



Ordinary Meeting of Council

AGENDA

26 June 2019

Commencing at 5.30pm

Bungendore Council Chambers

On-site Inspections - Nil

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1 OPENING

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

4 CONFIRMATION OF MINUTES

- 4.1 Minutes of the Ordinary Meeting of Council held on 22 May 2019
- 4.2 Minutes of the Planning and Strategy Committee of the Whole held on 12 June 2019

5 DISCLOSURES OF INTERESTS

6 ADJOURNMENT FOR PUBLIC FORUM

7 NOTICES OF MOTIONS OF RESCISSION

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Item 16.1 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.

17 CONCLUSION OF THE MEETING

LIST OF ATTACHMENTS –

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

Open Attachments

- Item 9.1 Greenways s.355 Committee Meetings Minutes
Attachment 1 Greenways s.355 Committee meeting minutes 26 March 2019 (Under Separate Cover)
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- Item 9.2 Les Reardon Reserve s.355 Committee Meetings Minutes
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- Item 9.3 Wamboin Locality Committee Meeting Minutes 1 April 2019
Attachment 1 Wamboin Locality Committee meeting 1 April 2019 (Under Separate Cover)
Attachment 2 Wamboin Locality Committee - Terms of Reference (Under Separate Cover)
- Item 9.4 Burra Locality Committee Meeting Minutes 9 April 2019
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- Item 9.5 Report of the Access Committee
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- Item 10.1 DA 446-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 6 Ferdinand Lane, Jerrabomberra
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- Item 10.2 DA 505-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 10 Ferdinand Lane, Jerrabomberra
- Attachment 1 DA 505-2018 - Revised Signage Plan - KFC Pylon Sign - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 2 DA 505-2018 - Revised Site Plan - KFC Pylon Sign - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 3 DA 505-2018 - Report to Council - 12 June 2019 - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 4 DA 505-2018 - Section 4.15 Matters for Consideration - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 5 DA 505-2018 - Architectural Plans - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 6 DA 505-2018 - Submissions - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 7 DA505-2018 - Draft Conditions of Consent - 10 Ferdinand Lane *(Under Separate Cover)*
- Item 10.3 Draft Bungendore Structure Plan 2018-2048
- Attachment 1 Summary and Assessment of Government Agency Submissions *(Under Separate Cover)*
- Item 10.4 Adoption of Braidwood Archaeological Management Plan
- Attachment 1 Braidwood AMP *(Under Separate Cover)*
- Attachment 2 Braidwood AMP Inventory Sheets *(Under Separate Cover)*
- Attachment 3 Summary of Submissions *(Under Separate Cover)*
- Attachment 4 Submissions *(Under Separate Cover)*
- Item 10.5 Kanga Cup - Request for Contribution
- Attachment 2 Economic model for Kanga Cup *(Under Separate Cover)*
- Item 10.9 Draft South Bungendore Stormwater Masterplan
- Attachment 1 Draft South Bungendore Stormwater Masterplan *(Under Separate Cover)*
- Attachment 2 Submissions Received (Redacted) *(Under Separate Cover)*
- Attachment 3 Multi-criteria analysis *(Under Separate Cover)*
- Item 10.11 Braidwood Floodplain Risk Management Study and Plan
- Attachment 1 Braidwood Floodplain Risk Management Study and Plan: Volume 1: Report *(Under Separate Cover)*
- Attachment 2 Braidwood Floodplain Risk Management Study and Plan: Volume 2 - Figures *(Under Separate Cover)*
- Item 10.12 Braidwood and Bungendore Offices - customer centres
- Attachment 1 Summary of submissions - Braidwood and Bungendore customer areas *(Under Separate Cover)*
- Attachment 2 Attachment to submission 026 *(Under Separate Cover)*
- Attachment 3 Heritage Advisor's advice re proposed Braidwood customer centre changes *(Under Separate Cover)*
- Item 10.13 Adoption of 2019-20 Operational Plan and Fees and Charges
- Attachment 1 Summary of submissions on draft Integrated Plans 2019-20

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- (Under Separate Cover)*
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- Attachment 3 Revised Financial Hardship and Assistance Policy (Under Separate Cover)*
- Attachment 4 Property Addendum (Under Separate Cover)*
- Attachment 5 Debt Addendum (Under Separate Cover)*
- Attachment 6 Budget Statement (Under Separate Cover)*
- Item 10.15 QPRC 2019/20 Annual Grants and Donations Program
- Attachment 1 Donation Requests for both Category A and B (Under Separate Cover)*
- Attachment 2 Donation Requests for Category A only (Under Separate Cover)*
- Attachment 3 Donation Requests for Category B only (Under Separate Cover)*
- Attachment 4 Matrix - Numerical Score and Recommended Funding (Under Separate Cover)*
- Item 10.19 3 Hoover Road - Lease to Queanbeyan & District Pre School Association
- Attachment 1 Objection 1 (Under Separate Cover)*
- Attachment 2 Objection 2 (Under Separate Cover)*
- Attachment 3 Objection 3 (Under Separate Cover)*
- Attachment 4 Letters of support & petition 107 Pages (Under Separate Cover)*
- Attachment 5 Further petition (Under Separate Cover)*
- Item 10.21 Adoption of Council Policies - Second Tranche
- Attachment 1 Summary of submissions and staff recommendations (Under Separate Cover)*
- Attachment 2 Parking Enforcement Priority Policy (Under Separate Cover)*
- Attachment 3 Street Verge Maintenance Policy (Under Separate Cover)*
- Attachment 4 Road/Street Names Policy (Under Separate Cover)*
- Item 10.22 Adoption of Complaint Management Charter and Policies
- Attachment 1 QPRC Charter of Individual Rights and Mutual Responsibilities of the Parties to a Complaint (Under Separate Cover)*
- Attachment 2 QPRC Complaint Management Policy (Under Separate Cover)*
- Attachment 3 QPRC Unreasonable Complainant Conduct Policy (Under Separate Cover)*
- Attachment 4 QPRC Competitive Neutrality Complaints Policy (Under Separate Cover)*
- Item 10.23 Investment Report - May 2019
- Attachment 1 May 2019 - Budgeted Interest Allocation by Entity (Under Separate Cover)*
- Attachment 2 May 2019 - Budget vs Actual Report (Under Separate Cover)*
- Attachment 3 May 2019 - Investment Report Pack (Under Separate Cover)*
- Attachment 4 May 2019 - Economic Commentary (Under Separate Cover)*

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- Item 11.6 Q Board Minutes 6 May 2019
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- Item 14.1 Responses to Councillors' Questions
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Closed Attachments

- Item 10.5 Kanga Cup - Request for Contribution
Attachment 1 Proposed Budget Kanga Cup 2019 (Under Separate Cover)
- Item 10.6 Sports Assistance Scheme - Request for Donation
Attachment 1 Sports Assistance Scheme - completed application form - Queanbeyan YMCA - Tahlya Smith (Under Separate Cover)
- Item 10.7 Tender for Supply and Delivery of four (4) 14 Tonne Self Propelled Smooth Drum Vibratory Rollers (Contract 2019-40)
Attachment 1 Summary of tender submissions and detailed assessment (Under Separate Cover)
- Item 10.8 Tender for the Demolition of Two Decommissioned Water Service Reservoirs in Queanbeyan
Attachment 1 RFT10020911 Tender Recommendation Report (Under Separate Cover)
- Item 10.9 Draft South Bungendore Stormwater Masterplan
Attachment 4 Written submissions - unredacted (Under Separate Cover)
Attachment 5 Online submissions - unredacted (Under Separate Cover)
- Item 14.1 Responses to Councillors' Questions
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- Item 16.1 CEO's Annual Performance Review
Attachment 1 Performance Agreement (Under Separate Cover)
Attachment 2 Presentation - CEO Annual Review FY19 (Under Separate Cover)



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Bungendore Council Chambers on Wednesday, 22 May 2019 commencing at 5.30pm.

ATTENDANCE

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

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

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

1. OPENING

2. ACKNOWLEDGEMENT OF COUNTRY

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

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

158/19

RESOLVED (Schweikert/Harrison)

That apologies for non-attendance from Cr Taylor be received and that leave of absence be granted.

The resolution was carried unanimously.

4. CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Meeting of Council held on 24 April 2019

159/19

RESOLVED (Harrison/Hicks)

That the Minutes of the Ordinary Meeting of Council held in the Bungendore Council Chambers on Wednesday 24 April 2019 be confirmed.

The resolution was carried unanimously.

4.2 Minutes of the Planning and Strategy Committee of the Whole held on 8 May 2019

160/19

RESOLVED (Hicks/Harrison)

That the Minutes of the Planning and Strategy Committee of the Whole held in the Queanbeyan Council Chambers on Wednesday 8 May 2019 be confirmed.

The resolution was carried unanimously.

5. DISCLOSURES OF INTERESTS

161/19

RESOLVED (Schweikert/Harrison)

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 Harrison lodged a schedule 3A form of special disclosure of pecuniary interest in the matter of Item 10.1 - Planning Report - Review of E4 Environmental Living Zone - Bywong and Wamboin.

6. ADJOURNMENT FOR PUBLIC FORUM

162/19

RESOLVED (Overall/Biscotti)

That this meeting is adjourned for the commencement of the Public Forum and upon its completion the meeting will reconvene.

The resolution was carried unanimously.

ADJOURNMENT:

The meeting adjourned for the Public Forum at 5.34pm and resumed at 6.09pm.

7. NOTICES OF MOTIONS OF RESCISSION

There were no Notices of Motion of Rescission.

8. MAYORAL MINUTE

There was no Mayoral Minute.

9. REPORTS OF COMMITTEES

There were no Reports of Committees.

Cr Harrison lodged a special disclosure of pecuniary interest for this item.

10. Reports to Council - Items for Determination

10.1 Planning Report - Review of E4 Environmental Living Zone - Bywong and Wamboin

(MOVED) (Harrison/Marshall)

That Council:

1. Receive the consultants' reports.
2. Consider the inclusion of Class X mapped lands in a revised Clause 6.3 Terrestrial Biodiversity map for Bywong and Wamboin if the native attributes meet the criteria for inclusion in the revised map.
3. Retain land identified in the consultants' reports as being wholly or partly Class 1 or 2 as E4 Environmental Living zone.
4. Retain land identified in the consultants' reports as being wholly or partly Class 3 land as E4 Environmental Living zone.
5. Not pursue a planning proposal to rezone part of Bywong and Wamboin to the R5 Large Lot Residential zone.

Cr Hicks foreshadowed a CONTRARY motion: ["That Council:

1. Receive the consultants' reports.
2. Retain land identified in the consultants' reports as being wholly or predominantly Class 1 or 2 as E4 Environmental Living zone.
3. Prepare a planning proposal to rezone land identified in the consultants' reports as being wholly or predominantly Class 3 land as R5 Large Lot Residential zone. The planning proposal should give consideration to minimising split zonings and fragmentation and isolation of zone boundaries.
4. Not include amending the Palerang Local Environment Plan (PLEP) Clause 6.3 map "Terrestrial Biodiversity" to include the consultants Class X mapped lands for the following reasons:
 - a. the consultant's report refers to Class X land as having "potential" to contain native grasslands and or habitat of a critically endangered species rather than establishing that the Class X mapped land contains native grasslands and or habitat of a critically endangered species
 - b. inclusion of Class X as incorporated in the Terrestrial Biodiversity Map and Clause 6.3 of the PLEP would apply to both land within the E4 Environmental Living zone as well to land within the R5 Large Lot residential zone
 - c. the existing provisions of the PLEP already require adequate consideration of the impacts on biodiversity
 - d. Implementation of the Class X layer would be unwieldy and unnecessary and will result in greater complexity for residents and greater cost when lodging development applications.
5. Reference in the Planning Proposal that it is Council's assessment that a Local Housing Strategy can be dispensed with in this case as no change to the minimum lot size or density of development is proposed.

6. Prepare the Planning Proposal as a separate proposal and if finalised in time be amalgamated with the Queanbeyan-Palerang Local Environment Plan (comprehensive LEP).”]

The motion (of Crs Harrison and Marshall) was PUT and LOST.

For: Crs Harrison, Marshall and Winchester

Against: Crs Biscott, Bray, Brown, Hicks, Noveska, Overall and Schwiekert

The foreshadowed motion (of Cr Hicks) was brought forward at this juncture, seconded by Cr Schwiekert, PUT and CARRIED.

163/19

RESOLVED (Hicks/Schwiekert)

That Council:

1. Receive the consultants’ reports.
2. Retain land identified in the consultants’ reports as being wholly or predominantly Class 1 or 2 as E4 Environmental Living zone.
3. Prepare a planning proposal to rezone land identified in the consultants’ reports as being wholly or predominantly Class 3 land as R5 Large Lot Residential zone. The planning proposal should give consideration to minimising split zonings and fragmentation and isolation of zone boundaries.
4. Not include amending the Palerang Local Environment Plan (PLEP) Clause 6.3 map “Terrestrial Biodiversity” to include the consultants Class X mapped lands for the following reasons:
 - a. the consultant’s report refers to Class X land as having “potential” to contain native grasslands and or habitat of a critically endangered species rather than establishing that the Class X mapped land contains native grasslands and or habitat of a critically endangered species
 - b. inclusion of Class X as incorporated in the Terrestrial Biodiversity Map and Clause 6.3 of the PLEP would apply to both land within the E4 Environmental Living zone as well to land within the R5 Large Lot residential zone
 - c. the existing provisions of the PLEP already require adequate consideration of the impacts on biodiversity
 - d. Implementation of the Class X layer would be unwieldy and unnecessary and will result in greater complexity for residents and greater cost when lodging development applications.
5. Reference in the Planning Proposal that it is Council’s assessment that a Local Housing Strategy can be dispensed with in this case as no change to the minimum lot size or density of development is proposed.
6. Prepare the Planning Proposal as a separate proposal and if finalised in time be amalgamated with the Queanbeyan-Palerang Local Environment Plan (comprehensive LEP).

For: Crs Biscotti, Bray, Brown, Hicks, Noveska, Overall and Schwiekert.

Against: Crs Harrison, Marshall and Winchester

- 164/19 **10.2 Place Naming Proposal - Smiths Gap, Bungendore**
RESOLVED (Winchester/Brown)
That Council:
 1. Support in principle the Geographic Names Board formally naming the area concerned 'Smiths Gap'.
 2. Advertise the proposed action for public comment for 28 days.
 3. Apply to have a notice published in the NSW Government Gazette if no objections are received.

The resolution was carried unanimously.

- 165/19 **10.3 Policy - Fraud Control**
RESOLVED (Schweikert/Noveska)
That Council exhibit the draft Fraud Control Policy for community comment for 28 days.

The resolution was carried unanimously.

- 166/19 **10.4 Quarterly Budget Review Statement for the Quarter Ending 31st March 2019**
RESOLVED (Bray/Hicks)
That Council:
 1. Adopt the March 2019 Quarterly Budget Review Statement and variations as outlined in this report.
 2. Note the predicted consolidated surplus of \$1.314m.

The resolution was carried unanimously.

- 167/19 **10.5 QPRC Investment Policy**
RESOLVED (Bray/Brown)
That Council:
 1. Rescind the former QPRC Investment Policy.
 2. Adopt the attached QPRC Investment Policy.

The resolution was carried unanimously.

- 168/19 **10.6 Write Off - Bad Debtors**
RESOLVED (Biscotti/Winchester)
That Item 10.6 – Write Off - Bad Debts, be dealt with in Closed Session.

The resolution was carried unanimously.

10.7 Investment Report - April 2019

169/19

RESOLVED (Bray/Brown)

That Council:

1. Note the 2018/19 investment income for April 2019 was \$872,460.
2. Note the investment portfolio has been made in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and Queanbeyan-Palerang Regional Council's investment policy.
3. Adopt the Investment Report for the month of April 2019.

The resolution was carried unanimously.

11. REPORTS TO COUNCIL - ITEMS FOR INFORMATION**11.1 Workforce Performance Audit**

170/19

RESOLVED (Marshall/Harrison)

That the report be received for information.

The resolution was carried unanimously.

11.2 Update on Draft Bungendore Structure Plan

171/19

RESOLVED (Marshall/Schweikert)

That the report be received for information.

The resolution was carried unanimously.

11.3 European Wasps

172/19

RESOLVED (Harrison/Brown)

That the report be received for information.

The resolution was carried unanimously.

11.4 Summer Activation 2018/19

173/19

RESOLVED (Schweikert/Hicks)

That the report be received for information.

The resolution was carried unanimously.

11.5 QPRC Pools

174/19

RESOLVED (Schweikert/Winchester)

That the report be received for information.

The resolution was carried unanimously.

12. REPORTS TO COUNCIL - DELEGATES' REPORTS

There were no Delegates' Reports.

13. NOTICES OF MOTIONS**13.1 Bungendore Water Quality**

175/19

RESOLVED (Schweikert/Winchester)

That Council receive a report on Bungendore's water by September 2019 on:

- its quality and composition;
- how it compares to other sample areas (Queanbeyan, Adelaide, Narrabri) and to NHMRC standards;
- treatments applied;
- supply consistency (i.e. pressure, reliability);
- a list of issues and complaints over the past 12 months;
- current testing regime and Standards used, and
- current sources of supply (by map).

The resolution was carried unanimously.

14. QUESTIONS WITH NOTICE

There were no questions.

15. 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.

16. REPORTS FOR CLOSED SESSION

176/19

RESOLVED (Overall/Hicks)

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

Item 16.1 Bungendore Sports Hub

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

Item 10.6 Write off – Bad Debts

Item 10.6 is confidential in accordance with s10(A)(a) of the Local Government Act 1993 because it contains personal matters concerning particular individuals (other than councillors).

The resolution was carried unanimously.

The meeting then moved into Closed Session at 6.57pm to discuss the matters listed above.

16.1 Bungendore Sports Hub

177/19

RESOLVED (Overall/Winchester)

That:

1. Council authorise the CEO to finalise negotiations for the acquisition of the whole of 9A Bungendore Road for the purposes of Bungendore Sports Hub, service road and future expansion of Bungendore utilities, funded from grant, and the Water and Sewer Funds as outlined in the report, based on the current valuation or subsequent valuation as a result of the Bungendore Draft Structure Plan.
2. If negotiations are not concluded within one month, then acquisition under the *Land Acquisition (Just Terms Compensation) Act 1991* commence.
3. A report be presented to Council to finalise the acquisition.

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

Against: Crs Harrison, Hicks and Schweikert

10.6 Write Off - Bad Debtors

178/19

RESOLVED (Brown/Biscotti)

That under section 6.2 of the Debt Recovery Policy – Rates and Charges, Council write off the bad and doubtful sundry debtor accounts as per attached list.

The resolution was carried unanimously.

179/19

RESOLVED (From the Chair)

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 7.26pm.

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

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

17. CONCLUSION OF THE MEETING

The time being 7.28pm Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL
MAYOR
CHAIRPERSON**



PLANNING AND STRATEGY COMMITTEE OF THE WHOLE MEETING

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

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

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

MINUTES OF THE PLANNING AND STRATEGY COMMITTEE OF THE WHOLE OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 12 June 2019 commencing at 5.30pm.

ATTENDANCE

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

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

Also Present: W Blakey (Clerk of the Meeting) and D Ferguson (Minute Secretary).

1. OPENING

The Mayor informed those present that Council has adopted a new Code of Meeting Practice, which includes the adjournment at Item 4 of the agenda to hear presentations of up to three minutes each from members of the public who have registered to speak. The Public Forum also includes petitions and responses to questions on notice from the public. The Forum is webcast live and its minutes are placed on Council's website.

AKNOWLEDGEMENT OF COUNTRY

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

2. DISCLOSURES OF INTEREST

PLA050/19

RESOLVED (Taylor/Schweikert)

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

The resolution was carried unanimously.

Cr Brown declared a significant non-pecuniary interest in Items 6.1, 6.2, 6.3, and 6.4, stating that he is a director of a company currently investigating commercial opportunities in the proposed development, and that he proposed to leave the Chambers while these items were discussed.

Cr Noveska declared a significant non-pecuniary interest in Items 6.1, 6.2, 6.3, and 6.4, stating that she is a director of a company currently investigating commercial opportunities in the proposed development, and that she proposed to leave the Chambers while these items were discussed.

Cr Winchester declared a less than significant non-pecuniary in Item 6.8, stating that he is the Vice-President of the Respite Centre for Queanbeyan Foundation, and that he proposed to leave the Chamber while this item was discussed.

3. APOLOGIES

PLA051/19

RESOLVED (Schweikert/Taylor)

That apologies for non-attendance be received from Cr Marshall and that leave of absence be granted.

The resolution was carried unanimously.

4. ADJOURNMENT FOR PUBLIC FORUM

At this stage of the proceedings, the time being 5.35pm, Cr Overall advised that the meeting be adjourned to conduct the Public Forum.

PLA052/19

RESOLVED (Overall/Taylor)

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

At the conclusion of the item, the meeting resumed at 6.00pm.

STAFF REPORTS

5. REPORTS OF COMMITTEES

5.1 Minutes of the QPRC Heritage Advisory Committee Meeting held on 16 May 2019

PLA053/19

RESOLVED (Schweikert/Taylor)

That Council note the minutes of the QPRC Heritage Advisory Committee Meeting held on 16 May 2019.

The resolution was carried unanimously.

In accordance with Resolution PLA050/19, Crs Brown and Noveska, having declared an interest in this item of business, left the meeting room at 6.01pm.

6. ENVIRONMENT, PLANNING AND DEVELOPMENT

6.1 Development Application 446-2018 - Takeaway Food and Drink Premises - 6 Ferdinand Lane, Jerrabomberra

PLA054/19

RESOLVED (Overall/Schweikert)

That:

1. Council advise the applicant for DA 446-2018 that it does not support the inclusion of a free-standing 9.0m high pylon sign on the Tomsitt Drive boundary of the proposal as the sign, which is located on the main entry point to an established, low density, suburban residential area is considered:

- To be inconsistent with the existing and desired future character of the area or locality in which it is proposed to be located; and
- To detract from the amenity and visual quality of the nearby residential area.
- To protrude above buildings, structures and tree canopies in the area.
- To detract from the amenity of residences in the local area as it is illuminated during all night-time hours.

2. DA 446-2018 be deferred to allow discussion between staff and the applicant on the submission of amended application and plans showing:

(a) EITHER

A maximum 6m high free-standing pylon sign with an advertising area no greater than 8m² located on the Ferdinand Lane frontage of the property;

OR

The incorporation of a higher sign element either flush with or integrated into the building design, such element to be no higher than 9.0m.

- (b) Hours of operation including loading and waste removal.
3. Once the abovementioned amendments have been received, the application be bought back to Council for consideration.

The resolution was carried unanimously.

In accordance with Resolution PLA050/19, Crs Brown and Noveska, having declared an interest in this item of business, were absent from the meeting room.

6.2 Development Application 505-2018 - Takeaway Food and Drink Premises - 10 Ferdinand Lane, Jerrabomberra

PLA055/19

RESOLVED (Overall/Schweikert)

1. That Council advise the applicant for DA 505-2018 that it does not support the inclusion of a free standing 8.5m high pylon sign on the Tomsitt Drive boundary of the proposal as the sign, which is located on the main entry point to an established, low density, suburban residential area is considered:
 - To be inconsistent with the existing and desired future character of the area or locality in which it is proposed to be located; and
 - To detract from the amenity and visual quality of the nearby residential area.
 - To protrude above buildings, structures and tree canopies in the area.
2. That DA 505-2018 be deferred to allow discussion between staff and the applicant on the submission of amended application and plans showing:
 - (a) EITHER
 - A maximum 6m high free standing pylon sign with an advertising area no greater than 8m² located on the Ferdinand Lane frontage of the property;
 - OR
 - The incorporation of a higher sign element either flush with or integrated into the building design, such element to be no higher than 9.0m.
 - (b) Hours of operation including loading and waste removal.
3. That once the abovementioned amendments have been received the application be bought back to Council for consideration.

The resolution was carried unanimously.

In accordance with Resolution PLA050/19, Crs Brown and Noveska, having declared an interest in this item of business, were absent from the meeting room.

**6.3 Development Application 507-2018 - Shop (ALDI Supermarket)
- 9 Ferdinand Lane, Jerrabomberra**

PLA056/19

RESOLVED (Harrison/Schweikert)

That:

1. The CEO be granted delegated authority to determine development application 507-2018 for a shop on proposed Lot 5 DP 1246134, 9 Ferdinand Lane, Jerrabomberra, subject to formal creation of the title for the proposed allotment.
2. The conditions be amended regarding hours of operation, loading and waste collection to be broadly consistent with the other premises in the precinct; and loading be adjusted on Sundays and public holidays to 7.00am - 10.00pm.
3. Those persons who lodged a submission on the application be advised in writing of the determination of the application.

The resolution was carried unanimously.

In accordance with Resolution PLA050/19, Crs Brown and Noveska, having declared an interest in this item of business, were absent from the meeting room.

**6.4 Development Application 549-2018 - Health Services Facility
(Medical Centre & Pharmacy) - 14 Ferdinand Lane,
Jerrabomberra**

PLA057/19

RESOLVED (Hicks/Schweikert)

That:

1. The CEO be granted delegated authority to determine development application 549-2018 for a Health Services Facility (Medical Centre and Pharmacy) on proposed Lot 4 DP 1246134, 14 Ferdinand Lane Jerrabomberra, subject to formal creation of the title for the proposed allotment.
2. Condition 15 be amended for hours of operation to 8.00am - 10.00pm, and the waste collection hours be consistent with the other premises in the precinct.

The resolution was carried unanimously.

Crs Brown and Noveska returned to the meeting room at 6.37pm.

6.5 Development Application 449-2017 - Three Lot Torrens Title Subdivision - 1866 Old Cooma Road, Royalla

PLA058/19

RESOLVED (Taylor/Schweikert)

That:

1. Approval be granted to a variation to Clause 4.6 of Queanbeyan Local Environmental Plan 2012 to allow proposed Lot 3 to have a reduced minimum lot size of 5.42ha for the following reasons:
 - (a) It is less than a 10% variation to the standard;
 - (b) It will not adversely impact the heritage values of the site;
 - (c) It will not adversely impact the environmental values of the site; and,
 - (d) It meets the objectives of Clause 4.1 of the LEP.
2. Approval be granted to a variation to Clause 6.3 of Queanbeyan Local Development Control Plan 2012 to allow proposed Lot 1 and proposed Lot 2 to have a reduced minimum side and rear setback respectively for the following reasons:
 - (a) The positioning of the building envelope on proposed Lot 1 assists in avoiding the environmental and heritage constraints impacting the subject site.
 - (b) Proposed Lot 2 is concealed from Old Cooma Road and will still have a good distance between proposed Lot 3.
3. Development application 449-2017 for a three lot Torrens Title subdivision on Lot 22 DP 556417, No. 1866 Old Cooma Road, Royalla be granted conditional approval.

The resolution was carried unanimously.

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

Against: Cr Harrison

6.6 Amendment to Review of Environmental Factors - South Jerrabomberra - Water and Sewer Infrastructure

PLA059/19

RESOLVED (Harrison/Hicks)

That Council grant approval to the Amended Review of Environmental Factors - Trunk Infrastructure South Jerrabomberra, subject to the additional safeguards and management measure proposed in the amended REF and the following additional condition:

It is noted that a section of the trunk gravity sewer main has been removed from the original REF. The installation and approval of that main has been transferred to the Part 4 approval process for the urban release area of South Tralee. Village Building Company Pty Limited is to ensure that each stage of subdivision of South Tralee shall provide a gravity sewer main of sufficient size and appropriate location to service future development land to the south of their land.

The resolution was carried unanimously.

6.7 Request for Use of Section 94 Funds - RFS Improvements

PLA060/19

RESOLVED (Schweikert/Bray)

That:

1. A total of \$19,874 (plus GST) be authorised from developer contributions collected under Tallaganda Shire Council Section 94 Contributions Plan No. 4 Bushfire Control and Suppression for the construction of a water tank pad and a road around the shed at the Boro/Mt Fairy rural fire station.
2. Council be advised by the applicant when the works above are completed so that these can be viewed.
3. A total of \$28,000 be authorised from developer contributions collected under Tallaganda Shire Council Section 94 Contributions Plan No. 4 Bushfire Control and Suppression for the use of preliminaries associated with the submission of development applications for the construction of new rural fire stations at Araluen and Mulloon.
4. The RFS be requested to advise whether future fire sheds are likely to be required to house larger vehicles.

The resolution was carried unanimously.

In accordance with Resolution PLA050/19, Cr Winchester, having declared an interest in this item of business, left the meeting room at 6.48pm.

6.8 Further Use 16 Agnes Avenue, Queanbeyan

Contrary Motion

MOVED (Hicks)

That

1. That the report be received and noted.
2. That subject to the successful re-categorisation to "General Community Use" of lots 33-35 DP14341 comprising the " Ross Road site", Council agree in principle to enter into a thirty (30) Year lease with Respite Care for Queanbeyan for development of the Respite Centre subject to the required approval being received and Local Government Act 1993 procedures being complied with.
3. That a planning proposal be prepared to:
 - a) change the Community Land classification for Lot 53, 54 & 55 DP 14341 (Agnes Avenue Site) to Operational Land in accordance with the Local Government Act 1993.
 - b) change the zoning of Lot 53, 54 & 55 DP 14341 (Agnes Avenue Site) from RE1 to a Residential zoning in accordance with the Environmental Planning and Assessment Act 1979

PLA061/19

RESOLVED (Brown/Bray)

That:

1. The report be received and noted.
2. Subject to the successful re-categorisation to "General Community Use" of lots 33-35 DP14341 comprising the "Ross Road site", Council agree in principle to enter into a thirty (30) Year lease with Respite Care for Queanbeyan for development of the Respite Centre subject to the required approval being received and *Local Government Act 1993* procedures being complied with.
3. Council support in principle the change of the Community Land category for Lot 53, 54 & 55 DP 14341 (Agnes Avenue Site) from "Sportsgrounds" to "Parks" and commence procedures for this change accordance with the *Local Government Act 1993*.

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

For: Crs Brown, Harrison, Noveska, Overall, Taylor and Bray

Against: Crs Biscotti, Hicks and Schweikert

Absent: Crs Marshall and Winchester

Cr Winchester returned to the meeting at 7.00pm.

6.9 Re-recategorisation of land - 16 Agnes Street, Crestwood - Proposed Respite Care Centre

PLA062/19

RESOLVED (Harrison/Bray)

That Council:

1. Publicly exhibit the Draft Plan of Management for Lots 33-35 DP14341 to re-categorise the land from Sportsground to General Community Use consistent with the requirements of the *Local Government Act 1993*.
2. Publicly exhibit an amended Plan of Management for Sportsgrounds to remove Lots 33-35 DP14341 from the Plan and to reflect the re-categorisation of Lots 53-55 DP14341 to the Parks Plan of Management.
3. Publicly exhibit an amended Plan of Management for Parks to include Lots 53-55 DP14341 in that Plan.

The resolution was carried unanimously.

7. REPORTS TO COUNCIL - ITEMS FOR INFORMATION

7.1 **Boer War Memorial Relocation**
PLA063/19 **RESOLVED (Taylor/Bray)**
That
1. The report be received for information.
2. Council support the relocation of the Memorial to Moore Park as proposed and funded by the RSL.
The resolution was carried unanimously.

7.2 **Update - Comprehensive Local Environmental Plan and Other Matters**
PLA064/19 **RESOLVED (Harrison/Hicks)**
That the report be received for information.
The resolution was carried unanimously.

7.3 **Transfer of Crown land - Reclassification of Lots to Operational land**
PLA065/19 **RESOLVED (Harrison/Noveska)**
That the report be received for information.
The resolution was carried unanimously.

8. SUPPLEMENTARY REPORTS

8.1 **Site Inspection - 446-2018, 507-2018, 505-2018, and 549-2019 - 6, 9, 10, and 14 Ferdinand Lane, Jerrabomberra - Various Commercial Tenancies**
PLA066/19 **RESOLVED (Harrison/Brown)**
That the report be received for information.
The resolution was carried unanimously.

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

There were no items on the Agenda to be dealt with in Closed Session.

10. CONCLUSION OF THE MEETING

The time being 7.10pm Cr Overall announced that the Agenda for the meeting had now been completed.

**CR TIM OVERALL
MAYOR
CHAIRPERSON**

5. ITEM DISCLOSURES OF INTERESTS 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.

9.1 Greenways s.355 Committee Meetings Minutes (Ref: ; Author:
Tegart/Ferguson)



Summary:

The Greenways s.355 Committee has submitted for Council's information the minutes of its meetings held on 26 March and 11 June 2019.

Recommendation

That Council note the minutes of Greenways s.355 Committee's meetings held on 26 March and 11 June 2019.

Attachments

- Attachment 1  Greenways s.355 Committee meeting minutes 26 March 2019 (*Under Separate Cover*)
- Attachment 2  Greenways s.355 Committee meeting minutes 11 June 2019 (*Under Separate Cover*)

9.2 Les Reardon Reserve s.355 Committee Meetings Minutes (Ref: ; Author:
Tegart/Ferguson)

Summary:




The Les Reardon Reserve s.355 Committee has submitted for Council's information the minutes of its meetings held on 21 March and 5 June 2019.

Recommendation

That Council:

1. Note the minutes of Les Reardon Reserve s.355 Committee meeting held on 21 March 2019.
 2. Note the draft minutes of the Les Reardon Reserve s.355 Committee meeting held on 5 June 2019.
 3. Note the financial statements presented to the meeting on 5 June 2019.
 4. Endorse Steve Walker as the Les Reardon Reserve Hall Bookings Officer.
-

Attachments

- Attachment 1  Les Reardon Reserve s.355 Committee meeting minutes 21 March 2019
(Under Separate Cover)
- Attachment 2  Les Reardon Reserve s.355 Committee meeting draft minutes 5 June
2019 (Under Separate Cover)
- Attachment 3  Les Reardon Reserve s.355 Committee financial statements 5 June 2019
(Under Separate Cover)

9.3 Wamboin Locality Committee Meeting Minutes 1 April 2019 (Ref: ; Author:
Tegart/Ferguson)



Summary:

The minutes of the meeting of the Wamboin Locality Committee held on 1 April 2019, together with the Terms of Reference, are attached for Council's information. The minutes of the member Committees' meetings are available upon request.

Recommendation

That Council note the minutes and Terms of Reference of the inaugural Wamboin Locality Committee meeting held on 1 April 2019.

Attachments

- Attachment 1  Wamboin Locality Committee meeting 1 April 2019 (*Under Separate Cover*)
- Attachment 2  Wamboin Locality Committee - Terms of Reference (*Under Separate Cover*)

9.4 Burra Locality Committee Meeting Minutes 9 April 2019 (Ref: ; Author:
Tegart/Ferguson)

Summary:


The minutes of the meeting of the Burra Locality Committee held on 9 April 2019 are attached for Council's information.

Recommendation

That Council:

1. Note the minutes of Burra Locality Committee meeting held on 9 April 2019.
 2. Consider the following recommendation BURLC02/2019 from the meeting:
"That Council be asked to follow up the commitment for a slip lane at Old Cooma Road and Googong Road."
-

Attachments

Attachment 1  Burra Locality Committee meeting minutes 9 April 2019 (*Under Separate Cover*)

9.5 Report of the Access Committee (Ref: ; Author: Richards/Hansen)





Summary:

The Access Committee has submitted the minutes and associated documents from the meeting held on 10 May 2019 for Council's information and consideration.

Recommendation

That Council note the minutes of the Access Committee held on Friday 10 May 2019.

Attachments

- Attachment 1  Access Committee Minutes 10 May 2019 (*Under Separate Cover*)
- Attachment 2  Accessibility article (*Under Separate Cover*)
- Attachment 3  First Peoples Disability Network (*Under Separate Cover*)
- Attachment 4  Glenn Innes Severn Council paper (*Under Separate Cover*)

10.1 DA 446-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 6 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Rousell)

Summary

Reason for Referral to Council

Development Application 446-2018 was referred to the Planning and Strategy Committee Meeting on the 12 of June 2019. This application was referred to Council due to the number of submissions received during the notification period.

Council resolved to defer consideration of the application to give the applicant an opportunity to revise the unacceptable pylon sign associated with the development. Council's resolution included guidance as to what Council may consider suitable.

Following the meeting the applicant has submitted a revised design for the sign. As a result, this report has been prepared for Council to review the amended pylon sign design and reconsider the recommendation from staff.

Please note that this report looks specifically at the revised pylon sign design. It should be read in conjunction with the report to 12 June 2019 which is still relevant, other than those aspects relating to the pylon sign. For the information of Councillors, that previous report is provided in Attachment 1.

Proposal:	Takeaway Food and Drink Premises
Applicant/Owner:	KDC Pty Limited/Poplars Development Pty Ltd
Subject Property:	Proposed Lot 2 DP 1246134, No. 6 Ferdinand Lane (Lodged under Lot 2 DP 1243031, No. 31 Tompsitt Drive), Jerrabomberra
Zoning and Permissibility:	B1 Neighbourhood Centre under Queanbeyan Local Environmental Plan (Poplars) 2013
Public Submissions:	Twenty Four (Submitted Against DA 446-2018).
Issues Discussed:	Revised Design for Pylon Sign Opening Hours/Waste Collection Hours
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made

Recommendation

That:

- 1. The CEO be granted delegated authority to determine development application 446-2018 for a takeaway food and drink premises on proposed Lot 2 DP 1246134, No.6 Ferdinand Lane Jerrabomberra, subject to formal creation of the title for the proposed allotment.**
 - 2. Those persons who lodged a submission(s) on the application be advised in writing of the determination of the application.**
-

10.1 DA 446-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 6 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Rousell) (Continued)

Background

Development Application 446-2018 was considered at the Planning and Strategy Meeting held on Wednesday 12 June 2019. The application sought approval for a takeaway food and drink premises and associated signage at the newly created *Poplars Marketplace* subdivision. The associated signage included a 9m high pylon sign located in the south west corner of the lot facing Tomsitt Drive. The resolution of Council was that:

1. *Council advise the applicant for DA 446-2018 that it does not support the inclusion of a free-standing 9.0m high pylon sign on the Tomsitt Drive boundary of the proposal as the sign, which is located on the main entry point to an established, low density, suburban residential area is considered:*
 - *To be inconsistent with the existing and desired future character of the area or locality in which it is proposed to be located; and*
 - *To detract from the amenity and visual quality of the nearby residential area.*
 - *To protrude above buildings, structures and tree canopies in the area.*
 - *To detract from the amenity of residences in the local area as it is illuminated during all night-time hours.*
2. *DA 446-2018 be deferred to allow discussion between staff and the applicant on the submission of amended application and plans showing:*
 - (a) *EITHER*
 - A maximum 6m high free-standing pylon sign with an advertising area no greater than 8m² located on the Ferdinand Lane frontage of the property.*
 - OR*
 - The incorporation of a higher sign element either flush with or integrated into the building design, such element to be no higher than 9.0m.*
 - (b) *Hours of operation including loading and waste removal.*
3. *Once the abovementioned amendments have been received, the application be bought back to Council for consideration.*

Amendment to Proposed Development

As a result of the above resolution, the applicant submitted amended plans for consideration. The amended plans (Figure 1) show a 6.0m high pylon sign with an advertising area of 7.48m² located on the south west boundary of the lot facing Tomsitt Drive (shown in Figure 2 below). It is noted that the resolution states that the sign should be located on Ferdinand Lane. The applicant has requested that the sign be located on Tomsitt Drive at the site of the previous 9.0m sign.

10.1 DA 446-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 6 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Rousell) (Continued)

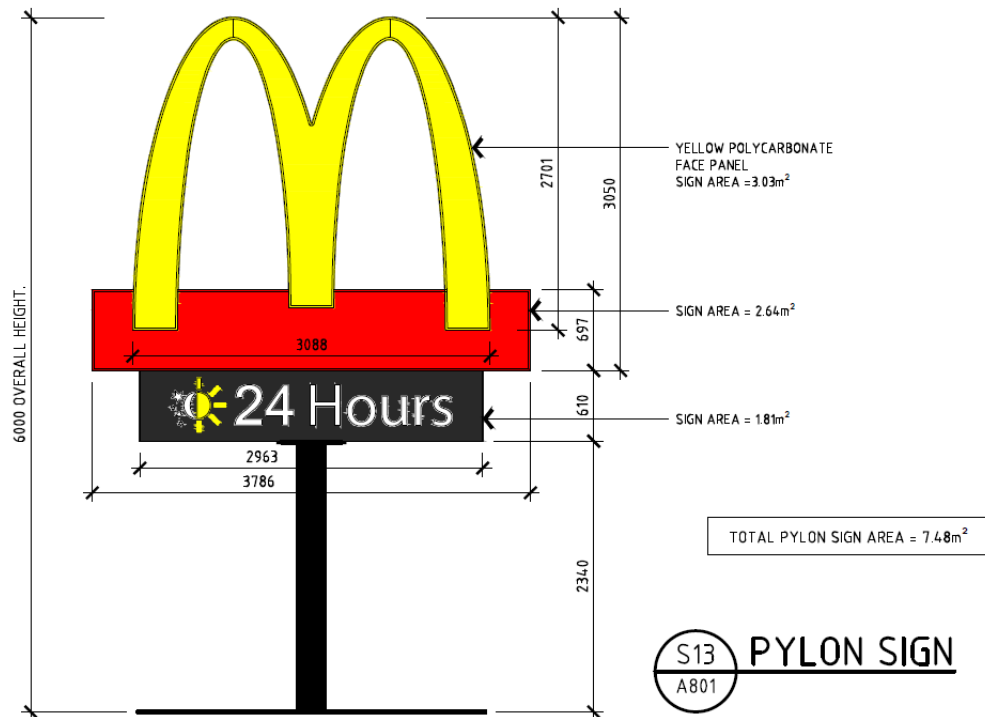


Figure 1 – Amended Pylon Sign Design (Source: Richmond and Ross Pty Limited)

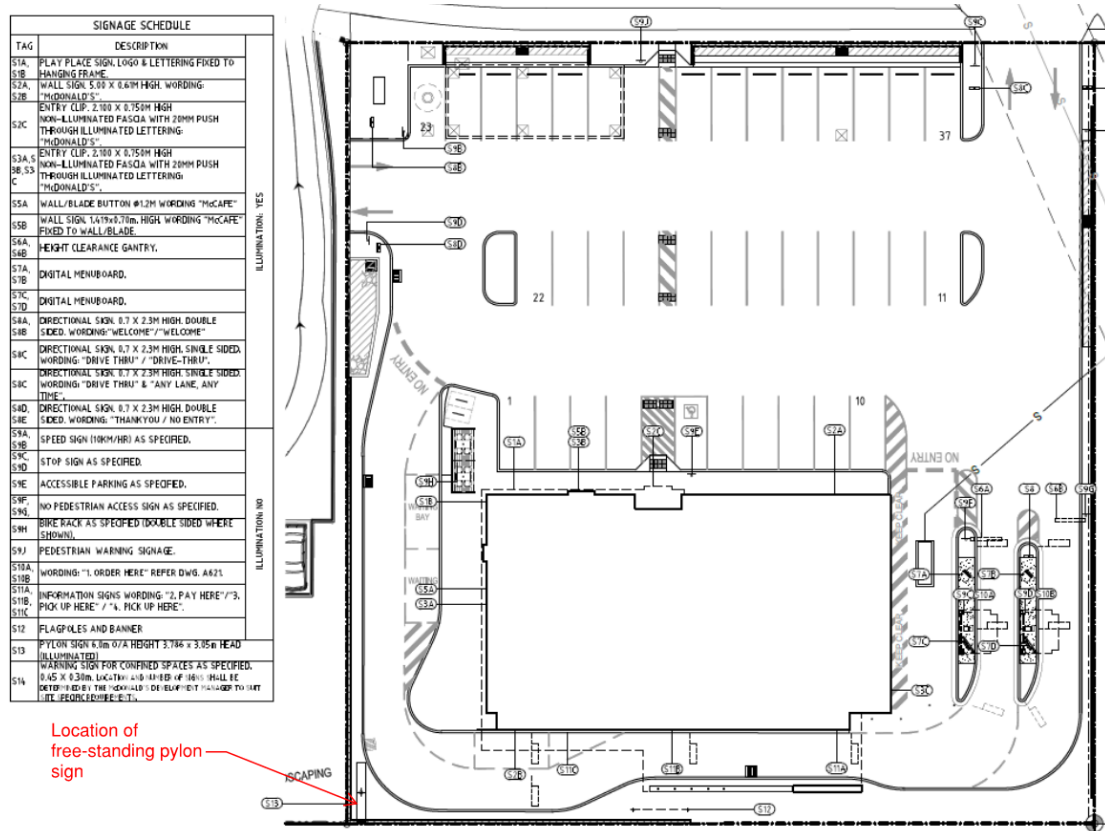


Figure 2 – Location of Pylon Sign (Source: Richmond and Ross Pty Limited)

10.1 DA 446-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 6 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Rousell) (Continued)

Planning Requirements

Assessment of the application on the whole has been undertaken in accordance with Section 4.15 of the *Environmental Planning and Assessment Act (EP&AA) 1979*, as amended. The matters that are of relevance under Section 4.15 were summarised in the attached *Section 4.15 Table – Matters for Consideration* for DA 446-2018.

Assessment of the amended sign design has been undertaken in accordance with Section 4.15(1) of the *EPAA*. The matters that are of relevance under Section 4.15(1) are contained in this report.

The following planning instruments have been considered in the planning assessment of the amended sign design:

1. State Environmental Planning Policy No 64 – Advertising and Signage
2. Queanbeyan Local Environmental Plan (Poplars) 2013 (LEP).
3. South Jerrabomberra Development Control Plan 2015 (DCP)

The development generally satisfies the requirements and achieves the objectives of these planning instruments. The significant issue relating to the proposal for the Council's consideration is the revised 6.0m high free-standing pylon sign.

(a) *State Environmental Planning Policy No 64 – Advertising and Signage*

The revised 6.0m high free-standing pylon sign is considered to be consistent with the aims and objectives of SEPP 64. Specifically, the proposed sign is considered to be compatible with the desired amenity of the area being a small scale commercial precinct.

The revised pylon sign has been assessed against Schedule 1 Assessment Criteria within SEPP 64 and is considered suitable for approval. The specific criteria more relevant to the sign includes character of the area, views and vistas, and illumination. As mentioned above, the revised sign is considered to be consistent with the existing and desired future character of the area. The subject site is located within a newly created commercial precinct adjacent to residential development. The height of the sign negates impacts to the residential development whilst maintaining compatibility with the commercial area.

It is considered that the revised pylon sign will not obscure important views or dominate the skyline. It is noted that a portion of the Jerrabomberra locality is elevated above the ground level of the subject site and therefore there is potential for signage to obscure views. The revised pylon sign has a total height of 6.0m compared to the total height of the McDonalds building being 7.3m. As such, it is considered that views of the sign will be obscured dramatically or completely by the McDonalds building and therefore will not compromise any views. Additionally, the sign will not dominate the skyline as it will not protrude above the proposed McDonalds building.

The pylon sign is proposed to be illuminated. It is considered that the illumination will not result in unacceptable glare, will not detract from nearby development (both commercial and residential) and will not affect safety for pedestrians, aircraft or vehicles. A condition of consent has been imposed requiring all illumination to comply with the relevant Australian Standard. Additionally, given the height of the sign and the proposed McDonalds building, views of the sign will be obscured and are unlikely to affect the amenity of the nearby residential development.

10.1 DA 446-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 6 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Rousell) (Continued)

(b) Compliance with LEP

The proposed development is consistent with the aims of the QLEP (Poplars) 2013 and satisfies the relevant development standards (refer to *Section 4.15 Table – Matters for Consideration* for detailed assessment). The proposed development has not changed from Council's consideration at the 12 June Planning and Strategy Meeting except for the revised height of the free-standing pylon sign.

(c) Compliance with DCP

South Jerrabomberra Development Control Plan 2015

Part 9 Signage

The revised pylon sign is consistent with the assessment criteria within Schedule 1 of SEPP 64 and the requirements of the SJDCP 2015. It is considered that the revised pylon sign is consistent with the objectives of Part 9 of the SJDCP 2015. Specifically, the reduced height from 9.0m to 6.0m ensures that the proposed pylon sign does not detract from the streetscape and open space of the locality, and reduces the visual clutter when viewed from Tomsitt Drive.

Applicant's Comments - The reduction in height of the free-standing pylon sign from 9.0m to 6.0m means that the pylon sign will now sit below the maximum height of the proposed building (7.3m). As a result of this, when viewed by the surrounding elevated residential development, the sign will be either significantly or completely obscured, or blending within the backdrop of the building. Furthermore, the free-standing pylon sign is an essential part of the store and the site design to ensure appropriate visual recognition is provided to potential oncoming patrons.

Assessing Officers Comments - The proposed development application does not differ from what was considered by Council at the Planning and Strategy Meeting held on 12 June 2019 except for the pylon sign. The original pylon sign was proposed to be 9.0m high with an advertising head of 11.24m². The revised pylon sign has a height of 6.0m with an advertising head of 7.48m². The proposed signage has been assessed against the relevant legislation including SEPP 64, the QLEP (Poplars) 2013 and the SJDCP 2015, and is considered suitable for approval in its current state.

As discussed above, the revised pylon sign has a total height that is 1.3m lower than the proposed McDonalds building and an advertising area reduced by approximately 33%, therefore mitigating any adverse impacts on nearby residential development in regards to amenity and illumination. It is noted that the resolution of the Planning and Strategy Meeting of 12 June 2019 recommended that the pylon sign be placed on the property boundary facing Ferdinand Lane. Notwithstanding this suggestion the revised pylon sign located in the south west corner of the site facing Tomsitt Drive is considered suitable for the reasons discussed above.

Engagement

Notification requirements are specified in the Queanbeyan DCP 2012. Amendments do not require re-notification if the amendments are minor, or will result in no additional impacts. The amendments to the proposal will actually reduce the impacts of the development. As such it was considered that the revised pylon sign did not require re-notification. Issues raised during the notification period of the development application were addressed in the previous Council report.

10.1 DA 446-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 6 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Rousell) (Continued)

Operating Hours

The McDonalds premises is proposed to be open to the public 7 days per week, 24 hours per day. When this issue was discussed with the applicant they advised that these opening hours were critical to the operating model of the franchise and that changing these hours would not be supported. The applicant confirmed that while other commercial premises at Jerrabomberra did not operate 24 hours, this store would be serving a much broader region than just Jerrabomberra. The applicant has provided sufficient evidence that impacts from the 24 hour operation will be minimal when conditioned. There is insufficient evidence to warrant refusal on the grounds of 24 hour operation.

In relation to collection hours for waste the applicant has agreed to align their operations with other businesses in the area.








Conclusion

The submitted proposal for a takeaway food and drink premises on proposed Lot 2 DP 1246134, No.6 Ferdinand Lane is a local development and is supported by a Statement of Environmental Effects.

The proposal has been assessed under Section 4.15 *Environmental Planning & Assessment Act 1979* including the relevant provisions of *Queanbeyan Local Environmental Plan 2012* and South Jerrabomberra Development Control Plan 2015.

The development satisfies the requirements and achieves the objectives of these instruments. The proposed development is considered suitable for the site, is compatible with the neighbourhood and can be conditioned to mitigate any potential impacts.

Attachments

- Attachment 1  DA 446-2018 - Revised Pylon Sign Plan - 6 Ferdinand Lane (*Under Separate Cover*)
- Attachment 2  DA 446-2018 - Copy of Report to Council - 12 June 2019 - 6 Ferdinand Lane (*Under Separate Cover*)
- Attachment 3  DA 446-2018 - Section 4.15 Matters for Consideration - 6 Ferdinand Lane (*Under Separate Cover*)
- Attachment 4  DA 446-2018 - Architectural Plans - 6 Ferdinand Lane (*Under Separate Cover*)
- Attachment 5  DA 446-2018 - Submissions Part 1 - 6 Ferdinand Lane (*Under Separate Cover*)
- Attachment 6  DA 446-2018 - Submissions Part 2 - 6 Ferdinand Lane (*Under Separate Cover*)
- Attachment 7  DA 446-2018 - Draft Conditions of Consent (*Under Separate Cover*)

10.2 DA 505-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 10 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Glouftsis)

Summary

Reason for Referral to Council

Development Application 505-2018 was referred to the Planning and Strategy Committee Meeting on the 12 of June 2019. This application was referred to Council due to the number of submissions received during the notification period.

Council resolved to defer consideration of the application to give the applicant an opportunity to revise the unacceptable pylon sign associated with the development. Council's resolution included guidance as to what Council may consider suitable.

Following the meeting, the applicant has submitted a revised design for the sign. As a result, this report has been prepared for Council to review the amended pylon sign design and reconsider the recommendation from staff.

Please note that this report looks specifically at the revised pylon sign design. It should be read in conjunction with the report to 12 June 2019 which is still relevant, other than those aspects relating to the pylon sign. For the information of Councillors, that previous report is provided in Attachment 1.

Proposal:	Revised Design of Pylon Sign associated with a Takeaway Food and Drink Premises (KFC Restaurant).
Applicant/Owner:	Purdon Planning Pty Limited/ Poplars Developments Pty Ltd.
Subject Property:	Proposed Lot 3 DP 1246134, No. 10 Ferdinand Lane, (Lodged under Lot 2 DP 1243031, No 31 Tomsitt Drive) Jerrabomberra.
Zoning and Permissibility:	B1 Neighbourhood Centre under Queanbeyan Local Environmental Plan (Poplars) 2013. Permissible with consent within the zone.
Public Submissions:	Thirteen (Submitted Against DA 505-2018).
Issues Discussed:	Revised Design for Pylon Signage.
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made.

Recommendation

That:

- 1. The CEO be granted delegated authority to determine development application 505-2018 for a takeaway food and drink premises on proposed Lot 3 DP 1246134, No.10 Ferdinand Lane Jerrabomberra, subject to formal creation of the title for the proposed allotment.**
 - 2. Those persons who lodged a submission(s) on the application be advised in writing of the determination of the application.**
-

10.2 DA 505-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 10 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Glouftsis) (Continued)

Background

Development Application 505-2018 for a Takeaway Food and Drink Premises and Associated Signage (KFC Restaurant) was considered at the Planning and Strategy Committee Meeting of 12 of June 2019. The associated signage included an 8.5m high pylon sign located in the south west corner of the lot facing Tomsitt Drive. The resolution of Council was that:

1. *Council advise the applicant for DA 505-2018 that it does not support the inclusion of a free standing 8.5m high pylon sign on the Tomsitt Drive boundary of the proposal as the sign, which is located on the main entry point to an established, low density, suburban residential area is considered:*
 - *To be inconsistent with the existing and desired future character of the area or locality in which it is proposed to be located; and*
 - *To detract from the amenity and visual quality of the nearby residential area.*
 - *To protrude above buildings, structures and tree canopies in the area.*
2. *That DA 505-2018 be deferred to allow discussion between staff and the applicant on the submission of amended application and plans showing:*

(a) EITHER

A maximum 6m high free-standing pylon sign with an advertising area no greater than 8m² located on the Ferdinand Lane frontage of the property.

OR

The incorporation of a higher sign element either flush with or integrated into the building design, such element to be no higher than 9.0m.

(b) Hours of operation including loading and waste removal.

3. *That once the abovementioned amendments have been received, the application be bought back to Council for consideration.*

Amendment to Proposed Development

The applicant has submitted a revised pylon sign design. The revised pylon sign has a maximum height of 6m and a total area of 4.5m². It is positioned in the same location on the subject site, facing Tomsitt Drive, as proposed previously. The resolution from Council states that the pylon sign should not have a height greater than 6m or an area greater than 8m².

The revised design meets both of these requirements. However, despite the resolution, the applicant has requested for the sign face Tomsitt Drive. It is considered that the location of the sign is not inconsistent with any legislative or policy requirements as assessed and considered under Section 4.15 of the *Environmental Planning and Assessment Act 1979*.

Additionally, it is considered that placing the sign on the Ferdinand Lane frontage will open the opportunity for the applicant to propose further signage facing Tomsitt Drive under Exempt Development or a Complying Development Certificate. This will result in more signage and further impacts on amenity and important views and vistas through additional clutter.

An image of the amended site plan is provided in Figure 1 below. An image of the original proposed pylon sign and the redesigned pylon sign are provided in figure 2 below.

10.2 DA 505-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 10 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Glouftsis) (Continued)

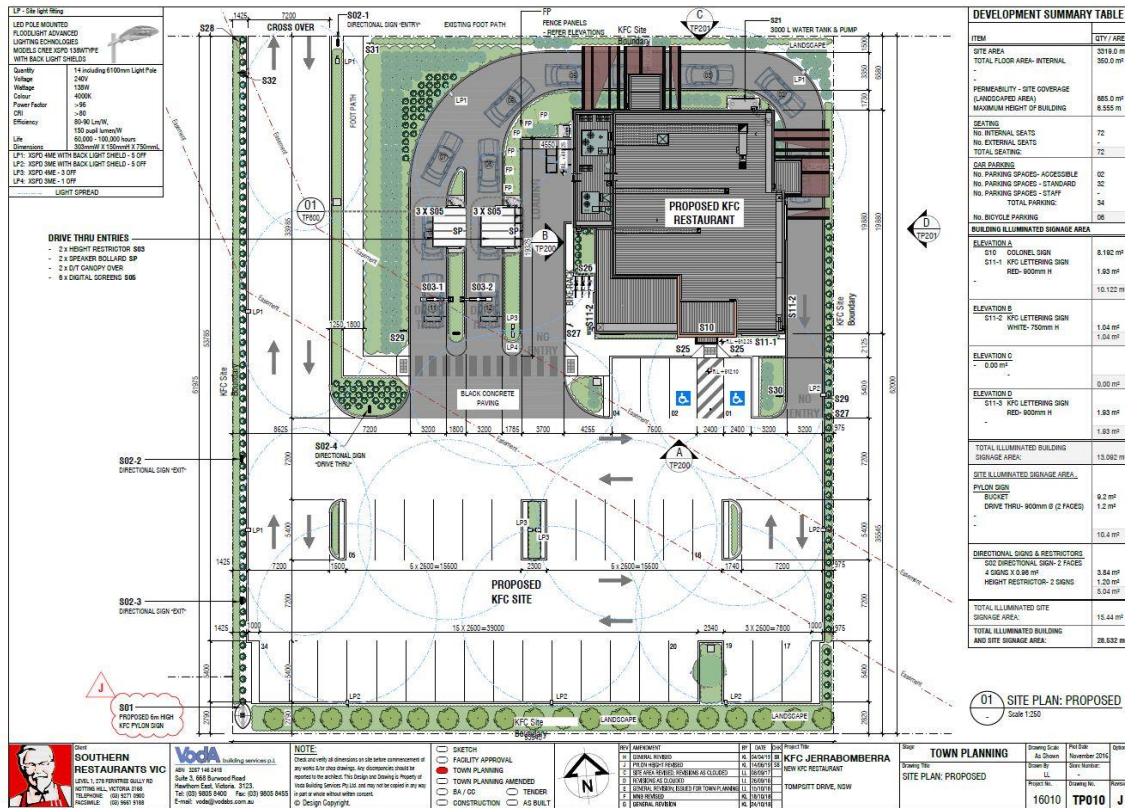


Figure 1: Site Plan Showing Location of Pylon Sign (Voda Building Services)

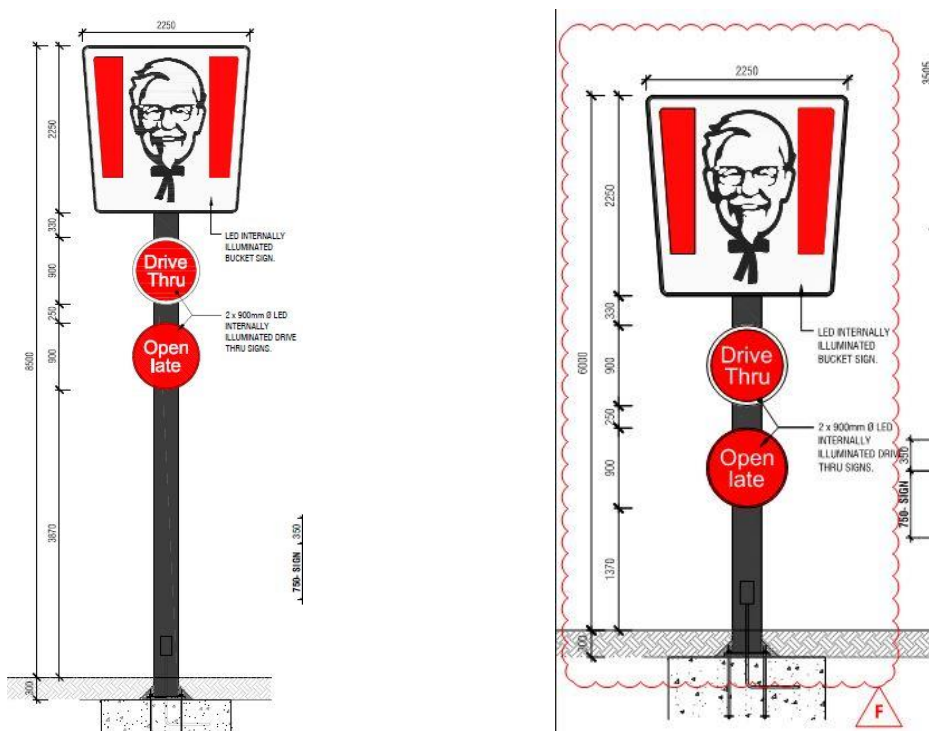


Figure 2: Original and Revised Pylon Sign (Voda Building Services)

10.2 DA 505-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 10 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Glouftsis) (Continued)

Planning Requirements

Assessment of the application on the whole has been undertaken in accordance with Section 4.15 of the *Environmental Planning and Assessment Act (EP&AA) 1979*, as amended. The matters that are of relevance under Section 4.15 were summarised in the attached *Section 4.15 Table – Matters for Consideration* for DA 505-2018.

Assessment of the amended sign design has been undertaken in accordance with Section 4.15(1) of the *EPAA*. The matters that are of relevance under Section 4.15(1) are contained in this report.

The following planning instruments have been considered in the planning assessment of the subject development application and in regards to the revised design of the pylon sign:

1. State Environmental Planning Policy No. 64 Advertising & Signage
2. Queanbeyan Local Environmental Plan (Poplars) 2013 (QLEP Poplars)
3. South Jerrabomberra Development Control Plan (SJDGP)
4. Queanbeyan Development Control Plan 2012 (QDCP 2012)

The development generally satisfies the requirements and achieves the objectives of these planning instruments. The significant issues relating to the proposal for the Council's consideration is the revised design of the pylon sign as assessed below:

(a) *State Environmental Planning Policy No. 64 – Advertising and Signage (SEPP 64)*

The proposed pylon sign is considered a business identification signage. The revised design is 6m in total height and has an area of 4.8m². The original proposed pylon sign had a total height of 8.5m and a similar advertising area.

The proposed pylon sign will be internally illuminated, however, it will not flash, move or be animated. A condition of consent for DA 505-2018 states that signage must comply with the Australian Standard for control of the obtrusive effects of outdoor lighting.

The revised design has also been considered against the assessment criteria within Schedule 1 of SEPP 64 as follows:

1. *Character of the area*
2. *Special areas*
3. *Views and vistas*
4. *Streetscape, setting or landscape*
5. *Site and Building*
6. *Associated devices and logos with advertisements and advertising structures.*
7. *Illumination*
8. *Safety*

The initial SEPP 64 assessment provided in the Section 4.15 Table for DA 505-2018 deemed that the original 8.5m pylon sign met the schedule 1 criteria. The revised sign with a total height of 6m reduces the impact of the pylon sign in regards to protecting the character of the area and reducing impacts on views and vistas. The assessment against all other criteria are considered consistent with the initial assessment provided with the documentation at the Planning and Strategy Committee Meeting of 12 of June

10.2 DA 505-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 10 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Glouftsis) (Continued)

2019. The proposed pylon sign is lower in height than both the proposed building and the adjoining proposed takeaway food and drink premises which is close by.

(b) Compliance with LEP

The revised pylon sign design does not impact the compliance of the development with the QLEP (Poplars) 2013. The revised pylon sign has a total height of 6m and is within the designated height limit under the LEP. **(c) Compliance with DCP**

South Jerrabomberra Development Control Plan 2015*Part 9 Signage*

The proposed development application does not differ from what was considered by Council at the Planning and Strategy Meeting held on 12 June 2019 except for the pylon sign. The original pylon sign was proposed to be 8.5m high with an advertising head of 4.5m². The revised pylon sign has a height of 6.0m with a similar sized advertising head. The proposed signage has been assessed against the relevant legislation including SEPP 64, the QLEP (Poplars) 2013 and the SJDCP 2015, and is considered suitable for approval in its current state.

As discussed above, the revised pylon sign has a total height that is 0.55m lower than the proposed KFC building on the same site and 1.3m lower than the much closer McDonalds building on the adjoining lot. As such, it is considered that views of the sign will be obscured dramatically or completely by the KFC and adjoin McDonalds building when viewed from a distance and therefore will not compromise any views. Additionally, the sign will not dominate the skyline as it will not protrude above the surrounding buildings. This will mitigate any adverse impacts on nearby residential development in regards to amenity and illumination.

It is noted that the resolution of the Planning and Strategy Meeting of 12 June 2019 recommended that the pylon sign be placed on the property boundary facing Ferdinand Lane. Notwithstanding this suggestion the revised pylon sign located in the south west corner of the site facing Tompsitt Drive is considered suitable for the reasons discussed above. The revised pylon design is consistent with the aims and objectives of the Queanbeyan and South Jerrabomberra Development Control Plan.

Engagement

Notification requirements are specified in the Queanbeyan DCP 2012. Amendments do not require re-notification if the amendments are minor, or will result in no additional impacts. The amendments to the proposal will actually reduce the impacts of the development. As such it was considered that the revised pylon sign did not require re-notification. Issues raised during the notification period of the development application were addressed in the previous Council report.

Collection Hours for Waste Disposal

The application will be conditioned to ensure waste collection hours are consistent with other commercial premises in the Poplars Marketplace.

Conclusion

The submitted proposal for a Takeaway Food and Drink Premises & Associated Signage (KFC Restaurant) on proposed Lot 3 DP 1246134, 10 Ferdinand Lane Jerrabomberra, was supported by a Statement of Environmental Effects. The proposal was notified to adjoining owner/occupiers and a total of 13 submissions were received. A response to submissions

10.2 DA 505-2018 - Takeaway Food and Drink Premises - Including Revised Pylon Sign Design - 10 Ferdinand Lane, Jerrabomberra (Ref: ; Author: Thompson/Glouftsis) (Continued)

was provided within the report put to Council on the 12 of June 2019. All issues are deemed to have been addressed or are able to be mitigated through the imposition of relevant conditions of consent. The amended design of the pylon design has further sought to address issues raised by Council and submissions.

The original proposal (DA 505-2018) and the revised pylon sign design submitted by the applicant has been assessed under Section 4.15 of the *Environmental Planning & Assessment Act 1979*, including the relevant provisions of the *Queanbeyan Local Environmental Plan (Poplars) 2013*, the *Queanbeyan Development Control Plan 2012* and the *South Jerrabomberra Development Control Plan*. It is considered that the revised design of the pylon sign satisfies the requirements and achieves the objectives of these instruments. The proposed development is considered satisfactory for approval subject to the recommended conditions of consent.

Attachments

- Attachment 1  DA 505-2018 - Revised Signage Plan - KFC Pylon Sign - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 2  DA 505-2018 - Revised Site Plan - KFC Pylon Sign - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 3  DA 505-2018 - Report to Council - 12 June 2019 - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 4  DA 505-2018 - Section 4.15 Matters for Consideration - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 5  DA 505-2018 - Architectural Plans - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 6  DA 505-2018 - Submissions - 10 Ferdinand Lane *(Under Separate Cover)*
- Attachment 7  DA505-2018 - Draft Conditions of Consent - 10 Ferdinand Lane *(Under Separate Cover)*

10.3 Draft Bungendore Structure Plan 2018-2048 (Ref: ; Author:
Thompson/Jansen)

Summary

The purpose of this report is to provide an update on the review of the 2010 Bungendore Structure Plan, the considerable work which feeds into it and to recommend the next steps in finalising it.

Recommendation

That Council:

- 1. Endorse the draft Bungendore Structure Plan 2018 - 2048 for the purpose of public exhibition.**
 - 2. Make it clear during the public exhibition period that the medium and high growth scenarios will depend on the NSW Government's decision on Council's application for an increased water allocation.**
 - 3. Adopt the recommendations with regard to the rezoning requests as set out in the draft document.**
-

Background

The purpose of this report is to provide an update on the review of the 2010 Bungendore Structure Plan and to recommend the next steps in finalising it.

The Bungendore Land Use Strategy and Structure Plan was adopted by Council on 5 August 2010 and endorsed by the Director-General of the NSW Department of Planning on 30 November 2010.

Since the completion of the 2010 Bungendore Structure Plan, further work has occurred. This has included the following:

- 1) Notification of the *Palerang Local Environmental Plan 2014*.
- 2) Preparation of a draft comprehensive local environmental plan (*Queanbeyan-Palerang Local Environmental Plan*) to bring together the local environmental plans covering the former Palerang and Queanbeyan local government areas as a result of the amalgamation of these areas in May 2016.
- 3) The *Palerang Development Control Plan 2015* (PDCP) has been drafted, exhibited and approved by Council.
- 4) Completion of the Bungendore Floodplain Risk Management Study and Plan (flood study) and undertaking the first stage of its recommended actions.
- 5) An Integrated Water Cycle Management Strategy was prepared, exhibited and adopted by Council on 27 February 2019, required to establish if further water sources or allocations may be available.
- 6) Completion of a Sportsfield Provision Report and its adoption by Council as well the completion on preliminary work and the commencement of detailed designs and acquisition of land for the Bungendore Sports Hub.
- 7) A Gateway determination has been given for approximately three hundred residential lots on the northern side of Bungendore (i.e. North Elmslea planning proposal) and considerable work has been undertaken and completed on its background studies.

**10.3 Draft Bungendore Structure Plan 2018-2048 (Ref: ; Author: Thompson/Jansen)
(Continued)**

- 8) A planning proposal has been received for approximately 750 residential lots and a high school on the eastern side of Bungendore, although at this time there is no Gateway determination for this proposal.
- 9) A planning proposal has progressed for the proposed Abbeyfield housing site in Majara St
- 10) Numerous requests for the rezoning of land have been received.
- 11) Stage one of an Aboriginal cultural heritage map and a revised native vegetation map have been prepared. Both require ongoing work such as the inclusion of the grassland areas surrounding Bungendore in the native vegetation map.
- 12) Preparation of a revised bushfire map.
- 13) Preparation of an Integrated Transport Strategy including actions affecting Bungendore.
- 14) Preparation of flood risk and stormwater management plans.
- 15) Development and implementation of a street upgrade plan in Bungendore.
- 16) Participation of staff in and the completion of the *South East and Tablelands Regional Plan 2036* which includes strategies across all environments and neighbourhood planning principles.

In particular, background work in preparing the draft Structure Plan considered the 2010 Structure Plan including its "Vision", as well as the relevant provisions of *Palerang Development Control Plan 2015*. Work undertaken by the Land Use Planning staff included:

- 1) Preparation of a technical paper.
- 2) Development of character statements for Bungendore which were subsequently included in the *Palerang Development Control Plan 2015*.
- 3) Commercial and industrial zone audits.
- 4) Analysis of existing and potential for future dwelling potential.
- 5) Analysis of CBD pedestrian access.
- 6) Preparation, exhibition and adoption of the Bungendore Heritage Study.
- 7) Development of six versions of a draft Structure Plan including a high growth version used for consultation with Government agencies.

In addition, the following have occurred:

- 1) The State Government has made a commitment that a high school will be located in Bungendore. This commitment means that a high school will be built regardless of the growth scenario.
- 2) Work on a new Ambulance Station for Bungendore commenced in January 2019 and work on it is well progressed at this time.
- 3) A new supermarket has opened in Malbon Street and the supermarket in Gibraltar Street has closed.
- 4) Residential development around the light industrial area has increased.
- 5) Land in the south Bungendore area has been subdivided for residential lots and numerous dwellings including townhouses have been erected.

A number of workshops have been held with Councillors during 2018 and 2019 including in May, July and September 2018.

A report was also presented to Council on 24 October 2018 to provide an overview of the proposed government agency consultation process. At that meeting Council resolved that

**10.3 Draft Bungendore Structure Plan 2018-2048 (Ref: ; Author: Thompson/Jansen)
(Continued)**

consultation on the draft Structure Plan be undertaken with government agencies and utility organisations and that a further report be brought back to Council detailing the outcomes of submissions from those agencies (Minute No. 359/18).

A further workshop was held on 3 April 2019 to update Councillors on the Government Agency consultation and delayed feedback received up to this date. Information reports to provide updates were included in the agenda for the Council meeting of 27 February and 22 May 2019.

Details of Government agency consultation are provided in Attachment 1.

A copy of the revised draft Bungendore Structure Plan proposed for exhibition will be provided to Councillors under separate cover. Provision of copies of the Draft plan will be embargoed until Council has endorsed the document for exhibition.

The Role of Water and Growth Scenarios

The availability of water is critical to the growth of Bungendore. Under the 2010 Bungendore Structure Plan, the current allocation only provided for infill growth or the steady state option as proposed in the draft Structure Plan.

Potable water in Bungendore is sourced from a number of groundwater bores situated around town. Water bores are licensed from Water NSW. To expand the town beyond the existing township boundaries, Council and state agencies would have to be satisfied that additional groundwater can be made available. Consultation in regard to the issue of water supply is managed via the Integrated Water Cycle Management Strategy (IWCMS) process.

The IWCMS was adopted by Council on 27 February 2019. This strategy covers a 30 year time frame and will be reviewed every 4 years. The IWMS predicts a high growth scenario with a projected population of just under 12,000 people within a 30 year timeframe based on previous population growth. Additional water entitlements are required to be granted - Council has made application to Water NSW in late 2017 and at this stage this has not been determined. This would provide for the draft Structure Plan's high growth scenario.

The IWCMS estimates that the Bungendore water supply extraction will exceed its licensed entitlements in a dry year by 2020, if greenfield developments were to proceed. It further states that if greenfield developments were to proceed, the total Bungendore Water Treatment Plant capacity will be exceeded around 2025 and the reservoir capacity will need to be reviewed.

This means the water allocation will impact on the growth scenarios of the draft Structure Plan and some of the growth scenarios may be unattainable if an additional water allocation is not granted.

Implications***Legal***

Although there is no statutory requirement to review the 2010 Bungendore Structure Plan, it is generally good practice to review policy documents every 5 to 10 years. Part of the process will also involve seeking the NSW Department of Planning, Industry and Environment (DPIE) endorsement of the draft Structure Plan. Notwithstanding the above, the Department has also provided previous advice that it awaits the outcome of the Structure Plan before progressing any further Gateway determinations for Bungendore.

**10.3 Draft Bungendore Structure Plan 2018-2048 (Ref: ; Author: Thompson/Jansen)
(Continued)**

Policy

The draft Structure Plan takes into account the actions taken by Council and other matters referred to above since the adoption of the original Bungendore Structure Plan in 2010 and will feed into future Council policy documents such as the local strategic planning strategy.

In particular the draft Structure Plan makes a number of recommendations in regard to the future review of a range of policy documents. These include that Council:

- 1) Regularly review its development contributions plans.
- 2) Determine the rezoning requests where these are supported by the Strategy and where a formal enquiry has been lodged with supporting information and the required fees.
- 3) Encourage the development of multi-dwelling housing in the R1 General Residential landuse zone using the LEP provision that allows a reduction of lot size provided the subdivision and dwelling applications are jointly submitted.
- 4) Consider the analysis of the laneways and infill development and development of a policy and any associated strategies for the laneways.
- 5) Review the PDCP including assessment whether specific controls for precincts 5-10 are required and review DCP requirements for open space.
- 6) Investigate establishing a new industrial area away from residential and commercial land use zones. The industrial area would cater for general industrial landuses including a freight centre, possibly a depot and greenwaste facility.

These will be considered in the context of staff resources and other competing projects / actions.

Environmental

The review of the 2010 Bungendore Structure Plan has taken into consideration environmental issues such as biodiversity, flooding, bushfire hazards, heritage as well as water supply.

Sustainability

One of the purposes of updating the 2010 Bungendore Structure Plan is to ensure that a framework exists for the growth of Bungendore into the future taking into account constraints and sustainability principles. This is also considered in the draft Structure Plan.

Asset

The actions within the draft Structure Plan will require the maintenance of existing Council assets and the acquisition of new ones. The Plan provides guidance on the orderly and sequential development of the town so that infrastructure assets can be provided cost effectively and efficiently.

Social / Cultural

The review of the 2010 Bungendore Structure Plan is based on potential growth scenarios in the context of data from the latest Census and ID Profile.

Economic

The review of the 2010 Bungendore Structure Plan has taken into consideration existing and potential future employment lands.

**10.3 Draft Bungendore Structure Plan 2018-2048 (Ref: ; Author: Thompson/Jansen)
(Continued)**

Strategic

It is good planning practice to regularly review landuse plans, and it is now well over eight years since the 2010 Bungendore Structure Plan was finalised. The draft Structure Plan will feed into the local strategic planning statement which all NSW councils are now required to prepare as well as into the comprehensive local environmental plan.

Engagement

This report recommends that Council endorse the draft Bungendore Structure Plan 2018-2048 for the purpose of public exhibition. Following Council's resolution, it is envisaged that the document be placed on public exhibition on Council's Your Voice community engagement website. Newspaper advertising, social media, a media release and QPRC newsletters will direct interested parties to the website to provided comment. Relevant committees of Council will also be consulted as part of this process. It is proposed that the plan be placed on exhibition for 28 days with a 42 day submission period. A public information meeting could be held in the second or third week of the exhibition period, if Council wished.

It is important to remember that the Plan provides a focus for discussion and that feedback on the ideas and guidelines contained within the document is welcomed. At the conclusion of the exhibition period, a report detailing the submissions and any proposed changes to the Plan will be provided to Council. This may be preceded by a workshop with Councillors depending on the volume and content of the submissions received.

Extensive consultation has already been undertaken with Government agencies focussed on a high growth scenario to stimulate discussion and issues being raised by agencies. Agency consultation was undertaken with:

- Southern NSW Local Health District.
- NSW Department of Education.
- Family and Community Services.
- Housing NSW.
- Roads and Maritime Services.
- NSW Police.
- NSW Ambulance.
- NSW Rural Fire Service.
- Fire and Rescue NSW.
- Office of Environment and Heritage (biodiversity, Aboriginal cultural heritage and flood).
- NSW Department of Primary Industries.
- Water NSW.
- NSW Planning and Environment.
- Transport NSW.
- NSW Premier and Cabinet.
- NSW Cross Border Commissioner.
- Essential Energy (electricity) and Jemena (gas).
- Department of Defence.
- John Holland Rail.
- Primary Health Network.

**10.3 Draft Bungendore Structure Plan 2018-2048 (Ref: ; Author: Thompson/Jansen)
(Continued)**

A summary of the responses received from Government Agencies together with recommended actions is provided in Attachment 1. In general terms, the agencies have not had any issues with the high growth scenario as presented subject to:

- 1) Additional principles being added to the document.
- 2) Amendments to desired future character statement.
- 3) Consideration of future work like validating and mapping high Environmental Values and Biodiversity values.
- 4) Submission of grant application for floodplain risk management plan.
- 5) Any future transport and traffic management to involve early engagement with Defence.
- 6) Further traffic analysis and modelling being undertaken.
- 7) Consideration of incorporating environmental design principles that promote health into the draft Structure Plan or a revised development control plan.
- 8) Future growth should not occur at the expense of good quality agricultural land use and water allocation for such uses not be curtailed and consideration be given to such uses in terms of economic impact if lost.

Amendments have been made to the draft Structure Plan where the comments received were relevant and Attachment 1 outlines where changes have been made.

Council has also received a number of rezoning requests over a number of years. These requests are summarised in the Structure Plan and include a recommendation for future action based on the guidance provided by the Structure Plan. With the exception of North Elmslea and East Bungendore, none of the proposals have progressed to the preparation of a formal planning proposal.

Resources (including staff)

The review of the draft Structure Plan has involved three members of the land use planning team as well as support from the GIS team within the Branch. The cost of these have been met through Branch budgets provided for under various Operational Plans.

Integrated Plan


The draft Structure Plan has the potential to also feed into Council's operational plans. It may also feature as an element in the 'local strategic planning statement' required next year by NSW DPIE.

Conclusion

The draft Bungendore Structure Plan is an important document which updates the previously endorsed 2010 Bungendore Structure Plan of 2010. It provides a framework for the future growth of Bungendore in terms of land use planning to ensure growth and provision of infrastructure occur in a coordinated way. Extensive consultation with Government agencies has already taken place and all comments have been considered.

Following the consultation with Government agencies, consultation with the community is now envisaged and it is recommended that the document be placed on public exhibition.

Attachments

Attachment 1  Summary and Assessment of Government Agency Submissions (*Under Separate Cover*)

10.4 Adoption of Braidwood Archaeological Management Plan (Ref: ; Author: Thompson/Jansen)

Summary

This report provides a summary of the submissions received during the exhibition of the draft Braidwood Archaeological Management Plan (AMP) and recommends adoption of the final document. This is the first stage of a three stage project with the other two stages being dependant on funding.

Recommendation

That Council adopt the Braidwood Archaeological Management Plan.

Background

Council had received funding from the NSW Office of Environment and Heritage (OEH) for the preparation of an Archaeological Management Plan (AMP) for the State Heritage listed Conservation Area of Braidwood. The draft document was considered by Council at its meeting on 19 December 2018 (Item No.12.5) and Council resolved to adopt the Draft AMP in principle and to place the draft document on public exhibition (Council Minute No. 448/18).

This is the first stage of a three stage project with the other two stages being dependant on funding.

Stage 1 included:

1. Review of secondary source material supplemented by primary historical research including relevant maps and plans with a cut-off date of 1900. (A cut-off date of 1900 was imposed due to the limited funding for the project).
2. Assessment of the significance of the likely archaeological resource based on historical analysis and archaeological potential.
3. GIS mapping with basic recommendations such as needs an archaeological assessment or no archaeological assessment required.
4. An updated inventory of items with heritage significance.
5. Recommendations for future work.

Future stages will be:

Stage 2

1. Research framework which will establish relevant research questions for investigation in the town.
2. Delivery of more detailed recommendations based on the level of significance of the archaeology with more specific recommendations for the development assessment process.

Stage 3

This stage will link the AMP and its recommendations into the Development Control Plan for Braidwood.

10.4 Adoption of Braidwood Archaeological Management Plan (Ref: ; Author: Thompson/Jansen) (Continued)

Implications***Legal***

The consultants have prepared the Braidwood AMP in accordance with relevant Departmental guidelines and Australia's ICOMOS Burra Charter. In addition, the document was prepared in accordance with relevant Council policies such as the *Palerang Local Environmental Plan 2014* and the *Braidwood Development Control Plan 2006*.

Environmental

The AMP will have a positive environmental impact as it will result in archaeological heritage sites in the State listed conservation area of Braidwood being visible and potentially protected from inappropriate development.

Social / Cultural

The AMP will contribute to ensuring archaeological heritage sites are recognised and possibly retained as part of the historic and cultural fabric of the town.

Economic

Braidwood's historic township is quite unique in that much of the character is retained. An assessment by P.Giovanelli for NSW OEH in 2004 described the town as distinctive for having retained much of the historical layering. Retaining these characteristics is a drawcard for tourism and will benefit the area economically.

Strategic

The AMP will contribute to the retention of Braidwood's Heritage character and update the inventory of items of heritage significance. Future stages of the AMP (subject to funding) will build on this initial stage of the project.

Engagement

The draft AMP was placed on exhibition from 22 January to 22 February 2019. The Braidwood and Curtilage Heritage Committee were also briefed on the project by staff at its 13 December 2018 meeting.

One of the submissions received was supportive of the draft document. A further 'Your voice' submission also raised process issues related to a development application rather than comment on the content of the draft document. A number of submissions raised issues relating to items listed in the inventory sheets which required clarification or correction. These comments were referred back to the consultant and the document has been amended to address these concerns. A submission summary is provided in Attachment 3.

The submissions form Attachment 4.

Financial

The AMP has been prepared by external consultants with the assistance of Council Officers. OEH is providing funding under its Heritage Grants program for Local Government Heritage Planning Studies of \$15,000. This funding is provided on a dollar for dollar basis.

In addition staff have provided in kind support.

Resources (including staff)

The project is managed by one Council staff member with assistance from Council's GIS staff for mapping requirements.





10.4 Adoption of Braidwood Archaeological Management Plan (Ref: ; Author: Thompson/Jansen) (Continued)

Conclusion

The AMP for the 'Braidwood and Its Setting' Heritage Conservation Area provides an 'early warning system' by mapping zones of potential historical archaeological sensitivity within the conservation area. The AMP provides a broad scale archaeological assessment to reduce the risk of disturbance or inappropriate development of areas containing historic archaeological remains. It is therefore recommended that the Braidwood AMP be adopted.

The matter of funding for future stages will be included in the brief for discussions with the Minister for Heritage planned later in the year.

Attachments

- Attachment 1  Braidwood AMP (*Under Separate Cover*)
- Attachment 2  Braidwood AMP Inventory Sheets (*Under Separate Cover*)
- Attachment 3  Summary of Submissions (*Under Separate Cover*)
- Attachment 4  Submissions (*Under Separate Cover*)

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

10.5 Kanga Cup - Request for Contribution (Ref: ; Author: Thompson/Geyer)

Summary

Kanga Cup is a major Junior Football (Soccer) tournament held in the ACT and Queanbeyan each year during the July school holidays. In 2019, the McDonald's Kanga Cup will be held 7–12 July. The tournament is promoted and administered by Capital Football with various clubs hosting age groups at their home grounds. Wright Park East Queanbeyan hosts two age groups over four days and is allocated to Monaro Panthers FC to host. In 2017 Council supported the event with a contribution of \$7,000 and a further \$14,000 in 2018. Monaro Panthers have requested Council continue to support the event with a similar donation in 2019. <https://kangacup.com/>

Recommendation**That Council:**

- 1. Make a donation of \$7,000 to Monaro Panthers for hosting of Kanga Cup 2019 in Queanbeyan.**
 - 2. Consider inclusion of an annual donation for the event in the Delivery Program.**
-

Background

Kanga Cup brings many teams from across NSW and some international teams, to the ACT and region for the week during the July School Holidays. Capital Football manage and promote this significant event utilising clubs from across the region to host the various venues, with Wright Park being assigned to Monaro Panthers FC. Capital Football assists the clubs with a contribution towards operational costs and the club gets exclusive rights to the canteen and merchandise sales at their venue. Below is a schedule of costs provided by Capital Football to the clubs assigned to host Kanga Cup venues.

- Cover ground hire \$3,600.
- Provide Sports Medicine trainer on site (Capital pay \$1760 for four days of coverage).
- Heaters/generator etc if required (about \$200 with fuel) Capital provide a McDonald's Kanga Cup 3x3 marquee for their usage.
- Line marking for the event (normally paid at \$100/field so \$800)
- Setting up fields each day (normally paid at \$30/field, \$960 for the week)
- Provide Venue manager for the week (\$800)

Over the past two years Capital matches Council's contribution, however this is unsustainable and they have indicated a standard arrangement will take place in 2019.

In addition to Council's financial support, over the past two years, fees were not levied for field hire and Council staff attended each day to line mark and assist with setup and to cleaning amenities and emptying bins, adding a significant in-kind contribution by Council.

It is proposed to continue supporting this event, however contributions need to closer align with actual cost of running the event, rather than contribution to the annual staffing of the club. Utilising the funds to support the ongoing administration of the club is outside the Donation Policy guidelines and is beyond the resources of the Sports budget.

**10.5 Kanga Cup - Request for Contribution (Ref: ; Author: Thompson/Geyer)
(Continued)**

Implications***Legal***

Supporting a community event is in keeping with the *Local Government Act*, subject to appropriate policies being in place.

Policy

Council's Sports Donation Policy is appropriate for tournaments, but not ongoing administration.

Social / Cultural

The Kanga Cup is a significant sporting event targeting young people and families. Its contribution to the social fabric of Queanbeyan and the ACT is unquestionable.

Economic

Such large scale events have significant benefits to the local and regional community. Evidence of the potential economic benefit is provided in the calculations in Attachment 2.

Financial

Council contributes significant in-kind support to the Kanga Cup, and other events, with staff attending removal and re-erection of goal posts, initial line mark plus top up if wet, daily toilet and bin cleaning and liaising with Monaro Panthers on site. These activities are costed to the Sports budget.

However, this budget does not have an amount allocated for a cash contribution and funds would need to come from the donations budget. Attachment 1 shows a copy (closed attachment) for Monaro Panthers proposed budget for the event. As can be seen over half of the budget is staffing of the Club's administration. As previously stated utilising the funds to support the ongoing administration of the club is outside the Donation Policy guidelines and is beyond the resources of the Sports budget. As such it is recommended that a moderate contribution of \$7,000, equivalent to Council's contribution in 2017, is made on this occasion.


Resources (including staff)

The daily contribution in staff time equated to 2–3 staff for 2 hours per day plus additional rubbish truck runs each day.

Conclusion

The Kanga Cup is an excellent event for youth sports and is worthwhile supporting. The in-kind support can be accommodated from within existing budgets and a moderate donation will deliver sufficient funds to successfully host the event.

Attachments

- Attachment 1 Proposed Budget Kanga Cup 2019 (*Under Separate Cover*) -
CONFIDENTIAL
- Attachment 2  Economic model for Kanga Cup (*Under Separate Cover*)

10.6 Sports Assistance Scheme - Request for Donation (Ref: ; Author:
Thompson/Penman)

Summary

An application has been received from Queanbeyan YMCA for a Sports Assistance Scheme grant to support Ms Tahlya Smith following her selection to represent Australia at the 2019 Rhythmic Gymnastics Junior World Championships in Russia from the 19 to 21 July 2019.

Recommendation

That Council approve a grant to the Queanbeyan YMCA from the Community Assistance Scheme of \$600 to support Ms Tahlya Smith attending the 2019 Rhythmic Gymnastics Junior World Championships.

Background

Council's Community Assistance program has three categories being Sports Assistance, Cultural Arts Assistance and General Donations. Eligible community groups may apply for funding from the program subject to meeting the criteria for the relevant category.

Queanbeyan YMCA has requested that Council fund an amount of \$600 from the Scheme to match their contribution of \$600. They advised that the total cost to attend the Championships will be approximately \$8000. (See attached information).

The application from the Queanbeyan YMCA meets the selection criteria for the Elite Athletes Assistance category of the Sports Assistance Scheme.

Sufficient funds are available in the Sports Assistance Scheme to support this application.

Implications

Social / Cultural

The Local gymnastics community will benefit from the experience gained by Ms Smith as she attends the 2019 Rhythmic Gymnastics Junior World Championships.

Engagement

The Sports Assistance Scheme is available to all Queanbeyan-Palerang based sporting clubs.

Financial

This application qualifies for the maximum funding permitted through the Scheme for an athlete attending an International event. The maximum amount that may be funded by the Scheme in this circumstance is \$600 subject to the amount being matched on a dollar for dollar basis.

Program Code	Expense Type	Funding source		Amount
100	Donation	Sports Assistance Scheme	\$	600

10.6 Sports Assistance Scheme - Request for Donation (Ref: ; Author:
Thompson/Penman) (Continued)

Conclusion

The application received by the Queanbeyan YMCA meets all of the criteria for the Sports Assistance Scheme.

Attachments

Attachment 1 Sports Assistance Scheme - completed application form - Queanbeyan YMCA - Tahlya Smith (*Under Separate Cover*) - **CONFIDENTIAL**

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

10.7 Tender for Supply and Delivery of four (4) 14 Tonne Self Propelled Smooth Drum Vibratory Rollers (Contract 2019-40) (Ref: ; Author: Hansen/Cunningham)

Summary

Tenders were recently called for the supply and delivery of four (4) 14 tonne self-propelled smooth drum vibratory rollers.

Recommendation

That Council accept the tender from <Tenderer> for the supply and delivery of four (4) 14 tonne self-propelled smooth drum vibratory rollers under contract 2019-40 for the lump sum of <\$> (including GST).

Background

Council currently maintains a plant and fleet portfolio with a total replacement cost in excess of \$15m. A significant proportion of this portfolio is associated with road making plant to support maintenance of Council's extensive road network.

Fleet strategies are in place to procure and retire plant items in accordance with adopted useful lives and in consideration of opportunities to repurpose or enhance investments as workloads dictate. For the most part Council's extensive plant portfolio is up to date with the exception perhaps of its fleet of smooth drum rollers. Historically, Council has owned and operated three units, the oldest of which is now approaching 12 years in age. A recent third party review of Council's plant portfolio specifically identified these units for replacement and this report seeks to do that together with the addition of a fourth unit.

Formal open tenders for the supply and delivery of four (4) 14 tonne self-propelled vibratory rollers were called on 23 March 2019 and closed on 26 April 2019. At the time of closing, a total of five (5) vendor submissions were received offering nine (9) units for Council's consideration. Of these, two (2) units were passed over for failing to meet minimum specification requirements. The remaining seven (7) units were assessed by a panel of three people according to the selection criteria contained in the specification and based on a 60/40 split between priced and non-priced criteria.

A summary copy of the submissions and the assessment process is contained in the attachment under separate cover. The recommendation is based on the results of this assessment process.

Implications***Legal***

The call for open tenders was made in accordance with the provisions of s55 of the *Local Government Act* and in consideration of the Local Government (General) Regulation 2005.

Policy

The tender has been conducted in accordance with Council's procurement policy.

**10.7 Tender for Supply and Delivery of four (4) 14 Tonne Self Propelled Smooth Drum Vibratory Rollers (Contract 2019-40) (Ref: ; Author: Hansen/Cunningham)
(Continued)**

Financial

The acquisitions will be funded from internally restricted funds held in Council's plant reserve.

Program Code	Expense Type	Funding source		Amount
800000	Capital	Plant Reserve	\$	TBA

Conclusion

It is recommended that this matter be awarded to the tenderer indicated in the attachment.

Attachments

Attachment 1 Summary of tender submissions and detailed assessment (*Under Separate Cover*) - **CONFIDENTIAL**

10.8 Tender for the Demolition of Two Decommissioned Water Service Reservoirs in Queanbeyan (Ref: ; Author: Hansen/Cunningham)

Summary

Tenders were recently called for works associated with the demolition and reinstatement of two decommissioned water service reservoirs in Queanbeyan.

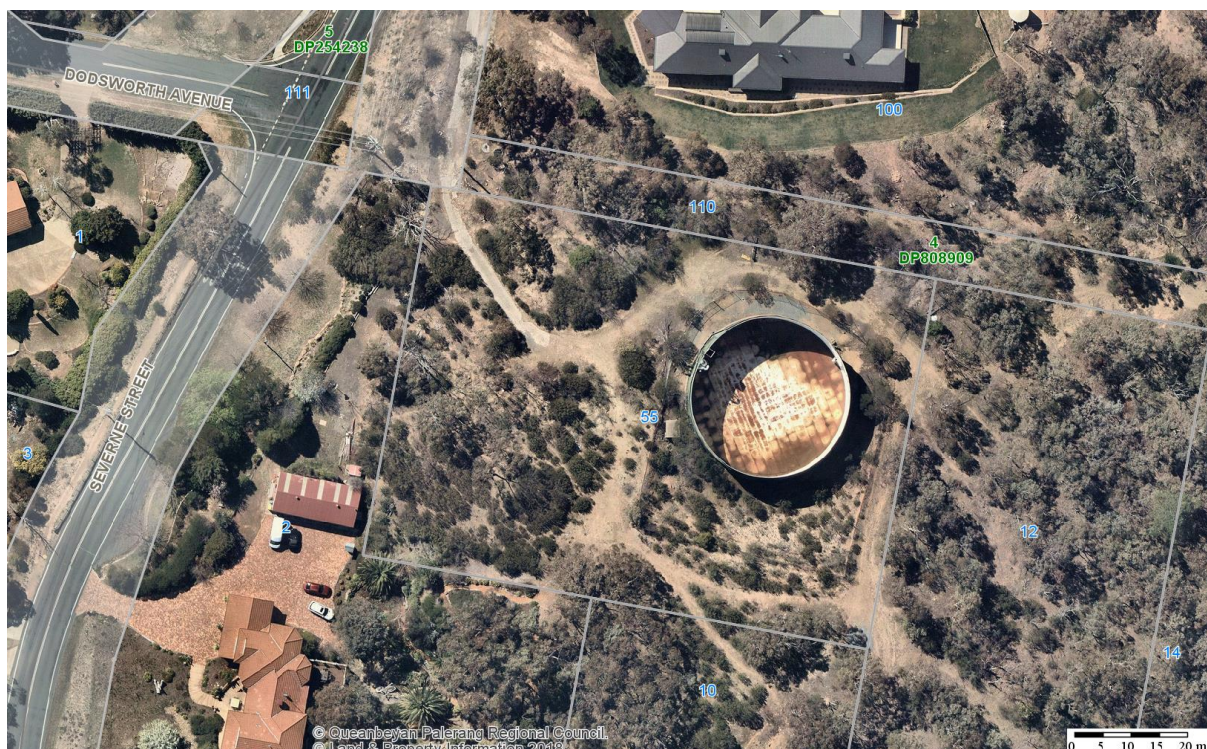
Recommendation

That Council accept the tender from <Tenderer> for the provision of works under contract 10020911, being for the demolition and reinstatement of decommissioned water service reservoirs at Dodsworth and Garryowen Park (Queanbeyan), for the lump sum of <\$> (including GST).

Background

Council owns and operates an extensive water supply network to service the city of Queanbeyan. This network consists of reticulation pipework, pumping stations and service reservoirs. These assets have been developed over time and in some cases have been augmented with enhanced assets causing others to be decommissioned as part of this process. Former service reservoirs at Dodsworth and Garryowen Reserve fall into this category.

The Dodsworth Reservoir is a defunct 4.5ML open topped tank located at the intersection of Dodsworth and Severn Streets. This tank was decommissioned in excess of 20 years ago when the nearby East Queanbeyan Reservoir was commissioned. The tank, its pump station and appurtenant works are in an advanced state of disrepair and are increasingly becoming a target for antisocial behaviour. The area is a liability for Council.



10.8 Tender for the Demolition of Two Decommissioned Water Service Reservoirs in Queanbeyan (Ref: ; Author: Hansen/Cunningham) (Continued)***Dodsworth Reservoir***

The Garryowen Reservoir is a small 0.3 ML tank located in an unsecured depression within the Garryowen Reserve. Like the Dodsworth facility, this tank is the subject of antisocial activities given the amount of broken glass, rubbish and graffiti in the immediate area. Access to the tank, its roof and access hatch is not controlled and presents as a significant public liability risk. It is not known when this tank was formally decommissioned although in light of its size it is expected to be many decades ago.

***Garryowen Reservoir***

It is proposed to proceed to demolish and reinstate both sites as part of a single specialist engagement.

Formal tender documents for this proposal were developed under contract 10020911 by Council's consultant, NSW Public Works Advisory. Open tenders were called on 30 April 2019 and closed at 9.30am on 28 May 2019. A mandatory pre-tender meeting for the project was held on 7 May 2019.

At the time of closing a total of five (5) submissions were received. Assessment of these offers was undertaken by a three member tender evaluation committee according to an agreed Tender Evaluation Plan which offered a 60/40 split between priced and non-priced evaluation criteria. The results of this assessment are contained in the attachment under separate cover. Details of the recommended tenderer and price are also contained in this attachment.

10.8 Tender for the Demolition of Two Decommissioned Water Service Reservoirs in Queanbeyan (Ref: ; Author: Hansen/Cunningham) (Continued)

Implications

Legal

NSW Public Works Advisory conducted the tender process on Council's behalf and in accordance with the provisions of the *Local Government Act 1993* and the Local Government (General) Regulation 1995.

Policy

The tender has been conducted in accordance with Council's procurement policy and that of the NSW Government.

Asset

The proposal aims to remove and reinstate decommissioned assets.

Financial

Program Code	Expense Type	Funding source		Amount
700187	Capital	Queanbeyan Water Fund Reserve	\$	TBA

Resources (including staff)

The majority of Works are to be undertaken by contractors and consultants. Some day labour and internal plant have already been used in the preparation of the site.

Conclusion

It is recommended that this contract be awarded to the tenderer listed in the attachment.

Attachments

Attachment 1 RFT10020911 Tender Recommendation Report (*Under Separate Cover*)
- **CONFIDENTIAL**

10.9 Draft South Bungendore Stormwater Masterplan (Ref: ; Author:
Hansen/Belcher)

Summary

This report details the community consultation undertaken on the Draft South Bungendore Stormwater Masterplan and recommends the further development of the preferred option.

Recommendation

That Council:

- 1. Adopt Option 9-1 of the South Bungendore Stormwater Masterplan.**
 - 2. Fund the cost to prepare the initial design and cost estimate of \$100,000 from s7.11 reserves, and include in the 2019/20 budget.**
 - 3. Prepare a further report to Council detailing design, acquisition and construction costs of the work.**
 - 4. Proceed to amend the Local Environment Plan to reflect the masterplan.**
 - 5. Consider a stormwater levy for Bungendore, in conjunction with the review of the rating structures, to fund future construction and maintenance works.**
-

Background

The southern area of Bungendore is developing rapidly and does not have a coordinated stormwater management strategy or plan for this area. Stormwater management is occurring in an ad-hoc manner and is constraining current and future development. In addition, the development is leaving Council with long-term stormwater management issues.

As a result of this, several properties in the area have an open stormwater channel flowing through the rear of their properties. Residents have raised with Council on a number of occasions their concerns including:

- occupant safety during rainfall events
- control of domestic animals
- frequency of flows
- encumbrance on their land

At the Council meeting held on 27 February 2019, Council resolved to:

That Council:

- 1. Note the existing flood impacts in South Bungendore.*
- 2. Place the draft masterplan on exhibition following discussions with potentially affected residents.*

10.9 Draft South Bungendore Stormwater Masterplan (Ref: ; Author: Hansen/Belcher) (Continued)

3. Provide a further report to Council that considers responses received during the exhibition period.

This report provides detail on steps taken to carry out this resolution.

Preferred Option

Following the consultation period, the multi-criteria analysis was adjusted. A new criterion for community support was added to the matrix. A summary of the ranking is shown below and the full matrix is shown in the attachments.

Option	Description	Ranking
6-1	King Street regraded and new road from Ellendon Street to Kings Highway; SW pipe and pit network from Trucking Yard Lane to Halfway Creek and from Ellendon Street to Halfway Creek	5
6-2	Channel from Ellendon St to Halfway Creek; King Street regraded and new road from Ellendon Street to Kings Highway	3
6-3	Channel from Ellendon St to Halfway Creek; King Street regraded only	2
7-1	Raise blocks and use new road to drain area	6
8-2	New floodway off Finch Street to Halfway Creek and raise blocks	4
9-1	New floodway off Ellendon Street to Halfway Creek and raise block	1

It is recommended that Option 9-1 be adopted for further development. Option 9-1 is the preferred option as it is:

- A technically feasible option that delivers the best improvement in stormwater impact in the area
- Traverses open land with manageable impact on existing structures and dwellings
- Impacts the smallest number of landholders, although the impact on the owner of Lot 5 and Lot 15 Section 11 DP976608 is significant

The preferred option has the following components:

- Acquisition of land from the owners of Lot 5 & 15 Section 11 DP976608
- Acquisition of land from the owners of Lot 2 DP 1137743
- Construct a channel between Ellendon Street and the Kings Highway including maintenance access
- Construct culverts under the Kings Highway
- Construct a channel between the Kings Highway and Halfway Creek including maintenance access
- Upgrade Ellendon Street to direct stormwater to the new stormwater channel

Implications

Strategic

Fitting Option 9-1 in with potential subdivision layouts on the affected property.

The viability of future subdivision is a major concern of the landholder affected by Option 9-1. During the consultation period, the landholder met on numerous occasions with Council staff regarding this matter. During these discussions, the following matters were raised. A comment is provided following each comment.

- The width of the channel – the channel at the base is 9m, however, to reduce safety risk and to provide access for maintenance, Council staff indicated that the overall

10.9 Draft South Bungendore Stormwater Masterplan (Ref: ; Author: Hansen/Belcher) (Continued)

width of the land required may be up to 20m. This will be refined as the design progresses.

- The impact of both the channel and any future road they may have to build to service their development – while the construction of any road to service a future subdivision is the responsibility of the landholder, there is an opportunity to design the channel and road together to utilise hydraulic capacity in the road and reduce the overall land take of both a future road and the drainage channel.
- The potential loss of street trees in Ellendon Street – the landholder was involved in the planting of these trees and would like them retained. This is a matter for consideration in the design of Ellendon Street.

The drainage channel does also provide Council with the opportunity to provide wider benefits to the community, including:

- Improved pedestrian network linking Ellendon Street with the Kings Highway and future sporting fields
- Upgrades to Ellendon Street providing increased safety and amenity

Works funded by Council and Others

If the owner of the affected land chooses to subdivide their property in the future, an opportunity exists to work collaboratively with the affected landholder to reduce the cost to both Council and the landholder for these works. An example of activities that may be shared are detailed below however further discussion and design will need to be completed before these matters progress.

Activities funded by Council	Activities funded by Landholder
Acquisition of land for the drainage channel	Subdivision road costs
Construction of the drainage channel	Any costs associated with culverts under subdivision roads
Upgrade of Ellendon Street	Filling of lots
Construction of the culvert under the Kings Highway	Internal pedestrian paths
	Any other works required to service subdivided lots

Local Environment Plan

Adoption of this Masterplan will inform the Bungendore Structure Plan. Following adoption, Council will need to amend the relevant Local Environment Plan.

Engagement

Consultation with Affected Landholders and Public Exhibition

Prior to placing the draft Masterplan on exhibition, Council staff wrote to affected landholders offering a meeting with them to discuss the draft Masterplan. A number of residents took up the opportunity to meet with Council staff and discuss the options and how they may be affected by the draft Masterplan. Residents were also encouraged to make written submissions during the consultation period. Council staff agreed to send additional letters

10.9 Draft South Bungendore Stormwater Masterplan (Ref: ; Author: Hansen/Belcher) (Continued)

notifying these residents of details of the consultation period and a further letter when a report would be provided to Council.

Three properties were missed on the original mail-out. When this was discovered, these properties were provided with the same information and opportunities to provide comment as other residents.

The public consultation period occurred between 12 April 2019 and 16 May 2019. Due to delays in mail delivery to some properties, the consultation period was extended to 30 May 2019.

Comments received

Council received nine online submissions through the Your Voice portal, and a further six submissions in writing. Of these, two submissions from the same authors detailing the same position were submitted via the online portal and in writing.

Submissions generally focussed on cost, negative effects on amenity and properties and who should pay for the potential works.

The submissions are attached and a summary of their preferred options are contained in the table below.

Submission	Options Supported							
	No option supported	6-1	6-2	6-3	7-1	8-2	9-1	No clear preference stated
1903977								X
1934819 and Sub4		X	X	X				
1920404								X
1958286								X
1910708								X
1916169								X
1958038								X
1934765 and Sub1		X	X	X				
1959502								X
Sub2	X							
Sub3		X	X	X				
Sub5		X	X	X				
Sub6		X	X	X				

10.9 Draft South Bungendore Stormwater Masterplan (Ref: ; Author: Hansen/Belcher) (Continued)

Financial

No funds have been allocated to the development of stormwater infrastructure at South Bungendore. The estimate for initial design is \$100k.

Once an estimate for the work is developed, a further report to Council that will detail possible funding sources will be provided.

Consideration will be given to possible grant funding, the use of developer contributions and the introduction of a stormwater management charge in accordance with Section 496A of the *Local Government Act 1993*.

Program Code	Expense Type	Funding source	Amount
RA3547	Capital	Section 7.11 Plan - Palerang Council Plan No 10 For the Provision of Kings Highway Culverts at South Bungendore	\$ 100,000

Conclusion

This report recommends selecting Option 9-1 for further development in the Draft South Bungendore Stormwater Masterplan.

Next Steps

Following the adoption of Option 9-1 of the South Bungendore Stormwater Masterplan, the following should be progressed:

- Commence discussions with the affected landholder to secure the land required. This may initially be an agreement to enter their land to complete the survey and design of the preferred option.
- Complete the survey, design and environmental investigation of the preferred option
- Provide a further report to Council detailing acquisition and construction costs for the preferred option.




Timeframes

The construction of an adequate stormwater system for South Bungendore is long overdue. Council should proceed to implement this Strategy and commence the works adopted as soon as possible. This area of Bungendore is developing quickly and the continuation of the current ad-hoc management of stormwater cannot continue.

An initial design should be commenced immediately to enable an estimate of costs to be prepared for the consideration of Council. The initial design is estimated to cost \$100,000.00.

10.9 Draft South Bungendore Stormwater Masterplan (Ref: ; Author: Hansen/Belcher)
(Continued)

Attachments

- Attachment 1  Draft South Bungendore Stormwater Masterplan (*Under Separate Cover*)
- Attachment 2  Submissions Received (Redacted) (*Under Separate Cover*)
- Attachment 3  Multi-criteria analysis (*Under Separate Cover*)
- Attachment 4 Written submissions - unredacted (*Under Separate Cover*) -
CONFIDENTIAL
- Attachment 5 Online submissions - unredacted (*Under Separate Cover*) -
CONFIDENTIAL

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

10.10 Grant Funding under Round 4 of the Bridges Renewal Program (Ref: ; Author: Hansen/Cooke)

Summary

Council applied for and has been offered grant funding under Round 4 of the Bridges Renewal Program for the replacement of 2 timber bridges within the Local Government Area.

Recommendation

That Council accept the grant of \$1,102,310 offered by the Commonwealth Government to match Council's funding towards the replacement of Reedy Creek Bridge on Mayfield Road and Gidleigh Bridge on Gidleigh Lane under Round 4 of the Bridges Renewal program.

Background

As part of the 'Local and State Government Roads Safety Package', the Australian Government announced Round 4 of the Bridges Renewal Program. The Australian Government will contribute up to 50 percent of the total cost to successful projects up to a maximum of \$700,000 for one bridge or \$1.4 million for two bridges in the same Local Government Area. QPRC submitted an application for funding to replace Reedy Creek Bridge on Mayfield Road, Braidwood, and Gidleigh Bridge on Gidleigh Lane, Bungendore. Council has been notified that both projects were successful in receiving 50 per cent funding for the replacement of both timber bridges.

Implications***Environmental***

As part of both projects a Review of Environmental Factors (REF) will be prepared in accordance with the requirements of Section 111 of the EP&A Act. The long term impacts from the projects will be assessed and expected to deliver environmental benefits including air, noise soil, water impacts, biodiversity and improved public amenity. The instream works will also be managed in accordance with the requirements of a Fisheries Permit.

Asset

The replacement of the existing single lane timber bridges will reduce the ongoing maintenance costs for Council associated with the degrading structures. The new structures will provide a durable, easy to maintain 2 lane concrete structure with associated improvements to the adjacent road pavements.

Financial

Preliminary estimates have been prepared for each of the bridge replacements.

10.10 Grant Funding under Round 4 of the Bridges Renewal Program (Ref: ; Author: Hansen/Cooke) (Continued)

Program Code	Expense Type	Funding source	Amount
31.2	Grant	Government Grant	\$1,102,310
31.2	Capital	Infrastructure Renewal Reserve	\$1,102,310

Conclusion

For the project to proceed, it is recommended that Council approves the allocation of the existing loan funding currently in reserves, for the amount of \$1,102,310, as the Council funded component of this project.

Attachments

Nil

10.11 Braidwood Floodplain Risk Management Study and Plan (Ref: ; Author: Tooth/Afrin)

Summary

The Draft Floodplain Risk Management Study and Plan (FRMS&P) for Braidwood has been completed and is ready to exhibit to the community. The draft FRMS&P has been reviewed by the Braidwood Floodplain Risk Management Committee and was presented to a workshop of Council on 15 May 2019.

The Draft Plan provides series of mitigation strategies aimed at reducing the impact of flooding on existing development within the current township

Recommendation

That Council:

- 1. Exhibit the draft Braidwood Floodplain Risk Management Study and Plan for community comment for 28 days.**
 - 2. Prepare a further report to Council in consideration of the feedback received during the consultation period.**
-

Background

Council engaged Lyall and Associates who are experts in Flood modelling and assessment to complete the Floodplain Risk Management Study and Plan for Braidwood. The FRMS&P reviewed the results of the Braidwood Creeks Flood Study (completed in 2005) which defined flooding patterns and flood levels in Braidwood under present day condition.

The FRMS&P assessed options which are aimed at reducing the impact of flooding on existing development and the establishment of a framework to manage flood liable land in accordance with current best practice floodplain management principles. The recommended program of works will over time reduce the social, environmental and economic impacts of flooding at Braidwood.

The FRMS&P recommends the following management measures:

- Management of vegetation along the creek corridors to provide flood mitigation, stability, aesthetic and habitat benefits
- Widening of watercourses
- Construction of detention basins on vacant land upstream of Monkittee Street
- Improve the stormwater system within the town area
- Construct permanent levees along the creeks to contain floodwaters
- Voluntary purchase of residential property in high hazard floodway areas
- Provide funding or subsidies to raise houses above the major flood level in high hazard flood storage and low hazard floodway areas.

10.11 Braidwood Floodplain Risk Management Study and Plan (Ref: ; Author: Tooth/Afrin) (Continued)

- Specify controls over future development in flood liable areas (e.g. controls on extent of filling, minimum floor levels, etc.)
- Improve flood warning and evacuation procedures both before and during a flood
- Community education, participation and flood awareness programs
- Provide a Planning Certificate to purchasers in flood prone areas stating that the property is flood affected.

Implications***Policy***

Council will need to consider changes the Braidwood Development Control Plan (DCP) to accommodate the recommendations of the FRMS&P.

Environmental

Implementation of the mitigation measures mentioned in the Study and Plan may have localised environmental impacts that would be addressed during public exhibition of the FRMS&P and then the design and approvals process for each control measure.

Economic

The Study and Plan identified:

- 5 residential properties, 1 commercial tenancies and 1 public building would experience flooding in a 1% Annual Exceedance Probability flood event
- 113 residential properties and 87 commercial properties would experience flooding in a Probable Maximum flood event
- Total flood damage \$0.49 Million at the 1% Annual Exceedance Probability flood event.
- Total flood damage would increase to \$9.52 Million for the Probable Maximum flood event.

Implementation of the control measures mentioned in the FRMS&P would significantly reduce the impact of flooding both in residential and commercial properties.

Engagement

The FRMS&P will be advertised for 28 days for public comment.

Financial

The FRMS&P was jointly funded under State Government's Flood Management Program on 2:1 subsidy basis with 1/3 funded by Council. Further joint funding would need to be identified and sought to implement the recommended control measures, which may include a stormwater levy, similar to that applying in the urban areas of Queanbeyan.

10.11 Braidwood Floodplain Risk Management Study and Plan (Ref: ; Author: Tooth/Afrin) (Continued)



Resources (including staff)

Council staff provided project management including, preparation and administration of the grant funding, coordination of the Floodplain Risk Management Committee and community consultation. Council engaged specialist consultant Lyall and Associates to prepare the FRMS&P.

Conclusion

The draft Braidwood FRMS&P has been presented to Council prior to public exhibition. Following the completion of the exhibition period, the final FRMS&P will be presented to Council for consideration. To meet funding deadlines, this will occur prior to September 2019.

Attachments

- Attachment 1  Braidwood Floodplain Risk Management Study and Plan: Volume 1: Report (*Under Separate Cover*)
- Attachment 2  Braidwood Floodplain Risk Management Study and Plan: Volume 2 - Figures (*Under Separate Cover*)

10.12 Braidwood and Bungendore Offices - customer centres (Ref: ; Author: Tegart/Tozer)

Summary

Following the resolution of Council on 24 April 2019, concepts for some modifications to the Bungendore and Braidwood customer centres were placed on public exhibition. During the exhibition period, Council obtained advice from the Braidwood heritage advisor, met with the Braidwood Community Association and affected QPRC staff, and discussed the changes at community meetings held during May.

The submissions received during the exhibition phase are attached to this report, along with staff comments.

Recommendation

That Council:

- 1. Proceed with the planned changes at the Bungendore office.**
 - 2. Engage a professional design consultant to evaluate the merits and functionality of combining the customer service and library area at the Braidwood office, having regard to heritage and access.**
 - 3. Receive a further report on the outcome of the professional design consultant's findings.**
-

Background

A report was presented to the Council meeting on 24 April 2019 regarding suggested changes to the customer centres at Braidwood, Bungendore and Queanbeyan to improve customer functionality, improve staff safety at Braidwood, and accommodate co-location of staff to Bungendore. Council resolved the following

134/19 RESOLVED (Harrison/Marshall)

That Council:

- 1. Note the report on customer centres.*
- 2. Approve \$129,000 for the customer centre refurbishment at Queanbeyan, funded from 2018/19 maintenance allocations and the property reserve.*
- 3. Engage with the Braidwood and Bungendore communities regarding the proposed changes to the customer centres and the possible inclusion of a smart hub in Braidwood.*
- 4. Refer any subsequent modifications to the Braidwood office to the Braidwood Heritage Committee.*

It was noted at the time that the designs contained in the report were concepts for illustrative purposes and were subject to consultation with staff regarding functionality. It was intended that this staff consultation was undertaken prior to having discussions with the community, however given the resolution of Council the community consultation occurred earlier than expected. Given that the finer details of the proposed changes were not resolved prior to

10.12 Braidwood and Bungendore Offices - customer centres (Ref: ; Author: Tegart/Tozer) (Continued)

public exhibition, there were many questions and comments raised in the submissions about the functionality which staff were looking to address as the design progressed.

Should Council resolve to proceed with the changes, more in depth discussions with staff will be undertaken to finalise and progress the plans, with the assistance of designers to deal with office, smart hub and heritage issues.

An internal staff working group has been established to review and refine the proposed design for the Queanbeyan customer centre and will now be progressed to procurement and implementation.

Bungendore

The intention of the changes at Bungendore are to co-locate functional teams between the Queanbeyan and Braidwood offices. Staff consultation has commenced. To accommodate more staff into the Bungendore office, the relocation of the customer counter into the foyer area is proposed, enabling office areas behind. Access to meeting rooms, council chambers and public toilets remains unimpeded.

Braidwood

The concept proposes linking the library and establishing a smart hub and community rooms at Braidwood that would be located on part of the ground floor of the current Council administration building. The smart hub will provide the opportunity to support businesses and community activities in Braidwood. Public access remains from Wallace Street, and potentially Park Lane, pending outcome of design security options.

The front part of the building is proposed to be renovated to include Smart Hub facilities and community meeting space. Staff currently located on the ground floor will be relocated to either the new integrated customer service area or to the first floor. Some additional work is required on the first floor to accommodate staff relocating from the ground floor. Hot desks will be provided for staff that are infrequently required to work at the Braidwood Office for the day. Development staff will be rostered for duty officer hours at Braidwood. Design and materials sensitive to the heritage of the building will be required, guided by an independent heritage designer. Tech fitout for the smart hub is the subject of grant and election commitment requests.

The option exists to expand the library into the front section, incorporating discrete smart hub space capable of expansion pending future demand. The existing computer terminals and equipment remains in place for library patrons. Again, that option may be explored by the independent designer.

Implications**Asset**

The three office sites have not had any maintenance or refurbishments for many years. While initially aimed to accommodate the functional co-location of staff, the proposed work is designed to accommodate future potential uses such as library and smart hubs.

Engagement

Following the 24 April Council meeting, the concepts for the Braidwood and Bungendore offices were placed on public exhibition from 6 May until 3 June 2019. During the period,

10.12 Braidwood and Bungendore Offices - customer centres (Ref: ; Author: Tegart/Tozer) (Continued)

Council held Community Meetings in Bungendore and Braidwood, with the concepts included on the agenda. The indicative concept plans were available on Council's online engagement hub, at Council's Bungendore and Braidwood customer service centres and libraries and were advertised in Council's regular newspaper advertisements and via Council's weekly e-newsletter. During the period, meetings were held with staff, particularly at the Braidwood office and the CEO met with the Braidwood Community Association to go through their submission.

Submissions were also received from affected staff. The submissions raised a number of matters, many of which have also been raised by the community. The staff submissions discuss the functionality of the proposed changes. If Council resolves to proceed with the changes, the heritage and functionality of the building will be taken into consideration.

The key points from the engagement period are listed below and in the attached summary of submissions.

Smart hub

Smart hubs are becoming increasingly popular across Australia, largely due to advances in technology, an openness of business and government for staff working remotely and the distances between main centres. A smart hub would provide residents with the ability to access high speed internet connections, meeting rooms, printers, scanners and all of the modern day office essentials in Braidwood. This would be beneficial to residents who work in and around the ACT and have the ability to work remotely, and people who are looking to start up a new business. Importantly, they offer the opportunity for residents and business to converse and collaborate on site. Smart hubs operate on a fee basis.

Preliminary thinking on the operation of a smart hub included:

Establishment

- Council provide smart hub cold shell (ie paint, carpet, amenities, kitchen)
- Government grant provides fitout (hotdesks, monitors, wifi, print/copy equipment, access tech etc)
- Community meeting room (old Westpac)

Operation

- User registration/log details lodged online
- Pay bond/hourly fee – direct debit/POS
- Receive building access card, and wifi/print access
- Card tracks hours of entry/exit and usage
- Tech contractor for callout/attend to equipment

An article published by the ABC in November 2018 highlights the attraction of Braidwood for young businesses - <https://www.abc.net.au/news/2018-11-04/young-blood-bohemians-and-fresh-ideas-rejuvenate-town/10463054>

During the consultation, some alternate locations were proposed for the smart hub, including the Old Library in Park Lane and the old General Manager's office or the old bank office, both located within 144 Wallace St.

The Old Library in Park Lane was put forward in a number of submissions, however would require some upgrading to facilities to ensure it is suitable for a smart hub. The Old Library has two regular bookings (weekly and fortnightly) along with ad-hoc bookings and internal

10.12 Braidwood and Bungendore Offices - customer centres (Ref: ; Author: Tegart/Tozer) (Continued)

bookings for interviews and meetings. On occasions where the Old Library is booked and another user requires access to a meeting space, they have used the former bank office. The building is also often used for meetings and training for office and depot staff.

The two offices located within 144 Wallace St are both small and it would be difficult to gauge the success of a smart hub in such a limited space as it would be challenging to provide anything other than a few desks. Both options have the potential for independent access from the street, however would present access issues in relation to toilets/kitchen facilities. These options would be the most cost effective trial options.

The third option may include expansion of the library into the front section, pending design solutions for interview room; secure customer and library staff workspace; reconfiguration of a service desk for library/customer activity; access to amenities; siting of Service NSW kiosk; and creation of a discrete (expandable) zone for smart hub activity.

As part of the online engagement, Council asked participants if they thought including smart hubs in our customer centres is a good idea. The responses (20) were:

- Yes: 45%
- No: 45%
- Unsure: 10%

Staff spoke with operators of two smart hubs (Rockhampton and Gosford) to get their feedback on the operation of smart hubs. While difficult to compare to Braidwood, some of the comments were:

Gosford

The Smart Hub was established around 2014, with funding from the Federal Government. They have now grown, and are using it as a place for more than just hot-desks. They offer events, training, meeting rooms.

They wish they had more, and larger, office space. They have had a member who had to leave the smart hub as their business grew too much. This person had employed people they collaborated with from the smart hub in their business. They talked about the importance of the kitchen space, as this is where the collaboration happens. Their kitchen is way too small for the collaboration that people want.

They also suggested that having an anchor tenant is very useful, as people see the facility when they come in for meetings with that tenant. They were able to secure Destination NSW as a tenant.

When they first established, it was primarily used for meeting spaces, as these are lacking in Gosford, both for Council and for the general public. These meeting spaces are now so popular that are only available for members. They also have a larger event space which can cater for 60-80 people for workshops, small conferences etc.

Rockhampton

The Smart Hub really took off once they moved into a newly renovated and custom fitted space (Feb 2018). This smart hub has 3 dual occupancy office spaces along with hot desks and co-working stations where people can book for hours/day or more regularly via a membership.

They currently have 75 members at their various levels of membership. As a member, people get access to their business manager who offers personalised training (similar to

10.12 Braidwood and Bungendore Offices - customer centres (Ref: ; Author: Tegart/Tozer) (Continued)

what SRBEC would do), member-only talks with accountants, lawyers etc., meeting rooms, offices, lunch networking events. They have corporate members/tenants with Aussie Home Loans running their business from the smart hub.

Summary

Speaking with staff from these smart hubs reinforces that they are very useful spaces, but they both emphasised that smart hubs should offer more than hot desks. Smart Hubs work because they have staff available to help grow businesses and they offer great collaboration spaces.

Combining the Library and Customer areas at Braidwood

A Customer Strategy has been drafted for the Executive, and is a driver in part to the rethink of delivery of customer service and design of our customer centres. Part of that future-focussed thinking is aimed at transacting more by digital means, to free up resources to interact more by human means. In the Queanbeyan head office, that is expected to include a concierge approach for example. The concept of a combined customer service and library area is not new to local government and has been implemented in many areas.

As outlined at the community forum and in separate discussions with staff, a SNSW portal is planned to be installed at the Braidwood centre to improve access to NSW government information, and applications. At the forum, it was confirmed options for entry from Wallace St or Park Lane are being explored, as well as heritage-sensitive modifications.

By consolidating some staff upstairs, and combining the customer and library service counters, options for the re-purposing of parts of the Braidwood office include community meeting rooms, smart hub and staff hotdesks with separate accesses. The potential re-purposing of the old library remains in the mix.

The important element of the proposal for Braidwood is to improve safety of staff and convenience to customers, to enable staff of the customer/library counters during meal breaks and the like.

The following paragraph has been amended:

The Braidwood Library hours are:

- Monday to Friday: 10.00am to 12.30pm and 1.30 to 5.00pm
- Saturday: 9.00am to 12.30pm

And occasionally the customer service area is also closed during lunch time. Bringing the two areas together would increase the overall service level for Braidwood customers, while also providing greater security for staff who are currently positioned at either end of the building, often alone.

Submissions raised concerns with privacy and the impact on the library, matters which would need to be considered further as the design progresses. It would not be the intention for library staff to become customer service officers and vice versa, however it is reasonable to have library staff trained to take simple customer service enquiries (rates payments, service requests etc), while a customer service officer could equally process simple library enquiries and transactions.

It is recommended that Council engage a professional design consultant to review the current layout of the Library counter and the foyer area to determine if a suitable integrated and heritage sensitive customer service/library area is achievable. This would include addressing some of the concerns raised by the community and staff, including, but not limited to:

- Private meeting space
- Developing an open, inviting area

10.12 Braidwood and Bungendore Offices - customer centres (Ref: ; Author: Tegart/Tozer) (Continued)

- Security, especially related to cash transactions
- Impact on the library area
- Accessibility

Staff would seek quotes for a consultant to review the area, however previous experience with consultants suggests that around \$7,000-10,000 would be required.

Heritage impact

During the exhibition period, Council sought input from the Heritage Advisor. The report has been attached for information, however given the high level concept nature of the plans, it was difficult for the Advisor to form a firm view on the plans. If Council progresses the Braidwood project, the Heritage Advisor and Committee will be engaged.

Financial

The following funding has been included in the draft 2019-20 Operational Plan for the upgrades to the Bungendore and Braidwood customer centres:

- BWD – Office smart hub - \$250,000 (loans)
- BWD – Council offices - \$60,000 (revenue)
- BGD – Council office customer area - \$150,000 (revenue)

If Council were to remove any of the funding, the decision would impact the financial position outlined in the draft Operational Plan.

Conclusion

The concepts that were released for public exhibition were high level only and therefore did not have the detail required to address some of the concerns raised by the community and staff.




As highlighted in the report, the proposed changes to the Braidwood office will require further planning with the engagement of a specialist design consultant. This consultant would consider both the combination of the library and customer service counters and a possible location for a smart hub in Braidwood, whether that be within the existing Council offices or in the Old Library.

On balance, given the views expressed by the community and staff in Braidwood, it is suggested the smart hub not proceed, and limit the scope of the design work to a more functional layout for delivery of customer and library service in an integrated work environment, sensitive to heritage and access issues, with guidance from Braidwood office staff.

With regard to Bungendore, only three submissions were received, with two in favour of a smart hub. Staff amenity, including heating and wind protection, along with customer privacy were raised in the other submission and will be taken into consideration.

10.12 Braidwood and Bungendore Offices - customer centres (Ref: ; Author:
Tegart/Tozer) (Continued)

Attachments

- Attachment 1  Summary of submissions - Braidwood and Bungendore customer areas
(*Under Separate Cover*)
- Attachment 2  Attachment to submission 026 (*Under Separate Cover*)
- Attachment 3  Heritage Advisor's advice re proposed Braidwood customer centre
changes (*Under Separate Cover*)

10.13 Adoption of 2019-20 Operational Plan and Fees and Charges (Ref: ; Author: Tegart/Tozer)

Summary

Following the public exhibition of Council's Operational Plan, Revenue Policy, Fees and Charges, a summary of submissions and recommended amendments are presented to Council for adoption. The submissions were presented to councillors at a workshop earlier in June. The Revenue Policy is covered in a separate report to the 26 June meeting.

Recommendation

That:

1. **Following the consideration of public submissions made on the draft Integrated Planning documents and in accordance with Section 402(6), 404(4) and 404(5) of the *Local Government Act 1993*, Council adopt the Operational Plan 2019-20 with the amendments shown below:**

Topic	Budget movement	Funding source
Nerriga Toilet (capital)	\$150,000	Revenue
Requests for vegetation management on Araluen Mountain Rd (capital)	\$100,000	Revenue
Facilities booking system (capital)	\$65,000	Reserve
CBD Spatial Master Plan communication & model development (operational)	\$15,000	Revenue
Bungendore Depot amenities (capital)	-\$260,000	Reserves
NSW Fire and Rescue, Rural Fire Service and SES contribution (operational)	\$1,213,700	Revenue
ACT water charges (operational)	-\$870,528	Revenue
Streetlighting (operational)	\$200,000	Revenue
Payroll tax – cemetery (operational)	\$21,300	Revenue
Federal Financial Assistance Grants (operational)	\$129,168	Revenue
Beefing up Braidwood weed management (operational)	\$500,000	Grant
Put out the Fireweed in Googong (operational)	\$60,000	Grant
Gorse busters – Upper Shoalhaven Offensive (operational)	\$58,000	Grant
At what cost? Assessing impacts of weeds on agriculture (operational)	\$52,000	Grant
13.2kw solar power at 28 Miller Street Community centre (QBN FM Radio station). (capital)	\$15,000	Reserve
Lighting Upgrade Braidwood Library (capital)	\$9,000	Reserve
Removal of Harmony timesheet fee for one year (operational)	\$7,500	Family Day Care Revenue
Platypus Conservation Monitoring (operational)	\$60,000	Reserve
Remove 50kw solar system at Queanbeyan aquatic centre (capital)	-\$75,000	Reserve

10.13 Adoption of 2019-20 Operational Plan and Fees and Charges (Ref: ; Author: Tegart/Tozer) (Continued)

High St dog off lead park – new tap	\$5,000	Revenue
Pools - Facility Assessment for all pools (operational)	\$95,000	Revenue
Pools – Queanbeyan Wet Play Area: Removal of grass and adding soft fall rubber surface (capital)	\$100,000	Revenue

2. In accordance with Clause 211(2) of the Local Government (General) Regulation 2005, Council approve expenditure in the adopted Operational Plan 2019-209
3. In accordance with Clause 211(2) of the Local Government (General) Regulation 2005, Council vote funds to meet the expenditure in the adopted Operational Plan 2019-20.
4. Council adopt the Fees and Charges 2019-20 in accordance with Section 608 of the *Local Government Act 1993* subject to adjustments as shown in submissions FC001, FC003, FC005 and FC009
5. The following proposed fee be publicly exhibited for 28 days. If no significant issues are raised during the exhibition period, the fees will be implemented without further report to Council. The proposed fee is
 - Fire Safety Administration Fee - \$74
6. Council note that the adopted Integrated Plans will be available to the public via Council's website, following amendments shown in this report.
7. Council thank the respective Governments for the grants supporting the Operational Plan
8. Those persons who made submissions to the draft Integrated Plans be thanked for their submission and be advised in writing of Council's decisions.

Background

In June 2018, Council adopted its Delivery Program 2018-21 which outlined the projects and activities Council planned to undertake during the three-year period to move towards achieving the goals outlined in the adopted Community Strategic Plan.

Following a councillor workshop in early April, Council was presented with the draft Operational Plan, Revenue Policy and Fees and Charges at its 24 April 2019 meeting. Council resolved to place the documents on public exhibition.

The Operational Plan 2019-20 is based on the adopted Delivery Program, however a number of changes have been recommended and were included in the draft document that was then placed on public exhibition.

Implications

Engagement

The draft documents were placed on public exhibition from Friday 26 April until Monday 3 June, a period which exceeded the minimum exhibition period of 28 days.

During the exhibition period, the documents were available on Council's online engagement hub and hard copies were available at Council's customer service offices and libraries. Council also held community meetings in Queanbeyan, Braidwood and Bungendore during May where an overview was provided on the draft documents and attendees were advised of the exhibition period.

10.13 Adoption of 2019-20 Operational Plan and Fees and Charges (Ref: ; Author: Tegart/Tozer) (Continued)

As a result, Council received 34 submissions from the public and staff members. A summary of submissions, along with staff comments and recommendations, were provided to councillors following the end of the exhibition period and a workshop was held on 12 June to discuss the submissions. A summary of submissions has been attached to this report, along with full submissions.

Staff have recommended some adjustments to the draft Operational Plan based on the submissions received during the period.

The potential impact that these recommendations will have on the Operational Plan are shown in the table below:

Note: Favourable (F), unfavourable (U) and neutral (N) indicate the impact the recommended course of action would have on the budget position outlined in the draft Operational Plan.

Submission	Project	Budget adjustment requirement	Favourable (F)/Unfavourable (U)/Neutral (N) budget impact	Funding source
Various	Nerriga Toilet (capital)	\$150,000	U	Revenue
Various	Requests for vegetation management on Araluen Mountain Rd (capital)	\$100,000	U	Revenue
FC003, FC004	Removal of Family Day Care Harmony timesheet fee (1 year) (operational)	\$7,500	U	FDC Revenue
011	Facilities booking system (operational)	\$65,000	U	Reserve
013	CBD Spatial Master Plan communication and model development (Council resolution) (operational)	\$15,000	U	Revenue
	Bungendore Depot amenities (Council resolution) (capital)	-\$260,000	F	Reserves
	NSW Fire and Rescue, Rural Fire Service and SES contribution (operational)	\$1,213,700	U	Revenue
	ACT water charges (operational)	-\$870,528	F	Revenue
	Streetlighting (operational)	\$200,000	U	Revenue
	Payroll tax – cemetery (operational)	\$21,300	U	Revenue
	Federal Financial Assistance Grants (operational)	\$129,168	U	Revenue
021	'Beefing up Braidwood' weed management (operational)	\$500,000	N	Grant
	'Put out the Fireweed' in Googong (operational)	\$60,000	N	Grant
	'Gorse busters' – Upper Shoalhaven Offensive (operational)	\$58,000	N	Grant
	'At what cost?' Assessing impacts of weeds on agriculture (operational)	\$52,000	N	Grant
	13.2kw solar power at 28 Miller Street Community centre (QBN FM Radio station). (capital)	\$15,000	U	Reserve
	Lighting Upgrade Braidwood Library (capital)	\$9,000	U	Reserve
	Platypus Conservation Monitoring (operational)	\$60,000	U	Reserve
Remove 50kw solar system at Queanbeyan aquatic centre (capital)	\$75,000	F	Reserve	
023	High St dog off lead park – new tap (capital)	\$5,000	U	Revenue

10.13 Adoption of 2019-20 Operational Plan and Fees and Charges (Ref: ; Author: Tegart/Tozer) (Continued)

Submission	Project	Budget adjustment requirement	Favourable (F)/Unfavourable (U)/Neutral (N) budget impact	Funding source
025	Pools - Priority 1 – Facility Assessment for all pools (operational)	\$95,000	U	Revenue
	Pools - Priority 2 – Wet Play Area: Removal of grass and adding soft fall rubber surface (capital)	\$100,000	U	Revenue

Financial

In developing the draft Operational Plan, staff aimed to ensure the projections outlined in the draft Delivery Program were met. With regard to Council's operating result, the draft Delivery Program predicted a surplus of \$2.39m (before capital). The draft Operational Plan achieved this with an operational surplus of \$2.74m (before capital).

The table above recommends the inclusion of a number of projects that currently don't have a funding source identified. If Council is to adopt the recommendations in this report, Council's operating surplus before capital would reduce to \$2.079m (before capital).

Element 3.9 of the Integrated Planning and Reporting Manual requires NSW councils to review their Delivery Program during the development of the annual Operational Plan. Council undertook this review during the development of the Operational Plan and included a table in the draft document which outlined the proposed changes. Many of the changes were due to grant funding being received for projects, or projects being moved between or across years within the Delivery Program.







Integrated Plan

The Operational Plan is a sub-plan of the adopted Delivery Program. The process undertaken so far, and the recommended adoption of the Operational Plan, is in line with the Integrated Planning and Reporting Manual.

Conclusion

Adoption of the 2019-20 Operational Plan and Fees and Charges will determine the budget for Council for the new financial year and allow a range of projects to be undertaken across the local government area. A budget overview (to be updated pending Council's final determinations on the OP) is also attached.

Attachments

- Attachment 1  Summary of submissions on draft Integrated Plans 2019-20 (*Under Separate Cover*)
- Attachment 2  Collated submissions (*Under Separate Cover*)
- Attachment 3  Revised Financial Hardship and Assistance Policy (*Under Separate Cover*)
- Attachment 4  Property Addendum (*Under Separate Cover*)
- Attachment 5  Debt Addendum (*Under Separate Cover*)
- Attachment 6  Budget Statement (*Under Separate Cover*)

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

10.14 Cultural Assistance Scheme grant for Karabar High to exhibit in The Exhibition Space (Ref: ; Author: Richards/Tunks)

Summary

An application has been received from Karabar High School to hold a students' Art Exhibition at The Q Exhibition Space from 22 July to 11 August 2019. The application has been assessed and satisfies the scheme's guidelines and criteria.

Recommendation

That Council approve the allocation of a grant of \$1,500 from the Cultural Arts Assistance Scheme to the Karabar High School to assist with venue hire, marketing and some materials costs for their art exhibition showcasing the students' work from years 8 – 11.

Background

Council's Cultural Arts Assistance Scheme provides grant funding for community cultural projects that meet the following criteria:

1. Community based non-profit organisations, working in or with the Queanbeyan community;
2. Able to demonstrate a matching dollar amount either financial, or in-kind, including voluntary labour or other contributions;
3. Able to demonstrate that it is of benefit to the Queanbeyan community through its cultural or artistic outcomes; and
4. Able to be completed within 12 months

Grants of up to \$1,500 will be considered if the project meets one or more of the following criteria:

1. Employs a professional artist;
2. Attracts matching funding from another source outside of Council, and/or
3. Works in partnership with other community groups/government bodies.
4. A festival, event or project that will engage the broader Queanbeyan community

A complete and comprehensive grant application for \$1,500 has been received from Karabar High School to hold an art exhibition at The Q Exhibition Space. The aim of the exhibition is to create connections between Karabar High School's creative teenagers and the local community through both the public display of the students' work and an inaugural People's Choice Award.

Senior Visual Arts staff are highly invested in this exhibition opportunity as a means of both promoting excellence of the students' work and also as professional development for teachers in the machinations of operating proficiently in a gallery environment. Members of the school community have offered their time to supervise the exhibition and facilitate voting for the People's Choice Award. They will be providing this service in-kind.

10.14 Cultural Assistance Scheme grant for Karabar High to exhibit in The Exhibition Space (Ref: ; Author: Richards/Tunks) (Continued)

Implications

Social / Cultural

Karabar High School's art exhibition showcases the talent of the school community to the public and broadens community engagement through the People's Choice Award. During the exhibition, school community members will be available in the exhibition space to discuss and gather feedback of the artists' work.

Program Code	Expense Type	Funding source		Amount
3020	Donations Cultural Activities	Cultural Arts Assistance Scheme	\$	1,500.00

Conclusion

The Karabar High School Art Exhibition is a celebration of youth arts in the region and an important addition to the regional cultural calendar. The Q Exhibition space will be open six days a week to all members of the public and will be staffed by members of the high school community.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

10.15 QPRC 2019/20 Annual Grants and Donations Program (Ref: ; Author: Richards/Darcy)

Summary

Applications from community groups seeking financial assistance under the QPRC's annual Community Grants Program during 2019/20 closed on 9 May 2019. Council is invited to consider the applications and approve donations in accordance with the QPRC Donations Policy.

Recommendation**That Council:**

- 1. Consider all applications as listed in Attachments 1, 2 and 3, noting that the total requested amount for Category A and B funding is oversubscribed at \$111,566.50, which is in excess of the \$60,000 available funds.**
 - 2. Approve release of funds totalling \$58,710.50 as recommended in Attachment 4.**
 - 3. Require an acquittal from groups that received funds in 2018/19 under Category A, before any further donation is released to them.**
 - 4. Determine that any recipients of donations under Category A in 2018/19 who cannot provide an acquittal of those funds by 30 September 2018, be excluded from receiving a donation in 2019/20.**
-

Background

Council adopted its QPRC Donations Policy on 12 April 2017, to provide financial assistance in a number of categories to the local community. From early March, Council invited applications for donations within Categories A and B under the 2019/20 Annual Community Grants Program until the closing date of 9 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 build community capacity, foster social networks and information exchange, facilitate cooperation and build on existing community strengths.

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).

10.15QPRC 2019/20 Annual Grants and Donations Program (Ref: ; Author: Richards/Darcy) (Continued)

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 were encouraged to submit applications to the 2019/20 round.

Advertisements for the current round of the Program were placed in local print media, Council's website, grants alert mail-outs to community groups, and social media. A limit of \$2,000 funding per community group was advertised this year, to allow QPRC to assist a wide range of community causes.

Council received 49 applications from 47 community groups by the closing date, and one late application. Two applications were withdrawn and one Category B application was considered ineligible. Copies of applications can be provided to Councillors through emailing Council's Grants Officer on liz.mirowski@qprc.nsw.gov.au.

Assessment Methodology

As in 2018/19, the matrixes in Schedules 4 and 5 of the Donations Policy were used as a basis to calculate numerical scores for evaluating applications. Each application was assessed by two Council officers, who provided a numerical score against each of the following four criteria:

1. Management of organisation
2. Sources of funding
3. Extent of accessibility to community
4. Social and community benefit for the local community

Where insufficient information on the above criteria was provided by an applicant, staff undertook some research 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, the individual and total scores, and recommended funding amounts based on available funds are at **Attachment 4**.

In accordance with Council's Donations Policy the five Council staff who assessed the applications signed a declaration confirming that to the best of their knowledge they had no real or perceived conflict of interest in relation to the applications which they assessed.

Acquittal of funding

As detailed on the Application form, Council requires recipients of Category A donations to submit an acquittal following expenditure of the donation, before any further donation is made. A form is provided to all community groups for this purpose, and the application form states that groups must acquit previous funds before any more donations are granted to them.

Quotes for venue hire

A number of applicants included a quote for the hire of the particular Council venue they wished to use, but some did not. 2019/20 Category B donations will only be actioned upon receipt of a venue hire booking and quote.

10.15QPRC 2019/20 Annual Grants and Donations Program (Ref: ; Author:
Richards/Darcy) (Continued)

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 2019/20 includes \$60,000 for community donations. The total amount of funding sought by applicants this year is \$111,566.50. This figure includes some funding requests that were over the \$2,000 limit, and one request for \$40,000. After final assessment, the recommended funding to be dispersed is \$58,710.50 as shown in Attachment 4

Program Code	Expense Type	Funding source	Amount
10-3180-1025-63150		Annual Community Grants Program	\$ 58,710.50

Conclusion

Council is invited to consider all the applications received under the 2019/20 annual Community Grants Program, and approve donations to community groups in accordance with the QPRC Donations Policy.

Attachments

- Attachment 1  Donation Requests for both Category A and B (*Under Separate Cover*)
 Attachment 2  Donation Requests for Category A only (*Under Separate Cover*)
 Attachment 3  Donation Requests for Category B only (*Under Separate Cover*)
 Attachment 4  Matrix - Numerical Score and Recommended Funding (*Under Separate Cover*)

10.16 Community Cultural Event (Ref: ; Author: Richards/Richards)

Summary

In 2018, Council supported a free Shakespeare in the Park event at the Queen Elizabeth II Park. Shakespeare in the Park in Queanbeyan was the most highly attended and supported of all three performances across the Queanbeyan-Palerang-Canberra region.

Similarly, over the past three years, Council has supported *Music By the River* as a free community cultural event (in collaboration with ICON Water and the Canberra Symphony Orchestra). These events give people from all walks of life the opportunity to experience a 'live' cultural event.

Council has been offered a performance entitled '*By A Thread*' for October 2019. This would complete the trilogy of cultural offerings in drama, music and dance.

Recommendation

That Council:

- 1. Approve the staging of *By a Thread* in the Queen Elizabeth II Park during October 2019 as a free community cultural event.**
 - 2. Approve a budget of \$12,500 for a day time performance or \$14,500 for an evening performance of the show.**
-

Background

One Fell Swoop is a dance-acrobatic troupe currently performing their new show *By a Thread* across Australia. This performance is a mixture of ballet and acrobatics performed by an experienced ensemble of seven. The production has been offered to Queanbeyan-Palerang Regional Council as part of a national tour. It can be performed in the theatre, or outdoors. The setting of the Queen Elizabeth II Park would offer both a beautiful backdrop for the production and allow a much larger audience to experience it.

Over the past three years, Council has offered free cultural events in music and drama to the community. This has allowed a diverse demographic of our community to experience the performances that they may not otherwise be able to access. The presentation of this unique cultural-arts event in a public, community friendly space outside the confines of a typical theatre setting, allows people from all walks of life the opportunity to 'taste' a live performance in the comfort of a non-threatening environment.

The production would complete the trilogy of drama, music and dance cultural offerings that have been provided as free events to our community. As with the CSO, the event would be supplemented by short performances from community groups and some of the cost could be offset by offering some reserved seating (at a minimal cost). It is envisaged that food and beverage options would be on offer.

The performance could be offered during the afternoon or the evening.



Implications

Social / Cultural

Diverse arts and cultural activities are an important contribution to the liveliness and vitality of a community. The arts provide benefits that extend beyond individual enjoyment and personal enrichment, to include exposure to new perspectives and stronger social bonds. This free, inclusive event will allow everyone to experience live professional theatre. For some people it will be their first introduction to dance and for others, their only opportunity to experience it.

Financial

Program Code	Expense Type	Funding source	Amount
5200	Event Operations Management	\$	14,500

Resources (including staff)

The events team will support the event with the usual community marketing and social media promotion and the organisation of food and beverage suppliers. As with all QPRC events it will also require traffic management and waste and security services. All technical and other equipment will be managed externally and form part of the stipulated cost.

Integrated Plan

The proposed *By a Thread* concept aligns itself with QPRC's Draft Community Strategic Plan 2018-2028, Strategic Pillar 1 'Community', Key Goal 1.1 '*We build on and strengthen our community cultural life and heritage*'.

This is expanded in the Community Strategy – Service Objective *‘Develop the cultural capacity of the community through the availability and participation in arts, performance and cultural gatherings, events and exhibitions in the Queanbeyan-Palerang region’*.

Conclusion

This is a unique opportunity to present live professional theatre to the people of Queanbeyan-Palerang as a free community event. It is supported by the Community Strategic Plan and has an overall low impact on Council resources for a high community impact. It would complete the trilogy of drama, music and dance cultural experience as gifts to our community

Attachments

Nil

10.17 Donations from Christmas in July 2019 Gate Takings (Ref: ; Author: Richards/Duncan)

Summary

This year's Christmas in July event is being held at Queanbeyan Showground on 7 July.

Entry to the event is by gold coin donation. In 2018 \$5075.30 was distributed amongst 4 organisations. In 2019 the amount is expected to be similar.

This report seeks a determination on the number of charitable organisations for distribution of gate takings and the charitable organisations to share equally in the donation distribution.

Recommendation

That Council:

- 1. Determine the number of organisations to share equally in donations received from gate takings at this year's Christmas in July.**
 - 2. Determine the organisations to receive the donations.**
-

Background

This year's Christmas in July event will be held on 7 July at the Queanbeyan Showground. The event will include Christmas inspired food, gourmet treats, regional wines, handmade Christmas gifts, oodle (poodle –cross) dog races, kids play area and live music.

Vendors from across the LGA will be in attendance as will vendors from the Central Coast, Sydney, Goulburn and Yass, the event promises to be spectacular.

Entry is by gold coin donation with the donations received provided to a charity organisation within the Local Government Area (LGA).

In 2018 it was estimated 17,000 people attended throughout the day with 4 organisations benefiting equally from a total of \$5075.30 that was donated at the gate. Similar amounts are expected to be received in 2019.

The 2018 event is a finalist in the category of Local Economic Contribution at the LG Professionals Awards announced on 20 June 2019 and has also been nominated in the RH Dougherty Awards in the Category of Innovation in Special Event.

The organisations that received last year's donations were:

- Legacy
- Queanbeyan Scouts
- War Widows; and
- Queanbeyan Girl Guides

A number of charitable organisations have been suggested to receive this year's donations including:

- Abbeyfield House in Bungendore
- Annie's House
- Braidwood Education Fund

10.17 Donations from Christmas in July 2019 Gate Takings (Ref: ; Author: Richards/Duncan) (Continued)

- Braidwood Life Centre
- Home in Queanbeyan
- Legacy
- Queanbeyan Girl Guides
- Queanbeyan Scouts
- Respite Centre for Queanbeyan
- Rise Above – Cancer Support.
- Rural Fire Services (RFS) within the LGA
- SPAN – Suicide prevention.
- State Emergency Services (SES) within the LGA
- “Tree House” – Children’s Special Needs
- War Widows

This list is not exhaustive and Council may wish to include other charitable organisations deemed suitable.

Conclusion

An amount of around \$6,000 is likely to be received from donations at the Christmas in July event. Council is asked to choose up to four charities to share the proceeds.

Attachments

Nil

Summary

With the construction of a new Fire Station at Captain's Flat, the existing facility will be vacated. An approach has been received from the local community to operate a "Men's Shed" from the building and for the facility to be licensed for this purpose.

The use is seen as appropriate and a process in accordance with legal requirements must be observed, nevertheless it is considered that a Licence Agreement for the facility should be issued.

Recommendation

That:

1. Council agree in principle to enter into a five year Licence Agreement with the Captain's Flat Men's Shed Group for the use of the former Fire station at 106 Foxlow St Captain's Flat, subject to securing sufficient funding to complete the work needed to enable the shed to be used as a Men's Shed.
 2. That the Licence Agreement proposal be advertised on accordance with S47 and 47A of the *Local Government Act 1993*.
 3. That if no objection to the proposal is received, the Licence Agreement be executed.
 4. That the Council approve the Mayor and the Chief Executive Officer to execute the Licence Agreement on the Council's behalf.
-

Background

The Council was successful in receiving funding to construct a new fire station at Captain's Flat and it will soon be ready for occupancy. The property is located at 106 Foxlow St, Captain's Flat (*at the corner of Braidwood Road*) and is shown hereunder:





Inquiries have been made by a local group to establish a “Men’s Shed” at the former fire station. The group has signed up 13 members with a further 7 members pending and have held fund raising events for equipment.

The existing Fire Station building will become vacant when the brigade relocates to the new premises and the Group would be keen to access the facility when available.

There has been some informal discussions with Council staff and councillors along these lines, and the matter was discussed at a recent workshop.

It has been advised that the Group will be affiliated with *Men’s Shed Australia* and will effect appropriate insurance through that organisation. In addition, support in establishment will be provided by other Men’s Shed groups.

No reason can be seen as to why the suggestion should not be supported except some operational issues regarding building availability, building suitability, adequacy of amenities, modifications if needed etc will need to be sorted. Accordingly, it is considered the proposal should be progressed.

The building will need a DA to change its use from a Fire Station to a ‘Men’s Shed’ and may be subject to comply with current standards – ie Section J requirements if Air Conditioning or heating was intended and the need for insulation and the like, possible changes to WC for disabled/ambulant access and parking.

Implications

Legal

The land at 106 Foxlow St, Captain’s Flat (*Lot 13, S 4, DP18452*) is classified as “Community Land” and only be lease or licensed in accordance with the provisions of the *Local Government Act 1993*.

It has been the Council’s practice to enter into a 5 year Licence Agreement for community use of Council properties and it is suggested that a similar licence agreement be offered to the group.

The Council must give public notice of the proposal including in newspapers Council website and upon the land and immediate neighbours and must consider any submission received.

Asset

The structure of the building appears to be sound, however the roof has several leaks where posts for antenna and signage penetrate and daylight is clearly visible from the underside in

10.18 Men's Shed Captains Flat (Ref: ; Author: Neil/Warne) (Continued)

several locations. With the removal of the redundant structures on the roof it is expected that replacement of broken roof tiles will be sufficient to make weatherproof.

The facility would require installation of benches for work space, shelving, power and lighting upgrade, some minor work externally including painting fascia and repair guttering.

The estimated cost to undertake the work to prepare the shed to a standard suitable for a Men's Shed is \$40,000. Funding for this work is not available at this time. The building is a Council asset and included upon the Council asset register.

Social / Cultural

Whilst not specifically recognised in any long term strategy, it is considered that the Men's Shed concept is a worthwhile social activity predominantly for retired men. In other locations within the council area Men's Sheds have been a great success.

Engagement

There is a public consultation process as part of the *local Government Act* requirements.

In addition, public consultation may be needed as part of a planning process for approval of the land use.

Financial

A small annual fee of approx. \$490 is payable under most community use Licence Agreements. It is proposed that this fee be levied under this arrangement.

Resources (including staff)

There will be little impact on staff resources because of this proposal. An inspection of the building prior to occupation is proposed.

Conclusion

is considered that the proposed use of the former Fire Station as a Men's Shed is appropriate and should add to the options in Captain's Flat for recreational activities. There appears to be support from the community for the proposal.

Attachments

Nil

10.19 3 Hoover Road - Lease to Queanbeyan & District Pre School Association (Ref: ; Author: Neil/Warne)

Summary

This report is to seek Council support for an eleven (11) year lease to the Queanbeyan and District Pre School Association Inc. for the use of at site at 3 Hoover Road, Queanbeyan West for the purpose of developing a Pre School. In addition, the Council will need to agree to a mortgage being exercised for the site to the NSW Department of Education in respect of the School's grant funding for the project.

Recommendation

That Council:

- 1. Agree to enter into an Eleven (11) year lease with the Queanbeyan and District Pre School Association for the use of the site at 3 Hoover Road, Queanbeyan West for the purposes of a Pre-School.**
 - 2. Register the Lease on the title for the land.**
 - 3. Agree to the NSW Department of Education holding a mortgage over the land for a ten year period as part of funding requirement for the Pre-School.**
-

Background

In December 2018 Council agreed to support the Queanbeyan and District Pre School Association Inc. (QDPSA) with the provision of a site for a new Pre School. Two sites were identified as having potential (*3 Hoover Road and 126A Morton St Queanbeyan*) and the Association was asked to nominate the preferred site.

It was agreed that if either site was suitable the Council would progress a Licence Agreement for the use of the land in accordance with the provisions of the *Local Government Act 1993*. Note the provisions for either a Lease or a Licence are similar. The legal difference is a lease is capable of being registered upon title in accordance the *Real Property Act 1900* where there is no such requirement for a Licence Agreement.

The QDPSA needed to investigate the planning issues associated with each site and in Late March advised of their preferred site (*3 Hoover Road*). It was also advised that as the NSW Department of Education was a major funder of the project and required a mortgage to be registered on title for a period of ten years. Accordingly, public consultation process has occurred in respect of the site for a ten (10) year Lease of the site for a Pre-School.

The QDPSA has a funding commitment from the NSW Department of Education and was required to have the lease arrangement in place by early June and mortgage registered on title, but this timeframe did not align with the public consultation process. In addition, it would take approx. 12 months to obtain the required approvals and build the new Pre-School and the mortgage was to relate to the ten years of operation as a Pre-School.

After discussion with the funding authority the funding is still committed but it has now been requested that the lease be for an Eleven (11) year period as it needed to cover the

10.193 Hoover Road - Lease to Queanbeyan & District Pre School Association (Ref: ; Author: Neil/Warne) (Continued)

construction period and ten (10) years of operations. This request is not seen as unreasonable and should be supported.

The site is shown hereunder:

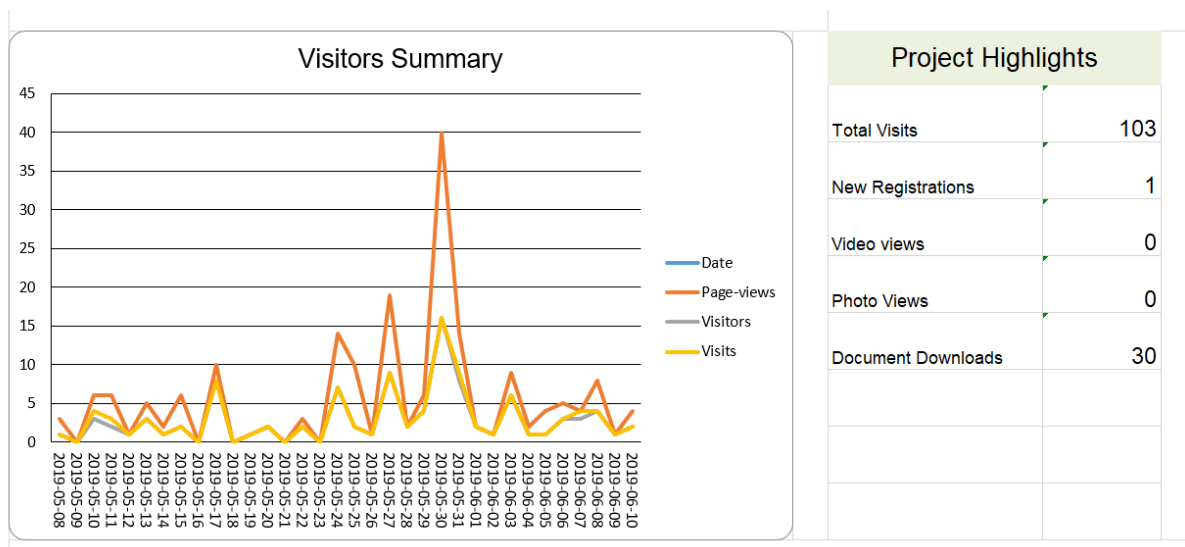


Implications

Legal and Public Engagement

A public consultation process in accordance with S47 of the *Local Government Act 1993* has been undertaken including public advertising in newspapers and on the Council web site, and advice to surrounding property owners. A copy of the proposed lease was available on the Council website.

During the public consultation period the following is the analytical data from the Council Web site.



10.193 Hoover Road - Lease to Queanbeyan & District Pre School Association (Ref: ; Author: Neil/Warne) (Continued)

Three letters of objection have been received from residents in Koorong Place, in addition to significant support for the establishment of the Pre School. A 107 page document has been provided including letters of support from parents, petitions and support through the broader community. These representations have been circulated.

It is now proposed that the Lease be for an eleven year period. Whilst the extended tenure is longer than advertised it is considered that it is quite minor change and is not a sufficient variation from the original proposal to warrant re-commencement of the public consultation process. Further, it will enable the matter to be finalised as quickly as possible.

Environmental

The QDPSA will need to obtain development approval for the project. The lease merely provides tenure for use of the land. The QDPSA will need to work with Council planners and engineers in this regard.

Part of the site is used for local drainage and this use will need to be accommodated in the design of the Pre School.

As part of the DA process there will be further public consultation, but this is different to and separate from the leasing proposal.

Asset

Any facility that is built would be an asset of the QDPSA. In the past the Council has assisted the QDPSA by carrying the building insurance for the facility, but contents insurance is the responsibility of the Association.

Social / Cultural

With the greater Queanbeyan population rapidly expanding, the need for a new Pre-School is vital. As advised there are over 300 children on the waiting list. In addition, recent Federal and State Election commitments regarding additional Pre School education will add further to the demands upon the QPSA to provide Pre School places and services.

Financial






It is proposed that the rent for the property will be the amount equivalent to the Minimum Annual Rent levied in accordance with the *Crown Land Management Act 2016*. This is currently \$490 per annum.

Conclusion

At present the QDPSA has a huge waiting list which has exacerbated the need for a new Pre School. The existing sites are at capacity with no opportunity for expansion. The Harris Park facility was extended about 4 -5 years ago.

The site for the third Pre-School has been identified and the Council is working with the QDPSA to progress the project. It will assist with tenure and funding that the lease be executed as outlined.

Attachments

- Attachment 1  Objection 1 (*Under Separate Cover*)
Attachment 2  Objection 2 (*Under Separate Cover*)
Attachment 3  Objection 3 (*Under Separate Cover*)
Attachment 4  Letters of support & petition 107 Pages (*Under Separate Cover*)
Attachment 5  Further petition (*Under Separate Cover*)

10.20 Administrative adjustment to QPRC Code of Meeting Practice (Ref: ; Author: Tegart/Spyve)

Summary

Approval is being sought for two minor adjustments to the Order of Business in Cl.8.2 as set out in Council's newly adopted Code of Meeting Practice. These two adjustments are requesting that Mayoral Minutes and Reports to Council move up the order of business to be dealt with prior to Rescission Motions and Committee Reports respectively.

Recommendation

That Council approve two minor adjustments to the Order of Business as set out in Clause 8.2 of QPRC's Code of Meeting Practice consisting of:

- 1. Moving Mayoral Minutes to be dealt with prior to Notices of Rescission.**
 - 2. Moving Reports to Council to be dealt with prior to Reports to Committees.**
-

Background

Council adopted its new Code of Meeting Practice at its meeting on 24 April 2019 to comply with the requirements NSW Government's Model Code of Meeting Practice. As Council beds in this new requirement, a minor administrative adjustment is being sought for this Code relating to Section 8 – Order of Business for Ordinary Council Meetings. In the Order of Business as set out in Clause 8.2 of the Code approval is being sought for the rearrangement of two items relating to Mayoral Minutes and Reports to Council.

In the adopted Code, Mayoral Minutes currently appear in the Order of Business after Notices of Rescission. This had originally occurred as there had been an intent deal with all items pertaining to a previous meeting together (ie. Confirmation of minutes etc). Accordingly Notices of Rescission were placed immediately following the confirmation of minutes from the previous meeting.

However Cl.9.7 of the Code states that *'a Mayoral Minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting'*. This report is seeking Council's approval to implement the intent of Cl.9.7 and move Mayoral Minutes up the Order of Business to be dealt with prior to Notices of Rescission.

The second change being sought relates to Reports to Council. Currently these appear after Reports to Committees. This occurred because it followed the layout in the Model Code of Meeting Practice. This appears to have occurred because in some councils they have a heavy emphasis on Statutory Committees where they deal with most of their day to day business. In QPRC's case we have only one statutory committee consisting of the Planning and Strategy Committee. The minutes of this committee are always confirmed in item 04 of the Order of Business.

The vast bulk of the Council's day to day business is dealt with in staff Reports to Council. Our committee reports tend to be from mainly advisory or S355 committees which tend to be of a 'for information' nature. Accordingly, due to the important nature of staff reports within QPRC Order of Business, approval is being sought to deal with these reports prior to the Reports of Committees.

10.20 Administrative adjustment to QPRC Code of Meeting Practice (Ref: ; Author: Tegart/Spyve) (Continued)

If Council approves these two adjustments the Order of Business for Ordinary Meetings will now be:

- 01 Opening meeting
- 02 Acknowledgement of Country
- 03 Apologies and applications for leave of absence by Councillors
- 04 Confirmation of Minutes
- 05 Disclosures of Interests
- 06 [Adjournment for Public Forum]
- 07 Mayoral Minute(s)
- 08 Notices of Rescission
- 09 Reports to Council [including Delegates Reports]
- 10 Reports of Committees
- 11 Notices of Motion
- 12 Questions with Notice
- 13 Confidential Matters
- 14 Conclusion of the Meeting

Implications***Engagement***

As this is only a minor adjustment to a single clause within the Code with no impact upon the Queanbeyan-Palerang community there is no need for these changes to be publicly advertised.

Conclusion

Council adopted a new Code of Meeting Practice in April. As Council is bedding in the new Code a minor adjustment is being sought to the Order of Business as set out in Cl.8.2. This adjustment, if approved, will see Mayoral Minutes and Reports to Council move up the Order of Business.

Attachments

Nil

10.21 Adoption of Council Policies - Second Tranche (Ref: ; Author: Tegart/Spyve)

Summary

Several policies were reported to the Council meeting of 24 April 2019 seeking approval for their public exhibition. The policies form part of Council's Policy Harmonisation Project to review and integrate the policies of the two former councils. Public comment on the draft policies closed on 24 May with a total of six submissions received. This report recommends the adoption of three of the policies with amendments and the rescinding of two which are seen as being no longer necessary.

Recommendation

That Council:

1. **Note the submissions received on the draft policies.**
 2. **Adopt the following policies:**
 - **Parking Enforcement Priority Policy**
 - **Street Verge Maintenance Policy**
 - **Street Names and New Subdivisions Policy**
 3. **Rescind the following policies which are seen to be no longer necessary:**
 - **Bus Stops Policy**
 - **Relocated Dwellings Policy**
 4. **Rescind all previous versions of the Parking Enforcement Priority Policy, Street Verge Maintenance Policy and Street Names and New Subdivisions Policy which had been adopted by the former Queanbeyan City Council and Palerang Council.**
-

Background

Both Queanbeyan City Council and Palerang Council had in place a range of policies prior to the proclamation of Queanbeyan-Palerang Regional Council on 12 May 2016. An Interim Policy was adopted by Council in October 2016 to cater for the management of the former councils' policies until full harmonisation is achieved.

A report was presented to the Council meeting on 24 April 2019 setting out the second tranche of policies for updating. The report recommended that five policies be placed on public exhibition to seek community input on their draft provisions consisting of:

- Bus Stops Policy
- Relocated Dwellings Policy
- Parking Enforcement Priority Policy
- Street Verge Maintenance Policy
- Street Names and New Subdivisions Policy

One of the key aspects of the policy review project is to ascertain whether any of the existing policies are no longer necessary or have been superseded by changes arising from the merger process or the introduction of new laws or guidelines etc. by the NSW Government. This project also examines whether certain policies, because of their operational nature, should be replaced with Directives and Procedures.

A total of six submissions were received on the policies. Attachment 1 sets out these submissions and staff responses. Any changes arising from these submissions are set out in Red in the revised policies (See Attachments 2, 3 and 4).

**10.21 Adoption of Council Policies - Second Tranche (Ref: ; Author: Tegart/Spyve)
(Continued)**

Two policies are being recommended for rescinding. These are the Bus Stops Policy and the Relocated Dwellings Policy. This course of action is being proposed due to feedback received from key external and internal stakeholders. The reasons for this are set out below:

Bus Stops Policy

Council received a detailed submission from a service provider outlining how the existing policy proved unworkable when it was in force under QCC. It is recommended that this policy be rescinded and be replaced with a Directive consisting of:

- Requiring developers of new subdivisions to liaise with bus companies to identify the locations of bus stops and to have these flagged in the subdivision plan.
- In those areas outside of new subdivisions, require staff to work in partnership with bus companies to identify potential sites for future bus stops across the local government area.
- Once suitable sites have been identified, Council will undertake a community engagement process to seek feedback from affected residents on potential locations.
- The engagement process will set out the criteria for the siting of bus stop locations. In particular safety, the servicing of the transport network and the hierarchy of the street network will be considered.
- Once feedback from the community has been received, and the essential criteria taken into consideration, the location will be determined by the CEO.

Relocated Dwellings Policy

This policy had been developed by QCC to manage proposals to move existing houses onto new sites within the LGA. No submissions were received on this policy, however internal discussions with staff revealed that the policy came about due to a specific instance of when an old house was moved onto a new subdivision. Staff believe that any future proposals for the relocation of a dwelling can be handled as part of the development application process for a site. Accordingly it is recommended that this policy is no longer necessary and should be rescinded.

Implications***Legal***

Council is required to undertake a policy harmonisation process as part of its transition process to bed in the newly merged Council and to ensure that all its policies are relevant and up to date.

Policy

This report forms part of Council's Policy Harmonisation Project which is examining all the policies of the former Queanbeyan City Council and Palerang Council to determine whether they can be updated to meet the strategic requirements of QPRC or whether they are no longer required and be rescinded.

Engagement

Due to the policies having a high public interest element they were placed on public exhibition for the period 25 April – 24 May to seek community feedback. A total of six submissions were received which is set out in Attachment 1.

**10.21 Adoption of Council Policies - Second Tranche (Ref: ; Author: Tegart/Spyve)
(Continued)**

Financial

There are no financial consequences arising from the review of these policies as they were already in existence and covered by the Interim Policy.

Integrated Plan





The policy harmonisation project aligns with the following Key Goals of the Queanbeyan-Palerang Community Strategic Plan 2018 – 2028:

- Goal 5.1 Our Council is highly professional in delivering services to the community
- Goal 5.3 Our council has in place systems to provide quality services to its customers
- Goal 5.5 Our Council has in place appropriate risk management frameworks
- Goal 5.7 We have a well informed and engaged community
- Goal 5.8 Our Council's activities work to achieve the Community's Vision and aspirations

Conclusion

As part of the merger process Council is required to look at reviewing and harmonising the policies of the two former councils as per Actions 1.1.4.33 and 1.1.4.34 of Council's Transition Plan 2016-2019. Council has been reviewing its policies since its creation in May 2016. The policies outlined in this report formed part of the second tranche which was considered at the 24 April 2019 Council meeting. The submissions from the community have been considered in these drafts and with appropriate changes being made it is recommended that Council adopt them. It is also recommended that two policies be rescinded.

Attachments

- Attachment 1  Summary of submissions and staff recommendations (*Under Separate Cover*)
- Attachment 2  Parking Enforcement Priority Policy (*Under Separate Cover*)
- Attachment 3  Street Verge Maintenance Policy (*Under Separate Cover*)
- Attachment 4  Road/Street Names Policy (*Under Separate Cover*)

10.22 Adoption of Complaint Management Charter and Policies (Ref: ; Author: Tegart/Spyve)

Summary

At the 24 April 2019 Council meeting, a report was presented on a Complaint Management Framework for QPRC and requesting that a Draft Charter of Individual Rights and Mutual Responsibilities of the Parties to a Complaint as well as drafts for Complaint Management, Unreasonable Complainant Conduct, and Competitive Neutrality Complaints policies be placed on public exhibition to seek community comment. The exhibition period for the charter and three policies closed on Friday 24 March 2019. No submissions were received from the community on these drafts. Approval is now being sought from Council to adopt these documents.

Recommendation

That Council:

- 1. Adopt the Charter of Individual Rights and Mutual Responsibilities of the Parties to a Complaint, the Complaint Management, Unreasonable Complainant Conduct, and Competitive Neutrality Complaints policies.**
 - 2. Rescind the following policies:**
 - **Former QCC Complaint Handling Policy**
 - **Former QCC Competitive Neutrality Policy**
 - **Former PC Complaints Management Policy**
 - **Former PC Dealing with Difficult Customers Policy**
-

Background

As part of QPRC's Policy Harmonisation Project, a review has been undertaken of Council's complaint management processes. An outcome of this has been the development of a Complaint Management Framework which was adopted by Council at its 24 April Council meeting. Sitting within this Framework is a charter and a series of policies, procedures and guidelines relating to how QPRC will manage complaints it receives.

Council recognises that the delivery of good customer service is an important aspect of every councils' business processes and that to achieve this councils need to ensure they have in place best practice complaint management systems. To achieve a best practice model for dealing with complaints Council has developed the following:

1. The Charter of Individual Rights and Mutual Responsibilities of the Parties to a Complaint

This Charter is based upon a best-practice model developed by the NSW Ombudsman to ensure that all parties who are involved in a formal complaint understand their mutual responsibilities.

10.22 Adoption of Complaint Management Charter and Policies (Ref: ; Author: Tegart/Spyve) (Continued)

2. Complaint Management Policy

This policy is based around the NSW Ombudsman's best practice model of complaint management consisting of a set of guiding principles and a three tier response system. The system's core aims are to:

- Enable us to respond to issues raised by people making complaints in a timely and cost-effective way.
- Boost public confidence in our administrative processes, and
- Provide information that can be used by us to deliver quality improvements in our services, staff and complaint handling.

3. Dealing with Unreasonable Complainant Conduct Policy

This policy recognises that despite having in place best practice systems to manage complaints, there will be times when Council will experience unreasonable behavior from complainants. The NSW Ombudsman defines unreasonable complainant conduct as '...any behavior by a current or former complainant which, because of the nature of its frequency raises substantial health, safety, resource or equity issues for the parties to a complaint.' (NSW Ombudsman, *Managing Unreasonable Complainant Conduct Practice Manual*, May 2012 p.6)

The aim of this policy is to ensure that Council acts fairly, consistently, honestly and appropriately when dealing with unreasonable complainant conduct and to ensure that all staff feel confident and supported in taking action to manage this behavior.

4. Competitive Neutrality Complaints Policy

This policy establishes a process for dealing with complaints alleging Council businesses are receiving an unfair competitive or financial advantage in the delivery of services and business activities which are also delivered by the private sector. This policy is based around obligations established under the Policy Statement on '*Pricing and Costing for Council Businesses – a Guide to Competitive Neutrality*' issued by the Office of Local Government in July 1997.

This report is also requesting that Council rescind the previous versions of the policies dealing with complaints which were in place at the former Queanbeyan and Palerang councils as they will now be superseded by these new policies.

Implications***Engagement***

Drafts of the Charter and three policies were placed on public exhibition for the period 25 April – 24 May to allow sufficient time for community feedback and comment on their provisions. No comments were received from the community on these draft documents. In light of this it is recommended that no changes be made to the draft policies. As noted in the report to the Council meeting of 24 April 2019 these are now being brought back to Council for their final adoption.

Financial

There are no financial consequences arising from the review of these policies as they were already in existence and covered by the Interim Policy.

10.22 Adoption of Complaint Management Charter and Policies (Ref: ; Author: Tegart/Spyve) (Continued)

Integrated Plan





The policy harmonisation project which includes our Complaint Management Framework policies aligns with the following Key Goals of the Queanbeyan-Palerang Community Strategic Plan 2018 – 2028:

- Goal 5.1 Our Council is highly professional in delivering services to the community
- Goal 5.3 Our council has in place systems to provide quality services to its customers
- Goal 5.5 Our Council has in place appropriate risk management frameworks
- Goal 5.7 We have a well informed and engaged community
- Goal 5.8 Our Council's activities work to achieve the Community's Vision and aspirations

Conclusion

Complaint management is an important aspect of the delivery of good customer service. To assist with this process a Complaints Management Framework was developed and adopted by Council to assist the Queanbeyan-Palerang community understanding the key components of Council's complaint management system. At the 24 April Council meeting the draft Charter and three draft policies on various components of QPRC's Complaint Management Framework were to be placed on public exhibition to seek community feedback. As no submissions were received on these draft documents, it is recommended that the documents be adopted by Council with no changes and that previous policies of the former QCC and PC relating to complaint management be rescinded.

Attachments

- Attachment 1  QPRC Charter of Individual Rights and Mutual Responsibilities of the Parties to a Complaint (*Under Separate Cover*)
- Attachment 2  QPRC Complaint Management Policy (*Under Separate Cover*)
- Attachment 3  QPRC Unreasonable Complainant Conduct Policy (*Under Separate Cover*)
- Attachment 4  QPRC Competitive Neutrality Complaints Policy (*Under Separate Cover*)

10.23 Investment Report - May 2019 (Ref: ; Author: Scarpin/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 2019.

Recommendation

That Council:

- 1. Note the 2018/19 investment income for May 2019 was \$243,874.**
 - 2. Note the investment portfolio has been made in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and *Queanbeyan-Palerang Regional Council's investment policy*.**
 - 3. Adopt the Investment Report for the month of May 2019.**
-

Background

Cash and Cash Equivalent Investments

The principal amount invested as at 31 May 2019 was \$210,445,987.

Refer to Attachment 1 for the budgeted interest allocation by entity.

Refer to Attachment 2 for the Budget vs Actual Report.

Refer to Attachment 3 for the QPRC Investment Report Pack.

Market Update

The average 30 day BBSW rate for May 2019 was 1.56%.

At its May 2019 meeting, the Reserve Bank (RBA) board elected to lower the cash rate by 25 basis points to the record low rate of 1.25%. This is the first movement since August 2016, and the first adjustment during Governor Lowe's reign.

Refer to Attachment 4 for the May 2019 economic commentary by Laminar Capital.

The TCorpIM Long-Term Growth Fund suffered a negative return in May 2019. The Fund invests across major listed asset classes, with around 70% directed to growth assets and 30% to defensive assets.

The TCorpIM Medium-Term Growth Fund underperformed in May 2019. The Fund contains 58% defensive assets.

Implications***Policy***





I hereby certify that Queanbeyan-Palerang Regional Council investments listed in Table 5 of the attached Investment Report Pack (Attachment 3) have been made in accordance with section 625 of the Local Government Act 1993, clause 212 of the Local Government General Regulations 2005, and Queanbeyan-Palerang Regional Council's Investment Policy.

Lucas Scarpin
Interim Chief Financial Officer

Financial

Investment income for the 2018/19 Financial Year as at 31 May 2019 amounted to \$5,588,622. The investment returns are added to the associated restricted funds (i.e. development contributions) that form Council's investment portfolio.

Attachments

- Attachment 1  May 2019 - Budgeted Interest Allocation by Entity (*Under Separate Cover*)
- Attachment 2  May 2019 - Budget vs Actual Report (*Under Separate Cover*)
- Attachment 3  May 2019 - Investment Report Pack (*Under Separate Cover*)
- Attachment 4  May 2019 - Economic Commentary (*Under Separate Cover*)

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ;
Author: Tegart/Scarpin)

Summary

This report is for Making the Rate including Annual Charges for the financial year 2019/2020 for Queanbeyan-Palerang Regional Council.

Recommendation

That Council make the following Rates and Annual Charges for the 2019/20 financial year and that such Rates and Annual Charges be the amount specified hereunder for the Queanbeyan-Palerang Regional Council (list).

Background

Each year following consideration of the Operational Plan and Revenue Policy, Council must 'make the rate' and set annual charges to enable rate notices to be issued before the end of July. The general rate pricing path (eg categories and differential rates) cannot alter from that which existed for the former councils at the time of merger. Up to half the general rate income per category can be levied as a base amount or 'base rate' to recover fixed costs of governance and certain community service obligations.

Two minor changes are proposed to the Draft Revenue Policy in order to correct administrative errors prior to its adoption.

A change is required to the Rural Residential Ad Valorem Rate which was not rounded from 0.1499 to 0.1500 as per Residential Ordinary 2019/2020.

A review of the rating structure and categories will take place in FY20, as outlined in a separate report in this business paper. New land valuations are scheduled by the NSW Valuer-General's Office to commence FY 2021.

The following pages represents the terms of setting the rate, and forms the resolution of Council:

Resolution

In accordance with section 533, 534, 535 and 566 of the *Local Government Act 1993* (the Act), Council makes the following Rates and Annual Charges for the period 1 July 2019 to 30 June 2020, being the financial year 2019/2020.

Annual Rates

Residential Rates

Residential Ordinary

An ordinary rate will be levied on all rateable land categorised as "**Residential**" under section 516 of the Act which falls within the designated area of the former Queanbeyan City Council as indicated on Page 13 of the Draft Revenue Policy 2019/20, consisting of an ad-valorem rate of zero point one five zero cents in the dollar (0.150) calculated on the land value issued by the NSW Valuer-General's Office with base date 1 July 2016, and a base amount of four hundred and ninety nine dollars and seventy cents (\$499.70) which is equivalent to 43.21% of the total rates levied for this category in 2019/2020. In accordance with section 543(1) of the Act this rate be named "**Residential Ordinary**".

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ; Author: Tegart/Scarpin) (Continued)

Residential Queanbeyan/Jerrabomberra Urban

An ordinary rate will be levied on all rateable land sub-categorised as “**Residential Urban**” under section 516 and section 529(2) (b) of the Act which falls within the designated area indicated on Page 14 of the Draft Revenue Policy 2019/20, consisting of an ad-valorem rate of zero point three nine five three cents in the dollar (0.3953) calculated on the land value issued by the NSW-Valuer General’s Office with base date 1 July 2016, and a base amount of three hundred and twenty six and forty cents (\$326.40) which is equivalent to 27.46% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named “**Residential Urban**”.

Residential Googong

An ordinary rate will be levied on all rateable land sub-categorised as “**Residential Googong**” under section 516 and section 529(2) (b) of the Act which falls within the designated area indicated on Page 14 of the Draft Revenue Policy 2019/20, consisting of an ad-valorem rate of zero point four nine five nine cents in the dollar (0.4959) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of four hundred and two dollars and sixty cents (\$402.60) which is equivalent to 25.51% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named “**Residential Googong**”.

Residential Tralee

An ordinary rate will be levied on all rateable land sub-categorised as “**Residential Tralee**” under section 516 and section 529(2) (b) of the Act which falls within the designated area indicated on Page 14 of the Draft Revenue Policy 2019/20, consisting of an ad-valorem rate of zero point four eight three one cents in the dollar (0.4831) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of three hundred and ninety two dollars (\$392.00). In accordance with section 543(1) of the Act this rate be named “**Residential Tralee**”.

Rural Residential

An ordinary rate will be levied on all rateable land sub-categorised as “**Rural Residential**” under section 516(1)(c) and section 529(2) (b) of the Act which falls within the designated area of the former Queanbeyan City Council, consisting of an ad-valorem rate of zero point one five zero cents in the dollar (0.150) calculated on the land value issued by the NSW Valuer- General’s Office with base date 1 July 2016, and a base amount of four hundred and ninety nine dollars and seventy cents (\$499.70) which is equivalent to 41.05% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named “**Rural Residential**”.

Residential - Palerang

An ordinary rate will be levied on all rateable land categorised as “**Residential**” under section 516 and section 529(2) (b) of the Act which falls within the designated area of the former Palerang Council, consisting of an ad-valorem rate of zero one eight seven zero cents in the dollar (0.1870) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of four hundred and eighty eight dollars (\$488) which is equivalent to 47.55% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named “**Residential Palerang**”.

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ; Author: Tegart/Scarpin) (Continued)

Farmland Ordinary

An ordinary rate will be levied on all rateable land categorised as **“Farmland”** under section 515 of the Act which falls within the designated area of the former Queanbeyan City Council, consisting of an ad-valorem rate of zero point one zero five four cents in the dollar (0.1054) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of eight hundred and seventy dollars (\$870) which is equivalent to 22.38% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named **“Farmland Ordinary”**.

Farmland Palerang

An ordinary rate will be levied on all rateable land categorised as **“Farmland”** under section 515 and section 529(2) (a) of the Act which falls within the designated area of the former Palerang Council, consisting of an ad-valorem rate of zero point one nine five three cents in the dollar (0.1953) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of one thousand one hundred and forty two dollars and twenty cents (\$1,142.20) which is equivalent to 47.55% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named **“Farmland Palerang”**.

Business Ordinary

An ordinary rate will be levied on all rateable land categorised as **“Business”** under section 518 of the Act which falls within the designated area of the former Queanbeyan City Council, consisting of an ad-valorem rate of one point three eight two five cents in the dollar (1.3825) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of four hundred and forty two dollars and thirty cents (\$442.30) which is equivalent to 5.17% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named **“Business Ordinary”**.

Business CBD

An ordinary rate will be levied on all rateable land sub-categorised as **“Business CBD”** under section 518 and section 529(2) (d) of the Act which falls within the designated area indicated on Page 13 of the Draft Revenue Policy 2019/20, consisting of an ad-valorem rate of one point eight six five cents in the dollar (1.865) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of six hundred and fifty three dollars and forty cents (\$653.40) which is equivalent to 5.17% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named **“Business CBD”**.

Business Industrial

An ordinary rate will be levied on all rateable land sub-categorised as **“Business Industrial”** under section 518 and section 529(2) (d) of the Act which falls within the designated area indicated on Page 15 of the Draft Revenue Policy 2019/20, consisting of an ad-valorem rate of zero point eight two eight nine cents in the dollar (0.8289) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of four hundred and forty three dollars and fifty cents (\$443.50) which is equivalent to 11.70% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named **“Business Industrial”**.

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ; Author: Tegart/Scarpin) (Continued)

Business Karabar

An ordinary rate will be levied on all rateable land sub-categorised as “**Business Karabar**” under section 518 and section 529(2) (d) of the Act which falls within the designated area indicated on Page 14 of the Draft Revenue Policy 2019/20, consisting of an ad-valorem rate of two point two three six eight cents in the dollar (2.2368) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of five hundred and thirty four dollars and fifty cents (\$534.50) which is equivalent to 4.44% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named “**Business Karabar**”

Business Jerrabomberra

An ordinary rate will be levied on all rateable land sub-categorised as “**Business Jerrabomberra**” under section 518 and section 529(2) (d) of the Act which falls within the designated area indicated on Page 14 of the Draft Revenue Policy 2019/20, consisting of an ad-valorem rate of two point two three six eight cents in the dollar (2.2368) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of five hundred and thirty four dollars and fifty cents (\$534.50) which is equivalent to 2.14% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named “**Business Jerrabomberra**”.

Business Googong

An ordinary rate will be levied on all rateable land sub-categorised as “**Business Googong**” under section 518 and section 529(2) (d) of the Act which falls within the designated area indicated on Page 15 of the Draft Revenue Policy 2019/20, consisting of an ad-valorem rate of two point one five six five cents in the dollar (2.1565) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of five hundred and thirty four dollars and fifty cents (\$534.50) which is equivalent to 9.23% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named “**Business Googong**”.

Business Palerang

An ordinary rate will be levied on all rateable land categorised as “**Business**” under section 518 and section 529(2) (d) of the Act which falls within the designated area of the former Palerang Council, consisting of an ad-valorem rate of zero point one eight four four cents in the dollar (0.1844) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of four hundred and fifty dollars (\$450) which is equivalent to 48.28% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named “**Business Palerang**”.

Mining

An ordinary rate will be levied on all rateable land categorised as “**Mining**” under section 517 of the Act, consisting of an ad-valorem rate of zero point five two seven six cents in the dollar (0.5276) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2016, and a base amount of one thousand and sixty dollars (\$1,060) which is equivalent to 8.32% of the total rates levied for this sub-category in 2019/2020. In accordance with section 543(1) of the Act this rate be named “**Mining**”.

Annual Charges**WASTE MANAGEMENT*****Domestic Waste Management Annual Charges***

Under section 496(1) of the Act Council must make and levy an annual Domestic Waste Management (DWM) service charge to each parcel of rateable land for which the service is available and under section 496(2) Council may levy a DWM charge for land that is exempt from rating if the owner requests the service.

In the case of all land within the former Queanbeyan City Council defined service area, for which a DWM service is available, the following Table of Annual Charges are levied in accordance with Section 496 of the Act:

Table 1.

Type	DWM Bin Service	Service Frequency	Charge Amount	GST
DW1	140L Waste 240L Recycling 240L Green Waste	Weekly Fortnightly Fortnightly	\$328.00	Nil
DW2	240L Waste 240L Recycling 240L Green Waste	Weekly Fortnightly Fortnightly	\$436.00	Nil
DW3 DW4 DW5 DW6	Additional Bins Service 140L Waste 240L Waste 240L Recycling 240L Green Waste	Weekly Weekly Fortnightly Fortnightly	\$152.00 \$185.00 \$83.00 \$83.00	Nil
DW7	Multi-Unit Shared Service 240L Waste 240L Recycle	Weekly Fortnightly	\$299.00	Nil
DW8	Multi-Unit Shared Service 240L Waste 240L Recycle 240L Green Waste (shared)	Weekly Fortnightly Fortnightly	\$328.00	Nil
DW9	Multi Unit Shared Service Additional Greenwaste	Fortnightly	\$83.00	Nil
DW12	Multi-Unit Shared Service 140L Waste Shared Recycle Booked Cleanup	Weekly Fortnightly Bi-annually	\$299.00	Nil
DW13	Multi-Unit Shared Service 140L Waste 240L Recycle 240L Green Waste	Weekly Fortnightly Fortnightly	\$328	Nil
DW10	Vacant Domestic Charge		\$26.00	Nil

**10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ;
Author: Tegart/Scarpin) (Continued)**

DW14	Recycling Bin Upsize 360L Recycling	Fortnightly	\$25.00	Nil
DW11	Rural Waste Availability Charge		\$48.00	Nil
DW15	Rural Waste 240L Waste 240L Recycling	Fortnightly Fortnightly	\$355.00	Nil
DW17	Rural Waste 240L Recycling only	Fortnightly	\$181.00	Nil
DW21	Rural Waste Additional 240L waste	Fortnightly	\$168.00	Nil
DW22	Rural Waste Additional 240L recycling	Fortnightly	\$129.00	Nil

In the case of all land within the former Palerang Council defined service area, for which a DWM service is available, the following Table of Annual Charges are levied in accordance with section 496 of the Act:

Table 2.

Type	DWM Bin Service	Service Frequency	Charge Amount	GST
DWP1	Domestic Waste Urban 140L Waste 240L Recycling 240L Green Waste	Weekly Fortnightly Fortnightly	\$385.00	Nil
DWP2	Domestic Waste Urban 240L Waste 240L Recycling 240L Green Waste	Weekly Fortnightly Fortnightly	\$418.00	Nil
DWP3	Domestic Waste Urban 360L Waste 240L Recycling 240L Green Waste	Weekly Fortnightly Fortnightly	\$466.00	Nil
DWP4	Domestic Waste Rural 240L Waste 240L Recycling	Fortnightly Fortnightly	\$311.00	Nil
DWP5	Domestic Waste Rural 360L Waste 240L Recycling	Fortnightly Fortnightly	\$396.00	Nil
DWP6	Domestic Waste Rural Compound Bin 240L Waste 240L Recycling	Fortnightly Fortnightly	\$234.00	Nil

**10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ;
Author: Tegart/Scarpin) (Continued)**

DWP7	Domestic Waste Rural Compound Bin 360L Waste 240L Recycling	Fortnightly Fortnightly	\$298.00	Nil
DWP8	Domestic Waste Rural Sutton East, Carwoola, Urila and Primrose Valley 240L Recycling	Fortnightly	\$108.00	Nil
DWP9	Domestic Waste Rural Sutton East, Carwoola, Urila and Primrose Valley 360L Recycling	Fortnightly	\$155.00	Nil
DWP10 DWP11	Domestic Waste Rural Sutton East, Carwoola, Urila Additional Bins Service 240L Recycling 360L Recycling	Fortnightly Fortnightly	\$87.00 \$132.00	Nil
DWP12	Vacant Domestic Charge		\$26.00	Nil
DWP14 DWP15 DWP16 DWP17 DWP18	Domestic Waste Urban Additional Bins Service 140L Waste Bin 240L Waste Bin 360L Waste Bin 240L Recycling Bin 360L Recycling Bin	Weekly Weekly Weekly Fortnightly Fortnightly	\$156.00 \$239.00 \$332.00 \$97.00 \$132.00	Nil
DWP19 DWP20 DWP21 DWP22 DWP23	Domestic Rural Waste Additional Bins Service 140L Waste Bin 240L Waste Bin 360L Waste Bin 240L Recycling Bin 360L Recycling Bin	Fortnightly Fortnightly Fortnightly Fortnightly Fortnightly	\$112.00 \$170.00 \$239.00 \$87.00 \$132.00	Nil

Commercial Waste Annual Charge

Under section 501 of the Act, Council may levy an annual Commercial Waste Management (BWM) service charge to each parcel of rateable land for which the service is provided.

In the case of all land within the former Queanbeyan City Council defined service area, for which a BWM service is provided or proposed to be provided, the following Table of Annual Charges are levied in accordance with section 501 of the Act:

Table 3.

Type	Bin Service	Service Frequency	Annual Charge	GST
BW1	Availability Charge		\$94.00	Nil
BW2	240L Waste Bin	Weekly	\$255.00	Nil

**10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ;
Author: Tegart/Scarpin) (Continued)**

BW3	240L Recycling Bin	Fortnightly	\$92.00	Nil
BW4	240L Green Waste Bin	Fortnightly	\$92.00	Nil

In the case of all land within the former Palerang Council defined service area, for which a BWM service is provided or proposed to be provided the following Table of Annual Charges are levied in accordance with section 501 of the Act:

**Table 4.
Defined Service Area Braidwood, Bungendore and Captains Flat**

Type	Bin Service	Service Frequency	Annual Charge	GST
BWP1	140L Waste 240L Recycling	Weekly Fortnightly	\$315.00	nil
BWP2	240L Waste 240L Recycling	Weekly Fortnightly	\$348.00	nil
BWP3	360L Waste 240L Recycling	Weekly Fortnightly	\$401.00	nil
BWP11	Additional 140L Waste Bin	Weekly	\$158.00	nil
BWP12	240L Waste Bin	Weekly	\$242.00	
BWP13	360L Waste Bin	Weekly	\$336.00	
BWP14	140L Waste Bin	Fortnightly	\$113.00	
BWP15	240L Waste Bin	Fortnightly	\$173.00	
BWP16	360L Waste Bin	Fortnightly	\$242.00	
BWP17	240L Recycling Bin	Weekly	\$151.00	
BWP18	360L Recycling Bin	Weekly	\$219.00	
BWP19	240L Recycling Bin	Fortnightly	\$88.00	
BWP20	360L Recycling Bin	Fortnightly	\$134.00	
BWP10	Vacant Charge		\$27.00	nil

**Table 5.
Defined Service Area Majors Creek, Araluen, Burra, Urila and Royalla**

Type	Bin Service	Service Frequency	Annual Charge	GST
BWP4	240L Waste 240L Recycling	Fortnightly Fortnightly	\$313.00	nil
BWP5	360L Waste 240L Recycling	Fortnightly Fortnightly	\$399.00	nil
BWP6	Compound Bins 240L Waste 240L Recycling	Fortnightly	\$235.00	nil
BWP7	Compound Bins 360L Waste 240L Recycling	Fortnightly	\$300.00	nil
BWP20	Additional Compound Bins 240L Waste Bin	Fortnightly	\$130.00	nil
BWP21	360L Waste Bin	Fortnightly	\$178.00	
BWP10	Vacant Charge		\$27.00	nil

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ;
Author: Tegart/Scarpin) (Continued)

Table 6.
Defined Service Area Sutton East, Carwoola/Primrose Valley

Type	Bin Service	Service Frequency	Annual Charge	GST
BWP8	240L Recycling	Fortnightly	\$109.00	nil
BWP9	360L Recycling	Fortnightly	\$157.00	nil

Waste Programs & Waste Services Annual Charge

In the case of all rateable land within the former Palerang Council area a Waste Programs Annual Charge in accordance with s.501 of the *Local Government Act* and in the case of all non-rateable land within the former Palerang Council area a General Waste Annual Charge in accordance with s.502 of the *Local Government Act*.

Table 7.

Property Service Locality	Qualifier	Frequency	Charge Amount	GST
Palerang Council area East of Queanbeyan River	Roadside recycling service is available	Annual charge per assessment	\$375.00	nil
Palerang Council area East of Queanbeyan River	Roadside recycling service is not available	Annual charge per assessment	\$416.00	nil
Palerang Council area west of Queanbeyan River	No tip pass issued	Annual charge per assessment	\$27.00	nil
Palerang Council area west of Queanbeyan River	Following Tip Pass issued on application	Annual charge per assessment	\$375.00	nil

In the case of all rateable land within the former Palerang Council area a Waste Services Annual Charge in accordance with s.501 of the *Local Government Act* and in the case of all non-rateable land within the former Palerang Council area a General Waste Annual Charge in accordance with s.502 of the *Local Government Act*.

Table 8.

Property Service Locality	Qualifier	Charge Amount	GST
Palerang Council area East of Queanbeyan River where a Landfill pass is issued for disposal of general waste into an authorised landfill	Annual charge per assessment	\$54.00 (GST incl)	\$4.91

WATER CHARGES

Annual Access Charge

All rateable land categorised as Residential within the defined area of the former Queanbeyan City Council will be charged an Annual Water Access Charge equivalent to a 20mm Water Access Charge (\$270) in accordance with section 501 of the Act.

All strata and non-strata units or dual occupancy properties will be charged an Annual Water Access Charge equivalent to a 20mm Water Access Charge for each single occupancy (e.g. unit, flat or granny flat).

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ; Author: Tegart/Scarpin) (Continued)

In the case of non-residential properties and properties exempt from rates, an annual Water Access Charge will be applied according to the size of the water meter service connection/connections to the property as per table 9.

An Annual Water Access Charge equivalent to a 20mm Water Access Charge will apply to each parcel of rateable land which does not have a water service connected but to which a water service is available in accordance with the provision of section 552(1) (b) of the Act.

Table 9.

Meter Size	Annual Charge
20 mm	\$270.00
25 mm	\$422.00
32 mm	\$691.00
40 mm	\$1,080.00
50 mm	\$1,688.00
65 mm	\$2,852.00
80mm	\$4,320.00
100 mm	\$6,750.00
150mm	\$15192.00

Residential Water Annual Access Charge

All rateable land categorised as residential (including strata units) within the benefit areas of the Bungendore, Braidwood and Captains Flat Water Supply Schemes will be charged an annual access charge of four hundred and sixty one dollars \$461.00 in accordance with Section 501 of the Act.

An Annual Water Access Charge equivalent to a 20mm Water Access Charge will apply to each parcel of rateable land which does not have a water service connected but to which a water service is available in accordance with the provision of section 552(1) (b) of the Act.

Non-Residential Water Annual Access Charge

All rateable land not categorised as residential within the benefit areas of the Bungendore, Braidwood and Captains Flat Water Supply Scheme will be charged an Annual Access Charge in accordance with Section 501 of the Act that is proportional to the size of the water supply service connections to the property as per table 10.

An Annual Water Access Charge equivalent to a 20mm Water Access Charge will apply to each parcel of rateable land which does not have a water service connected but to which a water service is available in accordance with the provision of section 552(1) (b) of the Act.

Table 10.

Meter Size	Annual Charge
20 mm	\$461.00
25 mm	\$720.00
32 mm	\$1,180.00
40 mm	\$1,844.00
50 mm	\$2,881.00
65 mm	\$4,869.00
80mm	\$7,376.00
100 mm	\$11,525.00
150mm	\$25,938.00

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ; Author: Tegart/Scarpin) (Continued)

Water Usage Charges

A charge will be raised in accordance with Section 502 of the Act for the use of Water Supply Services on a quarterly basis on properties within the defined area of the former Queanbeyan City Council. Water usage will be charged at a single variable rate of **\$4.00** per kl on the all usage recorded through the water meter or meters connected to the property.

A charge will be raised in accordance with Section 502 of the Act for the use of Water Supply Services on a quarterly basis on properties within the benefit areas of the Braidwood, Bungendore and Captains Flat Water Supply Schemes. Water usage will be charged at a single variable rate of **\$2.82** per kl on the all usage recorded through the water meter or meters connected to the property.

Recycled Water Annual Access Charge

All rateable land within the defined area of Googong Township will be charged an Annual Recycled Water Access Charge equivalent to a 20mm Water Access Charge (\$270) in accordance with section 501 of the Act.

All strata and non-strata units or dual occupancy properties will be charged an Annual Recycled Water Access Charge equivalent to a 20mm Recycled Water Access Charge for each single occupancy (e.g. unit, flat or granny flat).

In the case of non-residential properties and properties exempt from rates an annual Recycled Water Access Charge will be applied according to the size of the water meter service connection/connections to the property as per table 11 below.

An Annual Water Access Charge equivalent to a 20mm Recycled Water Access Charge will apply to each parcel of rateable land which does not have a water service connected but to which a water service is available in accordance with the provision of section 552(1) (b) of the Act.

Table 11.

Meter Size	Annual Charge
20 mm	\$270.00
25 mm	\$422.00
32 mm	\$691.00
40 mm	\$1,080.00
50 mm	\$1,688.00
65 mm	\$2,852.00
80mm	\$4,320.00
100 mm	\$6,750.00
150mm	\$15,192.00

Recycled Water Usage Charge

To promote water conservation, the pricing of recycled water has been calculated at the rate of 5% below the potable water prices.

A charge will be raised in accordance with Section 502 of the Act for the use of Recycled Water Supply Services on a quarterly basis on the usage recorded through the water meter or meters connected to the property. Water usage will be charge at a single variable rate of **\$3.79** per kl.

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ; Author: Tegart/Scarpin) (Continued)

SEWERAGE CHARGES

Annual Service Charge

An Annual Sewerage Service Charge of \$690.00 will be raised under section 501 of the Act to apply to all residential properties within the defined area of the former Queanbeyan City Council.

All strata and non-strata units or dual occupancy properties within the defined area of the former Queanbeyan City Council will be charged an Annual Sewerage Service Charge for each single occupancy (e.g. unit, flat or granny flat).

In the case of non-residential properties and properties exempt from rates within the defined area of the former Queanbeyan City Council Annual Sewerage Service Charge will be applied according to the size of the water meter service connection/connections to the property as per table 12.

An Annual Sewerage Service Charge – Vacant Land will apply to each parcel of rateable land within the defined area of the former Queanbeyan City Council which does not have a sewerage service connected but to which a sewerage service is available in accordance with the provision of section 552(3) (a) of the Act.

Table 12.

Meter Size	Annual Charge
20 mm	\$690.00
Vacant Land	\$449.00
25 mm	\$1,078.00
32 mm	\$1,766.00
40 mm	\$2,760.00
50 mm	\$4,313.00
65 mm	\$7,288.00
80 mm	\$11,040.00
100 mm	\$17,250.00
50 mm	\$38,820.00

Sewer Access Residential Bungendore, Braidwood & Captains Flat

In the case of all rateable land categorised as residential within the benefit areas of the Bungendore, Braidwood and Captains Flat Sewerage Scheme an Annual Sewerage Access Charge of one thousand and forty five dollars and fifty cents (\$1,074.00), exempt of GST, in accordance with Section 501 of the Act.

An Annual Sewerage Service Charge will apply to each parcel of rateable land within the benefit areas of the Bungendore, Braidwood and Captains Flat Sewerage Scheme which does not have a sewerage service connected but to which a sewerage service is available in accordance with the provision of section 552(3) (a) of the Act.

Non-Residential Sewer Access Annual Charge

Sewer Access Non-Residential Bungendore, Braidwood & Captains Flat

In the case of all rateable land not categorised as residential within the benefit areas of the Bungendore, Braidwood and Captains Flat Sewerage Scheme an Annual Sewerage Access Charge in accordance with Section 501 of the Act that is proportional to size of the water meter supply services to the property as per Table 13 below:

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ; Author: Tegart/Scarpin) (Continued)

An Annual Sewerage Service Charge will apply to each parcel of rateable land within the benefit areas of the Bungendore, Braidwood and Captains Flat Sewerage Scheme which does not have a sewerage service connected but to which a sewerage service is available in accordance with the provision of section 552(3) (a) of the Act.

Table 13.

Meter Size	Annual Charge
20 mm	\$1,230.00
25 mm	\$1,923.00
32 mm	\$3,150.00
40 mm	\$4,921.00
50 mm	\$7,690.00
65 mm	\$12,996.00
80 mm	\$19,686.00
100 mm	\$30,759.00
150mm	\$69,207.00

Sewerage Usage Charges

A Sewerage Discharge Factor (SDF) is applied to all non-residential sewerage infrastructure users. The SDF is applied to the total water usage for properties and reflects the typical load properties place on the sewerage system and is defined in the NSW Office of Water, Liquid Trade Waste Regulation Guidelines April 2009.

Sewerage Usage charges for non-residential properties within the defined area of the former Queanbeyan City Council are calculated by applying business category SDF as defined in the NSW Office of Water, Liquid Trade Waste Regulations Guidelines April 2009 to the Sewerage Usage Charge of **\$1.20** per kl and are raised to cover the sewerage treatment costs.

Sewerage Usage charges for non-residential properties within the benefit areas of the Bungendore, Braidwood and Captains Flat Sewerage Scheme are calculated by applying business category SDF in table 15 to the Sewerage Usage Charge of **\$2.88** per kl and are raised to cover the sewerage treatment costs.

Table 15.

Land Use Description	SDF
General Main Street Businesses Shop Newsagency Cafes & Restaurants Motels Council Offices Laundromat	95%
Schools	90%
Factories Hospitals Service Clubs Hotels	85%
Churches	70%

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ; Author: Tegart/Scarpin) (Continued)

Land Use Description	SDF
Concrete Works	5%

Liquid Trade Waste Annual Charges

In the case of all rateable land not categorised as non-residential within the benefit areas of the Queanbeyan Sewerage Scheme an Annual Access Charge exempt of GST in accordance with Section 501 of the Act for liquid trade waste as follows in Table 16 below:

Table 16.

Category of Discharge	Compliance	Annual Charge	Usage per kl
One	Complying	\$120.00	\$0.00
One	Non Complying	\$120.00	\$2.40
Two	Complying	\$120.00	\$2.40
Two	Non Complying	\$120.00	\$19.71
Three		\$780.00	As stated in Liquid Trade Waste Excess Mass charges in the Schedule of Fees and Charges

In the case of all rateable land not categorised as non-residential within the benefit areas of the Bungendore, Braidwood and Captains Flat Sewerage Scheme an Annual Access Charge exempt of GST in accordance with Section 501 of the Act for liquid trade waste as follows in Table 17 below:

Table 17.

Category of Discharge	Compliance	Annual Charge	Usage per kl
One	Complying	\$98.00	\$0.00
One	Non Complying	\$98.00	\$3.00
Two	Complying	\$196.00	\$3.00
Two	Non Complying	\$196.00	\$19.00
Three		\$655.00	As stated in Liquid Trade Waste Excess Mass charges in the Schedule of Fees and Charges

STORMWATER MANAGEMENT CHARGE

In accordance with Section 496A of the Act, Council will charge a 'Stormwater Management Charge' against rateable properties for which the service is available. Council has identified the residential and business properties that are within the defined area of the former Queanbeyan City Council's urban stormwater catchment areas.

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ; Author: Tegart/Scarpin) (Continued)

Properties categorised as Residential (Not being Strata Titled)

A flat charge of \$20.00 for a Stormwater Management Service Charge is to be charged against each eligible assessment categorised as Residential within the urban stormwater catchment.

Properties categorised as Residential (Strata Units)

A flat charge of \$12.50 for a Stormwater Management Service Charge is to be levied against each eligible residential strata unit within the urban stormwater catchment.

Properties categorised as Business (Not being Strata Titled)

A Stormwater Management Service Charge is to be charged against each eligible assessment (not being strata titled) categorised as business within the urban stormwater catchment area based on the total area of the assessment. A charge of \$20.00 for every 350 square metres or part of 350 square metres will apply, with a minimum charge of \$20.00 to apply for those properties with an area of less than 350 square metres.

Properties categorised as Business (Strata Units)

A Stormwater Management Service Charge against each eligible business strata unit within the urban stormwater catchment area based on one of the following two scenarios:

Scenario 1 – Business Strata Units Only

If the strata complex contains only business properties (i.e. not mixed development) the charge per strata unit will be calculated by using a charge of \$20.00 per 350m² of the land area occupied by the strata scheme (or part thereof), proportioned by the unit entitlement of each lot in the strata scheme. In the event that this approach results in charge of less than \$12.50 per unit, a minimum charge of \$12.50 will be levied on each strata unit.

Scenario 2 – Business & Residential Strata Units (Mixed Development)

If the strata complex contains mixed development (i.e. properties rated as both business and residential) the dominant category of the strata scheme must be determined and charges will apply for Business strata unit or Residential Strata units as previously adopted. In the event that a mixed development is 50% residential and 50% business, council has the discretion to determine whether to charge the property as a residential or business property.

Urban Land Exempt from the Stormwater Management Service Charge

The same exemptions that apply to non-rateable properties for other rates and charges also apply in respect of the stormwater management service charge pursuant to the Local Government Act. In addition, the following properties are also exempted from this charge under the provisions:

- Rateable land owned by the Crown
- Rateable land under a lease for private purposes granted under the Housing Act 2001 or the Aboriginal Housing Act 1998

10.24 Making the Rate for 2019/2020 Queanbeyan-Palerang Regional Council (Ref: ;
Author: Tegart/Scarpin) (Continued)

INTEREST ON OVERDUE RATES & CHARGES

In accordance with Section 566 of the Act, interest will accrue on outstanding rates and charges at the rate of seven point five per cent (7.5%) per annum simple interest calculated daily.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

10.25 LGNSW Annual Conference 2019 (Ref: ; Author: Tegart/Ferguson)

Summary

This report presents information about the Local Government NSW Annual Conference 2019 to be held at Warwick Farm on 14 – 16 October 2019. Council is invited to nominate its voting delegates and consider whether it wishes to propose one or more motions for the Conference.

Recommendation

That:

1. Council nominate three Councillors, in addition to the Mayor, to register and be voting delegates for motions and Board elections at the LGNSW Annual Conference to be held 14 – 16 October 2019 in Warwick Farm.
 2. Councillors consider whether they wish to prepare motions for the 2019 LGNSW Annual Conference, and submit topics to the CEO to enable lodgement of motions in August.
-

Background

The Local Government NSW (LGNSW) Annual Conference is being held from Monday, 14 October to Wednesday, 16 October 2019 at the William Inglis Hotel in Warwick Farm. Details about the Conference 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.

As 2019 is a Board election year, voting for the LGNSW President and Director positions will also take place at this year's 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 15 July and closes at 12 midnight on Friday, 20 September 2019.

Motions

All members can put forward motions to be considered at the Conference. Motions should be submitted by 12 midnight on Monday, 19 August 2019, however they will continue to be accepted up until 12 midnight Monday, 16 September 2019.

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

The LGNSW Annual Conference is being held in Warwick Farm, Sydney, on 14 – 16 October 2019. QPRC is entitled to four voting delegates for motions and Board elections, and is asked to nominate those four (one of whom is the Mayor). Council is also invited to submit one or motions to the Conference.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

10.26 Panel of Code of Conduct Reviewers (Ref: ; Author: Tegart/Ferguson)

Summary

This report informs Council of a resolution from the recent meeting of the Canberra Region Joint Organisation (CRJO) appointing a regional panel of conduct reviewers for the purpose of dealing with Code of Conduct complaints. Council should adopt the CRJO Panel and may add further conduct reviewer/s to the regional panel.

Recommendation

That Council appoint the following consultants/entities to its Panel of Code of Conduct Reviewers for the three-year period from 1 June 2019 to 30 June 2022:

1. Echidna Associates
 2. Meehan and Meehan
 3. Applied Integrity Solutions
 4. Train Reaction
 5. Sinc Solutions
 6. Centium
 7. O'Connor Marsden
 8. Aust Workplace Training
 9. Weir Consulting
 10. Mediate Today
 11. Nemesis Consultancy Group
 12. Redenbach Lee Lawyers
 13. HWL Ebsworth Lawyers
-

Background

The CRJO resolved to establish a regional Panel of Conduct Reviewers for the CRJO and member councils to access for administering Code of Conduct matters.

Expressions of interest (Eols) were called by CRJO in April this year for consultants/entities to be considered for appointment to the Panel. While clause 3.9 of the Administrative Framework of Procedures for Administration of the Model Code of Conduct 2018 allows for such panels to be appointed for a period of up to four years, CRJO proposed that its regional panel be appointed for three years from 1 June 2019 to 30 June 2022.

The Eols were assessed by three representatives of CRJO member councils. The evaluation criteria were:

1. Compliance with the minimum eligibility requirements.
2. Suitable legal or relevant tertiary qualifications
3. Demonstrated knowledge and experience (of local government and other fields)
4. Demonstrated knowledge and experience in the application of natural justice principles.

The individual scores were then analysed to provide a consensus score, and weightings were applied to derive a total weighted score for each applicant.

The "submitted price" for each applicant was divided by the total weighted score to determine the applicants' value for money index. For the purpose of the assessment, the "submitted price" allowed for one review per year for three years.

**10.26 Panel of Code of Conduct Reviewers (Ref: ; Author: Tegart/Ferguson)
(Continued)**

A total of 27 Eols were received. After assessment, the CRJO Board resolved as follows:

85/2018

1. *That the CRJO establish a “CRJO Panel of Conduct Reviewers” to operate from 1 June 2019 to 30 June 2022.*
2. *That the following 12 consultants/entities be appointed to the “CRJO Panel of Conduct Reviewers”*
 1. *Echidna Associates*
 2. *Meehan and Meehan*
 3. *Applied Integrity Solutions*
 4. *Train Reaction*
 5. *Sinc Solutions*
 6. *Centium*
 7. *O'Connor Marsden*
 8. *Aust Workplace Training*
 9. *Weir Consulting*
 10. *Mediate Today*
 11. *Nemesis Consultancy Group*
 12. *Redenbach lee Lawyers*
3. *That it be noted by member councils that to utilise the CRJO Panel, councils will need to resolve to establish its own panel of conduct reviewers as the “CRJO Panel of Conduct Reviewers”.*

As Council has referred all its Code of Conduct complaints to a previously-approved member of the former Queanbeyan City Council Panel of Conduct Reviewers, viz HWL Ebsworth Lawyers, it is recommended that this firm be added to the CRJO Panel.

Implications***Legal***

Council is required to formally resolve to appoint appropriately qualified consultants/entities to its Panel of Code of Conduct Reviewers, in accordance with Administrative Framework of Procedures for Administration of the Model Code of Conduct 2018.

Financial

A budget allocation is made annually for dealing with Code of Conduct complaints. However, actual expenditure may vary considerably from the estimate depending on the number of complaints made. The expenditure for FY19 to date is \$78,260.56.

Conclusion

The CRJO has appointed 12 consultants/entities to a regional Panel of Code of Conduct Reviewers. Member councils are required to establish their own panel of conduct reviewers

**10.26 Panel of Code of Conduct Reviewers (Ref: ; Author: Tegart/Ferguson)
(Continued)**

as the “CRJO Panel of Conduct Reviewers”. Council is asked to add a further legal firm, HWL Ebsworth Lawyers, to its own Panel.

Attachments

Nil

11.1 Outcome of Land and Environment Court Appeal - DA 31-2018 - 2A Meredith Street, Queanbeyan (Ref: ; Author: Thompson/Dixon)

Report

This Information Report details the result of an appeal to the Land and Environment Court on DA 31-2018 at Lot A DP 164541, No.2A Meredith Street, Queanbeyan.

Background

Council issued a Notice of Proposed Order (NOPO) on 11 September 2017 to demolish an elevated deck including the roof space, balustrades and stairs which had been erected without approval. After considering representations from the owners as to why the NOPO should not proceed to a formal Order, Council determined that the demolition should proceed.

In an attempt to regularise the unauthorised work, the owners then lodged a development application for a roof top deck on the 29 January 2018. This application was refused by Council on the 9 May 2018 due to planning concerns in regards to privacy and appearance in the heritage conservation area.

An appeal against Council's refusal of the application was lodged by the applicant with the Land and Environment Court on the 12 October 2018, and set down for conciliation and hearing on 28 and 29 May 2019. In preparing for the appeal, the applicant submitted substitute plans for a green roof (planter box).

Council's legal representatives, planning and heritage experts and staff met on site with Commissioner Hurley of the Land and Environment Court and submitters and applicants to undertake a site inspection at 10am on Tuesday 28 May 2019.

On the same day conciliation was held at the Queanbeyan Court House with no agreement reached between the two parties. The matter proceeded to a formal hearing immediately afterward where evidence was given from both parties planning and heritage experts. All agreed that:

- The proposal met the height requirements of the QLEP2012;
- It was not the best solution for the space and that the best solution was for it to remain a flat roof;
- Privacy impacts would arise from the garden being used for maintenance purposes.

Council's experts disagreed with the applicant's experts who contended that:

- The privacy impacts were minor;
- The visual impacts were minor;
- The applicant would only use this space as a green roof; and,
- The proposal met the QLEP2012 requirements in Clause 4.3 – Height of Buildings and Clause 5.10 – Heritage.

The following day the Court reconvened and after hearing closing submissions, the Commissioner dismissed the appeal and supported Council's initial refusal of the consent for the following reasons:

- The proposal does not meet the objectives of Clause 4.3 of the QLEP;
- It does not meet the controls in Clause 3A.8 of the QDCP2012 being: *The wall height of the outbuilding shall not exceed 3m. The ridge height of the outbuilding shall not exceed 4m;*
- Privacy impacts are adverse; and,
- The development is out of character with the heritage conservation area.

11.1 Outcome of Land and Environment Court Appeal - DA 31-2018 - 2A Meredith Street, Queanbeyan (Ref: ; Author: Thompson/Dixon) (Continued)

This case highlights the significant risk of an owner or occupier carrying out work without seeking consent. Council will not hesitate to take enforcement action where the outcomes of unauthorised work are not in the interests of the community. The cost to the applicant in having to rectify the unapproved work and in bringing the matter to Court far exceeds the cost of the development and the relatively minor cost of seeking development consent.

Council will now proceed to take enforcement action to have the unauthorised works removed.

Recommendation

That the report be received for information.

Attachments

Nil

11.2 Heritage Funding 2019-2021 (Ref: ; Author: Thompson/Carswell)

Report

Council has recently been successful in obtaining funding for the financial years 2019-2020 and 2020-2021 under the Local Heritage Advisor Service up to a maximum of \$7,000 (excluding GST) for each financial year and under the Small Heritage Grants program up to a maximum of \$6,250 (excluding GST) also for each financial year. Both funding programs are on a \$1 for \$1 basis.

Whilst the benefits of receiving funding for these programs is acknowledged, it is disappointing that these amounts are approximately 27% less than similar grants received in the previous two years.

For 2017-18 and 2018-19 Council received the maximum \$11,250 (excluding GST) for the Local Heritage Advisor Grant and \$10,000 (excluding GST) for the Small Heritage Grant. For the present financial year to date Council has spent \$26,278 in the case of the Local Heritage Advisor program and \$29,925 in the case of the Small Heritage Grants program. If Council continues to provide its present level of service, it will need to meet the \$8,000 shortfall in grant funding.

In addition, for 2017-2018 (extended to June 2019) Council also received funding of \$15,000 on a \$1 for \$1 basis from the Heritage Grants program for Local Government Heritage Planning Studies for Stage 1 of the Braidwood Archaeological Management Plan. This project is reported elsewhere in this Business Paper.

The reduction of complementary funding for these programs means that a number of rationalisation and efficiency options relevant to the Heritage Advisory program and local grants program need to be explored. For the Heritage Advisory program, this may include reducing the number of Heritage Advisors from the current two to one. In this context staff have already begun to assess "minor heritage applications" and only to refer these to a heritage advisor if further advice is needed.

In regard to Heritage Advisors, Council resolved at its meeting of 27 June 2018 (Minute No. 229/18) that *Council review the positions of the two Heritage Advisors in the coming 12 months*. The current Heritage Advisors formally finish on 30 June 2019 although (subject to their agreement) it is proposed to continue their services on a month by month basis. On a more permanent basis it is proposed to seek Expressions of Interest to provide a Heritage Advisory Service until 30 June 2021.

In regard to the Small Heritage Grants program, this means less funds will be available to assist with Council's Local Heritage Grant assistance program which provides support for residents wishing to improve the heritage characteristics of their buildings.

Recommendation

That the report be received for information.

Attachments

Nil

**11.3 Use of Glyphosate and Other Weed Control Chemicals - Proposed Workshop
(Ref: ; Author: Thompson/Geyer)**

Report

In recent months there has been an increased interest in the media regarding use of Glyphosate herbicide in public places. This is on the back of the World Health Organisation declaring Glyphosate is “probably” a carcinogenic agent. The claim has been rejected by various agencies around the world. The Australian Pesticides and Veterinary Medicines Authority concluded Glyphosate does not pose a carcinogenic risk. A number of legal cases have been lodged to challenge Monsanto and its Roundup products, including one in Australia.

Regardless of whether or not Glyphosate is proven to be a carcinogenic agent, the media attention has generated an increased interest within the community and a number of Sydney based councils have or are currently reviewing their position on the use of glyphosate. In order to fully inform councillors of the current and future use of any agricultural/horticultural chemicals within Council’s maintenance operations, it is proposed to hold a workshop on the current practices, alternatives available, strategies to phase out certain chemicals and the financial and sustainability implications. The workshop has been scheduled for 31 July 2019.

Recommendation

That the report be received for information.

Attachments

Nil

11.4 Halfway Creek Bridge - Bungendore Road (Ref: ; Author: Hansen/Hansen)

Report

Halfway Creek Bridge is located on the Bungendore Road at Bungendore. The Bungendore Road is classified as a Regional Road and is funded by both Council and NSW Roads and Maritime Services (RMS).

The bridge is a single span bridge 8.2 metres long and 6.7 metres wide. The trafficable width is 5.7 metres. The bridge is constructed from steel beams with timber kerbs and timber hand railings. The abutments are constructed from stone. The bridge has a condition rating of 3 (scale: 1 = new, 5 = replace).



11.4 Halfway Creek Bridge - Bungendore Road (Ref: ; Author: Hansen/Hansen)
(Continued)



**11.4 Halfway Creek Bridge - Bungendore Road (Ref: ; Author: Hansen/Hansen)
(Continued)**



The Bungendore Road is load limited to 10 tonnes from Bungendore to the Federal Highway. The load limit has been placed on the road to prevent heavy vehicles travelling along this route to reach the Federal Highway. The capacity of the current bridge does not require a load limit of 10 tonnes, however a load restriction should be maintained to protect the bridge from damage from heavy vehicles.

In 2017, Council received a grant from the State Government to improve the route essentially from Nerriga, through Braidwood and Bungendore to the Federal Highway. At that time, it was anticipated that some of the grant funds would go to the replacement of the Halfway Creek bridge and improve the Bungendore Road to the Federal Highway.

As the scope of work intended by the grant developed, it became evident that there was insufficient funds to replace the bridge and upgrade Bungendore Road. The final scope of the grant was:

- Seal the unsealed sections of the Nerriga to Braidwood Road
- Construct a roundabout at the intersection of Malbon Street and Molonglo Street in Bungendore
- Duplicate the Old Cooma Road between Googong Road and Edwin Land Parkway.

As part of its routine asset planning, Staff have developed a bridge replacement priority list. The focus of Council's bridge replacement program is the replacement of timber bridges as timber bridges are more costly to maintain and are in the poorest condition. Council has 20 timber bridges with a condition rating of 3 or worse.

The width of any new bridge at Halfway Creek would need to be 16.5 metres wide to accommodate 2 traffic lanes (3.5m wide each), 2 shoulders (2 metres wide each to permit on

**11.4 Halfway Creek Bridge - Bungendore Road (Ref: ; Author: Hansen/Hansen)
(Continued)**

road cycling), 2 footpaths (2 metres wide each side) as well as guard rail and hand rails. The cost to replace this bridge as detailed above is estimated between \$900,000 and \$1,100,000 subject to detailed design.

The width of the current bridge may be extended by 9.8 metres to accommodate the above geometry however the current construction method, including the timber hand rails would not comply with current standards. The cost to extend the bridge is estimated at \$700,000 to \$900,000 assuming the current bridge could be integrated into a new bridge successfully as well as overcoming any load constraints present in the current bridge.

It follows that the full replacement of the bridge would be the most effective method of increasing the bridge size to accommodate the current transport demands.

The replacement of the Halfway Creek Bridge is not included in the 10 year financial plan. Council may consider an alternate route from Bungendore town centre onto the Bungendore Road via the planned Malbon St roundabout, should the proposed access road to the Sports Hub continue to exit near the sewer treatment plant, be designed and funded.

Recommendation

That the report be received for information.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR INFORMATION

11.5 Library Closure for Refurbishment 2/9/19 - 14/9/19 (Ref: ; Author: Richards/Bott)

Report

The Queanbeyan Library received funding from the State Library of NSW in 2017 to refurbish the interior of the Library to create a welcoming and flexible space.

The Library engaged a consultant to hold a workshop with staff to engage them in working in a modern library environment and to develop a refurbishment plan. The main recommendations of this plan were to replace all current library shelving, some of which is over 40 years old, with modern movable shelving; to update the current signage; to reorganise the collection in a genre based system; to replace current display boards with monitors for electronic displays; reduce the size of the current information desk and to replace and update some of the furnishings. The Library will use the funding to follow these recommendations.

In order to complete the refurbishment the library will need to close for 2 weeks from 2– 14 September, 2019. During the first week library stock will be relocated to the ground floor of the Library and the library workroom, the toy library will be dismantled, current signs and notice boards will be removed, the information desk will be reduced in size and necessary electrical work will be completed. During the second week the library will be repainted, new shelves assembled, stock replaced on the shelves and new furniture and signage installed.

During the closure library services will be provided from the mobile library, which will be located in the temporary car park to be created on the site of the old Council building. Library users will be able to borrow and return items, use printing and photocopying facilities and access Wi-Fi. Some programs will be relocated to other venues and some will be cancelled for the two weeks. Braidwood and Bungendore Libraries will continue to operate as normal.

Recommendation

That the report be received for information.

Attachments

Nil

11.6 Q Board Minutes 6 May 2019 (Ref: ; Author: Richards/Richards)

Report


The meeting of the Q Advisory Board was held on Monday 6 May 2019. The minutes of the meeting are attached. The Board noted the resignation of Ms Helen Musa and thanked her for her service. The Board noted that the reduced numbers on the Board can make it difficult to achieve a quorum and suggested that Ms Musa be replaced by two new members.

Recommendation

That:

1. The report be received for information.
 2. Council note the following recommendation from the minutes:
 - Recommendation 4.1: That four identified appropriate people be approached with an outcome of adding two new members to the Board.
-

Attachments

Attachment 1  Q Board Minutes 6 May 2019 (*Under Separate Cover*)

11.7 Rates Harmonisation (Ref: ; Author: Tegart/Tegart)

Report

Following the 2016 merger, the NSW Government amended the *Local Government Act* which allowed the Minister to require that the former Councils' rating structures stay in place for four rating years, from 1 July 2016 to 30 June 2020. This enabled the Government to achieve its policy that there will "be no change to the existing rate paths for newly merged Councils for 4 years". Queanbeyan-Palerang Regional Council must harmonise the two former council rating structures effective from 1 July 2020. In addition to the development of a new rating structure, Council will also work towards the implementation of harmonised annual charges for water, sewer and waste as well as a harmonised structure for fees and charges.

In order to set a new rating structure, Council should formulate a view on the major revenue and rating principles and set their revenue policy objectives. Key considerations include:

- long term revenue requirements to meet the financial sustainability criteria
- mix of revenue from rates, annual charges and user fees and charges
- relative similarities and differences in current rating structures and how changes will impact ratepayers
- the principles of equity, simplicity and efficiency for a new revenue policy.

The principles to be considered include:

- Benefit or User Pays
- Capacity to Pay
- Intergenerational Equity

The current Resourcing Strategy has identified the need to improve Council's financial position in order to improve the asset backlog. The Strategy has incorporated three scenarios, one of which includes a proposed Special Rate Variation. In the adopted Scenario 2 (preferred), the purpose is to improve Council's financial sustainability, to fund asset renewal to 100%, reduce the infrastructure backlogs and meet all financial principle ratios. Council has successfully pursued additional grant funding for infrastructure renewal and identified land sales and can leverage that funding with additional loans.

Council has recently further reviewed and refined its consolidated long-term financial planning and asset management planning. This included a review of the 10 year capital renewal program, and allowance for general revenue to fund an asset maintenance ratio of 90%, and asset renewals of 100%. The outcome of this process has provided additional evidence to refine Council's asset management strategy that supports the decision about the level of revenue required to match the cost of services and infrastructure, without the need of an SRV. Harmonised asset management plans (AMP) are due for release in coming months.

Morrison Low have been engaged to also assist the review and harmonisation of the former council's rates structures, draft a new revenue policy and assess ability to pay and service costs.

Several aspects of the Government's intention for future policy direction are unclear in regard to NSW rate legislation – for example, the Minister for Local Government has not responded to, or released, the 2016 IPART report reviewing rating systems - Council will need to develop its Rates and Revenue Policy under the legislation as it stands. Some metro councils are agitating to extend the rate path freeze to enable the new structures to be determined by their new councillors after 2021.

11.7 Rates Harmonisation (Ref: ; Author: Tegart/Tegart) (Continued)

Rates are calculated on land values and the distribution of rates within subcategories is based on the proportionate distribution of land values for the properties within the same subcategory. Council must declare every parcel of rateable land into one of the four rating categories: Farmland, Residential, Mining or Business. Subcategories may be determined:

Residential	according to whether the land is rural residential, or according to a centre of population
Business	according to a centre of activity
Farmland	according to intensity of land use, or economic factors affecting the land or irrigability of land
Mining	according to the kind of mining involved

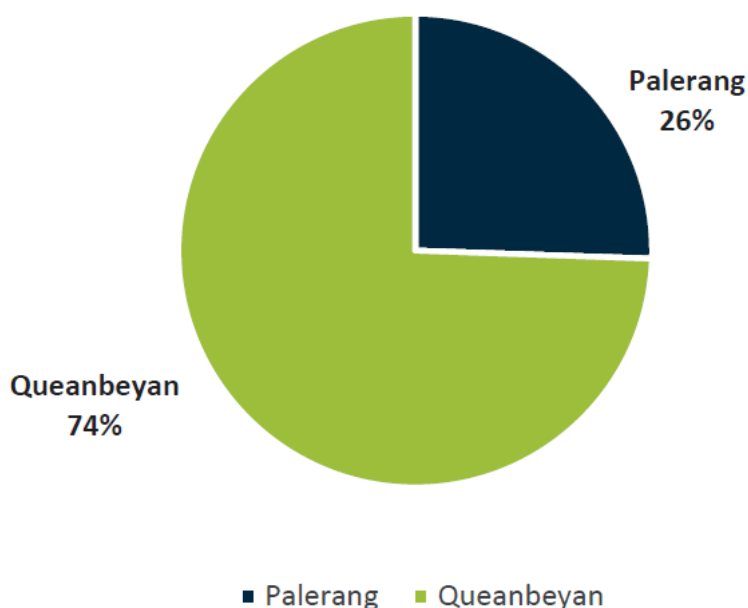
The former Councils followed different philosophies for categorisation with the current rating structures incorporating different levels of contribution from the business, residential and farmland rating categories.

It is noted the comprehensive LEP may also be subject to community engagement around the same time as the rating structure review. It will be important to articulate the difference between rate categories to landuse zones – for example a rural residential rate category may apply, but that title or use is not available under the LEP standard instrument.

Land values are revised every 3 years, with the next due to take effect from 1 July 2020. This process will allow Council to separately consider the impact of rates harmonisation before new land valuations obscure the analysis.

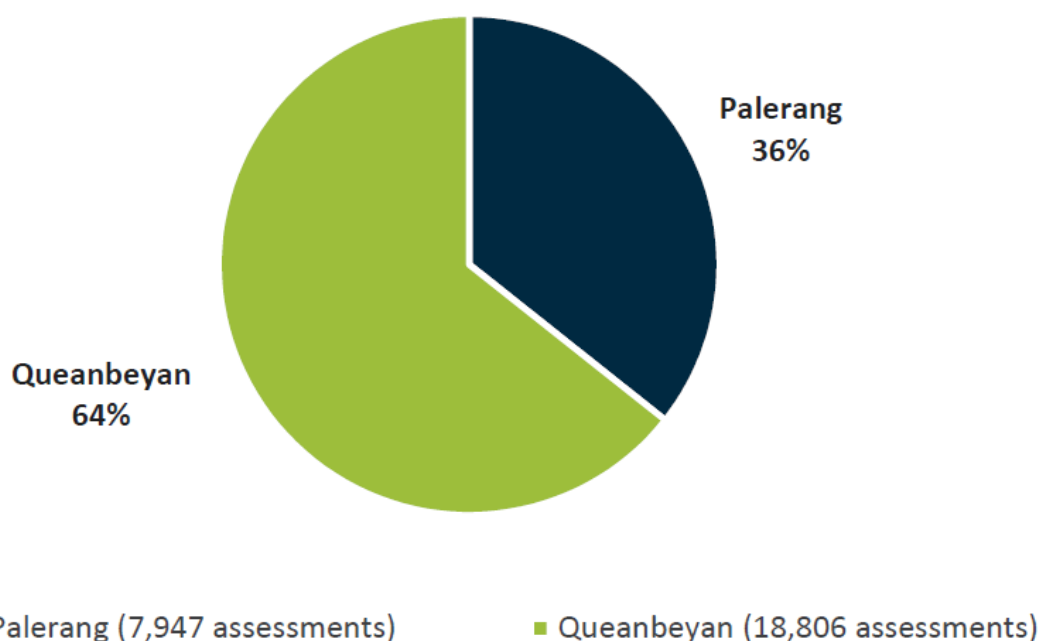
When combined across the new LGA, the share of rates burden compared with land ownership within each former area is reasonably well aligned, and roughly equates to the share of population; while land ownership proportions differ:

Former Councils Share of Rates



11.7 Rates Harmonisation (Ref: ; Author: Tegart/Tegart) (Continued)

Former Council Land Values



Category	Number of assessments	% Land Value	% Rates
PALERANG			
Farmland	979	24.3%	24.7%
Residential	6,728	73.2%	72.7%
Mining	2	0.2%	0.3%
Business	238	2.4%	2.3%
Sub-Total	7,947	100.0%	100.0%

QUEANBEYAN			
Farmland	49	3.3%	0.7%
Residential	17,672	86.5%	78.2%
Mining	-	0.0%	0.0%
Business	1,085	10.1%	21.1%
Sub-Total	18,806	100.0%	100.0%

QUEANBEYAN-PALERANG REGIONAL COUNCIL			
Farmland	1,028	10.8%	6.8%
Residential	24,400	81.8%	76.8%
Mining	2	0.1%	0.1%
Business	1,323	7.4%	16.3%
Total	26,753	100.0%	100.0%

11.7 Rates Harmonisation (Ref: ; Author: Tegart/Tegart) (Continued)

The former councils used different approaches and values for base charges and differed in the percentage of recovery from the fixed and variable components. The fixed or base charge component of the rate is used to smooth the impact of land valuation on rates. Rates without a base or minimum amount could otherwise cause an unacceptably uneven distribution of costs between the lowest and highest rates assessment. They are also used to ensure the lowest rate is set at a reasonable level of recovery for the provision of facilities and services. In rating structures with lower proportions of fixed charges, it is expected that small changes to the ad valorem component would have larger impacts on assessments with higher value properties. In other cases, rates calculations based on ad valorem and base amounts do not suit urban areas with high density building, as the rates calculation for multi-unit dwellings results in disproportionately low rates for apartment owners.

NSW councils also have the discretion to levy special rates within their rating structures. Special rates have a broad application and may be made for the purpose of funding any works, services, facilities or activities. There are no special rates in any of the two former council rating structures to be re-applied; noting some were proposed, but not progressed with the merger.

In accordance with the *Local Government Act*, each of the two former Councils have provided the compulsory pensioner rebates of \$250 for general rates and domestic waste collection, as well as \$87.50 for each of the water and sewer annual charges. Council will need to form an opinion on its approach to a fair and consistent application of the pensioner rebate across the LGA.

In setting a new harmonised revenue policy, Council is required to determine how rates will be distributed between the rating categories. Rates modelling will be prepared to analyse the impact of different rates structures with options for different percentage contribution from the two categories including calculations based on:

- the benefits model - estimating Council's costs for the provision of services that proportionally benefit each category of ratepayer
- the ability to pay model - based on the current level of rates that are paid by each category of ratepayer
- combination / transitional model - based on the ability to pay with small incremental movements toward the benefits model, planned over time
- other scenarios dependent upon feedback from Council about the relative importance placed on the different taxation principles.

Any new rating structure will continue to identify different 'centres of population' and separate residential rates in these areas. Council will need to consider the level and costs of infrastructure and service provision to the different communities in order to tailor rates to local preferences for services and minimise any cross-subsidies. That principle may also apply to water and sewer charging, including for recycled water.

QPRC now has a one-off opportunity to revisit first principles in setting a fair and equitable rating structure across the new LGA. However, there is a competing priority to minimise the number of assessments that experience large and sudden changes as a consequence of harmonising the two current rating structures – hence transitioning or phasing should be contemplated.

Council may also consider setting the base charge to recover identified 'community service obligations' – that gap between delivery of services such as libraries, pools, sports facilities and halls, and their respective user fees and operating grants – and the cost of governance generally. Those costs and recoveries will be articulated in the spate service costing review report to be independently prepared by Morrison Low.

11.7 Rates Harmonisation (Ref: ; Author: Tegart/Tegart) (Continued)

With reference to the above schematic, it is proposed background papers will be prepared, planning sessions held, and structure options and briefing papers drafted for councillor feedback at workshops over the next six months to guide models, revenue policy and phasing to be published for community engagement prior to consideration of the next Delivery Program and Operational Plan in 2020.

There is now also an opportunity for councils to advocate for the completion of the IPART Rating Review, especially to address some of the current legislative limitations, and moving on some of the IPART recommendations to provide councils with more options around:

- options for transitioning to new rates structures over time (phase in period)
- option to use capital improved land values
- more options for appropriate sub-categorisation
- removing rating exemptions on residential and commercial land.

The IPART review was well considered, addressed a real need to fix some of the current inadequacies, and incorporated a huge amount of feedback from council revenue professionals who understand the real world implications of the NSW rating framework.

A separate report in this business paper 'makes the rates' and charges for FY20, based on the pre-merger rating structures. The general rates yield increases only by the rate peg.

Recommendation

That the report be received for information.

Attachments

Nil

12.1 Mayor's Report (Ref: ; Author: Overall/Overall)

Report – May/June 2019

Thursday 9 May 2019 - Lake George Bush Fire Management Committee Meeting.

- Supt Paul Jones introduced as the new District Manager.
- The 2018/19 bush fire season reported as quiet with crews responding to around 200 incidents. Crews also deployed to Queensland, Northern NSW, Tumut, Victoria and Tasmania.
- 1,500ha burn-offs planned for Burra, Foxs Elbow, Captains Flat areas over the coming period, weather permitting. Hazard reduction work also planned Mongarlowe village.
- FRNSW planning 180ha burn around the Edwin Land Parkway during the spring season.
- Incident Management Exercise scheduled for 18-19 July 2019, involving a fire emergency scenario in the Yass region. The exercise will involve multiple fire control centres.

Thursday 16 May 2019 - Regional Cities NSW (RCNSW) Meeting

- The MOU to guide the Strategic Partnership to be signed by the Deputy Premier, the Minister for Local Government and RCNSW Alliance.
- Address by The Hon John Barilaro MP, Deputy Premier and Minister for Regional NSW, Minister for Industry and Trade:- Joint Organisations will now be the responsibility of the Minister for Local Government. Special Activation Precincts and Local Activation Precincts to be progressed with details to be confirmed. A representative from Regional Cities NSW to be added to the Regional Roads Expert Panel.
- Address by The Hon Paul Toole MP, Minister for Regional Transport and Roads:- Regional roads transfer and Regional Roads Transfer Panel to be established. Fixing Country Roads Program to ensure value for money. A high level analysis of rail projects to better connect regional cities and Sydney.
- Development of policy and advocacy approach

Wednesday 23 May 2019 - Queanbeyan-Palerang Homelessness and Housing Solutions Forum

- Reports: Family & Community Services, Link2 Home, AskIzzy Organisation, Dignity, Your Place Homelessness Support Service, Queanbeyan Youth Homelessness Support Service, Louisa Domestic Violence Service, St Benedicts Community Centre.
- Consideration being given to deploying a Homeless Sleep Bus, similar to Victoria model (St Benedicts Community Centre)

Thursday 23 May 2019 – Meeting with Chief Minister, ACT Government

- South Jerrabomberra and cross border connections
- Ellerton Drive Extension, Old Cooma Road, Piallago Road duplication, potential cycleways
- Integrated Transport Strategy
- Innovation Precinct
- Regional Sports Facility
- Queanbeyan STP upgrade
- QCBD Masterplan
- CRJO Transport and Freight Infrastructure Prospectus

12.1 Mayor's Report (Ref: ; Author: Overall/Overall) (Continued)

- Monaro Highway-Old Cooma Road Intersection

Friday 24 May 2019 – CRJO Board Meeting

- CRJO Strategic Plan – Vision & Purpose
- NSW Machinery of Government
- Presentation- Snowy Hydro 2
- Advocacy Report
- Emergency Services Levy
- CRJO Panel of Conduct Reviewers
- GMAC - CRJO Working Groups
- Local Government Superannuation
- Crown Lands, Plans of Management

16-19 June 2019 – ALGA National General Assembly of Local Government

- Acting Prime Minister's Address. The Hon Michael McCormack MP
- Addresses and panel sessions– Infrastructure, Environment, Technology, Population, Housing, Smart cities, Disaster Management
- Debate on Motions
- The Hon Mark Coulton MP, Minister for Regional Services, Decentralisation and Local Government
- Spokesperson for the Opposition

Wednesday 19 June – Regional Cities NSW (RCNSW) June Meeting

- The Hon Mark Coulton MP, Minister for Regional Services, Decentralisation and Local Government
- Ms Diana Hallam, Executive Director Regional Development and Local Government. Department of Infrastructure, Transport, Cities and Regional Development
- NSW Budget Review
- Development of Advocacy Policy Program

Recommendation

That the report be received for information.

Attachments

Nil

13.1 Refill Water Stations (Ref: ; Author: Biscotti/Biscotti)

Notice

Councillor Michele Biscotti will move the following motion:

Motion

That Council:

- 1. Receive a report on options and costs associated with:**
 - a. Water refill stations installed in parks that are typically used for a range of recreational activities including sports, walking, jogging, cycling, or picnicking.**
 - b. Water refill stations into CBD Public Domain.**
 - 2. Consider installation of water refill stations in the Operational Plan and Delivery Program.**
-

Background

From Cr Biscotti

Across the LGA, there are several parks and sporting grounds whereby children with families who come together to play their favourite sport or recreational activity.

Except for our newer suburbs whereby new sports grounds and parks already have refill water stations, such stations are lacking in the broader LGA.

The obvious immediate benefit in implementing such stations is directly related to water refill stations helping reduce the environmental impact of drinking bottled water by decreasing litter and the number of plastic bottles going to landfill.

However, growing concerns with sporting participants using the public toilet facilities at the grounds to refill water bottles does not only demonstrate that the small basins designed to wash hands are impractical to refill the standard 750ml water bottle, but a plethora of hygiene issues associated with this practice.

Providing access to high quality water not only at sporting grounds but public domains, will give adults and children a healthy alternative to sugary drinks. This is yet another way Council can make healthy choices more accessible and encourage a healthier community.

With pet bowls at the bottom of each water station would also ensure our four-legged friends are well-watered.

Refill stations successfully implemented across other Councils, have seen innovative approaches, with tourist information or points of interest being displayed. However, QPRC, could also encourage a revenue stream with either sporting clubs advertising details of their code or local business advertising.

(ref: District Council of Yankalilla in South Australia)

13.1 Refill Water Stations (Ref: ; Author: Biscotti/Biscotti) (Continued)

**Financial Considerations**

Preparation of the report to Council.

Staff Comment

Urban Landscapes Branch supports the installation of water refill stations within parks, sports fields and CBD. We have already started rolling out these units out as part of the ongoing facilities upgrades. In Queanbeyan there are units in Queanbeyan Park, on Lowe Street and in playground, one in QE II Park, Henderson Rd park, Apex Park and up at sports fields in Karabar. These were all installed as part of the capital works upgrades of these parks.

13.1 Refill Water Stations (Ref: ; Author: Biscotti/Biscotti) (Continued)

Units cost are between \$5,000-\$10,000 each, depending on available water and drainage services. Recommend there be a staged roll out, taking advantage of capital grants as they become available.

Attachments

Nil

14.1 Responses to Councillors' Questions (Ref:); Author: Ferguson/Ison

Report

This report provides responses to Councillors' questions on notice as per the Code of Meeting Practice 2019.


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

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

Recommendation

That the report be received for information.

Attachments

- Attachment 1  Responses to Councillors' Questions (*Under Separate Cover*)
Attachment 2 Responses to Councillors' Questions with confidential information (*Under Separate Cover*) - **CONFIDENTIAL**

15 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

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

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

Recommendation

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

Item 16.1 CEO's Annual Performance Review

Item 16.1 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.