



Ordinary Meeting of Council

24 August 2016

**UNDER SEPARATE COVER
ATTACHMENTS**

Item 8.2	Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)	
	<i>Attachment 1 Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration</i>	2
	<i>Attachment 2 Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - Attachment - Plans</i>	26
	<i>Attachment 3 Council Meeting - 24 August 201 - DA 30-2016 - Indoor Recreation Facility (Gym) - Attachment - Draft Conditions</i>	38
Item 8.3	Planning Proposal for Jumping Creek	
	<i>Attachment 1 Draft Planning Proposal for Deferred Areas at Jumping Creek</i>	45
Item 8.4	Additional Council Community Land to be Placed in Various Plans of Management	
	<i>Attachment 1 Council Report & Minutes - 8 June 2016 - Land Classification to Community Land 6.19, 6.20, 6.21, 6.22 - Mount Jerrabomberra and Googong</i>	77
Item 8.5	QPRC Investment Report - July 2016	
	<i>Attachment 1 Investment Report - July 2016 - Attachment 1 - 24 August 2016</i>	90
Item 8.6	Amendment to 2016-17 Operational Plan	
	<i>Attachment 1 Submissions summary</i>	98
	<i>Attachment 2 Operational Plan amendment submissions</i>	101
Item 8.7	Procedure for Unsolicited Proposals	
	<i>Attachment 1 Unsolicited Proposals Procedure</i>	109
Item 8.8	Riverside Caravan Park Approval to Operate - Renewal Application No.2051 - 41A Morisset Street, Queanbeyan	
	<i>Attachment 1 Summary Assessment - Activity Approval No.2051 - 41A Morisset Street</i>	128
	<i>Attachment 2 Riverside Caravan Park Approval - Draft Condiitons - Schedules 1 and 2</i>	132

Item 8.11 Braidwood Showground Reserve Trust s355 Committee - Annual General Meeting Minutes 26 July 2016

Attachment 1 Minutes - Braidwood Showground s355 Committee Annual General Meeting 26 July 2016..... 138

Item 8.12 Bungendore War Memorial s355 Committee - Minutes

Attachment 1 Minutes - Bungendore War Memorial s355 Committee Meeting - 4 February 2016 141

Attachment 2 Minutes - Bungendore War Memorial s355 Committee Meeting - 3 March 2016..... 144

Attachment 3 Minutes - Bungendore War Memorial s355 Committee Meeting - 7 April 2016 147

Item 9.1 Formation of Queanbeyan-Palerang Regional Council Audit, Risk and Improvement Committee

Attachment 1 29 July 2016 - Audit Committee - Minutes 153

Attachment 2 Draft Queanbeyan Palerang Regional Council Audit, Risk and Improvement Committee Charter..... 159

Attachment 3 Draft Internal Audit Charter 165

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

ITEM 8.2	DEVELOPMENT APPLICATION 30-2016 - 181 GILMORE ROAD - INDOOR RECREATIONAL FACILITY (GYM)
ATTACHMENT 1	COUNCIL MEETING - 24 AUGUST 2016 - DA 30-2016 - INDOOR RECREATION FACILITY (GYM) - ATTACHMENT - SECTION 79C TABLE - MATTERS FOR CONSIDERATION

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

ATTACHMENT - SECTION 79C(1) TABLE – Matters For Consideration

This application has been assessed under Section 79C(1) of the *Environmental Planning and Assessment Act 1979* and the following matters are of relevance to **Development Application No 30-2016**

State Environmental Planning Policies

The proposed development has been assessed in accordance with the requirements of the relevant State Environmental Planning Policies (SEPPs) including any draft SEPPs and a summary is provided in the following table:

SEPP COMMENTS	COMPLIES (Yes/No)
<i>State Environmental Planning Policy No 55 - Remediation of Land</i>	
Clause 7(1) prescribes that a consent authority must not consent to the carrying out of any development on land unless it has considered whether the land is contaminated. The site inspection showed that there was an existing warehouse and there are no records of the site being previously used for any potentially contaminating purposes.	Yes
<i>State Environmental Planning Policy (Infrastructure) 2007</i>	
The provisions of this Policy have been considered in the assessment of the application. The site is not located in or adjacent to road corridor nor does it have a frontage to a classified road. The site is not located within or immediately adjacent to an easement for electricity purposes or immediately adjacent to an electricity substation. No development is proposed within 5m of an overhead powerline and no ground penetrating work is proposed within 2m of any underground electricity services.	Yes
<i>State Environmental Planning Policy No 64 - Advertising and Signage</i>	
<p>The proposal includes the placement of one illuminated business identification sign (1.75 metres x 8.5 metres = 14.875m²). The sign will consist of vinyl black and blue material and will be fixed to the existing front façade, replacing an existing sign. The sign is not considered to be a structure.</p> <p>The content of the sign is the logo of the proposed gym – Fortitude – and the proposed opening hours. It will also include collaged images of the service provided either side of the logo.</p> <p>The sign has been defined as a business identification. Under the <i>Environmental Planning and Assessment Act 1979</i> a business identification sign is defined as: <i>business identification sign means a sign:</i> <i>(a) that indicates:</i></p>	Yes

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

SEPP COMMENTS	COMPLIES (Yes/No)
<p>(i) <i>the name of the person, and</i> (ii) <i>the business carried on by the person, at the premises or place at which the sign is displayed, and</i> (b) <i>that may include the address of the premises or place and a logo or other symbol that identifies the business, but that does not include any advertising relating to a person who does not carry on business at the premises or place.</i></p> <p>Pursuant to <i>Clause 6 – Signage to which this Policy applies</i>, this Policy applies to the proposed business identification sign as it is not exempt development due to its size. The relevant clauses of this policy to the proposed signs are discussed below.</p> <p>3. Aims, objectives etc (a) <i>to ensure that signage (including advertising):</i> (i) <i>is compatible with the desired amenity and visual character of an area, and</i> (ii) <i>provides effective communication in suitable locations, and</i> (iii) <i>is of high quality design and finish, and</i></p> <p>(b) <i>to regulate signage (but not content) under Part 4 of the Act, and</i> (c) <i>to provide time-limited consents for the display of certain advertisements, and</i> (d) <i>to regulate the display of advertisements in transport corridors, and</i> (e) <i>to ensure that public benefits may be derived from advertising in and adjacent to transport corridors.</i></p> <p>The proposed sign is not an advertisement. It is considered that the proposal generally satisfies the aims of this Policy.</p> <p>4 Definitions <i>business identification sign means a sign:</i> (a) <i>that indicates:</i> (i) <i>the name of the person, and</i> (ii) <i>the business carried on by the person, at the premises or place at which the sign is displayed, and</i> (b) <i>that may include the address of the premises or place and a logo or other symbol that identifies the business, but that does not include any advertising relating to a person who does not carry on business at the premises or place.</i></p> <p>The proposed sign meets this definition.</p> <p>6 Signage to which this Policy applies (1) <i>This Policy applies to all signage:</i> (a) <i>that, under another environmental planning instrument that applies to the signage, can be displayed with or without development consent, and</i></p>	

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

SEPP COMMENTS	COMPLIES (Yes/No)
<p>(b) <i>is visible from any public place or public reserve, except as provided by this Policy.</i></p> <p>Under the Queanbeyan Local Environmental Plan 2012 business identification signs are permitted with consent in the IN1 General Industrial.</p> <p>8 Granting Consent to Signage <i>A consent authority must not grant development consent to an application to display signage unless the consent authority is satisfied:</i></p> <p>(a) <i>that the signage is consistent with the objectives of this Policy as set out in clause 3 (1) (a), and</i></p> <p>(b) <i>that the signage the subject of the application satisfies the assessment criteria specified in Schedule 1.</i></p> <p>The proposal has been assessed under the objective set out in <i>Clause 3 (1), (a)</i> in <i>SEPP 64</i> and meets the objectives. The Schedule 1 Assessment criteria is show below:</p> <p>Schedule 1 Assessment Criteria The proposed business identification sign requires a Schedule 1 assessment as consent cannot be granted to development unless the signage is consistent with the objectives of the Policy.</p> <p>1 Character of the area</p> <ul style="list-style-type: none"> • <i>Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located?</i> • <i>Is the proposal consistent with a particular theme for outdoor advertising in the area or locality?</i> <p>The locality is an established industrial area characterised by a variety of building heights and forms, and a variety of signage types. There is no particular theme for outdoor advertising in this area. The proposed business identification sign is considered compatible with the area.</p> <p>2 Special areas</p> <ul style="list-style-type: none"> • <i>Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas?</i> <p>The proposed sign is not in the vicinity of any of the above areas.</p> <p>3 Views and vistas</p> <ul style="list-style-type: none"> • <i>Does the proposal obscure or compromise important views?</i> • <i>Does the proposal dominate the skyline and reduce the quality of vistas?</i> • <i>Does the proposal respect the viewing rights of other advertisers?</i> <p>The proposed sign will not compromise or obscure important views. The site is not located within an important view corridor. It is the same size of the existing</p>	

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

SEPP COMMENTS	COMPLIES (Yes/No)
<p>sign and will not dominate the skyline or reduce the quality of vistas as the sign will not protrude above the existing building height and will not obscure any vistas as a result.</p> <p>The proposed sign respects the viewing rights of other advertisers by being of similar size and location of surrounding advertisers and does not obscure any of the surrounding advertisers.</p> <p>4 Streetscape, setting or landscape</p> <ul style="list-style-type: none"> • <i>Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?</i> • <i>Does the proposal contribute to the visual interest of the streetscape, setting or landscape?</i> • <i>Does the proposal reduce clutter by rationalising and simplifying existing advertising?</i> • <i>Does the proposal screen unsightliness?</i> • <i>Does the proposal protrude above buildings, structures or tree canopies in the area or locality?</i> • <i>Does the proposal require ongoing vegetation management?</i> <p>The proposed business identification sign is considered to be an appropriate scale, proportion and form and will not require any ongoing vegetation management. Its visual contribution to the streetscape will be minimal. It will however protrude above the existing warehouse; however, this is the exact same height and size as the previous lawful sign and is supported in this case.</p> <p>5 Site and building</p> <ul style="list-style-type: none"> • <i>Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located?</i> • <i>Does the proposal respect important features of the site or building, or both?</i> • <i>Does the proposal show innovation and imagination in its relationship to the site or building, or both?</i> <p>The proposed business identification sign is considered to be generally compatible with the scale, proportion and other characteristics of the existing building. It is unlikely to visually dominate the front faced and has colours proposed that are consistent with the business and existing building.</p> <p>6 Associated devices and logos with advertisements and advertising structures</p> <ul style="list-style-type: none"> • <i>Have any safety devices, platforms, lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed?</i> <p>The proposal does not include any safety devices or platforms but does include a logo and lighting device.</p>	

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

SEPP COMMENTS	COMPLIES (Yes/No)
<p>7 Illumination</p> <ul style="list-style-type: none"> • Would illumination result in unacceptable glare? • Would illumination affect safety for pedestrians, vehicles or aircraft? • Would illumination detract from the amenity of any residence or other form of accommodation? • Can the intensity of the illumination be adjusted, if necessary? • Is the illumination subject to a curfew? <p>The proposed business identification sign will be illuminated. The illumination will be from a light box which will not create a glare, will not affect the safety of pedestrians, vehicles or aircraft. The intensity of the illumination will be an LED white light, will not be adverse and will not be subject to a curfew as it will located in an industrial area.</p> <p>8 Safety</p> <ul style="list-style-type: none"> • <i>Would the proposal reduce the safety for any public road?</i> • <i>Would the proposal reduce the safety for pedestrians or bicyclists?</i> • <i>Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas?</i> <p>The proposed business identification sign is set back approximately 10.5 metres from the street and away from vehicle and pedestrian access to the site. Therefore it will not reduce the safety from Gilmore Road. It does not reduce the sightlines from any public spaces, as the proposal is a sign setback from the street.</p> <p>In summary, the proposed business identification sign is considered to satisfy the assessment criteria specified in Schedule 1.</p>	
<p><i>The following SEPPs have been considered and do not apply to the proposed development.</i></p>	
<p><i>State Environmental Planning Policy No 33 – Hazardous and Offensive Development</i></p>	
<p><i>State Environmental Planning Policy No 65 –Design Quality of Residential Flat Development</i></p>	
<p><i>State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004</i></p>	
<p><i>State Environmental Planning Policy (Major Development) 2005</i></p>	
<p><i>State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004</i></p>	
<p><i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i></p>	

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

SEPP COMMENTS	COMPLIES (Yes/No)
<i>State Environmental Planning Policy (Affordable Rental Housing) 2009</i>	
<i>State Environmental Planning Policy (Temporary Structures) 2007</i>	

Local Environmental Plans

The proposed development has been assessed in accordance with the relevant requirements of the *Queanbeyan Local Environmental Plan 2012* and no relevant draft LEPs apply to the land. A summary is provided as follows:

QUEANBEYAN LOCAL ENVIRONMENTAL PLAN 2012 COMMENTS	COMPLIES (Yes/No)
Part 1 Preliminary	
Clause 1.2 Aims of Plan	
<p>The relevant aims of the Plan to the proposed development are as follows:</p> <ul style="list-style-type: none"> a) <i>to facilitate the orderly and economic use and development of land in Queanbeyan based on ecological sustainability principles;</i> b) <i>to provide for a diversity of housing throughout Queanbeyan;</i> c) <i>to provide for a hierarchy of retail, commercial and industrial land uses that encourage economic and business development catering for the retail, commercial and service needs of the community;</i> d) <i>to recognise and protect Queanbeyan's natural, cultural and built heritage including environmentally sensitive areas such as Queanbeyan's native grasslands, the Queanbeyan River and Jerrabomberra Creek;</i> e) <i>to protect the scenic quality, views and vistas from main roads and other vantage points within Queanbeyan of the escarpment and Mount Jerrabomberra; and</i> f) <i>to maintain the unique identity and country character of Queanbeyan.</i> <p>The proposed development is considered to be generally consistent with the relevant aims of the QLEP 2012; specifically, as the proposed gym will maintain the unique industrial character of the area.</p>	Yes
Clause 1.4 Definitions	
The proposed development is defined as:	Yes

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

QUEANBEYAN LOCAL ENVIRONMENTAL PLAN 2012 COMMENTS	COMPLIES (Yes/No)
<p><i>Recreation facility (indoor) means a building or place used predominantly for indoor recreation, whether or not operated for the purposes of gain, including a squash court, indoor swimming pool, gymnasium, table tennis centre, health studio, bowling alley, ice rink or any other building or place of a like character used for indoor recreation, but does not include an entertainment facility, a recreation facility (major) or a registered club.</i></p>	
<p>Clause 1.9A Suspension of Covenants, Agreements and Instruments</p>	
<p>No covenants, agreements and instruments restricting the development have been identified.</p>	<p>NA</p>
<p>Part 2 Permitted or Prohibited Development</p>	
<p>Clause 2.1 Land Use Zones</p>	
<p>The subject site is zoned IN1 General Industrial. A <i>recreation facility (indoor)</i> is permitted with consent in this zone.</p>	<p>Yes</p>
<p>Clause 2.3 Zone Objectives and Land Use Tables</p>	
<p>The objectives of the zone are:</p> <ul style="list-style-type: none"> • To provide a wide range of industrial and warehouse land uses. • To encourage employment opportunities. • To minimise any adverse effect of industry on other land uses. • To support and protect industrial land for industrial uses. • To enable other land uses that provide facilities or services to meet the day to day needs of workers in the area. <p>It is considered that the proposed development generally satisfies the objectives of the zone specifically as it minimizes adverse effects on existing industries whilst encouraging employment opportunities and providing services to workers the industrial area.</p>	<p>Yes</p>
<p>Clause 2.7 Demolition requires development consent</p>	
<p>The proposal does not involve demolition of an existing structure.</p>	<p>NA</p>

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

Part 4 Principal Development Standards	
Clause 4.3 Height of buildings	
The maximum building height permitted on the subject site is 12m. The proposed gym does not include a change of height to the existing building.	NA
Clause 4.4 Floor space ratio	
A floor space ratio does not apply to the site.	NA
Part 5 Miscellaneous Provisions	
Clause 5.9 Preservation of trees or vegetation	
This clause requires that development consent is obtained for the removal of trees and/or vegetation as prescribed in the Queanbeyan Development Control Plan (QDCP) 2012. The proposed development does not require the removal of any vegetation.	NA
Clause 5.10 Heritage conservation	
Under Clause 5.10, Council must consider the effect of the proposed development on any items of Aboriginal and European heritage significance. The site is not heritage listed, is not adjacent to a heritage item and is not located within a Heritage Conservation Area.	NA
Clause 5.11 Bush fire hazard reduction	
The application does not involve any bush fire hazard reduction works and does not require bushfire hazard reduction work.	NA
Part 7 Additional Local Provisions	
Clause 7.1 Earthworks	
Earthworks are not associated with the proposed gym as the warehouse is existing.	NA

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

Clause 7.2 Flood Planning	
The site is not identified as a 'flood planning area'.	NA
Clause 7.3 Terrestrial biodiversity	
This clause is not considered relevant to the proposed development as the site is not identified as "Biodiversity" on the Terrestrial Biodiversity Map.	NA
Clause 7.4 Riparian land and watercourses	
This clause is not considered relevant to the proposed development as the site is not identified as "Watercourse" on the Riparian Land and Watercourses Map".	NA
Clause 7.5 Scenic protection	
This clause is not considered relevant to the proposed development as the site is not identified as "Scenic Protection Area" on the Scenic Protection Map.	NA
Clause 7.6 Airspace operations	
The proposed development will not penetrate the Obstacle Limitations Surface Map for the Canberra Airport. Therefore the application was not required to be referred to the relevant Commonwealth body for comment.	NA
Clause 7.7 Development in areas subject to aircraft noise	
This clause is not considered relevant to the proposed development as the site is not located near the Canberra Airport or within an ANEF contour of 20 or greater.	NA
Clause 7.8 Active street frontages	
This clause is not considered relevant to the proposed development as the site is not identified as "Active street frontage" on the Active Street Frontages Map".	NA

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

Clause 7.9 Essential services	
<p>Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required:</p> <ul style="list-style-type: none"> (a) the supply of water, (b) the supply of electricity, (c) the disposal and management of sewage, (d) stormwater drainage or on-site conservation, (e) suitable vehicular access. <p>Council's Development Engineer has assessed the proposed development and confirmed that adequate services are available or can be made available to the proposed development. The warehouse is an existing structure and the supply of water and electricity is existing. The disposal and management of sewerage and stormwater drainage is also all existing.</p> <p>Access to the car parking areas is from two locations. One is a Vehicle Kerb Crossing (VKC) to the ground level car parking spaces and the other is another VKC don a driveway and into the basement car park. This access is all existing and previously approved.</p> <p>Car parking spaces 15 and 16 have had manoeuvrability issues identified by Council's Development Engineer. It is recommended that these spaces be removed from the submitted plans and not be counted in the car parking calculations.</p>	Yes
Clause 7.10 Development near Cooma Road Quarry	
<p>This clause is not considered relevant to the proposed development as the site is not identified as "Buffer Area" on the Quarry Buffer Area Map".</p>	NA
Clause 7.11 Development near HMAS Harman	
<p>This clause is not considered relevant to the proposed development as the site is not located within 2 kilometres of HMAS Harman. It is within the Zone IN1 General Industrial but is not for the erection of a new building.</p>	NA

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

Development Control Plan

The Queanbeyan Development Control Plan (DCP) 2012 applies to the development and a summary of the relevant provisions is provided in the following table.

QUEANBEYAN DCP 2012 COMMENTS	COMPLIES (Yes/No)
Part 1 About This Development Control Plan	
<p>1.8 Public Notification Of A Development Application The development application was not required to be notified or advertised. No submissions were received.</p>	Yes
Part 2 All Zones	
<p>2.2 Car Parking</p> <p>On Site Car Parking Requirements Under the Queanbeyan Development Control Plan 2012 (QDCP2012) the development requires 21 on site car parking spaces, this includes 1 disabled car parking space. The car parking has been based on the calculations provided within Table 1 of Part 2 of the QDCP2012 and by using the definition of gross floor area in the Queanbeyan Local Environmental Plan 2012 (QLEP2012), the calculations provided below are (NOTE: These figures have been rounded up as per the advice of the QDCP2012):</p> <p>Office (outside of the CBD) – 1 space per 60m² – 120m² of GFA The office has a total gross floor area of 65.75m². One space is to be provided.</p> <p>Shop (outside of the CBD) – 1 space per 60m² of GFA The shop has a total gross floor area of 59.32m². One space is to be provided.</p> <p>Gymnasium (outside of the CBD) – 4.5 spaces per 100m² of GFA The gymnasium has a total gross floor area of 456.62m². 18 spaces are to be provided.</p> <p>Service Delivery Vehicle – 1 Space per 700m² The development has a total gross floor area of 581.69m². One space is to be provided.</p> <p>The proposed development includes a total of 19 on-site car parking spaces. 16 of the spaces will be located in the basement car park and three, including the disabled car park and the service vehicle car park, will be located in the front setback in front of the existing warehouse.</p> <p>Parking spaces 15 and 16 are likely to have manoeuvrability issues and it is not clear a vehicle will be able to satisfactorily to drive in and out of the respective spaces. Therefore, these two spaces have been removed from the car parking calculations and the proposal has an overall short fall of four car parking spaces.</p>	Yes – Conditions and variation

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

QUEANBEYAN DCP 2012 COMMENTS	COMPLIES (Yes/No)
<p>In addition parking spaces 9, 10, 11, 12, 13 and 14 do not fully comply with the required dimensions and are recommended to be designated as 'small car parks'.</p> <p>General Objectives for Car Parking</p> <ol style="list-style-type: none"> 1) <i>Car parking is to be provided on-site which will cater for the increased demand brought about by the development of the site.</i> 2) <i>Adequate car parking for people with disabilities.</i> 3) <i>The provision of car parking which is functional, safe and attractive.</i> 4) <i>Functional loading and unloading facilities are provided to cater for the development of the site.</i> 5) <i>The construction of car parking areas, service areas and associated areas to be in accordance with good engineering practice.</i> <p>The applicant has provided adequate car parking for people with disabilities, functional car parking in the basement level car park and the ground level car park, enough room on the ground level car park for loading and unloading and the design of the parking is adequate in this case, provided that spaces 15 and 16 are removed and spaces 9-14 are designated as 'small spaces'.</p> <p>In relation to objective 1) there is some concern as to whether the amount of on-site car spaces will cater for the increased demand brought by the development. This is discussed in the detail below:</p> <p>Traffic and Car Parking Generation</p> <p>Under sub-clause 2.2.3 – General principles, the DCP states that in determining the car parking requirements for a development application the following principles shall be followed:</p> <ol style="list-style-type: none"> a) <i>The minimum standards as set out in this plan.</i> b) <i>The likely demand for onsite parking to be generated by the development.</i> c) <i>The availability of public transport in the vicinity to service the likely demands to be generated by the development.</i> d) <i>Traffic volumes on the surrounding street network, including, where relevant, likely future traffic volumes.</i> e) <i>The probable mode of transport of the users of the development.</i> f) <i>The likely peak usage times of the development.</i> g) <i>The provision of alternative private transport arrangements (e.g. courtesy buses to licensed premises at no charge to users).</i> <p>Likely Demand for On-site Parking Generated by the Development</p> <p>As mentioned above, the proposal requires 21 car parking spaces. The applicant has submitted as traffic report to give justification to the short fall in spaces. Within the traffic report submitted by the applicant, the short fall in car parking has been addressed and supported in this case due to the limited memberships that</p>	

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

QUEANBEYAN DCP 2012 COMMENTS	COMPLIES (Yes/No)
<p>would be allowed for the gym of 300-450. The applicant has advised that it would be very unlikely that there would be more than 17 members and one staff member present at the gym at any one time, which this amount of car parking would be able to accommodate. Due to this off-site car parking would most likely be able to cater for any over spill. This is further discussed under '<i>Peak usage times</i>' in this report.</p> <p>Traffic Generation There are some traffic issues in this area, specifically during the industrial areas business hours. These traffic issues have developed due to the existing narrow allotments, steep sites and roads that historically are not a sufficient width for an industrial area. It is important to note that this site and building are existing. It is considered that the proposed use of the site will not unreasonably contribute to existing traffic issues, especially as the peak times are not proposed during the normal business hours of the surrounding industrial business. This is further discussed under '<i>Peak usage times</i>' in this report.</p> <p>Public Transport Options There are two bus stops within walking distance from the site, and the current QCity bus service stops at on Gilmore Road approximately 1 kilometre from the site at regular time during the week and carpooling is common for users of gyms. However, it can be assumed that most patrons will travel to the gym by private vehicle.</p> <p>Peak Usage Times The gym is proposed to operate 24 hours a day, seven days a week, however all users of the gym will not be at the site at any one time. The peak times of the gym will be 5.30am-7.30am and 5.30pm-10.00pm on weekdays and from 8.00am-8.00pm on weekends. These peak hours are not in line with the standard business hours for the surrounding industrial businesses which would generally utilise the on-street parking spaces. Due to this, any overspill of on-site parking during the peak hours should be able to be catered for on the street. The traffic report states that observations have shown that there will be at least 20-25 on-street car parking during the gyms peak hours. It also made observations during the industrial areas peak time and noted that there would be at least 10 spaces within the vicinity of the gym that may be free. However, no actual data was submitted to support this. Nonetheless it is considered that, given the peak usage times of the gym, it is likely that any potential overspill of patrons can be catered for in off-site car parking.</p> <p>Applicants Conclusion The submitted traffic report concludes as follows:</p> <p><i>Section 2.2.4 provides opportunity for Council to consider variations to numerical parking requirements expressed in the DCP and to consider each application on its merits based information provided with the application to substantiate that an alternative standard is appropriate. The gym will have a limit of 300-450 memberships and will operate 24</i></p>	

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

QUEANBEYAN DCP 2012 COMMENTS	COMPLIES (Yes/No)
<p><i>hours a day, 7 days a week. It has been determined that the peak hours will be during the periods of 5.30am-7.30am and after 5.30pm until approximately 10.00pm on weekday and weekends between 8.00am and 8.00pm. These peak times are not expected to generate more than the required number of parking spaces specified within the DCP, weekday attendance is not expected to result in parking demand of more than 16 spaces and outside these hours is not expected to generate more than 13 spaces.</i></p> <p><i>Observations of parking utilisation during business hours indicate that typical vacancy rates in the on street parking supply vary between 10-15 spaces unoccupied.</i></p> <p><i>Before 8.00am on weekdays the number of vacant spaces has been observed to be not less than 20 and after 4.45pm the number of vacant spaces has been observed to increase to more than 25 spaces by 5.00pm.</i></p> <p><i>In conclusion, it is considered that the proposed gym will have a positive impact on the social, economic and built environment. It will provide a recreational use in Gilmore Road and provide an additional use which will support healthy living. The short-fall in car parking seems to be the only non-compliance with the proposal and should not be a reason for not granting approval.</i></p> <p>Development Engineer's Comments and Recommendation</p> <ul style="list-style-type: none"> • Parking spaces 15 and 16 are likely to have manoeuvrability issues and it is not clear that they will be able to allow a vehicle to drive in and out of the respective spaces. • Parking spaces 9, 10, 11, 12, 13 and 14 are 5.2 metres in length which is 0.2 metres short of the AS2190 requirement of 5.4 metres for a car parking spaces. If accepted. These car parks will need to be designated as 'small spaces'. • The lack of information in the traffic report to support their statements means that it does not provide sufficient justification to support a variation to the numbers of on-site car parking prescribed by the QDCP2012. <p>Assessing Officer's Summary and recommendation</p> <p>Council's Development Engineer has noted the lack of evidence within the Traffic Report to support some of their statements. However, due to the peak times of the gym not coinciding with the normal business hours of the industrial area, the proposed car parking will likely be able to support the traffic generated by the development, and any overspill due to the shortfall of four spaces should be able</p>	

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

QUEANBEYAN DCP 2012 COMMENTS	COMPLIES (Yes/No)
to be accommodated in nearby on-street car parking, without detriment to the functioning of Gilmore Road or the operation of other businesses in the vicinity. For these reasons the proposed variation to car parking numbers is supported in this instance.	
2.4 Contaminated Land Management Refer to SEPP 55 assessment.	Yes
2.5 Flood Management The subject site is not within a flood prone area.	NA
2.6 Landscaping Landscaping has been shown on the proposed site plan. Additional shrubs are proposed within the front setback. This additional landscaping will be visually appealing to the streetscape and was not required for this change of use.	Yes
2.8 Guidelines for Bushfire Prone Areas The site is not identified as bushfire prone land.	NA
2.9 Safe Design The proposed development was required to be referred to the NSW Police for comment. The objectives of this clause and NSW Police comments are as follows: 1) Enhance public safety by reducing opportunities for crime to occur. 2) Improve observation of public and private spaces. 3) Optimise the use of public spaces and facilities by the community; and 4) Promote the design of safe, accessible and well maintained buildings and spaces. The proposal generally satisfies the above objectives. Landscaping Relevant Objectives a) <i>Avoid landscaping which obstructs casual surveillance and allows intruders to hide.</i> i) <i>Use vegetation as barriers to deter unauthorized access and entry.</i>	Yes - Conditions

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

QUEANBEYAN DCP 2012 COMMENTS	COMPLIES (Yes/No)
<p>Relevant Controls</p> <p>a) <i>Avoid landscaping which obstructs casual surveillance and allows intruders to hide.</i></p> <p>Landscaping concerns from NSW Police</p> <ul style="list-style-type: none"> - Landscaping could create concealment areas for offenders - Vegetation should be selected to prevent entrapment areas - Shrubs to be kept under 70cm in height <p>The proposal includes a garden bed to the front of the existing warehouse with one shrub. The landscaping is unlikely to obstruct casual surveillance or allow a space for intruders to hide.</p> <p>Communal/Public Areas</p> <p>Relevant Objectives</p> <p>a) <i>Provide effective natural surveillance for communal and public areas.</i></p> <p>c) <i>Waiting areas and entries to stairwells should be close to areas of active use and visible from the building entry;</i></p> <p>g) <i>Seating should be incorporated into areas of active use to encourage use.</i></p> <p>Relevant Controls</p> <p>a) <i>Provide effective natural surveillance for communal and public areas.</i></p> <p>Communal/Public Areas concerns from NSW Police</p> <ul style="list-style-type: none"> - CCTV cameras recommended to be placed in the area front setback area and the basement car park entry and car parking area. - Lighting <p>It is recommended that a condition of consent be imposed so that CCTV be placed at the entrance of the basement car park and at the front entry on the ground floor of the gym. These areas are concealed from the public eye and there is potential for criminal activity to occur. It is also required due to the 24 hour nature of the proposal.</p> <p>Lighting</p> <p>Relevant Objectives</p> <p>a) <i>Ensure lighting does not produce areas of glare and / or dark shadows.</i></p> <p>b) <i>Entrances, exits, service areas, car parks etc should be well lit after dark when they are likely to be used</i></p> <p>c) <i>External lighting should gradually increase in brightness from the edge of the site to the dwelling entrance;</i></p> <p>e) <i>Strategically place internal lighting can also provide additional illumination and protection;</i></p>	

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

QUEANBEYAN DCP 2012 COMMENTS	COMPLIES (Yes/No)
<p>f) <i>Direct external lighting towards entrance/exit points and routes to illuminate potential offenders;</i></p> <p>g) <i>Ensure that external lighting has a wide beam of illumination which reaches to the next beam of light or to the perimeter of the site- an overlap of lighting is preferable;</i></p> <p>i) <i>Where applicable, illuminate places where intruders could hide to discourage their habitation of these areas.</i></p> <p>Relevant Controls</p> <p>a) <i>Ensure lighting does not produce areas of glare and / or dark shadows.</i></p> <p>b) <i>Entrances, exits, service areas, car parks etc should be well lit after dark when they are likely to be used</i></p> <p>f) <i>Direct external lighting towards entrance/exit points and routes to illuminate potential offenders;</i></p> <p>g) <i>Ensure that external lighting has a wide beam of illumination which reaches to the next beam of light or to the perimeter of the site- an overlap of lighting is preferable.</i></p> <p>Lighting concerns from NSW Police</p> <ul style="list-style-type: none"> - Lighting should enhance surveillance opportunities during hours of darkness for patrons and staff. - Lighting should not produce glare or shadows. - CCTV should not be affected by any lighting. <p>It is recommended that a condition of consent be imposed to provide a light at the ground floor entrance and at the basement entrance. This will deter any criminal events that may arise due to lack of lightning in these areas. There is already lighting in the basement car park and within the existing warehouse.</p> <p>Additional Concerns raised by NSW Police</p> <p>Access Control</p> <ul style="list-style-type: none"> - The main entries should be fitted with adequate locks, - The windows should be fit with locksets <p>The applicant has proposed security shutters on the windows of the existing warehouse. The existing warehouse is already equipped with locks and patrons will likely be given fobs or access keys to enter the site as the gym is 24 hours.</p>	
<p>2.11 Height of Buildings Refer to QLEP2012 assessment (Clause 4.3).</p>	Yes
<p>2.13 Preservation of Trees and Vegetation The proposed development does not require the removal of any existing vegetation.</p>	NA

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

QUEANBEYAN DCP 2012 COMMENTS	COMPLIES (Yes/No)								
Part 8 Industrial Zones									
<p>8.2.1 Setbacks</p> <p>Objectives</p> <ol style="list-style-type: none"> 1) <i>Provide adequate land for landscaping, parking and vehicle circulation.</i> 2) <i>Provide flexibility in building location and design.</i> 3) <i>Provide buffers to adjoining land uses to reduce adverse impacts on surrounding land.</i> 4) <i>To preserve residential amenity.</i> <p><i>The following setback requirements listed below apply to the proposed development:</i></p> <table border="1" data-bbox="87 635 815 762"> <thead> <tr> <th>Street Frontage</th> <th>Building Line Setback</th> <th>Minimum Landscaped Width</th> <th>Other Requirements</th> </tr> </thead> <tbody> <tr> <td><i>Main Street frontage</i></td> <td><i>7.5m</i></td> <td><i>7.5m</i></td> <td><i>Landscaped with no parking.</i></td> </tr> </tbody> </table> <p>The warehouse is existing with little landscaping on the site. The proposal includes additional landscaping. The existing car parks are located within 7.5 metres of the front setback. These car parks are proposed to be relocated to the opposite site. This is not a variation in this case as the car parking spaces are existing and the proposed change is minor in nature.</p>	Street Frontage	Building Line Setback	Minimum Landscaped Width	Other Requirements	<i>Main Street frontage</i>	<i>7.5m</i>	<i>7.5m</i>	<i>Landscaped with no parking.</i>	Yes
Street Frontage	Building Line Setback	Minimum Landscaped Width	Other Requirements						
<i>Main Street frontage</i>	<i>7.5m</i>	<i>7.5m</i>	<i>Landscaped with no parking.</i>						
<p>8.2.2 Car parking and vehicular access</p> <p>An indoor recreational facility is not mentioned in Table 2 under this Clause. Please refer to Part 2 of this assessment for car parking calculations.</p>	Yes								
<p>8.3.3 Building Design</p> <p>Relevant Objectives</p> <ol style="list-style-type: none"> 1) <i>Promote buildings that enhance the quality of the streetscape</i> 2) <i>Encourage innovative, contemporary and sustainable building designs.</i> 3) <i>Encourage design that is compatible with type, scale, height, bulk and character, and enhance streetscape characteristics</i> <p>The façade of the existing warehouse will be enhanced by new signage and repainting with fibre cement. The colours used are black, white and blue to match the business colours. This will therefore enhance the visual quality of the building and the streetscape.</p>	Yes								

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

QUEANBEYAN DCP 2012 COMMENTS	COMPLIES (Yes/No)
<p>8.2.5 Materials Storage</p> <p>Objectives</p> <p>1) <i>Avoid unsightly or visually intrusive development.</i></p> <p>2) <i>To minimise the impact of storage materials when viewed from the street.</i></p> <p>Storage has been provided on the lowest level of the building. This will not be seen from the street or from neighbouring properties.</p>	<p>Yes</p>

Additional Planning Considerations

The following additional planning matters apply to the development:

MATTERS FOR CONSIDERATION	COMPLIES (Yes/No)
<i>Environmental Planning and Assessment Act Regulation 2000</i>	
<p><i>The provisions of any matters prescribed by the Regulations, which apply to the land to which the development application relates, must be considered.</i></p> <p>Clause 92 - Australian Standard AS 2601-1991 (Demolition of Structures): Not application to this application. No demolition proposed.</p> <p>Clause 93 - Fire Safety Considerations (change of use of an existing building): Not applicable to this application as alterations are proposed as part of the change of use.</p> <p>Clause 94 - Fire Safety Considerations (rebuilding/altering/enlarging/extending existing building): Applicable. Internal alterations are proposed to include an adequate number of sanitary facilities for the customers. The existing building is well furnished with fire safety measures and it is considered that this use will not require any upgrade to the building.</p>	<p>Yes</p>
<i>The Likely Impacts of the Development</i>	
<p>Context and Setting – The proposal is located in an established industrial area which contains a variety of industrial uses. The proposal is keeping in context with the predominantly industrial character of the locality.</p>	<p>Yes</p>

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)

Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

MATTERS FOR CONSIDERATION	COMPLIES (Yes/No)
<i>Access, Transport and Traffic</i> – The proposal's impacts in relation to access, transport and traffic is considered to be acceptable in this case. Please refer to section 2 of this report for further detail.	Yes
<i>Public Domain</i> – The proposal will provide for the health needs of the residents of Queanbeyan.	Yes
<i>Utilities</i> – The site has existing sewer, water electricity and telecommunications services.	Yes
<i>Heritage</i> - The proposed development will have no impact in relation to heritage. The site is not heritage listed, is not adjacent to a heritage item and is not located within a Heritage Conservation Area.	Yes
<i>Other Land Resources</i> – The proposed development will not adversely impact on valuable land resources for productive agriculture land and mineral and extractive resources.	Yes
<i>Water</i> – The existing warehouse is connected to the town's water supply and stormwater drainage is existing.	
<i>Air and Microclimate</i> – As there are no construction works associated with the proposal there will not be any dust pollution.	Yes
<i>Flora and Fauna</i> - There will be no impacts to flora and fauna as a result of the proposed development.	Yes
<i>Waste</i> – The imposition of standard conditions will manage the disposal of waste generated during the construction of the development. Domestic waste collection services are available and suitable for the on-going waste generated by the development.	Yes
<i>Energy</i> – The warehouse is existing and previously assessed by means of energy use.	Yes

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)

Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

<p><i>Noise and Vibration</i> - The imposition of standard conditions will mitigate any noise and vibration during the construction of the development.</p>	<p>Yes</p>
<p><i>Natural Hazards</i> - There are no known natural hazards affecting the site.</p>	<p>Yes</p>
<p><i>Technological Hazards</i> - There are no known technological hazards affecting the site.</p>	<p>Yes</p>
<p><i>Safety, Security and Crime Prevention</i> - The proposed development complies with the relevant section of the QDCP 2012 on crime prevention through environmental design. Also refer to comments from the NSW Police earlier in this Report.</p>	
<p><i>Social Impact in the Locality</i> - Any social impacts should be positive, as the development will provide for the health needs of Queanbeyan's community.</p>	<p>Yes</p>
<p><i>Economic Impact in the Locality</i> - Minimal economic impacts from the development are anticipated.</p>	<p>Yes</p>
<p><i>Site Design and Internal Design</i> - The proposed development is considered to be generally well designed in an environmentally sensitive manner.</p>	<p>Yes</p>
<p><i>Construction</i> - The construction stage of the proposed development will have the potential to impact on adjoining properties and the environment for a short period of time. Any approval will be conditioned to ensure construction activities do not unreasonably impact on the adjoining properties and their occupants and the environment by way of noise, erosion and the like. These conditions are standard Council conditions of development consent.</p>	<p>Yes</p>
<p><i>Cumulative Impacts</i> - Cumulative impacts relate to the small impacts of developments in an area that when considered in unison can result in detrimental impact on the natural or built environment. It is considered that the proposal will not give rise to any adverse cumulative impacts.</p>	<p>Yes</p>

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)
Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

<i>The Suitability of the Site for the Development</i>	
<i>Does the proposal fit in the locality?</i> - The proposed development is considered to be compatible with the mixed industrial character of the locality. There are no physical constraints, heritage, threatened species, agricultural or mineral and extractive resource constraints, and the proposed development will not give rise to unmanageable transport demands. All services are available.	Yes
<i>Are the site attributes conducive to development?</i> – The site has been previously developed with a warehouse.	Yes
<i>Have any submissions been made in accordance with the Act or the Regulations?</i>	
<i>Public Submissions</i> – There were no public submissions.	Yes
<i>Submissions from Public Authorities</i> - The proposed development was forwarded to the Crime Prevention Officer at the NSW Police Monaro Local Area Command for comment in regard to Crime Prevention Through Environmental Design (CPTED) principles. After conducting a CPTED assessment the Police have identified the development as having a moderate crime risk. Refer to details of the Police recommendations earlier in this Report.	Yes
<i>The Public Interest</i>	
The proposed development is considered to be in the public interest to approve (with the recommended conditions).	Yes
<i>Government and Community Interests</i>	
It is considered that government and community interests will not be adversely affected by the proposed development.	Yes
<i>Section 94 Development Contributions</i>	
Contribution charges under Section 94 of the Environmental Planning and Assessment Act 1979 are not charged for this proposal. However Contributions under Section 64 of the Local Government Act 1993 apply to this proposal. The contributions are required due to the extra demand from the development on Council's services i.e. water, sewer.	Yes – Condition

8.2 Development Application 30-2016 - 181 Gilmore Road - Indoor Recreational Facility (Gym)

Attachment 1 - Council Meeting - 24 August 2016 - DA 30-2016 - Indoor Recreation Facility (Gym) - ATTACHMENT - Section 79C Table - Matters for Consideration (Continued)

Section 64 Contributions are applicable and the contributions of \$25205.25 have been levied on this development application. Refer to Engineers comments.	
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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

- ITEM 8.2 DEVELOPMENT APPLICATION 30-2016 - 181 GILMORE
ROAD - INDOOR RECREATIONAL FACILITY (GYM)
- ATTACHMENT 2 COUNCIL MEETING - 24 AUGUST 2016 - DA 30-2016 -
INDOOR RECREATION FACILITY (GYM) - ATTACHMENT -
PLANS

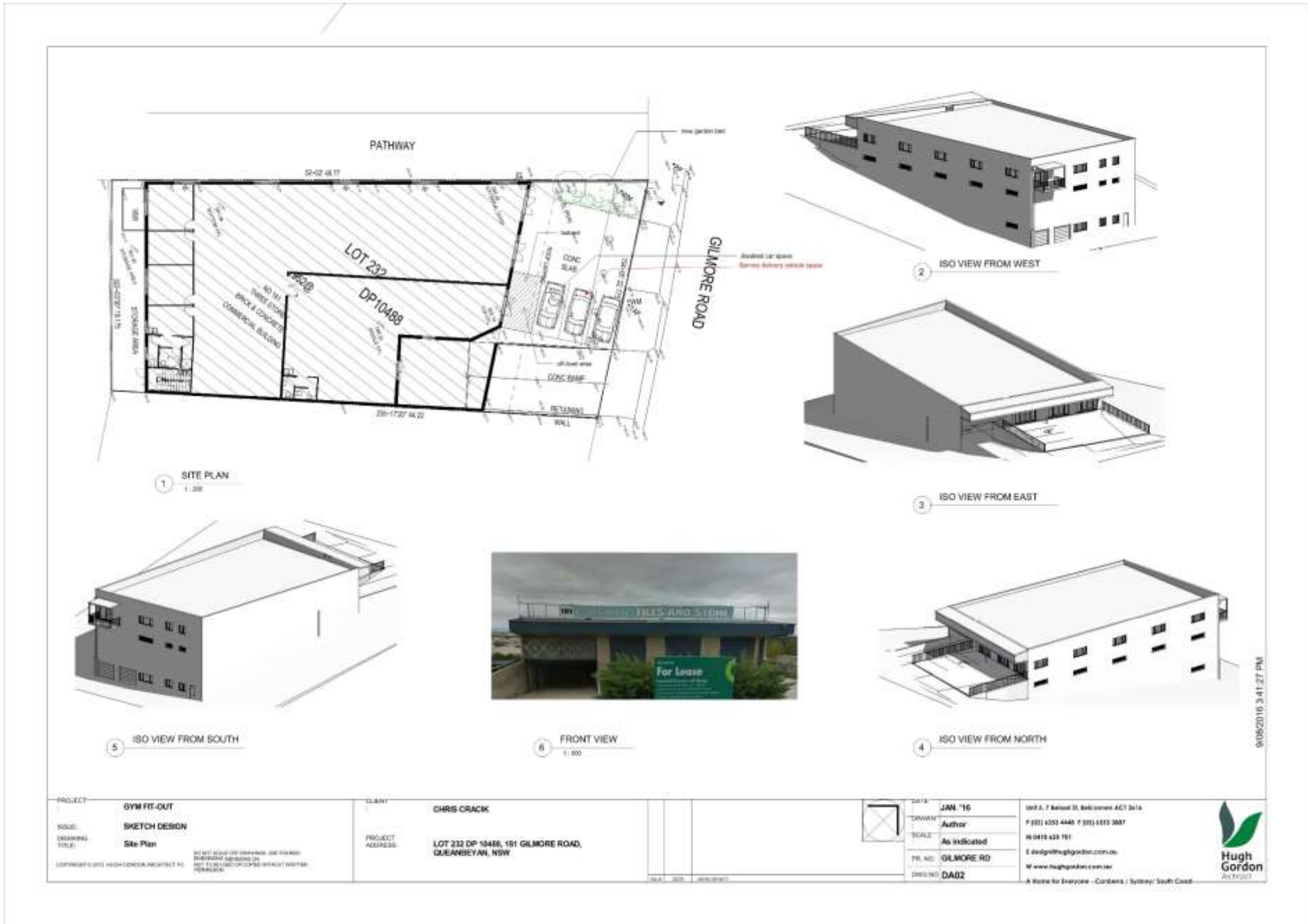
Gym Fit-Out, 181 Gilmore Road, Queanbeyan, NSW

DA01	Title
DA02	Site Plan
DA03	Existing Conditions - Ground Floor Plan
DA04	Existing Conditions - Mid Floor Plan
DA05	Existing Conditions - Lower Floor Plan
DA06.2	Proposed Works - Ground Floor Plan
DA07.3	Proposed Works - Mid Floor Plan
DA08	Elevations
DA09	Elevations



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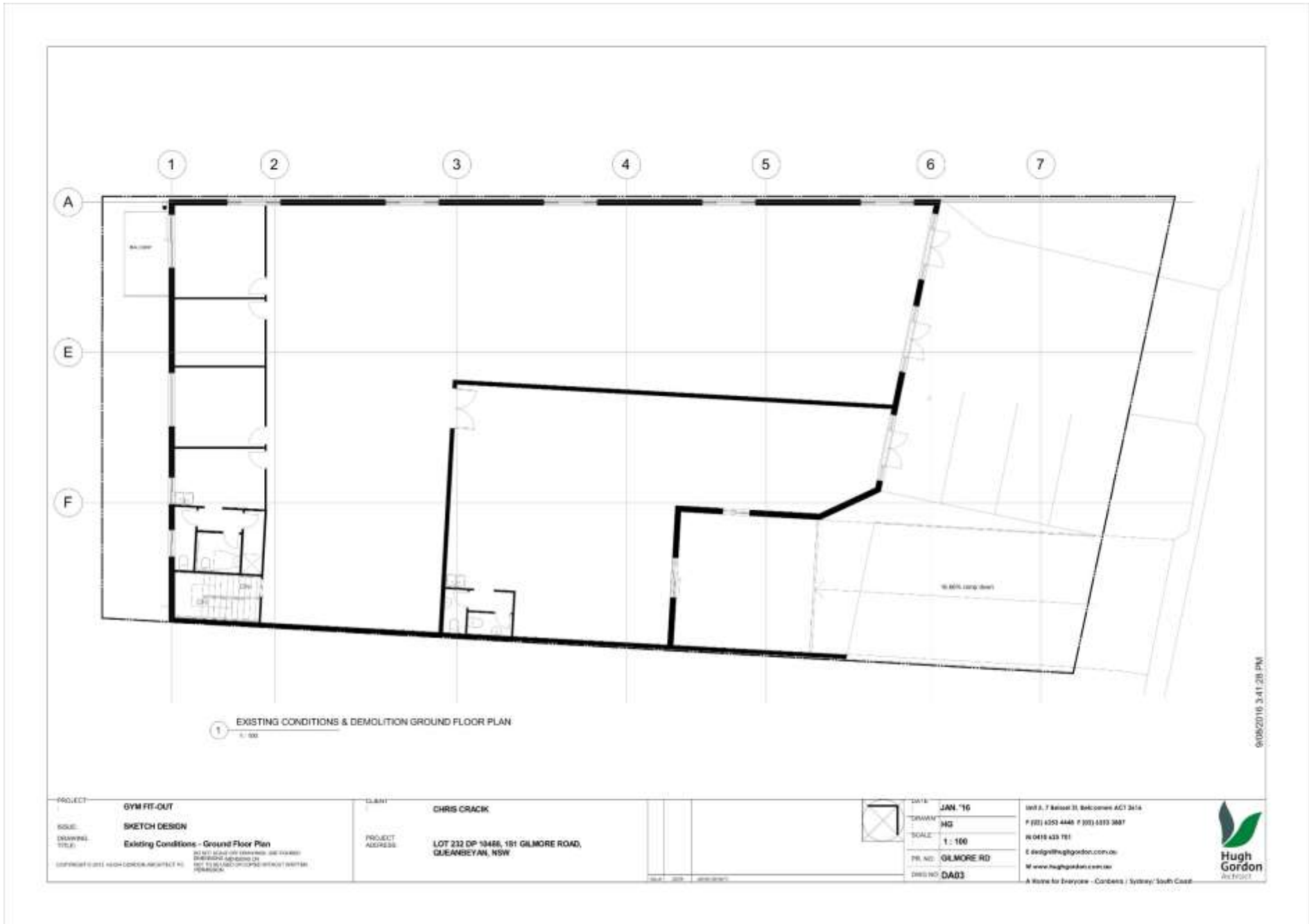
PROJECT GYM FIT-OUT		CLIENT CHRIS CRACK			DATE JAN '16	100 St. J. Belconnen ACT 2616 P (02) 4352 4446 F (02) 4313 9887 M 0410 433 781 E design@hughgordon.com.au W www.hughgordon.com.au	
ISSUE SKETCH DESIGN		PROJECT ADDRESS LOT 232 DP 10486, 181 GILMORE ROAD, QUEANBEYAN, NSW			SCALE AS SHOWN	PH. NO. GILMORE RD	
TITLE Title				DRAWN NG	DRAWING NO. DA01		

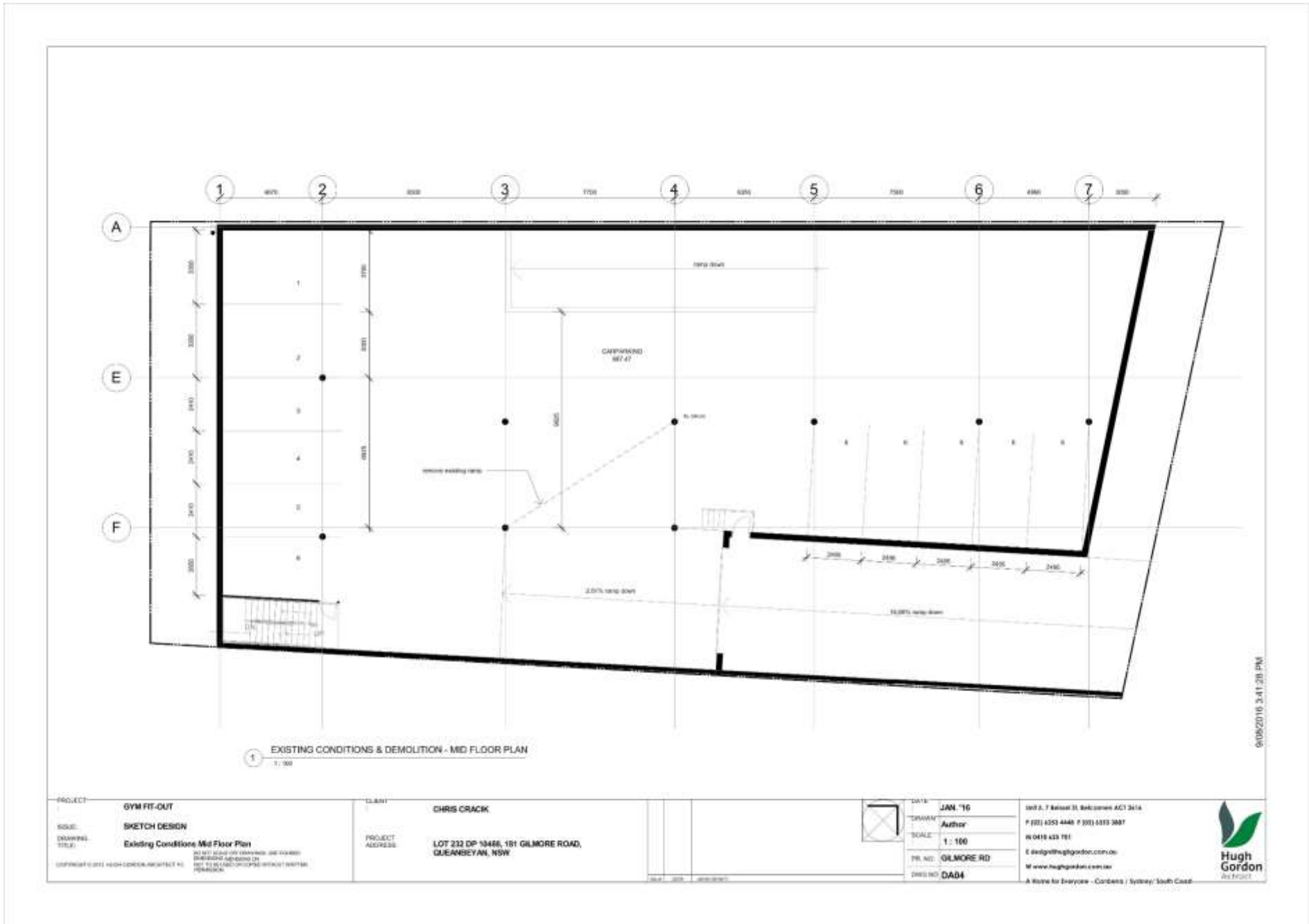


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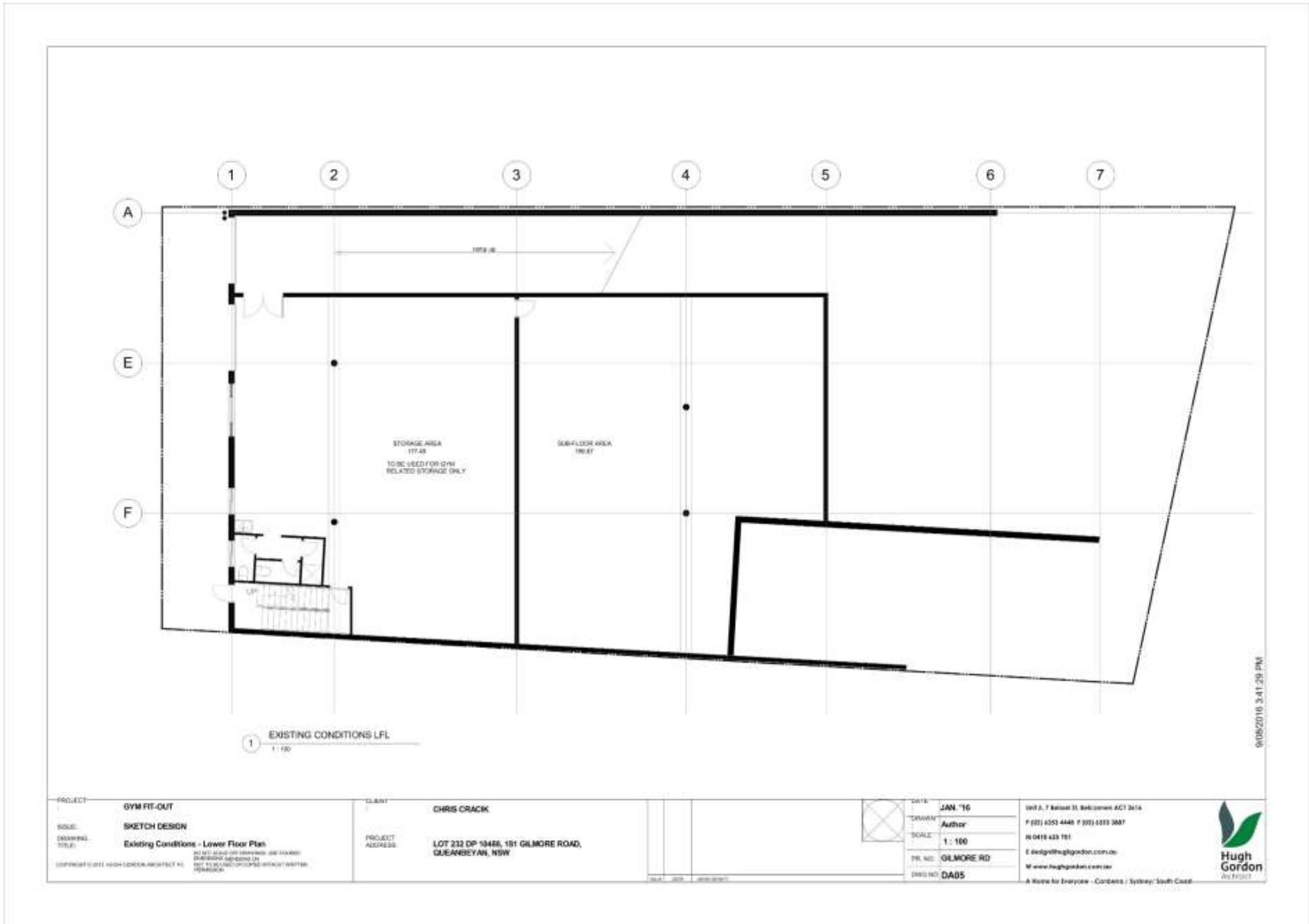
PROJECT GYM FIT-OUT ISSUE: SKETCH DESIGN TITLE: Site Plan <small>DO NOT SCALE OR DIMENSIONS ARE EXAGGERATED DIMENSIONS APPLICABLE TO ONLY TO RELATED SPECIFIC ELEMENTS WITHIN PARTICULAR</small>	CLIENT CHRIS CRACK PROJECT ADDRESS: LOT 232 DP 10488, 181 GILMORE ROAD, QUEANBEYAN, NSW	DATE: JAN '16 DRAWN: Author SCALE: As indicated PRJ. NO: GILMORE RD DWG. NO: DA02	181 St. J. Balcross St. Balcross NSW 2414 P (01) 4552 4444 F (01) 4513 3887 M 0410 433 781 E design@hughgordon.com.au W www.hughgordon.com.au A Home for Everyone - Concess / Sydney / South Coast
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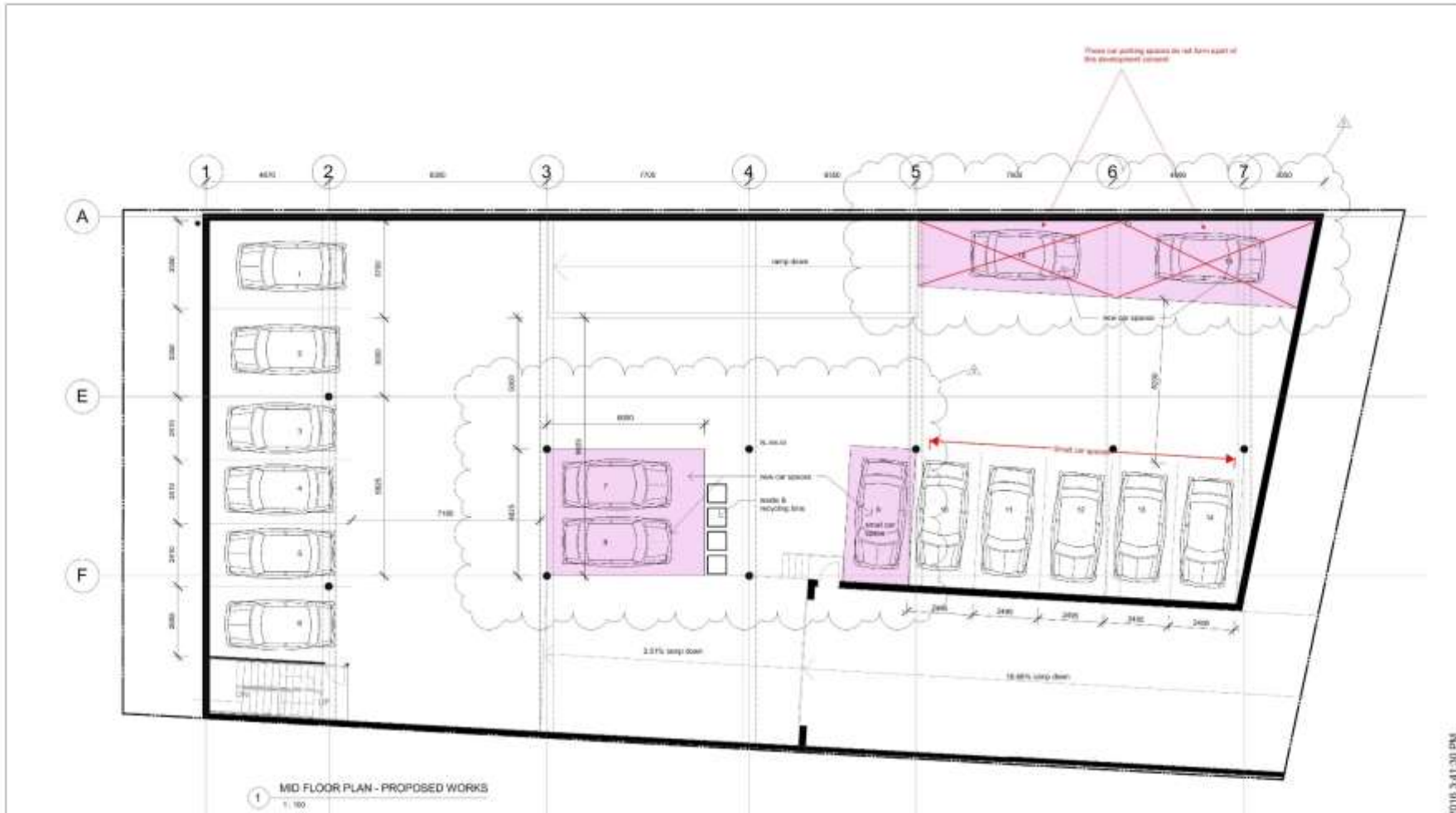






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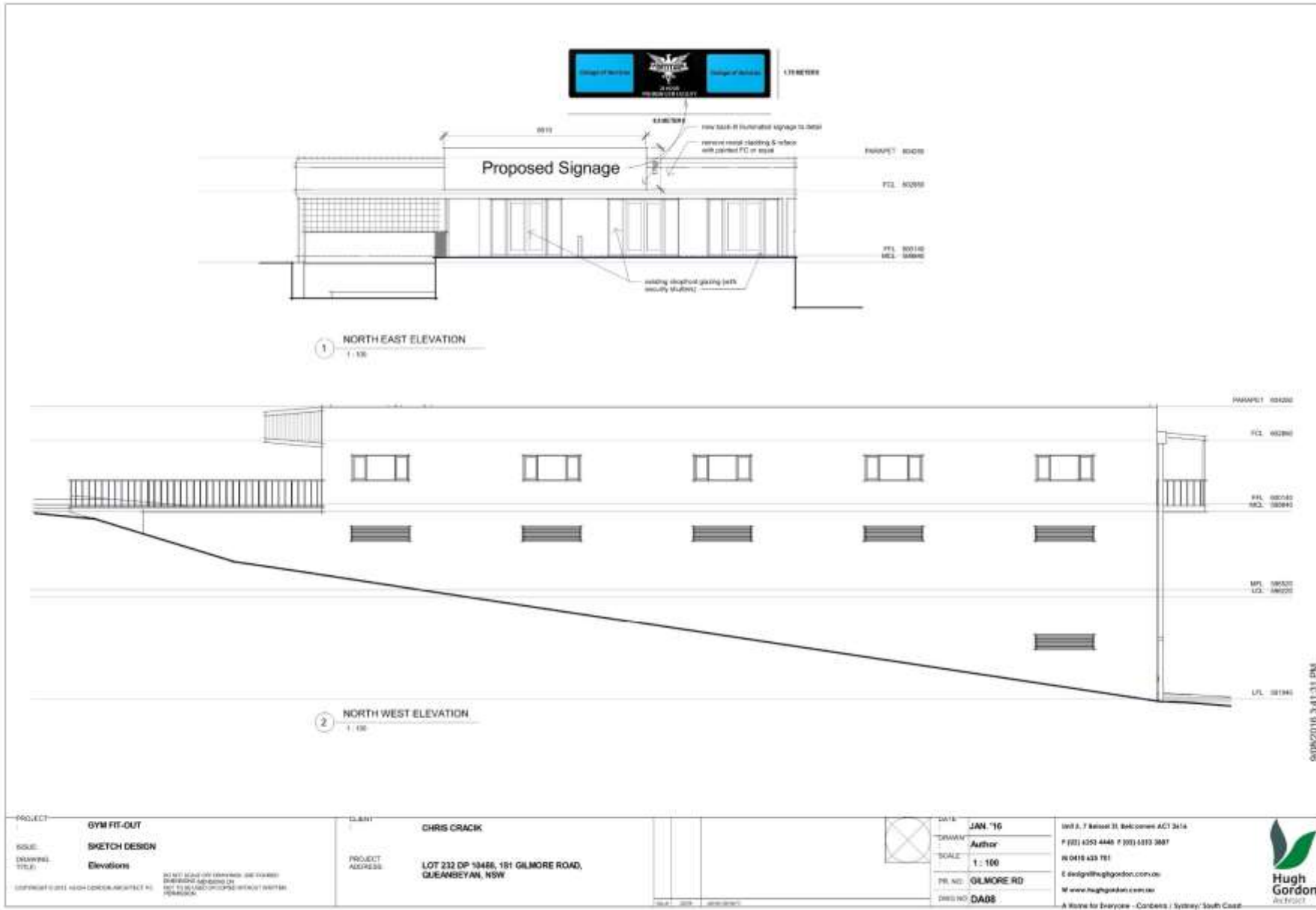


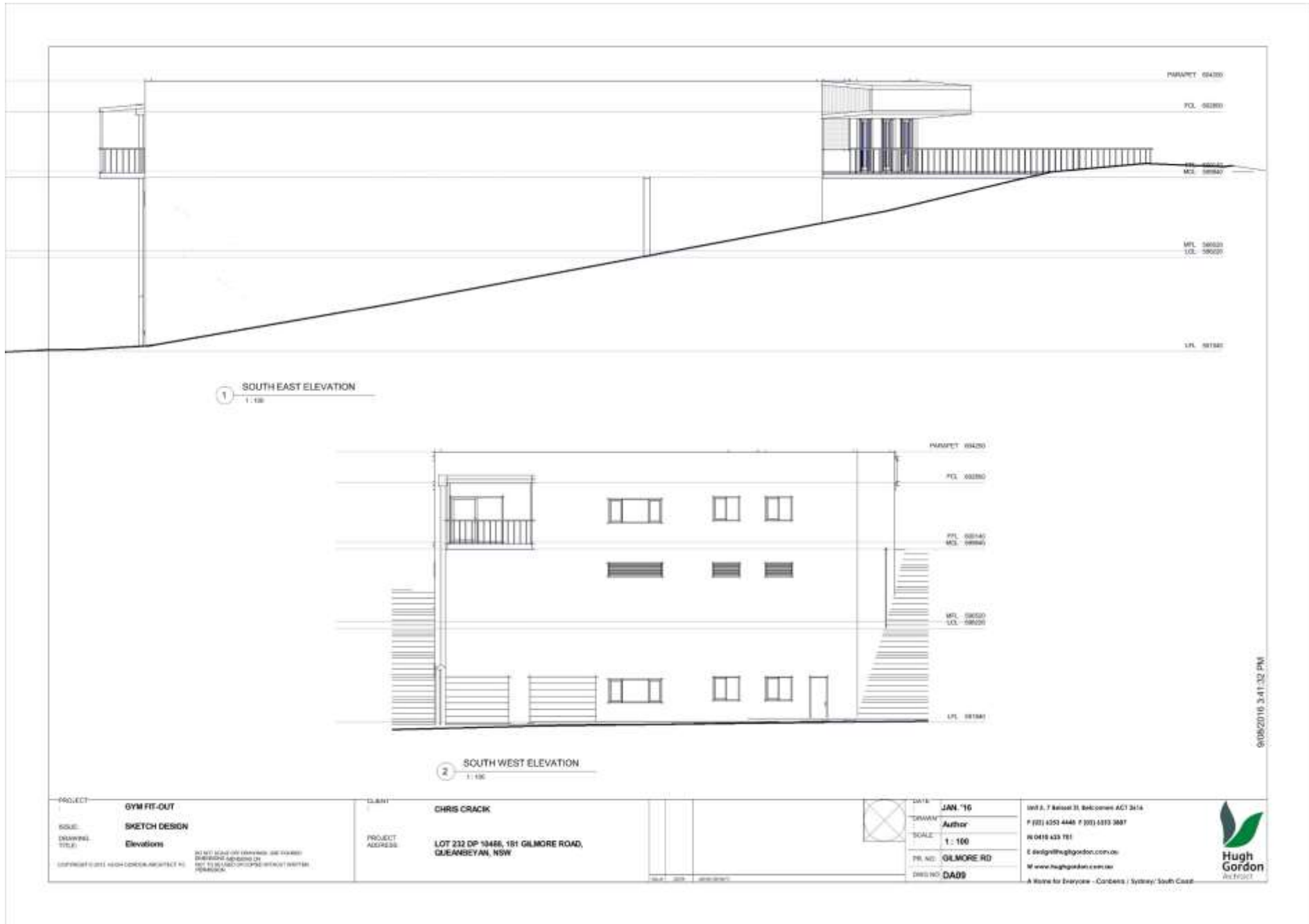


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PROJECT GYM FIT-OUT	CLIENT CHRIS CRACK	DATE JULY 16	ISSUE NO. 1
ISSUE SKETCH DESIGN	PROJECT ADDRESS LOT 232 DP 13486, 181 GILMORE ROAD, QUEANBEYAN, NSW	DRAWN Author	ISSUE NO. 1
TITLE Proposed Works - Mid Floor Plan		SCALE 1:100	ISSUE NO. 1
CONTRACTOR ALPHA DESIGN ARCHITECT PTY LTD		PROJECT NO. GILMORE RD	ISSUE NO. 1
		DRAWING NO. DA07.3	



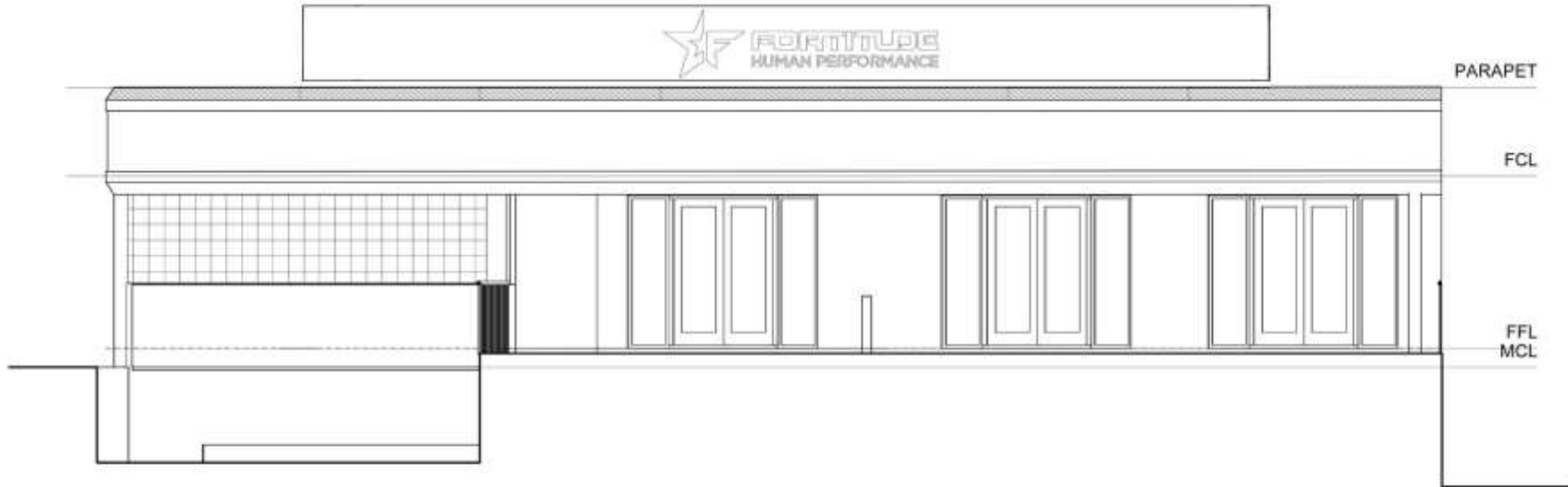




Existing:



Proposed:



NOTES:

Proposed signage will be the same size and positioning as existing 'Gilmore Stone and Tiles' sign.

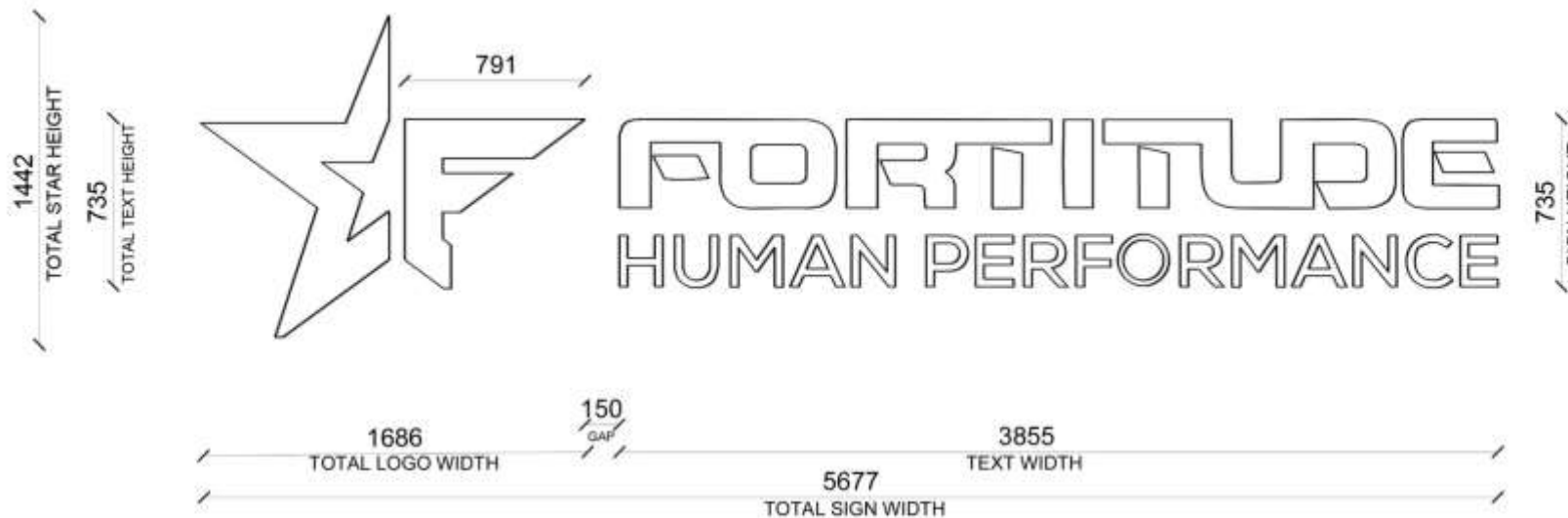
Illuminated backlit business signage with 3D lettering.

White front with white LED lighting, chrome/silver sides on 3D lettering.

Backboard will be black sheet metal to cover existing sign.

DRAWING SET:	BUILDING SIGNAGE	
DRAWN BY:	VASSILIKI ANASTASIOU	SHEET: 1 OF 2
CLIENT:	FORTITUDE HUMAN PERFORMANCE	SCALE: NO SCALE
TITLE:	BUILDING SIGN FRONT- ELEVATION	DATE: 09 AUG 2016





NOTES:

Dimensions of proposed signage will be kept the same as the existing.

See page 2 of 2 for positioning on building.

Illuminated backlit business signage with 3D lettering.

White front with white LED lighting. Chrome/silver sides on 3D lettering that will cover existing 'Gilmore Stone and Tiles' sign.

Backboard will be black sheet metal to cover existing sign.

DRAWING SET:	BUILDING SIGNAGE	
DRAWN BY:	VASSILIKI ANASTASIOU	SHEET: 2 OF 2
CLIENT:	FORTITUDE HUMAN PERFORMANCE	SCALE: NO SCALE
TITLE:	BUILDING SIGN FRONT-DIMENSIONS	DATE: 09 AUG 2016



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

- ITEM 8.2 DEVELOPMENT APPLICATION 30-2016 - 181 GILMORE
ROAD - INDOOR RECREATIONAL FACILITY (GYM)
- ATTACHMENT 3 COUNCIL MEETING - 24 AUGUST 201 - DA 30-2016 -
INDOOR RECREATION FACILITY (GYM) - ATTACHMENT -
DRAFT CONDITIONS

PRIOR TO COMMENCEMENT

1. BUILDING CONTRIBUTIONS TO BE PAID

Prior to the lodgement of the Notice to Commence Building Work and Appointment of a Principal Certifying Authority the contributions specified in Schedule 1 of this consent must be paid to Queanbeyan City Council under the provisions of Section 64 of the Local Government Act 1993 and Division 5 of Part 2 of Chapter 6 of the Water Management Act 2000.

REASON: To provide for the funding of augmentation and provision of services and community facilities. **(57.02)**

SITE MANAGEMENT DURING DEMOLITION AND CONSTRUCTION

2. HOURS OF OPERATION FOR WORKS

All works associated with the construction of this development must be carried out between the following hours:

Weekdays:	7.00am to 6.00pm
Saturdays:	8.00am to 4.00pm
Sundays and Public Holidays:	NIL

REASON: To reduce the chance of offensive noise being created and to minimise the impacts of the development in its locality. **(58.04)**

GENERAL CONDITIONS

3. IN ACCORDANCE WITH THE APPROVED PLANS

The development must be carried out generally in accordance with all of the documents accompanying the development application and with the plans bearing the Queanbeyan City Council approval stamp, and any amended plans approved under subsequent modification(s) to the development consent, except where varied by notations made in red ink by Queanbeyan City Council or conditions of approval.

In the event of any inconsistency between conditions of this consent and the drawings/documents referred to above, the conditions of this consent prevail.

REASON: To ensure the development is completed in accordance with the approved plans and the development consent. **(59.02)**

BUILDING

4. **COMPLY WITH THE BUILDING CODE OF AUSTRALIA**
All building work must be carried out in accordance with the requirements of the Building Code of Australia.

REASON: This is a prescribed condition under the provisions of clause 98 of the Environmental Planning and Assessment Regulation 2000. **(60.02)**

FIRE SAFETY MEASURES

5. **SUBMIT FINAL FIRE SAFETY CERTIFICATE**
At the completion of works, a Final Fire Safety Certificate detailing each essential fire safety measure provided in the building must be issued by the owner and must be submitted to Queanbeyan City Council. Copies the certificate must also be given to the Fire Commissioner and be prominently displayed in the building.

REASON: To ensure compliance with the Environmental Planning and Assessment Regulation 2000. **(61.02)**

6. **SUBMIT ANNUAL FIRE SAFETY STATEMENT**
Each year, the owner of the building must submit to Queanbeyan City Council an Annual Fire Safety Statement for the building. The Annual Fire Safety Statement must address each Essential Fire Safety Measure in the building.

REASON: To ensure compliance with the Environmental Planning and Assessment Regulation 2000. **(61.03)**

CARPARKING AND ACCESS

7. **CAR PARKING TO COMPLY WITH AS2890**
All car parks must comply with AS2890 – 2004 Parking Facilities, including one disabled car park.

REASON: To provide adequate off-street car parking. **(66.04)**

8. **ALL SURFACES TO BE CONCRETE OR BITUMEN SEALED**
All parking spaces, loading bays, driveways and turning aisles must be concrete or bitumen sealed, with all parking spaces line marked in accordance with AS2190-2004.

Spaces 9, 10, 11, 12, 13 and 14 are to be marked as ‘small car’ spaces.

REASON: To ensure car parking spaces are functional prior to use of the premises. **(66.06)**

SAFER BY DESIGN

9. LIGHTING IN CAR PARKS AND PUBLIC SPACES

Lighting throughout the car parking area and in public spaces must comply with AS 2890.1:2004 – Parking Facilities – Off-Street Car Parking and AS 1158 - Lighting for Roads and Public Spaces.

REASON: To ensure the provision of adequate lighting within the development. **(71.02)**

10. ENTRANCE LIGHTING FOR UNITS

A light must be installed to illuminate the entrance to the indoor recreation facility (Gym).

REASON: To ensure that entries are clearly identified. **(71.03)**

11. CCTV FOR ENTRIES

CCTV is to be installed at all entry points of the indoor recreation facility (Gym) as per the recommendations from the NSW Police contained within the Note at the end of this consent.

REASON: To provide additional surveillance to concealed areas. **(71.01)**

PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

12. OBTAIN OCCUPATION CERTIFICATE BEFORE OCCUPATION

Occupation or use of whole or part of the building must not commence unless an Occupation Certificate has been issued in relation to the building or part.

REASON: To satisfy the provisions of Section 109M of the Environmental Planning and Assessment Act 1979. **(78.02)**

PLUMBING AND DRAINAGE

13. PLUMBING AND DRAINAGE INSTALLATION REGULATIONS

Plumbing and drainage work must be carried out in accordance with the requirements of the Local Government (General) Regulation 2005, the Plumbing and Drainage Act 2011 and Regulations under that Act and with the Plumbing Code of Australia. Such work must be carried out by a person licensed by the NSW Department of Fair Trading.

REASON: This is a mandatory condition under the provisions of the Local Government (General) Regulation 2005. **(80.02)**

14. **INSPECTION OF PLUMBING AND DRAINAGE**
Plumbing and Drainage must be inspected by Queanbeyan City Council at the relevant stages of construction in accordance with Council's inspection schedule.

REASON: To ensure compliance with the inspection requirements of Plumbing and Drainage Regulation 2012 and Council's inspection schedule. **(80.03)**

15. **FLOOR LEVEL TO BE 150mm ABOVE YARD GULLY**
The floor level of areas with fixtures connected to sewer must be at least 150mm above overflow level of the yard gully and surface water must be prevented from entering the yard gully.

REASON: To ensure any sewage surcharges occur outside the building and to prevent surface water from entering the sewerage system. **(80.05)**

16. **HEATED WATER NOT TO EXCEED 50 DEGREES C**
All new heated water installations, must deliver hot water at the outlet of all sanitary fixtures used primarily for personal hygiene purposes at a temperature not exceeding 50° Celsius.

REASON: To prevent accidental scalding. **(80.07)**

NOTE

NSW POLICE ADVISORY NOTES – CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

The NSW Police provide the following advice in relation to the development and crime prevention through environmental design principles.

Surveillance

- 1. Cameras should be installed both within and around the business to maximise surveillance opportunities.**
- 2. Cameras should monitor the internal stair access to the underground carpark.**
- 3. TV monitors should enable nominated members to monitor activities on the camera.**
- 4. Recording equipment should be installed away from general public access to avoid tampering.**

5. **Mirrors should be implemented in areas may block natural or CCTV surveillance.**

Landscaping

1. **It is noted that ground covers, small shrubs and trees will be used to decorate the entrance area to the building. However, their positioning may block the view of passer-by's to the window areas and also creates concealment areas between the building and the street. To assist in reducing the likelihood of crime in this area it is important that shrubs are kept under 70cm of height and lower tree limbs are cleared to above head height.**
1. **A landscaping maintenance policy should be implemented for this location.**

Lighting

1. **A lighting maintenance policy needs to be established for the development.**
1. **Ensure the security lighting is installed to create an even distribution of light with no glare.**
2. **Ensure all lighting implemented is compatible with any CCTV system installed. This will ensure images obtained of a night time are still adequate to identify distinguishing features of possible offenders.**

Space / Activity Management

1. **It is recommended that small signs be placed in the front window area, and/or gate area and/or car park stair entry area that indicate 'no cash is kept on premises', that the area is 'monitored by a CCTV and alarm system', that the area has 'random security patrols' and warning that 'trespassers will be prosecuted'. These simple measures can assist in deterring 'would be' criminals committing crime at this location.**
1. **A graffiti management plan needs to be incorporated into the maintenance plan for the development. Research has shown that the most effective strategy for reducing graffiti attacks is the quick removal of such material generally with a forty-eight hour period.**

Access Control

- 1. The main entry/exit points for this development should be fitted with single cylinder locksets (Australia and New Zealand Standards — Locksets), which comply with the Building Code of Australia.**

- 1. The windows should also be fitted with key operated locksets (Australia and New Zealand Standard — Lock Sets) to restrict unauthorized access to the development.**

- 2. Windows can also be re-enforced to restrict unauthorised access by:**
 - a. Applying a shatter resistant film; and**
 - b. Replacing the existing glass with laminated glass.**

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

- | | |
|--------------|--|
| ITEM 8.3 | PLANNING PROPOSAL FOR JUMPING CREEK |
| ATTACHMENT 1 | DRAFT PLANNING PROPOSAL FOR DEFERRED AREAS
AT JUMPING CREEK |



Planning Proposal Jumping Creek Queanbeyan

*Section 55 Environmental Planning
and Assessment Act, 1979*



Reference: SF140635
C1623838

Zoning of Deferred Areas at Jumping Creek

Zoning of Deferred Areas at Jumping Creek

Table of Contents

Introduction	4
Figure 1: Land Subject to the Planning Proposal	4
Figure 2: The Deferred Areas subject to the Planning Proposal	5
Part 1 - Objectives or Intended Outcomes	6
Part 2 - Explanation of Provisions	7
Part 3 - Justification	8
Section A – Need for the Planning Proposal	8
Section B – Relationship to Strategic Planning Framework	9
Section C – Environmental, Social and Economic Impact	11
Section D – State and Commonwealth Interest	12
Part 4 - Mapping	12
Part 5 - Community Consultation	12
Part 6 - Project Timeline	13
Appendix A – Draft Maps as Amended	14
Height of Buildings Map (Sheet HOB_006)	14
Key Sites Map (Sheet KYS_001)	15
Land Application Map (Sheet LAP_001)	16
Lot Size Map (Sheet LSZ_005)	17
Lot Size Map (Sheet LSZ_006)	18
Lot Size Map (Sheet LSZ_009)	19
Lot Size Map (Sheet LSZ_010)	20
Land Zoning Map (Sheet LZN_006)	21
Scenic Protection Map (Sheet SCP_001)	22
Urban Release Area Map (Sheet URA_001)	23
Appendix B – Applicable Section 117 Directions	24

Zoning of Deferred Areas at Jumping Creek

Introduction

The purpose of this planning proposal is:

1. to rezone certain deferred land at Jumping Creek in Queanbeyan for the purposes of environmental living;
2. to amend the lot size maps for Jumping Creek to facilitate appropriate subdivision and development of the site;
3. to amend the height of buildings map as it applies to the deferred land at Jumping Creek;
4. to extend Council's existing scenic protection provisions to cover the lands proposed to be rezoned; and
5. to remove the site's designation as an 'urban release area' for the purposes of Part 6 of *Queanbeyan Local Environmental Plan (LEP) 2012* in recognition there are unlikely to be any State infrastructure requirements for the site.

Site Overview

The Jumping Creek site (Figure 1) is approximately 96.43ha in area and is located near the locality of Greenleigh, approximately 3km south-east of the Queanbeyan CBD.

The site is a combination of undulating and flatter land, bounded by Greenleigh Estate (zoned E4 Environmental Living) to the north-west, the Queanbeyan River to the west, and steep escarpments to the north, east and south east (parts of which lie within the Cuumbeun Nature Reserve). Most of the surrounding escarpment land is zoned E2 Environmental Conservation. There are two existing deferred areas at Jumping Creek that are also the subject of this planning proposal (Figure 2).

Figure 1: Land Subject to the Planning Proposal



Zoning of Deferred Areas at Jumping Creek

Figure 2: The Deferred Areas subject to the Planning Proposal



Site History

The planning and rezoning of land at Jumping Creek has a long history. Initial studies were undertaken in the late 1980s and continued over a number of years. Rezoning of the land stalled in the mid-1990s after significant contamination risks were identified on the site as a consequence of mining that had occurred at Jumping Creek in the past. Issues were also raised by State Government agencies in respect of the capability of some areas of the site to accommodate urban development given its slope and geology.

In 2007, preliminary investigations were undertaken by Canberra Investment Corporation (CIC) to investigate options to progress rezoning of the site. Advice from Council, the Department of Planning & Environment (DPE) and the Office of Environment & Heritage (OEH) in 2008 was that both a formal contamination assessment (consistent with *State Environmental Planning Policy (SEPP) 55 - Remediation of Land*) and a geotechnical assessment/urban capability study needed to be undertaken before any proposal to rezone the site could be further considered. A Site Audit Report was eventually prepared for the area in respect of contamination, and this was subsequently endorsed by an accredited site auditor in August 2010. Accordingly, contamination issues associated with the land are now considered to have been resolved.

Jumping Creek was then largely rezoned for environmental living, private recreation and environmental conservation under the *Queanbeyan LEP 2012*, providing for approximately 250 residential lots. However at that time it was considered there was still insufficient geotechnical information available to justify rezoning some lands to the south west of the site. These lands were then deferred when the LEP was made. Subsequent studies have now been undertaken and Council is satisfied these support the rezoning of the deferred lands. Accordingly, one of the objectives of this planning proposal is to rezone these deferred lands at Jumping Creek from 1(a) Rural A under *Queanbeyan Local Environmental Plan 1991* to E4 Environmental Living under *Queanbeyan LEP 2012*.

Further, when the site was rezoned under *Queanbeyan LEP 2012*, a lot size map was introduced for the subject land that did not correctly assign an appropriate minimum lot size to facilitate future subdivision of the site in a manner that reflected the zoning of the land at that time. This oversight applies predominantly to the existing E2 Environmental Conservation land but also to some of the proposed E4 Environmental Living land. Accordingly, this planning proposal also intends to amend the lot size map to better reflect the zoning of the land in order to facilitate appropriate subdivision in the future.

Zoning of Deferred Areas at Jumping Creek

It is also intended to extend Council's existing Scenic Protection Map (SCP_001) to cover the deferred land given areas of the site are visually prominent and are located near the Cuumbeun Escarpment. This will ensure any future development has regard to potential scenic impacts.

Additionally, when the majority of the site was rezoned under *Queanbeyan LEP 2012*, it was also identified as an 'urban release area' for the purposes of Part 6 of the LEP. This requires the Secretary of the Department of Planning and Environment (DPE) to issue 'satisfactory arrangements' in respect of the provision of any State infrastructure prior to the subdivision of any land. DPE have requested this be removed as it is unlikely any State infrastructure will subsequently be required to support the development. However, it is still intended that the land be identified as a 'key site' for the purposes of ensuring a development control plan is prepared for the site prior to any development occurring. Accordingly the existing Urban Release Area Map (URA_001) will need to be amended to remove Jumping Creek from its application. Additionally, both a new Key Sites Map and a new clause will need to be drafted to give effect to this approach. This will be modelled on the approach used in the *Tweed Local Environmental Plan 2014* (clause 7.13).

The planning proposal has been prepared following considerable discussion with the proponents, the Office of Environment and Heritage and the Department of Planning and Environment over many years. As a result of these discussions, Council concluded that the key areas of concern that required further investigation were geotechnical stability, water quality and biodiversity. Further analysis of these issues has now been undertaken by the proponent at Council's request and Council has formed the view no issues have been identified at this preliminary stage that should prevent a planning proposal being progressed.

As required by Section 55 of the *Environmental Planning and Assessment Act 1979*, this Planning Proposal includes the following:

- a statement of the objectives or intended outcomes of the proposed instrument;
- an explanation of the provisions that are to be included in the proposed instrument;
- the justification for those objectives, outcomes and provisions and the process for their implementation (including whether the proposed instrument will comply with relevant directions under section 117);
- plans showing the proposed amendments to the relevant maps to indicate the effect of the proposal; and
- details of the proposed community consultation.

This planning proposal has been prepared having regard to "A Guide to Preparing Local Environmental Plans (April 2013)" and "A Guide to Preparing Planning Proposals (October 2012)" published by the Department of Planning and Environment (DPE).

Part 1 - Objectives or Intended Outcomes

As noted, the objectives of this planning proposal are:

1. to rezone certain deferred land at Jumping Creek in Queanbeyan for the purposes of environmental living;
2. to amend the existing lot size map for Jumping Creek to facilitate appropriate subdivision and development of the site;
3. to amend the height of buildings map as it applies to the deferred land at Jumping Creek;
4. to extend Council's existing Scenic Protection Map (SCP_001) to cover the deferred land proposed to be rezoned; and
5. to remove the site's designation as an 'urban release area' for the purposes of Part 6 of *Queanbeyan Local Environmental Plan (LEP) 2012* in recognition there are unlikely to be any State infrastructure requirements for the site.

Zoning of Deferred Areas at Jumping Creek

The intended outcomes of the amended planning proposal are to allow for low-impact sustainable residential development consistent with the topography and urban capability of the site whilst protecting local environmental values, particularly in regard to water quality and potential impacts on the platypus population in the Queanbeyan River. It is considered that the proposed E4 Environmental Living zoning can achieve this and benefit the environment by formalising and managing the land which has been somewhat degraded and weed infested for many years.

Part 2 - Explanation of Provisions

This planning proposal will be given effect through an amendment to *Queanbeyan Local Environmental Plan 2012*. Terms used in this description have the same meaning as in the *EP&A Act* and the *Queanbeyan Local Environmental Plan 2012*.

1. To rezone certain deferred land at Jumping Creek in Queanbeyan for the purposes of environmental living.

This element of the planning proposal is intended to be given effect as set out below:

- Applying an E4 Environmental Living Zone to those two parts of the site presently identified as 'Deferred Matter' on the Queanbeyan LEP's Land Zoning Map (Sheet LZN_006). See Appendix A.
- Reconfiguring the applicable Building Height Map (HOB_006) and Lot Size Map (LSZ_006) that apply to this land to correspond with the revised zoning. See Appendix A.
- Removing Jumping Creek as a 'Deferred Matter' from the Land Application Map (LAP_001). See Appendix A.

2. To amend the existing lot size map for Jumping Creek to facilitate appropriate subdivision and development of the site.

This element of the planning proposal is intended to be given effect by amending the existing Lot Size Maps (Sheets LSZ_005, LSZ_006, LSZ_009 and LSZ_010) that apply to the land in a manner that will facilitate appropriate subdivision and development of the site. See Appendix A.

3. To extend Council's existing Scenic Protection Map to cover the deferred land proposed to be rezoned.

This element of the planning proposal will be given effect by amending the existing Scenic Protection Map (SCP_001) applying under *Queanbeyan LEP 2012*. See Appendix A.

4. To remove the site's designation as an 'urban release area' for the purposes of Part 6 of Queanbeyan Local Environmental Plan (LEP) 2012 in recognition there are unlikely to be any State infrastructure requirements for the site.

This element of the planning proposal is intended to be given effect as set out below:

- Amending the Urban Release Area Map (URA_001) to remove the Jumping Creek Area. See Appendix A.
- The introduction of a new Key Sites Map (KYS_001) that identifies the Jumping Creek site. See Appendix A. This map will be given effect by the introduction of the following clause into the LEP:

7.12 Development requiring the preparation of a development control plan

- (1) *The objective of this clause is to ensure that development on certain land occurs in accordance with a site-specific development control plan.*

Zoning of Deferred Areas at Jumping Creek

- (2) *This clause applies to development on land identified as "Key Site" on the Key Sites Map.*
- (3) *Development consent must not be granted for development on land to which this clause applies unless a development control plan that provides for the matters specified in subclause (4) has been prepared for the land.*
- (4) *The development control plan must provide for all of the following:*
 - (a) *design principles drawn from an analysis of the site and its context,*
 - (b) *phasing of development,*
 - (c) *distribution of land uses, including open space,*
 - (d) *subdivision pattern and provision of services,*
 - (e) *building envelopes and built form controls,*
 - (f) *impact on, and improvements to, the public domain,*
 - (g) *identification and conservation of native flora and fauna habitat and habitat corridors on the site, including any threatened species, populations or ecological communities,*
 - (h) *identification, extent and management of watercourses, wetlands and riparian lands and any buffer areas,*
 - (i) *environmental constraints, including climate change, acid sulfate soils, flooding, contamination and remediation.*

An amending Map Cover Sheet will also need to be prepared to reflect the above changes.

Draft versions of the all proposed maps are attached to this Planning Proposal, at Appendix A.

Part 3 - Justification

Section A – Need for the Planning Proposal

The planning proposal is required to rezone the lands that were deferred when Council's standard instrument LEP was finalised in 2012 when the majority of Jumping Creek was previously rezoned. At that time it was decided to defer the subject lands as it was determined a more thorough investigation in respect of geotechnical and water quality issues needed to occur.

1. Is the planning proposal a result of any strategic study or report?

Yes. This planning proposal conforms to Council's *Residential and Economic Strategy 2015 - 2031* in that it completes the residential subdivision at Jumping Creek identified on the Strategy Map. In consultation with the Office of Environment & Heritage, both Council's engineering and planning staff are satisfied that developers have demonstrated that the subject lands are suitable for residential development having regard to slope, soil stability, storm water quantity, sediment control and environmental values.

The following studies have been prepared to support the planning proposal:-

- Flora and Fauna Assessment
- Aquatic Ecology Impact Assessment
- Urban Capability Study
- Site Environmental Management Plan
- Geotechnical Assessment
- Site Investigation Report
- Bushfire Assessment

Zoning of Deferred Areas at Jumping Creek

Council has had particular regard to the Geotechnical Assessment by Douglas and Partners August 2015 and the Urban Capability Assessment by Calibre. There has also been ongoing communication between Council staff and the Office of Environment and Heritage. Staff from both offices including engineering staff have attended a site visit where the proposed access road and the proposed subdivision was marked out by the developer by walking the land.

With this knowledge appropriate zones for the land have been drafted and Council will remain open to any further studies that the Department may require to inform the planning proposal. However at this time, Council is of the view all necessary studies have been carried out either historically or more recently to inform the proposal.

2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

Yes. The planning proposal stems from Council's decision not to zone two portions of the site when it finalised its new principal standard instrument LEP in 2012 and therefore the former environmental planning instrument zoning of 1(a) Rural A under the *Queanbeyan LEP 1991* still applies. The only way to have those two 'deferred' portions of the site zoned as proposed is to amend the LEP. The principal LEP is not due for review for a number of years. As such, this planning proposal is considered the best, most efficient and most time effective way of achieving the objective of zoning the 'deferred portions' of the site to allow for low-impact residential development.

Section B – Relationship to Strategic Planning Framework

1. Is the planning proposal consistent with the objectives and actions contained within the applicable regional, sub-regional strategy or local strategy?

Yes. The proposal will remove the 'deferred matter' status of the subject sites and allow the exhibited land use and development standards of the *Queanbeyan Local Environmental Plan 2012* to be applied to the land. This will better allow the Council in meeting current regional and sub-regional strategies (including the *Sydney to Canberra Corridor Regional Strategy* and exhibited draft strategies) by applying the Standard Instrument LEP to the site. This will remove uncertainty with regards to planning controls and development standards that apply to the land.

In addition to this, by applying the E4 Environmental Living zoning to the subject site, some of the key objectives of the *Sydney to Canberra Corridor Regional Strategy* can be achieved. In particular the areas of delivering suitable housing supply and managing the environmental impact of settlements by focusing new urban development within the existing identified growth areas such Queanbeyan.

The proposal is also consistent with the reviewed *Queanbeyan Residential and Economic Strategy 2031*. This strategy has identified the potential for future greenfield developments to deliver local housing supply in a manner that facilitates housing choice and affordability into the future.

2. Is the planning proposal consistent with Council's Community Strategic Plan

Yes. The planning proposal is considered to be consistent with the *Queanbeyan City Council Community Strategic Plan 2013-2023* in that it will provide for high quality and diverse housing whilst responding to the environmental values of the site and the river. See Table 1 below.

Table 1:



Zoning of Deferred Areas at Jumping Creek

Community Strategic Plan 2013-23	LEP Amendments/ Planning Proposal
Promote high quality, affordable, diverse and accessible private and public housing to meet the different socio-economic demands.	The planning proposal intends to rezone the land from rural to residential at varying lot sizes providing for high quality private housing.
Key Directions: <ul style="list-style-type: none"> • Consider the environmental impacts of future planning • Care for the Queanbeyan River. 	The planning proposal has considered the impact on the natural environment from a visual impact perspective as well as considering the impact that residential development may have on the water quality of the Queanbeyan River and on biodiversity with particular regard to the platypus population.

3. Is the planning proposal consistent with applicable State Environmental Planning Policies?

Council has considered all *State Environmental Planning Policies* (SEPP's) and those set out in Table 2 below are considered relevant to the planning proposal in this instance. Council is of the view there are no inconsistencies with either SEPP in this instance.

Table 2: Relevant SEPP's

Relevant SEPP	Requirement	Consistency of Planning Proposal
SEPP No. 55 – Remediation of Land	When carrying out planning functions under the EP&A Act (including undertaking LEP amendments), SEPP 55 requires that a planning authority must consider the possibility that a previous land use has caused contamination of the Site as well as the potential risk to health or the environment from that contamination.	A Remediation Action Plan (RAP) prepared for the site in 2010 (Coffey, 2010), describes remediation requirements for two former mine site areas, Mine Site 3 and Mine Site 4. Included in the remediation strategy for these areas is implementation of a clean cap over areas containing elevated levels of heavy metals (mainly arsenic, copper, lead and zinc), to enable open space use within the development. The capped areas are to be managed in accordance with the Site Environmental Management Plan (see Appendix F of accompanying studies).
SEPP (Rural Lands) 2008	The SEPP aims to facilitate economic use and development of rural lands, reduce land use conflicts and provides development principles.	The development of the deferred areas to E4 Environmental Living does not involve fragmentation of agricultural land as the land is heavily weeded and unproductive. As such this Planning Proposal will not affect the operation of this SEPP. It also reinforces the Rural Subdivision Principles by ensuring that Community Title subdivision does not undermine the existing minimum lot size for the land in the E4 Environmental Living zone.

4. Is the planning proposal consistent with applicable Minister Directions (s.117 Directions)?

Each applicable s117 Ministerial Direction is listed at Appendix B with an annotation stating whether it is relevant to the planning proposal and confirming its consistency. Council is of the view any inconsistencies can be justified or are of minor significance only.

Zoning of Deferred Areas at Jumping Creek

Section C – Environmental, Social and Economic Impact

1. Is there any likelihood that critical habitat or threatened species, population or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

A comprehensive flora and fauna study was undertaken for the entire Jumping Creek site as part of the comprehensive *Queanbeyan Local Environmental Plan 2012*. Other studies have also been undertaken since the proposal was originally raised in the late 1980s. Further studies have been undertaken in respect of the deferred lands to be rezoned under this proposal (see accompanying studies Appendix C - Flora and Fauna Assessment). It has determined no critical habitat, threatened species, populations, ecological communities or their habitats will be adversely affected as a result of the proposal.

In addition to this, a detailed Aquatic Ecology Assessment has been undertaken (see accompanying studies Appendix D - Aquatic Ecology Impact Assessment). This Aquatic Ecology Assessment concludes that with mitigation measures in place there would be a low risk to the environmental values of Jumping Creek and Queanbeyan River. These mitigation measures include maintaining the proposed bio-retention ponds, minimising the use of concrete pipes, minimising exotic deciduous street trees, the removal of weeds and restoration of riparian corridors, erosion and sediment controls, provision of fish passage, and installation of gross pollutant traps.

2. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

Concerns in relation to water quantity, soil erosion, water quality were also reasons for deferral. As such, further investigations have been carried out to address these issues.

These detailed assessment found that a residential development within the currently zoned Deferred Area will have no adverse effects on the environment, with the management measures proposed. These management measures include the control of sediment runoff during both civil and housing construction phases. The use of rainwater tanks, gross pollutant traps and bio-retention basins for the treatment of stormwater runoff. These assessments have also found that development of the deferred areas will have no impact on the 1 and 100 ARI storm event peak flows at the confluence of Jumping Creek and Queanbeyan River. For further detail please refer to accompanying studies Appendix E - Urban Capability Study.

In addition to these, a detailed Site Environmental Management Plan has been also prepared for the site to facilitate effective management of the capping structure installed on the Mine Site 4 area to ensure continued protection of site occupants from site contamination associated with natural mineralization. Further detail has been documented in the accompanying studies under Appendix F - Site Environmental Management Plan.

Assessment was also carried out to address the NSW Office of Environment & Heritage (OEH) concerns with respect to soil erodibility and dispersion. This study confirms that the majority of the site is suitable from a geotechnical perspective for residential development. The study identifies development constraints and subsequent remedial and control measures including conceptual comments on design and construction aspects. For further detail please refer to accompanying studies Appendix G - Geotechnical Assessment.

Zoning of Deferred Areas at Jumping Creek

3. How has the planning proposal adequately addressed any social and economic effects?

The proposal seeks to create additional residential lands to increase housing supply to meet the demand for population growth and improve housing choice and affordability in accordance with the principles of the *Queanbeyan Residential and Economic Strategy 2031*.

Applying the proposed zoning to the site will provide for low-impact residential development and ensure Queanbeyan's economic sustainability and deliver the relevant outcomes and actions of the *Sydney-Canberra Corridor Regional Strategy 2006-2031*.

Section D – State and Commonwealth Interest

1. Is there adequate public infrastructure for the planning proposal?

There is adequate public infrastructure to the subject site to meet the needs of future residents. Road access to the site would be via the yet to be constructed Ellerton Drive extension. For further detail in this regard please refer to accompanying studies Appendix H - Site Investigation Report.

2. What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?

The preparation of this planning proposal has involved considerable consultation and liaison with a number of parties, including the NSW Department of Planning and Environment, the NSW Office of Environment & Heritage (OEH), and the NSW Office of Water (NOW).

It is anticipated that, if approved at the Gateway, the Planning Proposal process will involve further consultation with both the OEH & NOW, and that such consultation will be confirmed with the Gateway determination.

Part 4 - Mapping

As indicated, the Planning Proposal would require amendments to the following LEP maps:

- Land Zoning Map (Sheet LZN_006),
- Lot Size Maps (Sheets LSZ_005, LSZ_006, LSZ_009 and LSZ_010),
- Height of Building map (Sheet HOB_006) maps,
- Urban Release Area Map (URA_001),
- Scenic Protection Map (Sheet SCP_001), and
- Land Application Map (Sheet LAP_001).

A new 'Key Sites Map' has also been prepared. Drafts of all maps are attached to this Planning Proposal, at Appendix A.

Those maps have been prepared in accordance with the Standard technical requirements for LEP maps, using the same format template, colours, zone names, etc, as required under the Department's guidelines.

Part 5 - Community Consultation

CIC Australia has been involved in consultation with NSW Office of Environment & Heritage (OEH), and the NSW Office of Water (NOW) as well as the then Queanbeyan City Council in relation to the proposed rezoning for many years. As agreed with both the OEH, NOW and Council a Planning Proposal was to be submitted for the rezoning of the deferred matter.

Zoning of Deferred Areas at Jumping Creek

It is anticipated that the Planning Proposal, if approved at the Gateway, would be placed on public exhibition for a period of **28 days**. That public exhibition would also entail:

- notification in a newspaper that circulates in the area;
- notification on the Council's website, Council being the RPA; and,
- notification in writing to affected and adjoining landowners, unless the RPA is of the opinion that the number of landowners makes it impractical to notify them.

Given the nature of the proposed amendments, a public hearing in respect of the planning proposal, pursuant to Section 56(2)(e) of the Act, is not considered necessary at this time.

Part 6 - Project Timeline

It is anticipated the Planning Proposal, if granted Gateway approval, would take up to nine months to finalise and an indicative timeframe is as set out below in Table 3.

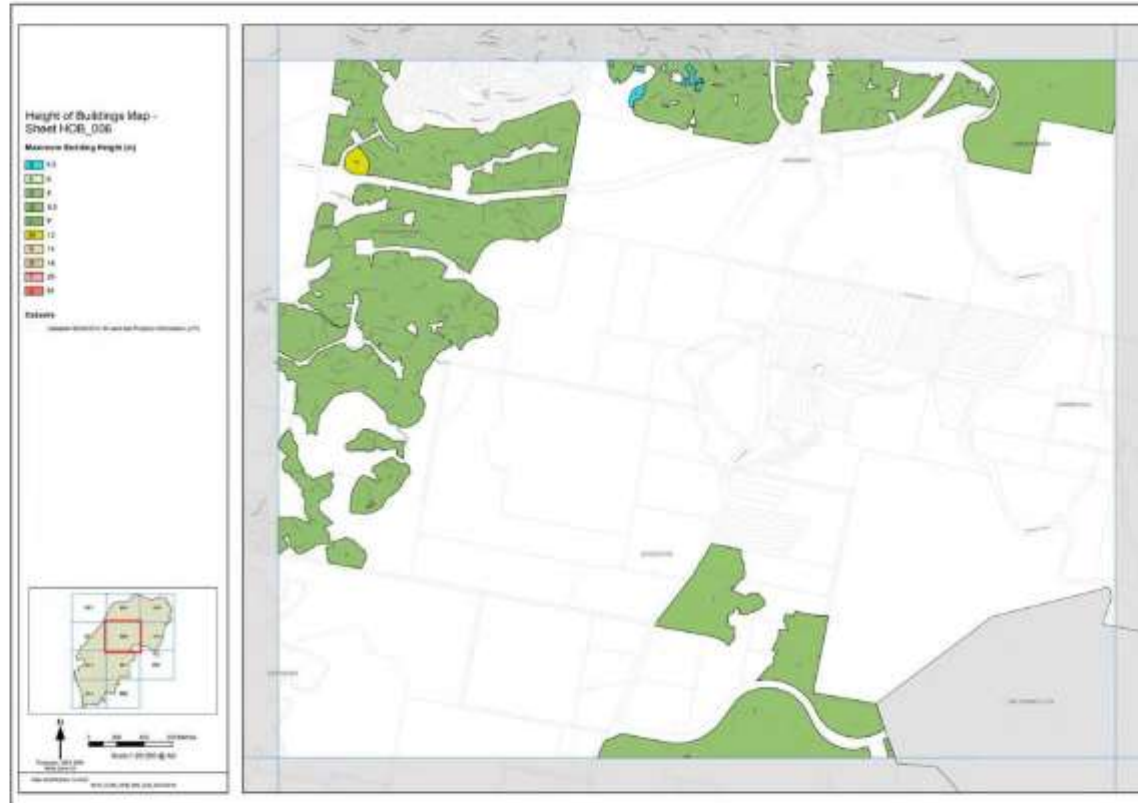
Table 3

Task	Anticipated 2016 timeframes
Report to Council (PDRC)	August 2016
Gateway Determination	September 2016
Public Exhibition	November 2016
Report to Council including considerations of submissions	December 2016/January 2017
Making of LEP	February 2017

Zoning of Deferred Areas at Jumping Creek

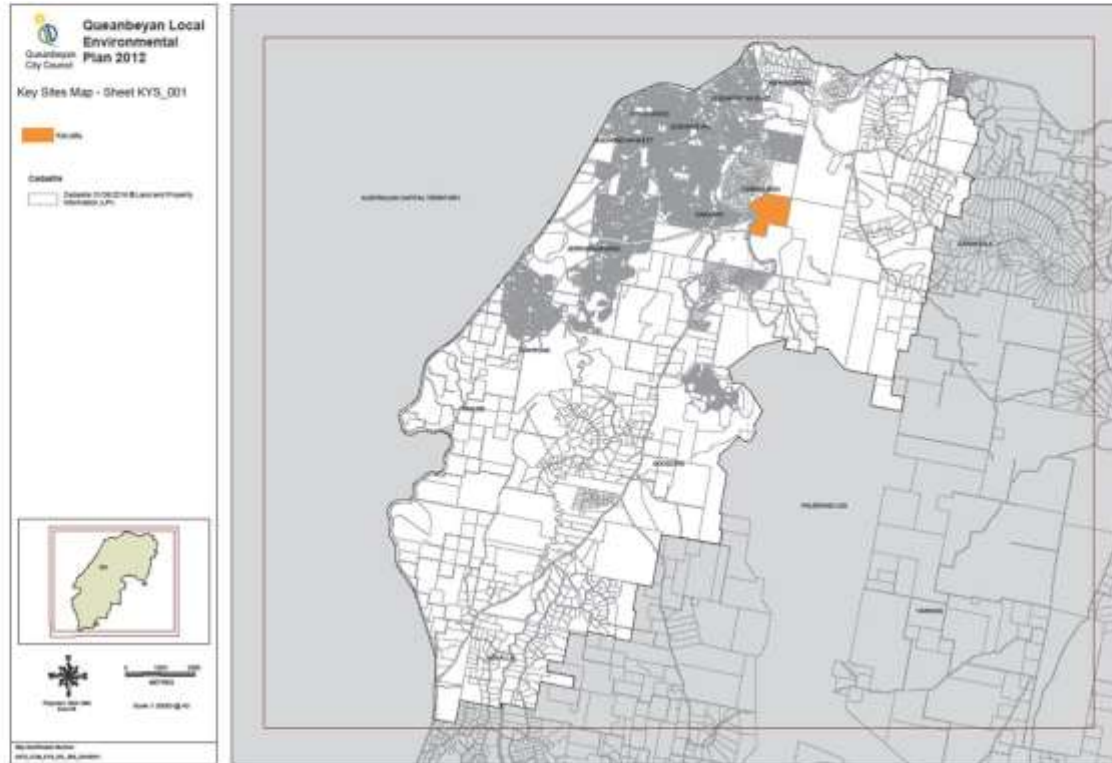
Appendix A – Draft Maps as Amended

Height of Buildings Map (Sheet HOB_006)



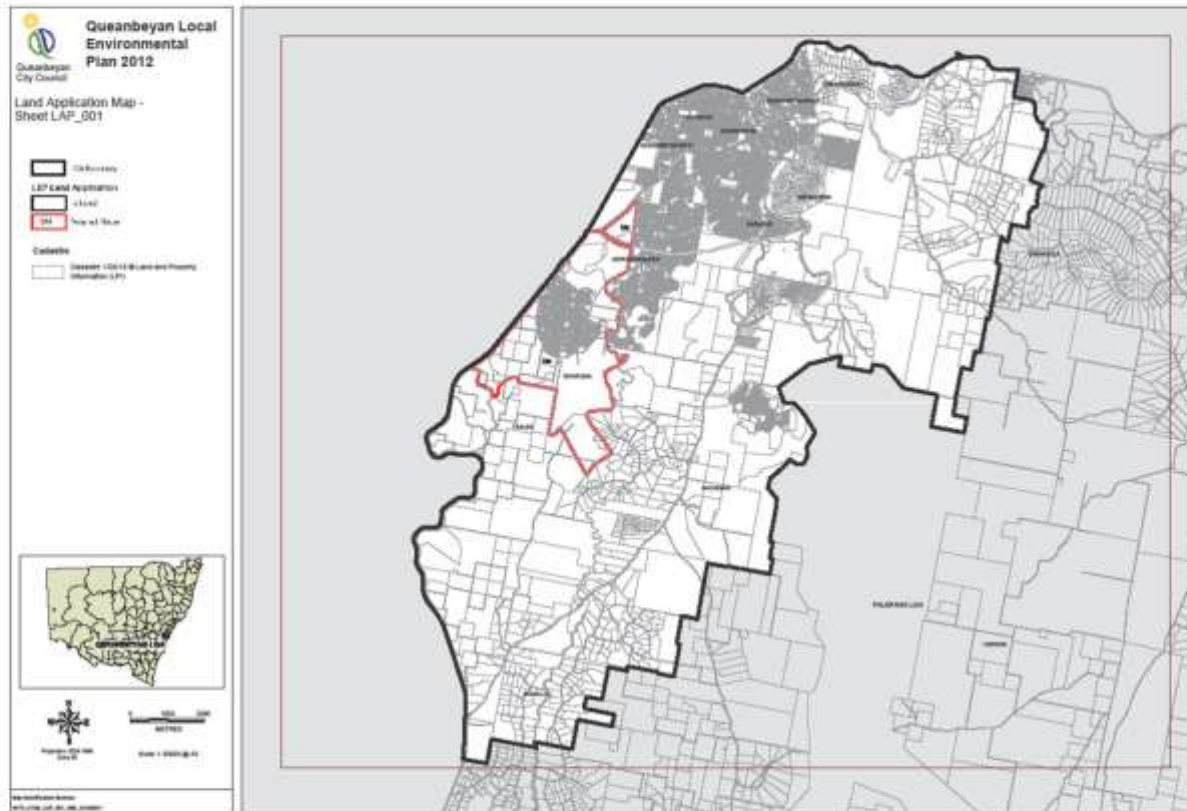
Zoning of Deferred Areas at Jumping Creek

Key Sites Map (Sheet KYS_001)



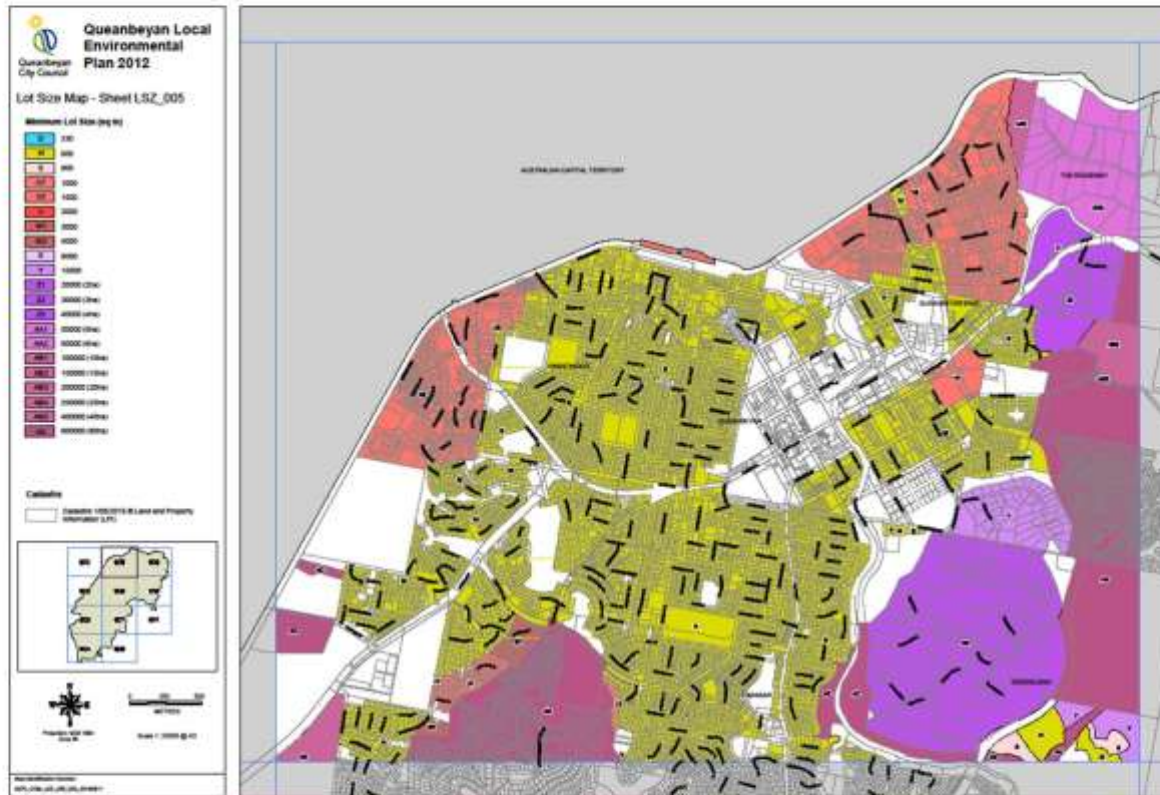
Zoning of Deferred Areas at Jumping Creek

Land Application Map (Sheet LAP_001)



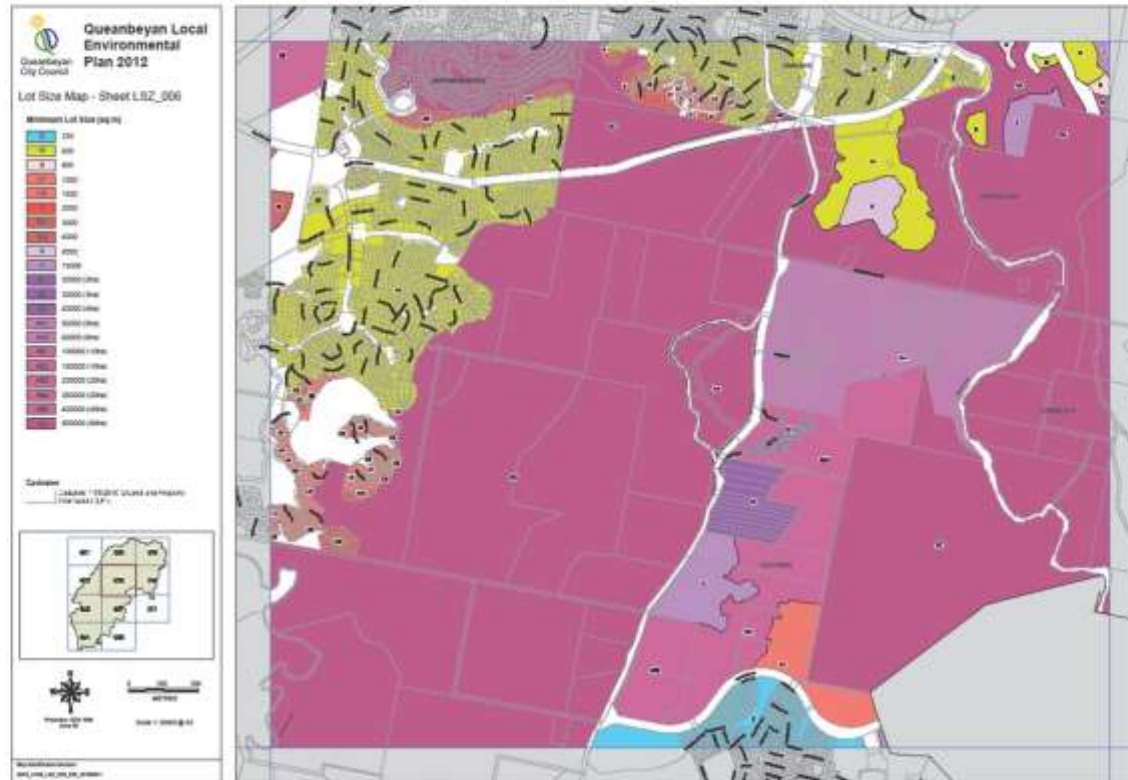
Zoning of Deferred Areas at Jumping Creek

Lot Size Map (Sheet LSZ_005)



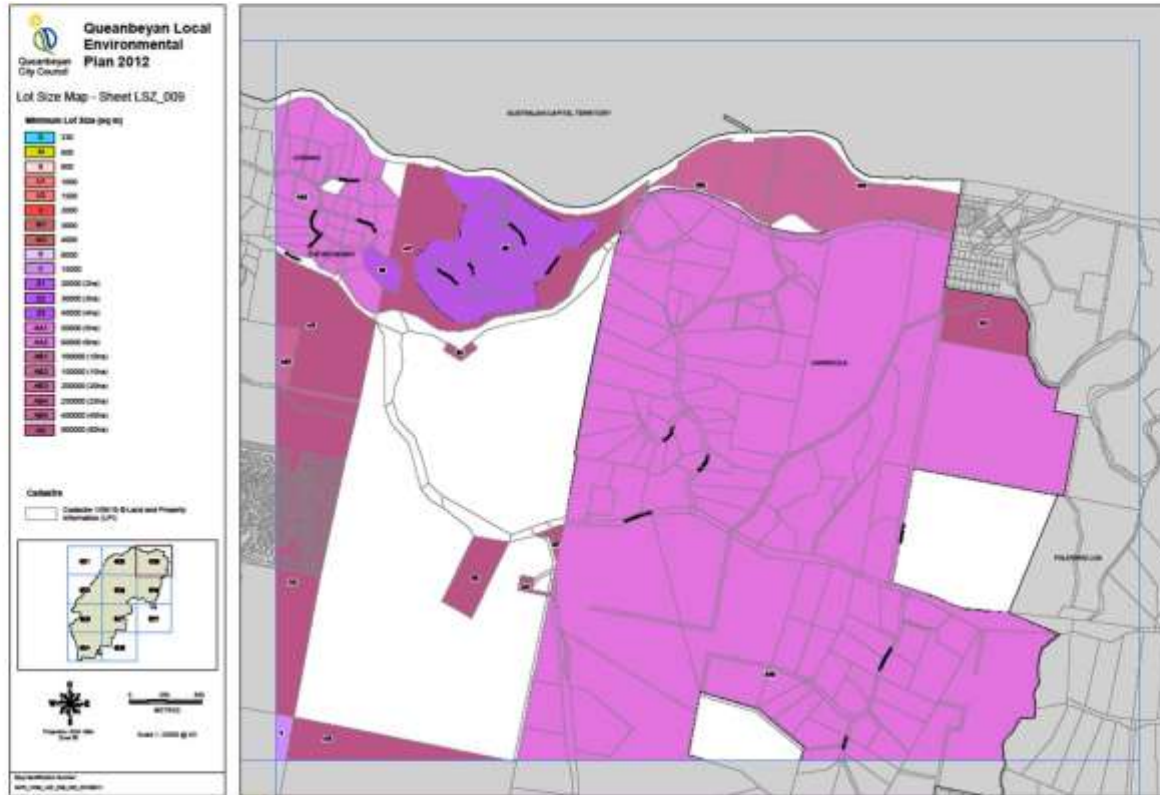
Zoning of Deferred Areas at Jumping Creek

Lot Size Map (Sheet LSZ_006)



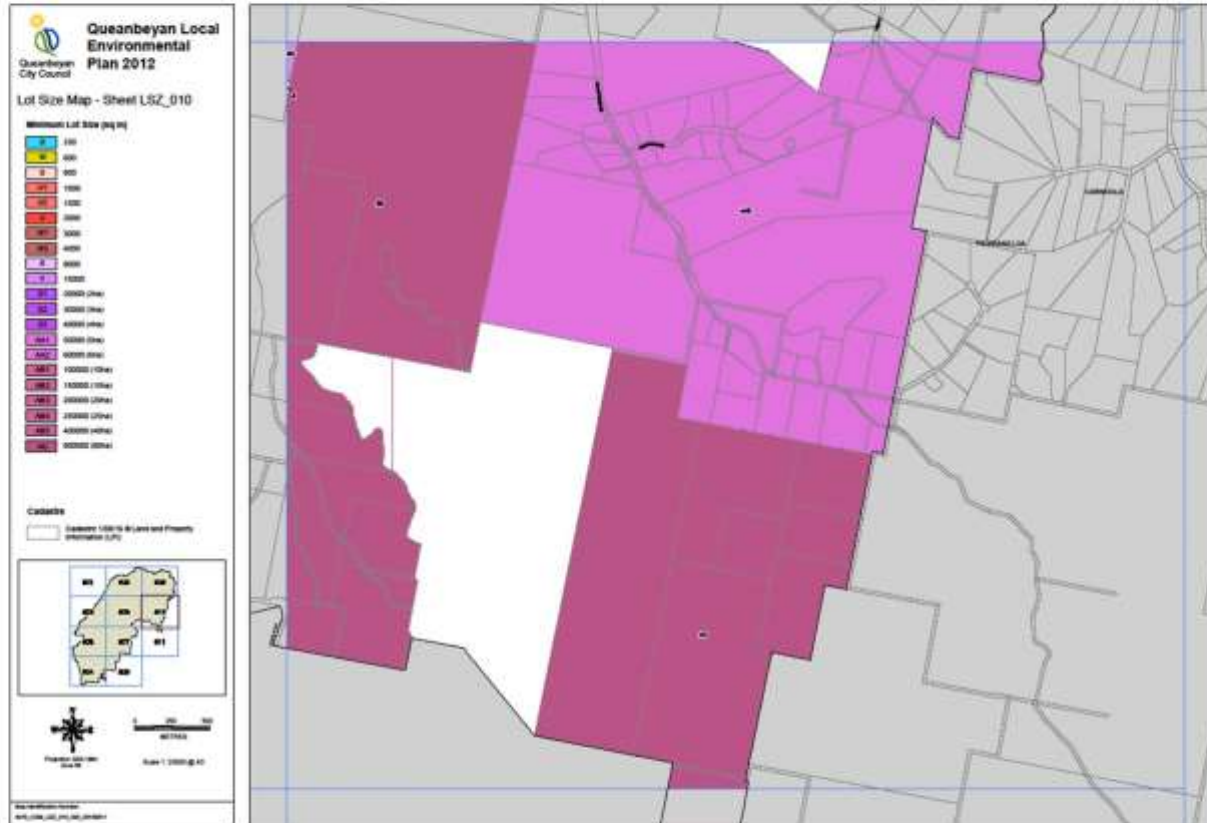
Zoning of Deferred Areas at Jumping Creek

Lot Size Map (Sheet LSZ_009)



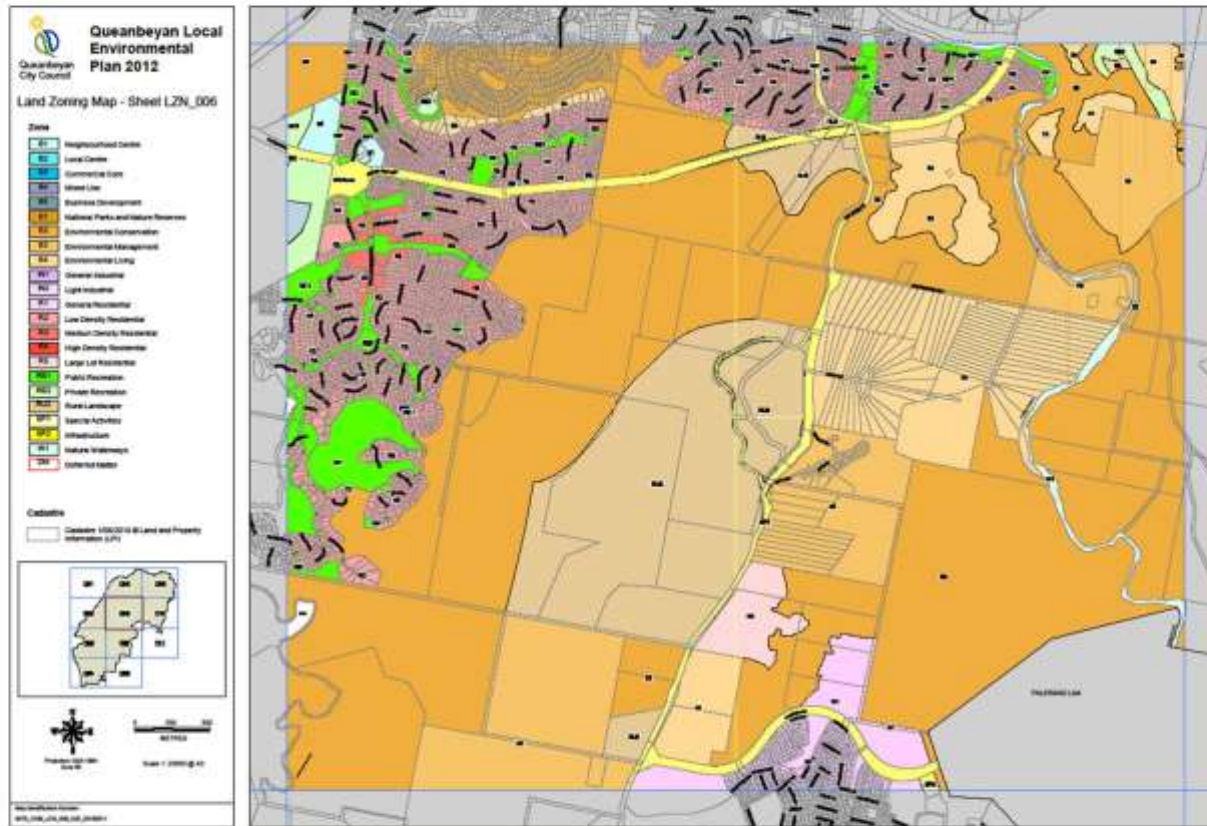
Zoning of Deferred Areas at Jumping Creek

Lot Size Map (Sheet LSZ_010)



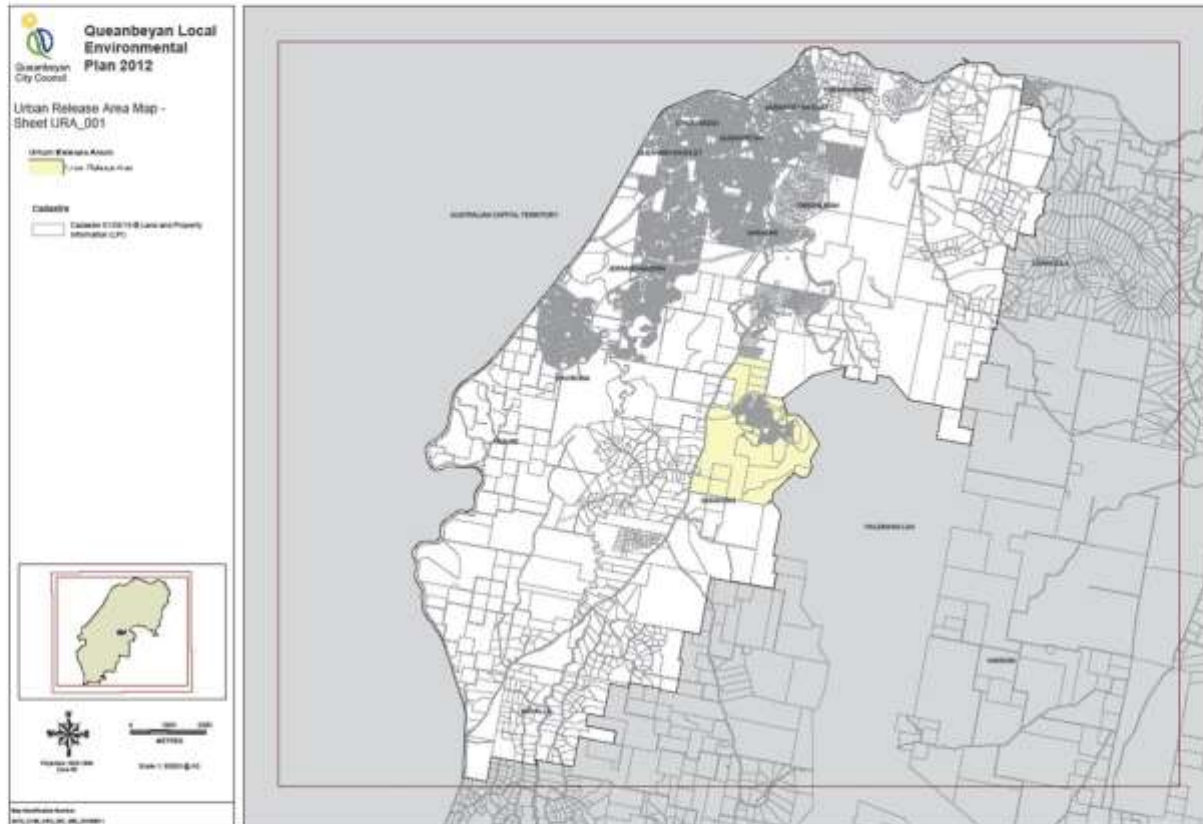
Zoning of Deferred Areas at Jumping Creek

Land Zoning Map (Sheet LZN_006)



Zoning of Deferred Areas at Jumping Creek

Urban Release Area Map (Sheet URA_001)



Zoning of Deferred Areas at Jumping Creek

Appendix B – Applicable Section 117 Directions

1.1 Rural Zones - Applicable			
Objective	What a relevant planning authority must do if this direction applies	Consistency	Response
The objective of this direction is to protect the agricultural production value of rural land.	A planning proposal must: a) not rezone land from a rural zone to a residential, business, industrial, village or tourist zone.	A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General) that the provisions of the planning proposal that are inconsistent are: a) justified by a strategy which: <ul style="list-style-type: none"> i. gives consideration to the objectives of this direction, ii. identifies the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites), and iii. is approved by the Director-General of the Department of Planning, or b) justified by a study prepared in support of the planning proposal which gives consideration to the objectives of this direction, or	Applicable as the deferred areas subject of this planning proposal are subject to the 1(a) Rural A Zone in <i>Queanbeyan Local Environmental Plan 1991</i> . However any inconsistency is considered justified as the proposal is considered consistent with the Queanbeyan Residential and Economic Strategy 2031. Further, specific studies have been prepared in support of the planning proposal. In addition, the land is considered to have little if any agricultural production value, and in this regard the planning proposal is considered to be of minor significance having regard to the objectives of the direction.

Zoning of Deferred Areas at Jumping Creek

		c) in accordance with the relevant Regional Strategy or Sub-Regional Strategy prepared by the Department of Planning which gives consideration to the objective of this direction, or d) is of minor significance.	
1.5 Rural Lands - Applicable			
Objective	What a relevant planning authority must do if this direction applies	Consistency	Response
The objectives of this direction are to: a) protect the agricultural production value of rural land, b) facilitate the orderly and economic development of rural lands for rural and related purposes. This direction applies when: a) a relevant planning authority prepares a planning proposal that will affect land within an existing or proposed rural or environment protection zone (including the alteration of any existing rural or environment protection zone boundary) or b) a relevant planning authority prepares a planning proposal that changes the existing	A planning proposal to which clauses 3(a) or 3(b) apply must be consistent with the Rural Planning Principles listed in <i>State Environmental Planning Policy (Rural Lands) 2008</i> . A planning proposal to which clause 3(b) applies must be consistent with the Rural Subdivision Principles listed in <i>State Environmental Planning Policy (Rural Lands) 2008</i> . Note: <i>State Environmental Planning Policy (Rural Lands) 2008</i> does not require a relevant planning authority to review or change its minimum lot size(s) in an existing LEP. A relevant planning authority can transfer the existing minimum lot size(s) into a new LEP. However, where a relevant planning authority seeks to vary an existing minimum lot size in an LEP, it must do so in accordance with the Rural Subdivision Principles listed in <i>State Environmental Planning Policy (Rural Lands) 2008</i> .	A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General) that the provisions of the planning proposal that are inconsistent are: a) justified by a strategy which: i. gives consideration to the objectives of this direction, ii. identifies the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites, and iii. is approved by the Director-General of the Department of Planning and is in force, or b) is of minor significance.	Applicable as the deferred areas subject of this planning proposal are subject to the 1(a) Rural A Zone in the Queanbeyan Local Environmental Plan 1991. However it is consistent as although it proposes to replace the rural zone with E4 Environmental Living there is no agricultural production value to warrant protection and that the land is already fragmented and isolated and is therefore of minor significance. It is also applicable because the planning proposal proposes to change the minimum lot size from 80ha to 80ha, 15,000m ² , 2000m ² , 800m ² and 600m ² . However again, this is to facilitate residential development and the land is already fragmented the protection

Zoning of Deferred Areas at Jumping Creek

minimum lot size on land within a rural or environment protection zone.			of its rural value is minimal whilst it's agricultural production is nil. The planning proposal is also justified by the <i>Residential and Economic Strategy 2031</i> as the deferred areas that are subject of the rezoning are shown as urban release areas.
2.1 Environment Protection Zones - Applicable			
Objective	What a relevant planning authority must do if this direction applies	Consistency	Response
The objective of this direction is to protect and conserve environmentally sensitive areas. This direction applies when a relevant planning authority prepares a planning proposal.	A planning proposal must include provisions that facilitate the protection and conservation of environmentally sensitive areas. A planning proposal that applies to land within an environment protection zone or land otherwise identified for environment protection purposes in a LEP must not reduce the environmental protection standards that apply to the land (including by modifying development standards that apply to the land). This requirement does not apply to a change to a development standard for minimum lot size for a dwelling in accordance with clause (5) of Direction 1.5 "Rural Lands".	A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General) that the provisions of the planning proposal that are inconsistent are: <ul style="list-style-type: none"> a) justified by a strategy which: <ul style="list-style-type: none"> i. gives consideration to the objectives of this direction, ii. identifies the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites), and iii. is approved by the Director-General of the Department of Planning, or 	Consistent - The planning proposal is considered to be consistent with the direction as it does not propose to rezone any of the existing E2 Environmental Conservation zone. It does however change the development standards that apply to some of the E2 land as a result of correcting the errors on the existing lot size map. Regardless, the effect is to increase minimum lot sizes on this land rather than to reduce lot sizes. Accordingly it is argued these changes are of minor significance only, and can be justified by the various studies prepared to support the planning proposal. The planning proposal is also considered consistent with the

Zoning of Deferred Areas at Jumping Creek

		b) justified by a study prepared in support of the planning proposal which gives consideration to the objectives of this direction, or c) in accordance with the relevant Regional Strategy or Sub-Regional Strategy prepared by the Department of Planning which gives consideration to the objective of this direction, or d) is of minor significance.	<i>Residential and Economic Strategy 2031.</i> There is an environmental advantage in developing this land in respect of dealing with soil erosion, weed invasion and the remediation of the contaminated areas.
3.1 Residential Zones - Applicable			
Objective	What a relevant planning authority must do if this direction applies	Consistency	Response
The objectives of this direction are: a) encourage a variety and choice of housing types to provide for existing and future housing needs, b) to make efficient use of existing infrastructure and services and ensure that new housing has appropriate access to infrastructure and services, and c) to minimise the impact of residential development on the	A planning proposal must include provisions that encourage the provision of housing that will: a) broaden the choice of building types and locations available in the housing market, and b) make more efficient use of existing infrastructure and services, and c) reduce the consumption of land for housing and associated urban development on the urban fringe, and d) be of good design. A planning proposal must, in relation to land to which this direction applies: a) contain a requirement that residential development is not	A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Director-General of the department of Planning (or an officer of the Department nominated by the Director –General) that the provisions of the planning proposal that are inconsistent are: a) justified by a strategy which: i) gives consideration to the objective of this direction, and ii) identifies the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites), and	Consistent The planning proposal provides for further housing in an area that will be serviced by the Ellerton Drive extension – a road that is required for the efficient circulation of traffic for the expanded population of Queanbeyan as prescribed under Clause 6.6 of the <i>Queanbeyan Local Environmental Plan 2012</i> . The planning proposal is also considered consistent with the <i>Residential and Economic Strategy 2031</i> .

Zoning of Deferred Areas at Jumping Creek

environment and resource lands.	permitted until land is adequately serviced (or arrangements satisfactory to the council, or other appropriate authority, have been made to service it), and b) not contain provisions which will reduce the permissible residential density of land.	iii) is approved by the Director-General of the Department of Planning, or b) justified by a study prepared in support of the planning proposal which gives consideration to the objective of this direction, or c) in accordance with the relevant Regional Strategy or Sub-Regional Strategy prepared by the Department of Planning which gives consideration to the objective of this direction, or d) of minor significance.	
4.4 Planning for Bushfire - Applicable			
Objective	What a relevant planning authority must do if this direction applies	Consistency	Response
The objectives of this direction are: a) to protect life, property and the environment from bush fire hazards, by discouraging the establishment of incompatible land uses in bush fire prone areas, and b) to encourage sound management of bush fire prone areas. This direction applies when a relevant planning authority prepares a planning proposal	In the preparation of a planning proposal the relevant planning authority must consult with the Commissioner of the NSW Rural Fire Service following receipt of a gateway determination under section 56 of the Act, and prior to undertaking community consultation in satisfaction of section 57 of the Act, and take into account any comments so made. A planning proposal must: a) have regard to <i>Planning for Bushfire Protection 2006</i> .	A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General) that the council has obtained written advice from the Commissioner of the NSW Rural Fire Service, to the effect that, notwithstanding the non-compliance, the NSW Rural Fire Service does not object to the progression of the planning proposal.	Consistent The requirements for <i>Planning for Bushfire Protection 2006</i> will be complied with as part of any future development on Site. It is noted that an extensive Bushfire Assessment was carried out for entire Jumping Creek as part of the comprehensive <i>Queanbeyan Local Environmental Plan 2012</i> . This study has been documented under Appendix I of the accompanying studies.

Zoning of Deferred Areas at Jumping Creek

<p>that will affect, or is in proximity to land mapped as bushfire prone land.</p>	<p>b) introduce controls that avoid placing inappropriate developments in hazardous areas, and</p> <p>c) ensure that bushfire hazard reduction is not prohibited within the APZ.</p> <p>A planning proposal must, where development is proposed, comply with the following provisions, as appropriate:</p> <p>d) provide an Asset Protection Zone (APZ) incorporating at a minimum:</p> <ul style="list-style-type: none"> i. an Inner Protection Area bounded by a perimeter road or reserve which circumscribes the hazard side of the land intended for development and has a building line consistent with the incorporation of an APZ, within the property, and ii. an Outer Protection Area managed for hazard reduction and located on the bushland side of the perimeter road, iii. for infill development (that is development within an already subdivided area), where an appropriate APZ cannot be achieved, provide for an appropriate performance standard, in consultation with the NSW Rural Fire Service. If the provisions of the planning proposal permit Special Fire Protection Purposes (as defined under section 100B of 		
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Zoning of Deferred Areas at Jumping Creek

	<p>the Rural Fires Act 1997), the APZ provisions must be complied with,</p> <ul style="list-style-type: none"> iv. contain provisions for two-way access roads which links to perimeter roads and/or to fire trail networks, v. contain provisions for adequate water supply for fire fighting purposes, vi. minimise the perimeter of the area of land interfacing the hazard which may be developed, vii. introduce controls on the placement of combustible materials in the Inner Protection Area. 		
5.1 Implementation of Regional Strategies - Applicable			
Objective	What a relevant planning authority must do if this direction applies	Consistency	Response
<p>The objective of this direction is to give legal effect to the vision, land use strategy, policies, outcomes and actions contained in regional strategies.</p> <p>This direction applies to land contained within the Sydney–Canberra Corridor Regional Strategy</p>	<p>Planning proposals must be consistent with a regional strategy released by the Minister for Planning.</p>	<p>A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General), that the extent of inconsistency with the regional strategy:</p> <ul style="list-style-type: none"> a) is of minor significance, and b) the planning proposal achieves the overall intent of the regional strategy 	<p>Consistent</p> <p>The proposed planning proposal does not undermine the achievement of the vision, land use strategy, policies outcomes or actions of the <i>Sydney-Canberra Corridor Regional Strategy</i>. It contributes to housing target of 25,200 new dwellings by 2031 and managing the environmental impact of settlements by focusing new urban development within the</p>

Zoning of Deferred Areas at Jumping Creek

		and does not undermine the achievement of its vision, land use strategy, policies, outcomes or actions.	existing identified growth areas such Queanbeyan as envisaged by these strategies.
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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

- | | |
|--------------|---|
| ITEM 8.4 | ADDITIONAL COUNCIL COMMUNITY LAND TO BE PLACED IN VARIOUS PLANS OF MANAGEMENT |
| ATTACHMENT 1 | COUNCIL REPORT & MINUTES - 8 JUNE 2016 - LAND CLASSIFICATION TO COMMUNITY LAND 6.19, 6.20, 6.21, 6.22 - MOUNT JERRABOMBERRA AND GOOGONG |

ORDINARY MEETING OF COUNCIL

8 JUNE 2016

GENERAL MANAGER'S REPORTS

6.19 Land Classification - Lots 1 and 2 DP 1215591 (Closure and Acquisition of Roads) at Mt Jerrabomberra (Ref: C1663528; Author: Gibson/Warne)

Summary

Section 31(2) of the Local Government Act states that "Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community land or operational land." This report proposes classifying Lots 1 and 2 DP 1215591 at Mt Jerrabomberra as community land.

Recommendation

That Council resolve to classify Lots 1 and 2 in Deposited Plan 1215591 at Mt Jerrabomberra as Community Land.

Background

At the Council meeting on 24 October 2012, Council agreed to closure of the street roads located at Mt Jerrabomberra and to acquire the land. Both the road closure and acquisition of the lots have now been finalised and it is appropriate to reclassify the land as "Community Land".

This is a great achievement in that the majority of the land at Mt Jerrabomberra is now under Council control.

In 2002 the Council was gifted the majority of the land located on Mt Jerrabomberra. Negotiations by Council to acquire the remaining small lots that comprise the paper subdivision were then undertaken.

To enable formal consolidation of the site and improved management and coordination, the Council negotiated with the Crown Lands Division of the Department of Primary Industries to have the majority of the roads located on the paper subdivision closed and transferred to the Council. The agreed purchase price was \$45,000.

Once the roads were closed, the NSW Land & Property Information Office (LPI) required that a subdivision plan of the land be registered as a Deposited Plan. This process has taken several years.

The new Deposited Plan 1215591 was registered in December 2015 (copy attached with Lot 1 highlighted in green and Lot 2 highlighted in blue).

The road closure was Gazetted on 05 February 2016 and Lots 1 and 2 DP1215591 were transferred to the Council on 06 April 2016.

Following closure of the roads and acquisition of Lots 1 and 2, and in compliance with Section 31(2) of the Local Government Act, it is appropriate to now classify the land as "Community Land".

ORDINARY MEETING OF COUNCIL

8 JUNE 2016

6.19 Land Classification - Lots 1 and 2 DP 1215591 (Closure and Acquisition of Roads) at
Mt Jerrabomberra (Ref: C1663528; Author: Gibson/Warne) (Continued)



Attachments

Nil

ORDINARY MEETING OF COUNCIL

8 JUNE 2016

GENERAL MANAGER'S REPORTS

6.20 Land Classification - Lot 1366 DP 1217419 Googong (Ref: C1663629; Author: Gibson/Warne)

Summary

Section 31(2) of the *Local Government Act* states that "Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community land or operational land." This report proposes classification of Lot 1366 DP1217419 (19 Saphira Street, Googong) as community land.

Recommendation

That Council in accordance with section 31(2) of the *Local Government Act 1993 (NSW)*, resolve that Lot 1366 DP 1217419 (19 Saphira Street, Googong) be classified as "Community Land".

Background

On 13 April 2016, ownership of Lot 1366 DP 1217419 (19 Saphira St, Googong) was transferred to the Council. This property is drainage reserve and has been dedicated to the Council under the Googong Voluntary Planning Agreement. Refer plan/map on Pages 2 & 3. The plan on Page 3 is an extract from the Googong Common Concept Plans. Googong Common is bordered in pink and Lot 1366 is outlined in red.

Council can classify Lot 1366 as either "operational land" or "community land" and the classification must be resolved within 3 months of taking ownership. This property is intended as public drainage reserve and classified for community purposes. It is therefore recommended that the classification "community land" be adopted, in accordance with the *Local Government Act*.

Council's Strategic Planners are proposing developing a Plan of Management for Googong Common, which if adopted, will classify Googong Common in its entirety as community land.

Implications

Legal

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

Conclusion

It is now appropriate for classification of the land as "community land" to be resolved by the Council.

ORDINARY MEETING OF COUNCIL

8 JUNE 2016

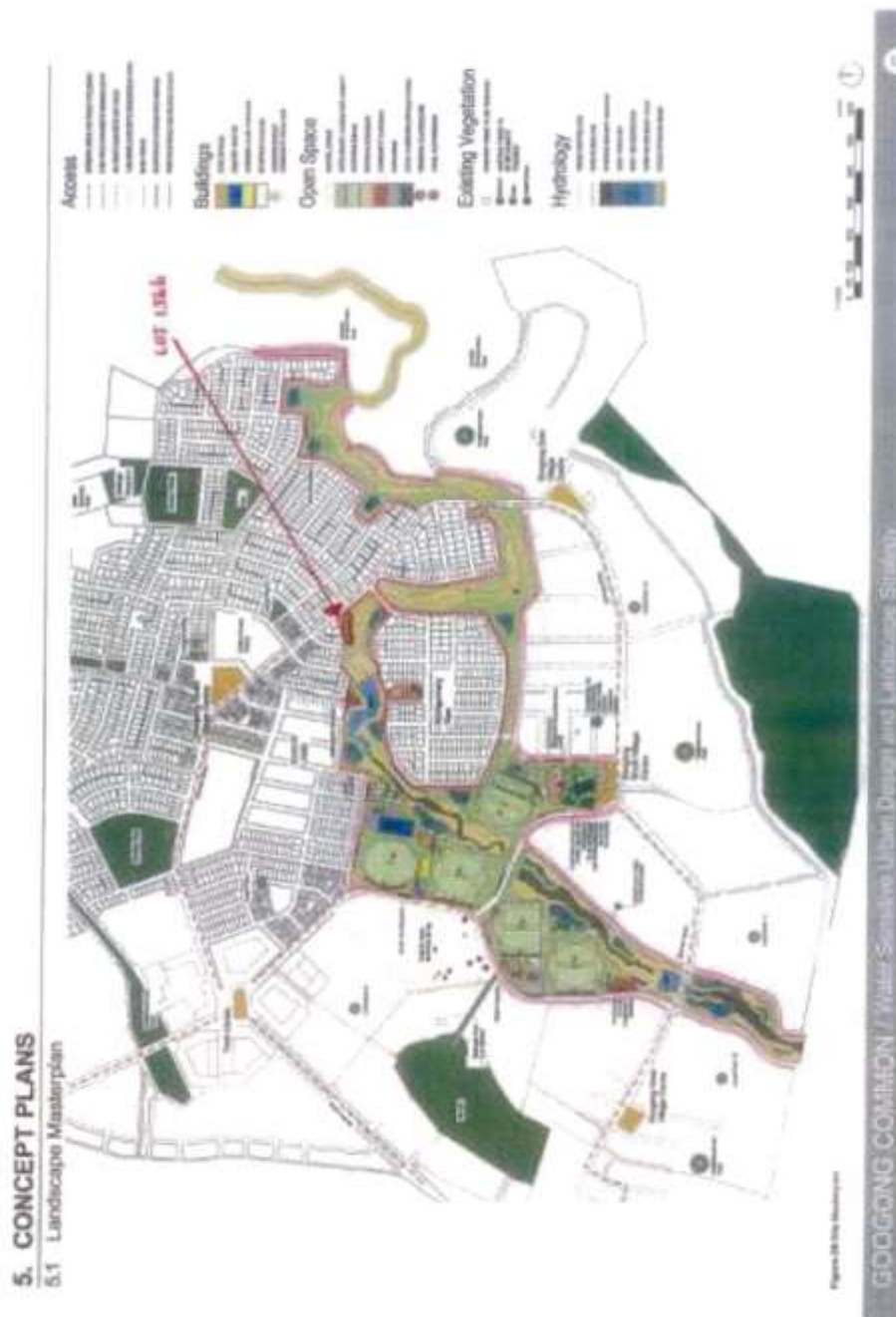
6.20 Land Classification - Lot 1366 DP 1217419 Googong (Ref: C1663629; Author:
Gibson/Warne) (Continued)



ORDINARY MEETING OF COUNCIL

8 JUNE 2016

6.20 Land Classification - Lot 1366 DP 1217419 Googong (Ref: C1663629; Author:
Gibson/Warne) (Continued)



Attachments

Nil

Page 93 of the Ordinary Meeting of the QUEANBEYAN-PALERANG REGIONAL COUNCIL held 8 June 2016.

Tim Overall – Administrator, Chairperson

ORDINARY MEETING OF COUNCIL

8 JUNE 2016

GENERAL MANAGER'S REPORTS

6.21 Land Classification - Lot 1365 DP 1217419 Googong (Ref: C1663658; Author: Gibson/Warne)

Summary

Section 31(2) of the *Local Government Act* states that "Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community land or operational land." This report proposes classification of Lot 1365 DP1217419 (44 Helen Circuit, Googong) as community land.

Recommendation

That Council in accordance with section 31(2) of the *Local Government Act 1993 (NSW)*, resolve that Lot 1365 DP 1217419 (44 Helen Circuit, Googong) be classified as "Community Land".

Background

On 13 April 2016, ownership of Lot 1365 DP 1217419 (44 Helen Circuit, Googong) was transferred to the Council. Refer area bordered in red on aerial view map on Page 2.

Council can classify the land as either "operational land" or "community land" and the classification must be resolved within 3 months of taking ownership. This property is intended as a public reserve. It is therefore recommended that the classification "community land" be adopted, in accordance with the *Local Government Act*.

Implications

Legal

This property is public reserve and has been dedicated to the Council under the Googong Voluntary Planning Agreement and will form part of the Googong Common.

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

Conclusion

It is now appropriate for classification of the land as "community land" to be resolved by the Council.

ORDINARY MEETING OF COUNCIL

8 JUNE 2016

6.21 Land Classification - Lot 1365 DP 1217419 Googong (Ref: C1663658; Author:
Gibson/Warne) (Continued)



Attachments

Nil

Page 96 of the Ordinary Meeting of the QUEANBEYAN-PALERANG REGIONAL COUNCIL held 8 June 2016.
Tim Overall – Administrator, Chairperson

ORDINARY MEETING OF COUNCIL

8 JUNE 2016

GENERAL MANAGER'S REPORTS

6.22 Land Classification - Lot 3 DP 1217396 (Aprasia Conservation Area) Googong (Ref: C1666525; Author: Gibson/Warne)

Summary

Section 31(2) of the *Local Government Act* states that "Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community land or operational land." This report proposes classification of Lot 3 DP 1217396 ("Aprasia Conservation Area", 29 Connolly Street, Googong) as community land.

Recommendation

That Council in accordance with section 31(2) of the *Local Government Act 1993 (NSW)*, resolve that Lot 3 DP 1217396 ("Aprasia Conservation Area", 29 Connolly Street, Googong) be classified as "Community Land".

Background

On 13 April 2016, ownership of Lot 3 DP 1217396 (Aprasia Conservation Area, 29 Connolly Street, Googong) was transferred to the Council (area bordered in red on aerial view map on page 2).

Council can classify the land as either "operational land" or "community land" and the classification must be resolved within 3 months of taking ownership. It is recommended that the classification "community land" be adopted, in accordance with the *Local Government Act*.

Implications

Legal

This property is a public reserve to be used specifically as a conservation area for the Pink Tailed Worm Lizard. The land is fenced off from the urban area in accordance with the Pink Tailed Worm Lizard (PTWL) Protection and Management Plan, the Googong Foreshores Interface Management Strategy and the Googong Urban Development Local Planning Agreement.

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

Conclusion

It is now appropriate for classification of the land as "community land" to be resolved by the Council.

ORDINARY MEETING OF COUNCIL

8 JUNE 2016

6.22 Land Classification - Lot 3 DP 1217396 (Aprasia Conservation Area) Googong (Ref: C1666525; Author: Gibson/Warne) (Continued)



Attachments

Nil

MINUTES - ORDINARY MEETING OF COUNCIL

8 JUNE 2016

- 034/16 **6.17 Queanbeyan Art Society Special Heritage Funding**
RESOLVED (Overall)
- The Administrator resolved that the \$15,000 allocated from the special heritage fund scheme for proposed extensions at the Queanbeyan Art Society be rolled over to the 2016-17 Operational Plan to enable the Society to obtain the necessary approvals and to construct their proposed extensions at 8 Trinculo Place, Queanbeyan East, subject to all work being completed and all funding being claimed by 30 June 2017.
- 035/16 **6.18 Queanbeyan District Preschool Association - Renewal of Lease - Waratah Preschool, 27 Alanbar Street, Queanbeyan**
RESOLVED (Overall)
- The Administrator resolved that:
1. The Officer's Report be noted.
 2. The Administrator supports issuing a Licence Agreement for a five year term, commencing on 01 October 2016 and ending on 30 September 2021 for the Waratah Preschool.
 3. That the rental be as outlined in this Report.
 4. General Manager be authorised to execute the Licence Agreement on behalf of the Council.
- 036/16 **6.19 Land Classification - Lots 1 and 2 DP 1215591 (Closure and Acquisition of Roads) at Mt Jerrabomberra**
RESOLVED (Overall)
- The Administrator resolved to classify Lots 1 and 2 in Deposited Plan 1215591 at Mt Jerrabomberra as Community Land.
- 037/16 **6.20 Land Classification - Lot 1366 DP 1217419 Googong**
RESOLVED (Overall)
- The Administrator resolved that in accordance with section 31(2) of the Local Government Act 1993 (NSW), resolve that Lot 1366 DP 1217419 (19 Saphira Street, Googong) be classified as "Community Land".

MINUTES - ORDINARY MEETING OF COUNCIL

8 JUNE 2016

038/16 **6.21 Land Classification - Lot 1365 DP 1217419 Googong**
RESOLVED (Overall)
The Administrator resolved that in accordance with section 31(2) of the Local Government Act 1993 (NSW), resolve that Lot 1365 DP 1217419 (44 Helen Circuit, Googong) be classified as "Community Land".

039/16 **6.22 Land Classification - Lot 3 DP 1217396 (Aprasia Conservation Area) Googong**
RESOLVED (Overall)
The Administrator resolved that in accordance with section 31(2) of the Local Government Act 1993 (NSW), resolve that Lot 3 DP 1217396 ("Aprasia Conservation Area", 29 Connolly Street, Googong) be classified as "Community Land".

040/16 **6.23 CBD Master Plan Refresh**

Mr Overall declared a conflict of interest in regard to Item 6.23.
RESOLVED (Overall)

The Administrator delegated Item 6.23 CBD Master Plan Refresh to the General Manager in accordance with S.377 of the Local Government Act.

7. COMMITTEE REPORTS

041/16 **7.1 Report of the Queanbeyan Sports Council - 2 May 2016**
RESOLVED (Overall)
The Administrator resolved that the Report of the Queanbeyan Sports Council Committee held on 2 May 2016 be received and the recommendations contained therein be adopted.

QSC002/16 Duncan fields be allocated to Monaro panthers for the 2016 winter season and allocated to Queanbeyan junior cricket club for 2016-17 summer season. Allocations from 2017 winter season to be allocated as per all other grounds through the Queanbeyan Sports Council.

QSC003/16 that the money allocation to Letchworth oval to retain embankments to be transferred to David Madew playing fields for improved drainage on the fields and around the amenities block.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

ITEM 8.5 QPRC INVESTMENT REPORT - JULY 2016

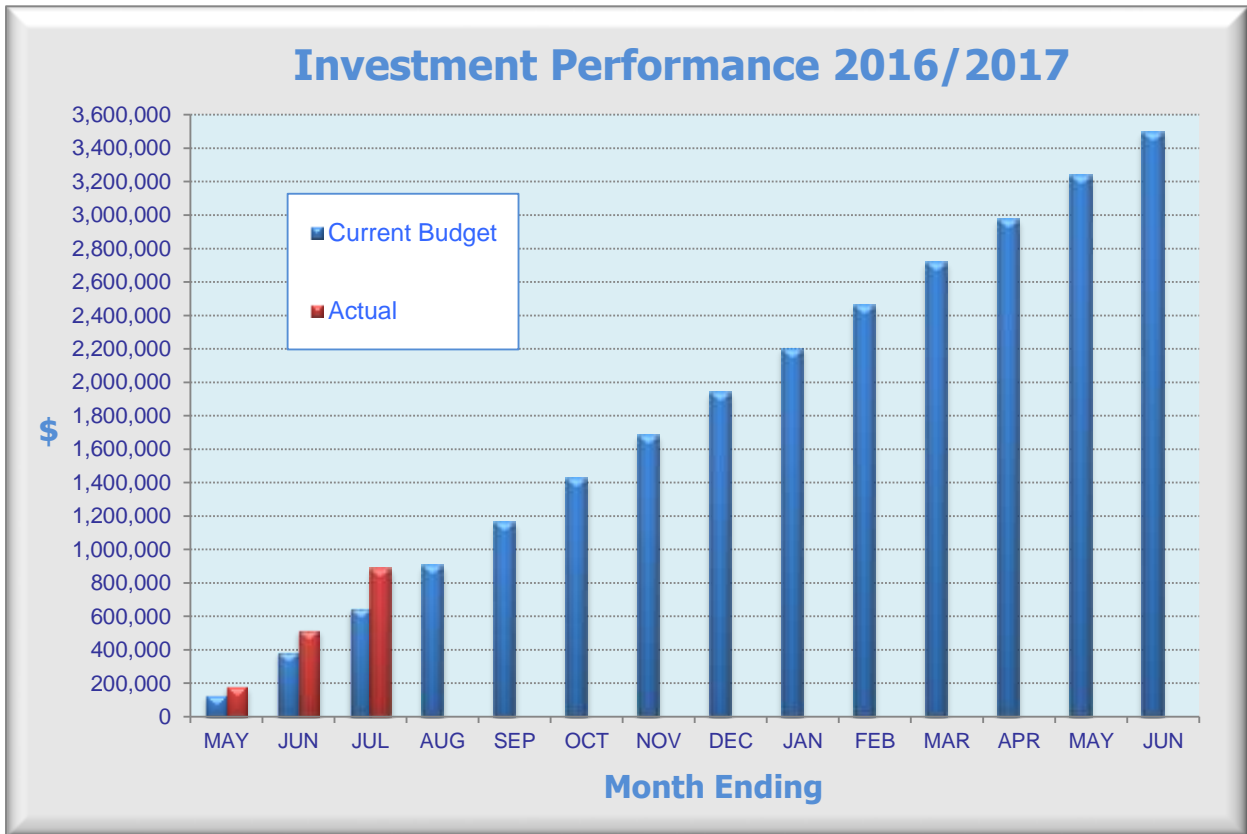
ATTACHMENT 1 INVESTMENT REPORT - JULY 2016 - ATTACHMENT 1 - 24
AUGUST 2016

Attachment 1
Ordinary Meeting of Council: 24 August 2016
Investment Report – July 2016

Contents

Graph 1	Actual return against budget
Graph 2	Investment portfolio performance against the benchmark AusBond Bank Bill Index (BBI)
Table 1	Cash and cash equivalent investments listing Notes
Table 2	Individual institution or counterparty limits
Table 3	Investment percentage split
Table 4	Market value of tradeable investments
Table 5	Budgeted interest allocation by fund

Graph 1 – Actual return against budget



Graph 2 - Investment portfolio performance against the benchmark AusBond Bank Bill Index (BBI) prior to annualising

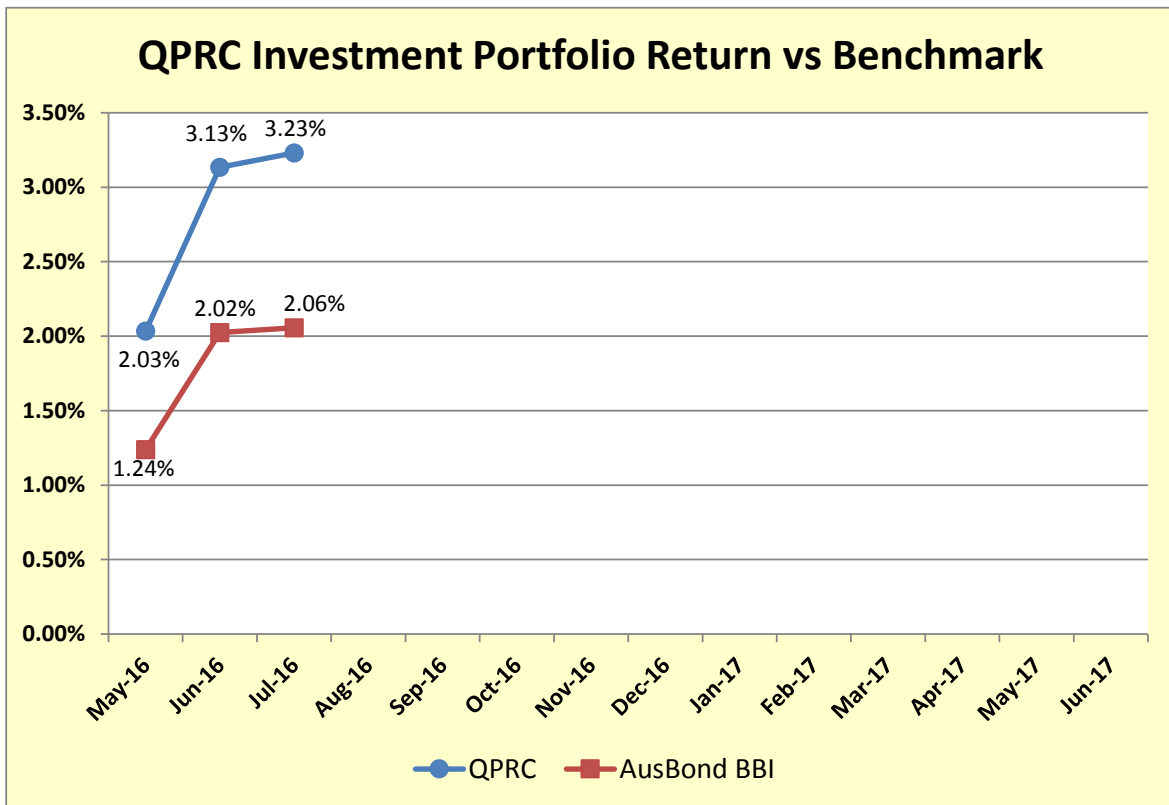


Table 1 - Cash and cash equivalent investments

Table 1									
Purchase Date	Maturity Date	Full Term	Institution	Credit Rating	Principal Amount \$	Return on Investments			
						Month		Year to Date	
						Return \$	Yield p.a %	Return Accrued/Paid \$	Yield p.a %
Cash Deposit Accounts									
			Westpac - General	AA-	7,222,091	7,340		18,214	
			Westpac - Maxi	AA-	654	0	0.00	0	0.00
			CBA Cash Management	AA-	604,818	633	1.90	1,242	1.90
			ANZ Premium Business	AA-	12,060,258	21,982	2.15	47,845	2.15
			Bendigo-Adelaide Bank	A-	16,238	24	1.75	24	1.85
			AMP Bank	A+	2,769,155	5,225	2.30	10,869	2.30
			Sub Total		22,673,215	35,205		78,194	
Pooled Managed Investment Group									
			BT Institutional Enhanced	AA	35,065	66	2.23	141	2.43
			Henderson	AA	11,383,930	30,498	3.21	47,912	2.80
			Sub Total		11,418,995	30,564		48,053	
Floating Rate Note Investment Group									
26/03/14	20/03/17	3 yr	CUA ¹	BBB+	1,000,000	2,803	3.30	3,707	3.37
21/08/14	21/08/17	3 yr	Police Bank ⁸	BBB+	1,000,000	2,633	3.10	5,860	3.09
17/11/14	17/11/17	3 yr	ME Bank ¹¹	BBB+	1,500,000	3,796	2.98	9,185	2.98
11/12/14	11/12/17	3 yr	Queensland Teachers MB ¹³	BBB+	2,000,000	5,215	3.07	7,906	3.14
22/09/14	22/12/17	3.25 yr	CUA ¹⁰	BBB+	2,000,000	5,436	3.20	6,838	3.27
19/11/14	22/12/17	3.25 yr	CUA ¹²	BBB+	500,000	1,359	3.20	1,710	3.27
17/04/14	17/04/18	4 yr	ME Bank ³	BBB+	1,000,000	1,158	3.25	1,158	3.46
07/05/15	07/05/18	3 yr	Heritage Bank ¹⁶	BBB+	1,000,000	2,667	3.14	6,882	3.14
24/08/15	24/08/18	3 yr	Credit Suisse ¹⁸	A	1,000,000	2,586	3.05	5,673	3.04
14/11/13	14/11/18	5 yr	Bendigo-Adelaide Bank ⁶	A-	1,000,000	2,769	3.26	6,788	3.25
07/06/16	07/06/19	3 yr	Greater Bank ⁵	BBB	2,000,000	6,098	3.59	10,622	3.59
11/12/15	11/06/19	3.5 yr	AMP Bank ²	A+	750,000	1,987	3.12	3,013	3.19
18/07/16	18/07/19	3 yr	ME Bank ²⁵	BBB+	3,000,000	3,633	3.40	3,633	3.40
17/09/14	17/09/19	5 yr	Bendigo-Adelaide Bank ⁹	A-	1,000,000	2,488	2.93	3,532	3.00
03/03/15	03/03/20	5 yr	Macquarie ¹⁴	A	1,000,000	2,633	3.10	4,926	3.17
07/04/15	07/04/20	5 yr	Newcastle Permanent ¹⁵	BBB+	1,000,000	2,180	3.32	2,180	3.50
25/07/16	07/04/20	5 yr	Newcastle Permanent ²⁶	BBB+	2,000,000	1,090	3.32	1,090	3.32
18/08/15	18/08/20	5 yr	Bendigo-Adelaide Bank ¹⁷	A-	2,000,000	5,249	3.09	12,529	3.09
20/10/15	20/10/20	5 yr	Suncorp Metway ¹⁹	A+	2,000,000	1,917	3.18	1,917	3.39
18/01/16	18/01/21	5 yr	CBA ²⁰	AA-	2,000,000	2,208	3.10	2,208	3.31
04/03/16	04/03/21	5 yr	RaboBank ²¹	A+	1,000,000	2,964	3.49	5,259	3.56
09/03/16	09/03/21	5 yr	Credit Suisse ²²	A	1,000,000	3,363	3.96	5,533	4.04
20/04/16	20/04/21	5 yr	Bendigo-Adelaide Bank ⁴	A-	1,000,000	1,022	3.39	1,022	3.60
12/05/16	12/05/21	5 yr	NAB ⁷	AA-	5,000,000	13,260	3.12	34,219	3.16
18/05/16	18/05/21	5 yr	BOQ ²³	A-	2,000,000	5,894	3.47	14,070	3.47
03/06/16	03/06/21	5 yr	Westpac ²⁴	AA-	2,000,000	5,368	3.16	10,043	3.16
			Sub Total		40,750,000	91,775		171,503	

Table 1 - Cash and cash equivalent investments (Continued)

Term Investments									
02/12/15	03/08/16	8 mth	ME Bank	BBB+	3,500,000	9,066	3.05	23,397	3.05
04/02/16	03/08/16	6 mth	MyState	BBB	1,000,000	2,548	3.00	6,575	3.00
17/02/16	17/08/16	6 mth	BOQ	A-	1,000,000	2,590	3.05	6,685	3.05
23/03/16	24/08/16	5 mth	NAB	AA-	1,004,919	2,680	3.14	6,916	3.14
09/03/16	05/09/16	6 mth	Westpac	AA-	2,500,000	6,051	2.85	15,616	2.85
09/03/16	05/09/16	6 mth	AMP Bank	A+	1,006,856	2,565	3.00	6,620	3.00
16/03/16	14/09/16	6 mth	Bankwest	AA-	1,014,211	2,498	2.90	6,446	2.90
17/03/16	14/09/16	6 mth	Police CU SA	NR	2,000,000	5,436	3.20	14,027	3.20
06/04/16	05/10/16	6 mth	IMB	BBB+	1,013,962	2,584	3.00	6,667	3.00
07/07/16	12/10/16	3 mth	NAB	AA-	1,000,000	1,874	2.85	1,874	2.85
07/07/16	19/10/16	3 mth	Beyond Bank	BBB+	1,000,000	1,907	2.90	1,907	2.90
24/06/16	26/10/16	4 mth	Bank of Sydney	NR	3,000,000	7,822	3.07	9,336	3.07
28/07/16	26/10/16	3 mth	AMP Bank	A+	1,000,000	226	2.75	226	2.75
17/02/16	16/11/16	9 mth	ING Bank	A-	1,000,000	2,548	3.00	6,575	3.00
19/05/16	16/11/16	6 mth	BOQ	A-	2,000,000	5,011	2.95	11,800	2.95
19/05/16	16/11/16	6 mth	Peoples Choice CU	BBB+	2,000,000	4,892	2.88	11,520	2.88
19/05/16	16/11/16	6 mth	Capricornian CU	NR	995,000	2,620	3.10	6,169	3.10
29/11/13	30/11/16	3 yr	BOQ	A-	1,000,000	3,822	4.50	9,863	4.50
29/11/13	30/11/16	3 yr	ME Bank	BBB+	1,000,000	3,864	4.55	9,973	4.55
24/06/16	21/12/16	6 mth	BOQ	A-	3,000,000	7,644	3.00	9,123	3.00
23/12/14	22/12/16	2 yr	Auswide Bank	BBB	6,000,000	18,855	3.70	48,658	3.70
07/04/16	04/01/17	9 mth	Police CU SA	NR	1,500,000	4,077	3.20	10,521	3.20
19/05/16	15/02/17	9 mth	Police CU SA	NR	1,000,000	2,590	3.05	6,100	3.05
02/03/16	02/03/17	1 yr	ING Bank	A-	1,500,000	3,949	3.10	10,192	3.10
02/03/16	02/03/17	1 yr	Bendigo-Adelaide Bank	A-	1,079,513	2,815	3.07	7,264	3.07
12/03/14	08/03/17	3 yr	BOQ	A-	2,000,000	7,389	4.35	19,068	4.35
20/03/14	15/03/17	3 yr	BOQ Specialist	A-	1,000,000	3,618	4.26	9,337	4.26
17/03/16	15/03/17	1 yr	Heritage Bank	BBB+	2,000,000	5,436	3.20	14,027	3.20
03/06/16	07/06/17	1 yr	CUA	BBB+	2,500,000	6,264	2.95	11,719	2.95
25/06/14	28/06/17	3 yr	Bananacoast CU	NR	2,000,000	7,219	4.25	8,384	4.25
27/06/14	28/06/17	3 yr	Police CU SA	NR	1,000,000	3,652	4.30	4,359	4.30
03/09/15	06/09/17	2 yr	AMP Bank	A+	5,000,000	12,315	2.90	31,781	2.90
25/10/13	25/10/17	4 yr	BOQ	A-	1,000,000	4,034	4.75	10,411	4.75
08/05/14	08/05/18	4 yr	ME Bank	BBB+	1,250,000	4,884	4.60	12,603	4.60
22/01/14	22/01/19	5 yr	ME Bank	BBB+	2,000,000	8,578	5.05	22,137	5.05
26/02/16	27/02/19	3 yr	Newcastle Permanent	BBB+	1,000,000	2,888	3.40	6,148	3.40
24/12/14	11/12/19	5 yr	RaboDirect	A+	2,000,000	6,879	4.05	17,753	4.05
23/12/14	18/12/19	5 yr	RaboDirect	A+	2,000,000	6,879	4.05	17,753	4.05
07/03/16	03/03/21	5 yr	Newcastle Permanent	BBB+	1,000,000	3,142	3.70	5,474	3.70
Sub Total					67,864,461	193,712		445,006	
Interest Paid on Investments									
Total						16,424		142,543	
Grand Total					142,706,671	367,679	3.23	885,299	3.22

Table 1 – Notes

Notes	
1	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+130
2	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
3	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+130
4	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+146
5	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+160
6	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+127
7	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+117
8	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
9	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+93
10	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+120
11	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+100
12	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+120
13	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+105
14	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
15	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+135
16	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+115
17	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
18	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+105
19	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+125
20	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+115
21	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+150
22	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+195
23	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+148
24	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+117
25	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+145
26	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+135

Table 2 – Individual institution or counterparty limits

Table 2	
Long Term Credit Rating	Maximum Limit
AAA Category	40%
AA Category	30%
A Category*	15%
BBB Category*	10%
Unrated Category	5%

* Investments with counterparties below AA Category are to be restricted to licensed banks, building societies and credit unions.

Table 3 – Investment percentage split

Table 3		
Managed Funds		
BT Institutional Enhanced	AA	0.02%
Henderson	AA	7.98%
Direct Investments		
AMP Bank	A+	7.38%
ANZ Premium Business	AA-	8.45%
Auswide Bank	BBB	4.20%
Bananacoast CU	NR	1.40%
Bankwest	AA-	0.71%
Bank of Sydney	NR	2.10%
Bendigo-Adelaide Bank	A-	4.27%
Beyond Bank	BBB+	0.70%
BOQ	A-	8.41%
BOQ Specialist	A-	0.70%
Capricornian CU	NR	0.70%
CBA	AA-	1.40%
CBA Cash Management	AA-	0.42%
CUA	BBB+	4.20%
Greater Bank	BBB	1.40%
Heritage Bank	BBB+	2.10%
IMB	BBB+	0.71%
ING Bank	A-	1.75%
Macquarie	A	0.70%
ME Bank	BBB+	9.28%
MyState	BBB	0.70%
NAB	AA-	4.91%
Newcastle Permanent	BBB+	3.50%
Peoples Choice CU	NR	1.40%
Police Bank	BBB+	0.70%
Police CU SA	NR	3.85%
Queensland Teachers MB	BBB+	1.40%
RaboBank	A+	0.70%
RaboDirect	A+	2.80%
Suncorp Metway	A+	1.40%
Westpac	AA-	3.15%
Westpac - General	AA-	5.06%
Westpac - Maxi	AA-	0.00%
		100.00%

Table 4 – Market value of tradeable investments

Table 4			
As at Date	Borrower	Purchase Price \$	Market Price \$
31/07/16	AMP Bank ²	750,000	750,173
31/07/16	Bendigo-Adelaide Bank ⁴	1,000,000	1,004,940
31/07/16	Bendigo-Adelaide Bank ⁶	1,000,000	1,006,910
31/07/16	Bendigo-Adelaide Bank ⁹	1,000,000	993,060
31/07/16	Bendigo-Adelaide Bank ¹⁷	2,000,000	1,986,940
31/07/16	BOQ ²³	2,000,000	2,008,100
31/07/16	CBA ²⁰	2,000,000	2,010,400
31/07/16	Credit Suisse ¹⁸	1,000,000	997,330
31/07/16	Credit Suisse ²²	1,000,000	1,017,220
31/07/16	CUA ¹	1,000,000	1,001,470
31/07/16	CUA ¹⁰	2,000,000	1,993,720
31/07/16	CUA ¹²	500,000	498,430
31/07/16	Greater Bank ⁵	2,000,000	2,000,360
31/07/16	Heritage Bank ¹⁶	1,000,000	997,470
31/07/16	Macquarie ¹⁴	1,000,000	994,400
31/07/16	ME Bank ³	1,000,000	1,001,020
31/07/16	ME Bank ¹¹	1,500,000	1,498,410
31/07/16	ME Bank ²⁵	3,000,000	2,996,400
31/07/16	NAB ⁷	5,000,000	5,005,000
31/07/16	Newcastle Permanent ¹⁵	1,000,000	993,670
31/07/16	Newcastle Permanent ²⁶	2,000,000	1,987,340
31/07/16	Police Bank ⁸	1,000,000	1,000,140
31/07/16	Queensland Teachers MB ¹³	2,000,000	1,995,140
31/07/16	RaboBank ²¹	1,000,000	1,008,270
31/07/16	Suncorp Metway ¹⁹	2,000,000	2,005,800
31/07/16	Westpac ²⁴	2,000,000	2,005,240
		40,750,000	40,757,353

Table 5 – Budgeted interest allocation by fund

Table 5	
Fund	Original Budget
General	1,691,563
Developer Contributions - General	54,432
Water	285,434
Sewer	1,322,552
Domestic Waste Management	100,000
Business Waste Management	15,000
Stormwater Management	24,648
Total	3,493,629

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

ITEM 8.6 AMENDMENT TO 2016-17 OPERATIONAL PLAN

ATTACHMENT 1 SUBMISSIONS SUMMARY

Attachment – Submissions to Amended 2016-17 Operational Plan

Submission No	Summary of submission	Staff response
1	<p>Halt work on the Ellerton Drive Extension due to:</p> <ul style="list-style-type: none"> • Failing to address community’s current and future transport needs • Ignore more effective options • community’s dependence on vehicles • causing damage to the environment • air and noise pollution impact on the community • damage to the eastern escarpment of Queanbeyan • financial risks • Jumping Creek estate • Squirrel gliders • Biodiversity offset strategy 	<p>The issues raised in this part of the submission were addressed in the report to the Determination Panel Meeting on 30 June 2016 or in the raft of attachments, including the Review of Environmental Factors, Species Impact Statement and noise report.</p> <p>Additionally, a financial risk assessment was presented to the Extraordinary Meeting on 30 June 2016.</p>
1	Commence work on a Transport Strategy	<p>Council has allocated \$100,000 to undertake a Transport Strategy. The Transport Strategy will be made up of various elements, some of which have already had significant consultation completed. It is anticipated the community and stakeholders will be involved in survey and focus group activity in line with an engagement plan to be prepared with the strategy work. The draft strategy will then be publically exhibited for comment.</p>
1	Involve the community at the outset of the development of the Transport Strategy	As above

1	Request NSW and Australian Government freeze grant funding for EDE and make funding available for alternate road projects	The Googong and Tralee Traffic Study (2031) and subsequent reviews and remodelling shows that the Ellerton Drive Extension provides the best solution for the Queanbeyan traffic network.
	Recommit EDE project to next elected Council to consider as part of transport measures	In announcing the merger of councils, the NSW Premier was firm in his statement that business should continue as normal and that the Administrator should continue to make decisions. The Ellerton Drive Extension project has been supported to some degree by eight successive councils.
2	Preparation of a sustainable transport strategy	Council has allocated \$100,000 to undertake a Transport Strategy. Work had commenced through engagement with ACT government and discussions with NSW Transport. Several elements of a Transport Strategy had been considered and implemented by Council, including cycleway and pedestrian plans and PAMP projects. Those plans will be updated with the Strategy. The Transport Strategy will be made up of various elements, some of which have already had significant consultation completed. It is anticipated the community and stakeholders will be involved in survey and focus group activity in line with an engagement plan to be prepared with the strategy work. The draft strategy will then be publically exhibited for comment.
2	Financial risk	A financial risk assessment was undertaken by Parsons Brinckenhorff and was presented to the Extraordinary Meeting of Council on 30 June. The full risk assessment can be viewed here - http://www.qcc.nsw.gov.au/ArticleDocuments/1361/Attachment2-EllertonDriveFinancialRiskAssessment-Final.pdf.aspx
2	Undemocratic decision making and failure to consult with Palerang residents	In announcing the merger of councils, the NSW Premier was firm in his statement that business should continue as normal and that the Administrator should continue to make decisions. The Ellerton Drive Extension project has been supported to some degree by eight successive councils. The exhibition of documents and submission on these documents was not restricted to residents of the former Queanbeyan City Council. Some newspapers circulating in the former Palerang council area reported on the Ellerton Drive Extension and included advertisements on the EDE. The amendment to the Operational Plan was advertised across the Local Government Area. No submissions were received from residents of the former Palerang council.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

ITEM 8.6 AMENDMENT TO 2016-17 OPERATIONAL PLAN

ATTACHMENT 2 OPERATIONAL PLAN AMENDMENT SUBMISSIONS

Submission 1



To General Manager
Queanbeyan Palerang Regional Council

Re: Submission on the proposed amendment to the 2016-17 Operational Plan

Introduction

Thank you for the opportunity to comment on the proposed amendment to the 2016-17 Operational Plan.

This submission is made on behalf of the Queanbeyan Sustainability Group. Kindly acknowledge receipt of our submission by email to [REDACTED]

The proposed amendment to the 2016-17 Operational Plan states:

Ellerton Drive Extension – final design, tender and preliminary construction. Budget inclusion \$20m. Funding source – Grants and contributions (\$20m)

The Queanbeyan Sustainability Group strongly opposes this amendment and recommends that Council:

1. Halt all work on the Ellerton Drive Extension (EDE) project
2. Immediately commence work on a comprehensive, integrated, sustainable transport strategy for the entire regional council, as foreshadowed several months ago
3. Involve the community at the outset of this work, including in scoping the development of the transport strategy
4. Request the NSW and Australian governments to freeze the grant funding they have pledged for the EDE and undertake to make the full funding amount available for alternative road projects pending the outcome of the transport strategy and decisions of the next elected council
5. Recommit the EDE project to the next elected council to consider as part of a package of transport measures.

Recommendation 1: Halt all work on the Ellerton Drive Extension (EDE) project.

The EDE project is unsupportable for a raft of reasons that we have identified in several earlier submissions to the council on the proposal, including:

- failing to address our community's current and future transport needs

- ignoring more effective road options
- condemning our community to vehicle dependence and the pollution impacts this entails, including adding to growing greenhouse gas emissions which are contributing to rapid climate change
- causing unacceptable and irreparable harm to the environment, including native species and ecological communities that are listed for protection under NSW and Australian government environmental law
- exposing thousands of people to unacceptable air and noise pollution, risking their health and wellbeing
- causing irreparable damage to the natural attributes of the Eastern Escarpment and Queanbeyan River corridor, the importance of which Council acknowledged in the *Queanbeyan Tomorrow Community Vision 2021* document
- exposing our community to unacceptable financial risks to fund the road.

Jumping Creek estate

In addition to the problems listed above, the EDE is designed to provide access for close to 300 lots of residential housing at Jumping Creek Estate.

The scale of the proposed housing project in a location close to the river corridor, a biodiversity corridor and a nature reserve constitutes inappropriate development, which would have significant adverse impacts on the local environment.

The NSW Department of Planning and Environment has also now declined to designate Jumping Creek as an urban release area, advising that if Council wishes to pursue development at the site, it will require further analysis of its capability and suitability as an urban release area. [Letter dated 24 July 2016, Attachment 1 to business agenda item 9.2 for 10 August 2016.]

Squirrel gliders

There remains conflicting information about the likely presence of squirrel gliders (listed as threatened in NSW) along the EDE alignment or in the vicinity there of.

The NSW Scientific Committee is investigating this matter and until it has completed this study, work on the EDE project should be suspended.

Biodiversity offset strategy

The proposed 'biodiversity offsets' to meet NSW and Australian government requirements are inadequate.

They fail the first principle under the biodiversity offsets policy, to avoid adverse impacts on the environment. This has not occurred, as evident from the failings of the Googong and Tralee Traffic Study.

The traffic study did not consider all potential road options equally. For example, it dismissed the northern bypass on the grounds of costs when there wasn't even a current cost estimate for the road.

Nor did the traffic study consider how better public transport services could reduce demand for private vehicle trips, especially in peak travel periods, avoiding the need to build the EDE.

Further, the traffic study showed that the EDE would actually increase congestion in most parts of the road network, which surely raises doubts about the justifications Council has advanced for this road.

The next principle biodiversity offsets must meet is that if adverse impacts cannot be avoided they should be mitigated. On this count, the draft biodiversity offsets strategy proposes changing the time for clearing land to discourage Rosenberg's monitor from nesting. We consider this an inadequate response to the expanded impact of the revised design of the EDE on the habitat of Rosenberg's goanna, which is to have doubled the habitat area to be lost.

Recommendation 2: Immediately commence work on a comprehensive, integrated, sustainable transport strategy for the entire regional council, as foreshadowed several months ago.

A sustainable transport strategy is needed before Council decides where and how to spend close to \$100 million in transport infrastructure funds.

Council recognised the need for a wider transport strategy in August 2009. In response to calls from individuals and groups, it called for a staff report on developing a strategy but after receiving the report declined to allocated the \$100,000 estimated as required to undertake the work.

Notwithstanding that decision, the development of a sustainable transport strategy was included in the *Queanbeyan Community Climate Change Action Plan 2013-17*.

In December 2015, the Council finally agreed to develop the transport strategy but in early 2016 it was revealed this would not occur until 2016-17 and only after Council decided whether to build the EDE.

This is unsupportable. The city needs a transport plan that sets Queanbeyan up to meet the challenges of the 21st century: halting the decline in biodiversity; reversing the growth in greenhouse gas emissions; conserving oil; and creating cities that are good places in which to live as housing densities rise in response to population growth.

The NSW *State of the Environment Report 2015* notes that transport accounts for 19% of the state's greenhouse gas emissions.

Gains in energy efficiency and increasing use of renewable energy are being undermined by the steady growth in greenhouse gas emissions from transport, where most journeys are made in private vehicles.

While there are public transport and active transport (cycling & walking) projects planned for Sydney, here in Queanbeyan no investment in public transport is planned to address congestion caused by a growing population and the need for most people to travel to Canberra for work and study. Instead, the focus is on building roads such as the proposed EDE, in the expectation that people will remain dependent on private vehicles.

That expectation will be realised in the absence of genuine alternative transport options. Therefore, it is vital that Council resolves to defer a decision on the proposed EDE until the transport strategy is developed.

Recommendation 3: Involve the community at the outset of this work, including in scoping the development of the transport strategy.

Unlike the approach to community 'consultation' that Council adopted for the EDE project, we call on the Council to involve the Queanbeyan-Palerang Regional Community in developing a transport strategy from the outset.

In this way, the strategy will more likely address the various needs of community members across age profiles, income levels, location (city versus rural), and medical needs.

Recommendation 4: Request the NSW and Australian governments to freeze the grant funding they have pledged for the EDE and undertake to make the full funding amount available for alternative road projects pending the outcome of the transport strategy and decisions of the next elected council.

The proposed EDE is a poor use of \$50 million of government grant funding for transport infrastructure. The Googong and Tralee Traffic Study showed that the EDE would actually increase traffic congestion in most parts of the city network.

Funding arrangements remain a matter of concern. Council's assessment of repayment of a 20-year council loan to developers to fund their share of the construction cost appears to be based on an unrealistic rate of new housing starts, well above historical levels.

There is a risk that the developers never pay their share, leaving the ratepayers to pick up the bill for the capital and ongoing interest.

The cost of the proposed EDE has continued to rise over the past few years, from Mayor Tim Overall's estimate in May 2013 of between \$35 million to \$55 million (*The Queanbeyan Age*, 21 June 2013) to around \$100 million last year and more recently (June 2016) at \$86 million. Council staff have said on several occasions that the final cost of the road project remains unknown.

The financial risk assessment released just a few days before the 30 June 2016 panel determination meeting revealed that a relatively minor cost overrun (of \$1.7 million) would result in Council having to find additional sources to repay the loan.

This, along with the fact that the Council would be legally responsible for meeting the full cost of the difference between the government grant and the final construction cost (the loan to developers notwithstanding) means the city and its ratepayers and residents would be exposed to unknown financial risks.

We understand that government grants can be redirected to other transport projects if that is what Council decides.

Recommendation 5: Recommit the EDE project to the next elected council to consider as part of a package of transport measures.

The process by which Council approved the EDE was undemocratic and unreasonable given the extent of division within the community and among former Queanbeyan City Councillors, sacked by the NSW Government in May 2016.

The Administrator has been a vocal supporter of the EDE for years. His views did not represent the range of views within the community on this matter.

Queanbeyan Council did not discuss the timing of a vote on the EDE with Palerang Council ahead of the merger. Nor were Palerang residents consulted about the EDE even though the project binds Palerang residents and ratepayers to one of the most expensive and riskiest financial undertakings the Council has embarked upon.

This decision is too important to be made by one person – the Administrator, who has always supported the EDE.

Any decision about the EDE should be made by the next elected council, which will represent residents and ratepayers of the merged regional council, and which should consider the matter in the context of a sustainable transport strategy for our community.

Yours sincerely

A large black rectangular redaction box covering the signature area.

5 August 2016

Submission on the proposed amendment to the operational plan 2016-17

To General Manager
Queanbeyan-Palerang Regional Council

Submission 2

Re: Submission on the proposed amendment to the 2016-17 Operational Plan

Introduction

Thank you for the opportunity to comment on the proposed amendment to the 2016-17 Operational Plan.

This submission is made on behalf of the Queanbeyan Conservation Alliance. Kindly acknowledge receipt of our submission by email to [REDACTED]

The proposed amendment to the 2016-17 Operational Plan states:

Ellerton Drive Extension – final design, tender and preliminary construction. Budget inclusion \$20m. Funding source – Grants and contributions (\$20m)

The Queanbeyan Conservation Alliance strongly opposes this amendment.

We do not support the Ellerton Drive Extension (EDE) project and, therefore, do not support the expenditure of any more funds on it.

Sustainable transport strategy

The Council needs to prepare a sustainable transport strategy for the city.

The Council first acknowledged that the Googong and Tralee Traffic Study was inadequate at the very meeting that it adopted the traffic study for public exhibition, in 2009, requesting a report on developing a comprehensive transport strategy for Queanbeyan.

It took until December 2015 for the Council to finally resolve to prepare a transport strategy. This work should be completed before any funds are committed to major new roads, including the EDE.

We represent the views of 1252 people who have signed our petition calling for a halt to the EDE project and the development instead of a transport strategy.

Financial risk

The EDE entails serious financial risks for our community yet no detail about this was provided to the public until two days before the EDE determination meeting on 30 June 2016. People did not have sufficient time to consider the financial risk assessment.

This information should have been provided well in advance; councillors had been asking for it for more than 12 months.

There are many unanswered questions about the financial risk of the project to our community and these matters must be clarified before Council does any more work on the project.

Undemocratic decision-making

We also object to the manner in which the decision to approve the EDE was made.

At no time were Palerang residents involved directly in the consultations about the EDE. This was despite a widespread expectation that Palerang and Queanbeyan councils would be forcibly merged, as happened in May this year. Yet they, like Queanbeyan residents, will carry the financial risks of the EDE.

We also find it unacceptable that such an important decision, with grave implications for current and future residents, should be made by a single person – the Council Administrator, Tim Overall.

Assembling a determination panel was a bit of window dressing. The Administrator told a council meeting in May that, following the dismissal of councillors and the forcible merger of the two councils, he had the authority to make the decision, as the local government minister had encouraged him to do so.

The Administrator has long supported the EDE. The community is divided on the matter, and the councillors held different opinions. Had the Council been permitted to determine the matter there is a good chance that it would have rejected it, or at best, the vote would have been tied.

It is simply unacceptable for one person, who has publicly advocated for the EDE since 2009, to make this decision.

This matter should be recommitted to the next elected Council to consider. In the meantime, the Council should prepare a sustainable transport strategy in consultation with the community, so that the next Council is well prepared to make this decision having regard to the long-term implications for all residents.

We also call on the Council to request the NSW and Australian governments to freeze the grant funding they have pledged for the EDE and undertake to make the full funding amount available for alternative road projects pending the outcome of the transport strategy and decisions of the next elected council

Yours sincerely

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

ITEM 8.7 PROCEDURE FOR UNSOLICITED PROPOSALS

ATTACHMENT 1 UNSOLICITED PROPOSALS PROCEDURE

UNSOLICITED PROPOSALS

PROCEDURE FOR SUBMISSION AND ASSESSMENT

June 2016

CONTENTS

1	PREAMBLE	3
2	INTRODUCTION	4
3	GUIDING PRINCIPLES	6
3.1	OPTIMISE OUTCOMES	6
3.2	UNIQUENESS	6
3.3	ASSESSMENT CRITERIA	7
3.4	PROBITY	8
3.5	RESOURCE COMMITMENTS	9
3.6	GOVERNANCE ARRANGEMENTS	9
3.7	PARTICIPATION AGREEMENT	10
4	ROLES AND RESPONSIBILITIES	10
4.1	PROPONENT	10
4.2	COUNCIL	10
4.3	ADVISERS	10
4.4	PROBITY ADVISER	11
5	THE PROCESS	12
5.1	INTRODUCTION	12
5.2	PRE-SUBMISSION CONCEPT REVIEW STAGE	12
5.3	STAGE 1.a) -INITIAL SUBMISSION AND PRELIMINARY ASSESSMENT	13
	STRATEGIC ASSESSMENT OF INITIAL SUBMISSION	14
5.4	STAGE 2 – DETAILED PROPOSAL	15
5.5	STAGE 3 – NEGOTIATION OF FINAL BINDING OFFER	16
6	PROCESS FLOWCHART	17

1 PREAMBLE

In its daily operations the Council, Councillors and Council staff are sometimes approached by the private sector and individuals with specific proposals for the Council to entertain including, land purchases, business development, participation in a joint venture and other proposals

The NSW Guide for Submission and Assessment of Unsolicited Proposals in January 2012 has provided guidance for the Council in developing a process and procedure to consider proposals and provides a transparent and streamlined approach that will assist the Council and the private sector working together to develop and deliver innovative ideas. The NSW Guide to Public Private Partnerships has also been considered.

The aim is to provide consistency and certainty to the private sector as to how any unsolicited proposal to the Council will be assessed within a transparent framework.

2 INTRODUCTION

These Guidelines are not a substitute for approved competitive practices by the Council and have been developed to provide a framework to enable an unsolicited proposal to be considered.

While direct negotiation with a proponent in response to an Unsolicited Proposal may be pursued in justifying circumstances, Council's usual procurement approach is to test the market. This generally results in the demonstrable achievement of value-for-money outcomes and provides fair and equal opportunities for private sector participants to do business with Council.

The Council has absolute discretion in considering proposals and will ensure that the proposal and its proponent have unique attributes such that others could not deliver a similar proposal with the same outcome. The Council may directly negotiate with an individual or organisation that presents an Unsolicited Proposal where circumstances justify this approach.

This Guide sets out the processes to be followed by both the Council and Proponents in developing Unsolicited Proposals. It represents commitment by Council to the allocation of resources to meet its responsibilities as outlined in this Guide. It is recognised that a Proponent will be entitled to a fair rate of return for its involvement in a project and that outcomes should be mutually beneficial for the Proponent and Council. Further, Council recognises the right of Proponents to derive benefit from unique ideas. The approach to the identification, recognition and protection of intellectual property rights will be addressed and agreed with the Proponent during Stage 1 of the process as set out below.

A three stage assessment process has been developed to guide the evaluation of proposals. The process involves:

Stage 1

a) Initial Submission and Preliminary Assessment- Council Executive staff will undertake a Preliminary Assessment of the proposal to determine if the submission constitutes an unsolicited proposal and if it contains sufficient potential grounds to justify direct dealing and a Stage 1 assessment. Council reserves the right to further consider, or not consider, Unsolicited Proposals beyond this stage at its absolute discretion. All discussions are held in confidence.

b) Strategic Assessment of Initial Submission – Includes a comprehensive initial assessment of the proposal to identify the potential benefit to Council of further consideration and development with the Proponent. The outcome is advice to the Proponent of progression to Stage 2, or that the proposal will not be progressed.

Stage 2 Detailed Proposal - requires the Proponent and Council to work cooperatively in the development and assessment of a Detailed Proposal. The outcome is advice to the Proponent of progression to Stage 3, or that the Council does not wish to proceed. At this point councilors are advised of the proposal and their concurrence to proceed is sought via a report in closed session.

Stage 3 Negotiation of Final Binding Offer - involves the finalisation of all outstanding issues with a view to entering into a binding agreement, should the Council accept the final offer. Appropriate independent legal, probity, property and infrastructure advice may be sought to assist.

Where the Council assesses a proposal as not meeting the criteria, including uniqueness, the Council reserves its usual right to go to market. The Proponent will be provided with the opportunity to participate in the procurement process should the concept be offered to the market, but will have no additional rights beyond those afforded to other market participants. If the Council elects to go to market in such circumstances it will respect any IP owned by the Proponent.

The unsolicited proposals assessment process is separate to other Council statutory approvals processes e.g. planning.

3 PRINCIPLES

3.1 OPTIMISE OUTCOMES

Proposals must be considered in light of the wider benefits and strategic outcomes that may be derived. In order to proceed however, proposals must be broadly consistent with Council objectives and plans, and offer some attributes that would justify departing from a competitive tender process. Outcomes must always be in the best interest of the Council.

In order to demonstrate that *Value for Money* will be achieved, the Council will develop an independent project cost estimate that will be used to assess *Value for Money*. This approach to demonstrating *Value for Money* will be generally consistent with Infrastructure Australia guidelines.

3.2 UNIQUENESS

For unsolicited proposals to progress through the assessment process, the uniqueness needs to apply to both the proposal and the proponent. The essential elements to be addressed in any Unsolicited Proposal are-

- Can this proposal be readily delivered by competitors? If so what, if any, justification would the Council have to the public for not seeking best value through a competitive tender process? What benefit(s) would the Council gain?
- Does the proponent own something that would limit the Council from contracting with other parties if the Council went to tender? This would include intellectual property, real property and other unique assets.
- Are there other attributes which may not necessarily stand alone as unique but, when combined, create a "unique" proposal? This may include genuinely innovative ideas, including financial arrangements or solutions that are otherwise unlikely to be defined and put to market (*e.g. alternatives to providing a Council service or substantive processes, products or methods for delivering a service that is not offered by other service providers and constitute a significant departure from traditional service delivery*).

Note: Proposals that are NOT considered unique are unlikely to be progressed.

- Proponents seeking to directly purchase or acquire a Council-owned entity or land parcel. Unless the proposal presents a unique opportunity to Council, the Council is unlikely to enter into such an arrangement without a competitive tender process.
- Proponents with an existing Council contract to provide goods or services seeking to bypass a future tender process.
- Proposals for significant extensions to existing contracts, or the next stage of a staged project on the basis that the contractor is already "on-site" or has some other claimed advantages, absent of other "uniqueness" criteria.
- Proposals that identify the proponent's skills or workforce capability as

the only unique characteristic are unlikely to progress to Stage 2.

- Proposals to provide widely available goods or services to Council.
- Proposals for consultancy services.
- Proposals for projects where the tender process has formally commenced.
- Proposals that are early concepts or lack detail.
- Proposals seeking grants e.g. scientific research.
- Proposals that claim uniqueness that is trivial.

3.3 ASSESSMENT CRITERIA

Proposals will be initially assessed against the Assessment Criteria in the table below. Assessment will be based on satisfactorily meeting each of the criteria. Additional Criteria relevant to a particular proposal may also be applied at later stages. If so, the Proponent will be informed of the criteria in order for these to be addressed in its Detailed Proposal during Stage 2.

Uniqueness	<p>Demonstration of unique benefits of the proposal and the unique ability of the proponent to deliver the proposal. In particular the following are to be demonstrated –</p> <ul style="list-style-type: none"> • <i>Can this proposal be readily delivered by competitors?</i> • <i>Does the proponent own something that would limit the Council from contracting with other parties if the Council went to tender?</i> • <i>Are there other attributes which may not necessarily stand alone as unique but, when combined, create a "unique" proposal?</i>
Value for Money	<p>Does the proposal deliver value for money to the Council? What are the <i>net</i> economic benefits of the proposal (<i>the status quo should be defined</i>)?</p> <p><i>Consideration will be given to factors such as: whole of life costs and revenue, quality, risk borne by Council, benefits gained, qualitative and whole of Council outcomes including timely achievement of local benefit.</i></p>
Return on Investment	<p>Is the proposed return on Investment to the proponent proportionate to the proponent's risks, and industry standards? Returns may be financial, environmental or infrastructure based, in accordance with the Council's property policy.</p>

Capability and Capacity	Does the proponent have the experience, capability and capacity to carry out the proposal? What reliance is there on third parties?
Affordability	Does the proposal require Council funding, or for the Council to purchase proposed services? Does the Council have funds available or budgeted and if not what source would be proposed?
Risk Allocation	What risks are to be borne by the proponent and by the Council?

3.4 PROBITY

The Council takes all necessary steps to conduct its commercial dealings with integrity. The assessment of Unsolicited Proposals must be fair, open and demonstrate the highest levels of probity consistent with the public interest. The assessment of Unsolicited Proposals will be conducted through the application of established probity principles and in accordance with the Council's adopted probity framework.

Maintaining Impartiality

Fair and impartial treatment will be a feature of each stage of the assessment process. The process will feature a clearly defined separation of duties and personnel between the assessment and approval functions.

Maintaining Accountability and Transparency

Accountability and transparency are related concepts. The demonstration of both is crucial to the integrity of the assessment.

Accountability requires that all participants be held accountable for their actions. The assessment process will identify responsibilities, provide feedback mechanisms and require that all activities and decision making be appropriately documented.

Transparency refers to the preparedness to open a project and its processes to scrutiny, debate and possible criticism. Relevant information regarding proposals under consideration at Stage 2 should be publicly available.

Managing conflicts of interest

In support of the public interest, transparency and accountability, the Council requires the identification, management and monitoring of conflicts of interest. All parties will be required to disclose any current or past relationships or connections that may unfairly influence or be seen to unfairly influence the integrity of the assessment process.

Maintaining Confidentiality

In the assessment of Unsolicited Proposals there is need for high levels of accountability and transparency. However, there is also a need for some information to be kept confidential, at least for a specified period of time. This is important to provide participants with confidence in the integrity of the process. All proposals submitted will be kept confidential at Stage 1 of the assessment process.

Obtaining Value for Money

Obtaining optimal value for money is a fundamental principle of good governance. Proponents can make proposals with the confidence that they will be assessed on their merits and where Council appropriately considers value.

3.5 RESOURCE COMMITMENTS

In order for an Unsolicited Proposal to progress, and the Proponent will be required to commit resources. The staged approach to assessment as detailed in this Guide seeks to balance resource input at each stage to reduce the potential for unnecessary expense.

While this Guide sets out information and processes to minimise costs for Proponents, the Council will not normally reimburse costs associated with Unsolicited Proposals.

3.6 GOVERNANCE ARRANGEMENTS

Once a proposal reaches Stage 2 of the assessment process, Council will establish appropriate governance arrangements including assessment/technical panels, management of confidentiality and conflict of interest, and provide details of the appointed Proposal Manager and probity advisor.

In preparing the governance arrangements, Council will have regard to relevant processes and approval requirements.

3.7 PARTICIPATION AGREEMENT

A Participation Agreement provides an agreed framework for Stage 2 which will be entered into by both Council and the Proponent in order to ensure the alignment of expectations regarding participation in the process.

The Participation Agreement will contain:

- Acknowledgement that a Value for Money outcome is a requirement for the proposal to proceed
- Assessment Criteria and other relevant Council requirements
- Communication channels, including a prohibition on lobbying
- Agreement regarding cost arrangements
- Resource commitments
- Conflict of interest management arrangements
- Confidentiality requirements
- Commitment to following an open book approach to discussions
- Commitment to providing a local benefit

- Structuring of milestones, value capture and Payments (*where applicable*).
- Timeframe
- Approval requirements.

Stage 3 Agreement

A Stage 3 Agreement provides an agreed framework for participation in Stage 3 which will be entered into by both Council and the Proponent in order to ensure alignment of expectations. The Stage 3 Agreement will contain (*but not limited to*):

- Communication channels, including a prohibition on lobbying.
- Agreement regarding cost arrangements.
- Resource commitments.
- Conflict of interest management arrangements
- Confidentiality requirements
- Timeframe
- Approval requirements
- Schedule of items, broad contractual terms and issues to be negotiated.

4 ROLES AND RESPONSIBILITIES

4.1 PROPONENT

The Proponent is required to:

- Prepare a submission and meet with Council staff to discuss its unique characteristics and other key principles, prior to lodgment of a formal submission. This involves the Proponent completing an initial Schedule of Information Requirements.
- Prepare and lodge with DPC an Initial Submission for Preliminary or Stage 1 Assessment or with OLG an initial submission for proposed Public Private Partnership. This involves the Proponent completing the Schedule of Information Requirements and attaching any other relevant information.
- Enter into a Participation Agreement if recommended to proceed to Stage 2
- Provide a Detailed Proposal at the conclusion of Stage 2
- Provide a Binding Offer at the conclusion of Stage 3.

4.2 COUNCIL

Proposals will be submitted to the Council for approval prior to any progression of a proposal to Stage 2 or 3.

Projects requiring capital and/or recurrent funding require the approval of Council. The required approval process will be described to the proponent.

4.3 ADVISERS

The council may procure Advisors with specialist expertise to assist in project scoping and assessment:

- *Legal*
- *Financial*
- *Property*
- *Technical*
- *Environmental.*

Other advisers may be appointed where specialist input is required. All Advisers are to follow all project governance and probity requirements.

4.4 PROBITY ADVISER

An independent probity adviser may be appointed for large-scale projects or where probity risk is considered sufficient to warrant appointment. The role of the probity adviser is to monitor and report on the application of the probity fundamentals during the assessment process. Probity advisers are usually appointed at Stages 2 and 3 of the assessment process.

The probity adviser will report to the Council and will be available to Proponents to discuss probity related matters.

In the absence of a probity adviser, this role will be undertaken by the General Manager's nominee. Proponents are able to request the appointment of a probity adviser.

5 THE PROCESS

5.1 INTRODUCTION

This section outlines an assessment process for the consideration of Unsolicited Proposals. It is recognised that the nominated stages may be refined in order to most effectively manage the assessment of any particular proposal. For example, each stage may include a number of milestones to be achieved.

5.2 PRE-SUBMISSION CONCEPT REVIEW STAGE

Timing

It is recognised that there may be numerous discussions at many levels between the proponent and Council stakeholders in order to ascertain Council needs and to better understand the business environment. These are informal discussions and are outside the realm of this Guide.

This initial meeting represents the first formal step in assessing the merits of each Unsolicited Proposal and may be before or after lodgment of the full proposal. The Council's strong preference is that this occurs before formal lodging of any proposal and commencement of Stage 1.

Proponent responsibilities

In order for this meeting to be helpful, the proposal needs to be developed to a stage where the key inputs and outcomes have been identified, key assumptions and requirements of Council are clear, and other key elements have been identified. In particular, the unique ability of the proponent to deliver the proposal should be demonstrated and documented. The initial Schedule of Information.

Council responsibilities

Where the Council is of the view that there is little prospect of the uniqueness criteria being met, it will communicate this to the proponent. In such circumstances, the Council reserves the right not to advance assessment of the proposals to Stage 1 assessment as set out below. Appropriate records of meetings and correspondence will be maintained.

5.3 STAGE 1

a) INITIAL SUBMISSION and PRELIMINARY ASSESSMENT

Objective

For Council to undertake a Preliminary Assessment of the proposal and to determine if the submission constitutes an unsolicited proposal and if sufficient justification exists to justify direct dealing and therefore undertake a Stage 1 assessment. Council reserves the right to further consider, or not consider, Unsolicited Proposals beyond this stage at its absolute discretion.

Proponent responsibilities

During Stage 1.a), the Proponent is responsible for:

- Preparing an Initial Submission in accordance with the Schedule of Information
- Requirements listed on the Council Website
- Identification of unique elements of the proposal
- Forwarding the Initial Submission to the Council
- Responding to requests for further information. The information to be provided will depend on the size and complexity of the proposed project.

Council responsibilities

During Stage 1.a), Council is responsible for:

- Promptly acknowledging receipt of the Initial Submission
- Undertaking an initial compliance check to ensure the required information has been provided
- Requesting further information from the Proponent if required. This may involve clarification meetings with the Proponent in order to promote clarity of Council requirements
- Undertaking a Preliminary Assessment that will be based on the potential for the proposal to satisfactorily meet the Assessment Criteria
- Council approval to progress to Stage 1.b, if warranted
- Notification of the Preliminary Assessment outcome to the Proponent and if to be progressed.
- Maintaining appropriate numbers of staff at meetings, meeting records and correspondence.
- Preventing the canvassing of councilors.

Outcomes

The outcomes will be that the Proposal is considered acceptable or not suitable to progress to Stage 1.b)

Feedback

Proponents will be provided with written feedback on whether their Submission has progressed to Stage 1.b) or reasons for a decision not to proceed with a proposal.

b) STRATEGIC ASSESSMENT of INITIAL SUBMISSION

Objective

Council to undertake a comprehensive initial assessment of the proposal to identify the potential benefit to Council of further consideration and development with the Proponent.

Proponent responsibilities

During Stage 1.b), the Proponent is responsible for:

- Responding to requests for further information. The information to be provided will depend on the size and complexity of the proposed project.

Council responsibilities

During Stage 1.b), the Council is responsible for:

- Commitment by Council Executive.
- Requesting further information from the Proponent if required. This may involve clarification meetings with the Proponent in order to promote clarity.
- Undertaking a formal assessment. The assessment will be based on the potential for a subsequent Detailed Proposal to satisfactorily meet each of the Assessment Criteria if progressed to Stage 2
- Preparing an Assessment Report for review and approval
- Preparing a draft Participation Agreement for all proposals deemed appropriate to progress to Stage 2
- Notification of the initial assessment outcome to the Proponent
- Council approval to progress to Stage 2, if warranted.

Outcomes

The following outcomes may result from this stage:

- The proposal is considered suitable for progression to Stage 2
- The proposal, in concept form, is deemed of sufficient interest to Council to warrant further development and progression to a more defined project either with the original Proponent or with a view to bringing a project to market
- The proposal is not sufficiently unique to justify direct negotiations with the Proponent
- The submission is considered suitable for further consideration if the project appears to have merit, requires a relatively low resource commitment by Council is low risk
- The Submission is not considered suitable for further consideration.

Feedback

Proponents with proposals considered suitable to proceed to Stage 2 will be provided with the following information:

- A summary of the assessment findings
- The proposed process for the further development and consideration of a Detailed Proposal, including governance arrangements
- Guidance regarding: value, scope, appropriate target return on investment parameters, timing, risk and other limitations affecting the Detailed Proposal in order to avoid unnecessary costs for the Proponent

Written feedback providing reasons for a decision not to proceed with a proposal will be provided.

5.4 STAGE 2 – DETAILED PROPOSAL

Objective

For the Proponent and Council to work cooperatively in the development and assessment of a Detailed Proposal, which may require a degree of preliminary negotiation on key issues, subject to the nature of the proposal.

Proponent responsibilities

During Stage 2, the Proponent will:

- Enter into a Participation Agreement
- Attend the Establishment Meeting
- Prepare and submit a Detailed Proposal in a form previously agreed with Council that addresses each of the Council's Assessment Criteria. This may include draft commercial terms for Council's consideration, if appropriate.

Council responsibilities

During Stage 2, the Council will:

- Enter into a Participation Agreement
- Facilitate an Establishment Meeting in order to:
 - Provide feedback to the Proponent regarding risks and concerns with the Initial Submission
 - Provide guidance to the Proponent regarding Council requirements
 - Agree the approach to managing Proposal Development Workshops
 - Advise of the relevant Assessment Criteria
 - Agree the format for the Detailed Proposal, including the information and level of detail required
 - Commence discussions concerning the acceptable commercial and legal terms (*with a view to developing draft commercial and legal terms that will form the basis of a final binding offer*).
- Commit appropriately experienced and qualified resources to participate in the Stage 2 process
- Prepare a Governance and Probity Plan
- Define a Reference Project which accurately reflects the scope of the proposal
- Investigate benchmarking and prepare the Public Sector Comparator for the Reference Project, where appropriate
- Participate in Proposal Development Workshops.
- Provide further information to the Proponent to assist with proposal development
- Receive the Detailed Proposal
- Undertake assessment of the Detailed Proposal (by the Assessment Panel) against each of the Assessment Criteria
- Request further information from the Proponent as required
- Prepare an Assessment Report (by the Assessment Panel) and make recommendations to the Steering Committee
- Make recommendations to Council.

Outcomes

The outcomes will be that the Proposal is considered acceptable or not suitable to progress to Stage 3. This may include a report in closed session to the Council to formalize a position on the proposal.

Feedback

- Proponents progressing to Stage 3 will be provided with a draft Stage 3 Agreement and a schedule of items and issues to be negotiated (*this may be provided separately to the Stage 3 Agreement*).
- Written feedback providing reasons for a decision by Council to not proceed will be provided.

5.5 STAGE 3 – NEGOTIATION OF FINAL BINDING OFFER

Objective

To finalise all outstanding issues with a view to entering into a binding agreement.

Proponent responsibilities

During Stage 3, the Proponent will:

- Enter into a 'Stage 3 Agreement'
- Participate in the negotiation process
- Submit a Binding Offer, including appropriate legal and commercial terms.

Council responsibilities

During Stage 3, Council will:

- Enter into a 'Stage 3 Agreement'
- Inform the Proponent of the process and protocols for negotiation
- Provide the Proponent with a schedule of items for negotiation
- Prepare an internal Governance Plan and appoint the Probity Officer
- Commit appropriately qualified resources to complete negotiations, including legal, financial and technical advice where appropriate
- Undertake a comprehensive assessment of the Binding Offer
- Define the appropriate Contract Management arrangements to monitor and ensure contracted outcomes are delivered
- Make recommendations to Council, with decisions placed in Open session as appropriate with contract arrangements.

Outcomes

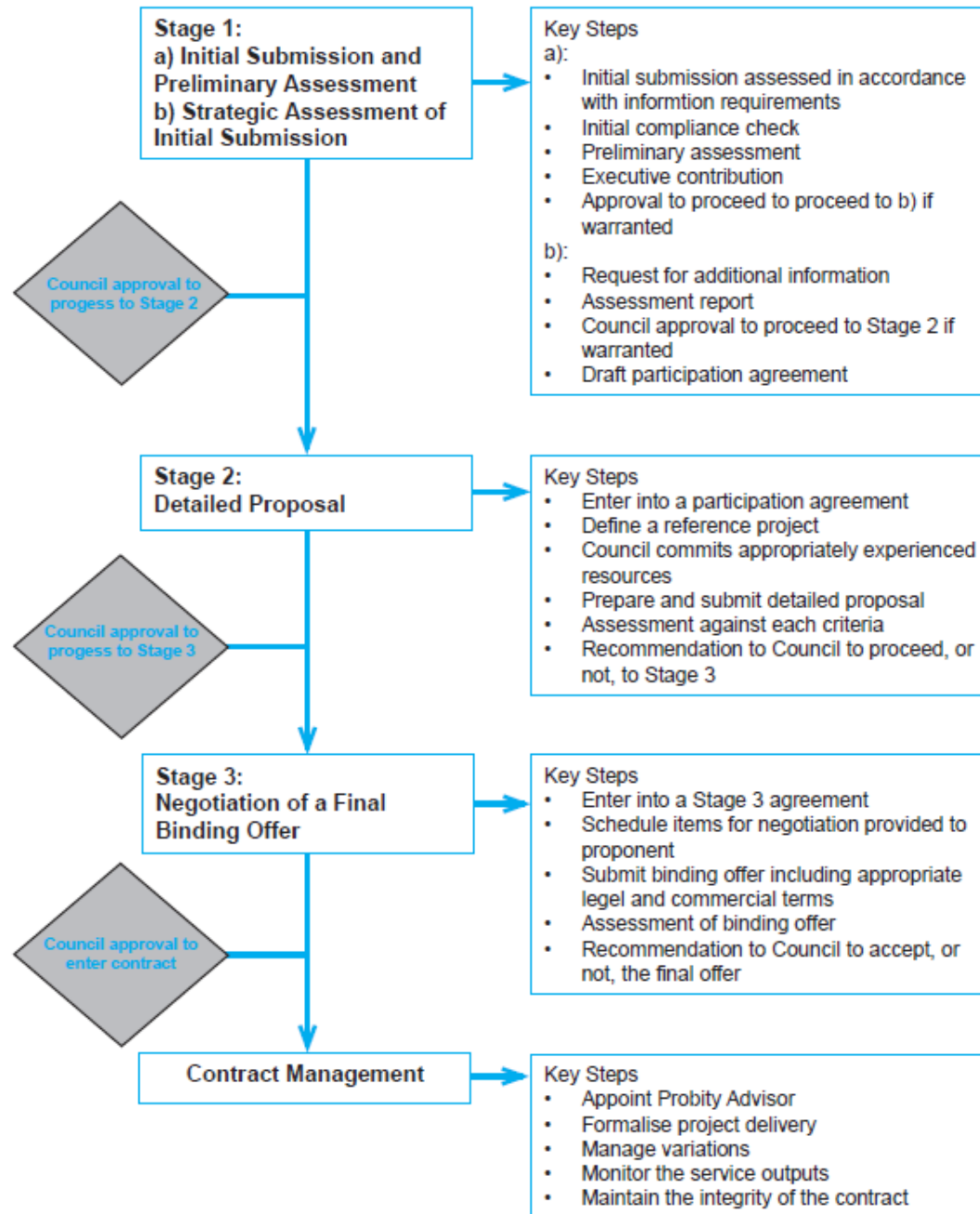
The outcome from this stage will be a recommendation to Council that the Binding Offer be or not be accepted. If the recommendation is positive a full brief of the proposal will be provided to the Council.

Feedback

Notification of the recommendations and ongoing procedures or a decision to not proceed

6. Process Flowchart

Key Stages in the Consideration of Unsolicited Proposals



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

ITEM 8.8 RIVERSIDE CARAVAN PARK APPROVAL TO OPERATE -
RENEWAL APPLICATION NO.2051 - 41A MORISSET
STREET, QUEANBEYAN

ATTACHMENT 1 SUMMARY ASSESSMENT - ACTIVITY APPROVAL NO.2051
- 41A MORISSET STREET

8.8 Riverside Caravan Park Approval to Operate - Renewal Application No.2051 - 41A Morisset Street, Queanbeyan
Attachment 1 - Summary Assessment - Activity Approval No.2051 - 41A Morisset Street
(Continued)

Attachment 1

Summary of Assessment of Application to Operate Caravan Park – 41A Morisset Street

<i>Clause</i>	<i>Provision</i>	<i>Comment</i>	<i>Status</i>
83	Minimum size no less than 1 Hectare	The size of the park at 1.17ha only just meets the 1 hectare minimum. Complies (though worth noting).	Complies
86	Site Identification	The site numbering has worn off and needs to be renewed. Site 30 is only one site not two. Numbers to be same as the approval, in accordance with the survey plan.	Non-Compliance
89	Setback of 3m to property boundary	Sites 37, 38 and 39 on front property boundary are camp sites only. River fronting properties have no setback.	Exemption
93	Forecourt must be at least 4m wide by 20m to accommodate incoming vehicles.	The Forecourt area is approx 7m too short. It was mentioned during inspection that road works should have looked at providing a pull in lane for caravans in Morisset Street. There is no space for a second vehicle to wait.	Exemption
94	Road widths for two way traffic is required to be 6m. 4m for a one way access road. For one way direction signs required.	General road width in the park is 5m. Has operated with exemption for 2 way road. One way signs could be erected.	Exemption
98	Visitor Parking for people with disabilities	Carparking for people with disabilities to be marked.	Non-compliance
101	Water Supply not provided for all dwelling sites	Those sites without services are considered to be camp sites only. Movable dwellings have been located on campsites.	Non-compliance
102	Sewerage	Sites without sewer connection are considered to be Camp Sites only. Movable dwellings have been located on campsites	Non-compliance

8.8 Riverside Caravan Park Approval to Operate - Renewal Application No.2051 - 41A Morisset Street, Queanbeyan
Attachment 1 - Summary Assessment - Activity Approval No.2051 - 41A Morisset Street
(Continued)

104	Electricity supply	Sites without direct connection are considered to be Camp Sites only. Vans were located on camp sites. Electricity leads run across roadway. Leads may extend more than 15m. Power poles are old and may need to be replaced.	Non-compliance
107	Showers and Toilets	Female toilets are required, only 4 provided.	Exemption
108	There are no Facilities for People with Disabilities.	New unisex disabled toilet provided.	Complies
109	Other Facilities	Communal waste bin in ladies used for sanitary disposal.	Complies
110	Construction of shower and Toilet blocks	Broken and missing tiles in showers.	Non-compliance
111	Proximity of some dwelling sites from amenities exceeds the maximum distance allowable of 100m.	Has operated with historic exemption.	Exemption
128	There are no Fire Hydrants in the park. The regulations require all sites to be within 90m of a hydrant.	Exemption – If Trust want to upgrade park then this will be required.	Exemption

8.8 Riverside Caravan Park Approval to Operate - Renewal Application No.2051 - 41A Morisset Street, Queanbeyan
Attachment 1 - Summary Assessment - Activity Approval No.2051 - 41A Morisset Street
(Continued)

130	As required, Riverside Caravan Park has a carwash facility, however car-washing facilities should preferably be connected to a treatment unit and discharge to the sewer, which it is not. Signs indicate water restrictions and advise occupants to use commercial facility nearby.	Adequate	
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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

- ITEM 8.8 RIVERSIDE CARAVAN PARK APPROVAL TO OPERATE -
RENEWAL APPLICATION NO.2051 - 41A MORISSET
STREET, QUEANBEYAN
- ATTACHMENT 2 RIVERSIDE CARAVAN PARK APPROVAL - DRAFT
CONDITONS - SCHEDULES 1 AND 2

SCHEDULE 1 - CONDITIONS OF APPROVAL APPLICABLE TO THE APPLICANT

41A MORISSET STREET, QUEANBEYAN - RIVERSIDE CARAVAN PARK

Specified Site Approval

This approval relates to the use of the land for a Caravan Park and Camping Ground. The use of the land for any other purpose is not permitted without Council approval. The approval relates to the provision of 64 sites as detailed below. Reference numbers relate to site numbers shown on approved community map.

- Long Term Sites - Nil
Short Term Sites - 48 (sites PC1 to PC11, 1 to 12, 14 to 31, 40 to 45)
Camp Sites - 16 (sites 32 to 39) (46-53)

SITE No.	SIZE	TYPE of Site
PC1	70m ²	Short Term - Cabin site
PC2	70m ²	Short Term - Cabin site
PC3	70m ²	Short Term - Cabin site
PC4	70m ²	Short Term - Cabin site
PC5	70m ²	Short Term - Cabin site
PC6	70m ²	Short Term - Cabin site
PC7	70m ²	Short Term - Cabin site
PC8	70m ²	Short Term - Cabin site
PC9	70m ²	Short Term - Cabin site
PC10	83m ²	Short Term - Cabin site
PC11	147m ²	Short Term - Cabin site
1	89.5m ²	Short Term
2	79m ²	Short Term
3	81m ²	Short Term
4	100m ²	Short Term
5	87.5m ²	Short Term
6	66m ²	Short Term
7	65m ²	Short Term
8	73m ²	Short Term
9	92m ²	Short Term
10	82m ²	Short Term
11	99m ²	Short Term
12	115m ²	Short Term
13	123m ²	Short Term
14	67m ²	Short Term
15	70m ²	Short Term
16	76m ²	Short Term
17	70m ²	Short Term
18	92m ²	Short Term
19	137m ²	Short Term
20	102m ²	Short Term
21	100m ²	Short Term
22	100m ²	Short Term
23	85m ²	Short Term
24	67m ²	Short Term
25	65m ²	Short Term
26	65m ²	Short Term
27	65m ²	Short Term

28	65m ²	Short Term
29	65m ²	Short Term
30	118m ²	Short Term
31	78m ²	Short Term
32	75m ²	Short Term- Camp Site
33	65m ²	Short Term - Camp Site
34	65m ²	Short Term - Camp Site
35	65m ²	Short Term - Camp Site
36	65m ²	Short Term - Camp Site
37	66m ²	Short Term - Camp Site
38	103m ²	Short Term - Camp Site
39	77m ²	Short Term - Camp Site
40	65m ²	Short Term
41	70m ²	Short Term
42	65m ²	Short Term
43	65m ²	Short Term
44	65m ²	Short Term
45	65m ²	Short Term
46	66m ²	Short Term - Camp Site
47	66m ²	Short Term - Camp Site
48	66m ²	Short Term - Camp Site
49	66m ²	Short Term - Camp Site
50	66m ²	Short Term - Camp Site
51	66m ²	Short Term - Camp Site
52	66m ²	Short Term - Camp Site
53	66m ²	Short Term - Camp Site

REASON: These matters are required to be specified in the approval by Clause 72 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005.

Factors for Consideration

The provisions of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005 shall be observed at all times. It is the proprietor's responsibility to be familiar with all requirements of the Regulation.

REASON: To comply with clause 71 (1) (a) and ensure that caravan park is maintained and operated within the requirements of the Local Government Act and Regulations.

Installation on Flood Liable Land

Development consent must be obtained prior to any new moveable dwelling (including any cabin) being placed on a site.

REASON: To comply with Clause 74(6) & 80 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005. The property is on flood liable land. All relocatable homes, rigid annexe or associated structure on flood liable land to have prior approval.

Camp Sites

Camp sites 32 to 39 are only to be used for their approved purpose. Vans and other mobile campers shall not be permitted to be placed on camp sites.

REASON: To comply with Clause 161 (b), 101, 102(4) & 104 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005.

Site Identification

All dwelling sites and camp sites must be appropriately numbered in accordance with the approved community map and identified by having the boundaries clearly delineated. It was noted at time of inspection that the numbers on existing sites are not in accordance with the approval. Site 30 has been turned into two sites which causes confusion.

REASON: To comply with Clause 86 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005.

Visitor Parking for People with Disabilities

At least one visitor car parking space is to be provided for people with disabilities. Such parking is to be provided in accordance with AS2890.1:2004 *Parking facilities—Off street Parking*. Visitor parking for people with disabilities to be clearly identified as such.

REASON: To comply with Clause 98 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005.

Amenities Building in Buffer

The staff building is not to be used for overnight accommodation.

REASON: The building has been classed as a community amenity and as such is only allowed within the buffer zone in a limited capacity in accordance with Clause 90 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005.

Information to prospective occupiers

The information supplied to prospective occupiers is to be amended to include:

- a) **The adjusted site identification of the dwelling site or camp site allocated to the person in accordance with approved community map;**
- b) **the date on which it is agreed that the person's occupation of the dwelling site or camp site will cease;**
- c) **maximum number of days the person may stay;**
- d) **telephone number of Manager in event of an emergency;**
- e) **location of fire services;**
- f) **guidance provided for visitors to ensure flood and safety risks are adequately managed.**

REASON: To comply with Clause 123 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005.

Access to Approval

The proprietor shall display in a prominent position a copy of the current community map and make the following documents readily available for inspection without cost in the main reception office:

- a) **the approval for the caravan park;**
- b) **the current community map**
- c) **a copy of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005.**

REASON: To comply with Clause 126 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005.

Fire Hose Reels

The proprietor of the caravan park shall annually submit to Council a copy of the fire hose reel certificate which states that:

- a) **the fire hose reel has been inspected and tested by a person who is properly qualified to carry out such and inspection and test; and**
- b) **the date on which the fire hose reel was inspected and tested, the fire hose reel was found to have been capable of performing to a standard not less than required by the Regulation.**

REASON: To ensure that fire hose reels are regularly inspected to ensure they are working and to comply with Clause 129 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005.

The holder of the approval is to review the Flood Evacuation Procedure. Arrangements under that Plan with the SES and Council are to be confirmed and reviewed to ensure that procedures can be followed in the event of an emergency.

REASON: To ensure that in the event of flooding the cabins can be removed from the site.

SCHEDULE 2

CONDITIONS OF APPROVAL APPLICABLE TO THE TRUST

41A MORISSET STREET, QUEANBEYAN - RIVERSIDE CARAVAN PARK

Replace Barriers

Broken coppers logs along river bank are to be replaced.

REASON: The structures must be maintained in a safe condition for visitors of the park.

Upgrade Amenities

The shower facilities require renovation to ensure smooth, hard, durable surfaces impervious and able to be maintained in a clean and sanitary condition. This includes the removal of the bath within the ladies facility.

REASON: To comply with Clause 110 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005

Electricity Supply

Engage a suitably qualified person to undertake an audit of the electricity supply and caravan connections for compliance at short term sites in accordance with AS/NZS 3001:2001, *Electrical installations—Relocatable premises (including caravans and tents) and their site installations*, as in force on 1 September 2005.

REASON: To comply with Clause 104 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005 and AS3001:2001.

Emergency Access

Provide adequate surface finish to new emergency access gate on Morisset Street to allow for all weather accessibility and eliminate excessive grades.

REASON: To comply with Clause 99 of the Local Government (Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

- ITEM 8.11 BRAIDWOOD SHOWGROUND RESERVE TRUST S355
 COMMITTEE - ANNUAL GENERAL MEETING MINUTES 26
 JULY 2016
- ATTACHMENT 1 MINUTES - BRAIDWOOD SHOWGROUND S355
 COMMITTEE ANNUAL GENERAL MEETING 26 JULY 2016

**The Annual General Meeting of the
Braidwood Show Ground Section 355 Committee
Held at the Braidwood Serviceman's Club
Tuesday 26 July 2016**

1. Opening:
The meeting was opened by Chairperson (Trish Young) at 7:39pm.
2. Present:
Trish Young, Melanie Cochrane, Ian Laurie, Terry Hart, Joan Webb, Ken Thomas, Ben Bartley, Grant Coe, Kerry Webb, Trevor Hicks
3. Apologies: Nil apologies
Moved: Melanie C Second: Ian I
4. Minutes of the 2015 Annual General Meeting previously circulated – Moved: Melanie C Second: Kerry W that the minutes of the 2015-2016 Annual General Meeting are accepted as read and confirmed as a true record of the meeting with the following corrections:
5. Business Arising:
 - 5.1 Showground fees and charges – to remain same as 2015-2016
6. President's Report: thanked everyone for last 12 months, showground being used a lot, revenue increased, looks fantastic a very successful year, committee has worked well. Report tabled. Moved: Ian L Second: Terry H
7. Financial Report:
The Treasurer (Melanie C) tabled and discussed the Annual Financial Report. (Copies presented to committee in attendance) Balances in each ledger tabled and explained.
Palerang Council Financial report not available to be tabled. Total balance as at 25/7/16 is \$24,729.67
Moved by Terry H that the treasurer's financial report be accepted. Seconded by Grant C. Carried
8. Elections of Office Bearers and Committee for 2016/2017:
All positions were made vacant. Trevor Hicks called for nominations for following:
Chairperson: Melanie C nominated Trish Young, no other nominees. Trish Y accepted nomination. Moved: Ken T Second: Grant C. Carried.
Vice Chairperson: Melanie C nominated Ken Thomas, no other nominees. Ken T accepted nomination. Moved: Melanie C Second: Trish Y. Carried.
Secretary: Trish Y nominated Joan W, Joan W declined. Joan W nominated Grant C, Grant C accepted. Moved: Ken T Second: Terry H. Carried.
Treasurer: Kerry W nominated Melanie Cochrane, no other nominees. Ken Thomas offered to be treasurer if Melanie C declined. Melanie C accepted nomination. Moved: Terry H, Second: Grant C. Carried.
Publicity Officer: Melanie Cochrane nominated Joan Webb, no other nominees. Joan W nomination. Moved: Ian L, Second: Kerry W. Carried.

Trish Y congratulated all in the executive positions for the year 2016/2017

9. General Business:
No General Business

10. Next Annual General Meeting:

The next Annual General Meeting will be held in 2017 on a date to be determined by the committee

11. Meeting Closed:
The meeting closed at 7.51pm.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

- | | |
|--------------|---|
| ITEM 8.12 | BUNGENDORE WAR MEMORIAL S355 COMMITTEE -
MINUTES |
| ATTACHMENT 1 | MINUTES - BUNGENDORE WAR MEMORIAL S355
COMMITTEE MEETING - 4 FEBRUARY 2016 |

Bungendore War Memorial Committee Minutes of Meeting Thursday 03rd March 2016

Location and Time

Palerang Council Chambers (Bungendore) and meeting was opened by the President at 0906.

In Attendance

Heather Hubbard, Tim Sioane, Rob Allard, Peter Hugonnet, Robbie Robertson, Robert Munday,

Apologies

Sue Smith & Mark Schweikert (associate members not required to attend)

Confirmation of 04th February 2016 Minutes

Moved TS / Seconded PH - carried

Correspondence

a. Inwards

1. Map (Tobruk 1941 'souvenir') and letter. A donation from Mr Barry Lee of Kiama to the BWMC.
2. Email correspondence from the Light Horse Re-enactment Group on the subject of aircraft flypasts and the effect on the horses a potential safety hazard.
3. Numerous emails regarding ANZAC Dinner and Commemorative Services
4. Rosie Patrielli, NSW Centenary of Anzac Program Manager of Veterans' Affairs, Government, Corporate and Regional Coordination Group on the subject of extra activities relating to the Centenary of ANZAC Commemoration activities.

b. Outwards

1. Numerous emails relating to ANZAC Dinner and Commemorative Services
2. Email to NSW War Memorials registrar containing update #11 on Bungendore WW1 Roll of Honour.
3. Rosie Patrielli, NSW Centenary of Anzac Program Manager of Veterans' Affairs, Government, Corporate and Regional Coordination Group describing ANZAC Dinner and inviting Premier Baird to the Dinner.

Actions arising from Correspondence

1. Letter of Thanks to be sent to the Lee family for donation. TS to action.
2. Decision on Flypast versus LHRG participation in ANZAC Day march (described later in Minutes).

Actions Register (Outstanding and Proposed Items)

- Refer to Actions Register (dated 03Mar16 v1) – attached.

03Mar16 v1 Minutes

be billeted in a safe environment like the BPS or Police Station grounds where they will be contained and unable to see the aircraft.

Result:

- The LHGR have decided that they will not participate this year for the following reasons:

Text from LHRG email dated 18Mar16

- A decision has been made by the Light Horse re-enactment group not to attend the parade this year. A mix of troop members being unavailable, rising membership costs and concerns about the flypast has meant that the hearts just aren't in it. The troop is being made to be more and more liable for the horses' behaviour yet the environment they are being exposed to is getting more unstable year by year. It is disappointing that we are being removed from the ceremony in order to accommodate a 30 second, newly introduced flypast when the troop has been participating in this event for decades.

New Business

- No other new business/discussions.

Next Meeting

Next meeting 07th April.

Closure

Meeting closed at 1012.



Susan Smith
Secretary/Treasurer
BWMC

7/4/16



Tim Sloane
President
BWMC

7 APR 16

03Mar16 v1 Minutes

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

- | | |
|--------------|--|
| ITEM 8.12 | BUNGENDORE WAR MEMORIAL S355 COMMITTEE -
MINUTES |
| ATTACHMENT 2 | MINUTES - BUNGENDORE WAR MEMORIAL S355
COMMITTEE MEETING - 3 MARCH 2016 |

Bungendore War Memorial Committee Minutes of Meeting Thursday 03rd March 2016

Location and Time

Palerang Council Chambers (Bungendore) and meeting was opened by the President at 0906.

In Attendance

Heather Hubbard, Tim Sioane, Rob Allard, Peter Hugonnet, Robbie Robertson, Robert Munday,

Apologies

Sue Smith & Mark Schweikert (associate members not required to attend)

Confirmation of 04th February 2016 Minutes

Moved TS / Seconded PH - carried

Correspondence

a. Inwards

1. Map (Tobruk 1941 'souvenir') and letter. A donation from Mr Barry Lee of Kiama to the BWMC.
2. Email correspondence from the Light Horse Re-enactment Group on the subject of aircraft flypasts and the effect on the horses a potential safety hazard.
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03Mar16 v1 Minutes

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New Business

- No other new business/discussions.

Next Meeting

Next meeting 07th April.

Closure

Meeting closed at 1012.



Susan Smith
Secretary/Treasurer
BWMC
7/4/16



Tim Sloane
President
BWMC

7 APR 16

03Mar16 v1 Minutes

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

- | | |
|--------------|--|
| ITEM 8.12 | BUNGENDORE WAR MEMORIAL S355 COMMITTEE -
MINUTES |
| ATTACHMENT 3 | MINUTES - BUNGENDORE WAR MEMORIAL S355
COMMITTEE MEETING - 7 APRIL 2016 |

Bungendore War Memorial Committee Minutes of Meeting Thursday 07th April 2016

Location and Time

Palerang Council Chambers (Bungendore) and meeting was opened by the President at 0904.

In Attendance

Heather Hubbard, Tim Sloane, Rob Allard, Peter Hugonnet, Robbie Robertson, Robert Munday, Sue Smith

Apologies

Nil

Confirmation of 03rd March 2016 Minutes

Moved TS / Seconded RR - carried

Correspondence

a. Inwards

b. Outwards

1. Numerous emails relating to ANZAC Dinner and Commemorative Services.
2. Letter to the Lee Family.

Actions arising from Correspondence

Actions Register (Outstanding and Proposed Items)

- Refer to Actions Register (dated 07Apr16 v1) – attached.
 - Copy of Actions Register found on website.

ANZAC Dinner

- Refer to Watchbill for BWMC Events 2016 v9
 - Copy of Watchbill found on website.

ANZAC Day Services (Dawn & Main)

- Refer to Watchbill for BWMC Events 2016 v9
 - Copy of Watchbill found on website.

07Apr16 v1 Minutes

Financial Report (SS)

1. Available balance as at 07th April 2016: \$4,970.30 (Management Account)
2. Fixed Term: \$12,000 (Maturity Date Aug16)

New Business

- Visit from Bill Burdin from Honouring Anzacs operated by Australia Remembers Ltd. (Adopt a school project)
 - Full text attached

Next Meeting

Next meeting 02Jun16.

Closure

Meeting closed at 1025.



Susan Smith
Secretary/Treasurer
BWMC

2 JUN 16



Tim Sloane
President
BWMC

2 JUN '16.

07Apr16 v1 Minutes

Honouring ANZACS

Honouring Anzacs is operated by **Australia Remembers Ltd**

AUSTRALIA REMEMBERS LTD

ACN: 601 243 314

ABN: 13 601 243 314

Australian Public Company, Limited By Guarantee (A Non Profit organisation)

Locality of registered office: 34 Haydon Street MURRURUNDI NSW 2338

Administration and Support Bill Burdin 0423 512 819

billburdin@honouringanzacs.net.au

Education Rodney Swansborough 0427 775 707

rodney@honouringanzacs.net.au

Funding of Honouring Anzacs is being conducted by:

Government Grant under the [Anzac Centenary Grants Programme](#)

Sponsorships from business, individuals, public dignitaries, corporations and RSL Sub Branches

All sponsorships are received in Australian dollars.

Sponsorship payments can be made via the [Sponsorship Payments](#) page.

We do not collect or store credit card details, any payments are processed via a third party payment processor.

Sponsorship payments can be cancelled and refunded anytime by simply sending an email with details to billburdin@honouringanzacs.net.au with a request for a refund. Refunds will be processed immediately of the request being received.

Sponsors will be invited to select schools which as a sponsor they adopt. Schools are selected on the [Sponsorship Payments](#) page. Once payments are processed, sponsors will receive by email a PDF Certificate recognising them as a participant of **Adopt A School** in their area.

View this short video for a complete overview

07Apr16 v1 Minutes

Adopt a School

The Federal Minister for Veterans' Affairs and the Minister Assisting the Prime Minister for the Centenary of ANZAC, Senator the Hon. Michael Ronaldson, has given us a special permit to use the term ANZAC, throughout the project in recognition of its strong educational and community value.

We have been given permission to use the RSL Logo throughout the project and on the personalised Anzac Day Centennial Certificates. As well a preface from the RSL has been included in the special Centennial Commemoration module which is one of the Anzac Flipbook modules in "Anzacs in our Classroom".

[Privacy Policy](#)

About ANZACS

The 1st Australian Division and the New Zealand Australian Division, which later included the 1st Light Horse Brigade, were still training in the Egyptian desert in late 1914 when they were regrouped into the Australian and New Zealand Army Corps – the ANZACS. In the early hours of April 25 1915, the ANZACS, part of the Allies, landed just north of the Gaba Tepe on the Gallipoli Peninsula with the objective of capturing the Turkish forts commanding the narrow straits.

The campaign was a heroic but costly one – and eight months later, in December, Allied forces were withdrawn from the peninsula, but by then 8709 Australian and 2721 soldiers from New Zealand had died and casualties were in thousands. But while the

07Apr16 v1 Minutes

campaign did not stand out in terms of a military triumph in the war, it highlighted the tenacity, practicality, bravery, ingenuity, and the loyalty to King and comrades – that forged a national identity for these two countries as their men fought unquestioningly on the other side of the world for the British Empire.

Honouring ANZACS: Honouring Our Brave Men

In 2007 the National Archives released A Gift to the Nation – online copies of the records of all men and women who served in the 1st World War. These records form the basis of Honouring ANZACS. When a person enlists, he provides a place of birth and a place of enlistment on an attestation form, as well as other information. These records could then be used to know about these patriots and write tributes to these heroes, which would make sense in local communities where their sacrifice and WW1 contributions are central to the psyche.

In our main database, you can search your ANZAC by name or whether the person was born or enlisted in Australia or Overseas, and we will return information such as the ANZAC's full name, place of birth, service number, place of enlistment, next of kin as well as a short bio and any available photographs. You will also find copies of handwritten attestation forms of every soldier on our database. The database is in a directory format so you can narrow your search to towns and map ANZACS from your own town.

Lest We Forget

Honouring ANZACS has been created in line with the centennial anniversary of the Gallipoli campaign, as a tribute to ANZACS not only by their communities, but also by young students like you. You can now login to look up any ANZAC that your teacher assigns you and research the ANZAC to write a fitting tribute along with any digital image you find of the ANZAC. This will then be added to the ANZAC's listing, and go on to form the online archive of the community or town. Besides helping you remember our ANZACS, the exercise will also earn a credit for you as well as your class, school and teacher. But for that, your school needs to register on our website so we can give you the credits. In addition, you can also login and submit photos to ANZACS' profiles, if you have any. So go on and help Australia relive its patriotic history today!

07Apr16 v1 Minutes

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

ITEM 9.1 FORMATION OF QUEANBEYAN-PALERANG REGIONAL
COUNCIL AUDIT, RISK AND IMPROVEMENT
COMMITTEE

ATTACHMENT 1 29 JULY 2016 - AUDIT COMMITTEE - MINUTES

Queanbeyan-Palerang Regional Council Audit, Risk and Improvement Committee Charter

1. Objective

The objective of the Audit, Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to the Queanbeyan-Palerang Regional Council on risk management, control framework, governance, financial management, legislative compliance, internal audit and external accountability responsibilities.

2. Authority

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain information it needs from any employee or external party (subject to their legal obligations to protect information)
- Discuss any matters with the internal and external auditor or other external parties (subject to confidentiality considerations).
- Request of the General Manager the attendance of any employee at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities including requesting their attendance at a meeting. Prior discussion with the General Manager must be obtained who will determine appropriateness of any reimbursement if any by Council.

3. Composition and Tenure

The Committee will consist of:

3.1 Members (voting)

- 1 Councillor or Council nominee
- 3 Independent external members (not a member of the Council), one of whom shall be elected as the chair

3.2 Attendee (non-voting)

- General Manager
- Responsible Council Manager and appropriate staff

3.3 Invitees (non-voting) for specific Agenda items

- Representative of the contracted internal audit provider(s)
- Representatives of the external auditor
- Other Council officers may attend by invitation from the Committee through the General Manager.

Initially, the Chair shall be appointed for a three year term and the other two independent members shall be appointed for two years and one year respectively (to be decided by lot).

This will ensure that an independent member is to be appointed each year. An option for a two year extension will be considered following a formal review of performance.

The external independent members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Queanbeyan-Palerang City Regional Council. At least one external independent member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

4. Role and Responsibilities

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

Development and day-to-day maintenance of internal controls and risk management strategies and practices remains the function of Council's management.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are to assess the effectiveness of the Queanbeyan-Palerang Regional Council frameworks, actions and controls as outlined.

4.1 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- Review the impact of the risk management framework on its control environment and insurance arrangements; and
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

4.2 Control Framework

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

4.3 External Accountability

- Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- Review the external audit opinion, including whether appropriate action has been taken by Council in response to audit recommendations and adjustments.
- To consider contentious financial reporting matters in conjunction with council's management and external auditors.

- Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

4.4 Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- Monitor the implementation of internal audit recommendations by management.
- Annually review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- Annually review the performance of Internal Audit, and ensure an independent external assessment is undertaken every five years.

4.6 External Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.
- Consider significant issues raised in relevant external audit reports and better practice guides, recommend actions that should be and ensure appropriate action is taken.

4.7 Process Improvement

- Satisfy itself that the Council's program for transition and improvement of operational processes is adequate.

4.8 Responsibilities of Members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Queanbeyan-Palerang Regional Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgment.

- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

5. Reporting

5.1 At the first Committee meeting after 30 June each year, management will provide a performance report of:

- The performance of Internal Audit for the financial year as measured against agreed key performance indicators.
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.

5.2 The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

5.3 The Audit Committee will report directly to Council at least annually on the management of risk and internal controls. The Committee's Minutes will be presented to Council as part of the Council Business Papers.

5.4 Council may request the Committee Chair to address Council and to answer any enquiries regarding the operation of the Audit Committee.

6. Administrative arrangements

6.1 Meetings

The Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.

6.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee voting members, including at least one independent member. Meetings can be held in person, by telephone or by video conference.

The contracted internal audit provider(s) will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request, through the General Manager, for other employees to participate for certain agenda items, as well as the external auditor.

The General Manager may attend each meeting but will permit the Committee to meet separately with the Chief Audit Executive and the External Auditor in the absence of management on at least one occasion per year.

6.3 Secretariat

Council management will arrange to provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week

before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

Once the minutes have been approved by the Chair, the secretariat shall arrange for the minutes to be provided to the Council for consideration.

6.4 Conflicts of Interest

Councillors, council staff and members of Council Committees members must comply with the applicable provisions of Council's code of conduct in carrying out the functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code of conduct and regularly review their personal circumstances with this in mind.

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

6.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

6.6 Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee annually. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

6.7 Review of Audit Committee Charter

At least once every two years the Committee will review this Charter.

Any change to the Charter is by endorsement of the Committee, and agreed to by the Council.

Approved by

Meeting Date

Audit Committee:

Council:

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

- | | |
|--------------|--|
| ITEM 9.1 | FORMATION OF QUEANBEYAN-PALERANG REGIONAL COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE |
| ATTACHMENT 2 | DRAFT QUEANBEYAN PALERANG REGIONAL COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER |
-

Queanbeyan-Palerang Regional Council Audit, Risk and Improvement Committee Charter

1. Objective

The objective of the Audit, Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to the Queanbeyan-Palerang Regional Council on risk management, control framework, governance, financial management, legislative compliance, internal audit and external accountability responsibilities.

2. Authority

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain information it needs from any employee or external party (subject to their legal obligations to protect information)
- Discuss any matters with the internal and external auditor or other external parties (subject to confidentiality considerations).
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6.7 Review of Audit Committee Charter

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Any change to the Charter is by endorsement of the Committee, and agreed to by the Council.

Approved by

Meeting Date

Audit Committee:

Council:

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

24 AUGUST 2016

ITEM 9.1 FORMATION OF QUEANBEYAN-PALERANG REGIONAL
COUNCIL AUDIT, RISK AND IMPROVEMENT
COMMITTEE

ATTACHMENT 3 DRAFT INTERNAL AUDIT CHARTER

Queanbeyan-Palerang Regional Council

Internal Audit Charter

1. Purpose

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, assurance, financial management, internal control, and governance processes.

2. Role

Internal Audit responsibilities are defined in this charter which is approved by the Audit, Risk and Improvement Committee of Queanbeyan-Palerang Regional Council.

Internal Audit can enhance overall performance by assisting with a review of processes and working with the organisation to implemented improvements, enhance accountability and manage change.

3. Authority

The Internal Audit function, with strict accountability for confidentiality and safeguarding records and information, is authorised full, free, and unrestricted access to any and all records, personnel, and physical properties relevant to the performance of engagements. The Internal Audit function will also have free and unrestricted access to Senior Management.

4. Independence and Objectivity

Management of the Internal Audit function will be designated in the Queanbeyan-Palerang Regional Council's organisational structure.

Any Internal Audit staff and contracted providers shall report to the designated manager any situations where they feel their objectivity may be impaired.

Internal auditors must have an impartial, unbiased attitude and avoid any conflict of interest, actual or perceived.

Internal Audit staff and contracted service providers shall not be responsible for operational activities on a daily basis, or in the detailed development or implementation of new or changed systems, or for internal checking processes.

4.1 Functional reporting involves the Audit, Risk and Improvement Committee:

- a. Approving the Internal Audit function's charter.
- b. Approving the internal audit risk assessment, the long term and annual audit plans.
- c. Receiving staff reports.
- d. Making appropriate inquiries of management to determine whether there is audit scope or budgetary limitations that impede the ability of the internal audit function to execute its responsibilities.

4.2 Administrative reporting encompasses:

- a. Budgeting and management accounting.
- b. Human resource administration, including staff evaluations and compensation.

- c. Administration of contracts with internal audit service providers.
- d. Internal communications and information flows.
- e. Administration of the internal audit function's policies and procedures.

5 Internal Audit Responsibilities:

- a. Develop a long term audit plan encompassing an annual Internal Audit plan to reflect a program of audits, considering any risks or control concerns identified by management, and submit that plan to the Audit, Risk and Improvement Committee for
- b. Implement the audit plan, as approved, including if appropriate, any special tasks or projects requested by management or the Audit, Risk and improvement Committee.
- c. Assess and make appropriate recommendations for improving the organisation's governance process in its accomplishment of its objectives.
- d. Evaluate the effectiveness and contribute to the improvement of risk management processes.
- e. Assist the organisation in maintaining effective controls by evaluating their effectiveness and efficiency and by promoting continuous improvement.
- f. As required, assist in the investigation of significant suspected fraudulent activities within the organisation and notify management and the Audit, Risk and Improvement Committee of the results
- g. Keep the Audit, Risk and Improvement Committee informed of emerging trends and successful practices in internal auditing.
- h. Issue periodic reports to the Audit, Risk and Improvement Committee summarising results of audit activities, status of corrective actions, and the internal audit function's performance measurement criteria.
- i. Annually review the internal audit charter, modify as appropriate, and submit to the Audit, Risk and Improvement Committee as required.

6 Reporting and Monitoring

- 6.1 Ensure that a written report will be issued at the conclusion of each internal audit engagement. An executive summary of each internal audit report will be provided to the Audit, Risk and Improvement Committee as part of their working papers at the next regularly scheduled meeting, with full reports available on request.
- 6.2 The internal audit report should include management's response and corrective action taken in regard to findings and recommendations.
- 6.3 Management is encouraged to report on a quarterly basis their corrective action taken for each specific finding.

7 Standards of Audit Practice

- 7.1 The Internal Audit function should take guidance provided by the International Professional Practices Framework (IPPF), published by The Institute of Internal Auditors: Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, Code of Ethics and International Standards.
- 7.2 The Information Systems Auditing Standards as issued by the Information Systems and Control Association (ISACA) will be adhered to where relevant.

7.3 The Internal Audit function will adhere to Queanbeyan-Palerang Regional_Council policies and procedures.

8 Conflicts of Interest

8.1 As a matter of good practice, Internal Audit staff, including contracted audit providers, are not to provide audit services for work for which they may previously have been responsible.

8.2 When engaging internal audit contractors, the Council Executive shall take steps to identify, evaluate the significance, and manage any perceived or actual conflicts of interest that may impinge upon internal audit work.

8.3 All instances of perceived or actual conflicts of interest are to be immediately reported to the Audit Committee by the Chief Audit Executive.

Endorsed by:

General Manager:

Approved this day of 20__

Chairman of the Audit Committee: