



Ordinary Meeting of Council

AGENDA

9 April 2025

Commencing at 5:30pm

**Bungendore Sports Hub
15 Halfway Creek Road, Bungendore**

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

Statement of Ethical Obligations

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

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

On-site Inspections - Nil

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

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

To view webcasts or archived recordings, please go to webcast.qprc.nsw.gov.au

Webcasts of Council meetings cannot be reused or reproduced in any way and are subject to copyright under the *Copyright Act 1968*.

1 OPENING

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Meeting of Council held on 26 March 2025

5 DISCLOSURES OF INTERESTS

6 ADJOURNMENT FOR PUBLIC FORUM

7 MAYORAL MINUTE

8 NOTICES OF MOTIONS OF RESCISSION

9 REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.1	DA.2024.0416 - Construction of a Warehouse with Office - 1 & 5 Marland Court, Environa (Formally Known as 137 Environa Drive).....	2
9.2	DA.2024.0405 - 22 Taylor Place, Greenleigh - Construction of Carport and Continued Use of Roof Over Existing Deck	7
9.3	Queanbeyan Sewage Treatment Plant Upgrade Project Health Check	13
9.4	Queanbeyan to Bungendore Bulk Water Supply Transfer Pipeline Project Update	19
9.5	Nellie Hamilton Centre Ground Floor and Level 3 Fit-outs.....	26
9.6	Karabar Microforest Proposal - Ash Street, Queanbeyan	31
9.7	Bungendore Aquatic Centre Project	34
9.8	Committee Members: QPRC Access Committee	39
9.9	Renewal of Licence Agreement - Googong Community Garden.....	42
9.10	Post-Exhibition Report - Code of Meeting Practice	44
9.11	Policy Review	47

10 REPORTS TO COUNCIL - ITEMS FOR INFORMATION

10.1	Correspondence Captains Flat Containment Cell.....	51
10.2	Sale of Land for Unpaid Rates	52
10.3	Quarterly Rates and Charges Outstanding Report	53
10.4	Councillor Workshops	56

11 REPORTS OF COMMITTEES

12 NOTICES OF MOTIONS

12.1 Notice of Motion - Growing Regions Need More Police57

13 REPORTS TO COUNCIL - DELEGATES REPORTS

14 QUESTIONS WITH NOTICE

14.1 Questions With Notice - Lead Remediation Council Land.....58

14.2 Questions With Notice - Council Support to Southern Tablelands Arts (STA).....60

15 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION 61

Confidential - Not for Publication

16 REPORTS FOR CLOSED SESSION

16.1 RFT 2024-70 Design and Construct Netball Pavilion - Bungendore Sports Hub

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

17 CONCLUSION OF THE MEETING

LIST OF ATTACHMENTS

Open Attachments

Item 9.1 DA.2024.0416 - Construction of a Warehouse with Office - 1 & 5 Marland Court, Environa (Formally Known as 137 Environa Drive)

Attachment 1 Architectural Plans - 137 Environa Drive Environa - DA.2024.0416 (Under Separate Cover)

Attachment 2 Acoustic Report - DA.2024.0416 - 137 Environa Drive Environa (Under Separate Cover)

Attachment 3 Bushfire Report - DA.2024.0416 137 Environa Drive Environa (Under Separate Cover)

Attachment 4 Section 4.15 Assessment Report - DA.2024.0416 (Under Separate Cover)

Attachment 5 Recommended Conditions - DA.2024.0416 (Under Separate Cover)

Item 9.2 DA.2024.0405 - 22 Taylor Place, Greenleigh - Construction of Carport and Continued Use of Roof Over Existing Deck

Attachment 1 Plans - DA.2024.0405 - 22 Taylor Place Greenleigh (Under Separate Cover)

Attachment 2 Clause 4.6 Variation Request - DA.2024.0405 - 22 Taylor Place Greenleigh (Under Separate Cover)

Attachment 3 Structural Certificate - DA.2024.0405 - 22 Taylor Place Greenleigh (Under Separate Cover)

Attachment 4 Draft Conditions of Consent - DA.2024.0405 - 22 Taylor Place Greenleigh (Under Separate Cover)

**QUEANBEYAN-PALERANG REGIONAL COUNCIL
ORDINARY MEETING OF COUNCIL**

BUSINESS PAPER AGENDA – 9 April 2025 Page iii

- Attachment 5 Section 4.15 Assessment Report - DA.2024.0405 - 22 Taylor Place Greenleigh (Under Separate Cover)*
- Item 9.5 Nellie Hamilton Centre Ground Floor and Level 3 Fit-outs
Attachment 1 NHC Ground Floor sketch plan (Under Separate Cover)
Attachment 2 NHC Level 3 sketch plan (Under Separate Cover)
- Item 9.6 Karabar Microforest Proposal - Ash Street, Queanbeyan
Attachment 1 Sponsorship Request for the Karabar Microforest (Under Separate Cover)
- Item 9.7 Bungendore Aquatic Centre Project
Attachment 1 Bungendore Aquatic Centre Architecture Design (Under Separate Cover)
Attachment 3 Bungendore Sports Hub Concept Design (Under Separate Cover)
Attachment 4 Bungendore Aquatic Centre Landscape Design (Under Separate Cover)
- Item 9.8 Committee Members: QPRC Access Committee
Attachment 15 Terms of Reference - Access Committee (Under Separate Cover)
- Item 9.9 Renewal of Licence Agreement - Googong Community Garden
Attachment 1 Draft Licence Agreement - 44 Helen Circuit - Googong Community Garden (Under Separate Cover)
- Item 9.10 Post-Exhibition Report - Code of Meeting Practice
Attachment 1 Code of Meeting Practice with tracked changes (Under Separate Cover)
- Item 9.11 Policy Review
Attachment 1 Agency Asset Policy (Under Separate Cover)
Attachment 2 Asset Capitalisation Policy (Under Separate Cover)
Attachment 3 Asset Class Definitions Policy (Under Separate Cover)
Attachment 4 Asset Management Policy (Under Separate Cover)
Attachment 5 Asset Revaluation Policy (Under Separate Cover)
Attachment 6 Asset Depreciation and Impairment Policy (Under Separate Cover)
Attachment 7 Library Collections Policy (Under Separate Cover)
Attachment 8 Local and Family History Library Collection Policy (Under Separate Cover)
Attachment 9 Managing Unreasonable Conduct towards QPRC and its Employees Policy (Under Separate Cover)
Attachment 10 Liquid Trade Waste Policy (Under Separate Cover)
Attachment 11 Workplace Surveillance Policy (Under Separate Cover)
- Item 10.1 Correspondence Captains Flat Containment Cell
Attachment 1 QPRC letter to Premier of NSW re Lead Contamination Cell in Captains Flat (Under Separate Cover)
Attachment 2 Response from NSW Resources re Captains Flat Containment Cell (Under Separate Cover)
- Item 14.1 Questions With Notice - Lead Remediation Council Land
Attachment 1 Council Property and Crown Land Managed by Council (Under Separate Cover)

**QUEANBEYAN-PALERANG REGIONAL COUNCIL
ORDINARY MEETING OF COUNCIL**

BUSINESS PAPER AGENDA – 9 April 2025 Page iv

Closed Attachments

- Item 9.7 Bungendore Aquatic Centre Project
Attachment 2 Bungendore Aquatic Centre Cost Plan (Under Separate Cover)
- Item 9.8 Committee Members: QPRC Access Committee
Attachment 1 Anne Crowe (Under Separate Cover)
Attachment 2 Bob McAlister (Under Separate Cover)
Attachment 3 Clara McKillip (Under Separate Cover)
Attachment 4 Helen Stig (Under Separate Cover)
Attachment 5 Lynelle Hamer (Under Separate Cover)
Attachment 6 Naomi Taylor (Under Separate Cover)
Attachment 7 Robyn Culver (Under Separate Cover)
Attachment 8 Winifred Hanson (Under Separate Cover)
Attachment 9 Annette Bell (Under Separate Cover)
Attachment 10 James Fowler (Under Separate Cover)
Attachment 11 Judit Kovacs (Under Separate Cover)
Attachment 12 Lisa Dunphy (Under Separate Cover)
Attachment 13 Rebecca Bigg (Under Separate Cover)
Attachment 14 Melanie Dowline (Under Separate Cover)
- Item 10.2 Sale of Land for Unpaid Rates
Attachment 1 Status of Sale of Land properties (Under Separate Cover)
- Item 16.1 RFT 2024-70 Design and Construct Netball Pavilion - Bungendore Sports Hub
Attachment 1 RFT 2024-70 Tender Evaluation Report (Under Separate Cover)



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held via Zoom and in the WB Freebody Chambers, Nellie Hamilton Centre, 257 Crawford Street, Queanbeyan on Wednesday, 26 March 2025 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 5.30pm.

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 12 March 2025**

713/25

RESOLVED (Winchester/Schweikert)

That the Minutes of the Ordinary Meeting of Council held in the WB Freebody Chamber in the Nellie Hamilton Centre on Wednesday 12 March 2025 be confirmed.

The resolution was carried unanimously.

5. DISCLOSURES OF INTERESTS

714/25

RESOLVED (Winchester/Macdonald)

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.

Cr Winchester declared a significant non-pecuniary interest in item 9.1: DA.2024.0064 - Additions and Alterations to Commercial Building and Demolition (Heritage Listed Item) - 142 & 164 Monaro Street, Queanbeyan, stating he is a Board member of the Queanbeyan Leagues Club. He proposed to leave the Chamber when the matter is considered.

Cr Livermore declared a less than significant non-pecuniary interest in item 9.8: Application for Council Cultural Grant, stating that she knows the artist very well. She proposed to leave the Chamber when the matter is considered.

Cr Winchester declared a less than significant non-pecuniary interest in item 9.9: Feedback on Naming of the Bungendore Sports Hub Fields, stating Anthony Rayner was part of his group at the recent Council elections. He proposed to leave the Chamber when the matter is considered.

6. ADJOURNMENT FOR PUBLIC FORUM

At this stage of the proceedings, the time being 5.33pm, Cr Winchester advised that the meeting should now adjourn for the Public Forum.

715/25

RESOLVED (Winchester/Broadbent)

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

ADJOURNMENT:

The meeting adjourned for the Public Forum at 5.33pm.

During the Public Forum, having declared a non-pecuniary interest in items 9.1, 9.9 and 10.3, Mayor Winchester vacated the Chair and left the Chambers at 5.34pm. The Deputy Mayor assumed the Chair.

At 5.41pm, with the exception of Cr Winchester, all Councillors returned to the Chamber.

716/25

PROCEDURAL MOTION

RESOLVED (Livermore/Macdonald)

That items 9.1, 9.9 and 10.3 be brought forward for consideration at this juncture.

The resolution was carried unanimously.

9. REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.1 DA.2024.0064 - Additions and Alterations to Commercial Building and Demolition (Heritage Listed Item) - 142 & 164 Monaro Street, Queanbeyan

MOVED (Taskovski/Macdonald)

That development application DA.2024.0064 for additions and alterations to commercial building and demolition on 142 & 164 Monaro Street, Queanbeyan be granted conditional consent.

Cr Willis foreshadowed a contrary motion:

That Council refuse development application DA.2024.0064 for additions and alterations to commercial building and demolition on 142 & 164 Monaro Street, Queanbeyan as it does not comply with the requirement of the *Environmental Planning and Assessment Act 1979*, s4.15, for the following reasons:

1. The partial demolition and proposed treatments to local heritage items are inconsistent with LEP Clause 5.10, in particular: 1 (a) *to conserve the environmental heritage of the Queanbeyan-Palerang Regional local government area*; and 1 (b) *to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views*.
2. The Zone objective (e) *To ensure that new development provides diverse and active street frontages to attract pedestrian traffic and to contribute to vibrant, diverse and functional streets and public places*, is not achieved.
3. The impact on the streetscape arising from the partial demolition, proposed alterations and treatments to the heritage-listed properties does not reflect the historical pattern of commerce in the main street.
4. The roofline of the relocated plant room, behind the façade of the heritage listed property at 146 Monaro St, will be visible from the northern side of Monaro St, creating an undesirable impact on the streetscape.
5. The development application is not in the public interest as it will have an adverse effect on the public streetscape.

The motion (of Crs Taskovski and Macdonald) was put.

717/25 **RESOLVED (Taskovski/Macdonald)**
That development application DA.2024.0064 for additions and alterations to commercial building and demolition on 142 & 164 Monaro Street, Queanbeyan be granted conditional consent.

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

9.9 Feedback on Naming of the Bungendore Sports Hub Fields

718/25 **RESOLVED (Wilson/Preston)**
That Council note the community comments and endorse the naming of the two new grass fields at the Bungendore Sports Hub: the Anthony Rayner Field (Field 1) and the Garry Cook Field (Field 2).

The resolution was carried unanimously.

SUPPLEMENTARY REPORT

10.3 Site inspection - DA.2024.0064 - Additions and Alterations to Commercial Building and Demolition - 142 & 164 Monaro Street, Queanbeyan

719/25 **RESOLVED (Willis/Preston)**

That the report be received for information.

The resolution was carried unanimously.

Cr Winchester returned to the Chamber at 5.56pm and assumed the Chair.

SUPPLEMENTARY REPORT

7. MAYORAL MINUTE

7.1 Kočani Nightclub Fire Tragedy

720/25 **RESOLVED (Winchester)**

That Council:

1. Expresses its deepest sympathies to the families and loved ones of the victims of the tragic nightclub fire in Kočani, North Macedonia;
2. Extends its support to the local Macedonian community during this difficult time; and
3. Writes to Her Excellency Ms Biljana Stefanovska-Sekovska, Ambassador of the Republic of North Macedonia to Australia, to convey Council's condolences on behalf of our community.

The resolution was carried unanimously.

8. NOTICES OF MOTIONS OF RESCISSION

There were no Notices of Motions of Rescission.

9. Reports to Council - Items for Determination**9.1 DA.2024.0064 - Additions and Alterations to Commercial Building and Demolition (Heritage Listed Item) - 142 & 164 Monaro Street, Queanbeyan**

This item was dealt with in earlier business.

9.2 Planning Performance Response

721/25

RESOLVED (Preston/Wilson)

That Council endorse the QPRC DA Action Plan and written response to the Minister for Planning and Public Spaces' letter received in March 2025, to address Council's Development Assessment Performance and achieving of the Minister's Expectations Order, as issued in July 2024.

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

**9.3 Councillor Delegates for the Southern Regional Planning Panel
MOVED (Winchester/Preston)**

That Council update their Membership on the Southern Regional Planning Panel as follows:

1. Cr Broadbent be a Permanent Expert Member with Julie Costa the Director of Development and Environment at Yass Council as the alternate substitute.
2. Appoint a Councillor as a permanent Non-Expert Member, from the nominated Councillors: Cr Preston, Cr Grundy and Cr Schweikert.
3. Upon appointment of a permanent Non-Expert Member, confirm the Councillor alternate substitutes.
4. Cr Wilson will no longer be a Member of the Southern Regional Planning Panel.

AMENDMENT (Broadbent/Macdonald)

That Council update their Membership on the Southern Regional Planning Panel as follows:

1. Cr Broadbent be a Permanent Expert Member with Julie Costa the Director of Development and Environment at Yass Council as the alternate substitute.
2. Appoint three Councillors as permanent Non-Expert Members, who will rotate on an SRPP case-by-case basis, in last name alphabetical order, from the nominated Councillors: Cr Preston, Cr Grundy and Cr Schweikert.
3. Cr Wilson will no longer be a Member of the Southern Regional Planning Panel.

The amendment (of Crs Broadbent and Macdonald) was put and carried unanimously, and became the motion.

722/25

RESOLVED (Broadbent/Macdonald)

That Council update their Membership on the Southern Regional Planning Panel as follows:

1. Cr Broadbent be a Permanent Expert Member with Julie Costa the Director of Development and Environment at Yass Council as the alternate substitute.
2. Appoint three Councillors as permanent Non-Expert Members, who will rotate on an SRPP case-by-case basis, in last name alphabetical order, from the nominated Councillors: Cr Preston, Cr Grundy and Cr Schweikert.
3. Cr Wilson will no longer be a Member of the Southern Regional Planning Panel.

The resolution was carried unanimously.

9.4 Draft Community Strategic Plan

723/25

RESOLVED (Wilson/Macdonald)

That Council:

1. Endorse the draft Community Strategic Plan 2042 for public exhibition for a period of 42 days.
2. Receive the Community Engagement Report and review all Submissions before finalising and endorsing the Community Strategic Plan 2042 on behalf of the QPRC community.

The resolution was carried unanimously.

9.5 58-62 Morriset Street, Queanbeyan Former Nursery Site

724/25

RESOLVED (Wilson/Waterhouse)

That Council notes the need for a site compound for the Monaro Street upgrade project and endorse the use of 58-62 Morriset Street for this purpose, after which a Feasibility Study will be received regarding the activation of a Mobile Food Van Hub.

The resolution was carried unanimously.

9.6 Review of Organisational Structure

725/25

RESOLVED (Willis/Waterhouse)

That Council endorses the current four Directorate Organisational Structure for QPRC with functions and responsibilities detailed in the report as determined by the General Manager.

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

- 726/25 **9.7 Naming of Bridge - Proposed Name: Ludwig Baumgardner Bridge**
RESOLVED (Waterhouse/Schweikert)
That Council endorse the naming of the new bridge recently constructed where Wallaces Gap Road crosses over Back Creek in the locality of Long Flat, Majors Creek, the Ludwig Baumgardner Bridge.

The resolution was carried unanimously.

Having declared a non-pecuniary interest in the following item, Cr Livermore left the Chamber at 6.58pm.
- 727/25 **9.8 Application for a Council Cultural Grant**
RESOLVED (Willis/Wilson)
That Council approve a Cultural Grant of \$800 to the Queanbeyan Whites Rugby Union Football Club towards costs for Aboriginal-designed artwork on training shirts.

For: Crs Broadbent, Macdonald, Preston, Schweikert,
 Taskovski, Willis, Wilson, Waterhouse and Winchester
Against: Cr Grundy

Cr Livermore returned to the Chamber at 7.01pm.
- 728/25 **9.9 Feedback on Naming of the Bungendore Sports Hub Fields**
This item was dealt with in earlier business.
- 728/25 **9.10 S355 Committee Funding Report**
RESOLVED (Macdonald/Willis)
That Council endorse the financial contributions from the 2024-25 budget allocation for s355 Committees totalling \$20,000:
 1. \$14,900 for those s355 Committees and projects as listed in the report.
 2. \$5,100 for the Burra Community Association towards the Burra Hall mains rewiring.
The resolution was carried unanimously.
- 729/25 **9.11 TfNSW Draft Southeast & Tablelands Strategic Regional Integrated Transport Plan - Council Submission**
RESOLVED (Willis/Waterhouse)
That Council endorse the proposed comments in Table 1 as the formal QPRC submission for the Transport for NSW Draft Southeast & Tablelands Strategic Regional Integrated Transport Plan.

The resolution was carried unanimously.

9.12 Policy Review**MOVED (Macdonald/Wilson)**

That Council:

1. Endorse the following QPRC Strategic Policies and place on exhibition for 28 days
 - Privacy Policy and Management Plan
 - Contaminated Land Policy and Guideline
 - Backflow Prevention Policy
 - Sewer Connection Limit of Council Responsibility Policy
 - Restricted Funds Policy
2. If no submissions are received, the Policies be adopted.

AMENDMENT (Willis/Waterhouse)

That Council:

1. Endorse the following QPRC Strategic Policies and place on exhibition for 28 days:
 - Privacy Policy and Management Plan
 - Contaminated Land Policy and Guideline
 - Backflow Prevention Policy
 - Sewer connection limit of council responsibility policy
 - Restricted Funds Policy, with the Heritage Grant Program retained as an internally restricted fund
2. If no submissions are received, the Policies be adopted.
3. Receive a report on options for using the balance of the internally restricted funds assigned to the Heritage Grants Program for heritage purposes.

The amendment (of Crs Willis and Waterhouse) was put.

For: Crs Livermore, Macdonald, Preston, Taskovski, Willis, Wilson, Waterhouse and Winchester

Against: Crs Broadbent, Grundy and Schweikert

The amendment was carried and became the motion.

730/25

RESOLVED (Willis/Waterhouse)

That Council:

1. Endorse the following QPRC Strategic Policies and place on exhibition for 28 days:
 - Privacy Policy and Management Plan
 - Contaminated Land Policy and Guideline
 - Backflow Prevention Policy
 - Sewer connection limit of council responsibility policy
 - Restricted Funds Policy, with the Heritage Grant Program retained as an internally restricted fund

2. If no submissions are received, the Policies be adopted.
3. Receive a report on options for using the balance of the internally restricted funds assigned to the Heritage Grants Program for heritage purposes.

The resolution was carried unanimously.

9.13 Investment Report - February 2025

731/25

RESOLVED (Wilson/Macdonald)

That Council:

1. Receive the Investment Report for the month of February 2025.
2. Note the investment return for February 2025 was \$968,495.
3. Note the investment portfolio has been made in accordance with the Local Government Act (1993), the Local Government (General) Regulation (2021) and Queanbeyan-Palerang Regional Council's Investment Policy.

The resolution was carried unanimously.

10. REPORTS TO COUNCIL - ITEMS FOR INFORMATION

10.1 Riverside Cemetery Queanbeyan

732/25

RESOLVED (Willis/Waterhouse)

That the report be received for information.

The resolution was carried unanimously.

10.2 Councillor Workshops

733/25

RESOLVED (Schweikert/Wilson)

That the report be received for information.

The resolution was carried unanimously.

SUPPLEMENTARY REPORT

10.3 Site inspection - DA.2024.0064 - Additions and Alterations to Commercial Building and Demolition - 142 & 164 Monaro Street, Queanbeyan

This item was dealt with in earlier business.

11. REPORTS OF COMMITTEES

There were no Reports of Committees.

12. NOTICES OF MOTIONS

- 734/25 **12.1 Notice of Motion - Queanbeyan-Palerang Biosecurity**
RESOLVED (Macdonald/Waterhouse)
That Council:
1. Facilitates public information sessions for residents, representatives from State authorities and Council to discuss current biosecurity laws, policies and weed control measures.
 2. Reviews relevant Council policies against the feedback of residents, expert advice and legislated framework.
- The resolution was carried unanimously.

13. REPORTS TO COUNCIL - DELEGATES REPORTS

There were no Delegates Report.

PROCEDURAL MOTION

- 735/25 **RESOLVED (Winchester/Livermore)**
That items 14.1 to 14.6 be moved with as a block.
- The resolution was carried unanimously.

14. QUESTIONS WITH NOTICE

- 736/25 **14.1 Questions With Notice - Road from Hoskinstown to Reschs Creek**
RESOLVED (Winchester/Livermore)
That the report be received for information.
- The resolution was carried unanimously.
- 737/25 **14.2 Questions With Notice - Foxlow Bridge**
RESOLVED (Winchester/Livermore)
That the report be received for information.
- The resolution was carried unanimously.
- 738/25 **14.3 Questions With Notice - Dumping on NSW Rural Lands**
RESOLVED (Winchester/Livermore)
That the report be received for information.
- The resolution was carried unanimously.
- 739/25 **14.4 Questions With Notice - Public Toilets**
RESOLVED (Winchester/Livermore)
That the report be received for information.
- The resolution was carried unanimously.

740/25 **14.5 Questions With Notice - Council Vehicle Fleet Emissions Reduction**
RESOLVED (Winchester/Livermore)
That the report be received for information.

The resolution was carried unanimously.

741/25 **14.6 Questions With Notice - Long Term Financial Plan**
RESOLVED (Winchester/Livermore)
That the report be received for information.

The resolution was carried unanimously.

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

There were no items for Closed Session.

16. CONCLUSION OF THE MEETING

The time being 7.38pm, 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

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.

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.1 DA.2024.0416 - Construction of a Warehouse with Office - 1 & 5 Marland Court, Environa (Formally Known as 137 Environa Drive) (Author: Ormella/McManus)

File Reference: DA.2024.0416

Recommendation

That development application DA.2024.0416 for construction of a Warehouse with Office on 1 and 5 Marland Court, Environa (formally known as 137 Environa Drive) be granted conditional consent.

Summary***Reasons for Referral to Council***

This application has been referred to Council as the development exceeds \$5 million in value.

Proposal:	Construction of a warehouse with office
Applicant/Owner:	Akura Pty Ltd/MS Stage 2 Pty Limited
Subject Property:	Lots 101 and 102 DP 1296716 (formally known as Lot 3 DP 1282459), 1 and 5 Marland Court ENVIRONA NSW (formally known as 137 Environa Drive)
Zoning and Permissibility:	B7 - Business Park (CA - Complex Area) (Under the Standard Instrument (Local Environmental Plans) Order 2006, Schedule 1, clause 6(2), this Plan is, until 26 April 2025, taken to apply to land identified as "Land subject to South Jerrabomberra Regional Jobs Precinct Process" on the Land Zoning Map (the subject land) as if certain amendments to this Plan had not commenced on 26 April 2023. As a result, until 26 April 2025 and to the extent this Plan applies to the subject land, this Plan is taken to include the references to business and industrial zones that were in this Plan immediately before 26 April 2023.).
Public Submissions:	0
Issues Discussed:	Engineering and variation to landscaping/parking area.
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made.

9.1 DA.2024.0416 - Construction of a Warehouse with Office - 1 & 5 Marland Court, Environa (Formally Known as 137 Environa Drive) (Author: Ormella/McManus) (Continued)

Background

The subject site was created as part of a boundary adjustment registered in 2022 (SC.2022.1007).

The lot was previously known as Lots 2 and 3 DP 1282459 and a 59 Lot Torrens title subdivision (business and industrial use lots) was approved on 15 July 2022 (DA.2021.1153). Subsequent modifications have been approved including a lot reconfiguration to Lot 2 DP 1282459.

The application was lodged under Lot 3 DP 1282459 however as the lots are in the process of being registered the development will be on Lot 101 and 102 DP 1296716.

Proposed Development

The development application is for construction of a warehouse with office.

The specific elements of the proposal are:

- Warehouse with a mezzanine level and office area (building area of 2983.5m²)
- Associated Car Parking Spaces,
- Landscaping,
- Operating hours - 24 hours a day, 7 days a week,
- Signage (3):
 - 12000W x 4800H,
 - 6000W x 2400H,
 - 4000W x 1600H.

The ground floor will comprise of 2727.62m² of industrial floor space, 143.04m² of office floor space and 77.8m² of amenities space.

The mezzanine level will have a floor area of 195.14m² for storage space.

Subject Property

The subject sites are legally described as Lot 101 and 102 DP 1296716 (formally known as Lot 3 DP 1282459) and commonly known as 1 and 5 Marland Court, Environa.

The lots are located on the corner of Environa Drive and Marland Court and have a combined area of 5847m².

The site is currently vacant with works carried out for the subdivision. Vehicular access is to be provided to the site from Marland Court.

9.1 DA.2024.0416 - Construction of a Warehouse with Office - 1 & 5 Marland Court, Enviroana (Formally Known as 137 Enviroana Drive) (Author: Ormella/McManus) (Continued)



Figure 1: Locality plan

Planning Requirements

Assessment of the application has been undertaken in accordance with Section 4.15(1) of the *Environmental Planning and Assessment Act 1979 (EPAA)*, as amended. The matters that are of relevance under Section 4.15(1) are summarised in the attached *Section 4.15(1) Table – Matters for Consideration*.

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

1. State Environmental Planning Policy (Biodiversity and Conservation) 2021
2. State Environmental Planning Policy (Sustainable Buildings) 2022
3. State Environmental Planning Policy (Transport and Infrastructure) 2021
4. State Environmental Planning Policy (Resilience and Hazards) 2021
5. State Environmental Planning Policy (Industry and Employment) 2021
6. Queanbeyan-Palerang Regional Local Environmental Plan 2022
7. Queanbeyan Development Control Plan 2012 (DCP)
8. South Jerrabomberra Development Control Plan 2015 (DCP)

The development generally satisfies the requirements and achieves the objectives of these planning instruments. Refer to attached Section 4.15 Table – Matters for Consideration for detailed assessment.

(a) Compliance with LEP

The proposed development is consistent with the aims of the QPRLEP 2022 and satisfies the relevant development standards (refer to Section 4.15 Table – Matters for Consideration for a detailed assessment).

9.1 DA.2024.0416 - Construction of a Warehouse with Office - 1 & 5 Marland Court, Enviroana (Formally Known as 137 Enviroana Drive) (Author: Ormella/McManus) (Continued)

(b) Compliance with DCP

The proposed development is consistent with the general provisions of the Queanbeyan Development Control Plan 2012 and the South Jerrabomberra Development Control Plan 2015 (refer to Section 4.15 Table – Matters for Consideration for a detailed assessment).

Other Comments/Internal referrals

(a) Building Surveyor's Comments

Council's Building Officer has provided no comment on the proposal. Conditions relating to BCA and Fire Safety will be included in the recommended conditions of consent.

(b) Development Engineer's Comments

Council's Development Engineer has provided comment for water, sewer, storm water, erosion and sediment control, parking and access and traffic.

Council's Development Engineer offered no objections to the proposal, subject to the imposition of recommended conditions of consent.

(c) Environmental Health Comments

Council's Environmental Health has provided comment for noise.

Council's Health Officer offered no objections to the proposal, subject to the imposition of recommended conditions of consent.

(d) Waste Comments

Council's Waste Officer offered no objections to the proposal.

Financial Implications

Nil

Engagement

The application was notified in accordance with the Community Engagement and Participation Plan from 21/11/2024 to 10/12/2024, with no submissions received.

Conclusion

The submitted proposal for construction of a warehouse with office on Lots 101 and 102 DP 1296716, 1 and 5 Marland Court Enviroana NSW 2620 is a Local Development and is supported by a Statement of Environmental Effects.

The proposal was notified to adjoining owner/occupiers and no submissions were received.

The proposal has been assessed under Section 4.15 of the *Environmental Planning & Assessment Act 1979* including the relevant provisions of *Queanbeyan-Palerang Local Environmental Plan 2022* and the *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 area and can be conditioned to mitigate any potential impacts.

9.1 DA.2024.0416 - Construction of a Warehouse with Office - 1 & 5 Marland Court, Environa (Formally Known as 137 Environa Drive) (Author: Ormella/McManus) (Continued)

It is recommended that the application be granted conditional consent, subject to the imposition of the recommended conditions.

Attachments

- Attachment 1  Architectural Plans - 137 Environa Drive Environa - DA.2024.0416
(Under Separate Cover)
- Attachment 2  Acoustic Report - DA.2024.0416 - 137 Environa Drive Environa *(Under Separate Cover)*
- Attachment 3  Bushfire Report - DA.2024.0416 137 Environa Drive Environa *(Under Separate Cover)*
- Attachment 4  Section 4.15 Assessment Report - DA.2024.0416 *(Under Separate Cover)*
- Attachment 5  Recommended Conditions - DA.2024.0416 *(Under Separate Cover)*

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.2 DA.2024.0405 - 22 Taylor Place, Greenleigh - Construction of Carport and Continued Use of Roof Over Existing Deck (Author: Ormella/Tenzin)

File Reference: DA.2024.0405

Recommendation

That development application DA.2024.0405 for construction of a carport and continued use of roof over existing deck at 22 Taylor Place, Greenleigh be granted conditional consent.

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

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

Proposal:	Construction of carport and continued use of roof over existing deck
Applicant/Owner:	Jayson Mitchell/Andrew John Myhill
Subject Property:	Lot 24 DP 832367, 22 Taylor Place Greenleigh
Zoning and Permissibility:	C4 Environmental Living under Queanbeyan Palerang Regional Local Environmental Plan 2022
Public Submissions:	Nil
Issues Discussed:	Planning Requirements <i>Clause 4.6 Exceptions to development standards</i>
Disclosure of Political Donations and Gifts:	Applicant Declared no Donations or Gifts to any Councillor or Staff have been made

Background***Proposed Development***

The development application is for the construction of a carport and continued use of roof over existing deck at the rear side of the building.

The specific elements of the proposal are:

- Construct carport measuring 7m x 6.14m and 4.52m in height.
- Continued use of 3m x 5.28m pergola roof over the existing deck.
- Removal of a 5m high tree.
- Concrete stairs from the carport to the lower area.

There is a separate Building Information Certificate application (HB.2024.0253) with the Council for:

- a) Existing retractable roof and steel structure,
- b) Existing external fireplace and
- c) Existing privacy wall

Note: These structures are not part of this development application.

9.2 DA.2024.0405 - 22 Taylor Place, Greenleigh - Construction of Carport and Continued Use of Roof Over Existing Deck (Author: Ormella/Tenzin) (Continued)***Subject Property***

The subject site is legally described as Lot 24 DP 832367 and is commonly known as 22 Taylor Place Greenleigh. The site is located on the east side of Taylor Place and has an area of 4,281m².

The subject lot has a near rectangular shape, and slopes from its south-west to north-east corner. The lot mostly comprises of managed landscape and vegetation.

Existing development on the site comprises of two-storey dwelling house with an attached garage. Vehicular access is provided to the site via existing driveway from Taylor Place.

Existing developments within the locality consists of residential dwellings and associated outbuildings.



Figure 1: Locality Plan

9.2 DA.2024.0405 - 22 Taylor Place, Greenleigh - Construction of Carport and Continued Use of Roof Over Existing Deck (Author: Ormella/Tenzin) (Continued)



Figure 2: Front view of the existing dwelling



Figure 3: Rear view of the dwelling with the roof over deck at top-right side

9.2 DA.2024.0405 - 22 Taylor Place, Greenleigh - Construction of Carport and Continued Use of Roof Over Existing Deck (Author: Ormella/Tenzin) (Continued)

Figure 4: View of the existing retractable roof that is subject of a separate BIC application

Planning Requirements

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

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

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

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

9.2 DA.2024.0405 - 22 Taylor Place, Greenleigh - Construction of Carport and Continued Use of Roof Over Existing Deck (Author: Ormella/Tenzin) (Continued)

(a) Compliance with LEP

The subject lot is zoned C4 Environmental Living under the Queanbeyan-Palerang Regional Local Environmental Plan 2022. The land use table of the QPRLEP 2022 specifies that development for the purposes of a dwelling house is permitted with consent in the C4 Environmental Living zone and is not prohibited.

The proposed development, being construction of carport and continued use of roof over existing deck, complies with the relevant provision of QPRLEP 2022 as outlined in the attached Section 4.15 Assessment Report, except for Clause 4.3 Height of Buildings.

The height of the proposed carport is compliant with the current height restriction of 5.5m on the site. However, the roof over the existing deck proposed for continued use has a height of 7.36m. The deck roof, despite being lower than the roof of the existing dwelling, exceeds the permissible roof height by 1.86m, constituting 33.8% variation.

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

Clause 4.6(3)(a) requires the applicant to demonstrate that *compliance with the development standard is unreasonable or unnecessary in the circumstances*. The applicant's written request argues that compliance with the development standard is unnecessary as the objectives of the development standard are achieved notwithstanding the non-compliance stating that:

- The non-compliant roof height, which arises mainly due to the existing topography onsite, is below the existing approved roof and is consistent with the character, amenity and landscape of the area.
- The roof has no impact on the residential amenity onsite and, due to the site's orientation, it will have little to no overshadowing impact on adjoining sites.
- The roof structure is minor in size, totalling 17m², and sits below the existing residence and therefore will not increase the visual impact of the building.
- The roof does not alter the predominantly low-rise character of the area.
- The site is not located in a heritage area and the development is consistent with the existing residential character.
- The development standard is unreasonable as the variation arises due to the slope on the site and the proposed development meets all the objectives of Clause 4.3 despite the contravention.

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

- The site has a steep topography from front to rear making it extremely difficult to comply with a maximum height control.
- There are several homes in the area including the existing residence onsite that are higher than the maximum height prescribed in the LEP.

9.2 DA.2024.0405 - 22 Taylor Place, Greenleigh - Construction of Carport and Continued Use of Roof Over Existing Deck (Author: Ormella/Tenzin) (Continued)

- The roof is consistent with the character, amenity and landscape of the area as it is below the existing approved residence roof.
- The structure is not visible from the street and will have no impact on the streetscape and residential amenity onsite.

(b) Compliance with DCP

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

Financial Implications

There are no financial implications to the Council as a result of this application.

Engagement

The proposal required notification under QPRC Community Engagement and Participation Plan and was notified from 24/01/2024 to 13/03/2025. No submissions were received.

Conclusion






The proposal for the construction of a carport and the continued use of roof over existing deck on Lot 24 DP 832367, No 22 Taylor Place, Greenleigh is Local Development and is supported by a Statement of Environmental Effects and a written Clause 4.6 Variation Request. The proposal was notified to adjoining owner/occupiers and no submissions were received.

The proposal has been assessed under Section 4.15 of the *Environmental Planning & Assessment Act 1979* including the relevant provisions of *Queanbeyan-Palerang Regional Local Environmental Plan 2022* and Queanbeyan Development Control Plan 2012.

With the exception of a variation to the maximum building height, the development satisfies the requirements and achieves the objectives of these instruments.

The proposed development, despite seeking a variation to the building height, is considered suitable for the site, is compatible with the neighbourhood and can be conditioned to mitigate any potential impacts.

Attachments

Attachment 1 	Plans - DA.2024.0405 - 22 Taylor Place Greenleigh (<i>Under Separate Cover</i>)
Attachment 2 	Clause 4.6 Variation Request - DA.2024.0405 - 22 Taylor Place Greenleigh (<i>Under Separate Cover</i>)
Attachment 3 	Structural Certificate - DA.2024.0405 - 22 Taylor Place Greenleigh (<i>Under Separate Cover</i>)
Attachment 4 	Draft Conditions of Consent - DA.2024.0405 - 22 Taylor Place Greenleigh (<i>Under Separate Cover</i>)
Attachment 5 	Section 4.15 Assessment Report - DA.2024.0405 - 22 Taylor Place Greenleigh (<i>Under Separate Cover</i>)

9.3 Queanbeyan Sewage Treatment Plant Upgrade Project Health Check (Author: Duff/Boulton)

File Reference: 100123

Recommendation

That Council receive and note the independent project Health Check report completed by Scyne Advisory for the Queanbeyan Sewage Treatment Plant upgrade project and:

1. Endorse completion of the following recommended Critical actions:
 - a. Complete a project cost reassessment to +/- 10% accuracy range during the detailed design phase and incorporate the outcome into financial modelling and an updated business case.
 - b. Review and re-establish the project delivery model including integrated team structure, resourcing levels and leadership oversight.
 - c. Reassess plant capacity needs, options analysis, and regulatory approval pathways including contingency plans, alternative strategies and solutions proportional to risk.
 2. Report back to Council the response plan and progress on the Essential and Suggested Actions identified in the Health Check report.
-

Summary

Further to the project update provided to Council at the 13 November 2024 meeting (**Resolution 506/24**), this report presents the findings of an independent project Health Check on the Queanbeyan Sewage Treatment Plant upgrade project and seeks Council's endorsement of the actions to address the key findings.

Background

In late 2024, several risks were identified with potential to impact the feasibility of the Queanbeyan Sewage Treatment Plant (QSTP) upgrade project as established in the Revised Final Business Case adopted by Council in June 2024 (**Resolution 292/24**).

These emerging risks were presented to Councillors at a workshop on 11 December 2024, which included the potential ACT consents and approvals process/timeframe; identifying technical and financial implications due to change.

An opportunity arose to undertake this independent check, to provide full transparency and confidence to Council in its decision to deliver this significant project whilst Council was completing the work necessary to progress the development application.

Report

Scyne Advisory were engaged on 13 January 2025 to undertake a project health check on the QSTP upgrade and re-examine overall project feasibility and risks.

9.3 Queanbeyan Sewage Treatment Plant Upgrade Project Health Check (Author: Duff/Boulton) (Continued)

The Terms of Reference for the Health Check included reviewing the current state of the project in accordance with best-practice process and analysis, with specific investigation of the following:

- Completion of robust planning phase selection or pre-feasibility studies.
- Progressive and independent gateway reviews.
- Appropriate risk management strategies or risk assessments.
- Integrated Owners Team, Engineering Procurement Construction Management (EPCM) resource planning and Business as Usual (BAU) impact considerations.
- Appropriate budget allowance (contingency, provision, reserve) noting significance and complexity.
- Organisational scrutiny across all project dimensions and implications noting significance and complexity.
- ACT development approval and regulator operational compliance conditions.

Scyne Advisory followed the NSW Government's Infrastructure Investment Assurance Framework (IIAF) Health Check recommended activities for the In Development phase, including:

- Reviewing key project documents,
- Holding interviews,
- Providing a report with recommendations,
- Delivering a final report with agency responses,
- Identifying potential risk areas requiring a Deep Dive.

Scyne Advisory also used their own Scyne9 Framework to conduct a Maturity Assessment of the project. Scyne9 is principles-based and is used to tailor a fit-for-purpose approach to better managing any project's key risks.

The preliminary Health Check findings were presented to Councillors at a workshop on 6 March 2025. Since this time the Health Check report has been finalised following staff responses to the preliminary findings. This report has been provided to Council under separate cover in the Councillor Portal and remains a confidential document, given the commercial nature of the project.

Risk themes aligned with each of the IIAF Key Focus Areas are outlined in the table below.

iNSW Assurance Review Key Focus Area (KFA)	Risk Theme (at a High-Level)*
1. Service Need	The report has no critical or essential recommendations for KFA 1. Suggested risks and actions include firming estimated population projections to understand the effective life of stage 1 and to timeline planning for stage 2. Early planning of stage 2 is recommended due to discharge license negotiations and challenging external factors.
2. Value for Money & Affordability	Critical actions include the development of QPRC major project cost estimation guidelines, confirming the projects budget (considering the full and current risk profile) and securing loan

9.3 Queanbeyan Sewage Treatment Plant Upgrade Project Health Check (Author: Duff/Boulton) (Continued)

iNSW Assurance Review Key Focus Area (KFA)	Risk Theme (at a High-Level)*
	funding and additional contingency amounts. Major equipment contracts need to be renegotiated.
3. Social Environmental & Economic Sustainability	The report has no critical or essential recommendations for KFA 3. Continued collaborative efforts are recommended with the ACT EPA to ensure regulatory standards are mutually agreed. Further intervention and escalations may be required to progress outstanding EIS actions and to secure DA approval.
4. Governance	Critical actions include additional project resourcing in the form of a Project Director with experience that aligns to the size and scale of the QSTP project and finalising a delivery procurement plan and operating model. Project documentation (artefacts), processes accountabilities and records was also identified as a risk area.
5. Risk Management	No critical actions were identified for KFA 5. Essential actions include maturing risk management practices within the project, formalising assurance activities and resolving major risks to the current schedule (power supply & safety).
6. Stakeholder Management	The critical risk for KFA 6 is formalising the resourcing plan for the Integrated Owners Team (IOT) to support procurement and delivery. In line with the IOT, the contracting framework across all stakeholders needs to be clearly articulated. Current contracts should be reviewed with consideration to design finalisation.
7. Asset Owners Needs and Change	The report has no critical or essential recommendations for KFA 7. Suggested actions include the further development of change and benefits management practices, plans and processes.

A summary of the critical recommendations is provided in the table below:

Ref	Cost Estimate
C1.	Recommendation: Develop a QPRC Cost Estimation Guideline for Major Projects that outlines the minimum requirements for cost estimates and clear basis of estimate expectations. Once complete, align the QSTP cost estimate with the guideline and test/challenge these assumptions and basis. The base estimate should be AACE Class 2 standard (+/-10%) or as nominated in the guideline.
	Project Funding
C2.	Recommendation: Reevaluate the project budget to ensure it covers all costs, including risk events and ancillary works. Adjust the budget to account for labor rates, man hours, early market engagement, and other unconsidered costs through an updated cost estimate. A Quantitative Risk Analysis (QRA) to determine the P90

9.3 Queanbeyan Sewage Treatment Plant Upgrade Project Health Check (Author: Duff/Boulton) (Continued)

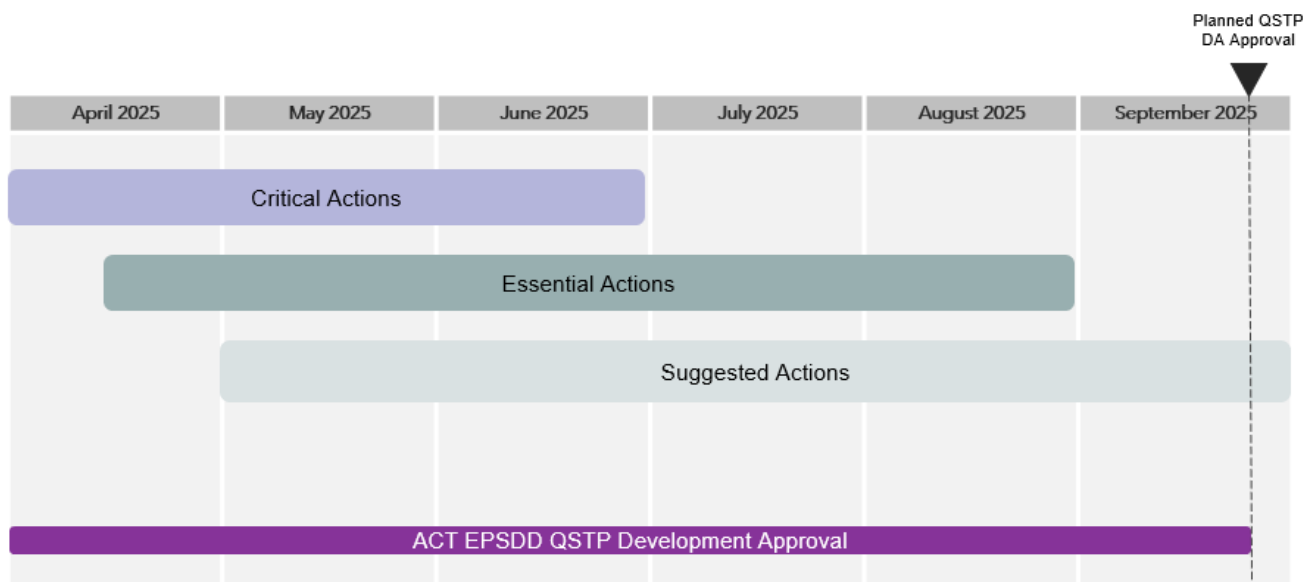
	risk adjusted estimate. This requirement should also be outlined in the guideline (C1).
Project Oversight	
C3.	Recommendation: It is recommended that QPRC engages a dedicated Project Director to oversee the QSTP project. The Project Director should have appropriate experience delivering project of QSTP's size and scale.
Secure Project Funding	
C4.	Recommendation: Upon completion of updated cost estimate, responsibilities for commercial funding should be assigned to ensure funding is secured pre-award of the PCM and Main Works contracts. Establish a clear plan for securing additional funds in the case of future cost overruns or significant variations.
Procurement Plan & Op Model	
C5.	Recommendation: Develop a forward-looking procurement plan and operating model to mitigate non-technical risks, considering all current and planned internal and external resources. After completing the operating model, reassess and refine the RACI to ensure responsibilities are assigned to the appropriate SMEs.
Resourcing Plan	
C6.	Recommendation: Update resource plans for QPRC, Owners Engineer (OE) and PCM based on the revised delivery schedule and incorporate these costs into the updated cost estimate. Form an integrated owner's delivery team between QPRC, OE (retain existing technical consultant) and PCM (new contract).

The overall project rating is Medium, as successful delivery is feasible but issues have been identified which require timely management and attention.

Key Focus Area of Review	Improvement Actions	No. of Recommendations		
		Critical	Essential	Suggested
1. Service Need	3	0	0	3
2. Value for Money & Affordability	4	3	1	0
3. Social, Environmental & Economic Sustainability	1	0	0	1
4. Governance	10	2	2	6
5. Risk Management	4	0	3	1
6. Stakeholder Management	5	1	1	3
7. Asset Owner's Needs & Change	2	0	0	2
TOTAL		6	7	16

9.3 Queanbeyan Sewage Treatment Plant Upgrade Project Health Check (Author: Duff/Boulton) (Continued)

The recommended actions can largely be implemented within the current approvals timeline and should be implemented as below:



In response to the Health Check findings, staff have commenced the implication of actions as an immediate response to address the six critical recommendations as outlined in the table below:

Item	Focus Area	Risk Theme	Action
A	Affordability	Costs underestimated, potential budget shortfall	Complete a thorough, independent best practice cost estimate to AACE Class 2 (+/- 10%) standard, confirm project funding is affordable.
B	Risk Management	Resources	Reset the project structure and governance. Appoint dedicated project director, retain Beca Hunter H2O as Owners Engineer (E) through to completion, appoint Procurement & Construction Management (PCM) consultant to provide key roles, to then form Integrated Owners Team (IOT) with selected QPRC staff seconded. The IOT then proceeds to engage Main Works Construction, Major OEM vendor contracts etc.
C	Service Need/Social, Environmental & Economic Sustainability	Capacity Needs, Options Analysis, Stage 2 Feasibility, Planning, Development & Operational Approvals	Reassess design constraints, develop closer collaboration, relationships and compliance frameworks with ACT regulators and prepare contingency plans, alternative strategies and solutions proportional to risk.

The Project team will also implement actions to address the Essential and Suggested recommendations from the Health Check report.

9.3 Queanbeyan Sewage Treatment Plant Upgrade Project Health Check (Author: Duff/Boulton) (Continued)

Risk/Policy/Legislation Considerations

The Health Check has identified and confirmed numerous risks to successful delivery of the QSTP upgrade project. Prompt implementation of the critical actions will help to mitigate key risks to the successful delivery of the QSTP Upgrade project.

Financial, Budget and Resource Implications

Implementation of the critical actions will require an increase to the QSTP upgrade project budget. These costs will be included in the 2025/26 budget.

Links to QPRC/Regional Strategic Plans

The Queanbeyan Sewage Treatment Plant Upgrade project is included in QPRCs strategic and long-term financial plans.

Conclusion

Council has submitted its Response to Further Information (RFI) requests along with the submission to ACT Heritage on Monday 24 March 2025. The DA assessment is now with the ACT Government's Planning department for determination of the development application.

Our efforts can now focus on addressing the recommendations from the Health Check findings and bringing the project to tender ready stage in anticipation of consent, which we are hoping is issued by September 2025.

To mitigate key risks to successful delivery of the QSTP Upgrade project, it is recommended that Council endorses staff proceeding with the following actions:

1. Complete a project cost reassessment to +/- 10% accuracy range through the detailed design phase and incorporate outcome into financial modelling and an updated business case.
2. Review and re-establish the project delivery model including integrated team structure, resourcing levels and leadership oversight.
3. Reassess plant capacity needs, options analysis, and regulatory approvals including contingency plans, alternative strategies and solutions proportional to risk.

Attachments

Nil

9.4 Queanbeyan to Bungendore Bulk Water Supply Transfer Pipeline Project
Update (Author: Duff/Cunningham)

File Reference: PJT0007

Recommendation

That Council:

- 1. Receive and note the detailed Business Case developed for the Queanbeyan to Bungendore Bulk Water Supply Transfer Pipeline project**
 - 2. Endorse the Council submission for funding of the Queanbeyan to Bungendore Bulk Water Supply Transfer Pipeline project under the National Water Grid Fund (NWGF) program in February 2025.**
 - 3. Authorise the General Manager to issue opening letters to property owners along the route to commence the negotiation period as contemplated by Section 10A of the of the Land Acquisition (Just Terms) Compensation Act 1991.**
-

Summary

At its Ordinary meeting of 12 April 2023 Council, received a report in respect of a feasibility study for the Queanbeyan to Bungendore (Q2B) Bulk Water Supply Pipeline proposal. Council endorsed the development of the Queanbeyan to Bungendore bulk water supply trunk main (Palerang Communities IWCM (2019) Strategy Option 3) to tender ready stage (**Resolution 135/23**).

An offer for grant funding from the NSW Government for these works under tranche 3 of the Safe and Secure Water Program was accepted. Funds for this project was funded from the Palerang Communities Water Fund reserves.

Since that time much work has been done in respect of achieving 'tender ready' status and the purpose of this report is to provide an update on this journey, the current state of play and what key milestones now lay ahead.

Completion of a Business Case has been a key item, which was presented to Council at a workshop held on 2 April 2025.

Council endorsement of the actions taken to date and next steps to secure this project is sought.

Background

With the selection of the preferred route being settled as part of the 2023 feasibility study the time since Council's April 2023 resolution has largely been used to develop the full suite of design and technical specifications required to support Council's position to be tender ready.

The suite envisages three discrete contractual packages that deal with the 31 kilometres of pipeline, the design and construction of a 6 ML concrete reservoir and the provision of a water pump station and re-chlorination facility. In all, the package consists of around 745 pages of drawings and technical specifications.

**9.4 Queanbeyan to Bungendore Bulk Water Supply Transfer Pipeline Project Update
(Author: Duff/Cunningham) (Continued)**

Underpinning this body of work has been a whole host of other efforts namely:

- Detailed field land survey;
- Geotechnical investigation;
- Biodiversity studies;
- European and Aboriginal Heritage studies.

These latter two studies feature prominently in the project's Review of Environmental Factors (REF) report, a critical gateway requirement for the project and referenced further as a future milestone to be achieved later in this report.

These technical and engineering specifications are necessary requirements to being tender ready and there are a number of other check points that may be captured under the following focus areas.

- A. Capital Funding
- B. Legal and Land Matters
- C. Intergovernmental Approvals
- D. Environmental Approval
- E. Water (and Sewer) Pricing

Report

Each of these items noted above, need to be progressed sufficiently in order for the project to be truly tender ready and before any report is tabled seeking Council approval to proceed to construction.

A. Capital Funding

A key difference between the Q2B as a proposal to resolve the future water needs for Bungendore, and its earlier groundwater options, is the former's inability to be staged. What this means is that Q2B is investment heavy upfront and that necessarily has ramifications for how such an enterprise can be funded.

The 2023 feasibility study suggested an estimated capital cost for Q2B of around \$63m. Whilst it has always been the strategy to make use of development contributions as the primary source of funding such works, the sheer magnitude of the project's capital cost means that these contributions have always been considered as unlikely to be the sole source. Supplementary external funding is required.

A number of government grant opportunities exist for projects such as these with many of these being allocated on a competitive basis. Formal project business cases almost always form part of the required supporting information to any such grant application and to this end a full business case for the Q2B project was developed by Rhelm Pty Ltd on Council's behalf.

A full copy of the business case and its associated attachments has been provided to Councillors under separate cover in the Councillor Portal, and it will remain a commercial in confidence document until the project is approved and delivered.

The purpose of a business case is not to determine the marginal capital or operation/maintenance cost to the consumer, for that is the task of the 'Water (and Sewer) Pricing project' discussed below. Rather, it is to demonstrate the overall economic benefit (or otherwise) of the project to any prospective grant funder. Both the NSW and Commonwealth Governments have very structured frameworks governing the development of Business Cases

**9.4 Queanbeyan to Bungendore Bulk Water Supply Transfer Pipeline Project Update
(Author: Duff/Cunningham) (Continued)**

and the report developed for the Q2B project has been prepared according to these requirements.

The key components of the Q2B Business Case are as follows:

i. Case for Change

This is process of defining the key challenges facing Council and ultimately what is driving the project. These have been identified as follows and are now well known to Council:

- Constrained Regional Growth
- Vulnerability to Drought
- PFAS contamination risk

ii. Identification of a Strategic Context

This process is concerned with identifying any links that the Q2B project has with existing Government Programs, strategies or policies. The following are highlighted as part of the report:

- National Water Grid Authority Fund
- National Housing Accord
- Staying Ahead: State Infrastructure Strategy of 2022-2042
- NSW Water Strategy
- Regional Housing Taskforce
- Southeast and Tablelands Regional Plan 2036
- Queanbeyan-Palerang Regional Economic Development Strategy 2023
- Bungendore Structure Plan
- Southeast NSW Resilience Blueprint

iii. Economic Analysis

A key input to this component of the business case report was the development of a more up to date project capital estimate. Assessed at the completion of the detailed phase the project was estimated at \$77.8M by NSW Public Works and peer reviewed. The valuation was then assessed against the inherent and contingent risks identified for the project where these were assessed for cost against the probability that they will occur to develop the P50 and P90 (percentile) contingency rates of 17.3% and 26.7% respectively. Thus, the business case identifies the total P50 and P90 out-turn costs (inclusive of capital uplift and an allowance for escalation) of \$99.8M and \$108.8M respectively.

Generally speaking, the P50 figure has been utilised for the reports further economic assessment, in particular for the development of key outputs such as Benefit Cost Ratio (BCR) and Net Present Value (NPV).

In terms of assessing these criteria, the single biggest monetarised benefit for the project is land value uplift of which the report assesses a value of \$215.4M. For the mid-range discount rate of 5% pa, the project has been assessed with a BCR of 2.5 and a NPV of \$139.4M. To be considered favourably the former must be >1 and the latter >\$0.

At the outcomes assessed by the report the project can thus be said to represent value for money for any prospective grant provider.

National Water Grid Grant Funding

The National Water Grid Fund (NWGF) program is the Australian Government's Infrastructure Investment Program to improve water access and security by delivering nationally important water infrastructure projects that unlock potential, build resilience, and promote growth and

**9.4 Queanbeyan to Bungendore Bulk Water Supply Transfer Pipeline Project Update
(Author: Duff/Cunningham) (Continued)**

sustainability". The fund periodically calls for grant applications through its state-based counterparts, the most recent occurring in February this year. Council made application for funding assistance under this program on the basis of 50% of the P50 capital cost identified in the business case.

Advice as to the outcome of Council's application is not expected until April. If successful, the next phase is a NSW Government sponsored further application to the Commonwealth Government grant body with an expectation for advice as to a final outcome in late October or early November 2025.

While there is certainly no guarantee of any success for this application, the matter of funding support for this project is a critical one as it is a key enabler.

B. Legal and Land Matters

The project, by its nature, is entirely dependent on a need to access various parcels of land in private or public ownership for construction purposes. For the most part, the pipeline will require both a temporary easement for construction purposes and a permanent easement over the pipeline once it is in place. This is proposed to be facilitated through individual deeds with an option for grant of easement between each landowner and Council. A deed has been developed and it is expected that these will progressively be rolled out to each affected landowner in coming weeks.

The other aspect requiring attention is for the acquisition of two parcels of land, one each for the proposed reservoir at Brooks Bank and the other for the re-chlorination facility proposed at Millpost Lane.

Section 10A of the Land Acquisition (Just Terms) Compensation Act 1991 requires a minimum period for negotiation for such acquisitions of 6 months (unless otherwise agreed by the parties) and in this respect, it is considered vital to commence this process as soon as possible if we are to maximise the prospects of being 'tender ready' toward the end of 2025.

The formality of commencing the negotiation period as contemplated by Section 10A is achieved through the issue of 'opening letters' and these too are expected to be issued within the next week or so.

All of the above is intended to facilitate the process of being 'tender ready' despite the fact that none of the acquisitions can be truly finalised without a formal resolution of Council to this effect.

C. Intergovernmental Approvals

The need for Council to secure intergovernmental approval that permits ACT sourced water to be supplied beyond the area of the former Queanbeyan City Council is now well understood.

With legislative considerations in both the Seat of Government Acceptance Act 1909 (Cwlth) and the Canberra Water Supply (Googong Dam) Act 1974 (Cwlth), tripartite agreement for the proposal is required between the Commonwealth, NSW and ACT Governments.

To date the bulk of the discussions have been held between the NSW and ACT Governments whereby:

- The parties have agreed to progress discussions about the potential provision of potable water to nearby NSW townships;

**9.4 Queanbeyan to Bungendore Bulk Water Supply Transfer Pipeline Project Update
(Author: Duff/Cunningham) (Continued)**

- The purpose of the proposed supply being to support sustainable housing growth and thriving communities in NSW townships near the ACT; including the townships of Bungendore, Murrumbateman and Yass;
- Discussions are progressing under terms that safeguard the ACT's water security, including that there will be no net social, economic and environmental impacts on the ACT;
- Discussions are being progressed by the ACT – NSW Potable Urban Water Issues Steering Committee. The Steering Committee includes members from the ACT and NSW Governments, the NSW Cross Border Commissioner, Queanbeyan-Palerang Regional Council and Yass Valley Council.

Like the matter of grant funding, the need for a successful resolution to the issue of Intergovernmental Approvals is also critical and represents the second key enabler for the project.

The water agreement and negotiations has progressed to both NSW and ACT Ministers for Water with the announcement of the joint water trading framework development, which in addition to providing water for the environment will facilitate how both jurisdictions can 'work together to improve access and support greater regional development in the future.'
<https://www.nsw.gov.au/ministerial-releases/progress-on-joint-water-trading-framework>

D. Environmental Approvals

The project is proposed to be constructed under the provisions of the State Environmental Planning Policy (SEPP) (Transport and Infrastructure) 2021 and as such is permitted without consent.

An environmental assessment is still required pursuant to Division 5.1 of the Environmental Planning and Assessment Act 1979 and to this end a Review of Environmental Factors (REF) has been prepared. The REF includes a wide range of environmental considerations with particular attention to assessments on biodiversity and Aboriginal cultural and historic heritage. This latter assessment was underpinned by a comprehensive Aboriginal Cultural Heritage Assessment (ACHA) which was facilitated by NSW Public works and supported by a number of Registered Aboriginal Parties (RAPs).

The final REF was executed by the principal scientist for NSW Public Works on 18 September 2024 and was lodged for final determination on the NSW Planning Portal on 11 December 2024. Council is the determining authority for this document.

A duly determined REF will be required to move to construction of any part of Q2B.

E. Water (and Sewer) Pricing

This journey is heavily linked to the Palerang Communities Integrated Water Cycle Management Plan (IWCM) review. Key outputs of this process are the issues paper, options study, strategy selection, long term capital/renewal plant, development servicing charges and tariff selection.

The issues paper has now been finalised and this is a major milestone since this is where the bulk of the work resides. The issues paper is essentially a root and branch review of the capability, performance and future readiness of Council's water and sewerage businesses and whilst some 36 individual issues have been identified only two themes present as topics requiring further options investigation and special strategic development. Both relate to matters of growth as they affect water and sewerage headworks and whilst those related to Bungendore are now well understood and quantified those for Braidwood are relatively new.

9.4 Queanbeyan to Bungendore Bulk Water Supply Transfer Pipeline Project Update (Author: Duff/Cunningham) (Continued)

The growth modelled for Braidwood in the IWCM has been based on information contained in the Braidwood Structure Plan discussion paper and considers both expected infill and greenfield development. At this juncture, serviced population for Braidwood are anticipated to approach 3,000 people (3,707 Equivalent Persons) by the end of the study period in 2054. This has ramifications for both water and sewerage headwork capacities as well as secure yield availability.

At this stage the plan is to conclude the strategic components of the IWCM review, develop revised Development Servicing Plan as appropriate and model scenarios for tariff structures going forward. Options will be considered at that stage to rationalise the water and sewerage funds complete with a harmonised tariff structure for the Local Government Area. Decisions with respect to this and the adoption of any revised Development Servicing Plan will be the subject of further decision reporting to Council.

A tentative timeframe of June 2025 is envisaged at this stage.

Risk/Policy/Legislation Considerations

There are a number of competing risks for the issues identified in this report. First and foremost of these is the immediate fact that no further development is possible beyond that already approved. Without an additional supply of water the growth of Bungendore will cease. This is contrary to Council's adopted position to support Bungendore's growth as referenced in the Bungendore Structure Plan.

In 2019 Council adopted its IWCM for the Palerang Communities water and sewerage businesses. The most significant issue identified in that study was the future of the Bungendore water supply in terms of how it related to supporting the growth of Bungendore. Three options were identified variously related to sources from local groundwater and a regional bulk water supply. The latter has recently emerged as the only remaining viable option.

The matter of PFAS emerged during the development of the business case has been included in the light of its risk of effectively reducing Council's existing water entitlement.

In the course of developing the IWCM and subsequently pursuing these options, confidence in securing an additional supply of water diminished. Planning decisions, both regulatory and commercial, were made in good faith during this time and both are now impacted by the current situation, the former by the moratorium on approvals discussed above and the latter by the potential for significant lost investments. These remain significant risks.

By not proceeding to full design and tender ready stage concurrently with the intergovernmental negotiations risks a delay in Bungendore's growth certainty to the point of 5 to 10 years.

Financial, Budget and Resource Implications

Funds to progress this project to tender ready stage are funded from Councils Palerang Communities Water Fund reserves as approved by Council (**Resolution 135/23**). Of this estimate of \$2.5M, Council has expended \$1.7M to date on progressing this project to tender ready status.

The project will require a combination of grant and Developer Contributions, which will be fully investigated in a future Council report. There remains a number of items as noted in the

**9.4 Queanbeyan to Bungendore Bulk Water Supply Transfer Pipeline Project Update
(Author: Duff/Cunningham) (Continued)**

report, that need to be completed and resolved satisfactorily before assurance can be given and Council approval sought to proceed.

Links to QPRC/Regional Strategic Plans

The proposed pipeline is consistent with option 3 as identified in Council's adopted Palerang Communities Integrated Water Cycle Strategy (February 2019) and supports Council's vision for Bungendore in accordance with its adopted Bungendore Structure Plan 2018-2048.

Conclusion

Greenfield growth for Bungendore remains stalled until such time as a solution for an additional long-term supply of potable water can be secured.

Council has a desire to have the Q2B proposal developed to tender ready status such that if an opportunity arises to proceed to construction, it is best placed to make that decision in a timely fashion.

A number of matters still need to be developed to reach tender ready status. Most of these can be managed concurrently and it is anticipated will be more or less complete by the latter half of this year. In such an eventuality, a further report will be made to Council at that time.

In such a circumstance construction contracts for the works could be in place and underway as early as the first quarter of 2025.

Attachments

Nil

9.5 Nellie Hamilton Centre Ground Floor and Level 3 Fit-outs (Author: Duff/Damo)

File Reference: 155304-03

Recommendation

That Council:

1. **Approve the design and fit-out proposals for the ground floor and Level 3 of Nellie Hamilton Centre for the additional community/library and conference/meeting room space.**
 2. **Approve the transfer of \$892,000 from the existing Nellie Hamilton Centre construction budget for this project.**
-

Summary

The Nellie Hamilton Centre continues to have two vacant spaces, despite several years of effort to secure tenants.

At the 14 August 2024 meeting, Council endorsed the fit-out of the ground floor; with a public meeting room, small quiet workspace areas and a dedicated area for Queanbeyan Library community programs and activities (**Resolution 387/24**).

This report sets out the proposed uses, preliminary design and estimate of cost to fit-out two areas in Nellie Hamilton Centre, one on ground floor and the other on level 3.

Background

Council engaged a real estate agent in 2022 to find tenants for three spaces in the Nellie Hamilton Centre (NHC), being the ground floor, ground floor café and level 3.

Tenants were secured for the ground floor café and part of level 3. Following completion of Nellie Hamilton Centre at the end of 2023, these spaces are now occupied.

Suitable tenants for the remainder of the ground floor and remaining half of level 3 have not been secured. Half of level 3 remains vacant, despite a second campaign that included the leasing of the vacant Crawford Street properties, which has been reported to Council. There have been a number of interested parties walk through, however the market for office space has shifted since the Business Case was approved for this project, primarily as a result of COVID and the acceptance of remote and hybrid workplaces. The Business Enterprise Centre, who was intending to move to the ground floor, has since purchased its own building in Monaro Street (the former National Australia Bank) and is being fitted out for this purpose.

Since moving into the Nellie Hamilton Centre in December 2024, and Council operating from the building, has demonstrated the high level of demand for meeting rooms on the mezzanine level. This in particular is for the three-way meeting rooms Braidwood 1, 2 and 3; which were designed for staff training, conference, meeting and Councillor workshop spaces.

The Library has been a primary user of the Braidwood Rooms, with programs and activities taking place on an almost daily basis. This is due to there being a lack of space for these outreach programs for children, youth, seniors and author talks.

**9.5 Nellie Hamilton Centre Ground Floor and Level 3 Fit-outs (Author: Duff/Damo)
(Continued)**

The popularity of these Library activities reduces the availability of these rooms to other users in the building, including Council, building tenants or external groups. On occasion, Library programs and activities have been relocated to other areas of the building or to within the library general space, however this has resulted in a less satisfactory experience for staff and the community. On some occasions Library programs have had to be cancelled. More often than not staff training that should be conducted onsite, is having to be held at the Riverside Oval Meeting room.

Library staff and users have regularly requested more study spaces as the current desks fill early and remain occupied throughout the day. The lack of power outlets to charge devices also impacts service delivery. Members of the public are accessing the Nerriga, Bungendore and Councillors meeting rooms for quite working space with a power outlet.

Report

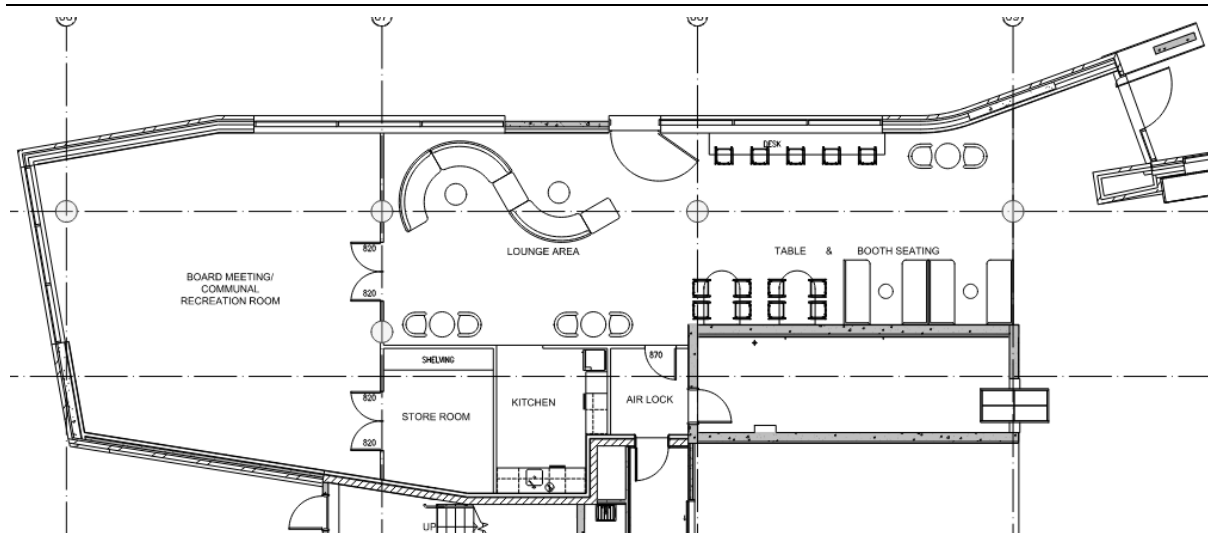
It is proposed to retain the un-tenanted spaces in Nellie Hamilton Centre, part of ground floor and part of level 3 for Council use. The best use of these spaces is to fit them out to enable meeting rooms for community groups, Council activities, committee meetings and tenant bookings.

It is proposed the ground floor space of approximately 210m² be fitted out for library and community uses and includes:

- one large meeting / activities room for library programs, story time, baby bounce, music play and committee meetings with AV for movies and video conferencing along with storage for tables and chairs
- lounge/study area where some existing lounge furniture can be used alongside a variety of seating types including new meeting booths and bench with stools complete with appropriate power outlets
- new kitchenette area
- airlock for separate access to café

The preliminary sketch plan for the proposed fit-out of ground floor is shown in Attachment 1.

It provides better after-hours access for Council's Advisory Committees and other community groups who are seeking to use a meeting room in the Nellie Hamilton Centre, in addition to the ground floor access for Library user groups and activities. This area is very popular with the addition of the Café and there is often a lack of seating and informal meeting spaces, which would be used if provided.

**9.5 Nellie Hamilton Centre Ground Floor and Level 3 Fit-outs (Author: Duff/Damo)
(Continued)****Figure 1 – Proposed fit-out of ground floor NHC**

The area on level 3 of approximately 310m² could be fitted out for meeting and conferences booked by Nellie Hamilton Centre tenants and Council for meetings, conferences and training (see figure 2). A small conference space to fit 50-60 people, with kitchen, digital and break out areas, adjacent to an open outdoor area (Djara Gardens) has high appeal. The preliminary sketch plan for the proposed fit-out of part of level 3 is shown in Attachment 2.

The fit-out is proposed to include:

- one large meeting room with AV facilities for video conferencing
- one medium meeting room with AV facilities for video conferencing
- kitchen and breakout area for catered events
- storage for tables and chairs

9.5 Nellie Hamilton Centre Ground Floor and Level 3 Fit-outs (Author: Duff/Damo) (Continued)

The estimates include 4% internal capital project management charge and 15% contingency which is appropriate for the current design stage for the project.

Links to QPRC/Regional Strategic Plans

The proposed use of the Nellie Hamilton Centre for these purposes support the following Council strategies and plans:

- Queanbeyan CBD Transformation Strategy 2017
- QPRC Property Strategy 2020
- Queanbeyan CBD Place Plan Report 2020
- Community Strategic Plan 2042
- QPRC Library Strategy 2022-2026
 - Focus Area: Spaces – Accessible, Community hubs, Modern - Explore opportunities to deliver new library spaces to cater to our growing population
 - Focus Area: Collections and resources – Seek new ways to connect people to digital skills and resources, including emerging and creative technologies
 - Focus Area: Experiences - Focus on experiences that strengthen social connections and bring people together to share and learn; Build partnerships with our community to codesign and deliver new experiences; Raise awareness of our services for our diverse and growing community

Conclusion

The best use of the remaining vacant spaces in Nellie Hamilton Centre is for Council to retain the spaces of Council, tenant and community uses.

It is recommended that Council develop the design and proceed to construction of the fit-outs on ground floor and level 3 of Nellie Hamilton Centre.

Attachments

Attachment 1 NHC Ground Floor sketch plan (*Under Separate Cover*)



Attachment 2 NHC Level 3 sketch plan (*Under Separate Cover*)



REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.6 Karabar Microforest Proposal - Ash Street, Queanbeyan (Author: Richards/Kaden)

File Reference: 23.1.2-02

Recommendation

That Council endorse the parklet at 5 Ash Street, Queanbeyan (Lot 1 DP 702676) for the use of a microforest and provide in-kind support through Council labour, advice and assistance to work collaboratively with the Microforest Collective.

Summary

Council has been approached by the Microforest Collective to establish a second microforest in Queanbeyan. After a successful Blackall Park Microforest Project, Ash Street Parklet has been identified as the proposed next site.

Ash Street Parklet is a suitable park with a size 2,112m². It is accessible to the public from Ash Street and Hakea Street and near a high population area in Karabar. It will be a community driven project that will assist with the heat island effect and increase biodiversity in the urban area.

Council support for the project is sought.

Background

A microforest is described as a dense pocket of vegetation containing trees, shrubs, climbers and groundcovers that create a mini ecosystem. The heat island effect refers to the phenomenon where urban areas experience significantly higher temperatures than their surrounding rural areas, primarily due to the presence of heat-absorbing surfaces like paths and buildings and the lack of vegetation. A microforest creates habitat for wildlife, has a cooling effect on the surrounding area and can also capture carbon.

The project aims to assist in shaping a greener, more sustainable future. Through seed funding, resources, and ongoing support, the Microforest Collective will provide the community with the tools they need to bring a microforest to life.

Report

This project has been proposed by the Microforest Collective which is a volunteer, not-for-profit group formed with the purpose of establishing microforests across the region. After successful projects in Queanbeyan (Blackall Avenue), Watson, Downer, Holt, Dunlop and Moruya the group has proposed to start a new project at Ash Street Parklet, Queanbeyan.

The project is designed to transform underused spaces into thriving micro-forests which cool urban areas, boost biodiversity, and reconnect people to each other and nature. The proposed Karabar Microforest will be a co-designed, community driven project with 1,500 native plants. It will be delivered through community engagement, business partnerships and crowdfunding, with a total budget of \$50,000.

The project will also aim to provide a unique opportunity for community engagement, particularly with young people in Karabar. The group will work closely with Karabar High

9.6 Karabar Microforest Proposal - Ash Street, Queanbeyan (Author: Richards/Kaden) (Continued)

School, youth groups, and local organisations. These groups will be involved in a co-design process, planting efforts, and ongoing stewardship to foster long term involvement, civic pride and social connection.



Figure 1: Ash Street Parklet Street View



Figure 2: Ask Street Parklet Map View

9.6 Karabar Microforest Proposal - Ash Street, Queanbeyan (Author: Richards/Kaden) (Continued)

Risk/Policy/Legislation Considerations

With any community led project, there is a small risk of key proponents relocating and resources becoming limited however, given the scale of the proposed project site this is a minor risk to Council, while the potential of community participation in parks is significant.

Financial, Budget and Resource Implications

The Microforest Collective is seeking the use of Lot 1 DP 702676, 5 Ash Street, zoned as Council Land - Community. In addition, they are seeking \$10,000 financial support from Council which will cover:

- Temporary fencing and toilet, during construction
- Mulch
- Installation of tap to provide essential irrigation
- Nursery stock
- Tree logs for seating
- Signage

Urban Landscapes has the capacity to fund the materials needed for the project, including mulch, plants and signage. Council as the landowner, with in-kind support will provide significant cost savings to the project, ensuring it is financially sustainable. The Microforest Collective will seek community engagement through crowdfunding and volunteer engagement to gather remaining costs.

Links to QPRC/Regional Strategic Plans

Urban Forest Cooling Strategy

Strategy 1: Build awareness and encourage participation in urban greening

Strategy 3: Coordinate tree and vegetation planting and management


QPRC Community Strategic Plan 2042

Strategy 3: A clean, green community that cherishes its natural and physical character.

Conclusion

The proposed Ash Street Microforest in Karabar is worthwhile project that will increase community participation and engagement, help to reduce urban heat island impacts and increase local biodiversity. The success of the Blackall Parklet Microforest and the Queanbeyan Microforest group's commitment to establishment and delivery will ensure project completion and success.

Attachments

Attachment 1  Sponsorship Request for the Karabar Microforest (*Under Separate Cover*)

9.7 Bungendore Aquatic Centre Project (Author: Richards/Duncan)

File Reference: 36.1.3-38

Recommendation

That Council:

- 1. Approve the Design and Landscape Plans for the new Bungendore Aquatic Centre.**
 - 2. Refer a supplementary vote of \$350,000 request to the 24/25 third quarter budget review (QBRs) for consideration to enable DA lodgement.**
 - 3. Pending approval of an updated Capital Expenditure Review Report and QBRs funding, authorise the lodgement of the DA for the Bungendore Aquatic Centre.**
-

Summary

The Bungendore Aquatic Centre project has advanced through key Council resolutions and planning stages, beginning with the endorsement of the original concept plans in June 2023. This was followed by the approval of a Capital Expenditure Review and the commencement of tendering processes for design and cost estimations.

The impetus for this project was the acquisition of the current Bungendore pool by the Department of Education. Although the original pool has been returned to Council, the community are engaged and passionate about the provision of a new purpose built, indoor facility in Bungendore at the Bungendore Sports Hub.

Designs are almost complete for this project which has been identified as State significant. This means any development application will be determined by the NSW Department of Planning.

In a staged approach an outdoor pool, splash pad and amenities is costed at \$19.73m. Enclosing the pool and splash pad in stage 2 is costed at \$12.4m. Stages 1 and 2 are therefore costed at \$32.13m. Constructing an indoor pool, splash pad and amenities in one stage is costed at \$28.4m. A stage 3 option is provided which would include a program pool.

While multiple grant applications have been submitted, success has been limited. Council remains committed to identifying funding opportunities and an updated CAPEX review will be reported to Council once financial implications are finalised.

Securing Development Application (DA) approval is a key priority, as it will strengthen the project's eligibility for future grants and establish it as 'shovel ready'. Before lodgement, outstanding requirements—including rezoning and mandatory documentation—must be finalised. Once these steps are completed, the DA will be submitted, positioning the project for further progress and increasing the likelihood of securing necessary funding for construction. The cost of DA, including the required reports for a State Significant Development is likely to be in the order of \$350,000.

9.7 Bungendore Aquatic Centre Project (Author: Richards/Duncan) (Continued)

Background

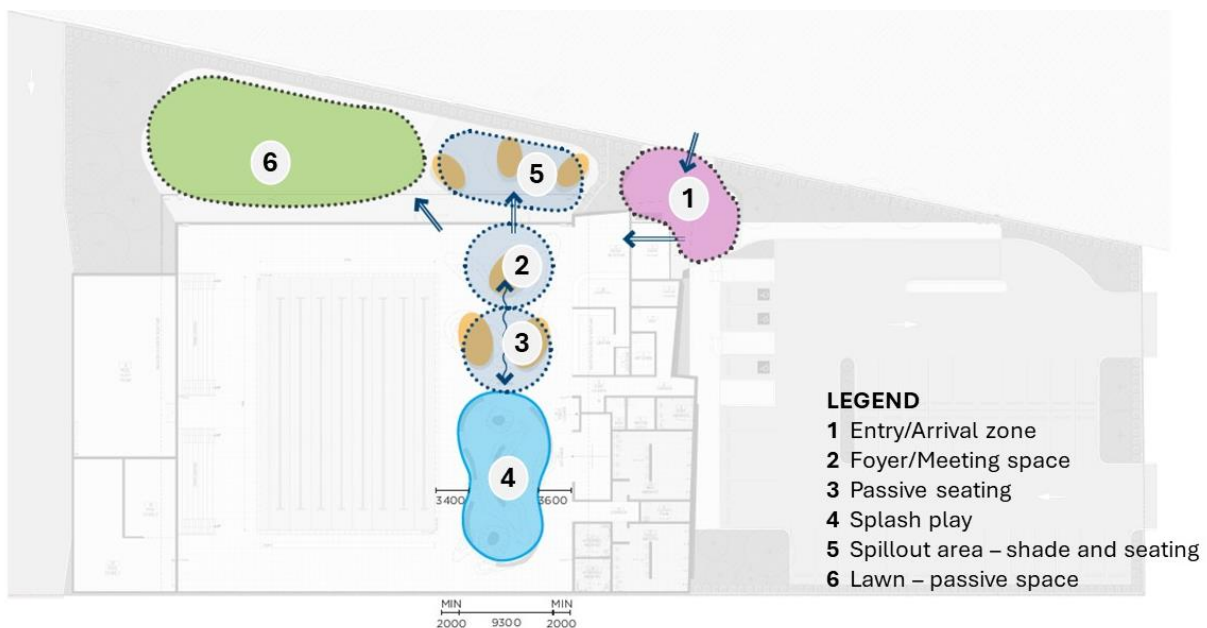
At its meeting of 28 June 2023, Council endorsed the concept plans for the new Bungendore Aquatic Centre as an enclosed facility, with an 8 lane 25m heated swimming pool, a wet play area, amenities, canteen/café area, playground and shade structures at the new Bungendore Sports Hub on Halfway Creek Road.

Council requested that a Capital Expenditure Review be prepared with an option for the project to be delivered in two stages. And further, subject to confirmation and availability of the required funding, proceed to a Design and Construct Tender for the new Bungendore Pool Project (**Resolution 239/23**).

At its meeting of 8 November 2023, Council approved the Capital Expenditure Review for the Bungendore Pool for submission to the Office of Local Government and authorised the preparation of plans to a tender ready project (**Resolution 468/23**). And on 13 March 2024, Council awarded the contract for the design, specifications and plans for the Bungendore Swimming Pool, including Quantity Surveyor estimates and staged delivery options to Mode Design for \$538,250 (**Resolution No 105/24**).

Report

Mode Design has provided concept designs (Architecture and Landscape) which are attached. A site plan is shown below



9.7 Bungendore Aquatic Centre Project (Author: Richards/Duncan) (Continued)

Detailed plans are being finalised. A Cost Plan has also been provided by TCubed Consulting (through Mode Design). A summary of the Cost Plan is:

- \$19.73m is the cost of Stage 1 only.
- \$28.4m is the total estimated cost to build stage1 and 2 at the same time.
- \$32.13m is to build in a staged approach over a five-year period.

Stage 1 and 2 are significantly higher than the previously estimated Capital Expenditure Review report of \$16.9m provided in 2023.

Several funding applications have been submitted for a new pool in Bungendore. The applications to date include:

- An application for \$17m (with a \$6m co-contribution) under the Australian Government's Regional Precincts and Partnerships Program (RPPP) – unsuccessful
- An application for the Growing Regions Program Round 1 for \$5m – withdrawn
- An application to ClubGrants Category 1 Infrastructure Grant \$300K – successful

The application for the Growing Regions Program had to be withdrawn on the basis that Council no longer had the \$4.25m cash co-contribution (\$3m+ of which was to be provided as compensation from the Department of Education).

Having a submitted DA greatly increases the chances of Council accessing grant funding. With many grant applications requiring 'shovel ready' projects.

Mode Design will continue to work on detailed designs to meet Construction Certificate requirements and facilitate a construction tender process. Funding for the construction of a new Bungendore Aquatic Centre is not confirmed.

Work to be undertaken prior to DA lodgement includes:

- The planning proposal for rezoning of the land on public exhibition.
- Completion of the mandatory documents for DA lodgement, BASIX certification, Category 1 Fire Safety Provisions and NAMBERS Embodied Emissions Material Form. These will be available when the detailed design is completed.
- Completed Bungendore Flood Plan.

The DA will be lodged once all mandatory documents are available. The total costs of report preparation and lodging the DA is likely to be \$350,000.

This cost will be determined by the reports required for the Regional Planning Panel. A lodgement fee (included in this total) is estimated at \$50,000.

Risk/Policy/Legislation Considerations

The Bungendore Pool project faces several risks, including a funding shortfall, escalating costs, and potential delays in obtaining Development Application (DA) approval. Managing these risks effectively will be essential to ensuring the project's viability and successful delivery.

Key policy considerations include adherence to Council's financial management framework, compliance with Capital Expenditure Review requirements, and alignment with grant funding criteria. From a legislative perspective, the project must meet the requirements of the Environmental Planning and Assessment Act, BASIX sustainability standards, the Building Code of Australia, and the Local Government Act. Public consultation obligations under the

9.7 Bungendore Aquatic Centre Project (Author: Richards/Duncan) (Continued)

rezoning and DA assessment processes must also be addressed to ensure transparency and regulatory compliance.

Financial, Budget and Resource Implications

Securing DA approval remains a priority to improve grant eligibility and advance the project. The project cannot proceed without significant grant funding and the community and Council will continue to seek this funding.

As reported to Council at the 29 January meeting, Council will be paid for all costs incurred for planning for the new Swimming Pool. The Deed of Settlement as agreed by both Council and the Minister for Education and Early Learning on 12 February 2025 (**Resolution 647/25**), secured this funding as works commenced. However, since the current facility is no longer to be demolished any future costs for the new Bungendore Aquatic Centre will require Council or grant funding.

Funding sources need to be investigated through the updated Capital Expenditure Review, including grant funding, a new Developer Contributions Plan or loans. The Bungendore Aquatic Centre community group have secured a funding commitment already from a local banking institution that is subject to it being a heated, enclosed facility.

Links to QPRC/Regional Strategic Plans

The Bungendore Aquatic Centre remains a strategic project for Council and the community, and we will continue to submit grant applications for either a staged delivery or complete project.

QPRC Community Strategic Plan

Strategy 1.2 Our health, wellbeing and resilience is supported by strong partnerships and access to services.

- Health and quality of life are improved through access to a range of recreation and leisure opportunities.
- Active recreational, sporting and health pursuits are supported by the availability of programs, events and assets in the Queanbeyan-Palerang region.

QPRC Aquatics Strategic Plan**QPRC Sports Facilities Strategic Plan**

Bungendore Sports Hub Concept design (attached)

Conclusion

The Bungendore Aquatic Centre has progressed through the design development, and financial planning. While project costs have risen substantially beyond initial estimates, Council remains committed to delivering this important community facility. The community has been engaged and passionate about this project since its inception and continues to be highly involved. Despite setbacks in securing external funding, efforts to obtain grants and refine the project scope will continue to ensure its feasibility.


Lodging a Development Application (DA) is a crucial next step, as approval will enhance the project's eligibility for future funding opportunities and establish it as 'shovel ready'.


Before submission, some outstanding requirements, including the rezoning process and mandatory documentation, must be completed.


9.7 Bungendore Aquatic Centre Project (Author: Richards/Duncan) (Continued)

By maintaining a strong focus on strategic planning, financial management, and community needs, Council will position the project for successful delivery. Once the DA is lodged and funding pathways are further explored, the Bungendore Aquatic Centre will move closer to construction and long-term community benefit.

Attachments

Attachment 1  Bungendore Aquatic Centre Architecture Design *(Under Separate Cover)*

Attachment 2  Bungendore Aquatic Centre Cost Plan *(Under Separate Cover)* -
CONFIDENTIAL

Attachment 3  Bungendore Sports Hub Concept Design *(Under Separate Cover)*

Attachment 4  Bungendore Aquatic Centre Landscape Design *(Under Separate Cover)*

9.8 Committee Members: QPRC Access Committee (Author: Ryan/Richards)

File Reference: 2.5.2

Recommendation

That Council appoint the following 14 community members to the Access Advisory Committee:

Anne Crowe	Bob McAlister
Clara McKillip	Helen Stig
Lynelle Hamer	Naomi Taylor
Robyn Culver	Winifred Hanson
Annette Bell	James Fowler
Judit Kovacs	Lisa Dunphy
Rebecca Bigg	Melanie Dowline

Summary

At the meeting of 18 December 2024, Council nominated Cr Macdonald as the Councillor delegate for the Access Committee and Cr Wilson as the alternate and agreed to undertake an expression of interest process to determine membership of this committee (**Resolution 565/24**).

This report is to endorse the proposed committee members.

Background

The purpose of the Access Committee is to:

- Provide input into the development of strategies and the implementation and review of actions identified in QPRC's Disability Inclusion Action Plan 2022 - 2026.
- Assist the Council to identify and remove barriers preventing the participation of people living with disability in the Queanbeyan-Palerang LGA.
- Identify issues of concern and impacts relating to people living with disability in Queanbeyan-Palerang.
- Provide advice to relevant sections of Council on matters of access and inclusion of people with disability.
- Advise and make recommendations to Council on matters relating to access for people with disabilities to Council facilities and services within the community generally.

Report

Expressions of interest (EOIs) in a media release were sought from interested members of the community from 9 January to 24 February 2025.

In addition:

- It was in our 'For Your Information' advertisement in the Regional Independent and Braidwood Changing Times on 15 and 29 January, and 12 February.
- It was included in our Friday eNews with specific articles on 31 January and 21 February.
- It was emailed out to 4,443 Your Voice subscribers on 5 February.

9.8 Committee Members: QPRC Access Committee (Author: Ryan/Richards) (Continued)

- The website text was published on 9 January, this included details and terms of reference for each committee and the form to register.

Applicants were asked to provide details on:

- Why they are interested in joining the committee
- Relevant experience that would benefit the committee
- Previous experience working with committees or a boards.

The responses were reviewed with the Councillor delegate and since no number is noted in the Terms of Reference, and the former committee had difficulty in meeting quorum due to inability of all members to attend, it was suggested that all applicants be accepted as Committee members.

The Terms of Reference as approved by Council is attached noting that the quorum will be half plus one.

Risk/Policy/Legislation Considerations

Committee is a non-legislated committee which means it has no legislative delegations or ability to make decisions on behalf of the Council. Each external committee member is considered a volunteer of Council and is therefore required to undergo Code of Conduct and Code of Meeting Practice training as part of their induction program.

Financial, Budget and Resource Implications

There is no budget or financial delegation granted with any Advisory Committee. Committee members attend on a voluntary basis, some in person and some online. Councillors attending these Committee meetings are eligible to claim travel expenses, as per the QPRC Councillor Expense and Facilities Policy, which are included in the Councillor expenses budget.

Links to QPRC/Regional Strategic Plans

The appointment of delegates to each Advisory Committee of Council aligns with the following outcomes in the Community Strategic Plan 2024:

- 1.1 Our community is strengthened through connection and participation that enhances our community and cultural life
- 5.2 Council is an open, accessible and responsive organisation

Conclusion

The applicants for this committee all have relevant interest and experience. Council endorsement of the 14 applicants as new committee members is sought.

Attachments

Attachment 1	Anne Crowe (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 2	Bob McAlister (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 3	Clara McKillip (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 4	Helen Stig (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 5	Lynelle Hamer (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 6	Naomi Taylor (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 7	Robyn Culver (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 8	Winifred Hanson (<i>Under Separate Cover</i>) - CONFIDENTIAL
Attachment 9	Annette Bell (<i>Under Separate Cover</i>) - CONFIDENTIAL

9.8 Committee Members: QPRC Access Committee (Author: Ryan/Richards)
(Continued)

- Attachment 10 James Fowler (*Under Separate Cover*) - **CONFIDENTIAL**
- Attachment 11 Judit Kovacs (*Under Separate Cover*) - **CONFIDENTIAL**
- Attachment 12 Lisa Dunphy (*Under Separate Cover*) - **CONFIDENTIAL**
- Attachment 13 Rebecca Bigg (*Under Separate Cover*) - **CONFIDENTIAL**
- Attachment 14 Melanie Dowline (*Under Separate Cover*) - **CONFIDENTIAL**
- Attachment 15 Terms of Reference - Access Committee (*Under Separate Cover*)



9.9 Renewal of Licence Agreement - Googong Community Garden (Author:
Flint/Turland)

File Reference: 46.1.1.51

Recommendation

That Council endorse the renewal of the licence agreement with the Googong Residents' Association over 44 Helen Circuit, Googong for use of the land as a community garden.

Summary

The Googong Residents' Association (GRA) occupy Council land at 44 Helen Circuit, Googong as a community garden. They are looking to renew their existing licence agreement. Council endorsement is sought for a further five-year term.

Background

This item was previously endorsed by Council at the Planning and Strategy Meeting on 12 July 2017 (**Resolution PLA078/17**). The licence agreement is currently operating in holdover provisions.

Report

In May 2017, Lot 1365 DP 1214719 (44 Helen Circuit, Googong) was transferred to Council under the terms of the Googong Voluntary Planning Agreement and was classified by Council as Community Land. The area is now licenced to the GRA for use as a community garden.

The garden is used by local residents to grow a variety of plants, as well as being used as a community hub for meetings and social events. The GRA sells plots within the garden for a nominal annual amount (\$70p/a).

The GRA consists of an enthusiastic group of residents who are driven to see the community garden progress, expand and succeed. The community garden ties in with the social sustainability aspects promoted at Googong and will offer another benefit to residents of the township.

Risk/Policy/Legislation Considerations

The land is classified as Community Land under section 47 of the Local Government Act 1993. Such a licence agreement is in keeping with the intended use of the land. Following Council endorsement, the proposed Licence Agreement will be publicly advertised and the Council would need to consider any public feedback prior to execution. The matter will only come back to Council if there is an adverse reaction to the proposal.

Financial, Budget and Resource Implications

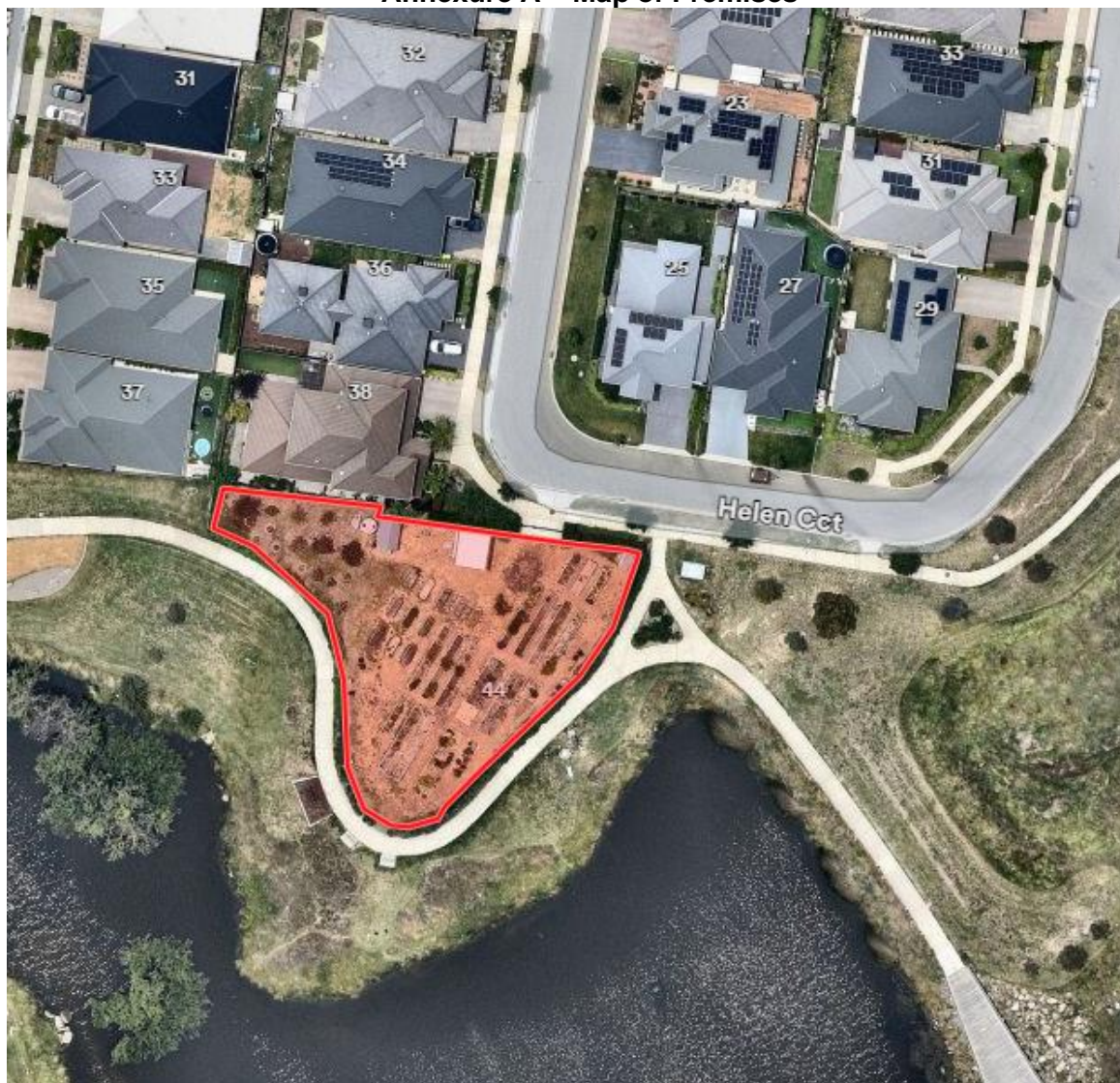
It is proposed that a nominal fee of \$1 be applied, if and when demanded, in keeping with the previous licence agreement. GRA would not be required to pay rates, however waste/garbage use charges will be payable. This is consistent with the terms of the Licence Agreement between the Council and the Community Garden in Henderson Road, Queanbeyan.

9.9 Renewal of Licence Agreement - Googong Community Garden (Author: Flint/Turland) (Continued)**Links to QPRC/Regional Strategic Plans**

Promotion of a community garden is consistent with the principles and objectives under many of QPRC's Sustainability and Environmental Plans.

Conclusion

Community Gardens are a beneficial resource to any community member and it is recommended that Council endorse the licence agreement with the Googong Residents' Association for a further five-year term.

Annexure A – Map of Premises**Attachments**

Attachment 1



Draft Licence Agreement - 44 Helen Circuit - Googong Community Garden (*Under Separate Cover*)

9.10 Post-Exhibition Report - Code of Meeting Practice (Author: Ryan/Flint)

File Reference: 52.5.4

Recommendation

That Council adopt the Code of Meeting Practice with amendments to the following clauses:

- Clause 4.12
 - Clause 4.22
 - Clause 5.1
 - Clause 5.34
 - Clause 7.3
-

Summary

Council, at its meeting of 13 November 2024, resolved to place the Code of Meeting Practice on exhibition for 42 days (**Resolution 501/24**).

The exhibition period has since concluded (extended due to the December/January block out period) with submissions received now being reported back to Council. Council is now asked to consider the below submissions prior to the policy being adopted as attached to this report.

Background

The Code of Meeting Practice was presented to Council on 13 November 2024. The policy was then exhibited on Your Voice from 15 November 2024 to 7 February 2025 which consists of more than 42 days to give compensation to the Christmas/New Year period. Over this time, the policy was downloaded 12 times.

Report

The Code of Meeting Practice was presented to Council in November 2024 with a number of proposed changes recommended by staff. Council made some further changes at the meeting which included the integration of **Resolution 261/19**, now reflected at Clauses 3.18 and 3.19.

The below table outlines the submissions received:

Clause	Submission	Exhibited Policy	Comment
Clause 3.17	The GM must prepare the complete agenda (including attachments) for a meeting of the council or a committee at least four (4) business days before the meeting	The GM must prepare the agenda for a meeting of the council or a committee at least four (4) business days before the meeting	Any further reports will be considered Supplementary Reports. The integration of Resolution 261/19 covers this. Recommend keep as is.

9.10 Post-Exhibition Report - Code of Meeting Practice (Author: Ryan/Flint)
(Continued)

Clause	Submission	Exhibited Policy	Comment
Clause 4.12	Each speaker will be allowed three (3) minutes to address the council. This time is to be strictly enforced by the chairperson subject to 4.13	Each speaker will be allowed three (3) minutes to address the council. This time is to be strictly enforced by the chairperson.	Agree with proposed change. Recommend amend policy to reflect.
Clause 4.22	Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any items of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council meeting, briefing, workshop, or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.	Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.	Agree with proposed change as it strengthens the Code. Recommend amend policy to reflect.
Clause 5.1	All councillors must make reasonable efforts to attend workshops, briefings, meetings of council and of the committees of council of which they are members	All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.	Agree with proposed change as it strengthens the Code. Recommend amend policy to reflect.
Clause 5.34	Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device and to a	Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.	Agree with proposed change as it strengthens the Code. Recommend amend policy to reflect.

9.10 Post-Exhibition Report - Code of Meeting Practice (Author: Ryan/Flint) (Continued)

Clause	Submission	Exhibited Policy	Comment
	reasonable audio-visual standard.		
Clause 7.1	If the chairperson is the Mayor, they are to be addressed as 'Mayor' or 'Mr Mayor.'	If the chairperson is the Mayor, they are to be addressed as 'Mayor'	Proposed change is not gender inclusive. Recommend keep as is.
Clause 7.3	Where the chairperson is not the Mayor, they are to be addressed as either 'Chairperson' or 'Chair.'	Where the chairperson is not the Mayor, they are to be addressed as 'Chairperson'	Agree with proposed addition. Recommend amend policy to reflect.

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

There are no financial or budget implications associated with the adoption of this statutory policy.

Links to QPRC/Regional Strategic Plans

The adoption of this policy helps to support the below Strategic Objectives in the QPRC Community Strategic Plan 2042:

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

Conclusion

Council is asked to consider the above submissions in relation to the Code of Meeting Practice prior to proceeding to adopt it in full. Staff are not recommending any additional changes above and beyond what was presented to Councillors on 13 November 2024.

The final version of the policy with tracked changes is attached to this report.

Attachments

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



File Reference: 52.5.4

Recommendation

That Council:

- 1. Endorse the following QPRC Strategic Policies and place on exhibition for 28 days:**
 - **Agency Asset Policy**
 - **Asset Capitalisation Policy**
 - **Asset Class Definitions Policy**
 - **Asset Management Policy**
 - **Asset Revaluation Policy**
 - **Asset Depreciation and Impairment Policy**
 - **Library Collections Policy**
 - **Local and Family History Collections Policy**
 - **Managing Unreasonable Conduct towards QPRC and its Employees Policy**
 - **Liquid Trade Waste Policy**
 - 2. If no submissions are received, the Policies be adopted.**
 - 3. Rescind the Workplace Surveillance Policy as a Strategic Policy.**
-

Summary

The attached strategic policies have undergone a review by the relevant business units and as a result, some amendments have been made. The intent of the policies as they currently exist have not changed, but rather reflects updated best practice and timely revisions.

Council endorsement is sought to place these 10 policies on public exhibition for 28 days inviting submissions relating to each.

Background

Council must review all local approvals and Orders as well as policies within 12 months of an election taking place in accordance with the Office of Local Government's Post Election Guide for Councils. <https://www.olg.nsw.gov.au/wp-content/uploads/2024/08/Post-election-Guide-for-Council.pdf>

Report

The following policies have undergone a review by staff and changes (if any) are outlined below.

Agency Asset Policy

The policy provides clarity on how Council should consider other agency assets. The proposed changes to the policy are:

1. Additional entry into the example table to cover streetlight assets
2. Added related policies and overview diagram in Clause 3.1

9.11 Policy Review (Author: Ryan/Flint) (Continued)

Asset Capitalisation Policy

The policy provides the principles and definitions on what is considered an asset from a financial perspective. It provides clear financial thresholds based on asset class for when expenditure is considered capital. The proposed changes to the policy are:

1. Clause 2.4 'Assets are capitalised upon closure of the project, with depreciation commencing from commissioning of the asset.'
2. Addition definitions added for asset capitalisation, useful life, capitalisation threshold and asset componentisation.
3. Added related policies and overview diagram in Clause 3.1.

Asset Class Definitions Policy

This policy provides clarity on how Council should group their assets into similar classes. The proposed changes to the policy are:

1. Rename the Office Equipment class to Technology to better reflect the type of equipment within the class and avoid confusion with the Furniture and Fittings class.
2. Added related policies and overview diagram in Clause 3.1

Asset Management Policy

To provide the principles and expectation that informs Councils approach to asset management. The proposed changes to the policy are:

1. Minor administrative changes to reflect current organisational structure.
2. Strengthen Clause 1.2 by adding "Undertaking an all-hazards approach to risk identification and ensuring that management of asset risk is within the stated risk appetite."
3. Clarify link to climate change resilience by adding following to Clause 1.2 "Environmental impact and climate change resilience are considered in the asset management approach."

Asset Revaluation Policy

This policy provides the principles and structure on how revaluations of assets should occur. The proposed changes to the policy are:

1. Added definitions of unobservable inputs
2. Updated revaluation dates in Clause 2.2 and the Appendix
3. Added related policies and overview diagram in Clause 3.1

Asset Depreciation and Impairment Policy

This policy provides the principles on how depreciation, fair value adjustments and impairment are managed. The proposed changes to the policy are:

1. Revised Appendix table with base useful lives across a more detailed grouping of assets.
2. Added related policies and overview diagram in Clause 3.1

Library Collections Policy

The policy has been updated to reference where the collection can be accessed from; the relationship with the Local and Family History Library Collections Policy; a commitment to purchasing all titles in a series that the library stocks where practicable; and minor formatting changes to ensure the policy fits the current template.

9.11 Policy Review (Author: Ryan/Flint) (Continued)

Local and Family History Library Collections Policy

The policy has been updated to reference the new name for the Heritage Library – the Frank Pangallo Heritage Library; the relationship with the Library Collections Policy; detail about other QPRC collections including art and sporting collections and what is held in them; inclusion of highlights from the current collection; greater clarity on how resources will be acquired for the collection; and clarity around how donations will be managed. The policy has also had minor formatting changes to ensure it fits the current template.

Managing Unreasonable Conduct towards QPRC and its Employees Policy

This intent of this policy has not changed and still aligns with the Model Policy issued by the NSW Ombudsman. The changes can be summarised as:

1. New title of policy to better indicate who the policy applies to.
2. Specific behaviour examples for each of the five categories of 'unreasonable behaviour.'
3. Clearer parameters for management of such situations and differentiation of hierarchy responsibility.

Liquid Trade Waste Policy

This policy has been reviewed and remains unchanged.

Workplace Surveillance Policy

This policy is recommended to be removed as a strategic policy and instead retained as an Operational Policy. The reason for this is the scope of the policy applies only to Council staff and contractors.

Risk/Policy/Legislation Considerations

The legislative considerations for each policy are indicated within the policy document itself.

Financial, Budget and Resource Implications

Any financial or budget implications associated with the abovementioned policies are outlined within the body of each policy.




Links to QPRC/Regional Strategic Plans

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









Conclusion

Within 12 months of an election, Council must review all strategic policies. This process is underway and it is recommended that revised versions of the above policies be exhibited for public comment before being formally re-adopted.

Attachments

- | | |
|--|--|
| Attachment 1 | Agency Asset Policy (<i>Under Separate Cover</i>) |
|  Attachment 2 | Asset Capitalisation Policy (<i>Under Separate Cover</i>) |
|  Attachment 3 | Asset Class Definitions Policy (<i>Under Separate Cover</i>) |
|  | |

9.11 Policy Review (Author: Ryan/Flint) (Continued)

- Attachment 4 Asset Management Policy (*Under Separate Cover*)

- Attachment 5 Asset Revaluation Policy (*Under Separate Cover*)

- Attachment 6 Asset Depreciation and Impairment Policy (*Under Separate Cover*)

- Attachment 7 Library Collections Policy (*Under Separate Cover*)

- Attachment 8 Local and Family History Library Collection Policy (*Under Separate Cover*)

- Attachment 9 Managing Unreasonable Conduct towards QPRC and its Employees Policy (*Under Separate Cover*)

- Attachment 10 Liquid Trade Waste Policy (*Under Separate Cover*)

- Attachment 11 Workplace Surveillance Policy (*Under Separate Cover*)


10.1 Correspondence Captains Flat Containment Cell (Author: Ryan/Ryan)

File Reference: 24.4.1-36

Recommendation

That the report be received for information.



Report

At the 27 November 2024 meeting, Council agreed to write to the Premier of NSW requesting an urgent meeting with the Premier's Department and Legacy Mines to agree on a more realistic timeframe for access to the containment cell or the construction of a second containment cell that will be available to residents under more realistic timeframes (**Resolution 520/24**).

A response was received from the Deputy Secretary of NSW Resources on behalf of the Hon. Courtney Houssos MLC, Minister for Minister for Finance, Minister for Domestic Manufacturing and Government Procurement, and Minister for Natural Resources.

Both letters are attached for information.

Attachments

- | | |
|---|---|
| Attachment 1
 | QPRC letter to Premier of NSW re Lead Contamination Cell in Captains Flat (<i>Under Separate Cover</i>) |
| Attachment 2
 | Response from NSW Resources re Captains Flat Containment Cell (<i>Under Separate Cover</i>) |

10.2 Sale of Land for Unpaid Rates (Author: Monaghan/Robinson)

File Reference: 43.2.1-30

Recommendation

That the report be received for information.

Report

At its meeting on 27 November 2024, Council resolved (**Resolution 535/25**) to proceed with the sale of land for unpaid rates for eligible properties as listed in an attachment to the November report. Since November, Council has been overseeing the process closely to ensure that affected ratepayers are able to be contacted and supported.

The auction will take place at the Queanbeyan Bicentennial Hall, 2 May 2025 at 10.00am.

Since the last report to Council in January 2025 Council has continued to work with affected ratepayers.

Since the last report to Council:

- Contracts have been drawn up and supplied to the Real Estate to prepare for auction.
- Staff have met with property owners and discussed payment proposals and options.

Six properties have been removed from sale as payment was made in full. Two properties have been removed after making suitable arrangements with the General Manager.

The current list of eligible properties and amounts outstanding is a confidential attachment to this report.

Attachments

Attachment 1 Status of Sale of Land properties (*Under Separate Cover*) -
CONFIDENTIAL

10.3 Quarterly Rates and Charges Outstanding Report (Author: Monaghan/Robinson)

File Reference: 43.2.2-01

Recommendation

That the report be received for information.

Report

This quarterly report provides an update on the progress of Council's current rates outstanding and our debt management processes.

Council levies rates and annual charges in July for the full financial year. At that point in time 100% of rates are outstanding. Throughout the year, as rates are paid at instalment dates, the outstanding ratio is reduced.

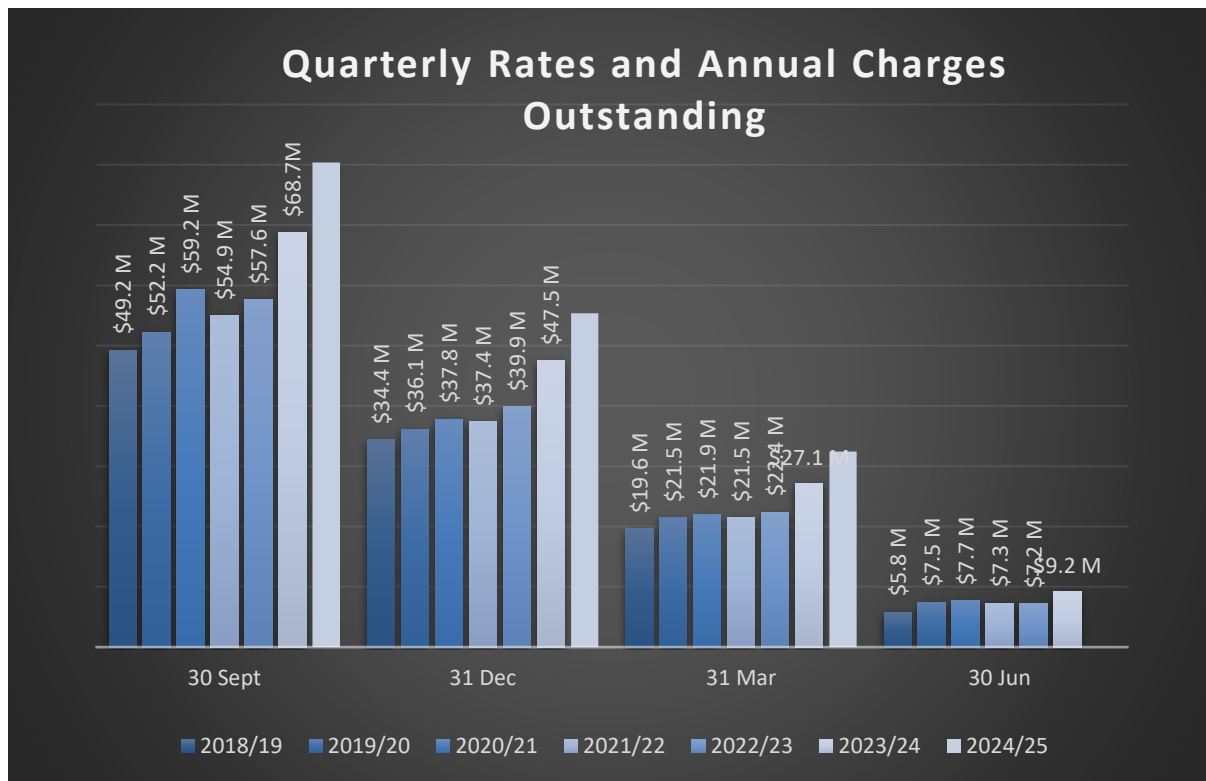
The total rates and annual charges levied as at 1 July 2024, for the 24/25 financial year was \$111,292,369. As at 31 March 2025, Council's Rates and Annual Charges outstanding percentage is 26.88% as compared to 27.63% in the previous financial year.

By reviewing the trends on this ratio, we can see how rate payments are progressing and whether Council's debt management policy and processes are performing as expected.

Rates and Annual Charges Outstanding							
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
July	97.07%	97.66%	97.75%	82.99%	89.20%	97.63%	91.35%
August	75.57%	75.15%	90.33%	71.46%	69.52%	80.39%	74.81%
September	67.29%	66.85%	71.27%	63.59%	63.34%	70.90%	67.71%
October	65.08%	63.92%	63.66%	59.60%	58.67%	64.57%	58.42%
November	52.42%	52.26%	50.32%	49.72%	47.81%	51.98%	51.62%
December	46.27%	45.85%	45.19%	43.21%	43.42%	48.82%	46.53%
January	44.02%	44.23%	44.00%	40.37%	40.25%	45.85%	42.36%
February	31.71%	33.78%	32.61%	28.33%	29.80%	31.14%	31.55%
March	26.34%	27.23%	26.19%	24.77%	24.26%	27.63%	26.88%
April	24.32%	24.12%	23.43%	22.99%	22.95%	24.28%	
May	12.85%	15.58%	14.54%	12.02%	10.77%	10.75%	
June	7.82%	9.47%	9.21%	8.41%	7.75%	8.7%	

The OLG benchmark for outstanding rates as at 30 June is <10%, which Council is on track to met.

10.3 Quarterly Rates and Charges Outstanding Report (Author: Monaghan/Robinson) (Continued)



The overdue amounts fall into the following stages of the collection process.

	Number	Amount Outstanding
Reminder notices	3,253	\$5,188,793
Hardship & financial assistance	139	\$796,845
Payment plans	2,315	\$4,659,955
Debt Recovery – support without legal	1,147	\$2,703,608
Debt Recovery – legal	291	\$2,913,294
		\$16,262,495

Reminder Notices

3,253 reminder notices were issued at 17 March 2025 as detailed below.

	Total	Arrears	Third Instalment	Interest
Total	\$3,585,665	\$103,885	\$3,427,911	\$53,869
Average	\$1,093	\$31	\$1045	\$16
Highest	\$20,065	\$4,960	\$19,758	\$2112
Lowest	\$102	<\$1	\$71	<\$1

10.3 Quarterly Rates and Charges Outstanding Report (Author: Monaghan/Robinson) (Continued)

Hardship and Financial Assistance Policy

Not included in the above; are those residents who have sought relief via Council's Financial Hardship Policy, in place to assist ratepayers who are experiencing genuine financial hardship. Council has approved 139 Financial Hardship applications. Residents who have sought Financial Hardship, are on payment plans and interest is waived, which may include Water Rates.

	Rates & Annual Charges	Water Consumption	Total
Amount Outstanding	\$796,845	\$158,306	\$955,151
Average	\$5,733	\$1,139	\$6,871

Section 564 of the Local Government Act 1993 provides that Council may enter into a formal agreement with a ratepayer eligible for periodic payments for rates and charges that are due and payable.

Payment Plans and Arrangement

As at 30 March 2025, Council has 2,315 payment arrangements in place addressing \$4,659,995 of both current and overdue amounts.

	Rates & Annual Charges	Water Consumption	Total
Amount Outstanding	\$3,843,514	\$816,440	\$4,659,955
Average	\$1,660	\$352	\$2,012

Recovery Action

Accounts with our two recovery agencies total \$5.6 million.

Council has engaged Recoupa to provide support to ratepayers, including independent financial advice, and Recoveries and Reconstruction (R&R) to pursue legal action on accounts that remain outstanding after notices and requests and where no other payment arrangements have been made.

Recoupa is supporting currently 1147 individual ratepayers and their accounts, and R&R; 291 accounts.

Recoupa	Rates & Annual Charges	Water Consumption	Total
Amount Outstanding	\$2,703,608	\$346,035	\$3,049,643
Average	\$2,357	\$301	\$2,658

R&R	Rates & Annual Charges	Water Consumption	Total
Amount Outstanding	\$2,509,969	\$403,324	\$2,913,294
Average	\$8,655	\$1,390	\$10,045

Attachments

Nil

File Reference: 9 April 2025 reports

Recommendation

That the report be received for information.

Councillor workshop items are published in the Agenda of the next Council meeting. From 20 March to 3 April 2025, the following workshop was held.

Workshop Date: 2 April 2025

Workshop Items and External Presenter/s (if applicable)
<p>IP&R Framework, Operational Plan, Delivery Program, Structure and Program Staff presented the structure and timeframe for the development of the remaining IP&R documents including the Operational Plan, Delivery Program and Resourcing Strategy (Workforce Management Plan, Asset Management Plan and Long Term Financial Plan). The Budget (Operational Plan) is being finalised for Councillor workshops commencing next week and these documents will be shared on the Councillor Portal and in hard copy for Councillor budget workshops over the next 6 weeks. Council will set the financial assumptions, service levels, strategic direction and capital works projects with the preparation of the draft Operational Plan, Delivery Program and Resourcing Strategy.</p>
<p>Queanbeyan to Bungendore bulk water Pipeline An update on the development of the Queanbeyan to Bungendore bulk water pipeline project was provided, with the completion of a Business Case also reported to Council's 9 April Meeting. The workshop detailed the journey to date and its remaining pathway and steps to be completed before being tender ready.</p>
<p>Issues Paper Integrated Water Cycle Management (IWCM) Combined An update on the development of a combined Palerang Communities and Queanbeyan IWCM Issues Paper, and the expected timeframe for the development of the strategy and options for a harmonised water tariff structure for the Local Government Area, by mid 2025.</p>
<p>DA.2023.0635 Council' Submission At Council's request, input into a Council submission for the DA at Jerrabomberra, being the construction of a registered club premises (Vikings) will be facilitated. Pending the notification of the Southern Regional Joint Planning Panel determination meeting, and given this is only 2 weeks' notice; the drafting of this submission needs to be presented to a Council meeting in late April or May. Councillors will contribute feedback and meet again if needed.</p>

Attachments

Nil

12.1 Notice of Motion - Growing Regions Need More Police (Author:
Macdonald/Macdonald)

File Reference: 9 April 2025 motions

Notice

Councillor Ross Macdonald will move the following motion:

Motion

That Council writes to the NSW Police Minister and local State Member calling on increased funding and resourcing to enable Police to keep our community safe.

Comment from Cr Macdonald in support of this Notice of Motion

The recent vandalism in Bungendore has raised the matter of the limited Police presence in our region.

Council notes the community concern about crime in our region, and that Queanbeyan Police Station is the only 24hour station within the Monaro Police District meaning longer response times and less physical presence in our towns and villages.

With social and geographical differences, greater Police presence is required for better emergency response times, general deterrent to crime and community confidence. Further, with the population of the Queanbeyan-Palerang Local Government Area projected to reach nearly 90,000 people in the next 15 years, essential services including Police should be increased to support this growth.

Staff Comment

Crime prevention is a social issue, and its resolution relies on working together as a community to tackle safety concerns. The Community Safety Precinct Committee (CSPC) provides a forum where everyone can come together to discuss local crime issues.

These meetings allow Police Area Commanders to share up-to-date crime data and promote awareness of crime prevention strategies with the local community. CSPCs bring together individuals, community members, businesses, organisations and local government to develop coordinated approaches to both the causes and impacts of crime.

For the Monaro Local Area Command, the Community Safety Precinct Committee includes the Mayor, with Cr Schweikert as the alternate Council representative. Relevant crime statistics and possible responses will be referred to this forum for discussion, with feedback provided to both Council and the broader community.

Attachments

Nil

QUESTIONS WITH NOTICE

14.1 Questions With Notice - Lead Remediation Council Land (Author: Ormella/Ormella)

File Reference: 52.3

Recommendation

That the report be received for information.

The following questions were submitted by Cr Willis on 19 March 2025, and responses are provided by staff below:

1. Has Council undertaken an assessment of resourcing, including staff, needed to remediate contaminated land in Captains Flat for which Council is responsible?

No, other than for Foxlow Parklet, this work has not been undertaken nor is it necessary.

Council owns or is responsible as Reserve Trust Manager for 14 individual parcels of land and the name/purpose for each site noted in the attached map. This includes the current Multipurpose Health Centre, Council Depot and former Health Centre, Foxlow Parklet, Swimming Pool, Oval and Tennis Courts (Colin Winchester Oval), Hall, RFS Shed, Men's Shed, Water Treatment and Supply, Sewerage Treatment Plant; Rest Area and Public Amenities (Wilkin's Memorial Park).

2. What is the estimated financial cost of remediating all the contaminated land for which Council is responsible in Captains Flat?

In 2021 the Lead Taskforce estimated costs associated with remediating sites within the individual Lead Abatement Plans of public sites. This information is high level and an indicative estimate of what could be expected for these locations. This information is publicly available under Abatement Options Assessment and Lead Abatement Plans on the NSW Resources website

<https://www.resources.nsw.gov.au/resources/mining-and-exploration/legacy-mines-program/projects/captains-flat-lake-george-mine/captains-flat-taskforce>

There is nothing from this work to help inform Council on costs for remediating our sites as detailed work would still be required.

3. Has Council approached the NSW Government about financial assistance to undertake this work?

Council received \$400K from NSW Crown Lands for the Foxlow Parklet remediation project which is underway. Other than this there are no projects identified or prepared with the level of information needed for the seeking of financial assistance.

4. How long is it expected to complete remediation of contaminated land for which Council is responsible?

Council does not have to remediate all of its assets or for the land of which we are Reserve Trust Manager. There are operational measures which are utilised to prevent any exposure pathway for the contaminant, including vegetation barriers, hard stand surfaces and regular inspection and monitoring.


**14.1 Questions With Notice - Lead Remediation Council Land (Author:
Ormella/Ormella) (Continued)**

When there is a project identified, an assessment on the need for remediation of the site, though a Detailed Site Investigation (DSI) would be made and reported to Council.

- 5. Given the NSW Government has limited the period for access to the containment cell at Captains Flat, where will Council dispose of contaminated material if the time to complete de-contamination on land for which Council is responsible exceeds 2026?**

Each project would need to consider the Remediation Action Plan (RAP) and whether off-site disposal or management on site is needed. Not all sites will require off-site disposal.

Attachments

Attachment 1  Council Property and Crown Land Managed by Council (*Under Separate Cover*)

14.2 Questions With Notice - Council Support to Southern Tablelands Arts (STA)
(Author: Ryan/Richards)

File Reference: 9 April 2025 reports

Recommendation

That the report be received for information.

The following questions were submitted by Cr Broadbent on 26 March 2025, and staff have provided the following responses:

1. How much has Council paid to Southern Tablelands Arts (STA) since 1 June 2022, and can this be provided as a breakdown by financial year?

A total of \$91,427 in membership fees have been paid since 1 July 2022, and for each financial year as per the following table:

Financial Year		Amount \$
2022-23	Membership Jul 2022 to Jun 2023	35,238
2023-24	Membership Jul 2023 to Jun 2024	37,142
2024-25	Membership Jul 2024 to Dec 2024	19,047

Council's membership to STA effectively concluded in December 2024, as their membership is based on a calendar year. STA is currently reviewing its fee structure, and when this has been completed, a membership proposal will be reported to Council for consideration.

2. Has Council provided any funding or support to STA in connection with the Diwali Lantern Festival or any other specific events or projects during this period? If so, what were the amounts and intended purposes?

Yes. STA assisted with the 2023 and 2024 Diwali Festivals in 2023 and 2024. In 2023, STA conducted lantern making workshops with the community leading up to the event. Council paid \$1,759 for this service.

In 2024, STA worked with the community to make around a thousand lanterns on the night of the Diwali Festival. Council paid \$3,000 to cover materials and four STA staff. Prior to the festival STA provided support in event planning and coordination for which there was no charge.

3. What were the funding sources for these payments (e.g. Council budget allocations, grant funding, or other contributions)?

Council approved its 3-year membership of STA commencing 1 July 2022 until 31 December 2024 (**Resolution 256/22**) at the meeting of 22 June 2022. Membership fee is linked to population numbers of 63,491 (ABS ERP or Census data of the first funding year). This is funded from the Economy Events and Arts budget.

Diwali Festival activities were funded from the Diwali Festival events budgets for those years, being \$1,759 in 2023-24 and \$3,000 in 2024-25.

Attachments Nil

15 NOTICE OF INTENTION TO DEAL WITH MATTERS IN CLOSED SESSION

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

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

Recommendation

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

Item 16.1 RFT 2024-70 Design and Construct Netball Pavilion - Bungendore Sports Hub

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