



Ordinary Meeting of Council

AGENDA

24 July 2024

Commencing at 5.30pm

**Council Chambers
Nellie Hamilton Centre
257 Crawford Street,
Queanbeyan**

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

Statement of Ethical Obligations

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

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

On-site Inspections - Nil

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

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

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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 10 July 2024

5 DISCLOSURES OF INTERESTS

6 ADJOURNMENT FOR PUBLIC FORUM

7 MAYORAL MINUTE

8 NOTICES OF MOTIONS OF RESCISSION

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Confidential - Not for Publication

16 REPORTS FOR CLOSED SESSION

16.1 Land Sales and Acquisition Register Update

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

16.2 Tender Evaluation Report - Tender 2024/25 Assessment of Transport Infrastructure (Road Assets)

Item 16.2 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) 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 15 Year Management Review of Braidwood and its Setting State Heritage Register Listing Milestone 3 Report
Attachment 1 15-Year Management Review of 'Braidwood and its Setting' State Heritage Register Listing Milestone 3: Recommendations for Future Management July 2024 (Under Separate Cover)
- Item 9.4 Funding LSCA Program - Shade Structures at David Madew and Coolebah Park Playgrounds
Attachment 1 LSCA146 Local Small Commitments Allocation Grant Program - successful project (Under Separate Cover)

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- Item 9.6 Public Libraries Infrastructure Grant - Queanbeyan-Palerang Heritage Centre Digital Transformation Project
Attachment 1 23-24 PLIG Successful Queanbeyan-Palerang (Under Separate Cover)
- Item 9.7 New Fee - Electric Vehicle Charging Fee
Attachment 1 QPRC Proposed Public Electric Vehicle Charging Fees Operational Cost Analysis/Estimation Report (Under Separate Cover)
- Item 9.8 Investment Report - June 2024
Attachment 1 Investment Report Pack - June 2024 (Under Separate Cover)
- Item 10.1 Annual Review of QPRC Climate Change Action Plan: Council Operation, Plan Period: 2020-2030
Attachment 1 QPRC Climate Change Action Plan: Council Operation Plan Period: 2020-2030 (2023-2024 review) (Under Separate Cover)
- Item 10.2 Audit of QPRC Sports Courts
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- Item 10.3 Jerrabomberra Traffic Campaign
Attachment 1 Summary Sketch of Proposal (Under Separate Cover)
- Item 11.1 QPRC Access Committee Meeting Minutes - 7 May 2024
Attachment 1 QPRC Access Committee Minutes - 7 May 2024 (Under Separate Cover)
Attachment 2 Updates on DIAP Priorities - May 2024 (Under Separate Cover)
Attachment 3 Previous Meeting Action Updates QPRC Access Committee - 7 May 2024 (Under Separate Cover)
- Item 11.2 Audit, Risk and Improvement Committee Minutes - 17 June 2024
Attachment 1 ARIC Minutes - 17 June 2024 (Under Separate Cover)
- Item 11.3 QPRC Heritage Advisory Committee Minutes - 27 June 2024
Attachment 1 Heritage Advisory Committee Minutes - 27 June 2024 (Under Separate Cover)

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- Item 9.5 Application for a Cultural Grant - Create Collaborate Collective Inc.
Attachment 1 Cultural Grants Application Create Collaborate Collective Inc. (Under Separate Cover)
- Item 16.1 Land Sales and Acquisition Register Update
Attachment 1 Land Sale and Acquisitions Register (Under Separate Cover)



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL held via Zoom and at the Council Chambers, 257 Crawford Street, Queanbeyan on Wednesday, 10 July 2024 commencing at 5.30pm.

ATTENDANCE

Councillors: Cr Preston (Chairperson)
Cr Grundy
Cr Macdonald
Cr Taskovski
Cr Willis
Cr Wilson

Staff: R Ryan, General Manager
J Richards, Director Community, Arts and Recreation
R Ormella, Director Development and Environment
G Cunningham, A/Director Infrastructure Services

Also Present: L Ison (Minute Secretary)

1. OPENING

The meeting commenced at 5.30pm.

PROCEDURAL MOTION

311/24

RESOLVED (Willis/Wilson)

That in the absence of the Mayor and Deputy Mayor, Cr John Preston be elected as Chairperson for tonight's meeting.

The resolution was carried unanimously.

2. ACKNOWLEDGEMENT OF COUNTRY

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

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

It was noted that the application for leave of absence from Cr Biscotti was approved at the 26 June 2024 meeting.

312/24

RESOLVED (Preston/Wilson)

That the apologies for non-attendance from Crs Livermore and Burton be received and that leave of absence be granted.

The resolution was carried unanimously.

**3.1 Application for Leave of Absence - Cr Kenrick Winchester
RESOLVED (Preston/Taskovski)**

313/24

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

- 10 July 2024
- 24 July 2024

The resolution was carried unanimously.

4. CONFIRMATION OF MINUTES**4.1 Minutes of the Ordinary Meeting of Council held on 26 June 2024
RESOLVED (Preston/Willis)**

314/24

That the Minutes of the Ordinary Meeting of Council held in the Queanbeyan Council Chambers on Wednesday 26 June 2024 be confirmed.

The resolution was carried unanimously.

5. DISCLOSURES OF INTERESTS

315/24

RESOLVED (Preston/Taskovski)

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

The resolution was carried unanimously.

There were no disclosures.

6. ADJOURNMENT FOR PUBLIC FORUM

At this stage of the proceedings, the time being 5.35pm, the Chairperson advised that the meeting should now adjourn for the Public Forum.

316/24

RESOLVED (Preston/Macdonald)

That the meeting be adjourned to conduct the Public Forum.

The resolution was carried unanimously.

ADJOURNMENT:

The meeting adjourned for the Public Forum at 5.35pm and resumed at 5.51pm.

7. MAYORAL MINUTE

There was no Mayoral Minute.

8. NOTICES OF MOTIONS OF RESCISSION

There were no Notices of Motion of Rescission.

9. REPORTS TO COUNCIL - ITEMS FOR DETERMINATION**9.1 DA.2023.0600 - Alterations and Additions to Dwelling House - 28 River Drive Karabar**

317/24

RESOLVED (Taskovski/Macdonald)

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

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

The resolution was carried unanimously.

318/24 **9.2 Submissions Report on Planning Proposal for Abbeyfield Seniors Housing Proposal, Majara Street, Bungendore**
RESOLVED (Preston/Macdonald)

That Council:

1. Seek legal advice to confirm the road closure process was undertaken correctly and that land ownership will be retained in Council ownership, to ensure development can be facilitated in accordance with the planning proposal.
2. Receive the Submissions Report for Planning Proposal PP.2024.0001.
3. Subject to the advice received in point 1, above, progress and finalise the amendment to the Queanbeyan-Palerang Regional Local Environmental Plan 2022 Seniors Housing – Majara Street Bungendore.

The resolution was carried unanimously.

319/24 **9.3 Assistance for Majors Creek Music Festival**
RESOLVED (Wilson/Taskovski)

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

The resolution was carried unanimously.

320/24 **9.4 Application for a Cultural Grant - Braidwood Lions Club**
RESOLVED (Wilson/Willis)

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

The resolution was carried unanimously.

321/24 **9.5 Revised Expression of Interest - Regional Sports Complex Café / Bar Licence**
RESOLVED (Macdonald/Taskovski)

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

The resolution was carried unanimously.

- 322/24 **9.6 Deputy Mayor Acting for Mayor - July 2024**
RESOLVED (Willis/Taskovski)
- That Council approve the Deputy Mayor being remunerated 75% of the Mayoral allowance for the month of July 2024, whilst undertaking the responsibilities of Acting Mayor.
- The resolution was carried unanimously.
- 10. REPORTS TO COUNCIL - ITEMS FOR INFORMATION**
- 323/24 **10.1 Process and Timeline for Implementing Electrification DCP Provisions**
RESOLVED (Willis/Wilson)
- That Council receive the report, outlining the timeline and technical studies required to implement an electrification Development Control Plan (DCP) for new developments.
- For: Crs Macdonald, Preston, Taskovski, Willis and Wilson
Against: Cr Grundy
- 324/24 **10.2 Update on QPRC Recycling Collection - Hume MRF Fire December 2022**
RESOLVED (Willis/Grundy)
- That the report be received for information
- The resolution was carried unanimously.
- 325/24 **10.3 WHS Quarterly Report - 1 April to 30 June 2024**
RESOLVED (Wilson/Willis)
- That the report be received for information.
- The resolution was carried unanimously.
- 326/24 **10.4 Response to Questions with Notice - Maintenance of Roads**
RESOLVED (Grundy/Macdonald)
- That the report be received for information.
- The resolution was carried unanimously.
- 327/24 **10.5 Questions With Notice - Customer Service**
RESOLVED (Grundy/Macdonald)
- That the report be received for information.
- The resolution was carried unanimously.

- 328/24 **10.6 Questions With Notice - Fire Safety Checks of Vacant Buildings**
RESOLVED (Willis/Wilson)
That the report be received for information.
The resolution was carried unanimously.
- 329/24 **10.7 Ending Violence Against Women**
RESOLVED (Grundy/Willis)
That the report be received for information.
The resolution was carried unanimously.
- 330/24 **10.8 LGNSW Annual Conference 2023 - Resolutions Update:**
Amendments to Companion Animals Act
RESOLVED (Wilson/Macdonald)
That the report be received for information.
The resolution was carried unanimously.
- 331/24 **10.9 LGNSW Annual Conference 2024**
RESOLVED (Willis/Preston)
That the report be received for information.
The resolution was carried unanimously.
- 332/24 **10.10 Councillor Workshops**
RESOLVED (Macdonald/Grundy)
That the report be received for information.
The resolution was carried unanimously.

11. REPORTS OF COMMITTEES

There were no Reports of Committees.

12. NOTICES OF MOTIONS

There were no Notices of Motions.

13. REPORTS TO COUNCIL - DELEGATES REPORTS

There were no Delegates Reports.

14. QUESTIONS WITH NOTICE

Staff responses to Questions with Notice were provided in Items for Information, see items 10.4, 10.5 and 10.6.

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

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

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

There were no presentations.

16. REPORTS FOR CLOSED SESSION

333/24

RESOLVED (Preston/Macdonald)

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

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

This item of business was been WITHDRAWN.

Item 16.2 Acquisition of Land Berlang Forest Road

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

The resolution was carried unanimously.

The meeting then moved into Closed Session at 6.54pm to discuss the matters listed above.

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

This item of business was WITHDRAWN.

16.2 Acquisition of Land Berlang Forest Road

334/24

RESOLVED (Willis/Wilson)

That Council create a Public Road over approximately 1,320m² of Lot 172 DP 755934 using the Roads Act 1993 on the Berlang Forest Road to resolve access issues for Lot 100 DP 1136936.

The resolution was carried unanimously.

335/24

RESOLVED (Preston/Macdonald)

That the meeting now return to Open Session.

The resolution was carried unanimously.

The meeting returned to Open Session at 6.57pm.

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

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

17. CONCLUSION OF THE MEETING

The time being 6.57pm, the Chairperson announced that the Agenda for the meeting had now been completed.

**CR JOHN PRESTON
COUNCILLOR
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.

9.1 15 Year Management Review of Braidwood and its Setting State Heritage Register Listing Milestone 3 Report (Ref: ; Author: Corey/Reich)

File Reference: 26.5.1-24

Recommendation

That Council:

- 1. Prepare a draft submission to Heritage NSW noting general support for the goals identified in the Milestone 3 report, whilst identifying the need for resolution of funding and resourcing necessary to support these recommendations, particularly those inclusive of work to be performed by Council.**
 - 2. Provide a final draft submission to the 28 August meeting for Council endorsement prior to lodgement.**
-

Summary

Heritage NSW have completed a three-year review into the State Heritage listing of 'Braidwood and its Setting' and has now placed the final report including recommendations for future management on exhibition for consultation.

Council will be preparing a submission, and this report notes the general outline with a final document to be presented to the 28 August 2024 meeting for final endorsement.

Background

In 2021 Heritage NSW commenced the review of the State Heritage listing of Braidwood and its Setting. With the 15-year anniversary of the listing in 2021, Heritage NSW considered that it was timely that a review take place to ensure the listing is efficiently and effectively achieving its original purpose and identify whether updates are required.

The aim of the listing was to ensure the protection of the significant town plan and contributing historic buildings within an appropriate pastoral setting. Heritage NSW engaged GML Heritage Pty Ltd (GML) to prepare the review which was made up of 3 key Milestone Reports of which the final one is now available.

- Milestone 1 was a desktop review that included the review of the controls, mechanisms and approval processes that underpin Braidwood and its Setting. It also set up a framework for future community consultation. GML produced this report in January 2022.
- Milestone 2 was a summary of the community and stakeholder engagement, and the report was produced by GML in September 2022.
- Milestone 3 is the final report with recommendations on how the State Heritage Register listing can be updated.

Report

Heritage NSW is currently seeking feedback on the draft Milestone 3 report (Recommendations for Future Management) of the Management Review of the Braidwood and its Setting State Heritage Register (SHR) Listing. The draft report has been placed on exhibition on the NSW Government 'Have Your Say' page until Monday 5 August 2024. The page can be accessed via the following link: <https://www.haveyoursay.nsw.gov.au/braidwood>

9.1 15 Year Management Review of Braidwood and its Setting State Heritage Register Listing Milestone 3 Report (Ref: ; Author: Corey/Reich) (Continued)

This report is also key piece of work that will inform the Braidwood Structure Plan as well as future reviews of the land-use zoning and development controls that apply in Braidwood.

The recommendations include short term goals for the next year, medium term goals for the next 3 years and long-term goals for beyond 3 years.

Some of these goals include:

- Updating site specific exemptions and the development of exemption guidelines for Braidwood (Heritage NSW)
- Commission a comprehensive Heritage Study (QPRC)
- Appointing a full-time heritage advisor subject to funding arrangements between QPRC and Heritage NSW
- Commitment to community engagement plan tasks by QPRC and Heritage NSW
- Investigation of opportunities for tax incentives for owners of heritage items
- Commission a heritage interpretation plan for Braidwood (QPRC)
- Re-establish grant funding program for Braidwood

Council is and has been supportive of ensuring the heritage values of the Braidwood are maintained.

Council has sought an extension of 3 weeks to the 30 August for lodgement.

Risk/Policy/Legislation Considerations

The purpose of the Milestone 3 report is to provide a summary of Heritage NSW's 15 Year Management Review of the State Heritage listing of 'Braidwood and its Setting' to ensure the town's heritage significance is being conserved and recommend any required updates. The original listing and current review occur under the *Heritage Act 1977* (NSW). Several of the report's recommendations will require an ongoing commitment of resources if they are to be realised.

The Milestone 3 report has implications for the drafting of Braidwood Structure Plan (BSP) currently underway, which will be a strategic policy of Council to guide land use planning decisions for the next 30 years for Braidwood. Preparation of the BSP is a strategic objective of Council's Local Strategic Planning Statement (LSPS). It also has potential implications for the Braidwood Development Control Plan 2006 (BDCP) in terms of updates.

Financial, Budget and Resource Implications

While the goals identified in the Milestone 3 report are supported, the report fails to outline funding or additional resourcing pathways to support these recommendations, particularly those nominating works to be undertaken by Council.

There are some significant financial and resource implications which Council needs to value and then identify a source of funding in order to complete.

Links to QPRC/Regional Strategic Plans

The above noted funding and resourcing issues will need to be resolved in conjunction with Heritage NSW to determine where the suggested studies and reviews will ultimately fit within Council's current budget and program of Strategic Land-Use Planning work for the Local Government Area.


9.1 15 Year Management Review of Braidwood and its Setting State Heritage Register Listing Milestone 3 Report (Ref: ; Author: Corey/Reich) (Continued)

Conclusion

Heritage NSW's 15 Year Management Review of the State Heritage listing of 'Braidwood and its Setting' is finalised in the draft Milestone 3 report, which is included at Attachment 1. This report is on public exhibition until 5 August 2024 and provides Council an opportunity to make a submission on the recommendations in the report.

Council have formally requested an extension to the submission period to enable a submission to be prepared and presented to Council at the meeting of 28 August 2024.

Attachments

Attachment 1  15-Year Management Review of 'Braidwood and its Setting' State Heritage Register Listing Milestone 3: Recommendations for Future Management July 2024 (*Under Separate Cover*)

9.2 Captains Flat Pool Project Update (Author: Richards/Sibbick)

File Reference: PJ 104663

Recommendation

That Council:

1. Approve the redirecting of the \$576,630 received under the NSW Stronger Country Communities Fund (Round 5) to another local community infrastructure project, important to the Captains Flat Community, subject to meeting funding guidelines and obtaining formal approval by the NSW Department of Regional Development.
 2. Consult with the community to determine an alternative community infrastructure project that meets SCCF funding guidelines.
 3. Allocate the remaining Council funding of \$22,775 to engage a suitably qualified consultant to investigate the feasibility of remediation of the pool as proposed and prepare a new scope of works.
-

Summary

The Captains Flat pool has been leaking for some time. At the meeting of 22 February 2023 Council noted that \$576,630 had been allocated from the NSW Government Stronger Country Communities Fund Round 5 for Captains Flat Pool Leak Rectification and Disability Access (**Resolution 057/23**).

Since acceptance of the grant, Council staff have been working with pool specialists to determine a plan of action to address the issues causing the leaks and have determined that the grant funding will be insufficient to address these issues to enable a fit-for-purpose pool facility for the Captains Flat community.

Council consideration of reallocating the funding for this project to another facility in Captains Flat is being sought.

Background

Captain's Flat pool was constructed in 1953 and has been operating continuously for more than 70 years. It is a much loved and important summer recreational facility in Captains Flat, refer to images at Figures 1 and 2 of this report. In the 18 week swimming season of 2022-23 there were 3,865 visits to the pool.

However, the pool has been leaking significantly for some time. Additionally, the pool was constructed when standards and expectations regarding universal access were different, with no provision to enable wheelchair access into the water, or into the pool precinct.

Specialist advice on remediating the leaks indicated the need to provide a new hydraulic and filtration system within a combined body of water (toddler and lap pool) with a balance tank in the deep end of the lap pool. The toddler pool needs to be retiled and a new layer of epoxy finish applied to the lap pool.

The objective of the works is to improve pool performance quality, filtering processes, balance tank replacement, ensure all abilities access, whilst ensuring the pool met relevant Australian standards for public swimming pools.

9.2 Captains Flat Pool Project Update (Author: Richards/Sibbick) (Continued)



Figure 1: Captains Flat pool



Figure 1: Aerial view of Captains Flat village, with pool site indicated.

The pool is leaking significantly, with the consultant report indicating a significant water loss attributed to escape of water via various cracks throughout the pool structure, which in turn are influenced by the quantity of debris caught / captured with the cracks. The consultant's estimation of water loss is approximately 66,463 litres of water per 24-hour period

Further to leaking and access issues, the pool site is on land identified with lead contamination within the soil structure, with the contractor requested to follow a site specific Lead Abatement Plan.

9.2 Captains Flat Pool Project Update (Author: Richards/Sibbick) (Continued)

The Captains Flat pool overall is in serious need of an extensive upgrade, or replacement.

Tenders were called to address the consultants' report which included:

1. A full set of structural tender drawings.
2. Scope of works outlining structural recommendations.
3. Scope of works outlining waterproofing and Tiling.

The grant funding for this project was insufficient to cover the costs of the one only submission received for the tender.

Report

A Request for Tender, Contract 2024-41, for the Captains Flat Pool Upgrade and Installation of Disability Access was advertised through Vendor Panel on 24 April 2024, closing on 10 June 2024.

Three potential contractors attended the pre-tender meeting held on site on 9 May 2024. One of these contractors indicated at that time that they would not be responding to the tender. At the time of the 10 June closing date, no responses were received. The two contractors who indicated they intended to respond to the tender were contacted and invited to meet with the Manager Urban Landscapes and the project staff to discuss the project.

Both contractors agreed to meet, with both commenting that the pool was past its use by date and should be condemned. Both were provided with additional time to submit a tender. Only one contractor provided a price to complete the work specified in the tender.

The submission provided was \$1,184,375 (ex GST) however, the submitter noted that, due to the age of the pool and the declining infrastructure, no guarantee could be given that the leaking issue would not arise again.

As the funding is insufficient to cover these costs, alternative options have been considered, such as:

- Continuing operation of the pool as it is, utilising the funding elsewhere within Captains Flat. Suggestions include the upgrade of the tennis court and basketball courts adjacent to the pool. Not addressing the pool leaking issues is a short-term action and not a long-term viable solution.
- Requesting additional grant funding from the Stronger Country Communities Fund, which is highly unlikely to be supported. With completing the project as it now stands, there is no guarantee that leaking would not re-occur.
- Requesting additional funding from alternate sources, however, this may take some time to achieve and would impact the funding guidelines of the Stronger Country Communities Fund. Providing additional funds to complete the project, as mentioned, may not guarantee that leaking would not re-occur.
- Requesting funding from Council's general fund to complete the project, with the same result as above, with no guarantee for the works.

A potential cost of \$1.2M to undertake works as suggested above as a minimum without guaranteeing the pool leaking would not re-occur is not recommended.

In the short term, the proposed course of action is to seek approval from NSW Regional Development to change the project scope and redirect the Stronger Country Communities Program to another local community infrastructure project in Captains Flat. Discussion with

9.2 Captains Flat Pool Project Update (Author: Richards/Sibbick) (Continued)

Regional NSW staff has been initiated to ensure they are aware of the project status. The consultation process with the Captains Flat community will commence as soon as possible, subject to Council endorsement to determine the highest priority alternative local community project.

Risk/Policy/Legislation Considerations

There are several risks to proceeding with this project.

The tender price is double that of the current available funds and completion would rely on an allocation from Council's general fund to support the work.

Even if the above consideration could be met there is no guarantee, and perhaps a likelihood, that the aging infrastructure of the pool would fail.

Financial, Budget and Resource Implications

The funding source for this project is indicated at Table 1 below. To date, \$39,625 has been expended from Council funds, for leak investigation reports and design costs which formed the basis of the RFT for this project, leaving a total of \$599,405 in the project budget.

Table 1: Funding source

Source	Funding Allocated \$	Funds Expended \$	Funds Remaining \$
Stronger Country Communities Fund Round 5	576,630	Nil	576,630
Reserves General Revenue 22/23 carried forward	62,400	39,625	22,725
TOTAL	639,030	39,625	599,405

The current asset valuation of the pool is \$562,500. Table 2 below indicates the annual income and expenses for the pool, indicating a net cost to Council of \$187,702. Of note to Council is the current water costs of \$27,881pa, that are included in the annual expenses.

Table 2: Annual income and expenses

Annual Income	FY23/24 Actual \$
Fees – Venue Hire	657
Fees – Aquatic Entry	3,888
Fees – Kiosk Sales	2341
Subtotal	6,886
Annual Expense	
Staff Costs	77,818
Repair and Maintenance	25,754
Water Usage	27,881
Project Attribution Charge	24,605
Annual Depreciation	23,077
Utility - Electricity & Gas Charges	7,159
Rates & Charges	6,395
Cost of Goods Sold	1,432
Cleaning	467
Subtotal	194,588
Net Cost to Council	187,702

9.2 Captains Flat Pool Project Update (Author: Richards/Sibbick) (Continued)

Links to QPRC/Regional Strategic Plans

Relevant strategic plans include:

- Parks and Recreation Asset Management Plan
- Community Satisfaction and Wellbeing Survey
- Community Engagement and Participation Plan
- Disability Inclusion Action Plan
- Community Strategic Plan

Conclusion

Since there is insufficient funding to proceed with this project and sourcing additional funding is considered highly unlikely, it is recommended the project not proceed. In addition, there is doubt whether increased funding could rectify the leaks within the aging infrastructure. Some excavation works may be worthwhile to undertake some in-ground investigation to determine the scale of the issue.

Council is asked to approve a proposal that staff negotiate with the funding body to redirect the grant to another infrastructure project that is important to the Captains Flat community.

Whilst the Captains Flat pool can continue to operate with the leaking unaddressed, this is not a viable long-term solution. Preparing a full scope of works, planning and then seeking alternate funding to undertake the works is the most prudent long-term option.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.3 Grant Funding Agreements: Kangaroos Rugby League Club (Freebody Oval) and Blues Football Club (Seiffert Oval) (Ref: ; Author: Richards/Sibbick)

File Reference: 104843-04

Recommendation

That Council:

- 1. Endorse the execution of the Funding Deed for \$1M under the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts Investing in Our Communities program.**
 - 2. Endorse the execution of the Funding Deed for \$2.1M from NSW Government Regional Growth Initiative for the Sports Infrastructure Projects at Freebody Oval and Seiffert Oval.**
 - 3. Approve calling for tenders for both projects at Seiffert Oval and Freebody Oval.**
 - 4. Approve demolition of the existing small facility building on Freebody 1 Oval.**
-

Summary

The Queanbeyan Kangaroos Rugby League Club (QKLC) secured a grant of \$1M from the Australian Government to provide women change rooms at Freebody Oval. The funding deed for this grant has been received from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts through the Investing in Our Communities Program and signed by the General Manager under delegation.

An additional sum of \$2.1M has been provided by the NSW Government's Regional Growth Initiative Sports Infrastructure Program via Regional NSW, of which \$1.5M will co-fund the changerooms project at Freebody Oval.

The remaining \$600K from the Regional Growth Initiative will fund new women's changerooms for the Queanbeyan Blues Football Club at Seiffert Oval.

The announcement for this funding was made at Freebody Oval on 22 June 2024.

Council approval is sought to formally endorse these projects proceeding to tender, and demolition of the existing changerooms facility at Freebody Oval.

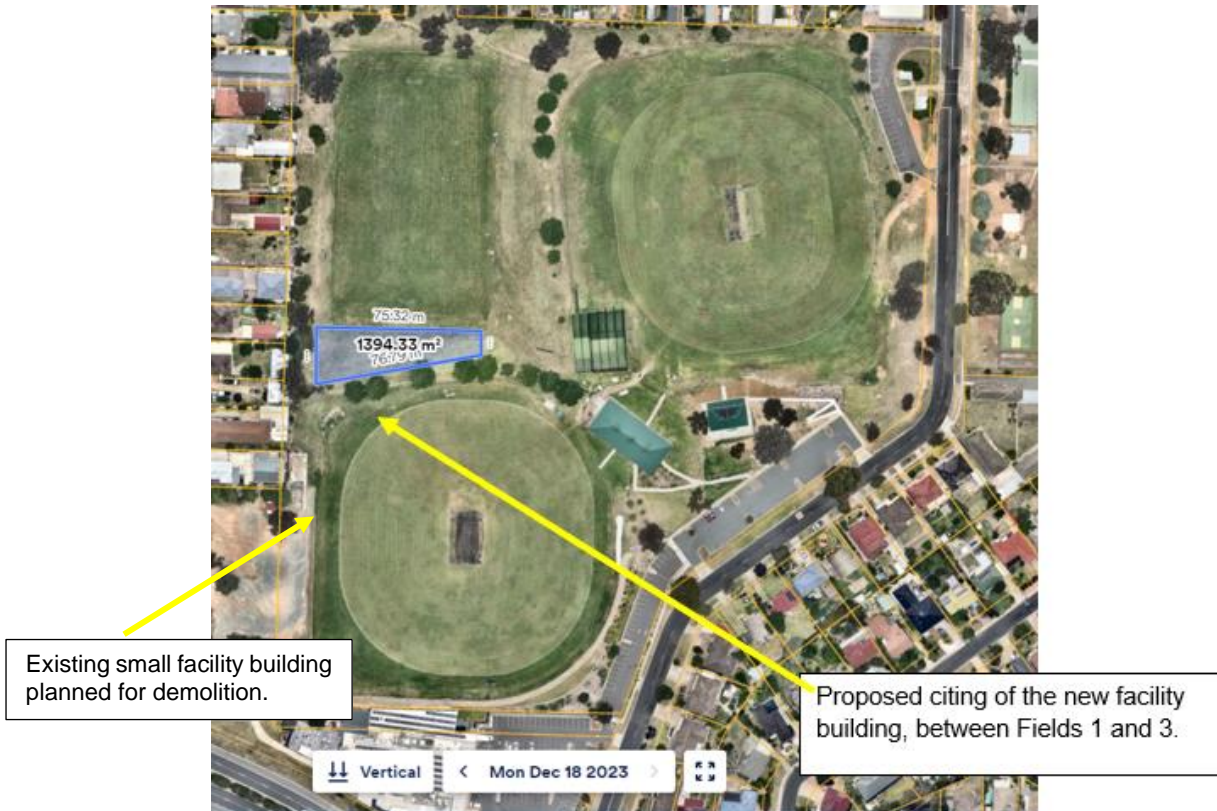
Background

Freebody Oval has three fields that are shared by QKLC senior men, women and junior teams, as well as the Queanbeyan District Cricket Club (QDCC):

- Freebody Oval
- Neil Bulger Oval
- The unnamed rectangular field on Freebody lower (see Figure 1).

The Kangaroos Football Club use the existing Cricket Club (Ian McNamee) Pavilion at Freebody Oval on game days. It is a Cricket dominated building that has cricket medals, photos, and memorabilia. The current amenities and change rooms building, used for training only, is ageing and considered not fit for purpose on game days, especially for a growing football club. It is recommended this old building be demolished.

9.3 Grant Funding Agreements: Kangaroos Rugby League Club (Freebody Oval) and Blues Football Club (Seiffert Oval) (Ref: ; Author: Richards/Sibbick) (Continued)

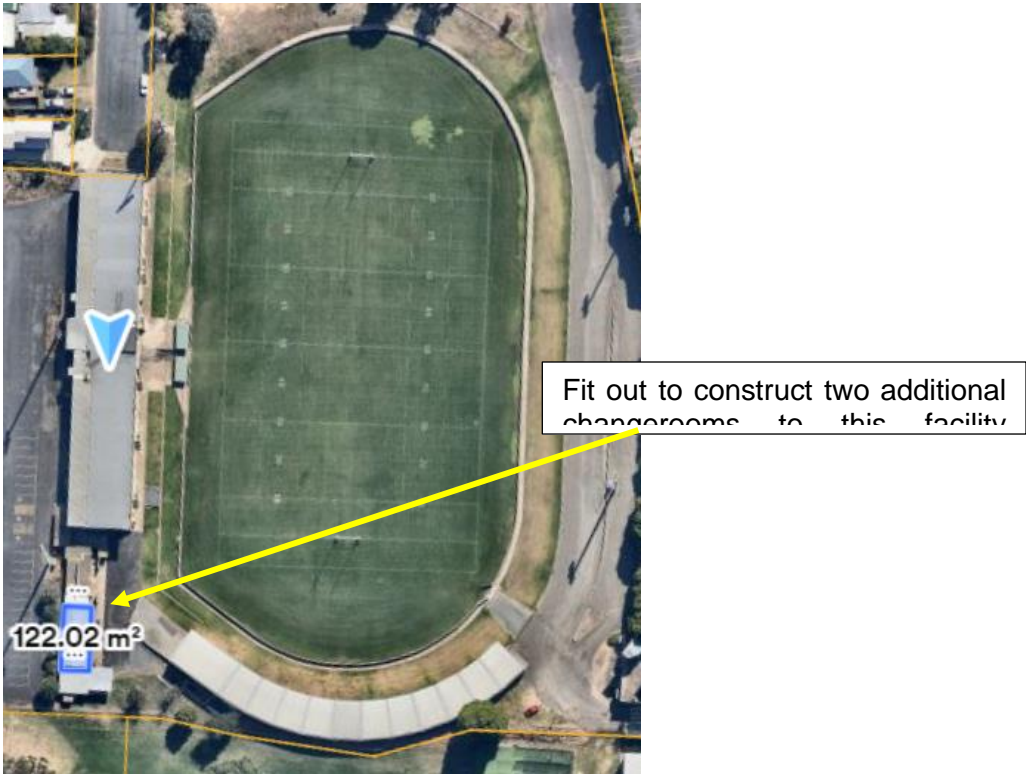


Existing small facility building planned for demolition.

Proposed citing of the new facility building, between Fields 1 and 3.

Figure 1: Overview of Freebody Oval Complex – 71 Richard Avenue Crestwood

Seiffert Oval has two existing changerooms in the main grandstand building, used for both men’s and women’s sport. The funding promised will enable the fit out of two additional changerooms for women’s sport within an existing building, external to the grandstand, refer to Figure 2.



Fit out to construct two additional changerooms to this facility

Figure 2: Seiffert Oval sports complex – 36 Thurraililly Street Queanbeyan

9.3 Grant Funding Agreements: Kangaroos Rugby League Club (Freebody Oval) and Blues Football Club (Seiffert Oval) (Ref: ; Author: Richards/Sibbick) (Continued)

Report

This project will provide facilities to support the participation of woman and girls in local sports.

The Kangaroos Football Club has been working with Council to design the new changerooms building at Freebody Oval. The new changerooms will service the main sports oval and the lower unnamed sports field. The proposed scope of works is detailed below, with a draft building layout at Figure 3.

Scope of works:

- Four changerooms with openable walls, to create two large rooms
- Meeting/video room
- Indoor training area/gym
- Gym equipment
- Large storage area
- Path from cricket pavilion to new changerooms and kiosk
- Veranda/ undercover area near the entrance to changerooms
- Additional portable seating

- Kiosk
- Cool room/cold storage
- Viewing platform
- Public toilets

- Renewable Energy infrastructure

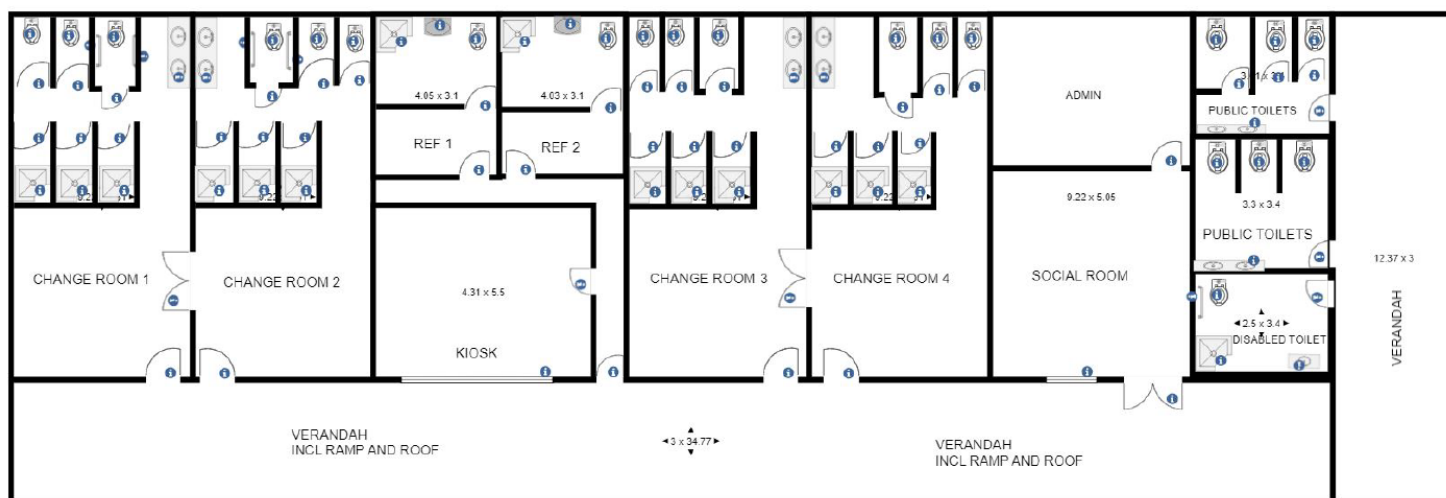


Figure 3: Proposed layout of the Kangaroos Football Club changeroom building.

Included in this project will be the demolition of the existing small, outdated and unusable changerooms on Field 1. The building when demolished will be removed from Council's asset system and will no longer form part of Council's operational maintenance regime.

The Blues Football Club is also working with staff to determine the configuration and fit out of the additional changerooms at Seiffert Oval.

Risk/Policy/Legislation Considerations

Constraints that could impact the project include an increase in costs from time of design to construction phase, a lack of construction contractors and site access and constraints in constructing on an incline in the landscape at Freebody Oval.

9.3 Grant Funding Agreements: Kangaroos Rugby League Club (Freebody Oval) and Blues Football Club (Seiffert Oval) (Ref: ; Author: Richards/Sibbick) (Continued)

The same risks are associated with a refit project with an existing building envelope such as that at Seiffert Oval.

Appropriate contingencies with competitive tendering guidelines and procurement policies implemented to ensure best value for money will ensure budget risks are mitigated. The projects will be delivered by Council's Contracts and Project team, with risk and project management frameworks in place.

The project will be constructed under the SEPP (Infrastructure and Transport) 2021 with an approved Review of Environmental Factors. A site/land survey and geotechnical survey has been undertaken, with project staff being responsible for a S68 water/sewer connections application.

Financial, Budget and Resource Implications

The financial implications for these two projects are detailed below, with the grant funding source for both projects detailed at Table 1. Expenditure for each project is shown separately, as indicated.

The Blues Club changeroom project financial implications are show from Tables 2 - 4.

The Kangaroos Club changeroom project financial implications are show from Tables 5 - 11 and includes financial indicators for options to consider for retaining or disposing of the small existing changeroom.

A Request for Tender to construct the new building at Freebody Oval and to design and construct new changerooms at Seiffert Oval will progress following Council determination of this report.

Table 1: Grant allocation

Project	Regional Growth Initiative \$	Investing in Our Communities Program \$	TOTAL
Queanbeyan Blues Football Club Seiffert Oval	600,000	N/A	600,000
Kangaroos Rugby League Club Freebody Oval	1,500,000	1,000,000	2,500,000
TOTAL FUNDING	2,100,000	1,000,000	3,100,000

Both projects have been included in the 2024/25 Operational Plan, resolved by Council on 26 June 2024, (**Resolution 284/24**).

Queanbeyan Blues Football Club Changerooms

The project is the refit of an existing building to construct 2 changerooms. The interior fit out was constructed in 1973. The written-down value of this building is \$15,725 with a remaining useful life of 5 years based on the June 2024 asset revaluation.

Once the interior is renewed, the fair value will be approximately \$624,000, increasing its estimated useful life to 57 years. The change of the total asset book value will be an increase of \$608,275. Refer to tables 2 – 3 for the breakdown of these costs.

9.3 Grant Funding Agreements: Kangaroos Rugby League Club (Freebody Oval) and Blues Football Club (Seiffert Oval) (Ref: ; Author: Richards/Sibbick) (Continued)

Table 2: Project Budget and Funding Source

Budget	Expense Activity	Funding \$	Funding Source
\$624,000	Capital cost: renewing the changeroom interior	600,000	Grant – Regional Growth Initiative
		24,000	General Revenue

Table 3: Asset Value and Maintenance comparison

Asset	Fair Value \$
New Changeroom Interior	624,000
Asset Write Off – old changeroom interior	(15,725)
Change in Book Value	608,275

The annual depreciation of this building will be \$13,666, and annual maintenance will be \$16,366.

The ongoing operating costs are estimated as \$5,800 per year, consisting of utility costs including electricity, water and sewer, totalling \$4,600 and cleaning cost for \$1,200. Annual income from the Blues Club licence agreement will remain the same at \$45,000.

Table 4: Ongoing Costs of Changeroom Renewal

Annual Expense	Estimate \$
Depreciation of the New Changeroom Interior	13,666
Maintenance of the New Changeroom Interior	16,366
Utility – Electricity and Water Usage	4,600
Cleaning – 4 times a year (Club undertakes regular cleaning)	1,200
Subtotal	35,832
Reduced Expenditure on Depreciation of the Old Changeroom, Interior	(3,145)
Reduced Expenditure on Maintenance of the Old Changeroom, Interior	(3,299)
Subtotal	(6,444)
Net Cost to the Council	29,388

Kangaroos Rugby League Club Changerooms

The Investing in Our Communities program funding (\$1M) has supported the procurement of a detailed design for the new changerooms at Freebody Oval. It is expected a final design will be received in August, along with a quantity survey to indicate construction costs.

The funding sources for this project are indicated in Table 5 and Table 9 below.

As discussed earlier in this report, it is planned to demolish the existing old changerooms at Freebody Oval as part of this project. The financial implications for retaining or demolition of this building are detailed below at Option 1 and 2.

9.3 Grant Funding Agreements: Kangaroos Rugby League Club (Freebody Oval) and Blues Football Club (Seiffert Oval) (Ref: ; Author: Richards/Sibbick) (Continued)

Option 1: Construct new changerooms, including demolition of existing old changeroom

The project budget of \$2,600,000 includes a cost of \$85,000 in demolition costs and \$2,515,000 in construction costs, as detailed at Table 6 below.

Table 5: Funding Source

Funding	Amount \$
Grant – Regional Growth Initiative Program	1,500,000
Grant – Investing in Our Communities Program	1,000,000
General Revenue	100,000
Total Project Funding	2,600,000

The existing building is around 40 years old and is valued at \$261,000. However, this building is no longer fit for purpose and has not been used as a changing facility for many years. Currently, it is hosting some pieces of outdated exercise equipment and some football equipment. The demolition is an allowable scope item under the grant funding conditions. The new building will have no impact on this existing building.

Asset value changes, income and ongoing maintenance and operational costs are indicated in Tables 7 – 8 below.

Table 6: Project Budget

Expense Activity	Amount \$
Capital Cost – construct the community toilet and sports changeroom block	2,515,000
Operating Cost – Demolition	85,000
Total Project Expense	2,600,000

Table 7: Asset Value Changes

Asset	Fair Value \$
New Changeroom Building	2,515,000
Asset Write Off – old changeroom building	(261,000)
Change in Book Value	2,254,000

Table 8: Annual Income, Ongoing Maintenance and Operation Costs per year

Annual Income	Estimate \$
Licence Agreement with Kangaroos Rugby League Club	500
Annual Expense	Estimate \$
Depreciation of the New Changeroom	55,079
Maintenance of the New Changeroom	41,227
Utility – Electricity and Water Usage	11,500
Insurance (estimated at 0.11% of the total asset value)	2,767
Cleaning – 4 times a year (Club does regular cleaning)	3,000
Subtotal	113,572
Net Cost to Council	113,073

9.3 Grant Funding Agreements: Kangaroos Rugby League Club (Freebody Oval) and Blues Football Club (Seiffert Oval) (Ref: ; Author: Richards/Sibbick) (Continued)

Option 2: Construct new changerooms and retain existing old changeroom building

As indicated at Option 1, the same construction budget of \$2,515,000 applies and is indicated in Table 9 below. Asset value changes, income and ongoing maintenance and operational costs are indicated in Tables 10 – 11 below. Annual expenses have been calculated using actual costs associated with the operational costs of the similar building nearby, the Ian McNamee Cricket Pavilion.

Table 9: Project Budget

Funding	Amount \$
Grant – Regional Growth Initiative Program	1,500,000
Grant – Investing in Our Communities Program	1,000,000
General Revenue	15,000
Total Project Funding	2,515,000

Table 10: Project Budget

Expense Activity	Amount \$
Capital Cost – construction of new sports changeroom facility	2,515,000
Total Project Expense	2,515,000

Table 11: Asset Value Changes

Asset	Written Down Value \$
New Changeroom Building	2,515,000
Book Value	2,515,000

Table 12: Annual Income and Ongoing Maintenance and Operation Costs per year

Annual Income	Estimate \$
Licence Agreement with Kangaroos Rugby League Club	500
Annual Expense – Related to the new building	Estimate \$
Depreciation of the New Changeroom	55,079
Maintenance of the New Changeroom	41,227
Utility – Electricity and Water Usage	11,500
Insurance (estimated at 0.11% of the total asset value)	2,767
Cleaning – 4 times a year (Club does regular cleaning)	3,000
Subtotal	113,572
Annual Expense – Related to the old building	Estimate \$
Depreciation of the Old Changeroom	7,457
Maintenance of the Old Changeroom	8,557
Utility – Electricity and Water Usage	1,150
Insurance (estimated at 0.11% of the total asset value)	287
Cleaning – twice a year	1,000
Subtotal	18,451
Net Cost to Council	131,523

9.3 Grant Funding Agreements: Kangaroos Rugby League Club (Freebody Oval) and Blues Football Club (Seiffert Oval) (Ref: ; Author: Richards/Sibbick) (Continued)

Council may wish to consider the option presented to retain the existing building however staff have recommended that it be demolished.

Links to QPRC/Regional Strategic Plans

The project aligns with the following plans and initiatives:

- QPRC Sports Facilities Strategic Plan, 2023
- QPRC Community Strategic Plan
- Sports 2030 – National Sports Plan
- NSW Government Her Sport her Way: Shaping the Future of Women's Sport in NSW 2019-2023

Conclusion

The projects to develop new facilities at Freebody Oval and Seiffert Oval are great outcomes for both Clubs and the wider regional sports community. In addition to providing new amenities, the project will remove a dilapidated asset from Council's maintenance program and refit an existing but vacant building at Seiffert Oval.

The building plan design at Freebody Oval is currently underway. Council is asked to approve the calling of tenders for the construction of the new changerooms at both Freebody and Seiffert Ovals.

Attachments

Nil

REPORTS TO COUNCIL - ITEMS FOR DETERMINATION

9.4 Funding LSCA Program - Shade Structures at David Madew and Coolebah Park Playgrounds (Ref: ; Author: Sligar/Sibbick)

File Reference: 2663686

Recommendation**That Council:**

- 1. Approve a supplementary vote to amend the 2024/25 Operational Plan to include the funding from the NSW Local Small Commitments Allocation Program of \$47,250 and capital expenditure for the installation of shade at David Madew Playground and Coolebah Park playground.**
 - 2. Endorse the General Manager signing of the funding deed.**
-

Summary

Council has received confirmation of funding of \$47,250 from the Local Small Commitments Allocation (LSCA) Program – Monaro for the installation of shade at David Madew Park Playground in Coral Drive Jerrabomberra, and Coolebah Park Playground in Oleria Street Karabar.

Council approval is sought to adjust the Operational Plan.

Background

At the 24 January 2024 meeting, Council agreed to make a submission for \$47,250 under the Local Small Commitments Allocation for new Shade Sail installations at David Madew Regional Park, Jerrabomberra and Coolebah Park, Karabar (**Resolution No 014/24**).

The funding application was submitted, and endorsed by the local Member for Monaro, the Hon Steve Whan MP. The Premier's Department has notified Council of this successful funding, made available by the Special Minister of State, as shown in the letter attached.

The General Manager has signed the funding deed with her delegated authority.

Report

LSCA funds will be used to install shade sail structures in the playgrounds at David Madew Park playground in Jerrabomberra and Coolebah Park playground in Karabar (shown at Figures 1 and 2 below). These two playgrounds were identified by the community as priorities for shade and this has been confirmed by a Surface Heat Mapping study in 2020 confirming that both playgrounds are situated within one of the highest heat-affected areas in the LGA.

Community playgrounds provide an outdoor environment where children can improve the physical, social, emotional, and imaginative skills that are necessary for the development of self-confidence, co-ordination, and critical thinking. They are also places for families and communities to form social connections. Without adequate shade, playgrounds can be unusable in hot weather. Shade sails are an easy and relatively affordable coverage solution to mitigate harmful UV rays, and thus maximise the amount of time children and families can use community playgrounds.

9.4 Funding LSCA Program - Shade Structures at David Madew and Coolebah Park Playgrounds (Ref: ; Author: Sligar/Sibbick) (Continued)

The beneficiaries of this project are primarily children and families. The project will deliver a range of health and wellbeing benefits by increasing access to a community recreational amenity in a safe outdoor environment.



Figure 1: David Madew Playground, Coral Drive Jerrabomberra



Figure 2: Coolebah Park, Oleria Street Karabar

Risk/Policy/Legislation Considerations

This project is exempt development, to be constructed under the SEPP (Infrastructure and Transport) 2021. It complies with:

- s55 of the Local Government Act 1993
- Part 7 of the Local Government (General) Regulation 2021
- Council's Sustainable Procurement and Contracts Policy Financial, Budget and Resource Implications.

9.4 Funding LSCA Program - Shade Structures at David Madew and Coolebah Park Playgrounds (Ref: ; Author: Sligar/Sibbick) (Continued)

Financial, Budget and Resource Implications

The expenditure for this project is grant funded from the LSCA Program for \$47,250. An invoice for this funding has been issued to the Premiers Department and should be included in Council's 2024/25 financial year budget.

Request for quotations will be sought in accordance with Council's Procurement Policies, and installation programmed by external shade structure suppliers/contractors.

Links to QPRC/Regional Strategic Plans

Relevant strategic plans include:

- Parks and Recreation Asset Management Plan
- Community Satisfaction and Wellbeing Survey
- Community Engagement and Participation Plan
- Community Strategic Plan
- Surface Heat Mapping study, 2020

Conclusion

Now that formal approval has been granted for the NSW Government's LSCA Program, Council approval is sought to amend the 24/25 Operational Plan to include \$47,250 for the installation of shade structures at David Madew Park and Coolebah Park playgrounds.

Attachments

Attachment 1



LSCA146 Local Small Commitments Allocation Grant Program - successful project (*Under Separate Cover*)

9.5 Application for a Cultural Grant - Create Collaborate Collective Inc. (Ref: ;
Author: Richards/Mirowski)

File Reference: 11.10

Recommendation

That Council approve a Cultural Grant of \$2,700 to assist with costs for an arts exhibition/ competition at the Queanbeyan Hive as part of the QPRC Art Trail 2024.

Summary

On 16 July 2024 Create Collaborate Collective Inc. (CCC Inc.) applied for a Cultural Grant of \$2,700 towards the costs of an exhibition and visual arts competition at Queanbeyan Hive over three weekends in October 2024. The application and its attachments are at Attachment 1. This report seeks Council approval of the grant.

Background

For the last two years CCC Inc. has run a popular 'Outside the Square' arts exhibition and competition as part of the QPRC Arts Trail. This year the organisation's focus is on engaging further with school-age children. The theme for the 2024 exhibition will be 'SPACE' and entrants will be encouraged to create works which speak to this topic. CCC Inc. has approached several local schools, with Jerrabomberra Primary School already agreeing to participate. They are awaiting responses from other schools.

Prizes will be awarded for primary school students, teens and adults. Attendees at the free arts exhibition will also be encouraged to vote for a 'people's choice' award. This year's project will include two 'space-themed' interactive clowning performances for primary-school students by local performing artist Ali Clinch, and a free hands-on arts workshop for teens by local visual artist Courtenay Trinder.

Report

The application has been assessed as eligible for a Cultural Grant of \$2,700. CCC Inc. is an incorporated local not-for-profit organisation, run by a board and small group of volunteers which raises money to put back into the community. CCC Inc. works in and with the Queanbeyan-Palerang community to advance creative outcomes and cultural capacity. The project will offer an opportunity for residents of all ages and abilities to take part in the exhibition and competition, to showcase their work and to gain exposure, as well as developing their arts skills and self-confidence, and engaging the broader community. The project will also advance the local creative economy through providing employment for local artists.

The attached financial documents show that the organisation has constrained financial capacity, and the application budget demonstrates a significant in-kind and financial contribution towards the arts exhibition/competition.

Risk/Policy/Legislation Considerations

Under s.356 of the Local Government Act 1993, Council may exercise a function by resolution to provide various forms of financial assistance to the community through grants, donations, rental rebates, rate relief, non-financial contributions, in-kind donations and sponsorships. Council's Cultural Grants are administered in compliance with the QPRC Donations Policy

9.5 Application for a Cultural Grant - Create Collaborate Collective Inc. (Ref: ; Author: Richards/Mirowski) (Continued)

under which Council commits to providing financial assistance for the development of positive and beneficial projects which address the identified objectives of the QPRC Community Strategic Plan.

Financial, Budget and Resource Implications

There are sufficient funds available to pay this grant. The Cultural Grants allocation for the 2024/25 financial year is \$15,000, and \$1,500 of the allocation has been disbursed this financial year.

Links to QPRC/Regional Strategic Plans

The project aligns well with the goals and aspirations of the QPRC Community Strategic Plan and with Strategic Pillar 1 'Community'. It will particularly advance the strategy under 1.1 to 'Build cultural capacity through the availability and participation in arts, performance and cultural gatherings, events and exhibitions.

Conclusion

This multi-generational arts project will improve the Queanbeyan-Palerang community's opportunities for involvement in arts and cultural activities, will advance the local creative economy, has demonstrated educational and capacity building components, and is recommended for a Council Cultural Grant.

Attachments

- Attachment 1 Cultural Grants Application Create Collaborate Collective Inc. (*Under Separate Cover*) - **CONFIDENTIAL**

9.6 Public Libraries Infrastructure Grant - Queanbeyan-Palerang Heritage Centre Digital Transformation Project (Ref: ; Author: Richards/McGowan)

File Reference: 3.1.2, 3.1.4

Recommendation

That Council:

- 1. Endorse the General Manager signing the funding deed for the Public Libraries Infrastructure Grant of \$272,063 for the Queanbeyan-Palerang Heritage Centre Digital Transformation Project.**
 - 2. Approve a supplementary vote to amend the 2024/25 Operational Plan for this project to total expenditure of \$292,063 with \$272,000 from the Public Libraries Infrastructure Grant and \$20,000 carried over from the 23/24 Local Priorities Grant.**
-

Summary

Council was invited by State Library of NSW to submit a funding application as part of the annual Public Libraries Infrastructure Grants program (PLIG). The proposed project entitled the Queanbeyan-Palerang Heritage Centre Digital Transformation Project involves funding for digitisation equipment and specialist support for collection management, conservation, digitisation and cataloguing of the Local History Collection to the value of \$272,063.

Council received formal advice (attached) on 16 May 2024 of the successful grant application, which was embargoed until a press release was issued by the NSW Minister for the Arts on 5 July 2024; <https://pls.sl.nsw.gov.au/funding/public-library-grants>.

Background

The Queanbeyan-Palerang Heritage Library opened on 18 April 2024. Reviewing the collection emphasised the need to manage and digitise it, to enhance its accessibility now and into the future. This was the impetus for the application for the PLIG administered by the State Library of NSW.

Report

Queanbeyan-Palerang Libraries successfully applied for the 2023/24 round of PLIG, administered by State Library of NSW. Our nominated project Queanbeyan-Palerang Heritage Centre Digital Transformation Project includes the following activities:

- Collection Significance Assessment
- Staff and volunteer training in collection management, use of online repository and digitisation
- Conservation work on significant items deemed vulnerable
- Purchase of state-of-the art scanners for books, documents, film negatives and microfilm/microfiche
- Contract specialists to digitise and catalogue collection items
- Creation and fit-out of a digital studio within the Heritage Library including acoustic treatments, video and audio equipment

In addition to the PLIG, each year the State Library of NSW provides a subsidy to Council for library expenses. In 23/24 this amount was \$240,564. The subsidy conditions stipulate that at least 20% of funds must go towards a local priorities project in one or more of the following categories - technology, collection, building, research or promotion.

9.6 Public Libraries Infrastructure Grant - Queanbeyan-Palerang Heritage Centre Digital Transformation Project (Ref: ; Author: Richards/McGowan) (Continued)

Council nominated to use \$20,000 from this subsidy to support the development of the new Local History Centre. This will include training, engagement with an architect, scoping to do a significance report. The amount has been carried over to the 2024-25 budget due to the movement of the collection and prioritisation of ensuring the Heritage Library was operational before this work took place.

Risk/Policy/Legislation Considerations

Section 10 of the Library Act 1939 that sets out requirements that local authorities must comply with in the operation of a public library. The project is an important part of the development of the QPRC Heritage Library and the preservation of the collection.

Financial, Budget and Resource Implications

The project will be supported by staff as an in-kind contribution to the grant. Budget for the project is entirely sourced from the two grants identified.

The project will be delivered in accordance with Council's Procurement Policies.

Links to QPRC/Regional Strategic Plans

The project aligns with the following actions from the Library Strategy 2022-2026

2.2 Our local history collections connect our community to our shared stories, past and present.

- 2.2.1 Investigate creation of QPRC Heritage Library, including appropriate storage, access, technology, and display, exhibition and workshop facilities.
- 2.2.2 Investigate opportunities and products to share digital local history collections (eg. online repository platform).
- 2.2.3 Develop a plan to identify and digitise suitable materials in the collection such as photographs and important unique papers.
- 2.2.4 Establish a volunteer pool to assist with documenting and assigning metadata for research papers and image collection.
- 2.2.6 Support local museums in caring for, growing and sharing their collections.

Conclusion

The General Manager within her delegation has executed the funding agreement for \$272,063 from the State Library of New South Wales. Council endorsement for the Queanbeyan-Palerang Heritage Centre Digital Transformation project is recommended to amend the 24/25 Operational Plan to reflect the grant income and expenditure.

Attachments

Attachment 1 23-24 PLIG Successful Queanbeyan-Palerang (*Under Separate Cover*)



9.7 New Fee - Electric Vehicle Charging Fee (Ref: ; Author: Sligar/Bhusal)

File Reference: 2674461

Recommendation

That Council:

1. Place the proposed fee for Electric Vehicle Charging of \$0.60 per kWh (inc. GST) on public exhibition for 28 days in accordance with section 610F of the Local Government ACT.
 2. If no submissions are received, adopt the fee.
-

Summary

At its meeting on 26 June 2024 Council adopted the amended QPRC Public Electric Vehicle (EV) Infrastructure Policy and resolved to receive a report detailing a proposed new fee for the use of Council's electric vehicle charging stations (**Resolution No: 283/24**).

To ensure that the community continues to receive essential EV charging services various options for fees and charges for Council operated infrastructure have been reviewed.

Council staff have proposed a fee for electric vehicle charging of \$0.60 per kWh (inc. GST). The proposed fee will be reviewed annually, with the review to include monitoring the charging stations' usage patterns as well as any required maintenance and repairs. This data will be used to review the fee to ensure that Council is charging enough to recoup costs and that also the fee remains competitive when compared to other providers.

Endorsement to place the fee on public exhibition is sought.

Background

Queanbeyan-Palerang Regional Council aims to increase the availability of EV charging infrastructure to support the uptake of EVs in the Local Government Area. EV sales are expected to make up to 52% of new car sales in NSW by 2030-2031. This trend is evident in the QPRC area, where EV registration surged by nearly 160% in 2024 compared to the previous year.

Council currently owns 12 public electric vehicle charging stations (10 at the rear of the Nellie Hamilton Centre building in the Lowe St Carpark and 2 at Googong Common). Council aims to manage these EV charging stations to provide uninterrupted service to the community.

The adoption of the proposed fee covers the gap between installation and handover to a third-party operator, aligning with Council's commitment to installing at least 100 EV charging stations within the LGA by 2030.

**9.7 New Fee - Electric Vehicle Charging Fee (Ref: ; Author: Sligar/Bhusal)
(Continued)**

Report

There are various fee models being used by third-party operators in the EV market. Staff have conducted an operational cost analysis/estimation for EV Charging rates. A detailed cost estimation report is included in Attachment 1.

Risk/Policy/Legislation Considerations

Council develops and exhibits its draft Fees and Charges in March/April each year, for adoption in June. Any fees that are created, or significantly changed, outside of this period must be advertised in accordance with Section 610F of the LG Act.

Endorsement to place the proposed fee on public exhibition is sought.

Financial, Budget and Resource Implications

By proposing a fee for use of EV charging infrastructure, Council can start installing, operating, and managing the EV charging stations and ensure uninterrupted service to the community. These EV chargers have the potential to generate revenue.

It is proposed to include \$9,636 of income in the 2024/25 budget for income to be received from this fee, if approved. This will be brought into the budget at the first quarter budget review. The budgeted income amount is calculated using the below formula, on the assumption that each EV charger will be used for 4 hours per day.

$$12 \text{ chargers} \times 4 \text{ hrs per day} = 48 \text{ hours use per day}$$

$$48 \times 365 = 17,520 \text{ hours use per year}$$

$$17,520 \times 0.55c = \$9,636$$

There is currently no budget allocation for the installation of further EV charging infrastructure, or maintenance of the existing EV charging infrastructure.

The fee will be reviewed in 12 months and the review will consider available usage data and maintenance records.

Links to QPRC/Regional Strategic Plans

Council has committed to installing at least 100 EV charging stations on public land by 2030. To achieve this target, Council must explore and consider the option of operating its own chargers where there is no interest from a third-party operator.

The endorsement of the fee for public exhibition aligns with several of the objectives of the Community Strategic Plan including:

- 2.3 Our business practices support a productive and efficient local economy by providing enabling infrastructure,
- 3.1 We acknowledge climate change and we work towards reducing our region's carbon footprint.
- 4.1 Our transport network and infrastructure is safe, supports a zero emissions target and allows for ease of movement throughout Queanbeyan-Palerang and across the ACT border and region.

**9.7 New Fee - Electric Vehicle Charging Fee (Ref: ; Author: Sligar/Bhusal)
(Continued)**

Additionally, this supports the goals of the QPRC Community Climate Change Action Plan including the following specific actions from the plan:

- Facilitate the installation of electric car recharging points
- Advocate for incentives for low to zero-emission vehicles

Conclusion

Following Council's adoption of the QPRC Public Electric Vehicle (EV) Infrastructure Policy staff have proposed a fee for electric vehicle charging of \$0.60 per kWh (inc. GST).

Endorsement to place the fee on public exhibition is sought.

Attachments

Attachment 1



QPRC Proposed Public Electric Vehicle Charging Fees Operational Cost Analysis/Estimation Report (*Under Separate Cover*)

9.8 Investment Report - June 2024 (Ref: ; Author: Monaghan/Ogilvie)

File Reference: 43.6.5-01

Recommendation

That Council:

1. Receive the Investment Report for the month of June 2024.
 2. Note the investment return for June 2024 was \$1,087,227.
 3. Note the investment portfolio has been made in accordance with the Local Government Act (1993), the Local Government (General) Regulation (2021) and Queanbeyan-Palerang Regional Council's Investment Policy.
-

Summary

This report presents the investment result for June 2024.

Background

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

Report

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

Market Update – The current Reserve Bank of Australia (RBA) cash rate has been 4.35% since 11 August 2023. The next RBA meeting is scheduled for the 5-6 August.

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

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

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

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

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

9.8 Investment Report - June 2024 (Ref: ; Author: Monaghan/Ogilvie) (Continued)

Council has \$5,000,000 (1.94% of the total portfolio) invested in deposits with Westpac which have been deemed suitable to carry the Climate Bonds Standard Certification badge. These 'green' deposits moderate the holdings in Westpac which is deemed a fossil fuel lending ADI. On 30 June 2024, Council held \$120.2 million in non-fossil fuel investments.

Risk/Policy/Legislation Considerations

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

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

Certified by Tracy Sligar, Responsible Accounting Officer, 17/7/2024.

The Investment Policy is due for review in April 2025.

Financial, Budget and Resource Implications

Over the past 12 months, Council's portfolio produced an annualised rate of return of 5.22%, outperforming the benchmark Bank Bill Index by 0.85%.

On 30 June 2024, the principal amount invested was \$258,713,278.

At the time of this report, Council's investment return as at the end of June 2024 was \$12,705,874 (accruals are yet to be finalised) compared to a revised budget of \$11,264,231. The majority of this income is restricted to water, sewer and waste funds, and developer contributions.

Of the total \$258.7 million investment portfolio, Council holds \$31.1 million in TCorpIM long-term (LTGF) and medium-term (MTGF) funds. Both funds issued distributions in June 2024 which were reinvested into each fund. For the 2023/24 financial year the LTGF returned \$1,819,167 and the MTGF returned \$730,982. The following table shows the funds' performances since the original deposit.

Previous Years	LTGF \$	MTGF \$
2017-18	981,891	-44,845
2018-19	1,160,462	635,485
2019-20	21,702	37,815
2020-21	2,557,413	927,076
2021-22	-1,300,450	-742,711
2022-23	1,692,084	658,145

9.8 Investment Report - June 2024 (Ref: ; Author: Monaghan/Ogilvie) (Continued)

2023-24	LTGF \$	MTGF \$
July	301,703	107,428
August	-48,162	36,962
September	-401,639	-146,775
October	-239,092	-92,286
November	630,238	265,888
December	533,742	288,303
January	253,712	91,332
February	471,303	115,178
March	394,759	150,232
April	-508,112	-197,687
May	243,564	72,732
June	187,151	39,675
2023-24 YTD Total	1,819,167	730,982
Return since inception	6,932,269	2,201,947
Initial Placement	12,000,000	10,000,000

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

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

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

The 30 June 2024 cash and investments balance by fund and by restriction are currently being finalised as part of the end of financial year processes.

Attachments

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



10.1 Annual Review of QPRC Climate Change Action Plan: Council Operation, Plan Period: 2020-2030 (Ref: ; Author: Corey/Bhusal)

File Reference: 2662561

Recommendation

That the report be received for information.

Report

As per the reporting and review requirements established within the QPRC Climate Change Action Plan (CCAP) (2020-2030), a comprehensive review of the Council Operations Action Plan has been undertaken for the 2023-2024 period (Attachment 1).

This review assesses progress towards established goals, identifies areas for improvement, and ensures open and transparent communication regarding Council's ongoing commitment to climate change and sustainability.

Key achievements in 2023-2024:

- Established a clear baseline year (2017-2018) and emission reduction targets (20% energy reduction, 45% GHG emission reduction by 2030) (**Resolution No: 439/23**).
- Collaborated with Canberra Region Joint Organisation (CRJO) and member councils on decarbonisation strategies and best practices for sustainability, climate adaption and resilience.
- Installed 10 EV Charging stations at QCCP, undertook required maintenance to the 2 EV Charging stations at Googong Common. Operation of these EV charging stations will commence as soon as the fees are finalised and endorsed by Council.
- Installed a total of 130kW solar PV systems with 67 kWh battery storage on different Council assets. Solar installations were completed at Braidwood National Theatre, Braidwood Showground, Hoskinstown Community Hall, Captains Flat Community Hall, Wamboin Community Hall, and the QCCP. All of these systems are now operational.
- Conducted tariff reviews/energy audits for a total of 232 sites owned and operated by Council. A budget has been secured to implement the tariff review project in the 2024-2025 Financial Year.
- Launched an internal Climate Change Officer Working Group to embed climate change adaption and resilience across the organisation.
- Worked with CRJO to develop a Net Zero Pathway Plan. The plan outlines how Council can embed a strategic response to emission reduction.

Challenges and Gaps Identified:

- Existing policies lack climate change adaptation measures. To address this gap, a Climate Change Resilience Policy has been drafted and is currently on public exhibition.
- Lack of a comprehensive emission inventory prevents accurate tracking and reporting of emissions (budget has been secured to complete this work in the 2024/2025 Financial Year).

10.1 Annual Review of QPRC Climate Change Action Plan: Council Operation, Plan Period: 2020-2030 (Ref: ; Author: Corey/Bhusal) (Continued)

Strategic Response and Future Directions:

- Adopting the overarching 'Climate Change Resilience Policy' for strategic direction to reinforce Council's commitment to climate change mitigation, adaptation and resilience in our operations. Identify the process for incorporating these measures into our everyday work and decision-making processes.
- Establishing an emission inventory in the 2024-2025 financial year to enhance GHG emission tracking and reporting. Council has secured a budget to establish an emission inventory. Work will be completed in the 24/25 financial year.
- Continuing capacity building through training initiatives like the Net Zero Accelerator program.
- Continued implementation of the tariff review project. This work has already been started and will be completed as soon as possible.

Annual Review of Climate Change Action Plan:

The annual review found that a total of 40 actions from the CCAP are ongoing, 3 actions are completed, and 8 actions have not progressed. Moving forward, Council will leverage the insights gained from this review to refine its strategies and continue to seek funding opportunities to implement ready-to-go projects. This will ensure sustained progress towards Council's climate goals and promote a culture of sustainability within the organisation and the community.

Attachments

Attachment 1

QPRC Climate Change Action Plan: Council Operation Plan Period: 2020-2030 (2023-2024 review) *(Under Separate Cover)*

10.2 Audit of QPRC Sports Courts (Author: Ryan/Richards)

File Reference: 4.3 Community Recreation

Recommendation

That the report be received for information.

Report

At the meeting of 26 June 2024, a submission from the Jerrabomberra Tennis Club for remediation works for the community tennis courts was received and heard in the public forum. During discussion on the Draft Operational Plan 2024/25 and public exhibition feedback, the General Manager committed to providing an audit and assessment on the status of all sports courts across the local government area (LGA) to assist Council in determining needs and priorities for maintenance and upgrade.

The full report is attached, and some general information is provided below.

Across the LGA, there are 29 courts owned by Council. These are made up of:

- Six tennis complexes; one each in Bungendore, Braidwood, Googong, Jerrabomberra and Queanbeyan (two)
- Seven locations with cricket nets; one each in Jerrabomberra, Braidwood, Bungendore, Googong (two) and Queanbeyan (two)
- Eight cricket pitches; one each in Braidwood, Bungendore, Jerrabomberra, Googong (two) and Queanbeyan (three)
- Four netball complexes; one each in Bungendore, Googong and Queanbeyan (two)
- Four multi-sports facilities; one each in Braidwood, Captains Flat, Nerriga and Queanbeyan

The tennis, basketball and multi-sports sites have two or more courts at each site. The attached report shows the condition of each site with an approximate cost of remediating those that require attention. Most of the sites are managed by local clubs.

The attached report has reviewed aspects of each facility and provided a rating of Good, Fair or Poor. A rating of good indicates that no work is required, fair indicates that maintenance is required, and poor indicates that the asset requires replacement or decommissioning.

The estimated cost of undertaking works for all elements that have been rated as fair or poor are as follows:

SPORT COURTS DESCRIPTION	AMOUNT \$
Tennis courts	460,000
Cricket nets	65,000
Synthetic cricket pitches	40,000
Netball courts	60,000
Other courts	210,000
Total for all works	895,000

10.2 Audit of QPRC Sports Courts (Author: Ryan/Richards) (Continued)

The purpose of this report is to inform Council of the current status and condition of the various sports courts. This assessment of the audit conducted is attached for information. The matter has been placed on the agenda for discussion at the Councillor workshop on 31 July.

This information with end of financial year results are important factors to consider before a proposal for one or more projects is made. After this and subject to Council resolution, a supplementary vote request would be referred to the first quarterly budget review statement.

Attachments

Attachment 1 Audit of QPRC Courts July 2024 (*Under Separate Cover*)



10.3 Jerrabomberra Traffic Campaign (Ref: ; Author: Cunningham/de Jongh)

File Reference: 104869

Recommendation

That the report be received for information.

Report

Following the Council meeting on 27 March 2024, the funding agreement for \$2 million from the Federal Government's Investing in our Local Communities Program for the Jerrabomberra Traffic Campaign has been executed by the General Manager (**Resolution 115/24**). The project has also been included in the 2024/2025 Operational Plan and will be completed in the 25/26 Financial year.

The initially proposed project scope and prioritisation of elements was determined through meetings with the Jerrabomberra Residents' Association and previous project consultations with the community. The project aims to support and promote active transport between both sides of Jerrabomberra and improve safety for all road users.

The project scope will include Traffic signals at Edwin Land Parkway / Stringbark and Numeralla Drives along with measures to guide pedestrians to the safe crossing point near Jerrabomberra Circle. The attached sketch represents the scope in a picture and should not be considered a design at this stage.

Further consultation with the Jerrabomberra Residents' Association will be held this week to further define the project scope. Following this, Community Consultation will be carried out to receive feedback on recommended treatment options and confirm the project scope.

The funding commitment was announced by the member for Eden-Monaro the Hon Kristy McBain, MP and is funded by the Commonwealth Department of Infrastructure, Transport, Regional Development, Communication and the Arts.

Attachments

Attachment 1 Summary Sketch of Proposal (*Under Separate Cover*)



10.4 Summary of Current Roads and Transport Capital Projects - 30 June 2024
 (Ref: ; Author: Cunningham/Harris)

File Reference: 31.1.98-02

Recommendation

That the report be received for information.

Report

Project	Funding	Update
Halfway Creek Road Construction	LRCI – Phase 3	Boundary fencing is to be installed, and the road opened 5 July 2024
Williamsdale Road Reconstruction and Seal	Fixing Local Roads Round 3 and Council Co-Contribution	Seal to be complete by mid-July. Guardrail, line marking, and signs are to be installed. Expected to open mid-July 2024.
Mulloon Creek Overtaking Lane Construction	RMCC Work Order	Drainage and pavement work are underway. Expected completion is the end of September 2024, weather permitting.
Bindi Brook Causeway Replacement, Nerriga Road	LRCI – Phase 2 and Block Grant	REF received, finalising procurement. Expected completion is December 2024.
Back Creek Bridge Replacement, Wallaces Gap Road	Fixing Country Bridges Round 1 and Council Co-Contribution	The contractor is to start on-site in early July. Expected completion is early September 2024, weather permitting.
Honeysuckle Bridge Replacement, Majors Creek Road	Bridges Renewal Program and S94	Upgrade of detour at Monga Lane is underway. Expected completion is in October 2024, weather permitting.
Kings Highway Overlay Project – near Jamaleopa Road – Segment 830	RMCC Work Order	Waiting for final work proposal approval from TfNSW.
Goulburn Road Overlay Project – near Boro Road – Segment 150	RMCC Work Order	Initial site assessment complete, starting on site in late July 2024.
Oallen Road Rehabilitation	Fixing Local Roads Round 4 and Council Co-Contribution	Procurement underway. Initial works are to begin in July 2024. Expected completion is late October 2024, weather permitting.
Nerriga Road Stage 5 – Ningee Nimbell Reconstruction and Seal	Monaro-Palerang Roads Package	Land acquisition is being finalised. Fencing is to begin in August 2024.

10.4 Summary of Current Roads and Transport Capital Projects - 30 June 2024 (Ref: ; Author: Cunningham/Harris) (Continued)

Project	Funding	Update
Bedding Ground Creek Bridge Replacement, Reidsdale Road	Fixing Country Bridges Round 2B	Design complete. InQuik Bridge Procurement is underway.
Tantulean Creek Bridge Replacement, Little River Road	Fixing Country Bridges Round 2B	Design complete. InQuik Bridge Procurement is underway.

Attachments

Nil

10.5 Summary of Road Renewal and Maintenance Activities - 4th Quarter 2023/24
 (Ref: ; Author: Cunningham/Harris)

File Reference: 31.1.98-02

Recommendation

That the report be received for information.

Report

Maintenance Grading of Unsealed Roads

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

Roads with patch grading works are not shown in the maintenance grading table below as full-length maintenance grading was not undertaken.

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

Road Name	Completion Date	Length Graded (km)
Boro Road	3/4/2024	11.55
Malua Lane	8/4/2024	1.12
Forbes Creek Road	10/4/2024	8.87
Hoskinstown Road 1	12/4/2024	2.01
Sandhills Road	18/4/2024	2.7
Ingledow Road	23/4/2024	2.55
Charleys Forest Road	24/4/2024	26.38
Gidleigh Lane	29/4/2024	6.57
Lake Road	2/5/2024	8.66
Butmaroo Road	15/5/2024	11.49
Araluen Road	16/5/2024	11.52
Little Bombay Road	16/5/2024	6.65
Monga Lane	22/5/2024	7.15
Kirriford Road	23/5/2024	1.17
Northangera Road	29/5/2024	6.39
Barnet Drive	30/5/2024	3.11
Williamsdale Road	4/6/2024	2.36
Keewong Lane	5/6/2024	1.14
Back Creek Road	14/6/2024	13.86
Nerriga Road	19/6/2024	4
Fernbrook Road	20/6/2024	1.02
Total		140.27

**10.5 Summary of Road Renewal and Maintenance Activities - 4th Quarter 2023/24
(Ref: ; Author: Cunningham/Harris) (Continued)**

Resheet Unsealed Roads

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

Road Name	Completion Date	Length of Resheet (km)
Forbes Creek Road	10/4/2024	0.55
Hoskinstown Road 3	12/4/2024	2.49
Gidleigh Lane	29/4/2024	1.7
Total		4.74

Reseal Roads

The following table shows the completed resealing works completed by Council and its Contractors between 1 April 2024 and 30 June 2024.

Road Name	Length of Reseal (km)
Kennedy Avenue	0.105
MR79 – Goulburn Road	1.1
Total	1.205

Asphalt Resurfacing Roads

The following table shows the completed asphalt resurfacing works completed by Council and its Contractors between 1 April 2024 and 30 June 2024.

Road Name	Area (Sqm)
Kendall Avenue – Lorn Road Intersection	840
Kendall Avenue – Stephens Road	495
Bass Street – Barrows Place	485
Bass Street – Deans Bus	490
Alanbar Street – Cooma Road	154
Montebar Right of Way – Oleria Street	427
Daly Street	2,540
Ross Road	1,260
Crawford Street – Moore Street	3,919
Bungendore Road – Molonglo Street	1,620
Bungendore Road – Halfway Bridge	120

**10.5 Summary of Road Renewal and Maintenance Activities - 4th Quarter 2023/24
(Ref: ; Author: Cunningham/Harris) (Continued)**

Road Name	Area (Sqm)
MR51 Kings Highway – Segment 1100	720
MR51 Kings Highway – Various Segment Patching	2,500
MR51 Kings Highway – Yass Road Roundabout	200
Total	15,770

Rehabilitation of Roads (Insitu Stabilisation)

The following table shows the completed stabilisation works completed by Council and its Contractors between 1 April 2024 and 30 June 2024.

Road Name	Area (Sqm)
Burra Road	17,310
Hoskinstown Road	18,732
Norton Road	3,200
Tarago Road (Patch 1,2 & 3)	11,920
Nerriga Road (Patch 1)	11,200
Total	62,362

Disaster Recovery Funding Arrangement (DRFA) Projects

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

Road Name	Works Complete	Completion Date
Monga Lane	Repair rock crossing	April 2024
Station Street	Remove debris in culvert and clear drainage	April 2024
Charleys Forest Road	Repair damage to culvert, headwalls, wingwalls and seal damage	April 2024
Clyde Street	Repair scour damage and gravel patching	May 2024
Kirriford Road	Gravel resheeting	May 2024
Woolcara Lane	Maintenance grade and isolated resheeting	June 2024
Berlang Forest Road	Drainage repairs	June 2024

Attachments

Nil

10.6 Bi-Annual Compliance Reporting (Author: Ryan/Flint)

File Reference: 24 July 2024 Council Reports

Recommendation

That the report on Compliance and Reporting Activities for the six-month period from 1 January 2024 – 30 June 2024 be noted.

Report

The Office of Local Government (OLG) issues all Councils with a calendar of compliance and reporting activities annually. These activities are statutory obligations required under various pieces of legislation.

This report outlines compliance and reporting activities undertaken for the six-month period to 30 June 2024.

Activity	Legislation	Due Date	Completion Date
Third quarter rates instalment notices to be sent	Local Government Act 1993 section 562(5)	30 January 2024	15 January 2024
Last day for council's ledgers to be balanced and a list of balances to be prepared for six-monthly inspections by council's auditor	Local Government Regulation 2018 clause 228	31 January 2024	31 January 2024. Ledger inspected by auditors during planning audit starting 4 March 2024
Public Interest Disclosures report due to the NSW Ombudsman	Public Interest Disclosures Act 2022 section 6CA	30 January 2024	26 January 2024
Expected third instalment of 2023-24 Financial Assistance Grants	N/A	16 February 2024	16 February 2024
Last day for RAO to submit quarterly budget review statement to council	Local Government Regulation 2018 clause 203(1)	28 February 2024	28 February 2024

10.6 Bi-Annual Compliance Reporting (Author: Ryan/Flint) (Continued)

Activity	Legislation	Due Date	Completion Date
Third quarter rates instalment due	Local Government Act 1993 section 562(3)(b)	28 February 2024	28 February 2024
Valuer General to provide estimates of changes in the value for land for which supplementary valuations are required within one (1) month of date of request	Local Government Act 1993 section 513(2)	1 March 2024	Not an applicable compliance or reporting obligation for QPRC.
Public bodies to provide Council with a list of parcels of land to which rate rebate applies	Local Government Act 1993 section 600(5)	30 April 2024	Not an applicable compliance or reporting obligation for QPRC.
Fourth quarter rates instalment notices to be sent	Local Government Act 1993 section 562(5)	30 April 2024	17 April 2024
Income Adjustments for Newly Rateable Crown Land due	N/A	30 April 2024	Not an applicable compliance or reporting obligation for QPRC.
Local Government Recovery grants – AGRN 1012, 1025, 1030/34 – YTD Reporting Due	N/A	30 April 2024	AGRN 1012 – 28 April 2024 AGRN 1030 – finalised, no claim required. AGRN 1034 – funding letter signed and first claim lodged 13 February 2024
Low-cost Loan Initiative Interim Progress Report due	N/A	1 May 2024	Variation to the LCLI agreement required a final claim to be submitted by 3 May 2024, this was submitted 2 May 2024.

10.6 Bi-Annual Compliance Reporting (Author: Ryan/Flint) (Continued)

Activity	Legislation	Due Date	Completion Date
Local Infrastructure Renewals Scheme (LIRS) portal opens for claims for the month. LIRS Progress/Final Report Due	N/A	20 May 2024	15 May 2024
Expected fourth instalment of 2023-24 Financial Assistance Grants	N/A	16 May 2024	16 May 2024
Last day for RAO to submit quarterly budget review statement to Council.	Local Government Regulation 2018 clause 203(1)	31 May 2024	22 May 2024
Last day for request to the Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished	Local Government Act 1993 section 513	31 May 2024	Not an applicable compliance or reporting obligation for QPRC.
Fourth quarterly rates instalment due	Local Government Act 1993 section 562(3)(b)	31 May 2024	31 May 2024
Objections to the inclusion of land to be vested in public bodies must be served within two (2) months after the list is furnished	Local Government Act 1993 section 600(6)	1 June 2024	Not an applicable compliance or reporting obligation for QPRC.
Valuer General to provide estimates of changes in the value of land for which supplementary valuations are required within one (1) month of date of request	Local Government Act 1993 section 513(2)	30 June 2024	Not an applicable compliance or reporting obligation for QPRC.
Last day for adopting Operational Plan 2023-24 and updating Long Term Financial Plan	Local Government Act 1993 section 405(1)	30 June 2024	26 June 2024

10.6 Bi-Annual Compliance Reporting (Author: Ryan/Flint) (Continued)

Activity	Legislation	Due Date	Completion Date
Delivery Program Progress reports provided to council at least every six (6) months	N/A	30 June 2024	27 March 2024

Attachments

Nil

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

File Reference: 24 July 2024 reports

Recommendation

That the report be received for information.

Councillor workshop items are published in the Agenda of the next Council meeting. During the period 4 to 17 July 2024, the following workshops were held:

Date	Workshop Items	External Presenter/s (if applicable)
17/07/2024	1. Octopus Investments re Blind Creek Solar Farm 2. Braidwood and its Setting SHR Management Review - Milestone 3 Report 3. Captains Flat Pool Project	From Octopus Investments: Claude Lam, Matt Moncrieff and Marcelo Cummins From Heritage NSW: Dr Damian Tybussek N/A

Attachments

Nil

11.1 QPRC Access Committee Meeting Minutes - 7 May 2024 (Ref: ; Author:
Richards/Wherry)

File Reference: 2.5.2

Recommendation



That Council note the minutes of QPRC Access Committee meeting held on 7 May 2024.

Summary

The Access Committee met on 7 May 2024. The meeting was well attended with almost all members present. The committee was presented with information from Transport for NSW in relation to the Braidwood and Bungendore transport study and received an update from staff on the Braidwood Pool accessible parking project.

The committee also discussed and received updates on the priority actions from the QPRC Disability Inclusion Action Plan and the progress of actions raised at the previous meeting.

Attachments

- | | |
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| Attachment 1 | QPRC Access Committee Minutes - 7 May 2024 (<i>Under Separate Cover</i>) |
|  Attachment 2 | Updates on DIAP Priorities - May 2024 (<i>Under Separate Cover</i>) |
|  Attachment 3 | Previous Meeting Action Updates QPRC Access Committee - 7 May 2024 (<i>Under Separate Cover</i>) |

11.2 Audit, Risk and Improvement Committee Minutes - 17 June 2024 (Ref: ;
Author: Cakalic/Smith)

File Reference: 45.3.1

Recommendation

That Council note the minutes of the Audit, Risk and Improvement Committee held on 17 June 2024.

Summary

This report provides the minutes of the Audit, Risk and Improvement Committee (ARIC) meeting of 17 June 2024, as confirmed by ARIC members out of session. The agenda is set by the ARIC Work Plan which is reviewed annually to ensure coverage of items as required by legislation (Local Government Act section 428A).

The following is a summary of the reports received by the ARIC at its meeting held on 17 June 2024.

- Verbal update on external audit activities by the Audit Office of NSW
- Internal audit activity report and Internal Audit Plan for 2024/25 from O'Connor Marsden
- Completed Internal Audit Report - Data Governance
- Status of agreed audit actions
- Chief Financial Officer status update
- Update on the Bungendore Sports Hub
- Outcome of QPRC's HSEQ Audit (Health, Safety, Environment and Quality)
- ICT Report for June
- Annual Governance Compliance update
- Report on the recent business continuity scenario test
- Overview of Cyber Security in Local Government (external report of interest)
- Information and QPRC assessment against outcomes from ICAC Operation Hector (Inner West Council and TfNSW)

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

Attachments

Attachment 1 ARIC Minutes - 17 June 2024 (*Under Separate Cover*)



11.3 QPRC Heritage Advisory Committee Minutes - 27 June 2024 (Ref: ; Author: Corey/Steele)

File Reference: 26.5.1-08

Recommendation

That Council:

1. **Note the minutes of QPRC Heritage Advisory Committee (HAC) held on 27 June 2024.**

2. **Note recommendations from the meeting held on 27 June 2024:**

a. **QPRC HAC – DA.2023.0591 at 18 Hayes Street Queanbeyan**

The Committee support the subdivision providing that the boundary alignment minimises impact on the oak tree. The committee also request that an arborist report be provided to address the proposal and impacts on the tree, potential future dwelling and any tree works required so it can continue to contribute positively to the Conservation Area.

b. **QPRC HAC – DA.2023.0632 at 31 Molonglo Steet Bungendore**

The committee recommended unanimously that the applicant be requested to:

i. **Address the character controls of the Development Control Plan including orientation, layout, colour and bulk.**

ii. **Provide a Heritage Impact Statement**

iii. **Work with QPRC officers and Heritage Advisor**

c. **QPRC HAC – DA.2023.0587 at 9 Malbon Street Bungendore**

The Committee unanimously support the application subject to the picket fence being retained or reconstructed like for like.

Summary


This meeting of the Heritage Advisory Committee was one of general business. There were four Development Applications (DA's) that were considered, with three recommendations and one deferred recommendation.

1. DA.2023.0591 - 18 Hayes Street Queanbeyan- Proposed subdivision in a Heritage Conservation Area.
2. DA.2023.0632 - 31 Molonglo Street Bungendore - Proposed demolition and construction of a dwelling. The DA also includes the construction of a dual occupancy and shed. The property is in a Conservation Area and within the vicinity of two local heritage items.
3. DA.2023.0587 - 9 Malbon Street Bungendore - Proposed partial demolition, alterations and additions to a Heritage listed item.
4. DA.2024.0045 - 28 Surveyor Street Queanbeyan- Proposed demolition, new build and the removal of a Chinese Elm tree. The committee deferred recommendations until the Heritage advisor can confirm the site significance.

11.3 QPRC Heritage Advisory Committee Minutes - 27 June 2024 (Ref: ; Author:
Corey/Steele) (Continued)

The committee received an update regarding Furlong House and were also updated on the Regional Planning Panel and their role in the assessment of the Rutledge Street Development Application.

Attachments

Attachment 1  Heritage Advisory Committee Minutes - 27 June 2024 (*Under Separate Cover*)

12.1 Notice of Motion - Dumping of Waste in Urban Areas (Ref: ; Author: Willis/Willis)

File Reference: 34.1.11 / 24 July 2024 motions

Notice

Councillor Katrina Willis will move the following motion:

Motion

That Council notes the persistent problem of dumping in urban areas, in particular outside or adjacent to multi-dwelling unit complexes in Queanbeyan City and considers this and solutions in the upcoming review of the Waste Management Strategy.

Comment from Cr Willis in support of this Notice of Motion

Each week, dozens of repairable household and garden goods are left on nature strips or dumped in public areas of Queanbeyan City, where they create a safety hazard and a risk to wildlife. Dumped items are unsightly and reduce public amenity. Items that could be reused or repurposed are exposed to the elements to the point where they are unusable and end up as waste to landfill which incurs a cost to Council.

The problem persists even though residents in urban areas who pay the general waste levy have access to two annual collections of items that cannot be disposed of in the domestic waste collection.

Clearly, a new approach is needed to reduce waste, lower the greenhouse emissions that waste causes, improve the proportion of materials that are recovered and reused, and reduce waste disposal costs to Council.

Council's waste management strategy aims to maximise the volume of material diverted from landfill and resource recovery, so that QPRC can meet mandated state government requirements.

The scheduled review of Council's waste management strategy is an ideal opportunity to identify effective solutions to the problem of dumping. Options for addressing this problem might include provision of a green shed service in Queanbeyan and Braidwood, similar to the Bungendore Resource Recovery facility and a community repair café and tool library to operate in conjunction with green sheds.

There are a range of operational models that could be investigated including sole Council operation, a not-for-profit operator or a joint enterprise. And smaller communities may be interested in adopting a green shed and repair facility.

**12.1 Notice of Motion - Dumping of Waste in Urban Areas (Ref: ; Author: Willis/Willis)
(Continued)**

Staff Comment

Council staff will consider the above matters in the review of the Waste Management Strategy. The current Strategy introduced consistent fees and charges across the LGA and provided consistent levels of service for similar service arrangements. The next strategy is anticipated to be more ambitious and will build on the foundations of the current Strategy.

Council staff will commence background work on the Waste Management Strategy in September 2024. Community engagement is expected to be undertaken in 2025 with the Strategy anticipated to be completed by the end of June 2025.

The Manager Waste Services recruitment is close to finalisation, and this role will play a critical role in the development of the new Strategy.

Attachments

Nil

NOTICE OF MOTIONS

12.2 Notice of Motion - Wildlife Signage (Ref: ; Author: Willis/Willis)

File Reference: 31.4.1 / 24 July 2024 motions

Notice

Councillor Katrina Willis will move the following motion:

Motion

That Council:

- 1. Reinstates standard signage on Tompsitt and Environa Drives and on the corner of Old Cooma and Googong Roads alerting drivers to 'slow down for wildlife' and how to contact Wildcare Queanbeyan to report an injured native animal.**
 - 2. Reviews whether similar signage is needed in other areas where there is a high incidence of native animals being injured by vehicles including along Macs Reef Road, and the cost of installing signs.**
 - 3. Receives a report on options for community education to reduce the number of native animals being killed on roads in our Local Government Area.**
-

Comment from Cr Willis in support of this Notice of Motion

Residents of our local government area appreciate the rich diversity of native wildlife with which we share these lands.

I have been informed by Wildcare Queanbeyan of a significant increase in incidents of native animals being injured by cars and trucks travelling in the vicinity of South Jerrabomberra since the development opened. Also, that high numbers of native animals continue to be injured along Old Cooma Road near Googong township and along Macs Reef Road, Bywong.

Wildcare Queanbeyan signage that previously appeared on Tompsitt Drive, Jerrabomberra and Old Cooma Road near Googong township was not replaced after being removed during roadworks; and there is no Wildcare signage along Macs Reef Road.

Speeding drivers are a major threat to wildlife. Animals killed and injured in Queanbeyan-Palerang include kangaroos, wombats, echidnas, lizards, turtles, snakes, possums and birds. It should be noted also that koalas do move through the district and from time to time, have been seen near local roadways.

Wildcare Queanbeyan, which cares for injured native animals in the western part of our local government area, has noted a significant increase in animals injured by vehicles since the South Jerrabomberra development opened.

None of these high-impact roads have signage that encourages drivers to 'slow down for wildlife' or advising how people can report an injured animal so that it can be treated and, where possible, returned to its natural habitat.

12.2 Notice of Motion - Wildlife Signage (Ref: ; Author: Willis/Willis) (Continued)

Staff Comment

The main purpose of warning signage on roads is to inform motorists of permanent and predictable features on the road network that may require the driver to adjust their behaviour. These features include pedestrian crossings, curves and intersections. Signs are installed as per the AS1742 – 2009 & 2022 Manual of Uniform Traffic Control Devices.

The rural environment identifies that for motorists the presence of wildlife is apparent in rural environments and one of the most practical ways to improve roadside awareness of animals near roads is through education. Our rural road network currently utilises the standard animal warning signs (yellow diamond with animal motif)

It is advised that wildlife warning signs are installed in locations where there is a strong and continued presence of an animal species. Overuse or inappropriate use can lead to driver complacency to such signage. Studies note that the most effective way to prevent accidents between vehicles and animals is to reduce the speed limit to 80km/h or less. The roads noted all have a speed limit less than 80km/h except for Macs Reef Road which has recently been reviewed by TfNSW and will be reduced to 80km/h in the coming months.

Queanbeyan Wildcare have signs in stock, being standard metal road signs that can be affixed to an existing or new pole subject to meeting TfNSW standards as noted above. Any non-standard sign would require the opinion of the Local Traffic Committee to ensure it is not confusing or contain too much information and becomes distracting by drawing driver attention away from the road.

With regard to the review of signage needs in other areas, Queanbeyan Wildcare will be providing Council with a list of sites based on locations experiencing high levels of native animal and wildlife injury rescues. It is noted that recent Council resolution and community conversations regarding Macs Reef Road include requests for additional signage and reviewing information on virtual fencing. The cost of Council staff installing a sign will range from \$800 to \$2,000 per sign, depending on the location, road width and traffic control requirements; or if it needs a new pole(s). When the number and locations of signs proposed by Queanbeyan Wildcare are received, a budget estimate will be prepared for Council consideration.

The request for a report on option for community education is not achievable with the current workloads and demands on Council staff resources. However, Queanbeyan Wildcare have offered to provide support and may be in a position to assist with some community education solutions.

Attachments

Nil

QUESTIONS WITH NOTICE

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

File Reference: 24 July 2024 Council Reports

Recommendation

That the report be received for information.

Report

The following questions were submitted by Cr Katrina Willis on 2 July 2024 and responses are now provided by staff below.

1. Are the owners of vacant commercial buildings in QPRC required to submit an annual fire safety report to Council?

Owners of all commercial buildings in QPRC (buildings with an NCC classification of 2-9) are required to submit an Annual Fire Safety Statement (AFSS) in accordance with Clause 81 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation, 2021.

The requirements for the AFSS are the same if the building is vacant or occupied.

2. If so, has Council directed owners of vacant commercial buildings to take measures to address fire safety concerns contained in fire safety reports?

Council does not currently have a reminder program for advising owners of commercial buildings that they need to submit an AFSS.

In 2023 Council adopted its 'Essential Services Strategy' and created a Fire Safety Compliance Officer Position and Fire Safety Administration position. Once these positions are filled, Council will commence a proactive building fire safety audit and introduce processes for sending reminders to building owners who have not submitted their AFSS. There are also significant penalties for building owners who do not comply with Fire Safety Requirements.

3. What are the main remedial actions that Council has required owners of vacant commercial buildings to take in response to fire safety reports?

Where Council becomes aware of a commercial building (vacant or otherwise) where there are concerns about fire safety then an Order is issued requiring the owner to engage a Fire Safety Specialist to provide a compliance report.

The compliance report is received and reviewed by Council and if needed, a second Order requiring fire safety upgrades to be completed in accordance with the submitted report is issued.

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 Land Sales and Acquisition Register Update

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

Item 16.2 Tender Evaluation Report - Tender 2024/25 Assessment of Transport Infrastructure (Road Assets)

Item 16.2 is confidential in accordance with s10(A) (c) of the Local Government Act 1993 because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.