



Ordinary Meeting of Council

22 August 2018

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 12.6 TO 12.12

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

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Community Engagement Report Draft Policy on the Engagement of Volunteers

Ref: SF180257

Report - Community engagement – Title goes here

Executive Summary of engagement report:

The Queanbeyan-Palerang Regional Council Draft Policy on Volunteering was placed on public exhibition from 9 April until 7 May 2018 through *Your Voice*. The exhibition period was promoted through the Queanbeyan Age, the Bungendore Weekly and the Braidwood Times and via Council's e-news. Hard copy of the Policy was made available through customer service centres and the libraries.

Participation in engagement:

The site was visited by 152 people and the document downloaded 90 times. Twenty submissions were received via the website and six received via email or hardcopy. Statistics on website submissions were:

Response Area	
Wamboin	6
Bywong	4
Captains Flat	2
Bungendore	2
Burra	1
Braidwood	1
Mongarlowe	1
Araluen	1
Urila	1
Googong	1

Connection to Queanbeyan-Palerang	
I live here	18
I work here	4
I own a business here	3
I am a ratepayer	16

Gender	
Female	9
Male	9
Other identity/ prefer not to answer	2

Comments received:

Submission:
Will the Draft Volunteer Policy effect volunteers of current sporting organisations from assisting their respective clubs, for example, working bees at sports grounds?
The proposed policy is too bureaucratic and inflexible for use among the rural communities, many of whom rely on volunteering for community activities.
In its current form, the Draft Policy will have a significant impact on other organisations activities. Many organisations already operate with a wide range of State government policies & regulations that govern operating in a public place. It is a dreadful document, which rather than promote volunteerism, closes it down.



Report - Community engagement – Title goes here

The policy seems to assume that all activities will be organised and run by Council staff. A lot of volunteering does not involve council at all. Does this policy mean that the organisations running these events will have to comply with the policy in areas such as selection, references, induction, training, and media rules? This would impose a leave of bureaucracy that would be impossible for most community organisations. Suggest the policy be re-worded to make it clear it applies only to volunteers for Council organised activities.

Thank you for providing an opportunity to contribute to this process. QPRC's rural & rural residential communities rely on community spirit & especially volunteers, saving Council time & money. The policy, as drafted, is intended to apply to volunteers *engaged by Council* for specific Council activities. Community volunteers operating within their own local community organisations, or as individuals or families, frequently engage in volunteer work on Council owned or Council managed property. They are doing this as *volunteers to their communities*, not as *volunteers to Council*. The difference is profound, & should be a key element of the policy.

This is a great initiative. Does it extend to tourism?

Thanks for developing this policy, it appears very sound. Volunteering is very rewarding. I look forward to hearing what types of volunteering will be within QPRC and in particular Braidwood.

Australia's proud history of volunteerism should be treated with a pragmatic approach rather than the proposed legalistic levels of compliance currently drafted in this policy. It is written in a way that befits an urban based Council and is not a good fit for rural situations. It proposes a level of oversight and compliance that are neither practical, easy to implement/oversee nor appropriate at such geographically distant locations. Recommendations:

- split the policy – with the bulk applying to Council centric activities under immediate Council supervision
- include a section focussing on rural community volunteers working on community initiated activities located on rural Council facilities
- apply a one-off registration to volunteer groups that do not have their own insurance cover
- be informed by past experience and learnings from the former Palerang Council in order to be more relevant and appropriate

The quoted example of Clean Up Australia activities is perhaps more obviously risky due to the increase in local traffic through the LGA. However, there is no such comparable change in works for example on Greenways or by Landcare. Such activities do not require this close supervision, as the former Palerang history will show.

I am concerned that QPRC does not understand the importance of volunteer work in small rural communities. The proposed Policy is not appropriate and will result in loss of local knowledge, community investment and levels of willing cooperation. The policy is flawed and will have a negative impact on small communities such as Captains Flat.

It seems that all volunteers will effectively be unpaid employees, subject to bureaucracy. Things in our community will just not happen under this regime. It will be too hard. If it is not a priority for Council then it will not be done, even if the community wants to and is prepared to provide the wherewithal to do it. This is not a very friendly proposed policy and is really taking power away from the community. It might work in a place like Queanbeyan but is not suited for the more isolated and lower population densities. Please do not adopt this proposal.

The preamble suggests it aims to provide a framework for employment of volunteers by council. The scope could be confined to this group of volunteers but the draft broadened the scope to include anyone undertaking voluntary work including voluntary organisations ranging from RFS to landcare, scouts and church groups meeting or working in council halls and grounds. At best these organisations would ignore the policy but more likely over time it would be used to strangle through excessive red tape and bureaucracy the contribution of community voluntary organisations.

It appears a thinly veiled attempt by Council to provide a retrospective framework to explain the council's shambolic handling of last year's Clean Up Australia activities. Why isn't there the same level of support for promoting community voluntary organisations as there is for small business? Where is the QPRC portal for voluntary organisations seeking assistance from Council or a remove red tape program etc? Council should focus on policies that promote voluntary contribution by the community not policies that kill it.

Report - Community engagement – Title goes here

<p>This is a very formal document and specific in its content. My concern is how this policy will effect work done by community groups on council land?</p>
<p>Thank you for providing an opportunity for community organisations to contribute to the process of developing a policy in relation to voluntary activities. The draft policy appears to misunderstand the way rural communities have worked and are highly likely to continue to work in regard to volunteer effort(s), despite Council's attempts at control. Many volunteer groups have their own public liability insurance(s). If the levels of bureaucratic control as indicated in this document are implemented, there is likely to be either a serious falling away of volunteer effort, affecting the social interactions with the community and placing extra burdens on Council for which they will expect the community to pay extra.</p>
<p>If a community group stage an event, such as the Biggest Morning Tea, in the Burra Hall, which I understand is a QPRC asset, do those who are volunteering their services require Council approval? Do volunteers require prior approval from the QPRC to clean and maintain the ablution facilities during community events? Are volunteers who make themselves available for activities for events such as Clean up Australia day, working in or on Council assets, land or roads, required to make application to the Council and obtain Council approval prior to undertaking any activity? QPRC must promote and accommodate the reasonable and commendable place that volunteers play in the support of community activities. If there are unintended consequences, these should be addressed and eliminated before the policy is finalised.</p>
<p>I strongly support the submission by the Geary's Gap Wamboin Landcare group.</p>
<p>1. The policy states volunteers cannot undertake activities require a 'level of fitness' without clarification re that level of fitness. All activities require some level of physical capability. Does that mean that the application of the policy would preclude volunteers undertaking any activity? 2. Scope of the Policy (section 3) is unclear 3. Page 3ff section 6 is overly officious in content and would significantly inhibit volunteer activity. The end result of the Policy being implemented is that volunteers wouldn't apply to undertake tasks. This would negate the intent of the Policy ie. a mutually beneficial activity, and would not result in the 'retention' of volunteers.</p>
<p>This draft policy will have an adverse effect on the activities of our very active and engaged Landcare Group, and completely misunderstands the range and type of activities we regularly undertake.</p>
<p>I do not support the draft guidelines for volunteering for QPRC. The regulations will lose the sense of community spirit and spontaneity and sense of community ownership of community projects.</p>
<p>Communities such as ours felt vulnerable with the current draft. Section 3 of the Draft defines a volunteer as "All individuals and organisations undertaking volunteer work on Council property". Many communities rely on volunteers. We would like more clarity on the fact that this policy does not apply to us in a variety of areas. We trust that it is likely not the intent of the policy to restrict most of these activities, and are just seeking that the policy be made more clear.</p>
<p>I am concerned about the hopefully unintended limitations, such policy would impose on local ratepayers' ability to and timeliness of contributing to improvements in the local environment and on local public areas such as community halls and surrounding areas. I trust that the ramifications of some of the policy proposed have not been fully considered and that appropriate amendments will be made to rectify this oversight or misunderstanding of how such groups operate.</p>



Report - Community engagement – Title goes here

In addition to the comments received through the website, six submissions were received via email:

Submission:
I am stunned that the council is planning to inhibit it's communities from helping themselves. Is this intrusion of red tape by the council merely an attempt to substantiate an increase in staffing the bureaucracy and a future increase in our rates? There are many community activities run by volunteers that the council would not be able to run without a significant hike in rates. We do not want to work for you, just help one another within our communities - You are not responsible for our self-help efforts! I do hope that there is enough common sense in the council to drop this proposal.
<i>In support of Wildcare Queanbeyan Submission</i> of a well thought through response to the Council's draft policy for the engagement of volunteers. Sometimes, well intended councils get too intense in attempting to solve what they perceive to be a problem, without the benefit of discussing with the parties involved.
<i>In support of Wildcare Queanbeyan Submission</i> , I offer support and thanks for such a thorough response.
<i>General comments</i> National Volunteer Week, 21-27 May 2018 would be a good time to have a summit meeting of all volunteer groups in QPRC to discuss a draft policy, the strategy to implement a policy and processes involved in volunteering for communities within the QPRC LGA. Before a policy is introduced research is required to discover the current situation. <i>Omissions</i> <ol style="list-style-type: none">1. Community consultation clause2. Risk Management clause3. Reference to supporting documentation such as an implementation strategy and review process including point 1. The policy needs better definitions and tidying of scope. The entire process section is not policy and should be removed from this document.
Council has more work to do to meaningfully engage community groups, particularly in the rural parts of Queanbeyan-Palerang. The bureaucratic & supervisory arrangements proposed in the Draft Policy are quite inappropriate and would curtail what has been a very useful and productive community activity, improving Council assets & making them more available for their prime function which is community support. We strongly suggest that the scope of the Policy (Section 3, page 2) needs to be re-thought, possibly by limiting it to those doing work directly for Council.. We trust that these comments are helpful for Council in formulating a workable and useful Volunteer Policy.
Your draft policy for the engagement of volunteers is alarming and seriously flawed. All organisations and service clubs have their own insurance and have always worked autonomously in the past. It is our belief that if this Policy is unchanged, it will cause untold damage to the community and would result in century old traditions being ravaged. It is simply un-Australian and our advice would be to not proceed.
The draft policy makes it plain that it applies to all land owned or under the control of Council. As it currently stands the Policy would apply to all such Natural Resource Management groups and perhaps many others. It would apply to Public tree plantings, Clean-up Australia Day, Anzac Day Commemorations, Days in the Park, Water watch volunteers to name just a few public functions that includes and depends on volunteers. Our members appreciate that Council requires a policy applying to Volunteerism, for insurance and other purposes. However, as it stands, this policy draft would seem to inhibit and even stifle volunteerism. We don't believe that this is Council's intentions. Additional comments are as follows:

Report - Community engagement – Title goes here

Issues raised and Council response

Community comments on the Draft Policy were similar in nature and can be combined into three major themes. These are outlined below with a Council response to each. Some more detailed comments that are not included below, will be addressed automatically by the changes in the revised document which will be re-exhibited.

Comments	Response
<p>A lack of understanding of:</p> <ul style="list-style-type: none"> • The impact of the policy would have on rural communities and volunteer organisations • The type and nature of work already carried out on a volunteer basis throughout the region • The authorisations and regulations that already occur through some associations • The bureaucratic impost the requirements would impose and the likely subsequent loss of volunteer effort • The overall impact of the broad scope of the policy 	<p>The intent of the Policy is support volunteers not to hinder the good work they currently do or to insist on overly bureaucratic processes. The community submissions provided clear and compelling evidence that some implications of the current draft would impact rural and community groups adversely and the Draft has been rewritten to address these concerns.</p>
<p>Lack of consultation</p>	<p>The Draft Policy was put on exhibition to allow the community to review it and to make comment. This consultation process was genuine and has resulted in a document that has been amended to reflect the submissions received. The revised Draft Policy will again be exhibited to permit further input.</p>
<p>The details on process do not belong in a Policy document and should be removed.</p>	<p>This section has been removed and will be reflected in a QPRC Volunteer Directive which is currently being developed. This directive will impact only those included in the scope of the policy.</p>



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

22 AUGUST 2018

ITEM 12.6 REPORT ON DRAFT POLICY FOR VOLUNTEERING

ATTACHMENT 3 REVISED QPRC DRAFT POLICY FOR VOLUNTEERING 2018

Queanbeyan-Palerang **Draft Policy for** **Volunteering**

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

OVERVIEW:

QPRC acknowledges the significant impact that volunteering has on our region. Many of Council's services, and those provided by community agencies, rely on the commitment and goodwill of volunteers. QPRC welcomes the involvement of the community through volunteering and aims to provide and/or support accessible volunteering opportunities that are meaningful and rewarding for our diverse communities.

Volunteers contribute to the economic, environmental and social well-being of the community by:

- strengthening community cohesion, intergenerational exchange, social wellbeing and trust;
- expanding the capacity to respond to the needs of citizens through a range of services and activities;
- engaging the community in protecting local resources, improving the physical environment and support for environmental issues;
- encouraging understanding of, and acceptance of, culture diversity and difference; and
- providing people with the opportunity to contribute

In addition, strong evidence exists that people enjoy considerable health and social benefits from volunteering.

The purpose of this Policy is to provide guidance to Councillors, Managers and staff in the development, management and review of volunteering opportunities through QPRC.

DEFINITION:

Volunteering is time willingly given for the common good and without financial gain (*Volunteering Australia*).

LEGISLATIVE REQUIREMENTS AND RELEVANT STANDARDS:

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Local Government Act 1993
- Anti Discrimination Act 1977
- QPRC Volunteer Directive 2018

Good practice guidance and benchmarks are also provided in:

- The National Standards for Volunteer Involvement 2015

SCOPE OF THE POLICY:

Volunteers already contribute to the region in a number of significant ways both individually and through a range of existing groups.

This Policy therefore applies to:

- all areas of Council that engage volunteers, including vocational placements, to deliver work on behalf of Council;
- individuals who apply or are invited to apply to volunteer with Council; and
- all individuals volunteering within services and/or programs that are funded and/or managed by Council

The Policy does not apply to:

- other not-for-profit or voluntary organisations operating in the region using volunteers to deliver their services
- volunteers providing their services in the event of an emergency, where this is managed externally by a partner organisation
- volunteers of sporting clubs
- volunteers of Service clubs such as Rotary, Lions, Apex and RSL
- volunteers of Public Halls
- volunteers of all other community groups within the region

It is anticipated that these organisations and groups will implement their own policy, relevant to their specific requirements.

POLICY STATEMENT

Queanbeyan Palerang Regional Council commit to developing and supporting volunteer opportunities by:

- continuing to recognise and value the substantial and ongoing contribution made by volunteers and voluntary groups to the social and economic amenity of the region;
- supporting Council volunteers in accordance with Council procedures and other relevant national and state guidelines;
- supporting Council's S355 and other Community Committees in their delegated functions;
- identifying and responding to current trends and challenges in volunteerism;
- working with the community to build capacity and encourage participation through volunteering; and
- working in partnership with community groups, the business sector and relevant stakeholders to develop volunteering opportunities, promote volunteering, raise the profile of volunteers and facilitate access to information about volunteering opportunities.

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	SF080759
Container Reference in TRIM: Procedure	
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Intranet (linked to TRIM Container)
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:	
Strategic Direction (CSP):	
Service:	
Program:	

Senior Authorising Officer	Position General Manager	Signature/Date (Signed and dated)
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ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

22 AUGUST 2018

ITEM 12.7 AMENDMENTS TO ADOPTED DELIVERY PROGRAM 2018-21

ATTACHMENT 1 SUBMISSION - DELIVERY PROGRAM AMENDMENTS

Summary of submissions on proposed amendments to Delivery Program



Submission	Staff response
<p>To take money from the accumulated water and sewer fund when the QPRC has on its website an article suggesting that the water and sewer fund is presently underfunded is very short-sighted.</p> <p>Money that is collected by council for specific uses, such as water and sewer, should never, without ministerial permission and extremely valid reasons be allowed to be then re-allocated to other funds, such as subsidising some areas that should be the responsibility of developers not councils using ratepayers' money.</p> <p>Only allowing comments from this survey site to be considered for council feedback is also concerning.</p>	<p>The funds from Queanbeyan water and sewer reserves are to construct water and sewer infrastructure on land to be in Council ownership and Council's responsibility to construct and maintain.</p> <p>In accord with similar investments in infrastructure to accommodate growth, part of those costs will be recovered through development contributions.</p>
<p>The amount and number of loans that the council intends to lumber the QPRC ratepayers with, over the next few years is quite alarming.</p> <p>Rather than build a smaller Queanbeyan Council headquarters, we are expected to take out numerous loans that future generations will be lumbered with, whilst our council CBD assets, built up by ratepayer payments, are not let out to tender, but managed with council by an unsolicited team. In the future we will not have any council owned CBD assets, but we will all be indebted for many years, whereas the present executive will not be around in 20 years to try to rectify any problems they helped cause.</p> <p>Just because you can take out multiple loans should not mean that the council takes out every possible loan available, causing future ratepayers to inherit continually rising rates to try to pay back these multiple loans in the future. A truly disappointing, in my opinion, long-term plan. We Have already spent around \$700,000 on design plans for the former 6 storey Queanbeyan administrative building, so the total costs of just designs for this now 5 storey administrative building will just</p>	<p>NSW local government is in a unique period with access to high levels of grants, and low cost loans, both delivered through Government. Loans can be fixed for 20 years at around 4%pa. In many cases, the grants are subject to co-funding; to achieve that often requires borrowings. By undertaking capital works in this current high grant/low cost debt environment, we may minimise the risk of cost escalation (currently between 6-8%pa) for many projects. Projects of value greater than \$150k are tendered, and often awarded to contractors as Council does not have the capacity or capability to suit the scale of many projects. In relation to property, Council has utilised the adopted 'unsolicited proposals guide' to identify an appropriate means to establish value – which may be by sale by private treaty, or by independent valuation.</p> <p>In relation to the head office, more than 200 Queanbeyan-based Council staff are accommodated in 11 cottages and other buildings spread around the CBD. The new office requires additional meeting, reception, display and public spaces, as well as emergency operations rooms. Accommodating staff in a single office is more efficient and saves substantial costs in operating and maintaining the other buildings, which are proposed for redevelopment. As reported, the nett cost of servicing debt for the office will be met from merger savings.</p> <p>The returns from the sale/redevelopment of those sites offset the cost of other CBD works proposed in the QCBD Transformation Strategy and Masterplan, as reported to Council in</p>

12.7 Amendments to adopted Delivery Program 2018-21
Attachment 1 - Submission - Delivery Program amendments (Continued)

increase. What short-term and wasteful planning by an amalgamated council that was supposed to save us money!	June. It is considered appropriate to recycle assets into others that provide a return – either as lettable space, smart public domain or increased carparking. The size (number of levels) of the office has also been scaled to accommodate known government occupancies.
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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

22 AUGUST 2018

ITEM 12.8 SOCIAL MEDIA POLICY - REVISION

ATTACHMENT 1 DRAFT QPRC SOCIAL MEDIA POLICY - AUGUST 2018

Draft Social Media **Policy**

Date policy was adopted: 2017
Resolution number:	
Next Policy review date:	By September 2021
Reference number:	

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1. OUTCOMES

- 1.1 Social media offers the opportunity for people to gather in online communities of shared interest and to create, share and consume content. It is an important communication channel that Queanbeyan-Palerang Regional Council (QPRC) uses to engage directly and effectively with our community
- 1.2 This policy provides guidance and a consistent framework for the use of social media when conveying communications relating to Council's business. Its objective is to protect the integrity, security and reputation of QPRC and its staff, while maintaining a high level of service to the community.

2. SCOPE OF THE POLICY

- 2.1 This policy applies to all Council officials, including councillors, Council staff, members of Council's committees and s355 committees, contractors and delegates, and in particular, any person who has delegated authority to make comment on Council's social media sites.
- 2.2 The policy does not apply to the personal use of social media platforms where the user makes no reference to Council or any of Council's employees, contractors, other Council officials, related entities or any other person or organisation providing services to or on behalf of Council.

3. DEFINITIONS

Authorised person — a staff member who has administration rights to any Council-operated social media accounts and is able to post and manage content. Administration access may be in the form of knowledge of user names and passwords, or direct administration access.

Content – Any material that is published on social media, including, but not limited to, text, images, graphics, videos, GIFs.

Council officials — councillors, members of staff of Council and other approved delegates, including volunteers and chairs of Council committees.

Moderator — refers to the management of moderated mailing lists and/or information on any of Council's social media accounts by authorised staff known as moderators. Moderators are responsible for supervising and recording comments and messages, and can reply to these comments.

Inappropriate content includes:

- (a) offensive language or content
- (b) discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability and sexual orientation
- (c) sexual or links to sexual content
- (d) solicitation of commerce
- (e) illegal activity
- (f) the compromise of safety and security of the public or public systems

(g) violation of a legal ownership interest of any other party

(h) political campaign materials or comments.

Online communities — the online audience that subscribes and/or contributes to Council's social media accounts.

Personal information — information or an opinion about an identified individual, or an individual who is reasonably identifiable whether:

(a) the information or opinion is true or not; and

(b) the information or opinion is recorded in a material form or not.

Personal use — using social media in a personal capacity and acting independently from a QPRC representative.

Public information — any information that is:

- available on Council's website;
- a decision or document adopted by Council;
- of public interest that does not disclose personal information;
- included in Council's Information Guide, published in accordance with the GIPA Act.

Information not regarded as public information includes:

- personal details of staff or ratepayers;
- discussion of Council business in closed session;
- information contained in correspondence (emails, phone, letters) between staff and customers (internal and external).

Social media — the term commonly given to internet-based tools and platforms that act as channels for sharing and communicating information, opinions, knowledge and interests online.

Social networking — involves the building of online communities or networks to encourage participation and engagement

Staff member — any person employed, contracted or providing volunteer services by, for, or on behalf of QPRC.

4. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

4.1 This policy is to be read in conjunction with the following Australian and NSW legislation:

- *NSW Local Government Act 1993*,
- *NSW Privacy and Personal Information Protection Act 1998*,
- *NSW Health Records and Information Privacy Act 2002*
- *NSW Government Information (Public Access) Act 2009* (GIPA Act)
- *NSW State Records Act 1998*
- *Copyright Act 1968*
- *Copyright Amendment Act 2006*
- *Defamation Act 2005*
- *Crimes Act 1958*
- *Age Discrimination Act 2004*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*

4.2 This policy is to be read in conjunction with the following documents:

- QPRC Code of Conduct
- QPRC Privacy Policy and Management Plan
- QPRC Records Management Policies and Procedures
- QPRC Media Policy
- Local Government Records Disposal Authority (GDA10)

4.3 This policy rescinds the following documents:

- The former Palerang Council Social Media Policy 2014
- The former Queanbeyan City Council Social Media Policy 2015
- The former Queanbeyan City Council Social Media Directive 2012

5. POLICY

5.1 Council is committed to making the best use of all available media to improve communication and engagement with the public.

5.2 Council will provide relevant and up-to-date information through use of social media in a timely and appropriate manner.

5.3 Confidential information will not be released by Council via any form of social media.

5.4 Comments on QPRC social media platforms are official Council communications and therefore represent Council's views.

5.5 Council will ensure that the privacy and confidentiality of personal information acquired via social media tools is protected at all times and treated in accordance with the *Privacy and Personal Information Protection Act 1998* and related acts.

5.6 Council seeks to engage positively with members of our community through the use of social media sites and encourages comments, feedback and input. Council will however immediately remove content which is deemed inappropriate (see definitions)

5.7 Councillors and staff are encouraged to share information posted by QPRC-operated social media accounts

5.8 Councillors and staff should be wary of sharing content that is negative towards a Council decision, service or project and is likely to lead to negative comments about Council where Council is unable to provide clarification.

5.9 Council accepts no legal responsibility for any staff member or councillor who, during the process of engaging in social media activities, causes any civil or criminal liability to be brought against QPRC.

5.10 For specific guidelines about the use of social media by QPRC staff members, see **Schedule 1**.

6 INTERACTION BETWEEN COUNCIL SOCIAL MEDIA ACCOUNTS AND OTHER ACCOUNTS

6.1 Council-operated social media accounts may interact with the social media accounts of QPRC elected representatives where the content is published on a public page and is non-political, relates to the adopted business of the organisation, engages the community and adheres to Council's Code of Conduct.

- 6.2 While Council is in caretaker mode prior to a local government election, Council-operated accounts should not engage with the accounts of QPRC elected representatives, candidates or potential candidates, regardless of the content, except in extraordinary circumstances, such as natural disasters and extreme weather events.
- 6.3 Councillors should not use their personal social media accounts to personally criticise Council staff or denigrate fellow councillors or members of the community. Criticism of Council staff in a public forum is a breach of Council's Code of Conduct Section 6.7
- 6.4 In line with the Councillor and Staff Interaction Policy, Council staff and councillors should not have direct communications on Council business via social media. All staff contact is to be coordinated through the General Manager/CEO and/or Portfolio General Managers.

7. COMPLIANCE WITH POLICY

- 7.1 Any breach of this policy may result in disciplinary action which may include termination of employment or termination/non-renewal of contractual arrangements.
- 7.2 Other disciplinary action that may be taken includes, but is not limited to:
- (a) issuing a warning
 - (b) suspension
 - (c) temporary or permanent disconnection of access to all or part of Council's computer network.

8. PERFORMANCE INDICATOR

Ongoing increase in engagement on QPRC-operated social media channels

Schedule 1

S1.1 Guidelines for use of QPRC social media sites by authorised staff members

- 1.1.1 Before using social media as a representative of QPRC, authorised persons must read and understand Council's Code of Conduct and the Social Media Policy.
- 1.1.2 Authorised persons of Council's social media platforms are responsible for fulfilling the role of moderator for the accounts they have access to.
- 1.1.3 Authorised persons are entitled to decline to engage in an ongoing commentary on social media. Requests for official social media accounts must be authorised by the General Manager/CEO and must have a representative of the Communications and Engagement Team as co-moderator.

S1.2 Social media guidelines for QPRC staff

- 1.2.1 This Policy does not aim to restrict the ability of staff to use social media. It does aim to provide guidance in relation to content relating to QPRC.
- 1.2.2 Staff may post content on their personal accounts or to Council's social media accounts about Council activities, events and initiatives, providing the content is based on fact and not opinion.
- 1.2.3 Council staff shall not use their social media accounts to criticise Councillors, fellow Council staff members and officials or the organisation. Criticism of Council staff or Councillors in a public forum is a breach of Council's Code of Conduct.
- 1.2.4 When staff are using social media in a private capacity, it is important that the readers of posts do not misconstrue personal comments as representing an official QPRC position.
- 1.2.5 Unless staff are authorised to release information on behalf of QPRC, individuals are personally responsible for the content of their online posts. In this context, staff have a responsibility to ensure that:
 - (a) they are not the first to make QPRC announcements
 - (b) they do not imply in any way that they are authorised to speak on QPRC's behalf
 - (c) they do not use the identity of another QPRC staff member, business or supplier partner
 - (d) they do not damage QPRC's reputation, commercial interests, and/or bring QPRC into disrepute
 - (e) they only disclose publicly available informationthey do not comment on or disclose confidential QPRC information, such as financial information, future business, business plans, staff issues and the like
- 1.2.6 Although staff may read or see comments posted on various social media platforms that may be inaccurate, misleading or false, it is best practice to:
 - (a) avoid becoming involved or offering advice
 - (b) avoid identifying yourself as a Council staff member
 - (c) report the matter to your Service Manager or the Communications and Engagement team.
- 1.2.7 If you must engage in the online discussion, staff should ensure that if they are able to be identified as a QPRC staff member, they state that the post or comment is entirely their own opinion and not that of Council.

S1.3 General use of QPRC social media by authorised persons

- 1.3.1 Authorised persons may:
- publish content that is of interest to the public
 - promote the activities, events and projects approved by Queanbeyan-Palerang Regional Council
 - promote information affecting the general Queanbeyan-Palerang community and promote events and initiatives of interest to the community
 - communicate the announcement of funding from other levels of government in relation to QPRC projects when that funding is not reliant on the outcome of an election
 - respond to questions/comments posted by the public where factual answers are available (the authorised person may direct the conversation 'offline')
 - create supporters and influencers for QPRC within the community through creative visuals and genuine engagement
 - remove inappropriate content (see definitions) and block users who are not abiding by these standards.
- 1.3.2 Authorised persons may not:
- publish confidential or personal information about staff or the public
 - promote offers from individual businesses or groups of businesses. *An exception is granted for the Visit Queanbeyan-Palerang social media accounts, where the promotion of tourism-based businesses and initiatives is deemed acceptable, provided it remains within the Visit Queanbeyan-Palerang Social Media and Digital Marketing Guidelines determined by staff*
 - promote the political interests of any elected representative or candidate for an upcoming election
 - promote political messages, including from Local, State and Federal Government
 - publish inappropriate content (see definitions)
- 1.3.3 Members of the QPRC Communications and Engagement team reserve the right to remove any content posted by an authorised user of a Council-operated page if it is deemed inappropriate.
- 1.3.4 Any comments that are removed, and any users who are banned, from Council-operated social media accounts are to be logged in the "Social Media Log" in Council's electronic records management system.

POLICY:-	
Policy No:	
Policy Title:	QPRC Social Media Policy
Date Policy was adopted by Council:	
Resolution Number:	
Previous Policy Review Date:	
Next Policy Review Date:	By September 2021
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	
RECORDS:-	
Container Reference in TRIM: Policy	
Container Reference in TRIM: Procedure	
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Intranet (linked to TRIM Container)
DELEGATION (if any):-	
RESPONSIBILITY:-	
Draft Policy developed by:	Debby Ferguson
Committees (if any) consulted in the development of the Draft Policy:	
Responsibility for Implementation:	Ricky Tozer
Responsibility for Review of Policy:	Debby Ferguson

INTEGRATED PLANNING FRAMEWORK:	
Community Strategic Plan:	Theme No.
Delivery Program Title:	
Operational Plan:	

Senior Authorising Officer	Position CEO/General Manager	Signature/Date (Signed and dated)
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ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

22 AUGUST 2018

ITEM 12.9 PROPOSED USE OF 12 MALBON ST, BUNGENDORE

ATTACHMENT 1 SUBMISSION BY CREATIVE HEART

THE BUSINESS

We are currently known as Courtyard Art, located in Gibraltar Street, Bungendore, on the town's main street, in close proximity to coffee shops and the town's bakery. Our aim to establish a Not for Profit Association to be known as Creative Heart (TBC) and to develop a community activity centre, which will provide a central meeting and networking location for people of all ages to gather, gain mutual benefit from shared expertise and skills, whilst gaining support and friendship from new friends

We are a small group of artists and creative individuals who between us have extensive experience in private and public sector organisations and community support groups. We personally fund small rental premises in the centre of Bungendore. We currently pay a monthly rent of \$434.52 which includes all overheads such as electricity, rates and water.

The premises are open to the public and provide a regular meeting place for sharing ideas and encouraging creative expression in painting, jewellery making, mosaics and other creative pursuits. We organise and run regular workshops, giving our time voluntarily and charging only for materials used. We believe opportunities to learn, connect and create should be accessible to all residents in the Bungendore area.

At the conclusion of workshops, attendees are returning in increasing numbers to start new artistic projects or just to catch up with new friends. It has become apparent that the facility and the opportunity to learn new creative skills is helping a significant number of Bungendore residents who are experiencing loneliness or dealing with depression and anxiety.

If suitable premises can be found, we intend to build and expand on the benefits we currently offer the community by becoming a Not-for-Profit social enterprise dedicated to reducing social isolation through provision of a central meeting and networking location for people of all ages to gather and gain mutual benefit from shared expertise and skills, whilst gaining support and friendship from new friends.

Our art workshops help participants by increasing self confidence and reducing social isolation. We believe that fostering connections in the community will result in greater harmony and resilience through improved social cohesion and individual empowerment, regardless of age, cultural or economic background.

Registration details

Business name: Creative Heart (TBC)

Date registered: TBC

Location(s) registered: New South Wales

Business structure: Not for Profit Incorporated Association

ABN: TBA

ACN: TBA

GST: No

Domain names: TBA

Licences & permits: TBA

BUSINESS PREMISES

Lease requirements: We require self contained premises which provide at least two rooms and a secure store room with a floor space large enough to accommodate up to a dozen workshop participants together with a large range of equipment and materials. The premises should be close to the town centre with parking for a small number of vehicles.

Details of management & ownership: As an Incorporated Association, Creative Heart will have a legal structure with a group of members and a governing body. Members will not have the right to receive profits of the association. Creative Heart will have a set of purposes and rules of association or constitution. Any profit generated by Creative Heart will be re-invested into activities directed to achieve the association's purposes.

Experience: Five individuals make up the current Courtyard Art organisation and we are all committed to expanding our scope and achieving the social enterprise objectives described above.

Between us we have accrued many years of diverse experience including private incorporated business ownership, public and private organisational corporate governance, training and development, pastoral care, community service and volunteering.

Table 1: Personal Information

Name	Relevant Experience	Key Qualifications
Jenny Wassenburg	<ul style="list-style-type: none"> - Bungendore resident since 1982 - Involved in Swimming Pool trust fund raising - Bungendore tree planting committee - BCA Library Committee and Volunteer - Playgroup Coordinator and fund raiser - Pre School fund raiser coordinator and committee member - Longstanding volunteer with local schools - Longstanding volunteer with local churches - Charter member of Bungendore Rotary - Initiated Bungendore Wellbeing Centre - Instructor with the ACT College of Natural Therapies - Volunteer Steward at the Bungendore Show - Supporter and volunteer assistant with Bungendore Pony Club - Business ownership: Bungendore Pet Minding - Local restaurant co-management - Researcher with Cancer Research Dept of Bio Chemistry, University of Western Australia - Co-Author of numerous medical research papers 	<ul style="list-style-type: none"> Diploma in Sports therapies and therapeutic massage Qualification in Adult Education Working with children police clearance

	<ul style="list-style-type: none"> - Coached sports teams - Nursing home services - Sculptor - Mosaic artist and instructor - Painter and craft instructor - Dressmaker 	
Lynne Magus	<ul style="list-style-type: none"> - 23 years as a public servant with Department of Defence, Computer Operations. - Network Manager - Member of various Communications Committees. - Training Officer Defence Training Centre - 22 Years Member of CWA of NSW <p>Positions held:</p> <ul style="list-style-type: none"> - Branch Vice-President, Branch Secretary, Agricultural and Environment Officer, - Branch Councillor to Southern Tablelands Group Council, Member of CWA of NSW State Choir, - Branch Delegate to CWA of NSW State Conference, - Group Secretary Southern Tablelands Group CWA of NSW. - Member of the trust board of the Hoskingtown Public Hall Trust for 5 years. - Member of the Anglican Parish of Bungendore Parish Council for 4 years. - Life Membership of Hoskingtown-Rossi Rural Fire Brigade. Call out Officer for 20 years. - 30 years Long Service Medal NSW Rural Fire Service. - Certificate of Appreciation in recognition of contribution to Community Service in the Monaro Electorate for the Member for Monaro 2001. - Involved in Bungendore Arts Community for 15 years. Founding Member of the pARTnership - Conducted Mosaic Workshops in Bungendore for 7 years with Benianna Mosaics and now with Courtyard Art. 	
Jenny Cave	<ul style="list-style-type: none"> - 29 years as an educator including London, PNG and Canberra. - School Head of Department - Pastoral Coordinator and Special Needs Teacher In Charge - Proprietor and operator of a take-away food cafe - Education Officer (Work Independence Program) - a Program for moving adults with a Disability into the work force - Trainer on a program run by the University of Canberra supporting people with severe disabilities to work in the IT industry - Secretary for the Member for Monaro - Senior Customs Officer - Sub-contractor to the AGSVA. 	

	<ul style="list-style-type: none"> - Skills demonstrated through work as an educator, managing staff, students and support workers both as a Head of Department and as a Coordinator in charge of the welfare of students in a Year Group, including as Yr 12 coordinator, organising the end of year functions, including the Presentation Night, School Formal, and the writing of References for the Year Group. Also involved organising Yr 10 students in their work experience as well as overseeing the welfare of the group - Wrote and presented courses in Transition Education to the Board of Secondary Studies and was an active participant in the ACT Catholic Special Education Teachers Group - Involvement in groups in Bungendore, including Bungendore Community Aid and the War Memorial Hall Committee. As an officer in both those groups I have been involved in writing submission for grants, and overseeing the renovations and bookings in the War Memorial Hall 	
Marion McMillan	<ul style="list-style-type: none"> - Over 30 years management experience - Provision of overarching strategic direction to HR Projects and Governance - Review, develop and maintain the HR Policy, Governance and Risk Frameworks. Leading a range of large scale HR projects and programmes of work from design to delivery that allow the organisation to achieve the strategic and operational business objectives. - Consultation and partnering Leadership teams to design, develop and implement identified HR projects, including Job Family Framework, Remuneration Framework, Work Health and Safety initiatives and Policy development while delivering required change. - Project management - ensuring projects are delivered on time and to budget, through effective project scoping, risk mitigation and stakeholder expectation and issue management. - Partner with the broader leadership teams to align policies, programs, projects and practices, with the overall strategy, leveraging best practices and shared resources. ¶ - Business analysis and finance - Training and development - Software implementation - Worked extensively on projects with the Australian and New Zealand Governments as well as within the manufacturing, engineering, not for profit and services industries - Experience in high level planning and management - Management of high quality external service providers.¶ - Ensuring compliance and successful implementation of projects. ¶ - Providing subject matter expertise and technical counsel in 	<ul style="list-style-type: none"> - Master of Management - Bachelor of Business (Management) - National Certificate in Business Studies - New Zealand Institute of Management Supervision Certificate - Business Administration New Zealand Certificate in Commerce

	<p>developing, reviewing and delivering materials and documentation.</p> <ul style="list-style-type: none"> - Member of Rotary Club of Canberra, - Member of Executive Committees of various School Boards, Sporting Clubs and Auckland Studio Potters. 	
Carolyn Cole	<ul style="list-style-type: none"> - 14 years Company Director, private incorporated company – Property Management - Dept of Defence: <ul style="list-style-type: none"> - Finance Director for Middle East Area of Operations: <ul style="list-style-type: none"> - Costings, budget control, reporting, ministerial liaison, Cabinet submissions - Manager Joint Operations Command Business Improvement and Strategic Direction: <ul style="list-style-type: none"> - Strategic planning, development and implementation of performance measures, introduction of business intelligence system - Senior Customer Liaison Officer, Energy Australia, Northern Sydney Area: <ul style="list-style-type: none"> - Negotiation and coordination with Hospitals, clinical care centres, industry and large retail customers to ensure continuous quality energy supply - Owner/Manager Café, Hornsby NSW: <ul style="list-style-type: none"> - Marketing, Strategic planning, procurement and revenue tracking for large scale hospitality outlet - 112 covers, 27 staff, 30 suppliers - Coordinator, Infectious Disease surveillance and prevention (Northern Sydney Area Public Health): <ul style="list-style-type: none"> - Liaison with area GPs and other health providers to track and control disease outbreaks. Member of rapid response disease outbreak team. Co-authored epidemiological paper - Director, Tertiary Studies (Germany): <ul style="list-style-type: none"> - Recruitment, training, quality control, procurement and marketing - Director, Computer Training Facility for military personnel and families (Germany): <ul style="list-style-type: none"> - Start up facility to deliver civilian training and qualifications for military personnel and their families stationed overseas - Coordinator, MBA Modern Languages Faculty, Cranfield University Business School (UK): <ul style="list-style-type: none"> - Course coordination, English, French and German language student training material, scheduling, translation and transcribing. 	<ul style="list-style-type: none"> - Tertiary Level: Instructor (UK) - Masters Degree in Business Management (2008) - Exec Masters Degree in Business Management (2012)
		-

Public liability insurance: Currently in place for Courtyard Art

Risk Management

Risk	Likelihood	Impact	Strategy
<p>No suitable premises available at an affordable rent when current lease ends on 16 May 2018.</p> <p>Closure of Courtyard Art as a meeting place for sharing ideas and encouraging creative expression in painting, jewellery making, mosaics and other creative pursuits.</p> <p>It has taken years of work by the Courtyard Art group of volunteers to make Courtyard Art what it is today. If it closes for want of appropriate premises this important community facility will disappear.</p>	Highly Likely	High	Urgent assistance sought from QPRC.
<p>Financial support is not sufficient to fund future growth and development of the facility.</p> <p>The association will not be in a position to provide the equipment and training for new innovative courses that will be central to attracting new members.</p>	Likely	High	<p>An annual membership subscription will be suggested which will allow members to access discounted courses.</p> <p>Grant applications will be submitted.</p> <p>Fund raising events will be held.</p>

Plant & equipment - TBA

Operating hours:

As Courtyard Art we run a number of workshops throughout the year. Most of these are conducted on Saturdays, but if numbers permit we also run them on weekdays. We open on Tuesdays and Thursdays and these sessions are often attended by former workshop participants who want to work on new projects or just to connect with new friends. Once the new association has been formally established and we are installed in our new premises we will review our operating times to maximise accessibility for Bungendore residents.

Communication channels:

Once the new association has been formally established we will publish our operating hours and upcoming workshops in the local paper and via social media.

Memberships & affiliations:

We have the strong support of the Bungendore Medical Centre, which not only recognises this as a badly needed community asset that will positively improve the mental health and wellbeing of Bungendore residents but also sees this as an ideal opportunity to connect skilled and relatively time-

rich individuals with Bungendore's isolated, often lonely residents who need help in accessing NDIS, aged care and community services.

We have also met with a member of the newly formed QPRC Youth Council, who has expressed strong support for our objectives, which once realised will offer a valued amenity to the community.

In the next few weeks we will approach Bendigo Bank, local churches and other community groups to gain their support for the venture and its aims.

Community Need

We have received compelling feedback from new and returning participants that for many of them we are their only social contact. Without this facility they will once again become isolated and lonely.

In many cases our workshop participants continue to visit the facility because they feel they are in a safe place where they can put aside their personal issues and focus on learning new skills and making new friends. They feel that no-one will judge them or intrude on their private thoughts unless they want to share and talk about their experiences. This is highly valued by everyone who attends our facility.

Our workshops are open to all, regardless of age, cultural or economic background.

Customer management

We will maintain good relationships with our members by communicating effectively with them on upcoming workshops, new creative techniques and by holding regular social events.

We will form networks with other social enterprises on the east coast of Australia with a view to knowledge sharing and arranging meetups.

We have already met with artists in the Brisbane area who are keen to visit our new facility and offer master classes in their area of artistic and creative expertise.

What we propose going forward

Courtyard Art recognises it has established a network worth keeping. We have physically outgrown our current premises and resources are being provided and funded by five caring individuals. It is now time to take what we have created and formalise it by establishing a Not for Profit organisation. In doing so we will be able to access more resources, engage employees and arrange a structured approach to our group.

In sourcing larger premises we will be able to expand on the artistic community we have whilst creating new income streams to fund our enterprise. We believe we can create strong relationships and synergies with other existing community organisations and become a strong and reliable conduit between community services and the residents of Bungendore and the surrounding area.

We are committed to building and sustaining a strong and healthy, inclusive and connected community in Bungendore and the surrounding area.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

22 AUGUST 2018

ITEM 12.10 CARRY FORWARD/REVOTE OF EXPENDITURE TO
FINANCIAL YEAR 2018/19

ATTACHMENT 1 CARRY FORWARD/ REVOTE OF EXPENDITURE TO
FINANCIAL YEAR 2018-19

Carryover Report by Branch 2017/2018

Project Number	Description	Project Type	Original Budget	3rd Qtr Budget	Total Actual 2017/2018	Carry Forward	Revote Required	Amount Required to Carry Forward
Capital Projects for Carry Over								
B1_ICEOO - Office of The General Manager - CEO								
100830	Furniture Bungendore Chamber	C	0	75,000	21,907	YES		53,093
Total B1_ICEOO - Office of The General Manager - CEO			0	75,000	21,907			53,093
B1_3PMO - Project Management Office - Merger Transition								
100112	Asset System Replacement	C	0	894,327	709,244	YES		185,083
100476	Human Resource & Payroll System Replacement	C	0	394,135	301,524	YES		92,611
100482	Records Management System Replacement	C	0	385,419	210,495	YES		174,924
100483	Regulatory & Revenue System Replacement	C	0	824,027	690,030	YES		133,997
100701	Stronger Communities \$9m - Lascalles Street upgrade Braidwood	C	800,000	800,000	0		YES	800,000
Total B1_3PMO - Project Management Office - Merger Transition			800,000	3,297,908	1,911,293			1,386,615
B2_2REC - Recreation & Culture								
100534	QJSC Extension - 2016	C	0	4,427,466	4,093,300	YES		334,186
100681	Stronger Communities \$9m - Eastern Pools	C	400,000	400,000	0		YES	400,000
100698	Stronger Communities \$9m - Aquatic Centre paint and restore	C	150,000	150,000	0		YES	150,000
Total B2_2REC - Recreation & Culture			550,000	4,977,486	4,093,300			884,186
B2_3COMM - Community and Education								
100749	QPR - Library Purchases Books and Non Books	C	0	237,000	138,562	YES		98,438
100832	STEM Library Resources project	C	0	35,611	11,075	YES		24,536
Total B2_3COMM - Community and Education			0	272,611	149,637			122,974
B3_3URBA - Urban Landscapes								
100285	QBN - Showground Pavillion & Storage	C	0	27,000	23,894	YES		3,106
100431	Entrance signage LGA	C	0	20,000	0		YES	20,000
100682	Stronger communities \$9m - Town Centre Improvements Braidwood	C	500,000	500,000	5,790	YES		494,210
100683	Stronger Communities \$9m - Town Centre Improvements Bungendore	C	500,000	385,553	220,877	YES		164,676
100687	Stronger Communities \$9m - Refurbish Netball Courts Karabar	C	175,000	175,000	66,275	YES		108,725
100689	Stronger Communities \$9m - Showground Grandstand Queanbeyan	C	350,000	350,000	0		YES	350,000
100691	Stronger Communities \$9m - BWD Rec Ground Stage 2 Braidwood	C	300,000	300,000	0		YES	300,000
100692	Stronger Communities \$9m - BGD Rec Ground Stage 1 Bungendore	C	1,500,000	1,500,000	0		YES	1,500,000
100694	Stronger Communities \$9m - Streetscape improvements	C	46,000	46,000	10,842	YES		35,158
100697	Stronger Communities \$9m - Henderson Road Recreation Area	C	125,000	125,000	32,095	YES		92,905
100699	Stronger Communities \$9m - Seiffert Oval spectator entrance	C	200,000	200,000	86,124	YES		113,876
100700	Stronger Communities \$9m - Upgraded community facilities	C	100,000	100,000	14,479	YES		85,521
100703	Stronger Communities \$9m - Queens Bridge approach enhancement	C	200,000	200,000	2,840	YES		197,160
100731	SRV-Riverside - Upgrade Lights	C	175,000	175,000	23,471	YES		151,529
100732	SRV- Hayley Park East - Replace Furniture landscape upgrade	C	40,000	40,000	0		YES	40,000
100733	SRV-ingleside Park-Upgrade Softfall and Shade	C	40,000	40,000	878	YES		39,122
100734	SRV- Jane HodgsonPark- Upgrade equipment & Softfall	C	52,039	52,039	9,545	YES		42,494
100883	QBN - SCCF - River Walk - Round 1	C	0	400,000	0		YES	400,000
100893	BWD -amenities BWD Oval - 2017-18	C	0	250,000	0		YES	250,000
100913	BWD - SCCF - Braidwood Recreation Ground Floodlights	C	0	380,000	223,059	YES		156,941
100914	BGD - SCCF - Bungendore Park Change Rooms	C	0	350,000	0		YES	350,000
100915	QBN - SCCF High St Amenities Block	C	0	640,000	0		YES	640,000
Total B2_2REC - Recreation & Culture			4,453,039	6,678,203	869,805			5,535,424
B4_2TRAN - Transport & Facilities								
100181	Footpaths - Waterfal Drive - Bellbush to Woohill	C	0	108,000	0		YES	108,000
100183	QBN - Upgrades to more efficient street lighting	C	0	18,050	0		YES	18,050
100189	Fernleigh Park Community Hall refurbishment	C	5,000	5,000	0		YES	5,000
100190	Stage Lighting - The Q	C	0	10,000	0		YES	10,000
100205	Bicycle Paths - River Corridor Stage 1	C	134,000	134,000	1,056	YES		132,944
100283	Installation of Bus Stop Program	C	0	110,000	70,872	YES		39,128
100359	Security Project - Budget Only CCTV, Access Control, Alarm	C	0	132,300	81,277	YES		51,023
100402	Installation of Solar Panels Main Depot	C	0	46,252	5,393	YES		40,859
100850	Property Improvements - Bungendore School of Arts	C	0	55,000	50,922	YES		4,078
100863	QBN- Waterfall path - (2017-18)	C	0	150,000	0		YES	150,000
100872	BWD- Truck wash (2017-18)	C	0	50,000	0		YES	50,000
100941	External Repairs to the Visitor Information Centre	C	0	39,500	30,785	YES		8,715
101002	QPR - Local Roads Capital -Reseal Budget	C	3,530,646	1,886,495	1,363,278	YES		523,217
101002	QPR - Local Roads Capital - Resheet Budget	C	0	326,462	282,516	YES		43,946
100353	SRV- Bitumen Resealing - City Care	C	0	781,500	421,861	YES		359,639
102043	QBN - MR584 RRRP Rehabilitation - Fernleigh to Burra	C	146,000	146,000	35,394	YES		110,606
101002	MR270 - Captains Flat Road - Grouped	C	0	17,400	0		YES	17,400
102026	Back Creek Bridge replacement (MR270)	C	1,750,000	1,750,000	1,347,504	YES		402,496
102062	BWD - MR92 Section 1 - Construct & Seal - Grants NerrigaRd	C	0	8,000,000	3,195,289	YES		4,787,389
106001	Shared Path Lanyon Drive	C	0	55,000	0		YES	55,000
Total B4_2TRAN - Transport & Facilities			5,565,646	13,820,959	6,886,145			7,095,993

B4_3UTIL - Utilities							
100148	QBN - Water Telemetry - Radio Up/Gs - Reserve Funding	C	0	150,000	103,000	YES	47,000
100267	WAMI Community Recycling Facility Shed	C	635,021	199,469	153,699	YES	45,770
100549	Macs Reef Landfill Reinstatement	C	750,000	1,550,000	154,440	YES	1,395,560
100550	Braidwood Waste Transfer Station Construction	C	2,750,000	2,750,000	710,821	YES	2,039,179
100563	Drainage - Wallace Street (Lascelles to Flood)	C	0	594,993	770	YES	594,223
700031	QBN - Stormwater Improvement Program	C	350,000	500,000	156,045	YES	343,955
700133	Cap Flat Replace Steel Reservoir	C	0	655,550	502,961	YES	152,589
700140	Bungendore Recycled Water s60 management	C	100,000	60,000	23,652	YES	36,348
700143	BUN Sewer - SPS#5 refurbishment	C	150,000	150,000	1,980	YES	148,020
700144	BUN Sewer - SPS#2 refurbishment	C	0	150,000	4,722	YES	145,278
700145	BUN Sewer - SPS#7 refurbishment	C	0	150,000	5,692	YES	144,308
700158	Braidwood SPS#1 - Upgrade pump set	C	30,000	30,000	0	YES	30,000
700161	BWD - Upgrade of Shoalhaven Pump building (Braidwood)	C	200,000	200,000	96,472	YES	103,528
700185	McKeahnie St water main replacement	C	0	310,000	283,077	YES	26,923
700186	Purchase Water Meter reading tablets	C	0	60,000	0	YES	60,000
700221	QBN - Young Street Water main replacement	C	0	8,500	0	YES	8,500
700222	QBN - Taylor Place Water main replacement	C	0	50,000	23,930	YES	26,070
700223	QPRC-Palerang Water & Sewer Telemetry Upgrade	C	0	200,000	63,573	YES	136,427
710031	QBN-Round 4 Litter Grant-Installation of Street Litter Bin	C	0	30,000	0	YES	30,000
Total B4_3UTIL - Utilities			4,965,021	7,798,512	2,284,834		5,513,678
B4_5CONT - Contracts and Projects							
100133	QBN - Old Cooma Road Stage 2	C	0	16,000,000	415,378	YES	15,584,622
100693	QBN - SCF \$9m - River path incl. low level foot bridge	C	760,000	760,000	633	YES	759,367
100821	Queanbeyan Bus Interchange: Pedestrian Safety Upgrades	C	0	52,500	3,026	YES	49,474
101005	Car Parks Construction	C	0	350,000	38,538	YES	311,462
101196	QPR - Traffic Modelling for Developments	C	0	65,000	50,550	YES	14,450
Total B4_5CONT - Contracts and Projects			760,000	17,227,500	508,125		16,719,375
B5_3CULT - Culture and Performance							
100814	CAMMS - Personal Evaluation System Tool	C	0	64,800	51,000	YES	13,800
Total B5_3CULT - Culture and Performance			0	64,800	51,000		13,800
B5_4DIGI - Digital							
100116	Fit for the Future - ICT Network Merge	C	0	290,000	282,397	YES	7,603
100168	QPR - Hardware Refresh - IT equipment-Budget Income	C	515,000	515,000	473,297	YES	41,703
100477	ICT Transition	C	0	300,000	290,908	YES	9,092
Total B5_4DIGI - Digital			515,000	1,105,000	1,046,602		58,398
Total Capital Projects			17,458,706	54,895,368	17,673,012		37,383,536
Operational Projects for Carry Over							
B2_4BUS - Business and Innovation							
100419	QPRC BBRF - Economic Development Support	O	0	90,000	27,554	YES	124,893
100640	CBD Master Planning	O	100,000	137,000	45,000	YES	113,875
100644	Tourism Website	O	35,000	35,000	12,730	YES	22,270
Total B2_4BUS - Business and Innovation			135,000	262,000	85,284		261,038
B3_4HEAL - Natural Landscapes and Health							
100403	Jerrabomberra Lake Cleanout	O	80,000	96,979	22,221	YES	74,758
100497	River Rehabilitation	O	0	39,324	7,018	YES	32,306
Total B3_4HEAL - Natural Landscapes and Health			80,000	136,303	29,239		107,064
B2_5CUS - Customer and Communication							
104009	QPR - Review of Community Engagement Strategy	O	0	23,000	10,000	YES	13,000
Total B2_5CUS - Customer and Communication			0	23,000	10,000		13,000
Total Operational Projects			215,000	421,303	124,523		381,102
* Note:- Operational Surplus is reduced							
Total Carry Over Projects			17,673,706	55,316,671	17,797,534		37,764,638

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

22 AUGUST 2018

ITEM 12.11 INVESTMENT REPORT - JULY 2018

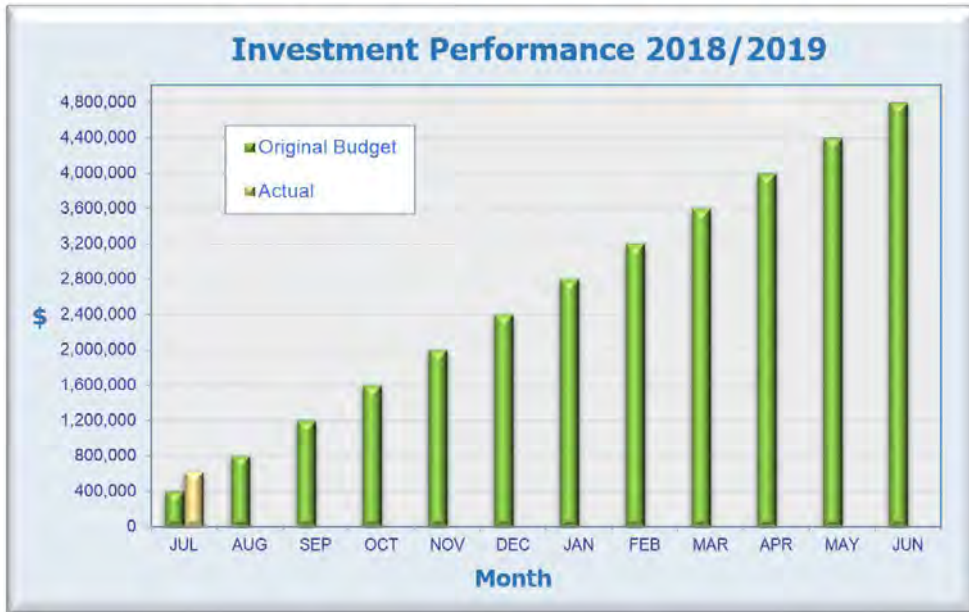
ATTACHMENT 1 INVESTMENT REPORT - JULY 2018 - ATTACHMENT 1 - 22
AUGUST 2018

Attachment 1
Ordinary Meeting of Council: 22 August 2018
Investment Report – July 2018

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Graph 1	Actual return against budget
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Table 4	Market value of tradeable investments
Table 5	Budgeted interest allocation by entity

Graph 1 – Actual return against budget



Graph 2 - Investment portfolio performance against the benchmark AusBond Bank Bill Index (BBI)

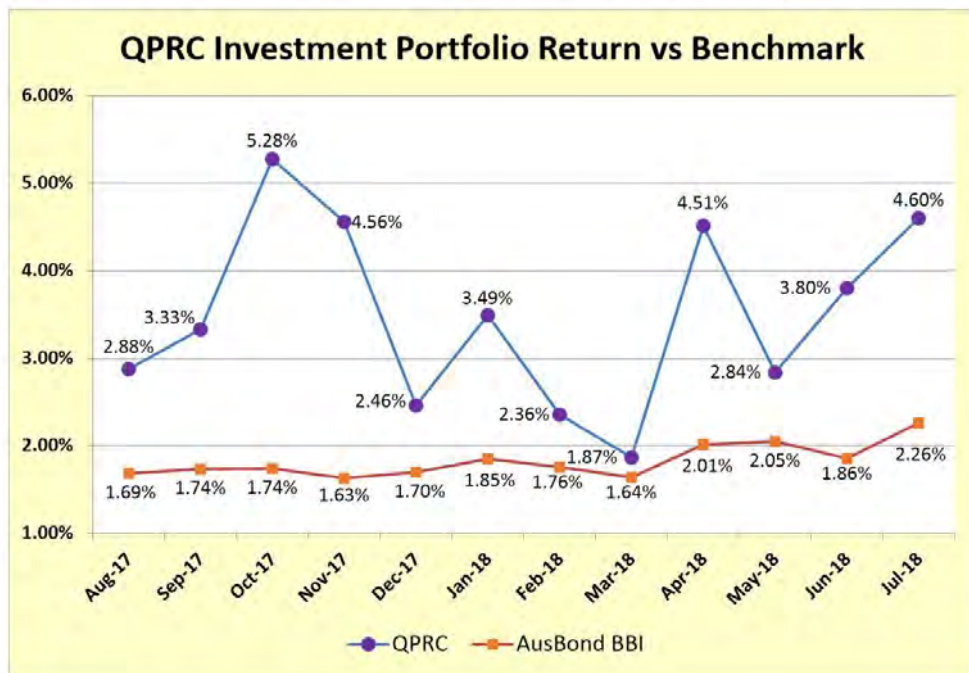


Table 1 - Cash and cash equivalent investments

Table 1									
Purchase Date	Maturity Date	Full Term	Institution	Credit Rating	Principal Amount \$	Return on Investments			
						Month		Year to Date	
						Return \$	Yield p.a %	Return Accrued/Paid \$	Yield p.a %
Cash Deposit Accounts									
			Westpac - General	AA-	106,247	3,201		3,201	
			NAB - General	AA-	3,056,869	2,996	1.50	2,996	1.50
			Bendigo-Adelaide Bank	BBB+	171,057	0	1.50	0	1.50
			NAB - High Interest	AA-	8,916,639	12,985	1.80	12,985	1.80
			CBA Cash Management	AA-	593,868	372	1.65	372	1.65
			ANZ Premium Business	AA-	338,242	527	1.90	527	1.90
			Bendigo-Adelaide Bank	BBB+	16,740	0	1.50	0	1.50
			AMP Bank	A	835,965	0	2.05	0	2.05
			Sub Total		14,035,627	20,082		20,082	
Pooled Managed Investment Group									
			NSW Treasury Corporation - LTGF	NA	13,164,889	182,998	17.92	182,998	17.92
			NSW Treasury Corporation - MTGF	NA	10,034,664	79,509	9.82	79,509	9.82
			Sub Total		23,199,553	262,507		262,507	
Floating Rate Note Investment Group									
24/08/15	24/08/18	3 yr	Credit Suisse ¹⁷	A	1,000,000	2,539	2.99	2,539	2.99
14/11/13	14/11/18	5 yr	Bendigo-Adelaide Bank ⁶	BBB+	1,000,000	2,705	3.19	2,705	3.19
07/06/16	07/06/19	3 yr	Greater Bank ²	BBB	2,000,000	6,200	3.65	6,200	3.65
11/12/15	11/06/19	3.5 yr	AMP Bank ¹	A	750,000	2,013	3.16	2,013	3.16
18/07/16	18/07/19	3 yr	ME Bank ²⁴	BBB	3,000,000	3,970	3.45	3,970	3.45
17/09/14	17/09/19	5 yr	Bendigo-Adelaide Bank ⁹	BBB+	1,000,000	2,539	2.99	2,539	2.99
28/10/16	28/10/19	3 yr	Teachers Mutual Bank ²⁷	BBB	1,500,000	276	3.36	276	3.36
21/11/16	21/02/20	3.25 yr	Bendigo-Adelaide Bank ²⁶	BBB+	2,000,000	5,154	3.03	5,154	3.03
24/02/17	24/02/20	3 yr	Greater Bank ²⁰	BBB	1,000,000	2,879	3.39	2,879	3.39
03/03/15	03/03/20	5 yr	Macquarie ¹¹	A	1,000,000	2,629	3.10	2,629	3.10
20/03/17	20/03/20	3 yr	CUA ¹	BBB	2,000,000	5,758	3.39	5,758	3.39
07/04/15	07/04/20	5 yr	Newcastle Permanent ¹⁸	BBB	1,000,000	2,149	3.41	2,149	3.41
25/07/16	07/04/20	5 yr	Newcastle Permanent ²⁵	BBB	2,000,000	4,298	3.41	4,298	3.41
18/08/15	18/08/20	5 yr	Bendigo-Adelaide Bank ¹⁰	BBB+	2,000,000	5,155	3.04	5,155	3.04
20/10/15	20/10/20	5 yr	Suncorp Metway ¹¹	A+	2,000,000	2,130	3.24	2,130	3.24
26/10/16	26/10/20	4 yr	BOQ ²⁶	BBB+	2,000,000	1,032	3.14	1,032	3.14
18/01/16	18/01/21	5 yr	CBA ¹⁹	AA-	2,000,000	2,416	3.15	2,416	3.15
04/03/16	04/03/21	5 yr	RaboBank ³⁰	A+	1,000,000	2,973	3.50	2,973	3.50
09/03/16	09/03/21	5 yr	Credit Suisse ²¹	A	1,000,000	3,414	4.02	3,414	4.02
29/03/18	29/03/21	3 yr	Heritage Bank ³	BBB+	2,000,000	5,673	3.34	5,673	3.34
20/04/16	20/04/21	5 yr	Bendigo-Adelaide Bank ⁴	BBB+	1,000,000	1,134	3.45	1,134	3.45
12/05/16	12/05/21	5 yr	NAB ⁷	AA-	5,000,000	13,079	3.08	13,079	3.08
18/05/16	18/05/21	5 yr	BOQ ²⁷	BBB+	2,000,000	5,801	3.42	5,801	3.42
03/06/16	03/06/21	5 yr	Westpac ²³	AA-	2,000,000	5,376	3.17	5,376	3.17
17/01/17	17/01/22	5 yr	CBA ²⁰	AA-	2,000,000	2,564	3.12	2,564	3.12
03/03/17	03/03/22	5 yr	RaboBank ³¹	A+	1,000,000	2,612	3.08	2,612	3.08
30/03/17	30/03/22	5 yr	AMP Bank ¹²	A	2,000,000	5,368	3.16	5,368	3.16
05/07/17	05/07/22	5 yr	NAB ¹¹	AA-	5,000,000	10,948	2.96	10,948	2.96
25/07/17	25/07/22	5 yr	CBA ⁸	AA-	2,000,000	1,093	2.85	1,093	2.85
25/01/18	25/01/23	5 yr	Bendigo-Adelaide Bank ³⁰	BBB+	1,500,000	869	3.02	869	3.02
06/02/18	06/02/23	5 yr	Newcastle Permanent ¹⁹	BBB	1,250,000	3,604	3.40	3,604	3.40
			Sub Total		56,000,000	118,354		118,354	

Table 1 - Cash and cash equivalent investments (Continued)

Term Investments									
17/05/18	15/08/18	3 mth	NAB	AA-	5,000,000	11,041	2.60	11,041	2.60
16/03/17	19/09/18	18 mth	Police CU SA	NR	2,000,000	5,096	3.00	5,096	3.00
15/06/18	10/10/18	4 mth	Suncorp Metway	A+	6,000,000	14,268	2.80	14,268	2.80
20/12/17	17/10/18	10 mth	Auswide Bank	BBB-	5,000,000	11,253	2.65	11,253	2.65
06/06/18	07/11/18	3 mth	NAB	AA-	10,000,000	23,186	2.60	23,186	2.60
21/12/16	19/12/18	2 yr	BOQ	BBB+	3,000,000	7,771	3.05	7,771	3.05
22/01/14	22/01/19	5 yr	ME Bank	BBB	2,000,000	8,578	5.05	8,578	5.05
26/02/16	27/02/19	3 yr	Newcastle Permanent	BBB	1,000,000	2,888	3.40	2,888	3.40
02/03/17	27/02/19	2 yr	BOQ	BBB+	2,000,000	4,926	2.90	4,926	2.90
02/03/17	27/02/19	2 yr	Defence Bank	BBB	2,000,000	5,096	3.00	5,096	3.00
15/06/18	13/03/19	9 mth	AMP Bank	A	5,000,000	11,890	2.80	11,890	2.80
06/09/17	04/09/19	2 yr	AMP Bank	A	5,000,000	10,829	2.55	10,829	2.55
24/12/14	11/12/19	5 yr	RaboDirect	A+	2,000,000	6,879	4.05	6,879	4.05
23/12/14	18/12/19	5 yr	RaboDirect	A+	2,000,000	6,879	4.05	6,879	4.05
15/03/17	18/03/20	3 yr	BOQ	BBB+	1,000,000	2,718	3.20	2,718	3.20
08/06/17	03/06/20	3 yr	Westpac	AA-	3,000,000	7,058	2.77	7,058	2.77
06/12/17	09/12/20	3 yr	Westpac	AA-	3,000,000	7,389	2.90	7,389	2.90
02/02/17	03/02/21	4 yr	BOQ	BBB+	3,000,000	9,173	3.60	9,173	3.60
08/03/17	03/03/21	4 yr	BOQ	BBB+	4,000,000	12,230	3.60	12,230	3.60
07/03/16	03/03/21	5 yr	Newcastle Permanent	BBB	1,000,000	3,142	3.70	3,142	3.70
25/10/17	25/10/22	5 yr	Westpac	AA-	2,000,000	1,135	2.96	1,135	2.96
06/12/17	07/12/22	5 yr	Westpac	AA-	3,000,000	7,364	2.89	7,364	2.89
Sub Total					72,000,000	180,791		180,791	
Interest Paid on Investments									
Sub Total						41,539		41,539	
Grand Total					165,235,180	623,273	4.60	623,273	4.60

Table 1 – Notes

Notes	
1	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+130
2	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+110
3	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+123
4	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+146
5	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+160
6	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+127
7	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+117
8	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+93
9	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+88
10	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+105
11	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+90
12	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+105
13	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+110
14	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+135
15	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+140
16	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+110
17	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+105
18	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+125
19	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+115
20	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+150
21	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+195
22	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+148
23	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+117
24	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+145
25	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+135
26	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+117
27	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+140
28	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+110
29	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+111
30	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+145
31	Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon 90 Day BBSW+108

Table 2 – Individual institution or counterparty limits

Table 2	
Long Term Credit Rating	Maximum Limit
AAA Category	40%
AA Category	30%
A Category*	15%
BBB Category*	10%
Unrated Category	5%

* Investments with counterparties below AA Category are to be restricted to licensed banks, building societies and credit unions.

Table 3 – Investment percentage split

Table 3		
Managed Funds		
NSW Treasury Corporation	NA	14.04%
Direct Investments		
AMP Bank	A	8.22%
ANZ	AA-	0.20%
Auswide Bank	BBB-	3.03%
Bendigo-Adelaide Bank	BBB+	5.26%
BOQ	BBB+	10.29%
CBA	AA-	3.99%
Credit Suisse	A	1.21%
CUA	BBB	1.21%
Defence Bank	BBB	1.21%
Greater Bank	BBB	1.82%
Heritage Bank	BBB+	1.21%
Macquarie	A	0.61%
ME Bank	BBB	3.03%
NAB	AA-	22.38%
Newcastle Permanent	BBB	3.78%
Police CU SA	NR	1.21%
RaboBank	A+	1.21%
RaboDirect	A+	2.42%
Suncorp Metway	A+	4.84%
Teachers Mutual Bank	BBB	0.91%
Westpac	AA-	7.93%
		100.00%

Table 4 – Market value of tradeable investments

Table 4			
As at Date	Borrower	Purchase Price \$	Market Price \$
31/07/18	AMP Bank ²	750,000	753,300
31/07/18	AMP Bank ¹²	2,000,000	1,997,140
31/07/18	Bendigo-Adelaide Bank ⁴	1,000,000	1,013,350
31/07/18	Bendigo-Adelaide Bank ⁶	1,000,000	1,002,480
31/07/18	Bendigo-Adelaide Bank ⁹	1,000,000	1,002,940
31/07/18	Bendigo-Adelaide Bank ¹⁶	2,000,000	2,010,060
31/07/18	Bendigo-Adelaide Bank ²⁸	2,000,000	2,009,280
31/07/18	Bendigo-Adelaide Bank ¹⁰	1,500,000	1,493,205
31/07/18	BOQ ²²	2,000,000	2,026,040
31/07/18	BOQ ²⁶	2,000,000	2,011,620
31/07/18	CBA ¹⁹	2,000,000	2,023,940
31/07/18	CBA ²⁹	2,000,000	2,021,860
31/07/18	CBA ⁹	2,000,000	2,004,540
31/07/18	Credit Suisse ¹⁷	1,000,000	1,000,460
31/07/18	Credit Suisse ²¹	1,000,000	1,028,420
31/07/18	CUA ¹	2,000,000	2,008,400
31/07/18	Greater Bank ⁵	2,000,000	2,004,460
31/07/18	Greater Bank ³⁰	1,000,000	1,000,100
31/07/18	Heritage Bank ³	2,000,000	1,997,600
31/07/18	Macquarie ¹³	1,000,000	1,006,800
31/07/18	ME Bank ²⁴	3,000,000	3,013,500
31/07/18	NAB ⁷	5,000,000	5,059,000
31/07/18	NAB ¹¹	5,000,000	5,010,500
31/07/18	Newcastle Permanent ¹⁴	1,000,000	1,004,100
31/07/18	Newcastle Permanent ²⁵	2,000,000	2,008,200
31/07/18	Newcastle Permanent ¹⁵	1,250,000	1,243,338
31/07/18	RaboBank ²⁰	1,000,000	1,019,000
31/07/18	RaboBank ³¹	1,000,000	1,008,560
31/07/18	Suncorp Metway ¹⁸	2,000,000	2,023,800
31/07/18	Teachers Mutual Bank ²⁷	1,500,000	1,501,815
31/07/18	Westpac ²³	2,000,000	2,025,700
		56,000,000	56,333,508

Table 5 – Budgeted interest allocation by entity

Table 5	
Entity	Original Budget
General	1,291,540
Developer Contributions	636,357
Water	537,641
Sewer	1,804,408
Domestic Waste Management	414,693
Business Waste Management	102,669
Stormwater Management	12,497
Total	4,799,805

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

22 AUGUST 2018

ITEM 12.12 COUNCILLOR EXPENSES AND FACILITIES POLICY 2018

ATTACHMENT 1 DRAFT POLICY WITH AMENDMENTS



DRAFT

Councillor Expenses and Facilities Policy

Date policy was adopted:	.../.../2018
Resolution number:	
Next Policy review date:	September 2021
Reference number:	

Councillor Expenses and Facilities Policy 2018

POLICY SUMMARY

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to mayors and councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	Reasonable expenses will be reimbursed per Councillor for official business in NSW and ACT. Cap of \$1,000 per Councillor for ancillary costs (see Clause 8.2)	Per year
Interstate, overseas and long distance intrastate travel expenses	\$10,000 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development, conferences and seminars	\$8,000 per Councillor	Per year
ICT expenses	\$3,480 per Councillor (1 smartphone, 1 Chromebook and 1 printer per Council term)	Per term
Carer expenses	\$5,000 per Councillor	Per year
Home office expenses	\$1,000 per Councillor	Per year
Christmas or festive cards	20 per Councillor 40 for the Mayor	Per year
Access to facilities in the Councillors' Room	Provided to all Councillors	N/A
Council vehicle and fuel card	Provided to the Mayor	N/A
Reserved parking space at Council's offices	Provided to the Mayor	N/A
Furnished office	Provided to the Mayor	N/A
Number of exclusive staff supporting Mayor and Councillors	One provided to the Mayor and Councillors	N/A

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor, and may be claimed on their income tax returns.



Councillor Expenses and Facilities Policy 2018

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors, and their training record will be tabled in open session at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillors and as a total for all Councillors.

Councillor Expenses and Facilities Policy 2018

PART A - INTRODUCTION

1. OUTCOMES

- 1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Queanbeyan-Palerang Regional Council (QPRC).
- 1.2 The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3 The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4 Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5 Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per s.241 of the *Local Government Act 1993*, and are reviewed annually. Council must adopt its annual fees within this set range.

2. POLICY OBJECTIVES

- 2.1 To enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
- 2.2 To enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties.
- 2.3 To ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
- 2.4 To ensure facilities and expenses provided to Councillors meet community expectations.
- 2.5 To support a diversity of representation.
- 2.6 To fulfil Council's statutory responsibilities.

3. DEFINITIONS

Accompanying person — a spouse, partner or de facto, or other person who has a close personal relationship with or provides carer support to a Councillor.

Appropriate refreshments — food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business.

Act — the *NSW Local Government Act 1993*.

CEO/General Manager — the Chief Executive Officer/General Manager of Council, and includes their delegate or authorised representative.

Clause — unless stated otherwise, a reference to a clause is a reference to a clause of this policy.

Code of Conduct — the Code of Conduct adopted by Council.

Councillor — a person elected or appointed to civic office as a member of the governing body of Council, who is not suspended, and including the Mayor.



Councillor Expenses and Facilities Policy 2018

Expenses — payments made by Council to reimburse Councillors for reasonable costs or charges incurred or to be incurred for discharging their civic duties. Expenses may be reimbursed to a Councillor or paid directly by Council for a cost that is deemed to be a necessary expense to enable Councillors to perform their civic duties.

Facilities — equipment and services that are provided by Council to Councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.

Incidental personal use — use that is infrequent and brief and does not breach this policy or the Code of Conduct.

Long distance intrastate travel — travel to other parts of New South Wales (NSW) of more than three hours' duration by private vehicle. (*Note:* For the purposes of this policy, the Australian Capital Territory (ACT) is regarded as being within NSW).

Maximum limit — the maximum limit for an expense or facility provided in this policy.

Official business — functions that the Mayor or Councillors are required or invited to attend to fulfill their legislated role and responsibilities for Council, or that result in a direct benefit for Council and/or for the local government area, and includes:

- meetings of Council and Committees of the Whole;
- meetings of committees facilitated by Council;
- civic receptions hosted or sponsored by Council;
- meetings, functions, workshops and other events for which attendance by a Councillor has been requested or approved by Council.

Professional development — a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor.

Regulation — the *NSW Local Government (General) Regulation 2005*.

Year — the financial year, that is, the 12-months' period commencing on 1 July each year.

4. RELATED LEGISLATION, GUIDANCE AND POLICIES

- the *NSW Local Government Act 1993*, Sections 252 and 253
- the *NSW Local Government (General) Regulation 2005*, Clauses 217 and 403
- the Independent Commission Against Corruption's publication "*No Excuse for Misuse*"
- Guidelines for the payments of expenses and the provision of facilities for Mayors and Councillors in NSW 2009
- Local Government Circular 05-08 - Legal assistance for Councillors and Council employees
- the QPRC Code of Conduct

Councillor Expenses and Facilities Policy 2018

5. COMMITMENT TO PRINCIPLES

5.1 Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- **Participation and access:** enabling people from diverse backgrounds, under-represented groups, those in carer roles and those with special needs to serve as a Councillor.
- **Equity:** there must be equitable access to expenses and facilities for all Councillors.
- **Appropriate use of resources:** providing a clear direction on the appropriate use of Council's resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

6. PRIVATE OR POLITICAL BENEFIT

6.1 Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

6.2 Private use of Council equipment and facilities by Councillors may occur from time to time, for example, telephoning home to advise that a Council meeting will run later than expected,

6.3 Such incidental private use does not require a compensatory payment back to Council.

6.4 Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.

6.5 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign.

- production and distribution of election material
- use of Council resources and equipment for campaigning
- use of official Council letterhead, publications, websites or services for political benefit
- fundraising activities of political parties or individuals, including political fundraising events.

Councillor Expenses and Facilities Policy 2018

PART B – EXPENSES

7. GENERAL EXPENSES

- 7.1 All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 7.2 Expenses not explicitly addressed in this policy will not be paid or reimbursed.

8. SPECIFIC EXPENSES

General travel arrangements and expenses

- 8.1 All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport, including the use of a Council pool car, if one is available, as the preferred first option.
- 8.2 Each Councillor may be reimbursed reasonable travel expenses incurred while undertaking official business or professional development, or attending approved conferences and seminars within NSW and ACT. Reimbursement for other costs will be capped at \$1,000 per year for each Councillor for:
- public transport fares
 - parking costs
 - tolls
 - ride-share programs.
- 8.3 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the current Local Government (State) Award.
- 8.4 Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 8.5 Given QPRC's location on the border of the ACT, travel to the ACT will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 8.1 – 8.4.
- 8.6 In accordance with Section 6, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister cities and friendship cities.
- 8.7 Total interstate, overseas and long distance intrastate travel expenses for all Councillors will be capped at a maximum of \$10,000 per year. This amount will be set aside in Council's annual budget.
- 8.8 Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the CEO/General Manager prior to travel.
- 8.9 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.

Councillor Expenses and Facilities Policy 2018

- 8.10 The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
 - who is to take part in the travel
 - duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 8.11 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 8.12 For interstate journeys by air of more than three hours, the class of air travel may be premium economy if provided by the airline.
- 8.13 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 8.14 Bookings for approved air travel are to be made through the CEO/General Manager's office.
- 8.15 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program as this is considered a private benefit.

Travel expenses not paid by Council

- 8.16 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 8.17 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the CEO/General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the travel involved would exceed one hour. ~~Councillor lives more than 50 kilometres from the meeting location.~~
- 8.18 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the ACT region.
- 8.19 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually (see **Schedule 1**).
- 8.20 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the CEO/General Manager.
- 8.21 Where a spouse/partner accompanies a Councillor who is attending a function on official business, all costs incurred for the spouse/partner are to be the responsibility of the Councillor.
- 8.22 Councillors will not be reimbursed for alcoholic beverages.

Councillor Expenses and Facilities Policy 2018

Refreshments for Council-related meetings

- 8.23 Appropriate refreshments will be available for Council meetings, Council Committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the CEO/General Manager.
- 8.24 As an indicative guide for the standard of refreshments to be provided at Council-related meetings, the CEO/General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually (see **Schedule 1**).

Professional Development

- 8.25 Council will set aside \$8,000 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies, and attendance at approved conferences.
- 8.26 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors based on guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 8.27 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties; the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 8.28 Approval for professional development activities is subject to a prior written request to the CEO/General Manager, outlining the:
- details of the proposed professional development
 - relevance to Council's priorities and business
 - relevance to the exercise of the Councillor's civic duties.
- 8.29 In assessing a Councillor's request for a professional development activity, the CEO/General Manager must consider the factors set out in Clause 8.27, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 8.30 Council is committed to ensuring its Councillors are up-to-date with contemporary issues facing Council, the community, and local government in NSW.
- 8.31 Council will set aside a total amount of \$80,000 annually in its budget to facilitate Councillor attendances at training, conferences and seminars (per Clause 8.25). This allocation is for all Councillors. The CEO/General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 8.32 The Mayor (or Deputy Mayor in their absence) is authorised to attend the LGNSW Annual Conference and the Australian Local Government Association National General Assembly, and be Council's voting delegate for all debating sessions.
- 8.33 For all other conferences and seminars, approval to attend is subject to a written request to the CEO/General Manager. In assessing a Councillor's request, the CEO/General Manager must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties

Councillor Expenses and Facilities Policy 2018

- cost of the conference or seminar in relation to the total remaining budget.
- 8.34 Council will meet the reasonable cost of registration fees, transport and accommodation associated with attendance at conferences approved by the CEO/General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 8.18 – 8.21.

Information and communications technology (ICT) expenses

- 8.35 Council will provide appropriate ICT devices and services to each Councillor. This includes a mobile phone and tablet, mobile phone and tablet services and data, and access to a secure portal in Google Suite.
- 8.36 Training in the use of Google Suite will be provided for each Councillor.

Special requirement and carer expenses

- 8.37 Council encourages wide participation and interest in civic office. It will seek to ensure that Council's premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 8.38 Transport provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 8.39 In addition to the provisions above, the CEO/General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 8.40 A Councillor who is the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$5,000 per annum for attendance at official business, plus reasonable travel from their principal place of residence.
- 8.41 Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 8.42 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the CEO/General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 8.43 Each Councillor may be reimbursed up to \$1,000 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

9. INSURANCES

- 9.1 In accordance with Section 382 of the *Local Government Act 1993*, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this policy.
- 9.2 Insurance protection is only provided if a claim arises out of, or in connection with, the Councillor's performance of their civic duties, or exercise of their functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 9.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.



Councillor Expenses and Facilities Policy 2018

- 9.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.
- 10. LEGAL ASSISTANCE**
- 10.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a Councillor defending an action arising from the performance in good faith of a function under the *Local Government Act 1993*, provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review, and the investigative or review body makes a finding substantially favourable to the Councillor.
- 10.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the CEO/General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor. The Councillor should formally request in writing to the CEO/General Manager consideration of reimbursement of legal expenses before committing to seek legal advice to enable reimbursement of reasonable expenses, should the finding be favourable to the Councillor.
- 10.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of their functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during their term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 10.4 Council will not meet the legal costs:
- of legal proceedings initiated by a Councillor under any circumstances
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 10.5 Reimbursement of expenses for reasonable legal expenses must have Council's approval by way of a resolution at a Council meeting prior to costs being incurred.

Councillor Expenses and Facilities Policy 2018

PART C – FACILITIES

11. GENERAL FACILITIES FOR ALL COUNCILLORS

Facilities

- 11.1 Council will provide the following facilities to Councillors to assist them to discharge their civic duties effectively:
- ~~a Councillor meeting-room~~ appropriately furnished to include telephone, photocopier, shredder, printer, desk, computer terminals, pigeon holes;
 - the CEO/General Manager's meeting room for meetings between Councillors and constituents. Councillors should book this room in advance through the Executive Assistant to the CEO/General Manager.
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 11.2 Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or other specified staff member.
- 11.3 The provision of facilities will be of a standard deemed by the CEO/General Manager to be appropriate for the purpose.

Stationery

- 11.4 Council will provide the following stationery to Councillors each year:
- letterhead, to be used only for correspondence associated with civic duties
 - business cards
 - ~~up to 20 Christmas or festive cards for Councillors and 40 for the Mayor.~~

Administrative support

- 11.5 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's Governance staff as arranged by the CEO/General Manager or their delegate.
- 11.6 As per Section 6, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

12. ADDITIONAL FACILITIES FOR THE MAYOR

- 12.1 Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the Mayor's office.
- 12.2 The Mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to Council on a monthly basis.
- 12.3 The Mayoral Allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.

Councillor Expenses and Facilities Policy 2018

- 12.4 A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 12.5 Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 12.6 In performing their civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the CEO/General Manager.
- 12.7 The number of exclusive staff provided to support the Mayor and Councillors will not exceed two full-time equivalents.
- 12.8 As per Section 6, staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

PART D – PROCESSES

13. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS

- 13.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 13.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 13.3 Approval up to the maximum limits specified in this policy may be sought for the following, after the expense has been incurred:
 - local travel relating to the conduct of official business
 - carer costs.
- 13.4 Claims for reimbursement of travel costs must be made on the prescribed form (see **Schedule 2**). Claims for care-related expenses must be made on the prescribed form (see **Schedule 3**).
- 13.5 Final approval for payments made under this policy will be granted by the CEO/General Manager or their delegate.

Direct payment

- 13.6 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Service Manager Governance for assessment against this policy using the prescribed form (see **Schedule 4**), with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 13.7 All claims for reimbursement of expenses other than travel incurred must be made on the prescribed form (see **Schedule 5**), supported by appropriate receipts and/or tax invoices and be submitted to the Service Manager Governance.
- 13.8 If no receipts are attached to the claim, no reimbursement will be made.

Advance payment

- 13.9 Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 13.10 The maximum value of a cash advance is \$300 per day of the conference, seminar or professional development to a maximum of \$1,500.



Councillor Expenses and Facilities Policy 2018

- 13.11 Requests for advance payment must be submitted to the Service Manager Governance for assessment against this policy using the prescribed form (see **Schedule 6**) with sufficient information and time to allow for the claim to be assessed and processed.
- 13.12 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. The prescribed form must be used (see **Schedule 7**) and should include providing to Council:
- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
 - reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

- 13.13 If a claim is approved, Council will make payment directly or reimburse the Councillors through Accounts Payable.
- 13.14 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 13.15 If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use, or is not provided for in this policy:
- Council will invoice the Councillor for the expense
 - the Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 13.16 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the CEO/General Manager. The CEO/General Manager may elect to deduct the amount from the Councillor's monthly allowance.

Timeframe for reimbursement

- 13.17 Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

14. DISPUTES

- 14.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the CEO/General Manager.
- 14.2 If the Councillor and the CEO/General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

15. RETURN OR RETENTION OF FACILITIES

- 15.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 15.2 Should a Councillor wish to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the CEO/General Manager to purchase any such equipment. The CEO/General Manager will determine an agreed fair market price or written-down value for the item of equipment.



Councillor Expenses and Facilities Policy 2018

- 15.3 The prices for all equipment purchased by Councillors under Clause 15.2 will be recorded in Council's annual report.
- 16. PUBLICATION**
- 16.1 This policy will be published on Council's website.
- 17. REPORTING**
- 17.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 17.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillors and as a total for all Councillors.
- 18. AUDITING**
- 18.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.
- 19. BREACHES**
- 19.1 Suspected breaches of this policy are to be reported to the CEO/General Manager.
- 19.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

Councillor Expenses and Facilities Policy 2018

Schedule 1

Part B – Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually

Allowances under the Local Government (State) Award 2018

Table 1 – Rates and Allowances
Effective 1 July 2017.

Item No.	Clause No.	Description	Amount
1		Meal expenses on one-day journeys	
		Tier 2 country centres (incl Queanbeyan)	
	29.1.1	Breakfast	\$24.25
	29.1.2	Dinner	\$47.70
	29.1.3	Lunch	\$27.65
2		Travelling allowances	Per day
		Tier 2 country centres	
	26.8.2	Queanbeyan	\$252.95
6		Use of private motor vehicle	Cents per km
	36.3	Official business	66.0

Meal Allowances	Per Day
Breakfast	\$33.25
Lunch	\$47.00
Dinner	\$65.95
Incidental Expenses	Per Day
	\$26.80
Vehicle Allowances	
Vehicle Size	Per Km
Under 2.5 litre	68 cents
Over 2.5 litre	78 cents

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Schedule 2

Prescribed form for reimbursement of travel expenses incurred by Councillors



Councillors' Travel Expenses Claim Form

Please Note: Travel claims may only be made for meetings that are held outside your town of residence.

NAME: *(please print)* _____

DATE	MEETING - TYPE/LOCATION	TRAVEL FROM/TO - FROM/TO	DISTANCE	ENGINE

CERTIFICATION

I hereby certify that in accordance with the provisions of Section 252 of the *Local Government Act 1993* and Council's Policy for the "Payment of Expenses and Provision of Facilities for the Mayor and Councillors" these expenses were incurred in the conduct of approved Council business and are claimed for the dates shown above.

Signed: _____

Date:/...../.....

Schedule 3



CARE-RELATED EXPENSES REQUEST FORM

1. Councillor's name (please print).....

2. Is the Councillor the subject of the application? Yes No

If yes, does the application relate to a Councillor with a disability as defined under the Federal Disability Discrimination Act 1992? Yes No

3. Is the application being made under the NSW Carer Recognition Act 2010? Yes No

If yes, are there extenuating circumstances (please tick all that apply)

- unavailability of usual carer
- unscheduled meeting
- short notice period (< 7 days)
- Council-required travel
- other (please specify)

.....

4. What type of meeting/forum does the request relate to? (please tick)

- Council's Ordinary meeting
- Council's extraordinary meeting
- scheduled s.355 or locality committee meeting
- Council's workshop/briefing/site visit
- training
- other (please specify)

.....

5. Is overnight travel of one or more nights required to facilitate attendance? Yes No

6. What was the notice period for this meeting?

7. What is the period for which care is requested?

8. What is the cost incurred or the anticipated future cost? \$.....

9. Please summarise the circumstances and basis for the application

.....

Signed

Date

Councillor Expenses and Facilities Policy 2018

Schedule 4

Prescribed form for requesting direct payment by Council of expenses incurred by Councillors



DIRECT PAYMENT REQUEST FORM

Councillor's name (please print)

Conference/Event

To be held at (name of venue and address)

Date/s of conference

Payment due by

In accordance with QPRC Councillor Expenses and Facilities Policy under s.252 of the *Local Government Act 1993*, I hereby request Council's direct payment of the following expenses associated with my attendance at the above conference/event:

Registration at conference/dinner: \$

Accommodation and parking (if separate from conference registration) at

.....for

the following dates

Total amount requested: \$

I hereby certify that Council or the CEO/General Manager has approved my attendance at the conference/event.

Signed

Date/...../.....



Schedule 5

Prescribed form for claims for reimbursement of general expenses



Meeting/Conference/Workshop/Training Expenses Claim Form

Please Note: All receipts MUST be attached to this claim form.

COUNCILLOR NAME: *(please print)* _____

EVENT (meeting/conference/workshop/training etc) _____

held at _____ Date (start/finish) _____

CLAIM	Date/...../.....	Date/...../.....	Date/...../.....	Date/...../.....
Breakfast				
Lunch				
Dinner				
Taxi fare				
Parking				
Road Toll				
Refreshment				
Accommodation at:				
Childcare				
Other (please provide details)				
TOTAL				

CERTIFICATION

I hereby certify that in accordance with the provisions of Section 252 of the *Local Government Act 1993* and Council's Policy for the "Payment of Expenses and Provision of Facilities for the Mayor and Councillors", these expenses were incurred in the conduct of approved Council business and are claimed for the dates shown above. I accept that, if no receipts are attached for any claim, reimbursement will **NOT** be made.

Signed Date:/...../.....

Schedule 6

Prescribed form for requesting an advance payment



ADVANCE PAYMENT REQUEST FORM

Councillor's name (please print).....

Conference.....

.....

To be held at.....

Date/s of conference.....

In accordance with QPRC Councillor Expenses and Facilities Policy under s.252 of the *Local Government Act 1993*, I hereby apply for an advance payment of \$..... for expenses likely to be incurred in connection with my attendance at the above conference.

Signed.....

Date/...../.....

Councillor Expenses and Facilities Policy 2018

Schedule 7

Prescribed form for reconciliation against the cost of the advance payment



RECONCILIATION OF INCIDENTAL EXPENSES PAID IN ADVANCE

Amount received from Council in advance: \$.....

Expenses as itemised below with docketts:

Item	Amount

Total amount of items spent: \$.....

Reimbursement due to Council: \$.....

Reimbursement due to Councillor: \$.....

Name (please print).....

Signature.....

Date.....



Councillor Expenses and Facilities Policy 2018

Policy No:			
Policy Title:		Councillor Expenses and Facilities Policy 2018	
Date Policy was adopted by Council:		25 January 2017	
Resolution Number:			
Previous Policy Review Date:			
Next Policy Review Date:		By September 2021	
PROCEDURES/GUIDELINES:-			
Date Procedure/Guideline (if any) was developed:			
RECORDS:-			
Container Reference in TRIM: Policy			
Container Reference in TRIM: Procedure			
Other locations of Policy:		Intranet (linked to TRIM Container)	
Other locations of Procedures/Guidelines:		Intranet (linked to TRIM Container)	
DELEGATION (if any):-			
RESPONSIBILITY:-			
Draft Policy developed by:		Debby Ferguson	
Committees (if any) consulted in the development of the Draft Policy:		Executive	
Responsibility for Implementation:		Governance	
Responsibility for Review of Policy:		Debby Ferguson	
INTEGRATED PLANNING FRAMEWORK:			
Community Strategic Plan:			
Delivery Program Title:			
Operational Plan:			
Senior Authorising Officer PETER TEGART	Position CEO/General Manager	Signature/Date	
ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED	25 January 2017		
DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME	
June 2018	Service Manager Governance	Debby Ferguson	



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

22 AUGUST 2018

ITEM 12.12 COUNCILLOR EXPENSES AND FACILITIES POLICY 2018

ATTACHMENT 2 ENGAGEMENT REPORT

This attachment could not be formatted for the business paper so will be sent to Councillors under separate cover and can be emailed on request.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

22 AUGUST 2018

ITEM 12.12 COUNCILLOR EXPENSES AND FACILITIES POLICY 2018

ATTACHMENT 3 SUBMISSION WITH STAFF COMMENTS

Draft Expenses Policy

Summary table on page 2

Should align with and refer to more of the clauses, to explain any apparent contradictions (e.g. the \$1000 travel cap not applying to Council Meetings and committees and other official council engagements which a councillor would be expected to attend).

Staff Comment: All reasonable travel claims for Council and committee meetings will be reimbursed.

The \$10k cap on interstate, overseas and long-distance intrastate travel expenses may be limiting – a LGNSW conference in Coffs Harbour could easily use up that total on its own. These numbers seem to be rather arbitrary, rather than being calculated on the basis of expected use. Given that LGNSW conferences and other events move around within the state, and ALGA may be interstate, perhaps these expenses would be better allocated per council term, rather than the cap be reached one financial year, but not even close to being reached the next.

Staff Comment: Noted.

Councillors are not currently provided with a printer or purchase of a printer. If this is to be a facility, then it should include printer consumables including paper;

Staff Comment: Councillors will be provided with a small printer for home use and consumables.

Home Office expenses

I'm not at all sure these are necessary. The marginal cost of doing council work at home is negligible.

Staff Comment: Noted.

Professional development expenses

"Exclusive staff supporting Mayor and councillors" – I wasn't aware there was one, and I doubt it's needed.

Staff Comment: See response to comments re Clauses 11.5 and 12.7.

Access to facilities in the Councillor's Room – there really aren't any, other than a pigeonhole for mail.

Staff Comment: The Councillors' Room has a computer, printer, paper, phone, table, chairs, and a secure bin.

Christmas or festive cards – unnecessary, particularly such a small number. This is a trivial amount of money too. \$20? \$50?

Staff Comment: Noted, and these have been removed from the draft Policy.

“Detailed reports on the provision of expenses and facilities to Councillors will be tabled in open session at a Council meeting every six months and published in full on Council’s website. These reports will include expenditure summarised by individual Councillors and as a total for all Councillors” – should include attendance at training offered by QPRC.

Staff Comment: Noted, and the draft Policy has been amended.

Clause 8.2

Requires amendment as per discussion at the council meeting - expenses should be uncapped for attendance at council meetings and committees. If they become excessive, e.g. for a councillor living a long distance from Queanbeyan, then council should consider providing a vehicle if that would be more economical. (For example, a councillor living in Nerriga and attending 4 council events per month in Queanbeyan could easily rack up \$10,000 per year in expenses.) Council should do whatever is best value to ratepayers, without regard to “the look”.

Staff Comment: Expenses are uncapped for attendance at Council meetings and committee meetings. The cap only applies to ancillary costs.

8.8 and 8.9 – does this include the Mayor?

Staff Comment: Yes.

8.11 and 8.12 – is there any premium economy on domestic flights? The whole \$10k cap will be eaten up very quickly if councillors and the mayor use anything other than economy within Australia.

Staff Comment: Premium economy is not always available on domestic flights. If it is available then it is an option that may be considered. The draft Policy has been amended accordingly.

8.13 – premium economy still isn’t cheap. An alternative would be economy with a recovery day at each destination. Lounge access can also make a great difference to a long-distance journey, particularly one with a change of planes in the mid-East or South East Asia, and is a fairly cheap way of hugely improving the comfort on a journey.

Staff Comment: Noted.

8.17 – I really don’t think overnight accommodation after a 9pm meeting is required. Nowhere in QPRC is far enough away to justify that. For meetings outside QPRC/ACT it may be justified. (I’m only talking about councillors – staff is a different matter, as they’ve worked all day, and are likely expected back at work at the usual time the next day).

Staff Comment: The draft Policy has been amended to reflect the amount of travel time involved, not the distance.

8.25 – does this \$8000 cap include travel to the training, and if so is it separate to the \$10k cap across all councillors? It needs to be separate. I think it’s overly generous, or at least where there is demand for training, council should look at bringing the trainers to us, rather than sending the councillors long-distance to the training.

Staff Comment: Travel is separate. In-house courses and shared courses are offered wherever possible.

8.26 – I continue to note that this has not occurred, and the amount of training provided to the newly elected QPRC is basically zero – the exception being the poorly-attended “Hit The Ground Running” workshops from Office of Local Government.

Staff Comment: Since the September 2017 election, Council has conducted a Famil Day for Councillors; provided onboarding activities; and continues to provide weekly workshops and briefing sessions for Councillors (e.g. CSP, Delivery Program, Resourcing Strategy, LEP, CBRJO, numerous strategies, major projects, including on-site visits, inspections and tours of different parts of the LGA). Council also offers training sessions (Google Suite, Values Masterclass, culture surveys, MBTI assessments) in-house to assist with the induction and continuing development of Councillors. These were in addition to the programs offered by the OLG such as “Hit the Ground Running” both locally and in other centres.

8.28 and 8.29 – shouldn’t we be developing a professional development plan for each councillor? Even if it’s not happening yet, these clauses should reference it for when it comes into effect.

Staff Comment: As previously reported, Council is currently developing a professional development plan for Councillors, utilising the OLG’s Capability Framework. The OLG will be releasing guidelines for the professional development plans later this year, and these will inform our own plan. The professional development plan will be tailored for the different needs of individual Councillors.

8.32 – that alone could eat up a lot of the travel. It should perhaps be separately funded.

Staff Comment: Noted.

8.35 – does not reference a printer.

Staff Comment: A small printer for home use will be provided to each Councillor, with consumables.

8.43 – I’m not sure this is clear what it covers – printer paper? Envelopes? Stamps?

Staff Comment: Yes, these are all covered.

Section 10 – this is really deceptive, as it gives the impression that legal expenses will be covered, but in fact they are only covered if the councillor is successful in defending the complaint/action. In effect this means that the councillor would have to pay their legal costs up front, then reclaim them from council if successful. That should be explained more clearly. A process for reclaiming the legal expenses is also needed.

Staff Comment: The draft policy is based on the template provided by the OLG. Clause 10.2 has been amended by the addition of the following:

“Councillors should formally request in writing to the CEO/General Manager consideration of reimbursement of legal expenses before committing to seeking legal advice to enable reimbursement of reasonable expenses, should the finding be favourable to the Councillor.”

Nor is clause 10.5 reasonable, as the council majority could choose not to reimburse the legal costs of a councillor who is not in their favour – it should be automatic subject to the above conditions. Council could potentially set an excess, to deter misuse. 10.5 also contradicts the earlier clauses, as it requires a Council Resolution before the expenses are incurred. A councillor cannot disclose that they are the subject of a Code of Conduct Complaint, nor can they claim the expenses until they have (largely) successfully defended. This clause is completely irrational and unworkable. It may come from the OLG’s Model, but that’s no excuse.

Staff Comment: Noted – the draft is based on the OLG’s template.

11.1 – there is no meeting room provided for councillors. The room in the Queanbeyan chambers is completely unsuitable for meetings.

Staff Comment: The room adjoining the Councillors’ Room (known as the CEO/General Manager’s Meeting Room) is available for Councillors to use as a meeting room, if booked in advance through the Executive Assistant to the Mayor and CEO. The draft Policy has been amended accordingly.

While it contains a computer and printer/copier, councillors cannot log into the computer, so cannot use. If the printer is networked, then it is not accessible. I haven’t checked closely so I don’t know if the photocopier can be used without logging into the computer (which councillors can’t do). I haven’t checked if the phone works, and I don’t recall seeing a shredder, certainly not one of sufficient capacity as to be useful.

Staff Comment: The IT staff are currently considering options for the computer connection and should have it finalised within a week. They are also investigating a new printer/copier that can be connected by USB.

11.4 – I haven’t seen any letterhead, but in practice it’s not something I’m likely to use.

Staff Comment: Noted.

11.5 and 12.7 – I was unaware of there being “staff in the Mayor’s office”. Two FTE would be grossly excessive.

Staff Comment: The staffing complement includes the Executive Assistant to the Mayor and CEO (full-time) and a proportion of the time of the Service Manager Governance and the Governance Administration Officer to produce business papers, minutes, service Councillors’ requests, report on resolutions, arrange workshops, set up meetings, provide relief etc.

12 – the Mayor’s car should be available to him/her for reasonable private use, e.g. minor detours on the way to/from home. All other private use should be controlled as per the policy. I would recommend the vehicle be a Camry Hybrid or, given the nature of the QPRC area compared with QCC, a Mitsubishi Outlander Hybrid, in either case fitted with a bulbar.

Staff Comment: Noted.

Schedule 1 Table 1 – unclear why the per km rate differs from that actually paid. Is this a change?

Staff Comment: This is being checked.