



# Ordinary Meeting of Council

## AGENDA

13 November 2024

Commencing at 5.30pm

**Council Chambers  
Nellie Hamilton Centre  
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**

**Monday, 11 November 2024 for DA.2023.0461 – 95 Crawford Street Queanbeyan**

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**Confidential - Not for Publication**

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**QUEANBEYAN-PALERANG REGIONAL COUNCIL  
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Item 16.1 RFT for 2000055 - Turallo Reservoir Rectification Works

*Attachment 1 Tender recommendation - Turallo Reservoir rectification  
(Under Separate Cover)*



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held via Zoom and in the Council Chambers Nellie Hamilton Centre, 257 Crawford Street Queanbeyan, on Wednesday, 23 October 2024 commencing at 5.30pm.

## ATTENDANCE

**Councillors:** Cr Winchester (Chairperson)

Cr Broadbent

Cr Grundy

Cr Livermore

Cr Macdonald

Cr Preston

Cr Schweikert

Cr Taskovski

Cr Waterhouse

Cr Willis

Cr Wilson

**Staff:**

R Ryan, General Manager

M Duff, 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 5.32pm.

### 2. ACKNOWLEDGEMENT OF COUNTRY

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

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

There were no apologies.

**4. CONFIRMATION OF MINUTES****4.1 Minutes of the Ordinary Meeting of Council held on 9 October 2024**

466/24

**RESOLVED (Winchester/Taskovski)**

That the Minutes of the Ordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 9 October 2024 be confirmed.

The resolution was carried unanimously.

**5. DISCLOSURES OF INTERESTS**

467/24

**RESOLVED (Winchester/Grundy)**

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 5.34pm, Cr Winchester advised that the meeting should now adjourn for the Public Forum.

468/24

**RESOLVED (Winchester/Preston)**

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

**ADJOURNMENT:**

The meeting adjourned for the Public Forum at 5.34pm and resumed at 5.40pm.

**7. MAYORAL MINUTE**

There was no Mayoral Minute.

**8. NOTICES OF MOTIONS OF RESCISSION**

There were no Notices of Motions of Rescission.

**9. REPORTS TO COUNCIL - ITEMS FOR DETERMINATION****9.1 DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street, Queanbeyan  
MOVED (Wilson/Macdonald)**

That:

1. Approval be granted to a variation to Section 69 Standard for Co-living housing of State Environmental Planning Policy Housing 2021 for minimum lot size.
2. Approval be granted to a variation to Section 69 Standard for Co-living housing of State Environmental Planning Policy Housing 2021 for side boundary setbacks.
3. Development application DA.2023.0461 for a Co-living housing development including demolition of existing structures on Lot 4 DP 8874, 95 Crawford Street Queanbeyan be granted conditional consent.

The motion was lost.

For: Crs Macdonald, Preston, Wilson and Winchester

Against: Crs Broadbent, Grundy, Livermore, Schweikert, Taskovski, Willis and Waterhouse

**PROCEDURAL MOTION**

469/24

**RESOLVED (Winchester/Preston)**

That Council adjourn the meeting for a brief time.

The resolution was carried unanimously.

**ADJOURNMENT:**

The meeting adjourned for a short recess at 5.58pm and resumed at 6.03pm.

**9.2 DA.2023.0465 - 113 Glenrock Drive Googong - Two Lot Subdivision and Development including Child Care Facility, Retail Premises, Service Station, Food and Drink Premises, Signage, Car Park, Access and Infrastructure**

470/24

**RESOLVED (Wilson/Macdonald)**

That development application DA.2023.0465 for two lot Torrens title subdivision and construction of Centre based child care facility, specialised retail premises, food and drink premises with associated drive-thru (McDonalds and KFC), service station, signage, car park, access, landscaping, associated infrastructure and services on Lot 703 DP 1306613 (formerly Lot 705 DP 1293040), No. 113 Glenrock Drive Googong (formerly known as 150 Wellsvale Drive Googong) be granted conditional consent.

The resolution was carried.

For: Crs Broadbent, Grundy, Livermore, Macdonald, Preston, Schweikert, Taskovski, Wilson, Waterhouse and Winchester

Against: Cr Willis



**9.3 DA.2023.0313 - 4 Saltbush Parade Tralee - Multi Dwelling Housing and Strata Subdivision**

471/24

**RESOLVED (Wilson/Macdonald)**

That:

1. Approval be granted to a variation to Clause 7.11 – Principal Private Open Space (PPOS) and Landscape Design of Part 7 of South Jerrabomberra Development Control Plan 2015 (SJDCP 2015) to allow all PPOS areas to be located forward of the building line for the following reasons:
  - a. Siting the PPOS forward of the building line is found to have planning and environmental merit as it will have a northerly aspect and receive adequate natural sunlight during mid-winter given the orientation of the allotment, resulted from the subdivision of the parent lot. All PPOS areas comply with the size requirement, orientation and solar access mentioned above.
  - b. The proposed PPOS areas are functional and act as an extension to the living area. Siting the PPOS behind the building line would severely restrict the usability of the PPOS as it would be surrounded by single and two storey walls thereby rendering the space unusable.
  - c. The proposed courtyard fence surrounding the PPOS will provide security, defines the boundaries between public, private and communal land and allows casual surveillance to the street. The proposed see-through type fencing with landscaping within the courtyard areas will provide visual interest and complement the existing and desire future streetscape.
2. Approval be granted to vary the 6m front setback control to Environa Drive (primary frontage) as prescribed under Table 2 of Part 7 of SJDCP 2015 to allow for front setbacks of Units b1-b18 between 4.38m to 4.45m for the following reasons:
  - a. The proposed 3 storey townhouses b1-b18 are presented as attached dwellings on small lots similar to other approved small lot housing in the vicinity of the lot. The front setback applicable to the small lot housing is 3m and the approved front setback for those small lot housing was 4m or less. It is considered that the proposed 4.38m to 4.45m from Environa Drive is acceptable and is consistent with the other approved small lot housing in the locality.
  - b. The proposed development is well articulated and will be constructed of mixed materials and colours, compatible to the existing development in the locality. Recessed walls, windows and balconies on first level add interest to the appearance of the building and reduce the bulk and scale of the whole building. It is not considered to be out of character in the area. It will not reduce the architectural quality of the development.
  - c. The impact on the amenity of the adjoining properties and existing streetscape is considered minimal. The primary setback is facing Environa Drive, therefore no overlooking

- impact to neighbouring properties from windows/doors from this side.
- d. The variation is not considered to reflect an overdevelopment of the site and can be supported in this instance.
3. Approval be granted to vary the 60m maximum length of buildings containing Units b1-b18 as prescribed under Table 2 of Part 7 of SJDCP 2015 to allow for the total length of 79.82m for the rear section of the building for the following reasons:
    - a. The proposed 3 storey units b1-b18 are presented as 2 separate buildings when viewed from Environa Drive as they are separated by a 2.6m setback between both buildings at first and upper level and 3m setback at ground level. The lengths of both buildings' façade at ground, first and upper levels facing Environa Drive is less than 60m.
    - b. The proposed encroachment will not have an adverse impact on the existing streetscape. The rear elevation will not be visible from public roads.
    - c. The rear elevation is well articulated and will be constructed of mixed materials and colours compatible with the desired future character of the area. Recessed walls and windows/doors including a single storey garage will add interest to the appearance of the building and reduce the bulk and scale of the wall. The development is not considered to be out of character in the area.
  4. Approval be granted to vary the 6m gap between Units b10 and b11 as prescribed under Table 2 of Part 7 of SJDCP 2015 to allow for building separation between 2.6m - 3m for the following reasons:
    - a. The proposed development adequately addressed the streetscape with modulated building forms, articulated facades, mixed materials and colours and suitable landscaping to ensure that it will not detract from the existing and desire future character.
    - b. The development has been designed to allow sufficient access to natural sunlight and to reduce privacy impact between both units.
  5. Development application DA.2023.0313 for the construction of multi dwelling housing comprising of 24 dwellings, Strata Subdivision, earthworks, landscaping and associated services on Lot 314 DP 1269547, No. 4 Saltbush Parade Tralee be granted conditional consent.

The resolution was carried.

For: Crs Broadbent, Grundy, Livermore, Macdonald, Preston, Schweikert, Taskovski, Wilson, Waterhouse and Winchester

Against: Cr Willis

**9.4 Planning Proposal to Rezone Land at 7 and 15 Halfway Creek Road, Bungendore**

472/24

**RESOLVED (Schweikert/Preston)**

That Council:

1. Approve the progress of the draft planning proposal to amend the Queanbeyan-Palerang Regional Local Environment Plan 2022 by rezoning the following:
  - a. Lot 2 DP 548291, 7 Halfway Creek Road, Bungendore and the unformed public road dissecting the southern portion of this lot, from zone RE1 Public Recreation to RU1 Primary Production.
  - b. Council-owned community land at 15 Halfway Creek Road, Bungendore (Lot 1 DP 1262898) from zone RU1 Primary Production to RE1 Public Recreation to develop an indoor aquatic centre.
2. Forward the planning proposal to the NSW Department of Planning, Housing and Infrastructure (DPHI) requesting a Gateway determination.
3. Request delegation of Plan making powers, for this planning proposal.
4. Undertake agency consultation and public exhibition according to any requirements of the Gateway determination.
5. Should no objections be received, undertake the necessary actions to finalise the making of the Queanbeyan-Palerang Regional Local Environmental Plan 2022.

The resolution was carried unanimously.

**9.5 Street Naming Proposal - Estate 2 Stage 2B - South Jerrabomberra Urban Release Area at Tralee**

473/24

**RESOLVED (Preston/Wilson)**

That Council:

1. Adopt in principle the following proposed names, Calathea Loop and Pandorea Way, for two new roads created within Stage 2B of Estate 2 at the South Jerrabomberra Urban Release Area.
2. Exhibit the names for public comment for 28 days.
3. Publish a notice in the NSW Government Gazette if no objections are received.

The resolution was carried unanimously.

- 474/24                    **9.6      Feedback on Braidwood Community Plan**  
**RESOLVED (Willis/Waterhouse)**  
That Council endorse the Braidwood Community Plan.  
  
The resolution was carried unanimously.
- 475/24                    **9.7      Renewal of Licence Agreement - Cartel Taqueria - 4-6 Trinculo Place, Queanbeyan**  
**RESOLVED (Wilson/Preston)**  
That Council renew the existing licence agreement with Cartel Taqueria in Ray Morton Park for a further five-year term for a fee of \$24,000 ex GST per annum.  
  
The resolution was carried unanimously.
- 476/24                    **9.8      HoA for Proposed Lease Agreement with Amplitel Pty Ltd - 32A Severne Street, Queanbeyan**  
**RESOLVED (Willis/Waterhouse)**  
That this item be deferred pending receipt of further information.  
  
The resolution was carried unanimously.
- 10.      REPORTS TO COUNCIL - ITEMS FOR INFORMATION**
- 477/24                    **10.1    Response to QPRC's Proposal for Dunns Creek Road Stage 1**  
**RESOLVED (Wilson/Waterhouse)**  
That the report be received for information.  
  
The resolution was carried unanimously.
- 478/24                    **10.2    HSEQ Quarterly Report - 1 July to 30 September 2024**  
**RESOLVED (Preston/Grundy)**  
That the report be received for information.  
  
The resolution was carried unanimously.
- 11.      REPORTS OF COMMITTEES**
- 479/24                    **11.1    Local Traffic Committee Meeting Minutes - 8 October 2024**  
**RESOLVED (Schweikert/Taskovski)**  
That Council endorse the 8 October 2024 Local Traffic Committee draft meeting minutes and the associated recommendations as follows:  
  
  1. LTC 26/2024 – Approve the Traffic Control Devices Plan, 114 Monaro Street Queanbeyan.
  2. LTC 27/2024 – Approve the Traffic Control Devices Plan, 137 Environa Drive Tralee.

3. LTC 28/2024 – Approve the 2024 Diwali Mela Lantern Festival and the subsequent traffic guidance scheme for the event.
4. LTC 29/2024 – Approve the 2024 Braidwood Community Christmas Party and the subsequent traffic guidance scheme for the event.

The resolution was carried unanimously.

**11.2 Queanbeyan Showground Advisory Committee Meeting Minutes - 12 August 2024**

480/24

**RESOLVED (Macdonald/Wilson)**

That Council note the minutes of the Queanbeyan Showground Advisory Committee meeting held on 12 August 2024.

The resolution was carried unanimously.

**PROCEDURAL MOTION**

481/24

**RESOLVED (Winchester/Livermore)**

That Council adjourn the meeting for a brief time to give Councillors time to read the late item.

The resolution was carried unanimously.

**ADJOURNMENT:**

The meeting adjourned for a short recess at 6.38pm and resumed at 6.44pm.

**SUPPLEMENTARY REPORT**

**11.3 Extraordinary Local Traffic Committee Meeting – 2024 Queanbeyan Country Muster Event**

482/24

**RESOLVED (Winchester/Schweikert)**

That Council:

1. Notes the proposed Traffic Management Plan associated with the 2024 Queanbeyan Country Muster Event to be held at Seiffert Oval, which obtained majority support from delegate votes received.
2. Notify in writing to Transport for NSW and NSW Police of its intention to approve the proposed Traffic Management Plan.
3. Continue engagement with Transport for NSW and NSW Police to address matters of concern.

The resolution was carried unanimously.

**12. NOTICES OF MOTIONS**

There were no Notices of Motions.

**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**

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

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

There were no presentations.

**16. REPORTS FOR CLOSED SESSION**

483/24

**RESOLVED (Winchester/Preston)**

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 RFT 2024-51 Insitu Stabilisation of Road Pavements - Tender Evaluation**

*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.*

The resolution was carried unanimously.

The meeting then moved into Closed Session at 6.48pm to discuss the matters listed above.

**16.1 RFT 2024-51 Insitu Stabilisation of Road Pavements - Tender Evaluation**

484/24

**RESOLVED (Preston/Taskovski)**

That Council award Contract No. 2024-51 for Road Rehabilitation Services (via in-situ stabilisation pavement treatment) to Fulton Hogan Australia Pty Ltd for the tendered Schedule of Rates valid until 30 June 2026.

The resolution was carried unanimously.

485/24

**RESOLVED (Winchester/Macdonald)**

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 7.18pm.

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

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

**18. CONCLUSION OF THE MEETING**

The time being 7.18pm, the Mayor announced that the Agenda for the meeting had now been completed.

**CR KENRICK WINCHESTER  
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 Bryce Wilson (Ref: ; Author: Ryan/Ryan)

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File Reference: 52.7.1 / 13 November 2024 motions

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**Recommendation**

**That Council approve the Leave of Absence application submitted by Councillor Bryce Wilson for the 27 November 2024 Council meeting.**

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**Summary**

Councillor Wilson will be an apology for the 27 November 2024 Council meeting and has submitted an application to Council for this Leave of Absence.

**Report**

Councillor Wilson will be away for the 27 November 2024 Council meeting 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

9.1 2023-24 Audited Financial Statements (Ref: ; Author: Monaghan/Sligar)

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File Reference: 43.6.3-06

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**Recommendation**

**That Council accept the audited General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules for the year ended 30 June 2024, and note that public submissions will be accepted until 12 December 2024.**

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**Summary**

The Audit of the 2023-24 Annual Financial Statements (the financial statements) has now been completed by the NSW Audit Office. Mr Yousuf, delegate of the Auditor-General for NSW, will be in attendance to present a commentary on the audit results and to answer any questions from the Council.

**Background**

The audit was completed on 31 October 2024 and the financial statements, as attached were submitted to the Office of Local Government on the same day.

The statements have been published on Council's website, advertising that the NSW Audit Office will be presenting this audit report to the Council meeting.

<https://yourvoice.qprc.nsw.gov.au/qprc-financial-statements-2023-24>

The audited financial statements include an unqualified opinion from the NSW Audit Office.

Council referred the financial statements to audit on 11 September 2024. The audit was conducted during the period 9 September 2024 until 31 October 2024.

**Report**

A summary of the financial statements is provided below.

A further summary of the financial results and detailed audit observations is contained in the audit report starting on page 77 of the financial statements.

The NSW Audit Office will be in attendance to provide further commentary and to answer any questions from the Council.

**Risk/Policy/Legislation Considerations**

In accordance with the Council resolution on 11 September 2024, the financial statements were issued by the General Manager and placed on public exhibition on 5 November 2024. Comments and submissions on the contents are open until 12 December 2024.

9.1 2023-24 Audited Financial Statements (Ref: ; Author: Monaghan/Sligar)  
(Continued)

	2024 \$'000	2023 \$'000
<b>Income Statement</b>		
Total income from continuing operations	286,713	236,401
Total expenses from continuing operations	166,610	156,960
<b>Operating result from continuing operations</b>	<b>120,103</b>	<b>79,441</b>
<b>Net operating result before grants and contributions provided for capital purposes</b>	<b>6,771</b>	<b>11,156</b>
<b>Statement of Financial Position</b>		
Total current assets	211,290	198,069
Total current liabilities	(73,123)	(63,757)
Total non-current assets	2,579,706	2,318,411
Total non-current liabilities	(143,921)	(147,181)
<b>Total equity</b>	<b>2,573,952</b>	<b>2,305,542</b>
<b>Other financial information</b>		
Unrestricted current ratio (times)	2.14x	2.14x
Operating performance ratio (%)	3.61%	5.60%
Debt service cover ratio (times)	3.35x	3.87x
Rates and annual charges outstanding ratio (%)	8.75%	7.75%
Infrastructure renewals ratio (%)	42.81%	99.45%
Own source operating revenue ratio (%)	53.16%	58.13%
Cash expense cover ratio (months)	8.44 months	9.50 months

Sections 413 to 428 of the Local Government Act describe the legislative requirements for the preparation, adoption, auditing, and public presentation of the annual financial statements.

Section 418 requires that as soon as practicable after Council receives a copy of the auditor's report, it must fix a meeting to present the audited financial statements to the public, and that the financial statements must be made available for public inspection at least seven days prior to the Council meeting that they are presented.

Section 420 allows any person to make a submission in writing with respect to the audited financial statements within seven days after this meeting and all submissions must be referred to Council's auditor. In accordance with Council's community engagement policy the closing date for submissions is 12 December 2024.

#### Operating Result

Council's consolidated operating result (before grants and contributions provided for capital purposes) is a surplus of \$6.8m. The consolidated surplus is further reported by fund; the general fund recorded a \$8.2m deficit, the water fund recorded a \$4.1m surplus and the sewer fund recorded a \$10.9m surplus.

The surplus is driven by several factors, including a significant increase in investment income, a fair value increment on investments and the benefit of capitalising borrowing costs associated with capital projects underway through the year.

### 9.1 2023-24 Audited Financial Statements (Ref: ; Author: Monaghan/Sligar) (Continued)

The following unusual or one-off items affected the 2024 operating result.

	<b>\$'000</b>
Operating Result before capital grants and contributions	6,771
<b><i>Less one-off / unusual adjustments:</i></b>	
Fair value Increment on investments	(2,550)
<b>Normalised consolidated result</b>	<b>4,221</b>

#### Cash and Investments

Council recorded a total balance of cash, cash equivalents and investments as at 30 June 2024 of \$272m. After considering external and internal restrictions, Council held unrestricted cash of \$3m. Whilst the level of unrestricted cash has improved on previous years, it was only able to be achieved by not allocating all of the Financial Assistance Grant received in advance into an internal reserve.

Council recorded a net receivables balance of \$37.8m as at 30 June 2024 which is \$3m lower than the 30 June 2024 balance.

#### Performance Measures

The operating performance ratio measure's Council's ability to fund operational expenditure with operational revenue. Council's operating performance ratio is positive, reflecting that QPRC recorded an operating surplus as a consolidated entity for the year ending 30 June 2024.

Own source revenue ratio measures the extent to which Council relies on external sources (i.e., grants and contributions) for revenue. Own source revenue remains below the benchmark of 60%, indicating that Council continues to attract a high level of grants from external organisations to fund local community projects and services, and that it could be at risk of becoming dependent upon external income for the provision of services. The result for 2023/24 was impacted by a large amount of non-cash developer contributions received.

The unrestricted current ratio is a measure of Council's ability to service its current liabilities. Council's unrestricted current ratio remains steady this year. This ratio is a critical measure and combined with the general fund operating deficits in subsequent years, indicates a high risk to Council's financial sustainability. Corrective action has been taken over several years to continue the improvement of this ratio.

The debt service ratio measures Council's financial capacity to repay interest and principal on loan repayments. The debt service ratio remains above benchmark.

The rates and annual charges outstanding ratio show the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of debt collection policy. This ratio remains below the benchmark and is a result of Council's Hardship policy and debt management practices during a particularly difficult economic environment.

The cash expense cover ratio indicates the number of months Council could continue to pay its immediate expenses without additional cash inflow, it is currently well above the benchmark.

**9.1 2023-24 Audited Financial Statements (Ref: ; Author: Monaghan/Sligar)  
(Continued)**

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The asset renewal ratio has dropped significantly in 2023-24. With a focus on finalising new capital projects and the impact of increasing asset values (through the annual asset revaluation and indexation process) resulting in increased depreciation, the value of asset renewals was much lower than previous years.

The asset maintenance ratio has been affected by high levels of disaster recovery funding used for road, bridge and stormwater maintenance and repair in previous years.

**Financial, Budget and Resource Implications****Cost of the Audit**

The audit fees for the 2023-24 financial year audit as per the annual engagement plan are \$182,800. The NSW Audit Office will now calculate whether there are any additional costs based on their audit work.

**Links to QPRC/Regional Strategic Plans**

Clear and accurate reporting of Council's financial operations and resources supports Objective 5.2 of the Community Strategic Plan: Council is an open, accessible and responsible organisation.

**Conclusion**

The NSW Audit Office conducted the final audit with the provision of an unqualified opinion on the general-purpose financial statements. This report recommends that the audited financial statements for 2023-24 be accepted by Council.

**Attachments**

Attachment 1      2023-24 Annual Financial Statements (*Under Separate Cover*)



9.2 DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street, Queanbeyan (Ref: ; Author: Ormella/Yeomans)

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File Reference: DA.2023.0461

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**Recommendation**

That:

1. Approval be granted to a variation to Section 69 Standard for Co-living housing of State Environmental Planning Policy Housing 2021 for minimum lot size.
  2. Approval be granted to a variation to Section 69 Standard for Co-living housing of State Environmental Planning Policy Housing 2021 for side boundary setbacks.
  3. Development application DA.2023.0461 for a Co-living housing development including demolition of existing structures on Lot 4 DP 8874, 95 Crawford Street Queanbeyan NSW 2620 be granted conditional consent.
- 

**Supplementary Report**

At its meeting of 23 October 2024, Council considered a report from staff recommending approval of DA.2023.0461 for Co-living housing. The report to Council is provided below.

Whilst the motion for approval was lost, Council did not resolve to refuse the application. A Notice of Motion has been submitted, requesting that this matter be brought back to Council for consideration at this meeting. If successful, this report will be considered.

A supplementary report has been prepared, refer to Attachment 7, the purpose being to provide Council with additional information on the aspects of the development discussed at that meeting, and subsequent issues raised by the submitter.

Attachment 7 also includes a report from the applicant's Planning Consultant (GYDE) addressing the concerns raised by Council at the meeting of 23 October 2024.

**Summary**

***Reason for Referral to Council***

This application has been referred to Council because a variation of development standards is sought under the provisions of Clause 4.6 to the State Environmental Planning Policy (Housing) 2021.

Proposal:	Demolition of existing buildings and construction of Co-living housing with 19 private rooms and one Managers unit over three storeys
Applicant/Owner:	Queanbeyan One Pty Ltd
Subject Property:	Lot 4 DP 8874, 95 Crawford Street QUEANBEYAN NSW 2620

## 9.2 DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street, Queanbeyan (Ref: ; Author: Ormella/Yeomans) (Continued)

Zoning and Permissibility:	MU1 Mixed Use zone under Queanbeyan Local Environmental Plan 2012 Co-living housing is permissible under the State Environmental Planning Policy Housing 2021
Public Submissions:	One (1)
Issues Discussed:	Planning Requirements Variation to minimum lot size Variation to side boundary setback
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made.

### **Background**

#### ***Proposed Development***

The proposal seeks approval for the construction of a three-storey Co-Living housing development and associated site works including demolition of existing structures.

Co-living housing are similar to Boarding Houses and are a development opportunity under the State Environmental Planning Policy (Housing) 2021. Co-living housing is characterised as:

- subject to similar built-form development standards as boarding houses,
- must provide a primary place of residence for all occupants – it may not be used for short-term tourist and visitor accommodation,
- may have as few as 6 private rooms,
- must provide indoor and outdoor communal space for residents to relax and socialise,
- must have a manager, who will be responsible for implementing the plan of management for the property. The manager does not have to be always on site but must be contactable by phone 24/7.



***Figure 1: Locality plan***

**9.2 DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street, Queanbeyan (Ref: ; Author: Ormella/Yeomans) (Continued)*****Subject Property***

The subject site is legally described as Lot 4 DP 8874 and is commonly known as 95 Crawford Street Queanbeyan. The site is located on the western side of Crawford Street and has an area of 743m<sup>2</sup>.

The site is located on a main entrance road into Queanbeyan and is within a mixed use area north of the main central business area of Queanbeyan. The site accommodates a commercial laundry.

There is a dwelling that adjoins the site to the north and the dwelling to the south appears to have been used for commercial purposes. The local area consists of a range of commercial, industrial and health services with single dwellings and multiple unit developments / Boarding houses across the rear lane and in Killard Street. Opposite Crawford Street is a motel and commercial uses.

Vehicular access is provided to the site via an existing driveway from Crawford Street.



**Figure 2: Locality plan**



**9.2 DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street, Queanbeyan (Ref: ; Author: Ormella/Yeomans) (Continued)**

**Figure 3 – Existing development fronting Crawford Street**

**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 Assessment Report.

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

1. State Environmental Planning Policy (Housing) 2021
2. State Environmental Planning Policy (Resilience and Hazards) 2021
3. Queanbeyan Palerang Regional Local Environmental Plan 2022 (LEP).
4. Queanbeyan Development Control Plan 2012 (DCP)

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

**(a) Compliance with State Environmental Planning Policy (Housing) 2021****Section 67 - Co-living housing may be carried out on certain land with consent**

*Development for the purposes of co-living housing may be carried out with consent on land in a zone in which—*

*(a) development for the purposes of co-living housing is permitted under another environmental planning instrument*

Comment: The land is included in the MU1 Mixed Use Zone which can accommodate Residential Flat Buildings under the Queanbeyan Palerang Local Environmental Plan 2022.

**9.2 DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street, Queanbeyan (Ref: ; Author: Ormella/Yeomans) (Continued)**

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Development consent can be granted for Co-living accommodation under the State Environmental Planning Policy (Housing) 2021 (SEPP).

***Section 68 - Non-discretionary development standards***

The proposal complies with the SEPP non-discretionary controls relating to floor space ratio, room numbers, communal living area, communal open space area and car parking.

***Section 69 - Standards for co-living housing***

The SEPP specifies the minimum lot size for this type of development in this zone at 800m<sup>2</sup>. The size of the subject lot is 743m<sup>2</sup> so does not comply.

The applicant has sought a variation to this development standard through a Clause 4.6 variation request (attached).

The consent authority needs to be satisfied that despite the contravention in minimum lot size maintaining the minimum lot size is not necessary to achieve the objectives of the Housing SEPP.

The Applicant notes, which this assessment supports, that the relevant principles of the Housing SEPP are able to be achieved despite the contravention, including:

- enabling the development of diverse housing types,
- encouraging the development of housing that will meet the needs of more vulnerable members of the community,
- ensuring new housing development provides residents with a reasonable level of amenity,
- promoting the planning and delivery of housing in locations where it will make good use of existing and planned infrastructure and services,
- minimising adverse climate and environmental impacts of new housing development,
- reinforcing the importance of designing housing in a way that reflects and enhances its locality.

The departure from the minimum lot size control does not compromise the relevant objectives of the Environmental Planning and Assessment Act. This includes optimising the use of resources for housing in an appropriate location, promoting the orderly and economic use of the land, to promote the delivery and maintenance of affordable housing and promotes residential development in an appropriate zone.

The minimum lot size is a discretionary standard. It is able to be varied after due consideration. The variation to the minimum lot size is also able to be supported.

Section 69 of the Housing SEPP also requires development to meet side boundary setback controls as set out in the Apartment Design Guide, which seeks to regulate buildings of this kind. The setbacks to the front of the site to Crawford Street at 6m complies. The setback to the rear at 3m does not strictly comply however the separation created by the Lane will achieve an adequate separation to residential development to the west.

Side boundary setbacks to the north and south do not comply. A setback to the north at 3.5m is proposed, and 3.2m to the south which is less than the 6m sought.

**9.2 DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street, Queanbeyan (Ref: ; Author: Ormella/Yeomans) (Continued)**

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The applicant has argued that the proposed development meets the aims of the Apartment Design Guide despite the reduced setbacks. At between 3.2 – 4.4m the setback to the southern side property boundary achieves an appropriate level of residential amenity including visual and acoustic privacy, natural ventilation, sunlight and solar access.

The proposal includes an acoustic report which is supported by Council's Environmental Health officer and will form part of any consent. Any consent will also require ongoing compliance with an operational plan for the site. Privacy and overlooking is limited through the use of side boundary fencing and fixed privacy screens to upper floors. A solar assessment in support of the application has also confirmed private rooms will have adequate sunlight.

The assessment has also demonstrated using shadow diagrams that shade impacting the northern windows on the building to the south at 9am and 12 noon in mid-winter is the same as what is experienced now. From 12 noon onwards the proposed development will cast more shade to the rear of that adjoining site than is currently the case.

The proposed development at a height of 8.4m complies with the maximum height under the LEP of 8.5m. It is anticipated that any development on the subject site could have an impact similar to that now proposed in terms of overshadowing.

The setbacks as proposed are not anticipated to cause significant loss in residential amenity and are able to be supported.

The proposal complies in terms of room sizes, facilities, bicycle and motorbike parking and a unit for a Manager. The proposal is also supported by an Operational Plan of Management which will form part of the conditions of any consent.

***Compliance with State Environmental Planning Policy – (Resilience & Hazards) 2021***

The site currently accommodates a Drycleaner and an investigation into potential contaminants on site was warranted. A Preliminary Site Investigation has been provided in support of the application by Raw Earth Environmental.

Building debris including containing potential asbestos was observed. The assessment concluded that the site could be made fit for a residential purpose, which is supported by Council's Environmental Health officer who has suggested conditions to manage those potential impacts.

***(b) Compliance with QPRLEP***

The proposal is on land in the MU1 Mixed Use Zone. This zone can accommodate a Residential Flat Building which the SEPP Housing relies on for permissibility for Co-living housing.

There are no issues of non-compliance with the Queanbeyan Palerang Regional Local Environmental Plan 2022.

***(c) Compliance with DCP***

Part 2 of the Queanbeyan Development Control Plan 2012 applies to all development. The proposal complies with the relevant provisions of the Queanbeyan Development Control Plan 2012.

## 9.2 DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street, Queanbeyan (Ref: ; Author: Ormella/Yeomans) (Continued)

### (a) Other Comments Building Surveyor's Comments

Council's Building Surveyor is able to support the proposal with conditions.

### (b) Development Engineer's Comments

Council's Development Engineer is able to support the proposal with conditions.

### (c) Environmental Health Comments

Council's Environmental Health Officer is able to support the proposal with conditions.

### (d) Waste Officer Comments

Council's Waste Officer is able to support the proposal with conditions.

### External - NSW Police

As a high density residential development the application was referred to NSW Police for comment. They have made some recommendations to assist in community safety which will be included in any consent as advice.

### Financial Implications

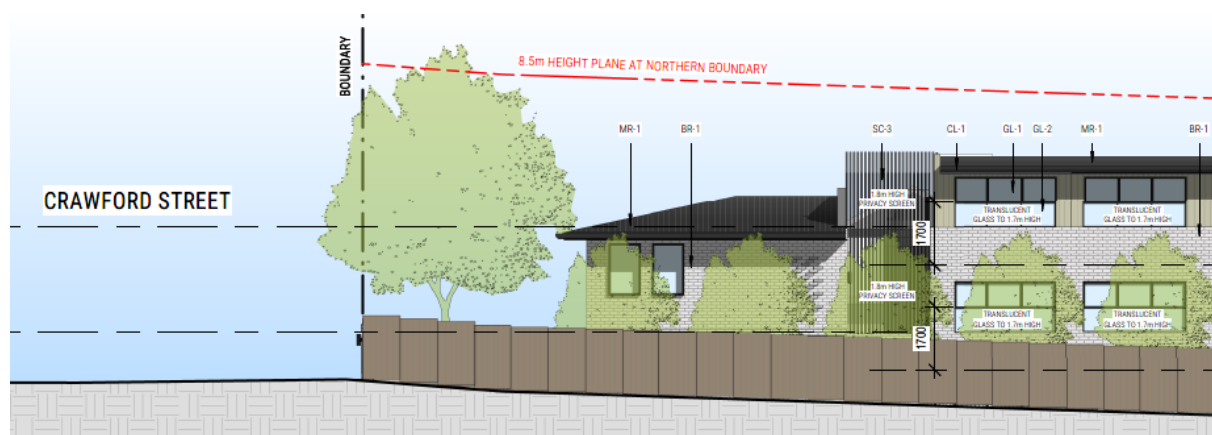
The proposed development is able to contribute to the local housing stock within a central location in Queanbeyan.

### Engagement

The proposal required notification under Council's Community and Participation plan. One (1) submission was received. The relevant issues raised are as follows:

**Issue:** Having windows facing my property at various levels impacting my privacy and peaceful living in my house.

**Comment:** The potential for overlooking and privacy concerns has been considered in this assessment. The proposal includes a 1.8m fence which will assist to manage impacts at ground level. The windows to the units above ground floor will be high, at 1.7m and translucent glass to avoid overlooking. Circulation areas will also have fixed privacy screens to avoid the potential overlooking to adjoining properties.



The proposal has also been amended to remove the roof terrace which will reduce the potential for overlooking and potential noise from the outdoor communal space.

**9.2 DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street, Queanbeyan (Ref: ; Author: Ormella/Yeomans) (Continued)**

The submitters issue has been addressed to Council's assessment officers' satisfaction and does not warrant refusal of the application.

**Compliance or Policy Implications**

The proposal supports the State Environmental Planning Policy (Housing) 2021 which seeks to delivery housing opportunities in appropriate locations.

**Links to QPRC/Regional Strategic Plans**

The proposal promotes the Queanbeyan Palerang Regional Council's Affordable Housing Strategy and the delivery of a co-living development in an appropriate, quite central location that is well serviced and well connected.

**Conclusion**








The submitted proposal for a Co-living housing development including demolition of existing buildings on Lot 4 DP 8874 at 95 Crawford Street Queanbeyan is Local Development and is supported by a Statement of Environmental Effects. The proposal was notified to adjoining owner/occupiers and one (1) submission was received.

The proposal has been assessed under Section 4.15 of the Environmental Planning & Assessment Act 1979 including the relevant provisions of State Environmental Planning Policy Housing 2021, Queanbeyan Palerang Regional Environmental Plan 2022 and Queanbeyan Development Control Plan 2012.

The development satisfies the requirements and achieves the objectives of these instruments.

The proposed development is considered suitable for the site, is compatible with the neighbourhood and can be conditioned to mitigate any potential impacts.

**Attachments**

Attachment 1 	Proposal Plans - DA.2023.0461 - 95 Crawford Street Queanbeyan (Under Separate Cover)
Attachment 2 	Draft Conditions of Consent - DA.2023.0461 - 95 Crawford Street Queanbeyan (Under Separate Cover)
Attachment 3 	Submission - DA.2023.0461 - 95 Crawford Street Queanbeyan (Under Separate Cover)
Attachment 4 	Clause 4.6 Variation request - DA.2023.0461 - 95 Crawford Street Queanbeyan (Under Separate Cover)
Attachment 5 	Operational Plan of Management - DA.2023.0461 - 95 Crawford Street Queanbeyan (Under Separate Cover)
Attachment 6 	Section 4.15 Assessment - DA.2023.0461 - 95 Crawford Street Queanbeyan (Under Separate Cover)
Attachment 7 	Supplementary Report - DA.2023.0461 - Response to issues raised at 23 October 2024 meeting (Under Separate Cover)

9.3 Roads to Recovery 2024-25 (Ref: ; Author: Duff/Saha)

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File Reference: 43.6.4-01

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**Recommendation**

**That Council endorse the expenditure of Roads to Recovery grant funds to complete projects identified for 2024/25 as detailed in this report.**

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**Summary**

The Federal Government Roads to Recovery program supports local road construction and maintenance for all Australian councils. It is an ongoing program that operates on a five-year period, providing a stable and predictable source of funding. Councils can decide which specific road projects to support throughout the period based on local priorities, asset condition and service level.

From 1 July 2024 a new \$4.4 billion funding cycle commenced with QPRC's share of \$13,443,884 over the five years allocated as follows:

<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>
\$1,986,028	\$2,444,343	\$2,902,657	\$3,055,428	\$3,055,428

The funding agreement allows projects to be delivered at any time throughout the funding period. While the nominal annual allocation gradually increases over the next five years, if there are local priorities that require funding sooner, Council can amend the allocation by arrangement with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

**Report**

Following advice from the transport staff overseeing our road network priorities, the following shoulder widening and pavement rehabilitation with a sealed surface projects are recommended for 2024/25 under Roads to Recovery funding.

<b>Road Name</b>	<b>Location</b>	<b>Length</b>	<b>Project Cost</b>
Hoskinstown Road	5km past the intersection of Trucking Yard Lane towards Hoskinstown, Bungendore	1.1 km	\$703,601
Burra Road	Lagoon Road to Urila Road, Burra	1.26km	\$786,809
Ellendon Street	Kings Street to Trucking Yard Lane, Bungendore	700m	\$495,618
<b>Total</b>			<b>\$1,986,028</b>

**9.3 Roads to Recovery 2024-25 (Ref: ; Author: Duff/Saha) (Continued)**

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**Risk/Policy/Legislation Considerations**

The selected projects for 2024/25 aims to address significant pavement failures on our sealed road network. For example, Hoskinstown Road is one of the Council's most used rural routes, serving as a crucial link between Captains Flat and Bungendore. Burra Road connects to the Snowy Monaro region whilst Ellendon Street is significant urban thoroughfare in Bungendore.

**Financial, Budget and Resource Implications**

The rehabilitation work will be completely funded from the Roads to Recovery program. No additional Council resources are required to deliver the program and the work will be delivered as part of the annual Transport work plan.

**Links to QPRC/Regional Strategic Plans**

4.1 Our transport network and infrastructure are safe and allow for ease of movement throughout Queanbeyan-Palerang and across the ACT border and region.

**Conclusion**

Council endorsement is sought for the expenditure of \$1,986,028 from the Roads to Recovery grant for the 2024/25 selected projects to widen travel lanes and shoulders with new sealed pavement, enhancing journey quality and providing safer roads along the local road network.

**Attachments**

Nil

9.4 Investment Report - August 2024 (Author: Monaghan/Sligar)

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File Reference: 43.6.5-01

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**Recommendation**

**That Council:**

- 1. Receive the Investment Report for the month of August 2024.**
  - 2. Note the investment return for August 2024 was \$1,009,334.**
  - 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.**
- 

**Summary**

This report presents the investment result for August 2024.

**Background**

In accordance with Clause 212 of the Local Government (General) Regulation 2021, the Investment Report is presented to Council monthly.

**Report**

A list of Council's cash and investments held on 31 August 2024 is detailed in the attached Investment Report Pack.

Market Update – The current Reserve Bank of Australia (RBA) cash rate has been 4.35% since 11 August 2023. The next RBA meeting is scheduled for the 4-5 November 2024.

Environmental Awareness - Market Forces is a campaign group focusing on environmental protection by exposing institutions financing projects that have a negative environmental impact. They have assessed over 115 banks, mutuals and credit unions to determine their position on lending to or investing in the fossil fuel (coal, oil, and gas) industry. Council's investment advisor, Laminar Capital has applied Market Forces' findings to Council's current investment portfolio with the results outlined in Section 5 of the attached Investment Report Pack.

Institutions that lend to the fossil fuel industry can mitigate some of the impact by offering products that are environmentally aware.

The Climate Bonds Standard Board operates as an advisory committee of the Climate Bonds Initiative Board and oversees the development of the Climate Bonds Standard. The Climate Bonds Standard and Certification Scheme is a labelling scheme for bonds and loans. Rigorous scientific criteria ensure that bonds and loans with Certification are consistent with the 2 degrees Celsius warming limit in the Paris Agreement.

The scheme is used globally by bond issuers, governments, investors, and financial markets to prioritise investments which genuinely contribute to addressing climate change.

The portfolio fossil fuel summary information is shown in Table 5 of the attached Investment Report Pack.



**9.4 Investment Report - August 2024 (Author: Monaghan/Sligar) (Continued)**

On 31 August 2024, Council held \$120.2 million in non-fossil fuel investments.

**Risk/Policy/Legislation Considerations**

Council has a fiduciary responsibility to exercise the care, diligence, and skill that a prudent person would exercise in managing the affairs of other persons.

Council's investments, as listed in Table 2 of the attached Investment Report Pack, comply fully with section 625 of the Local Government Act 1993, clause 212 of the Local Government General Regulations 2021, and Council's Investment Policy.

Certified by Tracy Sligar, Responsible Accounting Officer, 18/10/2024.

The Investment Policy is due for review in April 2025.

**Financial, Budget and Resource Implications**

For July and August 2024, being the first two months of 2024/2025 financial year, Council's portfolio produced an annualised rate of return of 5.89%, outperforming the benchmark Bank Bill Index by 1.50%.

On 31 August 2024, Council's total Cash and Cash equivalents was \$290,536,817.

Council's investment return as at the end of August 2024 was \$3,102,872 compared to the original budget of \$1,175,000. The majority of this income is restricted to water, sewer and waste funds, and developer contributions.

Of the total \$275 million investment portfolio, Council holds \$31.9 million in the TCorpIM long-term growth fund (LTGF) and medium-term growth fund (MTGF). The LTGF issued a special distribution in July 2024 of \$309,925 which was reinvested into the fund. For August 2024 the LTGF returned \$74,169 and the MTGF returned \$13,828. The following table shows the funds' performances since the original deposit.

	<b>LTGF \$</b>	<b>MTGF \$</b>
2017-18	981,891	-44,845
2018-19	1,160,462	635,485
2019-20	21,702	37,815
2020-21	2,557,413	927,076
2021-22	-1,300,450	-742,711
2022-23	1,692,084	658,145
2023-24	1,819,166	730,982
<b>2024-25</b>		
July	539,422	228,229
August	74,169	13,828
<b>2024-25 YTD Total</b>	<b>613,591</b>	<b>242,057</b>
Return since inception	7,545,859	2,444,004
Initial Placement	12,000,000	10,000,000

**9.4 Investment Report - August 2024 (Author: Monaghan/Sligar) (Continued)**

While these funds are exposed to additional investment risks to generate higher potential returns, they are structured with longer term time horizons. The minimum advised investment time frame for the MTGF is 5+ years and 10+ years for the LTGF.

Paired with cash asset classes, these growth assets form a diversified portfolio within the restrictions of the Investment Policy.

Council's cash and investment balance is made up of restricted and unrestricted funds. Restrictions can be external e.g. Developer Contributions, or internal e.g. by resolution of Council. Restricted investments cannot be used for general purpose expenses as they are either subject to some form of external legislative or contractual obligation or are dedicated to future Council commitments.

The following table shows the 31 August 2024 Cash and Investments balance by fund and by restriction.

<b>Fund</b>	<b>\$</b>
General	101,478,936
Waste	21,704,985
Water	61,461,659
Sewer	102,336,544
Unrestricted*	3,554,693
<b>Total Cash &amp; Investments</b>	<b>290,536,817</b>

<b>Restriction</b>	<b>\$</b>
Unexpended Loans	886,750
Developer Contributions	74,119,548
Unexpended Grants	30,914,100
External Restrictions (Other)	151,656,202
Internal Restrictions	22,939,409
DOE – Compensation	6,466,115
<b>Total Restrictions</b>	<b>286,982,124</b>
Unrestricted*	3,554,693
<b>Total Cash &amp; Investments</b>	<b>290,536,817</b>

\*Unrestricted funds are a working balance and fluctuate over time as Council's operational plan is carried out during the financial year.

**Attachments**

Attachment 1 Investment Report - August 2024 (*Under Separate Cover*)



9.5 Investment Report - September 2024 (Ref: ; Author: Monaghan/Sligar)

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File Reference: 43.6.5-01

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**Recommendation**

**That Council:**

- 1. Receive the Investment Report for the month of September 2024.**
  - 2. Note the investment return for September 2024 was \$832,649.**
  - 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.**
- 

**Summary**

This report presents the investment result for September 2024.

**Background**

In accordance with Clause 212 of the Local Government (General) Regulation 2021, the Investment Report is presented to Council monthly.

**Report**

A list of Council's cash and investments held on 30 September 2024 is detailed in the attached Investment Report Pack.

Market Update – The current Reserve Bank of Australia (RBA) cash rate has been 4.35% since 11 August 2023. The next RBA meeting is scheduled for the 4-5 November 2024.

Environmental Awareness - Market Forces is a campaign group focusing on environmental protection by exposing institution's financing projects that have a negative environmental impact. They have assessed over 115 banks, mutuals and credit unions to determine their position on lending to or investing in the fossil fuel (coal, oil, and gas) industry. Council's investment advisor, Laminar Capital has applied Market Forces' findings to Council's current investment portfolio with the results outlined in Section 5 of the attached Investment Report Pack.

Institutions that lend to the fossil fuel industry can mitigate some of the impact by offering products that are environmentally aware.

The Climate Bonds Standard Board operates as an advisory committee of the Climate Bonds Initiative Board and oversees the development of the Climate Bonds Standard. The Climate Bonds Standard and Certification Scheme is a labelling scheme for bonds and loans. Rigorous scientific criteria ensure that bonds and loans with Certification are consistent with the 2 degrees Celsius warming limit in the Paris Agreement.

The scheme is used globally by bond issuers, governments, investors, and financial markets to prioritise investments which genuinely contribute to addressing climate change.

The portfolio fossil fuel summary information is shown in Table 5 of the attached Investment Report Pack.

On 30 September 2024, Council held \$127 million in non-fossil fuel investments.

### 9.5 Investment Report - September 2024 (Ref: ; Author: Monaghan/Sligar) (Continued)

#### Risk/Policy/Legislation Considerations

Council has a fiduciary responsibility to exercise the care, diligence, and skill that a prudent person would exercise in managing the affairs of other persons.

Council's investments, as listed in Table 2 of the attached Investment Report Pack, comply fully with section 625 of the Local Government Act 1993, clause 212 of the Local Government General Regulations 2021, and Council's Investment Policy.

Certified by Tracy Sligar, Responsible Accounting Officer, 18/10/2024.

The Investment Policy is due for review in April 2025.

#### Financial, Budget and Resource Implications

For July to September 2024 Council's portfolio produced an annualised rate of return of 6.18%, outperforming the benchmark Bank Bill Index by 1.77%.

On 30 September 2024, Council's total Cash and Cash equivalents was \$291,542,431.

Council's investment return as at the end of September 2024 was \$3,943,599 compared to the original budget of \$1,762,500. The majority of this income is restricted to water, sewer and waste funds, and developer contributions. Investment returns are being monitored and may result in a budget adjustment.

Of the total \$291.5 million investment portfolio, Council holds \$32.3 million in the TCorpIM long-term growth fund (LTGF) and medium-term growth fund (MTGF).

The LTGF issued a special distribution in July 2024 of \$309,925 and \$220,542 in September and the MTGF issued a special distribution in September of \$270,524 which was reinvested into the funds.

For September 2024 the LTGF returned \$263,591 and the MTGF returned \$94,548. The following table shows the funds' performances since the original deposit.

	LTGF \$	MTGF \$
2017-18	981,891	-44,845
2018-19	1,160,462	635,485
2019-20	21,702	37,815
2020-21	2,557,413	927,076
2021-22	-1,300,450	-742,711
2022-23	1,692,084	658,145
2023-24	1,819,166	730,982
<b>2024-25</b>		
July	539,422	228,229
August	74,169	13,828
September	263,591	94,548
<b>2024-25 YTD Total</b>	<b>877,182</b>	<b>336,605</b>
Return since inception	7,809,450	2,538,552
Initial Placement	12,000,000	10,000,000

### 9.5 Investment Report - September 2024 (Ref: ; Author: Monaghan/Sligar) (Continued)

While these funds are exposed to additional investment risks to generate higher potential returns, they are structured with longer term time horizons. The minimum advised investment time frame for the MTGF is 5+ years and 10+ years for the LTGF.

Paired with cash asset classes, these growth assets form a diversified portfolio within the restrictions of the Investment Policy.

Council's cash and investment balance is made up of restricted and unrestricted funds. Restrictions can be external e.g. Developer Contributions, or internal e.g. by resolution of Council. Restricted investments cannot be used for general purpose expenses as they are either subject to some form of external legislative or contractual obligation or are dedicated to future Council commitments.

The following table shows the 30 September Cash and Investments balance by fund and by restriction.

<b>Fund</b>	<b>\$</b>
General	96,551,796
Waste	21,020,725
Water	61,806,786
Sewer	102,194,000
Unrestricted*	6,773,471
<b>Total Cash &amp; Investments</b>	<b>291,542,431</b>

<b>Restriction</b>	<b>\$</b>
Unexpended Loans	740,954
Developer Contributions	73,901,406
Unexpended Grants	30,052,560
External Restrictions (Other)	151,746,475
Internal Restrictions	22,402,288
DOE – Compensation	5,925,277
<b>Total Restrictions</b>	<b>284,768,960</b>
Unrestricted*	6,773,471
<b>Total Cash &amp; Investments</b>	<b>291,542,431</b>

\*Unrestricted funds are a working balance and fluctuate over time as Council's operational plan is carried out during the financial year.

#### **Attachments**

Attachment 1

Investment Report Pack - September 2024 (*Under Separate Cover*)



9.6 HoA for Proposed Lease Agreement with Amplitel Pty Ltd - 32A Severne Street, Queanbeyan (Ref: ; Author: Ryan/Flint)

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File Reference: 46.1.1

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**Recommendation**

**That Council endorse a Heads of Agreement with Amplitel Pty Ltd for a telecommunications tower at 32A Severne Street, Greenleigh.**

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**Summary**

Council is asked to consider the attached Heads of Agreement (HoA) for a proposed lease with Amplitel Pty Ltd. This item was deferred at the 23 October meeting, pending further information from the proponent and ongoing negotiations taking place (**Resolution No 476/24**).

**Background**

The HoA before Council for consideration foreshadows a new proposed lease agreement whereby Amplitel Pty Ltd made approaches to Council in relation to securing a site for a new telecommunications tower to service the expanding Jumping Creek area. Amplitel Pty Ltd have provided comparable data to other sites under similar lease agreements in the area. The proposed rent at the site in question is not as great as other surrounding sites, namely in Stuart Street Crestwood and Silva Avenue Queanbeyan.

Following protracted negotiations, Amplitel Pty Ltd have increased the rent offering to \$21,000p/a (from \$18,000p/a), but have advised that any further increase to the proposed rent will render the project commercially unviable. The population density around the subject site in comparison to other towers in town is significantly less, therefore the base station will not generate anywhere near the same amount of traffic.

**Report**

Given the population trajectory for Greenleigh/Jumping Creek areas, Amplitel Pty Ltd is eager to work with Council to ensure the Telstra mobile network is adequate for residents to support working from home, private use, emergency situations, medical alert devices, EFTPOS etc. Given the lack of suitable alternative locations within the vicinity, the subject Council lot is seen as the best outcome for deployment of the facility. Negotiations around a suitable site has been in train for the last 12 months and this is the only viable site in the area identified.

The intention is to provide the best possible telecommunication coverage for the area while also seeking to minimise any impact on the local community. As a lease over Council land, there have also been other operational considerations like QPRC's own land needs and infrastructure network in consideration of this report.

Council has always owned 32A Severne Street for operational purposes as it holds the water reservoir and associated facilities for Greenleigh and now Jumping Creek. This site has never been required as part of the environmental offset at 40A Severne Street.

The exact location of the proposed lease area is set out in the map included as an attachment to this report. The proposed term of the lease is to be 25 years, made up of five consecutive

**9.6 HoA for Proposed Lease Agreement with Amplitel Pty Ltd - 32A Severne Street, Queanbeyan (Ref: ; Author: Ryan/Flint) (Continued)**

---

five-year terms. The longer lease term is appropriate considering the lessee is looking to invest in installing infrastructure on the land.

If QPRC were to ever sell the land, the lease would be transferred to the buyer, assuming the lease was appropriately registered against the land title.

Council has negotiated a number of changes to the proposed HoA which are now in Council's favour. The changes are marked in red in the attached document.

**Risk/Policy/Legislation Considerations**

The land is classified as Council Operational Land under the Local Government Act 1993. There are no restrictions on land use under the Local Government Act that are applicable or would prevent Council from entering into this lease.

**Financial, Budget and Resource Implications**

Amplitel proposes to pay \$21,000 per annum plus GST. This is reflected in the attached HoA. The rent will be increased by 3% per annum. Amplitel is to pay their own electricity costs.

When this HoA was last presented to Council, the proposed rent return was set at \$18,000 per annum.

Staff were unable to negotiate any further subletting income or remove such clauses from the HoA. Staff have indicated to Amplitel Pty Ltd that this isn't desirable to Council as the Lessee and serious consideration needs to be given to amending this if the proposal is as critical as Amplitel Pty Ltd have indicated.



**Links to QPRC/Regional Strategic Plans**

Improvement of telecommunication services in the area is consistent with strategic development objectives for Jumping Creek.

**Conclusion**

It is proposed that Council endorse entering into a lease agreement based on the attached Heads of Agreement given the benefit the facility will provide to the community.

**Attachments**

- |  |   |
|--|---|
|  Attachment 1 | Heads of Agreement - Lease of 32A Severne Street - Amplitel Pty Ltd<br>(Under Separate Cover) |
|  Attachment 2 | Proposed location of Amplitel Telecommunications Tower (Under Separate Cover)                 |

9.7 Appointment of Section 355 Committees Delegates (Ref: ; Author: Richards/Duncan)

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File Reference: 52.3.3

---

**Recommendation**

**That Council:**

- 1. Nominate a Councillor delegate and alternate for each Section 355 Committee as listed in the report.**
  - 2. Dissolve the Araluen Area Committee, Mick Sherd Oval Canteen, Braidwood Recreation Ground and Nerriga Sports Ground Reserve Trust as delegated Section 355 Committees.**
  - 3. Establish user groups to facilitate regular consultation, community engagement and project delivery for the Araluen Area, Mick Sherd Oval Canteen, Braidwood Recreation Ground and Nerriga Sports Ground.**
- 

**Summary**

Council recognises and appreciates the important work done by volunteers through Section 355 (s355) Committees. Every s355 Committee and each individual member of those committees, acts on behalf of QPRC and is bound by the legislation and specific delegations from Council.

In 2022 several changes occurred to the way QPRC manages its s355 Committees, including the addition of a Councillor delegate and alternate delegate to each committee. At the same time, s355 Committees were brought under the Community and Recreation team to provide more regular assistance and connection to committees and their members.

This report seeks to appoint a Councillor and an alternate to each s355 Committee. It also seeks to dissolve four of the current s355 Committees where Council undertakes the management of the facility.

**Background**

QPRC currently has 20 individual s355 Committees. Under section 355 of the Local Government Act (1993), Council can delegate some of its functions to Committees of Council. Council uses this delegation to appoint community volunteers to manage facilities and functions through s355 Committees.

An internal audit of s355 Committees was conducted earlier this year. The audit identified a number of administrative improvements that would develop the understanding of requirements for committees and would provide greater assistance for the committees and members. In response, the Community and Recreation team provided a plan with timeframes to enable these changes. This work is well underway.

In addition to the formal audit report, Council has identified that those committees which are no longer operating as delegated under the Act.



**9.7 Appointment of Section 355 Committees Delegates (Ref: ; Author: Richards/Duncan) (Continued)**

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**Report**

S355 Committees are autonomous committees that have their own bank account, set their fees and charges, have care and control of the facility, and undertake minor repairs and maintenance. They generally have a minimum of 4 to 12 members, approved by Council and registered volunteers of Council to ensure that they are covered by Council insurances. Committees elect their own office bearers, including Chairperson, Secretary and Treasurer, and conduct their own meetings, agenda and publicity.

As a result of the s355 Committee review, it is recommended that four of the committees be dissolved. These are the Araluen Area Committee, Mick Sherd Oval Canteen Committee, Braidwood Recreation Ground Committee and Nerriga Sports Ground.

**Araluen Area Committee**

Araluen Area Committee no longer operates as a s355 Committee. It was originally established to maintain the camping ground, the Anglican Cemetery and waste facility. The Area Committee is no longer operational and does not manage these facilities as originally intended.

Council however meets regularly with the Araluen Progress Association, Araluen Hall Trust and Araluen Recreation Grounds Reserve Trust. Staff will be engaging with the community in late November to facilitate the Waste Management Strategy Review.

**Mick Sherd Oval Canteen**

Council maintains Mick Sherd Oval and manages all bookings which includes the canteen. Mick Sherd Oval canteen is no longer required to be managed by a s355 Committee.

**Braidwood Recreation Ground**

Council maintains the Braidwood Recreation Ground and manage the bookings for the facility including the change rooms and kitchen. The committee has not had regular formal meetings and does not function as originally delegated. A Braidwood Recreation Ground User Group would be more appropriate to ensure there is communication and consultation on any projects, fees and user charges. Operational matters are dealt with directly from the sporting groups to the Sporting and Recreational teams.

**Nerriga Sports Ground Reserve Trust**

Council maintains the Nerriga Sports Ground and the Tennis Courts. No formal booking process currently exists, neither the Sports Ground or the Tennis Courts are managed by a s355 Committee.

Staff will continue to work with local user groups, sporting codes, local Progress Associations and other stakeholders to ensure they are involved with future planning and service delivery needs for their respective areas. The stakeholder groups are supportive of dissolving these committees which do not meet the requirements of a s355 Committee.

The other 16 committees operate within Council's s355 Guidelines and Committee Delegations. Each committee decides its meeting frequency and times, has its own bank account and aims to meet as often as necessary for good management of the Council asset delegated to it.

Since 2022 a Councillor delegate and an alternate Councillor delegate have been allocated to each QPRC s355 Committee. This has proved successful. The s355 Committees are listed below for a nominated delegate and alternate delegate to be determined.

**9.7 Appointment of Section 355 Committees Delegates (Ref: ; Author: Richards/Duncan) (Continued)**

No	s355 Committee name	Councillor Delegate	Alternate Councillor
1	Braidwood Common		
2	Braidwood National Theatre and Community Centre		
3	Braidwood Showground Reserve Trust		
4	Bungendore School of Arts		
5	Bungendore War Memorial		
6	Burra/Cargill Park Reserves		
7	Canning Close Reserve		
8	Captains Flat Area		
9	Carwoola/Stoney Creek Community Hall		
10	Fernleigh Park		
11	Bywong/Wamboin Greenways		
12	Hoskinstown Hall		
13	Les Reardon Reserve		
14	Mongarlowe Hall		
15	Royalla Common		
16	Wamboin Community Hall		

**Risk/Policy/Legislation Considerations**

S355 Committees, associated volunteers and casual hirers of facilities are covered by Council's Statewide Insurance Hirers Policy and related public indemnity insurances. Permanent hirers such as incorporated associations, sporting bodies etc must have their own public liability insurance cover, indemnifying Council against any claims that arise as a result of their activities.

S355 Committees operate within QPRC guidelines and delegations. These guidelines will be updated to provide more comprehensive templates and assistance in line with the recent Internal Audit recommendations.

Whilst these committees act on behalf of Council, Council is responsible for everything s355 committees do whilst acting in accordance with their delegations. Repair work costing more than \$2,000 or any structural alterations for example, must be referred to Council before any works commence. Council will manage and auspice grant and project delivery of major scale to ensure that the GST is claimed, all procurement/tendering, risk and contract management policies are applied and supporting the volunteer members by removing this responsibility.

**9.7 Appointment of Section 355 Committees Delegates (Ref: ; Author: Richards/Duncan) (Continued)**

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Council does not permit payments, including honorariums, to be made by a committee to any of its members, however at a properly constituted meeting, the committee may approve payment to reimburse reasonable out-of-pocket expenses incurred by members in their work for the committee. Members are bound by all Council Policies including the S355 Committee Guidelines, Code of Conduct, Volunteering Policy, Sustainable Procurement and Contracts Policies.

Committees are also required to adhere to general government regulations such as Working with Children Checks (where applicable) and the Work Health and Safety Act 2011.

They are not delegated to authorise or run high risk activities in hiring Council facilities which need specific Council approval. This includes, but is not limited to: fireworks, jumping-castle (or jumping-mats) use, public events that require traffic management, show events, or music events or festivals.

**Financial, Budget and Resource Implications**

Council and its committees are required to comply with strict financial requirements under the Local Government Act and Regulations. Each committee with financial responsibilities must maintain a record of all financial transactions and provide financials for each financial year by 30 July.

Committees are also required to provide an annual report including their financial statements. Staff have been working to develop resources, templates and the like to assist them in their oversight and governance responsibilities.

**Links to QPRC/Regional Strategic Plans**

There are links to the QPRC Community Strategic Plan regarding participation.

- 1.1 Our community is strengthened through connection and participation that enhances our community and cultural life.
- 1.2 Our public and community places are inviting, accessible, encourage participation and are well maintained.

**Conclusion**

Araluen Area Committee, Braidwood Recreational Ground, Mick Sherd Oval Canteen and Nerriga Sports Ground Reserve Trust no longer function as s355 Committees. It is recommended these committees be dissolved.

Support and commitment to user groups and community associations will continue to be provided to ensure all stakeholders have a voice in building strong communities, via regular user groups and sporting association meetings.

Each s355 Committee requires a Councillor delegate and alternate delegate.

**Attachments**

Nil

9.8 Appointment of Organisational Committees Delegates (Ref: ; Author: Ryan/Flint)

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File Reference: 13 November 2024 Council Reports

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**Recommendation**

**That Council nominate Councillor delegates for each Organisational Committee as listed in the report.**

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**Summary**

Following the local government elections, Council is now required to fill vacancies on each Committee of Council. This report seeks to appoint a Councillor delegate to the Australia Day Organisational Committees currently established.

**Background**

The below two Committee structures were reviewed and presented to Council on 11 October 2023 (**Resolution 419/23**). These are not new Committees of Council. The Terms of Reference associated with each Committee were presented to Council on 27 September 2023 (**Resolution 392/23**).

**Report**

The following Organisational Committees are established and now require an appointments of Councillor delegates to each.

**Organising Committee**

Council organises and/or assists communities with four (sometimes more if requested) separate Australia Day events in Braidwood, Bungendore, Captains Flat and Queanbeyan. It is important that these events are spaced appropriately to allow the Mayor, or delegated Councillor and the Australia Day Ambassador, to attend as many events as possible. The Committee meets at least three months prior to Australia Day.

**Community Awards Committee**

The Committee generally meets only once to determine award recipients in the Australia Day Award categories for the Young Citizen, Citizen and Event of the Year in the Braidwood, Bungendore, Captains Flat and Queanbeyan regions. The Terms of Reference have been amended to include 2 Councillor delegates.

Terms of Reference are attached to this report for reference.

### 9.8 Appointment of Organisational Committees Delegates (Ref: ; Author: Ryan/Flint) (Continued)

Committee	Staff Representatives	Community Representatives	Councillor Delegate/s
Australia Day and Community Awards Committee	Director Community, Arts and Recreation Team Leader Events	Two independent community representatives	Mayor Two Councillor Delegates
Australia Day Organising Committee	Director Community, Arts and Recreation Manager Economy, Place and Arts	Five community representatives	Two Councillor Delegates

Two independent community representatives to the Awards Committee are selected by the Mayor and General Manager. Community Representatives to the Australia Day Organising Committee are appointed from community groups (such as Legacy, Rotary, Red Cross, Scouts and Lions Club)

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

The Australia Day and Community Awards Committee and Australia Day Organising Committee are both non-legislated committees of Council, however play an instrumental role in guiding the execution of Australia Day events across the Local Government Area.

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

There are no financial implications as a result of appointing delegates to each Committee. There are no financial delegations associated with each Committee.

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



The adoption of both policies helps support the below Strategic Objective in the QPRC Community Strategic Plan 2042:

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

#### **Conclusion**

That Council consider appropriate delegates for each of the abovementioned Organisational Committees, noting the urgency to appoint to the Australia Day and Community Awards Committee and the Australia Day Organising Committee.

#### **Attachments**

- |   |   |
|---|---|
| Attachment 1<br> | Terms of Reference - Australia Day and Community Awards Committee<br>(Under Separate Cover) |
| Attachment 2<br> | Terms of Reference - Australia Day Organising Committee (Under Separate Cover)              |

File Reference: 45.3.1-01

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### **Recommendation**

**That Council adopt the Audit, Risk and Improvement Committee (ARIC) Charter.**

---

### **Summary**

In accordance with clause 14.1 of the Audit, Risk and Improvement Committee (ARIC) Charter, the ARIC is required to review its Charter each year to identify potential improvements. The Charter was reviewed and endorsed by the ARIC at its meeting of 9 September 2024.

### **Background**

The purpose and responsibilities of the Committee is set out in the Charter. It should be noted that the ARIC has no executive powers, delegated financial responsibility or management functions.

### **Report**

An extensive review of the QPRC ARIC Charter was conducted against the content contained within the Office of Local Government (OLG) Model Terms of Reference for ARICs last year. It was determined that the revised QPRC ARIC Charter meets the requirements of the OLG Model. This year's revision included the addition of clause 6.3, which states that the Chair should be appointed on the selection panel for the recruitment of new voting members. Some other minor amendments were also made.

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

The mandate for the establishment of the Audit, Risk and Improvement Committee (ARIC) is derived from Part 428A of the Local Government Act (NSW), as amended by the Local Government Amendment (Governance and Planning) Act 2016 (NSW).

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

No implications in relation to this report.

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

Community Strategic Plan 2042:

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.

The ARIC is an important part of QPRC's risk management and governance frameworks which provides an independent level of assurance.

9.9 Audit, Risk and Improvement Committee Charter (Ref: ; Author: Ryan/Cakalic)  
(Continued)

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**Conclusion**

It is recommended that Council adopts the attached draft Charter as reviewed by the ARIC.

**Attachments**

Attachment 1      Draft ARIC Charter 2024 (*Under Separate Cover*)



9.10 Review of Code of Meeting Practice (Ref: ; Author: Ryan/Flint)

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File Reference: 52.3.2

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**Recommendation**

**That Council:**

- 1. Endorse the draft Code of Meeting Practice as presented.**
  - 2. Place the draft Code of Meeting Practice on public exhibition for 42 days inviting submissions.**
- 

**Summary**

All councils must adopt a Code of Meeting Practice within 12 months of the local government election, based on the Model Meeting Code prescribed by the Office of Local Government. This report presents a revised Code of Meeting Practice for consideration by Council, prior to placing it on public exhibition in accordance with section 361 of the Local Government Act 1993 (the Act).

By separate report at the 9 October 2024 Council Meeting, Council confirmed the preferred sequence and dates for its ordinary meetings for this term of Council (**Resolution No 461/24**).

**Background**

All NSW local government councils must adopt a Code of Meeting Practice within 12 months of a local government general election. The OLG prepared a new Model Meeting Code which was prescribed under the Local Government (General) Regulation 2021 in November 2021. The Model Meeting Code provides a uniform set of meeting rules for councils to ensure more accessible, orderly, effective and efficient meetings.

Councils must not include any discretionary provisions that are inconsistent with the mandatory provisions of the Model Meeting Practice. No such provisions are in the revised Code of Meeting Practice.

Section 361 of the Act refers to the preparation, public notice and exhibition of councils' draft codes of meeting practice.

361 Preparation, public notice and exhibition of draft code

- 1) Before adopting a code of meeting practice, a council must prepare a draft code.
- 2) The council must give public notice of the draft code after it is prepared.
- 3) The period of public exhibition must not be less than 28 days.
- 4) The public notice must also specify a period of not less than 42 days after the date on which the draft code is placed on public exhibition during which submissions may be made to the council.
- 5) The council must publicly exhibit the draft code in accordance with its notice.



**9.10 Review of Code of Meeting Practice (Ref: ; Author: Ryan/Flint) (Continued)**

Due to the impending holiday period, it is recommended that the period of public exhibition be 42 days. This is reflected in the recommendation within this report. A further report will be presented to Council with any submissions received during the exhibition period.

**Report**

The following table outlines the summary of proposed changes to the Code of Meeting Practice, in its current form.

<b>Clause</b>	<b>Current Code of Meeting Practice</b>	<b>Proposed Change</b>
4.4	Applications to speak at the public forum must be received by the Clerk of the Chamber .....	Applications to speak at the public forum must be received by the General Manager or their delegate ....
7.1	If the chairperson is the Mayor, they are to be addressed as Mr Mayor or Madam Mayor.	If the chairperson is the Mayor, they are to be addressed as Mayor.
7.2	N/A	If the chairperson is the Deputy Mayor, they are to be addressed as Deputy Mayor.
8.2 (03)	Apologies and applications for a leave of absence or attendance by audio visual link by councillors	Apologies and applications for a leave of absence
8.2 (08)	Notices of Rescission Motions	Re-order to 8.2(11)
8.2 (09)	Reports to council	Reports to Council Items for Determination
8.2 (10)	Items for Information	Items for Information including Delegates Reports
8.2 (16)	N/A	Delegates Reports
10.22	A councillor must not ..... for longer than five (5) minutes at any one time	A councillor must not ..... for longer than three (3) minutes at any one time
10.23	Despite clause 10.22 ... and for longer than five (5) minutes .....	Despite clause 10.22 ... and for longer than three (3) minutes .....
New 18.2	N/A.	The Council may break for 10 minutes at 7.30pm
18.3 to 18.6	Renumbered to insert above 18.2	

The Revised Code of Meeting Practice with tracked changes is attached.

**9.10 Review of Code of Meeting Practice (Ref: ; Author: Ryan/Flint) (Continued)**

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**Risk/Policy/Legislation Considerations**

This policy is presented to Council in accordance with the requirements contained within the Local Government Act 1993 and the Local Government (General) Regulation 2021.

The Code of Meeting Practice provides meeting rules that ensure accessible, orderly, effective and efficient meetings of Council and committees of Council.

**Financial, Budget and Resource Implications**

This policy is presented to Council in accordance with the requirements contained within the Local Government Act 1993 and the Local Government (General) Regulation 2021.

The Code of Meeting Practice provides meeting rules that ensure accessible, orderly, effective and efficient meetings of Council and committees of Council.

**Links to QPRC/Regional Strategic Plans**

The adoption of both policies helps support the below Strategic Objective in the QPRC Community Strategic Plan 2042:


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

**Conclusion**

Council is required to adopt a new Code of Meeting Practice within 12 months of a local government election. The Code of Meeting Practice must be based on the Office of Local Government’s Model Code of Meeting Practice and include all mandatory provisions.

Council is asked to consider the changes to the Policy and place on exhibition for 42 days inviting submissions prior to the policy being re-presented to Council and adopted in 2025.

**Attachments**

Attachment 1  Revised Code of Meeting Practice with tracked changes (*Under Separate Cover*)

9.11 Review of Code of Conduct and Procedures for the Administration of the Code of Conduct (Ref: ; Author: Ryan/Flint)

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File Reference: 52.5.4

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**Recommendation**

**That Council adopt the QPRC Code of Conduct and Procedures for the Administration of the Code of Conduct.**

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**Summary**

The Model Code of Conduct sets the minimum standards of conduct for Council officials. It is prescribed by regulation to assist council officials to:

- Understand and comply with the standards of conduct that are expected of them.
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (Section 439 of the Local Government Act 1993).
- Act in a way that enhances public confidence in local government.

A new Model Code was published by the Office of Local Government (OLG) in 2020, with the former Council adopting an amended version on 14 June 2023 (**Resolution No 213/23**) which included provisions relating to Child Protection. The Procedures for the Administration of the Code of Conduct were last reviewed and adopted on 12 August 2022 (**Resolution No 279/22**).

**Background**

Section 440(7) of the Local Government Act 1993 requires Council within 12 months of an election, to review its adopted Code of Conduct and make such adjustments it considers appropriate. Given both these Policies are statutory policies, and no changes to their current form have been made, staff request Council consider these for re-adoption. No public consultation is required given the above.

The Minister for Local Government released a Discussion Paper outlining proposed changes to the Code of Conduct and Code of Meeting Practice in September this year. Pending feedback and changes resulting from this process, a new Model Code of Conduct is likely to be issued in 2025.

**Report**

All councils must adopt a Code of Conduct that incorporates the provisions of the Model Code of Conduct. A council's adopted Code of Conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not council officials for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's adopted Code of Conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's adopted Code of Conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Breaches of the Code of Conduct are to be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct. All councils must adopt Procedures for the Administration of the Code of Conduct that incorporate the provisions of the Model Procedures.

**9.11 Review of Code of Conduct and Procedures for the Administration of the Code of Conduct (Ref: ; Author: Ryan/Flint) (Continued)**

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The standards of behaviour are described in detail in the Code of Conduct. The Code is a legal document that all officials are obliged to understand and follow.

Council officials are expected to:

- Conduct themselves in a manner that will not bring the council into disrepute.
- Act lawfully, honestly and exercise due care.
- Treat others with respect and not harass or discriminate against them, or support others who do so.
- Consider issues consistently, promptly and fairly.
- Ensure development decisions are properly made and deal fairly with all parties involved.
- Disclose and appropriately manage conflicts of interests including, in the case of councillors, from reportable political donations.
- Use and secure information appropriately and not disclose confidential information.
- Use council resources ethically, effectively and efficiently.

At the end of each year, Council is required to report on the numbers of Code of Conduct complaints made about Councillors and the General Manager, how they were dealt with and how much it cost the council to deal with them. This will ensure that Councillors are individually and collectively accountable to their communities for their conduct and performance.

**Risk/Policy/Legislation Considerations**

The Model Code of Conduct for Local Councils in NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW are prescribed under the Local Government Act 1993 and the Local Government (General) Regulation 2021.

Training on the Code of Conduct is scheduled for Councillors on 2 December 2024.

**Financial, Budget and Resource Implications**

There are no financial implications as a result of adopting both the Code of Conduct and Procedures for the Administration of the Code of Conduct.

**Links to QPRC/Regional Strategic Plans**

The adoption of both policies helps support the below Strategic Objective in the QPRC Community Strategic Plan 2042:

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

**Conclusion**

Council must within 12 months of an election review and adopt the Code of Conduct and Procedures for the Administration of the Code of Conduct. No changes to their current adopted form have been made.

**Attachments**

Attachment 1      Code of Conduct (*Under Separate Cover*)



Attachment 2      Procedures for the Administration of the Code of Conduct (*Under Separate Cover*)



10.1 Annual Food Activity Report to NSW Food Authority 2023-2024 (Ref: ; Author: Ormella/Gault)

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File Reference: 12.1.10

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**Recommendation**

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

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**Report**

The responsibility for regulation of food businesses in NSW is shared between State and Local Government under the NSW Food Regulation Partnership. Queanbeyan Palerang Regional Council is appointed as a 'Category B Enforcement Agency' under the partnership, meaning Council has responsibility to inspect and regulate retail food businesses in the Local Government Area.

The food regulation partnership also requires Council to report annually on regulatory activities. The report is received by the NSW Food Authority who compile the data and release a state-wide food regulation report.

Council charges inspection and administration fees to recover costs related to food safety enforcement and regulation. The annual administration fee is based on the number of full-time equivalent staff employed by the business and ranges from \$215 for a small business to \$3,500 for large businesses with more than 50 full time equivalent staff. The inspection fee is invoiced post inspection and is set at \$156 regardless of the business size.

Most food businesses pay their invoices in a timely manner; however, Council's normal debt recovery processes are enacted where people do not pay their invoices on time. Additionally, Council now has new practices enabling reminder letters to be sent at regular intervals when payments have not been made.

The information contained in the annual report provides a useful overview of Council's food safety and education activities.

Reporting requires completion of a standard set of questions regarding enforcement activities undertaken by Council in the last financial year. The contents of the annual report have been compiled by Council's Environmental Health Team and a summary of the QPRC Food Inspection Program for 2023/2024 is provided below.

**Food Business Profile**

Number of high risk food businesses	14
Number of medium risk food businesses	161
Number of low risk food businesses	90

### 10.1 Annual Food Activity Report to NSW Food Authority 2023-2024 (Ref: ; Author: Ormella/Gault) (Continued)

High risk typically means businesses which:

- handled and served ready-to-eat foods that may contain pathogenic microorganisms and support their growth, and
- also had known risk-increasing factors such as:
  - potential for inadequate/incorrect temperature control (reheated or hot-held food),
  - larger scale of operations (employed more than 10 people),
  - large catering operations (different preparation and serving location), and/or
  - supplied directly to at-risk customers (childcare centres; nursing home caterers).

Medium risk typically means businesses which:

- handled cooked or thawed foods that may contain pathogenic microorganisms and support their growth,
- served ready-to-eat foods that may contain pathogenic microorganisms but not generally support growth, or unlikely to contain pathogenic microorganisms but may support growth if present,
- served high-and medium-risk, ready-to-eat foods only portioned before receipt by the customer,
- were small or medium scale of operations (less than 10 people), and/or
- were small or medium scale catering

Low risk typically means businesses which:

- served foods unlikely to contain pathogenic microorganisms and unlikely to support growth if present,
- served pre-packed food only, or
- supplied foods that are not ready-to-eat.

#### Retail Sector Requirements

Number of food businesses requiring a Food Safety Supervisor	154
Number of these businesses that have a current Food Safety Supervisor	116

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

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

Due to Council's proximity to the ACT, many of the food business have gained food safety supervisor training certificates from ACT based training organisations. The NSW *Food Act 2003* only accepts food safety certificates provided by a NSW Food Authority approved training organisation thereby creating an administrative issue based on training locations. Where this is the case Council officers are monitoring the food business for food safety non-compliances and requiring additional NSW based training when/if required. There are only a small number of food business without any training and Council is taking appropriate enforcement action in these cases.

### 10.1 Annual Food Activity Report to NSW Food Authority 2023-2024 (Ref: ; Author: Ormella/Gault) (Continued)

#### Resources Profile

Number of Authorised Officers/Contractors engaged in food regulatory work over the 12-month reporting period	3
Number of FTE Authorised Officers/Contractors engaged in food regulatory work over the 12-month reporting period	0.8

#### Regulation Inspection Profile of High and Medium Risk Businesses

Number of primary inspections conducted for fixed food premises	159
Number of high and medium risk food premises inspected	151
Number of fixed food premises requiring reinspection	13
Number of these reinspected premises that required additional reinspection	3

Primary inspection means any planned, programmed, or routine inspection but does not include reinspection or complaint inspection. Due to Council risk-based food safety inspection program some food business that are on an 18-month inspection cycle (for excellent food safety practices) would not have been inspection during the 23-24 financial year.

#### Food Business Inspection Scored Outcomes

5 Star rating (0-3 points)	48
4 Star rating (4-8 points)	66
3 Star rating (9-15 points)	25
0 Star rating (16+ points)	20

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

#### Food Complaint Profile

Hygiene and Handling	8
Foreign Matter	0
Food Quality Including Deterioration	1
Labelling and Advertising	1
Single-incident Food borne illness	4
Other	5
Total number of food complaints investigated	19

All food related complaints were investigated by Council officers and involved onsite inspections. All complaints were related to single events with no evidence found to substantiate further in-depth investigations. The number of food related complaints received by Council is 5 less than last financial year.

Enforcement action listed above is the accumulation of all inspections (primary and re-inspections) conducted during the 2023-24 financial year. Enforcement activity includes the issuing of warning letters, improvement notices, penalty notices, prohibition orders or prosecution. It is worth noting that a large portion of food businesses received a satisfactory result due to acceptable or exemplary food safety practices.

### 10.1 Annual Food Activity Report to NSW Food Authority 2023-2024 (Ref: ; Author: Ormella/Gault) (Continued)

#### Enforcement Action

Number of Warnings Issued	64
Number of Improvement Notices Issued	13
Number of Penalty Notices Issued	2
Number of Seizure Notices Issued	0
Number of Prohibition Orders Served	0
Number of Prosecutions determined relating to Food Act breaches	0

Enforcement action listed above is the accumulation of all inspections (primary and re-inspections) conducted during the 2023-24 financial year. Enforcement activity includes the issuing of warning letters, improvement notices, penalty notices, prohibition orders and/or prosecutions. It is worth noting that a large portion of food businesses received a satisfactory result due to acceptable or exemplary food safety practices.

#### Value-added services

Council has a maturing and improving relationship with food businesses in line with its enforcement strategy and continues to work with them to improve the food safety standards of the business. Further information was provided in the report on the following matters:

#### Scores on Doors

QPRC has participated in the Scores on Doors program for many years however, the local food businesses close to Canberra show little interest in the program as it does not mirror any similar program from the ACT. Regional towns such as Bungendore and Braidwood are more receptive to the program. Due to the voluntary nature of the program only well performing businesses are participating.

#### Technical Advice

Council offers free food safety and food administrative advice to those that enquire. Other information avenues provided are via factsheets, website information, and a quarterly newsletter sent to all active food businesses containing current information and helpful tips.

#### Information

Council offers factsheets, website information, and a quarterly newsletter sent to all active food businesses containing relevant information on the industry and other helpful tips.

#### Training

Council pays for and provides free access to the "I'm Alert" online training and recommends that all food business have their food handlers complete the free training course.

#### Other services

Council participates in the food related surveys when received. Council participates in the regional food group meetings and workshops when available.

### **Attachments**

Attachment 1 QPRC Annual Food Safety Activity Report 2024 (*Under Separate Cover*)





10.2 Land-Use Planning Branch Update (Ref: ; Author: Ormella/Murdoch)

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File Reference: 2850474

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**Recommendation**

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

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**Report**

This report provides an update on Council's strategic land-use planning work program (Attachment 1), advise Council of next steps in relation to the Housing Support Program funding and a brief overview of the current status of ACT-NSW Regional Futures Framework (Attachment 2).

**Housing Support Program**

Council has received \$720,000 funding through the Australian Government's Housing Support Program to complete technical background studies to inform an infill housing strategy for the Queanbeyan CBD and surrounds. The Infill Strategy will identify areas for increased supply of diverse and well-designed housing. This will enable QPRC to meet its share of NSW housing supply targets.

Technical studies being undertaken in accordance with the funding include:

- Open Space
- Infrastructure and servicing
- Character and DCP
- Market needs
- Dwelling capacity analysis

The Federal and State governments are currently negotiating the administration of the funding to be signed by Council. Procurement will commence as soon as the agreement has been executed.


**The ACT-NSW Regional Futures Framework**

As an initiative under The ACT-NSW Memorandum of Understanding for Regional Collaboration, staff have been collaborating with the ACT and NSW Governments on the development of an ACT-NSW Regional Futures Framework.

The objective of the Framework is to provide Canberra and the surrounding region with a shared long-term vision and agreed principles to deliver cross-government and sustainable outcomes for growth in the city and region. The Framework will consider a regional approach to land-use, resources, biodiversity, social and cultural services and infrastructure.

Staff have participated in stakeholder discussions and a cross-jurisdictional workshop to inform the scope of the project and its problem definition.

**Attachments**

Attachment 1  Land-Use Planning Strategic Work Program Update (*Under Separate Cover*)

Attachment 2  ACT-NSW Regional Futures Framework (*Under Separate Cover*)

10.3 Summary of Road Renewal and Maintenance Activities - 1st Quarter 2024/25  
(Ref: ; Author: Duff/Harris)

File Reference: 31.1.98-02

**Recommendation**

That the report be received for information.

**Report**

**Maintenance Grading of Unsealed Roads**

The monthly grading schedule and unsealed road maintenance grading policy is published on Council's website <https://www.qprc.nsw.gov.au/Services/Roads-and-Footpaths#section-2>

The following table shows the maintenance grading works completed by Council and its Contractors between 1 July 2024 and 30 September 2024.

Roads with patch-grading works are not included in the table. The term patch-grading refers to short sections of grading to resolve a localised defect rather than grading a longer length of road.

Road Name	Completion Date	Length Graded (km)
Farringdon Road	03/07/2024	12.8
Urita Road	09/07/2024	16.28
Mount Elrington Road	11/07/2024	3.1
Hawthorne Lane	24/07/2024	1.28
Myrtle Grove Road	25/07/2024	1.75
Durran Durra Place	30/07/2024	0.31
Captains Flat Road	31/07/2024	14.14
Captains Flat Road	31/07/2024	6.36
The Glen Road	31/07/2024	0.48
Berlang Forest Road	01/08/2024	6.89
Larbert Road	02/08/2024	2.07
Jinglemoney Road	02/08/2024	3.58
Elrington Lane	02/08/2024	0.48
Jinglemoney Road	02/08/2024	1
King Street - Maj Ck	05/08/2024	0.17
Araluen Street - MAJ CK	06/08/2024	0.19
Mount Fairy Road	08/08/2024	7.26
Boro Road	22/08/2024	11.55

## 10.3 Summary of Road Renewal and Maintenance Activities - 1st Quarter 2024/25

(Ref: ; Author: Duff/Harris) (Continued)

Road Name	Completion Date	Length Graded (km)
Narranghi Road	23/08/2024	0.23
Cookanulla Road	23/08/2024	6.09
Clyde Street	27/08/2024	0.1
Western Leg Road	27/08/2024	3.6
Budawang Road	29/08/2024	3.83
Budawang Road	29/08/2024	2.46
Taylors Creek Road	30/08/2024	6.6
Avondale Road	30/08/2024	0.31
Warragun Lane	30/08/2024	0.29
Izzards Lane	03/09/2024	1.51
Cargills Lane	04/09/2024	3.74
Euradux Road	05/09/2024	9.23
Euradux Road	05/09/2024	2.8
Lighthouse Road	05/09/2024	1.86
Quists Road	06/09/2024	2.64
Wallaby Hill Road	06/09/2024	2.1
Lilydale Road	09/09/2024	2.85
Dempseys Road	10/09/2024	0.41
Lake George Road	10/09/2024	5.24
Roberts Road	10/09/2024	0.25
Boppings Crossing Road	11/09/2024	1.24
Reservoir Lane	11/09/2024	1.42
Red Hill Road	13/09/2024	2.5
Collector Road	16/09/2024	5.79
Rugby Road	16/09/2024	0.16
Grey Gumms Road	16/09/2024	1.1
Lucky Pass Road	20/09/2024	6.33
Willow Forest Road	20/09/2024	5.61
Endrick River Road	30/09/2024	5.24
	<b>Total</b>	<b>175.22</b>

### 10.3 Summary of Road Renewal and Maintenance Activities - 1st Quarter 2024/25 (Ref: ; Author: Duff/Harris) (Continued)

The annual target for road grading of 750km has been divided into quarterly targets as per the table below:

Quarter (24/25)	Target (km)	Actual (km)	Variance (km)
Quarter 1 (July to September)	175	175.22	+ 0.22
Quarter 2 (October to December)	200		
Quarter 3 (January to March)	200		
Quarter 4 (April to June)	175		
<b>Total</b>	<b>750</b>	<b>175.22</b>	<b>+ 0.22</b>

#### Resheet Unsealed Roads

The following table shows the completed Resheet works completed by Council and its Contractors between 1 July 2024 and 30 September 2024 as per the Local Roads Resheeting budget.

The annual target of 15km will be completed by end of June 2025.

Road Name	Completion Date	Length of Resheet (km)
The Glen Road	31/07/2024	0.48
Willow Forest Road	13/09/2024	1.2
<b>Total</b>		<b>1.68</b>

#### Reseal Roads

Council did not complete any road resealing during first quarter due to unfavourable weather conditions.

However, works commenced in late October 2024 and the annual target of 33km will be completed by end of March 2025.

#### Asphalt Resurfacing Roads

The following table shows the completed asphalt resurfacing works between 1 July 2024 and 30 September 2024 under the LRCI (Local Roads Community Infrastructure) Phase 4 and RERRF (Regional Emergency Road Repairs Fund) Program.

The annual target of 25,000 sqm will be completed by end of June 2025.

Road Name	Completion Date	Area of Asphalt (sqm)
Morisset Street	21/07/2024	1,459
Burra Road	30/07/2024	743
Killard Street Access Lane	21/08/2024	1,015
Foster Street	30/08/2024	1,851
Wycombe Street	03/09/2024	2,769
Breden Place	16/09/2024	412

## 10.3 Summary of Road Renewal and Maintenance Activities - 1st Quarter 2024/25

(Ref: ; Author: Duff/Harris) (Continued)

Road Name	Completion Date	Area of Asphalt (sqm)
Agnes Avenue	30/09/2024	2,765
<b>Total</b>		<b>11,014</b>

**Roads Rehabilitation**

The new two-year insitu stabilisation contract has just been awarded to deliver rehabilitation works. Preparatory tasks including shoulder grading is already underway. The 2024/25 delivery program will begin mid-November, with a target completion date by end of June 2025.

**Disaster Recovery Funding Arrangement (DRFA) Projects**

The following table shows the completed DRFA works completed by Council and its Contractors between 1 July 2024 and 30 September 2024.

Road Name	Works Complete	Value
Black Sallee Lane	Full maintenance grade and isolated resheeting	\$7,244
Dawsons Lane	Full maintenance grade and isolated resheeting	\$5,859
Columbo Road	Full maintenance grade and isolated resheeting	\$9,762
Elrington Street	Full maintenance grade and isolated resheeting	\$3,907
King Street	Full maintenance grade and isolated resheeting	\$13,380
Izzards Lane	Drainage repairs, full maintenance grade and isolated resheeting	\$69,277
Quists Road	Full maintenance grade and isolated resheeting	\$39,823
George Street	Clear culvert and repair roadside scour	\$6,625
Euradox Road	Drainage repairs, full maintenance grade and isolated resheeting	\$11,854
Red Hill Road	Full maintenance grade and isolated resheeting	\$36,133
Hazeldell Road	Drainage repairs, full maintenance grade and isolated resheeting	\$23,398
Burra Road	Remove debris from culvert and replace rock in drain	\$7,331
Keewong Lane	Remove debris from culverts, clear table drain and replace rock, clear culvert and replace rock	\$27,613
Old Mill Road	Drainage repairs, full maintenance grade and isolated resheeting	\$22,106
Lighthouse Road	Drainage repairs, full maintenance grade and isolated resheeting	\$35,000
Captains Flat Road	Pipe replacement	\$90,908
Myrtle Grove Road	Floodway repairs	\$88,962
<b>Total</b>		<b>\$499,182</b>

**Attachments**

Nil

10.4 Queanbeyan Sewage Treatment Plant Upgrade Progress Update (Ref: ;  
Author: Duff/Boulton)

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File Reference: 100123

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**Recommendation**

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

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**Report**

This report provides an update on key activities occurring on the Queanbeyan Sewage Treatment Plant (QSTP) Upgrade project, which includes the planning, design and construction of a new sewage treatment plant facility to cater for up to 75,000 equivalent population (EP).

On 26 June 2024, Council received a report on this project and resolved to adopt the QSTP Upgrade business case including a total cost estimate of \$188.049m and the Queanbeyan Integrated Water Cycle Management (IWCM) Plan (**Resolution No 292/24**).

This is a significant project for QPRC, which has been progressing since 2019 and has a three-year construction timeframe from commencement, anticipated to be mid 2026; after which the current facility will be decommissioned.

The Development Application (DA) process is delayed due to necessary archaeological test excavations to achieve ACT Heritage approval of a Statement of Heritage Effect (SHE). DA approval is now forecast for August 2025.

Expressions of Interest will now be sought from suitably qualified contractors for the construction of the QSTP in June 2025.

EVO Energy advised Council on 8 July 2024 that the previously planned electricity supply from the existing network that crosses the QSTP site was no longer available, requiring the construction of a new supply line from Fyshwick (7km) costing in the order of \$10M. The business case and project budget does not have an allowance for this work and additional funding would be required.

The project team are working with EVO Energy and Essential Energy to explore alternative non-standard supply options to reduce the cost. The preferred solution is accessing the Essential Energy substation located approximately 500m from the QSTP. An agreed solution is expected in early 2025. This work is not currently forecast to delay the project but may impact the project budget.

A submission to achieve an Infrastructure Sustainability Council (ISC) Design Rating is being prepared. A self-assessment of our draft submission forecasts that we will achieve a score between 65-75 and a rating of Excellent as planned.

Next steps include the archaeological investigation, responding to DA requests for information and finalisation of the detailed design. A DA will be required for the Mountain Road upgrade, boundary adjustments and electrical network adjustments.

By mid-2025 a further report will be presented to Council with an updated cost estimate, independent gateway review and the updated business case for endorsement.

**Attachments**

Nil

10.5 PFAS Testing for QPRC Drinking Water Supplies (Ref: ; Author: Duff/Cunningham)

File Reference: 32.1.1-08

**Recommendation**

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

**Report**

Following recent public interest and social awareness, Council conducted baseline testing for PFAS (per and polyfluoroalkyl substances) in our drinking water supplies across the Queanbeyan-Palerang region, noting Queanbeyan receives its drinking water from ICON Water in the ACT under agreement. No previous PFAS testing had been undertaken by QPRC. ICON has separately confirmed that no PFAS has been detected in the drinking water supplied to Queanbeyan.

PFAS test results from samples taken 24 September 2024 showed that all our QPRC drinking water supplies are compliant to current Australian Drinking Water Guidelines (ADWG). All drinking water supplies tested all clear for PFAS, except Bungendore which returned very low-level detection.

The first Bungendore result was 0.004 µg/L for PFOS and 0.003 µg/L for PFHxS with a sum total of 0.007 µg/L or 7 parts per trillion (ppt). A second test was taken (for Bungendore only) on 8 October 2024 with a result of 0.004 µg/L for PFOS and 0.002 µg/L for PFHxS and a sum total of 0.006 µg/L, or 6 ppt.

Bungendore drinking water supply is served from two separate systems, being the Currandooley Bore and Treatment Plant (off Tarago Rd) and a township bore array and Aeration Facility (off Bungendore Road). Both systems draw from what is known as the Bungendore Alluvial Groundwater Source. The Currandooley system has tested all clear for PFAS.

The first PFAS sum result for the township bore array was sampled post-aeration facility where it then delivers into the supply network. The second test was made to locate the source and included samples from each of the four township bores (numbered #1, #2, #3 and #6) as well as the post-aeration facility with the following results, noting Bores #1 and #2 tested all clear for PFAS.

<b>Bungendore</b>	<b>Test 1</b>	<b>Test 2</b>		
	<b>24 September 2024</b>	<b>8 October 2024</b>		
<b>PFAS</b>	<b>Post-Aeration</b>	<b>Bore #3</b>	<b>Bore #6</b>	<b>Post-Aeration</b>
PFOS	0.004 µg/L	0.009 µg/L	0.007 µg/L	0.004 µg/L
PFHxS	0.003 µg/L	0.002 µg/L	0.005 µg/L	0.002 µg/L
<b>Sum</b>	<b>0.007 µg/L</b>	<b>0.011 µg/L</b>	<b>0.012 µg/L</b>	<b>0.006 µg/L</b>
PFOA	Nil	Nil	Nil	Nil
PFBS, Gen X	Nil	Nil	Nil	Nil

**10.5 PFAS Testing for QPRC Drinking Water Supplies (Ref: ; Author: Duff/Cunningham) (Continued)**

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Due to the unexpected PFAS results for Bungendore, Council immediately notified and have since been working closely with the drinking water regulator and relevant authorities including NSW Health (Water Unit), NSW EPA and the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

The National Health and Medical Research Centre (NHMRC) is the leading expert on public health matters and the relevant authority for developing and updating the ADWG. The current ADWG have been adopted by the drinking water regulator, NSW Health who oversee suppliers including QPRC for compliance. This includes limits for PFAS in their determination as to whether the water is safe to drink.

The values detected are very low-level and remain compliant to ADWG. NSW Health have assured Council that the NHMRC has confirmed that while the new proposed guideline values - yet to be confirmed or put in place, are lower than current values, the drinking water at Bungendore remains safe.

As part of our preliminary root cause investigations and risk management activities, the NSW EPA has been contacted for alignment and guidance in determining how the PFAS source can be identified. The EPA are not conducting their own investigations at this time.

Council staff will continue to liaise with relevant agencies and will ensure that the Bungendore community is kept informed and as we work on our own response plan, investigations and next steps.

This includes ongoing operational system balancing and fortnightly PFAS testing until the nature and pattern of the results can be clearly demonstrated, as well as any taking any proactive steps necessary to provide compliant drinking water.

PFAS comprises the following compounds:

- PFOS (perfluorooctane sulfonic acid)
- PFHsX (perfluorohexane sulfonate)
- PFOA (perfluorooctanoic acid)
- Other (PFBS, GenX, no current health-based guideline)

PFAS is measured in the ADWG in terms of micrograms per litre or units  $\mu\text{g/L}$ , which convert as follows for nanograms per litre  $\text{ng/L}$ , and parts per trillion, ppt:

- $0.001 \mu\text{g/L} = 1 \text{ ng/L}$
- $1 \text{ ng/L} = 1 \text{ part per trillion (ppt)}$
- Example:  $0.07 \mu\text{g/L} = 70 \text{ ng/L} = 70 \text{ ppt}$

Council is implementing a coordinated response plan to manage and mitigate PFAS levels detected in the Bungendore water supply. The main activities include:

- Testing:
  - Fortnightly tests will continue until it can be determined whether PFAS levels are static, declining or increasing.
  - Once the nature and pattern of results are clearly demonstrated, the testing frequency will be reassessed in consultation with NSW Health.



**10.5 PFAS Testing for QPRC Drinking Water Supplies (Ref: ; Author: Duff/Cunningham) (Continued)**

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- Operations:
  - Continued system sequencing and balancing of all available raw water supply sources to mitigate and reduce levels of PFAS in the network.
  - Continued liaison with the regulator and relevant agencies to keep informed and aligned with government direction of travel on PFAS.
  - Continued situation updates and reporting for Council and the community through business-as-usual communications.
  
- Root Cause Investigations for potential PFAS source:
  - Preliminary enquiries into the Bungendore hydrogeology and groundwater characteristics, past land uses, adjacent facilities and potential causes near Bores #3 and #6 seeking to identify matters for further examination with support from government agencies as required, including NSW Health, NSW EPA, DCCEEW and DPI.
  - Subject to preliminary findings and resource support from government agencies, continue root cause investigations as required.
  - Establish and maintain an active risk register to capture identified hazards and appropriate control measures.
  
- Future options and assessment of longer-term solutions (subject to resources and support from government agencies) including:
  - Remediation of any identified PFAS source if feasible and practical to do so.
  - Removal of PFAS through methods such as Reverse Osmosis, Activated Carbon, or Ion Exchange if feasible and practical to do so.
  - Replacement of Bores #3 and #6 with alternative raw water sources including substitute bore sites if feasible and practical to do so.
  - Expediting the Queanbeyan to Bungendore Pipeline Project.

In recent months there has been increasing public interest in the potential for PFAS chemicals in Australian drinking water supplies. PFAS incorporates a group of synthetic chemical compounds that have been in wide use globally since the 1950's for their unique properties to resist heat, stains, grease and water.

The Water Service Association of Australia (WSAA) reports typical uses for these chemicals to include firefighting foams, food packaging, sunscreen, photographic and lithographic processes, waterproof clothing, fertilisers, textiles and leather products, shampoos, denture cleaners, hydraulic fluids, non-stick cookware, floor polishes, metal plating, cosmetics, medical devices, carpets, pesticides, coating and coating additives.

PFAS compounds are known to have very strong molecular bonds that make them resistant to degradation, which means that they can persist in the environment for a long time. This characteristic is why they are sometimes referred to as 'forever chemicals'.

The persistent characteristics of PFAS, both in terms of its longevity and extent, means that there is a risk of its presence in drinking water supplies. Recent media investigations have assisted in raising awareness of this risk with several water suppliers now actively testing for PFAS.

On 21 October 2024, the NHMRC released a consultation draft for its proposed new PFAS guideline values.

### 10.5 PFAS Testing for QPRC Drinking Water Supplies (Ref: ; Author: Duff/Cunningham) (Continued)

The table below shows the comparison from the current ADWG to the draft NHMRC proposal which is currently open for public consultation.

Compound	Existing ADWG	Draft NHMRC Proposal
PFOS	<b>0.07 µg/L</b>	<b>0.004 µg/L</b> ng/L (less than 4 ppt)
PFHxS	(70 ng/L or 70 parts per trillion of PFOS and PFHxS combined)	<b>0.030 µg/L</b> ng/L (less than 30 ppt)
PFOA	<b>0.56 µg/L</b>	<b>0.20 µg/L</b> ng/L (less than 200 ppt)
PFBS	(560 ng/L, or 560 parts per trillion) N/A	<b>1.0 µg/L</b> ng/L (less than 1000 ppt)

It is important to note that both test results for Bungendore are approximately 10 times under the ADWG guideline value of 0.070 µg/L or 70 ppt (sum of PFOS and PFHxS) however PFOS at 0.004 µg/L is right on the proposed PFOS level of 0.004 µg/L. PFHxS levels detected at 0.002 µg/L are well below the proposed level of 0.030 µg/L.

Council have released a statement on the recent PFAS developments which is published on the QPRC website at <https://www.qprc.nsw.gov.au/Services/Water/PFAS> along with other information and useful links which will be periodically updated.

The next range of tests for the Bungendore water supply will be undertaken in the first week of November, the results of which should be returned by 15 November 2024 and published on Council's website.

#### Attachments

Nil

10.6 QPRC v Minister Education and Early Learning: Case Numbers 2022/3377152 and 2022/3377095 (Ref: ; Author: Monaghan/Ryan)

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File Reference: 46.1.1-34

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**Recommendation**

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

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**Report**

At the 9 October meeting, Council authorised the General Manager to continue negotiations regarding the compensation claim matters of QPRC v Minister for Education and Early Learning, requested that a workshop be held and the General Manager provide an update to Council in closed session on a monthly basis (**Resolution No 465/24**).

As this report contains information that is publicly available, there no reason why this first update should be held in closed session.

Council conducted a workshop on 18 October, which provided an opportunity for Councillors to be briefed and receive feedback with BAL Lawyers, who are providing legal advice and counsel on this matter.

On the 21 October there was a Directions Hearing in the Class 3 proceedings before Senior Registrar Holm. An application was submitted by legal counsel appearing for the Department to defer proceedings to enable both parties to continue discussions.

The Registrar granted the adjournment until 16 December, noting the unusual circumstances, but advised that the parties should anticipate taking dates for a hearing on next occasion.

The Department finalised a project update for November 2024 which is now published on the Bungendore High School project website which is also attached for information.

<https://www.schoolinfrastructure.nsw.gov.au/projects/b/new-high-school-in-bungendore.html#category-project-updates>

This update notes:

- After the opening of the new permanent High School in 2027, there is no ongoing operational need for the Majara Street site
- Under the Land Acquisition Act, where land is no longer needed for the purpose it was acquired, it must first be offered to the previous owner
- Discussions with Queanbeyan-Palerang Regional Council (Council) regarding the land which was under their ownership prior to acquisition has commenced
- To facilitate these discussions the current proceedings being heard in the Land and Environment Court have been adjourned to a future date
- Subject to entering into an agreement, the Department and Council would work together with the aim of returning the land to Council ownership from 2027
- The Department will work with relevant authorities in relation the future management of Mick Sherd Oval and land at Turallo Terrace

**10.6 QPRC v Minister Education and Early Learning: Case Numbers 2022/3377152 and 2022/3377095 (Ref: ; Author: Monaghan/Ryan) (Continued)**

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This means, subject to agreement by Council and the Department; that the development of new Council offices and community centre at 19-21 Gibraltar Street would not need to proceed and Council could return to the former offices and administration building in 2027.

The Community Centre could be returned to Council as early as 2025, once again subject to there being an agreement made between the Department and Council.

The Crown Land will be returned to Minister for Crown Lands, and Council would resume its role of Reserve Trust Manager, including the existing Pool.

The General Manager has commenced consultation with the various stakeholders, community groups and organisations who have an interest in the Majara Street land, including Community Aid, Snuggle and Sing, Bungendore Seniors, Bingo and Quilters Groups, Playgroup and Abbeyfield.

The members of the BTEC and Bungendore Chamber have also been contacted for their feedback in regard to what this proposal would mean for the new Council Offices/Community Centre development proposed at 19/21 Gibraltar Street.

A meeting was held with the Bungendore Aquatic Centre volunteers and reassurance provided that Council remains committed to delivering this at the Bungendore Sports Hub. At the last Council meeting, Council approved the Planning Proposal to amend the permissible land use of the Bungendore Sports Hub to Public Recreation to enable recreation facilities and the construction of the Pool (**Resolution No 472/24**). There remains the approved Capital Expenditure Review (**Resolution No 468/23**) and Council is finalising the Pool design and specifications (**Resolution No 105/24**), in order to have what is needed to lodge a Development Application and have a shovel ready project in 2025.

A Heads of Agreement is being drafted, and when available will be presented to Council for consideration. BAL Lawyers on Council's behalf have sought an undertaking from the Minister to support Council saving costs on the reinstatement project, so that this will not prejudice our compensation claim in the event an Agreement cannot be reached.

**Attachments**

Attachment 1      BHS Project Update Nov 2024 (*Under Separate Cover*)



11.1 **Audit, Risk and Improvement Committee Minutes - 5 September 2024 and 9 September 2024 (Ref: ; Author: Ryan/Cakalic)**

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File Reference: 45.3.1

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**Recommendation**

**That Council note the minutes of the Audit, Risk and Improvement Committee meetings held on 5 September and 9 September 2024.**

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**Summary**

This report provides the minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held on:

1. 5 September 2024 to consider the draft financials statements, and
2. 9 September 2024 (ordinary meeting of the ARIC) .

The draft minutes are as confirmed by ARIC members out of session.

It was resolved at the 5 September ARIC meeting to endorse the draft financial statement, with minor amendments, for the submission to the Audit Office of NSW and approval of Council.

The following is a summary of the reports received by the ARIC at its meeting held on 9 September 2024.

- Verbal update on external audit activities by the Audit Office of NSW and consideration of the Interim management Letter 2024
- Internal audit activity report by O'Connor Marsden
- Completed Internal Audit Reports:
  - Disaster Recovery
  - Swimming Pool (Private) Compliance
  - S355 Management
  - Fuel Cards Management
- Status of Audit actions
- Chief Financial Officer status update
- Updates on event management, climate change adaptation, delegations, legal matters, cyber security in Local Government and the Local Government Audit Risk and Improvement leadership Forum
- Senior management presentation from the Director Planning and Environment on development applications and ministerial expectations
- ICT Report
- Bi-annual Compliance Report
- ARIC Charter annual review
- ARIC Chair's Annual Report 2024

**11.1 Audit, Risk and Improvement Committee Minutes - 5 September 2024 and 9 September 2024 (Ref: ; Author: Ryan/Cakalic) (Continued)**

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All information and documents pertaining to the Committee are confidential, except for the minutes. If Council wishes to receive further information in relation to any of the agenda items, the request needs to be formalised through a Council resolution. The resolution and release of information must be considered and determined by the Chair of the ARIC.

It should be noted that an in-camera session was held with the Audit Office of NSW, who provide external audit services to QPRC. The session was attended by the Auditor General for NSW Boal Oyetunji. This meeting was attended by all voting members of the ARIC.

The next meeting of the ARIC will be held on 9 December 2024.

**Attachments**

Attachment 1      ARIC Minutes 5 September 2024 (*Under Separate Cover*)



Attachment 2      ARIC Minutes 9 September 2024 (*Under Separate Cover*)



11.2 Audit, Risk and Improvement Committee - Chair's Annual Report 2024 (Ref: ;  
Author: Ryan/Cakalic)

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File Reference: 45.3.1

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**Recommendation**

**That Council note the Audit, Risk and Improvement Committee Chair's Annual Report 2024 provided for information.**

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**Summary**

The Audit, Risk and Improvement Committee (ARIC) Annual Report has been prepared by the independent Chair of the ARIC, Rhonda Wheatley, and is provided for information.

The Chair will be presenting this report to Council via Zoom.

**Attachments**

Attachment 1      2024 ARIC Chair's Annual Report (*Under Separate Cover*)



12.1 Notice of Motion - Determination of DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street, Queanbeyan (Ref: ; Author: Macdonald/Macdonald)

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File Reference: DA.2023.0461 / 13 November 2024 motions

**Notice**

Councillor Ross Macdonald will move the following motion:

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**Motion**

**That item DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street Queanbeyan, be brought back to Council for consideration at this meeting.**

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**Comment from Cr Macdonald in support of this Notice of Motion**

The motion tabled at the 23 October 2024 meeting for Item 9.1: DA.2023.0461 - Proposed Co-living Housing Development - 95 Crawford Street Queanbeyan was lost. This means no decision was made and the determination of this Development Application unresolved.

**Staff Comment**

Nil

**Attachments**

Nil



**12.2 Notice of Motion - Proposal to Name the Frank Pangallo Heritage Library (Ref: ; Author: Winchester/Winchester)**

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**File Reference:** 13 November 2024 motions

**Notice**

Councillor Kenrick Winchester will move the following motion:

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**Motion**

**That Council place on public exhibition the proposal to name the former Queanbeyan Council Chambers which is now the Heritage Library, the Frank Pangallo Heritage Library.**

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**Comment from Cr Winchester in support of this Notice of Motion**

Mr Frank Pangallo is Queanbeyan's longest serving Mayor and has made a lasting and significant contribution to our community.

Mr Pangallo arrived in Australia from Italy over 70 years ago, when he was four years old. He and his family started their Australian life in Griffith NSW overcoming the language barrier and many prejudices faced by early post war migrants.

He moved to Queanbeyan and first stood for election to Queanbeyan Council in 1971 and retired in 2008. He served as Councillor or Mayor from 1971-1983 and 1989-2008. He was the popularly elected Mayor at elections in 1991, 1995, 1999 and 2004.

Significantly for his multicultural community he was the first elected Mayor from a non-British background.

Some of his local government highlights include:

- Initiated Queanbeyan's first tree preservation order.
- Oversaw responsible financial management of the Council.
- Oversaw the planning and construction process of 'The Q'.
- Supported retention of Queanbeyan's built heritage and introduced the first heritage conservation areas.
- Successfully introduced procedures for Councillors to declare their real estate and other pecuniary interests, many years before it was required.
- Ensured planning matters were considered in open Council, not behind closed doors as had previously occurred in Queanbeyan.
- Initiated an innovative waste management system.
- Encouraged business and city beautification.
- Helped promote and raise the profile and image of Queanbeyan.

In 1977, Mr Pangallo received an M.B.E. (Most Excellent Order of The British Empire) for his service to Local Government and the Community.

**12.2 Notice of Motion - Proposal to Name the Frank Pangallo Heritage Library (Ref: ; Author: Winchester/Winchester) (Continued)**

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Mr Pangallo was also awarded Cavaliere (Knighthood) by government of Italy; was a Member of NSW Ethnic Affairs Commission; appointed Administrator of Queanbeyan by NSW Governor in 2004; and was a member of local government grants commission.

Given the service of past Councillor and Mayor Pangallo's 20 years in the former Council Chambers and his contribution to the community, it is only fitting for this building to be named after him.

**Staff Comment**

The former Council Chambers within the Heritage Library is used as a community meeting space, has a local and family history research library, resources and reading areas. The offices and committee meeting rooms are now research, office, living history recording, digitisation and resource areas.

As this building is a significant heritage item within a heritage conservation area, new signage will need to approval via an application for minor heritage works. The cost of the new signage has not been estimated. Both of these administrative matters can be investigated during the public exhibition period.

**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 RFT for 2000055 - Turallo Reservoir Rectification Works**

*Item 16.1 is confidential in accordance with s10(A) (c) (di) 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 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*