



Ordinary Meeting of Council

AGENDA

10 August 2016

Commencing at 5.30pm

**Council Chambers
253 Crawford Street, Queanbeyan**

****On-site Inspections****

List any inspections or indicate “Nil”

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	Nil	
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Nil

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Nil

13 COUNCILLORS' QUESTIONS FOR NEXT MEETING

Nil

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Confidential - Not for Publication

15 REPORTS FOR CLOSED SESSION

- 15.1 Quarterly Legal Update.....40

Item 15.1 is confidential in accordance with s10(A) (g) of the Local Government Act 1993 because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

LIST OF ATTACHMENTS –

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

Open Attachments

Item 8.1 QPRC Consolidated Investment Policy

Attachment 1 Draft QPRC Investment Policy (Under Separate Cover)

Item 8.3 Consideration of an Urgent Donation

Attachment 1 Letter to General Manager - Queanbeyan Lions Club Clean up of 12 Taylor Place (Under Separate Cover)

Attachment 2 10 August 2016 - Attachment - Consideration of an Urgent Donation (Under Separate Cover)

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 (Under Separate Cover)

Attachment 2 Attachment Two: QPRC Eastern Pools Report - Bungendore, Braidwood and Captains Flat - 10 August 2016 (Under Separate Cover)

Item 8.5 Adoption of Plan of Management - Seiffert Oval

Attachment 1 Seiffert Oval - Plan of Management - Draft (Under Separate Cover)

Item 8.6 Draft South East & Tablelands Regional Plan

Attachment 1 QPRC Comment - Draft South East & Tablelands Regional Plan (Under Separate Cover)

Item 9.2 Queanbeyan Residential and Economic Strategy 2015-2031

Attachment 1 Decision on Queanbeyan Residential and Economic Strategy 2015-2031 (Under Separate Cover)

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 (Under Separate Cover)

Closed Attachments

Item 9.3 Q-One Indoor Sports - Patronage Report

*Attachment 1 Q-One Indoor Sports - May to June 2016 -
Information Report (Under Separate Cover)*

Item 10.1 Report of The Q Board Meeting - 25 July 2016

*Attachment 1 The Q - Board Meeting - Council Official Agenda -
July 2016 (Under Separate Cover)*

*Attachment 2 The Q - Productions - Annual Budget (Under
Separate Cover)*

*Attachment 3 Proposed Q-One Performing Arts Branding
Examples (Under Separate Cover)*



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held at the Council Chambers, 10 Majara Street, Bungendore on Wednesday, 27 July 2016 commencing at 5:30pm.

ATTENDANCE

Councillors:	T Overall (Chair).
Staff:	P Tegart, General Manager; P Bascomb, Deputy General Manager; L. Gibson, Director People, Processes and Technology; M Thompson, Director Environment, Planning & Development; J Wright, Director of Planning and Environmental Services; T Geyer, Acting Director Infrastructure; G Cunningham, Director of Works; R Tozer, Acting Director Economic and Community Development; S-J Abigail, Chief Financial Officer and S Taylor, Acting Finance Manager.
Also Present:	W Blakey, Management Accountant (Clerk of the Meeting) and H. Hone (Minute Secretary).

1. APOLOGIES

There were no apologies.

2. PRESENTATIONS/DEPUTATIONS/PETITIONS

No presentations were made.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Council held on 13 July 2016

123/16

RESOLVED (Overall)

The Administrator resolved that the Minutes of the Ordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 13 July 2016 be confirmed.

3.2 Minutes of the Extraordinary Meeting of Council held on 20 July 2016

124/16

RESOLVED (Overall)

The Administrator resolved that the Minutes of the Extraordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 20 July 2016 be confirmed.

4. DECLARATIONS OF INTEREST

125/16

RESOLVED (Overall)

The Administrator resolved that he now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

No declarations were presented.

5. MAYORAL MINUTES

Nil

6. GENERAL MANAGER'S REPORTS**6.1 QPRC Investment Report - June 2016**

126/16

RESOLVED (Overall)

The Administrator resolved to:

1. Note the investment income for June 2016 is \$336,210 bringing the total interest earned on Cash and Cash Equivalent Investments for the 2015/16 Financial Year to \$517,620 which is \$129,439 above the year to date budget;
2. Note the investments have been made in accordance with the Local Government Act 1993, the Local Government General Regulations, and Council's proposed investment policy;
3. Adopt the Investment Report for the month of June 2016.

6.2 Code of Meeting Practice

127/16

RESOLVED (Overall)

The Administrator resolved:

1. That Council note the recommendations of the Local Representation Committee and public submissions.
2. That Council adopt the Code of Meeting Practice with the following amendments:
 - Allow the meeting clerk to organise registered presentations in the order of business at the meeting, and
 - Clause 64.5 be amended to provide that each speaker be given 5 minutes to address Council..

6.3 Community and Staff Communications and Engagement Plan

128/16

RESOLVED (Overall)

The Administrator resolved that Council adopt the draft Community and Staff Communication and Engagement Plan and the recommendations contained within the Plan.

6.4 Sports Assistance Scheme

129/16

RESOLVED (Overall)

The Administrator resolved that Council approve the grant of \$1500 to Monaro Panthers Football Club.

6.5 Proposed Lease of Land to Optus - 66 Old Mines Road Captains Flat

130/16

RESOLVED (Overall)

The Administrator resolved:

1. That the Council agree to enter into a lease for a site at 66 Old Mines Road Captains Flat with Sing Tel Optus Pty Ltd for a mobile communication facility being for an initial period ending 27 August 2020 with a further three, five year options as outlined in the report.
2. That the rental be \$6,000 per annum indexed by CPI.
3. That the Council agree to the variation of the Telstra lease to enable the antenna and cabling to be located on the monopole.
4. That the Administrator and the General Manager be authorised to execute the lease under the seal of the Council.

7. COMMITTEE REPORTS**7.1 Local Traffic Committee Meeting - 12 July 2016**

131/16

RESOLVED (Overall)

The Administrator resolved:

That the Report of the Local Traffic Committee held on 12 July 2016 be received and the recommendations contained therein be adopted.

LTC016/16 Under the Roads Act 1993, close Queanbeyan Park Car Park on Sunday 10 July 2016 from 7am until 10.30am and the 30 car parking bays from the car park

to the bowling club (out the front of the tennis courts)

- | | |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LTC017/16 | Under the Roads Act 1993, close Trinculo Place, from north of Macquoid Street to the cul-de-sac from 9am until 6pm Saturday 29 October 2016 and approve the related Traffic Control Plan. |
| LTC018/16 | Under the Roads Act 1993, close Crawford Street from Monaro Street intersection to Ciao Café Crawford Street, on Saturday 26 November 2016 from 2.00pm until 11.00pm for the Queanbeyan Christmas Street Party. |
| LTC019/16 | Under the Roads Act 1993, Council approve Stage 1-3 of the Capital to Coast Foot Race to be conducted on Saturday 20 August 2016, including approval of the event's temporary road signage. |
| LTC020/16 | Under the Road Transport Act 2013, remove the Bus Stop on corner of Lowe Street and Monaro Street and replace it with 1 hour car parking bays. |
| LTC021/16 | Under the Road Transport Act 2013, replace the Give Way Sign (r1-2) at the intersection of Quarry Road and Old Cooma Road with a Stop Sign (r1-1) and move the Stop Sign hold line forward. |
| LTC022/16 | Under the Road Transport Act 2013, implement signage and line marking on Bass Road as per the design. |
| LTC023/16 | Under the Road Transport Act 2013, replace three 'Left Turn only signs at Karabar Shops car park with 'No Right' Turning signage, install corresponding pavement arrows at the intersection illustrating the permitted traffic movements and refresh Give Way traverse lines at the intersection. Move the existing Give Way signs to the left corner with "No right turn" installed below it ensuring that clearance for pedestrians is allowed. |

8. NOTICES OF RESCISSION

Nil

9. NOTICES OF MOTION

Nil

10. QUESTIONS ON NOTICE

Nil

11. RESPONSES TO QUESTIONS ON NOTICE

Nil

12. COUNCILLORS' REPORTS

Nil

13. INFORMATION ITEMS**13.1 Heritage Advisor's Position and Annual Report**

132/16

RESOLVED (Overall)

The Administrator resolved that the report be received for information.

13.2 Successful Grant Application for EPA Round 3 Council Litter Prevention

133/16

RESOLVED (Overall)

The Administrator resolved that the report be received for information.

13.3 Crawford Street Markets

134/16

RESOLVED (Overall)

The Administrator resolved that the report be received for information.

13.4 New Tourism Structure for NSW

135/16

RESOLVED (Overall)

The Administrator resolved that the report be received for information.

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

At this stage of the proceedings Mr Overall advised that there were two items on the Agenda that should be dealt with in Closed Session.

Mr Overall then asked that, in accordance with Clause 59.6 of the Council's Code of Meeting Practice, were there any presentations as to why the matters listed below should not be dealt with in Closed Session.

PRESENTATIONS

No presentations were made.

136/16

RESOLVED (Overall)

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

Item 15.1 Offset Land Options

Item 15.1 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Item 15.2 Proposed Road Closures - Lot 1 DP1092840, Lots 23 & 24 DP556984 and Lot 22 DP556417 - Old Cooma Road, Royalla

Item 15.2 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

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

The meeting returned to Open Sessions by virtue of Resolution No. 139/16 made in Closed Session.

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

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

Item 15.1 Offset Land Options

The Administrator resolved:

1. To the progress of the acquisition and use of the designated properties for environmental offset purposes as identified in the report.
2. That a further report be prepared once negotiations are further advanced.
3. Not to continue with the acquisition of the land for environmental offset purposes being all the land owned by Cannchar Pty Ltd in DP 15222 and DP 15764 proposed to be carried out by the compulsory process in accordance with Part 1 of Chapter 8 of the Local Government Act 1993, and the Land Acquisition (Just Terms Compensation) Act 1991 and the property owner be advised of this decision;
4. To authorise the Administrator and the General Manager to execute the documentation for the acquisition of land or environmental offset credits as outlined in the report.

Item 15.2 Proposed Road Closures - Lot 1 DP1092840, Lots 23 & 24 DP556984 and Lot 22 DP556417 - Old Cooma Road, Royalla

The Administrator resolved:

1. In accordance with Part 4 of the Roads Act 1993 procedures be commenced to close the unused Council roads passing through Lot 1 DP1092840, Lots 23 & 24 DP556984 and Lot 22 DP556417.
2. Upon the successful closure of the unused Council roads as outlined in Part 2 of the recommendation the land be classified as Operational Land for the purposes of the Local Government Act 1993.
3. The sale of the land be approved to the respective owners of the above properties and authorise the Administrator and the General Manager to execute the documentation under the seal of the Council.
4. The funds derived from the sale of the land be placed in reserve and utilised in accordance with S 43(4) of the Local Government Act 1993.

At this stage in the proceedings, the time being 5.45pm Mr Overall announced that the Agenda for the meeting had now been completed and declared the meeting closed.

**TIM OVERALL
ADMINISTRATOR
CHAIRPERSON**

ITEM 2 DECLARATION OF CONFLICTS/PECUNIARY INTERESTS

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

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

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

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

Recommendation

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

DETERMINATION REPORTS**8.1 QPRC Consolidated Investment Policy (Ref: C16114735; Author: Abigail/Taylor)**

Summary

The QPRC Investment Policy is a consolidated version between the:

- Former Palerang Council Investment Policy and
- Former Queanbeyan City Council draft Investment Policy.

In accordance with a resolution of Council on 22nd June 2016, the draft policy was placed on public exhibition for 28 days concluding on 1st August 2016. No submissions were received.

Recommendation

That Council adopt the QPRC Investment Policy.

Background

The background of the main amendments from the current Investment Policy of the former Queanbeyan City Council are:

The current Investment Policy was adopted by Council on 23 February 2011. During November and December 2015 Oakton conducted an internal audit into Investment Management. The auditor provided six recommendations into the management of investments.

- One recommendation has been implemented as part of the monthly Investment report.
- One recommendation has been implemented as part of yearly declaration process.
- One recommendation is for Council to go market for the investment advisory service.
- One recommendation is to document the process of investment management.
- Two recommendations relate to modifying the Investment Policy.

Implications***Legal***

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.

**8.1 QPRC Consolidated Investment Policy (Ref: C16114735; Author: Abigail/Taylor)
(Continued)**

Policy

The first recommendation of the Review is to modify the policy in accordance with the revised Ministerial Investment Order dated 17 February 2011. The changes to the investment order include the removal of the ability to:

- Invest in the mortgage of land (part (c) of the Investment order dated 31 July 2008).
- Make a deposit with the Local Government Financial Services Pty Ltd (part (f) of the order dated 31 July 2008)

This recommendation is included as part of Section 5(d) Authorised Investments of the attached policy.

The second recommendation is to establish an annual process to review, update (if necessary) and approve the QCC's Investment Policy. This recommendation is included as part of Section 5(n) Review of Policy and Investments of the attached policy.

Revising the policy has allowed Council to modify the policy, bringing the policy in line with the recommended Office of Local Government Investment Policy Guidelines.

CPG Advisory (Council's current Investment advisor) has reviewed the policy and made recommendations to include:

- Removing the requirement to restrict Council's investment decision based on the 'Short Term Credit Ratings'. CPG Advisory commented:

If Council is happy to invest with an ADI based on its long-term rating, then it should be comfortable investing with that ADI regardless of its short-term rating. This was a relic of the past (pre-GFC) when assets such as deposits were almost entirely invested for short-term.

The main amendments to the former Palarang Council Investment Policy are:

- Removal of the limit of 10% of total investments to be held with any one financial institution – replaced with a maximum 40% investment in AAA category.
- Removal of the 12 month restriction on time to maturity on the basis that investing over longer terms can reduce interest rate risk.
- Replacement of the benchmarking against the RBA official cash rate with the Bloomberg AusBond Bank Bills Index, consistent with other local councils and institutional investors.
- Removal of the requirement to obtain 3 quotes, and replacement with the engagement of an investment advisor.

Removal of the statement that ethically or socially responsible investments may be given preference if financial results are similar, on the basis that doing so rules out investments in major banks and is inconsistent with the objective of the policy, and not practically achievable without a significantly unfavourable impact on income earned.

**8.1 QPRC Consolidated Investment Policy (Ref: C16114735; Author: Abigail/Taylor)
(Continued)**

Conclusion

The amendments to the Investment Policy, allows for the consolidation of the two former investment policies and for the policy to be in accordance with the Ministerial Investment Orders in accordance with the auditor's recommendations.

Attachments

Attachment 1 Draft QPRC Investment Policy (*Under Separate Cover*)

GENERAL MANAGER'S REPORTS

8.2 Request for Assistance with Legal Costs - Bathurst Regional Council (Ref: C16105878; Author: Tegart/Warne)

Summary

A request has been received from Local Government NSW enclosing an account for \$1,067.79 being a contribution to legal costs incurred by Bathurst Regional Council in an unsuccessful appeal to a NSW Supreme Court decision.

Recommendation

That Council take no action in respect of this request.

Background

In essence this matter is specific to Bathurst Regional Council. The Council entered into an agreement with the Adrenaline Pty Ltd (Adrenaline) who held a contract to conduct motor racing events at Mt Panorama. Adrenaline challenged the fees levied by the Council under the agreement on the basis that the fees had not been correctly levied in accordance with Chapter 15 Part 10 of the *Local Government Act 1993*. The Challenge was successful and the Council unsuccessfully appealed the decision in NSW Supreme Court of Appeal.

Chapter 15 Part 10 of the *Local Government Act 1993* provides a process for the annual setting of fees and charges which is done as part of the annual operational plan process. Provisions exist to vary or create a new fee during the course of the year.

The Council asserted that the fee contained in the Agreement was one which had been struck by negotiation was outside the scope of Chapter 15, but its senior counsel could point to no authority supportive of the proposition. The Council's main submission was contrary to the text of the *Local Government Act* and the *Mount Panorama Motor Racing Act*. It was also contrary to basic principles of statutory construction and of local government. Accordingly, the judgement went against the Council.

The guidance to be provided by this case is that all fees and charges to be levied by a Council must be approved in accordance with Chapter 15 Part 10 of the *Local Government Act 1993*.

Implications**Policy**

The former Queanbeyan Council had a policy that relates to requests by other Councils for contributions to legal costs and the relevant details are as follows:

- a) Any requests from the LGSA or others for financial assistance with legal costs will only be granted if the issues arising from and/or outcomes of legal proceedings could benefit the Queanbeyan City Council.

8.2 Request for Assistance with Legal Costs - Bathurst Regional Council (Ref: C16105878; Author: Tegar/Warne) (Continued)

- b) The General Manager in consultation with the Mayor will assess any such request to gauge its relevance to Council; if the request is supported, the General Manager can arrange reimbursement up to \$2,000 within an approved budget.
- c) Any request greater than \$2,000 shall be referred to the Council for consideration together with an Officers report on the matter recommending support or otherwise.
- d) A summary of requests for financial assistance under this policy and a summary of such requests will be included in the quarterly report on Legal Matters submitted to the Council and the Schedule of Donations in the Council Annual Report.

Conclusion

Whilst some clarification on fees and charges to Local Government per se has been provided by this decision, it is considered that it is a Bathurst specific issue and the grounds appealed were rather lean as noted in the judgement.

Attachments

Nil

GENERAL MANAGER'S REPORTS

8.3 Consideration of an Urgent Donation (Ref: C16107639; Author: Tegart/Bascomb)

Summary

Council has received a request from the Lions Club of Queanbeyan for a contribution towards the cost of pruning and removal of trees at the Moudji Respite Centre.

Recommendation

That Council determine whether it wishes to make a donation towards the quoted cost of \$3,894 to prune and remove trees at the Moudji Respite Centre.

Background

The Lions Club of Queanbeyan wrote to Council (Attachment 1) seeking Council's assistance to remove two trees and prune others in the garden of the Moudji Respite Centre. This was to be an adjunct to the considerable work already undertaken by the Club as outlined in their letter.

The Club suggested that Council may be able to undertake the work using its own staff and equipment, but the trees to be removed are beyond our capacity. The Club was therefore advised to seek quotes from suitable tree surgeons.

The Club has since obtained a number of quotes with the preferred, and least expensive quote, totals \$3, 894.

At its meeting in July, Council allocated around \$50,000 as community donations and resolved to retain a further \$5,000 for 'emergency donations'.

Implications***Legal***

The work will be contracted by the Lions Club of Queanbeyan, with Council only making a donation towards the cost. Consequently the full liability should remain with the Club.

Policy

Council's Donations Policy allows for donations to not-for-profit community organisations. The policy further allows for 80% of the annual donations budget to be allocated to the regular grant program, and the balance set aside for emergency grants, with no more than 10% of the total annual grants program going to a single organisation.

In reaching its decision, Council may wish to consider whether this request satisfies the definition of "emergency" under the policy. If it is the view of Council that it doesn't meet the criteria, then the Lions Club would be advised to lodge an application through the regular donations program.

**8.3 Consideration of an Urgent Donation (Ref: C16107639; Author: Tegart/Bascomb)
(Continued)**

Environmental

The Lions Club has obtained appropriate approval for the remove of two eucalypt trees in the side yard of the Moudji Respite Centre property.

Asset

The work does not impact a Council asset, but the removal of the trees is intended to project the Moudji building.

Social / Cultural

The Moudji centre is operated by Life Without Barriers (LWB), a not-for-profit that operates across Australia. LWB delivers services in the areas of disability, out-of-home care, aged care, mental health and support for refugee and asylum seekers. We also provide services to homeless people and to youth involved with the justice system.

Their website claims that LWB currently supports over 11,500 people living in their own homes or in residential houses that they manage.

The Moudji Respite Centre provides supervised respite accommodation for people with disabilities, ranging from children aged seven to adults.

Financial

Program Code	Expense Type	Funding source	Amount
10-1000-1025-63159	Donation	General Donations	\$ To be determined by Council to a maximum of \$3,894.

Resources (including staff)

Apart from the donation there should not be any other Council resource required.

Conclusion

Funds are available within the remaining \$5000 emergency donations vote.

The Lions Club of Queanbeyan is undertaking work for a not for profit organisation that provides a community service that supports residents of Queanbeyan-Palerang LGA and is consistent with the Council's policy.

**8.3 Consideration of an Urgent Donation (Ref: C16107639; Author: Tegart/Bascomb)
(Continued)**

Attachments

- Attachment 1 Letter to General Manager - Queanbeyan Lions Club Clean up of 12 Taylor Place *(Under Separate Cover)*
- Attachment 2 10 August 2016 - Attachment - Consideration of an Urgent Donation *(Under Separate Cover)*

DETERMINATION REPORTS

8.4 QPRC Eastern Pools Report - Bungendore, Braidwood and Captains Flat (Ref: C16115579; Author: Spyve/Fulton)

Summary

A review of the QPRC Eastern Pools being Bungendore, Braidwood and Captains Flat was undertaken on 13th July 2016 with the goal of identifying the current operational state of each location, and consequent readiness for the upcoming summer season and beyond.

Three focus areas were identified for report and determination.

1. Carry out a facility assessment, including Work Health and Safety, to identify works required to be undertaken to prepare the pool facilities for the upcoming season.
 2. Carry out a staffing assessment, to ensure the adequate recruitment and deployment of staff for the upcoming summer season.
 3. Carry out an initial operational assessment, to identify areas of opportunity and risk from a sustainable business and infrastructure perspective.
-

Recommendation**That Council**

1. **Endorse expenditure of \$100,000, to enable safety treatments to be undertaken at the Bungendore, Braidwood and Captains Flat pool sites, to ensure the opening of the pools on schedule for the 2016/17 summer season.**
 2. **Adopt the: Bungendore Pool Season and Staffing Option 1; Braidwood Pool Season and Staffing Option 2; and Captains Flat Pool Season and Staffing Option 4.**
 3. **Increase the pools operating expenditure allocation by \$31,753**
 4. **Endorse the use of aquatic season passes between Queanbeyan, Bungendore, Braidwood and Captains Flat pools, allowing patrons within the QPR Local Government Area greater flexibility and access to aquatic recreational facilities.**
-

Background

Rural pools serve as an essential hub for communities during the summer months. The Bungendore, Braidwood and Captains Flat pools are an important part of their respective communities. The Bungendore Pool, in particular, regularly reaches capacity during hot summers. Bungendore is an area with a growing population and increasing number of families. These pools are an important community asset that need to be valued and returned to safe standards.

The plant rooms have not had major works or renewal of infrastructure in a number of years. The pools are old and much of the components are reaching the end of their life-cycle. The current location and positioning of the chemical delivery systems, balance and filtration tanks is not ideal at all sites, particularly at the Captain's Flat pool. Remedy to this will involve the construction of proper plant room buildings as required, as well as upgrades to the equipment.

8.4 QPRC Eastern Pools Report - Bungendore, Braidwood and Captains Flat (Ref: C16115579; Author: Spyve/Fulton) (Continued)

The facilities themselves are dated and a number of areas need to be addressed. One of the major areas to address is to carry out a significant service of the pools and piping systems, including a professional leak detection inspection and implementing the required outcomes. Modernizing of the bathrooms and change areas is required. Some specific examples of this include the Braidwood pool requiring a roof over the change rooms, privacy doors for the showers and hot water being fixed for all showers.

Providing shade cloths will improve the amenity of the pools while privacy screening and landscaping should also be addressed. The addition of supplementary amenities such as BBQs, benches, seating will improve the functionality of the pools.

Refurbishment of the kiosk and office spaces will allow Council to implement a more sustainable business model where additional revenue can be brought in through kiosk sales. The additional amenities will also lead to longer client engagement periods, giving the community an enhanced pool experience. As part of the kiosk upgrades, ensuring that the food preparation areas meet current food handling and safety standards, as well as establishing the division between office and kiosk areas is important.

The final area is the staffing of the pools during the summer season. Recruitment to these rural pools in previous years has been difficult, requiring in some instances for staff to be seconded from other roles within Council to meet the void, and therefore the pools have been operated with a minimal level of staff. Also at various times the pools have needed to be closed due to a lack of staff available to operate them.

This has resulted in sites being supervised by one life guard. Although this ratio meets Royal Life Saving Australia's minimum 1/100 ratio, for life guards to swimmers, it does not meet Council's operational obligations for providing a safe environment for its staff or patrons. This situation has a level of risk from a WHS perspective and is not ideal in ensuring the continuous safety of patrons of the facilities.

Implications**Asset****Stage One – Work Health and Safety Priorities**

The report identifies a number of WH&S issues that need to be addressed immediately at each of the three pool sites (Attachment 1). This is required to meet the community's expectations that the pools will be open for this summer, but additionally to ensure that Council meets its obligations in providing a safe and functional environment for patrons, including appropriate lifeguard supervision.

The erection of a shed for chemical storage, with the required partitions for the safe storage of the chemicals, safety signage for chemicals, safety signage for pool concourses, labels and signage for the pipes and plant rooms, the repair of safety showers and the purchase of trolleys for the staff's manual handling of chemicals, are required at all three pools.

At the Braidwood site, there are exposed pipes leading to and from the plant room which are accessible by the public. The existing pool tiles are unsafe and in need of repair. Patching as an interim measure is feasible.

8.4 QPRC Eastern Pools Report - Bungendore, Braidwood and Captains Flat (Ref: C16115579; Author: Spyve/Fulton) (Continued)

The Captains Flat Pool has leaking pipework, which will need to be investigated and repaired. These repairs will most likely have to include the removal and reinstatement of piping and concrete. Re-filling the pool's water levels on a daily basis is feasible as an interim measure.

Bungendore Pool requires repairs to the pebblecrete around the pool as well as repairs to leaks that are occurring in the toddler's pool.

There are also a number of general maintenance items that have been identified. We see these items of being high importance.

Due to the urgent nature of the works, each of which were endorsed by Council's Work Health and Safety team as being priorities, the General Manager has approved expenditure of up to \$100,000 to enable safety treatments to the pool sites to facilitate opening on schedule for the summer season.

Stage Two: Staffing

Please refer to the comments on 'Resources' later in this report.

Stage Three: Refurbishment

Money spent on the WH&S issues and general maintenance is only to bring the pools up to an acceptable standard for the upcoming Summer 2016/17 season. We will be seeking funding, as part of a competitive process, from the \$9million assets grant to address the underlying causes of the problems at each site, and build a greater capacity for sustainable operation in the future. A byproduct of these upgrades and refurbishments is that the pools will have an increased potential to deliver additional programs and services as desired by the community.

Social / Cultural

During summer, the pools serve as a social hub for the local community. They are an essential part of the social fabric of the community, where people gather to socialise. Sport and recreation are an integral part of the cultural makeup of the community and the local pool is a major component of this community culture.

Resources (including staff)**Staffing**

The current 2016-17 staffing budget for Bungendore, Braidwood and Captains Flat pools, to conduct a 19 week season with the same operating hours as previous years, is inadequate to ensure the employment of two staff members at each site at all times.

The engagement of two trained staff members per site at all times is essential from a safety and risk perspective. The supervision of patrons and overall workplace safety of staff, in what is considered a high risk environment, cannot be compromised and as such a number of season and staffing options have been developed for consideration. Please refer to Attachment 2.

The adoption of Option 1 for Bungendore, Option 2 for Braidwood and Option 4 for Captains Flat is recommended.

8.4 QPRC Eastern Pools Report - Bungendore, Braidwood and Captains Flat (Ref: C16115579; Author: Spyve/Fulton) (Continued)

These options have been proposed in an endeavour to ensure;

1. Council meets its obligations to both staff and patrons in providing a safe and enjoyable aquatic environment.
2. Council balances the overall cost of operations and the community's demand and expectations for aquatic services as provided in previous years.

It is estimated based on the adoption of the staff recommended options at each site, the pool wages budget would require an additional \$31,753 for the upcoming summer season. If the kiosks at each location are refurbished the sale of general consumables, an income stream not utilised in past years, could see a large proportion of this additional cost offset.

Financial**Stage One – Work Health and Safety Priorities**

The General Manager approved up to \$100,000 to address the work health and safety priorities identified. This will be included in the September Quarter budget review.

Stage Two – Staffing

The former Palerang Council budget is considered inadequate to meet WHS and operational needs. Based on the recommended options at each site with a mix of different weeks, days and hours of operation (with 2 contract pool staff), it is estimated that the pool wages budget would require an additional \$31,753 for the upcoming summer season. If the kiosks at each location are refurbished the sale of general consumables, an income stream not utilised in past years, could see a large proportion of this additional cost offset.

Stage Three- Pool Refurbishments

Whilst the high priority items to ensure operation this summer have been addressed in stage one, the underlying refurbishment and future operation of the pools needs to be addressed. A number of the works carried out in stage one are purely temporary fixes for bigger infrastructure issues.

To ensure the future sustainability of the pools, or at least to ensure effective operation until a new council can assess their long term aquatic strategy, additional works are required. We will be seeking a further \$400,000 in funding from the \$9million assets grant to address the underlying problems at each site, making these community facilities sustainable into the near future.

Conclusion

This report has been brought to Council due to the urgent need to determine the operational approach to undertake in the delivery of the upcoming 2016-17 summer pool season. The report also seeks the endorsement of the General Manager's approval of \$100,000 to address work health and safety priorities, identified in a recent inspection, and needed to ensure the successful opening of the pools later this year. Lastly the report outlines the intention to apply for funding through the \$9million assets grant to address the underlying asset issues at each pool site.

8.4 QPRC Eastern Pools Report - Bungendore, Braidwood and Captains Flat (Ref: C16115579; Author: Spyve/Fulton) (Continued)

Attachments

- Attachment 1 Attachment One QPRC Eastern Pools Report - Bungendore, Braidwood and Captains Flat - 10 August 2016 (*Under Separate Cover*)
- Attachment 2 Attachment Two: QPRC Eastern Pools Report - Bungendore, Braidwood and Captains Flat - 10 August 2016 (*Under Separate Cover*)

DETERMINATION REPORTS

8.5 Adoption of Plan of Management - Seiffert Oval (Ref: C16100881; Author: Hansen/Sibbick)

Summary

At the Ordinary Meeting held on 27 April 2016, Council resolved to endorse the 'Draft Plan of Management – Seiffert Oval' for public exhibition and that the document be exhibited for a period of 28 days, allowing 42 days for the public to comment, with any comments received to be reported to Council. The exhibition and public comments period has now closed.

Recommendation

- 1. That Council adopt the Plan of Management – Seiffert Oval, under Section 40 of the Local Government Act 1993.**
 - 2. Forward the Plan of Management to the Minister responsible for Crown Lands for adoption under Section 114 of the Crown Lands Act 1989.**
-

Background

Seiffert Oval at 36 Thuralilly Street, Queanbeyan, is a public reserve on crown land, Reserve No. R85019, with Council as the Corporate Trust Manager. It is a legislative requirement under the Crown Land Act 1989 for plans of management to be prepared for crown lands under the care, control and management of Council. These plans outline the management and use of community land and generally indicate that Crown Land where Council is the Corporate Trust Manager will be managed in the same manner.

Consultation with the Queanbeyan sports community, Council staff and other community members has ensued over the past (approximately) twelve months in order to develop a Draft Plan of Management for Seiffert Oval. This Draft Plan of Management is the first plan of management (PoM) prepared for Seiffert Oval. After endorsement by Council on 27 April 2016, the draft Plan was placed on public exhibition for a period of 28 days, with a further period of up to 42 days allowed for public comment or feedback.

No feedback or comments were received from the community for this PoM, therefore the plan is now ready for adoption by Council, and then referred to the Minister responsible for Crown Lands for adoption.

The finalised plan will now be a guide for community groups, sporting clubs and future Councils to facilitate the ongoing use and development of Seiffert Oval.

Implications**Legal**

The Crown Land Act 1989 provides for preparation of plans of management for Crown Reserves in consultation with the community. The Crown Reserve Trust for Seiffert Oval is R85019. The Minister for Crown Land may consider adopting the Seiffert Oval Plan of Management after the regulatory 28 day public exhibition period.

8.5 Adoption of Plan of Management - Seiffert Oval (Ref: C16100881; Author: Hansen/Sibbick) (Continued)

Under the Crown Land Act 1989, where a council is the manager of a reserve trust and the reserve is a public reserve, the trust has functions of a council under the Local Government Act 1993 in relation to public reserves. The Draft Seiffert Oval Plan of Management was therefore also prepared in accordance with Section 40 of the Local Government Act 1993 and the Local Government (General) Regulations 2005.

Adopting the Plan of Management will ensure the document becomes a guide to the ongoing management of Seiffert Oval and the assets within the Seiffert Oval reserve. The Plan of Management does not address asset renewal or depreciation. Asset renewal is covered by the Parks and Recreation Asset Management Plan.

Social / Cultural

Seiffert Oval has a long standing social and cultural importance within the Queanbeyan community, being the original home ground of the Canberra Raiders and long-time home ground of the Queanbeyan Blues Rugby League Football Club. Adoption of the Plan of Management will ensure that Council continues maintains this cultural aspect of Seiffert Oval, and that it remains available for this use.

Adoption of the Plan of Management ensures the Veterans Motor Cycle Club and the Disabilities Trust, who also use the Seiffert Oval facility buildings remain as a home base for these groups.

The Plan of Management encourages Council to consider upgrades and other improvements to the facilities at Seiffert Oval to attract and accommodate professional NRL or trial games and other professional codes of league football.

Economic

Economic benefits to Queanbeyan may be gained through increased use of Seiffert Oval in conjunction with other local facilities. The broader benefits of integrating recreation, sport and community activity between Seiffert and the Queanbeyan Indoor Sports Centre may be explored.

Consultation

The draft plan of management was placed on public exhibition on Friday 6 May 2016 until Monday 6 June 2016. Comments were invited up until Monday 20 June 2016.

No submissions were received.

Financial

No funding is required to support the adoption of the Plan of Management.

Seiffert Oval currently has an annual maintenance budget is \$133,000 and receives an annual income of approximately \$49,000 leaving a net result of \$84,000. This plan will not impact on that budget, as most items requiring attention have previously been identified.

8.5 Adoption of Plan of Management - Seiffert Oval (Ref: C16100881; Author: Hansen/Sibbick) (Continued)

Additionally, approximately \$1.6M has been spent over the past two years on the upgrade of Seiffert Oval, so that it is more attractive to the community in attracting an increased use of facilities. A report was provided to the former Queanbeyan City Council on options and costs to permanently or temporarily improve facilities to enable NRL or trial games at Seiffert.

Integrated Plan

This PoM aligns with the themes of the Delivery and Operational Plans, 'Culture and Leisure', in providing sound and sustainable sporting facilities for the Queanbeyan Community.

Conclusion

The Draft Plan of Management for Seiffert Oval was placed on public exhibition, allowing the community to make submissions, comments or provide feedback. The exhibition period for comments or feedback for the Draft Plan of Management – Seiffert Oval has now closed. There were no submissions received. It is therefore requested that Council consider adoption of the Plan of Management for Seiffert Oval. The Plan should then be forwarded to the Minister for Crown Lands for consideration to adopt the Plan also. This document becomes a working plan for the management and maintenance of Seiffert Oval.

Attachments

Attachment 1 Seiffert Oval - Plan of Management - Draft (*Under Separate Cover*)

DETERMINATION REPORTS

8.6 Draft South East & Tablelands Regional Plan (Ref: C16114316; Author: Bascomb/Carswell)

Summary

The NSW Department of Planning and Environment has released a new draft regional planning strategy for the South East and Tablelands Region and are inviting submissions until 23 August 2016. The Department has also held a seminar on the draft Plan for Council staff in the region.

A draft submission has been prepared (Attachment 1). It is proposed to make a submission generally in accordance with it.

Recommendation

That Council make a submission to the NSW Department of Planning and Environment regarding the Draft South East and Tablelands Regional Plan generally in accordance with Attachment 1.

Background

The purpose of the Draft South East and Tablelands Regional Plan (draft Plan) is to guide strategic planning across the South East and Tablelands region over the next 20 years. QPRC is one of nine Local Government Areas (LGA) to which the draft Plan applies and is part of the Greater Capital sub-region along with Yass Valley Council. It's noted the Greater Capital sub-region around the ACT anticipates population growth around 50%, with 20% over the age of 65 and single person households increasing by 60% by 2036.

Once finalised, the draft Plan is intended to replace the existing *Sydney – Canberra Corridor Regional Strategy 2006-31*.

In order to meet its broad objectives, the draft Plan consists of four strategic goals, each of which is made up of a number of directions and actions. These goals relating to Greater Capital sub-region are as follows:

1. Sustainably manage growth opportunities arising from the ACT.
 - i. Provide well located and serviced land for housing
 - ii. Improve cross border connectivity
2. Protect and enhance the region's natural environment.
 - i. Protect the regions diverse environmental values
 - ii. Build resilience to natural hazards and climate change
 - iii. Protect and secure water resources
 - iv. Protect cultural heritage

8.6 Draft South East & Tablelands Regional Plan (Ref: C16114316; Author: Bascomb/Carswell) (Continued)

3. Strengthen the economic opportunities of the region.
 - i. Support and promote growth of tourism
 - ii. Enhance productivity of primary industries
 - iii. Support productivity and capacity of mineral and energy resources
 - iv. Grow regional strategic assets
 - v. Strengthen the economic self-determination of Aboriginal communities
4. Build communities that are strong, healthy and well connected.
 - i. Provide sufficient housing to suit changing demands
 - ii. Plan for faculties to service the growing and changing population
 - iii. Strengthen the commercial function of regional centres
 - iv. Build inclusive, safe and healthy communities
 - v. Enhance community access to jobs, goods and services

The final actions in the Plan will be implemented through a number of mechanisms:

1. Local planning directions under Section 117 of the *Environmental Planning and Assessment Act 1979*.
2. Whole of government policy alignment.
3. Regional collaboration across government, business, key stakeholders and the wider community for specific projects and processes.

Overall implementation of the draft Plan is proposed to be overseen by a 'Coordination and Monitoring Committee'. The Committee is proposed to be chaired by the Department and comprise of representatives from the Joint Organisation of Councils, Department of Premier and Cabinet, Office of Environment and Heritage, and Transport NSW.

Although many of the actions listed in the draft Plan are already being implemented by Council in its day-to-day operations, the Draft Plan makes a number of commitments significant to QPRC. These include:

- Facilitating greater collaboration with the ACT Government in order to better coordinate land release, infrastructure and service delivery and transport connectivity improvements in the ACT and Greater Capital sub-region.
- Implementing new measures to assist the identification and protection of high value environmental and highly suitable agricultural lands.
- Strategic assessments of land held by Local Aboriginal Land Councils.
- Identification of Queanbeyan as the Greater Capital sub-region's only 'Regional Centre'.
- A review and update of existing Neighbourhood Planning Principles.

8.6 Draft South East & Tablelands Regional Plan (Ref: C16114316; Author: Bascomb/Carswell) (Continued)

QPRC's role in the delivery of the draft Plan is unclear at this time with the mechanisms for implementing the numerous actions yet to be explored in detail. However, QPRC is already working with the ACT government on road network connections and expects to form a MoU to integrate planning and delivery of 'borderless infrastructure' including: transport network; water, sewer and waste; telecommunications and renewable energy for example. That approach is consistent with Direction 1.2 'improve cross-border connectivity' and Direction 1.1 'coordinate infrastructure delivery to support release areas.'

An outline of a draft submission in relation to the draft Plan is provided in Attachment 1.

Implications***Legal***

One of the methods of implementing the draft Plan's actions will be through local planning directions under Section 117 of the *Environmental Planning and Assessment Act 1979*. These will be applicable when a planning proposal is prepared and the relevant planning authority will need to show compliance with the draft Plan.

Policy

The draft Plan is intended to inform NSW Government policy in relation to development in the South East and Tablelands Region. For example the draft Plan indicates that the NSW Government will use the final Plan along with annual monitoring of development activity to advise infrastructure agencies about new developments so as to inform infrastructure service planning and asset management.

Strategic

The purpose of the Draft South East & Tablelands Regional Plan (draft Plan) is to guide strategic planning across the South East and Tablelands region over the next 20 years.

Engagement

The draft Plan is open for community consultation from 23 May and closes on 23 August 2016.

Financial

The submission has been produced with staff from both former Councils contributing. Costs are limited to the staff costs associated with reviewing the draft Plan and reporting on it. These are covered in the relevant cost centres.

Conclusion

The purpose of the draft Plan is to guide strategic planning across the South East and Tablelands region over the next 20 years. Given this and the fact that one of the ways that the actions will be given effect is through Section 117 Directions it is important that Council make a submission generally in accordance with Attachment 1.

**8.6 Draft South East & Tablelands Regional Plan (Ref: C16114316; Author:
Bascomb/Carswell) (Continued)**

Attachments

Attachment 1 QPRC Comment - Draft South East & Tablelands Regional Plan (*Under
Separate Cover*)

9.1 2015/2016 Food Activity Report to NSW Food Authority - Former Queanbeyan City Council Area (Ref: C16102029); Author: Thompson/Gault

Report

As part of the Food Regulation Partnership between the NSW Food Authority and local councils an annual enforcement activity report must be submitted to the NSW Food Authority each year. The information contained in the Report also provides a useful overview of Council's food safety and education activities.

Reports to the NSW Food Authority - Reporting requires completion of a standard set of questions regarding enforcement activities undertaken by this Council in the last year. The contents of the report were compiled by staff responsible for the regulation of food premises. The remainder of this information report provides a summary of the return to the Food Authority.

Due to the recent council mergers the NSW Food Authority has requested that all councils submit a separate Food Activity Report for their former council local government areas. As such the following information is presented in a format reflecting the former local government areas.

Food Business Profile

	Former QBN	Former Palerang
Number of high risk food businesses	102	48
Number of medium risk food businesses	20	4
Number of low risk food businesses	42	21

- High Risk includes premises which handle open food that requires temperature control. This also includes activities including cooking and serving meals at premises such as restaurants, takeaways, cafes, clubs/pubs, bakeries and school canteens.
- Medium Risk includes premises which require food preparation but where temperature control is still important such as service stations and greengrocers.
- Low risk premises do not require inspection except in the case of complaint or incident. These include premises such as newsagents and chemists that generally sell only pre-packaged food which does not require temperature control.

Retail Sector Requirements

	Former QBN	Former Palerang
Number of food businesses requiring a Food Safety Supervisor	88	50
Number of these businesses that have a current Food Safety Supervisor	61	42

The Food Act 2003 (NSW) requires certain food businesses in the NSW hospitality and retail food service sector to have at least one trained Food Safety Supervisor (FSS). The FSS needs to have gained specific units of competency under the national Vocational Education Training system.

The NSW Food Authority's FSS program was established to help reduce foodborne illness in the hospitality and retail food service sectors in NSW by improving food handler skills and knowledge.

Resources Profile

	Former QBN	Former Palerang
Number of authorised officers/contractors engaged in food regulatory work over the 12 month reporting period	2	1
Number of FTE authorised officers/contractors engaged in food regulatory work over the 12 month reporting period	1	0.1

Regulation Inspection Profile of High and Medium Risk Businesses

	Former QBN	Former Palerang
Number of primary inspections conducted for fixed food premises	128*	50**
Number of high and medium risk food premises inspected	122*	50**
Number of fixed food premises requiring re-inspections	24	5
Number of these re-inspected premises that required additional re-inspections	12	0

*There were more primary fixed food premises inspections than the number of operational premises throughout the year due to change of ownership and/or closures of 6 food businesses.

**Two businesses in the former Palerang Council area were not inspected due to seasonal/intermittent operation

Primary inspection means any planned, programmed or routine inspection but does not include re-inspection or complaint inspection. A satisfactory inspection is one where no re-inspection was warranted to close out any breaches and where no enforcement activity was undertaken. Possible outcomes of an inspection include: satisfactory letter, warning letter, improvement notice (fee), prohibition order, penalty notice (fine and 12 months public online notification), prosecution (possible fine and 12 months online notification).

Food Business Inspection Scored Outcomes

	Former QBN	Former Palerang
5 Star rating (0-3 points)	43	30
4 Star rating (4-8 points)	30	6
3 Star rating (9-15 points)	17	5
0 Star rating (16+ points)	32	5

As part of the NSW Food Authorities 'Scores on Doors' program each council must record a food safety rating score, regardless of participation in the program, dictated by the standardised Food Premises Assessment Report.

Food complaint profile

	Former QBN	Former Palerang
Hygiene and handling	4	2
Foreign matter	3	0
Food quality including deterioration	4	0
Labelling and advertising	0	0
Single-incident Food borne illness	2	0
Other	10	0
Total number of food complaints investigated	23	2

All food related complaints were investigated by Council officers and involved onsite inspections. All complaints were related to single events with no evidence found to substantiate further in-depth investigations.

Enforcement action

	Former QBN	Former Palerang
Number of Warnings issued	43	5
Number of Improvement Notices issued	25	0
Number of Penalty Notices issued	9	0
Number of seizure notices issued	0	0
Number of Prohibition Orders served	0	0
Number of Prosecutions determined relating to Food Act breaches	0	0

Enforcement action listed above is the accumulation of all inspections (primary and re-inspections) conducted during the 2015-16 financial year. Enforcement activity includes the issuing of warning letters, improvement notices, penalty notices, prohibition orders or prosecution.

Value-added services

Council has a maturing and improving relationship with Queanbeyan food businesses in line with our Enforcement Strategy and continue to work with them to improve the food safety standard of the premises.

	Former QBN	Former Palerang
Participation in the 'Scores on Doors'	Yes	No

Council is continuously working towards encouraging food businesses to participate in the 'Scores on Doors' program which was introduced during the 2015/16 year. To date there has been hesitation by a number of businesses to participate due to the scored program not currently being run in the ACT. As of 30 June, 25 premises had registered for scores on doors.

	Former QBN	Former Palerang
Technical advice provided to food businesses	Yes	Yes

Free advice is provided to current food business owners and their staff whenever requested to encourage a positive food safety environment. Advice is also given during inspections to help improve food safety and prevent/rectify future breaches of the food standards code.

	Former QBN	Former Palerang
Information (factsheets, website, newsletter etc.) provided to food businesses	Yes	Yes

Council offers a large selection of factsheets, website information, and sends out a quarterly newsletter to all food businesses containing helpful tips and advice.

	Former QBN	Former Palerang
Food handler training organised or facilitated	Yes	No

Council holds a subscription to a free online training course 'I'm Alert' that is promoted to all food businesses as either a course for new staff or a refresher for existing staff.

Recommendation

That the report be received for information.

Attachments

Nil

**9.2 Queanbeyan Residential and Economic Strategy 2015-2031 (Ref: C16113948);
Author: Thompson/Jansen**

Report

This report advises of the endorsement of the recommendations of the *Queanbeyan Residential and Economic Strategy 2015-2031* by the NSW Department of Planning and Environment (Attachment 1).

Council adopted the *Queanbeyan Residential and Economic Strategy 2015-2031* (the *Strategy*) on 9 December 2015 and forwarded it to the Secretary of the NSW Department of Planning and Environment for endorsement. Advice has now been received that the recommendations of the *Strategy* have been endorsed by the Department 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 as 'Future Investigation' in the Strategy.*
2. *Retention of the 250 metre buffer: the 250 metre buffer width between the Hume industrial area in the 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 of the South Tralee development area.*

Once the minor amendment is done to the *Strategy* map as required by condition 1 this will finalise this important project. The map is currently being amended.

The *Strategy* forms the basis for future urban release planning proposals within the former Queanbeyan LGA and will guide future development. In particular it focussed on providing sufficient housing and employment land to accommodate growth over the next 15 years. However, at the same time it ensures that areas with environmental constraints are identified and protected from development.

It is currently recognised in the *Draft South East and Tablelands Regional Plan* and is likely to be also recognised in the final plan. This plan in turn will be required to be considered by future planning proposals through a Section 117 Ministerial Direction.

Condition 2 above is important for the future planning proposal for South Jerrabomberra by requiring retention of the 250 metre buffer width between the Hume industrial area in the ACT and the residential development in South Jerrabomberra. This planning proposal is currently with the Department of Planning and Environment for finalisation and notification.

Council has considered the buffer issue on a number of occasions with the most recent being at its meeting of 8 June 2016. In this case the Administrator resolved:

...to submit the revised Planning Proposal to the NSW Department of Planning and Environment for a decision incorporating the following amendments:

- 1) That the width of the buffer be changed from 105 metres to 150 metres, measured from the ACT border.*
- 2) That the 100 metres of land to the east of the 150 metre buffer be formally deferred for the purposes of this Planning Proposal and be revisited in the future subject to the outcome of further acoustic and odour studies.*

A 150 metre buffer was recommended by the background planning report for the planning proposal which was commissioned by the former Queanbeyan City Council. This considered a number of background technical reports and other factors in making this recommendation.

From a technical perspective it can be argued that the above approach in 1) and 2) complies with condition 2. However notwithstanding this, it is likely that further liaison will be required with the Department.

As reported previously Council received funding of \$100,000 under the Planning Reform Fund from the Department to assist in the preparation of the *Strategy*. Administrative and staff costs were covered within the budget of the former Queanbeyan City Council.

The final *Strategy* completes this project which is identified in Theme 6 of the Delivery Program 2013-17.

Recommendation

That the report be received for information.

Attachments

Attachment 1 Decision on Queanbeyan Residential and Economic Strategy 2015-2031
(Under Separate Cover)

9.3 Q-One Indoor Sports - Patronage Report (Ref: C16117070); Author: Spyve/Fulton Report

This report has been developed to provide an insight into the performance, during May to July, of the recently re-launched Q-One Indoor Sports.

The Q-One Indoor Sports Centre was re-launched on Saturday 30 April 2016 with new branding, a new business model and refurbished court system. The 'Q' branding is about 'quality service to one, connected community'. The purpose of this paper is to report on progress to date in respect of the new business model.

Information

The Centre is performing strongly since its re-launch. Building the numbers of patrons will take time, however early indications and program uptake have been very pleasing and are showing a good positive trend.

Adult Sporting Competitions

Adult Sports Competitions, despite the loss of indoor cricket, have already returned to the same level of uptake (number of teams). This has been pleasing due to anticipated lower numbers for a winter start, and the Centre's team is working hard to ensure strong levels of adult sports registrations for the summer season. The business model is targeting 44 games per week, and we are currently at 17. This area of the business is crucial to the ongoing financial viability of the centre, and therefore marketing and staff goals are centred on achieving the 44 game outcome. Promotional commercials for adult sports will be filmed in the coming weeks, ready to promote the summer season.

Birthday Parties & Entertainment

Birthday parties have seen a strong start, especially considering limited direct marketing has taken place to date. Comparatively in 2015 the facility only recorded three parties for the entire year, and in the three months of operations since relaunch we have already had 32 birthday parties. This has seen a strong income being generated and community usage on weekends.

Junior Sports

Juniors Sports has focused predominately on 'Right Start', which is a fundamental movement and perceptual motor skill program for 2.5 to 6 year olds. The centre currently has 34 children enrolled. This program will complement the Q-One Aquatics Little Nippers Swim School through the providing the community with both a water based and land based program.

General Court Hire

General Court Bookings from the community have been extremely pleasing with 87 court bookings during the May – July period, which equated to 123.5 hours of usage. This has been aided in part to being a wet weather alternative for local sporting clubs when fields are closed.

The new business model and court surface was implemented to ensure a greater diversity and accessibility of programs and services to the community.

Through the changes made we have had the following community groups use the facility during May to July:

Monaro Panthers, Barnardos, Bungendore Swimming Club, Disability Trust, Winnunga Secondary School, Our Place, Unicycle ACT, Queanbeyan Soccer Club, Weston Molonglo Football Club, Marist Soccer Club, Queanbeyan Blues, Melbourne Storm, Queanbeyan Netball Club, Tuggeranong Netball Association, St Andrews Church, Karabar High School, Queanbeyan High School, Queanbeyan East Primary School, Queanbeyan Public School, Queanbeyan West Primary School and Jerrabomberra Primary School.

Attached is a summary of program and service statistics.

Financial

The Indoor Sports Centre is performing well, having earned \$56,163 revenue in its first three months. Comparatively the Centre earned \$80,000 in the nine months prior to the new business model. This has seen the average monthly revenue increase from \$8,888 (old business model) to \$18,721 (new business model).

These figures are showing a positive trend in financial return, however the business is still building its identity and patronage numbers. It is expected that revenue will continue to increase, and it is crucial that the centre secure strong adult sport registrations for the spring and summer seasons ahead.

Conclusion

The continued progress (launch) of the new business model for the Indoor Sports Centre is pleasing. The Centre has seen a significant increase in patron numbers and a greater diversity of users from the community. Winter is a difficult time to build adult sporting competitions and it is therefore crucial to the overall success of the business plan that strong Adult Sports Registrations are taken for the summer period.

It is worth noting that the new business model and patronage is still building. The business has not yet met the desired revenue targets, however the average monthly revenue has already increased from \$8,888 to \$18,721 which is showing a strong positive growth trend.

Recommendation

That the report be received for information.

Attachments

Attachment 1 Q-One Indoor Sports - May to June 2016 - Information Report (*Under Separate Cover*) - **CONFIDENTIAL**

9.4 Palerang Heritage Advisory Committee Meeting - 19 April 2016 (SC0021) (Ref: C16115104); Author: Tegart/Bascomb**Report**

The confirmed minutes of the Palerang Heritage Advisory Committee meeting of 19 April 2016 are presented for the information of Council. The Committee minutes were confirmed at the Committee's meeting of 5 July 2016. There are no recommendations from the Committee.

Attachments

Minutes of the Heritage Advisory Committee meeting of 19 April 2016

Recommendation

That the report be received for information.

Attachments

Attachment 1 10 August 2016 - Attachment 1 Palerang Heritage Advisory Committee Minutes
19 April 2016 (*Under Separate Cover*)

COMMITTEE REPORTS

10.1 Report of The Q Board Meeting - 25 July 2016 (Ref: C16111675; Author: Spyve/Fulton)

Present: Peter Bray (Chair), Jacqui Richards, Peter Tegart (General Manager), Stephen Pike, Steve White, Deon Myburgh and Daniel Fulton.

Others Present: Nil.

The Committee Recommends:

Apologies:

Peter Lindbeck and Geoff Grey.

1. Confirmation of Report of previous meeting held on 27 April 2016

Recommendation (Tegart/White)

That the Report of the meeting of the Committee held on 27 April 2016 be confirmed.

2. Chair Person's Report

The Chairperson, Peter Bray, noted that former Chair Judith Burfoot expressed her thanks to the Board for their support during her time as Chair, and that she wished the Board the very best moving forward.

Recommendation (Richards/Fulton)

TQB 06/16 The Board recommend that a card and flowers be sent to Mrs Burfoot thanking her for her service.

3. Internal Production Review

Daniel Fulton, Manager Community Businesses, presented the Board with an internal production financial review (Attachment 1). The financial tool is to be used to better benchmark production returns and aids in the selection process for future shows.

Recommendation (Tegart/White)

TQB 07/16 The Board recommend that the Internal Production Review be accepted.

4. External Hirer Review

Daniel Fulton, Manager Community Businesses, presented the Board with an external hirer financial review (Attachment 1). The review outlined the ticket sales and revenue generated by external hirers.

10.1 Report of The Q Board Meeting - 25 July 2016 (Ref: C16111675; Author: Spyve/Fulton) (Continued)

The Board highlighted, in response to a large number of internal and external musicals being scheduled in a row during 2017, that we must be aware of not diluting audience numbers by creating internal competition. 2017 will be used as an opportunity, due to shows being locked in, to test the market appetite.

Recommendation (Tegart/Pike)

TQB 08/16 The Board recommend that the External Production Review and comments be noted.

5. Promotion and Marketing Review

The Board was presented with a review of the publicity generated for Divenire (Attachment 1).

Deon Myburgh, Marketing Supervisor, presented the Board with a report (Attachment 1) that showed the new marketing channels being used. The report also outlined the marketing channels and campaigns proposed for upcoming productions and events.

Recommendation (Tegart/White)

TQB 09/16 The Board noted the report, and recommended that the marketing team look at options to develop welcome packs for new families/residences to the area and also look to promote shows through Queanbeyan FM radio station.

6. General Staff Reports**2017 Season Budget**

The Board was presented with the financial calculations for this financial year, acknowledging that the Q operates its season on a calendar year.

The budget (Attachment 2) indicates that, due to the number of shows to be purchased, the 2016 season finishes with a high number of productions and then starts the 2017 calendar year with a high number of productions.

Consequently the current Council financial year budget does not reflect the committed expenses across the calendar year. However, due to having more productions and no additional fixed costs, higher income than budgeted is expected. It has been calculated that we will require an additional \$176,596 in expenditure, and an additional \$267,034 could be generated in income.

This provides us with roughly a \$90,000 positive gap. Therefore we are confident this will not have a negative impact on the Q's overall budget result for Council.

10.1 Report of The Q Board Meeting - 25 July 2016 (Ref: C16111675; Author: Spyve/Fulton) (Continued)

Recommendation (Tegart/Richards)

TQB10/16 The Board recommended that the Q's budget for the 2016/17 financial year be adjusted, at the September Quarter Review, to reflect an additional \$177,000 in expenditure and an additional \$180,000 in revenue.

7. General Items

The Board was presented with a proposal from staff to have the Queanbeyan Performing Arts Centre name changed to Q-One Performing Arts - The Q Queanbeyan. This is in line with the branding of all Council facilities as Q-One being *"quality service to one, connected community"*.

Examples of the proposed branding are included in attachment 3.

The rationale behind this is because The Q, Queanbeyan Performing Arts Centre is now a part of the Community Business portfolio. The portfolio recently underwent rebranding and is now called Q-One Community Businesses. The branding currently includes four disciplines Q-One Performing Arts, Q-One Indoor Sports, Q-One Aquatics and Q-One Community Facilities.

It was acknowledged that The Q is a recognised brand within the community and that this element should not be lost. It was noted that the proposed branding has included this element. The Board also noted that the new branding proposal Q-One Performing Arts, The Q Queanbeyan has a much stronger appeal and marketing capability.

Recommendation (Bray/Richards)

TQB 11/17 The Board recommended that the Queanbeyan Performing Arts Centre's name be changed to Q-One Performing Arts, The Q Queanbeyan and that this new branding be rolled out at the season launch.

8. Next Meeting

The next meeting has been set for 26 September 2016, with the venue being Council Committee Room.

There being no further business, the meeting closed at 7.28pm.

Attachments

- | | |
|--------------|-------------------------------------------------------------------------------------------------------------------|
| Attachment 1 | The Q - Board Meeting - Council Official Agenda - July 2016 (<i>Under Separate Cover</i>) - CONFIDENTIAL |
| Attachment 2 | The Q - Productions - Annual Budget (<i>Under Separate Cover</i>) - CONFIDENTIAL |
| Attachment 3 | Proposed Q-One Performing Arts Branding Examples (<i>Under Separate Cover</i>) - CONFIDENTIAL |

14 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

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

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

Recommendation

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

Item 15.1 Quarterly Legal Update

Item 15.1 is confidential in accordance with s10(A) (g) of the Local Government Act 1993 because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.