



# Ordinary Meeting of Council

## AGENDA

10 July 2024

Commencing at 5.30pm

**Council Chambers  
257 Crawford Street, Queanbeyan**

**Presentations for items listed on the Agenda can be made in writing, via Zoom or in person. A live stream of the meeting can be viewed at: <http://webcast.qprc.nsw.gov.au/>**

### **Statement of Ethical Obligations**

The Mayor and Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the start of the council term to undertake their civic duties in the best interests of the people of Queanbeyan-Palerang Regional Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act, to the best of their skill and judgement.

The Mayor and Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.

**On-site Inspections - Nil**

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

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

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**Confidential - Not for Publication**

**16 REPORTS FOR CLOSED SESSION**

16.1 Tender Evaluation Report - Bungendore Sports Hub: Netball Pavilion, Civil, and Landscaping

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

16.2 Acquisition of Land Berlang Forest Road

*Item 16.2 is confidential in accordance with s10(A) (e) of the Local Government Act 1993 because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

**17 CONCLUSION OF THE MEETING**

**LIST OF ATTACHMENTS**

**Open Attachments**

Item 9.1	DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive Karabar
Attachment 1	Section 4.15 Assessment Report - DA.2023.0600 - 28 River Drive Karabar (Under Separate Cover)
Attachment 2	Plans - DA.2023.0600 - 28 River Drive Karabar (Under Separate Cover)
Attachment 3	Draft Conditions of Consent - DA.2023.0600 - 28 River Drive Karabar (Under Separate Cover)
Attachment 4	Clause 4.6 Variation Request - DA.2023.0600 - 28 River Drive Karabar (Under Separate Cover)
Attachment 5	Submission 1 - DA.2023.0600 - 28 River Drive Karabar (Under Separate Cover)
Attachment 6	Submission 2 - DA.2023.0600 - 28 River Drive Karabar (Under Separate Cover)

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- Item 9.2 Submissions Report on Planning Proposal for Abbeyfield Seniors Housing Proposal, Majara Street, Bungendore  
*Attachment 1 Exhibited Planning Proposal (Under Separate Cover)*  
*Attachment 2 Submissions Register (Under Separate Cover)*  
*Attachment 3 Finalisation Report (Under Separate Cover)*
- Item 9.3 Assistance for Majors Creek Music Festival  
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- Item 10.7 Ending Violence Against Women  
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*Attachment 2 Response from The Hon Jodie Harrison MP (Under Separate Cover)*
- Item 10.8 LGNSW Annual Conference 2023 - Resolutions Update: Amendments to Companion Animals Act  
*Attachment 1 LGNSW Annual Conference 2023 Resolutions (Under Separate Cover)*  
*Attachment 2 Response from Minister Tara Moriarty (Under Separate Cover)*

**Closed Attachments**

- Item 9.4 Application for a Cultural Grant - Braidwood Lions Club  
*Attachment 1 Braidwood Lions Club Cultural Grants Application (Under Separate Cover)*
- Item 16.1 Tender Evaluation Report - Bungendore Sports Hub: Netball Pavilion, Civil and Landscaping  
*Attachment 1 Tender Evaluation Report: Netball Pavilion, Civil and Landscaping - Bungendore Sports Hub*



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held via Zoom and at the Council Chambers, 257 Crawford Street, Queanbeyan on Wednesday, 26 June 2024 commencing at 5.30pm.

## ATTENDANCE

**Councillors:** Cr Livermore (Chairperson)

Cr Biscotti  
Cr Burton  
Cr Grundy  
Cr Macdonald  
Cr Preston  
Cr Taskovski  
Cr Willis  
Cr Wilson

**Staff:**

R Ryan, General Manager  
P Hansen, Director Infrastructure Services  
J Richards, Director Community, Arts and Recreation  
K Monaghan, Director Corporate Services  
R Ormella, Director Development and Environment

**Also Present:** L Ison (Minute Secretary)

### 1. OPENING

The meeting commenced at 5.30pm.

### 2. ACKNOWLEDGEMENT OF COUNTRY

The Deputy Mayor acknowledged the Traditional Custodians of the Land upon which the meeting was held.

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

275/24

#### **RESOLVED (Livermore/Macdonald)**

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

The resolution was carried unanimously.

- 276/24                    **3.1      Application for Leave of Absence - Cr Michele Biscotti**  
**RESOLVED (Livermore/Preston)**
- That Council approve the Leave of Absence application submitted by Councillor Michele Biscotti for the following Council meetings:
- 10 July 2024
  - 24 July 2024
  - 14 August 2024

The resolution was carried unanimously.

#### **4.            CONFIRMATION OF MINUTES**

- 277/24                    **4.1      Minutes of the Ordinary Meeting of Council held on 12 June 2024**  
**RESOLVED (Livermore/Grundy)**
- That the Minutes of the Ordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 12 June 2024 be confirmed with the following amendment:
- Item 9.5: Activation of the former Nursery Site at 58-62 Morisset Street Queanbeyan, the record of voting for the amendment is incorrect and should read:  
For:        Crs Grundy and Macdonald  
Against: Crs Biscotti, Burton, Livermore, Preston, Taskovski, Willis and Wilson

The resolution was carried unanimously.

#### **5.            DISCLOSURES OF INTERESTS**

- 278/24                    **RESOLVED (Livermore/Preston)**
- That Councillors and staff now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

The resolution was carried unanimously.

There were no disclosures.

#### **6.            ADJOURNMENT FOR PUBLIC FORUM**

- At this stage of the proceedings, the time being 5.36pm, Cr Livermore advised that the meeting should now adjourn for the Public Forum.

- 279/24                    **RESOLVED (Livermore/Macdonald)**

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

- ADJOURNMENT:**        The meeting adjourned for the Public Forum at 5.36pm and resumed at 6.03pm.

**7. MAYORAL MINUTE**

There was no Mayoral Minute.

**8. NOTICES OF MOTIONS OF RESCISSION**

There were no Notices of Motions of Rescission.

**PROCEDURAL MOTION**

280/24

**RESOLVED (Macdonald/Grundy)**

That following consideration of Item 9.1, Items 9.3, 9.4, 9.10, 9.11 and 9.14 be brought forward for consideration.

The resolution was carried.

For: Crs Biscotti, Burton, Grundy, Livermore, Macdonald, Preston, Taskovski and Wilson

Against: Cr Willis

**9. REPORTS TO COUNCIL - ITEMS FOR DETERMINATION****9.1 DA.2023.0273 - Discharge of Condition 2 (T Shaped Sheds) - The Albion Hotel - 119 Wallace Street Braidwood****MOVED (Burton/Macdonald)**

That Council:

1. Notes the Condition Report prepared by N R Wallace, Building Inspections, dated 16 May 2024 on the metal clad sheds (T-shaped sheds) at 119 Wallace Street Braidwood.
2. Acknowledges the T Shaped Sheds are in a state of disrepair and cannot be retained on site nor relocated to an alternative location on site.
3. Discharge Condition 2 of DA.2023.0273 on the issue of an amended plan showing the sheds removed with salvageable material made available for reuse on site.

**AMENDMENT (Willis/Preston)**

That Council:

1. Defers consideration of this matter until it receives a report provided by a qualified person that addresses the following questions:
  - a. Can the T-shaped sheds be dismantled?
  - b. Can the T-shaped sheds be reconstructed and rehabilitated with enough of the original fabric to enable it to be considered a reconstruction of the original?
  - c. What is the cost of reconstructing and rehabilitating the T-shaped sheds and would rehabilitation cause an undue financial hardship to the owner, mortgagee or lessee of the item or the land on which the item is situated?

2. Requires the applicant to provide to Council a new condition report prepared by a person with expertise in heritage reconstruction and conservation that addresses the questions in paragraph 1 above, consistent with council resolution 111/24.

The amendment (of Crs Willis and Preston) was PUT and LOST.

For: Crs Preston, Willis and Wilson  
Against: Crs Biscotti, Burton, Grundy, Livermore, Macdonald, and Taskovski

**AMENDMENT (Willis/Preston)**

That Council:

1. Notes the Condition Report prepared by N R Wallace, Building Inspections, fails to address the key matters pertinent to the suitability of relocating the metal conjoined T-shaped sheds elsewhere on the site, namely:
  - a. Can the building be dismantled?
  - b. Can the building be reconstructed and rehabilitated with enough of the original fabric to enable it to be considered a reconstruction of the original?
  - c. What is the cost of reconstructing and rehabilitating the building and would rehabilitation cause an undue financial hardship to the owner, mortgagee or lessee of the item or the land on which the item is situated?
2. Refers the report Council's Heritage Adviser for an opinion of the report including whether it is consistent with Council resolution 111/24.

The amendment (of Crs Willis and Preston) was PUT and LOST.

For: Crs Preston and Willis  
Against: Crs Biscotti, Burton, Grundy, Livermore, Macdonald, Taskovski and Wilson

**AMENDMENT (Willis/Preston)**

That Council:

1. Notes the Condition Report prepared by N R Wallace, Building Inspections, dated 16 May 2024 on the metal clad sheds (T-shaped sheds) at 119 Wallace Street Braidwood.
2. Acknowledges the T Shaped Sheds are in a state of disrepair and cannot be retained on site nor relocated to an alternative location on site.
3. Resolves that Condition 2 of DA.20230273 be discharged provided the sheds are dismantled in a manner that enables as much material as possible to be reused offsite, and that the materials are gifted to the Braidwood Heritage Centre for reuse.

The General Manager ruled that this amendment was UNLAWFUL and could not be considered.



281/24

**RESOLVED (Burton/Macdonald)**

That Council:

1. Notes the Condition Report prepared by N R Wallace, Building Inspections, dated 16 May 2024 on the metal clad sheds (T-shaped sheds) at 119 Wallace Street Braidwood.
2. Acknowledges the T Shaped Sheds are in a state of disrepair and cannot be retained on site nor relocated to an alternative location on site.
3. Discharge Condition 2 of DA.2023.0273 on the issue of an amended plan showing the sheds removed with salvageable material made available for reuse on site.

The resolution was carried.

For: Crs Biscotti, Burton, Grundy, Livermore, Macdonald,  
Preston, Taskovski and Wilson

Against: Cr Willis

**9.3 Draft Climate Change Resilience Policy**

282/24

**RESOLVED (Wilson/Biscotti)**

That Council place the draft Climate Change Resilience Policy on public exhibition for a period of 28 days.

The resolution was carried.

For: Crs Biscotti, Livermore, Macdonald, Preston, Taskovski,  
Willis and Wilson

Against: Crs Burton and Grundy

**9.4 Amended - QPRC Public Electric Vehicle Charging Infrastructure Policy**

283/24

**RESOLVED (Willis/Preston)**

That:

1. Council adopt the amended QPRC Public Electric Vehicle Infrastructure Policy.
2. A report be received with a recommendation for a new fee for the electric vehicle charging stations.

The resolution was carried unanimously.

**9.10 Adoption of 2024-25 Integrated Plans**  
**MOVED (Wilson/Biscotti)**

That Council:

1. Following the consideration of submissions made on the draft Integrated Planning documents and in accordance with Section 405(5) of the Local Government Act 1993; Council adopt the Operational Plan 2024-25 with the amendments shown in Table 1 and Table 2 in the report.
2. Endorse the 2024-25 Service Statements with the budget amendments.
3. In accordance with Clause 211(2) of the Local Government (General) Regulation 2005, Council approve expenditure in the adopted Operational Plan 2024-25.
4. In accordance with Clause 211(2) of the Local Government (General) Regulation 2005, Council vote funds to meet the expenditure in the adopted Operational Plan 2024-25.
5. Adopt the Long-Term Financial Plan.
6. Adopt the Fees and Charges 2024-25 in accordance with Section 608 of the Local Government Act 1993 and the changes outlined in Table 2.
7. Seek public feedback on a proposed new fee for 'Property Information as Part of a Sale'.
8. Adopt the maximum fee where fees and charges are set by the NSW Government.
9. Adopt the Category H amendments to the Donations Policy.

**AMENDMENT (Willis)**

That Council:

1. Following the consideration of submissions made on the draft Integrated Planning documents and in accordance with Section 405(5) of the Local Government Act 1993; Council adopt the Operational Plan 2024-25 with the amendments shown in Table 1 and Table 2 in the report.
2. Endorse the 2024-25 Service Statements with the budget amendments.
3. In accordance with Clause 211(2) of the Local Government (General) Regulation 2005, Council approve expenditure in the adopted Operational Plan 2024-25.
4. In accordance with Clause 211(2) of the Local Government (General) Regulation 2005, Council vote funds to meet the expenditure in the adopted Operational Plan 2024-25
5. Adopt the Long-Term Financial Plan.
6. Adopt the Fees and Charges 2024-25 in accordance with Section 608 of the Local Government Act 1993 and the changes outlined in Table 2.

7. Seek public feedback on a proposed new fee for 'Property Information as Part of a Sale'.
8. Adopt the maximum fee where fees and charges are set by the NSW Government.
9. Adopt the Category H amendments to the Donations Policy.
10. Amend Table 2 to add the following funding allocations:
  - \$50,000 for installation of shade sails on Council parks and playgrounds
  - \$5,000 to increase the Annual Community Grants Donations Category A program

The amendment (of Cr Willis) LAPSED for want of a seconder.

284/24

**RESOLVED (Wilson/Biscotti)**

That Council:

1. Following the consideration of submissions made on the draft Integrated Planning documents and in accordance with Section 405(5) of the Local Government Act 1993; Council adopt the Operational Plan 2024-25 with the amendments shown in Table 1 and Table 2 in the report.
2. Endorse the 2024-25 Service Statements with the budget amendments.
3. In accordance with Clause 211(2) of the Local Government (General) Regulation 2005, Council approve expenditure in the adopted Operational Plan 2024-25.
4. In accordance with Clause 211(2) of the Local Government (General) Regulation 2005, Council vote funds to meet the expenditure in the adopted Operational Plan 2024-25.
5. Adopt the Long-Term Financial Plan.
6. Adopt the Fees and Charges 2024-25 in accordance with Section 608 of the Local Government Act 1993 and the changes outlined in Table 2.
7. Seek public feedback on a proposed new fee for 'Property Information as Part of a Sale'.
8. Adopt the maximum fee where fees and charges are set by the NSW Government.
9. Adopt the Category H amendments to the Donations Policy.

The resolution was carried.

For: Crs Biscotti, Livermore, Macdonald, Preston, Taskovski,  
Willis and Wilson

Against: Crs Burton and Grundy

**9.11 Adoption of 2024/2025 Statement of Revenue Policy****MOVED (Wilson/Taskovski)**

That Council:

1. Following the consideration of submissions made on the draft Integrated Planning documents and in accordance with Section 405(5) of the Local Government Act 1993; adopt the Revenue Policy 2024-25 including the rates and annual charges, and with the amendment as listed in the report.
2. Provide a voluntary pensioner rebate of \$40 to all pensioners in the local government area, in addition to the legislated pensioner rebate that is \$250 for general rates and \$87.50 for water annual charges and \$87.50 for sewer annual charges.
3. Make the following rates and annual charges for the 2024-25 financial year and that such rates and annual charges be the amount specified hereunder for the Queanbeyan-Palerang Regional Council.

**AMENDMENT (Willis/Preston)**

That Council:

1. Following the consideration of submissions made on the draft Integrated Planning documents and in accordance with Section 405(5) of the Local Government Act 1993; adopt the Revenue Policy 2024-25 including the rates and annual charges, and with the amendment as listed in the report.
2. Provide a voluntary pensioner rebate of \$40 to all pensioners in the local government area, in addition to the legislated pensioner rebate that is \$250 for general rates and \$87.50 for water annual charges and \$87.50 for sewer annual charges.
3. Make the following rates and annual charges for the 2024-25 financial year and that such rates and annual charges be the amount specified hereunder for the Queanbeyan-Palerang Regional Council.
4. Amend the Appendix to the Statement of Revenue Policy as follows:
  - Palerang Water Supply Scheme Annual Charges increase by 4.5%, noting that:
    - o Council has not approved the foreshadowed loan borrowings used to justify a higher increase in 2024/25 for works associated with augmenting Bungendore's potable water supply;
    - o The Palerang Integrated Water Cycle Management plan is being reviewed;
    - o Future annual increases needed to fund the operational cost of an augmented potable water supply for Bungendore are unknown at this time;
    - o A 4.5% increase for 2024/25 is consistent with the fee increase for the Queanbeyan Integrated Water Cycle Management Plan.

The amendment (of Crs Willis and Preston) was PUT and LOST.

For: Crs Burton, Macdonald, Preston and Willis

Against: Crs Biscotti, Grundy, Livermore, Taskovski and Wilson

285/24

**RESOLVED (Wilson/Taskovski)**

That Council:

1. Following the consideration of submissions made on the draft Integrated Planning documents and in accordance with Section 405(5) of the Local Government Act 1993; adopt the Revenue Policy 2024-25 including the rates and annual charges, and with the amendment as listed in the report.
2. Provide a voluntary pensioner rebate of \$40 to all pensioners in the local government area, in addition to the legislated pensioner rebate that is \$250 for general rates and \$87.50 for water annual charges and \$87.50 for sewer annual charges.
3. Make the following rates and annual charges for the 2024-25 financial year and that such rates and annual charges be the amount specified hereunder for the Queanbeyan-Palerang Regional Council.

**In accordance with section 533, 534, 535 and 566 of the Local Government Act 1993 (the Act), Council makes the following Rates and Annual Charges for the period 1 July 2024 to 30 June 2025, being the financial year 2024/2025.**

## **Annual Rates**

### ***Residential General***

An ordinary rate will be levied on all rateable land categorised as “**Residential**” under section 516 of the Act which falls within the designated area of Queanbeyan-Palerang Regional Council as indicated on Page 2 of the Draft Revenue Policy 2024/25, consisting of an ad-valorem rate of zero point one four two nine zero nine eight cents in the dollar (0.1429098) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of five hundred and thirty nine dollars (\$539) which is equivalent to 33% of the total rates levied for this category in 2024/25. In accordance with section 543(1) of the Act this rate be named “**Residential General**”.

### ***Residential Queanbeyan Urban***

An ordinary rate will be levied on all rateable land sub-categorised as “**Residential Queanbeyan Urban**” under section 516 and section 529(2) (b) of the Act which falls within the designated area indicated on Page 13 of the Draft Revenue Policy 2024/25, consisting of an ad-valorem rate of zero point two seven six eight nine eight eight cents in the dollar (0.2768988) calculated on the land value issued by the NSW-Valuer General’s Office with base date 1 July 2022, and a base amount of five hundred and ninety six dollars (\$596) which is equivalent to 33% of the total rates levied for this sub-category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Residential Queanbeyan Urban**”.

***Residential Googong***

An ordinary rate will be levied on all rateable land sub-categorised as “**Residential Googong**” under section 516 and section 529(2) (b) of the Act which falls within the designated area indicated on Page 13 of the Draft Revenue Policy 2024/25, consisting of an ad-valorem rate of zero point two seven six eight nine eight eight cents in the dollar (0.02768988) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of six hundred and ninety nine dollars (\$699) which is equivalent to 32% of the total rates levied for this sub-category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Residential Googong**”.

***Residential Bungendore***

An ordinary rate will be levied on all rateable land sub-categorised as “**Residential Bungendore**” under section 516 and section 529(2) (b) of the Act which falls within the designated area indicated on Page 14 of the Draft Revenue Policy 2024/25, consisting of an ad-valorem rate of zero point one six five five seven seven six cents in the dollar (0.1655776) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of five hundred and thirty nine dollars (\$539) which is equivalent to 38% of the total rates levied for this sub-category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Residential Bungendore**”.

***Residential Braidwood***

An ordinary rate will be levied on all rateable land sub-categorised as “**Residential Braidwood**” under section 516 and section 529(2) (b) of the Act which falls within the designated area indicated on Page 14 of the Draft Revenue Policy 2024/25, consisting of an ad-valorem rate of zero point one six five five seven seven six cents in the dollar (0.1655776) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of five hundred and thirty nine dollars (\$539) which is equivalent to 49% of the total rates levied for this sub-category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Residential Braidwood**”.

***Farmland Ordinary***

An ordinary rate will be levied on all rateable land categorised as “**Farmland**” under section 515 of the Act which falls within the designated area of Queanbeyan-Palerang Regional Council, consisting of an ad-valorem rate of zero point one zero four two seven six six cents in the dollar (0.1042766) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of one thousand and six hundred and thirty one dollars (\$1631) which is equivalent to 45% of the total rates levied for this category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Farmland Ordinary**”.

***Business General***

An ordinary rate will be levied on all rateable land categorised as “**Business**” under section 518 of the Act which falls within the designated area of Queanbeyan-Palerang Regional Council as indicated on Page 2 of the Draft Revenue Policy 2024/25 consisting of an ad-valorem rate of point one four six one nine zero two cents in the dollar (0.1461902) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of five hundred and ninety six dollars (\$596) which is equivalent to 43% of the total rates levied for this category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Business General**”.

***Business Queanbeyan Urban***

An ordinary rate will be levied on all rateable land sub-categorised as “**Business Queanbeyan Urban**” under section 518 and section 529(2) (d) of the Act which falls within the designated area indicated on Page 15 of the Draft Revenue Policy 2024/25, consisting of an ad-valorem rate of one point two six zero one three three eight cents in the dollar (1.2601338) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of six hundred and fifty five dollars (\$655) which is equivalent to 5% of the total rates levied for this sub-category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Business Queanbeyan Urban**”

***Business Poplars Business Park***

An ordinary rate will be levied on all rateable land sub-categorised as “**Business Poplars Business Park**” under section 518 and section 529(2) (d) of the Act which falls within the designated area indicated on Page 17 of the Draft Revenue Policy 2024/25, consisting of an ad-valorem rate of one point two six zero one eight four two cents in the dollar (1.2601842) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of nine hundred and sixty one dollars (\$961) which is equivalent to 2% of the total rates levied for this sub-category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Business Poplars Business Park**”.

***Business Googong***

An ordinary rate will be levied on all rateable land sub-categorised as “**Business Googong**” under section 518 and section 529(2) (d) of the Act which falls within the designated area indicated on Page 17 of the Draft Revenue Policy 2024/25, consisting of an ad-valorem rate of one point two six zero one eight four two cents in the dollar (1.2601842) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of nine hundred and sixty one dollars (\$961) which is equivalent to 14% of the total rates levied for this sub-category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Business Googong**”.

***Business CBD***

An ordinary rate will be levied on all rateable land sub-categorised as “**Business CBD**” under section 518 and section 529(2) (d) of the Act which falls within the designated area indicated on Page 15 of the Draft Revenue Policy 2024/25, consisting of an ad-valorem rate of one point two six zero one eight four two cents in the dollar (1.2601842) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of nine hundred and sixty one dollars (\$961) which is equivalent to 6% of the total rates levied for this sub-category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Business CBD**”.

***Business Industrial***

An ordinary rate will be levied on all rateable land sub-categorised as “**Business Industrial**” under section 518 and section 529(2) (d) of the Act which falls within the designated area indicated on Page 16 of the Draft Revenue Policy 2024/25, consisting of an ad-valorem rate of zero point seven one five one seven four four cents in the dollar (0.7151744) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of six hundred and fifty five dollars (\$655) which is equivalent to 12% of the total rates levied for this sub-category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Business Industrial**”.

## **Mining**

An ordinary rate will be levied on all rateable land categorised as “**Mining**” under section 517 of the Act, consisting of an ad-valorem rate of zero point four seven one one seven four cents in the dollar (0.471174) calculated on the land value issued by the NSW Valuer-General’s Office with base date 1 July 2022, and a base amount of one thousand six hundred and sixty one dollars (\$1,601) which is equivalent to 5% of the total rates levied for this category in 2024/2025. In accordance with section 543(1) of the Act this rate be named “**Mining**”.

## **Annual Charges**

### **Domestic Waste Management Annual Charges**

A domestic waste management annual charge will be levied on each parcel of rateable land for which the service is available in accordance with section 496(1) and section 496(2) and a domestic waste management annual charge will be levied on land that is exempt from rating if the owner requests the service, as follows:

<b>DWM Charge</b>	<b>Amount</b>
Urban Domestic Garbage (140L Garb + Rec + Green)	\$355
Urban Domestic Garbage (240L Garb + Rec + Green)	\$468
Domestic Garbage (Additional 140L Garbage)	\$166
Domestic Garbage (Additional 240L Garbage)	\$198
Domestic Garbage (Additional GreenWaste)	\$88
Domestic Garbage (Additional Recycling)	\$88
Urban - MUD - Domestic Garbage -Shared service Garbage & recycling (scheduled bulky service)	\$231
Urban MUD - Domestic Garbage-shared service Garbage & recycling & FOGO	\$355
Urban MUD - Domestic Garbage (Shared Serv - Additional Green) added to body corporate rates	\$88
Domestic Garbage- Vacant Land	\$31
Domestic Garbage (Shared Rec + 140L individual Garbage)	\$231
360L recycling bin upsize charge (current service only)	\$56
Rural Waste Collection - fortnightly 240L waste bin and 240L recycling per annum	\$191
Urban -MUD- Domestic Garbage- shared service Garbage & Recycling (No Bulky service)	\$180
Rural Waste Collection -fortnightly 240L recycling only per annum	\$92
MUD un-serviced	\$31
Urban - MUD - Domestic shared service Garbage & Recycling - (Book in Bulky service)	\$231
Rural waste Collection - Additional 240L waste bin collected fortnightly	\$89
Rural Waste Collection - Additional 240L recycling bin collected fortnightly	\$88
Domestic Waste Urban - 360L waste bin collected weekly, 240L recycling and 240L Green Waste collected fortnightly (Current services only)	\$582
Compound Bins – Araluen & Majors Creek 240L Red & Yellow 240L fortnightly	\$180



***Non-residential Waste Management Annual Charge***

In accordance with the provisions of sections 501, 502 and 535 of the Act Council proposes to provide waste management services and levy a non-residential waste management annual charge on all rateable land categorised as business, as follows:

Type	Annual Charge
Waste availability charge	\$154
Each 240L Waste bin	\$150
Each 240L Recycling bin	\$106
Rural Waste 240L Waste (fortnightly)	\$106
Each 240L Greenwaste bin	\$102

***General Waste Charge***

In accordance with the provisions of sections 501 and 535 of the Act Council proposes to provide general waste services and levy a general waste charge of \$234 on all rateable land and those properties which are exempt from rates under section 555 and 556, and excluding land categorised as business.

***Water Annual Access Charges***Queanbeyan Water Services

In accordance with the provisions of section 501 and 535 of the Act a water access charge of \$317 will be levied on all rateable land categorised as residential within the defined area of the Queanbeyan and Googong Water Supply Schemes.

All strata and non-strata units or dual occupancy properties will be charged an annual water access charge equivalent to a 20mm water access charge for each single occupancy (e.g. unit, flat or granny flat).

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

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

Meter Size	Annual Charge
20 mm	\$317
25 mm	\$496
32 mm	\$811
40 mm	\$1,267
50 mm	\$1,980
65 mm	\$3,346
80mm	\$5,070
100 mm	\$7,921
150mm	\$17,823

Palerang Communities Water Services

In accordance with the provisions of section 501 and 535 of the Act a water access charge will be levied on all rateable land, including strata units, and those properties which are exempt from rates under section 555 and 556 within the benefit areas of the Bungendore, Braidwood and Captains Flat water supply schemes to which the water supply is available and connected, in accordance with the number and size of water service meters connected to the land, as per the following table.

An annual water access charge equivalent to a 20mm water access charge will be levied on all rateable land which does not have a water service connected but to which a water service is available in accordance with the provision of section 552(1)(b) of the Act.

<b>Meter Size</b>	<b>Annual Charge</b>
20 mm	\$689
25 mm	\$1,077
32 mm	\$1,764
40 mm	\$2,756
50 mm	\$4,306
65 mm	\$7,278
80mm	\$11,024
100 mm	\$17,225
150mm	\$38,756

**Water Usage Charges**

A charge will be raised in accordance with Section 502 of the Act for the use of Water Supply Services on a quarterly basis on properties within the area of the Queanbeyan and Googong Water Supply Schemes. Water usage will be charged at a single variable rate of **\$4.68** per kl on all usage recorded through the water meter or meters connected to the property.

A charge will be raised in accordance with Section 502 of the Act for the use of Water Supply Services on a quarterly basis on properties within the benefit areas of the Braidwood, Bungendore and Captains Flat Water Supply Schemes. Water usage will be charged at a single variable rate of **\$4.13** per kl on all usage recorded through the water meter or meters connected to the property.

**Recycled Water Annual Access Charge**

All rateable land within the area of Googong Recycled Water Scheme will be charged an Annual Recycled Water Access Charge equivalent to a 20mm Water Access Charge in accordance with section 501 of the Act.

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

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

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

<b>Meter Size</b>	<b>Annual Charge</b>
20 mm	\$317
25 mm	\$496
32 mm	\$811
40 mm	\$1,267
50 mm	\$1,980
65 mm	\$3,346
80mm	\$5,070
100 mm	\$7,921
150mm	\$17,039

### ***Recycled Water Usage Charge***

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

A charge will be raised in accordance with Section 502 of the Act for the use of Recycled Water Supply Services on a quarterly basis on the usage recorded through the water meter or meters connected to the property. Water usage will be charge at a single variable rate of \$4.45 per kl.

### ***Queanbeyan Sewerage Access Charges***

In accordance with the provisions of section 501 a sewerage access charge of \$872 will be levied on all residential properties within the Queanbeyan Sewerage Scheme.

All strata and non-strata units or dual occupancy properties within the defined area of the Queanbeyan Sewerage Scheme will be charged an annual sewerage service charge for each single occupancy (e.g. unit, flat or granny flat).

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

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

<b>Meter Size</b>	<b>Annual Charge</b>
20 mm	\$872
Vacant Land	\$569
25 mm	\$1,363
32 mm	\$2,234
40 mm	\$3,491
50 mm	\$5,455
65 mm	\$9,218
80 mm	\$13,963
100 mm	\$21,818
150 mm	\$49,091

### ***Googong Sewerage Access Charges***

In accordance with the provisions of section 501 a sewerage access charge of \$840 will be levied on all residential properties within the Googong Sewerage Scheme.

All strata and non-strata units or dual occupancy properties within the defined area of the Googong Sewerage Scheme will be charged an annual sewerage service charge for each single occupancy (e.g. unit, flat or granny flat).

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

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

<b>Meter Size</b>	<b>Annual Charge</b>
20 mm	\$840
Vacant Land	\$548
25 mm	\$1,313
32 mm	\$2,152
40 mm	\$3,362
50 mm	\$5,251
65 mm	\$8,875
80 mm	\$13,444
100 mm	\$21,007
150 mm	\$47,265

### ***Palerang Communities Sewerage Access Charge***

In accordance with the provisions of section 501 and 552(3)(a) a sewerage access charge of \$1,268.00 will be levied on all residential properties within the benefit areas of the Bungendore, Braidwood and Captains Flat Sewerage Schemes.

In accordance with the provisions of section 501 and 552(3)(a) a sewerage access charge will be levied on all non-residential properties within the benefit areas of the Bungendore, Braidwood and Captains Flat Sewerage Schemes as per the following table.

<b>Meter Size</b>	<b>Annual Charge</b>
20 mm	\$1,460
Not connected	\$1,460
25 mm	\$2,281
32 mm	\$3,737
40 mm	\$5,839
50 mm	\$9,124
65 mm	\$15,420
80 mm	\$23,358
100 mm	\$36,497
150mm	\$82,117

### ***Sewerage Usage Charges***

In accordance with the provisions of section 502 the following sewer usage charges will be levied.

Sewerage usage charge on all non-residential properties within the defined area of the Queanbeyan and Googong Sewerage Schemes are calculated by applying business category SDF as defined in the NSW Office of Water, Liquid Trade Waste Regulations Guidelines April 2009 to the Sewerage Usage Charge of \$1.45 per kl.

Sewerage usage charges for non-residential properties within the benefit areas of the Bungendore, Braidwood and Captains Flat Sewerage Schemes are calculated by applying the following business category SDF to the Sewerage Usage Charge of \$3.51 per kl.

<b>Land Use Description</b>	<b>Sewer Discharge Factor</b>
General Main Street Businesses Shop Newsagency Cafes & Restaurants Motels Council Offices Laundromat	95%
Schools	90%
Factories Hospitals Service Clubs Hotels	85%
Churches	70%
Concrete Works	5%

**Liquid Trade Waste Annual Charges**

In accordance with the provisions of section 502 of the Act Council resolves to make the following liquid trade waste annual charges for all rateable land not categorised as non-residential within the benefit areas of the Queanbeyan sewerage scheme:

<b>Discharge category</b>	<b>Compliance</b>	<b>Annual Charge</b>	<b>Usage per kl</b>
One	Complying	\$120.00	\$0.00
One	Non Complying	\$120.00	\$2.94
Two	Complying	\$120.00	\$2.94
Two	Non Complying	\$120.00	\$20.75
Three		\$780.00	As stated in liquid trade waste excess mass charges in the schedule of fees and charges

In accordance with the provisions of section 502 of the Act Council resolves to make the following liquid trade waste annual charges for all rateable land not categorised as non-residential within the benefit areas of the Bungendore, Braidwood and Captains Flat sewerage schemes:

<b>Discharge category</b>	<b>Compliance</b>	<b>Annual Charge</b>	<b>Usage per kl</b>
One	Complying	\$107.00	\$0.00
One	Non Complying	\$107.00	\$3.29
Two	Complying	\$214.00	\$3.29
Two	Non Complying	\$214.00	\$20.75
Three		\$715.00	As stated in liquid trade waste excess mass charges in the schedule of fees and charges

**Stormwater Management Charge**

In accordance with section 496A of the Act, Council will levy the following stormwater management charges on all rateable properties for which the service is available that are within Council's urban stormwater catchment areas:

Properties categorised as Residential (not being strata titled)

A flat charge of \$25.00 for a stormwater management service charge is to be charged against each eligible assessment categorised as residential within the urban stormwater catchment.

Properties categorised as residential (strata units)

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

Properties categorised as business (not being strata titled)

Queanbeyan Area - A stormwater management service charge is to be charged against each eligible assessment (not being strata titled) categorised as business within the urban stormwater catchment area based on the total area of the assessment. A charge of \$25.00 for every 350 square metres or part of 350 square metres will apply, with a minimum charge of \$25.00 to apply for those properties with an area of less than 350 square metres.

Braidwood and Bungendore - A stormwater management service charge is to be charged against each eligible assessment (not being strata titled) categorised as business within the urban stormwater catchment area based on the total area of the assessment. A charge of \$25.00 for every 1,200 square metres or part of 1,200 square metres will apply, with a minimum charge of \$25.00 to apply for those properties with an area of less than 1,200 square metres.

Properties categorised as business (strata units)

A stormwater management service charge against each eligible business strata unit within the urban stormwater catchment area based on one of the following two scenarios:

1. Business strata units only

Where a strata complex contains only business properties and is not mixed development the charge per strata unit will be calculated by using a charge of \$25.00 per 350m<sup>2</sup> of the land area occupied by the strata scheme (or part thereof), proportioned by the unit entitlement of each lot in the strata scheme with a minimum charge of \$12.50 levied on each strata unit.

2. Business & residential strata units (mixed development)

If the strata complex includes properties rated as both business and residential the dominant category of the strata scheme must be determined and charges will apply for business strata units or residential strata units as previously adopted. In the event that a mixed development is 50% residential and 50% business, council has the discretion to determine whether to charge the property as a residential or business property.

### Interest on Overdue Rates & Charges

In accordance with Section 566 of the Act, interest will accrue on outstanding rates and charges at the rate of ten point five percent (10.5%) per annum simple interest calculated daily from 1 July 2024.

The resolution was carried.

For: Crs Biscotti, Burton, Livermore, Preston, Taskovski,  
Willis and Wilson

Against: Crs Grundy and Macdonald

**ADJOURNMENT:** The meeting adjourned at 7.28pm and resumed at 7.40pm.

**9.14 Captains Flat Lead Management Network Terms of Reference**  
**MOVED (Preston/Wilson)**

That Council approve the Draft Terms of Reference for the proposed Captains Flat Lead Management Network.

**AMENDMENT (Willis/Macdonald)**

That Council approve the Draft Terms of Reference for the proposed Captains Flat Lead Management Network with the following change:

- Under Role, dot point 4 to read:  
Community and private lands lead contamination matters including financial support for private land remediation and a viable disposal option.

The amendment (of Crs Willis and Macdonald) was PUT and CARRIED unanimously, and became the motion.

286/24

**RESOLVED (Willis/Macdonald)**

That Council approve the Draft Terms of Reference for the proposed Captains Flat Lead Management Network with the following change:

- Under Role, dot point 4 to read:  
Community and private lands lead contamination matters including financial support for private land remediation and a viable disposal option.

The resolution was carried unanimously.

**PROCEDURAL MOTION**

287/24

**RESOLVED (Preston/Livermore)**

That Council bring forward Item 9.8 for consideration at this juncture.

The resolution was carried unanimously.

**9.8 Draft Braidwood Community Plan**

288/24

**RESOLVED (Willis/Grundy)**

That Council endorse the Braidwood Community Plan for public exhibition and comment for 28 days.

The resolution was carried unanimously.

**9.2 Post Exhibition Report - Roadside Vegetation Management Plan and Policy**

289/24

**RESOLVED (Grundy/Willis)**

That Council adopt the Roadside Vegetation Management Plan and Policy.

The resolution was carried.

For: Crs Biscotti, Burton, Livermore, Macdonald, Preston, Taskovski, Willis and Wilson

Against: Cr Grundy



**9.3 Draft Climate Change Resilience Policy**

This Item was considered in earlier business.

**9.4 Amended - QPRC Public Electric Vehicle Charging Infrastructure Policy**

This Item was considered in earlier business.

**9.5 Monaro Street Upgrade - Sustainable Design for Council Buildings Policy**

290/24

**RESOLVED (Grundy/Livermore)**

That Council waives the requirement for external third-party certification under the QPRC Sustainable Design for Council Buildings Policy for the Monaro Street Upgrade project.

The resolution was carried.

For: Crs Biscotti, Burton, Grundy, Livermore, Macdonald, Taskovski and Wilson

Against: Crs Preston and Willis

**9.6 Wamboin Welcome Wall Lighting**

291/24

**RESOLVED (Macdonald/Burton)**

That Council consider the installation of lighting at the intersection of Sutton Road and Norton Road at Wamboin in the 2025/2026 budget process.

The resolution was carried unanimously.

**9.7 Queanbeyan IWCM and QSTP Business Case Update**

292/24

**RESOLVED (Wilson/Willis)**

That Council:

1. Adopt the final Queanbeyan Integrated Water Cycle Management Plan (IWCM) and revised Queanbeyan Sewage Treatment Plant Upgrade Business Case.
2. Issue the adopted IWCM to the NSW Government for endorsement.
3. Use the Selective Tendering method for the construction of QSTP Upgrade project with Early Tenderer Involvement following public advertisement asking for Expressions of Interest.
4. Seek Expressions of Interest from suitably qualified contractors for the construction of the Queanbeyan Sewage Treatment Plant Upgrade.

The resolution was carried unanimously.

**9.8 Draft Braidwood Community Plan**

This Item was considered in earlier business.

- 293/24
- 9.9 Cultural Grant Application - Queanbeyan Junior Brass Inc.**  
**RESOLVED (Biscotti/Burton)**  
That Council approve a Cultural Grant of \$2,410 to Queanbeyan Junior Brass Incorporated towards costs for the 2024 Music Workshop.
- The resolution was carried.
- For: Crs Biscotti, Burton, Livermore, Preston, Taskovski, Willis and Wilson  
Against: Crs Grundy and Macdonald
- 9.10 Adoption of 2024-25 Integrated Plans**  
This Item was considered in earlier business.
- 9.11 Adoption of 2024/2025 Statement of Revenue Policy**  
This Item was considered in earlier business.
- 294/24
- 9.12 2023-24 Borrowing Program**  
**RESOLVED (Biscotti/Willis)**  
That Council:
1. Approve the final loan drawdown for the Nellie Hamilton Centre project of \$6,108,000 from NSW Treasury Corporation.
  2. Authorise the use of the Common Seal for the execution of the loan agreement.
- The resolution was carried unanimously.
- 295/24
- 9.13 Investment Report - May 2024**  
**RESOLVED (Preston/Wilson)**  
That Council:
1. Receive the Investment Report for the month of May 2024.
  2. Note the investment return for May 2024 was \$1,225,132.
  3. Note the investment portfolio has been made in accordance with the Local Government Act (1993), the Local Government (General) Regulation (2021) and Queanbeyan-Palerang Regional Council's Investment Policy.
- The resolution was carried unanimously.
- 9.14 Captains Flat Lead Management Network Terms of Reference**  
This Item was considered in earlier business.

**10. REPORTS TO COUNCIL - ITEMS FOR INFORMATION**

- 296/24      **10.1 Plans of Management Natural Areas - Crown Lands Update**  
**RESOLVED (Grundy/Willis)**  
That the report be received for information.  
The resolution was carried unanimously.
- 297/24      **10.2 Director Infrastructure Services Recruitment**  
**RESOLVED (Willis/Preston)**  
That the report be received for information.  
The resolution was carried unanimously.
- 298/24      **10.3 Quarterly Outstanding Rates Report and Sale of Land for Unpaid Rates**  
**RESOLVED (Biscotti/Wilson)**  
That the report be received for information.  
The resolution was carried unanimously.
- 299/24      **10.4 Questions With Notice - Shade Sails on Council Facilities**  
**RESOLVED (Willis/Wilson)**  
That the report be received for information.  
The resolution was carried unanimously.
- 300/24      **10.5 Questions With Notice - Customer Service**  
**RESOLVED (Burton/Grundy)**  
That the report be received for information.  
The resolution was carried unanimously.
- 301/24      **10.6 Questions With Notice - DA Availability**  
**RESOLVED (Willis/Grundy)**  
That the report be received for information.  
The resolution was carried unanimously.
- 302/24      **10.7 Questions With Notice - Maintenance of Roads**  
**RESOLVED (Grundy/Macdonald)**  
That the report be received for information.  
The resolution was carried unanimously.

- 303/24            **10.8 ICAN Campaign to Abolish Nuclear Weapons**  
**RESOLVED (Willis/Wilson)**  
That the report be received for information.
- For:            Crs Grundy, Livermore, Macdonald, Preston, Taskovski,  
                         Willis and Wilson  
Against:       Crs Biscotti and Burton
- 304/24            **10.9 Heritage Funding**  
**RESOLVED (Grundy/Livermore)**  
That the report be received for information.
- The resolution was carried unanimously.
- 305/24            **10.10 Pedestrian Safety Bungendore**  
**RESOLVED (Preston/Macdonald)**  
That the report be received for information.
- The resolution was carried unanimously.
- 306/24            **10.11 Temporary Fencing on Majara Street Bungendore**  
**RESOLVED (Taskovski/Willis)**  
That the report be received for information.
- The resolution was carried.
- For:            Crs Biscotti, Grundy, Livermore, Macdonald, Preston,  
                         Taskovski, Willis and Wilson  
Against:       Cr Burton
- 307/24            **10.12 Councillor Workshops**  
**RESOLVED (Grundy/Burton)**  
That the report be received for information.
- The resolution was carried unanimously.

**11. REPORTS OF COMMITTEES**

308/24

**11.1 Heritage Advisory Committee Meeting 30 May 2024****RESOLVED (Willis/Grundy)**

That Council:

1. Note the minutes of the QPRC Heritage Advisory Committee (HAC) held on 30 May 2024.
2. Note recommendations from the meeting held on 30 May 2024:
  - a. QPRC HAC – DA.2024.0034 – Proposed demolition - 1 Crest Road Queanbeyan

The Committee recommend that an independent written builder's report is provided by the applicant and that plans for the replacement cottage are provided prior to demolition.

- b. QPRC HAC – DA2024.0064 - Additions and alterations to a commercial building and proposed demolition of a Heritage item - 164 Monaro Street Queanbeyan.

The Committee recommended unanimously that the applicant be requested to:

- Review the exit / entry on Monaro Street
- Provide an assessment of the heritage values of Lawrence House
- Provide a heritage assessment of the buildings proposed to be demolished, in particular their internal fabric.

The resolution was carried unanimously.

309/24

**11.2 Local Traffic Committee Meeting - 4 June 2024****RESOLVED (Livermore/Grundy)**

That Council:

1. Note the minutes of Local Traffic Committee held on 4 June 2024.
2. Adopt recommendations LTC 14/2024 to LTC 21/2024 from the meeting held on 4 June 2024:

LTC 14/2024: The 2024 Christmas in July Markets received unanimous support.

LTC 15/2024: The 2024 Queanbeyan Country Muster received unanimous decline.

LTC 16/2024: The 2024 Bungendore Rodeo received unanimous decline.

LTC 17/2024: The 2025 Googfest Event received unanimous support.

LTC 18/2024: The Traffic Control Devices & Pavement Marking at Newington Road Subdivision received unanimous support.

- LTC 19/2024: The Traffic Control Devices & Pavement Marking at Tralee Estate 1 received unanimous support.
- LTC 20/2024: The Traffic Control Devices at 11 Buttle Street, Queanbeyan received unanimous support.
- LTC 21/2024: The Traffic Control Devices at 25 Wanna Wanna Road, Carwoola received unanimous support.

The resolution was carried unanimously.

## 12. NOTICES OF MOTIONS

### 12.1 Notice of Motion - Request for Conservation Management Plan for Local Heritage Items **RESOLVED (Willis/Preston)**

310/24

That Council:

1. Note the response from the Minister for Regional Transport and Roads, the Hon Jenny Aitchison to Council Resolution No 101/24.
2. Write to the Minister requesting an explanation for the Government rejecting Council's request that a conservation management plan be prepared for all of the local heritage items in Captains Flat that are affected by the government's lead remediation plan.

The resolution was carried unanimously.

### 12.2 Notice of Motion - Naming of Council Chambers

This item of business has been WITHDRAWN.

## 13. REPORTS TO COUNCIL - DELEGATES REPORTS

There were no Delegates Reports.

## 14. QUESTIONS WITH NOTICE

There were no Questions with Notice.

## 15. NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

There were no matters for Closed Session.

**16. CONCLUSION OF THE MEETING**

The time being 8.43pm, the Deputy Mayor announced that the Agenda for the meeting had now been completed.

**CR ESMA LIVERMORE  
DEPUTY MAYOR  
CHAIRPERSON**

**ITEM 5    DECLARATION OF CONFLICTS/PECUNIARY INTERESTS**

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

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

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

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

**Recommendation**

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



**APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

**3.1 Application for Leave of Absence - Cr Kenrick Winchester (Ref: ; Author: Ryan/Ryan)**

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**File Reference:** 52.7.1 / 10 July 2024 motions

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**Recommendation**

**That Council approve the Leave of Absence application submitted by Councillor Kenrick Winchester for the following Council meetings:**

- **10 July 2024**
  - **24 July 2024**
- 

**Summary**

Councillor Winchester will be an apology for the 10 and 24 July 2024 Council meetings and has submitted an application to Council for this Leave of Absence.

**Report**

Councillor Winchester will be away for the 10 and 24 July 2024 Council meetings and has submitted an application to Council for this Leave of Absence.

**Risk/Policy/Legislation Considerations**

This request is in accordance with clause 5.4 and 5.6 of Council's Code of Meeting Practice and S234(1)(d) of the Local Government Act (1993), whereby Council may grant leave prior to or at any of the meetings concerned.

**Financial, Budget and Resource Implications**

Nil

**Attachments**

Nil

## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

## 9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive Karabar (Ref: ; Author: Ormella/Tenzin)

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File Reference: DA.2023.0600

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**Recommendation**

That consent be granted to a variation under Clause 4.3 of the Queanbeyan - Palerang Regional Local Environmental Plan 2022 for the proposed alterations and additions to the existing dwelling for the following reasons:

- a. The existing built form contains a variation to the development standard, as do many other dwellings along this section of River Drive, rendering the development standard unreasonable to require compliance with;
  - b. Should the 5.5m height limitation be enforced, it would require a significant level of earthworks to facilitate the development;
  - c. The proposed development is consistent with the existing bulk, scale and form of single dwelling developments in the locality and the area of non-compliance does not cause unacceptable bulk, scale or increased view loss or reduced privacy and solar access;
  - d. The front façade and roof form from the street remain relatively unchanged, and the departure from the numeric height standard which is 33.82% or 1.86m is located behind the building line and relates to predominately the built form of the roof, with no habitable floor areas being above the height limitation, and
  - e. The height of the proposed development will not result in any unreasonable amenity or visual impacts to the scenic qualities of the area due to the separation distance between the property boundary and the public footpath located at a distance of about 22m and rear setback of 7.5m, which are further enhanced by the slope of the site.
- 

**Summary*****Reason for Referral to Council***

This application has been referred to Council because a variation of a development standard is sought under the provisions of Clause 4.6 of the Queanbeyan-Palerang Regional Local Environment Plan 2022.

Proposal:	Alterations and additions to dwelling house
Applicant/Owner:	Paul Dolphin / Emma Kate Martin & Brendan John McMahon
Subject Property:	Lot 16 DP 837155, 28 River Drive KARABAR NSW 2620
Zoning and Permissibility:	R3 - Medium Density Residential under Queanbeyan-Palerang Regional Local Environmental Plan 2022
Public Submissions:	Two (2)
Issues Discussed:	Building height
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made

9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive  
 Karabar (Ref: ; Author: Ormella/Tenzin)

**Background**

**Proposed Development**

The development application is for alterations and additions to an existing dwelling house. The specific elements of the proposal are:

- Two-storey extension to the rear including:
  - a) Changing the layout and dimensions of internal spaces at the upper floor level,
  - b) Adding music studio and store at the lower floor level,
- Adding an internal stairway between the upper and lower floors,
- Extending the deck at the rear (northern side),
- Replacing the existing porch columns with hardwood posts, and
- Replacing the existing tile roof to the street elevation (southern side) with a colorbond roof.

Details of the proposed development in comparison with the existing dwelling are shown in Figures 1 – 6 below:

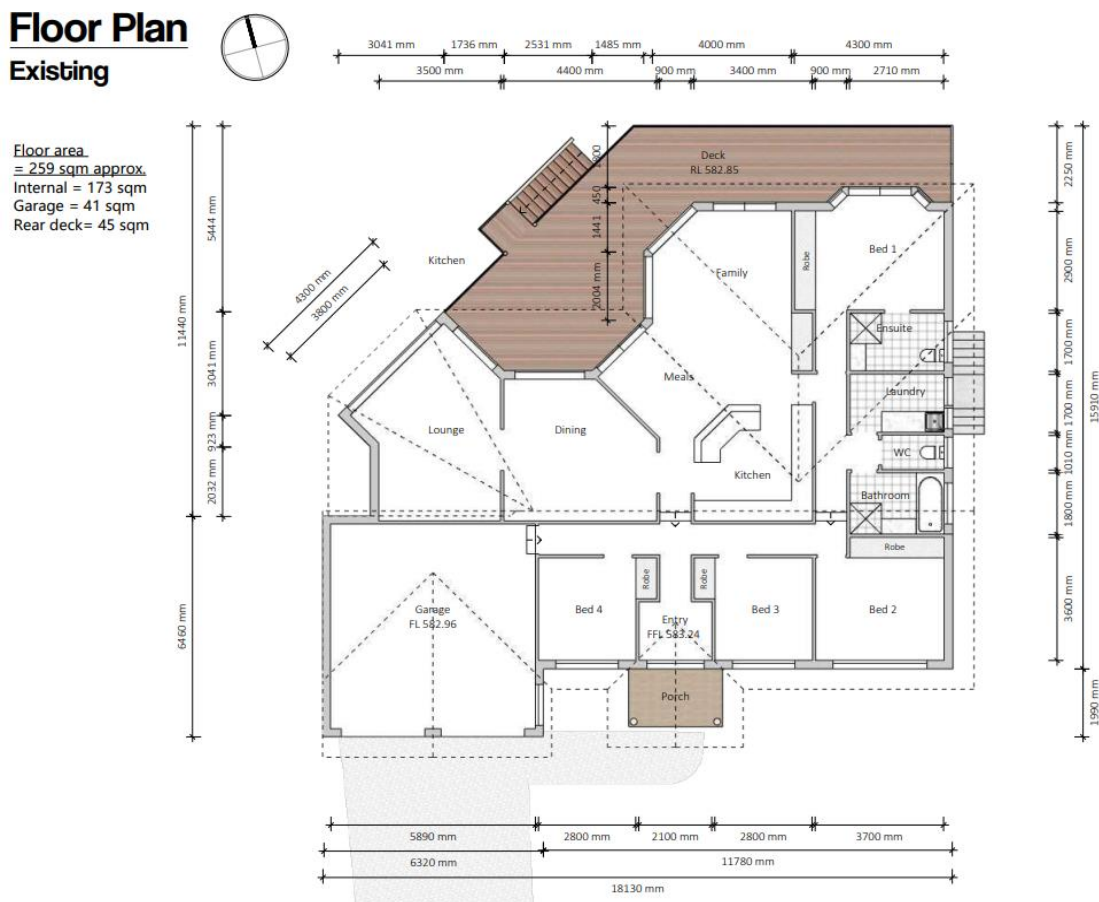


Figure 1: Existing floor plan (Source: PdD Building Design)

9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive Karabar (Ref: ; Author: Ormella/Tenzin) (Continued)

**Floor Plan**  
Proposed Upper

**Floor area**  
= 393 sqm approx.  
Internal:  
Upper = 220 sqm  
Lower = 61 sqm  
Store = 23 sqm  
Garage = 41 sqm  
Rear deck = 48 sqm

**Stairs**  
Rise = 171.4 mm  
Going = 250 mm  
2R + G = 592.8 mm

SD 240V smoke detectors, hard wired and linked to comply with NCC2019 Part 3.7.5

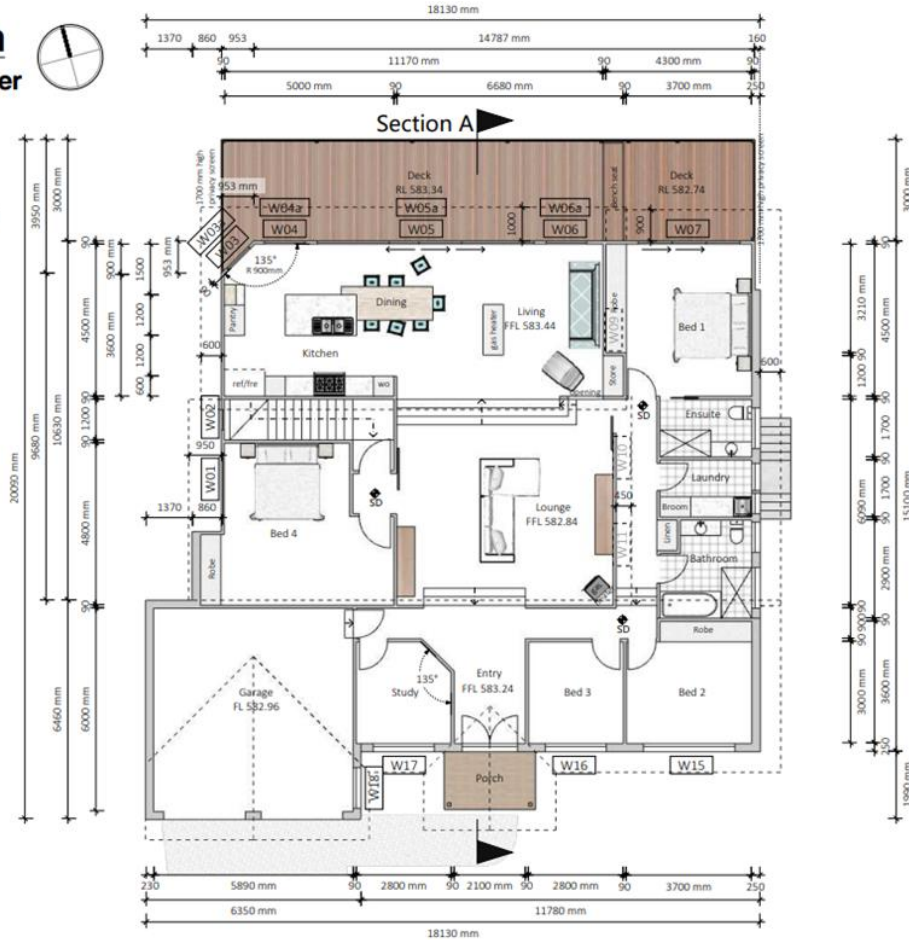


Figure 2: Proposed floor plan – upper (Source: PdD Building Design)

**Floor Plan**  
Proposed Lower

**Floor area**  
= 393 sqm approx.  
Internal:  
Upper = 220 sqm  
Lower = 61 sqm  
Store = 23 sqm  
Garage = 41 sqm  
Rear deck = 48 sqm

**Stairs**  
Rise = 171.4 mm  
Going = 250 mm  
2R + G = 592.8 mm

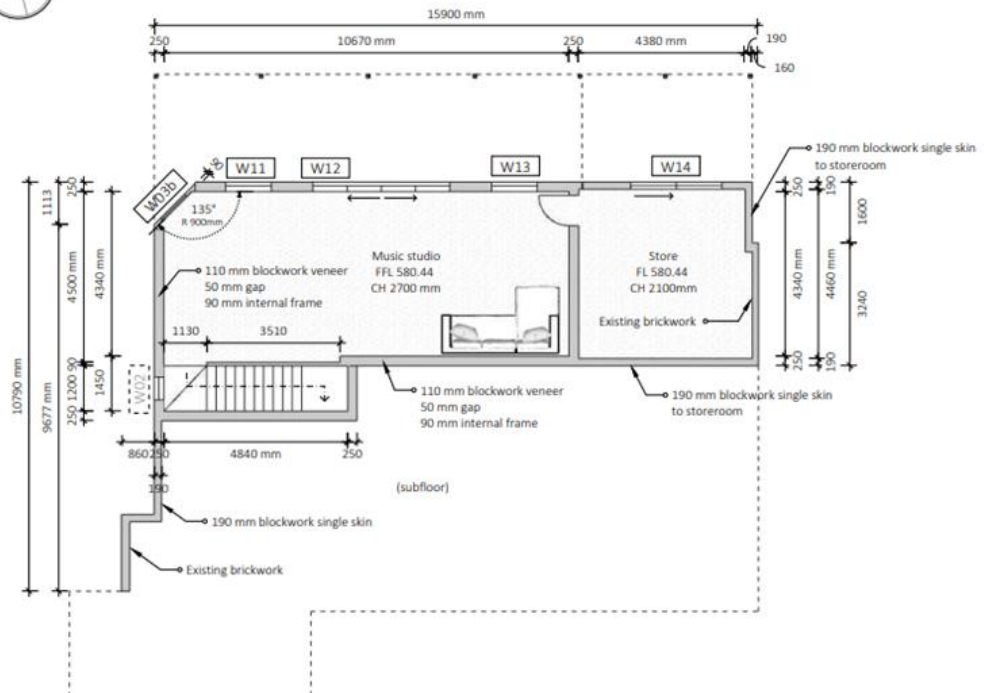


Figure 3: Proposed floor plan – lower (Source: PdD Building Design)

9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive Karabar (Ref: ; Author: Ormella/Tenzin) (Continued)

**Elevations**

Existing

South



Figure 4: Existing elevations – South (street frontage)

**Elevations**

Proposed 1

North

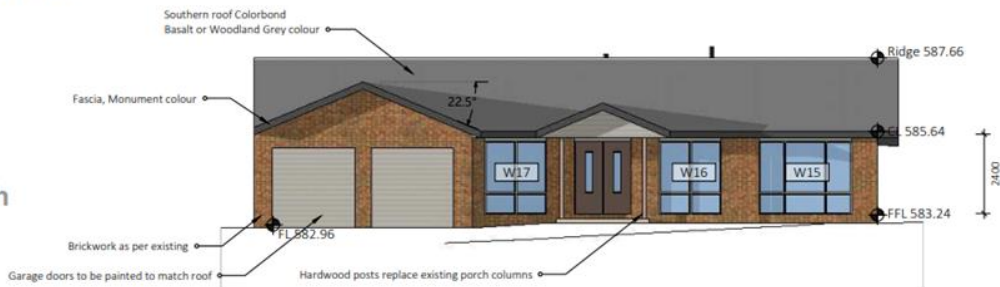


Figure 5: Proposed elevation – South (street frontage)

North



Figure 6: Existing elevations – North (rear)

South



Figure 7: Proposed elevation – North (rear)

9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive Karabar (Ref: ; Author: Ormella/Tenzin) (Continued)



Figure 8: Existing side elevations

**Elevations**  
Proposed 2

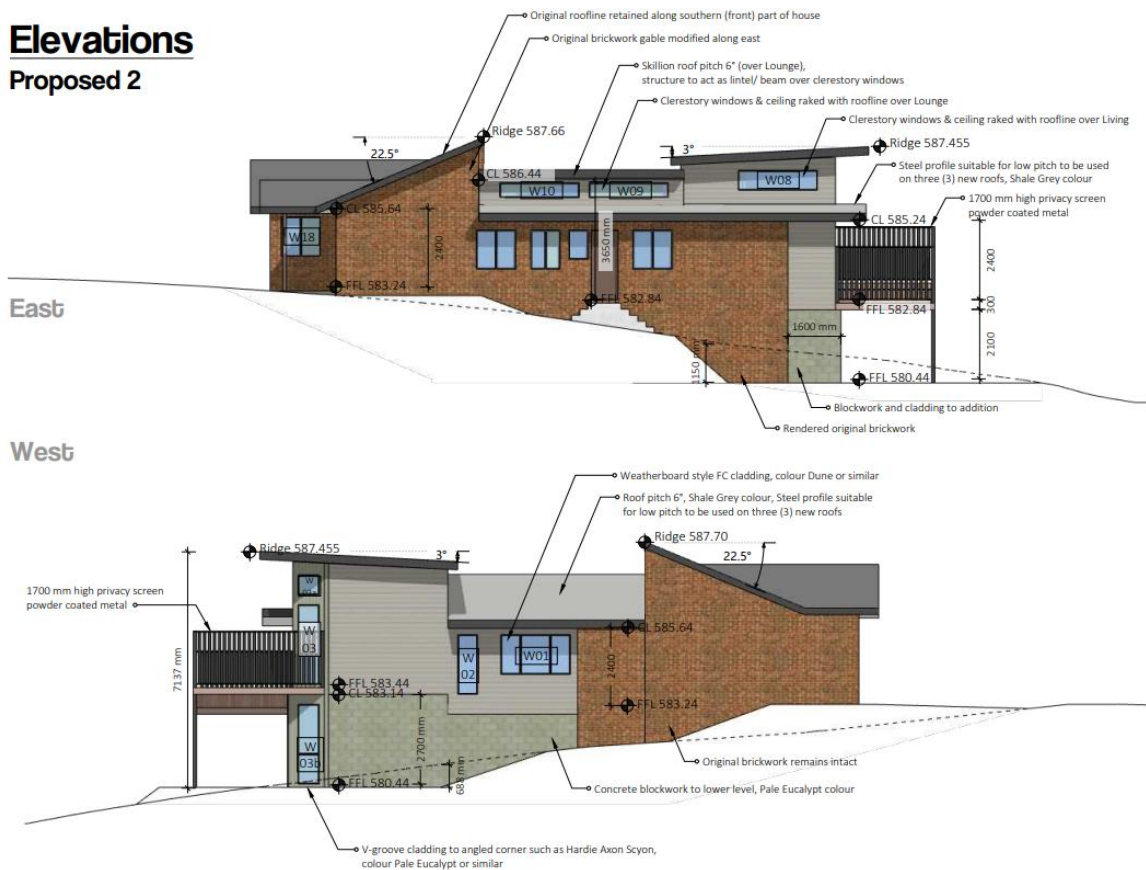


Figure 9: Proposed side elevations

**9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive  
Karabar (Ref: ; Author: Ormella/Tenzin) (Continued)*****Subject Property***

The subject site is legally described as Lot 16 DP 837155 and is commonly known as 28 River Drive, Karabar. The site is located on the northern side of River Drive and has an area of 658.40m<sup>2</sup>.

Existing development on the site comprises a dwelling house with an attached garage and a deck. Vehicular access is provided to the site via an existing driveway from River Drive.

Existing development within the locality consists of similar scale residential dwellings.



Figure 10: Locality plan (Snip from Nearmap)



Figure 11: Existing front elevation River Drive (south)

9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive  
Karabar (Ref: ; Author: Ormella/Tenzin) (Continued)

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Figure 12: Existing northern elevation (rear)

### ***Planning Requirements***

Assessment of the application has been undertaken in accordance with Section 4.15 of the Environmental Planning and Assessment Act (EPAA) 1979, as amended. The matters that are of relevance under Section 4.15 are summarised in the attached Section 4.15 Table – Matters for Consideration.

The following planning instruments have been considered in the planning assessment of the development application:

1. State Environmental Planning Policy (Resilience and Hazards) 2021
2. State Environmental Planning Policy (Sustainable Buildings) 2022
3. State Environmental Planning Policy (Transport and Infrastructure) 2021
4. State Environmental Planning Policy (Biodiversity & Conservation) 2021
5. Queanbeyan-Palerang Regional Local Environmental Plan 2022 (QPRLEP 2022)

The development generally satisfies the requirements and achieves the objectives of these planning instruments. The significant issues relating to the proposal for the Council's consideration are:

#### ***(a) Compliance with LEP***

The subject lot is zoned R3 - Medium Density Residential under the Queanbeyan-Palerang Regional Local Environmental Plan 2022. The land use table of the QPRLEP 2022 specifies that development for the purposes of a dwelling house is permitted with consent in the R3 - Medium Density Residential zone and not prohibited.

The proposed development, being alterations and additions to an existing dwelling, complies with the relevant provision of QPRLEP 2022 as outlined in the attached Section 4.15 Assessment Report, with the exception of Clause 4.3 – Height of Buildings.



**9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive Karabar (Ref: ; Author: Ormella/Tenzin) (Continued)**

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The height of the proposed alterations and additions is 7.36m, which is 1.86m over the height limit of 5.5m, constituting 33.8% variation. Despite maintaining the existing ridgeline, the additional height results from the site topography that slopes towards the back of the lot.

As prescribed by clause 4.6 (3) (a) and (b) of the QPR LEP 2022, a written request to vary the development standard was submitted with justification as detailed below:

Firstly, Clause 4.6(3)(a) requires the applicant to demonstrate that *compliance with the development standard is unreasonable or unnecessary in the circumstances*. The applicant's written request makes reference to the relevant case law of *Wehbe v Pittwater [2007] NSW LEC 827 (five-part test)* and argues that compliance with the development standard is unnecessary as the objectives of the development standard are achieved notwithstanding the non-compliance, referring to the first method of the *Wehbe Tests*.

The objectives of Clause 4.3 (height of buildings) are as follows—

- (a) *to establish the height of buildings consistent with the character, amenity and landscape of the area in which the buildings will be located,*
- (b) *to protect residential amenity and minimise overshadowing,*
- (c) *to minimise the visual impact of buildings,*
- (d) *to maintain the predominantly low-rise character of buildings in the Queanbeyan-Palerang Regional local government area,*
- (e) *to ensure the height of buildings complement the streetscape or the historic character of the area in which the buildings are located,*
- (f) *to protect the heritage character of the Queanbeyan-Palerang Regional local government area and the significance of heritage buildings and heritage items,*
- (g) *to provide appropriate height transitions between buildings, particularly at zone boundaries.*

The applicant has argued that the objectives of the development standard are achieved despite the non-compliance because:

- The area of non-compliance does not cause unacceptable bulk, scale or increased view loss or reduced privacy and solar access.
- The front façade and roof form from the street remain relatively unchanged, and the extension is located behind the building line.
- Developments east and west of the proposal will retain their existing view corridors, if any are available with the existing built form.
- The height does not cause the building to be out of character with the desired future character of the area and its scale and bulk are consistent with the controls that apply to the zone.

Secondly, Clause 4.6(3)(b) requires the applicant to demonstrate that *there are sufficient environmental planning grounds to justify the contravention of the development standard* which the applicant' has justified as below:

- The height of buildings within the locality is varied and is guided by the slope of the land. There are dwellings on the southern side of River Drive, and nearby cul-de-sacs which are of similar bulk, scale and height to the proposed building.
- The predominant building bulk of the proposed development faces north towards the Queanbeyan River and the presentation from the street remains largely unchanged.

**9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive Karabar (Ref: ; Author: Ormella/Tenzin) (Continued)**

- The departure from the numeric height standard is 33.82% or 1.86m and relates to predominately the built form of the roof, with no habitable floor areas being above the height limitation.
- The extent of roof which is a variation to the height limitation does not present as overly bulky or of unreasonable scale to the northern public reserve as it incorporates features which reduce the overall perception, including different roof pitches and orientation, a large rear uncovered deck and a use of a variety of materials and recesses.
- The non-compliance allows for a superior development outcome on the site which provides for an appropriate residential density which reflects the environmental controls for the site having regard for its location, surrounding development and site characteristics.
- The area of non-compliance does not cause additional view loss, solar impact, or privacy impacts.
- Should the 5.5m height limitation be enforced, it would require a significant level of earthworks (cut) to enable the proposed development and also render the development out of character with existing developments along this section of River Drive, given there is little excavation seen and that the heights of dwellings mostly exceed 5.5m.
- The height of the proposed development will not result in any unreasonable amenity or visual impacts to the scenic qualities of the area. The public footpath that runs in the reserve parallel to the river is located at a distance of about 22m from the lot boundary and the proposed development has maintained a rear setback of 7.5m which are further enhanced by the slope of the site.



Figure 13: View of the property (centre) from the public footpath along the Queanbeyan River.

**9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive Karabar (Ref: ; Author: Ormella/Tenzin) (Continued)**

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The arguments and justification provided under Clause 4.6(3)(a) and (b) above are considered acceptable and the variation request is supported in this instance.

***Compliance with DCP***

The proposed development is consistent with the objectives and controls contained within the Queanbeyan Development Control Plan (DCP) 2012, with the exception of Building Height which has been discussed under the LEP section above.

**Financial Implications**

Nil

**Engagement**

The proposal required notification under QPRC Community Engagement and Participation Plan and was notified from 24/01/2024 to 09/02/2024. Two submissions were received. The relevant issues raised are as follows:

**Issue:** Limiting access to natural light and existing views from 2 separate windows due to the construction of the proposed development's western wall.

*Comment:* Though the proposed development extends beyond the existing building line to the rear, it has maintained a setback of 2.84m on its western side. Further, given the northerly orientation of the lots, there are no additional shadow impacts (Figure 14 below).

Privacy issues are also adequately addressed as there is no window on the extended part of the western wall. The proposed bedroom window is offset from the existing window on the adjoining lot and is located at least 3m from the western boundary. The deck will also be screened.

There are also trees along the lower part of the boundary providing natural barrier and privacy screen.

**Issue:** Possible removal of two large trees on the western side that provide natural privacy barrier between properties and provide shade and aesthetics

*Comment:* The trees are shown on the proposed development plans and are not marked for removal. Further, the owner confirmed, during a telephone call on 29 April 2024 that the trees will be retained.

**Issue:** The location of the deck on the eastern side could impact the privacy of living rooms on the adjacent lot and potentially impact on access to light as the windows may have to be permanently covered for privacy reasons.

*Comment:* The applicant has proposed a 1.7m high privacy screen on the eastern side of the deck addressing privacy concerns. Further, a comparative review of the shadow diagrams before and after the development shows that there is no impact to sunlight for the majority of the day, with only a minor impact after 3pm. It is considered that this concern is adequately addressed.

9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive  
Karabar (Ref: ; Author: Ormella/Tenzin) (Continued)

## Shadow Diagrams



21 June Mid-Winter

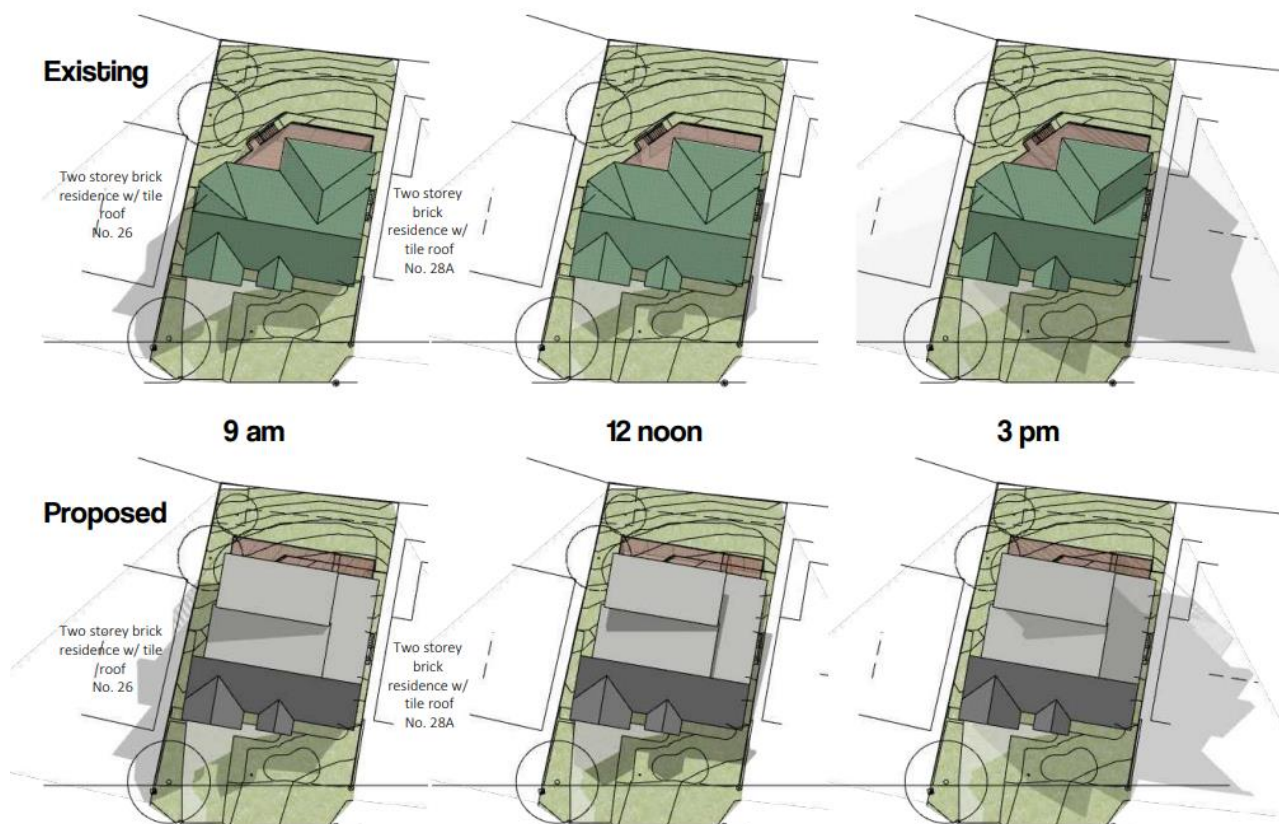


Figure 14: Shadow diagrams before and after the proposed development.

### Conclusion

The proposal for alterations and additions to an existing dwelling house on Lot 16 DP 837155, 28 River Drive, Karabar is Local Development and is supported by a Statement of Environmental Effects. The proposal was notified to adjoining owner/occupiers with two (2) submissions received.







The proposal has been assessed under Section 4.15 of the *Environmental Planning & Assessment Act 1979* including the relevant provisions of *Queanbeyan-Palerang Regional Local Environmental Plan 2022* and *Queanbeyan Development Control Plan 2012*. With the exception of a variation to the maximum building height, the development satisfies the requirements and achieves the objectives of these instruments.

The proposed development, despite seeking a variation to the building height, does not impact the streetscape and is consistent with the existing bulk, scale and form of single dwelling developments in the locality. The shadow diagrams submitted for the proposed development demonstrate that the extent of the roof variation does not significantly change the shadowing impacts that currently exists, given its location on the site and existing topography. Therefore, the proposed development is supported in this instance.

**9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive  
Karabar (Ref: ; Author: Ormella/Tenzin) (Continued)**

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**Attachments**

- Attachment 1  Section 4.15 Assessment Report - DA.2023.0600 - 28 River Drive Karabar (*Under Separate Cover*)
- Attachment 2  Plans - DA.2023.0600 - 28 River Drive Karabar (*Under Separate Cover*)
- Attachment 3  Draft Conditions of Consent - DA.2023.0600 - 28 River Drive Karabar (*Under Separate Cover*)
- Attachment 4  Clause 4.6 Variation Request - DA.2023.0600 - 28 River Drive Karabar (*Under Separate Cover*)
- Attachment 5  Submission 1 - DA.2023.0600 - 28 River Drive Karabar (*Under Separate Cover*)
- Attachment 6  Submission 2 - DA.2023.0600 - 28 River Drive Karabar (*Under Separate Cover*)

## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.2 Submissions Report on Planning Proposal for Abbeyfield Seniors Housing Proposal, Majara Street, Bungendore (Ref: ; Author: Ormella/Shumaker)**

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File Reference: PP.2024.0001

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

- 1. Receive the Submissions Report for Planning Proposal PP.2024.0001.**
  - 2. Progress and finalise the amendment to the Queanbeyan-Palerang Regional Local Environmental Plan 2022 Seniors Housing – Majara Street Bungendore.**
- 

**Summary**

This report summarises feedback received during the 30-day public exhibition and consultation period of the planning proposal (Attachment 1) for seniors housing on land in Bungendore. Three government agencies were consulted.

26 submissions were received; 24 from the community and two from NSW government agencies. After consideration of all submissions (Attachment 2), no changes are recommended to the Planning Proposal as exhibited.

It is recommended that Council receive this report and, authorise staff to undertake all necessary actions to ensure the making and gazettal of the QPRLEP 2022 amendment.

**Background**

Council has been working with Abbeyfield Bungendore to facilitate seniors housing since 2018. At that time, the land was owned by Council and had been offered to Abbeyfield Bungendore for development for seniors housing, however the land was then committed to the NSW Department of Education for use as a school.

Council resolved at its meeting of 28 October 2020 (Resolution No 211/20), to reassign the seniors housing development to approximately 1,800m<sup>2</sup> at the Majara Street road reserve, north of Turallo Terrace.

Council at its meeting of 27 October 2021 (Resolution No 316/21) resolved to progress the Planning Proposal to facilitate seniors housing on the site. This part of Majara Street was formally closed 29 February 2024.

**Report****Exhibition and advertising**

The planning proposal was exhibited and notified for 30 working days between 29 April 2024 and 10 June 2024 through:

- Adjacent and adjoining owner letters advising where to find information and how to make further enquiries or a submission.
- QPRC's 'Your Voice' community engagement web page (from the morning of 29 April 2024 until the morning of 11 June 2024), with the opportunity to upload submissions.

## 9.2 Submissions Report on Planning Proposal for Abbeyfield Seniors Housing Proposal, Majara Street, Bungendore (Ref: ; Author: Ormella/Shumaker) (Continued)

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- Hard copy information available at Council's Bungendore Office at 10 Majara Street, Bungendore.
- QPRC's advertisement in the Regional Independent on 8 and 22 May.

Referrals were sent to the following State government agencies:

- NSW Department of Climate Change, Energy, the Environment and Water (Flooding)
- NSW Department of Education (School Infrastructure NSW)
- NSW State Emergency Service

### Your Voice and State agency feedback

26 written submissions were received during the exhibition period, including:

- 24 community submissions via Council's 'Your Voice' web page and Council's email,
- 2 State government agency submissions.

These are summarised in a Submissions Register at Attachment 2, and the three main matters raised in submissions relate to:

- Traffic: while this is a matter for assessment at the time of a development application, Council staff have and continue to work with NSW Department of Education to ensure appropriate traffic management in the vicinity.
- Lot size: the shape of the proposed site is different to 4-6 Majara Street. However, 1800m<sup>2</sup> is proposed, which is larger than 4-6 Majara Street, which is 1,721m<sup>2</sup>.
- Process to close this part of Majara Street was not correctly followed: all steps of the road closure as outlined in the NSW Roads Act 1993 have been complied with (see response to submission 23 in Attachment 2).

### NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) (Flooding)

The Biodiversity, Conservation and Science (BCS) group of DCCEEW states it is satisfied that the planning proposal meets relevant ministerial local planning directions.

Further, BCS acknowledges that the planning proposal is supported by a detailed Flood Impact and Risk Assessment, Advisian November 2023 (FIRA) to identify flood related risks and how they will be managed. It notes that the FIRA establishes that the proposed development footprint is outside of the extent of the Probable Maximum Flood.

### NSW State Emergency Service (NSWSES)

In summary, the NSWSES:

- Note that a small part of the subject land is affected by riverine flooding of Turallo Creek. However, the proposed footprint of the senior housing development is located outside the extent of the Probable Maximum Flood on the southern half of Lot 1 with the availability of access and egress during a flood.
- Note the Flood Impact and Risk Assessment has used the draft Bungendore Floodplain Risk Management Study Review (2023). The NSW SES would recommend

## 9.2 Submissions Report on Planning Proposal for Abbeyfield Seniors Housing Proposal, Majara Street, Bungendore (Ref: ; Author: Ormella/Shumaker) (Continued)

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ensuring that the consideration of climate change has been included to inform the flooding of the site.

- Request that references to 'Evacuation Warning', 'Evacuation Order' and 'All Clear' are removed from updated and future flood emergency response plans (FERP) and flood impact and risk assessments (FIRA). The Australian Warning System uses three categories of hazard warnings: Advice, Watch and Act, and Emergency Warning. These categories replace the previous terminology.
- Recommend site users are made aware of the flood risk in the area. There are no water level gauges along Turallo Creek. Warning times may be minimal with flood levels peaking within 12 hours of the onset of rainfall.

These comments have been considered and it is noted that:

- The Flood and Impact Risk Assessment was prepared using current adopted methodologies and is consistent with flood-related clauses in the Queanbeyan-Palerang Regional Local Environmental Plan 2022, the Palerang Development Control Plan 2015 and section 9.1 (2) Local Planning Direction 4.1. Including consideration of the draft Bungendore Floodplain Risk Management Study Review (2023), which considers climate change.
- Future flood emergency response plans are to utilise current hard warnings.
- Site users are to be made aware of the flood risk in the area.

### NSW Department of Education (School Infrastructure NSW)

While no comments were received during the consultation period, Council staff are in regular discussion with the NSW Department of Education and discuss traffic matters as required.

In consideration of all submissions received from the public and government agencies, it is considered that the next step is to take all necessary actions to ensure the making and gazettal of the planning proposal.

### Risk/Policy/Legislation Considerations

The planning proposal was prepared consistent with NSW Department of Planning, Housing and Infrastructure policy and its Local Environmental Plan Making Guideline, August 2023.

Council has been delegated the NSW Planning Minister's power as the Local Plan Making Authority (LPMA) for this Planning Proposal and a finalisation report has been prepared (Attachment 3).

### Financial, Budget and Resource Implications

The cost of preparing and progressing the planning proposal to gazettal is being met by Council's Land-use Planning staffing budget. There have been no external consultants engaged to date to undertake this work.

The Abbeyfield project received \$500K funding to prepare the architectural drawings, technical documentation and plans needed to facilitate the development from the NSW Stronger Communities Fund Round 2 (**Resolution No 081/17**) which is being administered by Council. The grant will be expended through the development assessment process as needed, and staff are working with Abbeyfield to progress the project.



## 9.2 Submissions Report on Planning Proposal for Abbeyfield Seniors Housing Proposal, Majara Street, Bungendore (Ref: ; Author: Ormella/Shumaker) (Continued)

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There is a risk that this funding could be lost if the recommendation in this report was not to be supported.

### Links to QPRC/Regional Strategic Plans

#### Queanbeyan-Palerang Community Strategic Plan 2042

The planning proposal is consistent with two of the five Strategic Pillars and the objectives and strategies of the Queanbeyan-Palerang Community Strategic Plan 2042 as follow:

Strategic Pillar 3 – Character: A clean, green community that cherishes its natural and physical character

Strategic Objective 3.2 – We have robust planning systems that provide zoned and serviced land that supports affordability and choice to liveability of the area.

Strategic Pillar 5 – Capability: Contemporary civic leadership and governance that is open, transparent and accountable.

Strategic Objective 5.2 – Council is an open, accessible and responsive organisation.

#### Local Strategic Planning Statement – Towards 2040

QPRC's Local Strategic Planning Statement (LSPS), sets out the community's long term vision and aspirations for Council's planning activities.




The Planning proposal meets Planning Priority 10 of the LSPS, '*we plan for and provide regional facilities which promote better social connection and access to the community*' and the following two related Actions:

- Action 4.10.5 - *Investigate housing and service needs to support additional aged population in Braidwood and Bungendore, and*
- Action 4.3.3 - *Investigate opportunities for infill and mixed-use developments where that provides additional forms of housing to suit the changing demographics of our communities.*

### Conclusion

It is recommended this report be received by Council; that Council adopt and authorise the Planning Proposal and that all necessary actions are taken to ensure gazettal of the amendment to the QPRLEP 2022.

### Attachments

- |  |   |
|--|---|
| Attachment 1   | Exhibited Planning Proposal ( <i>Under Separate Cover</i> ) |
|  Attachment 2 | Submissions Register ( <i>Under Separate Cover</i> )        |
|  Attachment 3 | Finalisation Report ( <i>Under Separate Cover</i> )         |
|               |   |

9.3 Assistance for Majors Creek Music Festival (Ref: ; Author: Ryan/Richards)

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File Reference: 2.6.3

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**Recommendation**

**That Council allocate \$3,000 from the QPRC Events Assistance Scheme to support the Majors Creek Festival in 2024.**

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**Summary**

The Major's Creek Festival (the Festival) is a local community organised event, conducted annually for more than 28 years. The Festival is scheduled for 8-10 November 2024.

Due to increasing budget pressure, organisers have approached Council to provide some assistance to ensure the event can proceed. Council approval is sought to allocate \$3,000 from the QPRC Events Assistance Scheme to support the festival.

**Background**

The Major's Creek Festival (formerly called Music at the Creek) has been operating for more than 28 years as a popular event on Queanbeyan-Palerang calendar. It runs as a weekend with a full program of performances, workshops, discussions, dance and creative sessions to cater for all tastes and interests. Although the Festival attracts performers from around the country and internationally it is largely produced by volunteer labour.

In addition to music and dance related activities, the Festival offers a wide range of other activities including for example, a workshop on soil management and biodiversity, landscape and water management and food security and sessions on the use of composts and bio-stimulates. The Festival won a Keep Australia Beautiful Award in the 'Waste Less Recycle More' category in 2017 and an 'Environmental Communication' award in 2020. There is also a full program of activities for children.

The Festival attracts around 2,000 people and is supported by 150 volunteers. Ticket sales have increased by 21% since 2014.

Survey data indicates that the Majors Creek and Braidwood areas benefit from spending outside of the Festival on accommodation, food, drink, other forms of entertainment, clothing, gifts/souvenirs, petrol and miscellaneous items. Survey respondents spent an average of \$200 per person outside the festival so total expenditure is estimated to be up to \$400,000.

**Report**

Organisers of the Major's Creek Festival have approached Council to assist with ensuring that the event can continue to be produced for 2024 (see email attached). Council's events staff have noted that, even for Council organised events, increasing costs of production mean that budgets are tight.

In recognition of the need to support community generated events in Braidwood, Bungendore and the surrounding villages, the QPRC - Events Assistance Scheme – Category 2 was established. Supporting this event is in line with the intent of this budget allocation.

### 9.3 Assistance for Majors Creek Music Festival (Ref: ; Author: Ryan/Richards) (Continued)

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#### **Risk/Policy/Legislation Considerations**

Without assistance, it is likely that this annual festival will not be held in 2024. The loss of this long-running event would have a significant impact on the local community.

#### **Financial, Budget and Resource Implications**

The total cost of the 2024 Festival is expected to be \$130,000. A \$3,000 donation from Council will help to cover the increase in hire of equipment and space.

The QPRC Events Assistance Scheme Category 2 was established specifically for events in Braidwood and its surrounds.

Total budget for 2024-25 in Program is \$15,000. Allocation of \$3,000 for the Majors Creek Festival would leave \$12,000 in the budget.

#### **Links to QPRC/Regional Strategic Plans**

##### Queanbeyan-Palerang Community Strategic Plan Towards 2042

1.1 Our community is strengthened through connection and participation that enhances our community and cultural life.

- Build cultural capacity through the availability and participation in arts, performance and cultural gatherings, events, and exhibitions.

2.1 Our city, town and village centres are dynamic and thriving places that attract economic activity through the revitalisation of centres, focus on tourism and improved digital connectivity.

2.2 Our unique regional identity and social and economic advantages underpin a growing economy and a thriving tourism sector.

- Programs, facilities and events promote and enhance the Queanbeyan-Palerang region to make it a destination of choice.

##### QPRC Events Strategy

Vision - The Queanbeyan-Palerang region is recognised across ACT and NSW as a destination of choice for events.

Mission - To work with community and industry to support and enhance the delivery of events in the region.

#### **Conclusion**

Supporting the much-loved Major's Creek Festival is in line with the intent of the Events Assistance Scheme Category 2. It is recommended that Council support this event with \$3,000 from this scheme.

#### **Attachments**

Attachment 1      Majors Creek Music Festival (*Under Separate Cover*)



## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

**9.4 Application for a Cultural Grant - Braidwood Lions Club (Ref: ; Author: Richards/Mirowski)**

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**File Reference:** Grants 11.10

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**Recommendation**

**That Council approve a Cultural Grant of \$1,500 to assist with costs for the Young Writers Festival 2024.**

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**Summary**

On 20 June 2024 Braidwood Lions Club applied for a Cultural Grant of \$1,500 to assist with costs for the fourth biennial Braidwood Young Writers Festival, planned for November 2024.

This report seeks Council approval of the grant.

**Background**

The writing competition is open to children living in postcode 2622 or going to school in Braidwood. Students are encouraged to write about anything they want and in whatever style they prefer. The three previous festivals were enthusiastically supported by Braidwood schools, attracting around 300 entries each time.

Braidwood Lions Club are seeking \$1,500 funds towards the cost of printing and publishing a book at the end of the project, showcasing the best of the creative writing entries. The application and its attachments are at Attachment 1.

**Report**

The applicant organisation has been assessed as eligible for a Cultural Grant of up to \$1,500, as they are a not-for-profit unincorporated community group undertaking a creative project or cultural event that enhances arts and cultural opportunities in the Queanbeyan-Palerang region. The festival provides a great development opportunity for writing and research skills for students in the Braidwood area.

**Risk/Policy/Legislation Considerations**

Under s356 of the Local Government Act 1993, Council may exercise a function by resolution to provide various forms of assistance to the community through grants, donations, rental rebates, rate relief, non-financial contributions, in-kind donations and sponsorships.

Council's Cultural Grants are administered in compliance with the QPRC Donations Policy, under which Council commits to providing financial assistance for the development of positive and beneficial projects which address the identified objectives of the QPRC Community Strategic Plan.

**Financial, Budget and Resource Implications**

There are sufficient funds available to pay this grant. The Cultural Grants allocation for the 2024/25 financial year is \$15,000. If this grant is approved there will be \$13,500 still available for distribution this financial year.

**9.4 Application for a Cultural Grant - Braidwood Lions Club (Ref: ; Author: Richards/Mirowski) (Continued)**

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The Cultural Grants application shows a financial co-contribution to the project of \$16,000 from the applicant organisation, and a \$13,000 contribution from other sponsors, including Bendigo Bank. Any funds raised by the Braidwood Lions Club are distributed for needy causes in the local community.

**Links to QPRC/Regional Strategic Plans**

This project aligns with the Mission of the QPRC Strategic Plan, particularly the Mission Statement 'Our community has access to fulfilling and engaging employment, education and creative opportunities'. It will also advance outcomes under Pillar 1 'Community' and strategic objective 1.1 'Our community is strengthened through connection and participation that enhances our community and cultural life'.

**Conclusion**

The funding application aligns with the aims and eligibility criteria of QPRC Cultural Grants and fits the eligibility criteria for a Cultural Grant of up to \$1,500.

The grant is recommended for funding.

**Attachments**

- Attachment 1      Braidwood Lions Club Cultural Grants Application (*Under Separate Cover*) - **CONFIDENTIAL**

9.5 Revised Expression of Interest - Regional Sports Complex Café / Bar Licence  
(Ref: ; Author: Richards/Duncan)

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File Reference: 46.1.1

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**Recommendation**

**That Council award Contract No QPRC-1087752 – Regional Sports Complex Café/Bar Licence Agreement to Embrace Disability Group for a period of three years for \$5,000 per month (ex GST) including utilities, with an option to renegotiate utility costs and CPI increases after one year of operation.**

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**Summary**

Embrace Disability Group have put forward a revised offer for the Regional Sports Complex Café/Bar Licence of \$5,000 per month (ex GST) (including utilities) which equates to \$60,000 per year and \$180,000 for the life of the three-year contract.

Since their original proposal, Embrace Disability Group has won a large body of work that will require them to find a commercial space for their operations. They have been offered a commercial space in the ACT but prefer to operate locally. The large body of work will require the employment of additional staff members.

**Background**

At its Ordinary Meeting of 24 January 2024, Council resolved to commence the procurement process seeking Expressions of Interest through Vendor Panel for licensing of the Café and Bar in the Major Pavilion at the Regional Sports Complex (**Resolution No 11/24**).

Expressions of Interest were called in February 2024 and only one submission was received. This was presented to Council at the meeting of 10 April 2024. Council resolved (**Resolution No 152/24**) to:

1. Decline to accept the one tender received for Contract No QPRC-1087752 – Regional Sports Complex Café/Bar Licence on the basis that there was only one submission and it did not meet Council's income generation expectations for the facility.
2. Engage with Sporting User Groups on how best the Major Pavilion Café/Bar is managed and operated for their home game sporting events for the next 12 months.
3. Develop a schedule of Fees and Charges for the hire of the Major Pavilion Café/Bar in the 2024/25 Fees and Charges Policy.
4. Work with Embrace Disability Group with the intent of recommending them as a preferred caterer for any other sporting or events held at the Major Pavilion Café/Bar.

**Report**

Sporting Groups intending to use the Regional Sports Complex were advised of the original call for Expressions of Interest (EOI) for the operation of the Café/Bar. It was believed that running the café on game day may be an attractive fundraising opportunity for the clubs. However, as the complex is new and the level of patronage unknown, clubs were unable to determine the financial benefit and were therefore reluctant to proceed. No EOI's were received from the sporting clubs.

There is an adopted fee in the QPRC Fees and Charges of \$49 per hour (for commercial) and \$34 per hour (for community) for use of the Regional Sports Complex – Major Pavilion –

**9.5 Revised Expression of Interest - Regional Sports Complex Café / Bar Licence  
(Ref: ; Author: Richards/Duncan) (Continued)**

---

Kitchen. Sporting User Groups were contacted again regarding plans to use the Major Pavilion Café/Bar at the adopted fee and there was no interest.

Council has not commissioned a market valuation for comparable fully fitted commercial kitchen however recognises that the location in the Regional Sports Complex provides an unknown element and risk for any new potential business.

Embrace Disability Group submitted a sound technical submission during the original Expression of Interest and the tender evaluation panel was confident that they had the experience to successfully operate the Café/Bar. However, their tender proposed a fee-free (\$1) lease with no cost for utilities or other services for a 12-month period. They further proposed that, after the first 12 months of operation, they would contribute 10% of all future profits back to QPRC.

Following ongoing discussions with Embrace Disability Group, and as a result of their changed circumstances, they have now offered a lease fee of \$5,000 per month (including outgoings) for a period of three years. They have indicated that they are open to a 12-month contract if Council determines that three years is not practical and wants to reassess its ability to attract a commercial tenant after a year of operation. The group is also open to renegotiate payment of utilities after 12 months of operation when the cost of utilities is known.

**Risk/Policy/Legislation Considerations**

The tendering process complies with s55 of the Local Government Act 1993 and Part 7 of the Local Government (General) Regulation 2021 and with Council's procurement policy. A council should either accept the tender that appears most advantageous in the circumstances or decline to accept any of the tenders.

Clause 178(3) of the Regulation gives Council six options where it either accepts none of the submitted tenders or receives no tenders. The options are:

1. Postpone or cancel the proposal for the contract.
2. Invite fresh tenders, either open or selective, based on the same or different details.
3. Invite fresh applications by public advertisement (clause 168) from persons interested in tendering for the proposed contract.
4. Invite fresh applications from recognised contractors listed by council (clause 169) interested in tendering for contracts of the same kind as the proposed contract.
5. Enter into direct negotiations with any person with a view to entering into a contract in relation to the subject matter of the tender.
6. Carry out the requirements of the proposed contract itself.

If Council resolves to enter into direct negotiations, the resolution must state the reason for declining to invite fresh tenders or applications and the reason for determining to enter into negotiations. Council did this at its meeting of 10 April 2024.

**Financial, Budget and Resource Implications**

Embrace Disability Group have provided a revised offer for the Regional Sports Complex Café/Bar Licence which better meets Council's income generation expectations for the facility. As a new venue, the expected level of patronage is unknown and therefore includes an element of risk for business operators.

The Café/Bar will become a recognised asset of the Council and will be managed in accordance with QPRC works programs.

**9.5 Revised Expression of Interest - Regional Sports Complex Café / Bar Licence  
(Ref: ; Author: Richards/Duncan) (Continued)**

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A licence agreement will be established for \$5,000 per month, including utilities. The licence agreement will include the ability to renegotiate the payment of outgoing such as utility costs after 12 months and the application of a CPI increase applied at the end of each 12-month period, for a term of three years. Embrace will be responsible for cleaning of the canteen and canteen amenities; and will operate the canteen of the Main Pavilion when there is an event as needed.

The minor Pavilion Canteen will remain accessible by local sporting user groups for use when they wish to hire.

**Links to QPRC/Regional Strategic Plans**

QPRC Community Strategic Plan

- Strategic Objective 1.2: Our health, wellbeing and resilience is supported by strong 90 partnerships and access to services.
- Strategic objective - 4.3: Our community facilities and assets are well planned, meet the needs of the community and enhance social connection.

**Conclusion**

It is recommended that Council award Contract No QPRC-1087752 – Regional Sports Complex Café/Bar Licence to Embrace Disability Group for a period of three years for \$5,000 per month including utilities for the first 12 months. The Licence; Agreement will include an opportunity for review at the conclusion of the 12 months to include payment of utilities and CPI annual increases.

**Attachments**

Nil



## REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.6 Deputy Mayor Acting for Mayor - July 2024 (Ref: ; Author: Ryan/Ryan)

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File Reference: Personnel file

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**Recommendation**

**That Council approve the Deputy Mayor being remunerated 75% of the Mayoral allowance for the month of July 2024, whilst undertaking the responsibilities of Acting Mayor.**

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**Summary**

The Mayor has been on sick leave since the 24 June, and will be for the month of July, during which time the Deputy Mayor, Cr Livermore is Acting Mayor.

Council approval is sought to adjust the Mayoral allowance by an amount to compensate the Deputy Mayor accordingly for the additional workload expected whilst undertaking the role of Acting Mayor.

**Background**

For the last week of June and for the month of July, Cr Livermore will be the Acting Mayor for Queanbeyan Palerang Regional Council. The Acting Mayor will be participating in various meetings, events and functions; including the ALGA National General Assembly that the Mayor had booked in the calendar, on behalf of Council. These are held during the day, evening and on weekends.

Council may pay the Deputy Mayor a fee determined by Council, whilst the Deputy Mayor acts in the office of the Mayor, which is deducted from the Mayor's annual fee

**Report**

The Mayor was on sick leave for the last week of June and will not be returning to Mayoral duties until the end of July. The Deputy Mayor chaired the 28 June Council meeting and has been appointed by the Mayor as Acting Mayor for the time whilst he is on this period of leave.

The Mayor has proposed that the Deputy Mayor is remunerated for this additional workload that will be necessary to cover for the Mayor and be paid 75% of the Mayoral fee.

The Mayor's fee will be deducted by the amount paid to Cr Livermore; with superannuation contribution adjusted.

**Risk/Policy/Legislation Considerations**

This payment to the Deputy Mayor whilst acting in the office of Mayor, is in accordance with section 429 (5) of the Local Government Act (1993); which says that 'a council may pay the Deputy Mayor (if there is one) a fee determined by the council for such time as the Deputy Mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee.'

**9.6 Deputy Mayor Acting for Mayor - July 2024 (Ref: ; Author: Ryan/Ryan)  
(Continued)**

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**Financial, Budget and Resource Implications**

There is no financial, budget or resource implications to this decision.

**Links to QPRC/Regional Strategic Plans**

Council's role, as identified by the Community Strategic Plan is as follows:

Council is committed to understanding the community's priorities, concerns and needs in terms of key services, facilitates and programs.

The Community Strategic Plan outlines the Council's role in the delivery of each priority in line with the following terms: Provide, Collaborate and Advocate.

Councillors need to be appropriately remunerated in order to execute the above to the highest standard possible.

**Conclusion**

The Mayor's proposal to compensate the Deputy Mayor, who will be Acting Mayor for the month of July, undertaking the role of Acting Mayor is considered fair and reasonable, and Council approval is recommended.

**Attachments**

Nil

10.1 Process and Timeline for Implementing Electrification DCP Provisions (Ref: ;  
Author: Ormella/Zhao)

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File Reference: 26.1.1-05

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**Recommendation**

**That Council receive the report, outlining the timeline and technical studies required to implement an electrification Development Control Plan (DCP) for new developments.**

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**Summary**

This report outlines the process, timeframes, and technical studies to inform an electrification DCP (Development Control Plan) for all new development types across the different areas in the Council area (both urban and rural).

**Background**

At the 12 June meeting, Council requested a report be received by 14 August 2024, outlining the process and timeframes for Council to implement DCP provisions that require the electrification of new residential developments (**Resolution No 266/24**).

The notice of motion at this meeting, highlighted other local government authorities who have implemented development controls to transition to electricity for new development, the negative impact of gas appliances on indoor air quality and its economic and environmental benefits.

It is also noted that the supply of gas to certain parts of QPRC will cease in 2045.

**Report**

The report sought an investigation that would include:

1. Requirement for all new dwellings and major renovations valued at over \$250,000 to install only electric appliances wherever access to the national electricity grid is available.
2. Encouragement for all new dwellings without access to the national electricity grid to use electric appliances powered by on-site renewable energy systems.

**Investigations and implementation process**

To explore the feasibility of implementing an electrification DCP, the following investigations are recommended to be undertaken:

1. NSW Department: Collaborate with State Government to align relevant strategies and leverage electricity resources.
2. Energy Suppliers Consultation: Engage with relevant electricity/gas suppliers to gather insights, assess future energy supply capacity, and evaluate feasibility.
3. Risk Analysis: Assess the risks of implementing electrification for all development types and locations. For example, rural areas, where there is limited electricity capacity, power outages, line loss and a reliance on bottled gas.

### 10.1 Process and Timeline for Implementing Electrification DCP Provisions (Ref: ; Author: Ormella/Zhao) (Continued)

4. Best Practices and legal ramifications: Research best practices and legal ramifications from other NSW regional councils and jurisdictions.

The proposed implementation process is outlined below (Figure 1):

1. Initial Feasibility Investigations and Agencies Engagement (8 weeks)  
Coordinate with agencies to develop and assess the feasibility of electrification provisions, referencing best practices, conducting risk analysis for rural electrification, and integrating comprehensive and practical approaches tailored for the Local Government Area (LGA).
2. Council Determination to Public Exhibition (2 weeks)  
Staff prepare Councillors' workshop for the feasibility studies and proposed implementation options. Staff prepare and draft report to Council for determination.
3. Public Exhibition and Submissions Reviewing (6 weeks)  
Exhibit the proposed electrification provisions for a 28-day period for public comment and feedback. Review public submissions and make necessary adjustments to the proposed provisions.
4. Council Determination for Final Provisions (2 Weeks)  
Staff prepare and draft report to Council for finalisation.
5. Implementation and Monitoring (ongoing)  
Monitor compliance and effectiveness of the solutions, conducting reviews and updates.



Figure 1: Proposed Procedure and Timeline

### Risk/Policy/Legislation Considerations

The applicable legislative instruments are the Environmental Planning and Assessment Act 1979 and Regulations 2021. These instruments set out the process for the review and preparation of DCPs.

**10.1 Process and Timeline for Implementing Electrification DCP Provisions (Ref: ;  
Author: Ormella/Zhao) (Continued)**

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**Financial, Budget and Resource Implications**

The preparation of a DCP for Council endorsement and the investigations identified above are able to be undertaken by a member of the Land-use Planning team. There is no requirement for any external technical or engagement of specialist consultant reports.

However, the current staffing capacity does not allow for conducting these background studies until mid-2025. If Council were wishing to resource this program now, an additional staff expense of \$50K would be the minimum cost.

**Links to QPRC/Regional Strategic Plans**

The adopted Local Strategic Planning Statement (LSPS) Action 4.5.2 encourages DCPs to contain appropriate provisions that minimize impacts on environmental values. This aligns with Actions 6.4 and 17.1 outlined in the South East and Tablelands Regional Plan 2036, which promote best practice community engagement, maximize community benefits from renewable energy projects, and enhance government service delivery to address climate change impacts on local communities.

Additionally, Strategic Objective 8.1 of the Draft South East and Tablelands Regional Plan 2041 emphasises the necessity for strategic planning and local plans to consider opportunities to encourage initiatives that reduce emissions.

**Conclusion**

This report outlines the process and necessary investigations to prepare an electrification DCP in accordance with actions/objectives set out in the QPRC Policies, LSPS and Regional Strategic Plans.

**Attachments**

Nil

10.2 Update on QPRC Recycling Collection - Hume MRF Fire December 2022 (Ref: ; Author: Hansen/Belcher)

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File Reference: 34.1.98

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**Recommendation**

**That the report be received for information**

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**Report**

**Background**

On 26 December 2022, the Hume Materials Recycling Facility (the MRF) experienced a significant fire, which rendered the facility inoperable. In the immediate aftermath of the fire, commingled recyclables from all sources, including from QPRC, were temporarily stored at the Mugga Lane Resource Management Centre and at unaffected areas of the MRF site. Shortly after the fire, a 'deliver and transfer' operation commenced at the MRF. Under this arrangement, commingled recyclables are delivered to the MRF by various parties, including Council, and then transported in uncompacted loose form, to MRFs in Sydney and other interstate locations for processing.

An earlier update was provided to Council via an Information Report to 27 September 2023 Ordinary Meeting (**Resolution 398/23**). This is an update to that report.

**Contractual Implications arising from the fire event for QPRC**

The General Manager negotiated a revised monthly contract rate as a variation within the existing contract (**Resolution 042/23**), and both parties agreed to an 'open book' approach to managing costs and risks. Council currently pays \$300 per tonne upon delivery of commingle to the MRF and a 'make good' payment to cover any reasonable additional costs incurred by Re.Group. All costs are exclusive of GST. At this stage, the contractor has not claimed additional funds and Council has paid \$300 per tonne (ex GST) for all commingled recyclables.

**ACT Procurement Process**

**Medium-term arrangement - Interim Solution for Recyclable Processing**

The Interim Solution for Recyclable Processing Request for Tender has closed. No successful Tenderer has been announced. The original timeframe for the tendered services to commence was June 2024. As the contract has not yet been awarded, the site access and processing costs will continue under the current arrangements. The time required to establish the interim facility (once awarded) is not known.

Conversations with companies that have submitted Tenders has given Council staff a level of confidence that commingled recyclables from the QPRC region will be accepted, however, no agreements or pricing arrangements can be reached until the successful Tenderer is announced.

**Long-term arrangement – Request for Proposal to Finance, Design, Construct, Operate and Maintain the Hume MRF**

The second procurement is for the construction and 20 year operation of a fit-for-purpose MRF on the existing MRF site. It is expected that the new MRF will be an advanced facility with the capacity to sort, separate, and process materials for the Canberra region, creating higher

**10.2 Update on QPRC Recycling Collection - Hume MRF Fire December 2022 (Ref: ; Author: Hansen/Belcher) (Continued)**

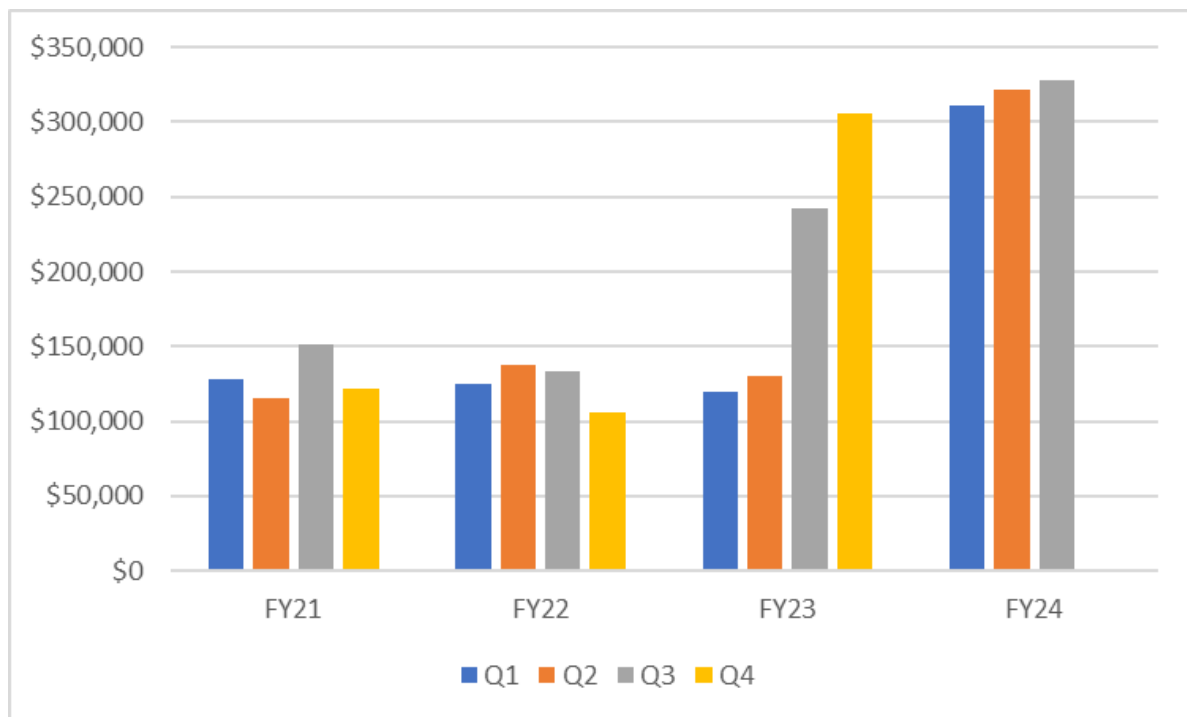
quality resources with higher value uses including remanufacturing. The long-term procurement includes commingled recyclables from the QPRC Local Government Area as potential feedstock.

Tenders have closed for this procurement, and it was expected that a successful Tenderer would be announced in April 2024. To date, a successful Tenderer has not been announced. Council staff are unable to provide an update on the time required to establish the long-term arrangement (once awarded), but it is highly unlikely that the facility will not be up and running by the 2025/26 financial year.

A necessary precursor to the completion of the works included in this Tender is gaining the necessary planning approvals from the ACT Government. To date, a draft Environmental Impact Statement (EIS) has been developed and publicly exhibited. The EIS is still under consideration and no determination has been announced. Following approval of the EIS, lodgement of a Development Application with the ACT Government is also required.

Financial implications for QPRC

It is still not possible to accurately predict or model the financial implications of the ACT procurement activities. The following graph shows actual costs incurred by Council to date. Note that tonnage is variable in each quarter.



**Figure 1: Quarterly costs for commingled recycling processing**

Council holds sufficient reserves to cover increased recycling costs for some time. Drawing down these reserves will require delay or abandonment of some projects/initiatives unless waste management charges are increased to cover the increased processing costs. Staff will continue to monitor the situation and will report any recommended budget adjustments as necessary for consideration by Council.

**Attachments**

Nil

10.3 WHS Quarterly Report - 1 April to 30 June 2024 (Ref: ; Author:  
Monaghan/Arnold)

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File Reference: 41.9.1

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**Recommendation**

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

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**Report**

This report provides an overview of Work Health, Safety and Wellbeing activities and items of note for Quarter 4 (the period 1 April 2024 to 30 June 2024)

1. Notifiable Incidents
2. All Worker Incidents
3. Workers Compensation Claims Quarter 4 2023-24
4. Wellbeing Initiatives for Quarter 4 2023-24

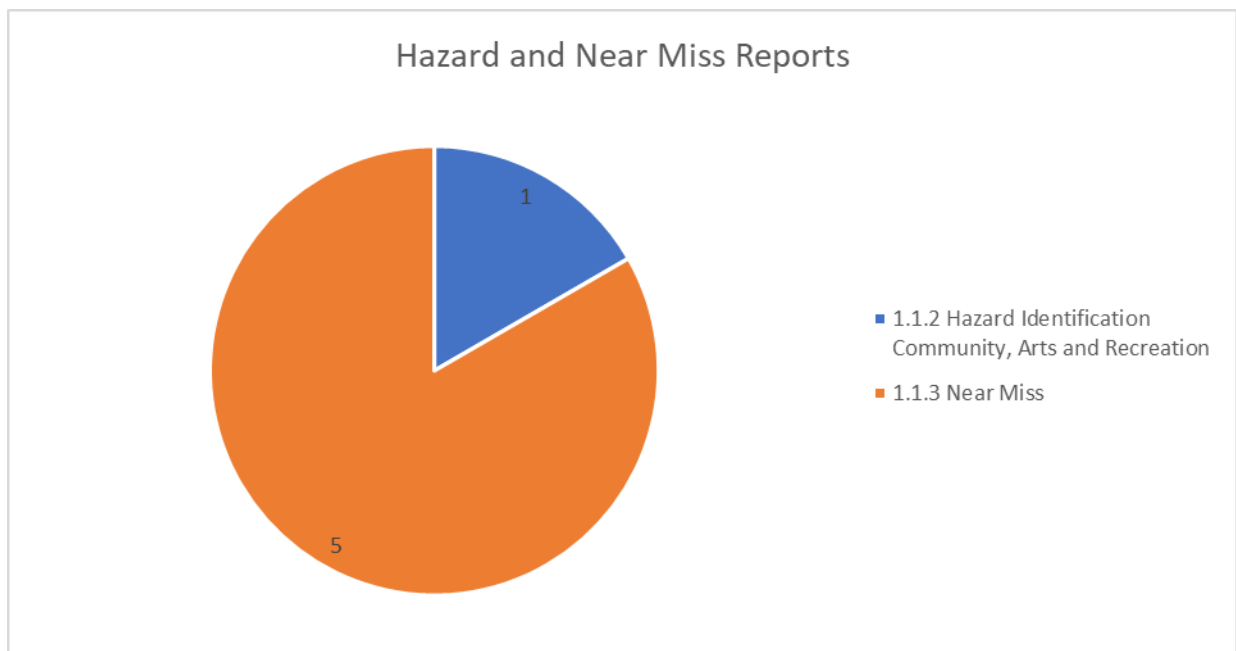
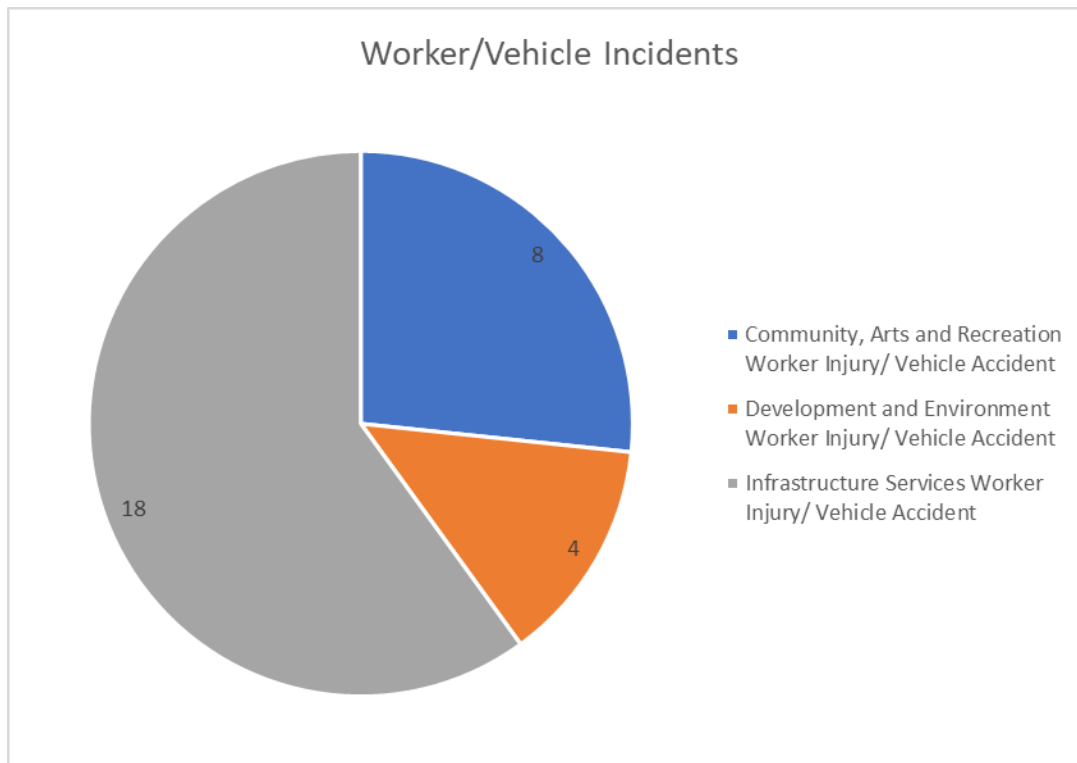
**1. Notifiable Incidents**

There were 2 notifiable incidents reported to SafeWork NSW in Quarter 4, 2023-24.

- Motor vehicle incident on Kings Highway involving a subcontractor and member of the public. Investigations are ongoing.
- Incident at the Tralee low level reservoir. This incident was a Chlorine Gas Leak and is currently under investigation. Staff evacuated the site and there were no reportable injuries or illness.



2. All Worker Incidents



10.3 WHS Quarterly Report - 1 April to 30 June 2024 (Ref: ; Author: Monaghan/Arnold)  
(Continued)

## 3. Workers Compensation Claims Quarter 4, 2023-24 (1 April to 30 June 2024)

Directorate	Mechanisms	Status
Infrastructure Services	Physical	3 x Suitable Duties 5 x Closed - Workers returned to normal duties normal hours
Community, Arts and Recreation	Physical	3 x Closed – Workers returned to normal duties normal hours
Development and Environment	Nil	Nil
Corporate Services	Nil	Nil

## 4. Wellbeing Initiatives

- The biennial Audiometry testing of outdoor staff was carried out from the 9 of April to the 12 of April 2024 with all staff tested receiving their individual results.
- Move4Life is an adult-learning program that helps participants learn options for moving with less strain in their body –at work, at home and at play. Move4life will start being rolled out over the next 3 months.
- The Wellbeing Strategy survey results are currently being analysed to ensure that our initiatives are relevant to the needs of our workforce. The strategy is based on QPRC's Healthy Vision, to further embed health, safety, and wellbeing into organisational systems, resulting in reduced absenteeism, reduced workplace injuries and increased productivity.
- The Biggest Morning Tea was held in the Braidwood Office Thursday 30 May 2024, Queanbeyan Depot on Wednesday May 29, 2024, The Nellie Hamilton Centre on Friday May 31 2024. This event is aimed to draw awareness and to support the work the Cancer Council does. These events raised \$1,050.
- GM catch-ups combined with Depot BBQ breakfast were a success in the quarter with the combined catch ups and barbecues held at Braidwood on Wednesday 1 May 2024, Queanbeyan on Thursday 23 May 2024, and Bungendore Wednesday 15 May 2024. These barbecues have provided an opportunity for the outdoor crews to ask questions and receive updates from the General Manager, Workplace and senior staff and ensure facilitated communication and consultation at all levels of QPRC.
- GM catch ups have been extended to the indoor staff working in The Nellie Hamilton Centre. The second all staff morning tea was held on 21 May 2024.

**Attachments**

Nil

10.4 Response to Questions with Notice - Maintenance of Roads (Ref: ; Author: Ryan/Hansen)

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File Reference: 31.1.98-04 / 10 July 2024 motions

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**Recommendation**

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

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**Report**

The following questions were submitted by Cr Mareeta Grundy on 19 June 2024. Responses from staff are below.

**1. How many Council roads has QPRC given permission to residents to maintain?**

Approval for people other than Council to undertake work on a public road is provided under Section 138 of the Roads Act 1993 as follows:

138 WORKS AND STRUCTURES

(1) A person must not--

- (a) erect a structure or carry out a work in, on or over a public road, or
- (b) dig up or disturb the surface of a public road, or
- (c) remove or interfere with a structure, work or tree on a public road, or
- (d) pump water into a public road from any land adjoining the road, or
- (e) connect a road (whether public or private) to a classified road, otherwise than with the consent of the appropriate roads authority.

: Maximum penalty--10 penalty units.

(2) A consent may not be given with respect to a classified road except with the concurrence of TfNSW.

Any person may make an application using the application form available on Councils web page. Applications are considered by staff before any approval is granted.

In the last 12 months, Council has issued 32 Section 138 Approvals for work on public roads however none of these approvals have been for maintenance work on Category 10 roads.

It needs to be noted that Council is the roads authority for Public Roads only. Crown Lands is the road authority for Crown Roads and are the responsible authority to approve work on Crown Roads.

**2. How many Council roads are being maintained by residents in addition to those identified in question 1?**

With reference to Councils Unsealed Road Grading Policy, Category 10 roads are not maintained by Council. It follows that residents need to arrange and fund the maintenance on these roads and complete the Section 138 approval process prior to the work.

There are 32 km of Category 10 roads on Council records. This represents 40 individual roads.

**10.4 Response to Questions with Notice - Maintenance of Roads (Ref: ; Author: Ryan/Hansen) (Continued)**

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Unless an application is made to Council to undertake works on a public road, Council may be unaware of works that may be occurring on public roads.

**3. Is QPRC giving consideration to any proposal to implement a plan similar to that proposed by the Snowy Monaro Regional Council regarding discontinuation of roads maintenance on certain Council roads?**

No.

**Attachments**

Nil

10.5 Questions With Notice - Customer Service (Ref: ; Author: Richards/Flint)

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File Reference: 26 June 2024 Council Reports

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**Recommendation**

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

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**Report**

The following questions were submitted by Cr Mareeta Grundy on 19 June 2024. Responses will be provided by staff at the 10 July 2024 Council Meeting.

**1. How does QPRC measure whether it is meeting its Customer Service Charter (Oct 2020)?**

Council measures its performance against the Customer Service Charter and the Service Standards by reporting on the number of Customer Requests (CRMs) raised and the number of CRMs actioned and closed.

A digital dashboard, with a 24-hour lag time, allows Managers to see up to date information about how many outstanding CRMs remain within their areas of responsibility or sit with specific teams or individual actioning officers.

Staff who are tasked with actioning specific CRMs receive a notification when the CRM is first raised. The notification indicates the priority level of the request. The priority is determined by the Service Standards but can be overridden to escalate the matter if it is urgent or an emergency.

The current system for managing CRMs will be transitioning to a cloud-based system in the coming years. This transition will allow Council to enable a range of additional reporting and escalation features that are not currently available, including flagging of CRMs as soon as they have exceeded baseline Service Standard timeframes, and automatic escalation of outstanding CRMs to more senior officers or managers if they have exceeded timeframes.

**2. How many customer service requests are received per day, across all enquiry points (Snap Send Solve, website, email, telephone, other)?**

The average number of CRMs raised per day is around 70.

The QPRC Customer Services team receives and registers the largest proportion of the customer requests (phone, over the counter, mail, email, online eService requests, and the Snap Send Solve app). An after-hours emergency call centre raises CRMs for matters including water main breaks, sewerage leaks and dog attacks after hours. The Communications and Governance team also raises requests received via Councillors and social media messaging.

The number of CRMs raised per calendar year for recent years, and first half of this year, are:

- 2022 – 18,914
- 2023 – 16,234
- 2024 – 7,927 (to 19 June 2024)

**10.5 Questions With Notice - Customer Service (Ref: ; Author: Richards/Flint)  
(Continued)**

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**3. How many customer service enquiries are resolved at the first level of enquiry per week?**

Council's Customer Service team receives 200+ phone calls per day, which equates to between 50,000 and 55,000 phone calls per year. Whilst it can vary from day to day, Customer Services staff generally achieve the target of resolving 80% of calls (approx 160 per day) on first contact.

**4. How many customer service enquiries are escalated to the next level per week?**

An average of 40 direct phone calls per day are escalated to the next level. In addition, other requests that arrive via email, online eService requests, and the Snap Send Solve app are triaged by Customer Services and result in CRMs being raised and escalated beyond Customer Services to other staff.

**5. What is the proportion of total enquiries attributable to each enquiry point?**

The following figures are based on the origin of source recorded against each CRM for the 2023/24 financial year just concluded. They indicate that telephone enquiries account for almost half of the CRMs raised. The figures relate to CRMs created and do not include any general enquires where a CRM was not required.

- Telephone – 47.75%
- Online eService requests – 18.20%
- Email – 11.84%
- Snap Send Solve – 10.68%
- Over the counter – 6.10%
- After Hours – 2.95%
- Other Council staff – 1.87%
- Other (social media, hard copy mail) – 0.61%

**Attachments**

Nil

10.6 Questions With Notice - Fire Safety Checks of Vacant Buildings (Ref: ;  
Author: Ryan/Flint)

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File Reference: 10 July 2024 Council Reports

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**Recommendation**

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

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**Report**

The following questions were submitted by Cr Katrina Willis on 2 July 2024. Responses will be provided by staff at the 24 July 2024 Council Meeting

- 1. Are the owners of vacant commercial buildings in QPRC required to submit an annual fire safety report to Council?**
- 2. If so, has Council directed owners of vacant commercial buildings to take measures to address fire safety concerns contained in fire safety reports?**
- 3. What are the main remedial actions that Council has required owners of vacant commercial buildings to take in response to fire safety reports?**

**Attachments**

Nil

10.7 Ending Violence Against Women (Ref: ; Author: Ryan/Ryan)

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File Reference: 2.6.1-02

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**Recommendation**

That the report be received for information.

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**Report**

At the meeting held on 8 May 2024, Council determined to write to the Prime Minister, the Hon Anthony Albanese, and the Premier of NSW, the Hon Chris Minns, expressing its support for their governments to take immediate steps to address the causes of this crisis. (**Resolution No 210/24**).

A letter was sent to both the Prime Minister and Premier on 4 April 2024. A response was received from the Hon Jodie Harrison MP, NSW Minister for Women, Minister for Seniors, and Minister for the Prevention of Domestic Violence and Sexual Assault, on 3 July 2024.

Both letters are attached for information.

**Attachments**

- |   |  |
|---|--|
| Attachment 1<br> | QPRC letter to Premier - Ending Violence Against Women ( <i>Under Separate Cover</i> ) |
| Attachment 2<br> | Response from The Hon Jodie Harrison MP ( <i>Under Separate Cover</i> )                |



## REPORTS TO COUNCIL - ITEMS FOR INFORMATION

**10.8 LGNSW Annual Conference 2023 - Resolutions Update: Amendments to Companion Animals Act (Ref: ; Author: Ryan/Ryan)**

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File Reference: 52.5.2-02

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**Recommendation**

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

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**Report**

At the LGNSW Annual Conference held in November 2023, QPRC submitted the following motion (**Resolution No 001/23**):

**Amendments to Companion Animals Act**

That Local Government NSW calls on the NSW State Government to introduce to Parliament amendments to the Companion Animals Act (1998) to enact Cat Containment regulations across New South Wales to better respond to the local risk levels, nuisance and noise issues, cat welfare and impacts on native fauna.

This motion was covered by a resolution submitted by Tweed Shire Council titled 'Safe cat, safe wildlife' – motion no 116, which was supported by QPRC.

A response to the resolution has been received from LGNSW, with a letter from the Minister for Agriculture and Minister for Regional NSW, the Hon Tara Moriarty MLC, attached for your information.

**Attachments**

Attachment 1      LGNSW Annual Conference 2023 Resolutions (*Under Separate Cover*)



Attachment 2      Response from Minister Tara Moriarty (*Under Separate Cover*)



10.9 LGNSW Annual Conference 2024 (Ref: ; Author: Ryan/Ryan)

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File Reference: 52.5.2-02

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**Recommendation**

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

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**Report**

The LGNSW Annual Conference is an annual event and is this year being held from Sunday 17 November to Tuesday 19 November 2024 at the Tamworth Regional Entertainment and Conference Centre. Details about the Conference are available on the LGNSW website <https://lgnsw.org.au/Public/Public/Events/Annual-Conferences/2024/lgnsw2024.aspx>

Once a new Council is appointed following the declaration of September's Local Government elections, Council will register four voting delegates one of whom will be the Mayor. Nomination of voting delegate names are due by Wednesday 6 November. Council will also register additional non-voting delegates, who are encouraged to attend.

Council can put forward motions to be considered at the Conference and motions may be submitted online from Wednesday 17 July 2024.

Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions. Councillors are encouraged to review the Action Reports from previous conferences and positions of LGNSW, as set out in the LGNSW Policy Platform, before submitting motions for the 2024 Conference. These resources will assist with the drafting of motions.

Members are strongly encouraged to submit their motion by the end of August and before the Local Government elections. To allow production of and distribution of the Business Paper before the conference, final motions are due by Sunday 20 October.

Councillors wishing to propose a motion, should discuss with the General Manager to enable the motion and report to be presented for endorsement by Council resolution.

Section 232 of the Local Government Act 1993 prescribes that Councillors have a responsibility 'to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.' Attendance at conferences and active participation in professional development by all Councillors is desirable.

Conference attendance is paid for by Council, as is travel and accommodation, as per Councillor Expenses and Facilities Policy.

Council is also invited to submit one or more motions to the Conference, and it is proposed these be discussed with the General Manager, prior to endorsement by Council at a meeting before the end of August 2024.

**Attachments**

Nil

10.10 Councillor Workshops (Ref: ; Author: Ryan/Ison)

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File Reference: 10 July 2024 reports

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**Recommendation**

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

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Councillor workshop items are published in the Agenda of the next Council meeting. During the period 20 June to 3 July 2024, the following workshops were held:

Date	Workshop Items	External Presenter/s (if applicable)
02/07/2024	1. Bungendore High School SSDA	From School's Infrastructure NSW: Carlo Bellinato, Kate Burgess, Anthony Zantiotis, Lachlan Macdonald and David Tonge
	2. Strategic Planning Program 2024/25	N/A
03/07/2024	1. Cat Containment LGA Wide Policy	N/A
	2. Solid Fuel Heating	N/A
	3. Reserve Encroachments Jerrabomberra	N/A

**Attachments**

Nil

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**15 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION**

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

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

**Recommendation**

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

**Item 16.1 Tender Evaluation Report - - Design and Construction Netball Pavilion, Maintenance Shed, and Minor Civil and Landscape Works at the Bungendore Sports Hub**

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

**Item 16.2 Acquisition of Land Berlang Forest Road**

*Item 16.2 is confidential in accordance with s10(A) (e) of the Local Government Act 1993 because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*