



Ordinary Meeting of Council

12 April 2023

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 9.4 TO 11.3

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

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 9.4 LOCAL AND FAMILY HISTORY COLLECTION PROPOSAL TO
RELOCATE TO COUNCIL CHAMBERS BUILDING

ATTACHMENT 1 SIZE CALCULATIONS FOR PUBLIC LIBRARIES

SIZE CALCULATIONS FOR PUBLIC LIBRARIES

The State Library of NSW has clear guidelines on size requirements for all public libraries. <https://www.sl.nsw.gov.au/public-library-services/population-based-library-calculator>. QPRC has three public libraries and a mobile library and so the calculations below are based on the Queanbeyan population only.

Population Based Calculator	
Resident population of Library catchment	42,000
Do you want to consider the non-resident workforce catchment?	No
Non-resident workforce	6,347
Local catchment population	42,000 persons
Is this a central library with significant workroom requirements?	No
Number of libraries undertaking central library activities	1
Whole LGA population	66,593 persons
Non-resident workforce for whole LGA	6,347 persons
Whole LGA population (including non-resident workforce if considering)	0 persons
Library floor area required	1,986 sqm

The new Queanbeyan Library space is currently under State Library specifications. The below worksheet calculates the designed space.

Service Based Calculator	
To start using the service based calculator, please enter the following values:	
Catchment Population	42,000
Collection Size	37,666
% Books	77%
% Periodicals	2%
% Non-Print	16%
% Virtual & Digital	5%
Please note, for populations of fewer than 2,750 persons we recommend a minimum gross floor area of 190sqm.	

Base Area	% of Collection	No. of items	% out on loan	Adjusted no. of items	Items per sqm	Floor Area
Collection size	100%	37,666				
Books & vols on shelves	77%	29,003	25%	21752	70	311
Periodicals	2%	753	25%	565	10	57
Non-print material	16%	6,027	25%	4520	100	45
Virtual & digital	5%	1,883	30%	1318	0	0
Collection floor area						412 sqm
		No. of items		Sqm per item		Floor area
Area for library computers & personal devices						
Catchment population				42,000		
Recommended public computers				10	5	50
Additional public computers					5	0
Personal devices (desk space)					5	0
Personal devices (lounge space)					3	0
Self check units					3	0
Computers, tablets & other devices floor area						50 sqm
Total base area						462 sqm

Reading, seating & study areas		Recommended seats		Desired seats
Seating based on population		215		150
	Percentage of total	Recommended values		Desired floor area
		Sqm per item	Floor Area	
seating as desks	30%	5	225 sqm	225 sqm
seating as lounges	40%	3	180 sqm	180 sqm
seating as group study	30%	1.8	81 sqm	81 sqm
	100%			486 sqm
Total reading, seating & study areas		486 sqm		

Other functional & service areas	Recommended floor area	Desired floor area
Service desk	15 sqm	15 sqm
Returns	20 sqm	20 sqm
Quick picks, display & informatic	32 sqm	32 sqm
Newspaper & magazine area	23 sqm	23 sqm
Children/youth Areas		
Children's story telling	32 sqm	32 sqm
Toy library	0 sqm	10 sqm
Young adult area	32 sqm	32 sqm
Games area/digital media space	32 sqm	0 sqm
Specialist		
Specialist genre collection	32 sqm	42 sqm
Local & family history room	32 sqm	42 sqm
Storage for archive/conservation	23 sqm	30 sqm
IT training room	32 sqm	sqm
Staff		
Staff work, lunch, lockers	46 sqm	46 sqm
Work area storage	23 sqm	23 sqm
Mobile library services area	0 sqm	sqm
Central & regional work area	0 sqm	0 sqm

Amenities and ancillary			
Foyer, lobby, corridors etc	32 sqm		sqm
Vertical circulation (lifts, lift lobi	0 sqm		0 sqm
Toilets/restrooms, cleaners	23 sqm		23 sqm
Plant, equipment, maintenance	32 sqm		sqm
Server room	23 sqm		sqm
Photocopiers, digital equipment	23 sqm		30 sqm
Loading dock, garbage & store	32 sqm		40 sqm
Stack area	0 sqm		30 sqm
Additional services (optional)			
Café	0 sqm		30 sqm
Community services	0 sqm		0 sqm
Exhibition space	0 sqm		0 sqm
Community kitchen	0 sqm		0 sqm
Total other functional & service areas		501 sqm	
Meeting Spaces (optional)			
	No. of rooms	No. of people	Area/Person
Meeting room & storage	1	25	1.5
Small meeting rooms	3	5	2
Makerspaces & associated storage			3
Multipurpose or training room	1	10	2
		Recommended floor area	Desired floor area
Meeting room & storage		38 sqm	38 sqm
Small meeting rooms		30 sqm	30 sqm
Makerspaces & associated storage		0 sqm	0 sqm
Multipurpose or training room		20 sqm	20 sqm
Total meeting spaces		88 sqm	
Total Gross Floor Area		1,537 sqm	

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 9.4 LOCAL AND FAMILY HISTORY COLLECTION PROPOSAL TO
 RELOCATE TO COUNCIL CHAMBERS BUILDING

ATTACHMENT 2 LOCAL HISTORY COLLECTION - HERITAGE LIBRARY



Proposal for the establishment of QPRC – Local History Collection Heritage Library



Proposed Building:
Current QPRC Council Chambers – built 1927
Originally School of Arts Hall and Library

Culture, Arts & Museums Team
QUEANBEYAN PALERANG REGIONAL COUNCIL -NSW

QPRC Libraries - Local & Family History Collection – Heritage Library Proposal

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‘Special collections are the jewel in the crown of any library. They are one-off manuscript materials, unique and invaluable. We cannot understand the history of Australia without them. We must all be able to have confidence that they are safe in the institutions our governments have established, with our consent and money, to care for them’

Sydney Morning Herald September 16, 2022 - Michelle Arrow and Frank Bongiorno
Opinion piece - The real ‘history war’ is the attack on our archives and libraries
<https://www.smh.com.au/national/the-real-history-war-is-the-attack-on-our-archives-and-libraries-20220907-p5bg1z.html>

INTRODUCTION/ RATIONALE

The QPRC Region Local & Family History Collection needs a new home

With the construction of the new QCCP Build nearing completion, there are only a few months to resolve the new location of the QPRC Local History Collection. The new Civic building does not have allocated space for this valuable collection. However, there is an opportunity for this locally and regionally respected collection to be housed in a significant local heritage asset owned by QPRC – the Old School of Arts Building, currently used as the Council Chambers, Mayor & CEO offices, which will be come available once relocated to the new building.

- This building would adequately house the currently held collection, with additional space for staff offices, reading and research rooms, plus space for rotating displays of the collection.
- It would allow possible expansion of existing service to meet growing demand in a digital age. For example: Digitization facilities, Oral History Recording Lab, Digital Exhibitions.
- The bulk of the Local history collection relates specifically to Queanbeyan and is currently growing as more items are gifted to the collection
- Allows for expansion of the Queanbeyan Library services footprint by 50-100 square meters
- Allows for rotating exhibition space of valuable collection items utilizing existing cabinetry and display cases in the building and adjacent to it in the Bi-Centennial Hall Foyer – which would also become a secondary entrance and allow for wheelchair access into the Local History Collection & Heritage Library.
- With the popularity of the 'Who do you think you are' TV movement and growth of Heritage Tourism, preserving documents and photographs of local significance for the community to access, in a heritage site, should be a local council priority.
- Expanded genealogy and research services could be developed to earn income
- The Queanbeyan local history collection is very much locally focused on books, documents, photographs, and items of significance to past Queanbeyan and our regions councils and therefore should remain in Queanbeyan, with Council as custodian
- Allows for expanded working collaborations with the Queanbeyan History Museum and its collection and volunteers
- This building has high heritage significance values to the community of Queanbeyan through its association with the first formal library space in Queanbeyan and its continued use as a community and civic centre. Through a 'compatible use' approach, being one that respects the cultural significance of a place, we feel that the building would make an ideal a Local & Family History - Heritage Library
- Expanded local council area representation into the collection

HISTORY AND SIGNIFICANCE OF THE SCHOOL OF ARTS BUILDING

This building was constructed in 1927 as the School of Arts, at 251 Crawford Street Queanbeyan. The architect J.W. Sproule moved from Albury to the Queanbeyan region as a response to the Canberra induced building boom. Sproule designed the building in the Inter-War Georgian Revival style. It is currently listed on the NSW State Heritage Register.



School of Arts Crawford Street Queanbeyan (later Council Chambers) Date: c1940
Source: Virginia Amos / Queanbeyan Library Local History Collection (LH B 5 LP6)

The School of Arts movement, also known as the Mechanics' Institute movement, spread through the English-speaking world in the mid-nineteenth century as a result of the Enlightenment engendering a passion for science, rationality, and popular improvement. During the 19th and early 20th centuries, approximately 140 Schools of Arts were established in Sydney. Many of these buildings still exist and have been sold or taken over by local councils. Schools of Art were originally established by volunteers as independent community organisations, sometimes assisted by a small government subsidy, and they thrived as centres of local community life. Today their legacy represents more than the surviving building. From these humble voluntary operations developed varied uses, the most popular being the local public library.

The School of Arts in Queanbeyan was established in 1891 and in 1894, at a special meeting of its members, the purchase the Evans Building at 110-122 Monaro Street Queanbeyan was agreed. The purchase price was £225. Such was the commitment and strength of the Queanbeyan community that a member offered to make the purchase possible by buying the property for cash and selling it to the School of Arts on affordable and generous payback terms.

The importance of the School of Arts was also demonstrated by the support from early Queanbeyan pioneers such as the Rev Albert Dias Sores 1830-1909 (Anglican Minister in Queanbeyan, Architect and Trustee Queanbeyan Penny Bank), Dr Patrick Blackall (early Queanbeyan Doctor and donor of over 100 books that formed the nucleus of the library), Elizabeth Land (first library caretaker and sister of Mayor Edwin H Land) and Sir Terence Aubrey Murray 1810-1873 (Parliamentarian, local Pastoralist and owner of Yarralumla).

The School of Arts prospered and in 1926 was able to raise £3500 through the sale of the Monaro Street premises for a new building at 251 Crawford Street. The construction of the new building reflected the optimism and strong economic times that Queanbeyan was enjoying however, by the 1930s the effects of the Depression and the development of other leisure pursuits such as the cinema and radio resulted in a decline of the use of the building.

In 1947 the Queanbeyan Council purchased the building which then served as the Municipal Library until 1975. It currently houses the Queanbeyan-Palerang Regional Council Chambers.

<https://www.adfas.org.au/school-arts-mechanic-institute>

https://dictionaryofsydney.org/entry/the_school_of_arts_movement

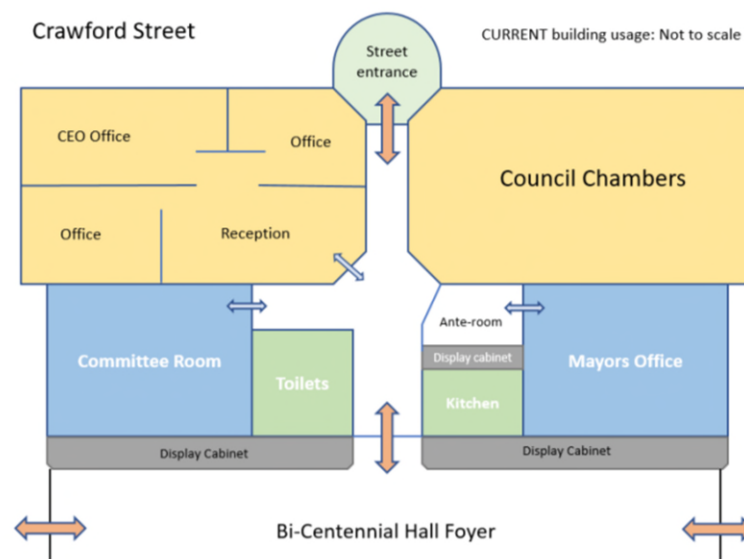
Goulburn Evening Penny Post, Tues 29 May 1894 pg 4

The Illustrated Burra Charter – Good Practice for Heritage Places – Marquis-Kyle & Walker 2004

QPRC Libraries - Local & Family History Collection – Heritage Library Proposal

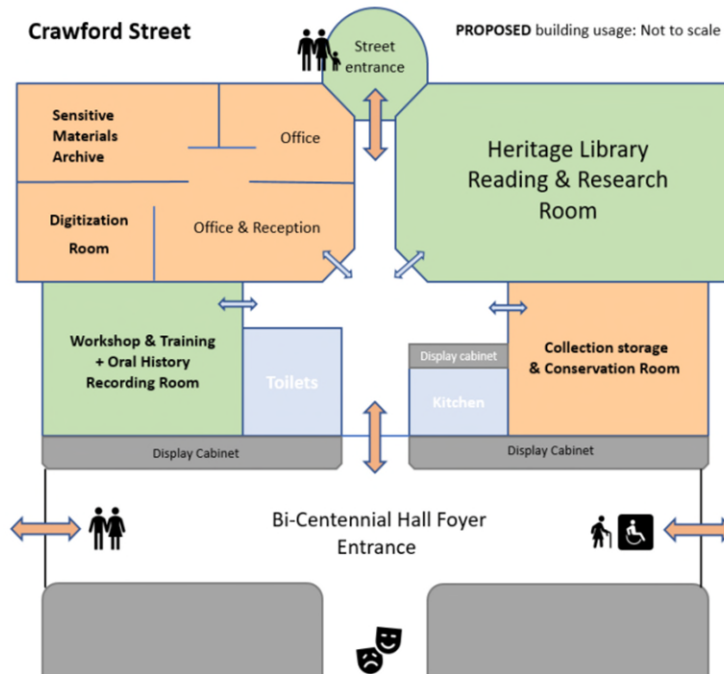
FLOOR PLANS: CURRENT AND PROPOSED

Current



The proposed Heritage Library will increase Queanbeyan Public Library floor space by approximately 350sqm

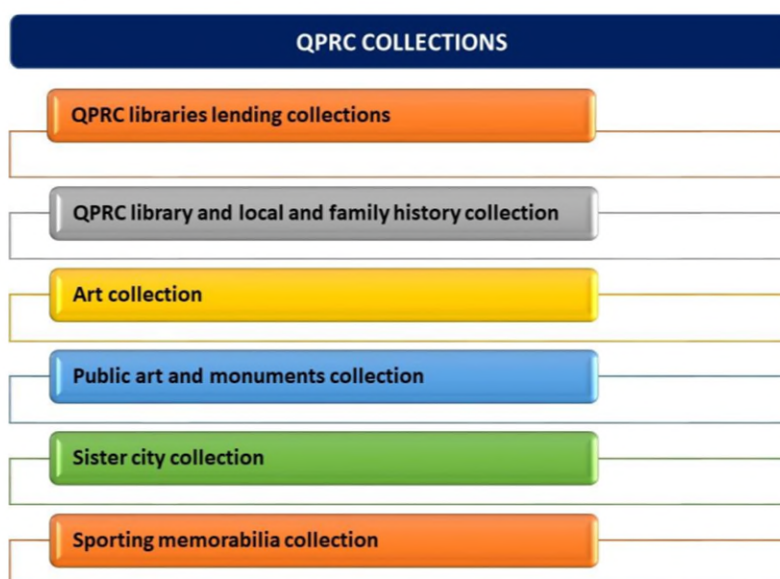
Proposed



THE PHYSICAL COLLECTION

The current Library Local and Family History Collection consists of a wide variety of materials from one of the earliest panoramic photographs of NSW to more recent items such as the photographic negatives from the Queanbeyan age, as well as limited edition local publications – see a more comprehensive list in the following pages. These documents and cultural materials tell the story of our history and are valuable resources for historians and researchers to access.

The QPRC Local History collection sits alongside several other collections held by council, as illustrated below. Council undertakes the conservation and management of these collections on behalf of our current and future communities.



Collection priorities

The major collecting priorities of the local history collection are:

Paper based archival materials of local significance

- Publications by QPRC & region-based authors including limited edition history publications by local and national authors and literary works
- Cultural materials and memorabilia from past councils and councillors
- Local newspapers and community publications from our LGA region
- Locally significant Historians' archival collections
- Locally significant organisations archival and cultural materials
- Locally significant maps, film, sound, and photographic material including oral histories
- First Nations Histories

For further detail refer DRAFT Local History Collection Policy

Collection significant items

The Local History Collection consists of:

- a substantial image collection with more than 1700 published documents, many that are rare and out of print
- significant local Aboriginal publications

QPRC Libraries - Local & Family History Collection – Heritage Library Proposal

- a general genealogy collection
- a map collection
- historic monographs from the old Queanbeyan School of Art
- a collection of Queanbeyan ephemera and regalia
- Complete and incomplete runs of local newspapers
- extensive family files
- unique, historic Council records

The collection is held in high regard by local and national institutions. Successful collaborations are regular features, a recent example being with the Canberra Museum and Gallery for the loan of items from the collection for their recent exhibition on the Raiders football team, whose beginnings were in Queanbeyan. There are many significant items with in the QPRC local history collection that are of local and national significance, several are illustrated and listed below.

- *Original panoramic photo of Queanbeyan* from Hospital Hill 1876 by Charles Pickering Donated by brothers Kevin and Alan deSmet in November 2016. They remember it hanging above their grandparent's mantle in Queanbeyan. Believed to have been purchased new from the photographer.



- *Original frontpage printers' proof of the 'Golden Age' Newspaper* c.1860
- *Original QBN Hospital Committee & Admissions books* from 1860's- 1930's
- *Pastoral Homes of Australia* Two volumes donated through the State Library local history network. Rare high-quality publications including detailed articles about local properties such as Carwoola and Foxlow.
- *Bound Copies of the NSW Census* 1828 [volumes 1-4] from the Errol Lea-Scarlett collection
- *Original World Tent Pegging Cup from 1897* [currently on display in sporting collection, pictured right]
George Gribble received the trophy in 1897 in Dublin from Queen Victoria in recognition of his dominance of the ancient equestrian art of "tent-pegging" – retrieving ground targets with a lance while on horseback – at a military tournament honouring the monarch's jubilee.

Collections within the collection

- *Queanbeyan's early rates books – From 1885 to 1950's*: Rates/Valuation books were used to record Council rates collection. Rates books may include details such as – the situation of the land (parish/portion etc.) name and residence of owner; name and occupation of occupier; annual value and rates due and received.
- *The Sheedy Memorial Local History Collection*: The books, research notes and papers of local historian and avid researcher Mr Bert Sheedy form the basis for the wider local history collection and contain many obituaries and death notices. His collection includes a Regional Historic Houses image & research file.

QPRC Libraries - Local & Family History Collection – Heritage Library Proposal

- *The Collection of Frederick J. McCauley*: Long time Unionist, Politician (NSW and ACT), and member of local committees, Fred McCauley played a large role in the way Queanbeyan developed.
- *Oral History Collection*: interviews conducted of Queanbeyan residents by Burt Sheedy and Erroll Lea-Scarlett in the 1970's & 80's on compact tape cassettes.
- *Books and publications, Journals*:
A general genealogy collection of short run local and family history [approx.1400] publications
- *Research Notes of Mr Errol Lea-Scarlett*: This collection of notes is the result of Erroll Lee Scarlett's research into the history of Queanbeyan and Gundaroo. He is the author of *Queanbeyan, District and People*. Includes a comprehensive local biographical card index system with notations. 32 bound books of research notes and local ephemera.
- *Electoral Rolls*: The following titles are available in the QCC local history collection
REF 994.47/REY Captain's Flat electoral roll 1922
LH 929.39447/REY Monaro Electoral Roll 1861, Jerangle Electoral Roll 1922
LH 929.39447/QUE Queanbeyan Electoral Roll 1884-85
LH 929.39447/ELE Electoral Roll – NSW Eden Monaro, Bungendore 1895, 1915
The QCC Newspaper collections include a complete run in microfilm of the Queanbeyan Newspapers 1860+ as well as 1930s onwards in paper and good collections of other regional newspapers such as Bungendore.
- *Microform records*
 - Queanbeyan Age Newspapers 1860 to present
 - NSW births, deaths & marriages 1788 to 1905
 - The Queanbeyan Age bound volumes; 1930 to present
 - The Queanbeyan Chronicle bound volumes; from 1976
 - The Bungendore Mirror from March 2004 to September 2015
 - The Bungendore Bulletin from May 1990 to December 2013
 - The Braidwood Dispatch from October 1966 to June 1970
 - Other bound periodicals include Flat chat, Wamboin Whisperer, Stoney Creek Gazette.
- *Local Family Genealogy Collection*:
 - Alphabetised Queanbeyan Region Family history collection [mainly copied documents]
- *Image collection*
 - 60+ archive boxes of images, photo albums, negatives, partially indexed
 - Queanbeyan Age proof sheets. 12 archive boxes 1960s to 1990s
 - Negatives in wooden filing drawers 1 x 2 door metal storage cupboard
 - Negatives in ring binders
 - historic images
- *Map and Plan Collection*
 - Posters, maps, plans in Map drawers
- *Council records collection*
 - Large format rates books 1885 – 1940's
 - Rates books in folders 1940's -60's
 - Electricity & Sanitation record books - from 1920's & 30's
 - Property files photographic record digital & print - from 2000's
- *Queanbeyan District Hospital Historic Collection*
 - Hospital Society Minutes books – 1860's to 1930's
 - Register of infectious diseases – 1860's to 1930's
 - Early Nursing and patient records – 1860's to 1930's



QPRC Libraries - Local & Family History Collection – Heritage Library Proposal

- **Miscellaneous Collections**
 - Historic monographs from the old Queanbeyan School of Art's Library
 - School of Arts Café, images & historic records
 - Phone Books 1964 to present, incomplete.
- **Resent Donations:** from individuals, businesses, organisations
 - QBN Landcare; Images, reports & records of projects and meetings
 - *Historic Royalla Property 1920's documents x 2 archive boxes [to be catalogued]*
 - *Bert Sheedy WWI certificate donated by the Green Shed in the ACT*
Bert Sheedy had an immeasurable impact on the local history collection, with many of his writings being donated to the collection. Bert made many contributions to historic journals and articles and was the author of Moneroo to Monaro: history of Monaro Street, 1830s-1995, Queanbeyan. He also helped record the three large volumes Queanbeyan Pioneer
- **Cemeteries, Burials, and Index.**

THE ONLINE COLLECTION

The Queanbeyan Local History Collection currently sits between two online search engines Libero Library search engine for the book collection portal

<https://queanbeyan.libero.com.au/libero/WebOpac.cls>

and the Libero Museums collection portal

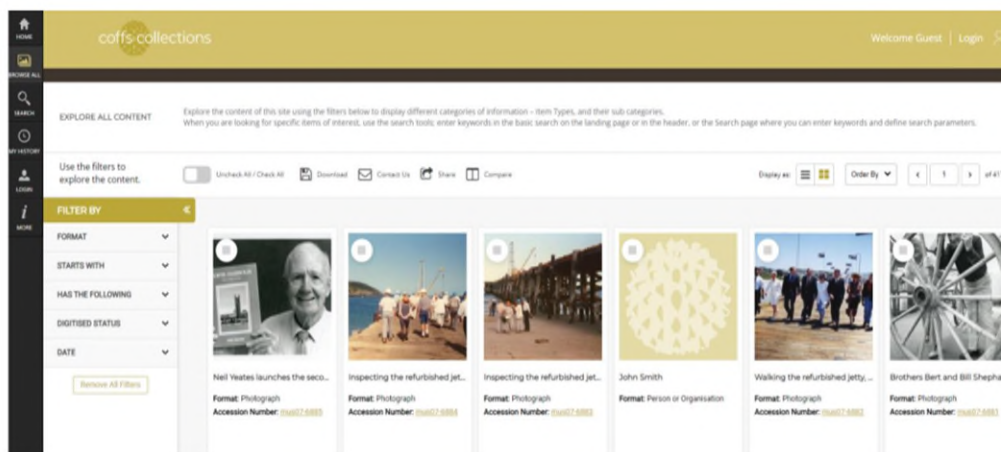
<https://queanbeyan.libero.com.au/museum/WebOpac.cls>

This current arrangement creates a discontinuity between the collection searches and adds time to research enquiries. It would be advantageous to use a platform such as 'Recollect' which allows both collections to inhabit the same space and has a better front facing user experience and greater backend management flexibility.

This issue needs to be resolved before the bulk of the collection can be placed online for enhanced accessibility.

Above title block of the Libero search engine platform currently being used by QPRC link above

Below is a sample of the desired Recollect digital platform being used by Coffs Harbour Council Click link to explore <https://coffs.recollect.net.au/nodes/browse>

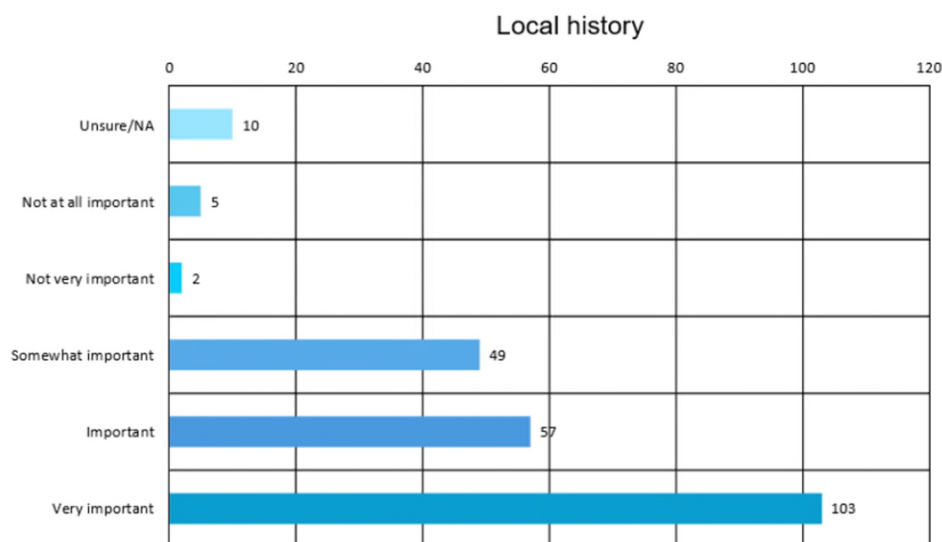


There are at least a half dozen other digital platforms that would serve the same purpose but Recollect is the one most often recommended.

QPRC Libraries - Local & Family History Collection – Heritage Library Proposal

IMPORTANCE OF QPRC LOCAL HISTORY COLLECTION

The results of the 2022 QPRC Library Survey indicated the importance of the local history collection to the community. Of those who undertook the survey, 160 respondents believed the Local History collection to be important or very important (demonstrated by the graph below). There are also several library users who have provided testimonials about the importance of the collection to their work and engagement with the community as researchers and historians.



Community Engagement Testimonials

A number of concerned stakeholders have contacted Councillors and written to QPRC staff directly. Some of these are outlined below in extracts.

To Whom It May Concern

My research utilised a range of media and archives, but the QPRC Local History Collection and staff were integral to my work and will continue to be so in the future. In this collection, I used maps and surveys, consulted burial records and older rare books, and most importantly, consulted with highly experienced staff. While some of this sort of historical evidence does exist at the local museum, it's important to note that this is staffed by volunteers and is subject to all the vagaries of staffing shortages, lack of knowledge and experience, etc. In fact, throughout my two years of research, I was unable to access material from the museum and historical society due to a lack of available volunteers.

This was never an issue with the Local History Library though; this illustrates the absolute necessity of a fully staffed and resourced local history collection. Such a collection is vital to not just preserving the city's past but understanding it and fully engaging with it. Through this action, a community becomes better, stronger, richer.

Kind regards

Tim Adams
Tim.Adams@dva.gov.au

QPRC Libraries - Local & Family History Collection – Heritage Library Proposal

To whom it may concern,

I have been fortunate to have the assistance of Brigid Whitbread, local history librarian, in helping me with the Queanbeyan stories which I have published on the Queanbeyan Community Facebook page. Currently, with the resources held in different area there is an extra burden on the history librarian in retrieving sources such as the rates books.

My wife Sandra and I have been asked on many occasions to provide specific information about houses or families in the Queanbeyan district. With access to the library collection, we have been able, in most cases to meet the requests.

Queanbeyan has many mores stories to tell and there is a community which would benefit from an enhanced local history venue.

See appendix for a selected list of stories written with the support of the history librarian and access to the collections.

Phill Hawke
phawke49@bigpond.net.au

← Phillip Hawke in Queanbeyan Community...



Phillip Hawke

4 Dec 2021

All Wright: "Auberne Villa" was a grand place in Queanbeyan with a dining room, drawing rooms, four bedrooms, folding cedar doors and French windows opening onto the veranda. Described as a cottage it also had a large kitchen, maid's room and laundry. To top it off there was a tennis court at the rear near the water tanks and windmill.... See more



Lieut.-Col. F. B. Russell and family at Auberne Villa, Rutledge Street, Queanbeyan, later Auberne Private Hospital. Built 1862 for J. J. Wright. Photo by H. Beaufoy-Merlin, 1870. Courtesy of Errol Lea-Scarlett

83

18 comments · 4 shares

Like

Comment

Share

To Whom it May Concern

I am a successful, published social historian with an OAM for services to social history. The focus of my work for the last ten years has been the history of this locality and I make continual use of the materials available at the Queanbeyan library. I am not alone – there are many serious historians working on the same issues as I am.

History is written, told and taught with a focus on national and international events, but ignores what people engage with most: their localities. This is particularly true of Queanbeyan and its original vast districts where in the earliest years the lands and its governance were controlled by Australia's elitist gentry who operated from Sydney and occupied huge tracts of fertile land from Lake George to the Snowy Mountains as well as controlling all forms of Government and Law. Like the rest of Australia Queanbeyan eventually emerged from this control, only to face another near annihilation caused by the establishment of the nation's Capital.

While I have certainly sought information from other resources, the bulk of my successes has been found in our own local library collection.

Accessing and protecting much of the collection I have worked with is very difficult due to the lack of space. There is a rapidly growing interest in the history of our district and these records will provide the backbone of any future research. There is much there that is truly magnificent and rare. A designated area for a Local History library would bring Queanbeyan into line with libraries all over the country that are working to protect their local history.

Gillian Kelly - June 8th, 2022

QPRC HISTORY COLLECTION – IDENTIFIED PROJECTS

Collection Projects identified as **HIGH** importance

- Establishing a NEW home for the collection
- Approval of Local History Collections Policy by council
- Collection inventory, for identification & coding checks.
- Develop a conservation priority list e.g. Old Queanbeyan rates books
- Collection catalogue onto the LIBERO search engine

Collection Projects identified as **MEDIUM** importance

- Oral history collection transferred to digital format
- Archive boxes for vulnerable documents and volumes prior to move
- Digitisation of targeted image collections [e.g. the Queanbeyan Age negatives]
- Selected Digitisation of important items such as the Golden Age first print front page and the Braidwood township 1870's map.
- Staff, intern, and volunteer training in archiving, cataloguing and conservation.

Collection Projects identified as **LOW** importance

- Digitisation of the Errol Lee Scarlet card index notes on QBN region genealogy
- Cataloguing of the Genealogy collection [mostly copied documents]
- Development of a collection access policy and program
- Bert Sheedy Regional Historic House image and research digitised
- Securing the Connee-Colleen's photo collection which documents her work and her activism and attempts at saving Queanbeyan's heritage buildings. [apparently many before and after demolition photos]

Opportunities for new engagement projects at an expanded site

- *Local self-serve Digitization Service of community history materials*
- *Public access service to Ancestry.com*
- *Oral History recording studio*
- *Research residencies*
- *Local history displays and exhibitions*
- *Family research workshops & training: linked to the collection*

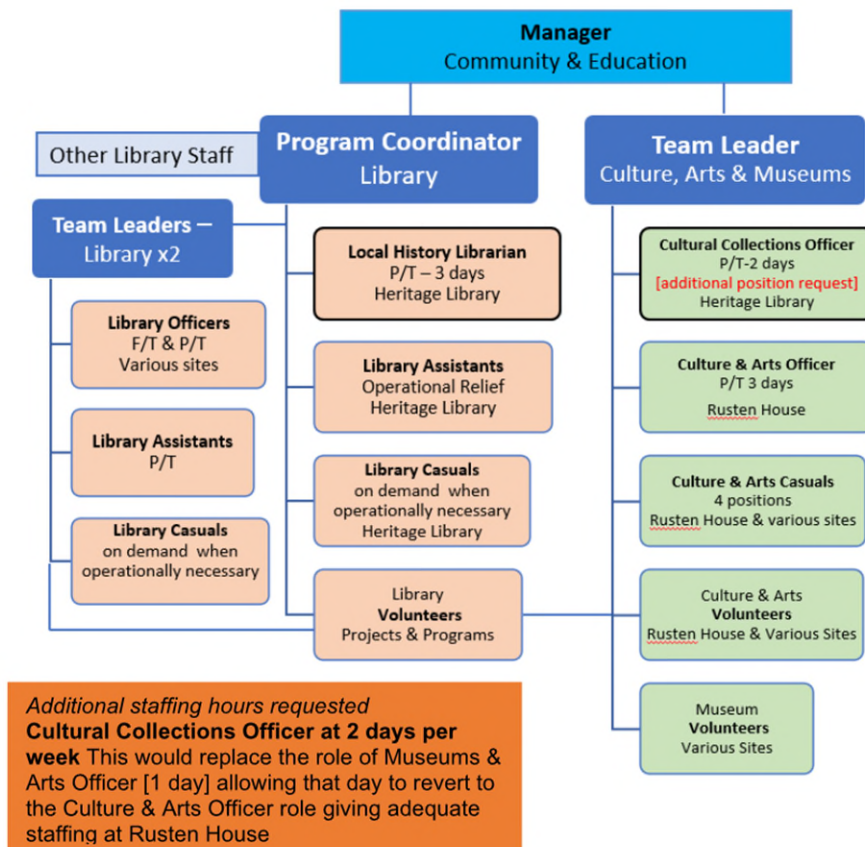
MANAGEMENT OF PROPOSED HERITAGE LIBRARY

We propose a hybrid cooperative approach to the structure and management of the QPRC History Library and its collection *i.e. the G.L.A.M.- Galleries, Libraries, Archives & Museums* approach. The GLAM sector is well established nationally and has many examples of these structures existing across local government.

The budgeting, staffing and day to day management would fall under the Library Managers remit, with the Team Leader for Culture Arts & Museums working co-operatively with the Library Manager to deliver exhibitions displays and projects such as the Heritage Festival. Preservation and conservation projects would also be a collaborative approach using the expertise and knowledge of both teams to identify priorities as they arrive in the form of donations or long-term projects such as digitisation of cultural materials and archives

QPRC Libraries - Local & Family History Collection – Heritage Library Proposal

In addition, there are many enthusiastic history and culture lovers in our community who use our collection for their own research but would also be ideal volunteers focused on short term cultural heritage projects of our collection.



BUDGET

It is proposed that the expenditure required for any infrastructure for this project and any future related projects will be sourced through grants.

Identified relevant grants include:

- State Library of NSW Infrastructure Grants [Building or Tech] – up to \$500,000.
- Club Grants Cat:3 Infrastructure - \$50,000. - \$300,000.
- NSW Gov. Local Government Heritage Grants - \$25,000.
- National Library of Australia - Community Heritage Grants - Up to \$15,000.
- National Archives – Community Heritage Grants - Up to \$15,000.
- Museums and Galleries NSW- Small Grants program \$1500 - \$6000
- Royal Historical Society – Create NSW Cultural grants program. Up to \$5000
- Oral history NSW - Up to \$1500.

QPRC Libraries - Local & Family History Collection – Heritage Library Proposal

Item	Expenditure item	Existing Budget	Future Budget \$	Grant funding \$
1	Building running costs	In budget	No change	
2	Building maintenance	In budget	No change	
3	Building re-fit [if required]	Nil	Est 5,000	
4	NSW State Library consultation service	FREE Service	Nil	
5	Re-location of collection & equipment	Nil	Est 5,000	
6	Staffing of service –Local History Librarian	FTE existing	No change	
7	Staffing of service – Casuals	Existing	No Change	
8	Collection maintenance & conservation	Nil	2000	10,000
9	Special projects	Nil	Nil	25,000
10	Heritage Festival	Nil	2000	10,000
11	Volunteers	Nil	1000.	2000
12	Future Opportunities Funding	Nil	Nil	400,000

Item Notes

- 3 Cost dependent on ability to repurposed existing furniture & equipment
- 4 Free Service available from State Library of NSW to consult in set up and configuration of new Heritage Library layout and needs
- 5 Estimated relocation costs to be drawn from existing budget
- 7 Additional Casual Library staffing facilitated from existing pool/budget
- 8 Funds to be drawn from existing budget
- 9 Minor grant funding for conservation, research, and engagement projects
- 10 The QPRC Heritage Festival traditionally organised by the Local History Librarian, has been expanding following the council amalgamations. It would benefit from financial support through minor budget & grant funding to assist its growth for the Tourism sector.
- 11 Admin & expenses for Volunteers from Directorate budget
- 12 Grants for major catalogue upgrades & digitization of the collection for enhanced accessibility

QPRC Libraries - Local & Family History Collection – Heritage Library Proposal

SWOT ANALYSIS



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 9.6 S355 COMMITTEE DELEGATIONS

ATTACHMENT 1 FINAL DRAFT S355 COMMITTEE DELEGATIONS

2023

Section 355 Committee Delegations



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5. Insurances	5

Date Adopted	
Resolution No	
Next Review Date	
Directorate	Community, Arts and Recreation
Branch	Community and Recreation

1. SUMMARY

Council recognises and appreciates the important work done by volunteers through Section 355 (S355) Committees. Following are the delegations that have been endorsed by Council to assist committee members in the ongoing work of S355 Committees.

In July 2022 Council resolved to appoint Councillor members to every S355 Committee. All QPRC S355 Committees with their Councillor delegates can be found on the QPRC website at <https://www.qprc.nsw.gov.au/Council/Council-Business/Committee-Representatives>.

2. CONTACT WITH COUNCIL

Section 355 Committees are encouraged to communicate with Council at any time, particularly if urgent maintenance is required on their facility or if members are uncertain about their delegations. Direct contact details are below.

PURPOSE	NAME & POSITION	CONTACT DETAILS
General contact and advice	Mark Spear Coordinator, Recreation	mark.spear@qprc.nsw.gov.au (02) 6285 6331 0400 926 290
General contact and advice	Chris Duncan Manager, Community and Recreation	chris.duncan@qprc.nsw.gov.au (02) 6285 6168 0439 060 012

3. GENERAL DELEGATIONS

- 3.1 S355 committees act on behalf of Council and Council is responsible for everything S355 committees do whilst acting in accordance with their delegations. If committees act outside of their delegations, members may be held liable for those actions.
- 3.2 Repair work costing more than \$2,000 or any structural alterations must be referred to Council before any work is undertaken.
- 3.3 Council does not permit payments, including honorariums, to be made by a committee to any of its members. The committee may, at a properly constituted meeting, approve payment to reimburse reasonable out-of-pocket expenses incurred by members in their work for the committee.
- 3.4 A committee cannot enter into agreements, which may be construed as an employer/ employee relationship without prior Council approval.
- 3.5 S355 committees are bound by all Council policies including, but not limited to:
 - a. S355 Committee Guidelines
 - b. Code of Conduct
 - c. Volunteering Policy
 - d. Sustainable Procurement and Contracts Policies<https://www.qprc.nsw.gov.au/Policies-Strategies-and-Plans/Adopted-QPRC-Policies>
- 3.6 Committees are also required to adhere to general government regulations such as Working with Children Checks (where applicable) and the Work Health and Safety Act 2011.

- 3.7 S355 committees are not delegated to authorise or run high risk activities in hiring Council facilities. All high-risk activities, **need specific Council approval** including but not limited to:
- Fireworks displays
 - Jumping-castle (or jumping-mats) use
 - Public events that require traffic management
 - Show events
 - Music events or festivals
- 3.8 If an event is considered high-risk Committees should contact Council's Manager Community and Recreation for advice. The approvals process may take time, so earlier notification is recommended.

4. FINANCIAL MANAGEMENT

- 3.1 Council and its committees are required to comply with strict financial requirements under the *Local Government Act 1993* and Regulations. Council may take action, including external debt recovery action, to recover any payment made by a committee, or member of a committee, outside their authority.
- 3.2 Each committee with financial responsibilities must maintain a record of all financial transactions and must only operate within the levels of the funds held at any one time, i.e. it cannot borrow money or arrange for a bank overdraft.
- 3.3 Committees are requested to:
- use the ABN of QPRC (95 933 070 982) and display this number on all receipts and invoices.
 - apply GST to fees and charges for use of the facility where appropriate, in accordance with Council's adopted Fees and Charges
 - provide Council with a summary at the end of each financial year of the amount of GST collected on revenue and the amount of GST to be claimed as input tax credits on expenditure.
 - retain financial records that relate to GST for a minimum of seven years. Should QPRC be audited by the Australian Taxation Office, financial records will be requested and provided.
- 3.4 Each committee is obliged to provide the financials for the year end 30 June for preparation of statements and audit committee books within one month after the end of the financial year (30 July). Financials must include:
- a statement showing all income received and payments made by the committee during the financial year ended
 - a list of all assets under the committee's control any liabilities, such as Council loans for improvement works
 - a bank reconciliation
 - a bank statement certifying the balance of funds held at 30 June.

Committees must also provide an annual report.

5. INSURANCES

S355 committees, associated volunteers and casual hirers of facilities (less than 10 times per year) are covered by Council's Statewide Insurance Hirers Policy and related public indemnity insurances. Council also maintains insurance cover for its assets for damage in excess of \$12,000.

Permanent hirers of Council-owned and managed facilities (more than 10 days over any 12-month period) such as incorporated associations, sporting bodies etc must have their own public liability insurance cover of not less than \$20 million, indemnifying Council against any claims that arise as a result of their activities

S355 Committees MUST ensure that all incorporated or profit-making bodies have adequate public liability cover. Committee members must also ensure that the correct licences and approvals are held by facility users

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 9.7 POST-EXHIBITION REPORT - LIBRARY LOCAL AND FAMILY
HISTORY COLLECTIONS POLICY

ATTACHMENT 1 LIBRARY LOCAL AND FAMILY HISTORY COLLECTIONS
POLICY POST-EXHIBITION REPORT



LIBRARY LOCAL AND FAMILY HISTORY COLLECTIONS POLICY POST-EXHIBITION REPORT

Ref: Doc Set ID XXXXXXXX

qprc.nsw.gov.au

REPORT | COMMUNITY ENGAGEMENT | LIBRARY LOCAL AND FAMILY HISTORY COLLECTIONS POLICY POST-EXHIBITION REPORT

Executive Summary of engagement report:

On 21 December 2022, Council considered the Local and Family History Collections Policy and resolved to place the policy on public exhibition from 5 January 2023 to 22 February 2023. The exhibition period was advertised via Council's weekly e-newsletter and social media. All subscribers to the Your Voice engagement website received notification.

Participation in engagement:

There were 38 visits to the Your Voice page with 14 document downloads.

From this there were 7 submissions: 5 via Your Voice and 2 via direct email.

Comments received:

Submitter:	Submission:	Council response	Recommendation
1	Braidwood used to have a paid position for someone to work in our museum. Now it is staffed by volunteers and is hardly ever open.	Noted.	Comment only – no additional changes to policy proposed.
2	Business owner	Noted.	No comments given.
3	I do believe it is vital to retain all the local and family historical records and collections	Noted.	Comment only – no changes to policy proposed.
4	Thank you for providing an opportunity to comment on the draft QPRC Library Local and Family History Collections Policy. I note that it should be read in conjunction with the QPRC Library Strategy 2022-2026 and the QPRC Library Collections Policy 2022. Overall, I find it an excellent approach and congratulate staff on its development and dissemination. That said, I draw attention to some minor matters that I suggest warrant attention. Consistency in the name of the policy While it is great to see both local history and family history covered by the policy, at least three different titles for the policy are used in the draft. Consistency would be welcomed.	Noted and document has been reviewed.	Policy Name will be updated to be consistent throughout the policy with 'QPRC Library Local and Family History Collections Policy'.

REPORT | COMMUNITY ENGAGEMENT | LIBRARY LOCAL AND FAMILY HISTORY COLLECTIONS POLICY POST-EXHIBITION REPORT

<p>Scope of material collected Paragraph 4.1 refers to connections 'with the local area'. Considering the purpose and scope of the policy, is this sufficiently clear to guide the librarians in identifying material that may be collected? The term 'local area' is somewhat vague, but I see benefits in having it this way, rather than being dogmatic about geographical boundaries such as the QPRC LGA.</p> <p>Para 4.2 provides a useful indication of the scope, though what about adding transport or transportation?</p> <p>Para 4.3, fourth dot point, refers to local newspaper – perhaps add local newsletters? Doing so would cover newsletters such as The Wamboin Whisper.</p> <p>Next dot point: historians' not Historians'.</p> <p>Para 6.1, second sentence: the subject and verbs are not in agreement.</p> <p>Para 6.1.1 last dot point: 'Whether there is a duplicate already in the collection' is a useful acquisition criterion, and what about adding something like 'or readily available elsewhere, e.g. in online sources'?</p>	<p>Document reviewed so that Local and Family History Collection Policy is the title used.</p> <p>Decision to keep 'local area'.</p> <p>To expand environment to include built and natural environment.</p> <p>4.3 Change to read</p>
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REPORT | COMMUNITY ENGAGEMENT | LIBRARY LOCAL AND FAMILY HISTORY COLLECTIONS POLICY POST-EXHIBITION REPORT

	<p>Could add to section 8 the QPRC Library Strategy 2022-2026, and its related Action Plan.</p>		<p>'Local newspapers, newsletters and community publications from QPRC region.</p> <p>4.3 Corrected to Locally significant historians' archival collections.</p> <p>6.1 This criteria will be changed to read 'The library will actively and judiciously seek items within the scope of the policy for inclusion in this collection.</p> <p>6.1.1 add 'if item is available elsewhere, e.g. online sources'</p> <p>8. Add 'Library Strategy 2022-2026' and Action Plan, as related documents.</p>
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REPORT | COMMUNITY ENGAGEMENT | LIBRARY LOCAL AND FAMILY HISTORY COLLECTIONS POLICY POST-EXHIBITION REPORT

5	<p>Greetings. I appreciate that the 31 January closing date for submissions on this draft policy has passed, but have now got around to reading the recently-released Commonwealth Govt's new National Cultural Policy https://www.arts.gov.au/what-we-do/new-national-cultural-policy. One of its Principles is 'Cultural infrastructure, including galleries, libraries, museums, archives and digital collections, is restored, built and maintained'. Clearly this has implications for the Library Local & Family History Collection Policy, as well as to the Library Strategy more broadly, and other aspects of Council's much appreciated support for the arts and culture sectors in our LGA.</p> <p>To quote the new Commonwealth policy: 'At the heart of this policy is the goal to ensure there is a place for every story, and a story for every place'.</p> <p>Perhaps the Library Local & Family History Collection Policy could include the Commonwealth's National Cultural Policy under section 8: References and related documents?</p>	Noted.	National Cultural Policy listed as Related Document.
6	<p>Dear Councillor. I am writing about Council's Local and Family History Library collection and related resources.</p> <p>Over recent months, the QPRC Library Strategy has been adopted, and you are currently considering submissions relating to the draft Local and Family History collection policy. I have made submissions on these initiatives and have been pleased with the flexibility that Council has shown in creating what appear to be modern and potentially effective strategies and policies in this domain.</p> <p>QPRC's strategies and policies acknowledge the critically important role of its Local and Family History Library collection in the life of the QPRC LGA. Importantly, one of the three 'Focus Areas' of the Library Strategy reads 'Our focus areas - Improve access to our physical and digital collections, including our local</p>	Noted.	For the matter regarding the location of the Local and Family History Collection to be considered in a future report to Council.

REPORT | COMMUNITY ENGAGEMENT | LIBRARY LOCAL AND FAMILY HISTORY COLLECTIONS POLICY POST-EXHIBITION REPORT

<p>history collections' (p. 5); 'Our library services also play a unique role in preserving and making available material pertaining to local history, including an image collection, local history publications, bound newspapers, Council records and rate books from the 1930s' (p. 14); and 'One of our goals in coming years will be to increase ways for our community to access our diverse shared heritage stories. Our local history collections should have greater visibility in our library spaces and there are opportunities for digitisation, online resources and improved discoverability to ensure they are preserved into the future' (p. 28).</p> <p>The current collection is an invaluable resource, greatly appreciated and used by both members of the QPRC LGA, and by local history and family history researchers from surrounding regions.</p> <p>The collection was developed under the auspices of the Queanbeyan City Council and, as acknowledged in the policy documents, needs to be expanded to more fully encompass the local and family history of the whole LGA, not just of the City of Queanbeyan.</p> <p>It is currently housed in a very small section of the current library building. I understand that the library is about to be moved to another building, and assume that this means that the local and family history collection will also be moved. I have not seen any information, however, about exactly where the local and family history collection and its staff will be housed, and whether there will be sufficient space for not only the existing collection but also for its expansion to better represent Council's responsibility for the whole of the LGA, not just the City of Queanbeyan.</p> <p>Accordingly, I urge Council to ensure that 1) the collection, including its fragile components, is cared for properly in any move from the current building to elsewhere and 2) that its new premises are of adequate size, accessibility, and resourcing to enable the QPRC community and local and</p>		
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REPORT | COMMUNITY ENGAGEMENT | LIBRARY LOCAL AND FAMILY HISTORY COLLECTIONS POLICY POST-EXHIBITION REPORT

	family historians from surrounding regions to make full use of this invaluable community resource.		
7	<p>Dear members of the Queanbeyan-Palerang Regional Council,</p> <p>I was until recently resident in the region, and remain a member of Canberra and Region History and Heritage Researchers (CRHR). We're very concerned about the fate of the Queanbeyan Library's Local and Family History Collection in its forthcoming move.</p> <p>Your council, in considering a draft Local and Family History Collections Policy, and implementing your Library Strategy 2022-2026, acknowledges the critical importance of the Local and Family History Collection. The current collection is an invaluable resource, greatly appreciated and used by members of your local government area, and also by local history and family history researchers from surrounding regions.</p> <p>The collection is housed at present in a very small section of the current library building. We understand that the library is about to be moved to another building, and assume that this means that the Local and Family History Collection will also be moved.</p> <p>We have not seen any information, however, about exactly where the local and family history collection and its staff will be housed, and whether there will be sufficient space, not only for the existing collection, but also for its expansion to better represent Council's responsibility for the whole local government area.</p> <p>We urge Council to ensure that:</p> <ol style="list-style-type: none"> 1) the collection, including its fragile components, is cared for properly in any move from the current building to elsewhere, and 2) that its new premises are of adequate size, accessibility, and 	Noted.	For the matter regarding the location of the Local and Family History Collection to be considered in a future report to Council.

REPORT | COMMUNITY ENGAGEMENT | **LIBRARY LOCAL AND FAMILY HISTORY COLLECTIONS POLICY POST-EXHIBITION REPORT**

	resourcing to enable your community, and local and family historians from surrounding regions, to make full use of this invaluable community resource.		
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Council response to survey input and recommendations

Based on the above engagement, the amended QPRC Library Local and Family History Collections Policy will be sent as a Council Report for endorsement.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 9.7 POST-EXHIBITION REPORT - LIBRARY LOCAL AND FAMILY
HISTORY COLLECTIONS POLICY

ATTACHMENT 2 LIBRARY LOCAL AND FAMILY HISTORY COLLECTIONS
POLICY - AMENDED



Library Local and Family History Collections Policy

Date policy was adopted:	
Resolution number:	
Next Policy review date:	November 2024
Reference number:	3.1
Strategic Pillar	
Responsible Branch	Community & Education

1 INTRODUCTION

- 1.1 Collection Development Policies are a valuable management tool to enable the library to select and acquire a broad range of resources to best meet the needs of the community in accordance with the Library's overall aim of providing resources for information, education and recreation purposes and to promote reading, learning, individual development and cultural opportunities.
- 1.2 Local and family history is a key public library service that provides access to resources unique to the QPRC region with a focus on the Queanbeyan-Palerang Local Government Area.
- 1.2 The Local History and Family History Collections Policy communicates the parameters of the collection and a framework for its development.
- 1.3 Local and Family History is one of six QPRC collections. The others are:
 - QPRC Libraries lending Collections
 - Art Collection
 - Public Art & Monuments Collection
 - Sister City Collection
 - Sporting Memorabilia Collection
- 1.4 The Library's aim is to acquire and make available to the community a broad-ranging and balanced collection of resources. The collection aims to be as representative as possible, cover the principal fields of knowledge and be broad enough to answer any reasonable question by the public.

2 SCOPE OF THE POLICY

- 2.1 To provide the policy framework for the physical and digital items for inclusion in Queanbeyan-Palerang Libraries Local and Family History Collection.

3 COLLECTION RESPONSIBILITY

- 3.1 The development of the collection is the responsibility of the Program Coordinator Library and the professional library staff, including the Local History Librarian, who possess expertise and knowledge in the area. The community is encouraged to make suggestions and requests for new resources, and these are always considered in the context of the collection policy.

4 SCOPE OF MATERIAL COLLECTED

- 4.1 The Local and Family History Collection consists of material in a variety of formats, all of which contribute to documenting life in the region. The scope includes, but is not limited to, the following:
 - items of relevance that relate to the purpose and scope. The item must have distinctive and verifiable connection with the local area.
 - items covering a timeframe from the earliest recorded information about the area to the present day, including pre-settlement local Indigenous culture, heritage, history and experiences.
- 4.2 Priority will be given to items that are significant to the social, political, economic, agricultural, industrial, built and natural environmental, and physical history of the area, including all cultural and ethnic groups

- 4.3 Major collection priorities of the Queanbeyan-Palerang are:
- Paper-based archival materials of local significance
 - Publications by QPRC & authors based in the region, including limited edition history publications by local and national authors and literary works
 - Cultural materials and memorabilia from past councils and councillors
 - Local newspapers, newsletters and community publications from our LGA region
 - Locally significant historians' archival collections
 - Locally significant organisations' archival and cultural materials
 - Locally significant maps, film, sound and photographic material including oral histories
 - First Nations Histories

5 ACCESSIBILITY, PRESERVATION AND DIGITISATION

- 5.1 The Local and Family History Collection is publicly accessible but not for loan, although lending copies of popular items are purchased for the general collection where possible.
- 5.2 Queanbeyan-Palerang Libraries will follow best practice preservation and conservation guidelines where possible.
- 5.3 Digitisation and digital surrogates reduce the need for physical handling of valuable or fragile materials and is an effective strategy for preserving content at risk of loss or deterioration. Where possible, through digitisation, Queanbeyan-Palerang Libraries will extend and enhance access to its Local and Family History Collection across all discipline areas and formats. Where practicable, original items will be kept on-site.
- 5.4 The Local and Family History collection will ensure that appropriate permissions regarding access and use are adhered to including copyright, moral and cultural rights.

6 ACQUISITION – SELECTION CRITERIA AND GUIDELINES

- 6.1 There is a judicious approach for the collection of materials for the Local and Family History Collection. The library will actively and judiciously seek items within the scope of the policy for inclusion in this collection. Acquisition of materials will focus on the scope guidelines.
- 6.1.1 Each item will be reviewed and assessed for inclusion in the collection based upon:
- Permanent intrinsic value to the cultural heritage of the Local Government Area and surrounds
 - Permanent informational value
 - Relevance
 - Significance
 - Provenance and other associated documentation about the object
 - Whether there is a duplicate already in the collection
 - If the item is available elsewhere e.g. online sources
- 6.2 Donations will only be accepted from persons and organisations donating the item who:
- have valid and/or legal title to it
 - own the copyright and will transfer copyright ownership or will grant perpetual access under an open Creative Commons license
- 6.3 Donations to the Local and Family History Collection shall be accepted with the understanding that these items will be available for public viewing and research.

6.4 Queanbeyan-Palerang Libraries' justification for not accepting donations may include, but not be limited to, the following circumstances. Where an item is

- outside the library's scope and relevance
- beyond the library's capability to preserve
- deteriorated or lacking in physical integrity, unless unique or rare
- an inauthentic, incomplete, or duplicate document
- no verifiable provenance
- deemed better suited to another cultural institution

7 DEACCESSION AND DISPOSAL

7.1 In keeping with the purpose, nature and scope of the Local and Family History Collection, deaccessioning (removal of items) of the collection, while rare, does not follow the same guidelines as those for the general collection.

7.2 Considerations such as physical space limitations combined with the need to add new materials to the collection make it imperative that the composition of the collection be re-evaluated periodically. At the same time, advances in technology, in archival preservation practices and the availability of previously scarce materials in reprint, digital format or online are changing the range of options available to the Library to manage its collection.

7.3 Materials withdrawn from the Local and Family History Collection may be disposed of via:

- return to donor if known, and/or recorded, and contactable
- offered to other Libraries, where practicable
- offered to other interested individuals, groups, organisations or institutions, where practicable
- offered for sale.

8 REFERENCES AND RELATED DOCUMENTS

Australian Library and Information Association (2015). Statement on free access to information. <https://read.alia.org.au/alia-free-access-information-statement>

State Library of NSW (2007). Access to information in New South Wales public libraries: Library Council of New South Wales Guideline.

<http://www.sl.nsw.gov.au/public-library-services/censorship>

International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom <http://www.ifla.org/faife/policy/iflastat/iflastat.htm>

IFLA Internet manifesto and guidelines <http://www.ifla.org/en/publications/the-ifla-internet-manifesto>

Living Learning Libraries. State Library of NSW, 2020.

<https://www.sl.nsw.gov.au/public-library-services/content/living-learning-libraries>

Commonwealth of Australia (2023). National Cultural Policy – Revive: a place for every story, a story for every place.

Position Statement on Take-down Requests. State Library of NSW, 2016.

NSW Reference and Information Services, Local Studies Working Group wiki:

<http://referenceandinformationservices.wikifoundry.com/page/Local+Studies>

QPRC Library Collections Policy

9 REVISION OF THIS POLICY

9.1 This policy will be revised every two years.

| 4 |

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 9.8 POST-EXHIBITION REPORT - CORPORATE SPONSORSHIP
POLICY

ATTACHMENT 1 CORPORATE SPONSORSHIP POLICY



Corporate Sponsorship Policy

Date policy was adopted:	
Resolution number:	481/22
Next Policy review date:	November 2024
Reference number:	52.5.4
Strategic Pillar	Corporate Services
Responsible Branch	Finance

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CORPORATE SPONSORSHIP POLICY

1 OUTCOMES

- 1.1 Provide Council officers with clear rules and guidelines for navigating corporate sponsorships.
- 1.2 Support corporate sponsorships where it is appropriate and in the interest of QPRC, especially in cases where Council programs may have become financially unviable if funded internally.
- 1.3 Minimise the reputational, financial, and ethical risks that Council is exposed to by undertaking corporate sponsorships.
- 1.4 Determine clear approval processes and clarify internal ownership of, and accountability for corporate sponsorship agreements.

2 POLICY

Policy Aims

There are two primary aims of the Policy:

- 2.1 To minimise the risks faced by Council when entering corporate sponsorship arrangements.
- 2.2 To support the utilisation of corporate sponsorships to deliver projects in a cost-effective manner, subject to the aims of 2.1.

Key Risks of Corporate Sponsorships

- 2.3 Council can potentially become exposed to significant risks when entering into corporate sponsorships as such arrangements involve QPRC's association with entities outside of Council's control, and who are themselves not accountable to the general public.
- 2.4 Significant risks include:
 - 2.4.1 Reputational risks due to association with inappropriate sponsors or due to the creation of a real or perceived conflict of interest.
 - 2.4.2 Risk of entering into agreements which either represent insufficient value-for-money, or are not successfully carried to completion.
 - 2.4.3 Risk of non-compliance with legislation, accounting standards or Council's Code of Conduct. Similarly, there is a risk that the corporate sponsorship will not align with Council's integrated planning documentation, or that sponsored services or projects are not fit for purpose.
 - 2.4.4 Risk of interfering with Council's regulatory function and/or limiting Council's capacity to deliver its own programs and services in an equitable, accessible, and impartial manner.

3 SCOPE OF THE POLICY

- 3.1 The Policy covers all agreements which match the definition of corporate sponsorships, found in section 4 of the Policy.
- 3.2 The Policy does not cover grants or unconditional gifts received by Council. Nor does it cover Council's donation programs under S.356 of the Local Government Act. These are covered by Council's separate Donations Policy.

4 DEFINITIONS

- 4.1 *Benefits to Council:* Resources— either monetary or in-kind - to enhance or offset the cost of producing Council events, administering programs, or providing services.

[2]

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CORPORATE SPONSORSHIP POLICY

- 4.2 *Benefits to Sponsors:* The primary benefit for sponsors is a medium to reach a target audience, subject to restrictions in the Policy, as well as legislation and guidelines.
- 4.3 *Council official:* Includes Councillors, Council staff, administrators, Council committee members and delegates of Council.
- 4.4 *Project:* Refers to the activity (e.g. event, program or service) for which the sponsorship is being sought.
- 4.5 *Sponsor:* A sponsor is any organisation or individual providing resources to Council, for use in achieving Council objectives, in return for benefits.
- 4.6 *Sponsorship:* A contribution in money or in kind by an entity in support of an individual Council related activity, in return for an agreed benefit.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 Independent Commission Against Corruption: Sponsorship in the Public Sector (2006)
- 5.2 Code of Conduct (2022)

6 CONTENT

Corporate Sponsorship Agreement and Terms

- 6.1 All corporate sponsorship arrangements must be formalised in a sponsorship agreement, agreed to and signed between Council and the sponsors. The agreement must clearly state the obligations and rights, as well as the benefits accruing to both parties. This agreement is to be drafted and signed prior to implementation of the agreement.
- 6.2 Where appropriate, Council must include the following terms in any signed sponsorship agreements:
 - 6.2.1 Its logo is not used without its specific permission.
 - 6.2.2 The sponsorship deal is not regarded as a general endorsement by Council of the business activity of the other party.
 - 6.2.3 The sponsorship deal will not affect Council's ability to undertake its regulatory and compliance roles.
 - 6.2.4 Council continues to own the intellectual property that it has developed.
 - 6.2.5 Council information obtained by the other party during the sponsorship is kept confidential.
 - 6.2.6 No Councillors or Council Officers are to receive any personal benefits from sponsorships.
- 6.3 There are many other considerations that Council officers will need to take into account when drafting a sponsorship agreement to minimise the risks to Council outlined in section 2.4. Attached to this policy as Appendix A are agreement terms and considerations that Council officers may need to incorporate into any sponsorship agreement.

Additional Requirements – Sponsorships with a benefit greater than \$15,000

- 6.4 For corporate sponsorships with a total monetary and non-monetary benefit to Council of greater than \$15,000, additional agreement requirements are included to reflect the additional risks borne by Council.
- 6.5 These extra requirements include additional terms that must be added to the sponsorship agreement, specifically, (a) comprehensive budget of the sponsorship

CORPORATE SPONSORSHIP POLICY

agreement, (b) clearly stated outcomes arising from the agreement which align with Council's integrated planning and reporting, and (c) approval of the agreement by the CEO or a delegated officer.

Prohibited Corporate Sponsorships

- 6.6 Council should not enter into corporate sponsorship agreements, that:
 - 6.6.1 Imply Council's endorsement of the sponsor or any contentious community issues related to the sponsor, nor goods or services that the sponsor delivers as part of its day-to-day operations.
 - 6.6.2 Limit Council's capacity to deliver services or its regulatory function in an equitable, accessible, and impartial manner.
 - 6.6.3 Do not align with Council's policies and code of conduct, or council's strategic objectives or strategies outlined within its integrated planning documentation.
 - 6.6.4 Transfer control and ownership of the sponsored project to the sponsor.
 - 6.6.5 Do not represent sufficient value-for money for both Council and the sponsor, noting that the time taken to research and formulate the agreement should be included in any cost/benefit analysis of the corporate sponsorship agreement by QPRC.
 - 6.6.6 Sets terms and conditions that would not be provided to another entity entering into the same or similar sponsorship agreement.
 - 6.6.7 Involve sponsors in the field of politics.
 - 6.6.8 Involve sponsorship of Council's regulatory functions and activities or place any Council officer in an actual or perceived conflict of interest.
 - 6.6.9 Benefit Council employees or their family.
 - 6.6.10 Provide the sponsor with access to sensitive and/or restricted Council information.

Accountability, Approvals & Reporting

- 6.7 A council officer should be nominated for ownership of each sponsorship agreement. There should be a nominated council officer until the agreement has been completely discharged and finalised.
- 6.8 All sponsorship agreements must be recorded in a centralised Corporate Sponsorships register which must include the name of the sponsor, the project/event sponsored, the benefit of the sponsorship, and the responsible Council officer.
- 6.9 All sponsorships undertaken during the financial year, noting the name of the sponsor, and the event sponsored, will be listed in Council's Annual Report.
- 6.10 All corporate sponsorship agreements should be reviewed and agreed to by the CEO or a delegated officer.

7 REVIEW

- 7.1 This policy will be reviewed in November 2024 or earlier as necessary if:
 - a) legislation requires it, or
 - b) Council's functions, structure or activities change

CORPORATE SPONSORSHIP POLICY

APPENDIX A

Considerations and Terms to be Considered When Drafting Corporate Sponsorship Agreements:

- **Parties to the agreement:** Clearly stating the parties involved i.e. Council, sponsor and any other third party e.g. merchandiser).
- **The Property:** The exact nature of the program or event being sponsored and the details of any governing bodies or regulations pertaining.
- **Conditions Precedent:** Any conditions associated with sponsorship.
- **The Term:** Term of the sponsorship and renewal options for the sponsor. CPI to be factored into any renewal agreement.
- **Exclusively:** Details of the level of exclusivity are to be included e.g. sole, principal, major, minor sponsor or official supplier.
- **Granting of Rights:** The sponsor's right or otherwise to use the official event logo or the official event name in any of their advertising or promotional programs.
- **Advertising and Publicity:** The ownership of television rights must be stated. The description of advertising, other printed material, editorials, launches and the rights of the sponsor in terms of logo appearance must be defined. Also defined must be the rights of sponsors to display their logo on clothing worn by a celebrity commissioned to promote the program or event.
- **Signage:** State the sponsor's rights regarding signage (e.g. size, location and exclusivity). Council regulations must be stated.
- **Hospitality Rights:** State clearly the sponsor's rights in regards to any hospitality e.g. functions, ticketing, catered boxes/tents, etc.
- **Merchandising:** State clearly the owners of merchandising rights.
- **Payment:** Detail amount of payment or contra and dates for payments. List interest rates/penalties for late payments. State party responsible for payment of GST on contra item.
- **Termination:** List all grounds for termination of the sponsorship agreement to include: mediation methods, compensation, acts beyond the control of Council or sponsor.
- **Performance:** Indicate agreed levels of service by Council and sponsor and the details which Council will protect the sponsor from any ambush marketing.
- **Confidentiality:** State either party's desire for non-disclosure of sponsorship details.+
- **Taxation:** Sponsorship is subject to GST and it is Council's responsibility to ensure that appropriate tax is paid on sponsorship revenue.
- **Assignment:** State whether the sponsor can assign rights to a third party.
- **Warranties/Liability:** State who is responsible for insurance (public liability, wet weather etc). Indemnities agreed by Council and sponsor are to be identified.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 9.9 POST-EXHIBITION REPORT - FOOTPATH MANAGEMENT
POLICY

ATTACHMENT 1 FOOTPATH MANAGEMENT POLICY



Footpath Management Policy

Date policy was adopted:	
Resolution number:	481/22
Next Policy review date:	November 2024
Reference number:	52.54.4
Strategic Pillar	Infrastructure
Responsible Branch	Transport & Facilities

FOOTPATH MANAGEMENT POLICY

1 OUTCOMES

- 1.1 To effectively manage the Queanbeyan-Palerang Regional Council's formed footpaths network to acceptable community standards.
- 1.2 Promote active walking and cycling options within the Local Government Area.
- 1.3 Provide safe access for pedestrians and other users of Council's footpath network.
- 1.4 To provide guidance for prioritising repairs, renewals, and upgrades
- 1.5 To reduce Council's exposure to public liability claims.

2 POLICY

- 2.1 Footpaths form a major part of the public realm and has a direct impact on community experience and provide safe access to and within the Council's urban environments.
- 2.2 This policy defines maintenance activities QPRC will undertake in managing the footpath network.

3 SCOPE OF THE POLICY

- 3.1 This policy includes all formed and constructed footpaths, shared pathways and cycle paths owned and controlled by Queanbeyan-Palerang Regional Council. This includes footpaths located within parks, recreational areas and community land.
- 3.2 This policy does not apply to footpaths located on private land, unformed walking tracks, or on-road cycle paths.
- 3.3 This policy does not include guidance for provision of new or upgraded footpaths within the network.

4 DEFINITIONS

- 4.1 Footpaths includes all formed footpaths, shared pathways and cycleways designed and constructed for the use of pedestrian and/or cyclists.
- 4.2 Condition/Functionality assessment is based on 1 – 5 criteria scale with 1 being "As New" condition/functionality and 5 being "Very Poor or Failed" condition/functionality.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 This policy is to be read in conjunction with the following legislation and guidelines:
 - NSW Local Government Act 2016
 - NSW Roads Act 1993
 - Statewide Mutual Best Practice Manual
 - IPWEA Practice Note 1 v2 – Footpaths and Cycleways
- 5.2 This policy is to be read with the following QPRC Policies:
 - QPRC Asset Management Policy
 - QPRC Enterprise Risk Management Policy

FOOTPATH MANAGEMENT POLICY

- QPRC Customer Service Charter

6 CONTENT

- 6.1 QPRC will classify the footpath network and provide a hierarchy to help make decisions and for preparing strategies and plans for undertaking maintenance activities as follows:

Hierarchy	Description
1	Within the Bungendore, Braidwood, and Queanbeyan Central Business Centres as indicated in Appendix A
2	Adjacent to schools, hospitals, aged care and other business centres
3	Parks and recreational areas, shared pathways, cycle paths
4	Residential streets

- 6.2 QPRC will undertake scheduled inspections of the footpath network for the purpose of the following:

- Determining the overall condition and functionality of the footpath for maintenance and renewal planning
- Identification of defects requiring rectification as stipulated in QPRC's Customer Services Charter
- Identification of defects caused by third party providers including Telstra, Essential Energy and NBN

- 6.3 Scheduled inspections will be undertaken by QPRC staff trained in identification of footpath condition assessment and based on the following frequency:

Hierarchy	Inspection Frequency
1	Every 6 Months
2	Once per Year
3	Every 2 Years
4	Every 4 Years

- 6.4 Defects can be identified through a customer request, routine inspection or through identification by QPRC staff during other operational activities.

- 6.5 Rectification of defects will be undertaken within the timeframes identified in the QPRC Customer Services Charter based on the priority rating provided and on the following:

- A trip hazard of greater than 50 mm occurs
- The edge drop between path and natural surface is greater than 100 mm

FOOTPATH MANAGEMENT POLICY

- Handrails associated with paths are loose, damaged and/or missing
- 6.6 An annual maintenance program will be developed based on pathway condition and functionality assessment. The maintenance program will be developed based on the following risk matrix and will be subject to available budget allocation and resource availability.

Condition/Functionality 5	High	High	Medium	Low
Condition/Functionality 4	High	Medium	Low	Low
Condition/Functionality 3	Medium	Low	Low	Low
Condition/Functionality 2	Low	Low	Low	Low
Condition/Functionality 1	Low	Low	Low	Low
	1	2	3	4
	Path Hierarchy			

- 6.7 Condition and functionality scores will be determined based on the IPWEA Practice Note 1

7 REVIEW

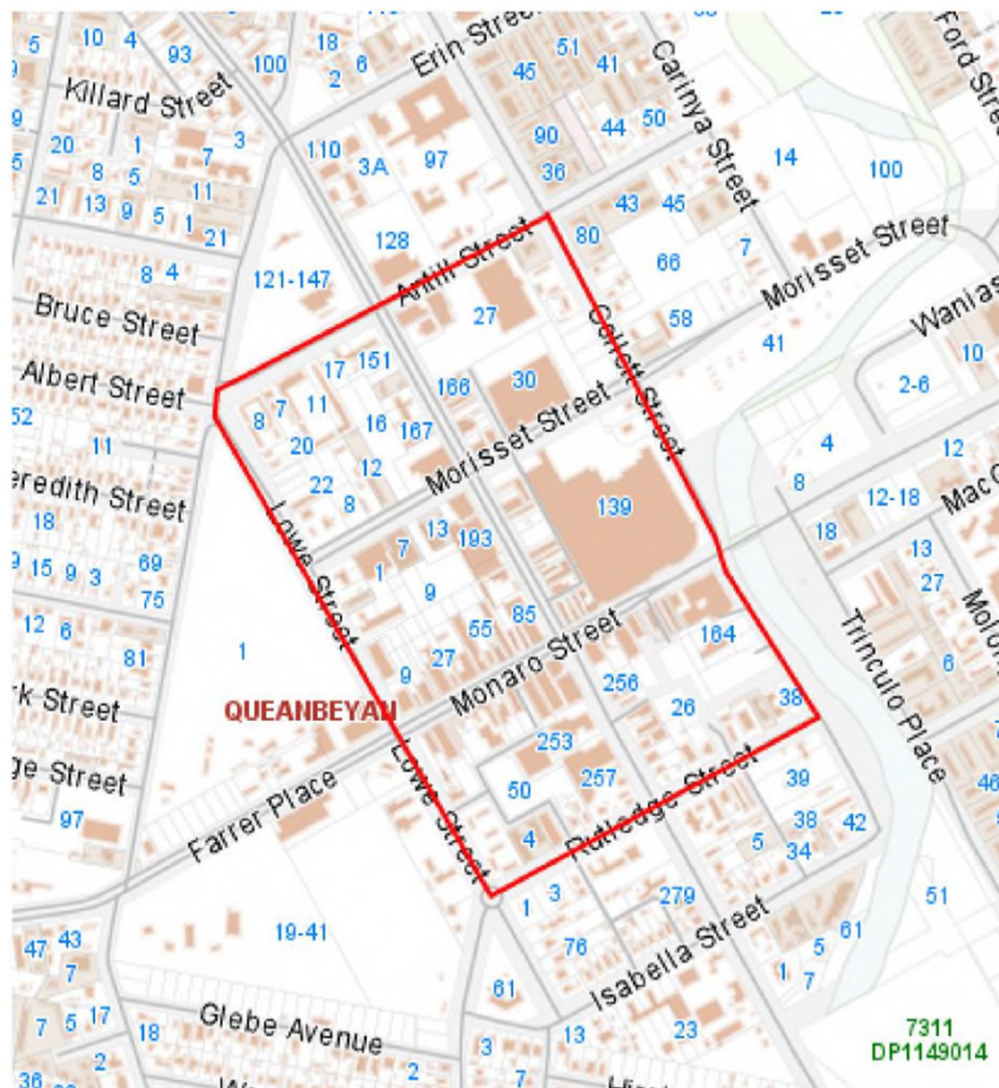
- 7.1 This policy will be reviewed every four years or earlier as necessary if:
- legislation requires it, or
 - Council's functions, structure or activities change

FOOTPATH MANAGEMENT POLICY

APPENDIX A

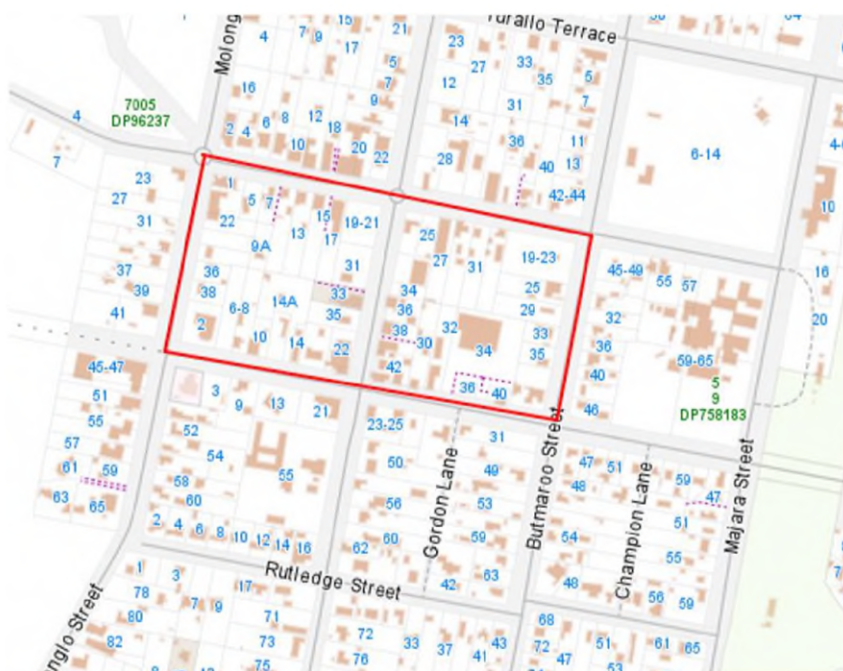
Priority 1 Areas

Queanbeyan Central Business Centre



FOOTPATH MANAGEMENT POLICY

Bungendore Central Business Centre



Braidwood Central Business Centre



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 9.10 INTERNAL AUDIT CHARTER - ANNUAL REVIEW

ATTACHMENT 1 INTERNAL AUDIT CHARTER - MARCH 2023



Queanbeyan–Palerang Regional Council

Internal Audit Charter

March 2023

Contents

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1. Purpose

- 1.1 Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, assurance, financial management, internal control, and governance processes.

2. Role

- 2.1 Internal Audit responsibilities are defined in this charter which is approved by Council on endorsement of the Audit, Risk and Improvement Committee of Queanbeyan-Palerang Regional Council (Council).
- 2.2 Internal Audit seeks to enhance overall performance by assisting with review of processes and working with the organisation to facilitate improvements, enhance accountability and manage change.
- 2.3 'Chief Audit Executive' describes the person who is responsible for managing Internal Audit. At Council, the designated Chief Audit Executive is the Risk and Internal Audit Coordinator.

3. Authority

- 3.1 The Internal Audit function, with strict accountability for confidentiality and safeguarding records and information, is authorised full, free, and unrestricted access to any and all records, personnel, and physical properties relevant to the performance of its work. Internal Audit has free and unrestricted access to senior management and to the Chair of the Audit, Risk and Improvement Committee.

4. Nature and Scope of Work

- 4.1 The scope of Internal Audit work embraces the wider concept of corporate governance and risk, recognising that controls exist within Council to manage risks and promote effective and efficient governance and performance. Internal Audit services may include:
- a. assurance services – objective examination of evidence for the purpose of providing an independent assessment of risk management, control and governance processes.
 - b. consulting services – advisory and related client activities, the nature and scope of which are agreed upon with the client and which are intended to add value and improve business operations; and
 - c. value-adding services – focusing on efficiency and effectiveness to improve processes and the economical use of finances and resources.
- 4.2 The types of Internal Audit work at Council are:
- a. internal audits with a compliance or performance improvement focus;
 - b. management-initiated reviews where areas within Council may request Internal Audit services, usually in response to an issue or an emerging risk; and
 - c. multi-stage audits at key milestones for projects.

- 4.3 The scope and coverage of Internal Audit work is not limited in any way and may cover any of the activities and programs of Council.

5. Independence and Objectivity

- 5.1 Internal auditors must have an impartial, unbiased attitude and avoid any conflict of interest, actual or perceived.
- 5.2 Internal Audit staff and service providers shall not be responsible for operational activities, or in the development or implementation of new or changed systems, or for internal checking processes.
- 5.3 Internal Audit staff and service providers shall report any situations where they feel their objectivity may be impaired.
- 5.4 Council has the following independence safeguard in place when an internal audit is scheduled to review any aspect of the role performed by the Risk and Internal Audit Coordinator.
- a. The CAE will not have management authority over the internal audit officers performing the audit, nor will they have control of the internal audit report.

6. Reporting

- 6.1 All Internal Audit staff and service providers report to the Chief Audit Executive, who reports:
- a. functionally for operations to the Audit, Risk and Improvement Committee through the Chair.
- b. administratively to the Chief Executive Officer.
- 6.2 Functional reporting involves the Audit, Risk and Improvement Committee:
- a. reviewing and approving the Internal Audit Charter;
- b. advising on the assignment of the role, and assessment of the performance of the Chief Audit Executive;
- c. reviewing and approving the long-term audit plan, often for a two to three year period;
- d. reviewing and approving the annual internal audit plan;
- e. approving any changes to the annual internal audit plan;
- f. reviewing reports on the results of internal audit engagements, audit-related activities, audit team capability, audit performance and other important matters;
- g. monitoring compliance with standards, together with quality and improvement arrangements;
- h. meeting privately with the Chief Audit Executive at least once a year without the Chief Executive Officer or other management present; and
- i. making enquiries of the Chief Audit Executive to determine any scope or budget limitations that may impede the execution of Internal Audit responsibilities.
- 6.3 Administrative reporting to the Chief Executive Officer includes:
- a. Internal Audit resources and annual budget;

- b. provision of corporate services to Internal Audit including office accommodation, computers and equipment; and
- c. human resource administration.

7. Internal Audit Responsibilities

7.1 Internal Audit shall:

- a. develop a long-term audit plan encompassing an annual internal audit plan to reflect a comprehensive program of audits, considering any risks or control concerns identified by management, and submit that plan to the Audit, Risk and Improvement Committee for approval;
- b. implement the audit plan, as approved including, if appropriate, any special tasks or projects requested by management or the Audit, Risk and improvement Committee;
- c. assess and make appropriate recommendations for improving the organisation's governance process in accomplishment of its objectives;
- d. evaluate the effectiveness and contribute to the improvement of risk management processes;
- e. assist the organisation in maintaining effective controls by evaluating their effectiveness and efficiency and by promoting continuous improvement;
- f. as required, assist in the investigation of suspected fraudulent activities within the organisation and notify management and the Audit, Risk and Improvement Committee of the results;
- g. keep the Audit, Risk and Improvement Committee informed of emerging trends and successful practices; and
- h. issue periodic reports to the Audit, Risk and Improvement Committee summarising results of audit activities, status of corrective actions, and Internal Audit performance.

8. Reporting and Monitoring

8.1 Internal Audit shall ensure the following:

- a. a written report is to be issued at the conclusion of each internal audit engagement;
- b. each internal audit report is to be provided to the Audit, Risk and Improvement Committee at the next regularly scheduled meeting; and
- c. the internal audit report is to include management's response and corrective action taken in regard to findings and recommendations.

9. Management and Staff Responsibilities and Obligations¹

9.1 An executive sponsor will be nominated for each audit.

¹ Part 9 is based on the IIA – Australia fact sheet Management Obligations (2019).

- 9.2 Management and staff are obligated to professionally and constructively contribute to internal audit work and the implementation of management action plans in response to improvement opportunities and recommendations contained in internal audit reports.
- 9.3 Management has a maximum of ten (10) working days from the date of the exit interview to formalize agreed management responses and actions.
- 9.4 Management responses and action plans should contain:
 - a. agreement (partial or full) or otherwise to each recommendation;
 - b. if management does not agree with any recommendation, or only partly agrees – the reasons why;
 - c. the action to be taken (lengthy comments or explanations are unnecessary – the action to be taken and a clear commitment is all that is required); and
 - d. the name and position of the responsible person;
 - e. the timing of implementation of actions; and
 - f. interim control arrangements to be relied upon where there is a long lead time (such as waiting to close-out an improvement action through implementation of a technology solution).
- 9.5 Where formal management responses and action plans have not been received within ten (10) working days, recommendations will be provided to the Audit, Risk and Improvement Committee, with a timetable for implementation to be pursued separately through the Chief Executive Officer.
- 9.6 Where management responses to any audit recommendation are not considered sufficiently timely or adequate, the Chief Audit Executive will consult with management of the area audited and attempt to reach a mutually agreeable resolution.
- 9.7 If agreement is not reached, the Chief Audit Executive will refer the matter to the Chief Executive Officer for resolution.
- 9.8 Before each Audit, Risk and Improvement Committee meeting, Internal Audit will request an update from management on progress of implementation of each improvement action and recommendation. Management is required to report their corrective action taken for each specific audit finding
- 9.9 Where the implementation date of an internal audit recommendation or improvement action needs to be deferred due to unexpected delay, the executive sponsor is to be advised that every effort should be made to avoid further deferrals.
- 9.10 Where an original implementation date is passed, whether approved or not, the audit recommendation cannot be rated to be on track.
- 9.11 Where an audit recommendation has not been implemented and closed-out by its due date, the executive sponsor may be required to attend the next Audit, Risk and Improvement Committee meeting to present details on:
 - a. why the management action has not been fully implemented and the audit recommendation closed-out; and
 - b. how the resulting risk is being addressed in the interim.

- 9.12 Where management seeks to accept a risk from an audit recommendation, they are required to complete a formal acceptance of risk that considers approved risk appetite and risk tolerances, and notify the Audit, Risk and Improvement Committee.

10. Standards of Audit Practice

10.1 Internal Audit shall conform to:

- a. the 'International Professional Practices Framework' (IPPF) issued by the Institute of Internal Auditors, and in particular the 'Core Principles for the Professional Practice of Internal Auditing', the 'Definition of Internal Auditing', the 'Code of Ethics' and the 'International Standards for the Professional Practice of Internal Auditing'; and
- b. the 'Information Systems Auditing Standards' as issued by ISACA, where relevant.

10.2 Internal Audit will adhere to Queanbeyan-Palerang Regional Council policies and procedures.

11. Conflicts of Interest

- 11.1 As a matter of good practice, Internal Audit staff, including service providers, are not to provide audit services for work for which they may previously have been responsible.
- 11.2 When engaging service providers, the Chief Audit Executive shall take steps to identify, evaluate the significance, and manage any perceived or actual conflicts of interest that may impinge upon Internal Audit work.
- 11.3 All instances of perceived or actual conflicts of interest are to be immediately reported by the Chief Audit Executive to the Chief Executive officer or the Chair of the Audit, Risk and Improvement Committee.

12. Quality Assurance and Improvement Program

12.1 The Chief Audit Executive is responsible for developing and maintaining a Quality Assurance and Improvement Program that includes:

- a. ongoing internal assessments including:
 - supervision and review of internal audits;
 - collecting feedback from management after each internal audit;
 - performance assessments of service provider performance; and
 - results of Internal Audit performance measures;
- b. periodic internal assessments to be conducted annually, including:
 - review of the Internal Audit Charter for conformance with the Standards;
 - self-assessment of conformance with the Standards.
- c. external assessments conducted at least once every five years by a qualified, independent assessor or assessment team from outside Council.

13. Evaluation of Performance

- 13.1 Internal Audit performance will be evaluated and the results reported to the Audit, Risk and Improvement Committee. This will include:
- a. results of the Quality Assurance and Improvement Program;
 - b. feedback from management of areas where internal audits have been performed;
and
 - c. performance of service providers.
- 13.2 Feedback on Internal Audit performance will be sought annually from members of the Audit, Risk and Improvement Committee.

14. Relationship with External Audit and other Assurance Activities

- 14.1 Internal Audit will establish and maintain an open relationship with the External Auditor and other assurance providers. Internal Audit will plan its activity to ensure the adequacy of overall assurance coverage and to minimise duplication of assurance effort.
- 14.2 External Audit has full and free access to all Internal Audit plans, working papers and reports.

15. Review of the Charter

- 15.1 This Charter will be reviewed annually by the Audit, Risk and Improvement Committee and any changes recommended to Council.

16. Approval of the Charter

Endorsed:

Audit Risk and Improvement Committee – 15 March 2023

Approved:

Queanbeyan–Palerang Regional Council

Resolution No. ~~498~~/22

~~Ordinary Meeting of Council held 11 May 2022 (to be updated)~~

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 11.1 DISABILITY ACCESS COMMITTEE - MARCH 2023

ATTACHMENT 1 ACCESS COMMITTEE MINUTES 16 MARCH 2023



MEETING MINUTES – QPRC Access Committee

Meeting held 16 March 2023 12 – 1:15pm, Library Activity Room + Online

Present: Cr Michele Biscotti (Chair), Athol Callaghan, Ciara McKillop, Judit Kovacs.

Also Present: Joanna Wherry (QPRC), Karen Hansen (QPRC), Rebekah de Jongh (QPRC), Nathaniel de Hoog (QPRC).

Apologies: Katrina Chisolm, Susie Walsh, Doug Merriman, Jim Fowler, Bronwyn Liebke.

1. Acknowledgement of Country (Cr Biscotti)

2. Minutes and actions of the previous Meeting

Minutes and actions from the last meeting on 1 November 2022 were endorsed.
Moved Cr Biscotti/Seconded Judit Kovacs.

3. Welcome to new Committee members

Cr Biscotti welcomed Dave Brown back to the committee noting that he was unable to attend today's meeting.

Code of Conduct & Code of Meeting Practice Induction

Due to low member attendance, this agenda item was removed and will be re-scheduled for next meeting. Caitlin Flint will present on the Code of Conduct and Code of Meeting Practice for all members. Copies of both documents will be provided in advance for reference.

It was taken on notice that a review of the committee Terms of Reference should be conducted annually with any changes suggested by members to be resolved and adopted by Council. This item will be added to the agenda for the next meeting with members asked to provide input in advance.

4. QEII Park Accessible Changing Places Facilities installation

Information was provided to the committee by the Urban Landscapes project team. The facilities will service both QEII Park users and the adjacent caravan park. The project has gone out to tender and installation is expected to be completed by August 2023. It was noted that a sealed pathway would also be installed to facilitate access to the unit.

Members had questions relating to project location, the decision to include a shower, the cost of ongoing maintenance and how access would be managed. Cr Biscotti noted that project was chosen in line with LGA priorities identified through consultation and alignment to available funding opportunities. Members were reminded to continue to provide suggestions for future renewal and upgrades so that they can be put forward to Council.

It was taken on notice that all queries will be passed to the project team for clarification with members being able to provide further feedback prior to installation.



5. Accessibility changes to QPRC website

The Communications team have been working on improving accessibility of the QPRC website. Nathaniel de Hoog provided information on how the site currently functions indicating that while it meets Web Content Accessibility Guidelines, there are issues with the types of content provided on the website that limits accessibility. To address this, the team are looking into reducing the reliance on PDF documents (that cannot easily be used by screen-reader software). One option being considered by staff is changing PDF policies to html webpages. Nathaniel noted that this is a large job and changes will be made gradually in line with staff resource and capacity.

Nathaniel welcomed members to provide feedback on specific areas of the site where issues are experienced so these can be addressed. It was also noted that improvements to the website could also be implemented through the engagement of Vision Australia, to facilitate this a budget bid would be required or an external funding opportunity identified to the value of approximately \$10-20k.

6. Other Business

6.1 Cr Biscotti was pleased to announce the successful funding of several projects to improve accessibility across the LGA. Funding has been made available through the Stronger Country Communities Fund (Round 5). Additional consultation with the committee will be sought as these projects progress.

- Installation of an accessible Changing Places and family changing facilities at Queen Elizabeth II Park
- Accessible Paths, ramps and parking space Braidwood Pool
- Providing Independent Access to Braidwood and Queanbeyan Aquatic Centres
- Captains Flat Pool Leak Rectification and Disability Access
- Shared Path Wallace Street Braidwood

6.2 Ciara McKillop provided an account of her recent experience at the Queanbeyan Pool regarding the negative attitude of other pool-users. Cr Biscotti thanked her for sharing and confirmed that a follow up with pool management would be undertaken. After the presentation, it was noted that there are no dedicated 'Quiet Hour' allocations at the pool and that this is something that could be explored further. Cr Biscotti also noted that education within the community is a priority for the committee and that outreach opportunities for representatives to attend QPRC events would be explored.

6.3 Joanna Wherry invited members to consider which local businesses they wish to nominate for the Zero Barriers Excellence Awards (BEA) in May. The Zero Barriers team are also asking for a volunteer to join the BEA sub-committee. Full details to be provided to all members via email.

Next Meeting

The next meeting will be held in June 2023, date to be confirmed.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 11.1 DISABILITY ACCESS COMMITTEE - MARCH 2023

ATTACHMENT 2 CHANGING PLACES FACILITY PRESENTATION - URBAN
LANDSCAPES

QPRC



NEW PROJECT

Installation of an accessible Changing Places and family changing facilities at Queen Elizabeth II Park

qprc.nsw.gov.au

March 2023

Doc Set ID: XXXXXXXX

Changing Places Facility QEII Park

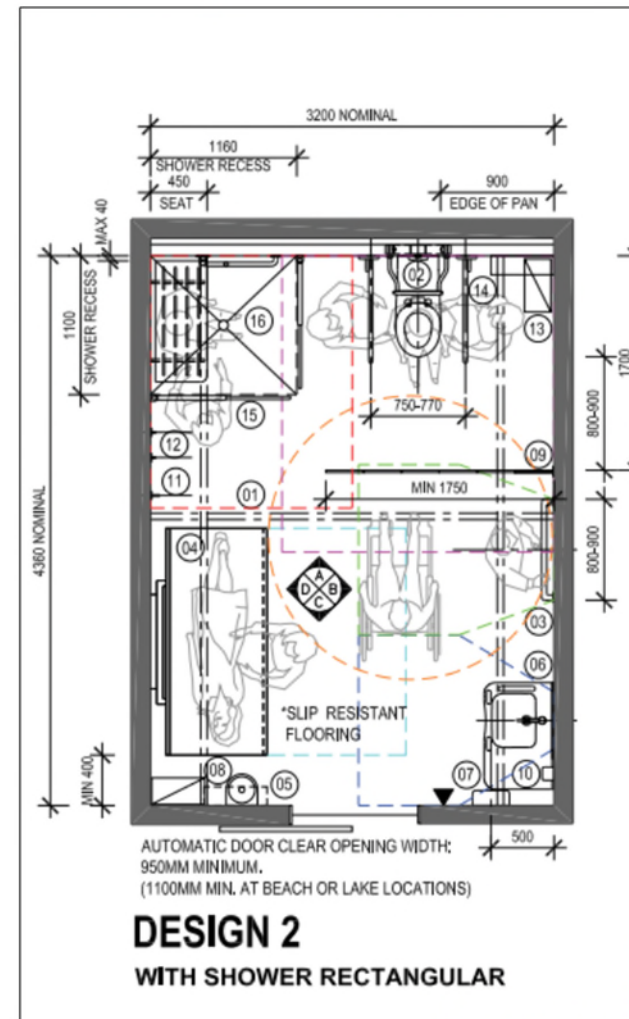
- Council has received a grant from the Stronger Country Communities Fund Round 5
- The grant is \$249,000
- The requirement is to install / construct a Changing Places facility in QEII Park.
- See aerial view of QEII Park



Changing Places Facility QEII Park

The Changing Places specification:

- See specification proposal in the image here.
- Specifications for the disability accessible ensuite include:
 - stepless shower with handheld outlet
 - Disability Toilet
 - Lighting
 - Exhaust fan
 - Vanity
 - Grab rails
 - Height adjustable change table
 - Ceiling hoist
 - Wheelchair Accessible non-slip, all weather surface access ramp installed
 - 2x 15-amp General Power Outlets installed in existing meter board on separate circuits



Changing Places Facility QEII Park

The Changing Places specification:

- An additional ambulant toilet may be included in the building should funding permit.
- The funding deed has been signed by the funding body and the Council.
- A request for quote has been issued to appropriately qualified contractors / suppliers
- See installation location for this Changing Places unit, at the Park, between the Park and the Caravan Park.



Changing Places Facility QEII Park

Mock up of location and proposed building style:

- A proposal has been received from a supplier, for the style of the building, refer image below.
- The proposal included a mock up of the building at the selected location within QEII Park, refer image below.
- The style of building has been based on the model at the “Boundless” playground in the ACT
- This model has the “changing places” cubicle, as well as an ambulant cubicle.



Changing Places Facility QEII Park

Request for Quote (RFQ):

- The RFQ has been submitted to the Local Government Procurement's, Vendor Panel.
- The RFQ closes on the 10th April 2023.
- Submissions will be assess based on a set of criteria including cost, reliability, and ability.
- It is expected the lead time for construction commencement will be approximately 12 weeks.
- The “changing places” facility should be installed by July or August 2023.

Additional information:

- An accessible footpath will be constructed also, from the entrance of QEII Park, past the “changing places” facility, and into the Caravan Park.
- The facility will be available for Caravan Park patrons to use also.



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 11.2 QUEANBEYAN SHOWGROUND ADVISORY COMMITTEE
MEETING MINUTES

ATTACHMENT 1 QSAC MEETING MINUTES HELD ON 19 DECEMBER 2022



Queanbeyan Showground Advisory Committee Meeting Minutes

Date:	19 December 2022	Time:	5.04pm – 6.13pm	Venue:	Committee Room – 253 Crawford Street, Queanbeyan
Chairperson:	Chris Duncan - Manager Recreation & Culture (Chaired in the absence of a Councillor delegate)			Minutes:	Caitlin Flint (Program Coordinator Governance & Legal)
Participants:	Eddie Zarb – Show Society Chris Jackson & David Colquhoun (alt) – Swap Meet David Loft – Heritage Advisory Paul Browne – Pony Club Jill Bradford – Companion Dog Club Kyo Booth-Hunt – Community Representative Chris Duncan – Manager Recreation & Culture Tim Geyer – Manager Urban Landscapes Aroha Groves – Aboriginal Community Liaison Officer			Apologies:	Cr Bryce Wilson Bob Beaver – Poultry Club Fred Monk – Historical Society Sue Jarvis – Friends of the Showground Mark Mills – Rodeo Paul Berger – Oktberfest Kim Holden – Community Representative
Meeting Objective:	Queanbeyan Showground Advisory Committee				

Code of co-operation

1. We start on time and finish on time
2. We respect the Chair and direct all comments through the Chair
3. We all participate and contribute – everyone is given the opportunity to voice their opinions
4. We use improvement tools that enhance meeting efficiency and effectiveness
5. We actively listen to what others have to say, seeking first to understand, then to be understood
6. We follow up on the actions for which we are assigned responsibility and complete them on time
7. We give and receive open and honest feedback in a constructive manner
8. We use data to make decisions (whenever possible)

No.	Item	Details	Who	Notes
1	Confirmation of Minutes	Attached Minutes from previous Meetings held on 19 March 2021 & 21 April 2021	Chair	Moved – David Loft Seconded – Chris Jackson
2	QSAC Membership	Introduction of new members and committee membership	All	<ul style="list-style-type: none"> • Around the room introductions completed • Expressions of Interest process to be undertaken to appoint 2x community member representatives and 1x First Nations member to the Committee in early 2023.
3	Update on new Pavillion		Tim Geyer	<ul style="list-style-type: none"> • Tender process completed and accepted • Approx. completion timeframe is 6 months
4	Update on Aboriginal Cultural Interpretation Plan		Tim Geyer/Aroha Groves	<ul style="list-style-type: none"> • No ideas in the Plan are currently funded • Plan has been developed as a requirement of the DA.
5	Code of Conduct information including requirements of committee members		Caitlin Flint	<ul style="list-style-type: none"> • Verbal induction provided. Copies of the Code of Meeting Practice and Code of Conduct to be provided to all members prior to next meeting.
6	Volunteer Register		Chris Duncan	<ul style="list-style-type: none"> • All Members to be put on Register
7	Round the Table	Updates from each group representative	All	<ul style="list-style-type: none"> • Pony Club – looking for a new location for Club, holding Rally days once per month • Swap Meet – 1000+ people at recent event, expressed concerns with insistency of TCP requirements

				<ul style="list-style-type: none"> Companion Dog Club – meet for 2 hours per week with competitions ad-hoc Heritage Advisory – invested in Showground as it is a State Heritage listed site Show Society – communication with staff has improved and main user groups are currently represented. The 2022 Show was the largest show to date – 12000 people on Saturday alone.
8	Meeting Dates and Locations		All	<ul style="list-style-type: none"> Meetings to be held every 2nd month on the third Monday at 5pm.

No.	Actions and Agreements	Who	When	Completed
1	Cultural Interpretation Plan to be sent to all members	Secretary	Jan 2023	
2	Terms of Reference to be circulated prior to next meeting	Secretary	Feb 2023	
3	Code of Meeting Practice and Code of Conduct to be sent to all members	Secretary	Jan 2023	
4	Invite Events Team to present at next meeting on TCP requirements for events held at Showground	Secretary	Feb 2023	

Next Meeting:	20 February 2023	Time:	5pm	Venue:	Queanbeyan Showground
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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 11.2 QUEANBEYAN SHOWGROUND ADVISORY COMMITTEE
MEETING MINUTES

ATTACHMENT 2 DRAFT QSAC MEETING MINUTES HELD ON 27 FEBRUARY
2023



Minutes – Queanbeyan Showground Advisory Committee

Date:	27 February 2023	Time:	5.06pm	Venue:	Queanbeyan Showground
Chairperson:	Cr Bryce Wilson			Minutes:	Caitlin Flint
Participants:	Eddie Zarb – Show Society Bill Lilley – Show Society Paul Brown – Pony Club Bob Beaver – Poultry Club Sue Jarvis – Friends of the Showground Cr Bryce Wilson – Cr Representative Cr Ross MacDonald – Cr Representative Chris Duncan – Manager Recreation & Culture Tim Geyer – Manager Urban Landscapes Aroha Groves – Aboriginal Community Liaison Officer			Apologies: David Loft – Heritage Advisory Fred Monk – Historical Society Sara Wightman – Program Coordinator Performing Arts & Culture Absent: Chris Jackson – Swap Meet Mark Mills – Rodeo Paul Berger – Oktoberfest Jill Bradford – Companion Dog Club Kyol Booth-Hunt – Community Representative Kim Holden – Community Representative	
Meeting Objective:	Provide information and advise on matters contained within the Terms of Reference of the QSAC				

Code of co-operation

1. We start on time and finish on time
2. We respect the Chair and direct all comments through the Chair
3. We all participate and contribute – everyone is given the opportunity to voice their opinions
4. We use improvement tools that enhance meeting efficiency and effectiveness
5. We actively listen to what others have to say, seeking first to understand, then to be understood
6. We follow up on the actions for which we are assigned responsibility and complete them on time
7. We give and receive open and honest feedback in a constructive manner
8. We use data to make decisions (whenever possible)

No.	Item	Details	Who	Notes
1	Confirmation of Minutes		All	Confirmed by all Members
2	Update on new Pavilion		Tim Geyer	The project being funded by an \$800k grant but is tight on budget. Additional money was also raised by the Friends of the Showground Group

				and is being put towards this facility being built. The building will contain no heating or cooling There is no internal lining, just sarking in the roof. The facility will essentially be a large metal shed with storeroom and amenities.
3	Update on Aboriginal Cultural Interpretation Plan		Tim Geyer	The exhibition period for the Plan has been extended in order to allow for the February meeting and Showground walk around of the QSAC. Submissions will be accepted until April 2023.
4	Showground Plan of Management		Tim Geyer	The PoM is required to be reviewed and renewed as part of the new Committee function, taking into consideration the 3 potential burial sites on the premises.
5	Terms of Reference		Chris Duncan	Distributed to all members prior to meeting. No objections. ToR adopted.
6	Round the Table		All	Not completed due to walk around of Showground site. Deferred to April 23 Meeting

No.	Actions and Agreements	Who	When	Completed
1	Terms of Reference circulated	Chris D	Feb 23	27 Feb 23
2	Arborist advice based on the tree audit of the Showground	Tim G	April 23	
3	Cracks appearing in Show Society Building – follow up with Engineers	Chris D/Tim G	April 23	



4	Changes to keys at the Showground and confirmation of when gates are locked	Chris D/Tim G	April 23	
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Next Meeting:	17 April 2023	Time:	5pm	Venue:	Committee Meeting Room – Council Chambers Building
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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 11.2 QUEANBEYAN SHOWGROUND ADVISORY COMMITTEE
MEETING MINUTES

ATTACHMENT 3 QSAC - TERMS OF REFERENCE - 27 FEBRUARY 2023



QUEANBEYAN SHOWGROUND ADVISORY COMMITTEE TERMS OF REFERENCE

1. Background

Queanbeyan – Palerang Regional Council are Crown Land Managers for the Queanbeyan Showground, in accordance with the Crown Lands Management Act 2019. The Reserve has been dedicated for a public showground, public recreation and community purposes.

2. Role / Charter

The Queanbeyan Showground Advisory Committee has been established to advise Council on:

- The implementation, and periodic review, of the Plan of Management.
- To provide a forum to enable users of the Showground to have input into Showground usage and development.
- Priority improvements needed.
- Recommend Fees and Charges.
- Liaise with Urban Landscapes on Maintenance.
- Marketing and Promotion of Showground.
- Investigate and seek grants or other funding sources for Showground.

3. Membership

Membership of the Committee comprises:

- Two Councillors
- Two representatives of the Queanbeyan Show Society
- One member of the Heritage Advisory Committee
- One member Queanbeyan and District Historical Society
- Up to Seven user representatives.
- Two Community representatives.
- One First Nations member representative.

qprc.nsw.gov.au

Queanbeyan Showground Advisory Committee Terms of Reference

4. Meetings

Meetings will be on a quarterly basis per year.

The minutes of the Showground Advisory Committee will be reported to Council for endorsement.

5. Secretarial Support

The Governance and Legal team will provide secretarial support to the Committee.

6. Quorum

A quorum for the Committee will be five members.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

12 APRIL 2023

ITEM 11.3 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 15
MARCH 2023

ATTACHMENT 1 ARIC MINUTES 15 MARCH 2023



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Committee Room, 253 Crawford St, Queanbeyan on Wednesday, 15 March 2023. External Audit in-camera session at 9.30am. Internal Audit in-camera session at 9.45. Main meeting at 10am.

ATTENDANCE

Present:

Andrew Cox	(External Chairperson)
Carolyn-Rosetta Wash	(External member)
Diana Hamono	(External member)
Cr Michel Biscotti	(Councillor) – via zoom

Also Present:

Rebecca Ryan	(General Manager)
Kate Monaghan	(Director Corporate Services)
Peter John	(Manager Digital for Items 5.5, 6.12 and 6.13)
Matthew Dean	(A/g Manager Workplace and Performance for Item 5.5)
Anita Cakalic	(ARIC Secretary/Risk and Internal Audit Coordinator)
Megan de Vries	(Governance and Legal Administration Officer)
Michael Kharzoo	(Audit Office of NSW) - via zoom
Hashim Ali	(Audit Office of NSW) – via Zoom
Yas Wickramasekera	(O'Connor Marsden and Associates - OCM)

In-camera sessions:

External Audit: Present: ARIC Members as above in addition to Michael Kharzoo and Hashim Ali from the Audit Office of NSW (via zoom).

Internal Audit: Present: ARIC Members as above in addition to Judy Malpas Partner OCM (Zoom) and Yas Wickramasekera Principal OCM.

1. APOLOGIES

Resolved

No apologies.

2. DECLARATIONS OF INTEREST

Resolved

No disclosures were made by Committee members of any interest in the matters under consideration at this meeting.

3. CONFIRMATION OF MINUTES

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 15 March 2023

ORDINARY MEETING OF THE QPRC ARIC

15 MARCH 2023

3.1 Minutes of the Ordinary Meeting of the QPRC ARIC held on 29 November 2022

Resolved

That the Minutes of the Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee (ARIC) held in the Queanbeyan Council Chambers on Tuesday 29 November 2022 be confirmed.

Moved: Diana Hamono

Seconded: Cr Biscotti

4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES

4.1 Actions Arising Report March 2023

Resolved

1. That the report be received for information.
2. Confirmed that Lighthouse was a trial program and that monies allocated to this program will be returned to the Internal Audit budget when completed.
3. Confirmed the completion of actions arising from the following meetings:
 - 29 November 2022: 5.1, 5.4 (3), 6.1 (a)(2), 6.1(a)(3), 6.1 (a)(4), 6.1, 6.6.
 - 16 March 2022: 4.2, 6.6

5. AUDIT REPORTS

5.1 Audit Office of NSW Update March 2023

Resolved

1. That the Audit, Risk and Improvement Committee note the verbal update provided by the Audit Office of NSW, in addition to the attached Final Management Letter 2022 and the Annual Engagement Plan 2023.
2. The ARIC requested a report on the Governance arrangements for Section 355 Committees at its next meeting.
3. A Councillor Workshop should be considered to educate new Councillors on the governance of Section 355 committees.

5.2 OCM Internal Audit Report March 2023

Resolved

That the Audit, Risk and Improvement Committee note the status report provided by O'Connor Marsden.

5.3 Final Internal Audit Report - Disaster Recovery (Operational Technology)

Resolved

1. That the Audit, Risk and Improvement Committee note the final internal audit report Disaster Recovery (Operational Technology).

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 15 March 2023

ORDINARY MEETING OF THE QPRC ARIC

15 MARCH 2023

2. The ARIC requested an update on implementation and progress of audit actions by the Manager Utilities for its next meeting.
3. The ARIC noted that the 2023-2024 QPRC Audit plan is currently being developed and will be available at its next meeting.
4. Any areas of concern that ARIC members feel they have, that may be considered to be included as an area for internal audit review, to be provided to the Risk and Internal Audit Coordinator.

5.4 Status of Audit Recommendations March 2023

Resolved

1. That the Audit, Risk and Improvement Committee note the report.
2. It was noted that the status of audit recommendations report is reviewed by the Executive prior to items being approved for completion. Any items that are considered not to be completed remain open for the next quarter's reporting period.
3. The ARIC requested presentations on major projects for future meetings.

5.5 Presentation - Director Corporate Services update on outstanding audit actions

Resolved

1. That the ARIC note the verbal update provided by the Director Corporate Services, Manager Digital and A/g Manager Workplace and Performance.
2. A formal risk assessment identifying key data and information that QPRC logs and monitors across its ICT environment to be provided to the ARIC at its December meeting.
3. That QPRC includes a review of audit action implementation in next year's internal audit plan.

6. REPORTS TO ARIC - ITEMS FOR INFORMATION

6.1 CFO Quarterly Report

Resolved

1. That December 2022 Quarterly Budget Review Statement report be received for information.
2. Noted the verbal update from Director Corporate Services.

6.2 HSEQ maturity report

Resolved

1. That the report be received for information.
2. That a maturity assessment showing HSEQ progression of maturity over time be provided at the next ARIC meeting.

6.3 Review of Council's grants and donations administrative

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 15 March 2023

ORDINARY MEETING OF THE QPRC ARIC

15 MARCH 2023

processes

Resolved

That the Audit, Risk and Improvement Committee note the report.

6.4 Complaint management

Resolved

That the report be received for information.

6.5 Service Reviews

Resolved

That the report be received for information.

6.6 QPRC Business Continuity Plan

Resolved

That the report be received for information.

6.7 2022 Statewide CIP Benchmarking Report

Resolved

1. That the report be received for information.
2. The ARIC requested that the Statewide Mutual Regional Risk Manager to present the outcomes of the Benchmarking report at the next ARIC meeting.

6.8 IA Quality Assurance and Improvement Program

Resolved

That the Audit, Risk and Improvement Committee:

1. Note the report.
2. Endorse the adoption of the attached QPRC Internal Audit Quality Assurance and Improvement Program.

Moved: Diana Hamono

Seconded: Carolyn-Rosetta Wash

6.9 QPRC Internal Audit Manual

Resolved

1. That the report be received for information.
2. That the ARIC endorse the adoption of the QPRC Internal Audit Manual.

6.10 Internal Audit Charter - annual review 2023

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 15 March 2023

ORDINARY MEETING OF THE QPRC ARIC

15 MARCH 2023

Resolved

That the Audit, Risk and Improvement Committee endorse the Internal Audit Charter for adoption by Council.

Moved: Diana Hamono
Seconded: Cr Biscotti

6.11 ARIC Meeting Planner - annual review 2023

Resolved

1. That the report be received for information and that the updated plan be adopted.
2. That major projects and associated risks be reported on at every meeting as a standard agenda item.

Moved: Cr Biscotti
Seconded: Carolyn-Rosetta Wash

6.12 ICT Report to ARIC - March 2023

Resolved

1. That the report be received for information.

6.13 QPRC External penetration testing report 2022

Resolved

1. That the report be received for information.
2. The ARIC requested that summary reports be provided in future due to the sensitive content.

6.14 NSW OLG Circular 22-39 Release of Cyber Security Guidelines for NSW Local Government

Resolved

That the report be received for information.

6.15 NSW OLG Circular 22-41 Update on the Guidelines for Risk Management and Internal Audit for Local Government in NSW

Resolved

That the report be received for information.

6.16 NSW OLG Circular 22-42 Credit Card Management

Resolved

1. That the report be received for information.
2. The ARIC noted the requirement contained in the guidelines for internal audit to review the use of credit cards every one to four

Ordinary Meeting of the QPRC Audit, Risk and Improvement Committee held 15 March 2023

ORDINARY MEETING OF THE QPRC ARIC

15 MARCH 2023

years.

6.17 External Reports of Interest - NSW Auditor-General's Report - Planning and managing bushfire equipment

Resolved

That the report be received for information.

6.18 Update on Special Rate Variation

Resolved

That the report be received for information.

7. REPORTS FOR CLOSED SESSION

7.1 Public Interest Disclosures and Code of Conduct matters

An update was provided by the General Manager. No staff were present during the presentation.

8. GENERAL BUSINESS

No items considered under general business.

9. NEXT MEETING

21 June 2023 – 9.30am

There being no further business the meeting closed at 12.27pm.