



Ordinary Meeting of Council

26 April 2023

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 9.3 TO 9.7

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

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

26 APRIL 2023

ITEM 9.3 ROAD NAME PROPOSAL - ELM GROVE STAGE 2
(BUNGENDORE)

ATTACHMENT 1 ROAD LAYOUT - ELM GROVE STAGES 1 AND 2



**QUEANBEYAN-PALERANG REGIONAL
COUNCIL**

Council Meeting Attachment

26 APRIL 2023

ITEM 9.3 ROAD NAME PROPOSAL - ELM GROVE STAGE 2
(BUNGENDORE)

ATTACHMENT 2 NGAMBRI LALC APPROVAL

Tiffany Knight

From: ceo
Sent: Wednesday, 19 April 2023 3:24 PM
To: Tanya Lamont
Cc: Aroha Groves
Subject: RE: QPRC Indigenous language Road Naming

[EXTERNAL] This email originated from outside of the organisation. Please do not click links or open attachments unless you recognise the sender and know that the content is safe.

Hi Tanya

My apologies, below table is our suggestions. Highlighted in green are your suggestions, that we support.

Warabin	Curlew
Galu	Crane (white)
Bunduluk	Rosella
Bunima	Blow (as wind)
Berra	Boomerang
Dyara	Bower Bird
Burugun	Echidna
Weereewaa	Bad water (Lake George)
Wamburang	Small Black Cookatoo
Tirriwirri	Ironbark
Winyu	Sun
Yurung	Strong
Umbe-Yueenbruk	Crow
Mura	Pathway
Malian	Wedge Tail Eagle
Wurungul	Brown Snake
Nguru	Camp
Gurrang	Clouds
Bargang	Yellow- Box
Burin	Stringybark
Burrai	Wallaby

Regards
Trisha

Trisha Williams
Chief Executive Officer

Ngambri Local Aboriginal
Land Council

PO Box 150 Queanbeyan
2/251 Crawford Street Queanbeyan
NSW 2620
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Email: ceo@ngambri.com.au



From: Tanya Lamont <Tanya.Lamont@qprc.nsw.gov.au>
Sent: Wednesday, March 15, 2023 8:58 AM
To: ceo <ceo@ngambri.com.au>
Cc: Aroha Groves <Aroha.Groves@qprc.nsw.gov.au>
Subject: QPRC Indigenous language Road Naming

Yaama Trish, hope you are going ok? I'm following up on the use of words for road naming. There is a big subdivision in Bungendore which is nearly finished and the road naming report will go to Council soon, would you have a timeframe as to when you can let us know what words we can use.

Thank you
Tanya

Tanya Lamont
LIS and GIS Administrator

Queanbeyan-Palerang Regional Council
Tel: (02) 6238 8155
Web: www.qprc.nsw.gov.au
Mail: PO Box 90 Queanbeyan NSW 2620



From: Tanya Lamont <Tanya.Lamont@qprc.nsw.gov.au>
Sent: Wednesday, 1 March 2023 3:13 PM
To: ceo <ceo@ngambri.com.au>
Subject: QPRC Road Naming

Yaama Trish, lovely to meet you and thanks for your time today.
Below is the list of words we had at our meeting today.
Please add or delete any words that you may think are not appropriate or indicate words to be only used in specific areas.
Also add any family names you would like to commemorate.
The words will be used for Bungendore and Queanbeyan areas.

Warabin	Curlew
Galu	Crane
Gamburra	Flowers
Karrugang	Magpie
Werriwa	Bad water(Lake Geroge)
Bunduluk	Rosella
Bunima	Blow (wind)
Berra	Boomerang
Bimbi	Bird
Dyara	Bower Bird
Gurran	Clouds
Bargan	Yellow- Box
Wurunul	Brown Snake
Wagulan	Crow
Burugun	Echidna
Mulleun	Eaglehawk

Also, Tiffany mentioned proposed names based on the theme of Mythical Creatures the developers have send through to be included in the latest Googong subdivision.

The developer provided the following explanation of choice: "Yowie is one of several names for an Australian folklore entity reputed to live in the Outback. The creature has its roots in Aboriginal oral history. In parts of Queensland, they are known as quinkin (or as a type of quinkin), and as joogabinna, in parts of New South Wales they are called Ghindaring, jurrawarra, myngawin, puttikan, doolaga, gulaga and thoolagal. Other names include yaroma, noocoonah, wawee, pangkarlangu, jimbra and tjangara. Yowie-type creatures are common in Aboriginal Australian legends, particularly in the eastern Australian states."

Their sources are: <https://en.wikipedia.org/wiki/Yowie> ; <https://trove.nla.gov.au/newspaper/article/30792717> and <https://trove.nla.gov.au/newspaper/article/70605854?downloadScope=page>

The suggested names are:

Quinkin
Jingera
Yaroma
Wawee
Jimbra
Doolaga

Tanya Lamont

LIS and GIS Administrator

Queanbeyan-Palerang Regional Council

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Mail: PO Box 90 Queanbeyan NSW 2620



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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

26 APRIL 2023

ITEM 9.4 POST EXHIBITION REPORT - CAT CONTAINMENT AREA
POLICY REVIEW - RESULTS OF COMMUNITY
CONSULTATION

ATTACHMENT 1 REVISED CAT CONTAINMENT AREA POLICY - APRIL 2023



Cat Containment Area Policy

- **Googong Township**
 - **Googong Sunset**
 - **Jumping Creek**
- **Elm Grove (North Elmslea)**
 - **Braidwood Ridge**
- **South Jerrabomberra (Tralee)**
- **All future new greenfield developments**

Date policy was adopted:	TBC	CEO Signature and date
Resolution number:	TBC	
Next Policy review date:	May 2025	
Reference number:	3.4.5	
Strategic Pillar	Community	
Responsible Branch	Customer and Communication	TBC

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CAT CONTAINMENT AREA POLICY

1 OUTCOMES

- 1.1 To provide protection to native wildlife in close proximity to the identified cat containment areas by restricting the movement of domestic cats.
- 1.2 To apply restrictions to domestic cats in the identified cat containment areas to reduce customer complaints to Council regarding roaming cats.

2 POLICY

- 2.1 To identify cat containment areas in the Queanbeyan-Palerang Local Government Area where cats would be not be permitted to roam freely during the day or night, therefore improving safety for native wildlife.

3 SCOPE OF THE POLICY

- 3.1 The current Policy applies to domestic cats in the following areas:
 - Jumping Creek development
 - Googong Sunset development
 - Elmslea Grove (North Elmslea)
 - Braidwood Ridge
 - South Jerrabomberra (Tralee)
 - Googong Township – in particular the following neighbourhoods (see image in Appendix 1:
 - Neighbourhood 2 – stage 11, 12, 13, 14, 15, 16a, 16b, 16c, 16d
 - Neighbourhood 3 – stages 1-7
 - Neighbourhood 4 – stages 1-10
 - Neighbourhood 5 – stages 1-7
 - All future greenfield developments in Queanbeyan-Palerang

Note: the Policy, as adopted on 26 May 2021, does not apply to the following Googong neighbourhoods, however the Policy will become effective in those areas from five years following the date of adoption of the original Cat Containment Area Policy – 26 May 2026. These areas include:

- Neighbourhood 1A– stages 1-5
 - Neighbourhood 1B– stages 1-8
 - Neighbourhood 2– stages 1-10
- 3.2 Council may extend the policy to all areas of the LGA subject to further community consultation. This will be done through a separate engagement process that may also consider a phase-in period.

4 DEFINITIONS

Appropriately kept – the cat is kept within the boundary of properties listed in the schedule below 24 hours a day, seven days a week. Any structure used to keep a cat should be humane and not cause the animal distress.

Cat containment area – an area where cats are to be kept within the boundary of the property they are registered to.

Council official — includes Councillors, Council staff, administrators, Council committee members and delegates of Council.

CAT CONTAINMENT AREA POLICY

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 The *NSW Companion Animal Act 1998* Section 29-32 provides the following general advice.

Companion Animals Act 1998 (Part 4 Section 29)

29 Cats must have form of identification

- (1) A cat must be identified by a form of identification that enables a local authority to ascertain the name of the cat and the address or telephone number of the owner of the cat.
- (2) The identification may take any of the following forms—
 - a) a collar worn around the cat's neck with a tag or tags attached,
 - b) a microchip,
 - c) any other form of identification prescribed by the regulations.
- (3) The owner of the cat is guilty of an offence if this section is not complied with.

Infringements notices

Cat not wear identification	\$180
Owner/person in charge of cat found in a prohibited place	\$180
Owner not comply with nuisance cat order – 1st offence	\$165
Owner not comply with nuisance cat order – 2nd offence	\$165
Fail to comply with order 18 (keep birds/animals)	\$220

* Note – infringements are set by the NSW Government on an annual basis and are subject to change

Companion Animals Act 1998 No 87. (Part 4 Section 32)

32 Action to protect persons and animals against cats

- (4) *Any person may lawfully seize a cat if that action is reasonable and necessary for the protection of any person or animal (other than vermin) from injury or death.*
- (5) (Repealed)
- (6) *If a cat that is not under the effective control of some competent person enters any inclosed lands within the meaning of the Inclosed Lands Protection Act 1901 and approaches any animal being farmed on the land, the occupier of the land or any person authorised by the occupier can lawfully injure or destroy the cat if he or she reasonably believes that the cat will molest, attack or cause injury to any of those animals.*

The *Companion Animals Act 1993* does not prohibit cats from roaming as it does for dogs. Section 124 of the *Local Government Act* does allow a Council to place an order on a premises for the keeping of animals. In regards to this, Council would apply this Policy to a group of premises within the Googong Township, Googong Sunset, Jumping Creek, Elm Grove, Braidwood Ridge and South Jerrabomberra residential developments, and any future greenfield residential developments in Queanbeyan-Palerang.

CAT CONTAINMENT AREA POLICY

Section 124 states:

A Council may order a person(s) to do or to refrain from doing a thing specified in Column 1 of the following Table if the circumstances specified opposite it in Column 2 of the Table exist and the person comes within the description opposite it in Column 3 of the Table.

Column 1	Column 2	Column 3
Do what?	In what circumstances?	To whom?
Not to keep birds or animals on premises, other than of such kinds, in such numbers or in such manner as specified in the order.	Birds or animals kept on premises are--(a) in the case of any premises (whether or not in a catchment district)--of an inappropriate kind or number or are kept inappropriately, or(b) in the case of premises in a catchment district--birds or animals (being birds or animals that are suffering from a disease which is communicable to man or to other birds or animals) or pigs	Occupier of premises

In accordance with Section 124 of the Local Government Act, Council will enforce that cats within the following areas must be kept appropriately within the boundaries of the property they are registered to.

- Jumping Creek development
- Googong Sunset development
- Elmslea Grove (North Elmslea)
- Braidwood Ridge
- South Jerrabomberra (Tralee)
- Googong Township – in particular the following neighbourhoods (see image in Appendix 1:
 - Neighbourhood 2 – stage 11, 12, 13, 14, 15, 16a, 16b, 16c, 16d
 - Neighbourhood 3 – stages 1-7
 - Neighbourhood 4 – stages 1-10
 - Neighbourhood 5 – stages 1-7
- All future greenfield developments in Queanbeyan-Palerang

Note: the Policy, as adopted on 26 May 2021, does not apply to the following Googong neighbourhoods, however the Policy will become effective in those areas from five years following the date of adoption of the original Cat Containment Area Policy – 26 May 2026. These areas include:

- Neighbourhood 1A– stages 1-5
- Neighbourhood 1B– stages 1-8
- Neighbourhood 2– stages 1-10

The owners of identified roaming cats within the cat containment area may be issued with an infringement notice for failing to comply with the order.

CAT CONTAINMENT AREA POLICY

6 CONTENT

- 6.1 A cat containment area is enforced to protect fauna in the nearby environmentally sensitive areas
- 6.2 Residents are able to keep cats on their property within the listed cat containment areas, however should take necessary measures to ensure the animals are unable to roam outside of the property boundary at any time, unless under effective control
- 6.3 Cats are able to be exercised outside of a property, however they must be kept under effective control at all times, either by lead/harness, carry box etc
- 6.4 Residents should consider installing an appropriate enclosure within their property to assist with keeping their cat/s contained
- 6.5 It is the responsibility of the cat owner to ensure that any enclosure is humane and does not affect the health of the cat. Reports of animal cruelty will be reported to the RSPCA for investigation.
- 6.6 Enforcement action may be taken against the owner of cats found to be roaming within the cat containment area
- 6.7 Repeated reports of roaming cats within a cat containment area may result in the cat being declared a nuisance animal and subsequent infringements may apply.
- 6.8 Residents reporting roaming cats in cat containment areas will be encouraged to hire a cat trap from Council (refundable deposit). If a roaming cat is captured, the resident must take the cat to the Animal Management Facility so its microchip can be scanned and returned to its owner or placed for adoption.
- 6.9 Council's Animal Management Officers will patrol cat containment areas as required and roaming cats will be impounded, if possible, and taken to the Council Animal Management Facility.
- 6.10 The owner of a cat taken to the Animal Management Facility will be subject to relevant infringements and fees and charges.
- 6.11 The Policy does not apply to cats that are registered to properties outside the cat containment area, but are caught roaming within the area
- 6.12 Council's on call Animal Management Officer will not respond to calls of roaming cats in cat containment areas after hours. Customers will be advised to secure the cat if possible and that it will be collected on the next business day.
- 6.13 Council will include conditions on subdivision approvals in the areas that this Policy applies to identify the Cat Containment Area Policy requirements

7 REVIEW

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

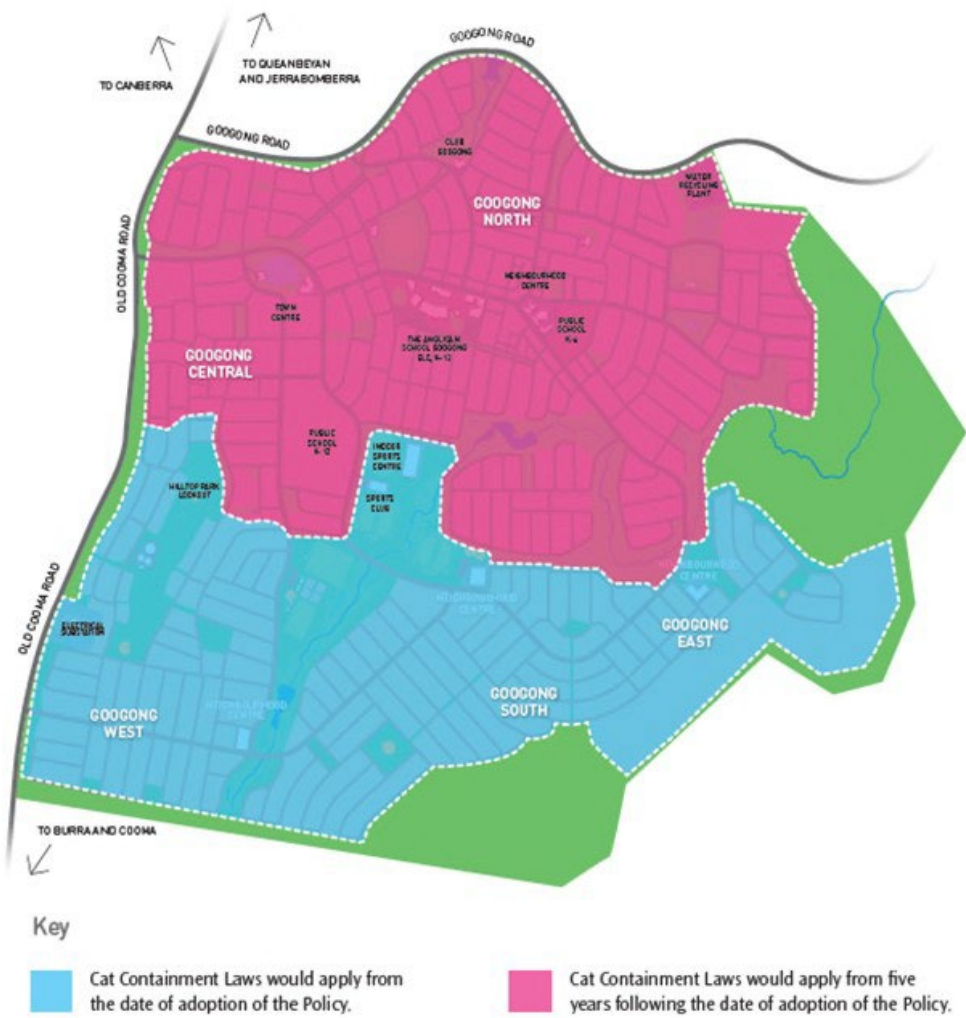
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CAT CONTAINMENT AREA POLICY

APPENDIX 1 – GOOGONG TOWNSHIP DEVELOPMENT



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

26 APRIL 2023

ITEM 9.4 POST EXHIBITION REPORT - CAT CONTAINMENT AREA
POLICY REVIEW - RESULTS OF COMMUNITY
CONSULTATION

ATTACHMENT 2 REVISED CAT CONTAINMENT AREA POLICY - COMMUNITY
ENGAGEMENT REPORT



REVIEW OF CAT CONTAINMENT AREA POLICY



April 2023

Ref: Doc Set ID XXXXXXXX

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REPORT | COMMUNITY ENGAGEMENT | **REVIEW OF CAT CONTAINMENT AREA POLICY**

Executive Summary of engagement report:

At its meeting of 23 November 2022, Council endorsed a revised draft Cat Containment Area Policy for public exhibition. The revised draft proposed adding new residential areas of Elm Grove (North Elmslea, Bungendore), Braidwood Ridge, South Jerrabomberra (Tralee), and all future new greenfield developments to the existing policy.

The public exhibition period commenced on 8 February 2023 after the Christmas and New Year holiday period. Comments were open until 8 March 2023.

Opportunities to engage in the consultation were promoted on social media; in Council's fortnightly newspaper advertisements; in direct email to *Your Voice* engagement platform subscribers; and through references to Council's *Your Voice* engagement platform that appear in each edition of QPRC eNews, a weekly subscriber-based electronic newsletter.

As well as asking the community for comments on the revised draft policy, the community was also asked for comments and suggestions to guide the development of a future cat containment strategy that would in turn guide future amendments to the policy. People were asked if, when and how cat containment should or could be applied to all of Queanbeyan-Palerang.

Participation in engagement:

430 people visited the Revised Cat Containment Policy project page on Council's *Your Voice* engagement platform. It is assumed they read all or some of the covering page and are therefore considered to be 'aware' in respect to the engagement activity.

167 accessed the draft policy from the *Your Voice* page. Because they engaged in greater deal with the page and its information, they are considered 'informed'.

72 people made submissions or completed all or part of the survey. These people are considered 'engaged'.

34 out of 40 (85%) respondents indicated they supported the proposed changes and additions in the reviewed policy to add Braidwood Ridge, North Elmslea (Bungendore) and South Jerrabomberra to the existing policy.

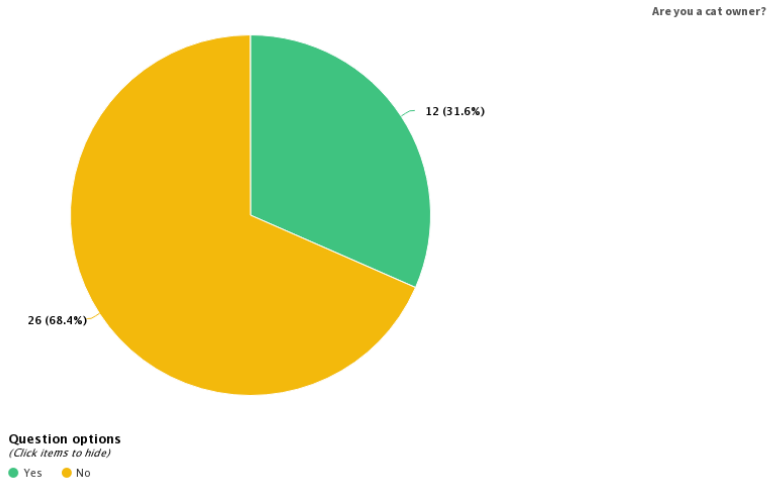
32 out of 41 (78%) respondents indicated support for cat containment to apply to all areas of Queanbeyan-Palerang in the future. There were wide ranging views on when it would be appropriate for cat containment to come into force across all areas of Queanbeyan-Palerang.

The following pages provide details on all responses.

Comments received:

1. Are you a cat owner?

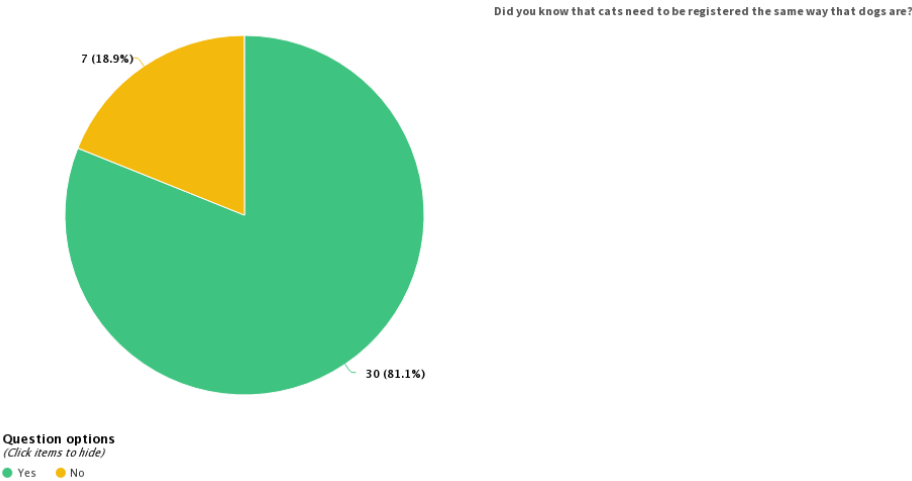
There were 38 responses - 12 responded with yes and 26 with no



REPORT | COMMUNITY ENGAGEMENT | REVIEW OF CAT CONTAINMENT AREA POLICY

2. Did you know that cats need to be registered the same ways that dogs are?

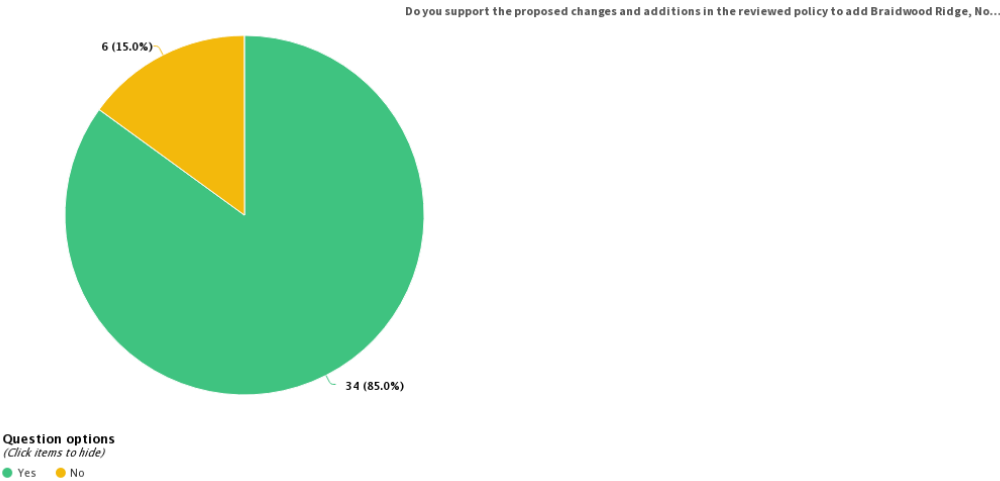
There were 37 responses – 30 responded with yes and 7 with no



REPORT | COMMUNITY ENGAGEMENT | REVIEW OF CAT CONTAINMENT AREA POLICY

3. Do you support the proposed changes and additions in the reviewed policy to add Braidwood Ridge, North Elmslea (Bungendore) and South Jerrabomberra to the existing policy?

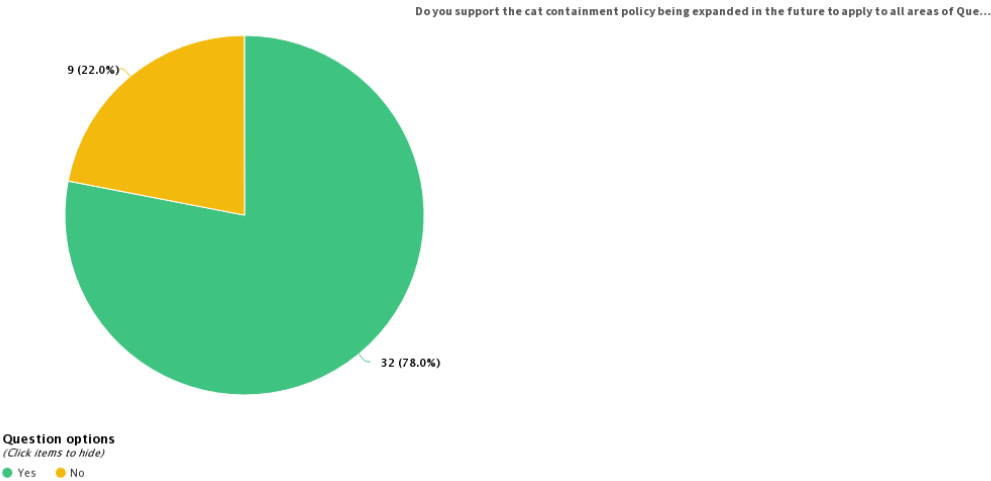
There were 40 responses – 34 with yes and 6 with no



REPORT | COMMUNITY ENGAGEMENT | REVIEW OF CAT CONTAINMENT AREA POLICY

4. Do you support the cat containment policy being expanded in the future to apply to all areas of Queanbeyan-Palerang?

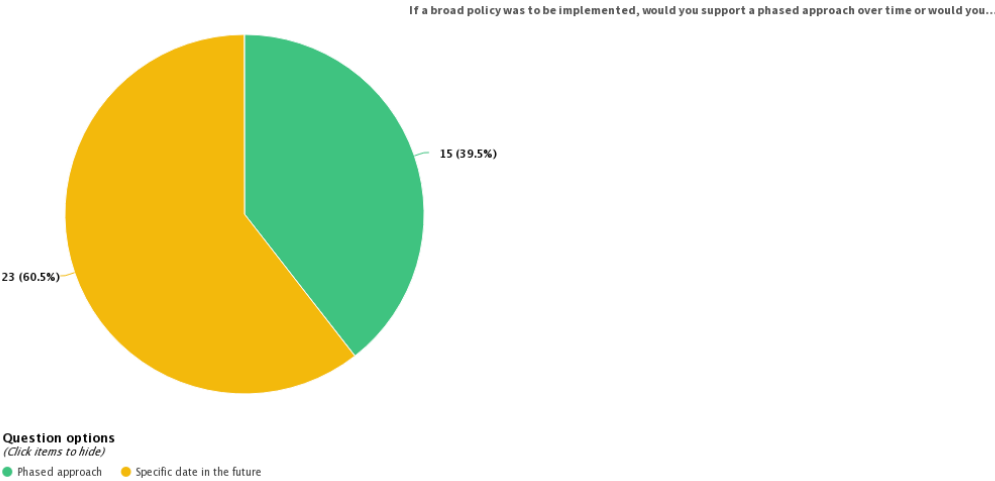
There were 41 responses – 32 yes and 9 no



REPORT | COMMUNITY ENGAGEMENT | REVIEW OF CAT CONTAINMENT AREA POLICY

5. If a broad policy was to be implemented, would you support a phased approach over time or would you prefer the policy to apply from a specific date in the future? A phased approach may mean the policy expands to capture particular suburbs, towns and rural areas over time.

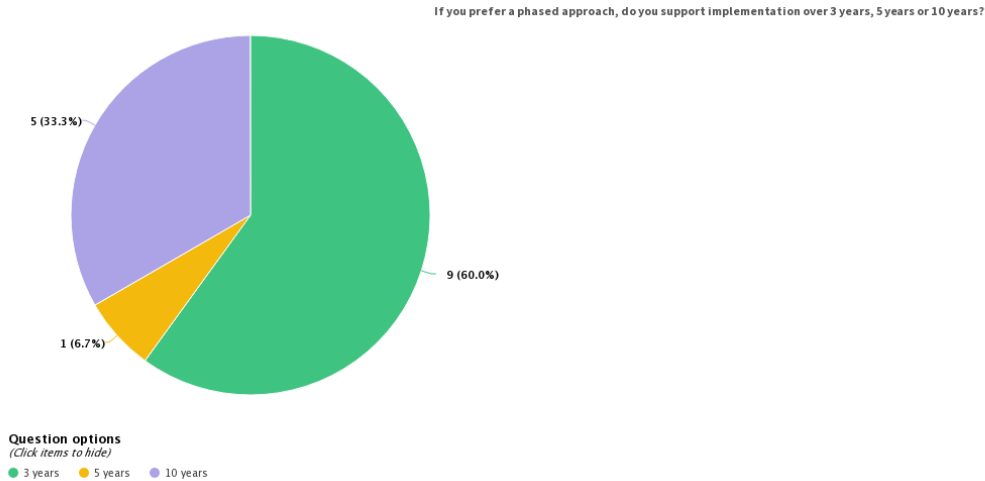
There were 38 responses – 23 preferred a specific date in the future and 15 wanted a phased approach.



REPORT | COMMUNITY ENGAGEMENT | REVIEW OF CAT CONTAINMENT AREA POLICY

6. If you prefer a phased approach, do you support implementation over 3 years, 5 years or 10 years?

This option was only presented if they selected a phased approach on Q5. There were 15 responses, 9 wanted 3 years, 1 wanted 5 years and 5 wanted ten years



REPORT | COMMUNITY ENGAGEMENT | **REVIEW OF CAT CONTAINMENT AREA POLICY**

7 If you prefer implementation by a fixed date in the future, what date do you think would be appropriate for current cat owners to make physical and lifestyle adjustments in order to comply?

Submission No	Submissions
1)	12 months
2)	I believe 12-18months is suffice with an appropriate education program.
3)	January 2025
4)	Within 12 months
5)	Oif you think of how many native animals are killed each day by cats then it should be immediately enforced. Or 3 months minimum.
6)	ASAP
7)	1 July 2033
8)	Start or 2024
9)	01/07/2023
10)	2045. Let my cat pass away in peace first
11)	December 2023
12)	5 years
13)	A very important subject. I would like to see the date to comply come in withing the next 2 years.
14)	2 years
15)	A fixed date to start with a phased in period for currant owns to comply
16)	2027
17)	1 January 2024
18)	12-months time
19)	A suitable notice period of say 12 months to prepare
20)	2024
21)	Its not rocket science. Our cat has lived inside our house for the past 12 years. She is happier healthier and quite content living inside
22)	1 year
23)	As soon as possible- from commencement of the policy.
24)	12 Weeks
25)	12 months notice to cat owners of requirment to contain all current and future cats.
26)	2 years for existing residential areas to convert to the new policy.
27)	As soon as possible
28)	1 year
29)	14/02/24

REPORT | COMMUNITY ENGAGEMENT | **REVIEW OF CAT CONTAINMENT AREA POLICY**

30)	2027
31)	6 monhs
32)	as soon as possible January 2024
33)	12 months
34)	Allow 6-12 months
35)	As soon as possible, my neighbourhood has and is overrun with domestic cats roaming the streets. I am forced to bury birds, reptiles, rodents and pets etc they kill on MY property.
36)	Within a year max
37)	6 months
38)	1 July 2024. This would be a good balance between providing cat owners adequate time to make the mental and physical adjustments to be able to comply with cat containment, & the protection of our native animals & the impact on non cat owner residents.
39)	2024
40)	2099
41)	One year
42)	2024
43)	Do not make containment law. I do not agree with containment. There are better ways.

REPORT | COMMUNITY ENGAGEMENT | **REVIEW OF CAT CONTAINMENT AREA POLICY**

8. Should the policy apply to particular geographic areas – eventually all areas – or should we consider adopting a similar approach to the ACT and apply the policy to newly registered cats only?

Submitter:	Submission:
1)	It should apply to all areas and all cats. Please start with the bushland suburbs of Greenleigh etc. I think you would get positive community support and then n can broaden it across the lga
2)	Neither.
3)	All areas
4)	It should apply to all areas, with areas deemed higher risk as priority areas. Only applying to newly registered cats only, runs the risk of people not registering hoping not to be caught out. Or if a date is set people can attempt to argue thier cats were registered.
5)	All areas
6)	New cats eventually all areas
7)	All areas. Native birds and small animals live in and around all suburbs
8)	All cats all areas . Could even offer free registration for a period of time to encourage cat owners to get registered. Could have workshops on how to build a cheap cat enclosure ? But there are plenty of people who do make them.
9)	Similar to ACT - it will be unfair to retrospectively introduce this for older cats (and older people)
10)	no, all owners should comply
11)	All areas, addresses cats now wandering and irresponsible owners
12)	All cats, all areas.
13)	It should apply to all areas and for all cats, not just newly registered cats
14)	Newly only.
15)	This should apply to all cats existing and new
16)	Cats should be subjected to the same restrictions as dogs are . There is no point in phasing in restrictions or specifying areas where they should apply
17)	*Only in areas with a significant amount of wildlife and areas with sizeable lots and backyards and only to newly registered cats *Consider a cat curfew instead (cats indoors from 6pm-8am for example) and the requirement that all cats outdoors must be wearing a bell audible enough to deter wildlife.
18)	Areas that back onto reserves should be the first considered
19)	I think it should apply to all areas and to all cats. The number of feral cats is a real problem and domestic cats allowed to be free does not help the wildlife.
20)	geographic/all areas - cats live for a long time and will continue to kill wildlife on my property and urinate on my property
21)	the ACT policy is a fair approach
22)	Newly registered cats in all areas.
23)	The policy should apply to all areas as soon as possible and to all cats. But probably easier to apply to newly registered cats.

REPORT | COMMUNITY ENGAGEMENT | **REVIEW OF CAT CONTAINMENT AREA POLICY**

24)	Similar approach to the ACT is much more preferable.
25)	It should apply to all areas. I have seen cats attacking birds near the Jerrabomberra Lake all the time.
26)	The policy should apply to particular geographic areas and incorporate all cats; existing and newly registered. Cats can have a long lifespan and limiting the policy to newly registered cats would leave a lot of existing cats to cause ecological damage over the next 10-15 years.
27)	All areas
28)	NO CONTAINMENT POLICY. You totally destroy AND TOTALLY TRASH the environment with new development, and then think it's ok to ruin the the0 lives of one species as a blind for rampant destruction. Cats have the same right to the environment as so called 'native' species. They weren't native 700,000 years ago, and won't be in another 50,000. It's called evolution - and it CHANGES. Stop WASTING our resources trying to change nature and let cats have their nature too.
29)	All areas
30)	It should apply to all cats living in Queanbeyan palerang
31)	All areas
32)	All areas.
33)	Absolutely should apply to all areas equally from the start.
34)	Apply to particular geographical area - eventually all areas.
35)	To all cats at once. With the ACT approach, people can avoid containment by not registering cats. It is also unreasonable to expect the community to put up with wandering current cats until they die. That could be more than 15 years. With an all cats policy, all wandering cats could be trapped in the knowledge that they are breaching the containment requirement. I'm thoroughly sick of my neighbours 4 cats killing things in my yard.
36)	Not the latter, it should apply to all areas of QPRC, even rural areas.
37)	It should apply to all areas as soon as possible and apply to all cats
38)	All areas
39)	The entire policy is nonsense and shouldn't be implemented at all.
40)	Both. Eventually all areas, and all newly registered cats.
41)	apply it to all cats regardless of age
42)	2026
43)	I think the ACT approach is a good way to do this.
44)	I believe it should apply to all area and to all cats
45)	It would be mean to expect a mature cat that has always been allowed outside to adjust to a contained life. I don't believe it should apply to existing suburbs.
46)	The policy should apply to all areas
47)	The policy should apply to all areas and all cats (with a cat's potential lifespan of 10+ years, that means a lot of time for more damage to native fauna over the life of the pet if unconfined).
48)	Not fussed either way. Allowing grandfathering would help reduce kickback.

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49)	I believe this is a great idea.
50)	The main problems with domestic cats occur in the urban and suburban areas where there is a (sometimes very) high density of cats. Containment should not apply to rural areas, where it would, in any case, present big enforcement problems.
51)	All areas of Queanbeyan. Period
52)	Similar approach to the ACT
53)	New cats only. I strongly disagree with cat containment
54)	Yes
55)	Apply to particular area eventually all but have to apply to all whether it's new or currently registered
56)	ALL AREAS ALL CATS
57)	Should apply to all new cats everywhere, and phased approach for existing cats
58)	The policy should cover all cats in all areas
59)	It should apply to ALL areas from a not-too-distant future date. Every single day cats that are allowed to roam are causing serious problems to our native animals, and damaging the property and quality of life of the many non-cat-owner residents of council. It beggars belief that cats have been allowed to roam uncontrolled for so long, when no other animals are permitted to. Enough is enough. Let's put our big boy pants on and implement the policy across ALL AREAS as soon as reasonably possible to prevent roaming cats from causing any more of our native animals to become extinct or endangered, and from negatively impacting the lives of other residents. I have no issue with people having cats as pets, but the cats should be fully contained within the boundary of their owner's property, or fully restrained whilst outside of the property. This is surely a fundamental requirement of responsible pet ownership, regardless of the pet species.
60)	Apply the policy to newly registered cats, but make owners aware that laws are changing in the future and encouraging voluntary compliance with cat containment policies.
61)	Newly registered cats is more realistic for compliance. I would support a broader policy for all cats though.
62)	New Geographic areas only
63)	Newly registered cats only.
64)	All cats, all areas
65)	Newly registered
66)	It should apply to all areas and all cats.
67)	Only to young cats. Any cat over 10 years old is flat out finding a warm spot in their backyard, to sun bake. Their hunting days are over.
68)	All areas eventually, starting with highest risk suburbs and all cats
69)	I support the first options mentioned here

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9. Having read the proposed amendments to the current policy, do you have any other feedback or comments you would like to offer for consideration in our future strategy?

Submission No	Submission
1)	As above, start with suburbs adjacent to bushland. Run workshops or have information at the council on how to contain cats (eg. Build a cat run etc). This is such an important issue
2)	A compliance matrix should be applied to minimise repeat offenders. As it's evident already some owners don't take note of warnings etc. with a current example of the same cat being on school grounds at all hours getting into kids food, leaving dead birds, pooing in play areas, scratching kids/staff. Although the owner had to get her cat from the pound before she was on social media blaming others as opposed to taking account of her lack of responsibility. We now have to look at hiring traps so we can take the cat back to the pound.
3)	It is long overdue. Time to protect our wildlife
4)	Once implemented it needs to be policed tightly or will be useless in curbing natives' deaths.
5)	The older areas of our council are at great risk especially when close to natural areas. I walk along the river daily and see feral cats or ones who are put wondering and stalking the native birds .and animals. This is very concerning.
6)	Please consult with cat rescue orgs that are managing TNR programs with cats - ACT didn't do this and it's unclear what the fate of semi-owned colonies is - for example Canberra street cat rescue - contact them via Facebook
7)	It should be implemented asap. Im sick of finding dead birds in our yard now that our dog has passed away
8)	All areas, have a number in my area (Elmsea) for past number of years that regularly attend my gardens to ambush wildlife.
9)	No.
10)	Please consider the impact of roaming dogs in the queanbeyan area too. There are lots of dogs that attack local wildlife that controls are not being put in place for.
11)	Why are you using the word "containment" when we have a dog "Policy" instead of dog "containment". I am offended by such wording which demonise cats and so would many cat owners. According to searches Dogs cause more deaths of our native animals than cats and yet your premise at the beginning of this policy only states the deaths caused by cats. No where in the council documents does it mention wildlife deaths by dogs. I am happy with my cats at home but cannot take them on walks on a leash because of uncontrolled dogs. Lets change the wording to "Cat Policy". ref. http://www.australasianscience.com.au/news/january-2012/domestic-dogs-are-bigger-problem-cats-our-native-wildlife.html
12)	All cats should be restricted regardless of whether they are newly registered or not
13)	I see the benefit of keeping cats contained in order to preserve wildlife; however, with an increasing number of residents living in townhouses or apartments, I do believe it may be difficult for some people to be able to contain their cat whilst still ensuring quality of life for the cat. Most cats can be kept indoors, especially if they have been contained from a young age, but some cats living in townhouses or apartments may experience a reduction in quality of life by being kept

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	<p>indoors.</p> <p>There are options for those that may have a balcony, such as netting to enclose the balcony, but this can be expensive and is not an option for renters or those with an uncooperative body corporate. Many strategies used to contain cats in backyards also require a financial investment that may difficult for some.</p> <p>I agree that a solution must be reached in order to protect wildlife and protect cats from the dangers of outdoors, but I am not entirely sure whether a strict and broad cat containment policy is the solution given the difficulty some may have in containing their existing cats. I would encourage council to explore a cat curfew during night hours and a collar/bell requirement to deter wildlife over a broad cat containment policy, especially in more urban areas where residents have less access to outdoor space for their cats.</p> <p>If a cat containment policy were to be extended to all of the QPRC region, I would encourage the council to restrict the policy to cats born after the policy implementation date in order to reduce stress in cats that are already accustomed to roaming.</p>
14)	Some peoples only companion may be their cat or dog. FERAL cats already occupying the natural reserves should be culled first.
15)	NOt being a cat owner I do not have a comment. I do however have a sister in WA who takes her cat out walking on a lead every morning, not only is the cat contained she gets excersise as well, a win win situation.
16)	strategy requires resourcing, so maybe reource it through registration fees
17)	Current cat owners should be able to continue as they are, by registering their cat. If the data are correct on lifespan of an outdoor cat, then by about 2027 all the current outdoor cats will have died from cars, misadventure, injury etc - then when people register their next cat they should keep it inside. I think the phased approach is what has been done in the ACT and it has been effective in reducing opposition from current cat owners.
18)	This is a very important policy and must be implemented as soon as possible.
19)	<p>I think the impact of cats on native wildlife is grossly over-rated in Googong. This can be illustrated, for example, by continuously growing populations of ducks and other birds in the area. If the cats had an impact (e.g. destroying nests and killing hatchings), it would be noticeable. To the contrary, the numbers of birds populations rapidly grow out of control across Googong.</p> <p>The overall population of domestic cats in Googong is negligible in comparison to dogs. Most households have 1-2-3 dogs. Very few households have cats. Many dogs are let off the leash and run freely, which can potentially lead to some impact on wildlife.</p> <p>Domestic cats bring many benefits to the society that must be taken into account. For example, they control mice populations. They also have well-documented positive influence on human well-being, particularly in the elderly. Healthy cats need access to roaming; this is their natural instinct.</p> <p>I strongly recommend that any further decisions on cat management policies within QPRC, and specifically in Googong, are consulted both broadly and deeply with the residents.</p>

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	Please put my name on the list for such consultation. I have a long history of supporting NSW RSPCA and adopting their animals.
20)	It should apply to all areas of Council including all of Jerrabomberra. There is so much wildlife near Jerrabomberra Lake and I have seen them dodging the cats that are there to attack them.
21)	NO CONTAINMENT POLICY. You totally destroy AND TOTALLY TRASH the environment with new development, and then think it's ok to ruin the the lives of one species as a blind for rampant destruction. Cats have the same right to the environment as so called 'native' species. They weren't native 700,000 years ago, and won't be in another 50,000. It's called evolution - and it CHANGES. Stop WASTING our resources trying to change nature and let cats have their nature too.
22)	Dog policies are for protection of humans so I imagine they are stricter than cat policies. Cats need containing everywhere. Wildlife needs protection just like humans have in the dog policy. There is no difference, except humans can speak for themselves. It's time we consider wildlife before cats, and dogs.
23)	Council needs to publicise the advantages for owners and cats and wildlife from cats not being allowed to wander willy nilly
24)	Stray cats in my large garden kill birds and other wildlife constantly and should be contained everywhere as soon as possible
25)	I'm just relieved that this is finally being proposed because roaming cats are a real problem where I live. I never thought it would happen in Queanbeyan.
26)	Penalties should be imposed for all cat owners that don't adhere to cat containment.
27)	There are so many feral cats in Braidwood. Some are being rescued and then adopted out with no guarantee they'll be desexed. Cat containment will help to reduce the feral cat population, but something else needs to be done to reduce the feral cat problem. Perhaps, initially through raising awareness of the requirement to register and desex all cats, rescued or purchased, unless they are bred for show etc.
28)	Full cat containment asap.
29)	Again. I just say 'get on with it' as we are loosing native species at an alarming rate & living in a semi-rural area where cats tend to get dumped or used for rodent control w/o any control over the activities of the cat, I see the remnants of dead birds regularly - or cats out hunting in the bush at all times of the day.
30)	We live at Captains Flat and have planted to encourage native birds in our garden. We have repeatedly seen small native birds attacked by neighbouring cats and discussions with the cats owners have not been productive. The owners generally deny its their cats, or they state they are only doing what the would naturally do, showing little regard for native fauna.
31)	**RECEIVED VIA COUNCIL EMAIL** As a resident and rate payer in Queanbeyan Palerang region we agree the Cat containment policy should be extended. Roaming cats are certainly a higher risk to Australia's native animals, they should be contained to their own property.
32)	Having watched cats take ducklings at Jerrabomberra Lake- all areas please.
33)	The entire policy is nonsense and shouldn't be implemented at all.

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34)	The infringement penalty for "Owner not comply with nuisance cat order – 2nd offence" should be significantly higher than the 1st offence, eg. \$330.
35)	Roaming cats are causing destruction to my and my neighbours property. we dont know if they are strays or owned cats and so makes it very hard to track down potential owners and talk to them. these cats spray all over the outside walls of the house and entry doors and also poo on the lawn. its disgusting that people can not be held accountable for their own animals. i own animals and they stay within my property and i look after them.
36)	For the sake of our native birds we need to adopt this policy
37)	**RECEIVED FROM QUEANBEYAN LANDCARE VIA EMAIL ** Thank you for providing the opportunity to respond to the recent issuing of the draft Cat Containment Policy amendments for public comment. Queanbeyan Landcare has previously contributed its views on this topic to Council, through correspondence in November 2021, March 2022, November 2022. We support the continued requirement to register and microchip all pet cats within the Shire under the revised Cat Containment policy. We support the amendment specifying the purpose to improve safety for native wildlife. We support the extension of the Cat Containment policy to Elm Grove, Braidwood Ridge, South Jerrabomberra, and all future new Greenfield Developments, commencing 2023. We note also that the Greenfield Housing Area Code Map for Queanbeyan Palerang LGA (June 2022) appears limited to those greenfield sites in Queanbeyan itself. Queanbeyan Landcare would want assurances that this official map is not used to limit the scope of "all future new Greenfield Developments" under this policy. We note that the ACT government has a requirement that all ACT cats born after July 2022 be contained, regardless of location. We also note the revised QPRC policy, while currently limited to designated areas, flags that the Council may extend containment to all areas of the LGA following further community consultation, and that a phase-in period may apply. While we accept extending cat containment will be a staged project in our LGA, we flag that we believe a suitable date for extending the revised policy to all areas of the LGA would be 26 May 2026 (noting the intention to review the policy in 2025, and the choice of 26 May 2026 as the date for its extension to specified sections of Googong neighbourhoods 1A, 1B and 1C). If we assume the 7-year average life expectancy for "outside cats" reported in ACT documents applies here, by 2026 a very large percentage of such cats currently alive will have died and will have possibly been replaced. It makes sense to enable those new cats to live longer lives by enforcing cat containment across the LGA as soon as possible.
38)	I'm happy with any measures council takes to strengthen cat containment measures.
39)	most cat owners just do not realise or accept the damage and death to wildlife their cats do. Not only to birds but to lizards, skinks and chickens!! Maybe more council literature on this would be good. My neighbours are vegan yet allow their cat to come into my yard and attack the above.
40)	I don't feel it's necessary in suburbs not near wildlife areas. Your notes state that domestic cats are not the main threat to wildlife - feral cats are. Perhaps subsidised desexing would help.

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41)	I think that subsidising the cost of desexing would also aid the control of the population
42)	The cat containment policy should apply to all areas from the earliest date possible considering the current extinction rate of Australian animals
43)	Might there also be some policy regarding trapping and euthanising 'urban wild' cats (not neuter and release).
44)	None at this point.
45)	What can we do about the existing problem in Queanbeyan now. Personally, I'm sick of it
46)	It is a cruel to contain cats. They are only doing what comes naturally. It should be the owners responsibility to ensure their cat does not kill native wildlife. If they know they have a killer cat. Put a bell in it or keep it in. Most cats just sleep all day. There should be more done to contain the feral cats doing the damage. Not punish domestic cats who need to be able to get fresh air and get outside. Cat containment is simply cruel.
47)	No
48)	Make all of Australia cat contained!! (I know you can't but just like the whole area you can)
49)	Really pleased it's coming, cats do to much harm and in turn get harmed being able to roam
50)	All pets, including cats should not be allowed to roam free in the community. All owners should be required to keep all pets contained within the boundaries of their homes.
51)	Refer responses to previous two questions.
52)	I only have a small backyard, but I never see any native birds in the immediate area around where I live. Even though there are significant areas of native habitat nearby and a reasonable amount of tree cover in the residential areas.
53)	Council should be required to subsidise the cost of containing cats, eg pay for cat netting and enclosures.
54)	Possibly finding a way to lower the cost of reasonable adjustments. This could be done by partnering with local hardware stores to stock DIY kits for enclosures, or through bulk purchasing netting that could ordered for cost tgrough council.
55)	I want to congratulate the Qprc for investigation cat containment in detail.
56)	<p>**RECEIVED VIA COUNCIL EMAIL**</p> <p>I am writing to you with regard to the Revised Cat Containment Policy. Thank you for the opportunity to comment.</p> <p>https://yourvoice.qprc.nsw.gov.au/revised-cat-containment-policy</p> <p>I remain of the view that all cats should be contained throughout the QPRC jurisdictional area.</p> <p>All cats should be required to remain indoors or in contained outdoor areas.</p> <p>I reiterate that I have had an ongoing stray cat problem in Furlong Road Queanbeyan, and that a revised, stricter containment policy will only assist in alleviating situations such as those in Furlong Road.</p>
57)	<p>I cannot believe you are looking for another way to impose a cost to the residents in this council area. It's not good enough for you to impose a rate rise, now you want people to buy cat runs as well.</p> <p>Do you have any idea of the cost of living at the moment. Many pensioners are stressed , just keeping their heads</p>

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	above water, without you thinking up more pressure. Give us all a break, please.
58)	Cats kept on rural properties for rodent control should be de-sexed as a way of minimising feral populations
59)	<p>**RECEIVED VIA COUNCIL EMAIL **</p> <p>I am writing on behalf of the Conservation Council ACT Region, to welcome the recently proposed Cat Containment Policy and provide some feedback, specifically that the policy should be extended across the whole Queanbeyan-Palerang Region as quickly as possible.</p> <p>The Conservation Council ACT Region is the peak non-government environment organisation for the ACT region. Since 1981, we have spoken up for a healthy environment and a sustainable future for our region. We harness the collective energy, expertise and experience of our more than 40 member groups to promote sound policy and action on the environment. We campaign for a safe climate, to protect biodiversity in our urban and natural areas, to protect and enhance our waterways, reduce waste, and promote sustainable transport and planning for our city.</p> <p>As recognised in the policy summary available on your website, cats pose a significant threat to biodiversity in our region. Free-roaming cats, both feral and pet, are highly efficient predators. Since colonisation, they have pushed over 30 native species to extinction, including the Eastern hare-wallaby that was once local to our region. Today, cats imperil another 123 species, (https://invasives.org.au/our-work/feral-animals/cats-in-australia/) which is a palpable impact on the backdrop of the extinction crisis that we are already facing. Cat containment is a positive step towards minimising the negative impact that cats have on the environment.</p> <p>Not only are free-roaming cats costly to the environment, but they also carry an excessive financial burden. Recent research has shown that cats are the most costly invasive species in Australia as approximately \$18.7 billion has been spent trying to control their populations since 1960. Indeed, they are the most costly invasive species in our region. (https://blog.csiro.au/pest-plants-and-animals-cost-australia-around-25-billion-a-year/) Cat containment is a positive mechanism to reduce this burden as it will limit breeding of free-roaming populations and allow for better identification and management of feral, and semi-feral individuals.</p> <p>Considering the above, The Conservation Council supports a blanket approach to cat containment in the Queanbeyan-Palerang Region. The Council does not recommend a grandfathered approach, as has been done in the ACT. A grandfathered approach is difficult to enforce and confusing. This is due to the approach resulting in locations where cats are both required to be contained, but also some that are allowed to be roaming.</p> <p>In addition to a blanket cat containment policy, the Conservation Council also recommends that:</p> <ul style="list-style-type: none"> • Community education and engagement be conducted to promote responsible pet ownership. • Citizen science is considered to raise awareness of cat behaviour. • Policies be implemented to improve cat desexing rates. <p>The Conservation Council commends the Queanbeyan-Palerang Regional Council for the intention to implement cat containment and encourages the outlined recommendations.</p>

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

26 APRIL 2023

ITEM 9.5 FORMER BRAIDWOOD LIBRARY COMMUNITY USE
 PROPOSAL BYPAA

ATTACHMENT 1 BYPAA PROPOSAL FOR COMMUNITY SOACE IN OLD
 BRAIDWOOD LIBRARY

Proposal for a Community Space in the Old Library, Braidwood

Oct 2022

A Community-Run Community Hub in the Old Library – a place for youth.



The Braidwood Youth Performing Arts Association (BYPAA) would like to present the following formal proposal for consideration by Queanbeyan Palerang Regional Council (QPRC) and interested community groups.

The proposal by BYPAA is:

Through an appropriate arrangement (lease or other) BYPAA will manage the Old Library as a Community Hub with a prioritised Youth Space.

Background

In recent weeks some discussions have taken place between Council staff (Rebecca Ryan, CEO and Jaqueline Richards, Portfolio General Manager - Community Choice) and the Braidwood Community Association, concerning the future use of the Old Library Building in Park Lane. It is understood the discussion has been around the potential to use the building as a Community Hub.

BYPAA recognises this need and supports the creation of a community space in the Old Library.

Braidwood has many diverse community groups and a very active volunteer culture that is invaluable to our social and economic resilience. There is capacity to support the work of these many community actors by facilitating use of the Old Library as a community space. The building is currently under-utilised in this regard, while existing venues and spaces in town do not adequately meet all community needs (as discussed below). A significant lack exists in youth support and services in Braidwood and we believe the activation of the Old Library for community uses presents an opportunity to address this specific shortfall.

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BYPAA formed in 2017 to support children and young people by providing activities and opportunities in performing arts. There were few such services available when BYPAA formed, and the arts-focus reaches kids who are not sport-oriented and engaged in such traditional activities. BYPAA's mission (see below) is to use the performing arts to boost the engagement, development, and wellbeing of young people. Since our inception we have worked to deliver a diverse range of workshops and events (see attached *History of BYPAA*). We have also lobbied, written numerous grants and sought a way to better support young people and children by creating a space for a range of youth-oriented activities.



Continuing our years of advocating for a youth space, we are hopeful that our track record, our considerable volunteer resources, and our demonstrated commitment, leaves BYPAA well positioned to be considered as caretakers of a proposed community hub in the Old Library.



The young cast of the BYPAA's "Pirates of Penzance" 2021

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The Proposed Management Plan

BYPAA is interested in entering a formal lease arrangement with QPRC, or an appropriate alternative arrangement, to enable us to coordinate and manage the Old Library as a community space.

BYPAA is prepared to do this either as a sole tenant or through our current partnership with the Braidwood Community Association (BCA) via the existing BCA-YAS (Youth Activities Subcommittee), a subcommittee of the BCA that BYPAA is involved with. This would need to be discussed in detail with all parties.

Our proposal is to operate the Old Library as a shared community space, seeking to address the currently un-met needs for services and activities in the Braidwood Community. We believe this will benefit the wider community and assist QPRC to better support the Braidwood community by harnessing existing volunteer capacity. The direct benefit of this arrangement to BYPAA is that having access to a consistent space will vastly improve the capacity of BYPAA and others to support and improve the services available to local children, young people, and their families. This is explained in more depth below.

It is important to stress that while BYPAA is seeking extensive use of the space, to address the needs of young people, ***we are not seeking exclusive use of this proposed facility.***

We believe that young people in Braidwood are severely under-served and there is a compelling need to prioritise delivery of services and support for young people in any way possible.

BYPAA is well positioned to facilitate this. Further, according to our operating model, BYPAA intends that the space would be managed and operated in a way that directly engages young people in the management activities, responsibilities, and decision-making processes in a supported and mentored way. This mentoring will positively increase young people's capacity for civic involvement, improve self-worth and confidence, and build capacity. This is a particularly important aspect of our proposal as there is currently no capacity at Braidwood Central School to enable a traditional Student Representative Council to operate. As such, there is no structured opportunity for young people to develop leadership skills and exercise this level of social responsibility.

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We intend that the space would be available for a wide range of appropriate community, Council, and private users to access through a casual hire or reservation arrangement. This would be managed through a user-friendly booking system with clear guidelines and set fees for different users. It would be considered appropriate to keep charges for community activities, such as meetings of community groups, free or nominal if possible.

BYPAA and/or BCA volunteers would ensure the building is managed on behalf of the community and kept appropriately clean and tidy. BYPAA could seek funding and other contributions to maintain, renovate or improve the facility in response to user needs and expectations, in consultation with QPRC.

Whatever arrangement (lease or other) it would be expected that BYPAA receives some benefit in access or reduced fees in exchange for the commitment of volunteers' time and labour required to manage the space for the benefit of all. It would be anticipated that we can negotiate a reasonable arrangement that provides a sustainable model to cover operating costs and expenses.

BYPAA is offering to perform this role so we can proactively create a space that affords our young people a sense of belonging, pride and worth and allows them to contribute to their community. BYPAA has recently expanded to include an all-ages Drama Society. This has strengthened our membership and volunteer base beyond the often time-poor families of children and young people, to include a more diverse and available adult volunteer resource. Such diversity means we are well resourced to manage the space and the richness of life and professional experience of our members is invaluable for supporting and mentoring young people.

Proposal for a Community Space in the Old Library, Braidwood

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Proposed Uses

Anticipated uses for Community Groups include:

- Meeting Space – to hold committee meetings, AGM's, workshops etc.
- External Outreach Services delivery venue (such as Government services, Mental Health Services etc.).
- Council events and meetings as required.
- Events venue.
- Playgroup.
- Activity space – yoga, wellbeing activities, social connections, sewing and craft, etc.

Anticipated uses for BYPAA include:

- Meeting and administrative space
- Workshop space for various regular and irregular BYPAA activities including children and youth drama workshops, choir and music groups, rehearsals for MADS (BYPAA's all ages Music and Drama Society).
Note: the Braidwood Lions Club already generously provide storage space for BYPAA equipment at their Shed, located two doors down from the Old Library in Park Lane. This means our equipment is very accessible for use as required in the Old Library, without occupying permanent space in the building.
- Supported use by young people (especially senior drama and music students) for rehearsal and study groups to use on a casual basis.
- Craft Club, Art Club, Games Club – these are all uses that young people have expressed an interest in and tie into previous workshop activities that BYPAA has held. Our recent Un-Wasted Festival focused on "up-cycling" of waste for creative expression and performance. This was very successful and indicated the possibility for a regular weekly BYPAA Craft Club if a suitable space were available.
- Small sound recording studio for podcasts and filming of videos and multimedia projects. Several local young people have expressed a strong interest in such a facility and many precedents exist to demonstrate the positive impact such initiatives have on young people's wellbeing.
- Children's Yoga Classes.
- Music Classes for young children.

Anticipated uses for businesses and other members of the public include:

- Casual hire for parties... especially children's birthday parties etc.
- Workshop space – book clubs meetings, craft, exercise, dance etc.
- Events venue.

Proposal for a Community Space in the Old Library, Braidwood

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Background of BYPAA

Braidwood Youth Performing Arts Association Mission Statement

The stated goal of the [Braidwood Youth Performing Arts Association](#) is to:

- **Support existing, and create new, performing arts opportunities for young people in Braidwood and the surrounding areas.**
- **Work in close partnership with other sympathetic groups and businesses to develop and enrich Braidwood's Performing Arts culture and community.**
- **Support young people to gain skills and experience in performing arts that will increase their education and employment prospects.**
- **Provide positive activities, workshops and mentoring relationships that will boost confidence, well-being, physical and mental health outcomes for young people.**
- **Work towards establishing a community facility in Braidwood dedicated to performing arts related activities for young people.**

Our strategy is to provide a range of activities and support functions including:

- Arranging workshops and holiday programs in a range of performing arts: including drama, acting, dance, music, singing, filmmaking, DJ'ing and sound recording, circus skills and others.
- Arranging excursions and group bookings to performances and events away from Braidwood.
- Working in close partnership with the Braidwood Dance Studio to produce the annual performance showcasing the achievements of the Dance Studio over that year.
- Collaborate with other sympathetic groups to develop, enrich and facilitate opportunities for local youth in a wide range of performing arts endeavours.
- Provide a range of competitions and performance opportunities for young people to help them gain valuable experience.
- Fundraising for purchase of equipment and costumes.
- Provision of financial and other support for youth members.

Our Operating Model

BYPAA is a not-for-profit community association operated entirely by volunteers. We are supported by membership fees, donations, grant funding and sponsorship. Our programs are delivered to participants at the lowest possible enrolment fee, to ensure cost is no barrier to participation. Many of our programs are free. We provide scholarships to enable families experiencing financial hardship to support their children's creative development. Unavoidable costs we incur in organising events include venue hire fees, equipment hire, promotion and publicity expenses, and tutor fees. We are committed to paying fair fees to all creative talent we utilise, and we seek to employ local artist, performers, and tutors as much as possible. In addition, we maintain a policy to hire youth tutors wherever possible to provide valuable work experience and development opportunities for young people.

Proposal for a Community Space in the Old Library, Braidwood

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History of BYPAA's Search for a Youth Performing Arts Space

BYPAA has been lobbying local, State and Federal Government since 2017 for help to secure a space for youth performing arts activities. This acute need pre-dated the formation of BYPAA, as evidenced by the experience of the Braidwood Dance Studio, a local business providing one of the few performing arts activities for local children and youth. The Dance Studio has struggled for years to find an appropriate venue and are, to this day, still struggling (as detailed below) and bumping from space to space.

BYPAA have approached Council on several occasions. We have had numerous meetings and communications with Jacqueline Richards and others over this matter. BYPAA have investigated numerous facilities in Braidwood, applied for grant funding and considered various options for acquiring a property for this purpose. Unfortunately, we have not secured funding to date and lack the financial means to purchase a building. It is not possible to secure grant funding for "fit-out and renovations" for a building we do not already own or lease.

A youth performing arts space would enable BYPAA to hold workshops and events for youth and adults much more effectively, without relying on variable casual venue availability and removing the need to move and reconfigure the equipment required to support our events. There have been repeated instances where last minute changes of venue have been required, causing confusion for parents bringing children to participate in events. In other situations, we have had to completely pack up at day's end only to set up again next day.



The Un-Wasted Festival Workshops, April 2022.

A space that is recognised to prioritise and value young people, and is perceived by them as safe and welcoming, will enable us to more effectively support and mentor young people. With a youth space we will be able to provide a range of wellbeing support, personal development opportunities and crucial mentoring in social, civic and work skills. Such a youth-oriented space will also facilitate delivery of other well-being services to children and

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young people in a neutral space where they may be more inclined to access such services. It is not adequate to rely on schools alone for this type of support and a community-based youth space would mean kids who are not within the school system have equitable access to support services.

BYPAA strongly believes that children and young people in our district are not well served and lack opportunities because of our remoteness and limited options. There are very few activities (beyond traditional sports, Scouts and Guides) for young people to access. There are some possibilities for private tuition in music if families can afford the fees and there is the Braidwood Dance Studio. BYPAA formed, to offer an increased range of experiences and opportunities, through performing arts and creative expression, for young people who are not interested or do not feel safe in sports-based activities. We have had great success since forming BYPAA in running a range of events and workshops under a not-for-profit model. Through grant support and sponsorship, we offer activities at very affordable rates and, where possible, we make activities free or provide scholarships to ensure cost is no barrier to participation.

Over recent years we have sought to help the Braidwood Dance Studio find access to a suitable space. The lack of a safe and appropriate space for the Dance Studio has made their operation a constant challenge. The studio functioned reasonably well last term, from the partially renovated Anglican Hall with some classes at the National Theatre. However, due to ongoing renovations, the Anglican Hall is unavailable for dance in Term 4 2022, meaning all classes must be held elsewhere. This extra expense, disruption and confusion make it challenging to keep the Studio viable and attract new students. This is compounding the stress and strain of the current post-covid rebuild. The Braidwood Dance Studio offers a critical activity for children in our district and the loss of this activity would be highly detrimental.



Young Maker's Market during the BYPAA Un-Wasted Festival April 2022.

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The lack of a dedicated space for youth activities became starkly obvious during the Black Summer Bush Fire crisis. During that period, when young people most needed positive activities and distractions to relieve the stress and anxiety, and provide a sense of safety and support, BYPAA could not access any space from which to operate because all venues were occupied with relief activities, including storage of donated items. We were badly hampered by the lack of available space.

Since then, we have rolled through the impacts of Covid-19 and arranging repeated venue changes to meet capacity restrictions and event cancellations. Rebuilding capacity and engagement post-covid is a challenge we all face. There is no doubt that having access to a consistent space will greatly boost this rebuild process and enable delivery of crucial support to young people and wider benefits to the general community.

BYPAA's Community and Youth Engagement

BYPAA is a partner organisation in the BCA Youth Activities Sub-committee. Together, this sub-committee has worked with QPRC to create the very successful new Playground in Ryrie Park, in consultation with young people and kids. We are currently administering the \$680,000 grant to build the Skate Park in Braidwood, working in close partnership with the QPRC Project Management team. BYPAA and the BCA conducted community fundraising for the Skate Park, including screen printing workshop to produce bags and T-shirts for sale, we commissioned a young local artist to design a T-shirt for professional production and sale, and we helped young people to run one day of the highly regarded Book Fair to raise earnings for the Skate Park. Together these efforts raised over \$6,000 of community fundraising, aided by BYPAA. In our ongoing role as recipients of this major community funding for the Skate Park, BYPAA is continuing to ensure young people and kids are included and consulted on this significant development.



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In Term 3, 2022 BYPAA partnered with drama teachers from Braidwood Central School to develop a performance piece by senior students to contribute to the Two Fires Festival “Come Together Event”, that was held on 8th and 9th October. Braidwood Central School generously allowed BYPAA to use the school drama room after hours for this project.



Young performers from BYPAA contribute to the two Fires Festival “Come Together Event”

October 2022

BYPAA is continuing a program of after-school drama skills development during Term 4 of 2022. We are still able to access the Drama Room space at Braidwood Central School for this Drama Club, however due to a school decision, we have had to change the hours this Club can meet. Unfortunately, this means one volunteer tutor is unable to deliver the drumming workshop intended as part of this program.

During the Term 4 Drama Club the program includes a “Youth Summit” which is intended to canvas input from young people on their ideas and aspirations. This will help inform and guide BYPAA so we can deliver relevant programs in the most responsive, inspiring, and supportive manner.



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Summary of issues and limitations concerning existing venues and BYPAA's search for a suitable youth-oriented space.

Venue	Issues / Limitations
Life Centre	<p>Space is used for BYPAA events occasionally. Can involve considerable work rearranging furniture to make space usable. Some concerns over security of equipment when left overnight.</p> <p>Any possibility of a permanent booking, as required for The Dance Studio, has been rejected by the Life Centre because it was considered to impact on Life Centre activities and identity.</p> <p>Also, the issue of furniture that would need to be removed and replaced at every dance class. Space is small for current classes so extra classes would need to be scheduled.</p> <p>The adjacent Club Room would be needed for separate waiting room.</p>
Anglican Hall	<p>Previously not possible due to toilet issue.</p> <p>Existing floor is un-even and kids get splinters, they have received grant to fix toilets but not floor.</p> <p>Clashes with other regular afternoon/evening user.</p> <p>Ongoing renovations causing disruptions.</p>
National Theatre	<p>Currently utilised by BYPAA and Dance Studio for occasional events and performances.</p> <p>Large space not suitable for all activities, particularly smaller classes and music tuition.</p> <p>The main floor not safe because it gives children splinters. Heritage floor so will not be replaced. No tap dancing allowed.</p> <p>Stage area not suitable for teaching and generally full of stored seats and equipment.</p> <p>Very expensive per hour rental rate especially for Dance Studio.</p> <p>Regularly booked for other events and thus not reliably available.</p> <p>No separate waiting area.</p>
Braidwood Central School	<p>Spaces at the school are used by BYPAA for occasional events and workshops.</p> <p>Not available for regular use by Dance Studio.</p> <p>Central Small Hall – Permanently used for after school care and set up for their operation – not available for use.</p> <p>Gymnasium - The space is just too big for many activities including most dance classes. It would be hard for Dance Studio to manage a large group of children in such a big space, no tapping would be allowed. Not appropriate for smaller classes.</p> <p>The Gym has been a good venue for large BYPAA events on a casual basis, when not clashing with other events.</p>

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St Bede's School	<p>BYPA has previously used the St Bede's School Hall for some workshops and a disco. It is a suitable venue when available and funds are available to cover the rental cost.</p> <p>Braidwood Dance Studio was offered possible use of the Hall a few years ago with the proviso that the Studio would be bumped out when the space was needed by the school. This is not a secure arrangement, with the unacceptable risk of having to move or cancel classes on short notice.</p> <p>Also tapping would be an issue as would mark their floor.</p> <p>No separate waiting room available.</p>
BRAG	<p>Space is too small for the number of kids involved.</p> <p>BRAG has concerns over the potential risk of damage to artwork on the walls and with large numbers of active children being in the room.</p> <p>Clashes with other casual users.</p>
Old Library	<p>Previously unavailable to use due to Council uses.</p> <p>Internal column interrupts space and carpet flooring so not suitable for tapping. This limits uses for the Dance Studio, but could work for younger children's classes.</p> <p>No separate waiting area.</p> <p>BYPA could readily utilise this space for workshops, rehearsals, meetings, and an extensive range of activities.</p>
Braidwood Services Club	<p>BYPA has the annual Braidwood's Got Talent Show at the Club, which is a suitable venue for this event.</p> <p>Stage is good with a lighting balcony at rear of hall.</p> <p>Good sized space with adequate floor for dancing.</p> <p>Affordable terms.</p> <p>No separate waiting area.</p> <p>Braidwood Dance Studio did operate from the Club for a period, but there were serious issues with this arrangement.</p> <p>Significant safety and licensing issues related to presence of unrelated adults, service of alcohol and gambling.</p> <p>Children must be accompanied by adult to use toilets in Club foyer.</p> <p>Children must be accompanied by adult in all Club areas apart from the hall, but this proved extremely hard to enforce, jeopardising all classes.</p> <p>Many Club patrons are not happy with large numbers of children present.</p> <p>Other events have often led to the Dance Studio being bumped and forced to operate in the back room, which is not an adequate space.</p>
Scout Hall	<p>BYPA has used the Scout Hall for some rehearsals. Adequate space when available but limited by clashes with other users.</p>
CWA Rooms	<p>BYPA has used the CWA Rooms on one occasion for a weekly workshop program. Space is small and not suitable for most events.</p>

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Private Properties	<p>Braidwood Dance Studio has looked at renting several places over the years. Most options are either not big enough or are not a safe spot for children or the rental is too expensive to be affordable and sustainable. BYPAA was considering renting or purchasing a suitable property, however the property was purchased before we were able to act. Ethical concerns around expenditure of large sums of grant monies for fit-out that would remain with a private property in a leased arrangement.</p>
Private Purchase	<p>Limited suitable properties available – either with existing building or as vacant land - in terms of location, size and services. BYPAA has considered 3 properties to date for either rent or purchase. Currently we lack funds for initial purchase of a property and most funding bodies will not cover such a purchase. However, we are confident of our potential to attract grant funding for renovation and fit-out.</p> <p>We would prefer this investment goes into a community facility that will benefit the community in an ongoing way.</p>

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Council Meeting Attachment

26 APRIL 2023

ITEM 9.6 QPRC DRAFT CHILD SAFE POLICY

ATTACHMENT 1 DRAFT CHILD SAFE POLICY



Draft Child Safe Policy

Date policy was adopted:		CEO Signature and date
Resolution number:		
Next Policy review date:		
Reference number:		
Strategic Pillar		
Responsible Branch		DD/MM/YYYY

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DRAFT CHILD SAFE POLICY

1 OUTCOMES

- 1.1 This Policy has been developed to outline Queanbeyan-Palerang Regional Council's commitment to preventing, detecting and responding to reportable allegations or convictions regarding child safety.
- 1.2 The Policy reflects Council's commitment being a child safe organisation, through embedding the Child Safe Standards into council systems, policies and processes. - *Children's Guardian Act 2019*.
- 1.3 Council officials will be aware of their reporting obligations.

2 POLICY

- 2.1 Queanbeyan-Palerang Regional Council is committed to creating and maintaining a safe environment for children in line with the NSW Child Safe Standards. The organisation, and its officials, will support this Policy by following relevant processes and procedures to protect and enhance the safety of children in Council services, facilities and programs that engage with children and young people.
- 2.2 Children and young people have the right to be respected, empowered and safe. We are dedicated to listening to their views and are committed to our responsibilities in keeping them safe.
- 2.3 This Policy has been developed in accordance with the Child Safe Standards from the Office of the Children's Guardian. The Child Safe Standards are:
 - 1. Child safety is embedded in organisational leadership, governance and culture.
 - 2. Children participate in decisions affecting them and are taken seriously.
 - 3. Families and communities are informed and involved.
 - 4. Equity is upheld and diverse needs are taken into account.
 - 5. People working with children are suitable and supported.
 - 6. Processes to respond to complaints of child abuse are child focused.
 - 7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
 - 8. Physical and online environments minimise the opportunity for abuse to occur.
 - 9. Implementation of the Child Safe Standards is continuously reviewed and improved.
 - 10. Policies and procedures document how the organisation is child safe.

3 SCOPE OF THE POLICY

- 3.1 This Policy applies to all Council services, programs and sites, and officials including employees, volunteers, councillors and contractors.

4 DEFINITIONS

Allegation – where an allegation is provided by a member of the public, a Council official or other person that alleges wrongdoing.

Employee – for the purposes of this Policy, 'employee' is described in the *Children's Guardian Act 2019* (Section 16 and Section 18) as:

- (b) for a public authority—
 - (i) an individual employed by, or in, the public authority, or

[2]

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- (ii) *if the public authority is an individual—the individual, or*
- (iii) *if an individual is engaged directly, or by a third party employer, as a volunteer to provide services to children—the volunteer, or*
- (iv) *if an individual is engaged directly, or by a third party employer, as a contractor and the contractor holds, or is required to hold, a working with children check clearance for the purpose of the engagement—the contractor, or*
- (v) *if an individual is the head of a third party employer contracted to provide services to children on behalf of a public authority and the individual holds, or is required to hold, a working with children check clearance—the individual,*

Reportable allegation – as defined by the *Children’s Guardian Act 2019* (Section 18) the meaning of reportable allegation, in relation to an employee of a public authority, means

- (a) *if the employee holds, or is required to hold, a working with children check clearance for the purpose of employment with the public authority—an allegation that the employee has engaged in conduct that may be reportable conduct, whether or not the conduct is alleged to have occurred in the course of the employee’s employment, or*
- (b) *if the employee is not required to hold a working with children check clearance for the purpose of employment with the public authority—an allegation that the employee has engaged in conduct that may be reportable conduct, unless the conduct is alleged to have occurred outside the course of the employee’s employment with the public authority.*

Council official — includes councillors, Council staff, administrators, volunteers, contractors, Council committee members and delegates of Council.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- *Advocate for Children and Young People Act 2014*
- *Child Protection (Offenders Prohibition Orders) Act 2004*
- *Child Protection (Offenders Registration) Act 2000*
- *Child Protection (Working with Children) Act 2012*
- *Child Protection (Working with Children) Regulation 2013*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Children and Young Persons (Care and Protection) Regulation 2012*
- *Children’s Guardian Act 2019*
- *Environmental Planning and Assessment (EPA) Act 1979*
- *Government Information (Public Access) Act 2009*
- *Ombudsman Act 1974*
- *Privacy and Personal Information Protection Act 1998*
- *State Records Act 1998*
- *NSW Local Government Act (1993)*
- *Young Offenders Act 1997.*
- QPRC Code of Conduct
- QPRC Complaint Management Policy
- QPRC Equal Employment Opportunity Policy
- Children in the Workplace Staff Policy
- National Criminal History Check Staff Policy

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- Working with Children Checks Staff Policy
- Volunteering at QPRC Staff Policy
- Volunteering Policy

6 CONTENT

- 6.1 Council supports the active participation of children in our services, programs and events. Council will provide accessible opportunities to encourage children to take part in decisions that affect them now and in the future.
- 6.2 All Council officials will be aware of their responsibilities regarding the prevention, detection and response to reportable allegations or convictions regarding child safety in accordance with Part 4 of the *Children's Guardian Act 2019*.
- 6.3 Staff who work in relevant positions will be required to have and maintain a Working with Children Check in accordance with *the Local Government (State) Award*. Prospective employees that require a Working with Children Check will not be engaged in child-related work until Council is in receipt of a valid Check.
- 6.4 Council will meet its training and induction obligations by ensuring that all officials are inducted in child safety, understand the policies and processes aligned to child safety and understand that child safety is everyone's responsibility.
- 6.5 Council will ensure the timely reporting and investigation of allegations of possible harm, or neglect of a child in line with the Reportable Conduct Scheme where Council is a defined public authority. In doing so, Council will:
- a) Report criminal offences to the NSW or Federal Police and risk of significant harm to the Child Protection Helpline.
 - b) Work with external investigation agencies, where required.
 - c) Afford the respondent a fair process and the ability to respond to allegations
 - d) Consider appropriate actions to reduce the risk posed to the victim, the complainant and the respondent.
 - e) Provide reports and updates to the relevant authorities.
 - f) Provide support and information to the affected parties, including the alleged victims and their family and the respondent in line with section 57 of the *Children's Guardian Act 2019*.
- 6.6 Council officials will comply with instructions and advice from NSW Police, the Office of Children's Guardian, Department of Community and Justice and other relevant Government agencies.
- 6.7 Council officials will maintain strict confidentiality regarding reports and investigations of allegations of child abuse.
- 6.8 Records relating to children will be stored and maintained in line with relevant legislation.
- ### 7 RESPONSIBILITIES
- 7.1 Head of entity and head of child safe organisation:
Council is considered a relevant entity and reporting body as per the Reportable Conduct Scheme and under the *Children's Guardian Act 2019* must have a "head of

DRAFT CHILD SAFE POLICY

a relevant entity". For the purpose of this Policy, Council's Head of Entity and head of a child safe organisation is the General Manager. The Head of Entity is required to notify the Office of the Children's Guardian of reportable allegations and convictions against employees. The head of a child safe organisation is responsible for ensuring the child safe standards are embedded into the Council's systems, policies and processes.

7.2 Senior staff and Managers are responsible for:

- Treating all complaints seriously, equitably and confidentially, taking immediate action to report and follow direction from relevant State Government authorities.
- Notifying the Head of Entity and the Manager, Workplace and Performance of any reportable allegation.
- Identifying prior to the engagement of any non-Council employee involved in child-related work so the appropriate verification check and training can be undertaken.

7.3 Council officials are responsible for:

- Immediately notifying the General Manager or relevant Director/Manager if any reportable allegation or conviction of which they become aware.
- Report any concerns about the safety or welfare of a child or young person immediately.
- Acting in accordance with the *Children's Guardian Act 2019*.
- If working within a child-related role, the worker must hold valid clearance.
- Adhering to Council's Child Safe Policy.
- Adhering to the Council's Code of Conduct when engaged in child-related work.

8 REVIEW

8.1 This policy will be reviewed every four years or earlier as necessary if:

- a) legislation requires it, or
- b) Council's functions, structure or activities change
- c) Responding to child safe concerns to improve council systems, policies and processes.

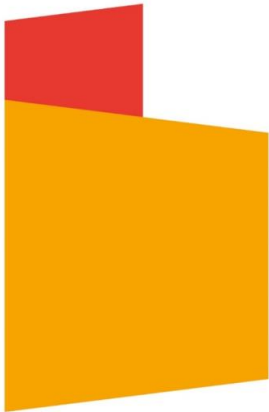
QUEANBEYAN-PALERANG REGIONAL COUNCIL

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ITEM 9.6 QPRC DRAFT CHILD SAFE POLICY

ATTACHMENT 2 REVIEWED CODE OF CONDUCT



Code of Conduct
2023²

Date policy was adopted:	12 January 2022	CEO Signature and date
Resolution number:	008/22	 _____
Next Policy review date:	2024	
Reference number:	52.5.4	
Strategic Pillar	Governance & Risk Capability	
Responsible Branch	Governance	13 January 2022

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PART 1 INTRODUCTION

The Queanbeyan-Palerang Regional Council's Code of Conduct is based on the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") which is made under section 440 of the *Local Government Act 1993* ("LGA") and the *Local Government (General) Regulation 2005* ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

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

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (e.g. volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

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

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



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PART 2 DEFINITIONS

In this code the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of "council committee"
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>



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general manager	means the Chief Executive Officer of QPRC
joint organisation	a joint organisation established under section 400O of the LGA
LGA	<i>Local Government Act 1993</i>
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>
mayor	the Mayor of QPRC
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation
the Regulation	the <i>Local Government (General) Regulation 2005</i>
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a council committee that the council has not delegated any functions to



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PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
 - b) is contrary to statutory requirements or the council's administrative requirements or policies
 - c) is improper or unethical
 - d) is an abuse of power
 - e) causes, comprises or involves intimidation or verbal abuse
 - f) involves the misuse of your position to obtain a private benefit
 - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (*section 439*).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- a) is not wanted by the person
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.



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Bullying

3.8 You must not engage in bullying behaviour towards others.

- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
 - b) the behaviour creates a risk to health and safety.

3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

- a) aggressive, threatening or intimidating conduct
- b) belittling or humiliating comments
- c) spreading malicious rumours
- d) teasing, practical jokes or 'initiation ceremonies'
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.

3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:

- a) performance management processes
- b) disciplinary action for misconduct
- c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d) directing a worker to perform duties in keeping with their job
- e) maintaining reasonable workplace goals and standards
- f) legitimately exercising a regulatory function
- g) legitimately implementing a council policy or administrative processes.

Work health and safety

3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations



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- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

3.13 Child Protection:

As an official of a public authority under Reportable Conduct Scheme (Children's Guardian Act 2019), you shall abide by Council's Child Protection Policy and must:

- Treat children with respect and value their ideas and opinions
- Take all actions to create a safe and welcoming environment for children
- Avoid unnecessary physical contact with children
- Report any suspicions or allegations of child abuse
- Report and suspicions or allegations of misconduct or appropriate behaviour by staff
- Not use inappropriate language in the presence of children
- Not take photos of children without written consent from their parent/s or guardian/s

Land use planning, development assessment and other regulatory functions

3.143.14 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.143.15 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Binding caucus votes

3.153.16 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.

3.163.17 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.

3.173.18 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.

3.183.19 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

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Obligations in relation to meetings

~~3-193.20~~ You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.

~~3-203.21~~ You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).

~~3-243.22~~ You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

~~3-223.23~~ If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:

- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
- b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
- c) deliberately seek to impede the consideration of business at a meeting.



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PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your "relative" is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector
 - (b) your interest as a ratepayer or person liable to pay a charge
 - (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is



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- offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
 - (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
 - (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
 - (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
 - (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
 - (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
 - (j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
 - (k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
 - (l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
 - (m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person



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- (n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- (o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

- (a) the general manager
- (b) other senior staff of the council for the purposes of section 332 of the LGA
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.

4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.



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- 4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council staff other than designated persons?

- 4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.

- 4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council advisers?

- 4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.

- 4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a council committee member?

- 4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.

- 4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

What disclosures must be made by a councillor?

- 4.20 A councillor:
- (a) must prepare and submit written returns of interests in accordance with clause 4.21, and
 - (b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

Disclosure of interests in written returns

- 4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a councillor or designated person, and
- (b) 30 June of each year, and
- (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).



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- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a councillor or designated person in the preceding 3 months.
- 4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.
- 4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.
- [Disclosure of pecuniary interests at meetings](#)
- 4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.
- 4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council



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- committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.
- Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.
- 4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
- (a) the matter is a proposal relating to:
 - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
 - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
 - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
 - (c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.
- 4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:
- (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
 - (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.



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- 4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
 - (b) that it is in the interests of the electors for the area to do so.
- 4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.

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PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
 - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly



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close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household

- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken



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to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.

5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

Political donations

5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:

- a) made by a major political donor in the previous four years, and
- b) the major political donor has a matter before council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.

5.17 For the purposes of this Part:

- a) a "reportable political donation" has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
- b) "major political donor" has the same meaning as it has in the *Electoral Funding Act 2018*.

5.18 Councillors should note that political donations that are not a "reportable political donation", or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.

5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum as a result of compliance with this Part

5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary



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conflict of interest in the matter is permitted to participate in consideration of the matter if:

- a) the matter is a proposal relating to:
 - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
- c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Other business or employment

5.23 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.

5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.

5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.

5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.



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- 5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:
- a) conflict with their official duties
 - b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
 - c) require them to work while on council duty
 - d) discredit or disadvantage the council
 - e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

Personal dealings with council

- 5.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.



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PART 6 PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less
 - b) a political donation for the purposes of the *Electoral Funding Act 2018*
 - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
 - d) a benefit or facility provided by the council to an employee or councillor
 - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
 - f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business
 - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

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

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9



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- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
 - g) personally benefit from reward points programs when purchasing on behalf of the council.
- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
- a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
 - b) gifts of alcohol that do not exceed a value of \$100
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person



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associated with that person or organisation, during the same 12-month period would exceed \$100 in value.

- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

"Cash-like gifts"

- 6.13 For the purposes of clause 6.5(e), "cash-like gifts" include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.



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PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.

7.2 Councillors or administrators must not:

- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
- b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
- c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
- d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.

7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

Obligations of staff

7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.

7.5 Members of staff of council must:

- a) give their attention to the business of the council while on duty
- b) ensure that their work is carried out ethically, efficiently, economically and effectively
- c) carry out reasonable and lawful directions given by any person having authority to give such directions
- d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them



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- e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor or administrator has a right to be heard by the panel at the meeting
- f) councillors and administrators being overbearing or threatening to council staff
- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.



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PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

Councillors and administrators to properly examine and consider information

- 8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

Refusal of access to information

- 8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.



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Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
- a) subject to clause 8.14, only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
 - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of council information, you must:
- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
 - b) protect confidential information
 - c) only release confidential information if you have authority to do so
 - d) only use confidential information for the purpose for which it is intended to be used
 - e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
 - g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

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

Use of council resources

- 8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.



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- 8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters
 - b) the representation of employees with respect to grievances and disputes
 - c) functions associated with the role of the local consultative committee.
- 8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 8.19 You must not convert any property of the council to your own use unless properly authorised.
- Internet access
- 8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.
- 8.21 You must not use social media to host, post or share comments, photos, videos, electronic recordings or other information that:
- (a) is offensive, humiliating, threatening or intimidating to other council officials or those who deal with the council
 - (b) contains content about the council that is misleading or deceptive
 - (c) divulges confidential council information
 - (d) breaches the privacy of other council officials or those who deal with council
 - (e) contains allegations of suspected breaches of this code or information about the consideration of a matter under the Procedures, or



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- (f) could be perceived to be an official comment on behalf of the council where you have not been authorised to make such comment.

Council record keeping

8.22 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.

8.23 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.

8.24 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.

8.25 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

Councillor access to council buildings

8.26 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.

8.27 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.

8.28 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.



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PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral



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submission invited under the Procedures will not constitute a breach of this clause.

9.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.

9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.

9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.

9.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.

9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

9.14 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.

9.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.



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SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or



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- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods



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or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.



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Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.21 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

Gifts

9. A person making a return under clause 4.21 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.21 of this code must disclose:
 - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and



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- c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.



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18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.21 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

Dispositions of real property

23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.



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Sources of income

26. A person making a return under clause 4.21 of this code must disclose:
- each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- in relation to income from an occupation of the person:
 - a description of the occupation, and
 - if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - in relation to income from a trust, the name and address of the settlor and the trustee, or
 - in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- on the return date, and
 - at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:



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- (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
- (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
- b) the person was liable to pay the debt to a relative, or
- c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
- d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
- e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.



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SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.



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The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]
[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
--	--------------------

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
---------------------------	--	--

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------



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3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
---	---------------------------

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest (if interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
--	-----------------------------	----------------------------------	---

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
---	-------------------------

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June



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I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures



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SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.



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Special disclosure of pecuniary interests by [full name of councillor]

in the matter of [insert name of environmental planning instrument]

which is to be considered at a meeting of the [name of council or council committee (as the case requires)]

to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor [Tick or cross one box.]	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² [Tick or cross one box]	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.



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Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]</i>	

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

26 APRIL 2023

ITEM 9.7 INVESTMENT REPORT - MARCH 2023

ATTACHMENT 1 INVESTMENT REPORT PACK - MARCH 2023



Investment Report Pack

Queanbeyan-Palerang Regional Council

At 31 March 2023



Contents

1. Budget vs Actual Interest Income 1 July 2022 to 30 June 2023
2. Portfolio Valuation At 31 March 2023
3. Portfolio Compliance At 31 March 2023
4. Portfolio Statistics For Period Ending 31 March 2023
5. Portfolio Fossil Fuel Summary For Period Ending 31 March 2023



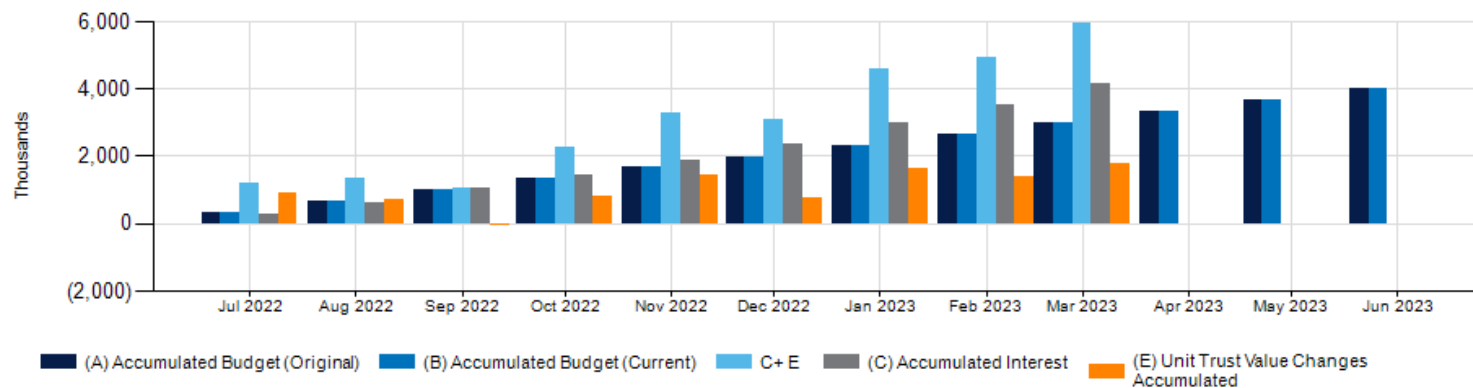
1. Budget vs Actual Interest Income 1 July 2022 to 30 June 2023

Month / Year	(A) Income Interest Budget (Original) Running Total	Interest Income Budget (Current) For Month	(B) Interest Income Budget (Current) Running Total	(T) Interest Income Received/Accrued For Month	(C) Interest Income Received/Accrued Running Total	Accrued Interest Acquired For Month	Accrued Interest Acquired Running Total	(U) Unit Trust Market Value Changes	(E) Unit Trust Market Value Changes Running Total	'Return' For Month (T + U)
Jul 2022	332,064.00	332,064.00	332,064.00	285,276.10	285,276.10	0.00	0.00	892,068.77	892,068.77	1,177,344.87
Aug 2022	664,128.00	332,064.00	664,128.00	345,376.21	630,652.31	0.00	0.00	(191,495.87)	700,572.90	153,880.34
Sep 2022	996,192.00	332,064.00	996,192.00	388,432.77	1,019,085.08	0.00	0.00	(716,656.66)	(16,083.76)	(328,223.89)
Oct 2022	1,328,256.00	332,064.00	1,328,256.00	416,330.48	1,435,415.56	0.00	0.00	825,485.66	809,401.90	1,241,816.14
Nov 2022	1,660,320.00	332,064.00	1,660,320.00	413,311.06	1,848,726.62	0.00	0.00	634,379.94	1,443,781.84	1,047,691.00
Dec 2022	1,992,384.00	332,064.00	1,992,384.00	497,971.07	2,346,697.69	0.00	0.00	(690,353.64)	753,428.20	(192,382.55)
Jan 2023	2,324,448.00	332,064.00	2,324,448.00	615,901.24	2,962,598.93	0.00	0.00	878,003.74	1,631,431.94	1,493,904.96
Feb 2023	2,656,512.00	332,064.00	2,656,512.00	532,312.91	3,494,911.84	0.00	0.00	(226,540.54)	1,404,891.40	305,772.37
Mar 2023	2,988,576.00	332,064.00	2,988,576.00	631,670.58	4,126,582.42	0.00	0.00	391,055.77	1,795,947.17	1,022,726.35
Apr 2023	3,320,640.00	332,064.00	3,320,640.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May 2023	3,652,704.00	332,064.00	3,652,704.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun 2023	3,984,768.00	332,064.00	3,984,768.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		3,984,768.00		4,126,582.42		0.00		1,795,947.17		5,922,529.59

Notes on Table Above

1A. The numbers shown in Column T are the accrual interest amounts for that month combined with the At Call Deposit, Unit Trust and Unassigned interest and distribution income received during that month.
1B. The accruals shown in this section have been calculated using each security's coupon schedule.

Accumulated Budget vs Actual (Accruals Based Upon Coupon Payment Schedules)





2. Portfolio Valuation At 31 March 2023

	Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Unit Price Notional	Unit Count	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit														
	AMP QPRC At Call	S&P ST A2		876,066.98	1.00000000	876,066.98	100.000	0.000			876,066.98	0.36%	1.50%	
	BENAU At Call	Moodys A3		17,444.49	1.00000000	17,444.49	100.000	0.000			17,444.49	0.01%	3.30%	
	BENAU transaction At Call	Moodys A3		168,987.12	1.00000000	168,987.12	100.000	0.000			168,987.12	0.07%	0.00%	
	NAB At Call	S&P AA-		25,357,836.81	1.00000000	25,357,836.81	100.000	0.000			25,357,836.81	10.41%	4.15%	
	NAB General At Call	S&P AA-		5,327,573.26	1.00000000	5,327,573.26	100.000	0.000			5,327,573.26	2.19%	3.60%	
	NAB Links At Call	S&P AA-		1,169,778.60	1.00000000	1,169,778.60	100.000	0.000			1,169,778.60	0.48%	3.60%	
				32,917,687.26		32,917,687.26					32,917,687.26	13.51%		3.95%
Covered Floating Bond														
	ING 0.98 08 Dec 2025 COVERDFLO	Moodys Aaa	AU3FN0074175	3,500,000.00	1.00000000	3,500,000.00	100.340	0.291			3,522,085.00	1.45%	4.61%	
				3,500,000.00		3,500,000.00					3,522,085.00	1.45%		4.61%
Fixed Rate Bond														
	MACQ 1.7 12 Feb 2025 Fixed	S&P A+	AU3CB0270387	6,000,000.00	1.00000000	6,000,000.00	95.197	0.221			5,725,080.00	2.35%	1.66%	
	NTTC 0.8 15 Jun 2024 - Issued 16 Mar 2021 - Queanbeyan Regional Council Fixed	Moodys Aa3		5,000,000.00	1.00000000	5,000,000.00	100.000	0.633			5,031,650.00	2.06%	0.80%	
	NTTC 1.1 15 Dec 2024 - Issued 16 Sep 2020 Fixed	Moodys Aa3		3,000,000.00	1.00000000	3,000,000.00	100.000	0.319			3,009,570.00	1.23%	1.10%	
	NTTC 1.1 15 Jun 2025 - Issued 16 Mar 2021 - Queanbeyan Regional Council Fixed	Moodys Aa3		5,000,000.00	1.00000000	5,000,000.00	100.000	0.871			5,043,550.00	2.07%	1.10%	
	SunBank 2.5 25 Jan 2027 Fixed	S&P A+	AU3CB0285955	5,000,000.00	1.00000000	5,000,000.00	92.965	0.449			4,670,700.00	1.92%	2.66%	
				24,000,000.00		24,000,000.00					23,480,550.00	9.64%		1.49%
Floating Rate Deposit														
	Westpac 1.01 17 Apr 2024 1827DAY FRD	S&P AA-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.177			3,005,310.42	1.23%	4.62%	
	Westpac 1 29 Apr 2024 1827DAY FRD	S&P AA-		4,000,000.00	1.00000000	4,000,000.00	100.000	0.025			4,001,014.80	1.64%	4.63%	
	Westpac 0.98 03 Jul 2024 1827DAY FRD	S&P AA-		5,000,000.00	1.00000000	5,000,000.00	100.000	0.339			5,016,951.50	2.06%	4.42%	
				12,000,000.00		12,000,000.00					12,023,276.72	4.93%		4.54%
Floating Rate Note														
	CBA 0.93 16 Aug 2023 FRN	S&P AA-	AU3FN0044046	1,500,000.00	1.00000000	1,500,000.00	100.178	0.519			1,510,455.00	0.62%	4.40%	
	CBA 1.13 11 Jan 2024 FRN	S&P AA-	AU3FN0046561	5,000,000.00	1.00000000	5,000,000.00	100.541	0.967			5,075,400.00	2.08%	4.47%	
	CBA 1.15 13 Jan 2028 FRN	S&P AA-	AU3FN0074514	3,500,000.00	1.00000000	3,500,000.00	100.801	0.942			3,561,005.00	1.46%	4.46%	
	HSBCSyd 0.83 27 Sep 2024 FRN	S&P AA-	AU3FN0050498	4,000,000.00	1.00000000	4,000,000.00	100.110	0.050			4,006,400.00	1.64%	4.53%	
	HSBCSyd 1.1 25 Aug 2027 FRN	Moodys Aa3	AU3FN0071015	3,750,000.00	1.00000000	3,750,000.00	100.375	0.408			3,779,362.50	1.55%	4.65%	

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Queanbeyan-Palerang Regional Council
at 31 March 2023

MACQ 0.84 12 Feb 2025 FRN	S&P A+	AU3FN0052908	3,000,000.00	1.00000000	3,000,000.00	99.980	0.547	3,015,810.00	1.24%	4.34%
MACQ 0.48 09 Dec 2025 FRN	Moodys A2	AU3FN0057709	2,000,000.00	1.00000000	2,000,000.00	98.926	0.248	1,983,480.00	0.81%	4.12%
NAB 0.93 26 Sep 2023 FRN	S&P AA-	AU3FN0044996	3,000,000.00	1.00000000	3,000,000.00	100.260	0.051	3,009,330.00	1.23%	4.63%
NAB 1.04 26 Feb 2024 FRN	S&P AA-	AU3FN0046777	2,000,000.00	1.00000000	2,000,000.00	100.535	0.402	2,018,740.00	0.83%	4.59%
NAB 0.92 19 Jun 2024 FRN	S&P AA-	AU3FN0048724	3,200,000.00	1.00000000	3,200,000.00	100.528	0.139	3,221,344.00	1.32%	4.61%
NAB 0.72 25 Feb 2027 FRN	S&P AA-	AU3FN0066528	4,000,000.00	1.00000000	4,000,000.00	99.338	0.374	3,988,480.00	1.64%	4.27%
NAB 1.2 25 Nov 2027 FRN	S&P AA-	AU3FN0073896	4,400,000.00	1.00000000	4,400,000.00	101.107	0.416	4,467,012.00	1.83%	4.75%
SunBank 0.93 22 Aug 2025 FRN	S&P A+	AU3FN0070892	2,200,000.00	1.00000000	2,200,000.00	100.181	0.451	2,213,904.00	0.91%	4.45%
SunBank 0.48 15 Sep 2026 FRN	S&P A+	AU3FN0062964	2,000,000.00	1.00000000	2,000,000.00	98.365	0.181	1,970,920.00	0.81%	4.14%
SunBank 0.78 25 Jan 2027 FRN	S&P A+	AU3FN0065694	5,000,000.00	1.00000000	5,000,000.00	99.099	0.720	4,990,950.00	2.05%	4.04%
SunBank 1.25 14 Dec 2027 FRN	S&P A+	AU3FN0074241	2,850,000.00	1.00000000	2,850,000.00	100.700	0.228	2,876,448.00	1.18%	4.89%
			51,400,000.00		51,400,000.00			51,689,040.50	21.21%	4.44%
Term Deposit										
BOQ 4.35 28 Jun 2023 90DAY TD	Moodys ST P-2		10,000,000.00	1.00000000	10,000,000.00	100.000	0.012	10,001,191.80	4.10%	4.35%
BOQ 5.05 06 Mar 2024 365DAY TD	Moodys ST P-2		5,000,000.00	1.00000000	5,000,000.00	100.000	0.332	5,016,602.75	2.06%	5.05%
BOQ 3.7 08 May 2024 728DAY TD	Moodys A3		10,000,000.00	1.00000000	10,000,000.00	100.000	3.284	10,328,438.40	4.24%	3.70%
BVIC 4.5 12 Jul 2023 183DAY TD	S&P ST A2		10,000,000.00	1.00000000	10,000,000.00	100.000	0.986	10,098,630.10	4.14%	4.50%
CBA 4.08 12 Apr 2023 92DAY TD	S&P ST A1+		30,000,000.00	1.00000000	30,000,000.00	100.000	0.894	30,268,274.10	12.42%	4.08%
MYS 3.08 10 May 2023 364DAY TD	Moodys ST P-2		10,000,000.00	1.00000000	10,000,000.00	100.000	2.734	10,273,402.70	4.22%	3.08%
NAB 0.65 04 Oct 2023 728DAY TD	S&P ST A1+		6,000,000.00	1.00000000	6,000,000.00	100.000	0.313	6,018,805.50	2.47%	0.65%
NAB 0.8 28 Aug 2024 1098DAY TD	S&P AA-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.476	3,014,268.48	1.24%	0.80%
Westpac 1.11 10 Nov 2023 730DAY TD	S&P ST A1+		7,000,000.00	1.00000000	7,000,000.00	100.000	0.149	7,010,430.98	2.88%	1.11%
			91,000,000.00		91,000,000.00			92,030,044.81	37.76%	3.49%
Unit Trust										
NSWTC Long Term Growth Fund UT	S&P AA+		16,642,110.46		16,642,110.46		0.9882 16,840,321.0410	16,642,110.46	6.83%	
NSWTC Medium Term Growth Fund UT	S&P AA+		11,387,675.36		11,387,675.36		0.9667 11,779,825.7612	11,387,675.36	4.67%	
			28,029,785.82		28,029,785.82			28,029,785.82	11.50%	
Portfolio Total			242,847,473.08		242,847,473.08			243,692,470.11	100.00%	3.66%
Note: For holdings in unit funds and similar securities, the face value (original and current) columns will display market values.										



3. Portfolio Compliance At 31 March 2023

Short Term Issuer/Security Rating Group	Market Value	% Total Value
A2	36,265,894.33	14.88%
A1+	43,297,510.58	17.77%
Portfolio Total	79,563,404.91	32.65%

Long Term Issuer/Security Rating Group	Market Value	% Total Value
A+ to A-	37,962,162.01	15.58%
AA+ to AA-	122,644,818.19	50.33%
AAA	3,522,085.00	1.45%
Portfolio Total	164,129,065.20	67.35%

Market Value by Security Rating Group (Short Term)



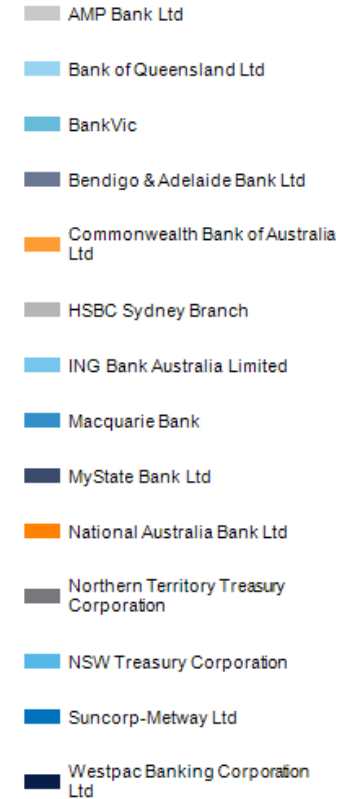
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	876,066.98	0.36%
Bank of Queensland Ltd	25,346,232.95	10.40%
BankVic	10,098,630.10	4.14%
Bendigo & Adelaide Bank Ltd	186,431.61	0.08%
Commonwealth Bank of Australia Ltd	40,415,134.10	16.58%
HSBC Sydney Branch	7,785,762.50	3.19%
ING Bank Australia Limited	3,522,085.00	1.45%
Macquarie Bank	10,724,370.00	4.40%
MyState Bank Ltd	10,273,402.70	4.22%
National Australia Bank Ltd	57,593,168.65	23.63%
Northern Territory Treasury Corporation	13,084,770.00	5.37%
NSW Treasury Corporation	28,029,785.82	11.50%
Suncorp-Metway Ltd	16,722,922.00	6.86%
Westpac Banking Corporation Ltd	19,033,707.70	7.81%
Portfolio Total	243,692,470.11	100.00%

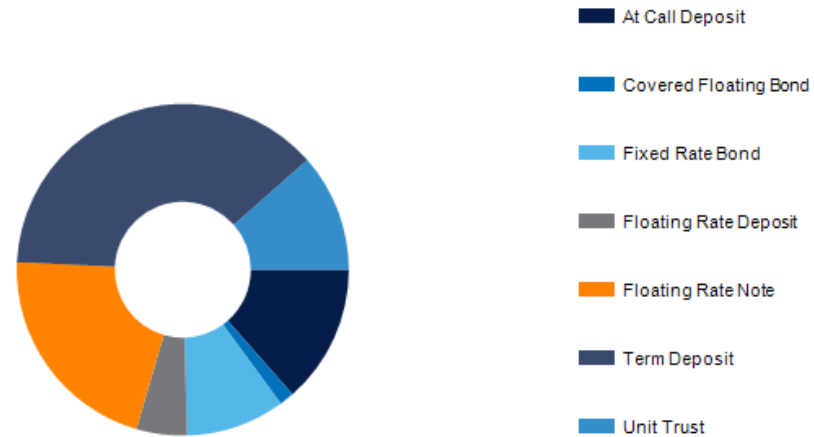
Market Value by Issuer





Security Type	Market Value	% Total Value
At Call Deposit	32,917,687.26	13.51%
Covered Floating Bond	3,522,085.00	1.45%
Fixed Rate Bond	23,480,550.00	9.64%
Floating Rate Deposit	12,023,276.72	4.93%
Floating Rate Note	51,689,040.50	21.21%
Term Deposit	92,030,044.81	37.76%
Unit Trust	28,029,785.82	11.50%
Portfolio Total	243,692,470.11	100.00%

Market Value by Security Type





Market Value by Term Remaining





Term Remaining	Market Value	% Total Value
0 to < 1 Year	151,248,736.01	62.07%
1 to < 3 Years	62,138,856.60	25.50%
3 to < 5 Years	30,304,877.50	12.44%
Portfolio Total	243,692,470.11	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Investment Policy Compliance	
Legislative Requirements	Fully compliant
Issuer	Fully compliant (34 limits)
Security Rating Group	Fully compliant (9 limits)
Term Group	Fully compliant (4 limits)



4. Portfolio Statistics For Period Ending 31 March 2023

Trading Book	1 Month	3 Month	12 Month	Since Inception
Queanbeyan-Palerang Regional Council				
Portfolio Return (1)	0.43%	1.17%	1.94%	2.06%
Performance Index (2)	0.28%	0.79%	2.04%	1.04%
Excess Performance (3)	0.15%	0.38%	-0.10%	1.02%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

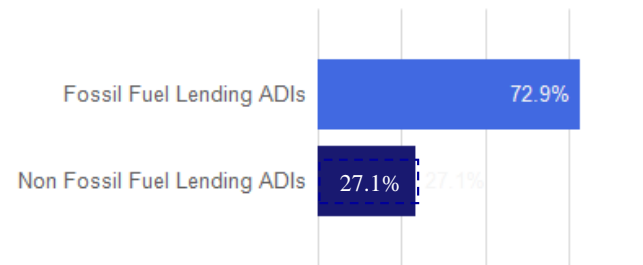
Trading Book	Weighted Average Running Yield
Queanbeyan-Palerang Regional Council	3.66



5. Portfolio Fossil Fuel Summary For Period Ending 31 March 2023

Portfolio Summaries At 31 March 2023

Portfolio Summary by Fossil Fuel Lending ADIs					Fossil Fuel vs Non-Fossil Fuel Lending ADI
ADI Lending Status	% Total	Current Period	% Total	Prior Period	
Fossil Fuel Lending ADIs					
AMP Bank Ltd	0.4%	876,066.98	1.3%	2,875,060.06	<div></div>
Bank of Queensland Ltd	11.6%	25,000,000.00	9.2%	20,000,000.00	<div></div>
Commonwealth Bank of Australia Ltd	18.6%	40,000,000.00	23.0%	50,000,000.00	<div></div>
HSBC Sydney Branch	3.6%	7,750,000.00	3.6%	7,750,000.00	<div></div>
ING Bank Australia Limited	1.6%	3,500,000.00	1.6%	3,500,000.00	<div></div>
Macquarie Bank	5.1%	11,000,000.00	5.1%	11,000,000.00	<div></div>
National Australia Bank Ltd	26.8%	57,455,188.67	21.1%	45,979,321.38	<div></div>
Westpac Banking Corporation Ltd	5.1%	11,000,000.00	5.1%	11,000,000.00	<div></div>
	72.9%	156,581,255.65	69.8%	152,104,381.44	
Non-Fossil Fuel Lending ADIs					
Auswide Bank Limited	0.0%	0.00	1.2%	2,500,000.00	
BankVic	4.7%	10,000,000.00	4.6%	10,000,000.00	<div></div>
Bendigo & Adelaide Bank Ltd	0.1%	186,431.61	0.1%	186,388.45	<div></div>
MyState Bank Ltd	4.7%	10,000,000.00	6.9%	15,000,000.00	<div></div>
Northern Territory Treasury Corporation	6.1%	13,000,000.00	6.0%	13,000,000.00	<div></div>
Suncorp-Metway Ltd	7.9%	17,050,000.00	7.8%	17,050,000.00	<div></div>
Westpac Banking Corporation Ltd	3.7%	8,000,000.00	3.7%	8,000,000.00	<div></div>
	27.1%	58,236,431.61	30.2%	65,736,388.45	
Total Portfolio		214,817,687.26		217,840,769.89	





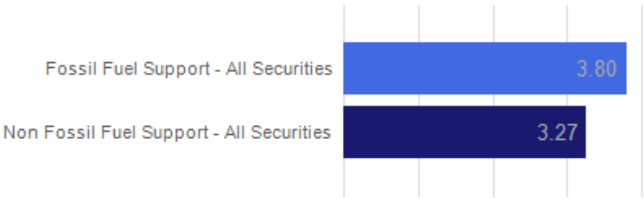
All amounts shown in the table and charts are Current Face Values for fixed interest holdings and Market Values for unit trust holdings (if included).
The above percentages are relative to the portfolio total and may be affected by rounding.
A fossil fuel lending ADI appearing in the non-fossil fuel related table will indicate that the portfolio contains a "green bond" issued by that ADI.

Running Yields by Fossil Fuel Ratings At 31 March 2023

Trading Book	Weighted Average Running Yield
Queanbeyan-Palerang Regional Council	3.66
Fossil Fuel Support - Simple Interest Only	3.48
Non-Fossil Fuel Support - Simple Interest Only	3.99
Fossil Fuel Support - All Securities	3.80
Non-Fossil Fuel Support - All Securities	3.27

Note: If unit trust holdings are included in the report and multiple trading books hold the same unit trust security, reported IRRs can be misleading.

Fossil Fuel vs
Non-Fossil Fuel
Running Total





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