



Ordinary Meeting of Council

10 August 2016

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

10 AUGUST 2016

ITEM 8.1 QPRC CONSOLIDATED INVESTMENT POLICY

ATTACHMENT 1 DRAFT QPRC INVESTMENT POLICY



Investment Policy

Date policy was adopted by Council:	
Resolution number:	
Previous Policy review date:	
Next Policy review date:	
Reference number:	

OUTCOMES:

The purpose of this policy is to provide a framework for the optimum investment of Queanbeyan-Palerang Regional Council's funds at the most favourable rate of interest available to it at the time and maximising returns, whilst having due consideration of risk, liquidity and security for its investments.

2. POLICY:

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment. Council therefore has several primary objectives for its investment portfolio:

- Compliance with legislation, regulations and the prudent person tests of the Trustee Act and best practice guidelines.
- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- To generate income from the investment that exceeds the performance benchmarks mentioned later in this document.

3. DEFINITIONS

Act	Local Government Act, 1993
ADI	Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the Banking Act 1959 (Cwth) to take deposits from customers.
Bill of Exchange	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
BBSW	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.
Council Funds	Surplus monies that are invested by Council in accordance with section 625 of the Act.
Debenture	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.

FRN	A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly.
Grandfathered	Investments held by Council that were previously allowed under the Minister's Order but were Grandfathered (i.e. eligible to retain but not add to or restructure existing investments) when the NSW State Government changed the list of Approved Investments as a result of the Cole enquiry reflected in the Ministerial Order dated 31/7/2008.
IP	The Investment Policy provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements are also included in the IP.
LGGR	Local Government (General) Regulation 2005 (NSW)
NCD	Is a short term investment in an underlying security being a negotiable certificate of deposit (NCD) where the term of the security is usually for a period of 185 days or less (sometimes up to 2 years). NCDs are generally discount securities, meaning they are issued and on-sold to investors at a discount to their face value. Sometimes also referred to as "transferable certificate of deposit" (TCD).
OLG	NSW Office of Local Government, Department of Premier and Cabinet
RAO	Responsible Accounting Officer of a council means a member of the staff of the council designated by the General Manager, or if no such member has been designated, the General Manager. (LGGR, clause 196)
Securities	For financial markets there are many types of financial instruments (ie documents) that are traded in financial markets (except futures contracts) eg bills of exchange, transferable certificates of deposit, negotiable certificates of deposit, floating rate notes.
T-Corp	New South Wales Treasury Corporation.
AusBond BBI	Formerly the UBS Bank Bill Index (BBI). The UBS Australia index family was acquired by Bloomberg from Q3 2014, and while branding changed the benchmark is unaltered. The Bank Bill Index represents the performance of a notional rolling parcel of bills averaging 45 days and is the widely used benchmark for local councils and other institutional cash investments.

4. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

All investments are to comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Investment Order;
- The Trustee Amendment (Discretionary Investments) Act (1997) – Section 14;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards;
- Office of Local Government Investment Policy Guidelines; and
- Office of Local Government Circulars.

5. CONTENT:

a) Authority for Delegation

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

The General Manager may in turn delegate the day-to-day management of Council's investments to the RAO and ensure adequate skill, support and oversight.

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

b) Prudent Person Standard

The investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

c) Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest and receive no inducements in relation to Council's investments.

d) Authorised Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

All investments must be denominated in Australian Dollars. Authorised Investments are limited to those allowed by the Ministerial Investment Order, currently:

- Commonwealth / State / Territory Government securities e.g. bonds;
- Interest bearing deposits / senior securities issued by an eligible ADI;
- Bills of Exchange (< 200 days duration) guaranteed by an ADI;
- Debentures issued by a NSW Council under Local Government Act (1993);
- Deposits with T-Corp &/or Investments in T-Corp Hour-Glass Facility; and
- Existing investments grandfathered under the Ministerial Investment Order.

e) Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;
- Mortgage of land; and
- Investments with Local Government Financial Services.

This policy also prohibits any investment with speculative purposes, including the use of leveraging (borrowing to invest) of an investment. However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of loan funds.

f) Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

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

g) Investment Advisor

The Council's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed, except as fully rebated to Council promptly.

Council must conduct an open tender process every five years for the provision of an independent advisory service

h) Accounting

Council will comply with appropriate accounting standards in valuing its investments and quantifying its investment returns.

In addition to recording investment income according to accounting standards, published reports may show a break-down of its duly calculated investment returns into realised and unrealised capital gains and losses, and interest.

Other relevant issues will be considered in line with relevant Australian Accounting Standards, such as discount or premium, designation as held-to-maturity or on a fair value basis, and impairment.

i) Safe Custody Arrangements

Where necessary, investments may be held in safe custody on Council's behalf, as long as the following criteria are met:

- Council must retain beneficial ownership of all investments;
- Adequate documentation is provided, verifying the existence of the investments;
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems; and
- The Institution or Custodian recording and holding the assets will be:
 - The Custodian nominated by TCorp for Hour-Glass facilities;
 - Austraclear;
 - An institution with an investment grade Standard and Poor's or Moody's rating; or
 - An institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

j) Counterparty Limits

Exposure to individual counterparties/financial institutions will be restricted by their rating so that single entity exposure is limited, as detailed in the table below. Limits do not apply to Federal or NSW-guaranteed investments, which are uncapped. It should be noted that the NSW government does not guarantee the capital value or unit price of the TCorp Hour-Glass Facilities.

This table does not apply to any grandfathered managed fund or structured investment where it is not possible to identify a single counterparty exposure.

Long Term Rating Range	Limit
AAA Category ¹	40%
AA Category or Major Bank*	30%
A Category	15%
BBB Category	10%
Unrated Category ²	5%

* For the purpose of this Policy, "Major Banks" are currently defined as:

¹ Commonwealth Government and 100% Government-guaranteed deposits are included in this category, but without any upper limit applying to the government as counterparty.

² This category includes unrated ADI's such as some Credit Unions and Building Societies where falling outside deposit guarantees for at least part of the investment term.

The ADI deposits or senior guaranteed principal and interest ADI securities issued by the major Australian banking groups:

- Australia and New Zealand Banking Group Limited
- Commonwealth Bank of Australia
- National Australia Bank Limited
- Westpac Banking Corporation

including ADI subsidiaries whether or not explicitly guaranteed, and brands (such as St George).

Council may ratify an alternative definition from time to time.

Standard & Poor's ratings attributed to each individual institution will be used to determine maximum holdings.

In the event of disagreement between agencies as to the rating band ("split ratings") Council shall use the higher in assessing compliance with portfolio Policy limits, but for conservatism shall apply the lower in assessing new purchases.

k) Credit Quality Limits

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

However, the primary control of credit quality is the prudential supervision and government support and explicit guarantees of the ADI sector, not ratings.

The maximum holding limit in each rating category for Council's portfolio shall be:

Long Term Rating Range	Maximum Holding
AAA Category	100%
AA Category or Major Bank*	100%
A Category	60%
BBB Category & Unrated ADI's	40%

l) Term to Maturity Limits

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

"Horizon" represents the intended minimum term of the investment; it is open for an Investment Strategy to define a target date for sale of a liquid investment (e.g. FRN or fixed bond).

Once the primary aim of liquidity is met, Council will ordinarily diversify its maturity profile as this will ordinarily be a low-risk source of additional return as well as reducing the volatility of Council's income. However, Council always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capex forecasts;
- Known grants, asset sales or similar one-off inflows;
- Seasonal patterns to Council's investment balances.

Term to Maturity Limits			
Investment Horizon Description	Investment Horizon – Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	10.0%	100.0%
Short term funds incl. Working Capital	3-12 months	20.0%	100.0%
Short-Medium term funds	1-2 years	0%	70.0%
Medium term funds	2-5 years	0%	50.0%
Long term funds	5-10 years	0%	25.0%

Within these broad ranges, Council relies upon assumptions of expected investment returns and market conditions that have been examined with its investment advisor.

m) Reporting

Documentary evidence must be held for each investment and details thereof maintained in an investment register. The documentary evidence must provide Council legal title to the investment.

For audit purposes, certificates must be obtained from the banks/fund managers/custodian confirming the amounts of investment held on Council's behalf at 30th June each year.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A **monthly** report will be provided to Council in accordance with legislative requirements. The report will detail the investment portfolio in terms of holdings and impact of changes in market value since the previous report. The monthly report will also detail the investment performance against the applicable benchmark, investment income earned versus budget year to date and confirm compliance of Council's investments within legislative and policy limits. Council may nominate additional content for reporting.

That the latest Quarterly Investment Report be provided at the Audit Committee's September meeting each year.

n) Review of Policy and Investments

The Investment Policy will be reviewed annually and as required in the event of legislative change or as a result of significantly changed economic/market conditions.

The Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this policy.

Any amendment to the Investment Policy must be by way of Council resolution.

Council may also seek expert financial advice from its investment advisor when undertaking these reviews.

6. PERFORMANCE INDICATOR

The performance of Council's investment portfolio will be benchmarked against the Bloomberg AusBond Bank Bill Index (BBI).

It is Council's expectation that the performance of each investment will be greater than or equal to the applicable benchmark by sufficient margin to justify the investment taking into account its risks, liquidity and other benefits of the investment.

It is also expected that Council will take due steps to ensure that any investment, notwithstanding a yield above the benchmark rate, is executed at the best pricing reasonably possible.

The decision to exit grandfathered investments (i.e. managed funds and securities) is based on a range of criteria specific to the investments – including but not limited to factors such as:

- Returns expected over the remaining term
- Fair values
- Competing investment opportunities
- Costs of holding
- Liquidity and transaction costs
- Outlook for future investment values

In general, it is expected that professional advice will be sought before transacting in grandfathered investments.

POLICY:-	
Policy No:	
Policy Title:	Investment Policy
Date Policy was adopted by Council:	
Resolution Number:	
Previous Policy Review Date:	
Next Policy Review Date:	
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	Nil
RECORDS:-	
Container Reference in TRIM: Policy	SF160365
Container Reference in TRIM: Procedure	Nil
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Nil
DELEGATION (if any):-	
RESPONSIBILITY:-	
Draft Policy developed by:	Manager Finance
Committees (if any) consulted in the development of the Draft Policy:	Nil
Responsibility for Implementation:	Manager Finance
Responsibility for Review of Policy:	Manager Finance

INTEGRATED PLANNING FRAMEWORK:	
Community Strategic Plan:	Strategic Priority No. 1.8
Delivery Program Title:	Expenditure Accounting
Operational Plan:	Program No. 800

Senior Authorising Officer	Position General Manager	Signature/Date (Signed and dated)
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ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
New			

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

10 AUGUST 2016

ITEM 8.3 CONSIDERATION OF AN URGENT DONATION

ATTACHMENT 1 LETTER TO GENERAL MANAGER - QUEANBEYAN LIONS
CLUB CLEAN UP OF 12 TAYLOR PLACE



We serve

Lions Club of Queanbeyan Inc.
PO Box 187 Queanbeyan NSW 2620
ABN: 86 473 145 759

Mr Peter Tegart
General Manager
Queanbeyan-Palerang Regional Council
PO Box 90
QUEANBEYAN NSW 2620

Dear Mr Tegart

The Lions Club of Queanbeyan is committed to supporting local groups who deliver services and activities to Queanbeyan and outer area residents and providing direct support to the most vulnerable families, children, people and non for profit organisations in our local community.

The Lions Club of Queanbeyan has a long and proud history of supporting our community when we receive requests for help, either financial assistance and/or in members volunteering their labour at the grass roots.

The Queanbeyan Lions club has taken on a large project working directly with Life without Barriers (Moudji) at 12 Taylor place in Queanbeyan. Moudji is a home that provides respite accommodation for people with a disability aged from 6 to 65 years and our club has adopted the revamping of the surrounds and gardens on this very large block.

A major clean-up of the outdoor area and renovation of the garden at Moudji Respite Centre will enable residents to enjoy time being outdoors and interacting with nature, which is highly beneficial for their health and wellbeing.

Our efforts have received some positive coverage in *The Queanbeyan Age* 'Queanbeyan Lions Club dig deep and revamp Moudji Respite Centre gardens' 3 June 3 2016.
<http://www.queanbeyanage.com.au/story/3948150/digging-deep-for-moudji-respite-centre/?cs=1529>

I believe our goals in supporting Moudji are shared by the Council in the values and objectives laid out in the Council's *Community Vision* statement. We strongly support the goals of a community sense of belonging and of working together to support community activities that encourage community spirit, foster a strong sense of civic pride and strengths our local community.

The Moudij Garden is however a huge undertaking with \$2500 in funds committed from Lions and the local community, around 100 hours of volunteer labour already provided, and around 4 tonnes of rubbish and green recycling removed and disposed of via Mugga Lane and the Council green waste facility.

We have involved the Queanbeyan business community and received discounted rates on use of a Bobcat and truck on site and commitment from Holcim to repair and line the nature strip.

The Council has provided at no cost to date the Mulch and the green recycling facility plus the tree removal / pruning notification that has been approved. The Queanbeyan Lions Club and Moudji appreciate the Council's support in this project and hopes that this support continues into the future.

Our future plans are that once the Moudij gardens becomes welcoming and complete, that the members of our Club will volunteer their labour to maintain the grounds and gardens on an ongoing basis.

The Lions Club of Queanbeyan applied to Council for trees to be both cut down and pruned at 12 Taylor place, and permission was granted for this as the trees are over hanging the house and pose a bushfire risk.

The Lions Club of Queanbeyan understand that the Council has the necessary tools and equipment to both prune and cut trees down and we request if the Council please provide this service at a reduced rate or for no charge.

If you wish I can meet with you or a Council representative on site at Taylor Place to explain our vision with the respite centre's garden and yard area.

Kind Regards



Jamie Walker
President
Lions Club of Queanbeyan Inc.

Mobile: 0488198361
Email: jcjaw15@bigpond.com

Email address: lionsclub.qbn@gmail.com
Website: <http://queanbeyan.nsw.lions.org.au/>
Facebook page: <https://www.facebook.com/Lions-Club-of-Queanbeyan-Inc-117748711906839/timeline/>



**Queanbeyan
City Council**

Tree Removal/Pruning Decision

0601

Applicant's Name JAMIE WALKER - QUEANBEYAN LIONS CLUB
 Property Address 12 TAYLOR PLACE GREENLEIGH NSW 2020
 Postal Address JCWAN15@bigpond.com
 Date Inspected 15 MARCH 2016 Inspecting Officer N HANCOCK

An inspection has been carried out on the trees identified in your application and a decision has been made as specified below:

☒ A permit is granted for pruning the following trees (see 'Conditions for tree pruning' over page)

ONE EUCALYPTUS TREE IN THE FRONT YARD AT THE ABOVE PROPERTY ADDRESS.

☒ A permit is granted for the removal of the following trees (see 'Conditions for tree removal' over page)

TWO EUCALYPTUS TREES IN THE SIDE YARD AT THE ABOVE PROPERTY ADDRESS.


Tree replacement required (see 'Conditions for tree replacement' over page).

Council must be advised in writing of the fulfilment of the replacement trees within 12 months of the Tree Removal/Pruning Decision date using the enclosed 'Tree Replacement Notification' form.

☐ A permit has not been granted for removal of the following trees

It is Council's policy to retain trees which are in good condition where there is room to accommodate them. A permit for the removal of all trees listed in your application may not have been granted. This application can be reassessed if one of the following is provided which supports the removal of the trees:

- Qualified arborist's report stating the trees are unsafe or at risk of falling.
- Qualified plumber's report stating the trees are interfering with sewerage or drainage works.


 Tree Management Officer
 Parks and Recreation Services

Decision Date 15 MARCH 2016

Should you have any enquiries about the Tree Removal/Pruning Decision, please contact the Tree Management Officer on (02) 6285 6144 between 8:30am and 3:00pm Monday to Friday.

257 Crawford Street, Queanbeyan, PO Box 90 Queanbeyan NSW 2620, Tel (02) 6285 6000, Fax (02) 6285 6666
 E-mail: council@qcc.nsw.gov.au Internet: www.qcc.nsw.gov.au ABN 12 842 195 133

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

10 AUGUST 2016

ITEM 8.3 CONSIDERATION OF AN URGENT DONATION

ATTACHMENT 2 10 AUGUST 2016 - ATTACHMENT - CONSIDERATION OF
AN URGENT DONATION



Job #418252

Client:

Queanbeyan Lions Club
Jamie Walker
12 Taylor Place
Greenleigh
2620

TreeWorks (ACT/NSW) Pty Ltd
9 Yallourn Street
Fyshwick ACT 2609
Ph: 02 6282 1244
ABN: 83 074 517 767

Steve Griffiths

Quote: 25 Jul 2016
Quote is valid for 3 months

Job Description

Description	Amount
1: For the removal of x2 medium sized gum trees right hand side of house, cut to near ground level leaving firewood cut up into 15" blocks, mulch to stay.	2,680.00
2: X1 gum tree close house in front garden area, remove dead branches and thin out by 10%.	860.00
Subtotal	3,540.00
Total Tax	354.00
Total	3,894.00

Please note the following conditions of this quote;

1. Where tree pruning and / or tree removal is quoted, the material generated will be fully removed from site. The area will be left neat and tidy. Where tree removal is quoted removal of the tree stump is not included, unless quoted separately. The tree stump will be left approx 50mm above ground level.
2. Where stump grinding is quoted, the saw dust material generated from grinding the stump will be left onsite unless stated otherwise. The stump will be ground to 200mm below ground level. Stump grinding does not include removal of tree roots below ground level. Please note for some tree species stump grinding does not stop suckers growing from tree roots. It is your responsibility to identify any underground services that may exist and to supply 'Dial Before You Dig Diagrams' prior to booking the work. We can not be held responsible for damage to under ground services that are not identified to us.
3. The quote is subject to renegotiation if only part of the quote is accepted.

All work is fully guaranteed.

To accept this quote please reply via return email or call 1 800 873 343. To find out more about the services we offer visit www.treeworks.net.au or visit our facebook page <https://www.facebook.com/pages/TreeWorks>

25 Jul 2016: TreeWorks (ACT/NSW) Pty Ltd

Job #418252

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

10 AUGUST 2016

ITEM 8.4 QPRC EASTERN POOLS REPORT - BUNGENDORE,
BRAIDWOOD AND CAPTAINS FLAT

ATTACHMENT 1 ATTACHMENT ONE QPRC EASTERN POOLS REPORT -
BUNGENDORE, BRAIDWOOD AND CAPTAINS FLAT - 10
AUGUST 2016

ATTACHMENT ONE: QPRC Eastern Pools Report – Bungendore, Braidwood and Captains Flat – 10 AUGUST 2016

[illegible]

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

10 AUGUST 2016

ITEM 8.4 QPRC EASTERN POOLS REPORT - BUNGENDORE,
BRAIDWOOD AND CAPTAINS FLAT

ATTACHMENT 2 ATTACHMENT TWO: QPRC EASTERN POOLS REPORT -
BUNGENDORE, BRAIDWOOD AND CAPTAINS FLAT - 10
AUGUST 2016

ATTACHMENT TWO: QPRC Eastern Pools Report – Bungendore, Braidwood and Captains Flat – 10 AUGUST 2016

Bungendore						Current Wages Budget:		\$40,507.84
	Life Guards	Season (Wks)	Dates	Open Hours	Days	Total Wages	Budget Shortfall	Recommended Option
OPTION 1	2	17	29 th Oct – 28 th Feb	12pm – 7pm	Mon - Sun	\$63,660.64	-\$23,152.80	Staff Recommendation.
OPTION 2	2	17	29 th Oct – 28 th Feb	12pm – 7pm	Fri - Tues	\$49,350.04	-\$8,842.20	
OPTION 3	2	12	21 st Nov – 12 th Feb	12pm – 7pm	Mon – Sun	\$44,936.93	-\$4,429.09	
OPTION 4								
OPTION 5	1	17	29 th Oct – 28 th Feb	12pm – 7pm	Mon - Sun	\$35,843.01	\$4,664.83	Not Recommended, WH&S.

Braidwood						Current Wages Budget:		\$40,370.47
	Life Guards	Season (Wks)	Dates	Open Hours	Days	Total Wages	Budget Shortfall	Recommended Option
OPTION 1	2	17	29 th Oct – 28 th Feb	12pm – 7pm	Mon - Sun	\$63,660.64	-\$23,290.17	
OPTION 2	2	17	29 th Oct – 28 th Feb	12pm – 7pm	Wed - Sun	\$49,350.04	-\$8,979.57	Staff Recommendation.
OPTION 3	2	12	21 st Nov – 12 th Feb	12pm – 7pm	Mon – Sun	\$44,936.93	-\$4,566.46	
OPTION 4								
OPTION 5	1	17	29 th Oct – 28 th Feb	12pm – 7pm	Mon - Sun	\$35,843.01	\$4,527.46	Not Recommended, WH&S.

Captains Flat						Current Wages Budget:		\$34,081.69
	Life Guards	Season (Wks)	Dates	Open Hours	Days	Total Wages	Budget Shortfall	Recommended Option
OPTION 1	2	17	29 th Oct – 28 th Feb	12pm – 7pm	Mon - Sun	\$63,660.64	-\$29,578.95	
OPTION 2	2	17	29 th Oct – 28 th Feb	12pm – 7pm	Fri - Mon	\$42,194.74	-\$8,113.05	
OPTION 3	2	17	29 th Oct – 28 th Feb	3pm – 7pm	Mon - Sun	\$41,433.19	-\$7,351.50	
OPTION 4	2	9	28th Nov - 29th Jan	12pm – 7pm	Mon - Sun	\$33,702.69	\$379.00	Staff Recommendation.
OPTION 5	1	17	29 th Oct – 28 th Feb	12pm – 7pm	Mon - Sun	\$35,843.01	-\$1,761.32	Not Recommended, WH&S.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

10 AUGUST 2016

ITEM 8.5 ADOPTION OF PLAN OF MANAGEMENT - SEIFFERT OVAL

ATTACHMENT 1 SEIFFERT OVAL - PLAN OF MANAGEMENT - DRAFT

DRAFT

Plan of Management Seiffert Oval





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Development of the Plan

Introduction

Seiffert Oval is a complex of buildings with a playing field on Crown Land, (Crown Reserve R85019), and administered by the Queanbeyan City Council (QCC) as Seiffert Oval Corporate Trust Manager. It was handed over to QCC to manage, in 2010. QCC has prime responsibility for the maintenance and management of Seiffert Oval. This Plan of Management assists QCC in providing direction and continuity of maintenance, resource management, ongoing operational requirements, programming, and for future planning endeavours of the Seiffert Oval precinct of buildings and playing field.

This Plan enables management to proceed in an efficient and sustainable manner, help reconcile competing interests, identify priorities for the allocation of available resources and facilitate public understanding.

This Plan also enables the current user groups, sports and other communities in Queanbeyan, to determine a set of values that are consistent with current and any proposed future use of the complex. These values are used to identify benefits and potential future use of the complex, beneficial in marketing the complex for increased use by the wider community and in identifying future growth opportunities.

This Plan of Management should be read in conjunction with Council's adopted Plan of Management for Sportsgrounds – Amendment No. 3 – September 2015.

Method

This Plan has been prepared in consultation with: stakeholders, such as the Queanbeyan sports community, the elected Council and Council staff, and the wider Queanbeyan community. The consultative based approach in preparing this Plan is recommended by the Department of Primary Industries - Lands to support evolving community values.



Image: Seiffert Oval Grandstand, February 2015. Photo by Gladiator Seating Systems, 2015

Community Consultation

Council acknowledges that community consultation is an important component of its business. As set down in section 38I of the *Local Government Act 1993*, Council will give public notice of a draft plan of management, and place the draft plan on public exhibition for no less than 28 days while allowing a minimum of 42 days to comment. Any submissions made to Council in respect of the draft plan will be considered by Council prior to the final adoption of the plan of management. The Queanbeyan community and other interested parties will be able to have input into this draft plan of management through the public exhibition and submission stage.

Background Information

History of Seiffert Oval

Seiffert Oval is named after John Wesley Seiffert (1905-1965, politician and former prison warder at Goulburn Gaol. John Seiffert grew up in Goulburn, NSW. He was a gifted sports person, particularly in hockey; as a representative footballer for Rugby League; and the one mile amateur track cycling champion in 1926. He was the treasurer of the New South Wales Country Rugby League from 1935-1938. He served as an alderman on the Goulburn Municipal Council from 1934 – 1937. He was a NSW state Labour politician for the Monaro electorate from 1941 – 1965. *Seiffert was devoted to the underprivileged and gifted with an intense love for children*, (Molony, J., n.d.).

Seiffert Oval was used as a Rugby League ground from its inception. In 1982, Seiffert Oval became the home ground of the Canberra Raiders, as part of the NSW NRL.

Canberra Raiders

Seiffert Oval served as the home ground of the Canberra Raiders (from 1982 to 1989).

The Raiders' first game at Seiffert was in Round 2 of the 1982 NSWRL season against the Western Suburbs Magpies. In front of 6,769 fans, Wests ran out 33-4 winners, with the home side failing to score a try against their opponents, (Wikipedia, 2015).



Photo courtesy Queanbeyan Age online

Canberra's first win at the ground, which was also their first ever competition win, was in Round 8 of the 1982 season when 9,982 fans saw the "Green Machine" run out 12-11 winners over the Newtown Jets. The ground record crowd was set on 18 June 1989 when 18,272 fans turned out (at Seiffert Oval) in Round 12 of the 1989 NSWRL season to see the Raiders defeat the Brisbane Broncos 27-6, (Rugby League Tables, 2015).

The ground hosted an international rugby league match during the 1988 Great Britain Lions tour when the Australian President's XIII, led by Raider Mal Meninga, defeated the tourists. It also hosted an international rugby union match when the British and Irish Lions defeated the ACTRU, 41-25 in 1989, (Wikipedia, 2015).

Seiffert Oval is now the home ground of the Queanbeyan Blues Rugby League club. The capacity of Seiffert Oval currently stands at 15,000. The grandstand, after the seating upgrade in February 2015, accommodates 2,000 seats under cover.

History of Management

QCC was the Reserves Trust Manager for Seiffert Oval up until 2002. From 2002 until 2009 Seiffert Oval operations were controlled by the Queanbeyan Leagues Club, without a formalised Trust Manager. On 13 November 2009 the Seiffert Sportsground Reserve Trust was formed again with management and control of the Reserve returned to Queanbeyan City Council. In March 2010 the existing lease with the Queanbeyan Leagues Club Limited was terminated. A new tenancy agreement with the Club ensured rugby league as the predominant use of Seiffert Ova for their season is from February to September of each year. Seiffert Oval is available for use by other organisations and sporting codes can when not required for rugby league.

The Trust established a Seiffert Sportsground Advisory Committee to enable users and the community to have input into the development of a capital improvements plan and Plan of Management for the facility. The Trust envisaged this Committee would be responsible for planning improvements to the Sportsground and being part of a regional sporting precinct with the ability to attract grant funding to assist with improvements at the facility. Additionally the Committee would provide some direction and user input in respect of the Sportsground, (QCC, June 30, 2012). This Committee was merged with the Queanbeyan Sports Council in September, abolished approximately around 2014.

Seiffert Oval is administered under the provisions of the Crown Lands Act 1989 and is managed in accordance with the public purposes of the land and the principles as set out in Section 11 of the Crown Lands Act 1989.

Seiffert Oval – 36 Thurrallilly Street Queanbeyan East 2620

Table 1: Land and Structures

Feature	Description/Condition
Location	36 Thurrallilly Street – LOT 117 DP 823483 (Crown Reserve R85019)
Area	3.790 ha.
Landform and Surrounding Land Use	Multi-use playing field with lighting, grandstand, carpark, two (2) public toilet blocks, two (2) canteens, undercover shelter, ticket boxes.
Urban Services	The following services are provided to the site: electricity, water, gas, stormwater and sewer.



Map 2: Aerial View - Seiffert Oval – 36 Thurrallilly Street Queanbeyan East 2620

Use of the Land and Structures

This site is currently used as a sportsground, for active recreational sport. The premises are also used by the Veteran's Motorcycle Club as a meeting venue facilitating social cohesion and also to the Illawarra Disabilities Trust, as a gathering place for learning activities that facilitate integration into mainstream living.

Leases, Licenses and Other Estates

Leases and licences and the granting of other estates are primarily governed by sections 44-47E of the *Local Government Act 1993*. As at 2015, the Function Room is leased to the Veteran's Motorcycle Club and the Seiffert Sportsground Community Shed is leased to the Illawarra Disability Trust.

This plan of management authorises the lease, licence or grant of any other estate over 36 Thurrallilly Street which is consistent with land use under the Crown Lands Act and the core objectives of this plan, which is either exempt development or is permissible under *Queanbeyan Local Environmental Plan 2012*.

Future Use of the Land

Upgrade works to the grandstand, facility buildings and playing surface took place in 2014 and 2015. As a result of these upgrades, it is proposed that wider use by the Queanbeyan sports and other communities could result. Future use of the land is discussed further in this Plan of Management.

Crown Lands

In respect of the lands identified in this PoM for Seiffert Oval, 36 Thurrallilly Street, Queanbeyan East 2620, the principles of the Crown Land Management Act specify:

Principles of Crown land Management *Crown Lands Act 1989* Part 1 Section 11

Part 1

11 Principles of Crown land management

For the purposes of this Act, the principles of Crown land management are:

- (a) that environmental protection principles be observed in relation to the management and administration of Crown land,
- (b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible,
- (c) that public use and enjoyment of appropriate Crown land be encouraged,
- (d) that, where appropriate, multiple use of Crown land be encouraged,
- (e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and
- (f) that Crown land be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the State consistent with the above principles.

Part 5

95 Appointment of corporation to manage reserve trust

- (1) The Minister may, by notification in the Gazette, appoint:
 - (a) a council,
 - (b) a corporation constituted by or under an Act providing for the holding, managing of or dealing with church property, or
 - (c) any other corporation (including the Ministerial Corporation), to manage the affairs of a reserve trust.
- (2) A corporation so appointed has power to accept the appointment and to exercise all the functions of a manager of a reserve trust despite the provisions of the Act by or under which the corporation is constituted.
- (2A) A corporation may be appointed as the manager of a reserve trust for such term as may be specified in the notification of appointment or by any subsequent notification.
- (2B) The term of office of a corporation that has been appointed as the manager of a reserve trust may be extended by the Minister from time to time by a further notification in the Gazette.
- (3) A council may not be appointed to manage a reserve trust if the reserve is wholly or partly within the area of another council, except with the consent of the other council.
- (4) A document is sufficiently executed by a reserve trust managed by a corporation if it is executed under the seal of the corporation instead of the seal of the trust.

98 Application of Local Government Act where a council manages a reserve trust

- (1) If a council is the manager of a reserve trust and the reserve (or the part of the reserve) is a public reserve, the trust has all the functions of a council under the Local Government Act 1993 in relation to public reserves.
- (1A) However, the trust has no power to classify the public reserve or any part of it as operational land under the Local Government Act 1993.
- (2) This Act prevails to the extent of any inconsistency with the Local Government Act 1993 in relation to the public reserve and this section does not authorise a failure to comply with any provision of this Act.
- (3) In this section, **public reserve** has the same meaning as it has in the Local Government Act 1993.

Current Use Seiffert Oval

Overview:

The Queanbeyan Blues Rugby League Club have exclusive use of this facility, since the departure of the Canberra Raiders in the late 1980's. Over recent years, a number of community groups have begun to take an interest in using premises within this complex, such as the Veteran's Motorcycle Club and the Illawarra Disability Trust, discussed in more detail below.

The Queanbeyan Leagues Club:

The Queanbeyan Blues Rugby League Club are the primary users of the Seiffert Oval sports precinct. The current Access Agreement with Council is dated 17 February 2015. The Club contributes approximately \$47,000 per year as part of this Access Agreement, which is subject to performance measures implemented by Council to maintain the turf sports oval.

QLC has contributed \$100,000 towards the new seats in the Grandstand, bringing the approximate number of seats in the Grandstand to 2000. The Council in return for this contribution have agreed to upkeep of the turf playing surface to a higher standard, sufficient to open it up for high profile competitive games such as the pre-season match between the Canberra Raiders and the Newcastle Knights that took place in February 2015.

Veteran's Motorcycle Club:

In June 2014, the Council entered into an Agreement for Access for a 5 year period with the local branch of the Veterans Motor Cycle Club (VMC), to occupy the Function Room area under the Seiffert Grandstand for VMC meetings and social activities. The area consists of the open space, former function room, and storeroom, toilet block & separate WC, kitchen area and an outdoor open space under the roofline. The area became completely run down over time and has now been refurbished, mostly at the expense of the VMC.

The VMC provides camaraderie for ex-service, serving members and like-minded civilians. Assistance is also provided through active advocates within the membership to members who are under duress as a result of their former service. Families are a welcome part of the VMC make up, as attested by attendance at VMC fortnightly get-togethers.

The VMC is a functioning motor cycle club and rides at least once a month throughout the year.

Over the years the VMC has conducted charity rides to raise funds for charities and other recipients. The VMC has provided \$41,000 to MS Australia, \$10,000 to Snowy Hydro South Care, \$20,000 to Prostate Australia, and tens of thousands to the Canberra Hospital and Cooma Hospital. VMC's fundraising will also go towards the Queanbeyan and Cooma hospitals.

The Illawarra Disability Trust

In June 2014, Council commenced discussions with the disability sector wherein a need was identified for a purpose-designed venue in Queanbeyan to provide social opportunities and general living skills for people with disabilities. It was envisaged that the venue would be accessible to men and women and would contain areas for building, gardening and a quiet space for activities such as art and craft. Several locations for the project were investigated for suitability and the Community Shed at Seiffert Oval was selected as the preferred site.

An Agreement for Access for a 5 year period has been formalised between the Council and the Disability Trust. The Disability Trust space had been unused for many years and was run down, much like the Veteran's Motor Cycle Club space had been. A considerable

amount of work was needed to achieve a functional and desirable space that would be suitable for its intended purposes.

The Disability Trust took a lead role in the project. They have worked collaboratively with other stakeholders to create an inclusive environment where the space to operate programs on an agreed timetable could be utilised.

The programs taking place at the site include:

- Cooking
- Gardening (using vegetables in cooking)
- Art programs
- Sewing
- Sporting programs (using lower oval)
- Woodwork
- Disability service, client gatherings and BBQs.

Council and the Disability Trust have worked closely with other project partners to make the site functional. The Queanbeyan Men's Shed, Veteran's Motor Cycle Club and Queanbeyan Rotary have all been actively involved in the work carried out at the site, proudly providing hands-on help and donating their time as labour to assist in finalising the project. Bunnings has also generously provided support by donating materials for the project.

Upgrade Project 2014 - 2016

The project to upgrade the Seiffert Oval complex aimed to improve and revitalise the multi-faceted facility which consists of various sports related buildings and a sports playing field. The project objective was to improve the viability of the complex to the wider Queanbeyan community by upgrading its appearance and enabling the complex to meet current Australian building standards, safety codes and regulations. Upgrade to the playing surface ensures the field is suitable for first grade competition sport.

The Seiffert Oval sports precinct encompasses a vast array of buildings (most constructed in the 1960s) scattered throughout the 2 acre complex, to support the former first grade playing field. The complex and upgrades include:

Table 2: Upgrade of facilities from 2014-2016

Description of Existing	Description of Upgrade
Major sports playing field with 2 dug-outs.	New seating to dug-outs. Upgrade of playing surface. Installation of new irrigation.
Grandstand with 2000 above-ground seats, incorporating corporate and media boxes.	Installation of new grandstand seats. Corporate boxes tidied up. New glass balustrade Duplication of entry steps
Under grandstand facilities including kitchen, canteen, referees room, multiple change rooms and bathroom facilities, gymnasium, sauna room and function/bar room.	Upgrade change rooms and bathroom facilities (by the QLC). Upgrade kitchen, canteen, server Upgrade internal toilet facilities, servicing kitchen and Function Room.
External toilet block	Renovate male toilets, paint, add new wash basins and install roof over urinal.

Description of Existing	Description of Upgrade
	Renovate female toilets, remove urinal. Remove two toilets and replace with wash basins. Paint. Incorporate new disabled toilet, partition from female toilet. Construct ramp to new disabled toilet. New signage.
Separate canteen building with toilet facilities under building and scoreboard infrastructure above.	New scoreboard. Upgrade to scoreboard section of building. Tidy up toilet facilities.
Separate canteen facility with change room.	Ceiling repairs, electricity and plumbing upgrades (by QCC). Install building materials, disability ramp, kitchenette, furniture and other resources (by The Disability Trust).
Separate function room, change room and bathroom facility.	<ul style="list-style-type: none"> • Toilets patched up and painted, cisterns repaired, new doors supplied and painted, new hardware (handles, hinges etc.) & security mesh placed over window. • Fire door repaired & painted and additional security devices installed. • Doors replaced under grandstand storage areas, shelving installed and doors painted. • False wall was installed to prevent unauthorised entry (the premises had been the result of four break and enters within one week). • Bar area cleaned up and new seals installed on fridge doors. • Small but functional kitchen installed in back room, including new hot water service, sink and cupboards as well as a Zip mini-boil and a micro wave. • Existing cool room was re-commissioned with a new condenser and compressor installed. • New door fitted between bar and kitchen with updated security arrangements, then all was painted. • Security shutter fitted to front door, two 8Kw split systems installed in the club room and an extensive picture and crest hanging was installed. • Two unused rooms were painted, carpet tiled and converted into a bunk house with twelve double bunks fitted. • Toilets were revamped to working order. • Overhead projector and system installed. (By the Veterans Motor Cycle Club)
Open area dirt car park at rear of grandstand with no designated bays.	Resurface car park, mark out car parking bays to include mobility bays.

Seiffert Oval is located in a high profile and high visible location near the heart of the city of Queanbeyan. Upgrade works were necessary to improve the underutilised sports complex

and to recommission the facility to benefit the Queanbeyan and district sports community as well as other community, recreation and business groups.

Works to the Grandstand were completed for the NRL trial game between the Canberra Raiders and the Newcastle Knights, held at Seiffert Oval on 21 February 2015. As seen in the before and after photographs below, the old green seats were removed from the Grandstand and replaced with the blue and grey seats pictured below. The new seating arrangement allows for approximately 2000 under cover seats in the refurbished Grandstand.



Image: Prior to works commence, pictured, Mayor Tim Overall. Photo courtesy Queanbeyan Age



Image: Seat detail, pictured Mayor Tim Overall with Parks Manager, Tim Geyer. Photo courtesy Queanbeyan Age



Image: Seat and Balustrade detail. Photo courtesy Debbie Sibbick 2015

Community Values and Expectation

Much of the information in the table below came about as a result of consultations held with the Queanbeyan Sports Community, Council officers and elected officials that began in September 2015. The Sports community, and in particular the Queanbeyan Blues, expressly maintain that Seiffert Oval's primary purpose was for the playing of rugby league football. All other uses of Seiffert Oval would be ancillary, and in keeping with the mostly sports related use of the Seiffert precinct. Any other uses of the Seiffert Oval precinct would be permissible, however must maintain the integrity of the playing surface. Future use of the precinct is listed, however is not limited to, the ideas indicated in the table below.

Table 1: Community Values and Expectations

VALUE	EXPECTATION
Major rugby club use	<ul style="list-style-type: none"> Continued use of Seiffert as home ground for Blues. Maintain facility consistent with use. Upgrade when required. Playing surface maintained to an agreed standard with Queanbeyan City Council
High Profile Games	<ul style="list-style-type: none"> Source NRL and other high profile games Upgrade facility to meet NRL match requirements, e.g. additional undercover seating. Improvements to lights. Market facility as a high profile sports facility precinct
Use by Licensed Groups	<ul style="list-style-type: none"> Continued use of Seiffert facilities for licensed group activities Facilities maintained in keeping with requirements for current use Actively seek use by community groups Availability of leases and licenses for future and current users requiring security of tenure
Sports precinct	<ul style="list-style-type: none"> Source additional codes of sports, e.g. Women's soccer Potential for use by schools for school sport and school carnivals Potential for use by community groups for sports related activities Potential use for regional and or state sports carnivals
Community Use	<ul style="list-style-type: none"> Increased use of the precinct within current or increased capacity, e.g. fairs and fundraising events that do not interfere with the integrity of the high profile sports playing surface. Appropriate facilities to allow community use Appropriate fee structure to encourage further use of the facility
Historical significance of the site.	<ul style="list-style-type: none"> The history and original purpose of the site is preserved. Acknowledge Seiffert as Canberra Raiders original home ground
Commercial	<ul style="list-style-type: none"> Increased use of sports facility buildings within current or increased capacity, e.g. commercial catered use of

Opportunities	<ul style="list-style-type: none"> kitchen and function rooms Realistic fee structure for use Generate income that will contribute to the management, maintenance or upgrade of the facility
Site Functionality and Landscape (including buildings and structures)	<p>Produce a Master Plan detailing:</p> <ul style="list-style-type: none"> Future landscape works to site Current and future use of playing surface Areas for potential development Areas for potential upgrade <p>Produce a Marketing Plan detailing:</p> <ul style="list-style-type: none"> Potential use of Seiffert Oval precinct that generates income, consistent with PoM guidelines Potential use of precinct to encourage increased use
Public Recreation	<ul style="list-style-type: none"> Council provides well maintained facilities within the precinct Upgraded facilities consistent with proposed future use Encourage use of precinct for passive recreation when not in use for regular sport or by licensed users

NRL Games

Council envisages this facility has the potential for NRL games, such as pre-season trial match held in February 2015; Country vs City games; and potential to host home games for the Canberra Raiders on a semi-regular basis. The successful pre-season trial match held at Seiffert Oval, between the Canberra Raiders and Newcastle Knights on 21 February 2015 saw a crowd of approximately 6,000 enjoy the game, bringing both social and economic benefits to communities directly and indirectly involved with Seiffert Oval. Council would like to see this type of use and activity continue.

In order for Council to host an NRL game at Seiffert Oval, a minimum set of facility standards are required. The NRL have provided Council the draft document, *NRL Venue Minimum Standards Draft 21 July 2014*. This document sets standards such as, venue capacity and seating, lighting standards and playing surface standards. The Seiffert Oval facility currently does not meet the standards required to host NRL games. A shortfall in seating capacity of 15,000 undercover seats and playing field lighting standards, i.e. 1400 lux level, are some of the major restrictions for hosting games, at this stage. Substantial funding is required to upgrade the Seiffert Oval facility to meet the minimum standards required to host NRL football games.

Alternative arrangements, such as the hire of portable lighting, may offset the requirement to install permanent, high cost, infrastructure, in order to accommodate NRL games.

Complimentary facilities, utilising the adjacent sports fields and Indoor Sports Centre amenities, could prove beneficial for larger sports events. For example, change room amenities at the Indoor Sports Centre were used by the junior NRL teams during the Raiders vs Knights trial match

in 2015. The facilities include the Indoors Sports Centre (core hours 4pm-10pm Mon-Fri, with use of this facility by arrangement with Indoor Sports Centre management); Taylor Park; David Campese Field; High Street Playing Field, (contact Council for bookings of these fields).

Management Issues:

Due to size, nature and age of Seiffert Oval and its associated buildings and uses, management of this facility can be complex. A number of management matters have been identified and listed in the tables that follow, including general management issues; compliance; remaining engaged with the Queanbeyan community; public access; landscape design and character; use of the buildings through leases and licences; administration; and workplace health and safety.

Table 2: Management Issues

Management Issues	Core Objectives	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
COMPLIANCE WITH THE CORE OBJECTIVES FOR SPORTSGROUNDS (AS PRESCRIBED UNDER THE LOCAL GOVERNMENT ACT 1993).	(a) To encourage, promote and facilitate recreational, pursuits in the community involving organised and inform sporting activities and games and; (b) To ensure that such activities are managed, having regard to any adverse impact on nearby residences. (c) To improve the land is such a way as to promote and facilitate its uses to achieve the other core objectives for its management.	Compliance at all times with the core objectives for Sportsgrounds.	Refer to the core objectives when amending this plan of management.	When reviewing this plan, include review in terms of its compliance/non-compliance with the core objective and all other statutory provisions.	Infrastructure - Engineering Services, Parks and Recreation.

General Site Maintenance

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
GENERAL SITE MAINTENANCE.	To deliver and maintain safe, quality sport & recreation facilities through minimising risk at all sites.	To achieve high standard playing surface keeping line with the Australian Standards to minimise risk. Minimising risk through safe Australian Standards of maintenance practice.	<ul style="list-style-type: none"> • Develop a risk assessment checklist. • Maintain records of all assessments and prepare reports for the repair or replacement to be allocated to the appropriate department. • Obtain financial means to maintain facilities. • Maintenance schedule checklist. • Top dressing. • Fertilising. • Irrigation maintenance. • Aerating. • Weekly onsite inspections of amenities and maintenance schedules. 	<ul style="list-style-type: none"> • Weekly visual routine safety and maintenance check to occur during site inspections using a risk assessment checklist. • Ensure all works satisfy the requirements of Australian Standards and work place standards through a checklist system. • Irrigation testing. • Liaison with specific user groups. • Specific ground surface and structural testing. 	Infrastructure - Engineering Operations Section. Infrastructure - Parks and Recreation Services Section.
	Vandalism and security.	To reduce opportunities for vandalism within any sportsgrounds.	Review facilities within sportsgrounds to minimise opportunities for vandalism.	Number of vandalism incidents reported.	
	Impact of sportsgrounds on neighbouring natural areas.	To manage sportsgrounds so to maintain the ecological values of surrounding natural areas.	Identify sensitive natural areas adjacent to sportsgrounds.	Number of site where environmental requirements determined.	
			Determine management requirements and development constraints for the protection of those natural areas.	Percentage of environmental indicators for natural areas.	
			Implement necessary management practices and development constraints.	Key environmental indicators for natural areas.	

Community Consultation

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
COMMUNITY CONSULTATION	To provide for community input into the general management of each site and into this plan of management.	Consultation being in accordance with the <i>Local Government Act, 1993</i> during any revision of this plan of management.	Continue to undertake reviews of this plan in accordance with the public consultation provisions of the <i>Local Government Act, 1993</i> .	At every review of this plan of management check to see that consultation has been undertaken with the <i>Local Government Act, 1993</i> .	Infrastructure - Parks and Recreation Services Section.
	Meeting the community's expectations regarding the provisions of sportsgrounds facilities.	Ensure that sportsgrounds facilities are provided in-accordance with Council Policy.	Assessing requests for new facilities from Sportsgrounds Surveys and priority list for new facilities.	Level of demand for new sportsgrounds facilities.	

Public Access to the Site

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
PUBLIC ACCESS	<p>To facilitate ongoing public access to sportsgrounds that is consistent with the core objectives of this plan.</p> <p>To provide facilities which are safe and secure and for the use of all members of the community.</p>	<p>Maintenance for reasonable and safe public access to each site.</p> <p>Take additional measures where necessary to enhance the safety and security of uses and visitors.</p>	<ul style="list-style-type: none"> Continue policies which enable the public reasonable and safe access to sportsgrounds. Vehicular access to the surface of sportsgrounds to be limited to emergency and authorised service vehicles only. Physical access to sportsgrounds and their associated facilities must consider people with special needs. Signage systems be developed which maintain appropriate public access to parks. Access be designed or redesign as necessary to maximise efficient and safe circulation of pedestrian and cyclists. Provide adequate signage, access and surveillance/public sight lines measures. 	<p>Regular review of public accessibility to each site.</p> <p>Annual check of responsibilities under Civil Liability Act 2002 and taking of remedial action as appropriate.</p>	<p>Infrastructure - Engineering Operations Section.</p> <p>Infrastructure - Parks and Recreation Services Section.</p>

Landscape Design and Character

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
LANDSCAPE DESIGN AND CHARACTER	To develop a distinct landscape character for Seiffert Oval through an appropriate landscape development plan.	<ul style="list-style-type: none"> Development of landscape character through appropriate detailing i.e. park furniture, signage, pedestrian circulation, provision of security lighting, picnic facilities and playground equipment. 	<ul style="list-style-type: none"> Develop a landscape development plan for each sportsground that reflects an individual character and identifies a practical approach to future use and development. Implement the landscape development plan for each site subject to appropriate funding being available. Access to be designed or redesigned as necessary to maximise efficient and safe circulation of pedestrians and cyclists 	<ul style="list-style-type: none"> Review and assess the landscape development plan for each site every five years with respect to the minimum desired outcomes. 	Infrastructure – Parks and Recreation Services Section

Lease & Licences

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
LEASE AND LICENCES	To ensure that all leases, licences and the granting of other estates over sportsgrounds comply with applicable statutory provisions.	Compliance at all times with the applicable statutory provisions for all leases, licences and other grants over sportsgrounds.	<ul style="list-style-type: none"> Ensure that all existing and any new leases, licences. Take remedial action in the case of those leases, licences and other grants which don't comply with statutory provisions. 	When reviewing this plan, review each lease, licence and other grant in terms of its compliance/non-compliance with applicable statutory provision.	Infrastructure - Parks and Recreation Services Section.

Administration

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
ADMINISTRATION	To effectively administer the regular use of sportsgrounds.	Use of sportsgrounds to be predominantly through a formalised booking system.	Day to day, week to week casual use of sportsgrounds are formalised under a booking system administered by the Parks and Recreation Services Section.	Assessment of formalised use of each sportsground via a booking system as a proportion of total use.	Infrastructure - Parks and Recreation Services Section.

Work Health & Safety Policy

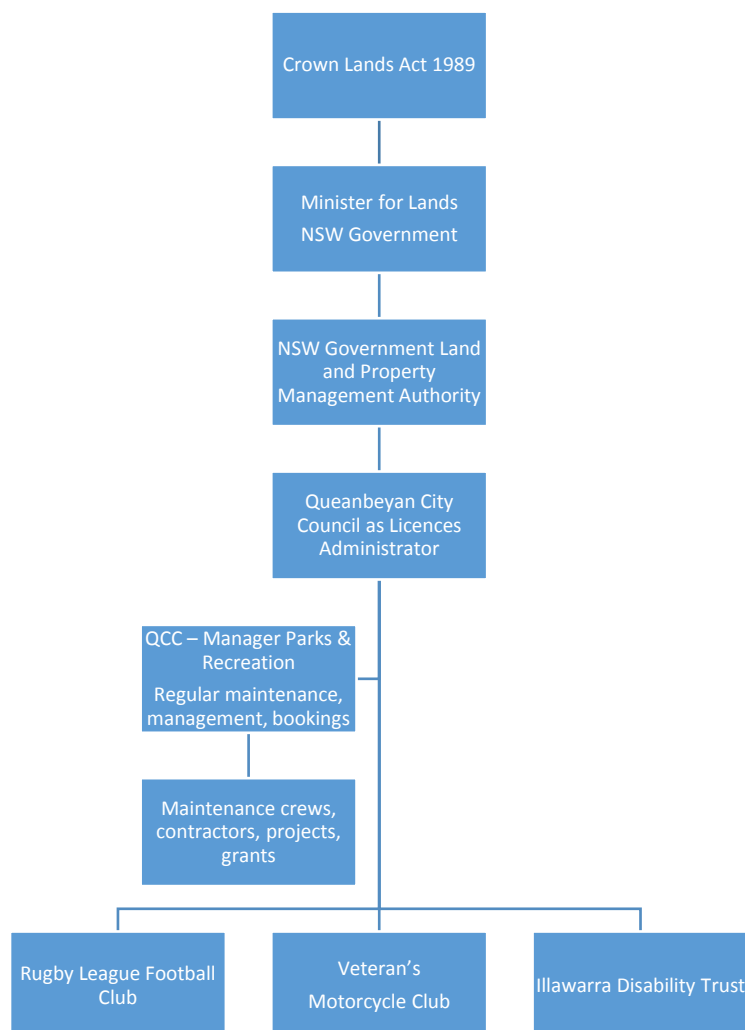
Management Issues	Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
Work Health and Safety (WH&S)	<ul style="list-style-type: none"> To provide a safe and health work environment for all workers including councillors, contractors, volunteers and visitors. Ensure that all workers and others are not exposed to a risk to their health and safety as required by the <i>Work Health and Safety Act 2011</i>. 	<ul style="list-style-type: none"> Undertake a risk management approach to Council activities. Ensure compliance with Work, Health and Safety legislation, codes and standards wherever possible, whilst striving towards industry best practice and safe working environment. Ensuring the implementation of Council's (WH&S) Management System. 	<ul style="list-style-type: none"> Identifying hazards, assessing risks and making decisions about how to eliminate or minimise risk. Making decisions about facilities for welfare of workers. Making decisions about the procedures for resolving WH&S and other issues and monitoring of the work environment. Providing appropriate information, training, instruction, resources to support safety. Ensuring plant, equipment and material are safe and without risk to health when properly used: and the safe systems of work are provided for the handling, storage and transportation of such items. 	<ul style="list-style-type: none"> Compliance with the requirements of the <i>Work Health and Safety Regulation</i>. Effective systems are in place for monitoring the health of workers and workplace conditions. Ensuring those injured returned to duties in a safe and timely manner. 	<p>Legal and Risk Section.</p> <p>All appointed Work Health Safety Officers.</p> <p>Infrastructure - Engineering Operations Section.</p> <p>Infrastructure - Parks and Recreation Services Section.</p>

Footnote: A 'person conducting a business or undertaking' (PCBU – the new term that includes employers) may be an individual person or an organisation conducting a business or undertaking. PCBU include local authorities (municipal corporations or councils) and applies to principals, contractors and sub-contractors

STRUCTURE

This section provides an outline of the organisational structure, levels of authority and strategies for maintaining a high standard of management. This includes the Management and Reporting Structure as indicated in the organisational chart below, detailing the current reporting regimes and practices.

Management and Reporting Structure:



- Administration — the daily operational procedures of Seiffert Oval is managed by the Queanbeyan City Council through the Manager of Parks and Recreation. This includes playing surface management; facility maintenance; facility upgrades. All risk, safety and associated emergency procedures management are controlled by Council. Each of the licensed groups maintains their own facility building.
- Booking procedures for use of the facility are currently managed by Council through the Manager of Parks and Recreation.
- Training Opportunities — no training opportunities have been identified at this stage.

Asset Management Plan

An asset management plan is critical to the management of a facility. An overarching asset management plan exists for all sports fields managed by the Queanbeyan City Council, *Asset Management Plan: Parks and Recreation 2015-2019*. Planning documents related to that Plan should also be considered here, they are the:

- Queanbeyan City Council – Community Strategic Plan 213 – 2023
- Queanbeyan City Council – Delivery Program 2013 – 2017
- Queanbeyan City Council – Operational Plan 2013 – 2014; and
- Queanbeyan City Council – Resourcing Strategy



Figure 1 – Integrated Planning and Reporting Framework

To protect the high capital investment and ensure the reliable operation of the Sports Precinct, a preventative maintenance program must be established.

Seiffert Oval:

The current physical description of Council assets on Crown Land are in the form of a Building Condition Assessment and Valuation report prepared for Council by Serгон Building Consultants in 2012.

Asset Schedule

The following tables indicate the most current information available regarding Council's asset position on Crown Lands, in relation to infrastructure in the East Queanbeyan Sports Precinct, according to the Administration of Crown Reserves – Annual Report 2012.

Table 3: Seiffert Sportsground asset schedule, as at 30 June 2012

Asset type	Total replacement value	Accumulated depreciation	Written down value 30 June 2010
Seiffert Sportsground (Reserve 85019)	\$	\$	\$
Land	780,000	0	780,000
Buildings	6,350,000	0	6,350,000
Total	7,130,000	0	7,130,000

An updated asset schedule will be available for the next financial year 2016/17, after the upgrade of Seiffert Oval Grand Stand is completed.

Financial Plan

Past, present and projected financial data must be presented to assess the viability of the facility, including:

- Past and projected financial statements covering the previous 12 months and the next two years. Include cash flow statements, profits and loss statements and balance sheets.
- Show the level of sales required to meet budget expectations.
- Clearly outline all assumptions made.
- Outline risk factors and contingency plans, i.e. shortfalls in attendance levels, increases in interest rates, cost escalation on major expenditure items, loss of key staff or reductions in competitors' fees.

Table 4: Seiffert Sportsground - Statement of Income and Expenditure, as at 2012

Statement of Income and Expenditure for Seiffert Sportsground			
Operating Expenses	2011/12 \$	Operating Income	2011/12 \$
Employment costs	2283	User Charges and Fees	
Materials and Services	53089	Other operating revenue	21400
Depreciation			
Other Expenses	23279		
Internal Expenses	21484		
Total Operating Expenses	100135	Total Operating Income	21400
Capital Expenses		Capital income	
Asset Acquisition		Transfer from Reserves	
Loan Repayments			
Transfer to Reserves			
Total Capital Expenses		Total Capital Income	
TOTAL EXPENSES	100135	TOTAL INCOME	21400
BUDGET RESULT = \$78,735 (deficit)			

Table 5: Multipurpose Indoor Sporting Complex - Statement of Income and Expenditure, as at 2012

Statement of Income and Expenditure for Multipurpose Indoor Sporting Complex			
Operating Expenses	2011/12 \$	Operating Income	2011/12 \$
Employment costs	2191	User Charges and Fees	
Materials and Services	17717	Other operating revenue (lease rental)	21191
Depreciation			
Other Expenses	37		
Internal Expenses	11244		
Total Operating Expenses	31189	Total Operating Income	21191
Capital Expenses		Capital income	
Asset Acquisition		Transfer from Reserves	15913
Loan Repayments			
Transfer to Reserves	21191		
Total Capital Expenses	21191	Total Capital Income	
TOTAL EXPENSES	52380	TOTAL INCOME	37104
BUDGET RESULT = \$15,276 (deficit)			

Market Research

It is recommended that a separate marketing strategy be formulated for the Seiffert Oval precinct, incorporating use of all facilities identified in this PoM.

Market research should provide an analysis of our competitors, customers and the marketplace. It should:

- Demonstrate that the facility will have a substantial market in a growing industry.
- Provide data that proves attendance and revenue projections can be achieved despite the competition.
- Identify who your competitors are, their strengths and weaknesses and how they are likely to react to competitive pressure.
- Provide data on your existing customers and usage patterns. Identify your target groups — their size, particular needs, why they use your facility and how much they are willing to pay.
- Analyse the market in which you operate and create a market niche for your facility. Evaluate the services/products being provided by your competitors and look for gaps within the market place. Broaden the boundaries of the market by envisioning services/products that do not yet exist. Seek out opportunities that will enable your facility to make a difference — the potential to offer something new!

Review of the management plan

For management plans to remain effective, they need to be reviewed and amended regularly. This requires processes that ensure the plans remain a dynamic working tool for the organisation.

Goals, objectives, community values and expectations of this Plan of Management will be reconsidered through a community consultative process.

This Plan of Management will be reviewed every five (5) years. Any proposed changes or amendments to the adopted Plan in the intervening time must be considered by the Reserves Trust Manager. The preparation of any revised Plan of Management as a result, will be placed on public exhibition for community and stakeholder comment.

It is recommended that a sub-committee or working party be formed, to review the whole management plan each year to check whether the set goals, objectives, community values and expectations have been implemented or are still relevant. Should this not be a viable prospect, commencement of the review of this Plan of Management, through a community consultative process, should take place at least 12 months prior to the proposed five (5) year review.

References:

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

10 AUGUST 2016

ITEM 8.6	DRAFT SOUTH EAST & TABLELANDS REGIONAL PLAN
ATTACHMENT 1	QPRC COMMENT - DRAFT SOUTH EAST & TABLELANDS REGIONAL PLAN



X August 2016

Hon. Mr R Stokes MP
Minister for Planning
PO Box 5475
Wollongong NSW 2520

Dear Minister

Thank you for the opportunity to comment on the draft South East and Tablelands Regional Plan (draft plan). Queanbeyan-Palerang Regional Council (QPRC) wishes to make the following comments in relation to the draft plan.

Plan delivery

QPRC supports stronger collaboration across government and between stakeholders in order to implement the draft plan. In particular, the establishment of a Coordination and Monitoring Committee (the committee) to oversee the implementation of the draft plan is considered a positive step towards a more coordinated approach to regional planning. It is pleasing that local councils will be represented on the committee by the proposed inclusion of the Joint Organisation of Councils (JO) within the committee structure.

It is QPRC's preference that a General Manager or delegate, from each LGA in the region attends the committee meetings along with a JO representative as opposed to a single regional representative. QPRC is hoping to utilise regular meetings with the JO to facilitate a direct line of communication to the committee. In addition, QPRC would like councils to be consulted with regard to how representation will be determined for the 'outcome specific groups' proposed to advise to the committee on specific issues such as population, housing, economy and employment and natural environment and resources. QPRC suggests 'outcome specific groups' be formed to assist the implementation of the draft plan in relation to regional matters including water supply, freight, transport networks, cross-border land use and infrastructure planning in the Greater Capital sub-region. This mechanism has been used in other regional plans and has proved to be the most effective means of achieving specific outcomes.

It is noted the role of the draft plan is not to make commitments as it relates to the provision of infrastructure, however, QPRC considers it essential that the committee include representatives from service providers in order to facilitate the draft plan's broad goal of stronger coordination between infrastructure planning and delivery. QPRC supports a stronger alignment between strategic planning and infrastructure provision, particularly as it relates to identified employment and housing land.

While mostly supportive of the proposed implementation plan, QPRC has concerns about how many of the directions and actions in the draft plan will be implemented in future local planning strategies and LEPs, which the draft plan states will be required by a Ministerial Direction.

QPRC believes the draft plan would be of greater assistance to councils in their role as planning authorities if it included an assessment framework to evaluate future development proposals. While not necessarily advocating for the re-introduction of the Sydney-Canberra Corridor Regional Strategy's 'sustainability criteria', QPRC believes the Department and



councils should discuss the development of an assessment framework for inclusion in the final plan. Given many local planning decisions have regional implications, a framework would be beneficial in ensuring local planning strategies and LEPs are consistent with the broad objectives of the draft plan.

QPRC also considers it important that the Department assists councils in implementing the draft plan in local planning strategies and LEPs by ensuring that any changes to applicable legislation, policy and guidelines are consistent with the plan.

QPRC would also like to ensure that the reporting commitments of the Coordination and Monitoring Committee as proposed in the draft plan do not result in councils duplicating their existing reporting commitments nor being unduly onerous.

A strong focus on coordinated infrastructure delivery is welcomed as the growth of each location in this region is heavily contingent on the delivery of suitable infrastructure both within the towns, between the towns and between other areas such as the South Coast, ACT and Queanbeyan. For this reason, QPRC recommends that the NSW Governments suite of state and regional infrastructure, transport and freight strategies be reviewed, to ensure consistency with those of the ACT Government as well as recent Federal Government funding commitments, such as the duplication of the Barton Highway.

Goal 1 – Sustainably manage growth opportunities arising from the ACT

QPRC supports the acknowledgement of the significant influence of the Australian Capital Territory (ACT) on the region and the Greater Capital sub-region in particular.

It is noted that increased collaboration with the ACT Government on a number of regional issues is a major focus of the draft plan. While QPRC supports increased collaboration with the ACT Government on strategic planning and infrastructure provision, it is considered that this position must also be reflected in ACT Government policy. It is proposed that the Department and councils, particularly those in Greater Capital sub-region, work with the ACT Government to encourage formal recognition of this approach in ACT Government policy. Whilst the 2011 ACT and NSW Memorandum of Understanding (MoU) for Regional Collaboration sets the framework for this to occur, ongoing discussion (both formal and informal) with the ACT regarding this matter should be undertaken as the mechanisms for implementing the proposed cross-border infrastructure funding model and cross-border land and housing monitor are developed.

In this regard, it should be noted that QPRC and the ACT Chief Ministers Office have worked together to draft an MoU to enable collaboration on issues such as integrated data collection and sharing and cross border land use and infrastructure planning, including the construction of transport networks (road and rail), utility networks (water, sewer, waste) and renewable energy.

QPRC supports the establishment of a cross-border infrastructure funding model and cross-border land and housing monitor and requests that councils have the opportunity to provide input into these processes.

With regard to the proposed cross-border infrastructure funding model, QPRC supports mechanisms which enable QPRC and the NSW and ACT governments to co-plan and fund shared infrastructure. These may include establishing local or state planning agreements, or



facilitating a special purpose vehicle (SPV) between QPRC and the ACT Government/ ICON to design, build and operate shared infrastructure (such as a scaled up Queanbeyan STP).

QPRC also believes the development of a tool for the storage and presentation of land and housing information which can be utilised by relevant ACT, NSW and local government authorities, would be a beneficial for informing strategic planning in the Greater Capital sub-region.

QPRC also supports working with the ACT Government to make travelling to and from Canberra easier and more convenient. This complements the Transport Strategy which QPRC is close to commencing and which amongst other things includes consideration of issues such as:

- Improving public transport links into the ACT,
- Improving cycling links into the ACT,
- Improving pedestrian links into the ACT,
- Planning for new road links to the ACT and NSW from Queanbeyan.

QPRC supports the development of guidelines for local housing strategies and encourages the Department to ensure councils have the opportunity to be involved in this process. QPRC believes councils can assist the Department prepare a set of guidelines. QPRC would support tailored guidelines for each region or sub-region to account for planning issues confronted at a local level. It is suggested that generic principles suitable for large urban environments do not always account for town and village environments. QPRC hopes councils will not have to review recently prepared or endorsed housing strategies or similar such as the *Queanbeyan Residential and Economic Strategy 2031* upon release of these guidelines, rather that they form the basis for the next generation of local housing strategies.

The draft plan suggests that there is sufficient strategic housing land identified (in some cases already zoned) in the Greater Capital sub-region to meet expect population growth to 2036. QPRC suggests that the proposed cross-border land and housing monitor form the basis of a sub-regional strategic land use plan which identifies either specific sites or broader areas for further investigation to determine the suitability of residential or employment generating uses beyond 2036. QPRC believes that by doing this, it will assist the Department and councils to better manage speculative development proposals and undertake long term infrastructure planning. A focus on greater housing choice is positive with opportunities for a range of lot sizes being important.

With regard to the water supply section of the draft plan, it is stated that Yass Dam is the main water storage area for the Yass Valley LGA and the former Palerang LGA. This is not the case as Yass Dam does not provide water to any part of the former Palerang LGA. Bungendore also sources water from alluvial groundwater within the Bungendore Alluvial Groundwater Source while Braidwood sources water from the Shoalhaven River and Captains Flat sources water from the Captains Flat Dam.

The break out text also states that "Bungendore and Braidwood are the two main centres for Palerang, with demand for urban water in these areas close to council's water entitlement". This implies that growth in these two towns will be limited by access to drinking water. In the case of Braidwood, this is an incorrect statement. The *Palerang Integrated Water Cycle Management Strategy Issues Paper – Draft* (Hydroscience 2016) contains an assessment of the water needs of Braidwood out to 2044/45. It finds that current annual consumption is



approximately 150ML/year, and that demand will rise to approximately 200ML/year in 2044/45. This is well within Council's licence allocation of 360ML/year. There is, therefore, no water constraint in Braidwood.

In addition, this statement is misleading with respect to Bungendore. The Hydrosience report finds that current annual demand in Bungendore is approximately 300ML/year. Council's current licence allocation is 472ML/year. Using projected growth level of approximately 5% per annum, annual demand is projected to be approximately 1,250ML/year in 2044/45, with the current licence allocation exceeded in 2023/24. In 2023/24 the projected population would be in the order of 5,200 people. QPRC contends that, although there is insufficient water to cater for all projected growth, capacity to cater for approximately 60% growth in population does not present an impediment to urban infill development in Bungendore. In summary, there is sufficient water available in Bungendore to support growth over the next nine years.

QPRC recognises that the water allocation for Bungendore is insufficient to cater for all projected growth. To ameliorate this, QPRC is currently investigating a number of avenues for securing additional water supply, including the testing of water quality and aquifer characteristics of deeper fractured rock aquifers near Bungendore. QPRC is confident that sufficient water will be secured to projected accommodate growth out to 2044/45.

The Hydrosience report has not yet been made available to state government agencies, but a Project Reference Group will be convened in the coming months which will comprise members from relevant state government agencies including the Department of Planning and the Environment.

In regard to Water Supply in the Greater Capital QPRC is of the view that the Plan should advocate consideration of high level planning (and funding) of integrated water cycle and flood management in Greater Capital. In addition the Plan needs to acknowledge an issue with certainty on impacts of SDLs and licences on water storage and diversion in Greater Capital in regard to water supply.

Goal 2 – Protect and enhance the region's natural environment

QPRC supports the inclusion of a map illustrating areas of high environmental value lands but suggests that opportunities should be created for all to access a more detailed map such as a hyperlink as a the map is of little value at A4 level.

Creating a consistent approach to protecting important riparian areas in planning and development controls is supported by QPRC. It is suggested that having a GIS approach would make it easier for councils to apply strategy and controls.

QPRC supports undertaking work in relation to Aboriginal cultural heritage but recommends that the NSW Government offer funding to councils in order to facilitate this work. In some cases there may also be a need for the OEH to act as a convener and/or mediator.

Goal 3 – Strengthen the economic opportunities of the region

QPRC agrees with the comments made under Direction 3.2 Enhance the productivity of primary industries.

QPRC supports the actions in relation to the mapping under Action 3.2.1, however it is suggested that current mapping similar the NSW Department of Primary Industries agricultural classification maps would be extremely useful for undertaking strategic planning in rural areas.



In relation to Action 3.3.1, Implement the NSW Renewable Energy Action Plan to increase renewable energy generation, it is suggested that it would be useful for councils if the Department's 2011 Draft Planning Guidelines for wind farms were finalised.

QPRC supports the NSW Government working with the Local Aboriginal Land Councils to identify their land holdings and mapping the constraints of each site (Action 3.5.1). It is suggested that resources are required to assist the Land Councils manage the planning and engineering issues that arise in development.

QPRC acknowledges the significant economic activity associated with Canberra Airport, as well as the important transport function it provides to the Region. Regardless, the Airport's operations should not compromise the orderly and economic development of land in NSW.

In relation to freight, QPRC notes that Bungendore Road/Macs Reef Road (Regional Road 7607) has not been listed as a strategic transport route in the draft plan. RR7607 is a classified regional road. QPRC strongly advocates for the inclusion of RR7607 on the listed routes to ensure that appropriate forward-planning, design and upgrade of this route occurs as the population of the area increases.

QPRC is an active and committed member of the South East Australian Transport Strategy Inc (SEATS). As such, QPRC (through the former Palerang Council and Queanbeyan City Council) have always taken a strong interest in transport connectivity throughout the south-east of Australia. QPRC is, therefore, very supportive of improved cross-border connections to the ACT and improved transport infrastructure. QPRC considers that the economic strength of the LGA (particularly Bungendore and Braidwood), the NSW South Coast and the ACT can be greatly enhanced by improved transport connections in the region.

Over the last fifteen years, traffic volumes on the RR7607 corridor have grown significantly. Traffic volumes have been driven by the following circumstances:

- Significant population growth in Bungendore and the Wamboin/Bywong area – in 2001, the resident population of Bungendore was 1,562. In comparison, the population in Bungendore in 2011 was 2,754 and is now estimated to be approximately 3,200. Growth in Wamboin/Bywong, while not as strong has still been significant, with the population rising from 2,775 in 2001 to 3,703 in 2011. (profile.id.com.au/Palerang).
- High employment outside the former Palerang LGA – approximately 60% of residents working in either the ACT or other nearby NSW towns with the vast majority of these working in the ACT.
- High seasonal traffic volumes – RR7607 forms the shortest route from the northern area of the ACT to the South Coast. The appeal of the South Coast for many residents of the ACT (and the broader southern NSW region), coupled with strong population growth in the ACT means that large traffic volumes are experienced on RR7607 during holiday periods.
- Opening of the Headquarters Joint Operations Command – the most efficient route for employees based at the facility from the northern portions of the ACT is via RR7607.

As a result of these factors, traffic volumes have grown from 2,600 vehicles per day (average daily traffic (ADT)) in 2003 to 4,000 vehicles per day (ADT) in 2015.

In addition to this, this route has the following issues:

- Poor safety performance, the transport route experiences high traffic accident rates,
- Limited overtaking opportunities, causing driver frustration and increased risk taking,



- An inappropriate intersection with the Federal Highway, the at-grade intersection is a safety issue and also leads to traffic delays during peak periods. The intersection is frequently affected by fog during winter months further exacerbating the problem,
- 10T load-limit – improvements to the pavement and bridge structures along the route would enhance economic opportunities in the area.

As demonstrated above, RR7607 is an important road in the regional context, and should therefore be included in the list to ensure that suitable upgrades are undertaken in a timely fashion to support the growth of the region.

QPRC, in conjunction with a number of regional LGAs and under the auspices of SEATS, delivered the *Beyond Nerriga Route Options Study – Corridor Options Report* (GHD 2014). The study found that there was a viable heavy vehicle transport corridor linking the NSW South Coast and Illawarra regions. This route utilises Bungendore Road, as such, Bungendore Road is considered by QPRC to be an important strategic link road for both cross-border transport and wider NSW and National transport priorities.

Construction of this heavy vehicle transport corridor would require substantial road safety and pavement improvements. Bungendore Road north of Macs Reef Road has flatter gradients, superior horizontal alignment and reduced construction/upgrade costs when compared to the Macs Reef Road segment of RR7607.

RR7607 should be changed to comprise Bungendore Road only between Bungendore and the Federal Highway (i.e. continue along Bungendore Road north of the intersection with Macs Reef Road rather than turning onto Macs Reef Road). This change should only occur once this section of Bungendore Road has been upgraded to current design standards.

A number of other transport issues should be addressed in more detail in the Regional Plan. These include:

- Improved and increased train services to better serve the population of Bungendore and improve connectivity to Queanbeyan, the ACT, Goulburn, Southern Highlands and Sydney. NSW TrainLink provides three northbound and three southbound daily train services between Canberra and Sydney, stopping at Goulburn and Bungendore. The service takes approximately 45 minutes to reach Canberra and 50 minutes to Goulburn. The current arrival and departure times are not suitable for commuters,
- Improved and increased public transport services providing direct connections to ACT attractors such as hospitals, shopping centres and schools. A number of buses depart Bungendore and Braidwood for schools in Queanbeyan, Braidwood and the ACT. Some of these buses are required to drop students at bus interchanges to comply with cross-border differences in regulations,
- Improved road transport corridors to facilitate greater economic activity, improved social connections and enhanced road safety. Given the dependence of Bungendore and Braidwood on neighbouring major centres for employment and commercial needs, maintenance of a high quality, safe and efficient access network is critical. In addition to servicing the needs of residents, major access roads also serve to bring visitors to Bungendore and Braidwood and as a route to the NSW South Coast.

QPRC also wishes the Department and the Plan to note that the ACT Government and QPRC are sharing freight and commuter traffic data to assist the preparation of an integrated cross border Transport Strategy.



Goal 4 – Build communities that are strong, healthy and well-connected

QPRC supports Direction 4.1.2, which will require future rural residential development to be informed by a comprehensive housing strategy. QPRC considers this initiative will assist the Department and councils to better manage speculative proposals. It is also considered that the implementation of new mapping for highly suitable agricultural land and high environmental value land will assist councils and the Department to assess the suitability of proposals for new rural residential development.

QPRC supports asset planning for schools in the region and hopes the coordination and monitoring committee will facilitate a discussion with NSW Department of Education and Communities regarding the requirements for triggering the establishment of state schools, particularly in town and village communities.

It is suggested that in addition to actions relating to education and health there needs to be consideration for the provision of emergency services and associated infrastructure and aged care.

Other matters

It is acknowledged that the draft plan was released prior to the local government amalgamations. QPRC staff have been assured by Department staff that the draft plan will be amended to reflect changes arising from the amalgamations.

It is suggested that it would be useful if the Department met regularly with the planning and engineering staff from councils to discuss policy, issues, data and work in relation to the plan's actions. A regional planners group has recently been established with the assistance of the JO and it is thought that the proposed quarterly monthly meetings of this group would be a suitable means of facilitating this.

If you wish to discuss this submission please contact John Wright, Director Planning and Environmental on 6238 8111 or David Carswell, Executive Manager Strategic Land Use Planning on 6285 6128.

Yours faithfully

Peter Bascomb
Deputy General Manager
Queanbeyan-Palerang Regional Council

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

10 AUGUST 2016

ITEM 9.2	QUEANBEYAN RESIDENTIAL AND ECONOMIC STRATEGY 2015-2031
ATTACHMENT 1	DECISION ON QUEANBEYAN RESIDENTIAL AND ECONOMIC STRATEGY 2015-2031



Mr Peter Tegart
General Manager
Queanbeyan-Palerang Regional Council
PO Box 90
Queanbeyan NSW 2620

16/02930
YR: SF130056
C15179611

Dear Mr Tegart *Peter*

I refer to Council's request seeking endorsement of the revised *Queanbeyan Residential and Economic Strategy 2015-2031*, adopted by Council at its meeting 9 December 2015.

I wish to congratulate Council on the completion of the revised Strategy. It is comprehensive document that provides a platform for the coordinated management of growth and strategic direction for Queanbeyan over the next 15 years.

Some of the strategic context that underpins the Strategy has recently shifted with the finalisation of the Department's 2014 population and dwelling projections, the release of the draft South East and Tablelands Regional Plan along with its supporting evidence base, and revised commitments under the NSW/ACT Memorandum of Understanding.

I am satisfied, however, that the recommendations contained in the Strategy are still valid under the updated strategic policy context. As a result, I am pleased to endorse the recommendations of the Strategy subject to:

1. Removal of Jumping Creek as an Urban Release Area (URA): in light of the ongoing investigations being undertaken in relation to this potential release area it is considered premature to identify it as an URA at this time. This land would be more appropriately identified for 'Future Investigation' in the Strategy.
2. Retention of the 250 metre buffer: the 250 metre buffer width between the Hume industrial area in ACT and residential development in South Jerrabomberra is retained. This is consistent with the *South Jerrabomberra Structure Plan 2013* endorsed by the Department in May 2014 and the buffer width applied to rezoning the South Tralee development area.

Areas identified as 'Future Investigation', including Jumping Creek, will require further analysis of their urban capability and suitability before they can be considered as formal urban release areas. Detailed studies and justification for any inconsistencies with s117 Directions would be required if Council wished to proceed with rezoning any of these areas for urban development.

Managing land uses in the vicinity of Canberra Airport to support its status as a 24 hour curfew-free international airport remains a priority for the NSW Government. The Government's policy position of no residential development between the 20-25 Australian Noise Exposure Forecast (ANEF) for Canberra Airport currently remains unchanged. I acknowledge that Council may choose to prepare a planning proposal to address any change in the ANEF or the NSW Government's policy position in relation to this matter.

The Department remains committed to working collaboratively with Council and other government agencies on planning for Queanbeyan's growth. The revised Strategy provides a solid basis to manage the orderly release and development of urban lands to accommodate the demands for residential and economic growth in the Council area to 2031.

Should you have any further enquiries about this matter, please contact Linda Davis, Acting Director Regions, Southern, at the Department on 02 4224 9450.

Yours sincerely



Marcus Ray
Deputy Secretary
Planning Services

24/07/2016

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

10 AUGUST 2016

- | | |
|--------------|--|
| ITEM 9.4 | PALERANG HERITAGE ADVISORY COMMITTEE MEETING
- 19 APRIL 2016 (SC0021) |
| ATTACHMENT 1 | 10 AUGUST 2016 - ATTACHMENT 1 PALERANG
HERITAGE ADVISORY COMMITTEE MINUTES 19 APRIL
2016 |

MINUTES OF THE MEETING OF THE PALERANG HERITAGE ADVISORY COMMITTEE HELD ON TUESDAY 19 APRIL 2016 AT BUNGENDORE, COMMENCING AT 3.40 PM

Members Present: Cr Peter Marshall (Chairperson), David Hobbes (Heritage Advisor), Elizabeth Estbergs, Kirsty Altenburg, Sally Osborne and Sue Robb (Strategic Planning Co-ordinator)

1. Welcome / Acknowledgement of Traditional Custodians of the Land

Cr Marshall made the following statement: "Before we start the proceedings, let us acknowledge that we are meeting on country for which the members and elders of the local Indigenous community have been custodians for many thousands of years. We recognise their living culture and unique role in the life of this region."

2. Apologies: Josephine Martin and Richard Johnston

3. Confirmation of Minutes

The committee accepted the minutes of the 16 February 2016 with the following amendment:

- Change the meeting time to 'PM' from 'AM'

Moved Cr Peter Marshall **Seconded** Kirsty Altenburg

4. Declarations of pecuniary interests.

No declarations were made to the 19 April 2016 meeting.

5. Matters Arising from the Minutes

- Discussion on heritage listings and property valuations

6. Agenda Review

Nil

7. Correspondence.

Nil

8. General Business.

Map of Rutledge subdivision

Discussion regarding obtaining the map from the National Library, Sue stated that the National Library advised that specialist advice regarding the exhibition and transportation of the map was recommended. Sue stated that the map could not be hung in the Bungendore offices in time for Heritage Week and that she would look at the 16/17 budget for funds to obtain the specialist advice.

Heritage Adviser's report

- The Heritage Advisor made visits in February and March
- Advice was provided on development applications and there were enquiries regarding colour schemes

Albion Hotel

- Discussion regarding the work currently taking place on the Albion Hotel, Wallace Street, Braidwood. Sue stated that the metal balustrades have development approval

Heritage Week

- the talk by Dr A Bowen on Aboriginal cultural heritage went well and attracted a large audience. The committee thanked Richard and Mary Johnston for their work in relation to organising the event

Heritage Awards

- Sue to contact the winner and organise the book voucher and request an electronic copy of the book
- the Palerang Heritage Advisory Committee minutes from the 29 March 2016 meeting which decided the heritage award winner were *moved as being correct by Elizabeth Estbergs and seconded by Sally Osborne*

Term of the Committee

Sue stated that the term of the committee had ended and that nominations for the entire committee would be advertised shortly.

10. Next Meeting.

Next meeting: Tuesday 21 June 2016, 3.30pm-6pm at Bungendore.

11. Closure.

The meeting closed at 5.30pm.