



# **Ordinary Meeting of Council**

## **AGENDA**

**27 June 2018**

**Commencing at 5.30pm**

**10 Majara Street  
Bungendore**



**On-site Inspections - Nil**

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

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

To view webcasts or archived recordings, please go to [webcast.qprc.nsw.gov.au](http://webcast.qprc.nsw.gov.au)

Webcasts of Council meetings cannot be reused or reproduced in any way and are subject to copyright under the Copyright Act 1968.

**1 OPENING**

**2 APOLOGIES**

**3 DISCLOSURES OF PECUNIARY INTERESTS**

**4 CONFIRMATION OF MINUTES**

4.1 Minutes of the Ordinary Meeting of Council held on 23 May 2018

4.2 Minutes of Planning and Strategy Committee of the Whole meeting on 13 June 2018

**5 PRESENTATIONS BY DEPARTMENTAL OR OTHER REPRESENTATIVES**

**6 BUSINESS ARISING FROM THE MINUTES**

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

Nil

**8 MAYORAL REPORT**

**9 MAYORAL MINUTE**

Nil

**10 NOTICES OF MOTIONS OF RESCISSION**

Nil

**11 NOTICES OF MOTIONS**

11.1 Jerrabomberra Scout Hall.....3

11.2 Shopping Trolleys .....4

**12 ITEMS FOR DETERMINATION**

12.1 Adoption of Financial Hardship and Debt Recovery Policy .....5

12.2 Enabling Infrastructure - South Jerra Business Technology Park .....9

12.3 Q-One Indoor Sports & Monaro Panthers- Junior Futsal League - Affiliation Program ..... 15

12.4 Braidwood CBD & Ryrie Park Consultation Report..... 19

12.5 Australia Day Committee - Membership and Terms of Reference .....23

12.6 Policy - Unsealed Road Maintenance - Grading .....25

12.7 Queanbeyan Head Office and Smart Hub .....27

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

**BUSINESS PAPER AGENDA – 27 June 2018 Page ii**

12.8	Funding of Royalla Land Purchase and Indoor Sports Centre Upgrade.....	31
12.9	Access Agreements - Council Sporting Grounds.....	33
12.10	Draft Councillor Expenses and Facilities Policy 2018 .....	35
12.11	LGNSW Annual Conference 2018.....	37
12.12	Canberra Region Joint Organisation - Alternate Delegate .....	39
12.13	Queanbeyan Smart City Precinct Tender .....	41
12.14	Investment Report - May 2018 .....	45
12.15	Annual Community Grants Program Distribution 2018/19.....	49
12.16	Waste Management Update.....	53

**13 ITEMS FOR INFORMATION**

13.1	Heritage Advisors' Positions and Annual Report 2018.....	59
13.2	Climate Change Action Plans - update on progress .....	61
13.3	Places + Spaces Initiative launch.....	63
13.4	Queanbeyan Sewage Treatment Plant Upgrade Update .....	65
13.5	Site Inspection - DA Modification 382-2016/A - 85 Monaro Street, Queanbeyan - Royal Hotel .....	67

**14 COMMITTEE REPORTS AND RECOMMENDATIONS**

14.1	Youth Committee .....	69
14.2	Access Committee .....	71
14.3	Aboriginal Consultative Committee.....	73
14.4	Report of the Cultural Development and Public Art Advisory Panel - 4 May 2018.....	75
14.5	The Q Board Meeting - May 2018 .....	77
14.6	Minutes of Canberra Region Joint Organisation's meeting 2-3 May 2018.....	79
14.7	Minutes of the Bungendore Locality Committee Meeting 21 May 2018.....	81
14.8	Minutes of the Araluen Locality Committee Meeting 28 May 2018.....	83
14.9	Minutes of Les Reardon Reserve s.355 Committee Meetings .....	85
14.10	Burra/Cargill Park s.355 Committee minutes .....	87
14.11	Minutes of the Burra Locality Committee meeting 5 June 2018 .....	89
14.12	Tourism Advisory Panel - Minutes of Meeting 07 May 2018 .....	91
14.13	Economic Advisory Panel - Minutes of Meeting held on 03 May 2018 .....	93
14.14	Local Area Traffic Committee - Meeting Held 5 June 2018.....	95
14.15	Report on 10 May Meeting of the Audit, Risk and Improvement Committee .....	97

**15 DELEGATES' REPORTS**

Nil

**16 RESPONSES TO COUNCILLORS' QUESTIONS**

16.1	Responses to Councillors' Questions .....	99
------	---	----

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

**18 COUNCILLORS' QUESTIONS FOR NEXT MEETING**

Nil

19 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION 100

**Confidential - Not for Publication**

20 REPORTS FOR CLOSED SESSION

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.*

LIST OF ATTACHMENTS –

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

**Open Attachments**

- Item 12.1 Adoption of Financial Hardship and 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 12.2 Enabling Infrastructure - South Jerra Business Technology Park  
*Attachment 1 South Jerra - Zoned Lands (Under Separate Cover)*  
*Attachment 2 Site Overview - South Jerra Precinct (Under Separate Cover)*  
*Attachment 3 Preliminary NER concept (Under Separate Cover)*  
*Attachment 4 Preliminary Regional Sports Facility layout (Under Separate Cover)*
- Item 12.3 Q-One Indoor Sports & Monaro Panthers- Junior Futsal League - Affiliation Program  
*Attachment 1 Q-One Indoor Sports & Monaro Panthers - Affiliation Program - Financial Model Overview (Under Separate Cover)*  
*Attachment 2 Monaro Panthers - Affiliation Program - Letter of Support (Under Separate Cover)*
- Item 12.4 Braidwood CBD & Ryrie Park Consultation Report  
*Attachment 1a Braidwood Final Consultation Report - Redacted (Under Separate Cover)*  
*Attachment 2 Your Voice report (Under Separate Cover)*
- Item 12.6 Policy - Unsealed Road Maintenance - Grading  
*Attachment 1 Unsealed Road Grading Policy - Draft (Under Separate Cover)*
- Item 12.7 Queanbeyan Head Office and Smart Hub  
*Attachment 1 Head Office Sites (Under Separate Cover)*  
*Attachment 2 Public Domain Options (Under Separate Cover)*  
*Attachment 3 Carparking and Access (Under Separate Cover)*
- Item 12.10 Draft Councillor Expenses and Facilities Policy 2018  
*Attachment 1 Draft Councillor Expenses and Facilities Policy 2018 (Under Separate Cover)*
- Item 12.13 Queanbeyan Smart City Precinct Tender  
*Attachment 2 Smart City Pilot - Indicative Works (Under Separate Cover)*

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

**BUSINESS PAPER AGENDA – 27 June 2018 Page iv**

- Item 12.14 Investment Report - May 2018  
*Attachment 1 Investment Report - May 2018 - Attachment 1 - 27 June 2018 (Under Separate Cover)*
- Item 12.15 Annual Community Grants Program Distribution 2018/19  
*Attachment 1 Summary table of applications - combined Categories A and B (Under Separate Cover)*  
*Attachment 2 Summary table of applications - Category A (Under Separate Cover)*  
*Attachment 3 Summary table of applications - Category B (Under Separate Cover)*  
*Attachment 4 Matrix and numerical score for each application (Under Separate Cover)*
- Item 12.16 Waste Management Update  
*Attachment 3 Kerbside Bin Audit Report Queanbeyan Palerang 2018 (Under Separate Cover)*
- Item 13.1 Heritage Advisors' Positions and Annual Report 2018  
*Attachment 1 Local Government Heritage Advisors Report- LGA2017069 (Under Separate Cover)*
- Item 13.2 Climate Change Action Plans - update on progress  
*Attachment 1 Community Climate Change Action Plan - Review Report (Under Separate Cover)*  
*Attachment 2 Council Operations Climate Change Action Plan - Review Report (Under Separate Cover)*
- Item 14.1 Youth Committee  
*Attachment 1 Youth Advisory Committee Minutes 7 May 2018 (Under Separate Cover)*
- Item 14.2 Access Committee  
*Attachment 1 QPRC Access Committee Meeting Minutes 23 May 2018 (Under Separate Cover)*
- Item 14.3 Aboriginal Consultative Committee  
*Attachment 1 Consultative Committee on Aboriginal Issues Meeting Minutes 15 May 2018 (Under Separate Cover)*
- Item 14.4 Report of the Cultural Development and Public Art Advisory Panel - 4 May 2018  
*Attachment 1 Cultural Development and Public Art Advisory Panel Meeting Minutes 4 May 2018 (Under Separate Cover)*
- Item 14.6 Minutes of Canberra Region Joint Organisation's meeting 2-3 May 2018  
*Attachment 1 Minutes of CBRJO meeting held on 2-3 May 2018 (Under Separate Cover)*
- Item 14.7 Minutes of the Bungendore Locality Committee Meeting 21 May 2018  
*Attachment 1 Minutes of Bungendore Locality Committee meeting held 21 May 2018 (Under Separate Cover)*  
*Attachment 2 Amended Terms of Reference for Bungendore Locality Committee (Under Separate Cover)*
- Item 14.8 Minutes of the Araluen Locality Committee Meeting 28 May 2018  
*Attachment 1 Araluen Locality Committee minutes 28 May 2018 (Under Separate Cover)*  
*Attachment 2 Amended Terms of Reference for Araluen Locality Committee (Under Separate Cover)*

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

**BUSINESS PAPER AGENDA – 27 June 2018 Page v**

- Item 14.9 Minutes of Les Reardon Reserve s.355 Committee Meetings
- Attachment 1 Minutes of the Les Reardon Reserve s.355 Committee's AGM 18 September 2017 (Under Separate Cover)*
- Attachment 2 Minutes of the Les Reardon Reserve s.355 Committee meeting 18 September 2017 (Under Separate Cover)*
- Attachment 3 Minutes of the Les Reardon Reserve s.355 Committee meeting 11 December 2017 (Under Separate Cover)*
- Attachment 4 Minutes of the Les Reardon Reserve s.355 Committee meeting 19 February 2018 (Under Separate Cover)*
- Item 14.10 Burra/Cargill Park s.355 Committee minutes
- Attachment 1 Burra/Cargill Park s.355 Committee minutes 12 July 2017 (Under Separate Cover)*
- Attachment 2 Burra/Cargill Park s.355 Committee minutes 27 March 2018 (Under Separate Cover)*
- Item 14.11 Minutes of the Burra Locality Committee meeting 5 June 2018
- Attachment 1 Burra Locality Committee meeting minutes 5 June 2018 (Under Separate Cover)*
- Attachment 2 Amended Terms of Reference - Burra Locality Committee (Under Separate Cover)*
- Item 14.12 Tourism Advisory Panel - Minutes of Meeting 07 May 2018
- Attachment 1 Tourism Advisory Panel minutes of meeting held on 07 May 2018 (Under Separate Cover)*
- Item 14.13 Economic Advisory Panel - Minutes of Meeting held on 03 May 2018
- Attachment 1 Economic Advisory Panel minutes of meeting held on 03 May 2018 (Under Separate Cover)*
- Item 14.14 Local Area Traffic Committee - Meeting Held 5 June 2018
- Attachment 1 Local Traffic Committee - Meeting Minutes 5 June 2018 (Under Separate Cover)*
- Item 14.15 Report on 10 May Meeting of the Audit, Risk and Improvement Committee
- Attachment 1 10 May 2018 - Audit, Risk and Improvement Committee - Minutes (Under Separate Cover)*
- Item 16.1 Responses to Councillors' Questions
- Attachment 1 Councillors' Questions Table (Under Separate Cover)*

**Closed Attachments**

- Item 12.2 Enabling Infrastructure - South Jerra Business Technology Park
- Attachment 5 Draft Concept Estimate (Under Separate Cover)*
- Item 12.4b Braidwood CBD & Ryrie Park Consultation Report
- Attachment 1 Braidwood Final Consultation Report (Under Separate Cover)*
- Item 12.13 Queanbeyan Smart City Precinct Tender
- Attachment 1 Contract 22-2018 - TENDER EVALUATION - Report (Under Separate Cover)*
- Item 12.16 Waste Management Update
- Attachment 1 QPRC Hume MRF China Ban March 2018 (Under Separate Cover)*
- Attachment 2 QPRC Hume Value Share Proposal (Under Separate Cover)*

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

**BUSINESS PAPER AGENDA – 27 June 2018 Page vi**

- Item 14.5 The Q Board Meeting - May 2018
- Attachment 1 The Q Board Meeting Minutes - May 2018 (Under Separate Cover)*
  - Attachment 2 The Q - Board Meeting - Council Official Agenda - May 2018 (Under Separate Cover)*
- Item 16.1 Responses to Councillors' Questions
- Attachment 2 Councillors' Questions Table with CIC (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, 23 May 2018 commencing at 5.30pm.

## 1. OPENING

### ATTENDANCE

**Councillors:** Cr Overall (Chair), Crs Biscotti, Bray AM, Harrison, Hicks, Marshall, Schweikert, Taylor and Winchester (from 5.56pm).

**Staff:** P Tegart, CEO/General Manager; D Carswell, A/Portfolio General Manager Natural and Built Character; P Hansen, Portfolio General Manager Community Connections; M Darcy, A/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

149/18

### **RESOLVED (Taylor/Bray)**

That the apologies for non-attendance received from Crs Brown and Noveska, be accepted and leave of absence be granted.

The resolution was carried unanimously.

## 3. DISCLOSURES OF PECUNIARY INTERESTS

150/18

### **RESOLVED (Marshall/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.

Cr Marshall declared a less than significant pecuniary and non-pecuniary interest in Item 12.3 – Captains Flat Rural Fire Station Design and Construct Tender, as he is a neighbour of the site and a member the Captains Flat Rural Fire Brigade.

**4. CONFIRMATION OF MINUTES****4.1 Minutes of the Ordinary Meeting of Council held on 26 April 2018**

151/18

**RESOLVED (Taylor/Schweikert)**

That the Minutes of the Ordinary Meeting of Council held in the Bungendore Council Chambers on Thursday 26 April 2018 be confirmed.

The resolution was carried unanimously.

**4.2 Minutes of the Planning and Strategy Committee of the Whole held on 9 May 2018**

152/18

**RESOLVED (Schweikert/Taylor)**

That the Minutes of the Planning and Strategy Committee of the Whole held in the Queanbeyan Council Chambers on Wednesday 9 May 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 presenters were heard:

Mr John Henson – Item 12.1 - Development Application - DA.2017.286 - Child Care Centre - 5 McMahon Drive, Bungendore

Mr Derek MacKay – Item 12.1 - Development Application - DA.2017.286 - Child Care Centre - 5 McMahon Drive, Bungendore

Ms Darion Russell – Item 12.1 - Development Application - DA.2017.286 - Child Care Centre - 5 McMahon Drive, Bungendore

Ms Derek Payne – Item 12.1 - Development Application - DA.2017.286 - Child Care Centre - 5 McMahon Drive, Bungendore

Mr David Connelly – Item 12.2 - Rezoning and Dwelling Eligibility Requests

Ms Sheridan Marsh – Item 12.1 - Development Application - DA.2017.286 - Child Care Centre - 5 McMahon Drive, Bungendore

Ms Katrina Iffland – Item 12.2 - Rezoning and Dwelling Eligibility Requests

Cr Winchester joined the meeting at 5.56pm.

**8. MAYORAL REPORT**

There was no Mayoral Report.

**9. MAYORAL MINUTE**

There was no Mayoral Minute.

**10. NOTICES OF MOTION OF RESCISSION**

There were Notices of Motion of Rescission.

**11. NOTICES OF MOTION**

There were no Notices of Motion.

**12. ITEMS FOR DETERMINATION**

**12.1 Development Application - DA.2017.286 - Child Care Centre - 5 McMahon Drive, Bungendore**

153/18

**RESOLVED (Schweikert/Biscotti)**

That:

1. Development application DA.2017.286 for the construction a Child Care Centre upon Lot 1362 DP 1154538 and Lot 1338 DP 1112117, 5 McMahon Drive, Bungendore be granted conditional approval.
2. Those persons who lodged a submission(s) on the application be advised in writing of the determination of the application.
3. Council receive a further report on the carpark footprint and its licence to occupy public land.

The resolution was carried unanimously.

154/18

**RESOLVED (Schweikert/Marshall)**

That Council investigate improvements to pedestrian movements in the area around the proposed development at 5 McMahon Drive Bungendore should the development proceed.

The resolution was carried unanimously.

**12.2 Rezoning and dwelling eligibility requests**

155/18

**RESOLVED (Biscotti/Bray)**

That Council defer this matter to the Ordinary meeting on 25 July 2018 and advise property owners to enable their further submission.

The resolution was carried unanimously.

Cr Marshall declared an interest in Item 12.3 and left the meeting at 6.22pm.

### 12.3 Captains Flat Rural Fire Station Design and Construct Tender

156/18

#### **RESOLVED (Hicks/Schweikert)**

That Council:

1. Award tender 17/2018 for the design and construction of the Captains Flat Rural Fire Station to Tenderer 1 CBC Project Management for the amount of \$361,726.00 excl GST subject to tenderer negotiations.
2. Delay the award of tender 18/2018 until adequate funding from the Rural Fire Service becomes available to complete the Captains Flat Rural Fire Station project.
3. Write to the local Member for Monaro in regard to funding.

The resolution was carried unanimously.

Cr Marshall returned to the meeting at 6.25pm

### 12.4 Queanbeyan CBD Transformation Stage 1 to 3, Head Office and Smart Hub

157/18

#### **RESOLVED (Overall/Schweikert)**

That Council:

1. Receive and note the report on Queanbeyan CBD transformation stages, and the proposed Queanbeyan Head Office and Smart Hub.
2. Give consideration at an early workshop to a third option (Option 3) for Stage 2, providing for:
  - a. Redevelopment of 257 Crawford Street (Site B) for the Queanbeyan Head Office and Smart Hub and/or extra office level, on a slightly narrower footprint to the existing building and similar size footprint as proposed for the 50 Lowe Street site. The proposed redevelopment not include a new council chambers.
  - b. A smart public domain with a narrower Crawford Street frontage and lesser footprint than as proposed in Attachment 2.
3. Note that Option 3, construction of a standalone office 257 Crawford Street:
  - a. Potentially provides for an estimated 6,000m<sup>2</sup> GFA for Council administration office, and 1,000-1,500m<sup>2</sup> GFA additional lettable office space, with 3.5 to 4 floors.
  - b. In close proximity to CBD centre/Monaro Street.
  - c. Achieves desired time frame.
  - d. Retains at grade parking behind the Q Theatre and vehicular access from Lowe Street.
  - e. Recycles part of the Lowe and Morisset carparks into public domain, with the Lowe public domain potentially having a lesser footprint being generally to the front of The Q, thereby retaining further at grade car spaces.

- f. Resolves the car parking and rear accessibility concerns of Monaro Street businesses associated with Option 1.
  - g. Centralises the office and retail parking through the private sector construction of multilevel smart carpark at Morisset carpark, increasing CBD timed and employee parking spaces overall.
  - h. Connects Morisset to Lowe carparks via reconstructed pedestrian laneways.
  - i. Likely results in lower overall capital costs, debt raising and risk.
  - j. May affect the scale of any redevelopment of the Rutledge Street site due to a degree of overshadowing.
4. Support in principle raising debt for the CBD Stages 2 and 3 nett of capital grants, in the financial plan.
  5. Not consider a possible special rate variation from 2020/21 to service debt for the Queanbeyan Head Office and additional lettable office space.
  6. Consider all debt servicing options and scenarios for the civil works components, including the option of a dividend from the water and sewer utilities, and the option of post-merger savings and service reviews.
  7. Seek expressions of interest, at the appropriate time, to construct and operate a multilevel parking facility in Morisset carpark.
  8. Vary the scale, sequencing and timing of those works in the draft DP as outlined in the attachment, to accommodate likely grants and borrowing schedules, to be adopted at the June meeting.
  9. Continue to seek grants to assist the construction of the smart hub, smart infrastructure parking, parking and public domain to activate the CBD.
  10. Progress the Heads of Agreement with Downtown Q PL for a mixed use commercial and residential development including potential sale of 10-16 Rutledge Street and adjoining land at valuation, subject to a planning agreement to enable construction of civil works (such as public domain and parking).
  11. Undertake community engagement on the Queanbeyan CBD transformation proposal in conjunction with the CBD masterplan review.
  12. Following the workshop referred to in 2. above, receive a further report on Queanbeyan CBD Transformation Stage 1 to 3 Head Office and Smart Hub and funding options.

The resolution was carried unanimously.

**12.5 Public Exhibition of Jumping Creek Planning Proposal**

158/18

**RESOLVED (Marshall/Hicks)**

That Council:

1. Agree to the public exhibition of an amended planning proposal for Jumping Creek as set out in this report.
2. Receive and note the information on the continuing discussions with the developers of Jumping Creek about the short term and long term management of the environmental and recreational zoned land of the site.
3. Council hold a workshop during the exhibition period to further brief Councillors on the planning proposal.

The resolution was carried unanimously.

**12.6 Road Naming Proposal - New Subdivision - Burrabella Estate - 107 Burra Road – Googong**

159/18

**RESOLVED (Marshall/Biscotti)**

That Council:

1. Adopt in principle the names “Bigga Place” and “Binda Place” as the proposed names for two new roads created within the subject subdivision subject to concurrence from the Geographical Names Board.
2. Advertise the names for public comment for 30 days.
3. Publish a notice in the NSW Government Gazette adopting the new road names, if no objections are received.

The resolution was carried unanimously.

**12.7 Establishment of Alcohol Prohibited Area - Ernie Beaver Park - 6-10 Gilmore Place, Queanbeyan West**

160/18

**RESOLVED (Schweikert/Taylor)**

That:

1. A new Alcohol Prohibited Area be established for a four year period in Ernie Beaver Park on Gilmore Road.
2. The Council publish a notice of the proposed establishment of the alcohol prohibited area for an exhibition period of 30 days.
3. A copy of the proposal be provided to the local Police Commander, affected liquor licensees, registered clubs in the area and other organisations required to be notified by the Ministerial Guidelines allowing them 30 days to make representation.

The resolution was carried unanimously.

- 161/18                    **12.8    QPRC Events Strategy - Community Engagement Report**  
**RESOLVED (Harrison/Bray)**  
That Council:  
1. Note the community feedback received.  
2. Endorse the QPRC Events Strategy.  
  
The resolution was carried unanimously.
- 162/18                    **12.9    Outdoor Dining Trial Extension**  
**RESOLVED (Biscotti/Bray)**  
That Council:  
1. Continue to participate in the NSW Outdoor Dining Trial until 31 December 2018.  
2. Continue to waive the annual fee per square metre for the duration of the trial.  
  
The resolution was carried unanimously.
- 163/18                    **12.10   Quarterly Budget Review Statement for the Quarter Ending 31st March 2018**  
**RESOLVED (Schweikert/Marshall)**  
That Council:  
1. Adopt the March 2018 Quarterly Budget Review Statement and variations as outlined in this report.  
2. Note the predicted consolidated deficit of \$2,549,683.  
  
The resolution was carried unanimously.
- 164/18                    **12.11   Investment Report - April 2018**  
**RESOLVED (Schweikert/Marshall)**  
That Council:  
1. Note the investment income for April 2018 was \$594,928 bringing the total return on Cash and Cash Equivalent Investments for the 2017/18 Financial Year to \$4,373,201 which is \$470,216 above the budget within the adopted Operational Plan Quarter 2 revision.  
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 April 2018.  
  
The resolution was carried unanimously.

**12.12 Local Heritage Places Grant Fund Application**

165/18

**RESOLVED (Schweikert/Bray)**

That Council:

1. Agree to a grant of a maximum of \$2,000 in relation to the application for 85 Wallace Street, Braidwood, and the grant be subject to the standard terms and conditions for local heritage places grants, funded from 2018/19 allocation.
2. Agree that an extension be granted in relation to the application for 39 Wallace Street, Braidwood, subject to the work being completed in 2018/19 financial year.

The resolution was carried unanimously.

**SUPPLEMENTARY REPORTS****12.13 Riverside Oval Queanbeyan and Mick Sherd Oval Bungendore - surface condition**

166/18

**RESOLVED (Harrison/Schweikert)**

That:

1. The report be received for information.
2. As an interim measure, travelling surface irrigation be provided to Mick Sherd oval.
3. Council consider provision of a permanent surface irrigation system on Mick Sherd oval to replace the existing system in the Delivery Program.
4. Council receive a further report in conjunction with the Integrated Water Cycle Management Plan (IWCMP) for re-use of recycled water on recreational and other facilities.

The resolution was carried unanimously.

With the time being 7.30pm, the Mayor advised that under Council's Code of Meeting Practice it was time to adjourn the meeting for 30 minutes.

**Procedural Motion**

167/18

**RESOLVED (Marshall/Winchester)**

That Council not break for supper but continue with the meeting and complete the agenda.

For: Crs Biscotti, Harrison, Hicks, Marshall, Overall, Taylor and Winchester

Against: Crs Bray and Schweikert

Cr Hicks left the meeting at 7.33pm.

**13. ITEMS FOR INFORMATION****Procedural Motion**

168/18

**RESOLVED (Marshall/Biscotti)**

That Items 13.1 to 14.1 be moved as a bloc.

The resolution was carried unanimously.

- 169/18                    **13.1 Submission - Draft Discussion Paper 'Planning for the Future of Retail' - April 2018**  
**RESOLVED (Schweikert/Marshall)**  
That the report be received for information.  
  
The resolution was carried unanimously.
- 170/18                    **13.2 Proclamation of Joint Organisations**  
**RESOLVED (Schweikert/Marshall)**  
That the report be received for information.  
  
The resolution was carried unanimously.
- 171/18                    **13.3 Bungendore Ambulance Station site**  
**RESOLVED (Schweikert/Marshall)**  
That the report be received for information.  
  
The resolution was carried unanimously.
- 172/18                    **13.4 Resolution Action Sheet**  
**RESOLVED (Schweikert/Marshall)**  
That the report be received for information.  
  
The resolution was carried unanimously.
- 14. COMMITTEE REPORTS AND RECOMMENDATIONS**
- 173/18                    **14.1 Queanbeyan-Palerang Sports Council - Minutes of the Meeting Held 7 May 2018**  
**RESOLVED (Schweikert/Marshall)**  
That Council note the minutes of the Queanbeyan-Palerang Sports Council meeting held on 7 May 2018.  
  
The resolution was carried unanimously.

**14.2 Braidwood Locality Committee minutes 30 May 2018**

174/18

**RESOLVED (Overall/Schweikert)**

That Council:

1. Note the minutes of Braidwood Locality Committee meeting held on 30 April 2018;
2. Adopt recommendations BDLC01/2018 and BDLC02/2018 from the meeting held on 30 April 2018:

BDLC01/2018 RECOMMENDATION That Council undertake an assessment with a view to upgrading the usability of the Charleys Forest Hall and grounds.

BDLC02/2018 RECOMMENDATION That Council staff meet with the Braidwood Gymnasium s.355 Committee representatives to discuss the options for renewing the agreement for the Braidwood Central School gymnasium.

The resolution was carried unanimously.

**14.3 Bungendore War Memorial s.355 Committee minutes**

175/18

**RESOLVED (Schweikert/Marshall)**

That Council note the minutes of Bungendore War Memorial s.355 Committee meetings held on 1 February and 1 March 2018.

The resolution was carried unanimously.

**15. DELEGATES' REPORTS**

Cr Harrison reported on his attendance at the South East Australian Transport Strategy meeting at Shellharbour.

Cr Marshall reported on his attendance at the Community Safety Precinct Committee meeting.

Cr Schweikert reported on his attendance at the Bungendore Locality Committee meeting.

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

176/18

**RESOLVED (Taylor/Marshall)**

That the report be received for information.

The resolution was carried unanimously.

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

There were no matters.

**19. COUNCILLORS' QUESTIONS FOR NEXT MEETING**

1. Cr Schweikert enquired on the progress of the new furniture for the Bungendore Council Chambers. The CEO/General Manager advised that the order had progressed and the furniture should be delivered in four weeks.
2. Cr Schweikert referred to Item 28 in the Resolution Action Sheet regarding a report that was due by the April 2018 meeting on an audit of all street lighting in Queanbeyan, Bungendore and Braidwood.
3. Cr Schweikert requested a report be provided to Councillors regarding the possibility of transferring Council's share of the ownership of the Bungendore Multi-purpose Hall to the Department of Education. The CEO/General Manager advised that a report on the Bungendore Multi-purpose Hall and the Braidwood Gymnasium will be coming to Council next month.
4. Cr Biscotti referred to the forthcoming audit of all street lighting in Queanbeyan, Bungendore and Braidwood, and requested if the audit could be extended to include the sporting fields.

**20. 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.

177/18

**RESOLVED (Harrison/Schweikert)**

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 Compliance Matter**

*"Item 20.1 is confidential in accordance with s10(A) (b) of the Local Government Act 1993 because it contains discussion in relation to the personal hardship of a resident or ratepayer and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

**Item 20.2 Negotiated Settlement - Cannchar PL**

*"Item 20.2 is confidential in accordance with s10(A) (c) (g) 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 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.*

The resolution was carried unanimously.

The meeting then moved into Closed Session at 7.45pm to discuss the matters listed above.

The meeting returned to Open Session at 7.55pm by virtue of Resolution No. 180/18 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.

#### **20.1 Compliance Matter**

That the report be received for information.

#### **20.2 Negotiated Settlement - Cannchar PL**

That Council:

1. Note the report.
2. Receive a further report on Curtis Estate.

The time being 7.56pm 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.**



---

**11.1 Jerrabomberra Scout Hall (Ref: C1876398); Author: Winchester/Winchester**

**Notice**

Councillor Kenrick Winchester will move the following motion:

---

**Motion**

**That Council (QPRC) gift to the Scout Association of Australia NSW Jerrabomberra Branch, Part of Lot 1 DP1008497 and Lot 2 DP1008497, that 1st Jerrabomberra Scout Group are currently using for their hall and recreational area.**

---

**Background information from Cr Winchester**

The two titles are made up of the current site which the hall occupies and an additional title which is currently part of the community centre and carpark title. Both titles are currently used by the 1st Jerrabomberra Scout Group multiple times per week. Both titles work as one larger site and are surrounded by a wooden fence to ensure the safety of the young people.

Currently, there are over one hundred and twenty people from Jerrabomberra and surrounding communities that are part of the 1st Jerrabomberra Scout Group. It is an important community hub that brings young people together and provides them with activities that build skills, resilience and teamwork.

The 1st Jerrabomberra Scouts would like to build a new hall on the site, as the current hall is in disrepair and not fit for purpose. To seek grant monies and sponsorship, it is important that both titles of the land are owned by The Scout Association of Australia NSW Branch.

**Comment from CEO/General Manager**

Council has already been working with Mr Alastair Cooper (1st Jerrabomberra Scouts), and had put forward the notion to consolidate the two lots, part of Lot 1 DP1008497 and Lot 2 DP1008497, and gift them to the Scouts for them to use as collateral for a grant from the Government.

They would rebuild on one half while the other remains in operation, and then swap over. The hall would retain storage for the Scouts' equipment.

It is intended that the new hall is to be managed by QPRC in conjunction with the other Jerrabomberra centres, outside of times required by the Scouts, and would suggest the motion reflect that intention.

Council has received a formal request from the Scouts in terms of the above arrangements.

**Attachments**

Nil

---

**11.2 Shopping Trolleys (Ref: C1880826); Author: Overall/Overall****Notice**

Councillor Tim Overall will move the following motion:

---

**Motion****That Council:**

- 1. Note the ongoing proliferation of abandoned shopping trolleys across Queanbeyan urban areas, the impact of abandoned shopping trolleys on the visual environment, the danger presented to the natural habitat of the Queanbeyan River (particularly the platypus) and the propensity for improper use by some in the community.**
  - 2. Explore options to dramatically reduce abandoned shopping trolleys, including the option of retail outlets implementing coin operated shopping trolley systems.**
  - 3. Increase the Impounded Items Release Fee for shopping trolleys from \$80.00 to \$120.00 in the Fees and Charges from 2018/19.**
  - 4. Receive a report on the matter within two months.**
- 

**Background**

The proliferation of abandoned shopping trolleys throughout the Queanbeyan greater CBD and across the urban residential areas - extending from Karabar to Queanbeyan and from Queanbeyan West/Letchworth to Queanbeyan East, continues to be the subject of ongoing complaints from residents and also business owners.

Generally the complaints, primarily verbal in nature, concern the impact on the visual amenity of Queanbeyan, river corridor pollution, pedestrian safety re laneways, footpaths and nature strips, and improper use by some younger members of the community associated with antisocial behaviour. Longer term abandoned trolleys are often used as waste collection bins by some.

The proliferation of abandoned trolleys across the urban landscape also presents an unfortunate image of Queanbeyan to both residents and visitors alike. The abandoned shopping trolley has on occasions been portrayed somewhat of an iconic Queanbeyan symbol, one example being the 2017 visiting show at The Q Theatre "Town Folk".

From time to time Council staff have engaged with supermarket operators calling for improved collections and collection frequency. This has seen short term improvements in the past, however the problem requires a more holistic solution to address this longstanding and ongoing problem.

**CEO/General Manager Comments**

Management of shopping trolleys is a vexed issue. If the control of trolleys by owner/operators is not captured at DA stage, then the policing rests with Council through impoundment (and compensation for release) when trolleys are retrieved from roadsides, reserves and waterways.

Council sets fines in its fees and charges.

Education and amnesty programs, as well as blitzes, are often ventured by local councils to curb. Incentivising the return of trolleys through coin-operation has merit, but may come at a cost to operators to convert their existing trolleys for that purpose.

**Attachments**

Nil

**12.1 Adoption of Financial Hardship and Debt Recovery Policy (Ref: C1867221;  
Author: Taylor/Steiger)**

---

**Summary**

Re-presenting the Financial Hardship Assistance and Debt Recovery draft policies following their exhibition.

The Financial Hardship Assistance Policy requires an amendment to include a water usage allowance for ratepayers who are Home Haemodialysis patients.

The former Queanbeyan City Council Policy, known as Rates and Charges Relief Policy, which included this allowance was rescinded in April 2017 with the adoption of the Queanbeyan-Palerang Regional Council (QPRC) Donation Policy and was missed being included in any new QPRC Policy.

This report recommends the inclusion of that allowance in the new policy.

---

**Recommendation**

**That Council:**

- 1. Adopt the Financial Hardship Assistance Policy.**
- 2. Adopt the Debt Recovery Policy.**
- 3. Rescind:**
  - 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 NSW 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.

**12.1 Adoption of Financial Hardship and Debt Recovery Policy (Ref: C1867221;  
Author: Taylor/Steiger) (Continued)**

At the meeting on 26 April 2018 Council resolved (resolution 131/18) to:

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.

There were no submissions as a result of the public exhibition.

Upon review of the Financial Hardship Assistance Policy it was apparent that the allowance for ratepayers who are Home Haemodialysis patients was no longer included in a QPRC Policy as the former Policy was rescinded.

The attached Financial Hardship Assistance Policy includes the allowance for ratepayers who are Home Haemodialysis patients as follows:-

**3 Allowance for Persons Requiring Haemodialysis or any other medical condition which may require a large amount of water usage as a form of therapy.**

- 5.3.1 The allowance will apply to Home Haemodialysis patients whose premises are connected to a Queanbeyan-Palerang Regional Council water supply system. Claims for other medical conditions will require a declaration from the Area Health Service as to the extent of water usage required for the therapy of any such medical condition.
- 5.3.2 At the end of each financial year the Area Health Service will be asked to supply Council with a list of all the Home Haemodialysis patients in council area, and their principal place of abode.
- 5.3.3 The allowance will be equivalent to 10 kls of the water used in any Water Billing period, as recorded by the water meter connected to the premise. This allowance is above the amount of the estimated volume of water utilised by a dialysis machine for an average haemodialysis patient, as supplied by the Area Health Service, being 25 kls per annum.
- 5.3.4 The allowance will commence in the water billing period in which Council is notified of the haemodialysis machine being installed at the premise.
- 5.3.5 The allowance will cease in the water billing period following the notification of the machine no longer being in use by the nominated patient, or the sale of the property.

**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 Councils.

**12.1 Adoption of Financial Hardship and Debt Recovery Policy (Ref: C1867221;  
Author: Taylor/Steiger) (Continued)**

---

***Engagement***

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

The two policies were placed on public exhibition on the QPRC YourVoice portal. There were no responses to the policy exhibition.

***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.

There will be a loss in income for water usage for the allowance to Home Haemodialysis patients will be insignificant as most patients attend Queanbeyan Hospital for their treatment. The annual cost to Council in 2018/2019 for each Home Haemodialysis patient would be equivalent to \$155.60.

**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*)



**12.2 Enabling Infrastructure - South Jerra Business Technology Park (Ref: C1868490;  
Author: Tegart/Tegart)**

---

**Summary**

Council has been working with the NSW Government and developers to activate vacant land at South Jerrabomberra in Queanbeyan to establish a 43 hectare Technology Park and a 16 hectare Industrial Precinct. While zoned as B7 (Business Park) and IN2 (Light Industrial) and further rezonings contemplated, enabling infrastructure in the form of utilities (water, sewer, gas, electrical and fibreoptic) and an access road (northern entry road from Tomsitt Drive to Jerra Creek) and a cycleway are proposed to be constructed in order for these two precincts to be adequately serviced to allow them to be privately developed.

That constructed first section of the northern entry road also assists the subdivision and development of the proposed 750+ lot Tralee residential estate/s.

Developers of the approved B1 zoned site adjacent to the Jerra shopping precinct are understood to commence construction of that subdivision and intersection on Tomsitt Drive in coming months.

The Business Park aims to cluster defence, space, renewable energy and other technology industry in the precinct. A Defence Industry Roundtable was held in mid-March to gauge the potential interest in the Tech Park. The event was well attended with some 30 people hearing about the plans for the development of the South Jerra Technology Park.

The precinct also proposes the new site for the regional sports facility, relocated from previous sites at the intersection of Tomsitt Drive and the northern entry road (NER).

Grant applications have been lodged with the NSW Government and Commonwealth Government for the infrastructure and an innovation hub building.

Those grants require supplementary funding from Council, and gifting of the land by the land owners/developers for the infrastructure, and sites for the proposed innovation hub, regional sports complex and school site in the precinct.

---

**Recommendation**

**That Council:**

- 1. Note the report on South Jerra Business Technology Park – enabling infrastructure, and the lodgement of grant applications.**
  - 2. Commit \$8m from Queanbeyan water and sewer reserves as its contribution to construct the infrastructure spine, should the NSW grant be successful and land owner agreements obtained.**
  - 3. Authorise the CEO to execute those agreements, if the grant is successful.**
  - 4. Work with the developers to prepare a design and outcome based masterplan or DCP for the Business Park precinct.**
-

**12.2 Enabling Infrastructure - South Jerra Business Technology Park (Ref: C1868490; Author: Tegart/Tegart) (Continued)**

---

**Background**

The proposed South Jerra Business Technology Park proposes to establish a cluster of defence, space and renewable energy related technology and export business on suitably zoned land west of the suburb of Jerrabomberra. The initial 32ha business park will present as a gateway into Queanbeyan and is the centrepiece to a precinct hosting a school site set aside by Village Building Company; a regional sports facility and rehabilitation centre to be constructed through Council, and an innovation hub building to be constructed through Council and private investors. The subdivision layout and buildings are to be designed and constructed by the developers. A design masterplan may assist setting the character of the precinct.

To activate that precinct, requires the construction of an 'infrastructure spine' comprising a section of the Northern Entry Road, and water, sewer, energy and optic fibre utilities in that road corridor. In turn, that section of Road provides the gateway to the residential lots proposed to be developed in Tralee. That development has struggled to be viable as changing aviation flight corridor provisions continued to constrict the yield from that site. In exchange for funding to construct that 'spine', the owners of the business and residential zoned lands will provide the sites for the school, innovation hub and sports facility. The road reserve corridor is to be granted to Council as a public road under normal subdivision provisions.

**Implications*****Legal***

While letters of support have been received from the land owners and developers in the South Jerra precinct, formal agreements to gift the sites to enable public infrastructure and buildings will be required, as well as execution of grant agreements should they be successful.

***Asset***

Like other subdivisions and developments, the infrastructure comes into Council ownership once constructed in accord with approved plans. In this case, Council manages that construction and subsequently maintains the new asset.

The developers of the business park may then arrange the respective subdivision layout and developments by accessing that infrastructure 'spine', while the regional sports facility and residential subdivision may connect to the road and utilities, after their construction of the bridge over the creek. Water and sewer infrastructure would be connected to the Jerra mains and pump stations, north of Jerra Creek. The developers of Tralee would still be required to construct and connect relevant transport and utility infrastructure for the residential estate.

The Tomsitt and Lanyon intersections are designed to accommodate these business and residential developments.

***Social / Cultural***

As the precinct develops, it is anticipated the potential 100+ buildings will accommodate over 1000 employees over time, reducing the number of residents travelling west into the ACT for work.

The proposed new regional sports precinct constructed in stages (and subject to grants support) adjacent to the proposed business and technology park is expected to provide ancillary recreation, health and child care facilities for workers in the park, while the DA approved expansion of the Jerra retail precinct will augment retail services and facilities in the

**12.2 Enabling Infrastructure - South Jerra Business Technology Park (Ref: C1868490; Author: Tegart/Tegart) (Continued)**

---

park. The proposed cycleway supports the council's transport strategy and links the adjacent retail, residential and school precincts to the business park and sports facility.

***Economic***

The economic benefits of the project will be derived primarily from businesses not currently domiciled in NSW establishing, relocating or expanding their operations to include a facility at the proposed South Jerra Technology Park and South Jerra Industrial Precinct. It is likely that there will be a mix of project types between companies establishing a completely new facility at South Jerra that did not exist anywhere previously, and those ACT based businesses that relocate and expand to the South Jerra precincts.

The proposed South Jerra Technology Park and South Jerra Industrial Precinct are set to become key drivers of the Canberra Region regional economy. They will become key assets that can be promoted to attract new business to the region and also assist existing businesses with growth potential. The Technology Park is set to become another element in the sophisticated innovation eco-system that exists across the ACT and Queanbeyan. It will help complement and enhance approaches to grow and expand innovation led organisations across sectors such as Defence, IT and advanced manufacturing.

The proposed South Jerra Technology Park and Industrial Precinct will offer these businesses a modern and technology advanced solution to their needs. The access to high speed broadband is a key requirement for most businesses. This can involve double or triple fibre redundancy for businesses where disaster recovery and business continuity planning are of paramount importance.

These precincts will also provide the region with an opportunity to develop key industry clusters based on its key endowments around Defence industries and advanced manufacturing.

Construction of an approx 3000m<sup>2</sup> Innovation Hub 2 level building proposed at South Jerra Business Park is expected to comprise central administration, ICT, cafe, meeting space, collaboration space and amenities to support business technology oriented small enterprises, who then occupy flexible working space/s under tenancy arrangements.

As their business develops, it is anticipated they may access university/research resources; may mentor or utilise students through pathway programs from the proposed nearby school; or expand further into custom premises available for construction through the private developer/s of the business park precinct.

More importantly, as the Business Park develops, the benefits of similar or synergistic business clustered in the same precinct begins to unfold. The Hub is proposed to be managed through the Council in a collaborative model with the developer. The Business Park has a focus on defence, space and renewable energy technology, capable then of export. It builds on the endowments and skills resident in the region, connects to the university and research sector nearby in ACT, and utilises the nearby international airport as gateway for export of product and service.

The Innovation Hub is anticipated to be specific to the type of business/enterprise attracted to the Technology Park, while the Smart Hub proposed for Queanbeyan CBD as part of the head office and CBD transformation project, is aimed more at office co-work space, business start-ups and incubation.

**12.2 Enabling Infrastructure - South Jerra Business Technology Park (Ref: C1868490; Author: Tegart/Tegart) (Continued)**

---

***Strategic***

The proposed Technology Park and Industrial Precinct complement the strategic focus of NSW and the ACT on Defence technologies and advanced manufacturing, while the export potential of defence and associated technology (via nearby Canberra Airport) supports the Federal Government ambitions.

In addition, the recent announcement of the new Australian Space Agency to be headquartered around Canberra, adds strength to the proposed clustering of defence and space related business in the Park. Several space installations are at Hume, adjacent to the South Jerra site.

The NSW South East and Tablelands Regional Plan and QPRC draft Regional Economic Development Strategy further endorse these South Jerra developments. They are seen as being key strategic drivers of Queanbeyan's future and the continued diversification of its economy.

Council has also lodged an application for Commonwealth grants to assist the construction of an Innovation Hub building in the Business Park, to operate on a similar basis as University of Wollongong model, supporting research and small business/start-ups with central administration, ICT and meeting spaces. It is anticipated this will be among the first buildings constructed, to activate the Park and attract further technology tenancies to the precinct.

It is important a DCP or masterplan is prepared for the precinct to ensure high quality architecture and construction for the Park, as it represents a gateway into Queanbeyan.

The precinct is zoned as outlined in Attachment 1, with planning proposals being prepared to modify the zones around the former sites (A/B) around the Tomsitt/NER intersection originally proposed for the regional sports facility. Receipt of grant funding relieves the risk of under-recovery of development contributions for the South Jerra precinct, as outlined in reports to Council. It will subsequently trigger a revision to the development contribution plan.

Attachment 2 illustrates the proposed uses in the precinct and the enabling infrastructure, while Attachments 3 and 4 illustrate the preliminary layouts for the road corridor and regional sports facility.

***Financial***

NSW Public Works have assisted preparation of estimates for the civil works (Attachment 5). To progress the enabling infrastructure, funding of \$8m from Council is also sought – principally in kind project management and the construction of water and sewer infrastructure.

Grant applications have been lodged under the NSW Growing Local Economies program and with the Commonwealth Government under the Regional Growth Fund program. Business case/s will be required once the applications progress passed the first gate.

Receipt of grant funding relieves the risk of under-recovery of development contributions for the South Jerra precinct, as outlined in reports to Council. It will subsequently trigger a revision to the development contribution plan.

12.2 Enabling Infrastructure - South Jerra Business Technology Park (Ref: C1868490;  
Author: Tegart/Tegart) (Continued)

---

Program Code	Expense Type	Funding source	Amount
	Capital	Water and Sewer Reserves	\$ 8.0m

---

***Resources (including staff)***

Should the project proceed, staff from Projects and Utilities branches will be involved to manage construction of the infrastructure.

***Integrated Plan***

Funding to assist the establishment of a business park was published in the draft Delivery Program.

**Conclusion**

Pending receipt of grant and associated land and infrastructure approvals, contracts to construct the enabling infrastructure in conjunction with Council resources could be commissioned in FY19 for an estimated 12 month build.

**Attachments**

- Attachment 1  South Jerra - Zoned Lands (*Under Separate Cover*)
- Attachment 2 Site Overview - South Jerra Precinct (*Under Separate Cover*)
- Attachment 3  Preliminary NER concept (*Under Separate Cover*)
- Attachment 4  Preliminary Regional Sports Facility layout (*Under Separate Cover*)
- Attachment 5 Draft Concept Estimate (*Under Separate Cover*) - **CONFIDENTIAL**



**12.3 Q-One Indoor Sports & Monaro Panthers- Junior Futsal League - Affiliation Program (Ref: C1873349; Author: Richards/Fulton)**

---

**Summary**

This paper is seeking endorsement from Council to establish a Junior Futsal League in affiliation with Monaro Panthers Football Club. There is an opportunity to link the strategic goals of Monaro Panthers Football Club with the business and community goals of Q-One Indoor Sports.

---

**Recommendation**

**That Council endorse:**

- 1. Q-One Indoor Sports establishing an 'affiliation program' with Monaro Panthers Football Club for the provision of a Junior Futsal League competition.**
  - 2. The term of the affiliation program be for a two-year period, with the option to extend for a further two years if the program proves successful.**
- 

**Background**

This matter was originally brought before Council in November 2017. Council resolved that the item be deferred to consider other club involvement in the affiliation program and a further report be brought to Council.

Queanbeyan City FC and regional football clubs in the QPRC region were not originally engaged to co-administer the competition initially due to the requirements and consequent capacity a potential partner would need to provide to ensure the administrative function and financial returns required in the business model could be achieved.

The targeted requirements for the administration partner are:

- 200 registrations in year one (2018), 300 registrations in year two (2019).
- An administration registrar who can take enrolments and enquiries during business hours.

Monaro Panthers have registration numbers of 1000+, a desire to start a league and availability of full time staff to promote and provide customer service.

The competition is a regional league. This means it is open to any individual to register regardless of the club they play for or furthermore even if they don't play for a club at all. In recognition of this regional focus, the competition will be neutrally branded.

Following Council's resolution in November, staff met with Queanbeyan City FC's (QCFC) Juniors Coordinator on 27 March 2018. The meeting was to outline the goals of the league and to gauge QCFC's level of interest/capacity to be an administration partner and/or secondly interest in entering teams into the league.

QCFC's Juniors Coordinator confirmed that QCFC had no capacity or desire to administer the league but that they would be potentially interested in entering teams into the competition. Staff sent a confirmation email on 28 March to summarise the meeting and to allow the QCFC

### 12.3 Q-One Indoor Sports & Monaro Panthers- Junior Futsal League - Affiliation Program (Ref: C1873349; Author: Richards/Fulton) (Continued)

junior's coordinator to report back to the club President. Following a number of emails to check on progress, staff received a final email on 14 May from the QCFC's junior's coordinator to confirm that the club was not interested in administering the competition.

#### Implications

##### **Strategic**

The term of the affiliation agreement is proposed as an initial two-year period with the option, if successful, to be extended.

For Q-One Indoor Sports, this affiliation achieves two strategic goals:

- a) It achieves the financial goals outlined in the business plan for junior futsal; and
- b) It establishes a mutually beneficial partnership with the community.

While the initial partnership is intended to trial the concept, the overall 'affiliation model' has the potential to be applied to other interested sporting clubs.

##### **Financial**

The tables listed below show the potential financial returns each party could expect, correlated to the number of registrations achieved. Column C in 'Table One' outlines the Q-One Business Model, and the associated required financial targets. Column D identifies the potential income through an affiliated league with Monaro Panthers.

Table One: Q-One Indoor Sports

Column	A	B	C	D	E
Year	Business Plan Budget Revenue	Business Plan Direct Costs	Business Plan Budget Net Income	Proposed Partnership Q-One Net Income	Registrations
18/19	\$13,963.64	\$2,198.40	\$11,765.24	\$13,600	200
19/20	\$20,945.45	\$3,297.60	\$17,647.85	\$20,400	300
20/21	\$27,927.27	\$4,396.80	\$23,530.47	\$27,200	400

A neutral outcome for Q-One Indoor Sports for the 18/19 financial year would be 170 registered participants. A neutral outcome for Q-One Indoor Sports for the 20/21 financial year and each year thereafter would be 350 registered participants. Monaro Panthers Football Club have over 1200 registered players. Therefore the required targets are considered both realistic and achievable.

Revenue for Q-One Indoor Sports is achieved through court hire and an affiliation fee of \$20 per player. Monaro Panthers would be responsible for the coordination of the league, and therefore would take the higher proportion revenue, as listed in table two below.

**12.3 Q-One Indoor Sports & Monaro Panthers- Junior Futsal League - Affiliation Program (Ref: C1873349; Author: Richards/Fulton) (Continued)**

Table Two: Monaro Panthers Football Club

Column	A	B	C	D	E
Year	NA	NA	NA	Proposed Partnership Monaro Panthers Net Income	Registrations
18/19				\$20,640	200
19/20				\$30,960	300
20/21				\$41,280	400

Attachment 1 provides the financial model and revenue calculations.

***Resources (including staff)***

The business plan of Q-One Indoor Sports identifies the establishment of a junior futsal league as a core business goal and revenue stream. The Monaro Panthers Football Club also has the organisational objective of establishing a junior futsal league for the QPRC region.

Both parties have met on a number of occasions to outline individual and collective goals. We recognise that, if the competitions are run in isolation, both leagues would be in competition and this is likely to have a negative impact on both organisations. As a result, the Q-One team and the Monaro Panthers Football Club are seeking approval to establish a combined league commencing in the 2018/19 financial year.

The joint venture would be established through an 'affiliation program' and focus on maximising the strengths of each stakeholder. Q-One Indoor Sports would provide the venue coordination; Monaro Panthers would provide the administration and, collectively, each party would be responsible for promotion and growth.

No additional resources are required as the program is already built into the existing business and resourcing plans.

**Conclusion**

The establishment of a joint futsal league, through the implementation of an 'affiliation program' with Monaro Panthers, will assist in developing a strong and competitive league within the Queanbeyan-Palerang Region. Both parties have invested interest in seeing a junior futsal league established, and the proposed affiliation program will allow each party to contribute their individual expertise and share in a mutually beneficially partnership. The affiliation program is proposed to be trialled for a two-year period, and is to commence in the 2018/19 summer season.

**Attachments**

- Attachment 1 [⇒](#) Q-One Indoor Sports & Monaro Panthers - Affiliation Program - Financial Model Overview (*Under Separate Cover*)
- Attachment 2 [⇒](#) Monaro Panthers - Affiliation Program - Letter of Support (*Under Separate Cover*)



**12.4 Braidwood CBD & Ryrie Park Consultation Report (Ref: C1850033; Author: Harlor/Geyer)**

---

**Summary**

At its Meeting on 28 February 2018, Council resolved 056/18:

- 1 *The attached Braidwood CBD and Ryrie Park Opportunities and Concept Plans be adopted in principle and placed on final public exhibition.*
- 2 *Following the exhibition period, a further report come back to Council with a view to adopting a final design to form the basis for detailed designs and applications to Heritage NSW.*

The exhibition period has now closed and the feedback report, from Your Voice, is attached.

---

**Recommendation**

**That:**

- 1. Council adopt the exhibited design principles, with amendments listed within this report, to be applied to the Braidwood CBD & Ryrie Park Master Plan.**
  - 2. The Braidwood CBD & Ryrie Park Master Plan design principals inform future Braidwood Development Control Plans.**
- 

**Background**

The Braidwood CBD and Ryrie Park improvements project was established in 2017 with \$500,000 funding allocated from the Stronger Communities Fund. Community consultation has been ongoing over the past 18 months with a number of workshops and exhibition periods taking place. Some of the earlier proposals divided the community, particularly around Ryrie Park.

The most recent exhibited plan included an amended 'intergenerational play space' within Ryrie Park North; rationalisation of buildings associated with Aquatic Centre and Park; changed layout of Ryrie South; recommendations for footpath treatments including feature stone at intersections; and disable parking in Duncan Street.

Feedback was generally constructive and positive, with a few points of concern raised by the public and community groups (See Table 1). A summary of the issue, response and recommendation to amend the Plan are outlined in that Table.

<b>Issue</b>	<b>Response</b>	<b>Recommendation</b>
Toilets to close to playground	Noted	Modify design to address concern, move toilet closer to carpark
New Pool/amenities building may prevent future pool redevelopment	The proposed rationalised amenities will still comfortably accommodate a 25m pool.	Show future 25m pool within Master Plan

## 12.4 Braidwood CBD &amp; Ryrie Park Consultation Report (Ref: C1850033; Author: Harlor/Geyer) (Continued)

Moving amenities to central location may impact travellers.	Noted, can be addressed in modifies amenity design	Modify design to address concern, move toilet closer to carpark
1m x 600mm paving slabs are too large.	The paving slabs were selected to replicate sandstone slabs while allowing lifting for footpath or underground service repairs. It is noted that 1m slabs are large and suggest 600x400 be a safer size for installation and maintenance	Footpath paving be limited to 600x400mm slabs and that asphaltic concrete be used as interim to ensure safe level paths along Wallace St.
Feature stone, at crossings or intersections should be granite, not Wee Jasper stone.	Noted and agreed	Wee jasper stone, shown within the plans be deleted and replaced with local granite.
RSL memorials should not change	Noted. There is a strong desire to retain the existing configuration of the War RSL plaques on corner of Ryrie Park South. Retaining the existing does not impact the overall design and would not prohibit changes off into the future should the RSL wish to do so.	Retain existing layout.
Don't want to change Ryrie South.	Archival research identified that Ryrie Park South was redesigned in the 1990s to replicate a Victorian era park and subsequent additions being added after that plan. While some community want no change, others were happy with the proposed upgrade.	Retain Ryrie South layout in its current state. Allow for restoration of the band stand and its setting, replace litter bins and furniture and manage tree health and succession.
Parking	Parking is a continued theme throughout the consultation. This can be address within the design proposals and include the potential conversion of the works depot to all day parking in long term plans	Include all day parking solutions into Master Plan.  Introduce time managed parking in Wallace, once all day parking solution is in place.

**12.4 Braidwood CBD & Ryrie Park Consultation Report (Ref: C1850033; Author: Harlor/Geyer) (Continued)**

Retain granite gutters	Agreed, Braidwood's gutters are formed from hewn local granite. Existing Wallace St gutters should be preserved and where gutters are replaced with concrete, these should be restored to granite.	Retain Granite gutters within the town centre
------------------------	--	---

### **Implications**

#### ***Legal***

The final materials and detailed plans will require formal approval through the NSW Heritage Office.

#### ***Policy***

The final master plan design principles should be adopted as policy to inform future DCPs for Braidwood town centre.

#### ***Social / Cultural***

The project has the potential to significantly enhance Braidwood's existing cultural and social wealth. Improvements to Ryrie North play area will encourage greater community use and interaction at the park. Visitors and residents will all benefit from the town centre improvements

#### ***Economic***

The design principles will enhance visitor experience and should stimulate prolonged stops for travellers and encourage destination visitors.

#### ***Strategic***

The Master Plan will contain more recommendations and designs than can be completed in the current project. The design principles are seen as strategic planning for the future of Braidwood CBD and are carefully selected to enhance and protect the existing heritage of the town.

Council's recent decision to acquire property in the Braidwood town centre will be further considered in later iterations of the Plan, should the site be considered for and capable of, re-purposing as public domain or access to carparking.

#### ***Engagement***

The Braidwood CBD and Ryrie Park Project has involved extensive community engagement over an eighteen month period. This project stimulated significant input, for various elements, from all areas of the community. While some elements polarised the community in their views, others were strongly supported across the community.

12.4 Braidwood CBD & Ryrie Park Consultation Report (Ref: C1850033; Author: Harlor/Geyer) (Continued)

---

***Financial***

The project has an amount of \$500,000 allocated from the Stronger Communities Fund which must be expended by end of 2019. Further funding has been sought from the stronger Country Communities Fund Round 2, which will be announced late 2018.

Program Code	Expense Type	Funding source		Amount
	Grant	Stronger Communities	\$	500,000

**Conclusion**

The design principles proposed for Braidwood CBD and Ryrie Park have been developed with considerable community engagement and input. The final proposals, while not delivering everyone's desires, is a well balanced approach to key concerns of the community, without changing the current historical feel and appeal of Braidwood. The initial works will be limited by budget, but will set the demonstrate Council's commitment and care in developing the Master Plan.

**Attachments**

- Attachment 1      Braidwood Final Consultation Report (*Under Separate Cover*) - **CONFIDENTIAL**
- Attachment 2  Your Voice report (*Under Separate Cover*)

**12.5 Australia Day Committee - Membership and Terms of Reference (Ref: C1873494;  
Author: Richards/Fulton)**

---

**Summary**

This report seeks approval for the amendment of the Australia Day Organising Committee Terms of Reference to permit membership increasing from five (5) to ten (10) representatives. This is to enable current community groups serving on the Australia Day committee had been inadvertently omitted, to be nominated onto the Committee.

---

**Recommendation**

**That Council approve the amended Australia Day Organising Committee terms of reference to allow the number of community group representatives to increase from five (5) to ten (10).**

---

**Background**

Staff recognised that when appointments to Council committees were made late last year, some of the current community groups serving on the Australia Day committee had been inadvertently omitted.

The 2018 Australia Day Organising Committee was made up of the following community group representatives:

- Red Cross
- Girl Guides
- Pipes & Drums
- Legacy
- Sing Australia
- CWA
- Lions Club

In addition to these groups, the 2019 Australia Day Organising Committee will also include a representative from Bungendore, Braidwood and Captains Flat. This would take the committee to ten community representatives.

This report is seeking to have point two of Terms of Reference updated to read:

**1. Membership**

Membership of the Committee comprises:

- Council delegate(s)
- Portfolio General Manager Community Choice
- Service Manager Recreation & Culture
- Up to 10 Community Group Representatives from groups such as Legacy, Rotary, Red Cross, Scouts and Lions Club.

**Attachments**

Nil



**12.6 Policy - Unsealed Road Maintenance - Grading (Ref: C1874250; Author: Hansen/Hansen)**

---

**Summary**

Council maintains a significant length of unsealed roads and commits a large amount of both financial and operational resources to this task. Following recent workshops, this policy establishes the minimum grading frequency for roads based on the amount of traffic that travels the road each day.

---

**Recommendation**

**That Council adopt the Unsealed Road Maintenance – Grading policy.**

---

**Background**

Council maintains a significant length of unsealed roads and commits a large quantity of both financial and operational resources to this task. This policy establishes the minimum grading frequency for roads based on the amount of traffic that travels the road each day.

Council has been undertaking this work in accordance with a policy that was adopted in 2005. This policy detailed the classification of unsealed roads based on set traffic volumes and assigned a grading frequency accordingly.

This policy continues that approach maintaining a similar level of service for the maintenance of unsealed roads.

**Implications**

***Policy***

This policy will supersede the previous policy adopted in 2005. It confirms the acceptable construction standard for unsealed roads before Council assumes its maintenance, and the level of service (frequency of grading by classification of road, based on average vehicle movements per day –vpd).

***Asset***

This policy will form the basis of asset management plans prepared for the maintenance of unsealed roads.

***Engagement***

The level of service described in this policy has been applied since 2005.

***Financial***

Current budget allocations enable the level of service described in this policy to be delivered.

12.6 Policy - Unsealed Road Maintenance - Grading (Ref: C1874250; Author:  
Hansen/Hansen) (Continued)

---

***Resources (including staff)***

This policy does not change the amount of resources currently utilised for maintenance grading activities.

**Attachments**

Attachment 1 [⇒](#) Unsealed Road Grading Policy - Draft (*Under Separate Cover*)

**12.7 Queanbeyan Head Office and Smart Hub (Ref: C1874318; Author: Tegart/Tegart)**

---

**Summary**

Further to Council's decisions on the Queanbeyan CBD transformation stages at the 23 May 2018 meeting, this report seeks to confirm Council's position on the siting, scale, procurement and timing options to enable the construction of the QPRC head office in Queanbeyan.

---

**Recommendation**

**That Council:**

- 1. Receive and note the report on the Queanbeyan Head Office and Smart Hub.**
  - 2. Determine the preferred siting, scale, procurement, public domain, parking and timing option (from those outlined in the Scenarios section of the report), to enable the construction of the Queanbeyan head office.**
  - 3. Modify the Delivery Program to reflect the preferred procurement option and timing estimates.**
- 

**Background**

Following consideration of a report on the Queanbeyan CBD Transformation, Head Office and Smart Hub on 23 May 2018, Council resolved (in part) to:

- 2. Give consideration at an early workshop to a third option (Option 3) for Stage 2, providing for:*
  - a. Redevelopment of 257 Crawford Street (Site B) for the Queanbeyan Head Office and Smart Hub and/or extra office level, on a slightly narrower footprint to the existing building and similar size footprint as proposed for the 50 Lowe Street site. The proposed redevelopment not include a new council chambers.*
  - b. A smart public domain with a narrower Crawford Street frontage and lesser footprint than as proposed in Attachment 2.*
- 3. Note that Option 3, construction of a standalone office 257 Crawford Street:*
  - a. Potentially provides for an estimated 6,000m<sup>2</sup> GFA for Council administration office, and 1,000-1,500m<sup>2</sup> GFA additional lettable office space, with 3.5 to 4 floors.*
  - b. In close proximity to CBD centre/Monaro Street.*
  - c. Achieves desired time frame.*
  - d. Retains at grade parking behind the Q Theatre and vehicular access from Lowe Street.*
  - e. Recycles part of the Lowe and Morisset carparks into public domain, with the Lowe public domain potentially having a lesser footprint being generally to the front of The Q, thereby retaining further at grade car spaces.*
  - f. Resolves the car parking and rear accessibility concerns of Monaro Street businesses associated with Option 1.*
  - g. Centralises the office and retail parking through the private sector construction of multilevel smart carpark at Morisset carpark, increasing CBD timed and employee parking spaces overall.*
  - h. Connects Morisset to Lowe carparks via reconstructed pedestrian laneways.*
  - i. Likely results in lower overall capital costs, debt raising and risk.*

**12.7 Queanbeyan Head Office and Smart Hub (Ref: C1874318; Author: Tegart/Tegart)  
(Continued)**

---

- j. May affect the scale of any redevelopment of the Rutledge Street site due to a degree of overshadowing.*
- 4. Support in principle raising debt for the CBD Stages 2 and 3 nett of capital grants, in the financial plan.*
- 5. Not consider a possible special rate variation from 2020/21 to service debt for the Queanbeyan Head Office and additional lettable office space.*
- 6. Consider all debt servicing options and scenarios for the civil works components, including the option of a dividend from the water and sewer utilities, and the option of post-merger savings and service reviews.*

A workshop was conducted with councillors on 30 May to further explore scenarios related to siting the head office at 257 Crawford Street. Those scenarios are summarised below.

**Implications****Asset**

As noted in previous reports, the consolidation and construction of a single head office in Queanbeyan represents a renewal of an existing asset/s, as well as new assets for the smart hub and lettable office space.

**Scenarios**

Essentially, Councillors are requested to confirm their position on:

- 1. Siting** (refer Attachment 1)
  - a. 257 Crawford Street (design and construct)
    - Current footprint, or
    - Adjacent/adjoin the Q and Bicentennial Hall, with integrated foyer to the three buildings; OR
  - b. 10-16 Rutledge Street (acquire stratum from DQPL)
- 2. Scale**
  - a. 4 level 6000m<sup>2</sup> GFA office (per 1a), meeting rooms, public space including 650m<sup>2</sup> smart hub/co-work space (accommodates 200 staff, plus 10% growth), or
  - b. 5 level 7,000-7,500m<sup>2</sup> GFA (includes additional lettable office space/ accommodates 100 tenancy staff); OR
  - c. 3 level 9000m<sup>2</sup> GFA office, meeting rooms, public space (per 1b) including smart hub/co-work space (accommodates 200 staff, plus 10% growth, and 200 tenancy staff)
  - d. Inclusion of chambers
    - In new office; OR
    - Retain in 253 Crawford Street heritage building
  - e. Inclusion of emergency operations centre
- 3. Procurement**
  - a. Demolish 257 Crawford (per current approved tender)
  - b. Separate design and DA contract, then a construct contract (per 1a)
  - c. Design, DA and construct contract (per 1a)

**12.7 Queanbeyan Head Office and Smart Hub (Ref: C1874318; Author: Tegart/Tegart)  
(Continued)**

---

- d. Design and DA, then contract to sell Rutledge property, then contract to acquire stratum from DQPL (per 1b)
  - e. Independent DA assessment (by consultant) and determination (by JRPP)
  - f. Smart infrastructure (public domain)
  - g. Sustainability rating (building)
4. **Public Domain** (refer Attachment 2)
- a. 1850m<sup>2</sup> south of the Q (loss~24csp); OR
  - b. 2200m<sup>2</sup> extended south and west from Q (loss further ~40csp); OR
  - c. Shared parking/public domain (~82csp)
  - d. Work with private developers of the 10-16 Rutledge precinct to attach its private domain to the council public domain
5. **Parking @ 1 csp per office 100m<sup>2</sup>** (refer Attachment 3)
- a. Retain carspaces (csp) at Lowe carpark
    - ~60 timed and 60 untimed csp (A)
    - ~80 timed csp (B)
  - b. Transfer nett office parking (C)
    - associated with head office and tenancy to multilevel Morisset carpark (per 1a)
    - associated with head office only, to multilevel Morisset carpark (per 1b)
  - c. Assign 30 tenancy carspaces associated with tenancy to stratum (per 1b)
6. **Timing**
- a. Demolish 257 Crawford building by December 2017
  - b. Commission design consultancy, determine DA, tender construction FY19 (option 1a and 1b)
  - c. Construct office at 257 Crawford site FY20-22 (per 1a)
  - d. Acquire office stratum at 10-16 Rutledge site FY21 (per 1b)
  - e. Seek and determine Morisset multilevel parking EOI options FY19-20, OR
  - f. Design and construct Morisset multilevel parking (following NSWPF vacating carspaces in that carpark) FY20-21
  - g. Construct associated public domain, in year following office and carparking construction (FY 22)

**Engagement**

The community and CBD business will be further engaged through the review of the QCBD masterplan (CBD spatial business plan), carparking strategy and DA designs for the head office.

**Financial**

As outlined in previous reports, should Council consider Option 1a or 1b, then \$500-700k should be assigned in FY19 for DA and design expenses, noting elements of the design and floor plans prepared for 50 Lowe St site may be re-purposed. The demolition tender cost was \$650k. The construction and acquisition estimates are similar, and reported to the last meeting at \$32m for fitted out 6000m<sup>2</sup> office/smart hub; while a 6000m<sup>2</sup> fitted out office and 3000m<sup>2</sup> cold shell stratum is estimated at \$42m.

Delays in civil and development construction are subject to cost escalators around 4-6% per year, noting Council may currently borrow funds at around 4% fixed for 20 years.

## 12.7 Queanbeyan Head Office and Smart Hub (Ref: C1874318; Author: Tegart/Tegart) (Continued)

A \$32m loan for the 6000m<sup>2</sup> fitted out office and smart hub requires \$2.35m P&I/year, funded from merger savings, attributions, hub lease income and review of services. The larger ~7500m<sup>2</sup> fitted out head office, smart hub and lettable office cold shell requires borrowings of \$37m at a P&I cost of \$2.725m/year, but yields higher longer term rental revenues.

Sale of CBD property owned by Council will be used to offset borrowings. As previously resolved, an SRV is not proposed to support servicing debt for the head office.

Council's position on which option, means of procurement and timing should then be reflected in the Delivery Program.

Program Code	Expense Type	Funding source	Amount
	Design	Property reserve	\$ 700,000

### ***Resources (including staff)***

Council's contracts and projects staff will lead the civil and development construction, assisted by consultants.

### ***Integrated Plan***

Council's position on which option, means of procurement and timing should be reflected in the Delivery Program, to be considered at the Extraordinary meeting on 28 June.

### **Conclusion**

The options around the CBD transformation and Queanbeyan head office have been subject to several workshops and reports. Preferred sites and estimates have moved. The CBD transformation requires council staff to vacate buildings to enable the redevelopment of those sites into commercial and residential mixed uses, and the recycling of carparks into public domain connect by active laneways.

A new head office is important to progress following the merger, bringing with it cost and productivity benefits. An opportunity to construct additional space for a smart hub or office tenancies should be strongly considered as they also bring economic and financial benefits.

### **Attachments**

- Attachment 1 [↗](#) Head Office Sites (*Under Separate Cover*)
- Attachment 2 [↗](#) Public Domain Options (*Under Separate Cover*)
- Attachment 3 [↗](#) Carparking and Access (*Under Separate Cover*)

**12.8 Funding of Royalla Land Purchase and Indoor Sports Centre Upgrade (Ref: C1874977; Author: Tegart/Taylor)**

---

**Summary**

Council had previously resolved to submit an application to the NSW Treasury Corporation (TCorp) for the borrowing of funds for the purchase of land at Royalla and the extension of the Indoor Sports Centre. During TCorp's review of the application, TCorp has requested QPRC put the application on hold until the financial plan (LTFF) is finalised.

With the land purchased and construction of the Indoor Sports Centre extension almost completed, both projects have utilised unrestricted funds. As per 2016/2017 QPRC Financial Statements, unrestricted cash was held at \$4.174 million. The Quarter 3 Budget revisions was adopted with restricted cash decreasing by \$2.264 million. Therefore leaving a balance of \$1.91 million.

This level of unrestricted cash will place QPRC below the required Unrestricted Current Ratio benchmark of >1.5x. To align QPRC's unrestricted position in with the benchmark it is recommended QPRC release funds from previously restricted cash holdings as per the table in the report.

The consolidated Long Term Financial Plan (LTFF) is under preparation for workshop and adoption in September.

---

**Recommendation**

**That:**

- 1. Council endorse the release of funds totalling \$4,525,000 from previously internally restricted funds (reserves):**
    - **\$281,423 – Investment Equalisation**
    - **\$130,619 – Flood Mitigation**
    - **\$870 – Youth Week**
    - **\$18,000 – Economic Development**
    - **\$154,242 – Corporate**
    - **\$84,443 – Environmental & Sustainability**
    - **\$101,990 – Strategic**
    - **\$1,000,000 – Plant**
    - **\$1,142,665 – Property**
    - **\$1,610,748 – Infrastructure**
  
  - 2. Upon successful application to TCorp and the receipt of the loan funds, Council internally restrict those funds.**
-

**12.8 Funding of Royalla Land Purchase and Indoor Sports Centre Upgrade (Ref: C1874977; Author: Tegart/Taylor) (Continued)**

---

**Background**

During the adoption of the 2016/17 and 2017/18 Operational Plans and associated quarterly reviews, Council made the following resolutions.

- 25 January 2017 - that Council borrow \$2.25m for the extension of QISC. (021/17)
- 28 June 2017 - that Council delegate to the General Manager to raise a loan of \$4,500,000 with NSW Treasury Corporation for the purpose of the purchase of 1187 – 1241 Old Cooma Road, Royalla and the Extension of the Indoor Sports Centre. (172/17)

As part of the loan application process, TCorp made the decision to hold the application until QPRC endorses the LTFP in September 2018, which subsequently limits Council meeting required unrestricted cash holding levels.

By Council resolving to release the funds from previously restricted holdings, allows it to meet the required unrestricted cash levels.

**Attachments**

Nil

**12.9 Access Agreements - Council Sporting Grounds (Ref: C1875923; Author: Tegart/Warne)**

---

**Summary**

Existing sporting clubs in Queanbeyan have use of Council facilities for their activities. It is now appropriate that these arrangements be recognised in a formal access agreement for the use of pavilions as club headquarters.

---

**Recommendation**

**That Council agree to execute three year access agreements for the following sporting clubs:**

- **New Access Agreement with Queanbeyan City Football Club for use of High St Pavilion.**
  - **New Access Agreement with Queanbeyan Whites Rugby Club for use of Taylor Park Pavilion.**
  - **New Access Agreement with Monaro Panthers Football Club for use of Riverside Oval Pavilion.**
- 

**Background**

The facilities at Queanbeyan Riverside Oval have been shared between the Queanbeyan City Football Club (QCFC) and the Monaro Panthers Football Club (MPFC). This arrangement has had some challenges as Riverside Oval is the premier facility for soccer in Queanbeyan, and QCFC has had tenure of the ground for many years and was involved in securing funding for the pavilion construction.

MPFC is a larger club and currently plays at a higher level of competition than QCFC and has been pressing to have sole use of the Riverside facility. The shared use of the facility has had some issues, but there has not been alternatives. More recently, with the prospect of SCCF grant funded improvements to High Street facilities, the QCFC had indicated that to be the venue that would suit their occupation as a club.

It has been the Council's practice to enter into an Access Agreement with an occupant club for use of the Riverside facility as a headquarters and for ground use to be allocated as part of an annual program.

Access Agreements have been put in place for a number of Council facilities including Seiffert Oval and Freebody Oval, while some discussions have also occurred for a similar arrangement for the Queanbeyan Whites Rugby Club at Taylor Park.

The access Agreement with QCFC acknowledges that the facilities are shared because of *insufficient suitable facilities in the city to separately locate each football club*. Further it also provides that if MPFC relocates to another facility *an amendment to the agreement be negotiated to recognise exclusive use of the premises*.

Funding has been secured for the development of High Street that will provide a headquarters that can be used by QCFC and the grounds at that location have been allocated to QCFC for its purposes.

**12.9 Access Agreements - Council Sporting Grounds (Ref: C1875923; Author: Tegart/Warne) (Continued)**

---

When the pavilion facility at Taylor Park was developed there was significant involvement by the occupant club (Queanbeyan Whites Rugby Club) but no formal usage agreement is in place. A S355 Committee option was examined was not seen as the appropriate operational structure. It is now considered that an access agreement similar to other facilities is the more appropriate.

It is proposed that the Council approve these ongoing arrangements and execute access agreements with the sporting clubs as follows:

- New Access Agreement with Queanbeyan City Football Club for use of High St
  - New Access Agreement with Queanbeyan Whites Rugby Club for use of Taylor Park
  - New Access Agreement with Monaro Panthers Football Club for use of Riverside Oval
- It has been the Council's usual practice that the tenure of access agreements be for a three year term.

**Implications*****Financial***

The execution of the access agreements will have no financial implications for the Council. The documentation will be prepared in house using existing templates.

**Attachments**

Nil

**12.10 Draft Councillor Expenses and Facilities Policy 2018 (Ref: C1876035; Author: Tegart/Ferguson)**

---

**Summary**

This report presents the new draft Councillor Expenses and Facilities Policy in accordance with s.252 of the *Local Government Act 1993*, for Council's consideration prior to placing it on public exhibition for 28 days.

---

**Recommendation**

**That Council:**

- 1. Amend the draft Councillor Expenses and Facilities Policy 2018 if required;**
  - 2. Place the draft Policy on public exhibition for 28 days and seek written submissions from the public.**
- 

**Background**

The Councillor Expenses and Facilities Policy that was adopted on 25 January 2017 is the current QPRC policy. Council must adopt a revised expenses policy by September this year, i.e. within 12 months after the local government general election in 2017.

In past years, s.252 of the *Local Government Act* required this policy to be adopted within five months after the end of each year, usually involving a period of 28 days' public exhibition (if more than minor changes were proposed). Councils had to provide a copy of their adopted policy to the OLG each year.

In 2016, the *Local Government Amendment (Governance and Planning) Bill 2016* came into force. This can be viewed at:

<https://www.parliament.nsw.gov.au/bill/files/3316/Passed%20by%20both%20Houses.pdf>.

Clause 12 of that bill amended s.252 of the Act as follows:

*[12] Section 252 Payment of expenses and provision of facilities:  
Omit "Within 5 months after the end of each year, a council" from section 252 (1).  
Insert instead "Within the first 12 months of each term of a council, the council".*

This means that councils only need to adopt a new expenses policy once a term, instead of each year.

On 27 June 2017, the OLG released a circular (17-17), which included a new template for the expenses policy that complies with all relevant acts, regulations and guidelines. The OLG also advised that councils no longer have to send a copy of their adopted policy to the OLG but that it must be placed on councils' websites.

The attached draft policy utilises the OLG's template, which considerably simplifies the policy and its format. Particular clauses relating specifically to QPRC have been added to the draft policy, one of which is that the Mayor is authorised to attend the LGNSW and ALGA annual conferences as Council's voting delegate. Additional clauses such as this must not be in conflict with the standard clauses.

**12.10 Draft Councillor Expenses and Facilities Policy 2018 (Ref: C1876035; Author: Tegart/Ferguson) (Continued)**

---

The draft policy must be publicly exhibited for 28 days prior to presentation to Council for formal adoption before September 2018.

**Implications*****Policy***

The Councillor Expenses and Facilities Policy must be adopted within 12 months of the local government general election which in this case is by September 2018.

***Engagement***

The draft Councillor Expenses and Facilities Policy must be publicly exhibited for 28 days and written submissions from the public invited during the exhibition period.

***Financial***

The draft Councillor Expenses and Facilities Policy 2018 contains a number of annual monetary limits on certain expenses. Some of these are legislative amounts set by the ATO or the Employees' Award, and others are discretionary amounts set by QPRC.

Council's Operational Plan/Budget includes provision for the payment of expected expenses as detailed in the draft policy.

**Conclusion**

The draft Councillor Expenses and Facilities Policy is presented to Council for consideration and possible amendment prior to being publicly exhibited for 28 days.

**Attachments**

- Attachment 1  Draft Councillor Expenses and Facilities Policy 2018 (*Under Separate Cover*)

**12.11 LGNSW Annual Conference 2018 (Ref: C1876276; Author: Tegart/Ferguson)**

---

**Summary**

This report presents information about the Local Government NSW Annual Conference 2018, co-hosted by the City of Albury. Council is invited to nominate its voting delegates and consider whether it wishes to propose one or more motions for the Conference.

---

**Recommendation**

**That Council:**

- 1. Nominate three Councillors, in addition to the Mayor, to register and be voting delegates for the LGNSW Annual Conference to be held on 21 – 23 October 2018 in Albury.**
  - 2. Consider whether it wishes to submit one or more motions for the 2018 Annual Conference.**
- 

**Background**

The Local Government NSW (LGNSW) Annual Conference is being held from Sunday, 21 October to Tuesday, 23 October 2018 at the Entertainment Centre in Albury. Details about the Conference, including optional events such as the business sessions and social functions, are available from the LGNSW website at <https://www.lgnsw.org.au/events-training/local-government-nsw-annual-conference>

Under the LGNSW rules, QPRC is entitled to have four voting delegates who must be elected members and who must also be registered to attend the Conference.

Council resolved (PLA036/18) at its Planning and Strategy Committee meeting on 11 April 2018 that the Mayor be authorised to attend the national and state local government conferences as Council's voting delegate. Council should now nominate three other Councillors to fill QPRC's voting entitlement at the LGNSW Annual Conference.

Registration of delegates opens in mid-July and closes at 5.00pm on 2 October 2018.

**Motions**

All members can put forward motions to be considered at the Conference. Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions. Motions must be submitted by 26 August 2018.

Full business papers for the Conference will be forwarded to members approximately one week prior to the Conference.

**Implications**

***Financial***

Council's budget includes provision for the attendance of Council's delegates at the Conference.

**Conclusion**

Council is invited to nominate its voting delegates, one of whom is the Mayor, to register and attend the Local Government NSW Annual Conference to be held in Albury on 21-23 October 2018, and consider whether it wishes to propose a motion for the Conference.

**Attachments**

Nil

## ITEMS FOR DETERMINATION

12.12 Canberra Region Joint Organisation - Alternate Delegate (Ref: C1876295;  
Author: Tegart/Ferguson)

---

**Summary**

Council's Mayor is the voting representative on the new Canberra Region Joint Organisation Board. Council is asked to nominate the Deputy Mayor as the alternate representative should the Mayor be unable to attend a Board meeting.

---

**Recommendation**

**That Council nominate the Deputy Mayor as its alternate representative on the Board of the Canberra Region Joint Organisation.**

---

**Background**

The NSW Government formally established joint organisations under the *Local Government Act 1993* on 11 May 2018. Joint organisations (JOs) have legal powers to support councils to work together for better rural and regional outcomes.

Membership of the Boards of the new JOs comprises voting representatives, being the mayor of each member council, and a non-voting representative (a person nominated by the Secretary of the Department of Premier and Cabinet). Council is asked to nominate the Deputy Mayor as its alternate representative.

The first meeting of the Board of the newly-proclaimed Canberra Region JO is scheduled for Friday, 29 June 2018. A number of significant governance items will be on the agenda of the first meeting, including the election of a chairperson, adopting a draft charter and statutory policies and appointing an interim executive officer.

**Implications*****Strategic***

An alternate delegate to the Mayor is required if the Mayor is unable to attend a Board meeting of the new Joint Organisation.

**Attachments**

Nil



**12.13 Queanbeyan Smart City Precinct Tender (Ref: C1879473; Author: Tooth/Damo)**

---

**Summary**

In June 2017 QPRC submitted an application for grant funding as part of Australian Government Department of Industry, Innovation and Science (DIIS) Smart Cities and Suburbs Program. An agreement with DIIS was signed in February 2018 which allows the project to be funded 50% DIIS and 50% Council.

During project planning, the project team determined that due to the tight grant funding compliance restrictions, Contract No. 22/2018 for Queanbeyan Smart City Precinct for the provision of smart city services including free public Wi-Fi, smart lighting, smart parking, smart safety and installation of environmental sensors, should be combined into one contract.

Tenders were call in late April 2018 to provide Smart City services in Queanbeyan's CBD. Tenders closed in late May 2018.

---

**Recommendation**

**That Council:**

- 1. Award Contract No. 22/2018 to tenderer K for the Queanbeyan Smart City Precinct.**
  - 2. A total amount of \$904,000 be approved for the project.**
- 

**Background**

The Community Strategic Plan 2018-2028 includes aspirations that QPRC have a diverse, resilient and smart economy fostering businesses that create jobs and wealth for all in our community.

On 26 July 2017, Council resolved (205/17) that:

- Receive and note the draft Digital Economy and Smart Community Strategy.
- Endorse the Smart City grant application.
- Seek community feedback on the draft Strategy.

The QPRC Digital Economy & Smart Community Strategy includes objectives of Building our Smart Economy, Better Local Services, Smart Data, Smart Planning, Increasing Digital Capacity and Connectivity, and Creating Vibrant Communities.

On 8 February 2018, QPRC and DIIS signed off on a grant agreement as part of the Smart Cities and Suburbs Program.

The purpose of the Grant is to integrate smart services (parking, lighting, sensors), 3D digital city modelling and open data in Queanbeyan-Palerang. This will benefit the community by stimulating economic and business development and improving council services.

The Grant is being provided as a part of the Smart Cities and Suburbs Program.

The program aims to help local governments and communities use smart technology and increase the accessibility and use of public data so that:

1. Cities, suburbs and towns become more liveable, productive and sustainable and
2. Urban service delivery becomes more efficient and effective.

**12.13 Queanbeyan Smart City Precinct Tender (Ref: C1879473; Author: Tooth/Damo)  
(Continued)**

---

In the Operational Plan 2017/2018 funds have been allocated towards Smart City project.

The objective of the Smart City project is to deliver a smart city infrastructure in Queanbeyan's CBD that includes:

- Free Public Wi-Fi
- Smart Street Lighting
- Smart Parking
- CCTV including video analytics
- Environmental Sensors for Emissions, Noise & Traffic
- 3D Digital City Modelling

Following a tender period, Council received 11 submissions to provide Smart City services and infrastructure to the Queanbeyan CBD. Tenderer K has been identified in as the preferred tenderer to carry out the design, installation, commissioning and maintenance of Smart City services as described in the Tender Evaluation Report (Attachment 1).

The scope of Contract 22/2018 for Queanbeyan Smart City Precinct is to deliver the first four items. The remaining two items will be delivered by other parties.

It should be noted that due to the restricted budget, the scope and area of these Smart City features will be limited to certain areas of the Queanbeyan CBD in Stage 1.

The report to the May meeting of Council outlines the Stages proposed for the QCBD Transformation – Stage 1 includes the rollout of smart infrastructure to the Crawford precinct and nearby carparks. Attachment 2 illustrates the type and location of smart infrastructure identified in the smart city map being drafted.

Council has also been working with GTPL to introduce smart infrastructure into future stages of neighbourhood and town centre developments at Googong.

**Implications*****Environmental***

Environmental outcomes expected from the project include:

The installation of environmental sensors and having the information collected by the sensors available as open data will assist Council, educational institutions and the broader community interpret data, find problems and develop solutions to environmental problems.

Smart parking will reduce the time motorists spend driving around looking for free parking space, reducing congestion and fuel consumption.

Smart Lighting will reduce the amount of electricity consumed in public lighting. Whilst providing a safe environment for users of the area.

***Sustainability***

The smart lighting will reduce the electricity consumed by Council's street lighting. The reduced consumption will lead to a reduced electricity costs for the Crawford street lifestyle precinct. Council will be able to use the nearly five years of consumption data to compare to the new smart lighting and commence negotiations with Essential Energy and Electricity providers in future extensions of the Smart City infrastructure.

**12.13 Queanbeyan Smart City Precinct Tender (Ref: C1879473; Author: Tooth/Damo)  
(Continued)**

---

**Asset**

This project will create additional assets for Council that will require maintenance. These are additional CCTV cameras, street lights, Wifi access points, parking sensors and hardware for the operation of the systems.

**Social / Cultural**

The smart lighting will be constructed using modern LED luminaires that will become brighter when pedestrians are in the area, this technology will provide more vibrant areas with a feeling of safety.

The trial of smart parking will ensure that vehicles operating within the CBD will be able to locate vacant car parking spaces using technology as opposed to driving around looking for vacant spaces.

**Economic**

There is a strong perception that cities with a positive attitude to technology will be more successful in attracting enterprise, start-ups and entrepreneurs which is an important element in Queanbeyan's role in regional development. The provision of digital infrastructure will propel more people into the digital economy, allowing individuals and corporations to innovate and by doing so creating further opportunities for new jobs. Smart City infrastructure is an important first step in shaping a new identity for Queanbeyan CBD, where a current lack of commercial identity is apparent.

**Strategic**

This project is include in and aligns with the QPRC Digital Economy & Smart Community Strategy that includes objectives of Building our Smart Economy, Better Local Services, Smart Data, Smart Planning, Increasing Digital Capacity and Connectivity, and Creating Vibrant Communities.

**Engagement**

At this point it is proposed is to inform the community about the pilot and will be seeking their feedback throughout, and at the conclusion of, the pilot before consideration is given to rolling it out more broadly.

**Financial**

As per the grant agreement, funding for this work will be 50% DIIS and 50% Council. Council's portion of the contribution to the budget is shown below. It is noted that the Total project has a budget (\$904,000) above the amounts discussed in this report (\$595,000). The total budgeted amount will be used to deliver the remainder of the grant deliverables (environmental sensors and public interface, 3D modelling of the CBD, Video analytics).

Funds were assigned from reserves and s94 to enable a smart parking trial in Morisset carpark, further to a report to Council in March 2018 that will complement this smart city project.

Due to the restricted budget the scope and area that these Smart City services will cover is limited. Should Council see benefit in extending the services and areas covered, further funding could be allocated in the future.

12.13 Queanbeyan Smart City Precinct Tender (Ref: C1879473; Author: Tooth/Damo)  
(Continued)

Program Code	Expense Type	Funding source		Amount
100911	Capital	Loan Funds	\$	297,500

**Resources (including staff)**

Council staff will be responsible for overseeing the delivery of this project, with the assistance of external consultants. This is a project that involves a number of areas of Council which will collaborate to ensure the best possible implementation of Smart City services.

**Integrated Plan**

Councils funding for this Contract is derived from the Head Office and Smart Hub building works which are included in the 2017/18 Operational Plan.

This project meets the Community Strategic Plan objectives under the Strategic Pillar of Choice to create a diverse, resilient and smart economy that creates choice and job opportunities.

**Conclusion**

Following a tender period, Council received 11 submissions to provide Smart City services and infrastructure to the Queanbeyan CBD. Tenderer K has been identified in as the preferred tenderer to carry out the design, installation, commissioning and maintenance of Smart City services as described in the Tender Evaluation Report (Attachment 1). It is recommended a budget of \$904,000 be allocated to this Contract and the scope be modified to align with the allocated budget.

**Attachments**

- Attachment 1      Contract 22-2018 - TENDER EVALUATION - Report (*Under Separate Cover*) - **CONFIDENTIAL**
- Attachment 2       Smart City Pilot - Indicative Works (*Under Separate Cover*)

## ITEMS FOR DETERMINATION

12.14 Investment Report - May 2018 (Ref: C1879549; 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 May 2018.

---

**Recommendation****That Council:**

1. **Note the investment income for May 2018 was \$393,746 bringing the total return on Cash and Cash Equivalent Investments for the 2017/18 Financial Year to \$4,766,947 which is \$422,133 above the budget within the adopted Operational Plan Quarter 3 revision.**
  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 May 2018.**
- 

**Background*****Cash and Cash Equivalent Investments***

The principal amount invested as at 31 May 2018 was \$172,608,667.

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 May 2018 was 1.85%.

The Reserve Bank (RBA) decided to leave the cash rate unchanged at the record low of 1.50% at its June 2018 meeting.

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 increasing mining investment. Household consumption remains a key source of concern and uncertainty, with slowed household income growth and high debt levels likely to continue. Financial conditions remain expansionary and the stronger Australian economy should provide a lift in wages growth over time.

**12.14 Investment Report - May 2018 (Ref: C1879549; Author: Taylor/Drayton)****(Continued)**

---

Sydney and Melbourne housing markets remain sluggish. Housing credit growth has slowed over the past year, particularly relating to investors. APRA's supervisory measures and tighter credit standards have aided in containing the build-up of risk in household balance sheets, despite high continuing levels of household debt. A further tightening of lending standards is expected and the average mortgage interest rate on outstanding loans continues lower.

Inflation is expected to remain low, with both CPI and underlying inflation marginally below 2%, reflecting low growth in labour costs and strong retail competition. A gradual pickup in inflation 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. The board expects that a reduction in unemployment and a return to the 2-3% target range for inflation will be gradual throughout 2018. It remains increasingly difficult to keep rates unchanged as the US moves towards 3% rates. Current market pricing has factored a Q4 rate increase.

The TCorpIM Long-Term Growth Fund experienced a positive return this month – slightly outperforming its benchmark. The Fund invests across major listed asset classes, with around 70% directed to growth assets and 30% to defensive assets. *Source: CPG Research and Advisory.*

TCorp has advised of the impending amendments to the Ministerial Investment Order where the grandfathered investment funds will hold a close date. Therefore QPRC staff are in process of transitioning the funds from Henderson into a TCorpIM Medium Term Growth Fund. Currently Henderson has produced a return of 2.30% for the year to date. TCorpIM Medium Term Growth Fund is returning 4.40% on invested funds. It is important to note TCorpIM Medium Term Growth Fund is more susceptible to fluctuations than the Henderson Cash based fund.

### **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. However, based on the May 2018 investment portfolio level, Council is compliant with policy (9.85%).

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 regained compliance with Council's Investment Policy in regards to investment in Bank of Queensland (exposure 9.85%).

Refer to Attachment 1 - Tables 2 and 3.

**12.14 Investment Report - May 2018 (Ref: C1879549; Author: Taylor/Drayton)  
(Continued)**

---

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."*

***Financial***

Investment income for the 2017/18 Financial Year as at 31 May 2018 amounted to \$4,766,947. This return was \$422,133 above the revised year to date adopted Quarter 3 budget. The investment returns are added to the associated restricted funds (i.e. development contributions) that form Council's investment portfolio.

Refer to Attachment 1 - Graph 1 and Table 5.

**Attachments**

Attachment 1 [⇒](#) Investment Report - May 2018 - Attachment 1 - 27 June 2018 (*Under Separate Cover*)



**12.15 Annual Community Grants Program Distribution 2018/19 (Ref: C1879690;  
Author: Tegart/Ferguson)**

---

**Summary**

Applications from community groups seeking financial assistance under the QPRC's annual Community Grants Program during 2018/19 closed on 18 May 2018. Council is invited to consider the applications, including those received after the closing date, and approve donations in accordance with the QPRC Donations Policy.

---

**Recommendation**

**That Council:**

- 1. Consider all applications, including those received after the closing date, as listed in Attachments 1, 2 and 3, noting that the total requested amount within Category A and B applications is in excess of \$124,026.76;**
  - 2. Require an acquittal from groups that received funds in 2017/18 under Category A, before any further donation is released to them;**
  - 3. Determine that any recipients of donations under Category A in 2017/18 who cannot provide an acquittal of those funds by 30 September 2018, be excluded from receiving a donation in 2018/19;**
  - 4. Require applicants who submitted incomplete applications to provide the additional information prior to the release of any donation for 2018/19.**
- 

**Background**

Council adopted its Donations Policy on 12 April 2017, to provide financial assistance in a number of categories to various sections of the local community.

Council invited applications from mid-March for donations within Categories A and B under the 2018/19 Annual Community Grants Program until the closing date of 18 May 2018. These categories are:

*Category A Funding – general assistance*

- (a) The relief of poverty, hardship or provision of assistance to less advantaged persons through welfare services and facilities, public health services and facilities, education services and facilities, transport services and facilities, and housing.
- (b) The advancement of education through education services and facilities.
- (c) Any other purpose for which there is agreement by resolution of Council.
- (d) From time to time, Council may make funds available under its Annual Grants Program for local, not-for-profit community groups and, in some cases, individuals. The aim is to support a wide range of activities that builds community capacity, fosters social networks and information exchange, facilitates cooperation and builds on existing community strengths.

**12.15 Annual Community Grants Program Distribution 2018/19 (Ref: C1879690;  
Author: Tegart/Ferguson) (Continued)***Category B Funding – hire/lease fees*

Financial assistance will be provided to community, not-for-profit or charitable organisations that wish to hire or lease a Council facility but are unable to meet this cost. The grant will be non-monetary and will be recognised financially as a donation and as income for the facility. The grant will be either full or partial payment of venue hire or lease (see *Clause 5 of the Donations Policy* for conditions relating to this category).

While requests from community organisations are sometimes received on an ad hoc basis throughout the year, Council should endeavour to make donations through the annual Community Grants Program only, given the limited funds available and the competitive nature of the process. Those groups making ad hoc requests outside the Program during the past year have been encouraged to resubmit their applications on the prescribed form during the current round, so that donations may be allocated on a fair and equitable basis.

Advertisements for the current round of the Program were placed in local print media, Council's website, social media platforms and newsletters, and in community newsletters. Contact was also made by staff with some organisations. All publicity and the application form itself clearly stated that there was a limit of \$4,000 per community group, as per Council's resolution 160/17 of 28 June 2017.

Council received applications from 55 community groups, including one s355 committee which submitted applications for three separate projects, by the closing date. Where an application consisted of both Categories A and B, such as for hire fees and a package associated with that hire fee, e.g. catering, these have been split into the respective category.

A further three applications (Meals on Wheels, ACT Maori Performing Arts and Queanbeyan Legacy) were received after the closing date. These have been included in the summary for consideration. Copies of all applications have been uploaded into Google Suite for Councillors' information.

**Note:** The shading of alternate applications in **Attachments 1, 2 and 3** is simply to assist Councillors with reading the table. It has no other implication.

**Implications*****Policy***

Council's Donations Policy (for donations under s.356 of the *Local Government Act 1993*) states:

- 2.1 Council is committed to providing financial assistance for the development of positive and beneficial projects within the community which address identified objectives in the QPRC Community Strategic Plan. Preference will be given to organisations that are based, or have a branch, in the QPRC area.
- 2.2 Council will assess applications and proposals for financial assistance against established criteria and will ensure compliance measures are met.

***Financial***

Council's draft budget for 2018/19 includes a vote of \$60,000 for community donations. The total funding sought by applicants this year is \$124,026.76. In addition, there were two applications which did not specify an amount and these were therefore unable to be included in the calculations.

**12.15 Annual Community Grants Program Distribution 2018/19 (Ref: C1879690;  
Author: Tegart/Ferguson) (Continued)**

---

The total of specified requests exceeds the vote by \$64,026.76.

Given the sizeable over-subscription of available funding for the current round, the matrices in Schedules 4 and 5 of the Donations Policy were used as a basis to create a new abbreviated matrix for the purpose of calculating a numerical score to assist Council in evaluating the applications.

Where provided within each application, the information about the community organisation's purpose and structure was used to allocate a score under the following criteria:

- Management of organisation
- Sources of funding
- Extent of accessibility to community
- Social and community benefit for the local community

Where insufficient information on the above criteria was provided by an applicant, some research was undertaken by staff to enable a score to be applied.

The highest total scores reflect those applications that are considered to be addressing the most need or providing the most benefit within the local community.

The matrix and the individual and total scores are at **Attachment 4**.

#### Hire fees of venues

Council is reminded that it will be considering the level of hire fees for its various venues at the Extraordinary Meeting to be held on 28 June 2018, and, if so resolved by Council, the hire fees may rise by 2 – 3%.

#### Conclusion

Council received 55 applications under the annual Community Grants Program for 2018/19. Council is invited to consider all the applications received, including three late applications, and approve donations to community groups in accordance with the QPRC Donations Policy.

#### Acquittal of funding

Council requires all recipients of Category A donations to submit an acquittal following expenditure of the donation, before any further donation is made. This is standard procedure for all public funding. A form is provided to all community groups for this purpose, and it is stated in the application form that they must acquit previous funds before any more donations are granted to them.

Some groups have acquitted their funding from last year in the correct manner, and this is noted in the summary of applications. However, there is obviously some confusion in the community about this acquittal process, with some groups already completing the acquittal form with their application for the current round before they have received any form of donation.

**12.15 Annual Community Grants Program Distribution 2018/19 (Ref: C1879690;  
Author: Tegart/Ferguson) (Continued)**

---

There are potentially two options to address the absence of an acquittal:

1. Council could waive the requirement for acquittals from last year for the current round, but make them mandatory for the 2019/20 round, following an extensive publicity and education program by staff during the coming months;

OR

2. Council could require an acquittal be provided by 30 September 2018 by those who received a previous donation before they may receive another donation (if granted) in this year's round.

The latter is the staff's preferred option and is reflected in the recommendation to this report.

#### Quotes for venue hire

A number of applicants included a quote for the hire of the particular Council venue they wished to use. It should be noted that these quotes were provided by staff using the 2017/18 hire charges and these will, if adopted by Council, increase by 2 - 3% for the 2018/19 year.

#### Incomplete applications

A number of incomplete applications were submitted, and it is recommended that those applicants be required to provide additional information to complete their applications prior to the release of a donation, if granted.

#### Attachments

- Attachment 1 ➡ Summary table of applications - combined Categories A and B (*Under Separate Cover*)
- Attachment 2 ➡ Summary table of applications - Category A (*Under Separate Cover*)
- Attachment 3 ➡ Summary table of applications - Category B (*Under Separate Cover*)
- Attachment 4 ➡ Matrix and numerical score for each application (*Under Separate Cover*)

## ITEMS FOR DETERMINATION

**12.16 Waste Management Update (Ref: C1881731; Author: Hansen/Hansen)**

---

**Summary**

Deferred from Planning and Strategy Committee of the Whole held 13 June 2018.

Council provides a number of waste management services to the community. Changes are occurring within the waste management area that are impacting on the cost of providing these services.

Food organics and garden organics processing arrangements have changed with the cessation of the Lantasia MOU. Whilst the fee to Lantasia is no longer payable, Council is now processing this waste in-house.

There have been global changes to the market for recyclable material that is impacting councils costs in this area. The gate fee at the Hume Materials Recovery Facility has increased.

An update is also provided on the container deposit scheme, the waste audit, the waste strategy and the Braidwood waste transfer station.

In addition to drafting the QPRC Waste Strategy, Council is also participating in the development of a Regional Waste Strategy that will inform Council of regional opportunities that may assist in the future management of waste. A report will be provided to Council once this strategy is completed.

This information should be considered when determining any changes to the waste charges proposed in the Draft Fees and Charges.

---

**Recommendation****That Council:**

- 1. Not alter the Domestic and Non-Domestic waste charges proposed in the Draft Revenue Policy.**
  - 2. Review the Domestic and Non-Domestic waste charges once the Council Waste Strategy is adopted by Council.**
- 

**Background****City to Soil**

Council provides a 'City to Soil' collection in the urban areas of Braidwood, Bungendore and Captains Flat. The service provides the residential ratepayers with a food organics and garden organics (FOGO) fortnightly collection utilising a 240L garbage bin and an 8L kitchen bench top bin. Compostable liners are also provided for the bench top bins.

Since the inception of the program, Council has contracted Landtasia Organic Farm to process the collected material. This arrangement was in keeping with the intent of the original 'Groundswell' program, the pre-cursor to 'City to Soil', which was to ascertain if an urban FOGO collection could be used to enhance soil productivity in rural areas. This relationship ended at the completion of the Memorandum of Understanding.

**12.16 Waste Management Update (Ref: C1881731; Author: Hansen/Hansen)  
(Continued)**

---

The relationship ended for two principal reasons. Firstly, the contractor was moving to a new business model and signalled their intention to only accept material that was shredded prior to delivery. In addition, they have arrangements with other companies that provide material from a single stream (e.g. greenwaste only, food waste only) in comparison to our mixed materials. As such, City to Soil material was not consistent with the rest of their feedstock.

Secondly, the contamination rate of the food waste was considered by the contractor to be higher than allowed under the MoU. There had been an observable increase in the contamination rate over time and Council had taken measures to reduce the contamination including diverting all FOGO collections to the Bungendore Resource Recovery Facility (RRF) for contamination removal and then reloading back onto trucks for transport to Landtasia. This still did not satisfy the contractor. In Council's view, the level of contamination was not excessive given the large number of contributing residents. Ultimately Council could not guarantee a clean stream that met their contamination limits and both parties agreed that it was not feasible to pursue a further MoU.

Following cessation of the MoU, all FOGO collections have been diverted to the Bungendore RRF, where food organics have been removed from the garden organics. Food organics (and any contamination) are now diverted to the residual waste stream and then on to landfill.

Garden organics are moved to the greenwaste piles at the RRF, where they are shredded and transported to Woodlawn for beneficial reuse.

The longer term approach to the collection and processing of FOGO will be considered in the Waste Strategy.

### Recycling

Councillors would be aware of the media coverage of recycling issues in NSW and Australia resulting from the implementation of China's "National Sword" initiative. The initiative has effectively banned the import of recyclable materials into China. This has had a flow on effect around the world and led to severe market distress. A more detailed discussion is contained in the attached letter from Re.Group, the operator of the Hume Materials Recovery Facility (MRF). Given the commercial information contained in the correspondence, the letter is supplied as a confidential attachment.

"National Sword" has had significant negative impacts in Australia. Several recycling contractors have withdrawn their services in Victoria. Large stockpiles of recyclable materials are being held at MRFs. Most Councils have been requested to pay higher gate fees. Ipswich City Council decided to dump all recyclables into landfill, although this has now been reversed.

LGNSW is conducting a seminar on the issue in Sydney on 20 July.

To date, Council has been somewhat immune from these impacts. The Hume MRF is in effect a brand new facility, having undergone significant upgrades in the last 12 months following the arrival of Re.Group. These upgrades allow Re.Group to separate waste and recyclable streams to a high standard. In addition, the majority of recyclable materials processed by the Hume MRF go to local markets (although many of the commodity prices are set by international markets and are therefore reflected in local market prices). Our MRF is relatively stable and there is little risk of a sudden withdrawal of services.

Notwithstanding this, Re.Group have recently advised Council of an increase to their gate fees. Council currently pays two different gate fees depending on whether the material comes from the former Palerang LGA or the former Queanbeyan City LGA. As such, the requested increase represents an approximate increase of 65% for former Palerang recycling, and 180% increase for recycling from the former Queanbeyan LGA. The increase has been imposed on Council's latest invoices. The proposed increase is temporary until such time as the ACT CDS

**12.16 Waste Management Update (Ref: C1881731; Author: Hansen/Hansen)  
(Continued)**

---

commences, however, the likely reduction after commencement of this scheme is not able to be ascertained at this time. It is not proposed at this stage that waste charges be increased to cover this increase in gate fees.

Council staff are in discussions with adjoining Councils and the ACT about the issue, however, it is unlikely that we will be able to achieve significant improvements given the effective monopoly situation in the region.

**Other Waste Matters****Container Deposit Schemes**

As at 28 May 2018, approximately 360 million drink bottles had been collected via the NSW container deposit scheme (CDS). Over 600 collection points have been installed in NSW with reverse-vending machines (RVM) located at Queanbeyan Woolworths and Jerrabomberra Woolworths. A bulk drop off centre is available at 21 Shropshire Street Queanbeyan. The Queanbeyan RVM is reported to be one of the most utilised facilities in NSW.

Siting, operation, maintenance and management of CDS facilities is the sole responsibility of Tomra-Cleanaway, the network operator.

Most 150ml to three litre beverage containers are eligible for a 10 cent refund provided they are made from glass, plastic, aluminium, steel or liquid paperboard. Containers should be empty, uncrushed, unbroken, and have the original label intact – this requirement has caused a level of consternation in the community about the need for ‘perfect’ waste. The use of RVMs has also caused some issues, particularly related to litter issues in the vicinity.

The ACT CDS is expected to commence on 30 June 2018. The CDS will align with the NSW scheme to allow cross-border movements and to reduce complexity in the region. The scheme will utilise face-to-face collection points and partner with social and disability enterprises. Any CDS eligible materials collected through Council collection services will be eligible for a refund. A refund sharing arrangement will be required between Council and the material recycling facility and this can only be entered into once the ACT scheme commences. A proposed revenue sharing model has been proposed by Re.Group and this is contained in Attachment 2.

**Waste Audit**

Council undertook a waste audit at the start of this calendar year. The audit is comprehensive and provides excellent information on how residents use Council’s kerbside waste services. The waste audit will also be used by Council’s Education Officer to target education campaigns and in the development of the Waste Strategy.

The audit is contained in Attachment 3.

**Waste Strategy**

The contract for the development of the new waste strategy has been awarded to AECOM. The key personnel put forward by AECOM have worked on the previous strategies developed for Palerang Council.

Council and consultant staff held an inception meeting on 16 May 2018 and the consultant is currently reviewing background information.

The Expressions of Interest for the Waste Strategy Working Group vacancies is currently open and will close on 18 June 2018. It is expected that a report will be put to Council at the 11 July meeting to select the members of the Working Group.

**Braidwood Waste Transfer Station**

The Request for Tender for the construction of the Braidwood Waste Transfer Station has now closed. A non-mandatory site inspection was held on 2 May 2018. NSW Public Works Advisory

**12.16 Waste Management Update (Ref: C1881731; Author: Hansen/Hansen)  
(Continued)**

are now reviewing the submitted Tenders, and it is anticipated that a report will be put to Council at the July meeting to award the Contract (depending on the complexity of the submissions).

**Implications**

***Environmental***

There is a short term reduction in the beneficial reuse of FOGO. An alternate use that provides improved environmental benefits for FOGO is currently being investigated.

***Strategic***

The Waste Strategy for Council is presently under review and will be provided to Council for approval once completed.

***Engagement***

No engagement has been undertaken on this matter.

***Financial***

Based on historic FOGO tonnages, the estimated cost for City to Soil is shown below.

<b>Cost component</b>	<b>Usage and rate</b>	<b>Rounded Cost</b>
Labour	16 hours per fortnight @ \$42.10/hour	\$675/fortnight
Supervision & Management	2 hours per fortnight @ \$65/hour	\$130/fortnight
Total cost to remove food waste from FOGO at the Bungendore RRF.		\$805/fortnight
Annual cost to remove food waste from FOGO		\$20,930
Annual average amount of food waste collected		13 tonnes
Cost per Tonne to remove food waste from FOGO		\$1,610/tonne

In addition to the above amount, the green waste component of FOGO that previously went to Lantasia is now delivered to the Bungendore RRF. The additional green waste is added to the other green waste at the RRF. The additional cost to mulch the additional green waste is shown below:

12.16 Waste Management Update (Ref: C1881731; Author: Hansen/Hansen)  
(Continued)

Cost component	Rate	Rounded Cost
Mulching	\$1,000/month	\$500/fortnight
Annual cost to mulch additional greenwaste		\$13,000
Annual average amount of greenwaste collected		455 tonne
Cost per tonne to process additional greenwaste		\$28.57/tonne

The current total cost to manage and process FOGO that previously went to Lantasia is \$72.50 per tonne.

Noting that there are 2,100 households with the City to Soil service, the cost per household to manage FOGO is now \$0.035 per tonne per household compared to the previous cost of \$0.06 per tonne per household under the Lantasia MOU.

Council staff are investigating alternatives to disposing of food waste in the residual stream and are discussing a potential interim solution with another supplier. At this early stage, a cost of around \$100/tonne of food waste is anticipated. This equates to a cost per household of \$0.047 per tonne.

#### Possible changes to the Palerang Domestic Waste Charge

Given the increase in recycling costs, and the relatively small decrease in the costs associated with the City to Soil process changes, it is intended to hold over any changes to the fee structure until the Waste Strategy has been completed.

The proposed charges will meet the cost of delivering this service at this time.

#### Attachments

- Attachment 1 QPRC Hume MRF China Ban March 2018 (*Under Separate Cover*) - **CONFIDENTIAL**
- Attachment 2 QPRC Hume Value Share Proposal (*Under Separate Cover*) - **CONFIDENTIAL**
- Attachment 3 [⇒](#) Kerbside Bin Audit Report Queanbeyan Palerang 2018 (*Under Separate Cover*)



---

**13.1 Heritage Advisors' Positions and Annual Report 2018 (Ref: C1876069); Author: Carswell/Mitchell**

**Report**

Queanbeyan-Palerang Regional Council has secured funding from the Office of Environment and Heritage (OEH) for two grants covering the 2018-2019 financial year, one grant being for the two Heritage Advisors' positions and the second grant being for Local Heritage Places.

These grants provide funding to assist Council to continue a free heritage advisory service, as well as to provide small grants to the community to encourage the restoration and/or conservation of local heritage properties which will apply to the entire LGA.

In this regard it is proposed that the two heritage advisory positions for the former councils be maintained for the 2018-2019 period particularly given the heritage listing of Braidwood and its implications for development applications at Braidwood.

The heritage advisors grant is a maximum of \$11,250 (ex GST) on a \$1:\$1 basis (Council to pay the latter). For the heritage places grant the maximum grant is \$10,000 (ex GST) with Council's contribution being on the same basis.

It is proposed that Mr Pip Giovanelli continue in the heritage advisor position generally under the previous terms and conditions until June 2019, with Mr Giovanelli's position covering the western part of the LGA. It is also proposed that Mr David Hobbes continue in the heritage advisor position for the eastern part of the LGA until June 2019.

Part of the funding agreement also requires Council to prepare and submit an annual report on the implementation and outcomes of the area's heritage strategy. The Annual Reports prepared for the 2016-2017 financial year are attached.

Council also received a grant of up to \$15,000 (ex GST) for a 'Braidwood and its Setting Conservation Area Archaeological Management Plan' on a \$1:\$1 basis (Council to pay the latter) during 2018-2019. This is currently being undertaken.

---

**Recommendation**

**That the report be received for information.**

---

**Attachments**

Attachment 1 [⇒](#) Local Government Heritage Advisors Report- LGA2017069 (*Under Separate Cover*)



**13.2 Climate Change Action Plans - update on progress (Ref: C1879368); Author: Abbott/Bonet**

**Report**

As requested by Council at its meeting on 28 March 2018, Council staff and the QPRC Environment and Sustainability Advisory Committee have reviewed the progress of implementation of both the Community and Council Operations Climate Change Action Plans (2013-17).

**Background**

Both the Community and Council Operations Climate Change Action Plans (2013-2017) were developed by Queanbeyan City Council in 2012 in recognition of the issue of climate change and the desire for a local response. The action plans formed a context, background and framework for Council and the community to work together in addressing climate change issues.

The focus of the actions, in particularly the Community Climate Change Action Plan, was on positive measures that had benefits for a wide range of community members as opposed to just focusing on reducing greenhouse gas emissions (GHG).

Overall objectives of the plans were:

- A significant reduction of waste, energy use and fuel consumption in Queanbeyan.
- The implementation of positive actions to increase community resilience, confidence and resolution in dealing with the challenges of climate change and realising the benefits and opportunities that result from those actions.
- Council Operations: reduce total Council GHG emissions from the 2009/2010 baseline by 25% by 2020.
- Community: Council and the community partner to work together for a significant reduction in Queanbeyan's GHG emissions by 2020'. This goal was likened to at least a 25% reduction in GHG emissions.

**Summary**

**Queanbeyan Community Climate Change Action Plan 2013-17 (CCCAP)**

In total 16 out of the 29 actions have been listed as completed, 9 out of 29 actions have been listed as ongoing while 4 out of the 29 actions have been listed as requiring no action. Some major implementation highlights during the period included:

- The Googong Sustainable Housing Project
- The ActSmart Program for Local Businesses
- Education Campaigns e.g. Hey Tosser and Garage Sale Trail

More information and details can be found in the attached 'Community Climate Change Action Plan Review Report'.

---

Council Operations Climate Change Action Plan 2013-17

In total 17 actions have been completed, 30 are ongoing, 10 have been listed as requiring no action and 1 was unsuccessful. It is worth noting that many of the ongoing actions have been completed but will likely continue in the coming years. Some major implementation highlights included:

- Installation of solar power on a number of Council facilities and buildings
- Energy efficiency upgrades to a number of Council Buildings
- Development of a Council Sustainable Building Design Policy

More information and details can be found in the attached 'Council Operations Climate Change Action Plan Review Report'.

Options for the development of a new QPRC Community and Council Operations Climate Change Action Plans are currently being investigated by Council staff.

---

**Recommendation**

**That the report be received for information.**

---

**Attachments**

- Attachment 1 ➡ Community Climate Change Action Plan - Review Report (*Under Separate Cover*)
- Attachment 2 ➡ Council Operations Climate Change Action Plan - Review Report (*Under Separate Cover*)

---

**13.3 Places + Spaces Initiative launch (Ref: C1879598); Author: Richards/Lamont**

**Report**

QPRC's new Places + Spaces Initiative was well received by the community with the opening of the pop-up retail space at 60 Monaro Street and the launch of the initiative held in Blacksmiths Lane on Saturday 5 May 2018. These combined and coordinated activities were a direct endeavour to activate both a vacant shop and laneway space to show the community what can be achieved.

**Pop – Up Retail Space**

The retail space at 60 Monaro Street was open for six days from May 3 through to May 10 from 10am to 4pm everyday (closed Sunday). Across that week the space stocked a range of high end artisan wares from over fifteen local and regional creatives.

**Key Outcomes**

- 15 local and regional suppliers represented
- 270 customers/visitors across the week
- \$3,523.75 in retail sales for the week
- Relationships built with two CBD landlords
- Partnerships across five surrounding businesses for activity launch
- Media coverage with ABC 666 Drive live interview and social media coverage with Her Canberra.

**Blacksmiths Laneway Activation**

Blacksmiths Laneway activation was well attended by the community with approximately 700 visitors across the afternoon and evening. Local food vendors lined the laneway, Walsh's Hotel ran the pop-up beer garden and entertainment was provided with live music and local street art exhibition.

**Next Steps**

Leveraging the positive momentum created with suppliers, customers and the community, and in conjunction with the CBD Transformation Strategy, the Place Management team will further develop the Places and Spaces program including:

- A retail pop-up program for the Queanbeyan CBD by working with the real estate agents, the CBD's landlords and enthusiastic creatives and entrepreneurs.
- Deepening working relationships with local and regional creatives, Southern Region Business Enterprise Centre and banks to provide wrap around business support services to potential tenants in pop up premises.
- Tools to present vacant spaces across the Queanbeyan CBD in a more inviting way.

---

**Recommendation**

**That the report be received for information.**

---

**Attachments**

Nil



**13.4 Queanbeyan Sewage Treatment Plant Upgrade Update (Ref: C1880799); Author: Hansen/Hansen**

**Report**

In September 2017, Council and Icon Water agreed to work together to explore a jointly owned 90,000EP Sewage Treatment Plant located on the site of the current Queanbeyan Sewage Treatment Plant.

This included working together during the Concept Design phase of the project to determine the potential benefits and impacts of a jointly owned plant on both organisations.

Following the pre-feasibility activity of this work, Icon Water have advised Council that they have determined that a regional treatment plant will not deliver the best outcome for their customers and therefore they have decided to cease exploration of a regional plant. Written notice of this decision has been provided that sets the Cessation Date at Friday 22 June 2018.

Icon water advises that it does not wish to delay or negatively impact on Council's ability to continue to pursue its own 60,000EP facility to meet its sewage treatment requirements.

Whilst it is disappointing that a Best for Region sewage treatment plant will not proceed, Council has established a sound relationship with Icon, and will continue to complete the necessary planning and design work needed to meet the future sewage treatment needs of Queanbeyan, with the delivery of a 60,000EP plant.

---

**Recommendation**

**That the report be received for information.**

---

**Attachments**

Nil



**13.5 Site Inspection - DA Modification 382-2016/A - 85 Monaro Street, Queanbeyan - Royal Hotel (Ref: C1877958); Author: Harlor/Edwards**

**Report**

At the Planning and Strategy Committee meeting to be held on 13 June 2018, Council will consider a report on DA Modification 382-2016/A for proposed amendments to the floor plan and operating hours at the Royal Hotel, 85 Monaro Street, Queanbeyan. The proposed changes relate to previously approved commercial alterations to the Royal Hotel to include upstairs meeting and function rooms, kitchen, lift, staircase and toilets (DA 382-2016). The Modification has been recommended for conditional approval; subject to a reduction in the newly proposed hours of operation.

A site inspection was arranged to allow the Councillors to view the site prior to considering the report at the meeting. This took place at 5.05pm on Tuesday, 12 June 2018.

Present were the Mayor Tim Overall, Cr Peter Bray AM, Cr Pete Harrison, Cr Peter Marshall, Graeme Harlor (Acting Portfolio General Manager – Natural and Built Character), Dirk Jol (Program Coordinator – Subdivision), Anthony McDonald (Applicant) and Shannon Edwards (Minute Taker).

Apologies were received from Cr Trudy Taylor and Mary Kunang (Town Planner/Assessing Officer). However, it should be noted that Mary Kunang attended prior to commencement of the formal site inspection, and was shown through the development site by the applicant.

The applicant walked those present through the entire development site, explaining each room's proposed use and acoustic treatments.

It was noted that the large room furthest from Monaro Street (shown as 'Future Function Room', and crossed out on plans) does not form part of this Modification, or DA 382-2016. This was previously approved as a function room on a 2009 Development Consent, but was surrendered to allow for DA 382-2016.

The large function room (shown on plans as 'Function Room 01') that does form part of this development (closest to Monaro Street) has previously been used as a nightclub, pool hall and originally hotel accommodation. The applicant explained that:

- acoustic treatments have been put in place to manage the travel of sound between upstairs and downstairs, as well as double glazing of windows to manage the travel of sound between the interior and exterior;
- there are no tenants under this function room; just the lower level of the Royal Hotel.
- estimated capacity is between 140 for seated functions, up to 200 for cocktail functions.

The applicant then walked those present into the front room (shown on plans as 'Athletics Room'), advising the estimated capacity for this room is 20-30 people for a seated function, and 50 people for a cocktail function.

The applicant explained that a small part of the roof in the centre courtyard (shown on plans as 'Covered Courtyard') would be removed by crane and replaced with a polycarbonate steel roof, adding that all doors in new development would have steel doors and door jams.

Those present then moved the rear building (shown on plans as 'Open Courtyard') and the applicant explained that the roof would be removed, trees would be craned in, and this will become an outdoor terrace with a barbeque area. The rear brick wall height was confirmed to be proposed for retention.

Attached to the 'Open Courtyard' is an existing small function room (shown on the plans as 'The Menzies Room') that is proposed to be retained and used as a boardroom.

Cr Bray asked about disabled access and related emergency evacuation for the development, to which the applicant responded by advising:

- one floor level will be created right throughout the upstairs area;
- lift access will be available from loading area and downstairs bar area;
- stair width will be 3m, in case the lift is not working/suitable for use.

It is noted that disabled access was reviewed as part of the original DA, as well as this modification, and assessing officers are satisfied that it meets legislative requirements.

The L-shaped galley kitchen (shown on plans as 'New Kitchen') has been reduced in size from the original proposal (DA 382-2016). The applicant mentioned that the nearby accommodation rooms that were proposed to form part of the kitchen under DA 382-2016, would instead retain their existing form under the proposed Modification. However, it was confirmed that no accommodation is proposed as part of this development.

Council's Engineer advised that the proposed changes to the floor plan had resulted in a reduction of the required parking spaces, by one, single car space; noting the original DA (382-2016) was approved, and development contributions for parking were waived by Council, despite parking deficiencies. This was as a result of consideration that operating hours were outside of core CBD business hours.

Cr Marshall asked how important the operating hours were for the applicant, to which the applicant responded they were important for financial return, given the investment into the development, and it's potential to service the local community; including residents, local businesses, government and other organisations. The applicant added that he initially proposed shorter hours for the DA, and has since realised it is not the most viable option, believing the extended hours proposed will allow the development to serve more of the community.

At the conclusion of the site inspection, the applicant was advised that the Planning and Strategy Committee will be considering a report on this matter at its meeting on Wednesday, 13 June 2018, starting promptly at 5.30pm. The applicant invited to attend the meeting and register with the Clerk before commencement if he would like to make a presentation for up to five minutes on this matter on the Business Paper.

The site inspection concluded at 5.30pm.

---

### **Recommendation**

**That the report be received for information.**

---

### **Attachments**

Nil

14.1 Youth Committee (Ref: C1865543; Author: Richards/Campese)

---

**Report**

The Youth Advisory Committee has submitted the minutes of the meeting held on 7 May 2018 for Council's information.

---

**Recommendation**

**That Council note the minutes of Youth Advisory Committee held on 7<sup>th</sup> May 2018.**

---

**Attachments**

Attachment 1 [↔](#) Youth Advisory Committee Minutes 7 May 2018 *(Under Separate Cover)*



14.2 Access Committee (Ref: C1866874; Author: Richards/Campese)

---

**Report**

The Second meeting of the QPRC Access Committee was held on 23 May 2018. Minutes are attached.

---

**Recommendation**

**That Council:**

- 1. Note the minutes of QPRC Access Committee held on 23 May 2018.**
- 2. Adopt recommendations DAC 04/18 to DAC 06/18 from the meeting held on 23/05/18.**

**DAC 04/18** That Council note the Committee's top priorities from the Disability Inclusion Action Plan as outlined in the Minutes for inclusion in the QPRC Delivery Plan.

**DAC 05/18** That the QPRC Event Accessibility Checklist be made available to event organisers as a guide to offering more accessible events to the QPRC community.

**DAC 06/18** That Natalie Wentworth-Shields be welcomed as a new member of the Access Committee.

---

**Attachments**

- Attachment 1 [↗](#) QPRC Access Committee Meeting Minutes 23 May 2018 (*Under Separate Cover*)



**14.3 Aboriginal Consultative Committee (Ref: C1866859; Author: Richards/Campese)**

---

**Report**

The Consultative Committee on Aboriginal Issues held the second meeting for 2018 on 15 May 2018 in Queanbeyan. Minutes of the meeting are attached.

---

**Recommendation**

**That Council:**

- 1. Note the minutes of Consultative Committee on Aboriginal Issues held on 15 May 2018.**
- 2. Adopt recommendations CAI 03/18 – CAI 04/18 from the meeting held on 15 May 2018.**

**CAI 03/18 Adopt recommendation that a working group be put together for the new Reconciliation Action Plan.**

**CAI 04/18 That Council conduct an ‘Acknowledgement of Country’ before all Council meetings.**

---

**Attachments**

- Attachment 1 [⇒](#) Consultative Committee on Aboriginal Issues Meeting Minutes 15 May 2018 (*Under Separate Cover*)



14.4 Report of the Cultural Development and Public Art Advisory Panel - 4 May 2018  
(Ref: C1866924; Author: Richards/Perri)

---

**Report**

The QPRC Cultural Development and Public Art Advisory Panel has submitted Minutes for the meeting held on 4 May 2018 at Queanbeyan Council Chambers for Council's Information.

---

**Recommendation**

**That Council note the minutes of the Cultural Development and Public Art Advisory Panel held on 4 May 2018.**

---

**Attachments**

Attachment 1 [⇒](#) Cultural Development and Public Art Advisory Panel Meeting Minutes 4 May 2018 (*Under Separate Cover*)



14.5 The Q Board Meeting - May 2018 (Ref: C1873442; Author: Richards/Fulton)

---

**Report**

The Q Board has submitted the minutes of its meeting held on 28 May 2018 for Council's information.

---

**Recommendation**

**That Council note the minutes of The Q Board held on 28 May 2018.**

---

**Attachments**

- Attachment 1    The Q Board Meeting Minutes - May 2018 (*Under Separate Cover*) -  
**CONFIDENTIAL**
- Attachment 2    The Q - Board Meeting - Council Official Agenda - May 2018 (*Under  
Separate Cover*) - **CONFIDENTIAL**



**14.6 Minutes of Canberra Region Joint Organisation's meeting 2-3 May 2018 (Ref: C1876284; Author: Tegart/Ferguson)**

---

**Summary**

In accordance with Resolution 095/18 of Council's Ordinary meeting on 28 March 2018, the minutes of the meeting of the Canberra Region Joint Organisation held on 2 and 3 May 2018 are attached for Council's information. This meeting was the last held prior to the proclamation of the new Canberra Region Joint Organisation on 11 May 2018.

---

**Recommendation**

**That Council note the minutes of meeting of the Canberra Region Joint Organisation held on 2-3 May 2018.**

---

**Attachments**

Attachment 1 [⇒](#) Minutes of CBRJO meeting held on 2-3 May 2018 (*Under Separate Cover*)



14.7 Minutes of the Bungendore Locality Committee Meeting 21 May 2018 (Ref: C1876308; Author: Tegart/Ferguson)

---

**Summary**

The minutes of the inaugural meeting of the Bungendore Locality Committee held on 21 May 2018 are at **Attachment 1** for Council's information.

The Terms of Reference, as amended by the Committee's recommendation, are at **Attachment 2**.

---

**Recommendation**

That Council:

1. Note the minutes of the inaugural meeting of the Bungendore Locality Committee held on 21 May 2018
2. Adopt the following recommendation from the meeting:

**BGDL01/2018 RECOMMENDATION**

That the Terms of Reference for the Bungendore Locality Committee be amended as follows:

1. No.1, second dot point – delete
  2. No.1, third dot point – amend to read: “provide a forum for consultation with s.355 committee representatives in the locality...”
  3. No.2, third dot point – delete
  4. No.3, amend to read: “Meetings will be held quarterly...”
  5. No.4, amend to read: “A quorum for the meeting will be two Council representatives (a minimum of one staff and one Councillor) and two other committee representatives.”
- 

**Attachments**

- Attachment 1 [⇒](#) Minutes of Bungendore Locality Committee meeting held 21 May 2018  
(Under Separate Cover)
- Attachment 2 [⇒](#) Amended Terms of Reference for Bungendore Locality Committee  
(Under Separate Cover)



14.8 Minutes of the Araluen Locality Committee Meeting 28 May 2018 (Ref: C1876337;  
Author: Tegart/Ferguson)

---

**Summary**

The minutes of the inaugural meeting of the Araluen Locality Committee held on 28 May 2018 are at **Attachment 1** for Council's information. The Terms of Reference, as amended by the Committee, are at **Attachment 2**.

---

**Recommendation**

**That Council:**

1. Note the minutes of the inaugural meeting of the Araluen Locality Committee held on 28 May 2018;
2. Adopt the following recommendations from the meeting:

**ALC01/2018 RECOMMENDATION**

**That Council, on behalf of local residents:**

1. continue to advocate and lobby the NSW Government on all telecommunications and radio services in the Wyanbene, Gundillion, Araluen and Majors Creek areas, and
2. request a commitment from all state and federal candidates in upcoming elections regarding these services.

**ALC02/2018 RECOMMENDATION**

**That Council investigate the following issues:**

1. An 80km/ph speed limit past the Majors Creek mine;
  2. The maintenance of the approaches of the Wyanbene crossing due to the floods in 2017 which caused sand and rubble to be built up;
  3. Clearing of the creek line vegetation upstream of Araluen Bridge on the Majors Creek Road, and
  4. The status of the Majors Creek Mountain Road.
- 

**Attachments**

- Attachment 1 ➡ Araluen Locality Committee minutes 28 May 2018 (*Under Separate Cover*)
- Attachment 2 ➡ Amended Terms of Reference for Araluen Locality Committee (*Under Separate Cover*)



**14.9 Minutes of Les Reardon Reserve s.355 Committee Meetings (Ref: C1876366;  
Author: Tegart/Ferguson)**

---

**Summary**

The Les Reardon Reserve s.355 Committee has submitted for Council's information the minutes of four meetings held on 18 September (Committee and AGM), 11 December 2017 and 19 February 2018.

---

**Recommendation**

**That Council note the minutes of the following meetings of the Les Reardon Reserve s.355 Committee:**

- 1. Annual General Meeting 18 September 2017**
  - 2. Committee meeting 18 September 2017**
  - 3. Committee meeting 11 December 2017**
  - 4. Committee meeting 19 February**
- 

**Attachments**

- Attachment 1 [⇒](#) Minutes of the Les Reardon Reserve s.355 Committee's AGM 18 September 2017 (*Under Separate Cover*)
- Attachment 2 [⇒](#) Minutes of the Les Reardon Reserve s.355 Committee meeting 18 September 2017 (*Under Separate Cover*)
- Attachment 3 [⇒](#) Minutes of the Les Reardon Reserve s.355 Committee meeting 11 December 2017 (*Under Separate Cover*)
- Attachment 4 [⇒](#) Minutes of the Les Reardon Reserve s.355 Committee meeting 19 February 2018 (*Under Separate Cover*)



14.10 Burra/Cargill Park s.355 Committee minutes (Ref: C1879687; Author:  
Tegart/Ferguson)

---

**Summary**

The Burra/Cargill Park s.355 Committee has submitted for Council's information the minutes of two meetings held on 12 July 2017 and 27 March 2018.

---

**Recommendation**

**That Council note the minutes of Burra/Cargill Park s.355 Committee meetings held on 12 July 2017 and 27 March 2018.**

---

**Attachments**

- Attachment 1 [⇒](#) Burra/Cargill Park s.355 Committee minutes 12 July 2017 (*Under Separate Cover*)
- Attachment 2 [⇒](#) Burra/Cargill Park s.355 Committee minutes 27 March 2018 (*Under Separate Cover*)



14.11 Minutes of the Burra Locality Committee meeting 5 June 2018 (Ref: C1879697;  
Author: Tegart/Ferguson)

---

**Summary**

The minutes of the inaugural meeting of the Burra Locality Committee held on 5 June 2018 are attached for Council's information. The Terms of Reference, as amended by the Committee, are also attached. It is noted several of the items raised by the Committee have been addressed in the draft Delivery Program or recent decisions of Council.

---

**Recommendation**

**That Council:**

1. Note the minutes of the inaugural meeting of the Burra Locality Committee held on 5 June 2018,
2. Adopt the following recommendations from the meeting:

**BURLC01/2018 RECOMMENDATION**

**That Council:**

1. undertake a safety audit of:
  - a. the intersection of Monaro Highway and Old Cooma Rd and
  - b. the intersection between Old Cooma Rd and Googong Rd,
2. review ways of improving traffic flows along Old Cooma Rd, including the slip lane proposal for continuing traffic, in the construction and design of new intersection with Old Cooma Rd and Googong Rd.

**BURLC02/2018 RECOMMENDATION**

**that Council investigate the feasibility of building a playground in the Royalla Common, as illustrated on the Royalla Common Master Plan.**

**BURLC03/2018 RECOMMENDATION**

**that Council staff:**

1. inspect and repair the sullage drain from the kitchen of the Burra Hall and
2. carry out spraying of African lovegrass and St Johns Wort in the Burra and Cargill Parks.

**BURLC04/2018 RECOMMENDATION**

**that Council provide the Royalla Common s.355 Committee with a financial statement that clearly showed the state of the s.94 funds, grant funding and Council funds in respect of the Royalla Common.**

---

**Attachments**

- Attachment 1 ➡ Burra Locality Committee meeting minutes 5 June 2018 (*Under Separate Cover*)
- Attachment 2 ➡ Amended Terms of Reference - Burra Locality Committee (*Under Separate Cover*)



14.12 Tourism Advisory Panel - Minutes of Meeting 07 May 2018 (Ref: C1880209;  
Author: Richards/Darcy)

---

**Report**

The quarterly meeting of the Tourism Advisory Panel was held on the 07 May 2018. The minutes of the meeting are attached.

---

**Recommendation**

**That Council note the minutes of the Tourism Advisory Panel held on 07 May 2018.**

---

**Attachments**

Attachment 1 [↔](#) Tourism Advisory Panel minutes of meeting held on 07 May 2018 (*Under Separate Cover*)



14.13 Economic Advisory Panel - Minutes of Meeting held on 03 May 2018 (Ref:  
C1880231; Author: Richards/Darcy)

---

**Report**

The meeting of the Economic Advisory Panel was held on the 03 May 2018. The minutes of the meeting are attached.

Following a presentation by Council's Service Manager Business and Innovation on the progress of the Queanbeyan CBD Spatial Business Plan (CBD Masterplan Renewal). The Economic Advisory Panel provided the following feedback.

---

**Recommendation**

**That Council:**

- 1. Note the minutes of Economic Advisory Panel held on 03 May 2018.**
- 2. Adopt recommendation 4.1 from the meeting held on 03 May 2018.**

- 4.1 Recommendation** that Council support the provision of instruments to promote the visualisation of the new CBD Spatial Business Plan as part of the Communications Strategy. This may include producing a physical model of the new CBD vision for display, use of virtual reality goggles and use of a shopfront or public venue to promote the new CBD vision.
- 

**Attachments**

- Attachment 1 [⇒](#) Economic Advisory Panel minutes of meeting held on 03 May 2018  
(Under Separate Cover)



14.14 Local Area Traffic Committee - Meeting Held 5 June 2018 (Ref: C1880311;  
Author: Hansen/Stewart)

---

**Report**

The Local Traffic Committee has submitted the minutes and recommendations of its meeting held on 5 June 2018 for Council's information and consideration.

---

**Recommendation**

**That Council:**

- 1. Note the minutes of Local Traffic Committee Meeting held on 5 June 2018.**
  - 2. Adopt recommendations LTC 22/18 to LTC 29/18 from the meeting held on 5 June 2018:**
    - **LTC 22/18 Under the *Roads Act 1993* approve the traffic control plan for the St Paul's Anglican Church 150yr Celebration in Burra on Saturday 19 May 2018 from 1.00pm to 3.00pm**
    - **LTC 23/18 Under the *Road Transport Act 2013* approve the installation of 'One Way' signage as per the design, on Thurrallilly Street.**
    - **LTC 24/18 *Road Transport Act 2013* approve the installation of various Low Clearance signage as per the design incorporating the additional recommendations detailed in the minutes, on Collet Street and Morisett Street, Queanbeyan.**
    - **LTC 25/18 Under the *Road Transport Act 2013* approve the replacement of existing "No Parking" signs to "No Stopping" signs at the bus zones as per the design on Gorman Drive, Googong.**
    - **LTC 26/18 Under the *Road Transport Act 2013* approve the installation of 'No Stopping' signs and install line marking as per the design, modified as described in the minutes on Cooma Street, Queanbeyan.**
    - **LTC 27/18 Under the *Road Transport Act 2013* approve the installation of line marking in accordance with the design at John Bull Street, Queanbeyan.**
    - **LTC 28/18 Under the *Road Transport Act 2013* approve the installation of line marking in accordance with the design at Denley Drive, Wamboin.**
    - **LTC 29/18 Under the *Road Transport Act 2013* approve the installation of design that addresses the issues detailed in the minutes, for the River Path at Isabella Street, Collett Street and Waniassa Street, Queanbeyan with the inclusion of yellow line-marking on the kerb to mark areas for no-parking.**
- 

**Attachments**

- Attachment 1  Local Traffic Committee - Meeting Minutes 5 June 2018 (*Under Separate Cover*)



**14.15 Report on 10 May Meeting of the Audit, Risk and Improvement Committee (Ref: C1874984; Author: Warne/Bozzato)**

---

**Summary**

This report informs Council on the outcomes of the Audit, Risk and Improvement Committee meeting of 10 May 2018.

---

**Recommendation**

**That Council note the minutes of the Audit, Risk and Improvement Committee meeting of 10 May 2018.**

---

**Background**

The ninth meeting of the Audit, Risk and Improvement Committee was held on 10 May 2018, at which papers were considered dealing with:

- formation of a financial statement sub-committee to provide assurance in relation to the preparation of Council's annual financial statements
- the current status of Council's fraud control framework and actions underway to ensure it remains relevant and useful
- a proposed project assurance framework, intended to enable the Committee to determine whether key project governance and management issues are being effectively managed for major Council projects
- the Committee work plan for 2018-19, which details matters to be considered during the year for each element of the Committee's charter responsibilities
- Council's practices for reporting against the Integrated Planning Framework
- current issues in relation to the financial administration of Council
- implementation of recommendations contained in Internal Audit reports and prior year financial statement audit management letters.

The Committee also considered the NSW Audit Office Client Service Plan for 2017-18, which detailed that office's approach for the audit of Council's financial statements for that year, and a summary of issues identified in the audits of local government financial statements for 2016-17. Consideration of these papers informed discussion of the project plan for preparation of the 2017-18 financial statements prepared by the Chief Financial Officer.

Council's contracted Internal Audit provider Oakton presented reports dealing with:

- progress in completion of the 2017/18 Internal Audit Plan
- Council's physical security arrangements
- financial controls
- Council's family day care program
- the status of projects to implement new payroll, and revenue and rates systems.

**14.15 Report on 10 May Meeting of the Audit, Risk and Improvement Committee (Ref: C1874984; Author: Warne/Bozzato) (Continued)**

---

The Committee was advised that Oakton's contract expires in August this year and that it contained no provision for extension. Accordingly, a competitive procurement process will be conducted for Internal Audit services which will include the option to extend for an additional two years beyond an initial three year contact period. Members asked to be provided with draft procurement documents prior to Council approaching the market.

**Implications*****Legal***

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

***Financial***

For councillors' information, it is understood QPRC will be managed under the NSW Audit Office next year, now the merger period audits have concluded.

**16.1 Responses to Councillors' Questions (Ref: C1851433); Author: Tegart/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  Councillors' Questions Table (*Under Separate Cover*)
- Attachment 2 Councillors' Questions Table with CIC (*Under Separate Cover*) -  
**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.*