



Ordinary Meeting of Council

12 October 2016

**UNDER SEPARATE COVER
ATTACHMENTS**

Item 8.3 Submission IPART Draft Report on the Review of the Local Government Rating System

<i>Attachment 1</i>	<i>QPRC Submission on the review of the Local Government Rating System.....</i>	<i>2</i>
---------------------	---	----------

Item 8.6 Adoption and Gazettal of Road Names in Bungendore, Braidwood, Araluen and Boro

<i>Attachment 1</i>	<i>Attachment 1A - Road 1 Braidwood.....</i>	<i>14</i>
<i>Attachment 2</i>	<i>Attachment 1B - Road 2 Boro</i>	<i>16</i>
<i>Attachment 3</i>	<i>Attachment 1C - Road 3 Araluen</i>	<i>18</i>
<i>Attachment 4</i>	<i>Attachment 1D - Road 4 Bungendore</i>	<i>20</i>

Item 8.8 Braidwood Show Society Inc - Request for Donation of Rates

<i>Attachment 1</i>	<i>Attachment - Donation of Show Society Rates - Letter from Braidwood Show Society</i>	<i>22</i>
---------------------	---	-----------

Item 8.10 Royalla Common s.355 Committee Minutes - 24 August 2016

<i>Attachment 1</i>	<i>Royalla Common s.355 Committee Minutes 24 August 2016.....</i>	<i>24</i>
---------------------	---	-----------

Item 8.11 Local Representation Committee Minutes - 13 September 2016

<i>Attachment 1</i>	<i>Attachment - Minutes Local Representation Committee - 13 September 2016</i>	<i>30</i>
---------------------	--	-----------

Item 8.12 Adoption of Model Code of Conduct - Resubmitted

<i>Attachment 1</i>	<i>QPRC Draft Code of Conduct</i>	<i>36</i>
---------------------	---	-----------

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 OCTOBER 2016

ITEM 8.3 SUBMISSION IPART DRAFT REPORT ON THE REVIEW OF
THE LOCAL GOVERNMENT RATING SYSTEM

ATTACHMENT 1 QPRC SUBMISSION ON THE REVIEW OF THE LOCAL
GOVERNMENT RATING SYSTEM



SUBMISSION: REVIEW OF THE LOCAL GOVERNMENT RATING SYSTEM – DRAFT REPORT

21 September 2016

1. Introduction

Queenbeyan-Palerang Regional Council (QPRC) welcomes the opportunity to make comment on the *Draft Report on the review of the Local Government Rating System*. Council would like to congratulate IPART on taking such a comprehensive approach to the review via:

- The release of an Issues Paper in April 2016
- Conducting public hearing to receive community feedback
- Releasing an Interim Report on the Rate Path Freeze Policy, and
- Release of this Draft Report

2. General Comment

QPRC believes the review of the NSW local government rating system is a long overdue exercise and welcomes it moving into its final phases. Council notes that it was a key finding of the Independent Local Government Review Panel's *Final Report* which had as some of its key recommendations:

Commission IPART to undertake a further review of the rating system focused on:

- *Options to reduce or remove excessive exemptions and concessions that are contrary to sound fiscal policy and jeopardise councils' long term sustainability (6.2)*
- *More equitable rating of apartments and other multi-unit dwellings, including giving councils the option of rating residential properties on Capital Improved Values, with a view to raising additional revenues where affordable (6.3) (p.48 Final Report)*

Council agrees with the general thrust of the review and supports the majority of the recommendations being put forward by IPART. However, Council still wishes to express its concern over the impact of the Rate Path Freeze Policy which the Government has imposed on the newly merged councils. As noted in our submission in April 2016 on the *Rating Issues Paper*,

"...we have real concerns over what is essentially a 'bad policy' and its potential impact upon the long term viability of the newly established councils. Council questions why we need a rate path freeze policy in the first place. We realise that IPART is not the instigator of this policy but rather has been tasked by the Government to look at how it can be implemented.

Council recognises that one of the most significant challenges faced by newly merged councils is to set in place a manageable program to allow for the integration of staff and systems as well as to allow for rate harmonisation across the new LGA. We strongly believe this needs to be achieved in the least disruptive way possible but also that councils need to be given maximum flexibility to achieve this outcome and be able to establish a sustainable business platform upon which to operate as soon as possible.

The rate path freeze policy does not do this but rather introduces another layer of rigidities in respect of the operation of the newly established councils consisting of:

- *Freezing council rates to the rate peg level for their first four years, and*
- *Proposing a staged equalisation process (with a possible 5% ceiling limit) to be implemented from year 5 onwards*

The impact of these proposals needs to be seen in association with these other rigidities which will also apply to the newly merged councils to highlight the potentially devastating combined effect these will have on the new councils' bottom line."

Our view in respect of the Rate Path Freeze Policy has not changed since making that initial comment. We still strongly advocate that if the Government wishes to persist with some form of rate path freeze then the newly merged councils should be provided with some form of flexibility within this system to allow for them to commence a limited equalisation process from year two of their existence. We are concerned that restricting the commencement of the equalisation until the end of the four year rate path freeze period and then proposing to set limits on the level of equalisation will result in the newly merged councils not being able to fully achieve equalisation until well over a decade after their establishment. Such an approach may impact on the bottom-line viability of the new councils. Council asks that the Government needs to reconsider what is essentially a 'bad policy' if they are serious about creating sustainable councils.

3. Comment on Specific Recommendations

In respect of the individual recommendations in the draft report, Council would like to make the following comments.

Allow councils to use CIV as an alternative to UV in setting rates

Rec 1 Councils should be able to choose between the Capital Improved Value (CIV) and Unimproved Value (UV) methods as the basis for setting rates at the rating category level. A council's maximum general income should not change as a result of the valuation method they choose.

Council supports this recommendation as it believes this will allow individual councils to adopt the most appropriate rating method that best suits their local government area and their peculiar situation. Council notes that at the IPART Hearing in Sydney comment was sought on whether one method should be mandated by legislation. Council does not support such an approach as it believes that it should be left up to the individual councils to determine the method of rating that best suits their community and their particular circumstances.

Council believes that the option of CIV will bring NSW more into line with other state jurisdictions in terms of their rating methodology and is in line with international best practice.

Rec 2 Section 497 of the *Local Government Act 1993 (NSW)* should be amended to remove minimum amounts from the structure of a rate, and section 548 of the *Local Government Act 1993 (NSW)* should be removed.

Council supports amending S497 of the Local Government Act to remove minimum rates. Council agrees that it would be more appropriate for councils to use base amounts.

Allow councils' general income to grow as the communities they serve grow

- Rec 3 The growth in rates revenue outside the rate peg should be calculated by multiplying a council's general income by the proportional increase in Capital Improved Value from supplementary valuations.**
- This formula would be independent of the valuation method chosen by councils for rating.

Council would welcome recognition of the ability to grow general income in response to growth pressures. We believe this recognises the need for growing councils to provide increased infrastructure and services. We agree with IPART's assessment that a council's rates income should be able to increase to match increases in its costs caused by servicing more people and businesses. QPRC is one of the fastest growing regional councils within the State and the ability to grow its rate base without the need to jump through unnecessary bureaucratic hurdles (i.e. having to apply for Special Variations) is very important. We agree with IPART's assessment that Special Variations should only generally be required when there is a significant shift in a local community's preferences for a higher level of service. Recognising the impact that growth has on the provision of services and infrastructure is very important and allowing councils to grow their general income to cater for this is logical.

- Rec 4 The *Local Government Act 1993 (NSW)* should be amended to allow councils to levy a new type of special rate for new infrastructure jointly funded with other levels of Government. This special rate should be permitted for services or infrastructure that benefit the community, and funds raised under this special rate should not:**
- form part of a council's general income permitted under the rate peg, nor
 - require councils to receive regulatory approval from IPART.

Council supports this recommendation. The whole thrust of the local government reform process is recognising the need for better partnerships within the entire 'System of Local Government' in order to deliver beneficial outcomes to our communities. Allowing councils to develop partnerships with other levels of government and for them to implement special variations without the need to obtain IPART's regulatory approval is a positive move in the direction of red tape reduction.

- Rec 5 Section 511 of the *Local Government Act 1993 (NSW)* should be amended to reflect that, where a council does not apply the full percentage increase of the rate peg (or any applicable Special Variation) in a year, within the following 10-year period, the council can set rates in a subsequent year to return it to the original rating trajectory for that subsequent year.**

Council supports amending S511 as proposed.

Give councils greater flexibility when setting residential rates

- Rec 6 The *Local Government Act 1993 (NSW)* should be amended to remove the requirement to equalise residential rates by 'centre of population'. Instead, councils should be allowed to determine a residential subcategory, and set a residential rate, for an area by:**
- A separate town or village, or
 - A community of interest.

Rec 7 An area should be considered to have a different 'community of interest' where it is within a contiguous urban development, and it has different access to, demand for, or costs of providing council services or infrastructure relative to other areas in that development.

Council sees merit in the removal of the 'centre of population' requirement and its replacement with the ability to determine residential subcategories of rates. We agree with IPART's assertion in the Draft Report that *'...councils require greater flexibility to set different residential rates within their area to better reflect differences in demand for, and cost of providing, council services.'* This is particularly so within regional and rural councils which cover wide areas. For example in QPRC the council now covers over 5300km². Within this area we have a highly urbanised compact community (Queanbeyan) and then a number of rural villages (Bungendore, Braidwood and Captains Flat). Each of the rural village has different levels of services and also to a certain extent different levels of service expectation compared to the urban community of Queanbeyan. Council needs to have the ability to rate according to the level of demand within these variable communities.

In respect of Recommendation 7 Council noted that at the Sydney Hearing it was pointed out that the Act currently does not have a definition of what is a *'community of interest'* and also that the 1987 Interpretation Act is lacking in a definition of such. We would support that if this amendment proceeds that there should be a very clear definition placed in the Act setting out what constitutes a *'community of interest'*.

Rec 8 The *Local Government Act 1993* (NSW) should be amended so, where a council uses different residential rates within a contiguous urban development, it should be required to:

- ensure the highest rate structure is no more than 1.5 times the lowest rate structure across all residential subcategories (i.e., so the maximum difference for ad valorem rates and base amounts is 50%), or obtain approval from IPART to exceed this maximum difference as part of the Special Variation process, and**
- publish the different rates (along with the reasons for the different rates) on its website and in the rates notice received by ratepayers.**

Council supports this recommendation as it believes it will provide transparency for ratepayers as to how their residential rate is arrived at. We believe this proposal may address some of the concerns raised by critics at the Sydney Hearing where there was a minor view expressed that the introduction of residential sub-categories was the reintroduction of differential rating under another name.

Rec 9 At the end of the 4-year rate path freeze, new councils should determine whether any pre-merger areas are separate towns or villages, or different communities of interest.

- In the event that a new council determines they are separate towns or villages, or different communities of interest, it should be able to continue the existing rates or set different rates for these pre-merger areas, subject to metropolitan councils seeking IPART approval if they exceed the 50% maximum differential. It could also choose to equalise rates across the pre-merger areas, using the gradual equalisation process outlined below.**
- In the event that a new council determines they are not separate towns or villages, or different communities of interest, or it chooses to equalise rates, it should undertake a gradual equalisation of residential rates. The amount of rates a resident is liable to pay to the council should increase by no more than 10 percentage points above the rate peg (as adjusted for permitted Special Variations) each year as a result of this equalisation. The**

Local Government Act 1993 (NSW) should be amended to facilitate this gradual equalisation.

Council does not support this approach. As noted in our general comments we strongly believe that the newly merged councils should be able to commence the equalisation process a lot earlier – preferably from year 2 of their establishment. What is being proposed here with a 10 % limit being imposed is bad policy. This means that many of the newly merged councils may not be able to achieve rate equalisation until well over a decade from their date of establishment.

Council agrees with the concept of trying to minimise the impacts of rate equalisation, however, by delaying the process until the commencement of year 5 of a new council's existence is dragging out the process. If councils were able to commence equalisation from year two then the overall impact could be lessened and the new councils would be able to move into their new rating structure a lot quicker. By drawing this process out we believe it will impact upon the long term financial sustainability of the new councils and will more than likely lead to a lot of ratepayer confusion and anger.

Better target rate exemption eligibility

Rec 10 Sections 555 and 556 of the *Local Government Act 1993* NSW should be amended to:

- Exempt land on the basis of use rather than ownership, and to directly link the exemption to the use of the land, and
- ensure land used for residential and commercial purposes is rateable unless explicitly exempted.

Council welcomes the review of rating exemptions and strongly supports the concept that exemption should be based around 'land use' rather than land ownership. We generally support the concept that land used for residential and commercial purposes should be rateable. However, it was interesting to note that at the Sydney Hearing there were a number of examples cited which may need clarification in particular:

- How commercial forests, which have a life-span of up to 20 years could be rated. It was noted that they don't generate income in their first 19 years until the trees are harvested in their final year (yr. 20).
- Universities being rated for student housing, despite being classified within legislation as 'not-for-profit' organisations whilst private hospitals (which are purely a commercial operation) were being deemed as exempt.

We believe more work may be required on the part of IPART to clarify these anomalies. In particular we believe that there may need to be very clear definitions placed in the legislation setting out the definition of ownership vs use.

Also, we believe some effort may need to be put into developing some sort of independent appeal mechanism to determine challenges to a property's rating status. If we don't have this type of mechanism set up then councils may find that they are spending an inordinate amount of time and money in the courts dealing with legal challenges.

Rec 11 The following exemptions should be retained in the *Local Government Act 1993* (NSW):

- Section 555(e) Land used by a religious body occupied for that purpose
- Section 555(g) Land vested in the NSW Aboriginal Land Council
- section 556(o) Land that is vested in the mines rescue company, and
- section 556(q) Land that is leased to the Crown for the purpose of cattle dipping.

Council supports this recommendation. However, Council also requests that S555 should be amended to make it similar to S496(1) where councils are given authority to issue water and waste changes on these exempt categories of land.

Rec 12 Section 556(i) of the *Local Government Act 1993* (NSW) should be amended to include land owned by a private hospital and used for that purpose.

Council would request that a further examination of this proposal should take place. As noted previously, private hospitals constitute a commercial activity and if the principle as espoused by IPART is to be applied then technically private hospitals should be subject to rates.

Rec 13 The following exemptions should be removed:

- Land that is vested in, owned by, or within a special or controlled area for, the Hunter Water Corporation, Water NSW or the Sydney Water Corporation (*Local Government Act 1993* (NSW) section 555(c) and section 555(d))
- Land that is below the high water mark and is used for the cultivation of oysters (*Local Government Act 1993* (NSW) section 555(h))
- Land that is held under a lease from the Crown for private purposes and is the subject of a mineral claim (*Local Government Act 1993* (NSW) section 556(g)), and
- Land that is managed by the Teacher Housing Authority and on which a house is erected (*Local Government Act 1993* (NSW) section 556(p)).

Council supports this recommendation.

Rec 14 The following exemptions should not be funded by local councils and hence should be removed from the Local Government Act and Regulation

- Land that is vested in the Sydney Cricket and Sports Ground Trust (*Local Government Act 1993* (NSW) section 556(m))
- Land that is leased by the Royal Agricultural Society in the Homebush Bay area (*Local Government (General) Regulation 2005* reg 123(a))
- Land that is occupied by the Museum of Contemporary Art Limited (*Local Government (General) Regulation 2005* reg 123(b)), and 82
- land comprising the site known as Museum of Sydney (*Local Government (General) Regulation 2005* reg 123(c)).

The State Government should consider whether to fund these local rates through State taxes.

Council supports this recommendation

Rec 15 Where a portion of land is used for an exempt purpose and the remainder for a non-exempt activity, only the former portion should be exempt, and the remainder should be rateable.

Council supports this recommendation.

Rec 16 Where land is used for an exempt purpose only part of the time, a self-assessment process should be used to determine the proportion of rates payable for the non-exempt use.

Council supports this recommendation.

Rec 17 A council's maximum general income should not be modified as a result of any changes to exemptions from implementing our recommendations.

Council supports this recommendation.

Rec 18 The *Local Government Act 1993* (NSW) should be amended to remove the current exemptions from water and sewerage special charges in section 555 and instead allow councils discretion to exempt these properties from water and sewerage special rates in a similar manner as occurs under section 558(1).

Council supports this recommendation.

Rec 19 At the start of each rating period, councils should calculate the increase in rates that are the result of rating exemptions. This information should be published in the council's annual report or otherwise made available to the public.

Council agrees that this information could be published in its Annual Report and could easily be made available on its website.

Replace the pensioner concession with a rate deferral scheme

Rec 20 The current pensioner concession should be replaced with a rate deferral scheme operated by the State Government.

- Eligible pensioners should be allowed to defer payment of rates up to the amount of the current concession, or any other amount as determined by the State Government.
- The liability should be charged interest at the State Government's 10-year borrowing rate plus an administrative fee. The liability would become due when property ownership changes and a surviving spouse no longer lives in the residence.

Council welcomes IPART's recognition that the Pensioner Rebate Scheme as it is currently constituted is inequitable where ratepayers are being used to fund State social policy. Council believes this is a scheme which should be funded from the State Government level.

However, the proposal to introduce a rate deferral scheme may introduce new anomalies rather than solve the old ones. In particular, pensioners may be adverse to adding debt to their properties which would be a future encumbrance on their estate. Council believes more work needs to be done in this area to ensure it is achieving social justice principles.

Council would recommend that the Government needs to commit to an extensive education campaign if they introduce this option. Pensioners need to be made aware of the potential impact this deferral scheme could have on their estate and how councils would be able to claim this funding back.

Provide more rating categories

Rec 21 Section 493 of the *Local Government Act 1993* (NSW) should be amended to add a new environmental land category and a definition of 'Environmental Land' should be included in the LG Act.

Council supports this recommendation.

Rec 22 Sections 493, 519 and 529 of the *Local Government Act 1993* (NSW) should be amended to add a new vacant land category, with subcategories for residential, business, mining and farmland.

Council welcomes and supports this recommendation.

Council would like to raise an issue in respect of Clause 122 of the Local Government Regulation 2005. This Clause states:

If the dominant use of land is for a retirement village, serviced apartments or a time-share scheme, the land is to be categorised as residential for rating purposes.

Council would seek to have this clause altered in respect of serviced apartments. Serviced apartments run in direct competition with hotels and motels and as such they should be rated as a business not as a residential property. Council requests that this change be made in the interests of equality.

Rec 23 Section 518 of the *Local Government Act 1993* (NSW) should be amended to reflect that a council may determine by resolution which rating category will act as the residual category.

- The residual category that is determined should not be subject to change for a 5-year period.
- If a council does not determine a residual category, the Business category should act as the default residual rating category.

Council supports this recommendation. However, Council would suggest that instead of the residual category not being subject to change for a '5 year period' that it should be reduced to a '4 year period'. The reason for this is that a four year period would better align to both a council's delivery program and the electoral term. If a 5 year term is adopted this will process will get out of sync with the development of a new delivery program and the election of a new council.

Rec 24 Section 529 (2)(d) of the *Local Government Act 1993* (NSW) should be amended to allow business land to be subcategorised as 'industrial' and or 'commercial' in addition to centre of activity.

Council supports this recommendation.

Rec 25 Section 529 (2)(a) of the *Local Government Act 1993* (NSW) should be replaced to allow farmland subcategories to be determined based on geographic location.

Council supports this recommendation. However, it does recognise that there may be difficulties in assessing the proposed sub-categories of:

- Intensity of land use
- Irrigability of the land
- Economic factors affecting the land

More work may need to be undertaken to clarify these definitions and how they could be applied.

Rec 26 Any difference in the rate charged by a council to a mining category compared to its average business rate should primarily reflect differences in the council's costs of providing services to the mining properties.

Council generally supports the premise that mining rates should not be above the business rate for a council unless the council can demonstrate additional costs in providing services to the mining properties, and the higher rate primarily reflects these additional costs. Council believes that an important aspect of mining rates should also reflect possible rehabilitation costs which may end up being a burden on ratepayers into the future.

All too often there have been examples of mining companies ceasing their operation and vacating their site before adequate remediation works have been completed. In these instances it has been the council and in turn their ratepayers who have had to bear the costs of rehabilitation. Council believes that there should be sufficient flexibility within the rating system to allow councils to cover possible rehabilitation costs.

Recovery of council rates

Rec 27 Councils should have the option to engage the State Debt Recovery Office to recover outstanding council rates and charges.

Rec 28 The existing legal and administrative process to recover outstanding rates should be streamlined by reducing the period of time before a property can be sold to recover rates from five years to three years.

Rec 29 All councils should adopt an internal review policy, to assist those who are late in paying rates, before commencing legal proceedings to recover unpaid rates.

Rec 30 The *Local Government Act 1993* (NSW) should be amended or the Office of Local Government should issue guidelines to clarify that councils can offer flexible payment options to ratepayers.

In regard to Recommendations 27 – 30 Council questions why IPART is considering taking such a prescriptive approach to debt recovery. Much of what they are advocating here is already provided by most councils. In particular many councils see the courts as option of last resort and do have in place systems to encourage flexible arrangements for payment with ratepayers who are in arrears.

A significant proportion of councils also have in place Rate Hardship and Debt Recovery policies setting out how they will work with ratepayers in arrears to clear their debt. Council believes all that is required is for all councils to adopt a rates hardship policy and for the Office of Local Government to develop a guideline setting out what needs to be contained in this policy. We do not see the need to take a prescriptive approach for dealing with this issue as a lot of what is being advocated here is already being done by a large number of councils.

Rec 31 The *Local Government Act 1993* (NSW) should be amended to allow councils to offer a discount to ratepayers who elect to receive rates notices in electronic formats, e.g., via email.

Council questions why is there a need to legislate to allow Council to offer a discount. When the review of the Local Government Act commenced one of the underlying principles was to move away from having a prescriptive Act to having an enabling one. This proposal is about introducing more prescription. Surely all that needed within the Local Government Act is a clause giving councils a 'general power of competence' which would mean that they could introduce such discounts without the need to have a specific clause within the Act allowing them to do so.

This recommendation is continuing the culture of prescription which is what the review of the Local Government Act was trying to get away from.

Rec 32 The *Local Government Act 1993* (NSW) should be amended to remove section 585 and section 595, so that ratepayers are not permitted to postpone rates as a result of land rezoning, and councils are not required to write-off postponed rates after five years.

Council agrees that the current provisions within the Act relating to postponement of rates are inconsistent with the taxation principles of simplicity, efficiency and equity. Council supports simplifying the rating system by reducing councils' administrative burden and also agrees that this would provide a better incentive to develop land and ensure a more equitable distribution of the rating burden.

However, Council does ask whether transition provisions would need to be put in place if Sections 585 and 595 are removed. How would those who have already received approval to postpone their rates be handled if these sections are removed?

Other draft recommendations

Rec 33 The valuation base date for the Emergency Services Property Levy and council rates should be aligned.

– The NSW Government should levy the Emergency Services Property Levy on a Capital Improved Value basis when Capital Improved Value data becomes available state-wide.

Council supports this recommendation.

Rec 34 Councils should be given the choice to directly buy valuation services from private valuers that have been certified by the Valuer General.

Council supports this recommendation. In line with IPART's report we believe that if this occurs there needs to be provisions to ensure the integrity of the data and to achieve efficiency in the valuation process.

Therefore we support as set out in the report that the Valuer General must retain responsibility for:

- Setting valuation standards
- Certifying valuers that can be engaged to provide valuations for councils
- Maintaining a database of valuations, and
- Requiring that valuations cannot be used for rates, levies or taxes until approved by the Valuer General as generally true and correct.

Other comment

Council notes in Section 10.4 of the *Draft Report* that the issue of local government being exempted from certain state taxes (such as payroll tax) receives a fleeting mention. We note that the Report states that:

"When analysed against the tax principles of competitive neutrality and sustainability, it may be appropriate for councils' exemptions from payroll tax to be removed."

In our submission on the *Issues Paper* in April Council provided feedback on this matter. In that submission Council advocated:

As Council is calling for a refinement of rating exemptions rather than their abolition, it believes in the interests of 'equality' that a similar refinement of the local government taxation exemptions would be appropriate as well. Such a refinement process should be

subject to an extensive consultation process with the sector to determine the bottom-line impact.

Part of this taxation exemption refinement should also involve an examination of councils being able to recoup the cost of collecting levies and charges on behalf of other arms of government. Quite often legislation is created where other arms of Government regulate or pass legislation requiring councils to be their collection agency without compensating councils for the cost of providing this service. The In Our Hands study notes, "...in recent years many state governments have introduced fire and emergency services and natural resources management levies which have the effect of being additional property taxes. Indeed in some cases these are collected via council rate notices." (2013 p.36) Councils should be given the right to recoup administrative costs in acting as the agencies collection agents. Council raised this concern within its submission on the reporting and compliance burdens on local government. In that submission we advocated councils being given a percentage of the fees/levies collected to offset administration costs.

We believe these comments are still relevant and as such would ask that they be given further consideration. Before removing any taxation exemption we would request that the sector be directly consulted so that the full impact of such a move could be considered. If the payment of payroll tax has an impact upon councils' bottom-line then we believe there needs to be an equivalent recognition that councils' nominal income should be allowed to increase to off-set this.

Also, as noted in the second part of our submission, we believe that if councils are acting as collecting agents for other arms of government then they should be given the ability to recoup administrative costs.

We trust this provides IPART with feedback on what is proposed in the Draft Report. We would like to thank IPART with providing QPRC with the opportunity to provide comment on its contents.

With kind regards

Paul Spyve
Acting Director Economic & Community
Queanbeyan-Palerang Regional Council

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 OCTOBER 2016

ITEM 8.6 ADOPTION AND GAZETTAL OF ROAD NAMES IN
 BUNGENDORE, BRAIDWOOD, ARALUEN AND BORO

ATTACHMENT 1 ATTACHMENT 1A - ROAD 1 BRAIDWOOD

Road 1 – Braidwood



- Proposed Name: Gilberts Lane
- Road Extent: 1500m approximately
- Lots Benefited: 7

QUEANBEYAN-PALERANG REGIONAL COUNCIL

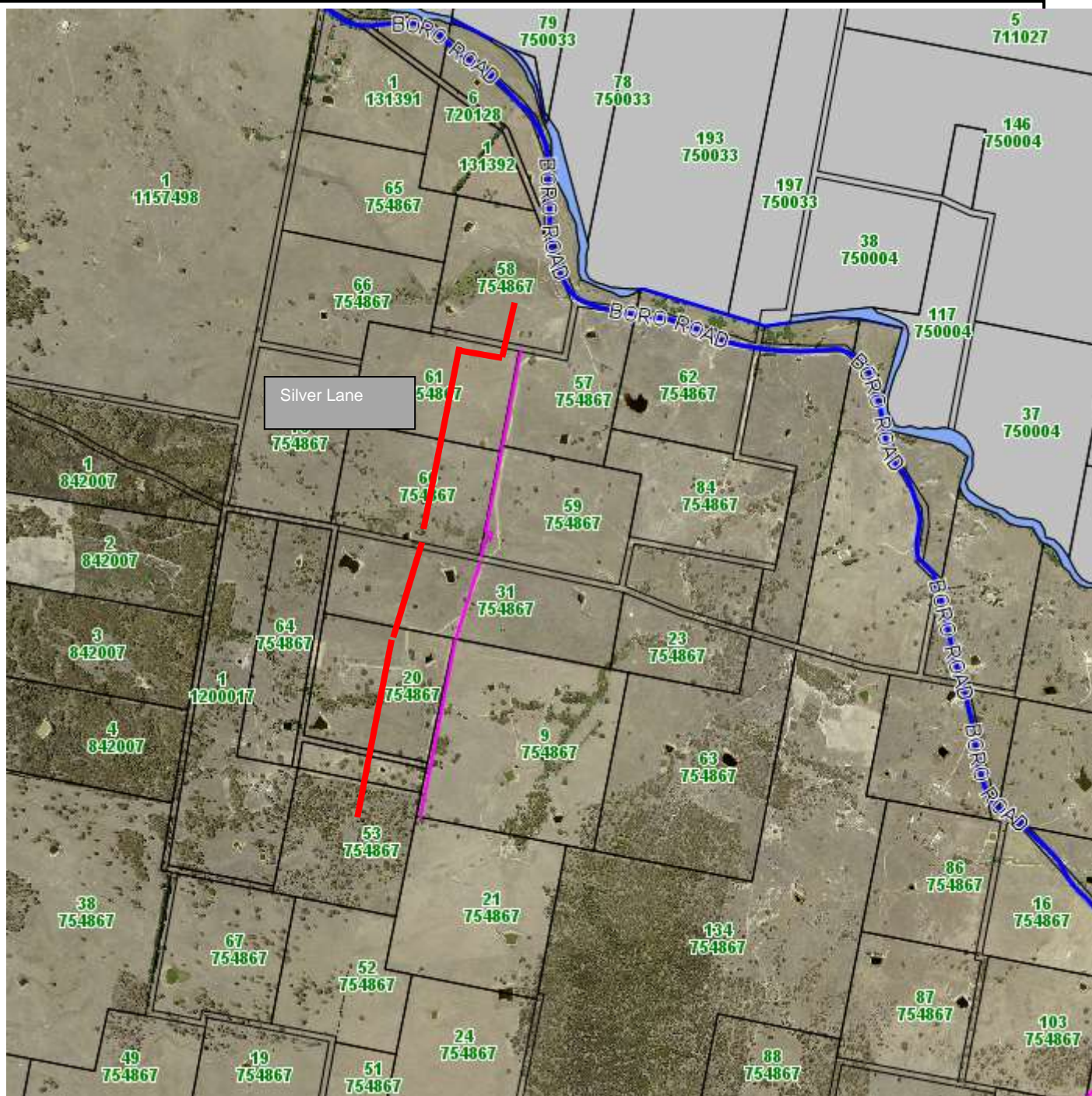
Council Meeting Attachment

12 OCTOBER 2016

ITEM 8.6 ADOPTION AND GAZETTAL OF ROAD NAMES IN
BUNGENDORE, BRAIDWOOD, ARALUEN AND BORO

ATTACHMENT 2 ATTACHMENT 1B - ROAD 2 BORO

Road 2 - Boro



- Proposed Name: Silver Lane
- Road Extent: 1900m approximately
- Lots Benefited: 8

QUEANBEYAN-PALERANG REGIONAL COUNCIL

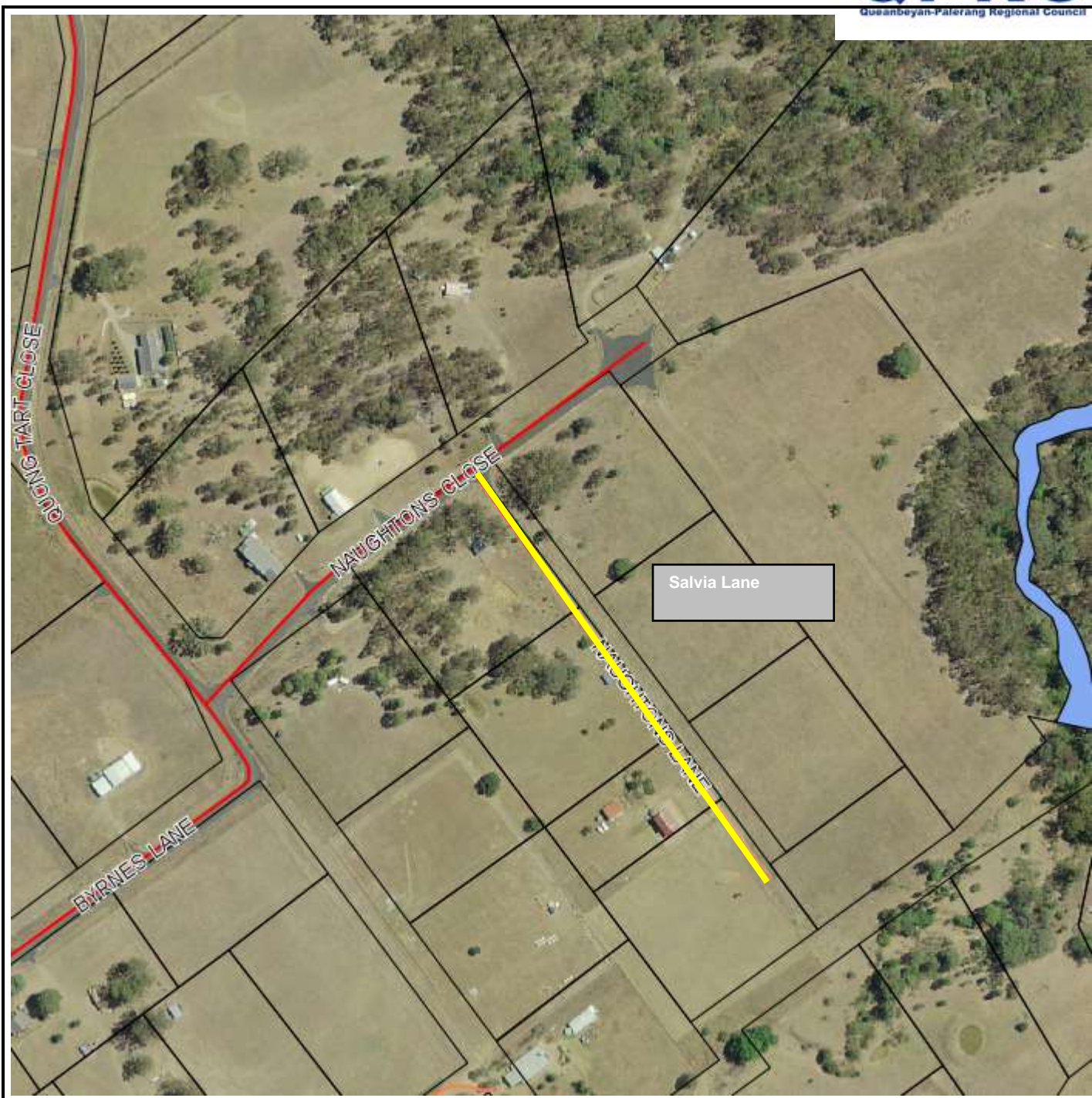
Council Meeting Attachment

12 OCTOBER 2016

ITEM 8.6 ADOPTION AND GAZETTAL OF ROAD NAMES IN
 BUNGENDORE, BRAIDWOOD, ARALUEN AND BORO

ATTACHMENT 3 ATTACHMENT 1C - ROAD 3 ARALUEN

Road 4 – Araluen



- Proposed Name: Salvia Lane
- Road Extent: 278m approximately
- Lots Benefited: 5

QUEANBEYAN-PALERANG REGIONAL COUNCIL

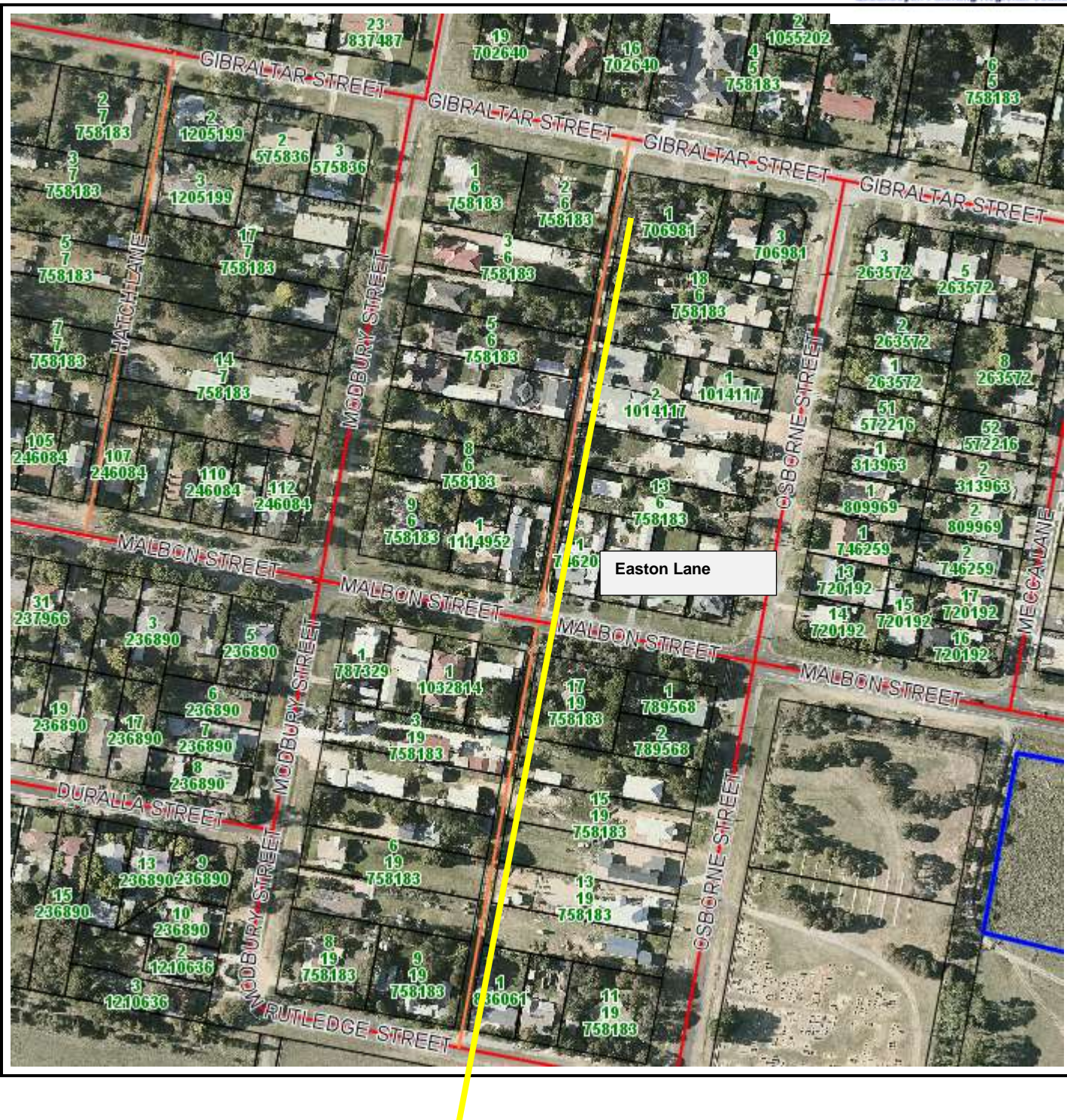
Council Meeting Attachment

12 OCTOBER 2016

ITEM 8.6 ADOPTION AND GAZETTAL OF ROAD NAMES IN
BUNGENDORE, BRAIDWOOD, ARALUEN AND BORO

ATTACHMENT 4 ATTACHMENT 1D - ROAD 4 BUNGENDORE

Road 4 – Bungendore



- Proposed Name: Easton Lane
- Road Extent: 440m approximately

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 OCTOBER 2016

ITEM 8.8 BRAIDWOOD SHOW SOCIETY INC - REQUEST FOR
DONATION OF RATES

ATTACHMENT 1 ATTACHMENT - DONATION OF SHOW SOCIETY RATES -
LETTER FROM BRAIDWOOD SHOW SOCIETY



Braidwood Show Society

ABN 59445731950 ood NSW 2622

www.braidwoodshow.com

16 September 2016

Attention the Administrator


Mr Tim Overall
Queanbeyan-Palerang Regional Council
PO Box 348
Bungendore NSW 2621

Dear Sir.

We are writing to the Council with a request for the Braidwood Show Society (inc) to be included in the group of registered Not for profit Organisations that have rateable land with in the Council Area and receive dispensation each Financial year from having to pay Rates on their land.

The land in Question is Lot 10 DP755954 Deloraine Rd. Braidwood.

This land was bequeathed to the Braidwood Show Society (inc) by the Hassall Family many years ago and we believe it was bequeathed as the block adjoined the Show Ground proper and by combining the two areas would assist the Show Society and the other Sporting Bodies in the Braidwood District to have enough ground area to conduct their sporting activities eg the Polo Cross Club, The Braidwood Pony Club & the Camp Draft Club.

Up until this year we have been able to offset Rate fees by either maintaining a small flock of sheep or leasing our block to the Braidwood Central School for their flock of Sheep. As a side, the grazing of the sheep had a two fold advantage as the sheep also grazed in the Show Ground proper there for eliminating having to slash the Show ground.

With the increase in activity in Campers and Pavilion hiring in the Show Ground and The Polo Cross and Camp Drafting Competitions on our block the grazing of the Sheep had to cease as their confinement with in the Show Ground could not be guaranteed as the main entrances gates are often left open and therefore are a potential traffic hazard.

We hope this request meets with a favourable decision.

Thank you in anticipation



Ken Thomas
Vice President
Braidwood Show Society (inc)

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 OCTOBER 2016

ITEM 8.10 ROYALLA COMMON S.355 COMMITTEE MINUTES - 24
AUGUST 2016

ATTACHMENT 1 ROYALLA COMMON S.355 COMMITTEE MINUTES 24
AUGUST 2016

Royalla Common S.355 Committee

Minutes of Meeting No: 49

Meeting Date: Wednesday 24 August 2016

Meeting Venue: Cathy and Dave Rositter's home - 410 Royalla Drive, Royalla.

Meeting Start: 7:15

1. **Attendees:** Paul Bombardier, (Chair); Helen Alexander (D/Chair); Steve Wilson (Treasurer) Cathy Rositter (Grants Officer), Dave Rositter; Maryke Booth, Brendan Robinson; Michael Kitchen (Secretary).
2. **Opening and welcome:** Paul welcomed all attending, and said that having returned from a short break he was looking forward to the next few months and continued progress on the Hall.
3. **Apologies received:** No apologies:
Absent: Trevor Hicks
4. **Confirmation of Minutes:** The Minutes of Meeting No 48 of 27 July 2016 were confirmed. Moved Helen, seconded Dave
5. **Correspondence.** In/Out. List circulated and placed on file. Accepted
6. **Chair Report: Paul Bombardier.** Paul thanked Helen for acting a Chair during his break, thanked Michael for joining the Committee as Secretary, and said he was very impressed with the progress of the Hall while he was away.
7. **Treasurer Report.** Steve Wilson reported that the balance at the bank as at 24th of August 7 July 2016: \$17277.47. This included \$1729 from the Bunnings BBQ.

Steve advised that he had approached QPRC for a report on all s355 money held by Council, Section 94 and grants, for the hall project. He had been advised that it may take some time to compile. Steve will follow up at an appropriate time.

8. General Business relating to the planning and construction of the Community Hall

a) Progress on the Hall;	Dave/Brendon	Ongoing
1). The volunteer carpenters were on site July 30 and 31 and completed the erection of wall frames and trusses. Dave considerable follow up work installing tie downs etc.		
2). Fascias and gutters were installed on 12 August.		
3). Roof battens have been delivered (15 August) have been installed.		
4). Cladding is expected commence in a few weeks. Prior to cladding there are some aspects that need to be completed, including posts (yellow stingybark) and footings for the Verandas. Brendan will pick up timber, will finish these and install with Dave in early September. Account for posts will be forwarded from mill to Rod at Council. Footing plates are being prepared by Brendan to be installed around 4 Sept.	Dave	
5). Eves may need to be completed prior to roof cladding? Dave will resolve. Roofing may be installed week of 12 Sept with cladding the following week.		
6). We have a copy of the Construction Certificate.	Dave	

	<p>The next inspection Certificate is presheet, (post cladding, electrical and plumbing rough out)</p> <p>7).Site identification sign being obtained from Council.</p> <p>8). Security. Dave briefed the Committee about the 9th of August on-site discussion on security., including locks for the container, disguised cameras and solar PV lights. At this stage it was agreed to ensure that the container is locked.</p> <p>9). Electrical. Dave will be meeting with Gavin Gasnier on site on the 25th of August to discuss and resolve electrical connection to the site issues and costs. The electrician has not been signed up for internal work and this needs to be done.</p>	<p>Dave</p> <p>Dave/Brendan</p>	
b)	Application from RCA to book Common for Christmas function in November. There was further discussion and it was agreed that Helen would approach the RCA advising of the situation in regard to Council charges for the casual use of the Common and see if the application could be refined to minimize any costs.	Helen	Ongoing
c)	<p>Grants update: An application for a grant, the NSW Community Building Partnerships Grant, for the paving and alfresco roofing was prepared by Donna but not lodged because as a committee of council it required matching funds from Council and this was not forth coming.</p> <p>Steve advised that the RCFA lodged the application for the same work plus a generator as it didn't need council matching funds. Steve to provide the s355 a copy if the grant application.</p> <p>Cathy has prepared an application for a grant under the Queanbeyan Palerang Community Grants 2016 scheme The application covers fitting out of stage 2 of the Hall.</p>	<p>Cathy</p> <p>Steve</p> <p>Cathy</p>	Ongoing
d)	Helen took details of each Committee member's hour contribution for the month. This to be forwarded to Steve for the Assets Record.	Helen/.Steve	Ongoing
e)	Royalla Common Website update. After discussion Helen agreed to organize small changes to the website, so it better represented the focus and purpose of the Common.	Helen	Ongoing
f)	Prioritizing Funds Expenditure: To continue to include \$10,000 allocated for working capital for the hall and is to include \$200 for incidentals and meals during construction work on site. Some funds were used during the framing and Brendan is to provide Steve with invoices.	<p>Stephen</p> <p>Brendan</p>	Ongoing
g)	RCFA Bonfire. A date for the bonfire has not been determined. It was agreed that the pallets, etc positioned for the bonfire are too close to the Hall, and need to be moved. RCFA to advise.	Stephen, Brendan	Ongoing
h)	Artworks at the Common. No action, discussion next meeting.	Paul	Ongoing
i)	Facebook Page. Helen to check with Donna, that she is still happy to maintain the Common Facebook page.	Helen	Ongoing

j)	Country Fair update from 2016. Steve advised that the RCFA had resolved the financial and procedural aspects of the 2016 fair. The RCFA was looking at the best approach to donating the majority of the proceeds, could be in the order of \$7,000 depending on outcome of grant application, to the Common, while maintaining a reserve for start up funding for the next fair. The RCFA has purchased 20 tables for use at the Common. RCFA to have a meeting soon to advise on funds and action for the 2017 Fair.	Stephen	Ongoing
k)	<p>Events.</p> <p>1). Bunnings BBQ, 6 Aug 2016. The sausage sizzle at Bunnings was a great success, raising over \$1700. The committee expressed its thanks to all those volunteers who helped, and especially to Donna Cochrane who organized the event.</p> <p>2). Royalla Ladies workshop on Fire Preparation. The date has been set as the 16th of October.</p> <p>3). Community organizations Afternoon Tea. It was agreed that an afternoon tea be held at the Common to advise other community organization of the progress on the Hall, 2:00pm 18 Sept. s355 Committee to provide coffee and tea and ask those attending to bring a plate and to RSVP.</p> <p>4). Working Bee. It was agreed that the next working bee would be on 9 October, 9 to 12. work to include clean up of Elm Grove paths, bulb planting and possible moving of pallets.</p>	Helen	

9. Any Other Business

- a. It was agreed the issue of speeding on Royalla Drive was outside the responsibility of the s355 Committee, and should be referred to the Community Assn.
- b. Landcare Update. Maryke gave an update on the work that Landcare and the Green Army have been doing in restoring the health of Jerrabomberra Crk. She also detailed further plans for work on Whisperer and Jerrabomberra creeks.
- c. RCA is organizing Clean Up Australia Day on 5 March 2017 and is looking at focusing on Royall Drive near the Common.
- d. AGM. It was agreed that the AGM will be held on 28 September, at 30 Trail Place Royalla.

10. Next meeting date- Wednesday 28 September 2016 (After the AGM)

11. Venue for next meeting: Lesley and Paul Bombardiers home, 30 Trail Place Royalla

12. Closure of meeting: 9:40pm.

**Royalla s355 Committee Correspondence
Aug 2016**

SENT

NO	DATE	FROM	TO	SUBJECT	REMARKS
1	2 Aug 16	RCC	Robbo et al	Wall Frames and Trusses. Thanks to all	
2	6 Aug 16	Helen Alexander	Committee	Committee Contact List	
3	7 Aug 16	Secretary	Committee	Minutes of the 48 th meeting	
4	9 Aug 16	Secretary	QPRC Records	Minutes of the 48 th meeting	
5	9 Aug 16	Secretary	QPRC Debby Ferguson	Minutes of the 48 th meeting	
6	9 Aug 16	Dave Rossiter	Kieran ?	RC Hall Security	Dave should raise at 49 th Meeting
7	15 Aug 16	Secretary	Committee	Agenda 49 th Meeting	
8	17 Aug 16	Secretary	Committee	Agenda 49 th Meeting	Sent again as Steve Wilson did not receive 7
9	22 Aug 16	Helen Alexander	QPRC Debby Ferguson	Speeding Vehs etc. Advice of Donna's resignation Advice of new Secretary Speeding Vehs in Royalla	
10	22 Aug 16	Helen Alexander	RCA	Speeding Vehs in Royalla	
11	22 Aug 16	Helen Alexander	Chair Secretary	Letter of appreciation to Donna Cochrane.	

RECEIVED

NO	DATE	FROM	TO	SUBJECT	REMARKS
1	7 Aug 16	Donna Cochrane	Helen Alexander	Bunnings BBQ Wrap Up	
2	9 Aug 16	QPRC Records	Secretary	Minutes 48 th Meeting	
3	17 Aug 16	QPRC Debby Ferguson	Chair	RC s.355 Committee T Hicks email address Financial Requirements Minutes to QPRC	Treasurer will need to action the second item
4	22 Aug 16	QPRC Debby Ferguson	Helen Alexander	Speeding Vehicles in Royalla	

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 OCTOBER 2016

ITEM 8.11 LOCAL REPRESENTATION COMMITTEE MINUTES - 13
 SEPTEMBER 2016

ATTACHMENT 1 ATTACHMENT - MINUTES LOCAL REPRESENTATION
 COMMITTEE - 13 SEPTEMBER 2016

Minutes of the Local Representation Committee Meeting held in Bungendore on 13 September 2016

Present: Mr Tim Overall (Administrator)
Dr Pete Harrison (Chairperson)
Mr Peter Bray AM
Mr Paul Cockram
Mr Trevor Hicks
Mr Mark Schweikert
Mrs Trudy Taylor
Mrs Sue Whelan OAM

Council Officers: Mr Paul Spyve (A/Director Economic & Community Development)
Mrs Debby Ferguson (A/Manager Civic Support)

Apology: Mr Jamie Cregan

The Chairperson opened the meeting with the following statement: "Before we start the proceedings, let us acknowledge that we are meeting on country for which the members and elders of the local Indigenous community have been custodians for many thousands of years. We recognise their living culture and unique role in the life of this region."

Address by the Administrator

The Administrator, Tim Overall, thanked the members of the Local Representation Committee (LRC) for all their work, including their involvement with Council's numerous committees. He provided an update on the Stronger Councils Framework, liaison with and oversight from the Department of Premier & Cabinet and where the new councils need to be by December 2016. The Administrator also commented on the recommendations to Government contained in the IPART June 2016 report "Freezing Existing Rate Paths for Newly Merged Councils".

The Administrator recommended the LRC review the number and structure of committees and their terms of reference during 2017 and prior to the election of the new council in September 2017.

A forward schedule of planned community meetings and the community activities was also advised as follows:

- Wednesday, 19 October at the Captains Flat Community Hall, 6.00 – 8.00pm
- Wednesday, 26 October at the Council Chambers, Bungendore, 6.30 – 8.30pm (following the Council meeting)
- Wednesday, 9 November at Queanbeyan 6.30 – 8.30pm (following the Council meeting)
- Wednesday, 16 November at the Braidwood Meeting Room, Park Lane, 6.00 – 8.00pm
- Queanbeyan River Festival on 29 October, 11.00am – 4.00pm
- Queanbeyan Street Party on 26 November
- Bungendore Street Party at Mick Sherd Oval on 3 December
- Braidwood Street Party at Ryrie Park on 10 December

2. Confirmation of Minutes – 15 July 2016

LRC012/2016 RECOMMENDATION that the minutes of the meeting held on 15 July 2016 be confirmed as a true and accurate record of the meeting.

Whelan/Bray

The recommendation was carried unanimously.

3. Business Arising from Minutes – 15 July 2016

There was no business arising.

4. Declarations of Conflicts of Interest

There were no declarations.

5. Community Satisfaction Survey Project – DP&C (Ref: SF140696)

Summary

The Department of Premier & Cabinet is coordinating a Community Satisfaction Survey Project for the 19 newly established councils. DP&C have engaged JWS Research to undertake this survey which is due to commence in early September. The survey is based upon a similar survey undertaken in Victorian Councils. DP&C believe this research will provide baseline information on community views towards, and satisfaction with, the services of the councils. They feel the research will be an important tool for individual councils to better understand what matters to their communities and enable them to focus their implementation activities to improve services, focus communications, enhance community perceptions of council and build stronger relationships between councils and their communities.

LRC013/2016 RECOMMENDATION that the report be received for information.

Whelan/Taylor

The recommendation was carried unanimously.

6. Stronger Councils Framework (Ref: SF160364)

Summary

The Government is in the process of establishing a *Stronger Councils Framework* in association with the newly established councils. The aim of the framework is to ensure the new councils provide a model for creating strong and sustainable councils as advocated by the local government reform process. The Stronger Councils Framework is intended to focus investment in activities that will transform the way councils are seen by their customers, through the delivery of real benefits to their communities. A model has been developed which the DP&C is in the process of finalising. QPRC is in the process of providing feedback on the development of this framework.

LRC014/2016 RECOMMENDATION that the Local Representation Committee note the development of the Stronger Councils Framework.

Whelan/Bray

The recommendation was carried unanimously.

7. Office of Local Government Circular 16-24 – Section 355 Committees

Summary

The Office of Local Government (OLG) has recently issued Circular 16-24 regarding governance issues relating to s.355 committees. As LRC members are delegates to these committees, the circular is provided at Attachment 1 for information and future action.

LRC 015/2016 RECOMMENDATION that the Local Representation Committee:

- 1. note the report and**
- 2. undertake a review of all s.355 and other Council committees.**

Harrison/Bray

The recommendation was carried unanimously.

ACTION: An item be put on the LRC agenda early in 2017 to consider a review of all s.355 and other Council committees.

8. LRC Members' Contact Details

Summary

Committee members are asked to consider whether they wish to have their contact details made available on the QPRC website.

The following details were provided by respective Committee members for inclusion on the QPRC website:

Name	Email	Landline	Mobile
Pete Harrison	pete.harrison@qprc.nsw.gov.au	6238 3640	0427 711 028
Peter Bray	peter.bray@qprc.nsw.gov.au	x	x
Paul Cockram	paul.cockram@qprc.nsw.gov.au	x	0417 459 775
Jamie Cregan	TBA		
Trevor Hicks	trevor.hicks@qprc.nsw.gov.au	x	x
Mark Schweikert	mark.schweikert@qprc.nsw.gov.au	x	x
Trudy Taylor	trudy.taylor@qprc.nsw.gov.au	x	0404 009 679
Sue Whelan	sue.whelan@qprc.nsw.gov.au	6297 5063	0414 895 324

ACTION: Council is to provide business cards for LRC members, with a link on the back of the card to the Snap-Send-Solve app for members of the public to report routine matters such as potholes, graffiti and acts of vandalism.

9. Other Business

9.1 Stronger Communities Fund applications

Debby advised that, while a summary list of the applications received under the Stronger Communities Fund will be provided with the agenda for the next LRC meeting on 30 September, she was progressively uploading copies of the applications in full on to the LRC Intelligence Bank (link: <https://qprclrc.intelligencebank.com>) so that the LRC

members could read these online. If any members required a hard copy of the applications, these would be provided upon request.

9.2 Next meeting

The next meeting will be held on Friday, 30 September 2016 at 2.00pm in the Council Chambers, Bungendore.

10. Closure

There being no further business, the meeting closed at 6.34pm.

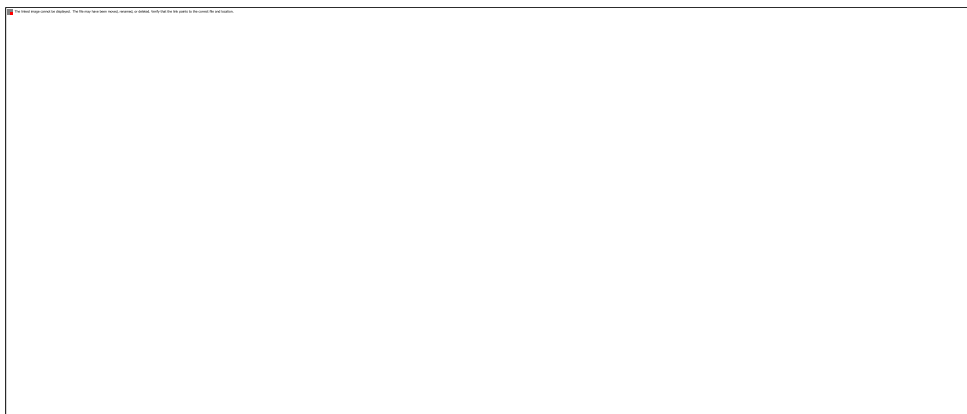
QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 OCTOBER 2016

ITEM 8.12 ADOPTION OF MODEL CODE OF CONDUCT -
RESUBMITTED

ATTACHMENT 1 QPRC DRAFT CODE OF CONDUCT



Code of Conduct

Date policy was adopted by Council:	
Resolution number:	
Next Policy review date:	
Reference number:	

ACCESS TO SERVICES

The Office of Local Government is located at:

Levels 1 and 2
5 O'Keefe Avenue
NOWRA NSW 2541

Locked Bag 3015
NOWRA NSW 2541

Phone 02 4428 4100
Fax 02 4428 4199
TTY 02 4428 4209

Level 9, 6 – 10 O'Connell Street
SYDNEY NSW 2000

PO Box R1772
ROYAL EXCHANGE NSW 1225

Phone 02 9289 4000
Fax 02 9289 4099

Email dlg@dlg.nsw.gov.au
Website www.dlg.nsw.gov.au

OFFICE HOURS

Monday to Friday
8.30am to 5.00pm
(Special arrangements may be made if these hours are unsuitable)
All offices are wheelchair accessible.

ALTERNATIVE MEDIA PUBLICATIONS

Special arrangements can be made for our publications to be provided in large print or an alternative media format. If you need this service, please contact our Operations Group on 02 9289 4000.

DISCLAIMER

While every effort has been made to ensure the accuracy of the information in this publication, the Office of Local Government expressly disclaims any liability to any person in respect of anything done or not done as a result of the contents of the publication or the data provided.

© NSW Office of Local Government, Department of Premier and Cabinet 2012 ISBN 978-1-922001-38-2

Produced by the Office of Local Government

www.olg.nsw.gov.au

TABLE OF CONTENTS

PART 1	INTRODUCTION	4
PART 2	PURPOSE OF THE CODE OF CONDUCT.....	4
PART 3	GENERAL CONDUCT OBLIGATIONS	5
PART 4	CONFLICT OF INTERESTS.....	7
PART 5	PERSONAL BENEFIT.....	12
PART 6	RELATIONSHIP BETWEEN COUNCIL OFFICIALS.....	14
PART 7	ACCESS TO INFORMATION AND COUNCIL RESOURCES	16
PART 8	MAINTAINING THE INTEGRITY OF THIS CODE	19
PART 9	DEFINITIONS.....	21

PART 1 INTRODUCTION

This QPRC Code of Conduct is adapted from the Model Code of Conduct for Local Councils in NSW made for the purposes of section 440 of the *Local Government Act 1993* ("the Act"). Section 440 of the Act requires every council to adopt a code of conduct that incorporates the provisions of the Model Code. For the purposes of section 440 of the Act, the QPRC Code of Conduct comprises all parts of this document.

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

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with council's code of conduct may give rise to disciplinary action.

PART 2 PURPOSE OF THE CODE OF CONDUCT

The QPRC Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Code is prescribed by regulation.

The QPRC Code of Conduct has been developed to assist council officials to:

- understand the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in the integrity of local government.

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the council or holders of civic office into disrepute. Specifically, you must not act in a way that:
- a) Contravenes the Act, associated regulations, council's relevant administrative requirements and policies
 - b) is detrimental to the pursuit of the charter of a council
 - c) is improper or unethical
 - d) is an abuse of power or otherwise amounts to misconduct
 - e) causes, comprises or involves intimidation, harassment or verbal abuse
 - f) causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to employment
 - g) causes, comprises or involves prejudice in the provision of a service to the community. (*Schedule 6A*)
- 3.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other Act. (*section 439*)
- 3.3 You must treat others with respect at all times.

Fairness and equity

- 3.4 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.5 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

Harassment and discrimination

- 3.6 You must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination on the grounds of sex, pregnancy, age, race, responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

Development decisions

- 3.7 You must ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the development assessment process.
- 3.8 In determining development applications, you must ensure that no action, statement or communication between yourself and applicants or objectors conveys any suggestion of willingness to provide improper concessions or preferential treatment.

Binding caucus votes

- 3.9 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.10 For the purposes of clause 3.9, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 3.11 Clause 3.9 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.12 Clause 3.9 does not apply to a decision to elect the Mayor or Deputy Mayor or to nominate a person to be a member of a council committee.

PART 4 CONFLICT OF INTERESTS

- 4.1 A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.
- 4.2 You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favor of your public duty.
- 4.3 Any conflict of interests must be managed to uphold the probity of council decision-making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.
- 4.4 Private interests can be of two types: pecuniary or non-pecuniary.

What is a pecuniary interest?

- 4.5 A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. (*section 442*)
- 4.6 A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter. (*section 443*)
- 4.7 Pecuniary interests are regulated by Chapter 14, Part 2 of the Act. The Act requires that:
- a) councillors and designated persons lodge an initial and an annual written disclosure of interests that could potentially be in conflict with their public or professional duties (*section 449*)
 - b) councillors and members of council committees disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter (*section 451*)

Section 451 (1) & (2) do not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting, if:

- (a) the matter is a proposal relating to:
 - (i) the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or
 - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area, and
- (a1) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an

interest of another person (*whose interests are relevant under section 443*) in that person's principal place of residence, and
(b) the councillor made a special disclosure under this section in relation to the interest before the commencement of the meeting.

c) designated persons immediately declare, in writing, any pecuniary interest. (*section 459*)

4.8 Designated persons are defined at section 441 of the Act, and include, but are not limited to, the general manager and other senior staff of the council.

4.9 Where you are a member of staff of council, other than a designated person (as defined by section 441), you must disclose in writing to your supervisor or the general manager, the nature of any pecuniary interest you have in a matter you are dealing with as soon as practicable.

What are non-pecuniary interests?

4.10 Non-pecuniary interests are private or personal interests the council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

4.11 The political views of a councillor do not constitute a private interest.

Managing non-pecuniary conflict of interests

4.12 Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.

4.13 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 4.12.

4.14 How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.

4.15 As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:

- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
- b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

4.16 If you are a council official, other than a member of staff of council, and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official
 - b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply
- 4.17 If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.
- 4.18 If you are a member of staff of council, the decision on which option should be taken to manage a non-pecuniary conflict of interests must be made in consultation with your manager.
- 4.19 Despite clause 4.16(b), a councillor who has disclosed that a significant non-pecuniary conflict of interests exists may participate in a decision to delegate council's decision-making role to council staff through the general manager, or appoint another person or body to make the decision in accordance with the law. This applies whether or not council would be deprived of a quorum if one or more councillors were to manage their conflict of interests by not voting on a matter in accordance with clause 4.16(b) above.

Reportable political donations

- 4.20 Councillors should note that matters before council involving political or campaign donors may give rise to a non-pecuniary conflict of interests.
- 4.21 Where a councillor has received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) where the major political donor has a matter before council, then the councillor must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interests in accordance with clause 4.16(b).
- 4.22 For the purposes of this Part:
- a) a "reportable political donation" is a "reportable political donation" for the purposes of section 86 of the *Election Funding, Expenditure and Disclosures Act 1981*,
 - b) a "major political donor" is a "major political donor" for the purposes of section 84 of the *Election Funding, Expenditure and Disclosures Act 1981*.
- 4.23 Councillors should note that political donations below \$1,000, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interests. Councillors should determine whether or not such conflicts are significant and take the appropriate action to manage them.
- 4.24 If a councillor has received or knowingly benefitted from a reportable political donation of the kind referred to in clause 4.21, that councillor is not prevented from participating in a decision to delegate council's decision-making role to council staff through the general manager or appointing another person or body to make the decision in accordance with the law (see clause 4.19 above).

Loss of quorum as a result of compliance with this Part

- 4.25 Where a majority of councillors are precluded under this Part from consideration of a matter the council or committee must resolve to delegate consideration of the matter in question to another person.
- 4.26 Where a majority of councillors are precluded under this Part from consideration of a matter and the matter in question concerns the exercise of a function that may not be delegated under section 377 of the Act, the councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interests.
- 4.27 The Chief Executive will only exempt a councillor from complying with a requirement under this Part where:
- a) compliance by councillors with a requirement under the Part in relation to a matter will result in the loss of a quorum, and
 - b) the matter relates to the exercise of a function of the council that may not be delegated under section 377 of the Act.
- 4.28 Where the Chief Executive exempts a councillor from complying with a requirement under this Part, the councillor must still disclose any interests they have in the matter the exemption applies to in accordance with the requirements of this Part.
- 4.29 A councillor, who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interests in the matter, is permitted to participate in consideration of the matter, if:
- a) the matter is a proposal relating to
 - i. the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or
 - ii. the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area,
 - b) the non-pecuniary conflicts of interests arise only because of an interest that a person has in that person's principal place of residence, and
 - c) the councillor declares any interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part.

Other business or employment

- 4.30 If you are a member of staff of council considering outside employment or contract work that relates to the business of the council or that might conflict with your council duties, you must notify and seek the approval of the general manager in writing. *(section 353)*
- 4.31 As a member of staff, you must ensure that any outside employment or business you engage in will not:
- a) conflict with your official duties
 - b) involve using confidential information or council resources obtained through your work with the council
 - c) require you to work while on council duty
 - d) discredit or disadvantage the council.

Personal dealings with council

- 4.32 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

PART 5 PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Gifts and benefits

- 5.1 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.
- 5.2 You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

Token gifts and benefits

- 5.3 Generally speaking, token gifts and benefits include:
- a) Free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i. the discussion of official business
 - ii. council work related events such as training, education sessions, workshops
 - iii. conferences
 - iv. council functions or events
 - v. social functions organized by groups, such as council committees and community organisations
 - b) invitations to and attendance at local social, cultural or sporting events
 - c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
 - d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers
 - e) prizes of token value.

Gifts and benefits of value

- 5.4 Notwithstanding clause 5.3, gifts and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel.

How are offers of gifts and benefits to be dealt with?

- 5.5 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty

- d) accept any gift or benefit of more than token value
 - e) accept an offer of cash or a cash-like gift, regardless of the amount.
- 5.6 For the purposes of clause 5.5(e), a “cash-like gift” includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
- 5.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the Mayor or the general manager. The recipient, supervisor, Mayor or general manager must ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical.

Improper and undue influence

- 5.8 You must not use your position to influence other council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the appropriate exercise of their representative functions.
- 5.9 You must not take advantage (or seek to take advantage) of your status or position with or of functions you perform for council in order to obtain a private benefit for yourself or for any other person or body.

PART 6 RELATIONSHIP BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

- 6.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. The governing body has the responsibility of directing and controlling the affairs of the council in accordance with the Act and is responsible for policy determinations, for example, those relating to workforce policy.
- 6.2 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the general manager in the performance of council's functions by way of council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (*section 352*)
 - b) in any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the member or delegate (*Schedule 6A of the Act*)
 - c) contact a member of the staff of the council on council related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
 - d) contact or issue instructions to any of council's contractors or tenderers, including council's legal advisers, unless by the Mayor or administrator exercising their power under section 226 of the Act. This does not apply to council's external auditors or the Chair of council's audit committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or audit committee to effectively perform their functions.

Obligations of staff

- 6.3 The general manager is responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation of the decisions of the council without delay.
- 6.4 Members of staff of council must:
- a) give their attention to the business of council while on duty
 - b) ensure that their work is carried out efficiently, economically and effectively
 - c) carry out lawful directions given by any person having authority to give such directions
 - d) give effect to the lawful decisions, policies, and procedures of the council, whether or not the staff member agrees with or approves of them
 - e) ensure that any participation in political activities outside the service of the council does not conflict with the performance of their official duties.

Obligations during meetings

- 6.5 You must act in accordance with council's Code of Meeting Practice, if council has adopted one, and the *Local Government (General) Regulation 2005* during council and committee meetings.
- 6.6 You must show respect to the chair, other council officials and any members of the public present during council and committee meetings or other formal proceedings of the council.

Inappropriate interactions

- 6.7 You must not engage in any of the following inappropriate interactions:
- a) Councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters other than broader workforce policy issues.
 - b) Council staff approaching councillors and administrators to discuss individual or operational staff matters other than broader workforce policy issues.
 - c) Council staff refusing to give information that is available to other councillors to a particular councillor.
 - d) Councillors and administrators who have lodged a development application with council, discussing the matter with council staff in staff-only areas of the council.
 - e) Councillors and administrators being overbearing or threatening to council staff.
 - f) Councillors and administrators making personal attacks on council staff in a public forum.
 - g) Councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make.
 - h) Council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community.
 - i) Council staff meeting with applicants or objectors alone AND outside office hours to discuss applications or proposals.
 - j) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by council associated with current or proposed legal proceedings unless permitted to do so by council's general manager or, in the case of the Mayor or administrator, exercising their power under section 226 of the Act.

PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 7.1 The general manager and public officer are responsible for ensuring that members of the public, councillors and administrators can gain access to the documents available under the *Government Information (Public Access) Act 2009*.
- 7.2 The general manager must provide councillors and administrators with information sufficient to enable them to carry out their civic office functions.
- 7.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to carry out their civic office functions and in accordance with council procedures.
- 7.4 Members of staff of council who provide any information to a particular councillor in the performance of their civic duties must also make it available to any other councillor who requests it and in accordance with council procedures.
- 7.5 Councillors and administrators who have a private (as distinct from civic) interest in a document of council have the same rights of access as any member of the public.

Councillors and administrators to properly examine and consider information

- 7.6 Councillors and administrators must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with council's charter.

Refusal of access to documents

- 7.7 Where the general manager and public officer determine to refuse access to a document sought by a councillor or administrator they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the councillor or administrator to perform their civic duty (see clause 7.2). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 7.8 In regard to information obtained in your capacity as a council official, you must:
- only access council information needed for council business
 - not use that council information for private purposes
 - not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with council
 - only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 7.9 You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.
- 7.10 In addition to your general obligations relating to the use of council information, you must:
- a) protect confidential information
 - b) only release confidential information if you have authority to do so
 - c) only use confidential information for the purpose it is intended to be used
 - d) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - e) not use confidential information with the intention to cause harm or detriment to your council or any other person or body
 - f) not disclose any information discussed during a confidential session of a council meeting.

Personal information

- 7.11 When dealing with personal information you must comply with:
- a) *the Privacy and Personal Information Protection Act 1998*
 - b) *the Health Records and Information Privacy Act 2002*
 - c) the Information Protection Principles and Health Privacy Principles
 - d) council's privacy management plan
 - e) the Privacy Code of Practice for Local Government

Use of council resources

- 7.12 You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.
- 7.13 Union delegates and consultative committee members may have reasonable access to council resources for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters
 - b) the representation of employees with respect to grievances and disputes
 - c) functions associated with the role of the local consultative committee.
- 7.14 You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.
- 7.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

- 7.16 You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 7.17 You must not use council letterhead, council crests and other information that could give the appearance it is official council material for:
- a) the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 7.18 You must not convert any property of the council to your own use unless properly authorised.
- 7.19 You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

Councillor access to council buildings

- 7.20 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 7.21 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or delegate) or as provided in the procedures governing the interaction of councillors and council staff.
- 7.22 Councillors and administrators must ensure that when they are within a staff area they avoid giving rise to the appearance that they may improperly influence council staff decisions.

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

- 8.1 You must not conduct yourself in a manner that is likely to undermine confidence in the integrity of this code or its administration.

Complaints made for an improper purpose

- 8.2 You must not make a complaint or cause a complaint to be made under this code for an improper purpose.
- 8.3 For the purposes of clause 8.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under this code
 - g) to take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this code
 - h) to take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this code
 - i) to prevent or disrupt the effective administration of this code.

Detrimental action

- 8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made under this code except as may be otherwise specifically permitted under this code.
- 8.5 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under this code except as may be otherwise specifically permitted under this code.
- 8.6 For the purposes of clauses 8.4 and 8.5 detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse employment treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under this code

- 8.7 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under this code.
- 8.8 You must comply with a reasonable and lawful request made by a person exercising a function under this code.
- 8.9 You must comply with a practice ruling made by the Office of Local Government.
- 8.10 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under this code

- 8.11 You must report breaches of this code in accordance with the reporting requirements under this code.
- 8.12 You must not make allegations of suspected breaches of this code at council meetings or in other public forums.
- 8.13 You must not disclose information about the consideration of a matter under this code except for the purposes of seeking legal advice unless the disclosure is otherwise permitted under this code.

Complaints alleging a breach of this part

- 8.14 Complaints alleging a breach of this Part (Part 8) by a councillor, the general manager or an administrator are to be made to the Office of Local Government.
- 8.15 Complaints alleging a breach of this Part by other council officials are to be made to the general manager.

PART 9 DEFINITIONS

In the Code of Conduct the following definitions apply:

the Act	the <i>Local Government Act 1993</i>
act of disorder	see the definition in clause 256 of the <i>Local Government (General) Regulation 2005</i>
administrator	an administrator of a council appointed under the Act other than an administrator appointed under section 66
Chief Executive	Chief Executive of the Office of Local Government, Department of Premier and Cabinet
committee	a council committee
conflict of interests	a conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty
council committee	a committee established by resolution of council
"Council committee member"	a person other than a councillor or member of staff of a council who is a member of a council committee
council official	includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council
councillor	a person elected or appointed to civic office and includes a Mayor
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	see the definition in section 441 of the Act
election campaign	includes council, State and Federal election campaigns
personal information	information or an opinion about a person whose identity is apparent, or can be ascertained from the information or opinion
QPRC	Queanbeyan-Palerang Regional Council
the Regulation	the <i>Local Government (General) Regulation 2005</i>

The term "you" used in the Code of Conduct refers to council officials. The phrase "this code" used in the Code of Conduct refers also to the procedures for the administration of the Code of Conduct prescribed under the *Local Government (General) Regulation 2005*.

POLICY:-		
Policy No:		
Policy Title:		
Date Policy was adopted by Council:		
Resolution Number:		
Previous Policy Review Date:		
Next Policy Review Date:		
PROCEDURES/GUIDELINES:-		
Date Procedure/Guideline (if any) was developed:		
RECORDS:-		
Container Reference in TRIM: Policy		
Container Reference in TRIM: Procedure		
Other locations of Policy:		
Other locations of Procedures/Guidelines:		
DELEGATION (if any):-		
RESPONSIBILITY:-		
Draft Policy developed by:		
Committees (if any) consulted in the development of the Draft Policy:		
Responsibility for Implementation:		
Responsibility for Review of Policy:		
INTEGRATED PLANNING FRAMEWORK:		
Community Strategic Plan:		Strategic Priority No.
Delivery Program Title:		
Operational Plan:		Program No.
Senior Authorizing Officer	Position General Manager	Signature/Date

ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			
New			

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME