



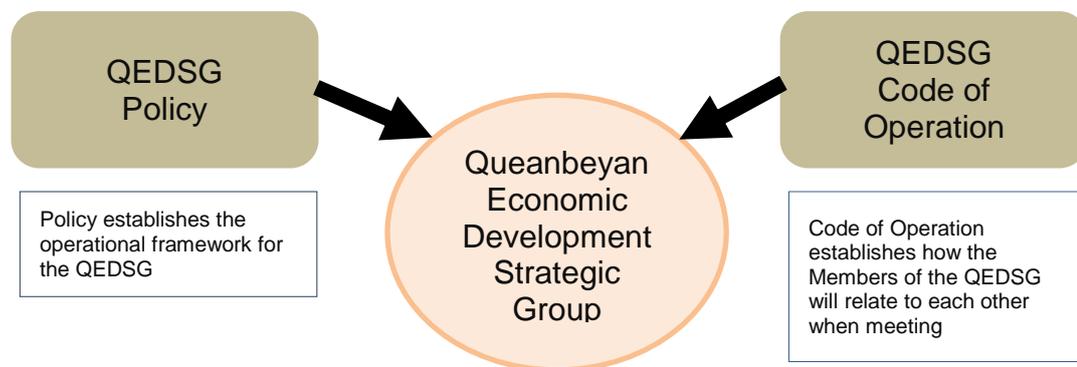
# **Queanbeyan Economic Development Strategic Group Code of Operation**

<b>Date code was adopted by Council:</b>	14 October 2015
<b>Resolution number:</b>	PDRC 088/15
<b>Previous Code review date:</b>	
<b>Next Code review date:</b>	October 2016
<b>Reference number:</b>	C15176427

## 1 INTRODUCTION

The development of this Queanbeyan Economic Development Strategic Group Code of Operation is the direct outcome of a review of the Queanbeyan Development Board (QDB). This review found that the QDB was not achieving its original Terms of Reference and that a more flexible approach was required other than via the establishment of a S355 Council Committee to allow for community input into initiatives to promote the economic development of the Queanbeyan Local Government Area. This more flexible approach establishes a Queanbeyan Economic Development Strategic Group (QEDSG) which will allow for community input into the development and implementation of the Queanbeyan Economic Development Strategy.

The QEDSG will operate under the following Council instruments:



## 2 KEY RESPONSIBILITIES

The QEDSG is an independent recommending body which provides for input into the development of an Economic Development Strategy for Queanbeyan and to facilitate the implementation of certain initiatives identified within the strategy. It will act as an important and independent community forum for assisting with the development and implementation of Queanbeyan's Economic Development Strategy. Its objectives are:

1. To act as a 'think tank' for bringing initiatives and ideas before Council for possible inclusion within a Queanbeyan Economic Development Strategy.
2. To encourage a close link between the Council and community by establishing and maintaining a two way flow of communication and information on economic development matters of interest to Queanbeyan.
3. To act as a facilitator between Council and the Queanbeyan Business Community on economic issues impacting upon Queanbeyan.
4. To mobilise sections of the Queanbeyan community to take ownership of certain actions identified within the Queanbeyan Economic Development Strategy.

When attending a Queanbeyan Economic Development Strategic Group meeting or carrying out other activities on behalf of the Group, members are responsible for their own good conduct.

QEDSG Members should:

- Be inclusive and courteous to the public, Council staff and Councillors and other QEDSG members;
- Help create an environment that is free of harassment and discrimination;

**All Divisions**

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- Show respect to all other members and participants of the Strategic Group's meeting's, and
- Approach their involvement in QEDSG activities with honesty and integrity.

**3 CONFLICTS OF INTEREST**

A conflict of interest arises when your own interests, or those of people or organisations close to you, conflict with your obligations to the other QEDSG members and to Council. People attending QEDSG meetings may have interests in the matters under consideration, as the QEDSG is made up of residents, property owners, workers and business people who live or work in the Queanbeyan area. This interest is understood and would not need to be disclosed. However, as a QEDSG member you must declare an interest in a matter that goes beyond what would be generally considered impartial. In particular, if you are a member of the QEDSG you need to ensure that any interest you may have in a matter does not influence, and could not be perceived as influencing, the way in which a matter is discussed or any recommendation voted on by the Group seeking possible Council action.

Some examples might help clarify what must be declared. For example:

1. If a proposal or initiative comes forward via the Group for possible inclusion in the Economic Development Strategy and you have a direct interest in that initiative (e.g. Could be a part owner, or could be a shareholder, or could have close social links to the owner of the initiative). *You would need to declare these relationships and remove yourself from voting on the recommendation*
2. A Member or Chairperson of the QEDSG could also be considered to have a conflict of interest if they misuse their position, because of an interest, to inappropriately direct discussion or not allow free discussion of a matter. *You must allow free and open discussion of matters and not try to direct discussion to benefit your interests.*

When a QEDSG member makes a disclosure of a conflict of interest (declaration) this will be recorded in the minutes. This will generally consist of the following:

- Who declared the interest and the general nature of the interest declared
- What course of action was taken (was it deemed major requiring the person to remove themselves from the vote, or was it declared 'less than significant' which still allowed them to participate in the debate and vote?)

**4 PUBLIC COMMENT**

**4.1 Traditional Media**

From time to time, the media may contact QEDSG members for information or comment. If a QEDSG meeting has determined a matter, you can as a QEDSG member, speak on behalf of the Strategic Group if you are authorised to do so. If the matter has only been discussed, but no recommendation made, you can express your views but must stress that these are 'personal views' and not the views of the QEDSG meeting. While you may speak as a member of the public, or as a member of QEDSG, you must not make any public statement to the media or at public events that would lead someone to believe that you are speaking on behalf of Council or expressing its views or policies.

Members need to be aware that they are personally responsible if any material they distribute is considered to be defamatory or they make defamatory comments. Council cannot be held responsible for the remarks of individual QEDSG members.

**All Divisions**

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**4.2 Social Media**

Social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. Websites and applications dedicated to forums, microblogging, social networking, social bookmarking, social curation, and wikis are among the different types of social media. Social media sites may include, but are not limited to:

- Facebook
- Twitter
- Instagram
- Snapchat
- Google+
- Wikipedia
- LinkedIn
- Reddit
- Pinterest
- Flickr
- YouTube

Social media content is anything that can be accessed via social media networks. This includes, but is not limited to:

- posts
- tweets
- photos
- links
- status updates
- comments
- shares
- retweets
- videos
- blogs

Members should exercise caution when utilising social media to promote or advocate QEDSG activities and initiatives. Like traditional media, you must not make any public statement that would lead someone to believe that you are speaking on behalf of the QEDSG (unless authorised as their speaker), Council or expressing its views or policies. Also you must not:

- Publish confidential or personal information about staff or the public
- Promote offers from individual businesses or groups of businesses
- Promote the political interests of any elected representative.
- Promote political messages, including State and Federal Government politics.
- Publish content that is derogatory, racist, abuse, defamatory, threatening, bullying, harassing, hateful, sexist, infringes copyright, is a contempt of court or is otherwise unlawful.

**5 CONFIDENTIAL AND PERSONAL INFORMATION**

In your role as a member of QEDSG you may deal with confidential or personal information obtained from Council. If so, you are required to maintain the security of any confidential or

**All Divisions**

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personal information and not access, use or remove any information, unless you are authorised to do so as part of your role as a QEDSG member.

Personal information should not be released without the prior approval of whom that information relates to.

**6 COUNCIL RESOURCES**

Council resources should only be used for Council approved purposes. Council resources include materials, equipment, documents, records, data and information. You must use Council resources, ethically, effectively, efficiently and carefully in the course of your role QEDSG member, and must not use them for private purposes.

**7 GENERAL STANDARDS OF BEHAVIOUR****7.1 Expected Standards of Behaviour**

In fulfilling your role as a member of the Queanbeyan Economic Development Strategic Group there are basic standards of behaviour which are expected of you. These are:

You must:

- Not conduct yourself in a manner that is likely to bring the Strategic Group or Council into disrepute
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions
- Treat others with courtesy and respect at all times
- Consider issues consistently, promptly and fairly
- Not harass, discriminate against, or support others who do so
- Disclose and appropriately manage any conflict of interests both of a significant and less than significant nature
- Not accept money or gifts of value and avoid situations that give rise to the appearance of securing favourable treatment in terms of you performing your duties as a QEDSG member
- Not direct council staff or influence staff in the exercise of their role and duties
- Use and secure information appropriately and do not disclose confidential or personal information
- Use Council resources ethically, effectively, efficiently and carefully in the course of your official duties

**7.2 What happens if the Standards are not met?**

In an instance where members of the QEDSG fail to follow this Code and there is a complaint against a member this will be dealt with in accordance with the procedure for administration of the Model Code of Conduct which applies to Councils as developed by the Office of Local Government.

Complaints about a breach of these standards by a member other than the General Manager are to be made at first instance to the General Manager. Complaints about the General Manager are to be made to the Mayor. Where the complaint is serious and cannot be resolved informally, a complaint may be formally investigated by an independent conduct reviewer.

Breaches of these standards by members may result in the following action:

- Censure
- Requirement of apology

**All Divisions**

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- Prosecution
- Removal from the QEDSG.

Breaches by Council staff may result in disciplinary action, termination or, in the case of non-senior staff, such other penalty permitted under the relevant industrial award.

## All Divisions

CODE:-	
Code No:	
Code Title:	Queanbeyan Economic Development Strategic Group Code of Operation
Date Code was adopted by Council:	14 October 2015
Resolution Number:	PDRC 088/15
Previous Code Review Date:	
Next Code Review Date:	October 2016
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	
RECORDS:-	
Container Reference in TRIM: Policy	SF151116
Container Reference in TRIM: Procedure	Nil
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Intranet (linked to TRIM Container)
DELEGATION (if any):-	
RESPONSIBILITY:-	
Draft Code developed by:	Acting Director, Economic and Community Development
Committees (if any) consulted in the development of the Draft Code:	
Responsibility for Implementation:	Acting Director, Economic and Community Development
Responsibility for Review of Code:	Acting Director, Economic and Community Development

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

Senior Authorising Officer	Position General Manager	Signature/Date (Signed and dated)
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**All Divisions**

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<b>ACTION</b>	<b>COUNCIL MEETING DATE</b>	<b>RESOLUTION NUMBER</b>	<b>REPORT ITEM NUMBER</b>
<b>NEW/RECONFIRMED/ AMENDED</b>			
New	14 October 2015	PDRC 088/15	Item 4.2

<b>DATE REVIEWED</b>	<b>REVIEWER POSITION</b>	<b>REVIEWER NAME</b>