



**STATUTORY
DISCLOSURES
FORMER QUEANBEYAN
CITY COUNCIL**

Statutory Disclosures – Former Queanbeyan City Council

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Legal matters

This is a summary of the costs incurred by the former Queanbeyan City Council in relation to legal proceedings taken by or initiated against Council in addition to a précis of the state of progress of each legal proceeding and the result. In the financial year ending 12 May 2016, Council expended \$445,204 on legal costs which included \$85,719 on litigation and court proceedings.

The following matters have been or are proposed to be dealt with by the courts:

| General Description of matter | Action | Result | Expenses 2015-16 | Costs awarded |
|---|--|--|------------------|--|
| NSW Land and Environment Court. | | | | |
| Building matter; Failure to comply with Order – 28 Aurora Ave | Heard in Land and Environment Court. | Minor expenses to finalise matter. | \$437 | |
| Claim by a third party to have a compensable interest for land being acquired by Council | Matter adjourned, pending receipt of valuation | To be heard at a later date. | \$27,016 | |
| Sub Total | | | \$27,453 | 0 |
| NSW Local Court | | | | |
| SEWOL prosecutions in accordance with <i>Road Transport (General) Act 2005</i> | Heard in the Local Court | Court upheld penalty infringement notices issued. | \$9,882 | \$5,101 |
| Appeal by Owner against Dangerous Dog Order and Penalties | Heard in the Local Court | The matter was adjourned several times due to the unavailability of dog owner. Court upheld penalty infringement notices issued and awarded costs to the Council. | \$3,042 | \$4,500 costs and \$880 penalties |
| Appeal against decision of the Land and Environment Court to endorse Council right to prosecute for planning breach | Heard in both the Land and Environment Court and the Local Court | The decision of the Land and Environment Court was appealed to the Court of Appeal and later withdrawn with costs awarded to Council. The matter is now with Local court for final determination. The matter has taken several years to resolve. | \$31,084 | \$184,366 costs relating to several failed actions over three jurisdictions. |
| Sub Total | | | \$44,008 | \$194,847 |
| NSW Civil and Administrative Tribunal | | | | |
| Action in respect of validity of a Parking Penalty | Heard by NCAT | Tribunal determined it did not have the jurisdiction to determine the matter and dismissed it. | \$14,258 | No award of costs |
| Sub Total | | | \$14,258 | 0 |
| Total | | | \$85,719 | \$194,847 |

Significant costs were incurred for specialised legal advice in respect of a threatened development of a paper subdivision \$92,452. The cost of pursuing overdue rates and charges through a debt collection agency was \$1,040. These costs are recovered from individual property owners.

Specialised planning advice costs regarding the new development of areas of Googong and South Tralee totalled \$73,904 and specific advice on a potential fraud matter was \$14,267. The fraud is now being investigated by a State Authority.

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Advice was provided to develop a probity framework for potential CBD development and a probity audit on development of a cinema cost \$56,271. Legal and investigation advice with respect to code of conduct matters cost \$88,694.

The balance of non-court legal costs (\$38,363) was for general legal advice, property sales, acquisition and leasing, liquor licences, planning advice, legal document preparation and similar matters.

Partnerships, cooperatives and joint ventures

Council has an interest or membership of the following organisations, facilities and arrangements in accordance with the under-listed arrangements:

- Statewide Mutual - A mutual pool scheme providing liability and general insurance cover to NSW councils.
- StateCover Mutual – A company providing workers compensation insurance cover to NSW councils.
- South East Weight of Loads (SEWOL) – Council has a management role and has four inspectors in two vehicles patrolling roads in 11 constituent councils of the region.
- A formal library sharing agreement exists with Palerang Council for library services. Palerang Council pays a contribution to Queanbeyan City Council which provides its residents complete access to the full range of Queanbeyan library services, including staffed branch libraries in Bungendore and Braidwood as well as access to a book deposit and collection service at Captains Flat.
- Palerang Council has access to services at Queanbeyan Animal Pound on a fee-for-service basis.
- A joint emergency management agreement is in place with Palerang Council. This agreement formalises mutual assistance arrangements in relation to the functions of the Lake George Local Emergency Management Committee and in relation to emergency responses in the local government areas. Palerang Council pays a contribution for this service.
- ACT and NSW Strategic Land Use and Infrastructure Planning Group.
- Joint Regional Planning Panel which provides merit-based decision making on regional development within the framework of the NSW planning system.
- South East Resource Recovery Regional Organisation of Councils (SERRROC) – Council has a management role in respect of this organisation comprising 12 member councils which is a voluntary group aimed at waste reduction.
- Canberra Region Joint Organisation (CBRJO) formerly (*the South East Regional Organisation of Councils*) is a regional organisation of eight councils in conjunction with the ACT Government that facilitates opportunities and partnerships to create sustainable vibrant communities. CBRJO has developed several special purpose interest groups for regional resource sharing and information exchange.
- Southern Phone Company - \$2 shareholder.

Privacy and Personal Information ACT 1998

The *Privacy and Personal Information Protection Act 1998 (PIPA Act)* was introduced to provide central safeguards to an individual's privacy in relation to a wide variety of personal information held by public sector agencies including councils. Council must ensure compliance with the requirements of the Act and it has adopted the Model Privacy Management Plan issued by the Division of Local Government.

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Council is required under the provisions of the *PIIP Act* to include information about the following:

- the nature of personal information we collect
- the purpose for which we collect personal information
- an individual's right to access their personal information.

Council collects personal information for the following purposes:

- building certificates
- compliance certificates
- consents and approvals
- land transactions
- licences held
- occupation certificates
- notification of adjoining premises of development proposals
- rates records
- record of approvals
- records of impounding
- register of pecuniary interests
- subdivision and zoning certificates
- provision of care and support
- job applications
- employment.

The purpose for collecting this information is to allow Council to complete its statutory responsibilities under the *Local Government Act 1993* and other legislation. Under the provisions of the *PIIP Act* individuals have the right to access their own personal information that we hold.

No applications were made for information under the Act during 2015-16 and no review of the Act or Council's procedures were required. Further information on gaining access to this information can be obtained from the Council's Public Officer on 6285 6513.

External bodies exercising Council functions

There are no external bodies exercising Council functions.

Controlling interests in companies

Council does not have a controlling interest in any companies.

Public Interest Disclosures Act 1994

Council is required as a public authority to report half yearly on any public interest disclosures that are reported. No disclosures were reported or finalised in the current year.

Council has established an internal reporting policy and the General Manager has taken action to promote staff awareness of Council's obligations including policy briefing for senior managers, staff undertaking that they have read and understood the internal reporting policy, training provided to new staff during induction, appropriate links on the intranet site, and messages in staff newsletters and circulars.

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| Public Interest Disclosures Act 1994 | | | |
|--|--|---------------------------------------|-----------------|
| | Made by Public Officials performing their day to day functions | Under a statutory or legal obligation | All other PIDSA |
| No of public officials who made public interest disclosures to your public authority | 0 | 0 | 0 |
| No of public interest disclosure received by your public authority | 0 | 0 | 0 |
| No of public interest disclosures that have been finalised in this reporting period | 0 | 0 | 0 |
| No of public interest disclosures received, how many were primarily about: | 0 | 0 | 0 |
| Corrupt conduct | | | |
| Maladministration | 0 | 0 | 0 |
| Serious and substantial waste | 0 | 0 | 0 |
| Government information contravention | 0 | 0 | 0 |
| Local government pecuniary interest contravention | 0 | 0 | 0 |
| No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period. | 0 | | |
| Have you established an internal reporting policy? | Yes | | |
| Has the head of your public authority taken action to meet their staff awareness obligations? | Yes | | |
| If so, please select how staff have been made aware: <ul style="list-style-type: none"> – Policy briefing from senior managers; – staff undertaking that they have read and understood your organisation's internal reporting policy; – training provided to new staff during induction; – links to intranet site; – messages in staff newsletters; – messages in circulars | | | |

Government Information (Public Access) Act 2009 – statistical report

See attachment 1

Risk Management

Council continued to develop and improve its risk management processes, culture and governance arrangements in 2015-16 with the aim to achieve a mature enterprise risk management framework, consistent with the recommended practices set out in international risk management standard ISO 31000.

A key part of this development process has been the continuing integration of risk management with the Council's operational processes and business and strategic management. In practical terms, this means all Council staff taking responsibility for bringing to notice and managing the risks associated with their work objectives, whether through, for example, safe work practices, application of project management discipline, or management of strategic risks at the executive level.

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Council's Executive and Risk Management Committee lead the organisation in governance of risk issues and has overseen a number of important initiatives including:

- a complete review and refresh of the former risk register consolidating the number of identified risks to approx. 60 key risk areas.
- Greater alignment of the online register of risks with operational business processes
- Monitoring existing fraud controls and remedial action.
- Update of the Council's business continuity management program with Recovery Action Plans prepared for:
 - Information & Communication Technology Disaster Recovery
 - Infrastructure & Related Services Recovery
 - Waste Collection & Disposal Recovery
- Further integration of the internal audit and risk management activities.

Equal Employment Opportunities (EEO) Management Plan

As part of Queanbeyan City Council's continuing commitment to equal employment opportunity (EEO), all practices related to employment, including recruitment and selection, training and development, promotion and temporary transfer and terms and conditions of employment are based on job requirements and the merit, skills and abilities of the person occupying that position.

EEO Statistical Information

Council employees are asked to self identify on commencement of employment if they come from a culturally diverse background or if they are Aboriginal or have a disability.

Compared to the same time last financial year, the relative numbers of women working at Council declined slightly and there was also a small decline in the number of employees advising of their culturally diverse backgrounds. The number of staff members who identify themselves as an Aboriginal person remained the same, however as a percentage of total employee, the percentage reduced slightly. As with past years, three people self-identified as having a disability.

Percentage of staff members within each target group are as follows:

| Group | 2014-15 | 2015-16 |
|--------------------|---------|---------|
| Women | 47.8% | 46.6% |
| Culturally Diverse | 15.4% | 15.1% |
| Aboriginal | 2.5 % | 2.28% |

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The age demographic for all Council employees remained similar to the previous year (see table below), with a slight increase of employees engaged under the age of 24. There was a reduction employees in the 35 – 44 age group and 20% of Council employees are aged 55 or over and will be eligible to retire in the next 10 years.

| Group | 2014-15 | 2015-16 |
|----------------|---------|---------|
| Under 24 years | 18% | 18.9% |
| 25 to 34 years | 14.6% | 15.6% |
| 35 – 44 years | 20.5% | 16.6% |
| 45 – 49 years | 12.9% | 13.6% |
| 50 – 59 years | 25.4% | 24.1% |
| 60 – 64 years | 6.2% | 7.5% |
| 65 + years | 2.4% | 3.5% |

Activities to Implement Equal Employment Opportunities (EEO) Management Plan

| Objective | Activities |
|---|---|
| <p>A. Communication and Awareness <i>Continual communication of the responsibilities of Council's EEO principles and practices to all current and potential employees through proactive presentations and other communication mechanisms.</i></p> | <p>Strategies utilised during the reporting period to increase awareness of Council's EEO Policy included:</p> <ul style="list-style-type: none"> • Links on the Web page and intranet for members of the community and staff members to view Council's Policy. • All job advertisements for vacancies within Council encourage applications from groups identified in the EEO Policy and Plan. • Through Council's performance appraisal process and system, staff and managers are required to assess an individual's demonstration of EEO principles and practices through their team work and understanding of the work environment during the appraisal year. • Equal Employment Opportunity obligations and strategies are covered in Council's new employee induction program for new employees. • EEO strategies and policies related to recruitment and selection during training courses for, and coaching of, selection panels. |
| <p>B. Recruitment and Selection <i>To ensure that all recruitment and selection in Council is undertaken in accordance with Council's policy and procedures, is inclusive and reflects Council's EEO and merit principles.</i></p> | <ul style="list-style-type: none"> • Council's recruitment and selection processes have been mapped and ensure a fair and equitable process for all candidates. For EEO specific strategies all panels were made up of staff members which were representative of the different EEO groups. In particular, an Aboriginal staff member was on every selection panel for vacant positions that attracted applications from Aboriginal or Torres Strait Islander candidates. • 2 traineeship positions attracted candidates who identified as being from an Aboriginal or Torres Strait Islander background. • 26 positions were advertised externally and 43.7% of applications were from women, 31 % were from people who identified they were from a culturally and linguistically diverse background and 2.3% identified as Aboriginal or Torres Strait Islander. |
| <p>C. Training and Development <i>To review training and</i></p> | <ul style="list-style-type: none"> • The focus for Learning and Development for the Financial Year focussed on Work Health and Safety compliance and job requirements and Leadership Development for the |

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| Objective | Activities |
|---|---|
| <p><i>development policies and procedures to ensure they conform with EEO principles, which incorporates opportunities for training and development for EEO target group members</i></p> | <p>Executive and Management Teams.</p> <ul style="list-style-type: none"> An average of 2.1 days training per employee was delivered for the financial year. This is one day less than last year and due to the focus on compliance and leadership training through the year. |
| <p>D. Promotion advancement and higher duties. <i>To ensure all instances of promotion, transfer and the allocation of higher duties offered following fair and consistent processes where eligible employees receive due consideration where applications are received and merit is established.</i></p> | <ul style="list-style-type: none"> Access to higher duties and temporary transfer at level was undertaken in accordance with the merit principle and the General Manager's Directive which ensured the most suitable available staff members were selected to undertake temporarily vacant roles. |
| <p>E. Grievance Procedures <i>To ensure any grievance that is raised is treated equitably and in accordance with Council's procedure.</i></p> | <ul style="list-style-type: none"> All formal staff complaints or grievances notified were dealt with in accordance with Council's processes. |
| <p>F. Internal Partnerships <i>Council is committed to working with target groups to assist in implementing and considering EEO principles in their decision making processes.</i></p> | <ul style="list-style-type: none"> Implementation of Council's Workforce Management Strategy (2013 – 2017) and subsequent action plan includes consultation with, and programs to engage with, diverse groups within our community who are underrepresented in Council. Council's Workplace Consultative Committee is consulted on those matters within their constitution and scope in accordance with the <i>Local Government (State) Award 2014</i>. |
| <p>G. Terms and Conditions of Employment. <i>To ensure all employees' conditions of service confirm with EEO principles.</i></p> | <ul style="list-style-type: none"> All employment conditions administered by Council during the 2014-15 financial year were compliant with Council's EEO principles and the <i>Local Government (State) Award 2014</i>. |

General Manager's remuneration package

The General Manager's total remuneration package (until 12 May 2016) was valued at \$278,101.02. This amount is made up of salary, supper and car allowance.

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Senior staff remuneration package

Queanbeyan City Council employed three senior staff members (excluding the General Manager) during 2015-16. The total remuneration package (until 12 May 2016) for senior staff was \$526,555 (including superannuation).

Council-funded overseas visits by councillors or others

There were no overseas visits by Councillors or others

Councillor attendance at Conferences

| Date | Name of Conference | Venue | Attendees |
|---------------------|--|-----------|--|
| 11-13 October 2015 | Local Government NSW Annual Conference | Rosehill | Cr Tim Overall Cr Sue Whelan Cr Brian Brown Cr Judith Burfoot |
| 20-21 August 2015 | SEATS Meeting | Victoria | Cr Sue Whelan |
| 12-13 November 2015 | SEATS Meeting | Goulburn | Cr Sue Whelan |
| 17-19 November 2015 | NSW Public Libraries Conference | Ulladulla | Cr Sue Whelan |
| 18-19 February 2016 | SEATS Meeting | Victoria | Cr Sue Whelan |
| 10-12 March 2016 | ALGWA Conference | Gunnedah | Cr Sue Whelan Cr Judith Burfoot |

Training and skill development for councillors

No training or skill development was undertaken by councillors.

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Mayor and councillor fees

| Item | 2015-16 | 2014-15 | 2013-14 |
|--------------------------------------|-------------------|-------------------|-------------------|
| Fee payments | | | |
| Mayor | 57,913.87 | 57,039.84 | 55,650.00 |
| Councillor | 151,191.25 | 161,369.28 | 157,410.00 |
| Total payments | 209,105.12 | 218,409.12 | 213,060.00 |
| Expenses and facilities | | | |
| Office Equipment | 0.00 | 0.00 | 0.00 |
| Telephone calls | 1,234.48 | 1,519.91 | 805.00 |
| Accompanying person | 0.00 | 0.00 | 0.00 |
| Conference And Seminars | 16,352.30 | 19,030.34 | 18,198.99 |
| Training | 0.00 | 0.00 | 0.00 |
| Total expenses and facilities | 17,586.78 | 20,550.25 | 19,003.99 |
| Delegations and visits | | | |
| Delegation and Visits | 0.00 | 0.00 | 0.00 |
| Interstate | 0.00 | 0.00 | 366.37 |
| Overseas | 0.00 | 0.00 | 0.00 |
| Total delegation and visits | 0.00 | 0.00 | 366.37 |
| Total | 226,691.90 | 238,959.37 | 232,430.36 |

Fraud control

Council has a zero tolerance in relation to fraud. The organisation has adopted a fraud control policy and implemented fraud prevention systems and strategies.

Fraud control training is undertaken as part of induction for new employees and regularly communicated to staff.

Staff are also encouraged to utilise protections available under the Public Interest Disclosures Act 1994 if they are aware of fraud within the organisation. Guidance in respect of fraud control is also provided by the Council's insurers. An incident of possible fraud was detected and the matter has been directed to a State Authority to investigate.

Complaints handling

Complaints are defined in Council's Complaint handling policy as an expression of dissatisfaction with the Council's level and quality of service or policies or procedures. Dissatisfaction may arise from the service or behaviour provided by Council staff, councillors, contractors and systems or from the impact of a particular policy or procedure.

A complaint **does not** include:

- A request for services
- A request for information or explanation of policies or procedures or decisions of Council
- Reports of damaged or faulty infrastructure (eg. pothole)
- Reports of hazards (eg. fallen trees etc)
- Reports concerning neighbours or neighbouring property (eg. noise complaints etc)

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- The lodging of an appeal in accordance with procedure or policy.

Any complaint is processed in accordance with the Complaints Handling Policy and during 2015-16, 13 complaints were received. In addition, two formal complaints were processed in accordance with the policy but could not be resolved.

Code of Conduct

Queanbeyan City Council adopted the Model Code of Conduct at its meeting on Wednesday 23 January 2013. Council is required to report annually to the Office of Local Government for the period ending 30 September on Code of Conduct matters. During 2015-16 (*up until 12 May 2016*) five complaints from the previous period were finalised and no further code of conduct complaints were received.

| Number of complaints and associated costs | |
|---|----------|
| The total number of Code of Conduct complaints made about councillors and the General Manager under the Code of Conduct. | 0 |
| The number of Code of Conduct complaints referred to a conduct reviewer. | 0 |
| The number of Code of Conduct complaints investigated by a conduct reviewer. | 5 |
| The number of Code of Conduct complaints investigated by a conduct review committee. | 0 |
| The total cost of dealing with Code of Conduct complaints made about councillors and the General Manager, including staff costs. (2014/2015 financial year) | \$88,694 |

| Preliminary Assessment Statistics | |
|--|---|
| The number of Code of Conduct complaints finalised by a conduct reviewer at the preliminary assessment stage. | 5 |
| The number of those complaints finalised by any of the following recommendations: | |
| To take no action. | 0 |
| To resolve the matter back to the General Manager or the Mayor, for resolution by alternative and appropriate strategies. | 0 |
| To refer the matter to another agency or body such as, but not limited to, the ICAC, the NSW Ombudsman, the OLG or the Police. | 0 |
| To resolve the complaint by alternate and appropriate strategies | 3 |
| To investigate the matter. | 2 |
| The recommend that the Complaints Coordinator convene a conduct review committee to investigate the matter. | 0 |

| Final Investigation Statistics | |
|--|---|
| The number of Code of Conduct complaints investigated by a conduct reviewer or conduct review committee | 2 |
| The number of these complaints finalised by any of the following: | |
| That the Council revise any of its policies or procedures. | 0 |
| That the subject person undertake any training or other education relevant to the conduct giving rise to the breach. | 0 |
| That the subject person be counselled for their conduct. | 1 |
| That the subject person apologise to any person or organisation affected by the breach. | 0 |
| That findings of inappropriate conduct be made public. | 0 |
| In the case of a breach by the General Manager, that action be taken under the General Manager's contract for the breach. | 0 |
| In the case of a breach by a councillor, that the councillor be formally censured for the break under section 400G of the Act. | 0 |
| In the case of a breach by a councillor, that the matter be referred to the OLG for further action. | 0 |

| Complaints reviewed by the OLG | |
|--|---|
| Number of matters reviewed by the Division | 0 |
| Outcome: Decision sustained | 0 |
| Outcome: Decision overturned | 0 |

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Annual donations program and other contributions

| Donation recipient | Amount (\$) |
|--|-------------|
| ACT Eden Monaro Cancer Support Group Inc | 3,000.00 |
| Australian Breast Feeding Association | 1,000.00 |
| Australian Macedonian Pensioner Group St Illja Inc | 750.00 |
| Contribution to LEMO | 10,642.84 |
| Festival of Ability | 3,458.40 |
| Fiji Emergency Relief - Student Packs | 670.02 |
| Gift Prize money | 46,400.48 |
| Harold Crow Williams Rugby League Knockout | 432.73 |
| High Street Care | 2,970.00 |
| Immune Deficiencies Foundation Australia | 1,500.00 |
| Jerrabomberra Combined Probus Club Inc | 100.00 |
| Karabar Preschool | 1,597.00 |
| Library Ebook Contribution | 4,000.00 |
| Life Resource Centre (Friends of Jimmy Choir) | 1,440.00 |
| Lifecycle Regional Ride | 1,000.00 |
| Meal on Wheels | 1,433.50 |
| Naidoc Week | 2,166.18 |
| NSW State Emergency Services - Contribution | 70,667.52 |
| NSW Fire and Rescue - Contribution | 305,572.17 |
| NSW Rural Fire Services - Contribution | 163,057.03 |
| Queanbeyan CBD Incentive Upgrade Scheme | 12,870.00 |
| Queanbeyan And District Dog Training Club | 749.00 |
| Queanbeyan Lions Club | 1,310.00 |
| Queanbeyan Schools - Tournament of Mind /Speech Day | 900.00 |
| Queanbeyan Schools as Community Centres | 350.00 |
| Queanbeyan Racing Club | 8,000.00 |
| Queanbeyan Sustainability Group Inc | 1,217.00 |
| Queanbeyan Uniting Church | 1,000.00 |
| Rotary Club of Queanbeyan West | 3,100.00 |
| South East Academy of Sport | 16,083.60 |
| Southern NSW Local Heath Aboriginal Education Officer | 2,500.00 |
| Snowy Hydro Southcare | 14,000.00 |
| South East Weigh of Loads - Annual Contribution | 18,454.55 |
| Wildcare Queanbeyan Inc | 900.00 |
| | |
| Donations to various cultural activities | |
| Queanbeyan Art Society Sponsorship of the Council Art Awards | 1,500.00 |
| Queanbeyan Regional Art Awards - Winner 2015 | 2,000.00 |

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| | |
|--|-------------------|
| Queanbeyan Regional Art Awards - Highly Commended Award | 500.00 |
| Queanbeyan Regional Art Awards - People's Choice Award | 500.00 |
| Queanbeyan Clearwater Sculpture Prize | 5,000.00 |
| Queanbeyan Clearwater Sculpture Prize - Highly Commended Prize | 1,000.00 |
| Queanbeyan Clearwater Sculpture Prize - People's Choice Prize | 1,000.00 |
| Queanbeyan Clearwater Sculpture Prize - Children Prize | 500.00 |
| Karabar High School - Cultural Camp | 4,315.00 |
| Queanbeyan Pipes & Drums - Queanbeyan Ceilidh | 1,495.00 |
| Cultural Arts Assistance Scheme 2016 | 1,500.00 |
| Donations Equivalent to rent Levies | |
| Queanbeyan Special Needs Group | 20,480.91 |
| Heritage Assistance Grants | |
| Mark Meredith | 1,600.00 |
| Jill Harris | 1,363.64 |
| Michael Cutts | 1,272.73 |
| Harley McNamara | 1,200.00 |
| Andrew Mooney | 1,272.73 |
| Sabine Pagan & Rohan Nicol | 1,000.00 |
| Sport Assistance Scheme | |
| Queanbeyan Kangaroos Rugby League Football Club - Tre Williams | 300.00 |
| Theresa Whitten | 600.00 |
| Sports Expo Event | 122.37 |
| TOTAL Donations and Contribution in 2015-16 | 751,814.40 |

Rates and charges written off

| Rates and Charges written off | Amount |
|---|---------------------|
| Rates relief | \$19,976.54 |
| Rates and charges (pension concessions) | \$733,628.59 |
| Special Rate Variation pension concessions (Council-funded) | \$70,962.48 |
| Water meter size Reassessment Policy | \$33,219.00 |
| Small balance/interest write offs | \$14,089.60 |
| Total | \$871,876.21 |

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Companion animals

The animal management expenditure in the 2015-16 financial year was \$405,112 (this includes a claims impact expense of \$99,895). Income from companion animal activities in 2015-16 was \$149,428.

Council undertook a number of community education programs during the year, via groups and some one-on-one meetings. Responsible dog ownership articles were placed in Council's community newsletter, City Life, regarding animal management. City Life is distributed to more than 20,000 households in the Queanbeyan Local Government Area. Animal Management Rangers continue to offer ongoing education of customers at the Pound regularly providing information on pet ownership to customers of the animal management facility.

Council is grateful for the work undertaken by rescue groups within the region, behavioural experts who assist with temperament assessments and volunteers who regularly walk the animals. Assistance provided by these three groups provide Council with information to provide the best opportunity for animals to be re-homed in a suitable environment.

Works - Section 67

No contestable or private works were carried out by Council where the works were fully or partially subsidised by Council.

Stormwater Levy

Stormwater rehabilitation works are continuing to identify and rehabilitate the critical stormwater services. Procurement documentation for stormwater system rehabilitation program is being prepared to procure in August 2016. This rehabilitation will improve existing stormwater services network.

Major contracts awarded

| Contract Number | Nature of Contract | Name of Contractor | Contract Amount |
|-----------------|---|---------------------------------|-----------------|
| 05/2016 | Wright Park Sportsfield Floodlighting | Ecowise Services (Aust) Pty Ltd | \$144,457.05 |
| 10/2015 | Queanbeyan Sewage Treatment Plant Upgrade Project: Sustainability Rating Support Services | AECOM | \$336,205.10 |
| 01/2016 | CBD Improvements Stage 2 project - construction | Bost Pty Ltd | \$4,777,266.00 |
| 07/2016 | Bicentennial Hall – Refurbishment of Male, Female and Access toilets | Monarch Building Solutions | \$248,600.00 |

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Sponsorships

| Name of organisation | Relationship | What the sponsor agreed to provide | What Council agreed to provide | Financial commitment to Council | Approximate value provided to Council |
|---------------------------------|--|--|--|---------------------------------|--|
| The Q | | | | | |
| Queanbeyan City Travel & Cruise | Local sponsor for The Q | Tickets, Travel and Accommodation for two in Sydney or Melbourne Three-day cruise for two including transport to Sydney | Listed as a supporter in the Season Brochure, through the website, newsletter and other forms of media when relevant Two tickets provided to all opening nights including VIP after functions to meet with cast | Nil | Appropriate equivalent of prizes - \$10,000.00 |
| Eclipse Lighting and Sound | Local Sponsor for The Q | Discounted sound and lighting technical equipment and support to the venue for all productions | Listed as a supporter in the Season Brochure, through the website, newsletter and other forms of media when relevant Two tickets provided to all opening nights including VIP after functions to meet with cast | Nil | Appropriate equivalent value of discounted professional services \$55,000 - \$69 per hour - discounted rate \$46.00 per hour |
| The Royal Hotel Queanbeyan | Local Sponsor for The Q | Provision at no cost of complementary food and beverages for the season launch and some opening nights throughout the season | Listed as a supporter in the Season Brochure, through the website, newsletter and other forms of media when relevant Two tickets provided to all opening nights including VIP after functions to meet with cast | Nil | Appropriate equivalent value of discounted professional services \$1000 per annum |
| Hotch Potch Café | Catering sponsor for Season Launch | | Listed as a supporter in the Season Brochure, through the website, newsletter and other forms of media when relevant Two tickets provided to all opening nights including VIP after functions to meet with cast | Nil | Appropriate equivalent value of discounted professional services \$1400 per annum |
| Hamilton's Townhouse Motel | Accommodation sponsor for season Launch Discounted accommodation for season productions | | Listed as a supporter in the Season Brochure, through the website, newsletter and other forms of media when relevant Two tickets provided to all opening nights including VIP after functions to meet with cast | | Appropriate equivalent value for Launch \$750 Discounted professional services, estimated for season productions \$4200 |
| Queanbeyan Gift | | | | | |
| Queanbeyan Leagues Club | Partner | Prize money, marketing and promotion for the event | <ul style="list-style-type: none"> Naming rights to both Junior Gift races and \$250 promotional pack Business branding on all electronic and printed promotional material, includes Gift website, street banners, event program, WIN TV ad packages | \$10,000 | \$10,000 |

Statutory Disclosures – Former Queanbeyan City Council

| | | | | | |
|---|--------------------|---|--|---------|---------|
| | | | <ul style="list-style-type: none"> • Access to event ambassadors, Olympians Melissa Breen and Lauren Wells • Access for 6 into the fully catered and licensed trackside hospitality marquee • Partners logo media board situated behind the presentation stage • Advertising around ground perimeter • Event specific website coverage throughout campaign • Presentation of the winner's sash and cheque to designated race • Extensive social media coverage and programme back page advert • Merchandise/promotional marquee in family fun day area on Finals Day Sunday | | |
| Q City Transit | Partner | Prizemoney, marketing and promotion for the event | <ul style="list-style-type: none"> • Naming rights to a Gift race • 4x tickets to hospitality tent during finals Sunday • Brand Logo colour advertisement in program • Brand logo on media sponsors board. • Advertising around ground perimeter including sponsorship broadcasted messages. • Website Coverage – Event specific website. • Merchandise / Information Tent in family fun day area on Sunday • Presentation of the winners sash and cheque to designated race • Business recognition across all promotional material, electronic and hard copy • Social media coverage • Invitation to Gift Launch | \$2,000 | \$2,000 |
| Peter Blackshaw Real estate, Queanbeyan and Jerrabomberra | Race Owner Partner | Prizemoney, marketing and promotion for the event | <ul style="list-style-type: none"> • Naming rights to one of the eight races outside the two major Gift Races, presentation of the winners sash and cheque • Business logo on designated Gift website pages, printed promotional material, weekend program • Opportunity to have business promotional material displayed around the perimeter of the ground across the weekend • Opportunity to have display information marquee/stall inside the Family Fun Day area along with the street party on Saturday night. • presentation of the winner's sash | \$2,000 | \$2,000 |
| Baker Deanne and Nutt | Race Owner Partner | Prizemoney, marketing and promotion for the event | <ul style="list-style-type: none"> • Naming rights to one of the eight races outside the two major Gift Races, presentation of the winner's sash and cheque • Business logo on designated Gift website pages, printed promotional material, weekend program • Opportunity to have business promotional material displayed around the perimeter of the ground across the weekend • Opportunity to have display information marquee/stall inside the Family Fun Day area along with the street party on Saturday night. • Presentation of the winner's sash and cheque to designated race | \$2,000 | \$2,000 |
| Royal Hotel | Race Owner Partner | Prizemoney, marketing and | <ul style="list-style-type: none"> • Naming rights to one of the eight races outside the two major Gift | \$2,000 | \$2,400 |

Statutory Disclosures – Former Queanbeyan City Council

| | | | | | |
|----------------------------|-----------------|---|--|---------|------------------------|
| | | promotion for the event | <p>Races, presentation of the winners sash and cheque</p> <ul style="list-style-type: none"> • Business logo on designated Gift website pages, printed promotional material, weekend program • Opportunity to have business promotional material displayed around the perimeter of the ground across the weekend • Opportunity to have display information marquee/stall inside the Family Fun Day area along with the street party on Saturday night. • VIP area for street party • presentation of the winner's sash and cheque | | |
| Caltex Queanbeyan | Partner | Prizemoney, marketing and promotion for the event | <ul style="list-style-type: none"> • Business logo on designated Gift website pages, printed promotional material, weekend program • Opportunity to have business promotional material displayed around the perimeter of the ground across the weekend • Opportunity to have display information marquee/stall inside the Family Fun Day area | \$1,200 | \$1,200 |
| Chris Bone | Partner | Prizemoney, marketing and promotion for the event | <ul style="list-style-type: none"> • Business logo on designated Gift website pages, printed promotional material, weekend program • presentation of the winner's sash and cheque to designated race | \$1,000 | \$1,000 |
| Pizza capers Jerrabomberra | Partner | Little Athletics race prizemoney | <ul style="list-style-type: none"> • Business logo on designated Gift website pages, printed promotional material, weekend program • presentation of the winner's sash and cheque to designated race | \$900 | \$900 |
| WIN Television | In Kind Partner | Regional TV Promotion | <ul style="list-style-type: none"> • In kind regional television • advertising schedule/spots to promote the event | Nil | \$17,500 approximately |

Swimming pools

Under section 18 of the *Swimming Pools Act 1992*, Council is required to report via its Annual Report on its activities regarding swimming pool inspections.

During the period 1 July 2015-12 May 2016, the former Queanbeyan City Council undertook the following:

| | |
|---|----|
| Inspections of tourist and visitor accommodation | 1 |
| Inspection of premises where there are more than two dwellings | 1 |
| Inspections that resulted in Council issuing | |
| A certificate of compliance under section 22D of the Act | 10 |
| A certification of non-compliance under clause 18B of this Regulation | 3 |

Government Information (Public Access) Act – Annual Report for Agency Queanbeyan-Palerang Regional Council

Clause 7A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

| Reviews carried out by the agency | Information made publicly available by the agency |
|-----------------------------------|---|
| No | No |

Clause 7B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

| Total number of applications received |
|---------------------------------------|
| 20 |

Clause 7C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

| Number of Applications Refused | Wholly | Partly | Total |
|--------------------------------|--------|--------|-------|
| | 0 | 0 | 0 |
| % of Total | 0% | 0% | |

Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome*

| | Access Granted in Full | Access Granted in Part | Access Refused in Full | Information not Held | Information Already Available | Refuse to Deal with Application | Refuse to Confirm/Deny whether information is held | Application Withdrawn | Total | % of Total |
|--|------------------------|------------------------|------------------------|----------------------|-------------------------------|---------------------------------|--|-----------------------|-------|------------|
| Media | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Members of Parliament | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Private sector business | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5% |
| Not for profit organisations or community groups | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Members of the public (by legal representative) | 3 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 6 | 30% |
| Members of the public (other) | 10 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 65% |
| Total | 14 | 4 | 0 | 1 | 0 | 0 | 0 | 1 | 20 | |
| % of Total | 70% | 20% | 0% | 5% | 0% | 0% | 0% | 5% | | |

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome*

| | Access Granted in Full | Access Granted in Part | Access Refused in Full | Information not Held | Information Already Available | Refuse to Deal with Application | Refuse to Confirm/Deny whether information is held | Application Withdrawn | Total | % of Total |
|--|------------------------|------------------------|------------------------|----------------------|-------------------------------|---------------------------------|--|-----------------------|-------|------------|
| Personal information applications* | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 10% |
| Access applications (other than personal information applications) | 13 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 15 | 75% |
| Access applications that are partly personal information applications and partly other | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 15% |
| Total | 15 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 20 | |
| % of Total | 75% | 15% | 0% | 5% | 0% | 0% | 0% | 5% | | |

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications

| Reason for invalidity | No of applications | % of Total |
|---|--------------------|------------|
| Application does not comply with formal requirements (section 41 of the Act) | 0 | 0% |
| Application is for excluded information of the agency (section 43 of the Act) | 0 | 0% |
| Application contravenes restraint order (section 110 of the Act) | 0 | 0% |
| Total number of invalid applications received | 0 | 0% |
| Invalid applications that subsequently became valid applications | 0 | 0% |

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

| | Number of times consideration used* | % of Total |
|---|-------------------------------------|------------|
| Overriding secrecy laws | 0 | 0% |
| Cabinet information | 0 | 0% |
| Executive Council information | 0 | 0% |
| Contempt | 0 | 0% |
| Legal professional privilege | 0 | 0% |
| Excluded information | 0 | 0% |
| Documents affecting law enforcement and public safety | 0 | 0% |
| Transport safety | 0 | 0% |
| Adoption | 0 | 0% |
| Care and protection of children | 0 | 0% |
| Ministerial code of conduct | 0 | 0% |
| Aboriginal and environmental heritage | 0 | 0% |
| Total | 0 | |

*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

| | Number of times consideration used* | % of Total |
|--|-------------------------------------|------------|
| Responsible and effective government | 0 | 0% |
| Law enforcement and security | 0 | 0% |
| Individual rights, judicial processes and natural justice | 5 | 83% |
| Business interests of agencies and other persons | 1 | 17% |
| Environment, culture, economy and general matters | 0 | 0% |
| Secrecy provisions | 0 | 0% |
| Exempt documents under interstate Freedom of Information legislation | 0 | 0% |
| Total | 6 | |

Table F: Timeliness

| | Number of applications* | % of Total |
|--|-------------------------|------------|
| Decided within the statutory timeframe (20 days plus any extensions) | 18 | 100% |
| Decided after 35 days (by agreement with applicant) | 0 | 0% |
| Not decided within time (deemed refusal) | 0 | 0% |
| Total | 18 | |

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

| | Decision varied | Decision upheld | Total | % of Total |
|--|-----------------|-----------------|-------|------------|
| Internal review | 0 | 0 | 0 | 0% |
| Review by Information Commissioner* | 1 | 0 | 1 | 100% |
| Internal review following recommendation under section 93 of Act | 0 | 0 | 0 | 0% |
| Review by NCAT | 0 | 0 | 0 | 0% |
| Total | 1 | 0 | 1 | |
| % of Total | 100% | 0% | | |

*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

| | Number of applications for review | % of Total |
|---|-----------------------------------|------------|
| Applications by access applicants | 0 | 0% |
| Applications by persons to whom information the subject of access application relates (see section 54 of the Act) | 0 | 0% |
| Total | 0 | |

Table I: Applications transferred to other agencies.

| | Number of applications transferred | % of Total |
|---------------------------------|------------------------------------|------------|
| Agency-Initiated Transfers | 0 | 0% |
| Applicant - Initiated Transfers | 0 | 0% |
| Total | 0 | |