



Ordinary Meeting of Council

AGENDA

26 April 2018

Commencing at 5.30pm

**Council Chambers
10 Majara Street, Bungendore**

On-site Inspections - Nil

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Confidential - Not for Publication

20 REPORTS FOR CLOSED SESSION

20.1	Writing Off Water Usage Accounts Due to Undetectable Leaks <i>".Item 20.1 is confidential in accordance with s10(A) (a)of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
20.2	Potential Land Acquisition <i>".Item 20.2 is confidential in accordance with s10(A) (c) (di)of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct)</i>	

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business; AND commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

20.3 Noise Attenuation

".Item 20.3 is confidential in accordance with s10(A) (f) (g) of the Local Government Act 1993 because it contains details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property; AND advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

LIST OF ATTACHMENTS –

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

Open Attachments

- Item 12.1 South Jerrabomberra Local Infrastructure Contributions Plan 2018
- Attachment 1 Attachment A - Public Exhibition Report (Under Separate Cover)*
 - Attachment 2 Attachment B - South Jerrabomberra Local Infrastructure Contributions Plan 2018 (Under Separate Cover)*
 - Attachment 3 Attachment C - Draft Works Schedule (Under Separate Cover)*
- Item 12.2 Proposed South Tralee Essential Infrastructure Agreement
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- Item 12.3 Draft Integrated Plans 2018-21
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- Item 12.4 2018/2019 QPRC Revenue Policy - QPRC Fees and Charges
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- Item 12.5 Draft Activity Attribution and Distribution of Governance Costs Policy
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- Item 12.10 Report on the 6 February 2018 meeting of the Audit, Risk and Improvement Committee
- Attachment 1 06 February 2018 - Audit, Risk and Improvement Committee - Minutes (Under Separate Cover)*
- Item 12.11 Investment Report - March 2018
- Attachment 1 Investment Report - March 2018 - Attachment 1 - 26 April 2018 (Under Separate Cover)*
- Item 12.12 Draft Financial Hardship Assistance Policy and Draft Debt Recovery Policy
- Attachment 1 New QPRC Financial Hardship and Assistance Policy (Under Separate Cover)*
 - Attachment 2 New QPRC Debt Recovery Policy (Under Separate Cover)*
- Item 14.1 Local Traffic Committee Meeting - 12 April 2018
- Attachment 1 Local Traffic Committee Minutes - 12 April 2018 (Under Separate Cover)*

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- Item 14.2 QPRC Environment and Sustainability Advisory Committee Minutes - 21 March 2018
Attachment 1 Formatted Minutes to the ESAC Meeting 21 March 2018 (Under Separate Cover)
Attachment 2 Terms of Reference Environment Sustainability Advisory Committee Final Version as at 21 March 2018 (Under Separate Cover)
- Item 14.3 Braidwood and Curtilage Heritage Advisory Committee Meeting - 12 April 2018
Attachment 1 Braidwood and Curtilage Heritage Advisory Committee Minutes - 12 April 2018 (Under Separate Cover)
- Item 14.4 Report of the QPRC Consultative Committee on Aboriginal Issues
Attachment 1 Minutes of the Consultative Committee on Aboriginal Affairs (Under Separate Cover)
- Item 14.5 Report of the Youth Advisory Committee
Attachment 1 Youth Committee Meeting Minutes 19 March 2018 (Under Separate Cover)
- Item 14.6 Report of the Access Committee
Attachment 1 ACCESS Committee Meeting Minutes 23 March 2018 - (Under Separate Cover)
- Item 16.1 Responses to Councillors' Questions
Attachment 1 Responses to Councillors Questions (Under Separate Cover)
Attachment 2 QPRC Asbestos Management Plan March 2017 (question 69) (Under Separate Cover)

Closed Attachments

- Item 12.6 Community Engagement Services (Contract 20/2017) Award of Contract
Attachment 1 Tender Evaluation Report - Community Engagement Services - Queanbeyan STP Upgrade Project (Under Separate Cover)
- Item 12.7 Queanbeyan River Shared Path and Waterfall Drive Path Design and Construction Tender
Attachment 1 Queanbeyan River Path and Waterfall Drive Path Tender Evaluation Report (Under Separate Cover)
- Item 13.1 Schools Environmental Education
Attachment 1 Enviromentors Schools Report 1 (Under Separate Cover)
Attachment 2 Enviromentors Schools Report 2 (Under Separate Cover)
- Item 14.7 The Q Board Meeting - March 2018
Attachment 1 The Q Board Meeting Minutes - March 2018 (Under Separate Cover)
- Item 16.1 Responses to Councillors' Questions
Attachment 3 Responses to Councillors Questions with CIC comments (Under Separate Cover)



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 10 Majara Street, Bungendore on Wednesday, 28 March 2018 commencing at 5.30pm.

1. OPENING

ATTENDANCE

Councillors: Cr Overall (Chair), Crs Biscotti, Bray AM, Brown, Harrison (from 5.36pm), Hicks, Marshall, Noveska, Schweikert, Taylor and Winchester.

Staff: P Tegart, CEO/General Manager; M Thompson, Portfolio General Manager Natural and Built Character; P Hansen, Portfolio General Manager Community Connections; J Richards, Portfolio General Manager Community Choice; P Neil, Portfolio General Manager Organisational Capability and S Taylor, Service Manager Finance.

Also Present: W Blakey (Clerk of the Meeting) and L Ison (Minute Secretary).

2. APOLOGIES

There were no apologies.

3. DISCLOSURES OF PECUNIARY INTERESTS

089/18

RESOLVED (Schweikert/Taylor)

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

The resolution was carried unanimously.

Cr Marshall declared a less than significant pecuniary interest and non-pecuniary interest in Item 11.1 - Construction of Captains Flat Fire Station, stating he is a member of the Captains Flat Rural Fire Brigade and neighbour of the proposed site.

4. CONFIRMATION OF MINUTES**4.1 Minutes of the Ordinary Meeting of Council held on 28 February 2018**

090/18

RESOLVED (Taylor/Hicks)

That the Minutes of the Ordinary Meeting of Council held in the Bungendore Council Chambers on Wednesday 28 February 2018 be confirmed.

The resolution was carried unanimously.

4.2 Minutes of the Planning and Strategy Committee of the Whole held on 14 March 2018

091/18

RESOLVED (Schweikert/Hicks)

That the Minutes of the Planning and Strategy Committee of the Whole meeting held in the Queanbeyan Council Chambers on Wednesday 14 March 2018 be confirmed.

The resolution was carried unanimously.

5. PRESENTATION BY DEPARTMENTAL OR OTHER REPRESENTATIVES

There were no presentations.

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising.

7. PRESENTATIONS FROM THE GALLERY RELATING TO LISTED ITEMS ON THE AGENDA AND PETITIONS

The following presenter was heard:

Ms Debbie Simms - Item 12.2 - Stronger Country Communities Fund Round 2

Cr Harrison joined the meeting at 5.36pm

8. MAYORAL REPORT

There was no Mayoral Report.

9. MAYORAL MINUTE**9.1 Donation Tathra Bushfire Appeal**

092/18

RESOLVED (Overall)

That Council make a donation of \$10,000 to the Bega Valley Shire Council's Mayoral Appeal Fund (Tathra Bushfire Appeal).

The resolution was carried unanimously.

10. NOTICE OF MOTION OF RESCISSION

There were no Notices of Motion of Rescission.

11. NOTICES OF MOTIONS**11.1 Construction of Captains Flat Fire Station**

Cr Marshall declared an interest in this item of business and left the meeting at 5.37pm.

093/18

RESOLVED (Hicks/Schweikert)

That Council:

1. Continue to work with the Rural Fire Service to expedite the construction of the Captains Flat Fire Station.
2. Receive a report on the outcome of negotiations with the Rural Fire Service.

The resolution was carried unanimously.

Cr Marshall returned to the meeting at 5.46pm.

11.2 Ambulance Station for Bungendore

094/18

RESOLVED (Schweikert/Hicks)

That Council:

1. Prepare an information report to the Council Meeting in May on Council and Crown land in Bungendore that could accommodate and service a NSW Ambulance Station, and any efforts required to remediate the site.
2. Identify any land that could be more useful and fit for purpose that Council/the Crown does not own.

The resolution was carried unanimously.

11.3 Council Agenda Items

095/18

RESOLVED (Marshall/Schweikert)

That Council request:

1. The CEO/General Manager to include in the business papers for Council Ordinary meetings the agendas and business papers for forthcoming meetings of the Canberra Region Joint Organisation (when available), and minutes of the most recent meeting of CBRJO.
2. The Mayor request each Councillor to report orally to Council meetings on their recent attendance and any significant matters from meetings at which they are Council's delegate.

The resolution was carried unanimously.

12. ITEMS FOR DETERMINATION**12.1 Modification Application - MOD.2014.029 - 744 Bombay Road, Bombay****MOVED (Winchester/Hicks)**

1. That modification application MOD.2014.029 for a dwelling and garage at Lot 1 DP573146, 744 Bombay Road, Bombay be approved subject to condition numbers 57 to 99 (inclusive) being deleted and substitute conditions 57 to 68, as provided in Attachment 2 of this report, be applied.
2. That in approving this modification application Council note:
 - a. The original engineering assessment of the DA contained some assumptions that the development was possibly creating additional lots or a subdivision.
 - b. The conditions required significant works to be carried out on property not directly connected to the subject lot and which are considered unreasonable in the circumstances.

Cr Harrison foreshadowed a CONTRARY motion: ["That the modification be refused."]

Following discussion, the motion (of Crs Winchester and Hicks) was PUT in an amended form and CARRIED.

096/18

RESOLVED (Winchester/Harrison)

That:

1. Modification application MOD.2014.029 for a dwelling and garage at Lot 1 DP573146, 744 Bombay Road, Bombay be approved subject to condition numbers 57 to 99 (inclusive) being deleted and substitute conditions 57 to 68, as provided in Attachment 2 of this report, be applied.
2. In approving this modification application Council note:
 - a. The original engineering assessment of the DA contained some assumptions that the development was possibly creating additional lots or a subdivision.
 - b. The conditions required significant works to be carried out on property not directly connected to the subject lot and which are considered unreasonable in the circumstances.
3. The applicant be encouraged to negotiate the right of way on the existing road or relocate the road reserve, and Council assist those discussions with the relevant stakeholders.

For: Crs Biscotti, Brown, Hicks, Marshall, Noveska, Overall and Winchester

Against: Crs Bray, Harrison and Taylor
Cr Schweikert (did not vote)

12.2 Stronger Country Communities Fund Round 2

097/18

RESOLVED (Brown/Schweikert)

That Council:

1. Endorse the following projects in principle, and staff continue preparing the scope following discussions with the local Member, John Barilaro MP, under the Stronger Country Communities Fund – Round 2:
 - a. Queanbeyan River Walk Stage 2 - \$800,000
 - b. Bungendore Sports Hub Stage 2 - \$1,000,000
 - c. Braidwood Recreation Area Stage 2 - \$350,000
 - d. Ryrie Park Braidwood - \$740,000
 - e. Queanbeyan Showground - \$650,000
2. Delegate authority to the Planning and Strategy Committee of the Whole meeting to determine the projects to be submitted.

The resolution was carried unanimously.

12.3 NSW Regional Sporting Infrastructure Fund

098/18

RESOLVED (Hicks/Schweikert)

That Council lodge an Expression of Interest with the Regional Sporting Infrastructure Fund for the Queanbeyan Regional Sports Complex Stage 1, comprising sporting fields for football (soccer) and hockey and associated parking and amenities.

The resolution was carried unanimously.

12.4 Googong Catchment Management Plan

099/18

RESOLVED (Marshall/Biscotti)

That Council become a partner on the steering committee for the development of the Googong Actions for Clean Waters Plan.

The resolution was carried unanimously.

12.5 Cities Power Partnership**MOVED (Schweikert/Taylor)**

That Council refer the former Queanbeyan City Council and Palerang Climate Change plans to the QPRC Environment and Sustainability Advisory committee for merging and updating, then presentation to Council for potential adoption.

AMENDMENT (Marshall/Brown)

That Council:

1. Apply for the third-round intake to become a Power Partner and pledge to take 5 key actions across renewable energy, efficiency, transport and working together.
2. Refer the former Queanbeyan City Council and Palerang Climate Change plans to the QPRC Environment Sustainability and Advisory committee for merging and updating, then presentation to Council for potential adoption.

The amendment (of Crs Marshall and Brown) was PUT and LOST.

For: Crs Brown, Harrison, Marshall, Noveska and Winchester
Against: Crs Biscotti, Bray, Hicks, Overall, Schweikert and Taylor

The motion (of Crs Schweikert and Taylor) PUT and CARRIED.

100/18

RESOLVED (Schweikert/Taylor)

That Council refer the former Queanbeyan City Council and Palerang Climate Change plans to the QPRC Environment Sustainability and Advisory committee for merging and updating, then presentation to Council for potential adoption.

For: Crs Biscotti, Bray, Brown, Harrison, Hicks, Noveska, Overall, Schweikert and Taylor
Against: Crs Marshall and Winchester

12.6 QPRC Liquid Trade Waste Policy

101/18

RESOLVED (Taylor/Marshall)

That Council adopt the QPRC Liquid Trade Waste Policy and note the associated Code of Practice.

The resolution was carried unanimously.

12.7 Award of Tender 15/2018 - Traffic Management Services

102/18

RESOLVED (Marshall/Bray)

That Council award the following organisations as pre-qualified suppliers to the 15/2018 Traffic Management Services contract:

- Tenderer B – Care Traffic Pty Ltd
- Tenderer C – Complete Traffic Solutions
- Tenderer D – Integrated Engineering Pty Limited (technical traffic services only.)
- Tenderer E – K&D Traffic Management Pty Ltd
- Tenderer F – Real Traffic Solutions
- Tenderer H – Stop Slow Traffic Control (NSW) Pty Ltd
- Tenderer I – Titanium Traffic Management

The resolution was carried unanimously.

12.8 Investment Report - February 2018

103/18

RESOLVED (Harrison/Marshall)

That Council:

1. Note the investment income for February 2018 was \$298,286 bringing the total interest earned on Cash and Cash Equivalent Investments for the 2017/18 Financial Year to \$3,512,959 which is \$493,633 above the year to date budget within the Operational Plan.
2. Note the investment portfolio has been made in accordance with the Local Government Act 1993, and the Local Government (General) Regulation 2005.
3. Adopt the Investment Report for the month of February 2018.

The resolution was carried unanimously.

12.9 QPRC Annual Financial Statement - 13th May 2016 through 30th June 2017

104/18

RESOLVED (Bray/Noveska)

That Council adopt the 2016/17 Financial Statements and accept the Auditor's Reports, as submitted by the Audit Office of NSW.

The resolution was carried unanimously.

12.10 Request for Donation - Araluen Recreation Ground Reserve Trust

105/18

RESOLVED (Harrison/Brown)

That Council, in accordance with Clause 2.6.3(e) of the QPRC Donations Policy, approve a donation of \$3,316.10 to the Araluen Recreation Ground Reserve Trust, being equivalent to the fees and charges associated with the approved development application for a new public toilet block on the Araluen Recreation Ground.

The resolution was carried unanimously.

12.11 QPRC Waste Strategy Working Group

106/18

RESOLVED (Marshall/Harrison)

That Council:

1. Adopt the attached Terms of Reference for the Waste Strategy Working Group.
2. Adopt the following membership for the Waste Strategy Working Group:
 - a. Councillors – two (2)
 - b. Residential Users (Urban) – two (2)
 - c. Residential Users (Rural) – two (2)
 - d. Business and Industry Users – two (2)
 - e. Service Manager, Utilities (or their delegate) – one (1)
 - f. ACT Environmental Protection Authority – one (1) non-voting
 - g. NSW Environmental Protection Agency – one (1) non-voting
3. Appoint two (2) Councillors to the Waste Strategy Working Group, with one (1) appointed as the Chair.
4. Request the CEO/General Manager invite expressions of interest to fill the Residential Ratepayer positions of the Waste Strategy Working Group.
5. Request the CEO/General Manager write to local business and industry groups to invite expressions of interest to fill the Business/Industry Users positions of the Waste Strategy Working Group.

The resolution was carried unanimously.

107/18

RESOLVED (Noveska/Biscotti)

That Council appoint Cr Harrison as Chair of the Waste Strategy Working Group.

The resolution was carried unanimously.

108/18

RESOLVED (Taylor/Hicks)

That Council appoint Cr Schweikert as a voting member of the Waste Strategy Working Group.

The resolution was carried unanimously.

109/18

RESOLVED (Harrison/Winchester)

That Council appoint Cr Marshall as an observer/non-voting member of the Waste Strategy Working Group.

The resolution was carried unanimously.

12.12 Smart Cities (Parking) - Queanbeyan

110/18

RESOLVED (Brown/Schweikert)

That Council:

1. Enter into a licence with NSW Police to occupy 30 carspaces in Morisset carpark for up to 18 months.
2. Note NSW Police is responsible for installation (and removal if required) of boom gate, lighting and security fencing around those spaces.
3. Allocate 4 on-street carspaces in Morisset Street for first response vehicles.
4. Assign the lease/contribution income, together with carparking s94 funds and grants to procure and install smart parking and electroboards to guide the public to available carspaces in the Queanbeyan CBD.
5. Note program of patrols of timed offstreet carparks will increase to improve turnover of carspaces.

The resolution was carried unanimously.

13. ITEMS FOR INFORMATION

There were no items for information.

14. COMMITTEE REPORTS AND RECOMMENDATIONS**14.1 QPRC Heritage Advisory Committee Minutes - Meeting Held 22 February 2018**

111/18

RESOLVED (Schweikert/Marshall)

That Council:

1. Note the minutes of QPRC Heritage Advisory Committee held on 22 February 2018.
2. Adopt recommendation QPRC HAC 001/18 from the meeting held on 22 February 2018:

QPRC HAC 01/18 That the terms of reference should include the following changes for future consideration:

- 1) The Portfolio General Manager is not a voting member of the Committee.
- 2) Meetings will be monthly or as required.
- 3) A quorum will be half the appointed members plus 1.

The resolution was carried unanimously.

14.2 QPRC Heritage Advisory Committee Minutes - Meeting Held 15 March 2018

112/18

RESOLVED (Schweikert/Harrison)

That Council:

1. Note the minutes of QPRC Heritage Advisory Committee held on 15 March 2018.
2. Adopt recommendations QPRC HAC 002/18 to QPRC HAC 003/18 from the meeting held on 15 March 2018.

QPRC HAC 002/18 That the Terms of Reference for the Committee be altered to include the following changes:

- 1) The Committee include two Councillors.
- 2) The Committee also include four community representatives plus a representative of the local heritage society.
- 3) Meetings will be held monthly on Thursdays or as required.
- 4) A quorum will be half the number of appointed members plus one.

QPRC HAC 003/18 That the Committee:

- 1) Endorse the staff recommendations for acceptance of the Heritage Award applications presented to the meeting.
- 2) That the applications be progressed to Council for the granting of the awards of \$1,000 to applicants in Categories 1 and 2 and a certificate to the winner of Category 3.

The resolution was carried unanimously.

14.3 Braidwood and Curtilage Heritage Advisory Committee Meeting - 8 March 2018

113/18

RESOLVED (Marshall/Schweikert)

That Council:

1. Note the minutes of the Braidwood and Curtilage Heritage Advisory Committee held on 8 March 2018.
2. Adopt recommendation B&C HAC 002/18 from the meeting held on 8 March 2018.

B&C HAC 002/18 That changes to the draft Terms of Reference including the following be submitted to Council for adoption:

Dot point 3 to read – Works involving external alterations to public buildings, spaces or buildings used for religious and civic purposes which are a listed heritage item and where the proposed work will be visible from a public street or place.

The resolution was carried unanimously.

14.4 Minutes of the Environment and Sustainability Advisory Committee Meeting - 19 February 2018

114/18

RESOLVED (Marshall/Noveska)

That Council:

1. Note the minutes of Environment and Sustainability Advisory Committee held on 19 February 2018.
2. Adopt recommendations EAC01/18 to EAC02/18 from the meeting held on 19 February 2018.

EAC01/18 - That Council amend the Terms of Reference to allow an additional three (3) community representatives to be included in the members of the Committee to acknowledge the large geographical area of the LGA and the number of interested environmental and sustainability organisations located within it, and that invitations for these representatives be sought.

EAC02/18 - That Council give consideration to developing a Community Sustainable Action Policy.

The resolution was carried unanimously.

15. DELEGATES' REPORTS

Cr Harrison reported on his attendance at the Dargues Reef Community Consultative meeting.

Cr Overall reported on the Lake George Bushfire Management Committee's draft Bushfire Risk Management Plan that is currently on public exhibition.

Cr Schweikert reported on his attendance at the following:

- Bungendore War Memorial's book launch
- Ambulance station announcement for Bungendore

16. RESPONSES TO COUNCILLORS' QUESTIONS**16.1 Responses to Councillors' Questions**

115/18

RESOLVED (Taylor/Schweikert)

That the report be received for information.

The resolution was carried unanimously.

17. MATTERS OF WHICH NOTICE HAS NOT BEEN GIVEN BUT RULED BY THE CHAIR TO BE CONSIDERED

There were no matters.

18. COUNCILLORS' QUESTIONS FOR NEXT MEETING

1. Cr Marshall enquired if Council had received any complaints following the rave party at Fyshwick Warehouse on Dairy Road on Friday 23 March 2018. The Portfolio General Manager Natural and Built Character advised that Council had received no complaints.

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

There were no matters.

The time being 6.49pm, Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL
MAYOR
CHAIRPERSON**



PLANNING AND STRATEGY COMMITTEE OF THE WHOLE MEETING

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

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

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

MINUTES OF THE PLANNING AND STRATEGY COMMITTEE OF THE WHOLE OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 11 April 2018 commencing at 5:30pm.

ATTENDANCE

Councillor: Cr Overall (Chair), Crs Biscotti, Bray AM, Brown, Harrison, Hicks, Marshall, Noveska, Schweikert and Taylor.

Staff: P Tegart, CEO/General Manager; M Thompson, Portfolio General Manager Natural and Built Character; P Hansen, Portfolio General Manager Community Connections; J Richards, Portfolio General Manager Community Choice, and P Neil, Portfolio General Manager Organisational Capability.

Also Present: W Blakey (Clerk of the Meeting) and L Ison (Minute Secretary).

1. APOLOGIES

PLA030/18

RESOLVED (Taylor/Schweikert)

That the apology from Cr Winchester for non-attendance be received and that leave of absence be granted.

The resolution was carried unanimously

2. DECLARATIONS OF INTEREST

PLA031/18

RESOLVED (Taylor/Schweikert)

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

The resolution was carried unanimously.

There were no disclosures.

3. PRESENTATIONS/DEPUTATIONS

The following presenter was heard:

Mr Alastair Cooper – Item S1 - Stronger Country Community Fund - Round 2

STAFF REPORTS

4. ENVIRONMENT, PLANNING AND DEVELOPMENT

4.1 Determination Report - Review of Environmental Factors - South Jerrabomberra Water and Sewer Infrastructure

PLA032/18

RESOLVED (Schweikert/Bray)

That Council grant approval to the Review of Environmental Factors for the South Jerrabomberra Water and Sewer Servicing Infrastructure, subject to the management measures contained in the Statement of Commitments in the May 2017 REF (prepared by Knight Frank Town Planning and peer reviewed by SMEC), being applied as conditions with the amendments and additional conditions detailed in Attachment 2 to this report.

The resolution was carried unanimously.

4.2 Expression of Interest for membership – Queanbeyan-Palerang Regional Council Heritage Advisory Committee

MOVED (Schweikert/Biscotti)

That Council appoint candidate B to the Committee.

Cr Marshall foreshadowed a contrary motion: [“That Council defer the matter to the Council meeting on 26 April 2018 and request more candidate information.”]

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

PLA033/18

RESOLVED (Schweikert/Biscotti)

That Council appoint Mr Andrew Riley to the Queanbeyan Palerang Regional Council Heritage Advisory Committee.

For: Crs Biscotti, Bray, Brown, Harrison, Hicks, Noveska, Overall and Schweikert

Against: Crs Marshall and Taylor

4.3 QPRC On-Site Sewage Management (OSSM) Policy

PLA034/18

RESOLVED (Hicks/Schweikert)

That:

1. The Draft On-Site Sewerage Management (OSSM) Policy be endorsed and placed on public exhibition for 28 days.
2. A further report be presented to Council following the review of the public consultation process for finalisation of the Policy, and subsequent rescission of former council policies.

The resolution was carried unanimously.

5. ITEMS FOR DETERMINATION

5.1 Strategies for Review

MOVED (Bray/Harrison)

That Council:

1. Endorse the following QPRC strategies and plans within the strategic themes of Community and Choice that were adopted during the period of administration:
 - i. Disability Inclusion Action Plan 2017
 - ii. Sports Facilities Strategic Plan 2017
 - iii. Queanbeyan CBD Transformation Strategy 2017
 - iv. QPRC Digital Economy and Smart Community Strategy 2017
2. Review the QPRC Tourism Plan 2017-2025.

Cr Marshall foreshadowed a contrary motion: ["That Council review Items ii and iii."]

The motion (of Crs Bray and Harrison) was PUT and CARRIED.

PLA035/18

RESOLVED (Bray/Harrison)

That Council:

1. Endorse the following QPRC strategies and plans within the strategic themes of Community and Choice that were adopted during the period of administration:
 - i. Disability Inclusion Action Plan 2017
 - ii. Sports Facilities Strategic Plan 2017
 - iii. Queanbeyan CBD Transformation Strategy 2017
 - iv. QPRC Digital Economy and Smart Community Strategy 2017
2. Council review the QPRC Tourism Plan 2017-2025.

For: Crs Biscotti, Bray, Brown, Harrison, Hicks, Noveska, Overall, Schweikert and Taylor

Against: Cr Marshall

5.2 National General Assembly of Local Government

PLA036/18

RESOLVED (Bray/Hicks)

That Council:

1. Nominate those Councillors who wish to attend the ALGA's National General Assembly of Local Government in Canberra from 17 – 20 June 2018.
2. Nominate its voting delegate for debating sessions.
3. Amend the QPRC policy to enable the Mayor (or Deputy Mayor) to attend the annual National and State Local Government conferences as a voting delegate.

The resolution was carried unanimously.

PLA037/18

RESOLVED (Marshall/Noveska)

That Council nominate Cr Harrison to attend the 2018 National General Assembly of Local Government.

The resolution was carried unanimously.

5.3 Stronger Country Community Fund - Round 2

PLA038/18

RESOLVED (Taylor/Schweikert)

That Council:

1. Endorse the following projects to seek funds under the Stronger Country Communities Fund – Round 2:
 - a. Queanbeyan River Walk Stage 2 - \$800,000
 - b. Bungendore Sports Hub Stage 2 - \$950,000
 - c. Braidwood Recreation Area Stage 2 - \$250,000
 - d. Ryrrie Park Braidwood - \$690,000
 - e. Queanbeyan Showground - \$600,000
 - f. Bungendore Scout Hall Stage 2 - \$250,000
2. Receive a report on options to consider the redevelopment of the Jerrabomberra scout hall and its co-use with the Jerrabomberra school and community centre.

The resolution was carried unanimously.

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

At this stage of the proceedings Cr Overall advised that there were items on the Agenda that should be dealt with in Closed Session. Cr Overall then asked if, in accordance with Clause 59.6 of the Council's Code of Meeting Practice, there were any presentations as to why the matters listed below should not be dealt with in Closed Session.

PRESENTATIONS

There were no presentations.

PLA039/18

RESOLVED (Taylor/Harrison)

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

Item 7.1 Potential Sale of Land

"Item 7.1 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

The resolution was carried unanimously.

The meeting then moved into Closed Session at 5.58pm to discuss the matters listed above.

The meeting returned to Open Session at 6.13pm by virtue of Resolution No. PLA041/18 made in Closed Session.

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

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

7.1 Potential Sale of Land

That Council defer this matter until the subdivision is finalised for the two lots and proceed to market at the current valuations.

The time being 6.14pm, Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL
MAYOR
CHAIRPERSON**

ITEM 3 DECLARATION OF CONFLICTS/PECUNIARY INTERESTS

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

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

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

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

Recommendation

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

12.1 South Jerrabomberra Local Infrastructure Contributions Plan 2018 (Ref: C1850732; Author: Thompson/Brown)

Summary

The purpose of this report is to advise Council of the outcomes of the recent public consultation in respect of the draft South Jerrabomberra Local Infrastructure Contributions Plan 2018 (LICP) and to seek Council's endorsement that the draft plan now be adopted.

Recommendation

That Council:

- 1. Note the outcomes of the recent public consultation in respect of the *draft South Jerrabomberra Local Infrastructure Contributions Plan 2018*.**
 - 2. Adopt the draft plan with recommended changes.**
-

Background

The draft Local Infrastructure Contribution Plan for South Jerrabomberra has been prepared to provide a framework for the collection of funding for key infrastructure to service the future population in South Jerrabomberra.

At its meeting of 28 February 2018 Council resolved to place the draft LICP on exhibition.

The draft plan was exhibited from 16 March 2018 to 13 April 2018. A total of 4 submissions were received. Council's response to these submissions is set out in Attachment A.

The draft plan identifies a total of \$57,059,092 in infrastructure for the new community representing:

- \$4.66 million for open space and recreation,
- \$2.53 million for community facilities,
- \$45.13 million for on-site and off-site road works,
- \$3.99 million for community services, and
- \$0.75 million for plan administration.

This is a reduction of approximately \$200,000 in costs compared to the draft version of the plan placed on exhibition. This change is due predominantly to updated off-site roads costs that have recently become available.

At this time Council can only charge a maximum of \$20,000 per lot for residential development at South Jerrabomberra until such time as the Minister for Planning agrees to lift the cap to \$30,000. Council is currently seeking this increase, and if approved will allow Council to collect a total of \$45,000,000. This represents a shortfall of \$12,059,092. Council staff will be seeking to have this shortfall funded under the Local Infrastructure Growth Scheme administered by the State Government.

Changes to the Draft Plan Following Exhibition

A number of changes have been made to the draft plan since it was placed on exhibition. These changes are considered to be generally minor in nature, and have been made in order to clarify provisions of the plan, update relevant information or to respond to issues raised by the proponents. An updated LICP and accompanying work schedule are shown at Attachments B and C respectively.

12.1 South Jerrabomberra Local Infrastructure Contributions Plan 2018 (Ref: C1850732; Author: Thompson/Brown) (Continued)

A summary of the various changes to the plan are summarised below with the rationale for these changes shown in Attachment A.

1. The transitional arrangements at Section 1.8 have been updated to confirm that any undetermined development applications will be subject to the plan.
2. Details in respect of when the contribution is payable in relation to subdivision have been changed to approval of the subdivision certificate.
3. Updating provisions to note Council and a developer can agree to a \$30,000 contribution in the event the Minister agrees to increase the cap after any approval is issued.
4. Updating off-site road apportionments to reflect new information provided by Council's Community Connections team.
5. Removing some off-site road works no longer required to be funded.
6. Updating provisions in Section 2 to confirm the contribution will be based on population increase.
7. Minor drafting changes where required.

These changes are considered to be minor and appropriate in the circumstances and do not warrant re-exhibition of the LICP.

The plan will be reviewed over the next 12 months to ensure it remains current.

Progressing Development at South Jerrabomberra

It was Council's previous understanding that the respective landowners of Poplars, Environa and Tralee had entered into separate agreements in respect of how the land dedication, intersection works and roadworks would be constructed and delivered at South Jerrabomberra. The respective parties have recently advised there are no such arrangements in place.

Accordingly at this time, there are no formal arrangements in place that provide access to the residential land at South Jerrabomberra.

It is understood that Poplars Developments will now solely construct the intersection (which was a condition of the development consent for their commercial land on North Poplars). These works would also provide for future connection to the northern entry road and access to the commercial and residential land to the south of Tompsitt Drive. However, staff understand other developers have declined to enter into discussions with Poplars Developments as to how it might also contribute to those works.

This may have the potential to hinder progression of the development as the northern entry road (NER) must be constructed across Poplars land and it is unclear how this will occur without the cooperation of the respective parties.

Poplars Developments Pty Ltd have indicated they wish to now enter into a voluntary planning agreement (VPA) with Council to order to recoup funds from other developers for these works. Council has received a letter to confirm its willingness to enter into such an agreement. Council will consider this offer however it provides less certainty that the respective parties agreeing to collectively resolve these issues separately.

It is important to note that Council will not be constructing the NER to access South Jerrabomberra. Similarly, Council does not intend to compulsorily acquire any land for the construction of the NER. The developers have always indicated they will construct these works and this is consistent with Council supporting the development on a no risk/no cost basis.

Accordingly, there is some uncertainty as to how the development will proceed whilst there is no agreement from the landowners to work together to address these issues. It is important

12.1 South Jerrabomberra Local Infrastructure Contributions Plan 2018 (Ref: C1850732; Author: Thompson/Brown) (Continued)

the landowners clarify arrangements for the dedication of land and construction of the NER, particularly in respect of South Poplars. Staff have encouraged the developers to address these issues at the earliest instance, and has offered any assistance.

The present impasse on arrangements for building the access road do not impact the adoption of the LICP. The adoption of the LCIP needs to proceed so that when an agreement on securing the land corridor for the road is finalised the provisions of the LICP can be implemented.

Implications***Legal***

The plan has been prepared consistent with the requirements of Section 7.11 of the *Environmental Planning & Assessment Act, 1979*.

Social / Cultural

The plan provides for a range of community infrastructure to service the new population including community centres and sport fields.

Economic

Development at South Jerrabomberra is likely to make a positive economic contribution to the local and regional economy.

Strategic

The plan is consistent with Council's strategic and statutory planning policies as they apply to South Jerrabomberra.

Engagement

The draft plan was exhibited by Council from 16 March 2018 to 13 April 2018. A total of 4 submissions were received. Council's response to these submissions is set out in Appendix A.

Financial

As noted, the development of the urban release area of South Jerrabomberra is required to be undertaken on a no risk/no cost basis to Council. The key risks for Council are that a future community may expect Council to cover the shortfall in funding arising from the imposition of the contributions cap by the Minister.

Resources (including staff)

The plan has predominantly been prepared by Council staff with the assistance of an external consultant as required.

Conclusion

It is recommended Council now adopt the draft plan with the changes as outlined.

Attachments

Attachment 1	Attachment A - Public Exhibition Report (<i>Under Separate Cover</i>)
Attachment 2	Attachment B - South Jerrabomberra Local Infrastructure Contributions Plan 2018 (<i>Under Separate Cover</i>)
Attachment 3	Attachment C - Draft Works Schedule (<i>Under Separate Cover</i>)

**12.2 Proposed South Tralee Essential Infrastructure Agreement (Ref: C1844830;
Author: Thompson/Carswell)**

Summary

Following Council's consideration of the proposed South Tralee Infrastructure Agreement (proposed Agreement) at its meeting of 28 February 2018, it was exhibited for public consultation between 16 March and 13 April 2018.

One verbal submission supporting execution of the proposed Agreement was received and it is recommended that Council agree to execute the deed with any minor amendments that may be necessary as well as to authorise the CEO and Mayor to execute the final Agreement.

Recommendation

That Council:

- 1. Agree to execute the South Tralee Infrastructure Agreement with any minor amendments that may be necessary.**
 - 2. Authorise the General Manager/CEO and the Mayor to execute the final South Tralee Infrastructure Agreement.**
-

Background

The proposed South Tralee Infrastructure Agreement was last considered by Council at its meeting of 28 February 2018 where it was resolved (Minute No. 051/18):

That Council:

- 1. Council endorse in principle the attached South Tralee Infrastructure Agreement for the purposes of public exhibition.*
- 2. Council exhibit the South Tralee Infrastructure Agreement for a minimum of twenty eight days.*
- 3. At the end of the exhibition period a further report on the South Tralee Infrastructure Agreement be prepared for Council's consideration.*

In regard to part 2 of the resolution, the proposed Agreement was advertised for community input between 16 March and 13 April 2018. One verbal submission was received supporting execution of the proposed Agreement as detailed in the engagement section of the report below.

This report fulfils part 3 of the resolution.

Implications

Legal

The proposed South Tralee Essential Infrastructure Planning Agreement needs to comply with the relevant provisions of the *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2000*. It has been prepared in accordance with these.

**12.2 Proposed South Tralee Essential Infrastructure Agreement (Ref: C1844830;
Author: Thompson/Carswell) (Continued)**

Policy

The proposed Agreement contains policy implications in regard to the issue of a Certificate of Practical Completion for Infrastructure works (Attachment 1 clause 10) as well as for the payment of recoupment contributions (Attachment 1 clause 25).

Asset

In the event that the proposed Agreement proceeds it will provide sewer and potable water infrastructure and land that will become Council assets.

Strategic

The proposed Agreement provides for the provision of necessary sewer and potable water infrastructure for one of the major urban release areas identified by Council's *Residential and Economic Strategy 2031*. The execution of the proposed Agreement is critical before the determination of the first DA for subdivision can take place.

Engagement

As indicated above the proposed Agreement was advertised for community input between 16 March and 13 April 2018. One verbal submission was received from the representative of Village Building Company who indicated the Company's preparedness to execute the proposed Agreement.

Financial

At this time costs have included the administrative costs associated with negotiations as well as legal advice in the order of \$14,120.

Should Council agree to the changes proposed by VBC in relation to repayment of recoupment contributions, this could potentially oblige Council to pay charges currently estimated to be \$2.5M (in present value) which could only be facilitated through borrowings.

The agreement as proposed by VBC still presents a financial risk to Council should the development of the final 250 dwelling allotments in the urban release area not be developed within five years of the applicant completing construction of the first 1250 dwelling allotments. Council has previously noted and accepted this risk.

Conclusion

The proposed Planning Agreement provides for the provision of sewer and potable water infrastructure necessary for one of the major urban release areas identified by Council's *Residential and Economic Strategy 2031*. The execution of the proposed Agreement is critical before the determination of the first DA for subdivision for subsequent development in the Valley to take place. Consequently it is concluded that Council should execute the proposed Agreement with any minor amendments that may be necessary.

Attachments

Attachment 1 Deed - South Tralee Essential Infrastructure Planning Agreement - Water and Sewer (*Under Separate Cover*)

12.3 Draft Integrated Plans 2018-21 (Ref: C1846510; Author: Spyve/Tozer)

Summary

The Integrated Planning and Reporting Framework has been designed and implemented to guide Council decision making and ensure the projects and activities undertaken by Council align to the community's priorities.

Council is required to exhibit and ultimately adopt its suite of Integrated Plans prior to 30 June in the year following the Local Government election. The following documents have been presented for endorsement for public exhibition:

- Draft Delivery Program
- Draft Operational Plan
- Draft Revenue Policy (separate report)
- Draft Fees and Charges (separate report)

Recommendation

That Council:

- 1. Place the Draft Operational Plan and the Draft Delivery Program on exhibition until 4 June 2018.**
 - 2. Consider draft submissions on the exhibited documents at its Ordinary Meeting on 27 June 2018.**
-

Background

Between September 2016 and May 2017, Queanbeyan-Palerang Regional Council conducted a number of community engagement exercises to help develop the Community Strategic Plan. The Community Strategic Plan is regarded as the 'community's plan' and sets out the high-level goals and aspirations the community would like to see achieved over a 10 year period.

Council endorsed the CSP at its December 2017 meeting, with the following Strategic Pillars:

- Community - A vibrant and active Queanbeyan-Palerang
- Choice - A prosperous Queanbeyan-Palerang
- Character - A sustainable Queanbeyan-Palerang
- Connection - A connected Queanbeyan-Palerang
- Capability - A well governed Queanbeyan-Palerang

Each Strategic Pillar is underpinned by a number of key goals, which align with Council's services and activities through the Delivery Program and Operational Plan.

The Delivery Program is regarded as 'Council's contract with the community' and sets out the services and activities Council will undertake during its term in office to work towards achieving the aspirations and goals set out in the Community Strategic Plan. The Delivery Program covers a three-year span, one year less than normal due to the delayed election due to the merger.

The Operational Plan is a sub-plan of the Delivery Program and has a tighter focus on the upcoming financial year, including a detailed budget and capital works program.

Implications***Engagement*****Stage 1 – community engagement**

Council staff held four workshops across the region in February 2018 to get an understanding of the community's priorities. These workshops were targeted at representative community groups and associations, community representatives on Council Committees and members of the QPRC Sports Council. A workshop was held with councillors on 7 March to discuss the outcome of the community workshops. A report summarising the workshops was presented to the Planning and Strategy Committee meeting on 14 March 2018.

The table below shows the top three priorities from each of the workshops and

Workshop	Priority	Staff response
QPRC Sports Council	Development of attractive amenities	Council has an ongoing program to upgrade sporting ground amenities across the Local Government Area.
	Development of a Bungendore Sports Hub	Council has committed \$1.5m under the Stronger Communities Fund for the development of the Bungendore Sports Hub. Council has also agreed to seek a further \$950,000 under the Stronger Country Communities Fund for this project. This funding would allow the development of a sporting hub with four grass fields, four hard courts, amenities and lighting on two fields.
	New change sheds at Bungendore	Council has received \$350,000 under the Stronger Country Communities Fund for this project. Work will be undertaken during late 2018.
Bungendore	Development of an Ambulance Station	The NSW Government has announced the construction of an Ambulance Station in Bungendore. Council has requested a report regarding possible locations
	Creation of a Bungendore Sports Hub	See comment above
	Development of tourism initiatives, including rail trail	Council has adopted the QPRC Tourism Plan which contains a number of recommendations. In regards to the rail trail, Council has resolved to consider a

12.3 Draft Integrated Plans 2018-21 (Ref: C1846510; Author: Spyve/Tozer) (Continued)

Workshop	Priority	Staff response
		feasibility study when it is finalised and presented to Council.
Queanbeyan	Development of Transport Strategy with emphasis on equity of access including addressing road and safety issues via a usage audit and ongoing monitoring	Council is close to finalising the Integrated Transport Strategy for Queanbeyan-Palerang. This will look at a number of matters, including pedestrian access.
	Development of Queanbeyan Showgrounds Pavilion and the showgrounds beautification	Council has allocated \$350,000 under the Stronger Communities Fund for the grandstand at the Queanbeyan Showground. Work is currently underway in regards to the Aboriginal assessments.
Braidwood	Creation of a full time events/tourism coordinator with a Braidwood specific focus	Since the merger, Council has created the position of Program Coordinator, Economic and Tourism. This position focuses on the whole Local Government Area. A Visitor Services Review is currently being undertaken to review the current situation of visitor services in Queanbeyan-Palerang. This Review will investigate current service level and any opportunities for change
	Implementation of all actions in the QPRC Tourism Plan	Actions will be progressed and will be reported to Council where resolution is required.
	Planting more trees in main street and ongoing beautification of streetscapes	The Braidwood CBD and Ryrie Park landscape concept plans propose enhanced plantings in the CBD.

In addition to the priorities listed above, a number of submissions have already been submitted to staff for consideration in the draft Delivery Program. The submissions and a staff response is listed below

Submission	Staff response
Seal The Forest Road, Bywong	The sealing of The Forest Road, Bywong is not included in the draft Delivery Program. The estimated cost to reconstruct and seal

12.3 Draft Integrated Plans 2018-21 (Ref: C1846510; Author: Spyve/Tozer) (Continued)

Submission	Staff response
	the remaining 1.25km of The Forest Road is \$625,000. To widen the existing sealed 1.25km section of The Forest Road is estimated to cost \$375,000. Total cost of \$1m.
Reconstruction of Bungendore Rd at Bywong (Millynn Rd to Macs Reef Rd)	The section of Bungendore Road between Emu Flat Road and Millynn Road has been included in the 2017-18 pavement rehabilitation program. Works are scheduled to commence in May 2018.
Seal Williamsdale Rd	The sealing of Williamsdale Road has not been included in the draft Delivery Plan. Williamsdale Road has two sections of unsealed pavement. The first section from Badgery Road to 430m past Keewong Lane is approximately 2.3km long. The estimated cost to reconstruct and seal this section of pavement is \$2.3m. The second section of unsealed pavement at the Burra Road end of Williamsdale Road is approximately 3.5km long. This section of road will require some major land resumptions and bulk earthworks, with an estimated cost of \$4.0m. Total cost to seal the remaining sections of Williamsdale Road is \$7.5m.
Fully-funded Visitor Information Centre, with Tourism Officer at Braidwood	A Visitor Services Review is currently being undertaken to review the current situation of visitor services in Queanbeyan-Palerang. This Review will investigate current service level and any opportunities for change
Construction of a storage shed at Rockley Oval, Googong	There is a need for future storage at Rockley Oval for both cricket and the school. The area behind the practice nets may be suitable, however, it should not be a colour bond garage. Any building must be secure and also fit within the landscape/facilities standard
Construction of a storage shed at Brad Haddin Oval, Queanbeyan	Staff agree the current shed is too small and should be replaced. Sufficient space is available however security and aesthetics are important.
Construction of a garage at Freebody Oval, Queanbeyan	Staff are opposed to this request, as Council invested significant funds constructing new facilities at Freebody and removing the old sheds that littered the site. Queanbeyan Cricket was advised before it purchased the mower it would not fit into the storage under the building and it should

12.3 Draft Integrated Plans 2018-21 (Ref: C1846510; Author: Spyve/Tozer) (Continued)

Submission	Staff response
	acquire a mower with a fold down ROPs. The mower is now stored at Council's WAMI, just around the corner.
External painting of Captains Flat Community Hall	This project has been included in the Delivery Program. An amount of \$18,600 has been included in the budget to complete the external painting of the Captains Flat Community Hall.
Installation of exercise equipment at Captains Flat	Staff have conducted consultation on facilities for Captains Flat and have a lengthy list of desires. Exercise equipment could be installed in the park, however costs would be approximately \$60,000
Macs Reef Rd – reconstruct from 916-845 Macs Reef Rd	This section of road has been surveyed and is currently being designed for possible rehabilitation in 2018-19. Roads to Recovery funds are to be utilised to complete the rehabilitation works.
Macs Reef Rd – heavy patching of shoulder and localised failures	Council has an operational budget of \$40,000 to undertake heavy patching works along Bungendore Road and Macs Reef Road. This money is funded through the Regional Roads Block Grant.
Denley Dr – reconstruction of failed pavements	Council has an operational budget of \$789,200 to undertake sealed pavement repairs and heavy patching works on our local roads network. This budget needs to be prioritised across the entire QPRC local roads network.
Norton Rd – heavy patching on shoulder failures	Council has an operational budget of \$789,200 to undertake sealed pavement repairs and heavy patching works on our local roads network. An operational budget of \$74,500 exists for shoulder patching on Local Roads. These budgets need to be prioritised across the entire QPRC local roads network.
Table drain works to improve drainage	Council has an operational budget of \$77,660 to undertake shoulder grading and drainage clearing works on our local roads network. This budget needs to be prioritised across the entire QPRC local roads network.
Line marking on missing areas across Wamboin	Council has an operational budget of \$59,700 to undertake line marking works on our local roads network. This budget needs to be prioritised across the entire QPRC local roads network.

12.3 Draft Integrated Plans 2018-21 (Ref: C1846510; Author: Spyve/Tozer) (Continued)

Submission	Staff response
Removal of roadside vegetation for sight distance safety	Council has an operational budget of \$177,650 to undertake roadside vegetation works on our local roads network. This budget needs to be prioritised across the entire QPRC local roads network.
Removal of roadside litter and waste for fire safety	The collection of roadside litter is included in the draft Delivery Program in a number of locations, namely; under Palerang General Waste Operations (\$112,000), Queanbeyan Litter Control (\$10,750) and the RMAP (State Roads) (\$76,000). Whilst the intention is always to undertake these works periodically through Council's own day labour resources; given limitations; it is likely that the service will be delivered through labour hire at various times throughout the 2018-19 financial year.
Additional locally focused weed control	There are two directions for Biosecurity Weed control. 1. Biosecurity Inspections – Inspection of private land with a five-year cycle. Looking at ways improving efficiency. The focus with the new Biosecurity Act is risk based focusing on protection of natural and endangered sites. 2. Biosecurity Weed Spraying – Program in place rotating roadsides and Council owned land now focusing on controlling pest plants in locations of biosecurity risk.
Update, remove and replace tourism signage	Council staff are currently developing a draft Signage Policy which will address matters such as this. Also, Canberra Region Joint Organisation is investigating options to renew old signage across the region that references the previous 'Capital Country' identity which no longer exists after the NSW Government restructure of Regional Tourism Organisations
Progression of a new scout hall at Jerrabomberra	Council is considering options for the redevelopment of the shout hall.
Bungendore town centre upgrades, including: 1. Relocation of powerlines	1. Council could write to Essential Energy seeking underground power, but has little influence to force this to occur. 2. At present, Council recycled water cannot be used on verge watering. Refer this request to the Integrated

12.3 Draft Integrated Plans 2018-21 (Ref: C1846510; Author: Spyve/Tozer) (Continued)

Submission	Staff response
2. Use of recycled water to irrigate verges	Water Cycle Management Plan for Bungendore.
3. Introduction of zebra crossing	3. Refer to RMS Warrants
4. Construction of central carparking area	4. Agreed, Project is in Delivery Program

Stage 2 – community engagement

The second stage of community engagement will follow on from this Council meeting and will cover the period Friday 27 April 2018 until 4.30pm on Monday 4 June 2018. This will be a 38-day exhibition, which is above the statutory 28-day period.

During this period, the draft Integrated Plans will be on public display at Council's three customer service centres and three libraries. Additionally, the documents will be available on Council's online community engagement hub at yourvoice.qprc.nsw.gov.au. This will be advertised in Council's fortnightly advertisement in local papers, Mayoral Columns, press releases, social media and other communications methods.

Three community meetings have been scheduled in May, with the main topic for discussion the draft Integrated Plans. Meetings will be held on:

- 3 May 2018 – Queanbeyan Council Chambers
- 8 May 2018 – Bungendore Council Chambers
- 10 May 2018 – Braidwood Old Library

All meetings will run from 6-8pm.

Groups, associations and clubs involved with Stage 1 engagement activities will be advised of the public exhibition period and made aware of the community meetings and submission process.

Staff have scheduled a workshop with councillors on 13 June 2018 (following Planning and Strategy Committee meeting) to discuss the submissions. This workshop may be moved, to 20 June depending on the length of the Planning and Strategy Committee meeting agenda.

Financial

	Benchmark	2018-19	2019-20	2020-21
Operating Performance Ratio	>0.00%	4.07%	2.66%	0.46%
Own Source Operating Revenue Ratio	>60.00%	53.71%	56.20%	54.00%
Debt Service Cover Ratio	>2x	6.6x	4.3x	3.6x
Infrastructure Renewals Ratio	100%	251%	59%	68%
Asset Maintenance Ratio	1.00	1.87	1.28	1.21

QPRC Delivery Program performs:

- Above Benchmark – Operating Performance Ratio
- Above Benchmark – Debt Service Ratio

12.3 Draft Integrated Plans 2018-21 (Ref: C1846510; Author: Spyve/Tozer) (Continued)

- Above Benchmark – Asset Maintenance Ratio
- Within Acceptable Benchmark – Infrastructure Renewals Ratio on average across three years.
- Below Benchmark – Own Source Operating Revenue Ratio

The financial performance indicates Council is on track to deliver required levels of services, asset maintenance and asset renewals over the life of the Delivery Program.

With the ratios that are below benchmark, the Percy Allan review highlighted that ongoing financial sustainability requires Council to:

- Increase its own source of revenues.
- Increase the level of asset renewals.
- Decrease levels of asset maintenance.

Conclusion

Community comment will be sought on the draft Integrated Plans over the coming weeks. Submissions will be assessed by staff and presented to councillors in early June, prior to adoption in late June.

Attachments

- | | |
|--------------|--|
| Attachment 1 | Draft Operational Plan (<i>Under Separate Cover</i>) |
| Attachment 2 | Draft Delivery Program (<i>Under Separate Cover</i>) |

**12.4 2018/2019 QPRC Revenue Policy - QPRC Fees and Charges (Ref: C1850829;
Author: Taylor/Steiger)**

Summary

This report contains the draft Revenue Policy 2018-19 and the draft Fees and Charges 2018-19.

Recommendation

That:

- 1. The draft QPRC Revenue Policy be placed on public exhibition for a minimum of 28 days.**
 - 2. The draft QPRC Fees and Charges be placed on public exhibition for a minimum of 28 days.**
-

Background

The draft Revenue Policy 2018-19 includes increases of 2.3% for general rates, water, sewer, stormwater, liquid trade waste and waste. The draft Fees and Charges includes general increases of 2.3%, however many fees and charges have not increased, while some have increased above 2.3%.

The Independent Pricing and Regulatory Tribunal (IPART) announced on 28 November 2017 that the percentage increase to apply to general rates in 2018-19 would be 2.3%. All merged councils are subject to a rates freeze, and can only increase general rates by the rate peg. Queanbeyan–Palerang Regional Council (QPRC) will be applying the full rate peg, which is estimated to increase the general rate yield by \$808,549.

The Rates Freeze Policy announced by the NSW Government also prevents any harmonisation of rating categories, this Revenue Policy will separately outline the former Queanbeyan City Council rates and charges from the former Palerang Council rates and charges.

In its public announcements on the rate path freeze policy, the NSW Government stated that there would be no change to existing rate paths for newly merged councils. This provides ratepayers with certainty about their rates, and ratepayers in new councils would have their rates protected against future general rate increases during the rate path freeze period, meaning they will pay no more for their rates than they would have in their pre-merger council area for four years.

In 2017-18 QPRC adopted a pricing structure based on the methodology determined by Aither premised on complying with the NSW Government's 2007 Best Practice Management of Water Supply and Sewerage Guidelines (the Guidelines) which included:-

- Recoup 75% of the total residential water bill from water usage charges.
- In accordance with the National Water Initiative (NWI), to move to a one tier approach to water usage charges.

**12.4 2018/2019 QPRC Revenue Policy - QPRC Fees and Charges (Ref: C1850829;
Author: Taylor/Steiger) (Continued)**

- Charging non-strata unit complexes a multiple of 20 mm access charge per occupancy in accordance with the Guidelines.

The methodology behind this pricing policy continues in 2018-19.

The Revenue Policy includes the changes to the water usage billing method for properties connected to the Bungendore, Braidwood and Captains Flat Water supply schemes. Previously these properties were charged an inclining tariff with the first 200kl pa of water used at the lower tariff and all water used above 200kl pa at the higher tariff.

In 2018-19 it is proposed to introduce a single tariff structure which agrees with the principles of National Water Initiative and NSW Office of Water Pricing.

This pricing method will also be required to harmonise the water billing processes when moving to a single property and rating system under Technology One for QPRC in 2019.

Charging water and sewerage access per occupancy for multi-unit dwellings (other than strata units) in the same manner as strata units has been a practice for former Queanbeyan Council for many years as required by these Guidelines. 249 residential properties are charged 1,157 charges, resulting in an average of 4-5 unit charges per property.

The basis for this approach is that the load placed on the water supply and sewer supply system is the same for a strata unit as a residential flat, and therefore the cost to the consumer should be charged the same.

Following concerns raised by some of the community about the ongoing practice of charging non-strata complexes per occupancy, in 2017-18 QPRC adopted a pricing structure which gave relief to those multi occupancy properties by reducing the Sewer Access Charge by 50%.

Where a parcel of land, categorised as Residential under single ownership, has more than one separate occupancy (eg Granny flat) the charge will be equal to the Residential Sewerage access charge multiple by the number of occupancies, multiplied by 50%.

The Draft Revenue Policy sets out the approach to determining revenue from Rates and Charges included in the 2017/2018 budget.

Key Factors:-

- Rate peg increases of 2.3% results in increased general rate yield of \$809,549.
- Rate freeze impacts the way in which Rates and Charges may be levied over the next two years.
- All water, sewerage and waste services charges increased by 2.3%.

Implications***Legal***

The Local Government Amendment (Rates— Merged Council Areas) Bill 2017 was passed in Parliament on 31 March 2017.

The Rate Freeze Policy determines the levying of rates by any newly merged council for the three rating years immediately following the rating year for which the relevant proclamation

**12.4 2018/2019 QPRC Revenue Policy - QPRC Fees and Charges (Ref: C1850829;
Author: Taylor/Steiger) (Continued)**

was made, being 12 May 2016. This determination sets out the methodology that the new council is to apply when setting rates for land for the relevant period, including in relation to the following:

- (a) the structure of rates,
- (b) the categorisation or sub-categorisation of land for rating purposes,
- (c) the calculation of the new council's notional general income for rating purposes,
- (d) the treatment of any variation of a former council's notional general income under Part 2 of Chapter 15 that would have been applicable, had the amalgamation effected by the relevant proclamation not occurred, to the determination of rates and charges for land within the new area.

The effect of the Bill means that the rate structures for the two former councils cannot begin to be harmonised across the newly merged council until the rating year 2020-21. This applies only to general rates and does not apply to water, sewer and waste pricing.

Engagement

The draft Revenue Policy and draft Fees and Charges will be exhibited alongside the draft Delivery Program and draft Operational Plan. Please see separate report on Council's draft Integrated Plans regarding the engagement.

Conclusion

The draft Revenue Policy and Fees and Charges must be placed on public exhibition for a minimum of 28 days. Submissions received during the period of exhibition will be assessed and, if required, adjustments will be made to the documents prior to their adoption at the June 2018 Council meeting.

Attachments

- Attachment 1 Draft Fees and Charges 2018-19 (*Under Separate Cover*)
- Attachment 2 Draft Revenue Policy 2018-19 (*Under Separate Cover*)

12.5 Draft Activity Attribution and Distribution of Governance Costs Policy (Ref: C1848984; Author: Hansen/Tozer)

Summary

In 2017, staff developed an Activity Cost Attribution and Distribution of Governance Directive to help guide the development of the 2017-18 budgeting process. This Directive has now been updated and is being presented to Council as a formal policy.

Recommendation

That Council place the draft Policy on exhibition for 28 days.

Background

Full cost attribution seeks to determine the “true” cost of providing a good or service by tracking and accumulating the total costs of the process to create and distribute the good or service. Typically, includes costs that are incurred in:

- research and development (strategic planning for the provision of goods and services)
- design of the good or service (specifying the requirements, testing the good or service)
- production (creating/building/manufacturing the good or service)
- marketing (informing the community of the availability of goods and services)
- distribution (delivering the good or service to customers)
- customer service (“after-sales” service, feedback, customising the good or service).

The level of corporate overheads varies in NSW Government agencies depending on size, with acceptable benchmarks for the proportion of staff engaged in corporate services activities being:

- large agencies (1,000 FTE) 8-10%
- medium agencies (350 to 1,000 FTE) 10-12%
- small agencies (less than 350 FTE) 12-14%.

Implications

Policy

Activity Cost Attribution and Distribution of Governance Directive has been in place since January 2017 and an updated version is now being presented to Council as an official Policy.

Council deploys an ‘activity based costing’ (ABC) approach to budgeting, pricing and reporting.

Direct costs will be recorded through invoices and the like, and charged directly to a nominated cost centre (activity), and recorded as an employment, material, contract and the like expense (resource).

Internal Labour Costs will be charge to projects at a labour rate including costs of salary and the associated on-costs.

Plant costs will be charged at a hire rate calculated on the life-cycle cost of ownership and operation of the item of plant.

12.5 Draft Activity Attribution and Distribution of Governance Costs Policy (Ref: C1848984; Author: Hansen/Tozer) (Continued)

Corporate support costs (direct and indirect overhead) will be attributed to an activity on a full cost recovery basis as a percentage charge on the FTE wage expense allocated to an activity.

Property Management costs (rates, electricity and maintenance) will be attributed to an activity on a full cost recovery basis as a percentage charge on the FTE wage expense allocated to an activity.

Project management costs will be attributed at 4% of the total capital expenditure, and capitalised against the created asset.

Governance costs will be distributed between Funds (General, Water, Sewer, Waste) on the apportioned share of total rateable assessments or services of those Funds.

There will be two reasonableness tests:

- total distribution should not exceed total corporate support expense
- attributed support to each Fund should not exceed 12% of respective Fund's operational expenditure (OPEX)

Commercial and competitive pricing will be set at a level to recover attributed costs.

Conclusion

The draft Policy has been used to frame the draft 2018-21 budget and is presented to Council for comment, prior to public exhibition.

Attachments

Attachment 1 Draft Activity Cost Attribution and Distribution of Governance Policy
(Under Separate Cover)

12.6 Community Engagement Services (Contract 20/2017) Award of Contract (Ref: C1849154; Author: Cox/Berry)

Summary

Council is seeking Community Engagement Services to assist with the delivery of the Queanbeyan Sewage Treatment Plant (STP) Upgrade Project.

Tenders were called for Community Engagement Services (20/2017) on 12 March 2018 via Tenderlink. Two tenders were received of which one was non-conforming. The remaining conforming tender was not considered to provide value for money for the services offered.

This report recommends rejecting all tenders received and entering into negotiations for Community Engagement Services in compliance with Clause 178 (4) of the Local Government Regulations with Tenderer 1.

Recommendation

That Council:

- 1. Reject both tenders for Community Engagement Services for the Queanbeyan STP Project.**
 - 2. Commence negotiations with Tenderer 1 on the evidence presented in the attached Tender Evaluation Report and in accordance with Clause 178 (4) of the Local Government (General) Regulation 2005.**
 - 3. Provide a further report to Council detailing the outcome of these negotiations.**
-

Background

The Queanbeyan STP Upgrade Project consists of the planning, design and construction of sewage collection, treatment and disposal facilities to serve existing and planned developments in Queanbeyan. Successful delivery of design and construction will be dependent on the provision of effective Community Engagement Services.

Since the new STP has potential to accommodate flows from QPRC Local Government Area, Fyshwick and other nearby areas in the Australian Capital Territory, Council is taking a broader best for region approach to developing the new STP. A best for region approach means that both Council and Icon Water will make planning and design decisions for sewerage services based on regional rather than just their local needs.

As the project progresses, it is likely to attract attention from stakeholders and the community. Council and Icon Water will work collaboratively with a Community Engagement Consultant to build trust and confidence in project decision making in the community.

The tender asks community engagement professionals to provide their experience and capacity in;

- Using the International Association for Public Participation (IAP2) protocol
- Using the Infrastructure Sustainability Council of Australia (ISCA) framework
- Providing support for Aborigines and Local Content
- Providing community engagement services on large infrastructure projects.

At the specified close of tender, only one (1) submission was received. Council was notified of two (2) other tenderers that requested to submit tenders after the specified deadline. Staff

12.6 Community Engagement Services (Contract 20/2017) Award of Contract (Ref: C1849154; Author: Cox/Berry) (Continued)

considered these requests and agreed to accept the late submissions. The request for tender was reopened until 19:00pm (7pm) 26 March 2018. The reason for allowing the reopening was:

- Council has the right to accept or reject late tenders
- The evaluation of more than one tender is needed to fully assess value for money

One (1) late tender was received after reopening the tender. After the deadline for the reopened tender the third (3rd) tenderer informed Council they would not submit a tender. The late tender was accepted for further consideration and evaluation.

Two (2) tenders were assessed. The tender assessment weightings were structured to ensure an appropriate balance of tenderer capability, risk, and price in respect of obtaining value for money.

The technical proposal of Tenderer 2 was non-conforming. The Tender Evaluation Committee (TEC) decided that the tenderer that best satisfied the selection criteria and had the overall highest score was tenderer 1.

Tenderer 1 did not represent value for money as it was 20-30% above expected tender price and was also priced higher than similar projects undertaken by the tenderer. It was noted however that tenderer 1 is a qualified company that would bring exceptional services to Council. This was evident in their overall score of 792.5 from a possible 1000.

It is recommended that Council commence negotiations with tenderer 1 rather than inviting fresh tenderers due to the poor response provided to the original tender.

The pre-tender briefing for Community Engagement Services (not compulsory) only had 4 attendees. All of those attendees have either bid or advised that they are not going bid.

A full Tender Evaluation Report is attached for consideration by Council.

A summary of the scope of work for the consultant is provided below:

- QPRC engagement team will take the lead for engagement services on the project
- Finalising, updating and maintaining the Community Engagement Plan in readiness for each successive design stage
- Planning and facilitating community engagement activities in accordance with the Community Engagement Plan
- Documenting and reporting on community engagement activities
- Establishing and maintaining a community engagement database
- Maintain project website
- Prepare materials, information and key messages about the project for distribution via communication tools
- Advise and assist with preparing response to stakeholder and community feedback
- Advise and assist with resolving conflicts
- Analyse and report effectiveness of community engagement activities

12.6 Community Engagement Services (Contract 20/2017) Award of Contract (Ref: C1849154; Author: Cox/Berry) (Continued)

Implications***Legal***

Tendering was carried out as per part 7 of the Local Government General Regulation 2005.

The procurement was carried out in accordance with the Local Government Act 1993 and Regulations.

Policy

Applicable policies include:

- Queanbeyan Palerang Regional Council Procurement Policy (2017)
- Former Queanbeyan City Council Community Consultation and Engagement Policy (2013)

Council aims to deliver quality services that are responsive to business and community expectations, demonstrably cost effective and subject to public accountability / scrutiny. As per the Community Consultation and Engagement Policy (2013) council will provide a range of engagement and consultation opportunities to the community, inviting input onto Council decision making processes.

Sustainability

The Queanbeyan STP Upgrade Project is being delivered in accordance with the QPRC Sustainable Design Policy for Council Buildings (2013).

Council is committed to reach a more sustainable future by incorporating sustainability in its operations and practices. In line with this, the Queanbeyan STP Upgrade Project is committed obtaining an Excellent Infrastructure Sustainability (IS) Design and As-Built rating for the proposed new STP.

The preferred tenderer has excellent experience in projects with Infrastructure Sustainability (IS) ratings in terms of Stakeholder Participation and would assist in meeting the targeted Excellent Rating for the project.

Social / Cultural

The implementation of Community and Stakeholder engagement for the Queanbeyan STP Upgrade will have numerous social and cultural benefits to the residents of the Local Government Area and Icon Water customers.

The Community Engagement consultant will enable professional services to be implemented across the region that previously have not been applied.

Various community groups including Aboriginal Groups, residents, businesses, lake users as well as stakeholders such as regulators, government, and statutory agencies will be impacted by the project. Having an experienced specialist providing engagement services, will enable community input and education and so increase interest, participation and benefit for the community.

12.6 Community Engagement Services (Contract 20/2017) Award of Contract (Ref: C1849154; Author: Cox/Berry) (Continued)

Strategic

The Community Engagement Services will align with goals from the Community Strategic Plan 2018-2028.

Engagement

Community Engagement undertaken in relation to previous projects highlighted areas where Council could improve project delivery, for example:

- Engagement should be independent of the project delivery team
- Information should be relevant, timely, accurate and adequate
- Engagement should be conducted regularly and consistently over the project cycle
- Regular monitoring and reporting will assist to show project success.

Financial

Funding will be provided from the Sewerage Fund. The current estimate of cost for Community Engagement up to the completion of detailed design is between \$1m and \$1.4m. This estimate has been provided by internal project staff.

Program Code	Expense Type	Funding source	Amount
100123		Sewerage Fund	\$1M-\$1.4M One Million to One point Four Million Dollars.

Resources (including staff)

Councils Queanbeyan STP Upgrade Project team will be responsible for managing the tender and the contract. Both Council and Icon Water communications team will work with the Community Engagement Consultant. Additional resources may be needed to enter negotiations such as personnel with experience in this area. This resource is yet to be determined.

Integrated Plan

This project is included in the both Councils Strategic and Operational plans. Engaging with the community is a key part of Councils Strategic Pillars 1 & 5.

Conclusion

The tenderer that best satisfied the selection criteria was found to be tenderer one (1) for the project. It is recommended that council rejects both tenders and enters negotiations with tenderer one (1).

Attachments

- Attachment 1 Tender Evaluation Report - Community Engagement Services - Queanbeyan STP Upgrade Project (*Under Separate Cover*) - **CONFIDENTIAL**

12.7 Queanbeyan River Shared Path and Waterfall Drive Path Design and Construction Tender (Ref: C1830617; Author: Tooth/Hogg)

Summary

As part of Council's current capital works program, funding has been allocated for design and construction of shared paths and associated infrastructure in Queanbeyan and Jerrabomberra. Tenders were called for:

- Construction of a shared path along Thorpe Ave, Queanbeyan.
- Design and Installation of an elevated walkway at the intersection of Collett Street and Isabella Street.
- Construction of a shared path and pedestrian path along Waterfall Drive Jerrabomberra.
- Replacement of failing retaining wall on Collett Street and upgrade of path to shared path standards.
- Construction of a shared path along Wanniasa Street to progress a "River Loop" between the existing low level bridge and the pedestrian bridge over the Queanbeyan River.

This report recommends the awarding of a contract to the successful tenderer for the above works.

Recommendation

That Council award tender 18/2018 to Tenderer number 1 <name to be inserted> in the amount of <insert tender amount> for the design and construction of the Queanbeyan River shared path, Waterfall Drive path and associated works.

Background

Queanbeyan River Shared Path

The Queanbeyan River Shared Path project will allow pedestrians and cyclists to navigate from the Queanbeyan CBD to Ellerton Drive (currently under construction). This path is being constructed in stages with the current stage ensuring that access from Queen Elizabeth Park, through Glebe Park to Sorrell Place.

Shared path will be also installed along Wanniasa Street for future connection with the proposed shared path bridge over the Queanbeyan River. This shared path will connect a missing link between the existing shared path on Wanniasa Street with the path travelling to the north of the sensory gardens.

Waterfall Drive Path

The Waterfall Drive path will connect existing cyclist and pedestrian path infrastructure on Bicentennial Drive to Tamarind Place. This path will allow an active transport link for both cyclists and pedestrians to access Jerrabomberra Waterfall. A pedestrian path will then travel along Waterfall Drive towards Bellbush Close removing the safety risk of pedestrians having to walk along Waterfall drive. The pedestrian path will terminate at 53 Waterfall Drive. Future stages will extend the path further along Waterfall Drive when funding becomes available.

12.7 Queanbeyan River Shared Path and Waterfall Drive Path Design and Construction Tender (Ref: C1830617; Author: Tooth/Hogg) (Continued)

Implications

Sustainability

The Queanbeyan River path and Waterfall Drive path are connecting into the existing path network. This path network allows for access to most key areas of Queanbeyan with links also allowing cyclists and pedestrians into the ACT. Increased usage of active transport reduces vehicle emissions, increases community wellbeing and also reduces the number of vehicles on the road.

Economic

On 25 March 2015 Council resolved to accept grant funding of \$50,000 for the River Walk to CBD. This funding was intended for design of the path between Barracks Flat Drive and Queens Bridge.

Council has been successful in sourcing funding from the RMS Active transport grant scheme: \$150,000 for Waterfall Drive Path and \$134,500 for the Queanbeyan River Path. This funding is only available for the 2017/2018 financial year and it is unlikely that the funding term be extended.

Council has also allocated additional budget for these projects as outlined in the 2017/2018 Budget.

Additional funding has been allocated from the Stronger Communities Grant fund for the Queanbeyan River Path and bridge.

Engagement

From October 2017 until December 2017, Council engaged the community to seek their feedback on Stage 1 of the river walk. Overall feedback was generally positive. Minor alterations to the concept designs were made in response to the community and Council staff feedback. The community has also been consulted previously during concept design works.

Community engagement was conducted with high levels of community engagement. All community feedback received has been positive feedback.

Financial

Program Code	Expense Type	Funding source	Amount
		RMS Active Transport Grant – River Path	\$ 134,500
		RMS Active Transport Grant – Waterfall Drive	\$ 150,000
		Council Budget	\$ 108,000
		Stronger Communities Fund- River Path and Low Level Bridge	\$ \$1,200,000

12.7 Queanbeyan River Shared Path and Waterfall Drive Path Design and Construction Tender (Ref: C1830617; Author: Tooth/Hogg) (Continued)

Resources (including staff)

One Project manager from Council's Contracts and Projects Section will be required to facilitate the contract. All design and construction resources are to be provided by the contractor as required.

Integrated Plan

At the 28 April 2010 Ordinary Meeting, Council resolved that:

- *The draft PAMP and public comments be noted as received.*
- *The draft PAMP schedule of works and recommended actions resulting from the public comments be adopted.*
- *The draft Bicycle Plan and public comments be noted as received.*
- *The draft Bicycle Plan schedule of works and recommended actions resulting from the public comments be adopted.*

The PAMP recommended that both the Waterfall Drive Path and Queanbeyan River Path be progressed as a "medium" priority project.

Conclusion

Council has sought tenders from suitably qualified and experienced contractors for the design and construction of the Waterfall Drive path and Queanbeyan River Path. These paths will complement the existing path infrastructure for both cyclists and pedestrians. Two tenders were received which have been assessed by Council staff and a recommendation to award the tender to Tenderer 1 has been made.

Attachments

Attachment 1 Queanbeyan River Path and Waterfall Drive Path Tender Evaluation Report (*Under Separate Cover*) - **CONFIDENTIAL**

12.8 Delegation for May 2018 Planning and Strategy Committee Meeting to determine tenders (Ref: C1847016; Author: Tooth/Hogg)

Summary

Council is currently seeking tenders for the design and construction of the Captains Flat Rural Fire Station. As the expenditure time frame of the available funding for this project is time limited, waiting until the May 2018 Council meeting will cause a delay to this project.

Recommendation

That Council delegate to the May 2018 Planning and Strategy Committee meeting the power to accept a tender for the design and construction of the Captains Flat Rural Fire Station.

Background

The Captains Flat Rural Fire Brigade station project was awarded funding in 2015 and has been in progress since that date.

All preliminary work has been completed (including but not limited to Geotechnical investigations, site survey, architectural drawings, flood investigations, land ownership and rights investigations).

A Development application has been lodged and was approved by Council on 05 February 2018. The successful tenderer will be required to provide appropriate documentation for issuing a construction certificate.

A cost estimate of the project has determined that tenders (as opposed to quotations) shall be sought for this project as required by Councils procurement policy.

The tender process commenced on 22 March 2018 and tender submissions will close at 2pm 17 April 2018. Tenders will be evaluated by the tender assessment panel and a report prepared for the Planning and Strategy Committee Meeting on 9 May 2018.

Implications

Legal

Section 377 of the Local Government Act 1993 gives Council, by resolution, the power to delegate the acceptance of a tender to the Planning and Strategy Committee meeting.

Economic

The NSW Rural Fire Service have allocated funding to the Captains Flat Rural Fire brigade Station which may not be available if additional delays to this project occur. Adequate funding must be spent prior to 1 July 2018. In the event that adequate funding is not spent prior to July 2018, the project will be postponed until additional funding can be sourced.

Conclusion

Council is currently seeking tenders for the design and construction of the Captains Flat Rural Fire Brigade Station. The expenditure of funding for this work must be completed within very tight time constraints. Approval of the tender by Council is sought at the earliest meeting available.

Attachments

Nil

**12.9 Land Classifications: Lot 4 DP 1179941 Googong and Lot 8 DP 1228456
Googong (Ref: C1826975; Author: Neil/Warne)**

Summary

Section 31(2) of the Local Government Act 1993 states that “Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community land or operational land.” This report proposes classifying Lot 4 DP 1179941 Googong as operational land and Lot 8 DP 1228456 Googong as Community Land.

Recommendation

That in accordance with *Section 31(2) of the Local Government Act 1993 (NSW)* Council resolve that the land classifications below be adopted:

- 1. Lot 4 DP 1179941 (36A Googong Road) Googong – Operational Land**
 - 2. Lot 8 DP 1228456 (18 Weatherstone Circuit) Googong – Community Land**
-

Background

Property 1: Lot 4 DP 1179941 (36A Googong Road) Googong

On 10 January 2018 ownership of this property transferred to the Council. The property is the site for the Googong Water Recycling Plant. The property was dedicated to the Council under the Googong Voluntary Planning Agreement.

Property 2: Lot 8 DP 1228456 (18 Weatherstone Circuit) Googong

On 07 February 2018 ownership of this property transferred to the Council. The property was dedicated to the Council under the Googong Voluntary Planning Agreement and is a drainage reserve.

Council can classify the land as either “operational land” or “community land”. The intended purpose of the properties is detailed above and it is therefore recommended that the classification “operational land” be adopted for Lot 4 DP 1179941 and “community land” be adopted for Lot 8 DP 1228456.

Implications

Legal

Section 31(2) of the Local Government Act states that “Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community land or operational land.”

Asset

The above land and infrastructure will be recognised in the Council’s asset management data base.

Financial

<Text >

12.9 Land Classifications: Lot 4 DP 1179941 Googong and Lot 8 DP 1228456 Googong (Ref: C1826975; Author: Neil/Warne) (Continued)

Program Code	Expense Type	Funding source	Amount
		<type in funding source(s)>	\$ <dollars>

Conclusion

It is now appropriate that the land be classified in accordance with the *Local Government Act 1993*.

**Property 1: Lot 4 DP 1179941 (36A Googong Road) Googong
Classification - Operational Land**



12.9 Land Classifications: Lot 4 DP 1179941 Googong and Lot 8 DP 1228456
Googong (Ref: C1826975; Author: Neil/Warne) (Continued)

Property 2: Lot 8 DP 1228456 (18 Weatherstone Circuit) Googong
Classification – Community Land



Attachments

Nil

12.10 Report on the 6 February 2018 meeting of the Audit, Risk and Improvement Committee (Ref: C1839029; Author: Neil/Bozzato)

Summary

This report informs Council on the outcomes of the Audit, Risk and Improvement Committee meeting of 6 February 2018.

Recommendation

That Council note the minutes of the Audit, Risk and Improvement Committee meeting of 6 February 2018.

Background

The 8th meeting of Council's Audit, Risk and Improvement Committee was held on 6 February, at which papers and presentations were considered dealing with:

- the Audit Office of NSW's review of Council's 2016-17 annual financial statements
- key financial management issues
- management of delegations
- review of the current Internal Audit and Committee charters against policies issued by NSW Treasury for state government agencies, which are expected to be referenced by the Office of Local Government in their current review of guidance relating to Internal Audit in local government
- internal audit activity, including progress against the approved 2017-18 Internal Audit Plan.

The Committee also considered the following Internal Audit reports:

- 'Implementation of Activities from Transition Plan – Phase 3'
- 'Physical Security Review'
- 'ICT General Controls'.

Minutes for the meeting are included as Attachment 1.

Implications

Legal

The Committee's consideration of these reports enable it to meet its responsibilities detailed in the Council's Audit, Risk and Improvement Committee Charter which is consistent with requirements of the *Local Government Act, 1993*.

Attachments

Attachment 1 06 February 2018 - Audit, Risk and Improvement Committee - Minutes
(Under Separate Cover)

12.11 Investment Report - March 2018 (Ref: C1849303; Author: Taylor/Drayton)

Summary

In accordance with the *Local Government (General) Regulation 2005*, the Investment Report is to be presented to Council on a monthly basis.

This report presents the investment result for March 2018.

Recommendation

That Council:

1. **Note the investment income for March 2018 was \$265,314 bringing the total return on Cash and Cash Equivalent Investments for the 2017/18 Financial Year to \$3,778,273 which is \$317,118 above the year to date budget within the Operational Plan.**
 2. **Note the investment portfolio has been made in accordance with the *Local Government Act 1993*, and the *Local Government (General) Regulation 2005*.**
 3. **Adopt the Investment Report for the month of March 2018.**
-

Background

Cash and Cash Equivalent Investments

The principal amount invested as at 31 March 2018 was \$165,238,249.

Refer to Attachment 1 for the following supporting information:

- 1 Actual return against budget;
- 2 Investment portfolio return against the benchmark AusBond Bank Bill Index (BBI);
- 3 Listing of Council's Cash and Cash Equivalent Investments;
- 4 Strategic placement limits for individual institutions or counterparties;
- 5 Placement with individual institutions as a percentage of Council's total portfolio;
- 6 Market values of Council's tradeable investments;
- 7 Budgeted interest allocation by Entity.

Market Update

The average 30 day BBSW rate for February 2018 was 1.77%.

At its April 2018 meeting, The Reserve Bank (RBA) left the cash rate unchanged at the record low of 1.50%.

The Bank reiterated their forecast for Australian economic growth to accelerate throughout 2018, supported by positive business conditions, strong employment growth, higher public infrastructure investment, and a pickup in mining investment. Uncertainty regarding household consumption, slowed household income growth, and high debt levels remain a concern.

Inflation is expected to remain low, with both CPI and underlying inflation slightly below 2%, reflecting low growth in labour costs and strong retail competition. A gradual pickup in inflation

12.11 Investment Report - March 2018 (Ref: C1849303; Author: Taylor/Drayton)

(Continued)

is expected as the economy strengthens, with the central forecast for CPI inflation to be a “bit above 2% in 2018”.

Overall, the RBA’s ‘patient approach’ ensures policy will remain on hold over the first half of 2018 as low interest rates continue to support the Australian economy. It remains increasingly difficult to keep rates unchanged as the US moves towards 3% rates. Current market pricing has now factored a Q4 rate increase.

The TCorpIM Long-Term Growth Fund experienced another negative return this month following a slump in global markets. The Fund invests across major listed asset classes, with around 70% directed to growth assets and 30% to defensive assets. The \$A weakened again, helping to offset global equity losses for the second month. *Source: CPG Research and Advisory.* Even with the negative return for the month, T-Corp IM fund still produced a Year to Date return of 8.83%, significantly higher than the previous fund returns.

Implications

Policy

I hereby certify that Queanbeyan-Palerang Regional Council investments listed in Table 1 attached to this report have been made in accordance with section 625 of the Local Government Act 1993, and clause 212 of the Local Government General Regulations 2005. During May 2017, Queanbeyan-Palerang Regional Council became noncompliant with its Investment Policy due to an overexposure to the Bank of Queensland counterparty (10.29%).

Shane Taylor
Chief Financial Officer

On 22 May 2017, ratings agency Standard & Poor’s announced a downgrade of the senior long-term ratings of 23 Australian financial institutions including Bank of Queensland (BOQ).

At the current investment portfolio level, Council has a slight 0.29% over-exposure to the Bank of Queensland, meaning non-compliance with Council’s Investment Policy.

Refer to Attachment 1 - Tables 2 and 3.

Council’s Policy states:

“The portfolio credit guidelines to be adopted will reference the Standard & Poor’s (S&P) ratings system criteria and format – however, references to the Minister’s order also recognised Moody’s and Fitch ratings and any of the three ratings may be used where available.”

“Standard and Poor’s ratings attributed to each individual institution will be used to determine maximum holdings. In the event of a disagreement between agencies as to the rating band (“split ratings”) Council shall use the higher in assessing compliance with portfolio limits, but for conservatism shall apply the lower in assessing new purchases.”

This will halt any new investment with BOQ until December 2018.

Financial

Investment income for the 2017/18 Financial Year as at 31 March 2018 amounted to \$3,778,273. This return was \$317,118 above the revised year to date budget. The investment

**12.11 Investment Report - March 2018 (Ref: C1849303; Author: Taylor/Drayton)
(Continued)**

returns are primarily added to restricted funds (i.e. development contributions) that form the bulk Council's investment portfolio.

Refer to Attachment 1 - Graph 1 and Table 5.

Attachments

Attachment 1 Investment Report - March 2018 - Attachment 1 - 26 April 2018 (*Under Separate Cover*)

12.12 Draft Financial Hardship Assistance Policy and Draft Debt Recovery Policy (Ref: C1851804; Author: Taylor/Steiger)

Summary

A draft Financial Hardship Assistance Policy and draft Debt Recovery Policy is presented to Council for adoption.

Recommendation

That Council:

- 1. Place the Financial Hardship Assistance Policy on public exhibition for 14 days prior to adoption subject to submissions.**
 - 2. Place the Debt Recovery Policy on public exhibition for 14 days prior to adoption subject to submissions.**
 - 3. Note that by adopting these policies, the following policies are rescinded:**
 - a) The former Palerang Debt Recovery Policy**
 - b) The former Palerang Hardship Policy**
 - c) The former QCC Debt Recovery Policy Rates and Charges**
 - d) The former QCC Debt Recovery Policy Sundry Debtors**
-

Background

The review of the Local Government Rating System in April 2016 resulted in a submission by the Financial Rights Legal Centre which recommended to IPART that Councils adopt a financial hardship policy which is transparent and gives relief to those ratepayers who are experiencing genuine financial hardship. The hardship policy should be published on Councils website and should provide information about the hardship policy and the availability of free financial counselling.

The two draft policies take into account the previous policies from the former Palerang and Queanbeyan City Councils to make a single policy which encompasses Financial Hardship Assistance for both Rates and Water Billing and includes relief for undetectable water leaks, whilst being transparent to Council's Debt Recovery practices and processes.

Implications

Policy

Under section 165(4) of the Local Government Act 1993, local policies are automatically revoked 12 months after the declaration of the poll for the next NSW Local Government general election. These policies replace the policies in place by the two former Council's

Engagement

Local policies do not require to be publically exhibited prior to adoption, however, it is recommended that these policies be place on public exhibition for 14 days for consideration prior to adoption and to allow the general public to make submissions.

Financial

Some loss in income may result if Interest Charges are waived under the provision of the Financial Hardship Assistance Policy, however, these amounts will not be significant.

Conclusion

Once adopted the Financial Hardship Assistance Policy and the Debt Recovery Policy will be published on Council's website and the previous policies of the former councils will be rescinded.

Attachments

- Attachment 1 New QPRC Financial Hardship and Assistance Policy (*Under Separate Cover*)
- Attachment 2 New QPRC Debt Recovery Policy (*Under Separate Cover*)

**13.1 Schools Environmental Education (Ref: C1851441); Author: Thompson/Abbott
Report**

Due to the changes in the Enviro Expo this year the schools were offered a series of environmental workshops. So far six schools have taken advantage of the following workshops offered by Council:

- Keeping the Waterways Clean;
- Saving Water; and
- Sustainability:

The schools involved to date include:

- Jerrabomberra Public School;
- Queanbeyan Public School;
- Queanbeyan South Public School;
- St. Bede's;
- Captains Flat Public School; and
- Braidwood Central School.

The programs are run by a group of educators called the Environmentors. Their final litter workshop is scheduled for the week of 7 May, with five schools signing up for that program.

Following each workshop, schools and participating teachers were given a number of resources and supplementary program information at the conclusion of their booking. This encourages and facilitates the on-going teaching of environmental issues, and fosters positive behaviours and attitudes within schools that will in turn encourage a more environmentally sustainable future.

In relation to the programs carried out so far the Environmentors reported the following.

Braidwood Central School

Program 1 - Teachers were very impressed with the presentation. The students were fully engaged in the range of activities offered. Teachers and students were eager to participate in the program again.

Captains Flat Public School

Program 1 - Students were excited to participate in our workshops. Both students and teachers enjoyed learning more about the effects of pollution using our 3D catchment model and storytelling. Seeing the interactive water tank allowed children to realise that most of the pollutants that affect catchment areas cannot be cleaned. After the workshops students were able to confidently identify what information they can use at school and home.

Program 2 - Students were fascinated to learn about the natural materials from which many common ever day items were made. Students enjoyed exploring the sustainability house poster and could come up with interesting ways to save power and water. An improved understanding of the limited nature of many of the earth's resources seemed to provide even greater motivation for recycling correctly and efficiently.

St Bede's Primary School

Program 1 - Teachers commented how engaged the students were throughout the presentations. Students could recall information learnt in previous Enviromentors workshops. This assisted them well in questioning and gave a great foundation to build upon. Students could identify hot spots for litter around the school and found it interesting that the rubbish they leave on the playground could end up in the waterways. Back in class the students where tasked with creating posters to remind students to keep the school clean.

Program 2 - Teachers requested that the workshops focused on recycling and composting. Both students and teachers were surprised to learn what can and cannot be recycled. Teachers were planning on labelling the bins on the playground to assist students in sorting their lunch time waste. The school garden was in the process of being fixed. Students can now confidently look after a compost and realise the importance of waste diversion from a landfill.

Queanbeyan South Public School

Program 1 - Some students were unsure about the difference between the sewage and stormwater systems. They enjoyed being active participants in our catchment story. Students were surprised to see the result and acknowledge how difficult it is to clean water once it is dirty. After the workshop students could identify potential environmental impacts of the contaminants such as detergent and litter.

Program 2 - Queanbeyan South PS has several environmental practices in place, including recycling, a working compost and a vegetable garden. When the workshop finished students could confidently tell me how to sort waste and the difference between renewable and non-renewable.

Queanbeyan Public School

Program 1 - Students and teachers were eager to participate in the workshops. Teachers loved how interactive the workshop was and commented that the storytelling was a great way to explain the impact of pollution. Students identified areas where they had seen litter in town and school. Teachers commented how well the content fitted in with what they were currently doing in class.

Program 2 - Teachers commented how well the workshop complimented what they were learning in the classroom. Many students expressed a desire to continue to improve the sustainability of the school, including volunteering to turn off appliances at the power point at the end of each day. Teachers commented that they would return to the classroom and make reminder signs and posters to encourage other students to act sustainably.

Jerrabomberra Public School

Program 2 - Students understood the need to look after our natural resources, although they were surprised to learn that plastic and glass is made from a natural resource. Students also enjoyed identifying the sustainable features of the house and participating in the drama activity. Teachers and students were eager to go home and start saving natural resources by turning off light, taps and reusing products.

In addition to Enviromentors, Council has engaged Bournda Environmental Learning Centre to visit several schools for waste audits and recycling talks. Council is currently collaborating with them to work with the local high schools as well.

Overall, it seemed to be a smooth transition from a Schools Expo day to having visits to individual schools on their timetable. Staff believe it will continue to work well in the future and that the program will be able to reach more students while keeping within budget and using less Council resources.

An overview of the programs run by Enviromentors is shown in the attachments. Please note that while the two reports are very similar they relate to two programs run over different periods.

Cost of this program was approximately \$12,000 which was half paid by Water and Sewer funds.

Recommendation

That the report be received for information.

Attachments

- | | |
|--------------|---|
| Attachment 1 | Enviromentors Schools Report 1 (<i>Under Separate Cover</i>) -
CONFIDENTIAL |
| Attachment 2 | Enviromentors Schools Report 2 (<i>Under Separate Cover</i>) -
CONFIDENTIAL |

13.2 Environmental Expos 2017-18 (Ref: C1849564); Author: Thompson/Pensini

Report

Three very successful Environmental Expos were held at the Queanbeyan Show on the 11-12 November 2017, Bungendore Show on the 28 January 2018 and the Braidwood Show on the 3 March 2018.

The Environmental Expos were coordinated by Council to provide information to the community about the environment and sustainability, including information on renewable energy, wildlife, biosecurity, waste and much more. The expos were setup and designed to encourage attendees of the shows to participate in a number of interactive workshops, stalls and presentations held by local environmental groups, businesses and Council.

In total 17 community groups and businesses from around the region took part in one or numerous expos, they included:

- Queanbeyan Landcare
- Molonglo Catchment Group
- Queanbeyan Sustainability Group
- Upper Shoalhaven Landcare
- Oz harvest Canberra
- Queanbeyan Wildcare
- Native Animal Rescue Group
- Conservation Volunteers Australia
- Southern Tablelands Arts (bees wax wraps)
- Canberra Seed Savers
- Eaton Gorge Theatre Company (roaming environmentally themed performances)
- NSW Office of Environment and Heritage
- Bungendore Rural Fire Service
- Canberra City Farm
- Boomerang Bags Bungendore
- QPRC Natural Landscapes and Health
- QPRC Community Connections

Community feedback from the three events was extremely positive with members of the public highlighting how great it was to see Council out and about in the region. Community members were also impressed that questions or requests which could not be answered by staff at the expos were noted down and answered or addressed by appropriate staff in the following days. Participating groups and businesses were also pleased by the community's engagement and the organisation of the expos.

Two compost bins and 4 water tap timers were also handed out as lucky draw prizes to attendees who filled out Council's environmental questionnaire. Shower timers (4 minutes), drink bottles and pedometers were also given out to attendees at each Environmental Expo.

The Expos were completed within the budget of \$7,000 plus the staff time involved.

Council's Natural Landscape and Health team are looking forward to working on and improving the Environmental Expo in the year to come.

Recommendation

That the report be received for information.

Attachments

Nil

**13.3 Local Government Emissions Baseline Project (Ref: C1848836); Author:
Thompson/Pensini**

Report

Queanbeyan-Palerang Regional Council (QPRC) has been selected as one of the twelve NSW councils to participate in the NSW Office of Environment & Heritage (OEH) Emissions Baseline Project for Local Government.

The Emissions Baseline project aims to collate community greenhouse gas data for councils in regional NSW to establish a community-wide emission profile. The outcome will be the ability for Council to set meaningful emission reduction targets and actions to reduce the communities carbon footprint. This process will also give Council the tools and knowledge to repeat this process annually.

OEH have engaged Ironbark Consultancy to deliver the project. Ironbark is a leader in the space of establishing community-wide emission profiles. As such, they will liaise with staff to identify and source relevant data sets, profiles and reports from our records. Ironbark will also provide a 2 hour training workshop to Council staff.

Upon completion of the project, the following documents will be submitted to Council:

- a Community Greenhouse Gas Emissions Profile Report containing all the information, references, activity data, assumptions, inputs, charts, emission factors and other relevant data (PDF format).
- a Community Emissions Profile ready to be uploaded onto the Carbon Climate Registry (CCR) reporting platform or inputted directly into CCR using relevant offline reporting tools (such as CIRIS, the City Inventory Reporting and Information System) at Council's discretion.
- an Activity Data spreadsheet with all the emissions activity data and sources (excel format).
- independent verification by ICLEI – Local Government for Sustainability Oceania to provide Council with the confidence of a review by an independent body, ICLEI refers to the International Council for Local Environmental Initiatives.
- registration to the Carbon reporting platform by ICLEI Oceania, which provides additional reporting benefits and access to solutions from participating cities and towns, and
- a Community Greenhouse Gas Emissions Profile Tool that has been tailored specific to QPRC. This will enable Council to repeat the process in future years.

OEH will contribute 40% to the costs of the emissions profile for Council and will cover the costs of creating the emissions profile tool and training workshop. Council has committed \$2,500 to the project and will enter into a short form agreement with Ironbark Consultancy.

The project will be carried out in accordance with the following timeframes:

- March 30 - Councils to register interest and confirm commitment.
- April 7 – OEH to select participating councils as per selection criteria.
- April 14 to June 8 – Ironbark to generate baselines and provide reports.
- Before June 30 - Ironbark to hold training workshops and provide materials.

Recommendation

That the report be received for information.

Attachments

Nil

14.1 Local Traffic Committee Meeting - 12 April 2018 (Ref: C1851296; Author:
Cooke/Stewart)

Report

The Local Traffic Committee has submitted the minutes and recommendations of its meeting held on 12 April 2018 for Council's information and consideration.

Recommendation

That Council:

- 1. Note the minutes of Local Traffic Committee Meeting held on 6 February 2018.**
 - 2. Adopt recommendations LTC 10/18 to LTC 20/18 from the meeting held on 12 April 2018:**
 - LTC 10/18 Under the *Roads Act 1993* approve the traffic control plan for the Blacksmiths Lane Food, Art and Beverage – Event from 1pm to 10pm Saturday 5 May 2018.**
 - LTC 11/18 Under the *Roads Act 1993* approve the traffic control plan for the Seniors Week Bike Display Event 10am to 1pm 11 April 2018.**
 - LTC 12/18 Under the *Roads Act 1993* approve the traffic control plan for the Reconciliation Walk 2018 Event 10.15am to 11am 29 May 2018.**
 - LTC 13/18 Under the *Roads Act 1993* approve the traffic control plan for the Braidwood Anzac Day Event(s) 5.30am to 7.30am for Dawn Service and 10am to 1pm for Main March, 25 April 2018.**
 - LTC 14/18 Under the *Roads Act 1993* approve the traffic control plan for the Queanbeyan Anzac Day Event from 5am to 6.30am for Dawn Service and 9am to 11.30am for Main Service 25 April 2018.**
 - LTC 15/18 Under the *Roads Transportation Act 2013* approve the replacement of an existing 'No Parking' sign with a "No Stopping' sign at the bus stops on both side of Gorman Drive, Googong as per the design.**
 - LTC 16/18 Under the *Roads Transportation Act 2013* approve the installation of 'No Stopping' signage on Faunce Street and Australis Place as per the design.**
 - LTC 17/18 Under the *Roads Transportation Act 2013* approve the installation of 'Pick up and Drop off' areas in Donald Road and Alanbar St and implement "no Stopping' signs at intersections in the school zone of Karabar High School as per the design.**
 - LTC 18/18 Under the *Roads Transportation Act 2013* approve the signage changes as per the design, modified so that the Bus Zone signage on Ryrrie St is made consistent with Bus Zone signage on Wilson St (8am – 9.30am and 2.30 - 4.00pm) and that the relocated 45° Parking sign on Wilson St adjacent to resident driveway be installed to ensure no encroachment on resident driveway (Design to show dimension from layback to pole), at Braidwood Central School.**
 - LTC 19/18 Under the *Road Transport Act 2013* approve the replacement of speed hump (symbolic) sign with 'All traffic turn left' sign and install 'All traffic turn right' sign at the exit intersection of the car park with the Bus Only area in accordance with the design.**
-

14.1 Local Traffic Committee Meeting - 12 April 2018 (Ref: C1851296; Author: Cooke/Stewart) (Continued)

- LTC 20/18 Under the *Road Transport Act 2013* approve the installation of new No Parking sign timed from 8.30am – 9.30am on the school side of Gibraltar Street west of the school crossing, paint the kerb of the two No Parking areas Blue, install 'Kiss and Ride Area' signs for the No Parking Areas, install four new 'No U-Turn' Signs in the centre median and enhance the kerbside pedestrian blisters as per the Design at Bungendore Public School.
-

Attachments

Attachment 1 Local Traffic Committee Minutes - 12 April 2018 (*Under Separate Cover*)

14.2 QPRC Environment and Sustainability Advisory Committee Minutes - 21 March 2018 (Ref: C1849106; Author: Thompson/Abbott)

Report

The QPRC Environment and Sustainability Advisory Committee has submitted the minutes of its meeting held on 21 March 2018 for Council's information.

Please note that should recommendation 04/18 below be adopted, no funding has been included in the delivery plan for this purpose.

Recommendation

That Council:

- 1. Note the minutes of QPRC Environment and Sustainability Advisory Committee held on 21 March 2018.**
- 2. Adopt the revised Terms of Reference for the Committee as shown in Attachment 2.**
- 3. Adopt recommendations QPRC ESAC 003/18 to 004/18 from the meeting held on 21 March 2018.**

QPRC ESAC 03/18 That QPRC write to the NSW EPA to make them aware of some of the problems associated with the operation of the Container Deposit Scheme in QPRC with a view to resolving them and improving the experience of users and the number and location of outlets with an increased range of containers.

QPRC ESAC 04/18 That QPRC review the Community Climate Change Action Plan.

Attachments

- Attachment 1 Formatted Minutes to the ESAC Meeting 21 March 2018 (*Under Separate Cover*)
- Attachment 2 Terms of Reference Environment Sustainability Advisory Committee Final Version as at 21 March 2018 (*Under Separate Cover*)

**14.3 Braidwood and Curtilage Heritage Advisory Committee Meeting - 12 April 2018
(Ref: C1850056; Author: Thompson/Mitchell)**

Report

The Braidwood and Curtilage Heritage Advisory Committee has submitted the minutes and recommendations of its meeting held on 12 April 2018 for Council's information and consideration.

Please note that part 2(b) of the recommendation below may be inconsistent with previous resolutions of Council.

Recommendation

That Council:

- 1. Note the minutes of the Braidwood and Curtilage Heritage Advisory Committee held on 12 April 2018.**
- 2. Adopt recommendation B&C HAC 003/18 from the meeting held on 12 April 2018.**

- B&C HAC 003/18**
- a) That Council note the Committee's view that skate elements would not impact on the significant heritage values of Ryrie Park.**
 - b) That Council include Ryrie Park in their ongoing investigations for a location for skate elements in Braidwood.**
-

Attachments

- Attachment 1 Braidwood and Curtilage Heritage Advisory Committee Minutes - 12 April 2018 *(Under Separate Cover)*

14.4 Report of the QPRC Consultative Committee on Aboriginal Issues (Ref: C1847305; Author: Richards/Hansen)

Report:

The Consultative Committee on Aboriginal Issues has submitted the minutes of its meeting held on 20 March 2018 for Council's information.

Recommendation

That Council:

1. **Note the minutes of Consultative Committee on Aboriginal Issues held on 20 March 2018.**
2. **Adopt recommendations CAI 01/18 to CAI 02/18 from the meeting held on 20 March 2018.**

CAI 01/18 That Council approve the suggested changes to the Draft Terms of Reference for the Consultative Committee on Aboriginal Issues.

CAI 02/18 That the Consultative Committee on Aboriginal Issues supports the review and update of the Reconciliation Action Plan (RAP) as a key plan in the Council's strategic framework, and when complete, will seek the new RAP to be endorsed by Reconciliation Australia.

Attachments

Attachment 1 Minutes of the Consultative Committee on Aboriginal Affairs (*Under Separate Cover*)

14.5 Report of the Youth Advisory Committee (Ref: C1847373; Author:
Richards/Campese)

Report

The Youth Advisory Committee has submitted the minutes and recommendations of its meeting held on 19 March 2018 for Council's information and consideration.

Recommendation

That Council:

1. Note the minutes of Youth Advisory Committee held on 19 March 2018.
2. Adopt recommendations YAC 01/18 to YAC 03/18 from the meeting held on 19 March 2018:

YAC 01/18 That the Youth Advisory Committee explore opportunities for regional music or similar events to engage young people in the QPRC region.

YAC 02/18 That a Youth Committee Trust Account to be set up in the QPRC finance system with revenue and expenditure capacity.

YAC 03/18 That the Youth Advisory Committee plays an active role in future Youth Week planning, participation and promotion across the region, working with Youth Centres, Schools, Libraries and Community groups.

Attachments

Attachment 1 Youth Committee Meeting Minutes 19 March 2018 (*Under Separate Cover*)

14.6 Report of the Access Committee (Ref: C1847405; Author: Richards/Campese)

Report

The Access Committee has submitted the minutes and recommendations of its meeting held on 23 March 2018 for Council's information and consideration.

Recommendation

That:

1. The report of the Access Committee held on Friday 23 March 2018 be received and recommendations considered.
2. Council adopt recommendations DAC 01/18 – DAC 03/18 from the meeting held on 23 March 2018.

Recommendations:

DAC 01/18 That DIAP recommendations be progressed through a planned implementation process by Community Development team members. Items recommended for Budget funding to be proposed for inclusion in Council's Delivery Plan and Operational Plan.

DAC 02/18 That options for a pedestrian crossing on Campbell Street be considered by Council.

DAC 03/18 That the QPRC Communication and Customer Services team promote and educate the community around reporting processes for any issues with accessibility in the QPRC area. This includes via the website, by phone or email, via a smartphone app or in person at Customer Service centres.

Attachments

Attachment 1 ACCESS Committee Meeting Minutes 23 March 2018 - *(Under Separate Cover)*

14.7 The Q Board Meeting - March 2018 (Ref: C1847919; Author: Richards/Fulton)

Report

The Q Board has submitted the minutes of its meeting held on 26 March 2018 for Council's information.

Recommendation

That Council note the minutes of The Q Board held on 26 March 2018.

Attachments

Attachment 1 The Q Board Meeting Minutes - March 2018 (*Under Separate Cover*) -
CONFIDENTIAL

16.1 Responses to Councillors' Questions (Ref: C1851427); Author: Ferguson/Ison
Report

This report provides responses to Councillors' questions taken at Council meetings and subsequently.

Where a response has been given by staff in a meeting at the time the question was asked, the response will be recorded in the minutes.

As discussed at the Council meeting on 24 January 2018, those questions from Councillors that are classified as service requests will be dealt with through Council's Customer Action Request System (CARS) rather than included in the Councillors' Questions table.

The questions are deleted from the rolling table once they have been answered in full and reported to Council.

Any responses that contain personal or other identifying information of any kind will be circulated separately in the confidential attachments.

Recommendation

That the report be received for information.

Attachments

- | | |
|--------------|--|
| Attachment 1 | Responses to Councillors Questions (<i>Under Separate Cover</i>) |
| Attachment 2 | QPRC Asbestos Management Plan March 2017 (question 69) (<i>Under Separate Cover</i>) |
| Attachment 3 | Responses to Councillors Questions with CIC comments (<i>Under Separate Cover</i>) - CONFIDENTIAL |

19 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

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

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

Recommendation

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

Item 20.1 Writing Off Water Usage Accounts Due to Undetectable Leaks

Item 20.1 is confidential in accordance with s10(A) (a) of the Local Government Act 1993 because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 20.2 Potential Land Acquisition

Item 20.2 is confidential in accordance with s10(A) (c) (d) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 20.3 Noise Attenuation

Item 20.3 is confidential in accordance with s10(A) (f) (g) of the Local Government Act 1993 because it contains details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property; AND advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.