area of 5,392 square kilometres, with a population of 63,304 (2021 census). With the growth centres of Googong, South Jerrabomberra and Bungendore along with Queanbeyan infill of medium to high density development, it is projected this population will increase to around 85,084 by 2041.

Queanbeyan Park is a Crown Reserve dedicated for public recreation. Management of the park is the responsibility of QPRC in accordance with all appropriate legislation. Queanbeyan Park is centrally located in the Queanbeyan CBD and provides a cool refuge for the community over the summer months. It is also an important community event space. Whilst Queanbeyan Park and its assets are not Heritage listed, the inherent historical value and location within the original “Square Mile” of Queanbeyan Town, warrants its protection.

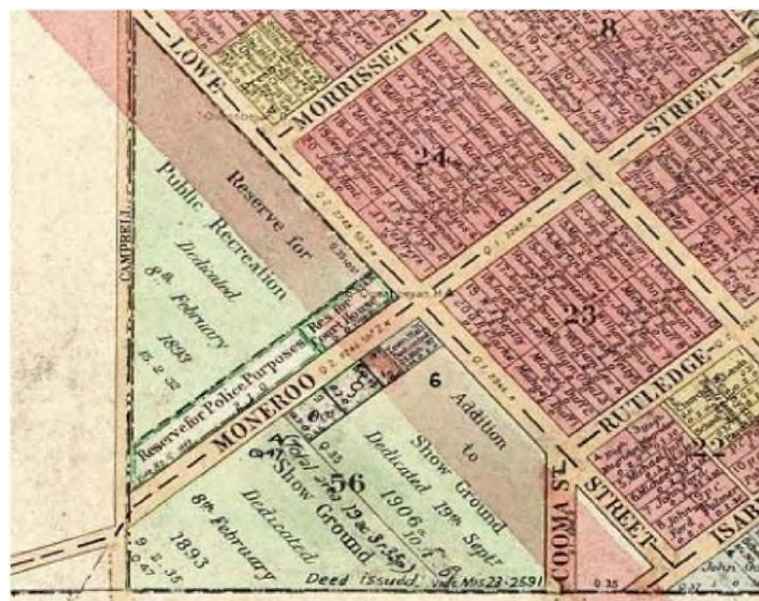


Figure 1: Original 'Square Mile' of Queanbeyan Town

#### 1.1 Purpose of this Plan of Management

The *Local Government Act 1993* (LG Act) requires a plan of management for all public land that is classified as 'community land' under that Act. The *Crown Land Management Act 2016* (CLM Act) authorises local councils, appointed to manage dedicated or reserved Crown land, to manage that land as if it were public land under the LG Act. A plan of management is required for all council-managed Crown reserves on community land.

The purpose of this specific plan is to:

- contribute to Council's broader strategic goals and vision as set out in Queanbeyan-Palerang Community Strategic Plan 2042;
- ensure compliance with the *Local Government Act 1993* and the *Crown Land Management Act 2016*;
- provide clarity in the future development, use and management of the community land;
- ensure consistent management that supports a unified approach to meeting the varied

## Queanbeyan Park – Plan of Management

- needs of the community;
- identify the adequacy, the condition and usage of existing facilities to meet current and future community needs;
- identify gaps/conflicts in providing for the future needs of the community and the wellbeing of the park;
- consider the current and future levels of sports, events, and community use of QE2 Park and the adjacent parks and identify shortfalls, excess or potential opportunities;
- prepare a strategic approach for the future management of the park including tree management; and
- enable Council to quantify and prioritise the financial resources that will be required over a 20-year period to fund and maintain services and adequate asset renewal.

Further information about the legislative context of Crown Reserve plans of management is at Appendix 6.3.

### 1.2 Process of Preparing this Plan of Management

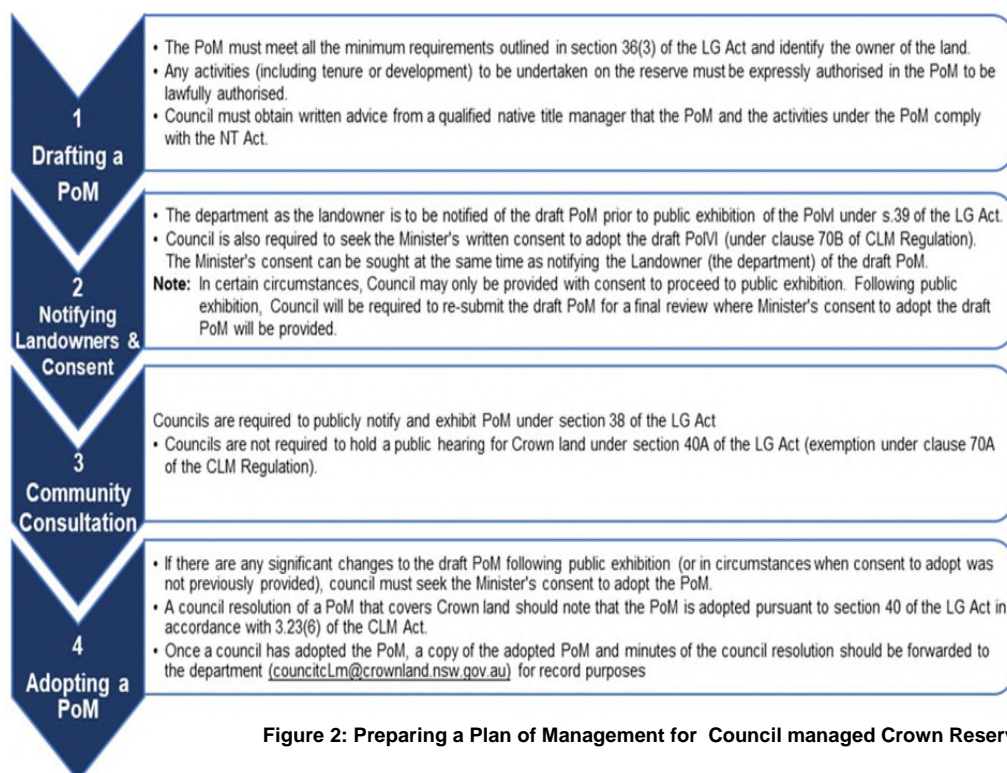


Figure 2: Preparing a Plan of Management for Council managed Crown Reserve

### 1.3 Update and Review

This plan be regularly reviewed to ensure ongoing alignment with community values and changing community needs, and to reflect changes in Council priorities. It is recommended that the plan be reviewed within five (5) years of its adoption. However, performance will be reviewed on an annual basis to ensure that the Reserve is being managed in accordance with the plan, is well maintained and provides a safe environment for public enjoyment.

## Queanbeyan Park – Plan of Management

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### 1.4 Community Consultation

A yardstick user survey was conducted in March 2021 to determine the community views on current use and maintenance, as well as possible or desired improvements of various parks, including Queanbeyan Park. Where appropriate, outcomes from this engagement have been incorporated into the action plan of this plan of management. The survey was conducted over several dates and times during normal park use, not during an event. Feedback specific to Queanbeyan Park is provided in Appendix 6.5

#### 1.4.1 Public Exhibition

**Note:** This section will be completed following a full exhibition period and report to Council on the results.

This plan of management was placed on public exhibition from xx/xx/xxxx to xx/xx/xxxx in accordance with the requirements of section 38 of the *Local Government Act 1993*. A total of xx submissions were received and presented to Council and, as appropriate included in the final plan. In accordance with section 39 of the *Local Government Act 1993*, prior to being placed on public exhibition, the draft plan of management was referred to the Department of Planning and Environment – Crown Lands, as representative of the state of NSW, which is the owner of the Reserve. Council has included in the plan any provisions that have been required by the Department of Planning and Environment – Crown Lands. The plan of management was adopted by Queanbeyan Palerang Regional Council xx/xx/xxxx and will be reviewed xx/xx/xxxx.

## 2. LAND DESCRIPTION

### 2.1 Background

Queanbeyan Park is as an important recreational and leisure facility that has its roots in the early history of the city. The park is a significant community asset adjacent to the urban centre of Queanbeyan and is a major destination for community activity. The Multicultural Festival, numerous car shows, Carols by Candlelight, Reconciliation Day and Australia Day activities are all held at the park. These events make a significant contribution to the cultural richness of Queanbeyan and to community wellbeing. A variety of sports, family and community outdoor activities also take place in the park. It is the home of the magnificent Brad Haden Oval that is used for cricket and AFL football and it has a cycle track around its perimeter.

The park has an abundance of open space suitable for passive recreation. Large mature trees provide a canopy of shade during the summer and a colourful show during the spring and autumn seasons. In 2015, Council commissioned a Conservation Management Strategy for Queanbeyan Park. This provided an analysis of the historic and physical elements needed to assess the Park's heritage significance within the context of Queanbeyan. In addition, an arboriculture assessment was carried out to determine the short, medium and long-term care of the trees within the park. This management plan draws on those key documents to inform management strategies. This plan should be read in conjunction with the above-mentioned documents and Council's Asset Management Plans.

#### 2.1.1 Location and extent of Queanbeyan Park

Queanbeyan Park is located on the fringe of the central business district in Lowe Street, one block from the main junction of Monaro and Crawford Streets. The park location is integral to the Queanbeyan CBD and has green links to Queanbeyan Showgrounds, the Queen Elizabeth II Park and the river corridor. The park is located on the south-western side of the original town



## Queanbeyan Park – Plan of Management

settlement and is bounded by three roads including Farrer Place (King's Highway), Lowe Street and Campbell Street (refer to Figure 3 below).

The park curtilage does not include the modern courthouse, police station and historical museum buildings, which face Farrer Place however, it does include the tennis courts, Bowling Club and Croquet Club. Whilst the bowling greens and croquet lawns are on separate reserves, they have been included in this plan for completeness.

Queanbeyan Park is owned by the Crown and is managed by council as Crown land manager under the *Crown Land Management Act 2016*.



**Figure 3: Location of Queanbeyan Park**

## 2.2 Reserves Covered by this Plan

Location and Status	
<b>Reserve Number</b>	<b>Crown Reserve R53005</b>
Reserve Name	Queanbeyan Park
Street Address	1a Lowe Street, Queanbeyan, NSW 2620
Lots	Lot 7046 and Lot 7047, DP 1125721 Parish Queanbeyan County Murray
Reserve Type	Dedication
Gazetted	8/2/1893
Status	Current
Management Type	Council CLM
Manager	Queanbeyan Palerang Regional Council
Purpose	Public Recreation
Land Classification	Community – Regional Park, Sportsground
Area (ha)	6.001Ha

Queanbeyan Park – Plan of Management

Location and Status	
<b>Reserve Number</b>	<b>Crown Reserve R64813</b>
Reserve Name	Queanbeyan Women's Bowling Club
Street Address	26 Farrer Place Queanbeyan
Lots	Lots 1-6 Section 57 DP 758862 Parish Queanbeyan County Murray
Reserve Type	Reserve
Gazetted	12/10/1934
Status	Current
Management Type	Council CLM
Manager	Queanbeyan Palerang Regional Council
Purpose	Public Recreation – Bowling Greens
Land Classification	Community
Area (ha)	0.4Ha
<b>Reserve Number</b>	<b>Crown Reserve R64813</b>
Reserve Name	Queanbeyan Women's Bowling Club
Street Address	26 Farrer Place Queanbeyan
Lots	Lots 1-6 Section 57 DP 758862 Parish Queanbeyan County Murray
Reserve Type	Reserve
Gazetted	12/10/1934
Status	Current
Management Type	Council CLM
Manager	Queanbeyan Palerang Regional Council
Purpose	Public Recreation – Bowling Greens
Land Classification	Community
Area (Ha)	0.4Ha
<b>Reserve Number</b>	<b>Crown Reserve R71490</b>
Reserve Name	Queanbeyan Croquet Club
Street Address	26 Farrer Place Queanbeyan
Lots	Lots 7-8 Sect 57 DP 758862 Lot 121 DP 1011230 Parish Queanbeyan County Murray
Reserve Type	Reserve
Gazetted	20/4/1945
Status	Current
Management Type	Council CLM
Manager	Queanbeyan Palerang Regional Council
Purpose	Public Recreation
Classification	Community
Area (Ha)	0.172
<b>Reserve Number</b>	<b>Crown Reserve R91622</b>
Reserve Name	Historical Museum
Street Address	
Lots	Part: Lot 124 DP 1011230 Parish Queanbeyan County Murray
Reserve Type	Reserve
Gazetted	23/11/1979
Status	Current
Management Type	Council CLM
Manager	Queanbeyan Palerang Regional Council
Purpose	Museum
Classification	Operational
Area (Ha)	0.089Ha

## Queanbeyan Park – Plan of Management

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### 2.3 History and Early Development

Queanbeyan Park is a Crown Reserve dedicated for public recreation on 8<sup>th</sup> February 1893. However, its use as a park goes back to the early settlement of Queanbeyan in approximately 1840. Whilst not specifically listed as a heritage item in the Local Environmental Plan, the park is located within the Heritage Area being the original 'Square Mile' and should be managed with its heritage values in mind.

In the early settlement, Queanbeyan Park was a paddock for grazing police horses. As the town grew, it became an area to play sport and hold community days including the community athletics days held on Boxing Day. The area, then known as the recreation reserve, was used for cricket and football (rugby union) as early as the 1850s and was well established by 1860s.



Figure 4: Early park users, circ 1890s

However, the park was poorly maintained. In June 1861 a public meeting was held at the courthouse to discuss enclosing and improving the recreation reserve. The *Queanbeyan Age and General Advertiser* (1861a) reported that:

*...The reserve, although naturally admirable adapted for its purposes, was then described as almost ruined by the amount of traffic by drays and other vehicles crossing it in every direction, and was being rendered useless by the number of horses and cattle which were constantly grazing upon it. The object was then to apply to the Government for permission to fence in the ground and render it suitable for its intended purposes).*

Improvements, including tree planting, rotunda and paths, were commenced to enhance the park. In 1870 extensive tree planting took place and the cycle track was built in 1895. The sport of Rockley (Women's Cricket) was introduced in the 1890s and a cricket pavilion was constructed to service sports.



Queanbeyan Park – Plan of Management

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*Figure 5: Cycle track circa 1895*

### 3. BASIS OF MANAGEMENT

The management of community land is governed by the categorisation, purpose, and core objectives of that land. Council may also apply more specific management objectives to community land, although these must be compatible with the core objectives. The guidelines for categorisation of community land are set out in the Local Government (General) Regulation 2021. The core objectives for each category are set out in the LG Act. Community land is valued for its important role in the social, intellectual, spiritual and physical enrichment of residents, workers, and visitors to the Queanbeyan-Palerang area.

Queanbeyan-Palerang Regional Council encourages a wide range of uses of community land and facilitates uses that increase activation, where appropriate. Within buildings, recreational and sporting facilities in particular, council permits and encourages a broad range of appropriate activities. Council manages the various parcels of community land in keeping with the Objectives and Strategies in the Queanbeyan-Palerang Community Strategy - 2042.

#### 3.1 Council's Strategic Objectives and Priorities

In consultation with the community, Queanbeyan-Palerang Regional Council developed integrated strategic plans that provide key strategic priorities and aspirations of the community and the delivery of a vision for the future. The three key documents are:

- *Community Strategic plan 2042*
- *Delivery Plan 2022-2026*
- *Operational Plan 2024-25*

<https://www.qprc.nsw.gov.au/Council/Council-Business/Budgets-and-Planning>

##### 3.1.1 Queanbeyan-Palerang Community Strategic Plan 2042

This plan outlines a shared community vision developed to guide and inform policies and actions throughout the Queanbeyan-Palerang area until 2042. The community's vision is:



## Queanbeyan Park – Plan of Management

*'The Queanbeyan-Palerang region is a safe and relaxed place to live, offering a wonderful lifestyle for all members of our community, where we can enjoy excellent services and facilities while experiencing the benefits of a healthy natural environment.'*

Strategic objectives from the Community Strategic Plan 2042 include:

Strategic Objective	Strategies
<b>1.1</b> Our community is strengthened through connection & participation that enhances our community & cultural life	<ul style="list-style-type: none"> <li>• Build cultural capacity through the availability &amp; participation in the arts, performances &amp; cultural gatherings, events and exhibitions.</li> <li>• We recognize &amp; take pride in the unique &amp; individual heritage &amp; identity of our city, towns &amp; rural areas.</li> <li>• We embrace our diverse community &amp; welcome &amp; support new &amp; existing residents through community development to build community connection &amp; resilience.</li> <li>• Recognise, respect &amp; support our Traditional Owners &amp; First Nations People's historical &amp; ongoing connection to country.</li> </ul>
<b>1.1</b> Our health, wellbeing & resilience is supported by strong partnerships & access to services	<ul style="list-style-type: none"> <li>• Building community &amp; Council resilience for preparing &amp; responding to disasters.</li> <li>• Inclusion &amp; accessibility are enhanced through access to community &amp; support services for those that need them.</li> <li>• Health &amp; quality of life are improved through access to a range of recreation &amp; leisure opportunities.</li> <li>• Active recreational, sporting &amp; health pursuits are supported by the availability of programs, events &amp; assets in the Queanbeyan-Palerang region.</li> <li>• Enhance life-long learning pursuits through volunteering opportunities, library, historical &amp; museum services across the region through socially inclusive &amp; welcoming facilities.</li> </ul>
<b>1.3</b> Our public & community places are inviting, accessible, encourage participation & are well maintained.	<ul style="list-style-type: none"> <li>• Maintain public spaces to a high standard.</li> <li>• Promote our public places &amp; attractions with wayfinding signage to support visitation.</li> <li>• When planning public &amp; green spaces, explore the inclusion of complementary activities such as playgrounds, walking tracks, picnic facilities &amp; amenities which are provided with well-designed built &amp; natural shade.</li> <li>• Community facilities are accessible, safe &amp; inclusive.</li> </ul>

### 3.1.2 QPRC Delivery program and Operational plans

The Delivery plan covers the term of the sitting Council and outlines priorities for the four-year Council term. The annual Operational plan is a sub-plan of the Delivery Program that outlines the actions that will be undertaken in a specific financial year.

### 3.2 Categorisation of the Land

Queanbeyan Park has been categorised as a *Sportsground* due to the large area dedicated to sporting facilities, however a significant daily use of the Queanbeyan Park fits into the category of *Park*. Due to the wide range of uses, this 'site specific' plan of management embraces the principles of both categories. It is clear from the definitions below, that both categories are compatible and appropriate for Queanbeyan Park.

## Queanbeyan Park – Plan of Management

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### 3.2.1 Sportsgrounds

Sportsgrounds are defined in Clause 103 of the LG (General) Regulation 2021 as land used primarily for active recreation involving organised sports or playing outdoor games. The core objectives for sportsgrounds, as outlined in Section 36F of the LG Act, are to:

- encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games.
- ensure that such activities are managed having regard to any adverse impact on nearby residences.

### 3.2.2 Parks

Parks are defined in clause 104 of the LG (General) Regulation 2021 as land which is improved by landscaping, gardens or the provision of non-sporting equipment and facilities, and for uses which are mainly passive or active recreational, social, educational and cultural pursuits that do not intrude on the peaceful enjoyment of the land by others. The core objectives for parks, as outlined in Section 36G of the LG Act, are to:

- encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities.
- provide for passive recreational activities or pastimes and for the casual playing of games
- improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

### 3.2.3 Native Title and management of the land

When planning to grant a lease or licence on Crown reserves, the council must comply with the requirements of the Commonwealth *Native Title Act 1993* (NT Act) and have regard for any existing claims made on the land under the NSW *Aboriginal Land Rights Act 1983*. It is the role of the council's engaged or employed native title manager to provide written advice in certain circumstances to advise if the proposed activities and dealings are valid under the NT Act (see Appendix A3 for more information).

### 3.3 Restrictions on Use

Council is the Crown land manager of the Crown reserve/s described in this plan of management in accordance with the legislation and conditions imposed by the Minister administering the *Crown Land Management Act 2016*. The use of the land described in this plan must:

- be consistent with the purpose for which the land was dedicated or reserved.
- consider native title rights and interests and be consistent with the provisions of the Commonwealth *Native Title Act 1993*.
- consider the inchoate interests of Aboriginal people where an undetermined Aboriginal Land Claim exists.
- Consider, and not be in conflict with, any interests and rights granted under the *Crown Land Management Act 2016*.
- consider any interests held on title.
- Not be detrimental to the broader community interest and use of the reserve.

Queanbeyan Park is specifically reserved for public recreation and must not be used for any purpose that prevents ongoing public recreation, although council may authorise special events that are in the community's interest.

## Queanbeyan Park – Plan of Management

### 3.4 Development and Use

Queanbeyan-Palerang Regional Council provides and maintains community lands and reserves for public recreation as well as a variety of other community uses. Council supports the development of these lands to meet the community's recreational needs. Council applies the same principles to Council owned Community Land and Council Managed Crown Land that is reserved for public recreation.

Council seeks to enhance the development of reserves in a manner that does not compromise the purpose of the dedication or reservation and does not restrict ongoing community access. In the management of the land Council will facilitate appropriate activities and facilities through specific licence arrangements.

### 3.5 Current Use of the Land

Queanbeyan Park and the adjoining Crown lands subject to this plan, are multipurpose public reserves dedicated for public recreation. These lands are used for a variety of organised sports, including cricket, Australian rules football, tennis, lawn bowls and croquet, as well as events, exhibitions and community activities. In addition, there is a large accessible children's playground and well-maintained open parklands with established trees and gardens, suitable for passive recreation and community events. The Axis Centre offers bookable community space suitable for playgroups, community recreation and activities.

Appendix 6.2 contains a list of existing structures developed within the reserves and lists the current condition and uses of these assets.

### 3.6 Permissible/ Future Uses

General uses which may occur at Queanbeyan Park align with those of community land categorised Park and Sportsground. Forms of development generally associated with those uses, are set out in this plan of management. Community land is valued for its important role in the social, intellectual, spiritual and physical enrichment of residents, workers, and visitors to the area. This is generally supported by appropriate ancillary development such as playground equipment, amenity blocks or kiosks/café etc

Purpose/Use, such as...	Development to facilitate uses, such as...
<ul style="list-style-type: none"> <li>Active and passive recreation including children's play and cycling.</li> <li>Group recreational use, such as picnics and private celebrations.</li> <li>Eating and drinking in a relaxed setting.</li> <li>Publicly accessible ancillary areas, such as toilets.</li> <li>Festivals, parades, markets, fairs, exhibitions and similar events and gatherings.</li> <li>Low-intensity commercial activities e.g. recreational equipment hire.</li> <li>Filming and photographic projects.</li> <li>Busking.</li> <li>Public address (speeches).</li> <li>Community gardening.</li> </ul>	<ul style="list-style-type: none"> <li>Development to improve access, amenity &amp; the visual character of the park e.g. paths, public art, pergolas.</li> <li>Development for active recreation such as play equipment, exercise equipment, bike racks.</li> <li>Amenities to facilitate the safe use and enjoyment of the park e.g. picnic tables, BBQs, sheltered seating areas.</li> <li>Refreshment areas (kiosks/cafes) including external seating.</li> <li>Lighting, seating, toilet facilities, courts, paved areas.</li> <li>Hard and soft landscaped areas.</li> <li>Storage sheds.</li> <li>Car parking and loading areas.</li> </ul>

Queanbeyan Park – Plan of Management

Purpose/Use, such as...	Development to facilitate uses, such as...
<ul style="list-style-type: none"> <li>Managing social behaviours</li> </ul> <p>Providing a location for, and supporting, the gathering of groups for a range of social, cultural or recreational purposes.</p> <ul style="list-style-type: none"> <li>casual or informal recreation</li> <li>meetings (including for social, recreational, educational or cultural purposes)</li> <li>functions</li> <li>concerts, including all musical genres</li> <li>performances (including film and stage)</li> <li>exhibitions</li> <li>fairs and parades</li> <li>workshops</li> <li>leisure or training classes</li> <li>caravan park and camping ground</li> </ul> <p><b>Note: Some of the uses listed above require a permit from Council</b></p>	<ul style="list-style-type: none"> <li>Commercial development that is sympathetic to and supports use in the area e.g. hire of recreation equipment.</li> <li>Heritage and cultural interpretation e.g. signs.</li> <li>Advertising structures and signage that: <ul style="list-style-type: none"> <li>relate to approved uses/activities</li> <li>are discreet and temporary</li> <li>are approved by Council.</li> </ul> </li> <li>Water-saving initiatives such as stormwater harvesting, rain gardens and swales.</li> <li>Energy-saving initiatives such as solar lights and solar panels.</li> <li>Locational, directional and regulatory signage.</li> <li>Implementation of Alcohol Free Area, parking restrictions and companion Animal management.</li> <li>buildings or other amenities to facilitate use and enjoyment by the community</li> <li>development (particularly within buildings) for the purposes of addressing the needs of a particular group (e.g., a stage)</li> </ul>

## 4. LEASES, LICENCES AND OTHER ESTATES

Under Section 46(1)(b) of the LG Act, leases, licences and other estates formalise the use of community land. A lease, licence or other estate may be granted to organisations and persons, community groups, sports clubs and associations, non-government organisations, charities, community welfare services, non-profit organisations and government authorities. The lease or licence must:

- be for uses consistent with the reserve purpose(s), the assigned categorisation and zoning of the land; and
- be in the best interests of the community as a whole, and enable, wherever possible, shared use of community land

Any lease or licence proposal will be individually assessed and considered, including the community benefit, compatibility with this plan of management and the capacity of the community land itself and the local area to support the activity. A lease is normally issued where exclusive control of all or part of an area by a user is proposed. In all other instances a licence or short-term licence or hire agreement will be issued.

### 4.1 Leases and Licences Authorised by this Plan of Management

This plan of management **expressly authorises** the issues of leases, licences and other estates over the land covered by the plan of management, provided that:

- the purpose is consistent with the purpose for which it was dedicated or reserved.
- the purpose is consistent with the core objectives for the category of the land.
- the lease, licence or other estate is for a permitted purpose listed in the *Local Government Act 1993* or the *Local Government (General) Regulation 2021*.

#### Queanbeyan Park – Plan of Management

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- the issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the *Native Title Act 1993*.
- where the land is subject to a claim under the *Aboriginal Land Rights Act 1983*, the issue of any lease, licence or other estate will not prevent the land from being transferred in the event the claim is granted.
- the lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* or the Local Government (General) Regulation 2021.
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

Table/s in the relevant sections of this plan of management further identify the purposes for which leases and licences may be issued over the reserves identified in this plan of management, and the maximum duration of leases, licences and other estates.

### 4.2 Short-Term Licences

Short-term licences and bookings may be used to allow Council to program different uses of community land at different times, allowing the best overall use. Fees for short-term casual bookings will be charged in accordance with the council's adopted fees and charges at the time. Short-term licences issued under Clause 116 of the *Local Government (General) Regulation 2021* are authorised for the purpose of:

- (a) the playing of a musical instrument, or singing, for fee or reward
- (b) engaging in a trade or business
- (c) the playing of a lawful game or sport
- (d) the delivery of a public address
- (e) commercial photographic sessions
- (f) picnics and private celebrations such as weddings and family gatherings
- (g) filming sessions

This plan of management **expressly authorises** Council to issue short-term licences (for up to 12 months) under s2.20 of the *Crown Land Management Act* for the prescribed purposes listed in Clause 31 of the *Crown Land Management Regulation 2018*. Short-term licences granted under s2.20 of the *CLM Act* are authorised for the following prescribed purposes:

- (a) access through a reserve;
- (b) catering;
- (c) community, training or education;
- (d) emergency occupation;
- (e) entertainment;
- (f) environmental protection, conservation or restoration or environmental studies;
- (g) exhibitions and car shows;
- (h) filming (as defined in the Local Government Act 1993);
- (i) functions;
- (j) markets;
- (k) meetings;
- (l) sales;
- (m) shows;
- (n) site investigations;
- (o) sporting and organised recreational activities;
- (p) civic event;
- (q) hire of recreational equipment.

Note: Other uses authorised under the above legislation have been removed from this plan, due to inconsistency with the park usage e.g. camping and equestrian events

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#### 4.3 Permissible Tenure Terms and Purposes

Type of tenure	Maximum term	Purpose for which tenure may be granted
Lease	20 years	<ul style="list-style-type: none"> <li>cafés areas, including seating and tables</li> <li>management of court facilities</li> <li>hire or sale of recreational equipment</li> </ul>
Licence	5-year	<ul style="list-style-type: none"> <li>outdoor café/kiosk seating and tables</li> <li>management of court or similar facilities</li> <li>hire or sale of recreational equipment</li> </ul>
Short-term licence	12 months	<ul style="list-style-type: none"> <li>sporting fixtures and events</li> <li>sports and fitness training and classes</li> <li>broadcasting or filming of sporting fixtures</li> <li>ancillary ceremonies (for example, rehearsal of opening and closing ceremonies, cheer squads, etc.)</li> <li>uses reasonably associated with the promotion or enhancement of sporting groups, fixtures and events e.g. 'guest' events for juniors; gala days; club meetings)</li> <li>playing a musical instrument, or singing for fee or reward</li> <li>picnics &amp; private celebrations such as weddings &amp; family gatherings</li> <li>filming, including for cinema/television</li> <li>conducting a commercial photography session</li> <li>public performances</li> <li>engaging in an appropriate trade or business associated with the purpose of the reserve</li> <li>delivering a public address</li> <li>community events</li> <li>fairs, markets, auctions &amp; similar activities</li> </ul>
Other estates		This plan of management allows Council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act.

#### 4.4 Current Leases and Licences

QPRC currently has three Licences in place over land covered by this plan (shown below).

Sportsground	Lessee/Licensee	Type of Agreement	Purpose	Duration
Queanbeyan Park	Queanbeyan Lion's Club	Licence	Book Shop	2/9/24 – 1/9/29
	Queanbeyan Park Tennis Club	Licence	Tennis Club activities	1/1/24 – 31 Dec 2028
Queanbeyan Lawn Bowling Greens	Queanbeyan Bowling Club	Lease	Club Activities	1 Sept 2022 – 31/8/42

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## 5. ACTION PLAN

Section 36 of the LG Act requires that a plan of management for community land details:

- objectives and performance targets for the land
- the means by which the council proposes to achieve these objectives and performance targets
- the manner in which the council proposes to assess its performance in achieving the objectives and performance targets.

These requirements for Queanbeyan Park and adjoining Crown reserves covered by this Plan are set out below

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
<b>Significance of the Park &amp; surrounds</b>	<ul style="list-style-type: none"> <li>• Ensure the optimal use of the park and surrounds for current and future generations.</li> <li>• Provide an easily accessible link between the Park, the Museums and Farrar Place.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage an experienced consultant to develop a comprehensive and integrated master plan for the park and its surrounding areas.</li> <li>• Redesign site layout between the Museum, Axis Centre &amp; the maintenance shed.</li> </ul>	<ul style="list-style-type: none"> <li>• A master plan with a staged approach for future developments and improvements that can be achieved in discrete projects over time.</li> <li>• Final plan developed &amp; adopted by Council.</li> </ul>
<b>Tree Health &amp; Canopy coverage</b>	<ul style="list-style-type: none"> <li>• Ensure the long-term health &amp; well being of Park trees.</li> <li>• Maintain and increase the tree canopy.</li> <li>• Protect the root zone from compaction and poor soil health.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct a proactive tree maintenance program, based on tree assessments.</li> <li>• Continue implementing a tree succession plan to honour the heritage of the Park, while addressing climate change.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Tree Assessment using level 5 Arborist, every 5 years</li> <li>• Compare with previous assessments.</li> <li>• Evaluate growth and form of newly planted trees.</li> </ul>
<b>Events &amp; Level of usage</b>	<ul style="list-style-type: none"> <li>• Facilitate a broad range of events throughout the year to cater for all tastes &amp; cultural practices.</li> <li>• Ensure events are conducted in a manner that is not detrimental to the health of the trees &amp; green space.</li> <li>• Limit large car shows to four per year.</li> <li>• Limit other large events to six per year.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with event organisers for a well-balanced calendar of events.</li> <li>• Emphasise the use of hard stand areas over lawns for events with high pedestrian movements.</li> <li>• Move events throughout the Park to enable lawn &amp; tree root recovery.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor number of people attending events.</li> <li>• Assess tree and lawn health regularly.</li> <li>• Number of enquiries to host events in the Park.</li> </ul>



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Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
		<ul style="list-style-type: none"> <li>Ensure events have a wet weather contingency when lawns are closed.</li> </ul>	
<b>Sporting Clubs &amp; Activities</b>	<ul style="list-style-type: none"> <li>Encourage a broad range of sporting activities in the sports oval, courts and sports lawns.</li> <li>Ensure adequate facilities are provided for users.</li> </ul>	<ul style="list-style-type: none"> <li>Promote the Park and its associated facilities as inclusive and family friendly.</li> <li>Maintain licence agreements with the existing major sporting organisations.</li> <li>Investigate options for improvement of sports user facilities/changerooms.</li> <li>Conduct user satisfaction surveys.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor number of participants using Tennis, Bowls and Croquet facilities</li> <li>Maintain booking register for sports. Review survey data.</li> </ul>
<b>Accessibility</b>	Ensure access for people of all ages and abilities.	<ul style="list-style-type: none"> <li>Ensure all paths are accessible.</li> <li>Provide inclusive and accessible public amenities within the Park.</li> </ul>	Conduct an audit to confirm compliance.
<b>Childrens Play</b>	<ul style="list-style-type: none"> <li>Provide a well maintained and safe playground for children of all ages and abilities.</li> <li>Provide accessible amenities in the play area to assist parents with multiple children.</li> <li>Provide shade and drinking water within the play area.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct safety &amp; compliance audits regularly and visual inspections daily.</li> <li>Conduct user satisfaction surveys.</li> <li>Continually evaluate and maintain the highest standard of play facilities in accordance with an asset management plan.</li> </ul>	<ul style="list-style-type: none"> <li>Review audit and survey results.</li> <li>Review Asset management plan.</li> </ul>
<b>Utilities</b>	<ul style="list-style-type: none"> <li>Allow for the provision of civil utilities to service the Park and surrounding properties.</li> <li>Work with utility providers to ensure the safety of site and protection of trees.</li> <li>Maintain a safe and compliant amenities and storage facility for park staff</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a record/ plans of underground services in the Park.</li> <li>Facilitate asset assessments for Council owned services.</li> <li>Provide access for utility services to assess their assets.</li> <li>Review existing depot layout and redesign to current standards</li> </ul>	Plans available for staff before any works commence.

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Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
<b>Community Facilities</b>	<ul style="list-style-type: none"> <li>Allow for the use of the Axis Centre and the Cottage for community uses, compatible with the dedication of the reserve.</li> <li>Priority of access is to be given to not for profit, community groups ahead of any commercial operation.</li> <li>Allow for the provision of a café within the park, utilising existing structure if feasible.</li> </ul>	<ul style="list-style-type: none"> <li>Regularly review leases and usage of community facilities to evaluate level of community engagement and benefit.</li> <li>Consider options for a café.</li> </ul>	

## **6. APPENDICES**

Appendix 6.1 Schedule of assets and conditions

Appendix 6.2 Brief Description of assets and conditions

Appendix 6.3 Plan of Management Legislative framework

Appendix 6.4 Aboriginal Interests in Crown Land

Appendix 6.5 Community Consultation



Queanbeyan Park – Plan of Management

**6.1 Appendix – Schedule of Assets and Condition**



Item No.	Item	Location
1	Gazebo (picnic shelter)	Eastern corner of park adjacent to Lowe Street
2	Public Toilet	Eastern corner of park adjacent to Lowe Street
3	Outdoor Stage	Near eastern boundary of park adjacent to Lowe Street
4	Bandstand	Near eastern boundary of park adjacent to Lowe Street
5	Fountain	Near eastern boundary of park adjacent to Lowe Street
6	Flower Gardens	On north-western side of the park
7	Sunken Garden	On north-western side of the park at the junction of Lowe and Campbell Streets
8	Halloran Dais	Located at the boundary of the Sunken Garden
9	Reconciliation Garden	On north-western side of the park at the junction of Lowe and Campbell Streets
10	The Oval	Major element of the park and central feature
11	Cycle Track	Major element of the park and central feature around the oval
12	Tennis Club and Courts	Located on the south-western side of the park near Campbell Street
13	Maintenance Shed/Toilet	Located on the south-western side of the park between the tennis club and bowling greens
14	Women's Bowling Club and Greens	Located on the south-western side of the park near the junction of Campbell Street and Farrer Place
15	Croquet Club and Green	Located on the south side of the park near Farrer Place
16	Children's Playground	Located on the south side of the park between the tennis courts and pavilion
17	Pavilion	Located at the southern end of the oval
18	Axis Building, (Former Youth Centre)	Located east of the pavilion
19	The Cottage (former 'Tree House')	Located adjacent to the youth centre in the east of the park
20	Park Trees	Throughout the Park
21	Memorial Plaques	Several throughout the Park, especially the north-west side.
22	Light Posts	Throughout the park, particularly on the east to northwest corners
23	Park Furniture (various)	Throughout the Park
24	Park Maintenance Depot	Between Museum and playground.

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6.2 Appendix – Schedule of Assets and Condition in Detail



Item No	Item	Details and Condition	Image
1	Gazebo (Picnic Shelter)	The gazebo was presented to the people of Queanbeyan in April 1985 to commemorate the 1885-1985 centenary of local government in Queanbeyan. It was presented by members of the South- East Region of the Real Estate Institute of NSW. The structure is located on the eastern end of the park. At the rear of the modern court building is octagonal in shape with open sides supported by timber posts and roof sub-structure. The roof is of corrugated iron. There is a concrete floor with table and seats. Overall, the structure is in good condition.	
2	Public toilets	The public toilets are at the rear of the Court House adjacent to Lowe Street (Figure A1.3). The toilets were constructed in 2013 and replaced the former toilets constructed by Rotary. The toilet block is of predominantly brick construction with colour bond roof. The building and fixtures are modern and well maintained.	

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Item No	Item	Details and Condition	Image
3	Outdoor Stage	The stage was constructed in 2010 to provide a venue for performances in the Park. It is a simple construction with a concrete and brick foundation and flat steel roofing and poles. It has a ramp at the rear and steps on the east elevation. The stage is located in close proximity to the older 1939 bandstand. The structure is in very good condition and is low maintenance.	
4	Bandstand (concrete dome)	The bandstand is domed steel reinforced concrete structure. Four wide concrete steps lead up to the arch, the last arriving on a platform for bands to perform. Like the dome, the arch appears to have been built up with courses or layers of concrete that has been rendered with a rough-cast finish, part of which has fallen off near its base. The exterior rear wall of the dome has a rough concrete finish. The front of the structure is painted pale yellow, and the rear is grey. The bandstand remains a solid structure and, despite superficial signs of deterioration, is in good condition.	





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Item No	Item	Details and Condition	Image
5	Fountain	The fountain was constructed in 1985 and was donated to the city by the Queanbeyan Age newspaper to commemorate the 125 <sup>th</sup> anniversary of the newspaper founded on 15 September 1860. The fountain consists of a mortared stone base that is roughly kidney shaped and about 700mm in height. The centerpiece to the fountain consists of rougher slightly rounded boulders where the water comes out through the middle. This central piece is approximately 3m in length and 2m in width and about 1.8m high. The pond requires refurbishment.	
6	Flower gardens	There are two gardens located on the North-Western side of the park. Both are of a circular construction and have a similar stone base to that of the fountain and dais. The circular gardens were presented to the people of Queanbeyan by the City auditors to mark the centenary of local government in 1985. Other small gardens are located throughout the park and are all well maintained by the park's gardeners.	



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Item No	Item	Details and Condition	Image
7	Sunken garden	In the North-Western corner of park, the sunken garden was developed in 1983. It was originally included in the park design in 1977 as a flood retention basin to alleviate flooding of the Central Business District. The basin with its timber bridge and water feature, includes a small cascade, rock lined stream and ornamental pond. It is a popular point for relaxation in the park. The area needs refurbishment, but must be done in conjunction with stormwater infrastructure works.	
8	Halloran Dais	The Henry F Halloran Dais was donated by Realty Property Group in 1985 to commemorate the memory of Henry Halloran who was a licensed surveyor and town planner and did much work in the town and surrounds. The dais adjacent to the sunken garden and is constructed from the similar local stone as other items in the park.	


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Item No	Item	Details and Condition	Image
9	Reconciliation Garden	The Reconciliation Garden, designed by Andy McNeice, is located adjacent to the sunken garden on the corner of Lowe and Campbell Streets. It was created in June 2010 and officially opened by the Mayor of Queanbeyan, Tim Overall, reconciliation campaigner Danny Morseu, and youth reconciliation campaigner Michaela Holden.	
10	Brad Haddin Oval	The sports oval is the most prominent individual feature in the park. It has a long history of sporting activities in Queanbeyan. Along with the adjoining cycle track, it provides a centre piece for the park. The oval is surrounded by other individual elements that make up the fabric of the park overall.	

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Item No	Item	Details and Condition	Image
11	Cycle Track	The first bicycle track was established at Queanbeyan Park late in 1895 at the request of the newly formed cycling club. Cycling continues to be a popular sport. The track covers the full outer perimeter of the oval.	
12	Tennis Courts	Tennis is another of the sporting activities that has been played at Queanbeyan Park for well over 100 years. The first court was constructed on the Public Recreation Reserve, which was dedicated on 8 February 1893, beside the Police Paddock where the current park tennis courts are located at the South Eastern end of the Park. The existing club house was constructed in 1951. The courts are not the original courts but they are located on the original site of the first lawn courts.	

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Item No	Item	Details and Condition	Image
13	Maintenance Shed/Toilet	A basic brick and concrete structure is located between the tennis club house and the bowling greens adjacent to the Women's Bowling Club. Little is known about this structure, however it appears likely to have been constructed for use as a toilet and then added to for the purpose of the current shed.	
14	Women's Bowling Club and Greens	The Queanbeyan Women's Bowling Club had its inaugural meeting of twenty-four women in February, 1952. In 1967, they accepted the Men's Club House with the use of the two available greens as their meeting place. This was on the Police Paddock at the present location. Two years later, a fire broke out in Farrer Place and ravaged the timber Club House and most of its contents. In 1970, the existing building was completed. The brick building has a board room, a large entertainment area served by a kitchen and pantry, change rooms with facilities and two playing greens.	



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Item No	Item	Details and Condition	Image
15	Croquet Club and Green	The Croquet Club was formed on 20 September 1934 with the first lawn officially opened in 1935. The Club took up part of the Police Paddock in Farrer Place beside the newly-formed Bowling Club. An old shelter shed relocated from Duntroon, purchased for three pounds ten shillings became the club house. In 1956 it was extended to include a kitchen and change rooms and opened in time for the Club's twenty-first birthday celebrations that year. The building consists of a weatherboard cladding, double hung sash windows covered by a mesh, corrugated iron roofing and seating at the front of the building overlooking the green. A separate steel shed located to the side of the building is a recent addition.	
16	Children's Playground	The children's playground was established around 1937. The current playground was upgraded in 2011 and represents the continuing improvements to the Park facilities. The playground is now fully fenced and is a very popular location for children. There are sheltered areas inside the playground.	

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Item No	Item	Details and Condition	Image
17	Pavilion	A prominent historical feature of the park is the pavilion, traditionally used as the cricket pavilion, but also used for other sports such as football codes. Although there has been a pavilion at the Park from at least the 1890s, there have been a number of alterations and additions. Today, the pavilion consists of weatherboard cladding, double hung sash windows with a mesh covering for security, hipped red tile roofing with a skillion roof over the front verandah.	
18	Axis Centre	The Axis Centre is a modern single storey building with offices, toilets a kitchen and a large meeting room. The building was a former Parks depot and offices until the late 1990s. The building had its current facade added in 1977. It consists of a largely glass facade, central entrance and flat roof. The external walls of the building are of red brick and there is a red brick annex to one side of the building. It is currently available for community groups to hire for community and recreational activities.	

Queanbeyan Park – Plan of Management

Item No	Item	Details and Condition	Image
19	The former 'Tree House'	Formerly a centre for children with special needs, there are two main buildings, currently used by the Lions Club book shop. Little is known of the construction of the brown brick building at the front, but it appears to have been built in the 1940s, likely as a caretaker's cottage. A concrete path leads to a small veranda enclosed by a grey stone wall & small gate. The veranda is supported by timber posts & a skillion iron roof. The windows are double-hung sash type with a corrugated iron hipped roof. The rear red brick building was used as an office. Due to its location, it is likely to have been one the buildings that formed part of the old police station (now museum) or the old Court House. It retains some original elements including brickwork & a corrugated hipped iron roof. Additions such as the sliding aluminium framed windows are recent. A shed/garage, constructed of concrete block with modern steel in front, is located off one end of the building. Both sheds are used by the cricket club. These structures are sound, but the whole area needs reviewing. The old chain wire fence detracts from the park's aesthetics and restricts public access. It should be removed or reconfigured and replaced with black wire.	



Queanbeyan Park – Plan of Management

Item No	Item	Details and Condition	Image
20	Park trees	<p>Queanbeyan Park's trees, collectively, are its most significant asset. Early tree planting marked a turning point in the development of Queanbeyan as a town, from providing elementary infrastructure of Police paddocks and roads, to an emphasis on aesthetics &amp; recreation. Trees of various species have been planted around the park for over 140 years and this canopy of cooling trees attracts people to Queanbeyan Park. Tree planting continues with many new plantings contributing to the landscape. Some were planted to commemorate events e.g. formation of the Rotary Club. Some were planted as memorials e.g. to a family lost in a boating accident on Lake George. Trees are assessed every 5 years &amp; their condition is documented in Arborist reports. A process of succession planting commenced in 2024 and needs to continue to ensure the park's canopy is maintained for future generations. Where appropriate, same species are planted. However, where trees are being impacted by warming climates, alternate species of similar character are used e.g. cool climate oak may be replaced with a warm climate oak with similar characteristics.</p>	

Queanbeyan Park – Plan of Management

Item No	Item	Details and Condition	Image
21	Memorial Plaques	A number of items and individual trees in the Park have plaques to commemorate events or people in Queanbeyan. These plaques are attached to trees and gardens and other structures such as the Halloran Dais, the Gazebo, the Fountain and the Reconciliation Garden.	
22	Light Posts	Lighting in the park and on the streets was an important early consideration for Council. The first kerosene street lamps were installed in 1890. These were then moved to the park and adapted as electric lights. Posts are of cast iron construction, approximately 3.5 metres in height with a cream/green colour pattern. They are all imprinted with the name of the Mayor in 1890.	
23	Maintenance Depot	The QPRC Urban Landscapes team have a small depot, between the museum and the playground, for staff amenities and storage of equipment associated with maintaining the park. The facilities are limited and not suitable for the number of staff. Refurbishment and improved amenities are required.	

Queanbeyan Park – Plan of Management

Item No	Item	Details and Condition	Image
24	Park Furniture	The Park has various elements that fit into the category of 'park furniture'. These include park bench seats, tables, water fountains (bubblers), barbecues and rubbish bins. The majority of these items are recent additions (i.e. from the 1970s onwards).	

Queanbeyan Park – Plan of Management

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## 6.3 Appendix – Plan of Management Legislative Framework

### 6.3.1 Local Government Act 1993

Section 35 of the *Local Government Act 1993* (LG Act) provides that community land can only be used in accordance with:

- the plan of management applying to that area of community land, and
- any law permitting the use of the land for a specified purpose or otherwise regulating the use of the land, and
- the provisions of Division 2 of Chapter 6 of the Act.

Section 36 of the Act provides that a plan of management for community land must identify the following:

- a) the category of the land,
- b) the objectives and performance **targets** of the plan with respect to the land,
- c) the means by which the council proposes to **achieve** the plan's objectives and performance targets,
- d) the manner in which the council proposes **to assess its performance** with respect to the plan's objectives and performance targets and may require the prior approval of the council to the carrying out of any specified activity on the land.

A plan of management that applies to just one area of community land:

- a) must include a description of:
  - (i) the condition of the land, and of any buildings or other improvements on the land, as at the date of adoption of the plan of management, and
  - (ii) the use of the land and any such buildings or improvements as at that date, and
- b) must:
  - (i) specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used, and
  - (ii) specify the purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise, and
  - (iii) describe the scale and intensity of any such permitted use or development.

*Note: Photographs of buildings/structures located on the reserve should be considered. Council should also consider including a rating system for building/structures.*

Land is to be categorised as one or more of the following:

- a) a natural area
- b) a sportsground
- c) a park
- d) an area of cultural significance
- e) general community use.

Land that is categorised as a natural area is to be further categorised as one or more of the following:

- a) bushland
- b) wetland
- c) escarpment
- d) watercourse



## Queanbeyan Park – Plan of Management

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- e) foreshore
- f) a category prescribed by the regulations.

Additionally, under section 36 of the LG Act, a site-specific plan of management must be made for land declared:

- as critical habitat, or directly affected by a threat abatement plan or a recovery plan under threatened species laws (sections 36A(2) and 36B(3))
- by council to contain significant natural features (section 36C(2))
- by council to be of cultural significance (section 36D(2)).

### *Classification of public land*

The LG Act requires classification of public land into either 'community' or 'operational' land (Section 26). The classification is generally made for council-owned public land by the council's Local Environmental Plan (LEP) or in some circumstances by a resolution of the council (Section 27).

Crown reserves managed by council as Crown land manager have been classified as community land on commencement of the *Crown Land Management Act 2016 (CLM Act)*. Councils may manage these Crown reserves as operational land if written consent is obtained from the Minister administering the *CLM Act*.

Classification of land has a direct impact on the council's ability to dispose of or alienate land by sale, leasing, licensing or some other means. Under the LG Act, community land must not be sold (except for scheduled purposes), exchanged or otherwise disposed of by the council, and the land must be used and managed in accordance with an adopted plan of management. In addition, community land is subject to strict controls relating to leases and licences (sections 45, 46, 46a and 47) of the LG Act.

By comparison, no such restrictions apply to operational land that is owned by councils. For example, operational land can be sold, disposed, exchanged or leased including exclusive use over the land, unencumbered by the requirements which control the use and management of community land. Crown reserves managed by council as operational land may generally be dealt with as other operational land but may not be sold or otherwise disposed of without the written consent of the Minister administering the *CLM Act*.

Operational land would usually include land held as a temporary asset or an investment, land which facilitates the council carrying out its functions or land which may not be open to the general public (for example, a works depot).

The classification or reclassification of council-owned public land will generally be achieved by a Local Environmental Plan (LEP) or by a resolution of council in accordance with sections 31, 32 and 33 of the LG Act. If land is not classified by resolution within a three-month period from acquisition it automatically becomes community land, regardless of whether it satisfies the objectives for community land as outlined in the LG Act.

For Crown land, Council cannot reclassify community land as operational land without consent of the Minister administering the *CLM Act*.

### **6.3.2 Crown Land Management Act 2016**

Crown reserves are land set aside for the community for a wide range of public purposes, including environmental and heritage protection, recreation and sport, open space, community halls, special events and government services. Crown land is governed by the *CLM Act*, which

#### Queanbeyan Park – Plan of Management

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provides a framework for the state government, local councils and members of the community to work together to provide care, control and management of Crown reserves.

Under the *CLM Act*, as appointed Council Crown land managers, councils manage Crown land as if it were public land under the *LG Act*. However, it must still be managed in accordance with the purpose of the land and cannot be used for an activity incompatible with its purpose – e.g. Crown land assigned the purpose of ‘environmental protection’ cannot be used in a way that compromises its environmental integrity.

Councils must also manage Crown land in accordance with the objects and principles of Crown land management outlined in the *CLM Act*. The objects and principles are the key values that guide Crown land management to benefit the community and to ensure that Crown land is managed for sustainable, multiple uses.

##### *Principles of Crown land management*

- Environmental protection principles are to be observed in the management and administration of Crown land.
- The natural resources of Crown land (including water, soil, flora, fauna and scenic quality) will be conserved wherever possible.
- Public use and enjoyment of appropriate Crown land are to be encouraged.
- Where appropriate, multiple uses of Crown land should be encouraged.
- Where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained.
- Crown land is to be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the state of NSW, consistent with the above principles.

##### *Crown land management compliance*

In addition to management and use of Crown reserves that is aligned with the reserve purpose(s), there are other influences over council management of Crown reserves. For example, Crown land managers may have conditions attached to any appointment instruments, or councils may have to comply with specific or general Crown land management rules that may be published in the NSW Government Gazette. Councils must also comply with any Crown land regulations that may be made.

#### **6.3.3 Native Title Act 1993**

The Commonwealth *Native Title Act 1993 (NT Act)* recognises and protects native title rights and interests. The objects of the *NT Act* are to:

- provide for the recognition and protection of native title.
- establish ways in which future dealings affecting native title may proceed and to set standards for those dealings.
- establish a mechanism for determining claims to native title.
- provide for, or permit, the validation of past acts invalidated because of the existence of native title.

The *NT Act* may affect use of Crown land, particularly development and granting of tenure.

Specifically, the *CLM Act* makes it mandatory for council to engage or employ a native title manager. This role provides advice to council as to how the council's dealings and activities on Crown land can be valid or not valid in accordance with the *NT Act*. Council must obtain the written advice from an accredited native title manager that Council complies with any applicable provisions of the native title legislation when:

## Queanbeyan Park – Plan of Management

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- a) granting leases, licences, permits, forestry rights, easements or rights of way over the land
- b) mortgaging the land or allowing it to be mortgaged
- c) imposing, requiring or agreeing to covenants, conditions or other restrictions on use (or removing or releasing, or agreeing to remove or release, covenants, conditions or other restrictions on use) in connection with dealings involving the land
- d) approving (or submitting for approval) a plan of management for the land that authorises or permits any of the kinds of dealings referred to in (a), (b) or (c).

### 6.3.4 Council plans and policies relating to this PoM

Council has developed plans and policies that are concerned to some extent with the management of community land. These documents have been considered when preparing this PoM. All relevant strategies are available to download from QPRC's website.

<https://www.qprc.nsw.gov.au/Policies-Strategies-and-Plans>

### 6.3.5 NSW state legislation

#### *Environmental Planning and Assessment Act 1979*

The *Environmental Planning and Assessment Act 1979* (EP&A Act) provides the framework for planning and development across NSW and guides environmental planning instruments which provide a basis for development control.

The EP&A Act ensures that effects on the natural environment, along with social and economic factors, are considered by the council when granting approval for or undertaking works, developments or activities.

This Act is also the enabling legislation for planning policies which may have a direct influence on open space management. On a state-wide level there are State Environmental Planning Policies (SEPPs). On a regional level there are Regional Environmental Plans (REPs). On a local level there are Local Environmental Plans (LEPs) as well as Development Control Plans (DCPs).

#### *Aboriginal Land Rights Act 1983*

The *Aboriginal Land Rights Act 1983* (ALR Act) is important legislation that recognises the rights of Aboriginal peoples in NSW. It recognises the need of Aboriginal peoples for land and acknowledges that land for Aboriginal people in the past was progressively reduced without compensation. Crown land meeting certain criteria may be granted to an Aboriginal Land Council. This Act may affect dealings with Crown land that is potentially claimable.

#### *National Parks and Wildlife Act 1974*

Statutory responsibilities on the council arising from this Act specifically relate to the protection of sites of pre- and post-European contact archaeological significance. This Act may affect community land categorised as cultural significance, natural area or park.

#### *Water Management Act 2000*

This Act is based on the concept of ecologically sustainable development, and its objective is to provide for the sustainable and integrated management of the water sources of the state for the benefit of both present and future generations. The Act recognises:

- the fundamental health of our rivers and groundwater systems and associated wetlands, floodplains, estuaries has to be protected.



## Queanbeyan Park – Plan of Management

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- the management of water must be integrated with other natural resources such as vegetation, native fauna, soils and land.
- to be properly effective, water management must be a shared responsibility between the government and the community.
- water management decisions must involve consideration of environmental, social, economic, cultural and heritage aspects
- social and economic benefits to the state will result from the sustainable and efficient use of water.

### *Heritage Act 1977*

This Act contains provisions for the conservation of items of heritage and may relate to community land categorised as cultural significance or natural area.

### **6.3.6 Commonwealth legislation**

#### *Telecommunications Act 1997*

This Act provides for telecommunication facilities being permitted on community land without authorisation in a PoM.

### **6.3.7 State Environmental Planning Policies**

#### *State Environmental Planning Policy (Transport & Infrastructure) 2021*

This planning policy lists development allowed with consent or without consent on community land.

### **6.3.8 Other relevant legislation, policies, and plans**

- *Biosecurity Act 2015*
- *Catchment Management Authorities Act 2003*
- *Companion Animals Act 1998*
- *Disability Discrimination Act 1992*
- *Local Land Services Act 2013*
- *Operations Act 1997*
- *Pesticides Act 1999*
- *Protection of the Environment Operations Act 1997*
- *Retail Leases Act 1994*
- *Soil Conservation Act 1938*
- *NSW Invasive Species Plan 2008-2015*

## Queanbeyan Park – Plan of Management

### 6.4 Appendix – Community Consultation

A user survey was conducted in March 2021 to determine the community views on current use and maintenance, as well as possible or desired improvements of various parks, including Queanbeyan Park. Where appropriate, outcomes from this engagement have been incorporated into the Action Plan of this plan of management.

Figure 30, represents the percentage of respondents within three Destination Parks - Queanbeyan Park, Queen Elizabeth II Park and Ryrie Park, who indicated each activity in response to the question “*what are you planning to do (or what have you done) in the park today?*” Figure 31 highlights the relative importance people placed on park features, and Figure 32 covers the relative satisfaction of users regarding the park features. There are not significant service gaps identified in the Destination Parks.

The survey was conducted over several dates and times, considered normal park use, not during an event. The survey covered three elements:

- activities respondents were undertaking in the park;
- relative importance of park features; and
- relative satisfaction with park feature.

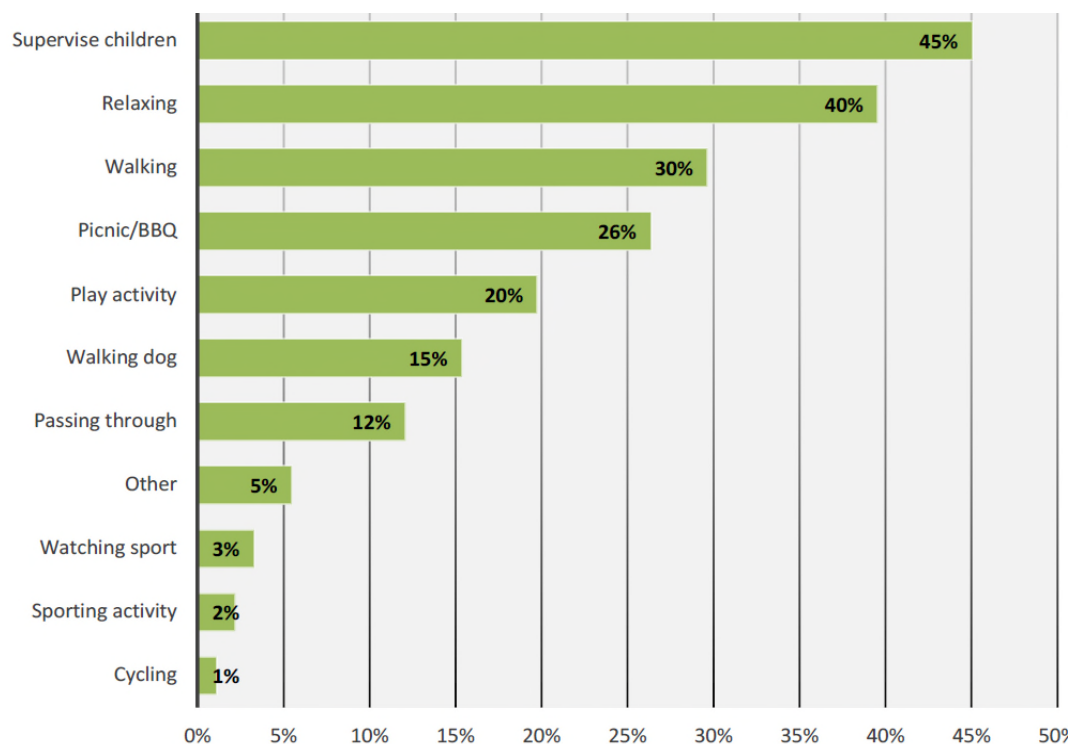


Figure 30: Destination Park – Activities of Respondents

Queanbeyan Park – Plan of Management

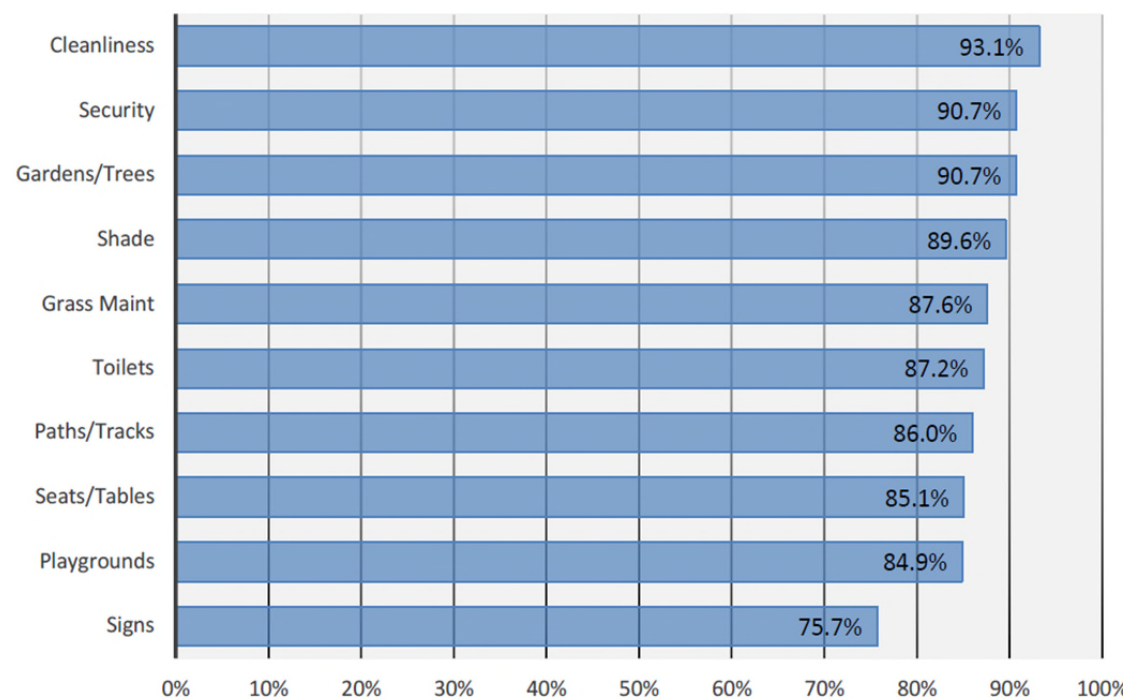


Figure 31: Relative importance of parks features

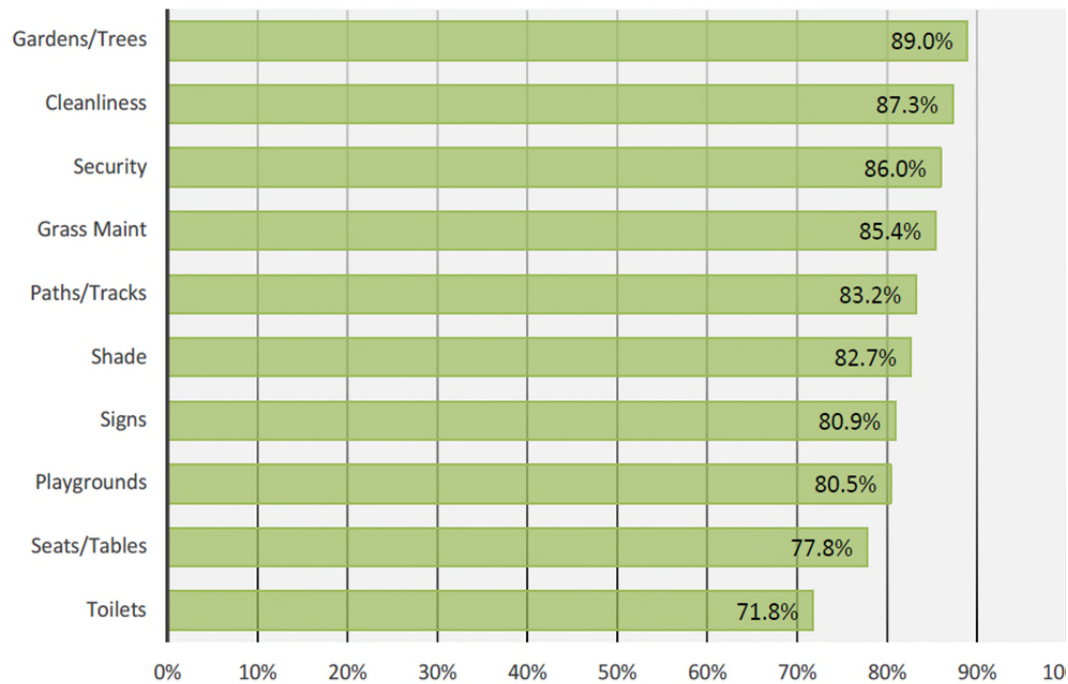


Figure 32 Relative satisfaction with parks features

Queanbeyan Park – Plan of Management

Specific feedback on Queanbeyan Park.

Most enjoyed features/aspects	Suggested Improvement	Overall Satisfaction	Gender	Age
Friendly people	More signs	Very satisfied	Female	55–64
Everything particularly on a nice day	Nil	Very satisfied	Female	55–64
Trees	Off lead area	Very satisfied	Female	35–39
Play equipment for the under 12-year-old is brilliant	Slides too hot - need shade or cover over the slides.	Very satisfied	Female	35–39
Close to home	Nil	Satisfied	Male	25–29
Walking	Nil	Satisfied	Male	55–64
Good paths	Nil	Satisfied	Male	65+
People here- social place	Clean up slippery leaves	Satisfied	Male	65+
The trees and the gardens	Soap in the toilets	Very satisfied	Male	40–44
Play area for the toddlers - the equipment is wonderful	Water tap/ fountain near the barbecue in the play area.	Very satisfied	Female	35–39
Trees and nature	Nil	Very satisfied	Male	20–24
Walking in lovely place	Nil	Very satisfied	Female	65+
Like the trees	Nil	Very satisfied	Female	40–44
Quiet and serene	More car parking	Satisfied	Male	50–54
Natural surrounds	Nil	Satisfied	Male	55–64
Love walking	Soap in the toilet	Very satisfied	Male	65+
Children love the playground	Cockatoo have made a mess in the trees. Children can't play under the trees because of droppings.	Very satisfied	Female	25–29
Talking to me and the weather	Coffee shop at Treehouse would be wonderful.	Very satisfied	Male	65+
The walking paths	Upgrade playground	Very satisfied	Male	65+
It's fenced in and the children can play freely	Toilets are not clean and are unusable. Shade over metal slides. More tables & seats	Satisfied	Female	35–39
Beautiful	Nil	Very satisfied	Female	45–49
Cleanliness	Nil	Satisfied	Male	35–39
The cricket pitch	Nil	Satisfied	Male	40–44
Tranquil, social aspect	Nil	Very satisfied	Female	65+
Nice surroundings to walk through	Nil	Satisfied	Male	25–29
Trees	Dead tree branches, cleaner toilets	Satisfied	Female	35–39

Queanbeyan Park – Plan of Management

Most enjoyed features/aspects	Suggested Improvement	Overall Satisfaction	Gender	Age
Park is so diverse you can catch yabbies, watch the cricket and then have a play.	Separate entrance to tennis courts that is next to car park. Upgrade play area for intermediates to older children with more challenging equipment e.g. flying fox monkey bars higher slides advanced climbing equipment.	Very satisfied	Female	45–49
Beautiful big trees	Nil	Very satisfied	Male	25–29
Trees	Too many cigarette butts around by where the chairs are.	Very satisfied	Female	65+

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**9 JULY 2025**

ITEM 9.7 PLANS OF MANAGEMENT: QUEANBEYAN SHOWGROUND,  
QUEANBEYAN PARK AND QUEEN ELIZABETH II PARK

ATTACHMENT 3 FINAL DRAFT QUEEN ELIZABETH II PARK PLAN OF  
MANAGEMENT

# Queen Elizabeth II Parklands

## Crown Land

### Plan of Management





**KEY INFORMATION**

This plan of management has been prepared by Queanbeyan Palerang Regional Council and provides direction on the use and management of council owned community lands and council-managed Crown reserves classified as 'community land'. The plan of management is required in accordance with Section 3.23 of the *Crown Land Management Act 2016* and Section 36 of the *Local Government Act 1993*.

This plan specifically addresses the management of Queen Elizabeth II Park (QE2 Park) and associated recreational reserves connected to QE2 Park, including Ray Morton Park and Wanniasa Park. It outlines the way the land will be used and provides the framework for Council to follow in relation to the express authorisation of leases and licence on the land.

This plan of management is site-specific covering land that is complex, consisting of multiple categorisation types and inter-connected Crown Reserves.

Version number	Date	Prepared by
Version 1	25 November 2024	Tim Geyer
Version 2	20 December 2024	Jacquelyn Richards
Version 3	11 February 2024	Jacquelyn Richards
Adopted by Council on		
Resolution Number		

Queen Elizabeth II Parklands – Plan of Management

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## 1. INTRODUCTION

Queanbeyan-Palerang Regional Council (QPRC) covers an area of 5,392 square kilometres, with a population of 63,304 (2021 census). With the growth centres of Googong, South Jerrabomberra and Bungendore along with Queanbeyan infill of medium to high density development, it is projected this population will increase to around 85,084 by 2041.

QE2 Park is a Crown Reserve dedicated for public recreation. This plan of management also includes the site of Queanbeyan Riverside Caravan Park, Ray Morton Park, Wanniasa Park and the Art Gallery which are all Council owned community lands that are adjacent to QE2 Park.

Management of these parklands is the responsibility of QPRC in accordance with all appropriate legislation. The parklands are centrally located in the Queanbeyan CBD and provide good access to the Queanbeyan River and open space for community recreation and events.

### 1.1 Purpose of this Plan of Management

The *Local Government Act 1993* (LG Act) requires a plan of management for all public land that is classified as 'community land' under that Act. The *Crown Land Management Act 2016* (CLM Act) authorises local councils (council managers), appointed to manage dedicated or reserved Crown land, to manage that land as if it were public land under the *Local Government Act 1993* (LG Act). A plan of management is required for all council-managed Crown reserves on community land.

The purpose of this specific plan is to:

- contribute to Council's broader strategic goals and vision as set out in Queanbeyan-Palerang Community Strategic Plan 2042;
- ensure compliance with the *Local Government Act 1993* and the *Crown Land Management Act 2016*;
- provide clarity in the future development, use and management of the community land;
- ensure consistent management that supports a unified approach to meeting the varied needs of the community;
- identify the adequacy, the condition and usage of existing facilities to meet current and future community needs;
- identify gaps/conflicts in providing for the future needs of the community and the wellbeing of the park;
- consider the current and future levels of sports, events, and community use of QE2; park and the adjacent parks and identify shortfalls, excess or potential opportunities;
- prepare a strategic approach for the future management of the park including tree management; and
- enable Council to quantify and prioritise the financial resources that will be required over a 20-year period to fund and maintain services and adequate asset renewal.

Further information about the legislative context of Crown Reserve plans of management is at Appendix 6.2.

## 1.2 Process of Preparing this Plan of Management

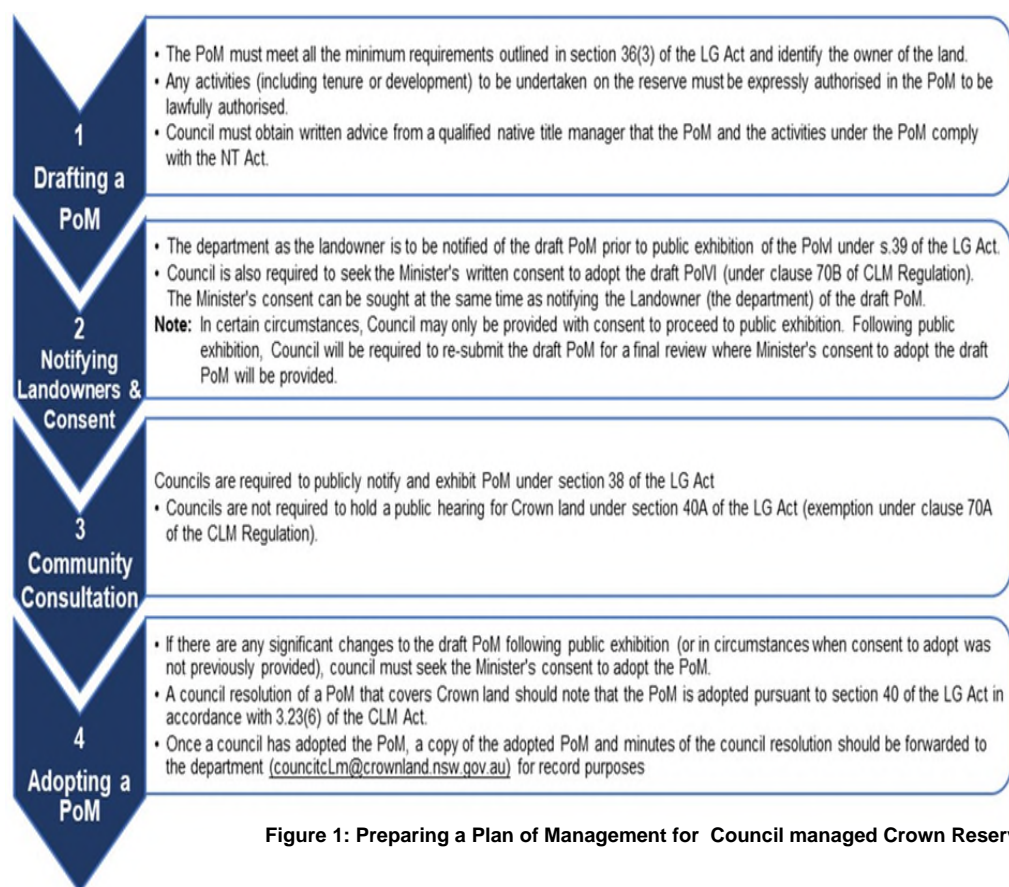


Figure 1: Preparing a Plan of Management for Council managed Crown Reserve

## 1.3 Update and Review

This plan of management will be regularly reviewed to ensure ongoing alignment with community values and changing community needs, and to reflect changes in Council priorities. It is recommended that the plan be reviewed within five (5) years of its adoption. However, performance will be reviewed on an annual basis to ensure that the Reserve is being managed in accordance with the plan, is well maintained and provides a safe environment for public enjoyment.

## 1.4 Community Consultation

A yardstick user survey was conducted in March 2021 to determine the community views on current use and maintenance, as well as possible or desired improvements of various parks, including QE2 Park. Where appropriate, outcomes from this engagement have been incorporated into the action plan of this plan of management. The survey was conducted over several dates and times during normal park use, not during an event. Feedback specific to QE2 Park and Ray Morton Park is provided in Appendix 6.4

Queen Elizabeth II Parklands – Plan of Management

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#### 1.4.1 Public Exhibition

**Note:** This section will be completed following a full exhibition period and report to Council on the results.

This plan of management was placed on public exhibition from xx/xx/xxxx to xx/xx/xxxx in accordance with the requirements of section 38 of the *Local Government Act 1993*. A total of xx submissions were received and presented to Council and, as appropriate included in the final plan.

In accordance with section 39 of the *Local Government Act 1993*, prior to being placed on public exhibition, the draft plan of management was referred to the Department of Planning and Environment – Crown Lands, as representative of the state of NSW, which is the owner of the Reserve. Council has included in the plan any provisions that have been required by the Department of Planning and Environment – Crown Lands. The plan of management was adopted by Queanbeyan Palerang Regional Council xx/xx/xxxx and will be reviewed xx/xx/xxxx.

## 2. LAND DESCRIPTION

### 2.1 Background

QE2 Park is an important community asset for recreation and leisure. The park has its roots in the early history of Queanbeyan, servicing as a cricket ground in the 1800s and providing caravan parking since the early 1960s. The surrounding parklands provide safe access to the Queanbeyan River and a venue for several community events. Music by the River, various car shows, Diwali Mela Lantern Festival, and other activities have all held been at these parks. These events make a significant contribution to the cultural richness of Queanbeyan and to community wellbeing. In addition, these parklands are home to Queanbeyan Art Society's Community Gallery and a Café/Restaurant with alfresco dining overlooking the river.

The parks have an abundance of open space suitable for passive recreation and family activities. The parks are family focused with both dry and wet play areas, sensory gardens, BBQ facilities, public amenities and good shade. QE2 Park was redesigned and reconstructed, in 2015, following strict environmental guidelines. It was subsequently awarded the Infrastructure Sustainability Council of Australia's rating of "Excellent - As Built", the first for a public park or any project under \$10m in Australia. The park has also been awarded the International Green Flag Awards for four years.

#### 2.1.1 Location and extent of Queen Elizabeth II Parklands

QE2 park is located on the fringe of the Queanbeyan CBD, on Collette Street, one block from the main junction of Monaro and Crawford Streets. It is connected to Ray Morton Park and Waniassa Park via a pedestrian footbridge across the Queanbeyan River and is an integral part of the Queanbeyan River Walk.

These parklands are collectively linked to the residential areas of East Queanbeyan via shared paths both north and south along the river, and via Yass Road to the east. The parks straddle the Queanbeyan River at Queanbeyan Wier, and are located on the eastern side of Collette Street, north of Bungendore Road (King's Highway) and south of Morisset Street. The park location adjoins the Queanbeyan CBD and has green links back to Queanbeyan Park and further up and down stream along the river corridor.




Queen Elizabeth II Parklands – Plan of Management



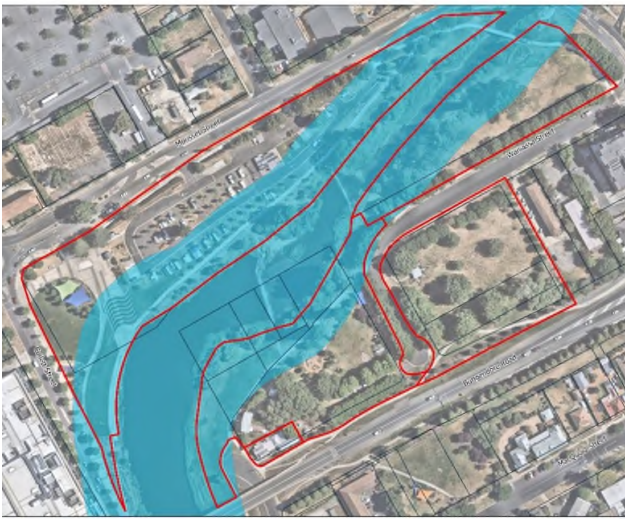

Figure 2: QEII Park and surrounding parklands location in CBD

## 2.2 Site Description

This plan covers QE2 Park, Ray Morton Park, Wanniasa Park and Queanbeyan Community Art Gallery. The lands are owned by the Crown and managed by Council as Crown land manager under the *Crown Land Management Act 2016*. The lands owned by Council are managed under the *Local Government Act 1993*.

Community Land Category	Queen Elizabeth II		
Land Classification	Council land - Community Crown land managed by Council - Community		
Legal Description of land	Lot 7321 DP1165688 Lot 7322 DP1165688 Lot 1 DP593382 Lot 1 DP749033	Lot 1 DP897143 Lot 2 DP7490336 Lot 6 DP1099164 Lots 9-11 DP1129959	Lot 15 DP758862 Lot 16 DP1089123 Lot 100 DP579717
Zone:	RE1 – Public Recreation and SP 2 Sportsground 		

Queen Elizabeth II Parklands – Plan of Management

Riparian and watercourse:	Yes 
PoM land size	86796m <sup>2</sup>
Groundwater vulnerability	No
Bushfire prone:	No
Longitude:	149.23075204
Latitude:	-35.35747735
Catchments:	Nil
Water:	Connected to reticulated water supply operated by Council.
Effluent Disposal:	Connected to reticulated sewer operated by Council.
Recycled Water:	Not connected to reticulated recycled water supply.
Contamination:	None known
Flood prone:	Full 



Queen Elizabeth II Parklands – Plan of Management

## 2.3 Reserves Covered by this Plan

Location and Status	
<b>Reserve Number</b>	<b>Crown Reserve R85693</b>
Reserve Name	Queen Elizabeth II Park
Street Address	41 Morisset Street, East Queanbeyan, NSW 2620 and 11-13 Wanniassa Street East Queanbeyan, NSW, 2620
Lots	Lots 7322 and 7321 DP1165688
Reserve Type	Reserve
Status	Current
Management Type	Council CLM
Manager	Queanbeyan Palerang Regional Council
Purpose	Public Recreation
Additional Purpose	Conservation
Land Classification	Community – Regional Park
Area (ha)	1.75Ha
<b>Reserve Number</b>	<b>Council Community Lands</b>
Reserve Name	Wanniassa Park
Street Address	2-6 Wanniassa Street East Queanbeyan
Lots	Lot 15 Sec 5 DP 758862      Lot 16 DP 1089123 Lot 100 DP 579717
Reserve Type	Reserve
Status	Current
Management Type	Council
Manager	Queanbeyan Palerang Regional Council
Purpose	Public Recreation
Land Classification	Community
Area (ha)	0.84Ha
<b>Reserve Number</b>	<b>Council Community Lands</b>
Reserve Name	Ray Morton Park
Street Address	4-6 Trinculo Place
Lots	Lots Parish Queanbeyan County Murray
Reserve Type	Reserve
Status	Current
Management Type	Council Owned Community Lands
Manager	Queanbeyan Palerang Regional Council
Purpose	Public Recreation
Classification	Community
Area (ha)	
<b>Reserve Number</b>	<b>Council Community Lands</b>
Reserve Name	Art Gallery
Street Address	8 Trinculo Place East Queanbeyan
Lots	Lot1 DP597143
Reserve Type	Community Land – General Community Use
Status	Current
Management Type	Council Owner
Manager	Queanbeyan Palerang Regional Council
Purpose	Art Gallery
Classification	Community
Area (ha)	0.046Ha

## 2.4 Land Containing Significant Natural Features

The reserves covered by this plan of management are located on north and south sides of the Queanbeyan River and cannot be managed without due consideration to the river, its riparian zones and the wildlife within this river corridor. The Queanbeyan River is home to a vibrant population of Platypus, Rakali, Black Swans water dragons and many other species. The Queanbeyan Wier is central to these parklands and significantly contributes to the appeal of the parks.



Figure 3: Fauna associated with the Queanbeyan River

While QE2 Park, Ray Morton Park and Wanniasa Park are all highly modified landscapes designed for high volume pedestrian and event activities, it is important to maintain the riverbanks as natural buffers between the parklands and the river. This natural buffer provides the habitat needed for wildlife to nest and shelter. It also captures nutrients and litter before they reach the water. The Queanbeyan River Riparian Corridor Strategy covers the management of the river and the riparian zone in greater detail and should be taken into consideration along with this plan.

## 3. BASIS OF MANAGEMENT

Parklands are managed by Queanbeyan Palerang Regional Council under the Community, Arts and Recreation directorate. Council's staff and contractors carry out the day-to-day maintenance of the parks and manage the booking system for casual and regular hirers. Council applies resources to manage the showground through its annual operational plan and balances those resources to deliver services to a broad range of parks, reserves and other community facilities across the whole LGA.

QPRC manages its community land to meet:

- assigned categorisation of community land;
- the LG Act guidelines and core objectives for community land;
- the council's strategic objectives and priorities; and
- development and use of the land outlined in Section 6 of the LG Act.

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### 3.1 Council's Strategic Objectives and Priorities

In consultation with the community, Queanbeyan-Palerang Regional Council developed integrated strategic plans that provide key strategic priorities and aspirations of the community and the delivery of a vision for the future. The three key documents are:

- *Community Strategic plan 2042*
- *Delivery Plan 2022-2026*
- *Operational Plan 2024-25*  
<https://www.qprc.nsw.gov.au/Council/Council-Business/Budgets-and-Planning>

#### 3.1.1 Queanbeyan-Palerang Community Strategic Plan 2042

This plan outlines a shared community vision developed to guide and inform policies and actions throughout the Queanbeyan-Palerang area until 2042. The community's vision is:

*'The Queanbeyan-Palerang region is a safe and relaxed place to live, offering a wonderful lifestyle for all members of our community, where we can enjoy excellent services and facilities while experiencing the benefits of a healthy natural environment.'*

Strategic objectives from the Community Strategic Plan 2042 include:

Strategic Objective	Strategies
<b>1.1</b> Our community is strengthened through connection & participation that enhances our community & cultural life	<ul style="list-style-type: none"> <li>• Build cultural capacity through the availability &amp; participation in the arts, performances &amp; cultural gatherings, events and exhibitions.</li> <li>• We recognize &amp; take pride in the unique &amp; individual heritage &amp; identity of our city, towns &amp; rural areas.</li> <li>• We embrace our diverse community and welcome and support new and existing residents through community development to build community connection &amp; resilience.</li> <li>• Recognise, respect &amp; support our Traditional Owners &amp; First Nations People's historical &amp; ongoing connection to country.</li> </ul>
<b>1.1</b> Our health, wellbeing & resilience is supported by strong partnerships & access to services	<ul style="list-style-type: none"> <li>• Building community &amp; Council resilience for preparing &amp; responding to disasters.</li> <li>• Inclusion &amp; accessibility are enhanced through access to community &amp; support services for those that need them.</li> <li>• Health &amp; quality of life are improved through access to a range of recreation &amp; leisure opportunities.</li> <li>• Active recreational, sporting &amp; health pursuits are supported by the availability of programs, events &amp; assets in the Queanbeyan-Palerang region.</li> <li>• Enhance life-long learning pursuits through volunteering opportunities, library, historical &amp; museum services across the region through socially inclusive &amp; welcoming facilities.</li> </ul>
<b>1.3</b> Our public & community places are inviting, accessible, encourage participation & are well maintained.	<ul style="list-style-type: none"> <li>• Maintain public spaces to a high standard.</li> <li>• Promote our public places &amp; attractions with wayfinding signage to support visitation.</li> <li>• When planning public &amp; green spaces, explore the inclusion of complementary activities such as playgrounds, walking tracks, picnic facilities &amp; amenities which are provided with well-designed built &amp; natural shade.</li> <li>• Community facilities are accessible, safe &amp; inclusive.</li> </ul>

### 3.1.2 QPRC Delivery program and Operational plans

The Delivery plan covers the term of the sitting Council and outlines priorities for the four-year Council term. The annual Operational plan is a sub-plan of the Delivery Program that outlines the actions that will be undertaken in a specific financial year.

## 3.2 Categorisation of the Land

All community land is required to be categorised as one or more of the following five categories. Where the land is owned by the Crown, the category assigned should align with the purpose for which the land is dedicated or reserved.

- **Park** – areas primarily used for passive recreation.
- **Sportsground** – areas where the primary use is for active recreation involving organised sports or the playing of outdoor games.
- **General community use** – areas where the primary purpose relates to public recreation and the physical, cultural, social, and intellectual welfare or development of members of the public. This includes venues such as community halls, scout and guide halls, and libraries.
- **Area of Cultural significance** – areas with Aboriginal, aesthetic, archaeological, historical, technical, research or social significance.
- **Natural area** – areas that play an important role in the area's ecology. This category is further categorised into bushland, escarpment, foreshore, watercourse and wetland categories.

QE2 Park and surrounding parklands are categorised as Park and are provided for the purpose of public recreation. The Art Gallery is categorised as General Community Use. The management of community land is governed by the categorisation. Council may then apply more specific management objectives to community land, though these must be compatible with the core objectives for the land.

Parks are defined in clause 104 of the LG (General) Regulation 2021 as land which is improved by landscaping, gardens or the provision of non-sporting equipment and facilities, and for uses which are mainly passive or active recreational, social, educational and cultural pursuits that do not intrude on the peaceful enjoyment of the land by others. The core objectives for parks, as outlined in Section 36G of the LG Act, are to:

- encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities;
- provide for passive recreational activities or pastimes and for the casual playing of games; and
- improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

General community use land is defined in clause 106 of the LG (General) Regulation 2021 as land that may be made available for use for any purpose for which community land may be used, and does not satisfy the definition of natural area, sportsground, park or area of cultural significance. The core objectives for community land categorised as general community use, as outlined in Section 36I of the LG Act, are to:

- promote, encourage and provide for the use of the land;
- provide facilities on the land, to meet the current and future needs of the local community and of the wider public:
  - in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and

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- in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

### 3.3 Restrictions on Use

The guidelines for categorisation of community land are set out in the Local Government (General) Regulation 2021. The core objectives for each category are set out in the LG Act. Council is the Crown land manager of the Crown reserve/s described in this plan of management in accordance with the legislation and conditions imposed by the Minister administering the *Crown Land Management Act 2016*. The use of the land described in this plan of management must:

- be consistent with the purpose for which the land was dedicated or reserved;
- consider native title rights and interests and be consistent with the provisions of the Commonwealth *Native Title Act 1993*;
- consider the inchoate interests of Aboriginal people where an undetermined Aboriginal Land Claim exists;
- consider and not be in conflict with any interests and rights granted under the *Crown Land Management Act 2016*;
- consider any interests held on title; and
- Not be detrimental to the broader community interest and use of the reserve.

### 3.4 Development and Use

QE2 Park, Ray Morton Park and Wanniasa Park underwent major refurbishment between 2014 and 2016, including redesign of the caravan park, creating the infrastructure available today. The design of the parks was to provide attractive landscapes suitable for residents, workers, and visitors to enjoy and to cater for major events.

The caravan park is designed for short term RV and under canvas spaces. Long term tenure and cabins are not permitted under this plan, due to the significant flood risk. Ray Morton Park has a well-established café/restaurant overlooking the river. The pergola and deck of this facility have been engineered to withstand flood inundation, while the café buildings are removable. Wanniasa Park and the southern bank of QE2 Park are designed to remain as open parkland for passive use and event space.

Except for asset renewal and minor improvements, this plan does not propose any new major fixed or permanent, developments within these parklands. The current facilities provide a good balance between built and natural characteristics of the parks and do not compromise the river corridor. There is adequate hard stand space within QE2 Park to facilitate temporary food/coffee vans and market activities.

### 3.2 Current Use of the Land

The current land use is for public recreation. These are some of the most popular and regularly used parklands in Queanbeyan-Palerang. With a good range of amenities, paths and access to the river, the parklands are popular for walking, jogging, picnics and children's activities. The modern, well shaded play facilities, both wet and dry, and the sensory gardens are very popular with local families and visitors.

QE2 Park is a valuable event space, hosting major productions including *Music By the River* and *Lakespeare*. All three parks are suitable for static car shows and other community events, include river-based activities and recreation.

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The Queanbeyan Art Society Gallery is accommodated in O'Neill Cottage, facing Trinculo Place. It is used by the society to host exhibitions, conduct classes and provide space for artists workshops and associated activities. The gallery is open to the public and adds a valuable cultural element to the park.

The café/restaurant was designed to service the park and adjoining art gallery. Over time its popularity has grown and is now a destination in its own right. Increased pressure on available parking and vehicle movements behind the café is having an impact on the park usability and amenity. Care must be taken to ensure the café/restaurant area is not over developed to the point where it detracts from the original intent of supplementary service to the park and gallery.

### 3.3 Permissible/ Future Uses

Community land is valued for its important role in the social, intellectual, spiritual and physical enrichment of residents, workers, and visitors to the Queanbeyan-Palerang area. These lands also play an important role in biodiversity conservation and ecosystem function. Council encourages a wide range of uses of community land and facilitates uses that increase activation of this land, where appropriate. The general types of uses which may occur on community land categorised as park and general community use are set out below.

Purpose/Use, such as...	Development to facilitate uses, such as...
<ul style="list-style-type: none"> <li>Active and passive recreation including children's play and cycling.</li> <li>Group recreational use, such as picnics and private celebrations.</li> <li>Eating and drinking in a relaxed setting.</li> <li>Publicly accessible ancillary areas, such as toilets.</li> <li>Festivals, parades, markets, fairs, exhibitions and similar events and gatherings.</li> <li>Low-intensity commercial activities e.g. recreational equipment hire.</li> <li>Filming and photographic projects.</li> <li>Busking.</li> <li>Public address (speeches).</li> <li>Community gardening.</li> <li>Managing social behaviours</li> </ul> <p>Providing a location for, and supporting, the gathering of groups for a range of social, cultural or recreational purposes.</p> <ul style="list-style-type: none"> <li>casual or informal recreation</li> <li>meetings (including for social, recreational, educational or cultural purposes)</li> <li>functions</li> <li>concerts, including all musical genres</li> <li>performances (including film and stage)</li> <li>exhibitions</li> <li>fairs and parades</li> <li>workshops</li> <li>leisure or training classes</li> <li>caravan park and camping ground</li> </ul>	<ul style="list-style-type: none"> <li>Development to improve access, amenity &amp; the visual character of the park e.g. paths, public art, pergolas.</li> <li>Development for active recreation such as play equipment, exercise equipment, bike racks.</li> <li>Amenities to facilitate the safe use and enjoyment of the park e.g. picnic tables, BBQs, sheltered seating areas.</li> <li>Refreshment areas (kiosks/cafes) including external seating.</li> <li>Lighting, seating, toilet facilities, courts, paved areas.</li> <li>Hard and soft landscaped areas.</li> <li>Storage sheds.</li> <li>Car parking and loading areas.</li> <li>Commercial development that is sympathetic to and supports use in the area e.g. hire of recreation equipment.</li> <li>Heritage and cultural interpretation e.g. signs.</li> <li>Advertising structures and signage that: <ul style="list-style-type: none"> <li>relate to approved uses/activities</li> <li>are discreet and temporary</li> <li>are approved by Council.</li> </ul> </li> <li>Water-saving initiatives such as stormwater harvesting, rain gardens and swales.</li> <li>Energy-saving initiatives such as solar lights and solar panels.</li> <li>Locational, directional and regulatory signage.</li> <li>Implementation of Alcohol Free Area, parking restrictions and companion Animal management.</li> </ul>



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Purpose/Use, such as...	Development to facilitate uses, such as...
<b>Note: Some of the uses listed above require a permit from Council</b>	<ul style="list-style-type: none"> <li>buildings or other amenities to facilitate use and enjoyment by the community</li> <li>development (particularly within buildings) for the purposes of addressing the needs of a particular group (e.g., a stage)</li> </ul>

## 4. LEASES, LICENCES AND OTHER ESTATES

Under Section 46(1)(b) of the LG Act, leases, licences and other estates formalise the use of community land. A lease, licence or other estate may be granted to organisations and persons, community groups, sports clubs and associations, non-government organisations, charities, community welfare services, non-profit organisations and government authorities. The lease or licence must:

- be for uses consistent with the reserve purpose(s), the assigned categorisation and zoning of the land; and
- be in the best interests of the community as a whole, and enable, wherever possible, shared use of community land

Any lease or licence proposal will be individually assessed and considered, including the community benefit, compatibility with this plan of management and the capacity of the community land itself and the local area to support the activity. A lease is normally issued where exclusive control of all or part of an area by a user is proposed. In all other instances a licence or short-term licence or hire agreement will be issued.

### 4.1 Leases and Licences Authorised by this Plan of Management

This plan of management **expressly authorises** the issues of leases, licences and other estates over the land covered by the plan of management, provided that:

- the purpose is consistent with the purpose for which it was dedicated or reserved.
- the purpose is consistent with the core objectives for the category of the land.
- the lease, licence or other estate is for a permitted purpose listed in the *Local Government Act 1993* or the Local Government (General) Regulation 2021.
- the issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the *Native Title Act 1993*.
- where the land is subject to a claim under the *Aboriginal Land Rights Act 1983*, the issue of any lease, licence or other estate will not prevent the land from being transferred in the event the claim is granted.
- the lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* or the Local Government (General) Regulation 2021.
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

Table/s in the relevant sections of this plan of management further identify the purposes for which leases and licences may be issued over the reserves identified in this plan of management, and the maximum duration of leases, licences and other estates.

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## 4.2 Short-Term Licences

Short-term licences and bookings may be used to allow Council to program different uses of community land at different times, allowing the best overall use. Fees for short-term casual bookings will be charged in accordance with the council's adopted fees and charges at the time. Short-term licences issued under Clause 116 of the *Local Government (General) Regulation 2021* are authorised for the purpose of:

- (a) the playing of a musical instrument, or singing, for fee or reward
- (b) engaging in a trade or business
- (c) the playing of a lawful game or sport
- (d) the delivery of a public address
- (e) commercial photographic sessions
- (f) picnics and private celebrations such as weddings and family gatherings
- (g) filming sessions

This plan of management **expressly authorises** Council to issue short-term licences (for up to 12 months) under s2.20 of the *Crown Land Management Act* for the prescribed purposes listed in Clause 31 of the *Crown Land Management Regulation 2018*. Short-term licences granted under s2.20 of the *CLM Act* are authorised for the following prescribed purposes:

- (a) access through a reserve,
- (b) camping using a tent, caravan or otherwise,
- (c) catering,
- (d) community, training or education,
- (e) emergency occupation,
- (f) entertainment,
- (g) environmental protection, conservation or restoration or environmental studies,
- (h) exhibitions,
- (i) filming (as defined in the Local Government Act 1993),
- (j) functions,
- (k) hiring of equipment, associated with park activities
- (l) markets,
- (m) meetings,
- (n) military exercises,
- (o) sales,
- (p) shows,
- (q) site investigations,
- (r) sporting and organised recreational activities,

## 4.3 Permissible Tenure Terms and Purposes

Type of tenure	Maximum term	Purpose for which tenure may be granted
Lease	30 years	<ul style="list-style-type: none"> <li>• café/kiosk areas, including seating and tables</li> <li>• Art Gallery, workshops and education</li> <li>• Caravan and Camping area</li> </ul>
Licence	5-year renewable	<ul style="list-style-type: none"> <li>• outdoor café/kiosk seating and tables</li> <li>• hire or sale of recreational equipment</li> </ul>
Short-term licence	1 year	<ul style="list-style-type: none"> <li>• community events and festivals</li> <li>• playing a musical instrument, or singing for fee or reward</li> <li>• picnics and private celebrations such as weddings and family gatherings</li> <li>• filming, including for cinema/television</li> <li>• conducting a commercial photography session</li> </ul>

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Type of tenure	Maximum term	Purpose for which tenure may be granted
		<ul style="list-style-type: none"> <li>public performances</li> <li>engaging in an appropriate trade or business</li> <li>delivering a public address</li> <li>community events</li> <li>fairs, markets, auctions and similar activities</li> </ul>
Other estates		This plan of management allows Council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act.

#### 4.4 Current Leases and Licences

QPRC currently have three licences in place over land covered by this plan (shown below).

Sportsground	Lessee/Licensee	Type of Agreement	Purpose	Duration
<b>Queen Elizabeth II Park</b>	Riverside Caravan Park	Lease	Caravan Park	1/9/20 – 30/8/25
<b>Ray Morton Park</b>	River Bank Café (Cartel Taco)	Licence	Café	1 /3/ 20 – 28/2/25
<b>Art Gallery</b>	Queanbeyan Art Society	Lease	Art Gallery	1/7/08 – 30/6/29

## 5. ACTION PLAN

Section 36 of the LG Act requires that a plan of management for community land details:

- objectives and performance targets for the land
- the means by which the council proposes to achieve these objectives and performance targets
- the manner in which the council proposes to assess its performance in achieving the objectives and performance targets.

The requirements for QE2 Park, Ray Morton Park, Wanniasa Park, the site of the Queanbeyan Riverside Caravan Park and the Art Gallery covered by this plan are set out below.

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
<b>Equity of Access</b>	Ensure access to and within parks to all people regardless of culture, ethnicity, religion and disabilities	<ul style="list-style-type: none"> <li>• Provide Changing Places facility.</li> <li>• Facilitate cultural events.</li> <li>• Design wheelchair friendly paths.</li> </ul>	Assess useability of park by users through surveys and observation.
<b>Use and recreation</b>	<ul style="list-style-type: none"> <li>• Enhance opportunities for a balanced organised and unstructured recreational use of parks.</li> <li>• Optimise public access to all areas of parks, sportsgrounds, and general community use land.</li> <li>• Provide opportunities for all kinds of activity in open space for people of all ages, abilities and cultural backgrounds.</li> <li>• Encourage increased use of the river path by walkers.</li> <li>• Ensure the wet and dry play facilities meet current relevant standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and increment the range of organised and informal/unstructured activities in parks</li> <li>• Provide amenities to increase use and enjoyment of parks including toilets, change rooms and kiosk/ café facilities.</li> <li>• Undertake accessibility audit of facilities to identify compliance.</li> <li>• Undertake regular playground inspections.</li> <li>• Conduct daily water quality testing in accordance with NSW Health requirements for Recreational water.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased local use of parks measured by survey and observation.</li> <li>• Pedestrian movement counters</li> <li>• Number of visitors</li> <li>• Playground inspection report</li> <li>• Daily water quality results</li> </ul>
<b>Events</b>	Provide a venue for a variety of open-air events compatible with the surrounding environs.	Provide improved facilities for events to accommodate them without adversely affecting the natural environment.	<ul style="list-style-type: none"> <li>• Pre and Post event inspections</li> <li>• Survey of event participants</li> </ul>

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Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
<b>Horticulture</b>	Continue to maintain gardens to a high horticultural standard	<ul style="list-style-type: none"> <li>• Monitor and maintain the Sensory Garden.</li> <li>• Undertake an annual inspection of trees and conduct a 5 yearly arboricultural assessment of the mature trees</li> </ul>	<ul style="list-style-type: none"> <li>• User feedback survey</li> <li>• Arborist reports</li> </ul>
<b>Wildlife Conservation and Protection</b>	Increase community participation in wildlife conservation and protection.	Undertake effective community education campaigns and workshops with respect to the river.	



**6. APPENDICES**

Appendix 6.1	Schedule of assets and condition
Appendix 6.2	Plan of Management Legislative framework
Appendix 6.3	Community Consultation



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6.1 Appendix – Schedule of Assets and Condition

Item No.	Item	Description	Image
1	<b>QUEEN ELIZABETH II PARK</b>	Queen Elizabeth II Park, originally opened by Her Majesty the Queen, was reopened following redevelopment 3 <sup>rd</sup> December 2016, by the then, Governor General Sir Peter Cosgrove.	
1.1	Playground	The playground is an all ages, accessible play structure, installed in 2016. Shade sails were added two years later. The site is susceptible to high wind and the shade structure are prone to damage. Mature trees will eventually replace the need for the artificial shade.	

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Item No.	Item	Description	Image
1.2	Water Feature	The wet-play area seconds as a water feature for cooler months. The 32 jets are centrally controlled with an array of settings including height and lighting. The pad drains back to a tank and water is treated, and monitored daily, to NSW Health standards for recreational water. The system has frost protection, designed to shut off the water before it freezes and causes icy pavement.	 
1.3	Barbecue Shelters	The main BBQ shelter is a steel framed structure, fully clad with solar panels instead of traditional corrugated iron.	 

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Item No.	Item	Description	Image
1.4	Amphitheatre	The amphitheatre acts as a critical bank protection, during floods, and a valuable recreational and cultural tool during public events. Several events use this space and removable safety barriers can be attached as required.	
1.5	Furniture	The furniture throughout the park is, wherever practicable, made of steel, concrete and seasoned hardwood, for durability and length of life. All furniture has been installed since 2015 and is in good condition.	







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Item No.	Item	Description	Image
1.6	Concrete Seating, Retaining Walls.	The seating/retaining walls are steel reinforced concrete construction, designed to retain the embankments during flood events, while providing functional seating at other times. They are embossed with words for inspiration and interest.	
1.7	Amenities	QE II Park has accessible toilet facilities servicing the park area and a new (2023) Adult Changing Place serving both the public and caravan park visitors. Both facilities are in good condition and well maintained. The Changing places facility is on the national MLAK system.	
1.8	River Walk	A section of the Queanbeyan River Walk, shared path, along both sides of the river, passes through QE II Park. In 2020 the missing link behind the caravan park was completed, creating a popular 2km loop from QE II Park, down to the suspension bridge and back on the other bank, via Ray Morton Park & back across the low level bridge.	

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Item No.	Item	Description	Image
2	<b>CARAVAN PARK</b>	The caravan park underwent redevelopment in 2019-2020, seeing all cabins and the chain wire fence, dividing the park, removed to allow better public access. At the same time, the Queanbeyan River Walk was extended past the park further opening up access to the river.	 
2.1	Amenities	The amenities date back to the 1980s, however were renovated in 2020, with the addition of accessible amenities, modern heat pump hot water systems and solar panels.	
2.2	Caravan Park fixtures	Throughout the caravan park there are 44 powered sites with Power outlets, and water connections. The park has 9 solar street lights and picnic/BBQ facilities.	 

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Item No.	Item	Description	Image
3	<b>RAY MORTON PARK</b>	Ray Morton Park was redeveloped in 2012-2013, with the addition of the playground, sculptures, car park and sensory gardens. The park contains a number of sculptural elements designed to be enjoyed both visually and for play, while plants were chosen to stimulate the senses.	
3.1	Play Elements and Sculptures	Throughout the park are play sculptures, including “Morty” the snail, “Queany” the Platypus and The Frogs, all designed and built by local artist Neil Dickinson. The art gates are the work of Alan Neil, former custodian of the park.	    



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Item No.	Item	Description	Image
3.2	Café	The café was built in 2011 and consists of two modified shipping containers. The structure was designed to withstand flood waters and in the event of a major flood the containers can be moved safer ground. The Café is subject to an Emergency Evacuation Plan that determines the point at which it must vacate the park. The site is also designed, that should the café fail to be viable, the main structure can easily be converted to a BBQ shelter.	
4	<b>WANNIASSA PARK</b>	Wanniassa Park is an area of open space with large shade trees. The area is ideal for public events including car shows. In 2001, a committee was set up and a design developed to make Wanniassa Park a celebration of Federation. This did not come to fruition, however in 2014 a new picnic shelter was installed within a federation star garden.	



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Item No.	Item	Description	Image
5	ART GALLERY	Queanbeyan Art Society Gallery is located on the Trinculo Place frontage of the park in the heritage listed O'Neil cottage. The O'Neil cottage was constructed in 1880, for John Wright, first Mayor of Queanbeyan. The cottage has been extended significantly out back to accommodate gallery and studio space, learning areas and storage. The development has maximised the available space and no further extension can occur on this site.	

## 6.2 Appendix A2 – Plan of Management Legislative Framework

### 6.2.1 Local Government Act 1993

Section 35 of the *Local Government Act 1993* (LG Act) provides that community land can only be used in accordance with:

- the plan of management applying to that area of community land, and
- any law permitting the use of the land for a specified purpose or otherwise regulating the use of the land, and
- the provisions of Division 2 of Chapter 6 of the Act.

Section 36 of the Act provides that a plan of management for community land must identify the following:

- a) the category of the land,
- b) the objectives and performance **targets** of the plan with respect to the land,
- c) the means by which the council proposes to **achieve** the plan's objectives and performance targets,
- d) the manner in which the council proposes **to assess its performance** with respect to the plan's objectives and performance targets and may require the prior approval of the council to the carrying out of any specified activity on the land.

A plan of management that applies to just one area of community land:

- a) must include a description of:
  - (i) the condition of the land, and of any buildings or other improvements on the land, as at the date of adoption of the plan of management, and
  - (ii) the use of the land and any such buildings or improvements as at that date, and
- b) must:
  - (i) specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used, and
  - (ii) specify the purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise, and
  - (iii) describe the scale and intensity of any such permitted use or development.

*Note: Photographs of buildings/structures located on the reserve should be considered. Council should also consider including a rating system for building/structures.*

Land is to be categorised as one or more of the following:

- a) a natural area
- b) a sportsground
- c) a park
- d) an area of cultural significance
- e) general community use.

Land that is categorised as a natural area is to be further categorised as one or more of the following:

- a) bushland
- b) wetland
- c) escarpment
- d) watercourse

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- e) foreshore
- f) a category prescribed by the regulations.

Additionally, under section 36 of the LG Act, a site-specific plan of management must be made for land declared:

- as critical habitat, or directly affected by a threat abatement plan or a recovery plan under threatened species laws (sections 36A(2) and 36B(3))
- by council to contain significant natural features (section 36C(2))
- by council to be of cultural significance (section 36D(2)).

#### *Classification of public land*

The LG Act requires classification of public land into either 'community' or 'operational' land (Section 26). The classification is generally made for council-owned public land by the council's Local Environmental Plan (LEP) or in some circumstances by a resolution of the council (Section 27).

Crown reserves managed by council as Crown land manager have been classified as community land on commencement of the *Crown Land Management Act 2016 (CLM Act)*. Councils may manage these Crown reserves as operational land if written consent is obtained from the Minister administering the *CLM Act*.

Classification of land has a direct impact on the council's ability to dispose of or alienate land by sale, leasing, licensing or some other means. Under the LG Act, community land must not be sold (except for scheduled purposes), exchanged or otherwise disposed of by the council, and the land must be used and managed in accordance with an adopted plan of management. In addition, community land is subject to strict controls relating to leases and licences (sections 45, 46, 46a and 47) of the LG Act.

By comparison, no such restrictions apply to operational land that is owned by councils. For example, operational land can be sold, disposed, exchanged or leased including exclusive use over the land, unencumbered by the requirements which control the use and management of community land. Crown reserves managed by council as operational land may generally be dealt with as other operational land but may not be sold or otherwise disposed of without the written consent of the Minister administering the *CLM Act*.

Operational land would usually include land held as a temporary asset or an investment, land which facilitates the council carrying out its functions or land which may not be open to the general public (for example, a works depot).

The classification or reclassification of council-owned public land will generally be achieved by a Local Environmental Plan (LEP) or by a resolution of council in accordance with sections 31, 32 and 33 of the LG Act. If land is not classified by resolution within a three-month period from acquisition it automatically becomes community land, regardless of whether it satisfies the objectives for community land as outlined in the LG Act.

For Crown land, Council cannot reclassify community land as operational land without consent of the Minister administering the *CLM Act*.

#### **6.2.2 Crown Land Management Act 2016**

Crown reserves are land set aside for the community for a wide range of public purposes, including environmental and heritage protection, recreation and sport, open space, community halls, special events and government services.

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Crown land is governed by the *CLM Act*, which provides a framework for the state government, local councils and members of the community to work together to provide care, control and management of Crown reserves.

Under the *CLM Act*, as appointed Council Crown land managers, councils manage Crown land as if it were public land under the LG Act. However, it must still be managed in accordance with the purpose of the land and cannot be used for an activity incompatible with its purpose – e.g. Crown land assigned the purpose of ‘environmental protection’ cannot be used in a way that compromises its environmental integrity.

Councils must also manage Crown land in accordance with the objects and principles of Crown land management outlined in the *CLM Act*. The objects and principles are the key values that guide Crown land management to benefit the community and to ensure that Crown land is managed for sustainable, multiple uses.

### *Principles of Crown land management*

- Environmental protection principles are to be observed in the management and administration of Crown land.
- The natural resources of Crown land (including water, soil, flora, fauna and scenic quality) will be conserved wherever possible.
- Public use and enjoyment of appropriate Crown land are to be encouraged.
- Where appropriate, multiple uses of Crown land should be encouraged.
- Where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained.
- Crown land is to be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the state of NSW, consistent with the above principles.

### *Crown land management compliance*

In addition to management and use of Crown reserves that is aligned with the reserve purpose(s), there are other influences over council management of Crown reserves. For example, Crown land managers may have conditions attached to any appointment instruments, or councils may have to comply with specific or general Crown land management rules that may be published in the NSW Government Gazette. Councils must also comply with any Crown land regulations that may be made.

### **6.2.3 Native Title Act 1993**

The Commonwealth *Native Title Act 1993 (NT Act)* recognises and protects native title rights and interests. The objects of the *NT Act* are to:

- provide for the recognition and protection of native title.
- establish ways in which future dealings affecting native title may proceed and to set standards for those dealings.
- establish a mechanism for determining claims to native title.
- provide for, or permit, the validation of past acts invalidated because of the existence of native title.

The *NT Act* may affect use of Crown land, particularly development and granting of tenure.

Specifically, the *CLM Act* makes it mandatory for council to engage or employ a native title manager. This role provides advice to council as to how the council's dealings and activities on Crown land can be valid or not valid in accordance with the *NT Act*.

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Council must obtain the written advice from an accredited native title manager that Council complies with any applicable provisions of the native title legislation when:

- a) granting leases, licences, permits, forestry rights, easements or rights of way over the land
- b) mortgaging the land or allowing it to be mortgaged
- c) imposing, requiring or agreeing to covenants, conditions or other restrictions on use (or removing or releasing, or agreeing to remove or release, covenants, conditions or other restrictions on use) in connection with dealings involving the land
- d) approving (or submitting for approval) a plan of management for the land that authorises or permits any of the kinds of dealings referred to in (a), (b) or (c).

#### 6.2.4 Other state and Commonwealth legislation

##### *NSW state legislation*

- Environmental Planning and Assessment Act 1979

The *Environmental Planning and Assessment Act 1979 (EP&A Act)* provides the framework for planning and development across NSW and guides environmental planning instruments which provide a basis for development control.

The *EP&A Act* ensures that effects on the natural environment, along with social and economic factors, are considered by the council when granting approval for or undertaking works, developments or activities. This Act is also the enabling legislation for planning policies which may have a direct influence on open space management. On a state-wide level there are State Environmental Planning Policies (SEPPs). On a regional level there are Regional Environmental Plans (REPs). On a local level there are Local Environmental Plans (LEPs) as well as Development Control Plans (DCPs).

- Aboriginal Land Rights Act 1983

The *Aboriginal Land Rights Act 1983 (ALR Act)* is important legislation that recognises the rights of Aboriginal peoples in NSW. It recognises the need of Aboriginal peoples for land and acknowledges that land for Aboriginal people in the past was progressively reduced without compensation. Crown land meeting certain criteria may be granted to an Aboriginal Land Council. This Act may affect dealings with Crown land that is potentially claimable.

- National Parks and Wildlife Act 1974

Statutory responsibilities on the council arising from this Act specifically relate to the protection of sites of pre- and post-European contact archaeological significance. This Act may affect community land categorised as cultural significance, natural area or park.

- Coastal Management Act 2016

The *Coastal Management Act 2016 (the Act)* establishes a strategic framework and objectives for managing coastal issues in NSW. The Act promotes strategic and integrated management, use and development of the coast for the social, cultural, and economic wellbeing of the people of NSW.

- Biodiversity Conservation Act 2016

**Note:** This Act repealed several pieces of legislation including the *Native Vegetation Act 2003*, *Threatened Species Conservation Act 1995*, the *Nature Conservation Trust Act 2001*, and the animal and plant provisions of the *National Parks and Wildlife Act 1974*.

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This Act covers conservation of threatened species, populations and ecological communities, the protection of native flora and fauna. This Act primarily relates to community land categorised as natural area. However, other categories may also be affected. The *Threatened Species Conservation Act 1995* has been repealed and superseded by the *Biodiversity Conservation Act 2016*. However, references to the former legislation remain in the LG Act and are therefore retained in this guideline.

The Department's Energy, Environment and Science division advises that recovery plans and threat abatement plans made under the *Threatened Species Conservation Act 1995* were repealed on the commencement of the *Biodiversity Conservation Act* in 2017. These plans have not been preserved by any savings and transitional arrangement under the Biodiversity Conservation Act or LG Act, meaning pre-existing plans have no legal effect.

For this reason, requirements relating to recovery plans and threat abatement plans for local councils preparing plans of management under section 36B of the LG Act are now redundant. Councils will be advised if future amendments are made to the LG Act to enable these mechanisms.

Certain weeds are also declared noxious under this Act, which prescribes categories to which the weeds are assigned, and these control categories identify the course of action which needs to be carried out on the weeds. A weed may be declared noxious in part or all of the state.

- Fisheries Management Act 1994

The *Fisheries Management Act 1994 (FM Act)* includes provisions for the management of state fisheries, including the conservation of fish habitats, threatened species, populations and ecological communities of fish and marine vegetation and management of the riparian zone, waterways and threatened marine/freshwater aquatic species. This relates to community land categorised as natural area (foreshore, watercourse or wetland).

Where an area of community land is declared to be critical habitat, or if that area is affected by a recovery plan or threat abatement plan under Part 7A of the *FM Act*, a site-specific plan of management will need to be undertaken.

- Water Management Act 2000

This Act is based on the concept of ecologically sustainable development, and its objective is to provide for the sustainable and integrated management of the water sources of the state for the benefit of both present and future generations. The Act recognises:

- the fundamental health of our rivers and groundwater systems and associated wetlands, floodplains, estuaries has to be protected
- the management of water must be integrated with other natural resources such as vegetation, native fauna, soils and land
- to be properly effective, water management must be a shared responsibility between the government and the community
- water management decisions must involve consideration of environmental, social, economic, cultural and heritage aspects
- social and economic benefits to the state will result from the sustainable and efficient use of water.

### Commonwealth Legislation

- Environmental Protection and Biodiversity Conservation Management Act 1999

This Act enables the Australian Government to join with the states and territories in providing a national scheme of environment and heritage protection and biodiversity conservation. It



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incorporates threatened species on a national level and with relevance to Matters of National Environmental Significance.

- Telecommunications Act 1997

This Act provides for telecommunication facilities being permitted on community land without authorisation in a plan of management.

*State Environmental Planning Policies*

- State Environmental Planning Policy (Transport & Infrastructure) 2021

This planning policy lists development allowed with consent or without consent on community land.

*Other relevant legislation, policies, and plans*

- Biosecurity Act 2015
- Catchment Management Authorities Act 2003
- Companion Animals Act 1998
- Disability Discrimination Act 1992
- Local Land Services Act 2013
- Operations Act 1997
- Pesticides Act 1999
- Protection of the Environment Operations Act 1997
- Retail Leases Act 1994
- Soil Conservation Act 1938
- NSW Invasive Species Plan 2008-2015
- National Local Government Biodiversity Strategy
- NSW Biodiversity Strategy
- A Vegetation Management Plan for the Sydney Region (Green Web Sydney)
- Australian Natural Heritage Charter

### 6.3 Appendix A3 – Aboriginal interests in Crown land

Crown land has significant spiritual, social, cultural and economic importance to the Aboriginal peoples of NSW. The *CLM Act* recognises and supports Aboriginal rights, interests and involvement in Crown land.

The management of Crown land can be impacted by the *Native Title Act 1993* (Cth) and the *Aboriginal Land Rights Act 1983* (NSW).

#### 6.3.1 Native Title

Native title describes the rights and interests that Aboriginal and Torres Strait Islander people have in land and waters according to their traditional law and customs. Native title is governed by the Commonwealth *Native Title Act 1993* (NT Act).

Native title does not transfer the land to the native title holder, but recognises the right to land and water, by providing access to the land and if applicable, compensation for any loss, diminution, impairment or other effect of the act on their native title rights and interests.

All Crown land in NSW can be subject to a native title claim under the NT Act. A native title claim does not generally affect Crown land where native title has been extinguished or it is considered excluded land.

When preparing a plan of management, Council is required to employ or engage a qualified native title manager to provide advice and validate acts (developments and tenures) over the reserve, in line with the NT Act. The most effective way to validate acts under the NT Act is to ensure all activities align with the reserve purpose.

If native title rights are found to exist on Crown land, council Crown land managers may be liable to pay compensation for acts that impact on native title rights and interests. This compensation liability arises for local councils whether or not the act was validated under the NT Act.

#### 6.3.2 Aboriginal Land Rights

The *Aboriginal Land Rights Act 1983* (ALR Act) seeks to compensate Aboriginal peoples for past dispossession, dislocation and removal of land in NSW (who may or may not also be native title holders).

Aboriginal land claims may be placed on any Crown land in NSW. The Department of Planning, Industry and Environment is responsible for investigating claims as defined in the ALR Act. If a claim is established, the land is transferred to the Aboriginal Land Council as freehold land.

At the time of preparing this plan of management, there are [insert number] reserves which are affected by an undetermined Aboriginal land claim. Council has considered the claim(s) in development of this plan of management.

## 6.4 Appendix A4 – Community Consultation

A user survey was conducted in March 2021 to determine the community views on current use and maintenance, as well as possible or desired improvements of various destination parks, including Queanbeyan Park, Queen Elizabeth II Park and Ryrie Park. Where appropriate, outcomes from this engagement have been incorporated into the Action Plan of this plan of management.

Ray Morton Park was part of a Neighbourhood Park survey, along with five other locations. This survey was conducted in 2021 and shade has since been installed over the playground as a result of the feedback.

Figure 4 represents the percentage of respondents in the three destination parks, QE2 park, Queanbeyan Park and Ryrie Park, who indicated each activity in response to the question “what are you planning to do (or what have you done) in the park today?”

Figure 5 highlights the relative importance people placed on park features, and Figure 6 covers the relative satisfaction of users regarding the park features. There were no significant service gaps identified in the destination parks.

The survey was conducted over several dates and times, considered normal park use, not during an event. The survey covered three elements:

- activities respondents were undertaking in the park;
- relative importance of park features; and
- relative satisfaction with park feature.

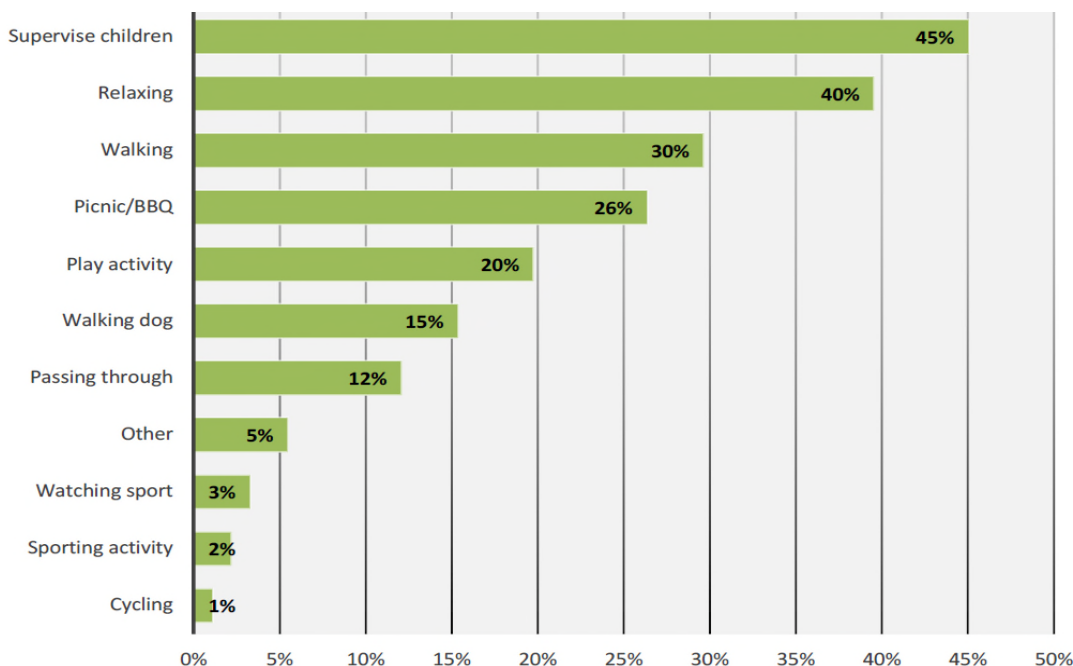


Figure 4: Destination Park – Activities of Respondents

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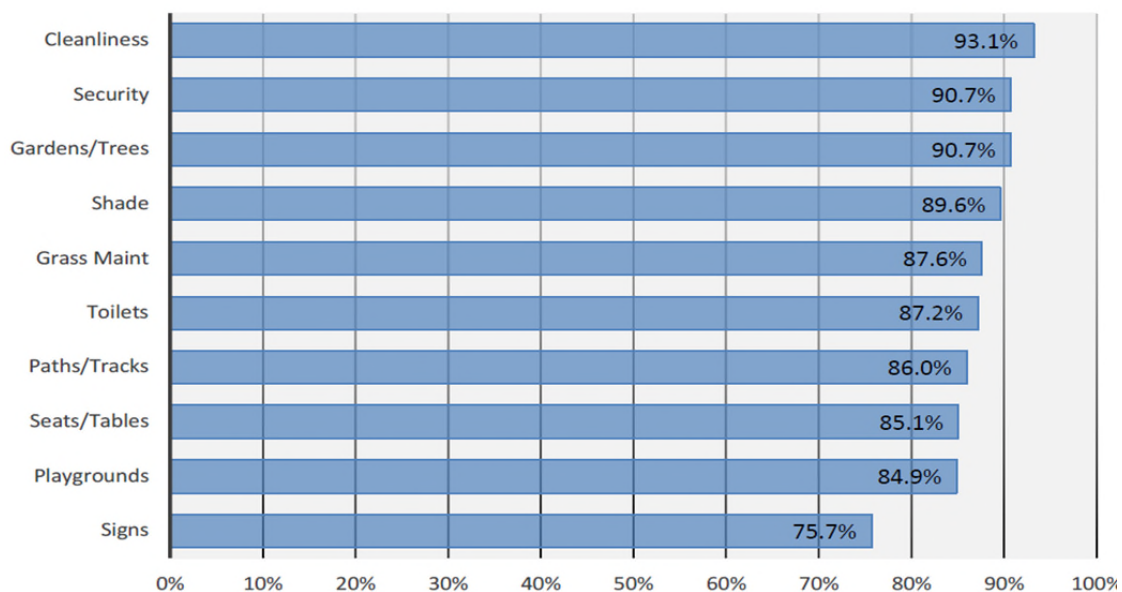


Figure 5: Relative importance of parks features

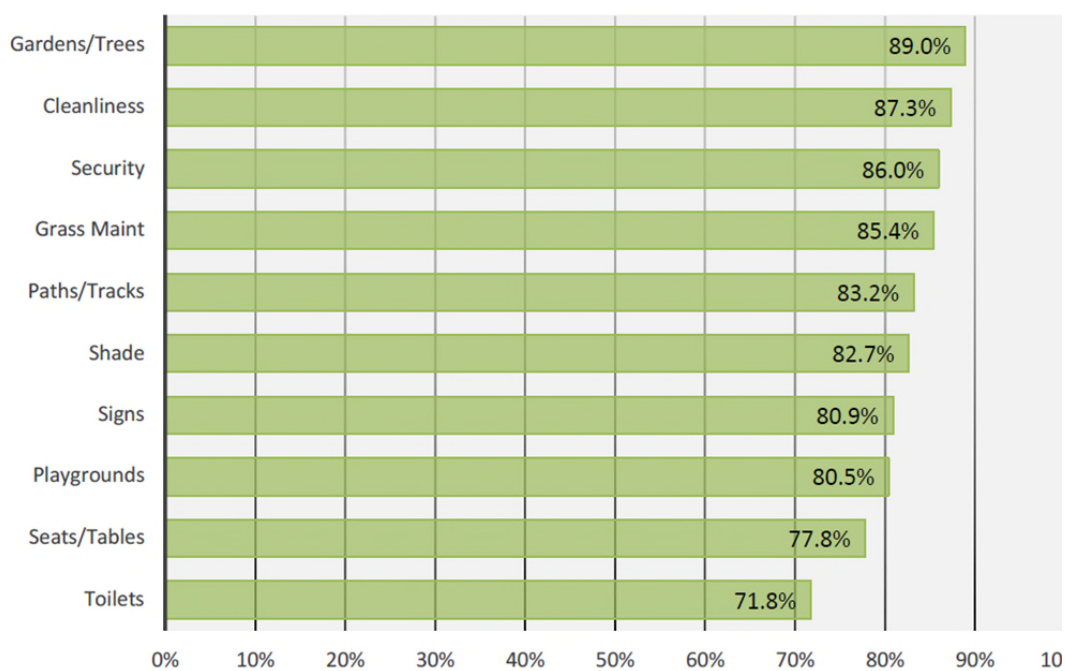


Figure 6: Relative satisfaction with parks features

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Specific feedback on QE2 park.

Most enjoyed aspects	Suggested Improvement	Overall Satisfaction	Gender	Age
	More shade, seats and tables. Shade around playground and no drinking signs.	Very satisfied	Female	40–44
River front	None	Satisfied	Male	45–49
Water play feature	Pedestrian crossings for both roads fronting park. More tables.	Satisfied	Male	30–34
Public events now possible	None	Satisfied	Male	45–49
Children find playground equipment challenging & they love it	Pedestrian crossing from the Coles carpark across to the Park.	Very satisfied	Male	30–34
Children's playground and water feature	Shade cloth over the playground	Very satisfied	Male	65+
Water play area	None	Satisfied	Female	50–54
Wildlife on the river	None	Satisfied	Female	55–64
Water play area	None	Satisfied	Female	35–39
Playground equipment - swing	More shade and seats around the play area	Very satisfied	Male	65+
Sitting on the grass & looking at the water	A bit more shade	Very satisfied	Female	35–39
On the river, close to shops	More shade sails	Satisfied	Female	25–29
Wildlife here	Interpretative signs	Satisfied	Female	45–49
Wildlife on, and access to, the river	A life-saving device near the river front	Very satisfied	Male	35–39
Playground	Shade cloth over the playground monkey bars and wobbly things that you walk on	Very satisfied	Female	35–39
Water play area	None	Very satisfied	Female	25–29
The birdlife and water features	More things for babies to play on - swing would be great and shade	Satisfied	Female	35–39
Beautiful spot to come with the family	More shade and seating around play area, particularly tables to put food out on	Very satisfied	Female	35–39
You can sit on the grass	Shade over the playground	Very satisfied	Female	50–54
Water play area	Car parking not great	Satisfied	Female	65+
Pathway that runs along the river	More shade where you can sit and look at the river.	Very satisfied	Male	20–24
Convenient to shops	More play equipment	Satisfied	Male	45–49
Open spaces	Definitely a swing and shade cloth is needed.	Very satisfied	Male	25–29
The water feature	Shade over the play equipment	Satisfied	Female	35–39
Water feature	More shade and more seating	Satisfied	Male	20–24
Wildlife and gardens	More gardens	Satisfied	Female	65+
The ducks	More play equipment	Satisfied	Female	45–49

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Most enjoyed aspects	Suggested Improvement	Overall Satisfaction	Gender	Age
The grass and the views	More shade and maybe music as and live music or opera	Very satisfied	Male	50–54
Close to town, river	More shade	Satisfied	Female	65+
There is a water fountain for the dog	More areas with shade	Very satisfied	Female	35–39

Specific feedback on neighbourhood park - Ray Morton Park

Most enjoyed aspects	Suggested Improvement	Overall Satisfaction	Gender	Age
The ducks	More play equipment for youngsters	Satisfied	Female	65+
Scenery, cleanliness	Patrol dogs more	Satisfied	Male	55–64
Location close to river, good parking	More climbing equipment in playground	Satisfied	Female	65+
Variety and close to water	None	Satisfied	Female	65+
Easy to access	None	Very satisfied	Male	15–19