



Ordinary Meeting of Council

29 January 2025

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 9.6 AND 9.7

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

ATTACHMENTS – 29 January 2025 Page i

Item 9.6	Investment Report - December 2024	
	<i>Attachment 1 Investment Report Pack - December 2024</i>	<i>2</i>
Item 9.7	Policy Review	
	<i>Attachment 1 Draft QPRC Social Media Policy - with tracked changes.....</i>	<i>20</i>
	<i>Attachment 2 Draft QPRC Social Media Policy</i>	<i>33</i>
	<i>Attachment 3 Draft QPRC Media Policy - with tracked changes</i>	<i>45</i>
	<i>Attachment 4 Draft QPRC Media Policy.....</i>	<i>52</i>
	<i>Attachment 5 Draft QPRC Petition Policy - with tracked changes</i>	<i>59</i>
	<i>Attachment 6 Draft QPRC Petition Policy</i>	<i>67</i>
	<i>Attachment 7 Draft QPRC Anti-Fraud and Corruption Policy - with tracked changes</i>	<i>74</i>
	<i>Attachment 8 Draft QPRC Anti-Fraud and Corruption Policy</i>	<i>85</i>
	<i>Attachment 9 Draft QPRC Boundary Fences Adjoining Council Public Reserves Policy with tracked changes</i>	<i>96</i>
	<i>Attachment 10 Draft QPRC Boundary Fences Adjoining Council Public Reserves Policy</i>	<i>99</i>
	<i>Attachment 11 Draft QPRC Related Party Disclosures Policy with tracked changes</i>	<i>102</i>
	<i>Attachment 12 Draft QPRC Related Party Disclosures Policy.....</i>	<i>116</i>
	<i>Attachment 13 QPRC Playground Management Policy</i>	<i>130</i>
	<i>Attachment 14 QPRC Activity Cost Attribution and Distribution of Governance Policy.....</i>	<i>134</i>

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.6 INVESTMENT REPORT - DECEMBER 2024

ATTACHMENT 1 INVESTMENT REPORT PACK - DECEMBER 2024



Investment Report Pack

Queanbeyan-Palerang Regional Council

As At 31 December 2024



Contents

1. Budget vs Actual Interest Income 1 July 2024 to 30 June 2025
2. Portfolio Valuation As At 31 December 2024
3. Portfolio Compliance As At 31 December 2024
4. Portfolio Statistics For Period Ending 31 December 2024
5. Portfolio Fossil Fuel Summary For Period Ending 31 December 2024

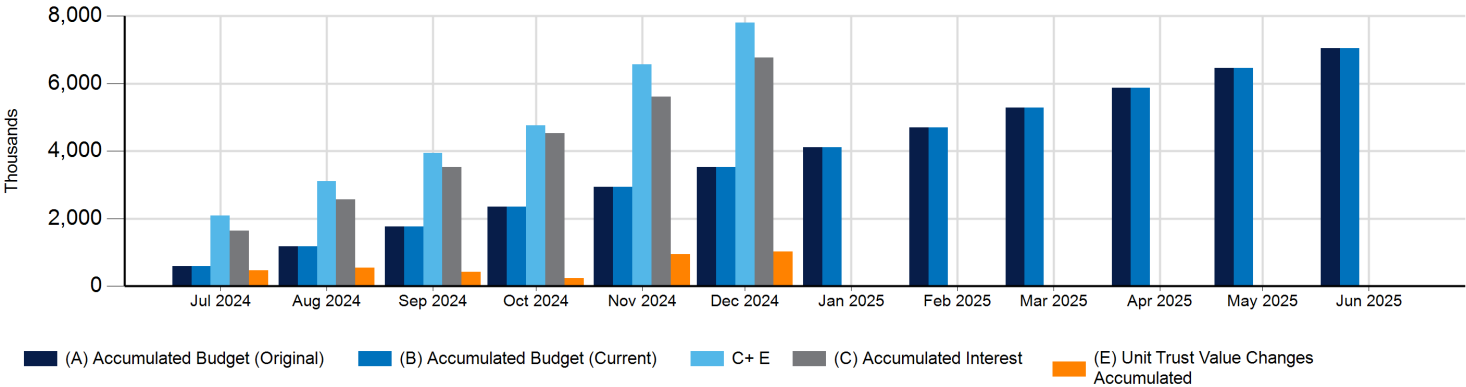


1. Budget vs Actual Interest Income 1 July 2024 to 30 June 2025

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 2024	587,500.00	587,500.00	587,500.00	1,635,812.55	1,635,812.55	(36,400.00)	(36,400.00)	457,725.72	457,725.72	2,093,538.27
Aug 2024	1,175,000.00	587,500.00	1,175,000.00	929,414.19	2,565,226.74	0.00	(36,400.00)	87,997.77	545,723.49	1,017,411.96
Sep 2024	1,762,500.00	587,500.00	1,762,500.00	965,577.86	3,530,804.60	(19,380.00)	(55,780.00)	(132,928.24)	412,795.25	832,649.62
Oct 2024	2,350,000.00	587,500.00	2,350,000.00	994,171.26	4,524,975.86	0.00	(55,780.00)	(181,302.29)	231,492.96	812,868.97
Nov 2024	2,937,500.00	587,500.00	2,937,500.00	1,084,594.33	5,609,570.19	0.00	(55,780.00)	719,570.87	951,063.83	1,804,165.20
Dec 2024	3,525,000.00	587,500.00	3,525,000.00	1,164,534.98	6,774,105.17	(54,620.00)	(110,400.00)	73,935.09	1,024,998.92	1,238,470.07
Jan 2025	4,112,500.00	587,500.00	4,112,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb 2025	4,700,000.00	587,500.00	4,700,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar 2025	5,287,500.00	587,500.00	5,287,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr 2025	5,875,000.00	587,500.00	5,875,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May 2025	6,462,500.00	587,500.00	6,462,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun 2025	7,050,000.00	587,500.00	7,050,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		7,050,000.00		6,774,105.17		(110,400.00)		1,024,998.92		7,799,104.09

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 As At 31 December 2024

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
31 Day Notice Account													
AMP 31 Day Ntc	S&P BBB		951,917.14	1.00000000	951,917.14	100.000	0.000			951,917.14	0.32%	5.20%	
			951,917.14		951,917.14					951,917.14	0.32%		5.20%
At Call Deposit													
AMP QPRC At Call	S&P ST A2		54.32	1.00000000	54.32	100.000	0.000			54.32	0.00%	3.00%	
BENAU transaction At Call	Moodys A3		7,073.29	1.00000000	7,073.29	100.000	0.000			7,073.29	0.00%	0.00%	
NAB At Call	S&P AA-		15,263,981.40	1.00000000	15,263,981.40	100.000	0.000			15,263,981.40	5.13%	4.65%	
NAB General At Call	S&P AA-		104,017.90	1.00000000	104,017.90	100.000	0.000			104,017.90	0.03%	4.35%	
NAB Links At Call	S&P AA-		3,743,235.74	1.00000000	3,743,235.74	100.000	0.000			3,743,235.74	1.26%	4.35%	
Westpac At Call	S&P AA-		29,811.18	1.00000000	29,811.18	100.000	0.000			29,811.18	0.01%	0.00%	
			19,148,173.83		19,148,173.83					19,148,173.83	6.43%		4.58%
Covered Floating Bond													
BENAU 1.15 16 Jun 2028 COVERDFLO	Moodys Aaa	AU3FN0078846	6,000,000.00	1.00000000	6,000,000.00	101.184	0.231			6,084,900.00	2.04%	5.59%	
ING 0.98 08 Dec 2025 COVERDFLO	Moodys Aaa	AU3FN0074175	3,500,000.00	1.00000000	3,500,000.00	100.536	0.327			3,530,205.00	1.19%	5.42%	
			9,500,000.00		9,500,000.00					9,615,105.00	3.23%		5.53%
Fixed Rate Bond													
ANZ 4.95 11 Sep 2028 Fixed	S&P AA-	AU3CB0302404	3,000,000.00	1.00000000	3,000,000.00	101.337	1.518			3,085,650.00	1.04%	4.97%	
BOQ 4.29 Oct 2025 Fixed	S&P A-	AU3CB0288843	2,840,000.00	1.00000000	2,840,000.00	99.395	0.692			2,842,470.80	0.96%	4.11%	
BOQ 4.7 27 Jan 2027 Fixed	S&P A-	AU3CB0296168	5,000,000.00	1.00000000	5,000,000.00	99.930	2.005			5,096,750.00	1.71%	4.76%	
BOQ 5.3 30 Apr 2029 Fixed	S&P A-	AU3CB0308955	5,000,000.00	1.00000000	5,000,000.00	101.617	0.903			5,126,000.00	1.72%	5.30%	
MACQ 1.7 12 Feb 2025 Fixed	S&P A+	AU3CB0270387	6,000,000.00	1.00000000	6,000,000.00	99.635	0.651			6,017,160.00	2.02%	1.66%	
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	0.600			5,030,000.00	1.69%	1.10%	
SunBank 2.5 25 Jan 2027 Fixed	S&P A+	AU3CB0285955	5,000,000.00	1.00000000	5,000,000.00	96.072	1.080			4,857,600.00	1.63%	2.66%	
SunBank 4.8 14 Dec 2027 Fixed	S&P A+	AU3CB0294957	3,000,000.00	1.00000000	3,000,000.00	100.518	0.224			3,022,260.00	1.02%	4.88%	
UBS Aust 5.12 May 2028 Fixed	S&P A+	AU3CB0299378	3,000,000.00	1.00000000	3,000,000.00	101.285	0.677			3,058,860.00	1.03%	5.01%	
			37,840,000.00		37,840,000.00					38,136,750.80	12.82%		3.57%
Floating Rate Note													
Auswide 1.5 17 Mar 2026 FRN	Moodys Baa2	AU3FN0076352	2,000,000.00	1.00000000	2,000,000.00	100.389	0.229			2,012,360.00	0.68%	5.95%	
BAL 1.55 22 Feb 2027 FRN	S&P BBB+	AU3FN0075461	4,000,000.00	1.00000000	4,000,000.00	101.044	0.638			4,067,280.00	1.37%	5.94%	
BAL 1.7 21 Feb 2028 FRN	S&P BBB+	AU3FN0085031	11,500,000.00	1.00000000	11,500,000.00	101.439	0.671			11,742,650.00	3.95%	6.07%	
BOQ 1.35 27 Jan 2027 FRN	S&P A-	AU3FN0074662	3,000,000.00	1.00000000	3,000,000.00	101.065	1.007			3,062,160.00	1.03%	5.71%	
BOQ 1.28 30 Apr 2029 FRN	S&P A-	AU3FN0087201	3,000,000.00	1.00000000	3,000,000.00	100.930	0.963			3,056,790.00	1.03%	5.61%	
BENAU 1.35 27 Jan 2027 FRN	S&P A-	AU3FN0074563	5,000,000.00	1.00000000	5,000,000.00	101.244	1.007			5,112,550.00	1.72%	5.73%	



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
BENAU 0.96 24 Oct 2028 FRN	Fitch A-	AU3FN0092821	2,000,000.00	1.00000000	2,000,000.00	100.209	0.997			2,024,120.00	0.68%	5.34%	
CBA 1.15 13 Jan 2028 FRN	S&P AA-	AU3FN0074514	3,500,000.00	1.00000000	3,500,000.00	101.271	1.189			3,586,100.00	1.21%	5.57%	
CBA 0.95 17 Aug 2028 FRN	Moodys Aa3	AU3FN0080396	3,750,000.00	1.00000000	3,750,000.00	100.736	0.633			3,801,337.50	1.28%	5.38%	
RABOCOOP 1.15 21 Nov 2028 FRN	S&P A+	AU3FN0083119	3,750,000.00	1.00000000	3,750,000.00	101.229	0.611			3,819,000.00	1.28%	5.57%	
PCCU 1.6 08 Feb 2027 FRN	Moodys Baa1	AU3FN0084794	2,500,000.00	1.00000000	2,500,000.00	101.322	0.874			2,554,900.00	0.86%	5.97%	
HSBCSyd 1.1 25 Aug 2027 FRN	Moodys Aa3	AU3FN0071015	3,750,000.00	1.00000000	3,750,000.00	100.997	0.544			3,807,787.50	1.28%	5.52%	
HSBCSyd 1.05 03 Mar 2028 FRN	Moodys Aa3	AU3FN0075792	5,000,000.00	1.00000000	5,000,000.00	100.884	0.420			5,065,200.00	1.70%	5.47%	
ING 1.02 20 Aug 2029 FRN	S&P A	AU3FN0090288	5,000,000.00	1.00000000	5,000,000.00	100.457	0.611			5,053,400.00	1.70%	5.40%	
MACQ 0.84 12 Feb 2025 FRN	S&P A+	AU3FN0052908	3,000,000.00	1.00000000	3,000,000.00	100.057	0.706			3,022,890.00	1.02%	5.26%	
MACQ 0.48 09 Dec 2025 FRN	S&P A+	AU3FN0057709	2,000,000.00	1.00000000	2,000,000.00	100.024	0.297			2,006,420.00	0.67%	4.92%	
NAB 1.2 25 Nov 2027 FRN	S&P AA-	AU3FN0073896	4,400,000.00	1.00000000	4,400,000.00	101.410	0.554			4,486,416.00	1.51%	5.62%	
NAB 1 12 May 2028 FRN	S&P AA-	AU3FN0077830	6,300,000.00	1.00000000	6,300,000.00	100.811	0.727			6,396,894.00	2.15%	5.42%	
NPBS 1.85 14 Feb 2029 FRN	S&P BBB+	AU3FN0085023	4,000,000.00	1.00000000	4,000,000.00	102.440	0.808			4,129,920.00	1.39%	6.19%	
PCU 1.5 21 Nov 2025 FRN	S&P BBB	AU3FN0073581	3,000,000.00	1.00000000	3,000,000.00	100.672	0.649			3,039,630.00	1.02%	5.89%	
PCU 1.55 17 Nov 2026 FRN	S&P BBB+	AU3FN0083028	3,000,000.00	1.00000000	3,000,000.00	100.790	0.704			3,044,820.00	1.02%	5.93%	
SunBank 0.93 22 Aug 2025 FRN	S&P A+	AU3FN0070892	2,200,000.00	1.00000000	2,200,000.00	100.358	0.572			2,220,460.00	0.75%	5.35%	
SunBank 0.48 15 Sep 2026 FRN	S&P AA-	AU3FN0062964	2,000,000.00	1.00000000	2,000,000.00	99.850	0.203			2,001,060.00	0.67%	4.94%	
SunBank 0.78 25 Jan 2027 FRN	S&P AA-	AU3FN0065694	5,000,000.00	1.00000000	5,000,000.00	100.297	0.948			5,062,250.00	1.70%	5.16%	
SunBank 1.25 14 Dec 2027 FRN	S&P A+	AU3FN0074241	2,850,000.00	1.00000000	2,850,000.00	101.415	0.235			2,897,025.00	0.97%	5.71%	
UBS Aust 1.55 12 May 2028 FRN	S&P A+	AU3FN0077970	5,000,000.00	1.00000000	5,000,000.00	102.296	0.801			5,154,850.00	1.73%	5.88%	
UBS Aust 1.45 24 Nov 2028 FRN	Moodys Aa3	AU3FN0083168	3,000,000.00	1.00000000	3,000,000.00	102.088	0.578			3,079,980.00	1.04%	5.81%	
			103,500,000.00		103,500,000.00					105,308,250.00	35.39%		5.63%
Term Deposit													
Auswide 5.2 12 Mar 2025 371DAY TD	Moodys ST P-2		5,000,000.00	1.00000000	5,000,000.00	100.000	4.274			5,213,698.65	1.75%	5.20%	
B&E 5.3 18 Jul 2025 364DAY TD	Fitch ST F2		5,000,000.00	1.00000000	5,000,000.00	100.000	2.396			5,119,794.50	1.72%	5.30%	
BVIC 5.4 10 Jul 2025 365DAY TD	S&P ST A2		5,000,000.00	1.00000000	5,000,000.00	100.000	2.574			5,128,712.35	1.72%	5.40%	
BVIC 5.1 29 Jul 2025 246DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.503			2,010,060.28	0.68%	5.10%	
CBA 4.96 19 Jun 2025 210DAY TD	S&P ST A1+		7,000,000.00	1.00000000	7,000,000.00	100.000	0.544			7,038,049.34	2.37%	4.96%	
DFB 5.05 18 Feb 2026 728DAY TD	S&P BBB+		5,000,000.00	1.00000000	5,000,000.00	100.000	4.344			5,217,219.20	1.75%	5.05%	
MYS 5.15 05 Mar 2025 366DAY TD	Moodys ST P-2		2,500,000.00	1.00000000	2,500,000.00	100.000	4.261			2,606,527.40	0.88%	5.15%	
MYS 5.32 07 May 2025 364DAY TD	Moodys ST P-2		10,000,000.00	1.00000000	10,000,000.00	100.000	3.454			10,345,435.60	3.48%	5.32%	
NAB 5 09 Apr 2025 210DAY TD	S&P ST A1+		5,000,000.00	1.00000000	5,000,000.00	100.000	1.521			5,076,027.40	1.71%	5.00%	
NAB 5.25 11 Jun 2025 364DAY TD	S&P ST A1+		2,000,000.00	1.00000000	2,000,000.00	100.000	2.905			2,058,109.58	0.69%	5.25%	
NAB 5.3 25 Jun 2025 364DAY TD	S&P ST A1+		6,000,000.00	1.00000000	6,000,000.00	100.000	2.730			6,163,791.78	2.07%	5.30%	
NAB 5.45 03 Jul 2025 365DAY TD	S&P ST A1+		10,000,000.00	1.00000000	10,000,000.00	100.000	2.703			10,270,260.30	3.45%	5.45%	
NAB 5 28 Aug 2025 365DAY TD	S&P ST A1+		3,000,000.00	1.00000000	3,000,000.00	100.000	1.712			3,051,369.87	1.03%	5.00%	



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
NAB 4.9 02 Oct 2025 365DAY TD	S&P ST A1+		3,000,000.00	1.00000000	3,000,000.00	100.000	1.208			3,036,246.57	1.02%	4.90%	
NAB 5.05 07 Nov 2025 365DAY TD	S&P ST A1+		10,000.00	1.00000000	10,000.00	100.000	0.747			10,074.71	0.00%	5.05%	
Westpac 5.29 30 Apr 2025 366DAY TD	S&P ST A1+		4,000,000.00	1.00000000	4,000,000.00	100.000	0.899			4,035,943.00	1.36%	5.29%	
Westpac 5.1 13 Nov 2025 365DAY TD	S&P ST A1+		5,000,000.00	1.00000000	5,000,000.00	100.000	0.671			5,033,534.25	1.69%	5.10%	
Westpac 4.49 07 Sep 2026 732DAY TD	S&P AA-		10,000,000.00	1.00000000	10,000,000.00	100.000	0.320			10,031,983.60	3.37%	4.49%	
			89,510,000.00		89,510,000.00					91,446,838.38	30.73%		5.13%
Unit Trust													
NSWTC Long Term Growth Fund UT	S&P AA+		20,260,043.78		20,260,043.78			1.1209	18,074,316.6698	20,260,043.78	6.81%		
NSWTC Medium Term Growth Fund UT	S&P AA+		12,700,163.69		12,700,163.69			1.0334	12,289,807.0312	12,700,163.69	4.27%		
			32,960,207.47		32,960,207.47					32,960,207.47	11.08%		
Portfolio Total			293,410,298.44		293,410,298.44					297,567,242.62	100.00%		5.08%
Note: For holdings in unit funds and similar securities, the face value (original and current) columns will display market values.													



3. Portfolio Compliance As At 31 December 2024

Short Term Issuer/Security Rating Group	Market Value	% Total Value
A2	30,424,283.10	10.22%
A1+	45,773,406.80	15.38%
Portfolio Total	76,197,689.90	25.61%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
BBB+ to BBB-	36,760,696.34	12.35%
A+ to A-	67,457,839.09	22.67%
AA+ to AA-	107,535,912.29	36.14%
AAA	9,615,105.00	3.23%
Portfolio Total	221,369,552.72	74.39%

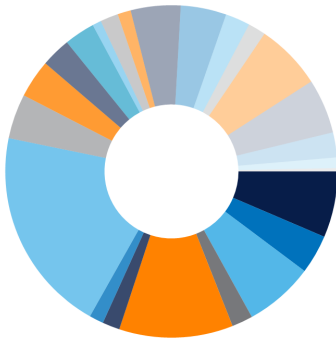
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	951,971.46	0.32%
ANZ Banking Group Ltd	3,085,650.00	1.04%
Auswide Bank Limited	7,226,058.65	2.43%
Bank Australia Limited	15,809,930.00	5.31%
Bank of Queensland Ltd	19,184,170.80	6.45%
Bank of us t/as B&E Ltd	5,119,794.50	1.72%
BankVic	7,138,772.63	2.40%
Bendigo & Adelaide Bank Ltd	13,228,643.29	4.45%
Commonwealth Bank of Australia Ltd	14,425,486.84	4.85%
Cooperative Rabobank U.A Australia Branch	3,819,000.00	1.28%
Defence Bank Ltd	5,217,219.20	1.75%
Heritage and People's Choice Limited t/as People's Choice Credit Union	2,554,900.00	0.86%
HSBC Sydney Branch	8,872,987.50	2.98%
ING Bank Australia Limited	8,583,605.00	2.88%
Macquarie Bank Ltd	11,046,470.00	3.71%
MyState Bank Ltd	12,951,963.00	4.35%
National Australia Bank Ltd	59,660,425.25	20.05%
Newcastle Greater Mutual Group Ltd	4,129,920.00	1.39%
Northern Territory Treasury Corporation	5,030,000.00	1.69%
NSW Treasury Corporation	32,960,207.47	11.08%
Police Bank Ltd	6,084,450.00	2.04%
Suncorp Bank (Norfina Ltd) - Subsidiary of ANZ	20,060,655.00	6.74%
UBS Australia Ltd	11,293,690.00	3.80%
Westpac Banking Corporation Ltd	19,131,272.03	6.43%
Portfolio Total	297,567,242.62	100.00%

Market Value by Issuer

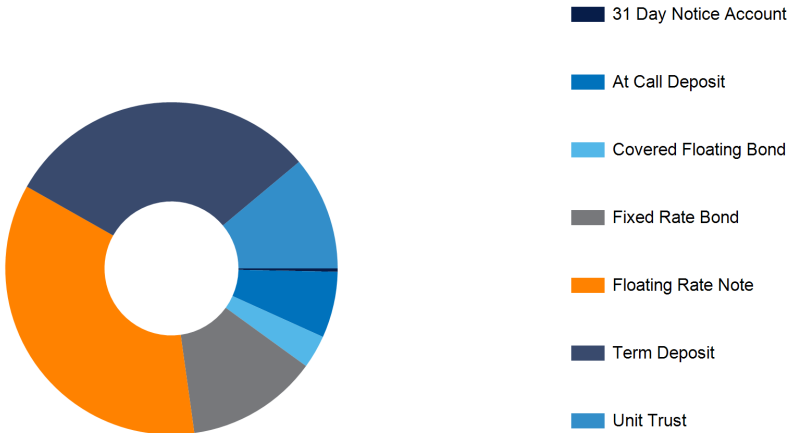


- AMP Bank Ltd
- ANZ Banking Group Ltd
- Auswide Bank Limited
- Bank Australia Limited
- Bank of Queensland Ltd
- Bank of us t/as B&E Ltd
- BankVic
- Bendigo & Adelaide Bank Ltd
- Commonwealth Bank of Australia Ltd
- Cooperative Rabobank U.A Australia Branch
- Defence Bank Ltd
- Heritage and People's Choice Limited t/as People's Choice Credit Union
- HSBC Sydney Branch
- ING Bank Australia Limited
- Macquarie Bank Ltd
- MyState Bank Ltd
- National Australia Bank Ltd
- Newcastle Greater Mutual Group Ltd
- Northern Territory Treasury Corporation
- NSW Treasury Corporation
- Police Bank Ltd
- Suncorp Bank (Norfina Ltd) - Subsidiary of ANZ
- UBS Australia Ltd
- Westpac Banking Corporation Ltd



Security Type	Market Value	% Total Value
31 Day Notice Account	951,917.14	0.32%
At Call Deposit	19,148,173.83	6.43%
Covered Floating Bond	9,615,105.00	3.23%
Fixed Rate Bond	38,136,750.80	12.82%
Floating Rate Note	105,308,250.00	35.39%
Term Deposit	91,446,838.38	30.73%
Unit Trust	32,960,207.47	11.08%
Portfolio Total	297,567,242.62	100.00%

Market Value by Security Type





Market Value by Term Remaining



Investment Policy Compliance	
Legislative Requirements	Fully compliant
Issuer	Fully compliant (31 limits)
Security Rating Group	Fully compliant (8 limits)
Term Group	Fully compliant (1 limits)



4. Portfolio Statistics For Period Ending 31 December 2024

Trading Book	1 Month	3 Month	12 Month	Since Inception
Queanbeyan-Palerang Regional Council				
Portfolio Return (1)	0.39%	1.24%	5.71%	2.97%
Performance Index (2)	0.38%	1.12%	4.47%	1.91%
Excess Performance (3)	0.01%	0.12%	1.24%	1.06%

- 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	5.08

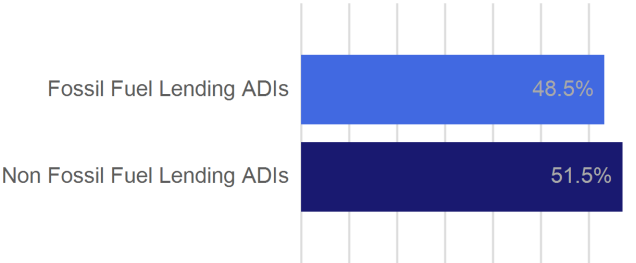


5. Portfolio Fossil Fuel Summary For Period Ending 31 December 2024

Portfolio Summaries As At 31 December 2024

Portfolio Summary by Fossil Fuel Lending ADIs				
ADI Lending Status	% Total	Current Period	% Total	Prior Period
Fossil Fuel Lending ADIs				
ANZ Banking Group Ltd	1.2%	3,000,000.00	1.1%	3,000,000.00
Bank of Queensland Ltd	3.1%	8,000,000.00	3.0%	8,000,000.00
Commonwealth Bank of Australia Ltd	5.5%	14,250,000.00	5.3%	14,250,000.00
HSBC Sydney Branch	3.4%	8,750,000.00	3.3%	8,750,000.00
ING Bank Australia Limited	3.3%	8,500,000.00	1.3%	3,500,000.00
Macquarie Bank Ltd	4.2%	11,000,000.00	4.1%	11,000,000.00
National Australia Bank Ltd	22.6%	58,821,235.04	27.0%	71,880,874.70
Westpac Banking Corporation Ltd	5.4%	14,029,811.18	5.3%	14,101,570.23
	48.5%	126,351,046.22	50.4%	134,482,444.93
Non Fossil Fuel Lending ADIs				
AMP Bank Ltd	0.4%	951,971.46	0.4%	947,920.17
Auswide Bank Limited	2.7%	7,000,000.00	2.6%	7,000,000.00
Bank Australia Limited	6.0%	15,500,000.00	5.8%	15,500,000.00
Bank of Queensland Ltd	4.2%	10,840,000.00	2.9%	7,840,000.00
Bank of us t/as B&E Ltd	1.9%	5,000,000.00	1.9%	5,000,000.00
BankVic	2.7%	7,000,000.00	2.6%	7,000,000.00
Bendigo & Adelaide Bank Ltd	5.0%	13,007,073.29	4.2%	11,091,505.57
Coöperatieve Rabobank U.A Australia Branch	1.4%	3,750,000.00	1.4%	3,750,000.00
Defence Bank Ltd	1.9%	5,000,000.00	1.9%	5,000,000.00
Heritage and People's Choice Limited t/as People's Choice Credit Union	1.0%	2,500,000.00	0.9%	2,500,000.00
MyState Bank Ltd	4.8%	12,500,000.00	4.7%	12,500,000.00
Newcastle Greater Mutual Group Ltd	1.5%	4,000,000.00	1.5%	4,000,000.00
Northern Territory Treasury Corporation	1.9%	5,000,000.00	3.0%	8,000,000.00
Police Bank Ltd	2.3%	6,000,000.00	2.3%	6,000,000.00
Suncorp Bank (Norfinia Ltd) - Subsidiary of ANZ	7.7%	20,050,000.00	7.5%	20,050,000.00
UBS Australia Ltd	4.2%	11,000,000.00	4.1%	11,000,000.00

Fossil Fuel vs Non Fossil Fuel Lending ADI





Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period	% Total	Prior Period
Westpac Banking Corporation Ltd	1.9%	5,000,000.00	1.9%	5,000,000.00
	51.5%	134,099,044.75	49.6%	132,179,425.74
Total Portfolio		260,450,090.97		266,661,870.67

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 and Ethical Ratings As At 31 December 2024

Trading Book	Weighted Average Running Yield
Queanbeyan-Palerang Regional Council	5.08
Fossil Fuel Support - Simple Interest Only	5.05
Non Fossil Fuel Support - Simple Interest Only	5.23
Fossil Fuel Support - All Securities	4.93
Non Fossil Fuel Support - All Securities	5.23

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



Trading Book	Weighted Average Running Yield
Queanbeyan-Palerang Regional Council	5.08
Ethical Investment - Simple Interest Only	5.12
Non Ethical Investment - Simple Interest Only	5.15
Ethical Investment - All Securities	5.18
Non Ethical Investment - All Securities	4.92

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.

Ethical vs Non
Ethical Running
Total





Report Code: TBSBP180EXT-00.16
Report Description: Portfolio Fossil Fuel Summary Report
Parameters:
As At Date: 31 Dec 2024
Prior As At Date: 30 Nov 2024
Trading Entity: Queanbeyan-Palerang Regional Council
Trading Book: Queanbeyan-Palerang Regional Council
Settlement Date Base
FI Holdings Only
Print Time: 9:49:39 AM



Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 476686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 5 RIALTO NORTH, 525 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 6990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 18 ANGEL PLACE, 123 PITT STREET, SYDNEY NSW, 2000 T 61 2 8094 1230
BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370

Report Code: TEPACK080EXT-00.12
Report Description: Investment Report Pack 080
Parameters:
Trading Entity: Queanbeyan-Palerang Regional Council
Trading Book: Queanbeyan-Palerang Regional Council
Settlement Date Base
Period End Date: 31 Dec 2024
Financial Year Start Date: 1 Jul 2024
Financial Year End Date: 30 Jun 2025
History Start Date: 1 Jan 2000
Exclude Cash
Exclude Unallocated Cash
Exclude Negative Unit Holdings
Trading Limit Parameters:
Use Face Value
Use Security Rating Group
Eliminate Issuer Parent Child Effect? No
Trading Entity Limits Only? No

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 1 DRAFT QPRC SOCIAL MEDIA POLICY - WITH TRACKED
 CHANGES



Social Media Policy

Date policy was adopted:	12 August 2022 <u>TBC</u>
Resolution number:	278/22 <u>TBC</u>
Next Policy review date:	July 2024 <u>TBC</u>
Reference number:	52.5.4
Strategic Pillar	Organisation Capability <u>Community</u> Choice
Responsible Branch	Workplace & Governance <u>Customer,</u> <u>Communication and</u> <u>Libraries</u>

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

Social Media Policy

1 ~~PART 1~~ – PRINCIPLES

- 1.1 Queanbeyan-Palerang Regional Council (~~QPRC~~), ~~are~~**is** committed to upholding and promoting the following principles of social media engagement:
- **Openness** – Our social media platforms are places where anyone can share and respectfully discuss issues that are relevant to our Council and the community we represent and serve.
 - **Relevance** – We will ensure our social media platforms are kept up to date with informative content about Council activities, programs and initiatives of interest to the community
 - **Accuracy** – The content we upload onto our social media platforms and any other social media platform will be accurate and we will prioritise the need to correct inaccuracies when they occur.
 - **Respect** – Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's Code of Conduct when using our social media platforms and any other social media platform.

2 ~~SCOPE OF THE POLICY~~

- 2.1 This policy is based on the NSW Office of Local Government Model Social Media Policy.
- 2.2 This policy applies to all Council officials, members of Council's committees, including s.355 committees, contractors and delegates.
- 2.3 This policy should be read in conjunction with Council's Code of Conduct, specifically Clause 3.1 General Conduct and Clause 8.21 Social Media.

23 ~~PART 2~~ – ADMINISTRATIVE FRAMEWORK FOR COUNCIL'S SOCIAL MEDIA PLATFORMS

PLATFORMS

- 2.13.1 Council may maintain a presence on the following social media platforms or others that may emerge and meet our audience requirements:
- Facebook
 - ~~TwitterX~~ (Twitter)
 - Instagram
 - LinkedIn
 - Flickr
 - YouTube
- 2.23.2 Council's social media platforms must specify or provide a clearly accessible link on the 'House Rules' for engaging on the platform.
- 2.31.1 ~~The Social Media Policy should be read in conjunction with Council's Code of Conduct, specifically Clause 3.1 General Conduct and Clause 8.21 Social Media.~~

Social Media Policy

ESTABLISHMENT AND DELETION OF COUNCIL SOCIAL MEDIA
PLATFORMSACCOUNTS

- 2.43.3 A new Council social media ~~platformaccount~~, or a social media ~~platform-account~~ proposed by a Council related entity (eg a Council Committee), can only be established or deleted with the written approval of the ~~CEO-General Manager~~ or their delegate.
- 2.53.4 Where a Council social media ~~platform-account~~ is established or deleted in accordance with clause 23.3, the ~~CEO-General Manager~~ or their delegate may amend clause 23.1 of this policy without the need for endorsement by the Council's governing body.
- 2.63.5 The role of the ~~CEOGeneral Manager~~, or their delegate, is to:
- (a) Approve and revoke a staff member's status as an authorised user
 - (b) Develop and/or approve the training and/or induction to be provided to authorised users
 - (c) Maintain a register of authorised users
 - (d) Maintain effective oversight of authorised users
 - (e) Ensure Council adheres to the rules of the social media platform(s)
 - (f) Coordinate with ~~the~~ Council's Communications ~~and Engagement~~ team to ensure Council's social media ~~platforms-accounts~~ are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.
- 2.73.6 The ~~CEO-General Manager~~ is an authorised user for the purposes of this policy.

AUTHORISED USERS

- 2.83.7 Authorised users are members of Council staff who are authorised by the ~~General ManagerCEO~~, or their delegate, to upload content and engage on social media on Council's behalf.
- 2.93.8 Authorised users should be members of Council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.
- 2.103.9 Authorised users can include social media/marketing agencies and contractors engaged by Council for the purposes of managing a social media presence or campaign.
- 2.113.10 The ~~General ManagerCEO~~, or their delegate, will appoint authorised users when required.
- 2.123.11 An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.
- 2.133.12 The role of an authorised user is to:
- (a) Ensure, to the best of their ability, that the content they upload onto social media platforms is accurate
 - (b) Correct inaccuracies in Council-generated content as soon as practicably possible
 - (c) Engage in discussions and answer questions on Council's behalf on social media platforms
 - (d) Keep Council's social media ~~platforms-accounts~~ up to date
 - (e) Moderate Council's social media ~~platforms-accounts~~ in accordance with Part 5 of this policy

Social Media Policy

- (f) Ensure Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses ~~78.1~~ to ~~78.4~~)

~~2.143.13~~ When engaging on social media on Council's behalf on non-Council ~~platforms~~ ~~accounts~~ (such as, but not limited to, on a community group social media page), an authorised user must identify themselves as a member of Council staff but they are not obliged to disclose their name or position within the Council.

~~2.153.14~~ Authorised users must not use Council's social media platforms for personal reasons.

ADMINISTRATIVE TONE

~~2.163.15~~ Authorised users upload content and engage on social media on Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.

~~2.173.16~~ Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

REGISTER OF AUTHORISED USERS

~~2.183.17~~ The ~~General Manager~~~~CEO~~, or their delegate, will maintain a register of authorised users. This register is to be reviewed annually to ensure it is fit-for-purpose.

CEASING TO BE AN AUTHORISED USER

~~2.193.18~~ The ~~General Manager~~~~CEO~~, or their delegate, may revoke a staff member's status as an authorised user, if:

- (a) The staff member makes such a request
- (b) The staff member has not uploaded content onto any of the Council's social media platforms in the last six months.
- (c) The staff member has failed to comply with this policy
- (d) The ~~General Manager~~~~CEO~~, or their delegate, is of reasonable opinion that the staff member is no longer suitable to be an authorised user

~~34~~ PART 3 – ADMINISTRATIVE FRAMEWORK FOR COUNCILLORS' SOCIAL MEDIA PLATFORMS

~~3.14.1~~ For the purposes of this policy, Councillor social media platforms are not Council social media ~~platforms~~~~accounts~~. Part ~~2-3~~ of this policy does not apply to Councillors' social media ~~platforms~~~~accounts~~.

~~3.24.2~~ Councillors are responsible for the administration and moderation of their own social media ~~platforms~~~~accounts~~ (in accordance with Parts ~~43~~ and ~~5-6~~ of this policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* (see clauses ~~78.1~~ to ~~78.4~~ of this policy) and Council's Records Management Policy in relation to social media.

~~3.34.3~~ Clause ~~34.2~~ also applies to Councillors in circumstances where another person administers, moderates, or uploads content onto their social media ~~platform~~~~account~~.

Social Media Policy

3.44.4 Councillors must comply with the rules of the platform when engaging on social media.

INDUCTION AND TRAINING

3.54.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the Councillor's induction program or as part of their ongoing professional development program.

IDENTIFYING AS A COUNCILLOR

3.64.6 Councillors must identify themselves on their social media platforms in the following format:

QPRC Councillor "First Name and Last Name"

3.74.7 A Councillor's social media platform must include a profile photo which is a clearly identifiable image of the Councillor.

3.84.8 If a Councillor becomes or ceases to be a Mayor, Deputy Mayor, or the holder of another position (eg chairperson of a committee), this must be clearly stated on the Councillor's social media platforms and updated within three months of a change in circumstances.

OTHER GENERAL REQUIREMENTS FOR COUNCILLORS' SOCIAL MEDIA PLATFORMS

3.94.9 Councillor social media platforms should provide a clearly accessible link to the 'House Rules' for engaging on the platform.

3.104.10 When a platform allows, a Councillor's social media platform should include a disclaimer to the following effect:

"The views expressed and comments made on this social media platform are my own and not that of the Council."

3.114.11 Despite clause 34.10, Mayoral or Councillor media releases and other content that has been authorised according to the Council's Media Policy and Communications-communications protocols may be uploaded onto a Councillor's social media platform.

3.124.12 Councillors may upload publicly available Council information onto their social media platforms.

3.134.13 Councillors may use more personal informal language when engaging on their social media platforms.

COUNCILLOR QUERIES RELATING TO SOCIAL MEDIA PLATFORMS

3.144.14 Questions from Councillors relating to their obligations under this policy, technical queries relating to the operation of their social media platforms, or

Social Media Policy

managing records on social media may be directed to the ~~General Manager CEO~~ in the first instance, in accordance with Council's Councillor requests protocols.

OTHER SOCIAL MEDIA PLATFORMS ADMINISTERED BY COUNCILLORS

~~3.154.15~~ A Councillor must advise the ~~General Manager CEO~~ of any social media platforms they administer on which content relating to the Council is, or is expected to be, uploaded. The Councillor must do so within three months of becoming a Councillor.

~~45~~ **PART 4 – STANDARDS OF CONDUCT ON SOCIAL MEDIA**

~~4.15.1~~ For the purposes of this policy, a Councillor is a Council Official.

~~4.25.2~~ This policy only applies to Council officials' use of social media in an official capacity or in connection with their role as a Council official. The policy does not apply to personal use of social media that is not connected with a person's role as a Council official.

~~4.35.3~~ Council officials must comply with Council's Code of Conduct when using social media in an official capacity or in connection with their role as a Council official.

~~4.45.4~~ Council officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:

- (a) Is defamatory, offensive, humiliating, threatening or intimidating to other Council officials or members of the public.
- (b) Contains profane language or is sexual in nature
- (c) Constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory.
- (d) Is contrary to their duties under the *Work Health and Safety Act 2022* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
- (e) Contains content about the Council, Council officials or members of the public that is misleading or deceptive.
- (f) Divulges confidential Council information.
- (g) Breaches the privacy of other Council officials or members of the public
- (h) Contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.
- (i) Could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment.
- (j) Commits the Council to any action.
- (k) Violates an order made by a Court.
- (l) Breaches copyright.
- (m) Advertises, endorses or solicits commercial products or business.
- (n) Constitutes spam.
- (o) Is in breach of the rules of the social media platform.
- (p) Spreads misinformation about Council decisions.

~~4.55.5~~ Council officials must:

Social Media Policy

- (a) Attribute work to the original author, creator or source when uploading or linking to content produced by a third party.
- (b) Obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified. An exception applies when images of minors are sourced from a subscription-based, or free, stock image library.

4-65.6 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.

4-75.7 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.

4-85.8 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did (see section 232(1)(f) of the *Local Government Act 1993*.)

56 PART 5 – MODERATION OF SOCIAL MEDIA PLATFORMS

Note: Councils and Council officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:

- Is uploaded by a third party; and/or
- Appears on their social media platform because they have 'liked', 'shared', or 'retweeted' the content, or similar.

5-16.1 Council officials who are responsible for the moderation of the Council's or Councillor's social media platforms may hide or remove content and 'block' or ban a person from those platforms as per clause **56.6**. Such actions must be undertaken in accordance with this Part.

5-26.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and Councillor's social media platforms.

HOUSE RULES

5-36.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.

5-46.4 At minimum, the House Rules should specify:

- (a) The principles of social media engagement referred to in clause 1.1 of this policy.
- (b) The type of behaviour or content that will result in that content being removed or 'hidden', or a person being blocked or banned from the platform.
- (c) The process by which a person can be blocked or banned from the platform and rights of review.
- (d) A statement relating to privacy and personal information (see clause **78.4** of this policy).
- (e) When the platform will be monitored (ie, weekdays 9am-5pm).
- (f) A notice indicating that comments may be turned off from time to time when resources are not available to monitor and moderate comments or when the nature of comments has become unsociable.

Social Media Policy

- (g) That the social media platform is not the official channel to make complaints about the Council or Council officials. Council's Complaints Handling Policy should be referred to in these instances.

~~5.56.5~~ For the purposes of clause ~~56.4~~(b), third parties engaging on Council's social media platforms must not post or share comments, photos, videos, electronic recordings or other information that:

- (a) Is defamatory, offensive, humiliating, threatening or intimidating to Council officials or members of the public,
- (b) Contains profane language or is sexual in nature
- (c) Constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory.
- (d) Contains content about the Council, Council officials or members of the public that is misleading or deceptive
- (e) Breaches the privacy of Council officials or members of the public
- (f) Contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.
- (g) Violates an order made by a court
- (h) Breaches copyright
- (i) Advertises, endorses or solicits commercial products or business
- (j) Constitutes spam
- (k) Would be in breach of the rules of the social media platform

REMOVING OR 'HIDING' OF CONTENT

~~5.66.6~~ Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause ~~56.56~~, the moderator may remove or 'hide' that content.

~~5.76.7~~ Prior to removing the content, the moderator must make a record of it (eg, a screenshot).

~~5.86.8~~ If the moderator removes the content under clause ~~56.56~~, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.

~~5.96.9~~ A person may request a review of a decision by a moderator to remove content under clause ~~56.56~~. The request must be made in writing to the ~~CEO~~General Manager and state the grounds on which the request is being made.

~~5.106.10~~ Where a review request is made under clause ~~56.9~~, the review is to be undertaken by the ~~General Manager~~CEO or a member of staff nominated by the ~~General Manager~~CEO who is suitably qualified and who was not involved in the decision to remove the content.

~~5.116.11~~ Clause ~~56.9-56.10~~ does not apply in the case of spam content or accounts. Moderators may remove spam posts and block or ban spam accounts ~~as long as a record is kept~~.

BLOCKING OR BANNING

Social Media Policy

- 5.126.12 If a person regularly uploads content that is removed or 'hidden' under clause 56.6 of this policy, that person may be blocked or banned from interacting with that particular social media ~~platform~~account.
- 5.136.13 A person may only be blocked or banned from interacting with Council's social media account ~~a Council social media platform~~ with the approval of the General Manager CEO or when a Councillor determines to block or ban a person. This clause does not apply to blocking or banning a person from a Councillor's social media platform. As per 56.121, this Clause does not apply to spam content.
- 5.146.14 Prior to blocking or banning a person from interacting with Council's social media account ~~social media platform~~, the person must, where practicable, be advised of the intention to block ~~of or~~ ban them from the platform and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 5.156.15 The duration of the block or ban is to be determined by the General Manager CEO or in the case of a Councillor's social media platform, the Councillor.
- 5.166.16 Where a determination is made to block or ban the person from interacting with Council's social media account ~~social media platform~~, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media ~~platforms~~account they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.
- 5.176.17 Despite clauses 56.12 to 56.16, where a person uploads content of a kind referred to under clause 56.56, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from ~~the platform~~interacting with Council's social media account may be imposed on the person immediately for a period no longer than 12 months.
- 5.186.18 A person who is blocked or banned from interacting with Council's social media account ~~the platform~~ under clause 56.17, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 56.12 to 56.16.
- 5.196.19 A person may request a review of a decision to block or ban them from a social media platform. The request must be made in writing to the General Manager CEO and state the grounds on which the request is being made.
- 5.206.20 Where a review request is made under clause 56.19, the review is to be undertaken by the General Manager CEO or a member of staff nominated by the General Manager CEO who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager CEO, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 5.216.21 Where a person that is the subject of a block or ban continues to engage with Council's social media account(s) on a social media platform(s) using an alternative social media account, profile avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 56.12 to 56.20 do not apply.
- 5.226.22 A record of blocked/banned users and deleted comments, and the reason why these actions have been taken should be maintained in a register along with screenshots of offending posts. Hidden comments, due to their less serious nature, would not need to be recorded in the register.

Social Media Policy

~~67~~ **PART 6—USE OF SOCIAL MEDIA DURING EMERGENCIES**

- ~~6.17.1~~ During emergencies, such as natural disasters or public health incidents, the ~~QPRC~~ Communications ~~and Engagement~~ team ~~at Queanbeyan-Palerang Regional Council~~ will be responsible for the management of content on Council's social media platforms.
- ~~6.27.2~~ To ensure consistent messaging both during and after an emergency, authorised users and council officials must not upload content onto Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- ~~6.37.3~~ Training on social media use during emergencies should be included in training and/or induction provided to authorised users and Councillors.

~~78~~ **PART 7—RECORDS MANAGEMENT AND PRIVACY REQUIREMENTS**

- ~~7.18.1~~ Social media content created, sent and received by Council officials (including Councillors) acting in their official capacity is a Council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved Records Management Policy and practices.
- ~~7.28.2~~ You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's Records Team Leader and comply with the requirements of the *State Records Act 1998*.
- ~~7.38.3~~ When/if a Councillor's term of office concludes, the Councillor must contact Council's Records Team Leader and ~~CEO-General Manager~~ to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.
- ~~7.48.4~~ In fulfilling their obligations under clauses ~~78.1~~ to ~~78.3~~, Council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for Councils' and Councillors' social media content.

PRIVACY CONSIDERATIONS AND REQUIREMENTS

- ~~7.58.5~~ Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.
- ~~7.68.6~~ The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and Councillors. To mitigate potential privacy risks, Council officials will:
- (a) Advise people not to provide personal information on social media platforms.
 - (b) Inform people if any personal information they may provide on social media platforms is to be used for official purposes.
 - (c) Moderate comments to ensure they do not contain any personal information.

Social Media Policy

- (d) Advise people to contact the Council or Councillors through alternative channels if they have personal information they do not want to disclose in a public forum.
- (e) Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, Council officials should refer to any guidance issued by the Information and Privacy Commissioner of NSW, such as, but not limited to, the Health Privacy Principles.

~~89~~ **PART 8 – PRIVATE USE OF SOCIAL MEDIA**

Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.

The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted.

WHAT CONSTITUTES 'PRIVATE' USE?

~~8.49.1~~ For the purposes of this policy, a Council official's social media engagement will be considered 'private use' when the content they upload:

- (a) Is not associated with, or refers to, Council, any other Council official, contractors, related entities or any other person or organisation providing services to or on behalf of Council, and
- (b) Is not related to or does not contain privileged or confidential information acquired by virtue of, their employment or role as a Council official.

~~910~~ **PART 9 – CONCERNS OR COMPLAINTS**

~~9.410.1~~ Concerns or complaints about the administration of a Council's social media platforms should be made to the General Manager ~~Council's CEO~~ in the first instance.

~~9.210.2~~ Complaints about the conduct of Council officials (including Councillors) on social media may be directed to the General Manager ~~CEO~~ or nominated representative.

~~9.310.3~~ Complaints about a General Manager's ~~CEO's~~ conduct on social media platforms may be directed to the Mayor.

~~1011~~ **PART 10 – DEFINITIONS**

In this Social Media Policy, the following terms have the following meanings:

- **Authorised User** – Members of Council staff who are authorised by the General Manager ~~CEO~~, or their delegate, to upload content and engage on Council's social media platforms on the Council's behalf

Social Media Policy

- **Council Official** – Councillors, members of staff and delegates of Council (including members of committees that are delegates of Council)
- **Minor** – for the purposes of clause 4.4(b) of this Policy, is a person under the age of 18 years of age
- **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
- **Social media** – online platforms and applications – such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards – that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr, TikTok and Wikipedia.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 2 DRAFT QPRC SOCIAL MEDIA POLICY



Social Media Policy

Date policy was adopted:	TBC
Resolution number:	TBC
Next Policy review date:	TBC
Reference number:	52.5.4
Strategic Pillar	Community Choice
Responsible Branch	Customer, Communication and Libraries

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

Social Media Policy

1 PRINCIPLES

- 1.1 Queanbeyan-Palerang Regional Council (QPRC) is committed to upholding and promoting the following principles of social media engagement:
- **Openness** – Our social media platforms are places where anyone can share and respectfully discuss issues that are relevant to our Council and the community we represent and serve.
 - **Relevance** – We will ensure our social media platforms are kept up to date with informative content about Council activities, programs and initiatives of interest to the community
 - **Accuracy** – The content we upload onto our social media platforms and any other social media platform will be accurate and we will prioritise the need to correct inaccuracies when they occur.
 - **Respect** – Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's Code of Conduct when using our social media platforms and any other social media platform.

2 SCOPE OF THE POLICY

- 2.1 This policy is based on the NSW Office of Local Government Model Social Media Policy.
- 2.2 This policy applies to all Council officials, members of Council's committees, including s.355 committees, contractors and delegates.
- 2.3 This policy should be read in conjunction with Council's Code of Conduct, specifically Clause 3.1 General Conduct and Clause 8.21 Social Media.

3 ADMINISTRATIVE FRAMEWORK FOR COUNCIL'S SOCIAL MEDIA PLATFORMS

PLATFORMS

- 3.1 Council may maintain a presence on the following social media platforms or others that may emerge and meet our audience requirements:
- Facebook
 - X (Twitter)
 - Instagram
 - LinkedIn
 - Flickr
 - YouTube
- 3.2 Council's social media platforms must specify or provide a clearly accessible link on the 'House Rules' for engaging on the platform.

[2]

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



Social Media Policy

ESTABLISHMENT AND DELETION OF COUNCIL SOCIAL MEDIA ACCOUNTS

- 3.3 A new Council social media account, or a social media account proposed by a Council related entity (eg a Council Committee), can only be established or deleted with the written approval of the General Manager or their delegate.
- 3.4 Where a Council social media account is established or deleted in accordance with clause 3.3, the General Manager or their delegate may amend clause 3.1 of this policy without the need for endorsement by the Council's governing body.
- 3.5 The role of the General Manager, or their delegate, is to:
- (a) Approve and revoke a staff member's status as an authorised user
 - (b) Develop and/or approve the training and/or induction to be provided to authorised users
 - (c) Maintain a register of authorised users
 - (d) Maintain effective oversight of authorised users
 - (e) Ensure Council adheres to the rules of the social media platform(s)
 - (f) Coordinate with Council's Communications and Engagement team to ensure Council's social media accounts are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.
- 3.6 The General Manager is an authorised user for the purposes of this policy.

AUTHORISED USERS

- 3.7 Authorised users are members of Council staff who are authorised by the General Manager, or their delegate, to upload content and engage on social media on Council's behalf.
- 3.8 Authorised users should be members of Council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.
- 3.9 Authorised users can include social media/marketing agencies and contractors engaged by Council for the purposes of managing a social media presence or campaign.
- 3.10 The General Manager, or their delegate, will appoint authorised users when required.
- 3.11 An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.
- 3.12 The role of an authorised user is to:
- (a) Ensure, to the best of their ability, that the content they upload onto social media platforms is accurate
 - (b) Correct inaccuracies in Council-generated content as soon as practicably possible
 - (c) Engage in discussions and answer questions on Council's behalf on social media platforms
 - (d) Keep Council's social media accounts up to date
 - (e) Moderate Council's social media accounts in accordance with Part 5 of this policy
 - (f) Ensure Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 8.1 to 8.4)
- 3.13 When engaging on social media on Council's behalf on non-Council accounts (such as, but not limited to, on a community group social media page), an authorised user must identify themselves as a member of Council staff but they are not obliged to disclose their name or position within the Council.
- 3.14 Authorised users must not use Council's social media platforms for personal reasons.

Social Media Policy

ADMINISTRATIVE TONE

- 3.15 Authorised users upload content and engage on social media on Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.
- 3.16 Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

REGISTER OF AUTHORISED USERS

- 3.17 The General Manager, or their delegate, will maintain a register of authorised users. This register is to be reviewed annually to ensure it is fit-for-purpose.

CEASING TO BE AN AUTHORISED USER

- 3.18 The General Manager, or their delegate, may revoke a staff member's status as an authorised user, if:
 - (a) The staff member makes such a request
 - (b) The staff member has not uploaded content onto any of the Council's social media platforms in the last six months.
 - (c) The staff member has failed to comply with this policy
 - (d) The General Manager, or their delegate, is of reasonable opinion that the staff member is no longer suitable to be an authorised user

4 ADMINISTRATIVE FRAMEWORK FOR COUNCILLORS' SOCIAL MEDIA PLATFORMS

- 4.1 For the purposes of this policy, Councillor social media platforms are not Council social media accounts. Part 3 of this policy does not apply to Councillors' social media accounts.
- 4.2 Councillors are responsible for the administration and moderation of their own social media accounts (in accordance with Parts 4 and 6 of this policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* (see clauses 8.1 to 8.4 of this policy) and Council's Records Management Policy in relation to social media.
- 4.3 Clause 4.2 also applies to Councillors in circumstances where another person administers, moderates, or uploads content onto their social media account.
- 4.4 Councillors must comply with the rules of the platform when engaging on social media.

INDUCTION AND TRAINING

- 4.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the Councillor's induction program or as part of their ongoing professional development program.

| 4 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



Social Media Policy

IDENTIFYING AS A COUNCILLOR

- 4.6 Councillors must identify themselves on their social media platforms in the following format:
QPRC Councillor "First Name and Last Name"
- 4.7 A Councillor's social media platform must include a profile photo which is a clearly identifiable image of the Councillor.
- 4.8 If a Councillor becomes or ceases to be a Mayor, Deputy Mayor, or the holder of another position (eg chairperson of a committee), this must be clearly stated on the Councillor's social media platforms and updated within three months of a change in circumstances.

OTHER GENERAL REQUIREMENTS FOR COUNCILLORS' SOCIAL MEDIA PLATFORMS

- 4.9 Councillor social media platforms should provide a clearly accessible link to the 'House Rules' for engaging on the platform.
- 4.10 When a platform allows, a Councillor's social media platform should include a disclaimer to the following effect:
"The views expressed and comments made on this social media platform are my own and not that of the Council."
- 4.11 Despite clause 4.10, Mayoral or Councillor media releases and other content that has been authorised according to the Council's Media Policy and communications protocols may be uploaded onto a Councillor's social media platform.
- 4.12 Councillors may upload publicly available Council information onto their social media platforms.
- 4.13 Councillors may use more personal informal language when engaging on their social media platforms.

COUNCILLOR QUERIES RELATING TO SOCIAL MEDIA PLATFORMS

- 4.14 Questions from Councillors relating to their obligations under this policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the General Manager in the first instance, in accordance with Council's Councillor requests protocols.

OTHER SOCIAL MEDIA PLATFORMS ADMINISTERED BY COUNCILLORS

- 4.15 A Councillor must advise the General Manager of any social media platforms they administer on which content relating to the Council is, or is expected to be, uploaded. The Councillor must do so within three months of becoming a Councillor.

5 STANDARDS OF CONDUCT ON SOCIAL MEDIA

- 5.1 For the purposes of this policy, a Councillor is a Council Official.
- 5.2 This policy only applies to Council officials' use of social media in an official capacity or in connection with their role as a Council official. The policy does not apply to personal use of social media that is not connected with a person's role as a Council official.
- 5.3 Council officials must comply with Council's Code of Conduct when using social media in an official capacity or in connection with their role as a Council official.
- 5.4 Council officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:
- (a) Is defamatory, offensive, humiliating, threatening or intimidating to other Council officials or members of the public.
 - (b) Contains profane language or is sexual in nature
 - (c) Constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory.
 - (d) Is contrary to their duties under the *Work Health and Safety Act 2022* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - (e) Contains content about the Council, Council officials or members of the public that is misleading or deceptive.
 - (f) Divulges confidential Council information.
 - (g) Breaches the privacy of other Council officials or members of the public
 - (h) Contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.
 - (i) Could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment.
 - (j) Commits the Council to any action.
 - (k) Violates an order made by a Court.
 - (l) Breaches copyright.
 - (m) Advertises, endorses or solicits commercial products or business.
 - (n) Constitutes spam.
 - (o) Is in breach of the rules of the social media platform.
 - (p) Spreads misinformation about Council decisions.
- 5.5 Council officials must:
- (a) Attribute work to the original author, creator or source when uploading or linking to content produced by a third party.
 - (b) Obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified. An exception applies when images of minors are sourced from a subscription-based, or free, stock image library.
- 5.6 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.
- 5.7 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.
- 5.8 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did (see section 232(1)(f) of the *Local Government Act 1993*.)

6 MODERATION OF SOCIAL MEDIA PLATFORMS

Note: Councils and Council officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:

- Is uploaded by a third party; and/or
- Appears on their social media platform because they have 'liked', 'shared', or 'retweeted' the content, or similar.

- 6.1 Council officials who are responsible for the moderation of the Council's or Councillor's social media platforms may hide or remove content and 'block' or ban a person from those platforms as per clause 6.6. Such actions must be undertaken in accordance with this Part.
- 6.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and Councillor's social media platforms.

HOUSE RULES

- 6.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.
- 6.4 At minimum, the House Rules should specify:
- (a) The principles of social media engagement referred to in clause 1.1 of this policy.
 - (b) The type of behaviour or content that will result in that content being removed or 'hidden', or a person being blocked or banned from the platform.
 - (c) The process by which a person can be blocked or banned from the platform and rights of review.
 - (d) A statement relating to privacy and personal information (see clause 8.4 of this policy).
 - (e) When the platform will be monitored (ie, weekdays 9am-5pm).
 - (f) A notice indicating that comments may be turned off from time to time when resources are not available to monitor and moderate comments or when the nature of comments has become unsociable.
 - (g) That the social media platform is not the official channel to make complaints about the Council or Council officials. Council's Complaints Handling Policy should be referred to in these instances.
- 6.5 For the purposes of clause 6.4(b), third parties engaging on Council's social media platforms must not post or share comments, photos, videos, electronic recordings or other information that:
- (a) Is defamatory, offensive, humiliating, threatening or intimidating to Council officials or members of the public,
 - (b) Contains profane language or is sexual in nature
 - (c) Constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory.
 - (d) Contains content about the Council, Council officials or members of the public that is misleading or deceptive
 - (e) Breaches the privacy of Council officials or members of the public
 - (f) Contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.

Social Media Policy

- (g) Violates an order made by a court
- (h) Breaches copyright
- (i) Advertises, endorses or solicits commercial products or business
- (j) Constitutes spam
- (k) Would be in breach of the rules of the social media platform

REMOVING OR 'HIDING' OF CONTENT

- 6.6 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 6.5, the moderator may remove or 'hide' that content.
- 6.7 Prior to removing the content, the moderator must make a record of it (eg, a screenshot).
- 6.8 If the moderator removes the content under clause 6.5, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.
- 6.9 A person may request a review of a decision by a moderator to remove content under clause 6.5. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 6.10 Where a review request is made under clause 6.9, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to remove the content.
- 6.11 Clause 6.9-6.10 does not apply in the case of spam content or accounts. Moderators may remove spam posts and block or ban spam accounts.

BLOCKING OR BANNING

- 6.12 If a person regularly uploads content that is removed or 'hidden' under clause 6.6 of this policy, that person may be blocked or banned from interacting with that particular social media account.
- 6.13 A person may only be blocked or banned from interacting with Council's social media account with the approval of the General Manager or when a Councillor determines to block or ban a person. This clause does not apply to blocking or banning a person from a Councillor's social media platform. As per 6.11, this Clause does not apply to spam content.
- 6.14 Prior to blocking or banning a person from interacting with Council's social media account, the person must, where practicable, be advised of the intention to block or ban them from the platform and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 6.15 The duration of the block or ban is to be determined by the General Manager or in the case of a Councillor's social media platform, the Councillor.
- 6.16 Where a determination is made to block or ban the person from interacting with Council's social media account, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media account they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.

Social Media Policy

- 6.17 Despite clauses 6.12 to 6.16, where a person uploads content of a kind referred to under clause 6.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from interacting with Council's social media account may be imposed on the person immediately for a period no longer than 12 months.
- 6.18 A person who is blocked or banned from interacting with Council's social media account under clause 6.17, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 6.12 to 6.16.
- 6.19 A person may request a review of a decision to block or ban them from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 6.20 Where a review request is made under clause 6.19, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 6.21 Where a person that is the subject of a block or ban continues to engage with Council's social media account(s) using an alternative social media account, profile avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 6.12 to 6.20 do not apply.
- 6.22 A record of blocked/banned users and deleted comments, and the reason why these actions have been taken should be maintained in a register along with screenshots of offending posts. Hidden comments, due to their less serious nature, would not need to be recorded in the register.

7 USE OF SOCIAL MEDIA DURING EMERGENCIES

- 7.1 During emergencies, such as natural disasters or public health incidents, the QPRC Communications and Engagement team will be responsible for the management of content on Council's social media platforms.
- 7.2 To ensure consistent messaging both during and after an emergency, authorised users and council officials must not upload content onto Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 7.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and Councillors.

8 RECORDS MANAGEMENT AND PRIVACY REQUIREMENTS

- 8.1 Social media content created, sent and received by Council officials (including Councillors) acting in their official capacity is a Council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved Records Management Policy and practices.
- 8.2 You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's Records Team Leader and comply with the requirements of the *State Records Act 1998*.
- 8.3 When/if a Councillor's term of office concludes, the Councillor must contact Council's Records Team Leader and General Manager to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.
- 8.4 In fulfilling their obligations under clauses 8.1 to 8.3, Council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for Councils' and Councillors' social media content.

PRIVACY CONSIDERATIONS AND REQUIREMENTS

- 8.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.
- 8.6 The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and Councillors. To mitigate potential privacy risks, Council officials will:
- (a) Advise people not to provide personal information on social media platforms.
 - (b) Inform people if any personal information they may provide on social media platforms is to be used for official purposes.
 - (c) Moderate comments to ensure they do not contain any personal information.
 - (d) Advise people to contact the Council or Councillors through alternative channels if they have personal information they do not want to disclose in a public forum.
 - (e) Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, Council officials should refer to any guidance issued by the Information and Privacy Commissioner of NSW, such as, but not limited to, the Health Privacy Principles.

9 PRIVATE USE OF SOCIAL MEDIA

Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.

The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted.

Social Media Policy

WHAT CONSTITUTES 'PRIVATE' USE?

- 9.1 For the purposes of this policy, a Council official's social media engagement will be considered 'private use' when the content they upload:
- (a) Is not associated with, or refers to, Council, any other Council official, contractors, related entities or any other person or organisation providing services to or on behalf of Council, and
 - (b) Is not related to or does not contain privileged or confidential information acquired by virtue of, their employment or role as a Council official.

10 CONCERNS OR COMPLAINTS

- 10.1 Concerns or complaints about the administration of a Council's social media platforms should be made to the General Manager in the first instance.
- 10.2 Complaints about the conduct of Council officials (including Councillors) on social media may be directed to the General Manager or nominated representative.
- 10.3 Complaints about a General Manager's conduct on social media platforms may be directed to the Mayor.

11 DEFINITIONS

In this Social Media Policy, the following terms have the following meanings:

- **Authorised User** – Members of Council staff who are authorised by the General Manager, or their delegate, to upload content and engage on Council's social media platforms on the Council's behalf
- **Council Official** – Councillors, members of staff and delegates of Council (including members of committees that are delegates of Council)
- **Minor** – for the purposes of clause 4.4(b) of this Policy, is a person under the age of 18 years of age
- **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
- **Social media** – online platforms and applications – such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards – that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr, TikTok and Wikipedia.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 3 DRAFT QPRC MEDIA POLICY - WITH TRACKED CHANGES



Media Policy

	Date policy was adopted:	<u>25/08/2022 TBC</u>
	Resolution number:	<u>304/22 TBC</u>
	Next Policy review date:	<u>September 2024 TBC</u>
	Reference number:	52.5.4
	Strategic Pillar	Community Choice
	Responsible Branch	<u>Communications and Engagement</u> <u>Customer, Communication and Libraries</u>

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

QPRC Media Policy

1 OUTCOMES

1.1 Queanbeyan-Palerang Regional Council (QPRC) has an important relationship with the media. Effective media engagement can assist Council to keep the community informed, explain decisions and to promote community confidence in Council and its decisions. This relationship provides Council with an opportunity to keep the community informed and involved in its activities and programs. It also promotes mutual understanding between Council and its stakeholders

1.2 Council is committed to upholding and promoting the following principles of media engagement:

- Openness - we will ensure that we promote an open exchange of information between our council and the media.
- Consistency - we will ensure consistency by all councillors and staff when communicating with the media.
- Accuracy - the information we share with the media will be a source of truth for our council and community and we will prioritise the need to correct inaccuracies when they occur.
- Timeliness - we will ensure that we respond to media enquiries in a timely manner.

2 SCOPE OF THE POLICY

2.1 This policy is based on the NSW Office of Local Government Model Media Policy.

2.2.2 This policy applies to all Council officials, members of Council's committees, including s.355 committees, contractors and delegates.

2.2.3 It does not apply to the submission of personal letters to the editor or promotional material where the user makes no reference to Council or any of Council's employees, contractors, other Council officials, related entities or any other person or organisation providing services to or on behalf of Council.

3 DEFINITIONS

- 3.1 Council business — any activity, function, role, resolution, decision or statutory obligation undertaken by Queanbeyan-Palerang Regional Council.
- 3.2 Council official — include councillors, members of staff of Council and other approved delegates, including volunteers and chairs of Council committees.
- 3.3 Media — various means of published communication, including but not limited to television, radio, newspaper, journals, newsletters, magazines and on-line news websites, which are published or circulated in the community.
- 3.4 Offensive language – contains
- (a) inappropriate or vulgar language
 - (b) profanities
 - (c) discriminatory content

2 This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



QPRC Media Policy

- (d) slanderous or defamatory content
- (e) content that is deemed to be offensive to stakeholders, including obscene or sexually explicit language
- (f) content that is derogatory to QPRC and/or its stakeholders

- 3.5 Publication — the distribution of information via print or electronic media including, but not limited to, newspapers, magazines, journals, radio, television, newsletters and the internet.

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 4.1 Council complies with the following legislative and mandatory directives impacting on local government operations:

- *Copyright Act 1968*
- *Defamation Act 2005*
- *Government Information (Public Access) Act 2009*
- *Privacy and Personal Information Protection Act 1998*
- *Local Government Act 1993*
- *State Records Act 1998*
- Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

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

- Code of Conduct
- Public Interest Disclosures Policy
- Statement of Business Ethics
- Complaints Management Policy
- Records Management Policy
- Privacy Policy and Plan
- Social Media Policy

5 CONTENT

- 5.1 Council encourages open communication with the community through a range of media channels, with an emphasis on promoting a positive, progressive and professional image of Council and staff.

- 5.2 The Mayor and ~~the CEO~~ the General Manager are the official spokespersons of Council.

- 5.3 To ensure that information released publicly about Council is accurate, reliable and in the best interests of the organisation, all staff media contacts are to be coordinated through the QPRC Communications and Engagement team, regardless of whether the media representative has contacted another member of staff in the first instance. The Communications and Engagement team will liaise with the relevant party (~~CEO~~, Mayor or ~~Portfolio~~ General Managers) to coordinate a response.

| 3 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



QPRC Media Policy

- 5.4 ~~CEO/Portfolio General Managers~~The Mayor may delegate to the Deputy Mayor to act as Council's spokesperson. The General Manager may delegate the responsibility for responding to media enquiries to relevant staff members.
- 5.5 In the case where a member of staff is the subject matter expert and is the most appropriate person to undertake a media interview, the Communications and Engagement team will liaise directly with the staff member.
- 5.6 Council officials should refrain from using the media to make negative comments which are likely to undermine public confidence in the Council or local government generally.
- 5.7 Staff should make factual comments and must not make political or controversial statements in the media about Councillors, Council business, decisions or events.
- 5.8 Confidential information must not be released by Council or Council officers to the media.
- 5.9 In all forms of communication, staff and councillors are expected to adhere to the highest standards of ethical practice and professional competence.
- 5.10 Council will openly discuss matters of interest with the media unless disclosure of certain information contravenes Council's obligations of confidentiality, privacy, duty of care, or could infringe other laws or regulations that govern Council's operations.
- 5.11 Councillors are entitled to enter into public debate in their private capacity and make comment on Council affairs, provided they clearly state that such public comment reflects their personal opinion and not that of the Council or a committee of the Council.
- 5.12 Individual staff should not be identified by any Councillor or any authorised staff in any media comment.
- 5.13 If, in the opinion of the ~~CEO or Portfolio~~ General Manager, it is deemed that an individual staff member should be identified for the legitimate purpose of the communication, then such identification may only occur after consultation with the relevant staff member to ensure there are no unintended consequences. The identified staff member must be referred to in the context of their formal position in the organisation.
- 5.14 In the event that information is published and is incorrect or has a personal or corporate reputational risk, the ~~CEO-General Manager~~ will investigate the matter, and if necessary, issue a statement that conveys the correct information.

6 USE OF MEDIA DURING EMERGENCIES

- 6.1 During emergencies, such as natural disasters or public health incidents, QPRC Communications and Engagement team and the General Manager will be responsible for coordinating media releases and statements on behalf of Council.

| 4 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



QPRC Media Policy

6.2 Councillors, Council staff and other Council officials must not provide comment or information to the media that is inconsistent with official advice issued by the Council and any other agency coordinating the emergency response.

6.3 Training on media engagement during emergencies will be provided to councillors and relevant staff and other Council officials.

7 STANDARDS OF CONDUCT WHEN ENGAGING WITH THE MEDIA

7.1 Council officials must comply with Council's code of conduct when engaging with the media in an official capacity or in connection with their role as a council official.

7.2 Council officials must not share information or make comments to the media through either direct or indirect mechanisms that:

- a. are defamatory, offensive, humiliating, threatening, or intimidating to other council officials or members of the public
- b. contains profane language or is sexual in nature
- c. constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory
- d. is contrary to their duties under the Work Health and Safety Act 2011 and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
- e. contains content about the Council, council officials or members of the public that is misleading or deceptive
- f. divulges confidential Council information
- g. breaches the privacy of other council officials or members of the public
- h. contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
- i. could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
- j. commits the Council to any action
- k. violates an order made by a court
- l. breaches copyright
- m. advertises, endorses, or solicits commercial products or business.

QPRC Media Policy

8 MEDIA ENGAGEMENT IN THE LEAD UP TO ELECTIONS

- 8.1 This policy does not prevent the Mayor or Councillors who are candidates at a council or any other election from providing comment to the media in their capacity as candidates at the election.
- 8.2 Any media comment provided by the Mayor or Councillors who are candidates at a council, or another election must not be provided in an advertisement, newspaper column, or a radio or television broadcast paid for by Council or produced by Council or with Council resources.

69 COMPLIANCE WITH POLICY

- 9.1 Media content created and received by council officials (including Councillors) acting in their official capacity is a council record and may be subject to information access applications made under the *Government Information (Public Access) Act 2009*. These records must also be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.
- ~~6.19.2~~ Any breach of this policy, that if substantiated, may be a breach of the Code of Conduct may result in disciplinary action which may include termination of employment or termination/non renewal of contractual arrangements.
- 6.2 Other disciplinary action that may be taken includes, but is not limited to:
- issuing a warning
 - suspension
 - temporary or permanent disconnection of access to all or part of Council's computer network.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 4 DRAFT QPRC MEDIA POLICY



Media Policy

Date policy was adopted:	TBC
Resolution number:	TBC
Next Policy review date:	TBC
Reference number:	52.5.4
Strategic Pillar	Community Choice
Responsible Branch	Customer, Communication and Libraries

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

QPRC Media Policy

1 OUTCOMES

- 1.1 Queanbeyan-Palerang Regional Council (QPRC) has an important relationship with the media. Effective media engagement can assist Council to keep the community informed, explain decisions and to promote community confidence in Council and its decisions.
- 1.2 Council is committed to upholding and promoting the following principles of media engagement:
- **Openness** - we will ensure that we promote an open exchange of information between our council and the media.
 - **Consistency** - we will ensure consistency by all councillors and staff when communicating with the media.
 - **Accuracy** - the information we share with the media will be a source of truth for our council and community and we will prioritise the need to correct inaccuracies when they occur.
 - **Timeliness** - we will ensure that we respond to media enquiries in a timely manner.

2 SCOPE OF THE POLICY

- 2.1 This policy is based on the NSW Office of Local Government Model Media Policy.
- 2.2 This policy applies to all Council officials, members of Council's committees, including s.355 committees, contractors and delegates.
- 2.3 It does not apply to the submission of personal letters to the editor or promotional material where the user makes no reference to Council or any of Council's employees, contractors, other Council officials, related entities or any other person or organisation providing services to or on behalf of Council.

3 DEFINITIONS

- 3.1 Council business — any activity, function, role, resolution, decision or statutory obligation undertaken by Queanbeyan-Palerang Regional Council.
- 3.2 Council official — include councillors, members of staff of Council and other approved delegates, including volunteers and chairs of Council committees.
- 3.3 Media — various means of published communication, including but not limited to television, radio, newspaper, journals, newsletters, magazines and on-line news websites, which are published or circulated in the community.
- 3.4 Offensive language – contains
- (a) inappropriate or vulgar language
 - (b) profanities
 - (c) discriminatory content
 - (d) slanderous or defamatory content
 - (e) content that is deemed to be offensive to stakeholders, including obscene or sexually explicit language
 - (f) content that is derogatory to QPRC and/or its stakeholders

| 2 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



QPRC Media Policy

- 3.5 Publication — the distribution of information via print or electronic media including, but not limited to, newspapers, magazines, journals, radio, television, newsletters and the internet.

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 4.1 Council complies with the following legislative and mandatory directives impacting on local government operations:
- *Copyright Act 1968*
 - *Defamation Act 2005*
 - *Government Information (Public Access) Act 2009*
 - *Privacy and Personal Information Protection Act 1998*
 - *Local Government Act 1993*
 - *State Records Act 1998*
 - Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
- 4.2 This policy is to be read in conjunction with the following QPRC documents:
- Code of Conduct
 - Public Interest Disclosures Policy
 - Statement of Business Ethics
 - Complaints Management Policy
 - Records Management Policy
 - Privacy Policy and Plan
 - Social Media Policy

5 CONTENT

- 5.1 Council encourages open communication with the community through a range of media channels, with an emphasis on promoting a positive, progressive and professional image of Council and staff.
- 5.2 The Mayor and the General Manager are the official spokespersons of Council.
- 5.3 To ensure that information released publicly about Council is accurate, reliable and in the best interests of the organisation, all staff media contacts are to be coordinated through the QPRC Communications and Engagement team, regardless of whether the media representative has contacted another member of staff in the first instance. The Communications and Engagement team will liaise with the relevant party (Mayor or General Manager) to coordinate a response.
- 5.4 The Mayor may delegate to the Deputy Mayor to act as Council's spokesperson. The General Manager may delegate the responsibility for responding to media enquiries to relevant staff members.

QPRC Media Policy

- 5.5 In the case where a member of staff is the subject matter expert and is the most appropriate person to undertake a media interview, the Communications and Engagement team will liaise directly with the staff member.
- 5.6 Council officials should refrain from using the media to make negative comments which are likely to undermine public confidence in the Council or local government generally.
- 5.7 Staff should make factual comments and must not make political or controversial statements in the media about Councillors, Council business, decisions or events.
- 5.8 Confidential information must not be released by Council or Council officers to the media.
- 5.9 In all forms of communication, staff and councillors are expected to adhere to the highest standards of ethical practice and professional competence.
- 5.10 Council will openly discuss matters of interest with the media unless disclosure of certain information contravenes Council's obligations of confidentiality, privacy, duty of care, or could infringe other laws or regulations that govern Council's operations.
- 5.11 Councillors are entitled to enter into public debate in their private capacity and make comment on Council affairs, provided they clearly state that such public comment reflects their personal opinion and not that of the Council or a committee of the Council.
- 5.12 Individual staff should not be identified by any Councillor or any authorised staff in any media comment.
- 5.13 If, in the opinion of the General Manager, it is deemed that an individual staff member should be identified for the legitimate purpose of the communication, then such identification may only occur after consultation with the relevant staff member to ensure there are no unintended consequences. The identified staff member must be referred to in the context of their formal position in the organisation.
- 5.14 In the event that information is published and is incorrect or has a personal or corporate reputational risk, the General Manager will investigate the matter, and if necessary, issue a statement that conveys the correct information.

6 USE OF MEDIA DURING EMERGENCIES

- 6.1 During emergencies, such as natural disasters or public health incidents, QPRC Communications and Engagement team and the General Manager will be responsible for coordinating media releases and statements on behalf of Council.
- 6.2 Councillors, Council staff and other Council officials must not provide comment or information to the media that is inconsistent with official advice issued by the Council and any other agency coordinating the emergency response.
- 6.3 Training on media engagement during emergencies will be provided to councillors and relevant staff and other Council officials.

| 4 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



QPRC Media Policy

7 STANDARDS OF CONDUCT WHEN ENGAGING WITH THE MEDIA

- 7.1 Council officials must comply with Council's code of conduct when engaging with the media in an official capacity or in connection with their role as a council official.
- 7.2 Council officials must not share information or make comments to the media through either direct or indirect mechanisms that:
- a. are defamatory, offensive, humiliating, threatening, or intimidating to other council officials or members of the public
 - b. contains profane language or is sexual in nature
 - c. constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory
 - d. is contrary to their duties under the Work Health and Safety Act 2011 and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - e. contains content about the Council, council officials or members of the public that is misleading or deceptive
 - f. divulges confidential Council information
 - g. breaches the privacy of other council officials or members of the public
 - h. contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
 - i. could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
 - j. commits the Council to any action
 - k. violates an order made by a court
 - l. breaches copyright
 - m. advertises, endorses, or solicits commercial products or business.

8 MEDIA ENGAGEMENT IN THE LEAD UP TO ELECTIONS

- 8.1 This policy does not prevent the Mayor or Councillors who are candidates at a council or any other election from providing comment to the media in their capacity as candidates at the election.
- 8.2 Any media comment provided by the Mayor or Councillors who are candidates at a council, or another election must not be provided in an advertisement, newspaper column, or a radio or television broadcast paid for by Council or produced by Council or with Council resources.

QPRC Media Policy

9 COMPLIANCE WITH POLICY

- 9.1 Media content created and received by council officials (including Councillors) acting in their official capacity is a council record and may be subject to information access applications made under the *Government Information (Public Access) Act 2009*. These records must also be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.
- 9.2 A breach of this policy, that if substantiated, may be a breach of the Code of Conduct.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 5 DRAFT QPRC PETITION POLICY - WITH TRACKED CHANGES



Petition Policy

Date policy was adopted:	12 August 2022 <u>TBC</u>
Resolution number:	279/22 <u>TBC</u>
Next Policy review date:	July 2024 <u>TBC</u> July 2028
Reference number:	52.5.4
Strategic Pillar	Community, Arts and Recreation <u>Community Choice</u>
Responsible Branch	Customer and Communication <u>Customer, Communication and Libraries</u>

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC’s intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

Petition Policy

1 OUTCOMES:

- 1.1 The purpose of this policy is to set out the parameters for submitting petitions to Queanbeyan-Palerang Regional Council and how they will be dealt with.
- ~~1.2 Although not specified within the provisions of the NSW Local Government Act 1993 and the Local Government Regulation 2005, Council recognises that petitions form part of the democratic process which allows residents to engage with the Council on matters of concern and interest.~~
- ~~1.3~~1.2 This policy aims to ensure that a consistent process applies to each petition so that they are treated in a timely and effective manner and ~~effectively that they~~ come to the notice of the relevant operational area of Council and Councillors and relevant staff.

2 SCOPE OF THE POLICY:

- ~~2.1 Although not specified within the provisions of the NSW Local Government Act (1993) and the Local Government Regulation (2005), Council recognises that petitions form part of the democratic process which allows residents to engage with Council on matters of concern and interest.~~
- ~~2.2~~2.1 This policy applies to the submission of petitions to Council for its consideration.

3 POLICY:

- 3.1 ~~Queanbeyan-Palerang Regional~~ Council welcomes the submission of petitions from members of its community and recognises them as being part of the community engagement process ~~allowing community members to express their views to the body politic.~~
- 3.2 A petition must pertain to the legislative responsibilities of Queanbeyan-Palerang Regional Council. Petitions relating to issues/matters outside of Council's direct area of responsibility will not be accepted.
- 3.3 Council will not accept petitions that:
 - (a) Do not relate to Council's functions or legislative responsibilities
 - (b) Are vexatious, libellous, abusive, discriminatory or otherwise inappropriate.
 - (c) Pertain to any current court or legislative proceedings.
 - (d) Are the same or very similar to petitions that Council has already considered in the previous 12 months, except where a matter is being brought to the attention of the newly elected Council.
 - (e) Relate to any individual or personal circumstances of individual councillors or employees of Council.
 - (f) Contain false information such as names of people who have not consented to be signatories of the petition or do not meet the property owner/residency/work requirements to be a signatory.
 - (g) Do not clearly specify who is the Petition Organiser.

| 2 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



Petition Policy

- 3.4 To be considered a petition, the document must contain the name and address of at least five people who either own property, reside or work within the Queanbeyan-Palerang Local Government Area.
- 3.5 Each Petition must have a designated Petition Organiser who is responsible for coordinating the production of the petition and whom Council can contact to discuss the petition's submission and processing. Each petition must outline the name, contact details (address, telephone number and email address) of the Petition Organiser.
- 3.6 Petitions must be submitted in writing to the General Manager via email to council@qprc.nsw.gov.au, ~~or~~ via mail, ~~or delivery~~ to PO Box 90 Queanbeyan NSW 2620 or in person to Council Offices in Queanbeyan, Bungendore or Braidwood.

4 DEFINITIONS:

Petition - is a formally drawn up request to Council seeking action or special consideration of a particular matter pertaining to the legislative responsibilities of Queanbeyan-Palerang Regional Council, which is signed by a minimum of five property owners/residents/members of the public who either live or work in the Queanbeyan-Palerang Local Government Area.

Petition Organiser - is the person who is coordinating the production of the petition and whom Council can contact to discuss the submission and processing of the petition.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

- 5.1 The Office of Local Government's Meetings Practice Note No.16 advises that there is no statutory basis under either the *Local Government Act (1993)* or the *Local Government Regulation (2005)* which requires councils to either recognise or deal with petitions. However, it does advise, *"...it is a matter for each council to decide what to do with petitions and to set this out in its Meeting Code."*(p.21)
- 5.2 Petitions will form part of the Public Forum at Ordinary Council meetings. Petitions will be tabled at each Public Forum with the General Manager responsible through their delegate (Manager Customer, Communication and Libraries) for distribution to the appropriate operational area of Council for consideration.

6 CONTENT:

- 6.1 Petitions must be accompanied by contact details including an address, telephone number and email address for the Petition Organiser. If a petition does not clearly identify a Petition Organiser, Council reserves the right to reject the petition.
 - 6.1.1 The Petition Organiser is to ensure that the petition contains:

Petition Policy

- (a) A clear and concise statement identifying the subject matter of the petition.
- (b) A statement specifying the number of pages to the petition and the number of signatories.
- (c) The full name, address, phone number and signature of the person lodging the petition (the Petition Organiser), together with the name of the organisation/group they represent, if the petition is submitted on behalf of that organisation or group.
- (d) Only names and signatures of persons who meet the requirements set out in Clause ~~2-3~~3.4

6.2 The petition must contain the following details:

- (a) A heading on each page indicating the subject matter of the petition.
- (b) The legible name, address and signature of those people who are signatories of the petition. Council reserves the right to reject a petition if it is found to contain false names or the names of people who have not consented to being a signatory.

A sample petition ~~lodgment~~lodgement form is attached to this policy.

6.3 In the instance that a Petition Organiser uses an online platform for gaining signatures for their petition, they must ensure that the final version of the petition includes only those signatories who own property, reside, or work in the Queanbeyan-Palerang Local Government Area.

~~6.36.4~~ A Petition Organiser may lodge a petition with the Council by forwarding it to the General Manager at Council's postal address, by hand-delivery at the General Manager's Office in Queanbeyan or via email to council@qprc.nsw.gov.au

~~6.5~~ The General Manager, ~~or delegate via the Manager Customer, Communication and Libraries~~, will ensure that the petition is tabled ~~at the next~~during the Public Forum ~~which precedes of the next each~~ Ordinary Meeting of Council. Petitions received less than seven days before an Ordinary Meeting will be held over to the next meeting.

6.6 A copy of the petition will be circulated to Councillors prior to it being tabled at a Council meeting.

~~6.46.7~~ The Petition Organiser will be advised of the date which the petition will be tabled and is able to speak to the petition for up to three minutes.

~~6.56.8~~ Council will decide what action, if any, it will take on a petition after the petition is tabled at its Ordinary meeting.

6.9 Council will record in the minutes for the Public Forum the subject matter of the petition, ~~and~~ the number of signatories ~~to the petition, and what action, if any, it will take~~. The ~~Petition~~petition will not be published on Council's website or form part of a Business Paper report.

~~6.66.10~~ After the petition is tabled at a Council meeting, it will be distributed to the appropriate operational area of Council for consideration.

Petition Policy

6.76.11 The ~~Manager Customer, Communication and Libraries~~ General Manager or delegate, will inform the Petition Organiser of Council's decision and any actions applicable, within 21 days after the petition is tabled.

6.86.12 Information provided to Council in a petition is protected by the *Privacy and Personal Information Protection Act, (1998)*. This is embodied in Council's Privacy Management Plan which is available on Council's website or on request. Any questions concerning privacy or the use of personal information should be referred to Council's Coordinator Governance and Legal. Details of persons signing a petition will generally only be used by Council to verify that the signatories qualify as having a direct interest in the Queanbeyan-Palerang Local Government Area as required by this policy.

Petition Policy

Petition lodgement form

To ~~the Mayor and Councillors of~~ Queanbeyan-Palerang Regional Council:

Please find attached a petition concerning the following subject.

SUBJECT OF THE PETITION: _____

Number of persons who have signed the petition and number of signed pages attached	
Signature of person lodging petition [The Petition Organiser]	
Name	
Address	
Email address	
Mobile or home phone	
Name of organisation/group if acting on behalf of organisation/group	

Note: Telephone numbers will be used to enable contact between Council and the person lodging this petition.

Privacy Statement

Apart from petitions in relation to development applications, information provided to Council in a petition is protected by the *Privacy and Personal Information Protection Act, 1998*. This is embodied in Council's *Privacy Management Plan* which is available on Council's website or on request. Any questions concerning privacy or the use of personal information should be referred to Council's Service Manager, Workplace and Governance.

Details of persons signing a petition will generally only be used by Council to verify that the signatories qualify as having a direct interest in the Queanbeyan-Palerang Local Government Area as required by this policy.

Petition Policy

Petition

To ~~the Mayor and Councillors of~~ Queanbeyan-Palerang Regional Council

SUBJECT OF THE PETITION: _____

ACTION REQUESTED: We, the undersigned, petition ~~the Mayor and Councillors of~~ Queanbeyan-Palerang Regional Council to: *[insert clear and precise statement setting out what the petitioners are asking council to do]*

Name (please print)	Address (please print)	Signature

Attach additional pages as necessary

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 6 DRAFT QPRC PETITION POLICY



Petition Policy

Date policy was adopted:	TBC
Resolution number:	TBC
Next Policy review date:	July 2028
Reference number:	52.5.4
Strategic Pillar	Community Choice
Responsible Branch	Customer, Communication and Libraries

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

Petition Policy

1 OUTCOMES:

- 1.1 The purpose of this policy is to set out the parameters for submitting petitions to Queanbeyan-Palerang Regional Council and how they will be dealt with.
- 1.2 This policy aims to ensure that a consistent process applies to each petition so that they are treated in a timely and effective manner and that they come to the notice of the relevant operational area of Council and Councillors.

2 SCOPE OF THE POLICY:

- 2.1 Although not specified within the provisions of the *NSW Local Government Act (1993)* and the *Local Government Regulation (2005)*, Council recognises that petitions form part of the democratic process which allows residents to engage with Council on matters of concern and interest.
- 2.2 This policy applies to the submission of petitions to Council for its consideration.

3 POLICY:

- 3.1 Council welcomes the submission of petitions from members of its community and recognises them as being part of the community engagement process.
- 3.2 A petition must pertain to the legislative responsibilities of Queanbeyan-Palerang Regional Council. Petitions relating to issues/matters outside of Council's direct area of responsibility will not be accepted.
- 3.3 Council will not accept petitions that:
 - (a) Do not relate to Council's functions or legislative responsibilities
 - (b) Are vexatious, libellous, abusive, discriminatory or otherwise inappropriate.
 - (c) Pertain to any current court or legislative proceedings.
 - (d) Are the same or very similar to petitions that Council has already considered in the previous 12 months, except where a matter is being brought to the attention of the newly elected Council.
 - (e) Relate to any individual or personal circumstances of individual councillors or employees of Council.
 - (f) Contain false information such as names of people who have not consented to be signatories of the petition or do not meet the property owner/residency/work requirements to be a signatory.
 - (g) Do not clearly specify who is the Petition Organiser.
- 3.4 To be considered a petition, the document must contain the name and address of at least five people who either own property, reside or work within the Queanbeyan-Palerang Local Government Area.
- 3.5 Each Petition must have a designated Petition Organiser who is responsible for coordinating the production of the petition and whom Council can contact to discuss the petition's submission and processing. Each petition must outline the name, contact details (address, telephone number and email address) of the Petition Organiser.

Petition Policy

- 3.6 Petitions must be submitted in writing to the General Manager via email to council@qprc.nsw.gov.au, via mail to PO Box 90 Queanbeyan NSW 2620 or in person to Council Offices in Queanbeyan, Bungendore or Braidwood.

4 DEFINITIONS:

Petition - is a formally drawn up request to Council seeking action or special consideration of a particular matter pertaining to the legislative responsibilities of Queanbeyan-Palerang Regional Council, which is signed by a minimum of five property owners/residents/members of the public who either live or work in the Queanbeyan-Palerang Local Government Area.

Petition Organiser - is the person who is coordinating the production of the petition and whom Council can contact to discuss the submission and processing of the petition.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

- 5.1 The Office of Local Government's Meetings Practice Note No.16 advises that there is no statutory basis under either the *Local Government Act (1993)* or the *Local Government Regulation (2005)* which requires councils to either recognise or deal with petitions. However, it does advise, '*...it is a matter for each council to decide what to do with petitions and to set this out in its Meeting Code.*'(p.21)
- 5.2 Petitions will form part of the Public Forum at Ordinary Council meetings. Petitions will be tabled at each Public Forum with the General Manager responsible through their delegate (Manager Customer, Communication and Libraries) for distribution to the appropriate operational area of Council for consideration.

6 CONTENT:

- 6.1 Petitions must be accompanied by contact details including an address, telephone number and email address for the Petition Organiser. If a petition does not clearly identify a Petition Organiser, Council reserves the right to reject the petition.
- 6.1.1 The Petition Organiser is to ensure that the petition contains:
- (a) A clear and concise statement identifying the subject matter of the petition.
 - (b) A statement specifying the number of pages to the petition and the number of signatories.
 - (c) The full name, address, phone number and signature of the person lodging the petition (the Petition Organiser), together with the name of the organisation/group they represent, if the petition is submitted on behalf of that organisation or group.
 - (d) Only names and signatures of persons who meet the requirements set out in Clause 3.4

Petition Policy

- 6.2 The petition must contain the following details:
- (a) A heading on each page indicating the subject matter of the petition.
 - (b) The legible name, address and signature of those people who are signatories of the petition. Council reserves the right to reject a petition if it is found to contain false names or the names of people who have not consented to being a signatory.
- A sample petition lodgement form is attached to this policy.
- 6.3 In the instance that a Petition Organiser uses an online platform for gaining signatures for their petition, they must ensure that the final version of the petition includes only those signatories who own property, reside, or work in the Queanbeyan-Palerang Local Government Area.
- 6.4 A Petition Organiser may lodge a petition with the Council by forwarding it to the General Manager at Council's postal address, by hand-delivery at the General Manager's Office in Queanbeyan or via email to council@qprc.nsw.gov.au
- 6.5 The General Manager, or delegate, will ensure that the petition is tabled during the Public Forum of the next Ordinary Meeting of Council. Petitions received less than seven days before an Ordinary Meeting will be held over to the next meeting.
- 6.6 A copy of the petition will be circulated to Councillors prior to it being tabled at a Council meeting.
- 6.7 The Petition Organiser will be advised of the date which the petition will be tabled and is able to speak to the petition for up to three minutes.
- 6.8 Council will decide what action, if any, it will take on a petition after the petition is tabled at its Ordinary meeting.
- 6.9 Council will record in the minutes for the Public Forum the subject matter of the petition and the number of signatories. The petition will not be published on Council's website or form part of a Business Paper report.
- 6.10 After the petition is tabled at a Council meeting, it will be distributed to the appropriate operational area of Council for consideration.
- 6.11 The General Manager, or delegate, will inform the Petition Organiser of Council's decision and any actions applicable, within 21 days after the petition is tabled.
- 6.12 Information provided to Council in a petition is protected by the *Privacy and Personal Information Protection Act (1998)*. This is embodied in Council's Privacy Management Plan which is available on Council's website or on request. Any questions concerning privacy or the use of personal information should be referred to Council's Coordinator Governance and Legal. Details of persons signing a petition will generally only be used by Council to verify that the signatories qualify as having a direct interest in the Queanbeyan-Palerang Local Government Area as required by this policy.

Petition Policy

Petition lodgement form

To Queanbeyan-Palerang Regional Council:

Please find attached a petition concerning the following subject.

SUBJECT OF THE PETITION: _____

Number of persons who have signed the petition and number of signed pages attached	
Signature of person lodging petition [The Petition Organiser]	
Name	
Address	
Email address	
Mobile or home phone	
Name of organisation/group if acting on behalf of organisation/group	

Note: Telephone numbers will be used to enable contact between Council and the person lodging this petition.

Privacy Statement

Apart from petitions in relation to development applications, information provided to Council in a petition is protected by the *Privacy and Personal Information Protection Act, 1998*. This is embodied in Council's *Privacy Management Plan* which is available on Council's website or on request. Any questions concerning privacy or the use of personal information should be referred to Council's Service Manager, Workplace and Governance.

Details of persons signing a petition will generally only be used by Council to verify that the signatories qualify as having a direct interest in the Queanbeyan-Palerang Local Government Area as required by this policy.

Petition Policy

Petition

To Queanbeyan-Palerang Regional Council

SUBJECT OF THE PETITION: _____

ACTION REQUESTED: We, the undersigned, petition Queanbeyan-Palerang Regional Council to: *[insert clear and precise statement setting out what the petitioners are asking council to do]*

Name (please print)	Address (please print)	Signature

Attach additional pages as necessary



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 7 DRAFT QPRC ANTI-FRAUD AND CORRUPTION POLICY -
 WITH TRACKED CHANGES



Anti-Fraud and Corruption Policy

Date policy was adopted:	<u>12 August 2022</u> <u>TBC</u>
Resolution number:	<u>283/22</u> <u>TBC</u>
Next Policy review date:	<u>June 2024</u> <u>TBC</u>
Reference number:	45.1.3-03
<u>Strategic Pillar</u> <u>Directorate</u>	<u>Capability</u> <u>Office of the</u> <u>General Manager</u>
Responsible <u>Branch</u> <u>Business Unit</u>	<u>Workplace and</u> <u>Governance</u> <u>Governance,</u> <u>Legal and Risk</u>

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

Anti-Fraud and Corruption Policy

1. OUTCOMES

- 1.1 Fraud and corruption are a serious threat due to the damage they can cause to an organisation. This includes:
- wasting public money and resources
 - undermining public trust
 - reputational damage
 - operational inefficiency
 - organisational disruption
 - damage to organisational moral
 - loss of information
 - penalties imposed by courts and regulators.
- 1.2 The primary focus of this policy is to ensure that the public, ~~and staff~~ Council officials and any person or organisation doing business with Council (provision of goods or services) understand:
- a) That fraudulent and corrupt acts against Council are not tolerated.
 - b) Where appropriate or required by law, Council will refer matters to NSW Police, or the Independent Commission Against Corruption.
 - c) The standard of ethical behaviour valued and expected by Council from Council officials, its councillors, Council staff, delegates, volunteers, volunteers, contractors, consultants, committee members, other third-party service providers and customers.
 - d) The roles and responsibilities of Council officials, councillors, employees, volunteers, contractors, consultants, and other contracted third-party service providers for addressing fraud and corruption.

2. POLICY

- 2.1 Council is committed to minimising fraud and corruption in the workplace. To achieve this, Council will adopt and resource a fraud and corruption control framework that aligns to better practice.
- 2.2 Council has a zero risk tolerance to appetite for any form of fraud and corruption, arising either internally or externally, which is relevant to its operations and has an impact on the organisation.
- 2.3 Although Council has a zero ~~tolerance risk appetite to for~~ fraud and corruption, it acknowledges that it is not always possible to eliminate the exposure to fraud and corruption risks, particularly where the implementation of controls is cost prohibitive. Consequently, Council focuses its resources on a risk-based methodology to address areas of greater fraud and corruption risk and emphasise the use of preventative and detective measures in controlling fraud and corruption.

3. SCOPE OF THE POLICY

| 2 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



Anti-Fraud and Corruption Policy

- 3.1 This policy applies to all ~~Council officials, councillors, Council staff and~~ volunteers. It also applies to any third party that ~~is performing work for Council. This includes is undertaking business with such as~~ consultants, contractors, and ~~any other~~ outsourced service providers of Council (collectively referred to as third-party service providers).
- 3.2 This policy forms part of Council's system for fraud and corruption control and should be read in conjunction with other Council policies relating to ethical behaviour. These policies include the Code of Conduct and Statement of Business Ethics.
- 3.3 Council will initiate disciplinary and/or legal action against those who commit fraud or corruption.

4. DEFINITIONS

Council has adopted the definitions as contained in the Australian Standard 8001:2021 Fraud and Corruption Control (referred to in this document as the 'Standard').

Fraud – Dishonest activity, by persons internal and/or external to an organisation, causing an actual or potential gain or loss to any person or organisation.

Fraudulent acts include, but are not limited to:

- Theft of money or property (including intangible property such as intellectual property)
- Acts of omission (a breach in duty of care caused by failure to act)
- deliberate falsification, concealment, destruction or use of falsified documentation used or intended to be used for normal business purposes
- Improper use of information or position for personal financial benefit.

Corruption – Corruption and corrupt conduct (which includes fraud) and is also defined in section 8 of the *Independent Commission Against Corruption Act 1988* as follows:

"(1) Corrupt conduct is -

- (a) any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the honest or impartial exercise of official functions by any public official, any group or body of public officials or any public authority, or
- (b) any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of his or her official functions, or
- (c) any conduct of a public official or former public official that constitutes or involves a breach of public trust, or
- (d) any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired

 Anti-Fraud and Corruption Policy

in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.

(2) Corrupt conduct is also any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the exercise of official functions by any public official, any group or body of public officials or any public authority and which could involve any of the following matters –

- (a) official misconduct (including breach of trust, fraud in office, nonfeasance, misfeasance, malfeasance, oppression, extortion or imposition),
- (b) bribery,
- (c) blackmail,
- (d) obtaining or offering secret commissions,
- (e) fraud,
- (f) theft,
- (g) perverting the course of justice,
- (h) embezzlement,
- (i) election bribery,
- (j) election funding offences,
- (k) election fraud,
- (l) treating,
- (m) tax evasion,
- (n) revenue evasion,
- (o) currency violations,
- (p) illegal drug dealings,
- (q) illegal gambling,
- (r) obtaining financial benefit by vice engaged in by others,
- (s) bankruptcy and company violations,
- (t) harbouring criminals,
- (u) forgery,
- (v) treason or other offences against the Sovereign,
- (w) homicide or violence,
- (x) matters of the same or a similar nature to any listed above,
- (y) any conspiracy or attempt in relation to any of the above.

(2A) Corrupt conduct is also any conduct of any person (whether or not a public official) that impairs, or that could impair, public confidence in public administration and which could involve any of the following matters –

- (a) collusive tendering,
- (b) fraud in relation to applications for licences, permits or other authorities under legislation designed to protect health and safety or the environment or designed to facilitate the management and commercial exploitation of resources,
- (c) dishonestly obtaining or assisting in obtaining, or dishonestly benefiting from, the payment or application of public funds for private advantage or the disposition of public assets for private advantage,
- (d) defrauding the public revenue,
- (e) fraudulently obtaining or retaining employment or appointment as a public official.

Anti-Fraud and Corruption Policy

Definitions in the *Independent Commission Against Corruption Act 1988* are:

Public official - means an individual having public official functions or acting in a public official capacity, and includes any of the following:

- a. an individual who constitutes or is a member of a public authority,
- b. a person in the service of the Crown or of a public authority,

Public authority - includes a local government authority.

The following definitions are consistent with the QPRC Code of Conduct.

Refer to the definitions contained in the Code of Conduct for the following:

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

Formatted: Font: Bold
Formatted: Font: (Default) Arial, 11 pt

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

Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: (Default) Arial, 11 pt
Formatted: Font: Bold

Council committee member
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

Formatted: Font: Bold
Formatted: Font: (Default) Arial, 11 pt

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

Formatted: Font: Bold
Formatted: Font: (Default) Arial, 11 pt

Designated person
a person referred to in clause 4.8 of the QPRC Code of Conduct

Formatted: Font: Bold
Formatted: Font: 11 pt, Bold
Formatted: Font: Bold
Formatted: Font: (Default) Arial, 11 pt

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

5.1 Relevant legislation:

- *Local Government Act 1993* (NSW)
 - Chapter 14 Honesty and disclosure of interests - Part 1 Conduct
- *Independent Commission Against Corruption Act 1988* (NSW)
 - Part 3 Corrupt conduct



Anti-Fraud and Corruption Policy

- *Crimes Act 1900* (NSW)
 - Part 4AA Fraud
 - Part 4A Corruptly receiving commissions and other corrupt practices
 - Part 4B Blackmail
 - Part 5 Forgery
 - Part 6 Computer offences

5.2 Relevant Standards:

- AS 8001:2021 Fraud and corruption control
- AS ISO 31000:2018 Risk Management - guidelines

5.3 Relevant QPRC policies:

- Code of Conduct
- ~~Code of Conduct~~ Procedures for the Administration of the Code of Conduct
- ~~Public Interest Disclosures Act – Internal Reporting~~ Policy
- Related Party Disclosure Policy
- Statement of Business Ethics
- ~~Legislative Compliance Policy~~
- Enterprise Risk Management Policy

6. CONTENT

6.1 Approach

6.1.1 Council will adopt an enterprise-wide fraud and corruption control system that is based on the following three elements as identified in the Australian Standards:

- Prevention
- Detection
- Response

6.1.2 Council will also employ a combined assurance approach in addressing control gaps which allow for the manifestation of fraud.

6.1.3 QPRC's approach will also consider the Audit Office of NSW's 10 key attributes of a fraud control framework which sits within the above three themes.

6.1.4 Appropriate controls to support the prevention, detection and analysis of fraudulent transactions or acts are to be specified and implemented in all Council systems and practices whether developed internally, procured from external suppliers, or procured externally and configured by ~~Council staff-employees.~~

6.1.5 Council will leverage its organisational fraud and corruption control resources by recognising its range of internal resources available in such areas as quality assurance, insurance, procurement, accounts payable,

Anti-Fraud and Corruption Policy

finance, compliance, payroll, human resources, physical security, asset management, digital and internal audit.

6.2 Privacy

- 6.2.1 Council will ensure the identity of any person, or persons, providing information, and the nature of that information in relation to any fraud or alleged fraud is kept confidential.
- 6.2.2 Council will ensure that the privacy of ~~employees~~Council officials, including volunteers, contractors, consultants and other third-party service providers, will be protected at all times.
- 6.2.3 All persons reporting or providing information in relation to fraudulent or potentially fraudulent acts will be made aware of the *Public Interest Disclosures Act 2022-1994*, the protections it provides, and mechanisms for providing information in accordance with that Act.

6.3 Ethical Behaviour framework

- 6.3.1 ~~Councillors, administrators, members of staff of Council, independent conduct reviewers, members of Council committees and delegates of Council~~Council officials and designated persons ~~—~~must comply with Council's Code of Conduct in carrying out their functions ~~as Council officials~~. It is the personal responsibility of Council officials and designated persons to comply with the standards in the Code and regularly review their personal circumstances with this in mind.
- 6.3.2 Council's Code of Meeting Practice details requirements for the conduct of meetings of Council and Council committees.
- 6.3.3 Any gifts or benefits, whether accepted or not, (as per the Code of Conduct) must be declared. This applies to ~~councillors and staff~~Council officials ~~in respect of the receipt of gifts and or benefits they may receive while in the course of performing their duties~~.
- 6.3.4 Any conflicts of interest (as per the Code of Conduct) must be declared. This applies to ~~councillors and staff~~Council officials and designated persons, in respect of any pecuniary and non-pecuniary interests.
- 6.3.5 Council's Statement of Business Ethics details its commitment to serving the community with integrity, efficiency, fairness and impartiality. It articulates the expectations members of the community should have when interacting with Council and the behavior Council expects of its third-party service providers.

6.4 Key roles and responsibilities

- 6.4.1 ~~Chief Executive Officer-General Manager (CEO/GM)~~

The ~~CEO/GM~~ is responsible for ensuring that:

| 7 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



Anti-Fraud and Corruption Policy

- a) Council has in place a fraud and corruption control framework.
- b) They model the highest standards of ethical behaviour and ensure compliance with all relevant legislative obligations.
- c) Fraudulent or corrupt activity is reported to the relevant authorities.

6.4.2 ~~Portfolio General Managers~~ Directors (PGMs) and ~~Service~~ Managers (SMs)

Directors and Managers PGMs and SMs are responsible for ensuring that:

- a) The framework is implemented within their area of responsibility and authority.
- b) The risk of fraud and corruption is adequately managed.

6.4.3 ~~Councillors and Staff~~ Council officials

Are responsible for promptly reporting all instances of fraud and corruption, or suspected fraud and corruption that come to their attention as in accordance with Council's Public Interest Disclosures ~~Act~~ Internal Reporting Policy.

All Council officials, volunteers, contractors, consultants and third-party service providers ~~employees (councillors, staff, contractors and volunteers)~~ must comply with all the relevant integrity-related policies including the Code of Conduct and Statement of Business Ethics.

~~Employees~~ Council officials are expected to cooperate with all initiatives aimed at preventing, detecting and responding to fraud and corruption. This includes, managing the risk of fraud and corruption, training and education, audits and investigations and the design and implementation of controls.

6.4.4 Audit, Risk and Improvement Committee (ARIC)

Council's ARIC is responsible for providing independent advice to Council and the CEO-GM in relation to fraud and corruption control.

6.4.5 Internal audit (IA)

IA is not directly responsible for preventing fraud. This role sits within the operational area. However, IA should have sufficient knowledge to identify and evaluate any indicators of concern that fraud may have been committed when undertaking an audit.

6.5 Workforce screening

- 6.5.1 Council will apply a risk management approach to workforce screening. Pre-employment checks will be performed when recruiting for roles that are considered high risk.

6.6 Third-party management

Anti-Fraud and Corruption Policy

- 6.6.1 Council will take all reasonable steps to ensure the bona fides of any third party that it engages with.
- 6.6.2 If there is a heightened risk of fraud or corruption in continuing to deal with a third party, the ongoing relationship with that entity is to be reviewed to determine the best course of action to protect Council's interests and reputation.
- 6.7 Technology-enabled fraud
- 6.7.1 Council will ensure that it maintains an appropriate information security management system to prevent technology enabled fraud.
- 6.8 Record keeping and confidentiality of information
- 6.8.1 Council will ensure that it has an appropriate record keeping system that requires all employees to maintain accurate and complete records of business activity.
- 6.8.2 Council will ensure that it has the appropriate levels of information confidentiality commensurate with the risk of losing such information by:
- assigning appropriate access rights and permissions
 - maintaining audit logs and records of activity for critical systems.
- 6.9 Physical security and asset management
- 6.9.1 Council will ensure that it maintains an appropriate system to protect its tangible and intangible assets from theft.
- 6.9.2 Council will employ a risk methodology in assessing its physical security environment.
- 6.10 Reporting
- 6.10.1 Council shall maintain, and make staff aware, of the mechanism to enable councillors and employees to report wrongdoing without fear or reprisal.
- 6.11 Breaches, Investigation and Disciplinary action
- 6.11.1 Alleged fraudulent activity by ~~councillors or Council staff~~ Council official that ~~are~~ is the subject of a Public Interest Disclosure will be dealt with in accordance with the Code of Conduct investigation procedures. Provisions of Council's 'Public Interest Disclosures Act – Internal Reporting Policy' also apply.
- 6.11.2 The process for investigation and determination will be separated.
- 6.12 Recovery of losses and insurance

Anti-Fraud and Corruption Policy

6.11.1 Council will endeavour to pursue the recovery of all losses as a result of fraud and corruption, after considering the cost and benefits of such recovery action.

6.11.2 Council will maintain an appropriate level of insurance coverage which indemnifies it against the risk of loss arising from fraudulent conduct.

7. REVIEW

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

- (a) legislation requires it,
- (b) there is a significant change to a Standard on which the policy is based, or
- (c) There is a significant change to Council's functions, structure or activities ~~change~~.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 8 DRAFT QPRC ANTI-FRAUD AND CORRUPTION POLICY



Anti-Fraud and Corruption Policy

Date policy was adopted:	TBC
Resolution number:	TBC
Next Policy review date:	TBC
Reference number:	45.1.3-03
Directorate	Office of the General Manager
Responsible Business Unit	Governance, Legal and Risk

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

Anti-Fraud and Corruption Policy

1. OUTCOMES

- 1.1 Fraud and corruption are a serious threat due to the damage they can cause to an organisation. This includes:
- wasting public money and resources
 - undermining public trust
 - reputational damage
 - operational inefficiency
 - organisational disruption
 - damage to organisational moral
 - loss of information
 - penalties imposed by courts and regulators.
- 1.2 The primary focus of this policy is to ensure that the public, Council officials and any person or organisation doing business with Council (provision of goods or services) understand:
- a) That fraudulent and corrupt acts against Council are not tolerated.
 - b) Where appropriate or required by law, Council will refer matters to NSW Police, or the Independent Commission Against Corruption.
 - c) The standard of ethical behaviour valued and expected by Council from Council officials , volunteers, contractors, consultants, other third-party service providers and customers.
 - d) The roles and responsibilities of Council officials, volunteers, contractors, consultants, and other third-party service providers for addressing fraud and corruption.

2. POLICY

- 2.1 Council is committed to minimising fraud and corruption in the workplace. To achieve this, Council will adopt and resource a fraud and corruption control framework that aligns to better practice.
- 2.2 Council has a zero risk appetite for any form of fraud and corruption, arising either internally or externally, which is relevant to its operations and has an impact on the organisation.
- 2.3 Although Council has a zero risk appetite for fraud and corruption, it acknowledges that it is not always possible to eliminate the exposure to fraud and corruption risks, particularly where the implementation of controls is cost prohibitive. Consequently, Council focuses its resources on a risk-based methodology to address areas of greater fraud and corruption risk and emphasise the use of preventative and detective measures in controlling fraud and corruption.

Anti-Fraud and Corruption Policy

3. SCOPE OF THE POLICY

- 3.1 This policy applies to all Council officials, volunteers. It also applies to any third party that is performing work for Council. This includes consultants, contractors, and any other outsourced service providers of Council (collectively referred to as third-party service providers).
- 3.2 This policy forms part of Council's system for fraud and corruption control and should be read in conjunction with other Council policies relating to ethical behaviour. These policies include the Code of Conduct and Statement of Business Ethics.
- 3.3 Council will initiate disciplinary and/or legal action against those who commit fraud or corruption.

4. DEFINITIONS

Council has adopted the definitions as contained in the Australian Standard 8001:2021 Fraud and Corruption Control (referred to in this document as the 'Standard').

Fraud – Dishonest activity, by persons internal and/or external to an organisation, causing an actual or potential gain or loss to any person or organisation.

Fraudulent acts include, but are not limited to:

- Theft of money or property (including intangible property such as intellectual property)
- Acts of omission (a breach in duty of care caused by failure to act)
- deliberate falsification, concealment, destruction or use of falsified documentation used or intended to be used for normal business purposes
- Improper use of information or position for personal financial benefit.

Corruption – Corruption and corrupt conduct (which includes fraud) and is also defined in section 8 of the *Independent Commission Against Corruption Act 1988* as follows:

“(1) Corrupt conduct is -

- (a) any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the honest or impartial exercise of official functions by any public official, any group or body of public officials or any public authority, or
- (b) any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of his or her official functions, or
- (c) any conduct of a public official or former public official that constitutes or involves a breach of public trust, or
- (d) any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired

Anti-Fraud and Corruption Policy

in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.

(2) Corrupt conduct is also any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the exercise of official functions by any public official, any group or body of public officials or any public authority and which could involve any of the following matters –

- (a) official misconduct (including breach of trust, fraud in office, nonfeasance, misfeasance, malfeasance, oppression, extortion or imposition),
- (b) bribery,
- (c) blackmail,
- (d) obtaining or offering secret commissions,
- (e) fraud,
- (f) theft,
- (g) perverting the course of justice,
- (h) embezzlement,
- (i) election bribery,
- (j) election funding offences,
- (k) election fraud,
- (l) treating,
- (m) tax evasion,
- (n) revenue evasion,
- (o) currency violations,
- (p) illegal drug dealings,
- (q) illegal gambling,
- (r) obtaining financial benefit by vice engaged in by others,
- (s) bankruptcy and company violations,
- (t) harbouring criminals,
- (u) forgery,
- (v) treason or other offences against the Sovereign,
- (w) homicide or violence,
- (x) matters of the same or a similar nature to any listed above,
- (y) any conspiracy or attempt in relation to any of the above.

(2A) Corrupt conduct is also any conduct of any person (whether or not a public official) that impairs, or that could impair, public confidence in public administration and which could involve any of the following matters –

- (a) collusive tendering,
- (b) fraud in relation to applications for licences, permits or other authorities under legislation designed to protect health and safety or the environment or designed to facilitate the management and commercial exploitation of resources,
- (c) dishonestly obtaining or assisting in obtaining, or dishonestly benefiting from, the payment or application of public funds for private advantage or the disposition of public assets for private advantage,
- (d) defrauding the public revenue,
- (e) fraudulently obtaining or retaining employment or appointment as a public official.

Anti-Fraud and Corruption Policy

Definitions in the *Independent Commission Against Corruption Act 1988* are:

Public official - means an individual having public official functions or acting in a public official capacity, and includes any of the following:

- a. an individual who constitutes or is a member of a public authority,
- b. a person in the service of the Crown or of a public authority,

Public authority - includes a local government authority.

The following definitions are consistent with the QPRC Code of Conduct.

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

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

Council committee member

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

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 of the QPRC Code of Conduct

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

5.1 Relevant legislation:

- *Local Government Act 1993* (NSW)
 - Chapter 14 Honesty and disclosure of interests - Part 1 Conduct
- *Independent Commission Against Corruption Act 1988* (NSW)
 - Part 3 Corrupt conduct
- *Crimes Act 1900* (NSW)
 - Part 4AA Fraud
 - Part 4A Corruptly receiving commissions and other corrupt practices

Anti-Fraud and Corruption Policy

- Part 4B Blackmail
- Part 5 Forgery
- Part 6 Computer offences

5.2 Relevant Standards:

- AS 8001:2021 Fraud and corruption control
- AS ISO 31000:2018 Risk Management - guidelines

5.3 Relevant QPRC policies:

- Code of Conduct
- Procedures for the Administration of the Code of Conduct
- Public Interest Disclosures Policy
- Related Party Disclosure Policy
- Statement of Business Ethics
- Enterprise Risk Management Policy

6. CONTENT

6.1 Approach

6.1.1 Council will adopt an enterprise-wide fraud and corruption control system that is based on the following three elements as identified in the Australian Standards:

- Prevention
- Detection
- Response

6.1.2 Council will also employ a combined assurance approach in addressing control gaps which allow for the manifestation of fraud.

6.1.3 QPRC's approach will also consider the Audit Office of NSW's 10 key attributes of a fraud control framework which sits within the above three themes.

6.1.4 Appropriate controls to support the prevention, detection and analysis of fraudulent transactions or acts are to be specified and implemented in all Council systems and practices whether developed internally, procured from external suppliers, or procured externally and configured by employees.

6.1.5 Council will leverage its organisational fraud and corruption control resources by recognising its range of internal resources available in such areas as quality assurance, insurance, procurement, accounts payable, finance, compliance, payroll, human resources, physical security, asset management, digital and internal audit.

Anti-Fraud and Corruption Policy

6.2 Privacy

- 6.2.1 Council will ensure the identity of any person, or persons, providing information, and the nature of that information in relation to any fraud or alleged fraud is kept confidential.
- 6.2.2 Council will ensure that the privacy of Council officials, including volunteers, contractors, consultants and other third-party service providers, will be protected at all times.
- 6.2.3 All persons reporting or providing information in relation to fraudulent or potentially fraudulent acts will be made aware of the *Public Interest Disclosures Act 2022*, the protections it provides, and mechanisms for providing information in accordance with that Act.

6.3 Ethical Behaviour framework

- 6.3.1 Council officials and designated persons must comply with Council's Code of Conduct in carrying out their functions. It is the personal responsibility of Council officials and designated persons to comply with the standards in the Code and regularly review their personal circumstances with this in mind.
- 6.3.2 Council's Code of Meeting Practice details requirements for the conduct of meetings of Council and Council committees.
- 6.3.3 Any gifts or benefits, whether accepted or not, (as per the Code of Conduct) must be declared. This applies to Council officials in respect of the receipt of gifts and or benefits they may receive while in the course of performing their duties.
- 6.3.4 Any conflicts of interest (as per the Code of Conduct) must be declared. This applies to Council officials and designated persons, in respect of any pecuniary and non-pecuniary interests.
- 6.3.5 Council's Statement of Business Ethics details its commitment to serving the community with integrity, efficiency, fairness and impartiality. It articulates the expectations members of the community should have when interacting with Council and the behavior Council expects of its third-party service providers.

6.4 Key roles and responsibilities

6.4.1 General Manager (GM)

The GM is responsible for ensuring that:

- a) Council has in place a fraud and corruption control framework.
- b) They model the highest standards of ethical behaviour and ensure compliance with all relevant legislative obligations.
- c) Fraudulent or corrupt activity is reported to the relevant authorities.

Anti-Fraud and Corruption Policy

6.4.2 Directors and Managers

Directors and Managers are responsible for ensuring that:

- a) The framework is implemented within their area of responsibility and authority.
- b) The risk of fraud and corruption is adequately managed.

6.4.3 Council officials

Are responsible for promptly reporting all instances of fraud and corruption, or suspected fraud and corruption that come to their attention as in accordance with Council's Public Interest Disclosures Policy.

All Council officials, volunteers, contractors, consultants and third-party service providers must comply with the relevant integrity-related policies including the Code of Conduct and Statement of Business Ethics.

Council officials are expected to cooperate with all initiatives aimed at preventing, detecting and responding to fraud and corruption. This includes, managing the risk of fraud and corruption, training and education, audits and investigations and the design and implementation of controls.

6.4.4 Audit, Risk and Improvement Committee (ARIC)

Council's ARIC is responsible for providing independent advice to Council and the GM in relation to fraud and corruption control.

6.4.5 Internal audit (IA)

IA is not directly responsible for preventing fraud. This role sits within the operational area. However, IA should have sufficient knowledge to identify and evaluate any indicators of concern that fraud may have been committed when undertaking an audit.

6.5 Workforce screening

- 6.5.1 Council will apply a risk management approach to workforce screening. Pre-employment checks will be performed when recruiting for roles that are considered high risk.

6.6 Third-party management

- 6.6.1 Council will take all reasonable steps to ensure the bona fides of any third party that it engages with.

- 6.6.2 If there is a heightened risk of fraud or corruption in continuing to deal with a third party, the ongoing relationship with that entity is to be reviewed to determine the best course of action to protect Council's interests and reputation.

Anti-Fraud and Corruption Policy

- 6.7 Technology-enabled fraud
- 6.7.1 Council will ensure that it maintains an appropriate information security management system to prevent technology enabled fraud.
- 6.8 Record keeping and confidentiality of information
- 6.8.1 Council will ensure that it has an appropriate record keeping system that requires all employees to maintain accurate and complete records of business activity.
- 6.8.2 Council will ensure that it has the appropriate levels of information confidentiality commensurate with the risk of losing such information by:
- assigning appropriate access rights and permissions
 - maintaining audit logs and records of activity for critical systems.
- 6.9 Physical security and asset management
- 6.9.1 Council will ensure that it maintains an appropriate system to protect its tangible and intangible assets from theft.
- 6.9.2 Council will employ a risk methodology in assessing its physical security environment.
- 6.10 Reporting
- 6.10.1 Council shall maintain, and make staff aware, of the mechanism to enable councillors and employees to report wrongdoing without fear or reprisal.
- 6.11 Breaches, Investigation and Disciplinary action
- 6.11.1 Alleged fraudulent activity by a Council official that is the subject of a Public Interest Disclosure will be dealt with in accordance with the Code of Conduct investigation procedures. Provisions of Council's 'Public Interest Disclosures Act – Internal Reporting Policy' also apply.
- 6.11.2 The process for investigation and determination will be separated.
- 6.12 Recovery of losses and insurance
- 6.11.1 Council will endeavour to pursue the recovery of all losses as a result of fraud and corruption, after considering the cost and benefits of such recovery action.
- 6.11.2 Council will maintain an appropriate level of insurance coverage which indemnifies it against the risk of loss arising from fraudulent conduct.

Anti-Fraud and Corruption Policy

7. REVIEW

- 7.1 This policy will be reviewed every four years or earlier as necessary if:
- (a) legislation requires it,
 - (b) there is a significant change to a Standard on which the policy is based, or
 - (c) There is a significant change to Council's functions, structure or activities.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 9 DRAFT QPRC BOUNDARY FENCES ADJOINING COUNCIL
PUBLIC RESERVES POLICY WITH TRACKED CHANGES



Boundary Fences Adjoining Council Public Reserves Policy

Date policy was adopted:	13 October 2022
Resolution number:	368/22
Next Policy review date:	September 2024
Reference number:	52.5.4
<u>Strategic Pillar Directorate</u>	<u>Natural & Built Character Community Arts and Recreation</u>
Responsible Branch	Urban Landscapes

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

Boundary Fences Adjoining Council Public Reserves Policy

1 OUTCOMES

- 1.1 To clarify council's position in relation to costs for boundary fences adjoining public reserves.

2 POLICY

- 2.1 To establish Council's position in relation to contributions to boundary fencing which adjoins public reserves.

3 DEFINITIONS

- 3.1 Nil

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 4.1 The *Dividing Fences Act 1991*, section 25(1)(b) relates to the discharge of Council responsibility in relation to boundary fences adjoining Council land.

5 CONTENT

- 5.1 Council will not contribute to normal boundary fences where they adjoin parks and reserves, except where a resolution of Council alters the use of the adjoining land which may affect the adjoining resident.
- 5.2 Council will progressively take steps to reduce deterioration of fences due to conditions on the Council's side of boundaries.

6 REVIEW

- 6.1 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

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 10 DRAFT QPRC BOUNDARY FENCES ADJOINING COUNCIL
PUBLIC RESERVES POLICY



Boundary Fences Adjoining Council Public Reserves Policy

Date policy was adopted:	13 October 2022
Resolution number:	368/22
Next Policy review date:	September 2024
Reference number:	52.5.4
Directorate	Community, Arts and Recreation
Responsible Branch	Urban Landscapes

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

Boundary Fences Adjoining Council Public Reserves Policy

1 OUTCOMES

- 1.1 To clarify council's position in relation to costs for boundary fences adjoining public reserves.

2 POLICY

- 2.1 To establish Council's position in relation to contributions to boundary fencing which adjoins public reserves.

3 DEFINITIONS

- 3.1 Nil

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 4.1 The *Dividing Fences Act 1991*, section 25(1)(b) relates to the discharge of Council responsibility in relation to boundary fences adjoining Council land.

5 CONTENT

- 5.1 Council will not contribute to normal boundary fences where they adjoin parks and reserves, except where a resolution of Council alters the use of the adjoining land which may affect the adjoining resident.
- 5.2 Council will progressively take steps to reduce deterioration of fences due to conditions on the Council's side of boundaries.

6 REVIEW

- 6.1 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



Related Party Disclosures Policy

Date policy was adopted:	9 February 2022	CEO Signature and date
Resolution number:	064/22	
Next Policy review date:	February 2025	
Reference number:	ECM 1034697	
Strategic Pillar	Capability	
Responsible Branch	Finance	14/02/2022

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

RELATED PARTY DISCLOSURES POLICY

1 OUTCOMES

- 1.1 To ensure that Queanbeyan-Palerang Regional Council's (QPRC's) financial statements contain disclosures necessary to draw attention to Council's related parties, transactions and outstanding balances, including commitments, with such parties.
- 1.2 To comply with Australian Accounting Standard AASB 124 – Related Party Disclosures.

2 POLICY

- 2.1 Council will provide a framework to define, identify and report on Related Party Transactions within its annual financial statements.
- 2.2 Key Management Personnel (KMP) have an obligation to report related party transactions in accordance with the definitions and explanations provided within this policy.
- 2.3 QPRC complies with its obligations under Section 413 of the Local Government Act 1993, which requires compliance with the Australian Accounting Standards.

3 SCOPE OF THE POLICY

- 3.1 This policy applies to related parties (Key Management Personnel) of QPRC, and related parties of KMP~~Key Management Personnel~~ of QPRC and their close family members.
- 3.2 This Policy assists with:
 - a) Identifying related parties and relevant transactions; Related Party Transactions, and ordinary citizen transactions concerning KMP~~Key Management Personnel~~, their close family members and entities controlled or jointly controlled by any of them.
 - b) Identifying outstanding balances, including commitments, between QPRC and its related parties.
 - c) Establishing systems to capture and record Related Party Transactions and information about those transactions.
 - d) Identifying the circumstances in which disclosure of the items in 3(a) and 3(b) are required.
 - e) Determining the disclosures to be made about those items in the General Purpose Financial Statements for the purpose of complying with AASB 124.

4 DEFINITIONS

- 4.1 AASB 10 – the Australian Accounting Standards Board – Consolidated Financial Statements – details the criteria for determining whether Council has significant influence over an entity.
- 4.2 AASB 11 – the Australian Accounting Standards Board – Joint Arrangements – details the criteria for determining whether Council has significant influence over an entity.
- 4.3 AASB 124 – the Australian Accounting Standards Board – Related Party Disclosures Standard under Section 334 of the Corporations Act 2001.
- 4.4 AASB 128 – the Australian Accounting Standards Board – Investments in Associates and Joint Ventures – details the criteria for determining whether Council has significant influence over an entity.
- 4.5 Control – is defined by AASB 10 as the exposure, right or ability to affect variable returns through the exercise of power.

2 | This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System.
Printed or downloaded versions of this document are uncontrolled.



RELATED PARTY DISCLOSURES POLICY

- 4.6 Joint Control – means the contractually agreed sharing of control of an arrangement, which exist only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
- 4.7 Key Management Personnel – means those persons having the authority and responsibility for planning, directing, and controlling activities of the entity, directly or indirectly, including any PGM of the entity (specifically listed at clause 6.5).
- 4.8 Material (materiality) – means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it, could influence decisions that users make based on an entity's financial statements. For the purpose of this Policy, it is not considered appropriate to set a dollar value or a percentage value to determine materiality.
- 4.9 Ordinary ~~c~~Citizen ~~t~~Transaction – means a transaction that an ordinary citizen of the community would undertake on an arm's length basis and in the ordinary course of business with Council.
- 4.10 Related Party – means any person or entity that is related to the entity that is preparing its financial statements (reporting entity).
- 4.11 Related Party Transaction – means a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.
- 4.12 Remuneration - means remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a Related Party Transaction.
- 4.13 Significant (significance) – means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/taxpayer relationship.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 AASB 124 – Related Party Disclosures (July 2015)
- 5.2 Australian Accounting Standards
- 5.3 The Local Government Act 1993
- ~~5.4~~ The Local Government (General) Regulation 2005
- ~~5.45.5~~ [Local Government State \(Award\) 2024](#)
- ~~5.6~~ Government Information (Public Access) Act 2009
- ~~5.55.7~~ [Government Information \(Public Access\) Regulation 2018](#)
- ~~5.8~~ Corporations Act 2001
- ~~5.65.9~~ [Privacy and Personal Information Protection Act 1994 \(PPIP Act\)](#)
- ~~5.75.10~~ The following Council Policies or Directives:
- a) Code of Conduct
 - b) Statement of Business Ethics
 - c) Probity Policy
 - ~~d) Legislative Compliance Policy~~
 - ~~e) Decision-Making Framework Policy~~

6 CONTENT

6.1 Background

RELATED PARTY DISCLOSURES POLICY

- 6.1.1 The Australian Accounting Standards require not-for-profit entities (including Local Government) to disclose related party relationships and transactions in their annual general purpose financial statements.
- 6.1.2 AASB 124 is a disclosure standard which contains a number of disclosure requirements with the objective of ensuring that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and performance may have been affected by related party transactions.
- 6.2 Policy Statement**
- 6.2.1 QPRC is committed to responsible corporate governance, including compliance with laws and regulations governing Related Party Transactions.
- 6.2.2 Related Party Relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures, and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of QPRC through the presence of control, joint control, or significant influence.
- 6.2.3 A Related Party Relationship could influence the normal business operations of QPRC even if related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of QPRC with other parties.
- 6.2.4 For these reasons, knowledge of QPRC's transactions and outstanding balances (including commitments and relationships with related Parties) may affect assessments of QPRC's operations.
- 6.2.5 AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances, including commitments, in its Annual Financial Statements. Generally, disclosure will only be made where a transaction has occurred between Council and a related party of Council. In addition, the transaction must be material in nature or size when considered individually or collectively.
- 6.2.6 When assessing whether such transactions are significant the following factors will be taken into consideration:
- Significance in terms of size (by reference to materiality levels set by external auditors each year).
 - Was it carried out on non-market terms.
 - Is it outside normal day-to-day Council operations.
 - Was it subject to Council approval.
 - Did it provide a financial benefit not available to the general public.
 - Was the transaction likely to influence decisions of users of the Annual Financial Statements.
- 6.2.7 To enable QPRC to comply with AASB 124, QPRC's KMP are required to declare details of any Related Parties and Related Party Transactions. Such information will be retained and reported, where necessary, in QPRC's Annual Financial Statements.

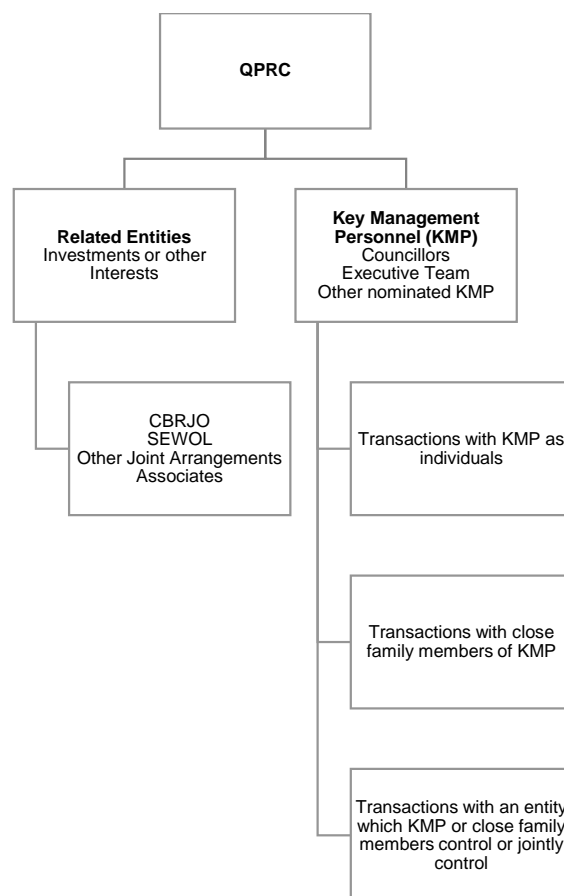
6.3 Related Parties

- 6.3.1 A person or a close member of that person's family is related to a reporting entity if that person:
- Has control or joint control over the reporting entity.
 - Has significant influence over the reporting entity.
 - Is a member of the KMP of the reporting entity or of a parent of the reporting entity.

RELATED PARTY DISCLOSURES POLICY

- 6.3.2 An entity is related to a reporting entity if any of the following conditions are satisfied:
- a) The entity and the reporting entity are members of the same group.
 - b) One entity is an associate or joint venture of the other entity.
 - c) Both entities are joint ventures of the same third party.
 - d) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - e) The entity is a post-employment benefit plan for the benefit of employees of either ~~the~~ reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
 - f) The entity is controlled or jointly controlled by a person identified in clause 6.3.1.
 - g) A person identified in clause 6.3.1a~~6.3.1(a)~~ has significant influence over the entity or is a member of the KMP of the entity (or ~~of~~ a parent of the entity).
 - h) The entity, or any member of a group of which it is a part of, provides key management personnel services to the reporting entity or to the parent of the reporting entity.
- 6.3.3 Related Parties of QPRC are as follows:
- a) Entities Related to Council.
 - b) Key Management Personnel (KMP) of QPRC.
 - c) Close Family Members of KMP.
 - d) Entities that are controlled or jointly controlled by KMP, or their close family members.

RELATED PARTY DISCLOSURES POLICY

**6.4 Entities Related to Council**

6.4.1 Entities controlled by QPRC, jointly controlled by QPRC or over which QPRC has significant influence are related parties of QPRC. QPRC will identify transactions with these entities and may need to make extra disclosure about them in QPRC's financial statements. When assessing whether QPRC has joint control over an entity QPRC will consider AASB 10 and AASB 11. AASB 128 details the criteria for determining whether Council has significant influence over an entity.

6.4.2 QPRC's Contract's Register, Leases and License Register and the Schedule of Debts Written Off will be reviewed to identify Related Transactions/Parties. This information will ~~be included in the Related Party Register which will~~ include all joint arrangements and updated on a quarterly basis.

6.5 Key Management Personnel (KMP)

6.5.1 KMP of an entity have been defined by AASB 24 as individuals who have authority and responsibility for planning, directing, and controlling the activities of the entity directly or indirectly. As per this definition, the list of KMP's of QPRC are:

- a) Mayor
- b) Councillors
- c) ~~CEO~~General Manager

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System.
Printed or downloaded versions of this document are uncontrolled.



RELATED PARTY DISCLOSURES POLICY

- d) ~~Portfolio General Managers~~ Directors
- 6.5.2 There are times in which individuals within QPRC may be required to temporarily act in a KMP role and subsequently may be subject to the disclosure requirements presented in AASB 124.
- 6.5.3 For appointments of less than three months, the assessment is a matter of judgement of facts, such as that person's participation in key decisions made in that period. In such instances responsibility of that assessment will lie with the ~~Service Manager Finance~~ Chief Financial Officer (CFO).
- 6.6 Entities that are Controlled or Jointly Controlled by KMP or their Close Family Members**
- 6.6.1 Entities include companies, trusts, joint ventures, partnerships, and non-profit associations such as sporting clubs.
- 6.6.2 Close Family Members are family members who may be expected to influence, or be influenced by, that person in their dealings with QPRC, defined as follows:

Definitely a close family member	Maybe a close family member
Your spouse or domestic partner	Your brothers and sisters, if they could be expected to influence, or be influenced by, you in their dealings with QPRC
Your children	Your aunts, uncles, and cousins, if they could be expected to influence, or be influenced by, you in their dealings with QPRC
Your dependents	Your parents and grandparents, if they could be expected to influence, or be influenced by, you in their dealings with QPRC
Children of your spouse or domestic partner	Your nieces and nephews, if they could be expected to influence, or be influenced by, you in their dealings with QPRC
Dependents of your spouse or domestic partner	Any other member of your family if they could be expected to influence, or be influenced by, you in their dealings with QPRC

6.7 Disclosure

- 6.7.1 AASB 124 provides that Council must disclose all material and significant Related Party Transactions in its Annual Financial Statements by aggregate or general description and include the following details:
- The nature of the Related Party Relationship.
 - Relevant information about the transaction including:
 - The amount of the transaction.
 - The amount of outstanding balances, including commitments.
 - Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement.
 - Details of any guarantee given or received.

RELATED PARTY DISCLOSURES POLICY

- v) Provision for doubtful debts related to the ~~amount-dollar value~~ of outstanding balances.
 - vi) The expense recognised during the period in respect of bad or doubtful debts due from related parties.
- 6.7.2 All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions, and to determine the significance of each of the transactions.
- 6.7.3 The key assessment is whether knowledge of the relationship and significance of terms and conditions of the transaction would influence a user's understanding of the impact on the financial statements. Where the impact on the financial statements is not material the transaction is not required to be disclosed.
- 6.7.4 Generally, transactions with amounts receivable from and payable to KMP's or their related parties which occur within normal employee, customer, or supplier relationships and at arm's length are not significant and shall be excluded from detailed disclosures.

6.8 Notifications by Key Management Personnel

- 6.8.1 In order to comply with AASB 124, all KMP are required to periodically provide notifications to the ~~Service Manager Finance~~ Chief Financial Officer (CFO) of any existing or potential Related Party Transactions between QPRC and any other of their related parties during a financial year, and any changes to previously notified Related Party Relationships and transactions.
- 6.8.2 KMPs must notify Council of any existing or potential related party relationships between QPRC and any related parties of the KMP annually, by 31 July.
- 6.8.3 All notifications can be made by completing and submitting the *Related Parties Disclosure Form* (Appendix A).
- 6.8.4 Related Transaction Notification requirements are in addition to the pecuniary interests and conflicts of interest obligations in the Local Government Act 1993 and Code of Conduct.
- 6.8.5 The New South Wales Auditor General Office may audit related party information as part of the annual external audit.

6.9 Related Party Transactions

- 6.9.1 Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:
 - a) Purchase or sale of goods (finished or unfinished)
 - b) Purchase or sale of property and other assets
 - c) Rendering or receiving services
 - d) Leases
 - e) Transfers of research and development
 - f) Transfers under licence agreements
 - g) Transfers under finance arrangements (including loans and equity contributions in cash or in kind)
 - h) Provision of guarantees or collateral
 - i) Commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised)
 - j) Quotations and/or tenders
 - k) Settlement of liabilities on behalf of QPRC or by QPRC on behalf of the related party

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System.
Printed or downloaded versions of this document are uncontrolled.



RELATED PARTY DISCLOSURES POLICY

- l) Expense recognised during the period in respect of bad debts
- m) Provision for doubtful debts relating to outstanding balances
- 6.9.2 Should a KMP have any uncertainty as to whether a transaction may constitute a Related Party Transaction, they should contact the ~~Service Manager Finance Chief~~ Financial Officer (CFO) who will, in consultation with the NSW Audit Office, make a determination.

6.10 Privacy and Access to Government Information (Public Access) Act 2009 (GIPA) Act

- 6.10.1 Information provided by KMP's and other related parties shall be held by QPRC for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance or legal reasons only.
- 6.10.2 Disclosures, Notifications and the Register are not available for public access under the GIPA Act.

7 REVIEW

- 7.1 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.

RELATED PARTY DISCLOSURES POLICY

Appendix A: Related Parties Disclosure Form

PRIVATE AND CONFIDENTIAL

Name of Key Management Person
(KMP):

Date:

Name of related person or entity	Relationship with KMP (may be KMP themselves)	Nature of transactions with Council	Estimated value of transactions with Council (please aggregate similar types of transactions, eg property rates)
Please add more lines or provide additional information, as required.			

Signature:

Date:

RELATED PARTY DISCLOSURES POLICY

Appendix B: Examples of Related Party Transactions

Some specific examples of related party transactions may include:

- paying rates and utility charges in accordance with Council's Schedule of Fees and Charges
- using council's public facilities after paying the corresponding fees
- using the Council's public swimming pool after paying the normal fee
- parking fees at rates available to the general public
- attending Council functions that are open to the public
- fines on normal terms and conditions
- entering into leases with Council or Council owned properties
- entering into contracts to provide/receive goods/services to/from Council
- use of Council assets free of charge (e.g. office space (for personal reasons))
- writing off debts due to/by related parties

Example 1 - Company that is a Related Party of Council

QPRC owns 90% of the shares in Regional Development Pty Ltd (the Company).

QPRC has assessed that it has control over the company. The company is therefore a Related Party of QPRC because QPRC controls it.

QPRC produces consolidated financial statements which include both a parent entity column and consolidated entity column. In the statements all individually significant transactions between QPRC and the company will need to be disclosed. For other transactions that are collectively, but not individually, significant QPRC will need to disclose a qualitative and quantitative indication of their extent.

Example 2 -Key Management Personnel – Close Family Members

QPRC has recently employed Greg's son (Richard) in the Council's Works and Service area. Greg is Council's Chief Financial Officer but was not involved in hiring Richard. This process was managed by the Service Manager Culture and Performance and included an independent assessment process. Greg did not have any influence in Richard securing the job.

Greg has been identified as a KMP of Council, which makes him a Related Party.

Richard will also be a Related Party of Council because he is a close family member of Greg. The recruitment process that was undertaken for Richard's position is irrelevant when assessing whether Richard is a Related Party.

RELATED PARTY DISCLOSURES POLICY

Example 3 – Key Management Personnel – Close Family Members

The Mayor of QPRC (Matilda) has lived in the Local Government Area her whole life. In fact her family has been in the area for over three generations.

Matilda's cousin Sally, owns and operates a local newsagent through a company Today's News Pty Ltd, of which she is 100% owner. Matilda and Sally have always been close and regularly socialise.

Matilda has been identified as a KMP of the Council. Sally is classified as a Close Family Member of Matilda because she would be able to influence, or be influenced by, that person with her dealings with Council.

Both Sally and the Company she controls, Today's New Pty Ltd would be Related Parties of the Council. Any transactions that the Council makes with the newsagent would need to be separately identified and need to be disclosed.

Example 4 - Entities that are Controlled or Jointly Controlled by KMP or their Close Family Members

The Mayor of QPRC (Matilda) is the President of Googong Football League Inc, the local soccer club. The club is overseen by a committee which comprises the President and five other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 850 members that each have a vote in electing the committee members at the club's annual general meeting.

The Mayor does not control or jointly control the football club so it will not be a Related Party of Council just because the Mayor is the President of the club.

However, an entity where Matilda has a Close Family Member who has a voting right they would be considered as a Related Party.

Example 5 - Different Party Transactions that may occur between Related Parties

The Council's functions include raising revenue to fund its functions and activities, and planning for and providing services and facilities (including infrastructure) for the local community. In carrying out its functions, the Council undertakes a wide range of activities including the imposition of rates and charges upon constituents, and the provision without charge of services such as parks and roads.

Councillor Paul is a ratepayer residing within the Council's constituency. As such, Councillor Paul takes advantage of the availability of free public access to local parks and libraries. Councillor Paul also used the swimming pool at the Council's Recreation Centre twice during the financial year, paying the casual entry fee applicable to the general public each time. The recreation centre has approximately 20,000 visitors each financial year.

All of the transactions described above between the Council and Councillor Paul are related party transactions of the Council considered for disclosure in the Council's general purpose financial statements. Based on the facts and circumstances described, the Council may determine that these transactions are unlikely to influence the decisions that users of the Council's financial statements make having regard

RELATED PARTY DISCLOSURES POLICY

to both the extent of the transactions, and that the transactions have occurred between the Council and Councillor Paul within a public service provider/taxpayer relationship.

Contentious Issues

Note: where there are contentious issues in the determination of Related Party Disclosures Council should seek advice from the External Auditor.

When assessing whether a KMP or Close Family Member controls, or jointly controls, an entity Council will need to refer to AASB 10 and AASB 11.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 12 DRAFT QPRC RELATED PARTY DISCLOSURES POLICY



Related Party Disclosures Policy

Date policy was adopted:	9 February 2022	GM Signature and date
Resolution number:	064/22	
Next policy review date:	February 2025	
Reference number:		
Strategic Pillar	Capability	
Responsible Branch	Finance	DD/MM/YYYY

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

RELATED PARTY DISCLOSURES POLICY

1 OUTCOMES

- 1.1 To ensure that Queanbeyan-Palerang Regional Council's (QPRC's) financial statements contain disclosures necessary to draw attention to Council's related parties, transactions and outstanding balances, including commitments with such parties.
- 1.2 To comply with Australian Accounting Standards AASB 124 – Related Party Disclosures

2 POLICY

- 2.1 Council will provide a framework to define, identify and report on Related Party Transactions within its annual Financial Statements.
- 2.2 Key Management Personnel (KMP) have an obligation to reported related party transactions in accordance with the definitions and explanations provided within this policy.
- 2.3 QPRC complies with its obligations under Section 413 of the Local Government Act 1993, which requires compliance with the Australian Accounting Standards.

3 SCOPE OF THE POLICY

- 3.1 This policy applies to related parties (Key Management Personnel) of QPRC, and related parties of KMP of QPRC and their close family members.
- 3.2 This policy assists with:
 - a) Identifying related parties and relevant transactions; Related Party Transactions, and ordinary citizen transactions concerning KMP, their close family members and entities controlled or jointly controlled by any of them.
 - b) Identifying outstanding balances, including commitments, between QPRC and its related parties.
 - c) Establishing systems to capture and record Related Party Transactions and information about those transactions.
 - d) Identifying the circumstances in which disclosure of the items in 3(a) and 3(b) are required.
 - e) Determining the disclosures to be made about those items in the General Purpose Financial Statements for the purpose of complying with AASB 124.

4 DEFINITIONS

- 4.1 AASB 10 – the Australian Accounting Standards Board – Consolidated Financial Statements – details the criteria for determining whether Council has significant influence over an entity.
- 4.2 AASB 11 – the Australian Accounting Standards Board – Joint Arrangements – details the criteria for determining whether Council has significant influence over an entity.
- 4.3 AASB 124 – the Australian Accounting Standards Board – Related Party Disclosures Standard under Section 334 of the Corporations Act 2001.
- 4.4 AASB 128 – the Australian Accounting Standards Boards – Investments in Associates and Joint Ventures – details the criteria for determining whether Council has significant influence over an entity.
- 4.5 Control – is defined by AASB 10 as the exposure, right or ability to affect variable returns through the exercise of power.

2 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



RELATED PARTY DISCLOSURES POLICY

- 4.6 Joint Control – means the contractually agreed sharing of control of an arrangement, which exist only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
- 4.7 Key Management Personnel – means those persons having the authority and responsibility for planning, directing and controlling activities of the entity, directly or indirectly, including an PGM of the entity (specifically listed at clause 6.5).
- 4.8 Material (materiality) – means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it, could influence decisions that users make based on an entity's financial statements. For the purpose of this Policy, it is not considered appropriate to set a dollar value or a percentage value to determine materiality.
- 4.9 Ordinary citizen transaction – means a transaction that an ordinary citizen of the community would undertake on an arm's length basis and in the ordinary course of business with Council.
- 4.10 Related Party – means any person or entity that is related to the entity that is prepared its financial statements (reporting entity).
- 4.11 Related Party Transaction – means a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.
- 4.12 Remuneration – means remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a Related Party Transaction.
- 4.13 Significant (significance) – means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/taxpayer relationship.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 AASB 124 – Related Party Disclosures (July 2015)
- 5.2 Australian Accounting Standards
- 5.3 The Local Government Act 1993
- 5.4 The Local Government (General) Regulation 2005
- 5.5 Local Government State (Award) 2024
- 5.6 Government Information (Public Access) Act 2009
- 5.7 Government Information (Public Access) Regulation 2018
- 5.8 Corporations Act 2001
- 5.9 Privacy and Personal Information Protection Act 1998 (PPIP Act)
- 5.10 The following Council policies or directives:
 - a) Code of Conduct
 - b) Statement of Business Ethics
 - c) Probity Policy

RELATED PARTY DISCLOSURES POLICY

6 CONTENT

6.1 Background

- 6.1.1 The Australian Accounting Standards require no-for-profit entities (including Local Government) to disclose related party relationships and transactions in their annual general purpose financial statements.
- 6.1.2 AASB 124 is a disclosure standard which contains number of disclosure requirements with the objective of ensuring that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that is financial position and performance may have been affected by related party transactions.

6.2 Policy Statement

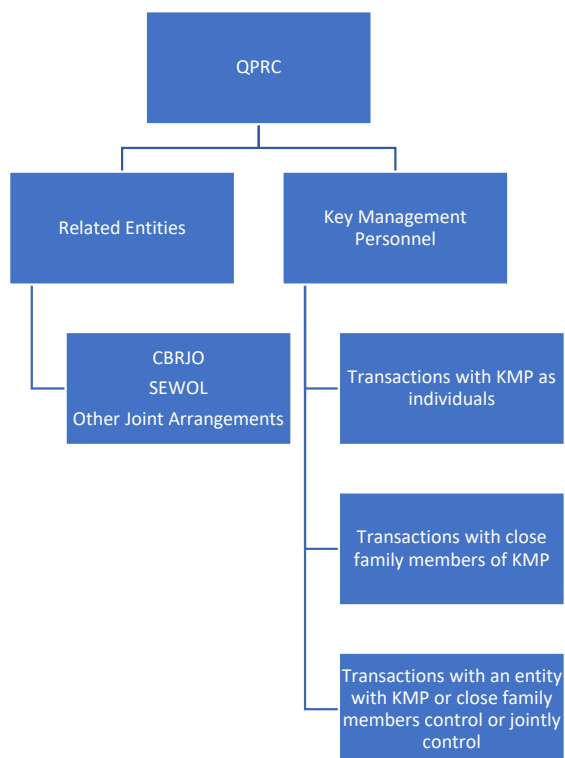
- 6.2.1 QPRC is committed to responsible corporate governance, including compliance with laws and regulations governing Related Party Transactions.
- 6.2.2 Related Party Relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures, and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of QPRC through the presence of control, joint control, or significant influence.
- 6.2.3 A Related Party Relationship could influence the normal business operations of QPRC even if related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of QPRC with other parties.
- 6.2.4 For these reasons, knowledge of QPRC's transactions and outstanding balances (including commitments and relationships with related Parties) may affect assessments of QPRC operations.
- 6.2.5 AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances, including commitments in its Annual Financial Statements. Generally, disclosure will only be made where a transaction has occurred between Council and a related part of Council. In addition, the transaction must be material in nature or size when considered individually or collectively.
- 6.2.6 When assessing whether such transactions are significant, the following factors will be taken into consideration:
 - a) Significance in terms of size (be reference to materiality levels set by external auditors each year)
 - b) Was it carried out on non-market terms.
 - c) Is it outside normal day-to-day Council operations.
 - d) Was it subject to Council approval.
 - e) Did it provide a financial benefit not available to the general public.
 - f) Was the transaction likely to influence decisions of users of the Annual Financial Statements.
- 6.2.7 To enable QPRC to comply with AASB 124, QPRC's KMP are required to declare details of any related Parties and Related Party Transactions. Such information will be retained and reported, where necessary, in QPRC's Annual Financial Statements.

RELATED PARTY DISCLOSURES POLICY

6.3 Related Parties

- 6.3.1 A person or close member of that person's family is related to a reporting entity if that person:
- a) Has control or joint control over the reporting entity.
 - b) Has significant influence over the reporting entity.
 - c) Is a member of the KMP of the reporting entity or of a parent of the reporting entity.
- 6.3.2 An entity is related to a reporting entity if any of the following conditions are satisfied:
- a) The entity and the reporting entity are members of the same group.
 - b) One entity is an associate or joint venture of the other entity.
 - c) Both entities are joint ventures of the same third party.
 - d) One entity is a joint venture of a third entity, and the other entity is an associate of the third entity.
 - e) The entity is a post-employment benefit plan for the benefit of employees of either reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
 - f) The entity is controlled or jointly controlled by a person identified in clause 6.3.1.
 - g) A person identified in clause 6.3.1(a) has significant influence over the entity or is a member of the KMP of the entity (or a parent of the entity).
 - h) The entity, or any member of a group of which it is a part of, provides key management personnel services to the reporting entity or to the parent of the reporting entity.
- 6.3.3 Related Parties of QPRC are as follows:
- a) Entities related to Council.
 - b) Key Management Personnel (KMP) of QPRC
 - c) Close family members of KMP
 - d) Entities that are controlled or jointly controlled by KMP, or their close family members.

RELATED PARTY DISCLOSURES POLICY



6.4 Entities Related to Council

- 6.4.1 Entities controlled by QPRC, jointly controlled by QPRC or over which QPRC has significant influence are related parties of QPRC. QPRC will identify transactions with these entities and may need to make extra disclosures about them in QPRC's financial statements. When assessing whether QPRC has joint control over an entity, QPRC will consider AASB 10 and AASB 11. AASB 128 details the criteria for determining whether Council has significant influence over an entity.
- 6.4.2 QPRC's Contract Register, Leases and Licence Register and the Schedule of Debts Written off will be reviewed to identify Related Transactions/Parties. This information will include all joint arrangements and updated on a quarterly basis.

6.5 Key Management Personnel (KMP)

- 6.5.1 KMP of an entity have been defined by AASB 124 as individuals who have authority and responsibility for planning, directing and controlling the activities of the entity directly or indirectly. As per the definition, the list of KMP's of QPRC are:
- Mayor
 - Councillors
 - General Manager
 - Directors

RELATED PARTY DISCLOSURES POLICY

- 6.5.2 There are times in which individuals within QPRC may be required to temporarily act in a KMP role and subsequently may be subject to the disclosure requirements presented in AASB 124.
- 6.5.3 For appointments of less than three months, the assessment is a matter of judgement of facts, such as that person's participation in key decisions made in that period. In such instances, responsibility of that assessment will lie with the Chief Financial Officer (CFO).

6.6 Entities that are Controlled or Jointly Controlled by KMP or their close family members

- 6.6.1 Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.
- 6.6.2 Close family members are family members who may be expected to influence, or be influenced by, that person in their dealings with QPRC, defined as follows:

Definitely a close family member	Maybe a close family member
Your spouse or domestic partner	Your brothers and sisters, if they could be expected to influence, or be influenced by you in their dealings with QPRC
Your children	Your aunts, uncles and cousins, if they could be expected to influence, or be influenced by you in their dealings with QPRC
Definitely a close family member	Maybe a close family member
Your dependents	Your parents and grandparents, if they could be expected to influence, or be influenced by you in their dealings with QPRC
Children of your spouse or domestic partner	Your nieces and nephews, if they could be expected to influence, or be influenced by you in their dealings with QPRC
Dependents of your spouse or domestic partner	Any other member of your family if they could be expected to influence or be influenced by you in their dealings with QPRC.

6.7 Disclosure

- 6.7.1 AASB 124 provides that council must disclose all material and significant Related Party Transactions in its Annual Financial Statements by aggregate or general description and include the following details:

| 7 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



RELATED PARTY DISCLOSURES POLICY

- a) The nature of the Related Party Relationship
 - b) Relevant information about the transaction including:
 - i) The amount of the transaction.
 - ii) The amount of outstanding balances, including commitments.
 - iii) Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement.
 - iv) Details of any guarantee given or received.
 - v) Provision for doubtful debts related to the dollar value of outstanding balances.
 - vi) The expense recognised during the period in respect of bad or doubtful debts due from related parties.
- 6.7.2 All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions, and to determine the significance of each of the transactions.
- 6.7.3 The key assessment is whether knowledge of the relationship and significance of terms and conditions of the transaction would influence a user's understanding of the impact on the financial statements. Where the impact on the financial statements is not material the transaction is not required to be disclosed.
- 6.7.4 Generally, transactions with amounts receivable from and payable to KMP's or their related parties which occur within normal employee, customer, or supplier relations and at arm's length are not significant and shall be excluded from detailed disclosures.

6.8 Notifications by Key Management Personnel

- 6.8.1 In order to comply with AASB 124, all KMP are required to periodically provide notifications to the Chief Financial Officer (CFO) of any existing or potential Related Part Transactions between QPRC and any other of their related parties during the financial year, and any changes to previously notified Related Party Relationships and transactions.
- 6.8.2 KMP's must notify Council of any existing or potential related party relationships between QPRC and any related parties of the KMP annually by 31 July.
- 6.8.3 All notifications can be made by completing and submitting the *Related Parties Disclosure Form* (Appendix A).
- 6.8.4 Related Transaction Notification requirements are in addition to the pecuniary interested and conflicts of interest obligations in the Local Government Act 1993 and Code of Conduct
- 6.8.5 The New South Wales Auditor General Office may audit related party information as part of the annual external audit.

6.9 Related Party Transactions

- 6.9.1 Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions include:
- a) Purchase or sale of goods (finished or unfinished)
 - b) Purchase or sale of property and other assets
 - c) Rendering or receiving services
 - d) Leases
 - e) Transfers of research and development
 - f) Transfers under licence agreements

| 8 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



RELATED PARTY DISCLOSURES POLICY

- g) Transfers under finance arrangements (including loans and equity contributions in cash or in kind)
 - h) Provision of guarantees or collateral
 - i) Commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised)
 - j) Quotations and/or tenders
 - k) Settlement of liabilities on behalf of QPRC or by QPRC on behalf of the related party
 - l) Expense recognised during the period in respect of bad debts
 - m) Provision for doubtful debts relating to outstanding balances
- 6.9.2 Should a KMP have any uncertainty as to whether a transaction may constitute a related party transaction, they should contact the Chief Financial Officer (CFO) who will, in consultation with the NSW Audit Office, make a determination.

6.10 Privacy and Access to Government Information (Public Access) Act 2009 (GIPA) Act

- 6.10.1 Information provided by KMP's and other related parties shall be held by QPRC of the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance or legal reasons only.
- 6.10.2 Disclosures, Notifications and the Register are not available for public access under the GIPA Act.

7 REVIEW

- 7.1 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

RELATED PARTY DISCLOSURES POLICY

Appendix A: Related Parties Disclosure Form

PRIVATE AND CONFIDENTIAL

Name of Key Management Person (KMP): _____

Date: _____

Name of related person or entity	Relationship with KMP (may be KMP themselves)	Nature of transactions with Council	Estimated value of transactions with Council (please aggregate similar types of transactions, eg property rates)
<i>If nil transactions – write nil.</i>			
Please add more lines or provide additional information, as required.			

Signature: _____

Date: _____

RELATED PARTY DISCLOSURES POLICY

Appendix B: Examples of Related Party Transactions

Some specific examples of related party transactions may include:

- paying rates and utility charges in accordance with Council's Schedule of Fees and Charges
- using council's public facilities after paying the corresponding fees
- using the Council's public swimming pool after paying the normal fee
- parking fees at rates available to the general public
- attending Council functions that are open to the public
- fines on normal terms and conditions
- entering into leases with Council or Council owned properties
- entering into contracts to provide/receive goods/services to/from Council
- use of Council assets free of charge (e.g. office space (for personal reasons))
- writing off debts due to/by related parties

Example 1 - Company that is a Related Party of Council

QPRC owns 90% of the shares in Regional Development Pty Ltd (the Company).

QPRC has assessed that it has control over the company. The company is therefore a Related Party of QPRC because QPRC controls it.

QPRC produces consolidated financial statements which include both a parent entity column and consolidated entity column. In the statements all individually significant transactions between QPRC and the company will need to be disclosed. For other transactions that are collectively, but not individually, significant QPRC will need to disclose a qualitative and quantitative indication of their extent.

Example 2 -Key Management Personnel – Close Family Members

QPRC has recently employed Greg's son (Richard) in the Council's Works and Service area. Greg is Council's Chief Financial Officer but was not involved in hiring Richard. This process was managed by the Service Manager Culture and Performance and included an independent assessment process. Greg did not have any influence in Richard securing the job.

Greg has been identified as a KMP of Council, which makes him a Related Party.

Richard will also be a Related Party of Council because he is a close family member of Greg. The recruitment process that was undertaken for Richard's position is irrelevant when assessing whether Richard is a Related Party.

RELATED PARTY DISCLOSURES POLICY

Example 3 – Key Management Personnel – Close Family Members

The Mayor of QPRC (Matilda) has lived in the Local Government Area her whole life. In fact her family has been in the area for over three generations.

Matilda's cousin Sally, owns and operates a local newsagent through a company Today's News Pty Ltd, of which she is 100% owner. Matilda and Sally have always been close and regularly socialise.

Matilda has been identified as a KMP of the Council. Sally is classified as a Close Family Member of Matilda because she would be able to influence, or be influenced by, that person with her dealings with Council.

Both Sally and the Company she controls, Today's New Pty Ltd would be Related Parties of the Council. Any transactions that the Council makes with the newsagent would need to be separately identified and need to be disclosed.

Example 4 - Entities that are Controlled or Jointly Controlled by KMP or their Close Family Members

The Mayor of QPRC (Matilda) is the President of Googong Football League Inc, the local soccer club. The club is overseen by a committee which comprises the President and five other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 850 members that each have a vote in electing the committee members at the club's annual general meeting.

The Mayor does not control or jointly control the football club so it will not be a Related Party of Council just because the Mayor is the President of the club.

However, an entity where Matilda has a Close Family Member who has a voting right they would be considered as a Related Party.

Example 5 - Different Party Transactions that may occur between Related Parties

The Council's functions include raising revenue to fund its functions and activities, and planning for and providing services and facilities (including infrastructure) for the local community. In carrying out its functions, the Council undertakes a wide range of activities including the imposition of rates and charges upon constituents, and the provision without charge of services such as parks and roads.

Councillor Paul is a ratepayer residing within the Council's constituency. As such, Councillor Paul takes advantage of the availability of free public access to local parks and libraries. Councillor Paul also used the swimming pool at the Council's Recreation Centre twice during the financial year, paying the casual entry fee applicable to the general public each time. The recreation centre has approximately 20,000 visitors each financial year.

All of the transactions described above between the Council and Councillor Paul are related party transactions of the Council considered for disclosure in the Council's general purpose financial statements. Based on the facts and circumstances described, the Council may determine that these transactions are unlikely to influence the decisions that users of the Council's financial statements make having regard

RELATED PARTY DISCLOSURES POLICY

to both the extent of the transactions, and that the transactions have occurred between the Council and Councillor Paul within a public service provider/taxpayer relationship.

Contentious Issues

Note: where there are contentious issues in the determination of Related Party Disclosures Council should seek advice from the External Auditor.

When assessing whether a KMP or Close Family Member controls, or jointly controls, an entity Council will need to refer to AASB 10 and AASB 11.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 13 QPRC PLAYGROUND MANAGEMENT POLICY



Playground Management Policy

Date policy was adopted:	13 October 2022
Resolution number:	368/22
Next Policy review date:	September 2021
Reference number:	52.5.4
Strategic Pillar	Natural & Built Character
Responsible Branch	Urban Landscapes

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

qprc.nsw.gov.au

Playground Management Policy

1 OUTCOMES

- 1.1 To ensure all Queanbeyan-Palerang Council's Playgrounds are managed to the highest standard and ensure a system of quality control is maintained.

2 POLICY

- 2.1 Council will ensure it has in place an inspection and maintenance program for all its playgrounds to ensure they meet the required national standards for their safe use.

3 SCOPE OF THE POLICY

- 3.1 The objectives of this Policy are:
- To consider the Department of Planning & Environment 'Everyone Can Play' Guidelines when designing playgrounds
 - To consider shade elements when designing playgrounds
 - To develop a consistent approach to the maintenance of Council's playgrounds and ensure Australian Standard compliance and consistency
 - To steer a maintenance plan in response to the monthly inspections and annual audits undertaken for all of Council's playgrounds.
 - To develop a plan that is achievable within Council's allocated annual playground maintenance budget

4 DEFINITIONS

- 4.1 Playgrounds: For the purpose of this policy playgrounds refers to the QPRC playgrounds, play equipment, outdoor exercise equipment, BMX tracks and skate parks currently owned, maintained and managed by Council, both on Council owned Community Lands or Crown Lands.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 The following legislation and standards apply:
- *Environmental Planning and Assessment Act 1979* available at: http://www.austlii.edu.au/au/legis/nsw/consol_act/epaaa1979389/
 - *Local Government Act 1993* available at: http://www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/
 - AS/NZS 4422: 2016
 - AS/NZS 4685.0: 2017

[Note: This list is not exhaustive. It is the responsibility of managers to examine legislation and government directions which govern their activities, and ensure that records arising from these activities conform with recordkeeping requirements.]

6 CONTENT

- 6.1 Council will maintain an inventory of all playgrounds and include in that inventory the following information:-
- Playground name/location/date installed;

2 |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.



Playground Management Policy

- Photograph taken at annual audit;
- Manufacturers' details and warranties;
- Installers' details and warranties;
- Soft fall details.

- 6.2 All Council's playgrounds are to be inspected each month, using an inspection checklist and results documented. The results of the monthly inspections are recorded in council's asset management system.
- 6.3 An annual comprehensive audit of all playgrounds will be conducted. The results of the audit are recorded in council's asset management system.
- 6.4 All documentation associated with Council's playgrounds are to be registered in accordance with Council's Record Management Policy.

7 REVIEW

- 7.1 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

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

29 JANUARY 2025

ITEM 9.7 POLICY REVIEW

ATTACHMENT 14 QPRC ACTIVITY COST ATTRIBUTION AND DISTRIBUTION OF
GOVERNANCE POLICY



Activity Cost Attribution and Distribution of Governance

Date policy was adopted:	28 June 2018
Resolution number:	236/18
Next Policy review date:	30 June 2019
Reference number:	

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

Activity Cost Attribution and Distribution of Governance Policy

1 OUTCOMES:

Full cost attribution seeks to determine the “true” cost of providing a good or service by tracking and accumulating the total costs of the process to create and distribute the good or service.

Typically, includes costs that are incurred in:

- research and development (strategic planning for the provision of goods and services)
- design of the good or service (specifying the requirements, testing the good or service)
- production (creating/building/manufacturing the good or service)
- marketing (informing the community of the availability of goods and services)
- distribution (delivering the good or service to customers)
- customer service (“after-sales” service, feedback, customising the good or service).

The level of corporate overheads varies in NSW Government agencies depending on size, with acceptable benchmarks for the proportion of staff engaged in corporate services activities being:

- large agencies (1,000 FTE) 8-10%
- medium agencies (350 to 1,000 FTE) 10-12%
- small agencies (less than 350 FTE) 12-14%.

2 DIRECTIVE:

Council deploys an ‘activity based costing’ (ABC) approach to budgeting, pricing and reporting.

Direct costs will be recorded through invoices and the like, and *charged* directly to a nominated cost centre (activity), and recorded as an employment, material, contract and the like expense (resource).

Internal Labour Costs will be charge to projects at a labour rate including costs of salary and the associated on-costs.

Plant costs will be *charged* at a hire rate calculated on the life-cycle cost of ownership and operation of the item of plant.

Corporate support costs (direct and indirect overhead) will be *attributed* to an activity on a full cost recovery basis as a percentage charge on the FTE wage expense allocated to an activity.

Property Management costs (rates, electricity and maintenance) will be *attributed* to an activity on a full cost recovery basis as a percentage charge on the FTE wage expense allocated to an activity.

Project management costs will be *attributed* at 4% of the total capital expenditure, and capitalised against the created asset.

Governance costs will be *distributed* between Funds (General, Water, Sewer, Waste) on the apportioned share of total rateable assessments or services of those Funds.

There will be two reasonableness tests:

- total distribution should not exceed total corporate support expense
- attributed support to each Fund should not exceed 12% of respective Fund's operational expenditure (OPEX)

Commercial and competitive pricing will be set at a level to recover attributed costs.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

Activity Cost Attribution and Distribution of Governance Policy

3 DEFINITIONS AND APPLICABILITY

Cost Categories

Costs can be either direct costs or indirect costs. A *direct cost* is one that can be specifically assigned to a particular good, service, function or activity – e.g. the labour and material costs associated with cataloguing library books.

An *indirect cost* is one that supports the provision of a range of services – e.g. the supervision of staff associated with the acquisition of library books, part of which will be allocated to the cataloguing activity. This same categorisation applies to overheads.

Overheads are costs that are not directly incurred in producing or delivering a good, service, function or activity – costs such as superannuation, leave costs, senior executive salaries, and interest payments on loans. They can also be classed as direct overheads and indirect overheads.

Direct overheads such as superannuation and annual leave are directly related to ordinary time hours and can be allocated on that basis, directly to the good, service, function or activity that the labour hours are associated with. Indirect overheads may be allocated on some other basis.

Costs can be categorised as either fixed or variable. A *fixed cost* is a cost that does not vary with different levels of service and a *variable cost* is one that does vary with levels of service

Definitions

Attribution - The assignment of apportioned corporate support costs to activities.

Capital Project – expenditure on a project that results in the creation or renewal of a Council asset.

Cost driver – a factor that affects costs, the reason why costs behave as they do.

Cost pool – a grouping of cost items.

Direct cost - a cost that can be specifically assigned to a particular good, service, function or activity – e.g. the labour and material costs associated with cataloguing library books.

Distribution – The assignment of apportioned governance cost to Funds.

Fixed cost - a cost that does not vary with the volume of service provision – e.g. capital cost of plant, equipment and buildings.

Incremental costs – the costs to move to a different service level (e.g. the costs to move to a weekly litter bin collection, rather than a fortnightly collection – additional staff, vehicle, protective clothing, supervision etc). This concept is aligned to the notion of semi-fixed and semi-variable costs.

Indirect cost - a cost that supports the provision of a range of services – e.g. supervision costs.

Overhead (corporate support) – a cost that is not directly incurred in producing or delivering a good, service, function or activity – e.g. superannuation, leave costs, senior executive salaries, and interest payments on loans. Overhead costs can be categorised as either direct overhead (costs that are directly related to the inputs to a process such as workers' compensation insurance, annual leave loading) and indirect overhead (costs that are not directly associated with a process such as bank charges, public liability insurance).



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

Activity Cost Attribution and Distribution of Governance Policy

Property – a cost incurred in providing premises for Council operations. Costs include water usage, electricity, depreciation and property maintenance.

Project Management – a cost incurred for providing project management expertise and project governance to capital projects.

Variable cost - a cost that varies with the volume of service provided– e.g. number of labour hours, materials consumed.

Applications

The quadruple bottom line framework adopted by Council assigns an accounting regime to the projects and programs prioritised for funding in the Delivery Program. The highest ranked projects are assessed along life-cycle principles for consideration by the elected body.

Chart of Accounts (CoA)

It is important to have a well-structured chart of accounts that facilitates the collection, aggregation and reporting of costing information. The chart of accounts performs two critical roles:

1. It enables the capture of all of Council's financial transactions in a systematic manner; and
2. It facilitates the efficient and effective reporting of the financial transactions to supervisors, team leaders, managers, elected members and the preparation of general purpose financial reports for external users.

The principles for designing a good chart of accounts are:

- Understand the current, and potential future, structure of the organisation – reporting of financial information is usually structured, to a large extent, on organisational lines.
- Understand the needs of the various users of financial information - the chart of accounts must meet their needs, not just the needs of the finance section.
- Understand the capabilities and limitations of the software package used to process financial transactions – most modern general ledger packages provide a variety of methods to collect, aggregate and present financial information.
- Develop a draft structure and consult with the users of financial information to ensure that it meets their needs – it will also be useful to provide for different ways that the data can be presented using the capabilities of the general ledger package.
- Build in as much flexibility to the chart of accounts as possible – there is nothing more certain than the fact that the organisational structure and the services provided will change.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

Activity Cost Attribution and Distribution of Governance Policy

CoA Hierarchy

Council adopted a 'services and program framework' aligned to the strategic pillars of Community, Choice, Character, Connection and Capability. (Attachment 1 – Service Framework).

The Chart of Accounts has been designed to align with that framework, adding a further layer 'activity'. The framework reflects the organisation structure so that services are assigned to Level 2, programs to Level 3 and Activities to Level 4. For example:

Service: Transport
Program: Urban Sealed Roads
Output: Renewal
Activity: Traffic Control

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

The NSW Office of Local Government Accounting Code (The Code) defines "governance" costs as including the following:

- general meetings of Council and corporate policy making committees
- elected members' fees, allowances, and expenses
- local elections
- subscriptions to local authority associations
- preparation of business papers and related reports and minutes of meetings.

The Code requires that other overheads including "accommodation costs, general administrative salaries and on-costs, printing, photocopying and stationery, publications and subscriptions, postage and telephone, bank charges, insurance, payroll services and security, occupational health and safety training and equipment, office equipment - depreciation, office building - maintenance, office cleaning, electricity, interest expense and debit charges" ... "must be apportioned to individual activities where a reliable basis exists..".

5 CONTENT:

Attributed Costs:

- Workplace (Human Resources)
- People and Culture (organisational Development)
- Digital (Information Technology)
- Finance
- Store

Distributed Costs:

- Elected members
- Office of the Chief Executive
- Portfolio General Managers
- Communications
- Customer Service
- Governance
- Legal & Risk
- Record Management

Property Costs:

- Property Maintenance
- Electricity
- Water Usage



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

Activity Cost Attribution and Distribution of Governance Policy

- Debt servicing

Project Management Costs

- Expenditure occurred for Capital Projects.

6 PERFORMANCE INDICATOR:

- Total distribution should not exceed total corporate support expense
- Total attributed support to each Fund should not exceed 12% of respective Fund's operational expenditure.

7 RELATED DOCUMENTS:

Revenue and Pricing Policy.



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

Activity Cost Attribution and Distribution of Governance Policy

Attachment 1 – Service Framework

	COMMUNITY	CHOICE	CHARACTER	CONNECTION	CAPABILITY	COUNCIL
Service	1 culture					
	2 community	11 business	21 urban development	31 transport	41 people	51 strategy
	3 education	12 health	22 rural development	32 water	42 technology	52 executive
	4 recreation		23 urban landscapes	33 sewer	43 financial	
KRA			24 natural landscapes	34 waste	44 quality	
			25 sustainability	35 facilities	45 risk	
			26 strategic planning	36 logistics	46 property	
	1-3	1-3	1-3	1-3	1-3	1-3
Program	11 cultural development	11.1 economic	21.1/21.1 development assessment	31.1 roads	41.1 human resource mgt/r	51.1 IPB/Performance
	12 performance	11.2 tourism	21.2/21.2 subdivision assessment	31.2 bridges	41.2 capability and development	51.2 Sustainability
	13 community gathering	11.3 events	21.3/21.3 subdivision certification	31.3 paths/corridors	41.3 payroll	51.3 Property
	14 events	11.4 conference	21.4/21.4 development contributions	31.4 traffic/safety	41.4 WHS/wellbeing	51.4 Asset
	15 museums	11.5 place management	21.5/21.5 development control	31.5 parking	41.5 customer/asset/trage	51.5 Workforce
	16 sister city	11.6 development liaison	21.6 new release	31.6 public transport	42.1 network	51.6 Communications
	21 children	11.7 certification	23.1 parks/playgrounds/sportsfields	31.7 cross border/smart city	42.2 systems	51.7 Financial
	22 youth	11.8 saleyards	23.2 CBD	32.1 water operations	42.3 applications	51.8 Client UX
	23 aged	11.9 caravan parks	23.3 signage	32.2 water infrastructure	42.4 digital workplace	
	24 indigenous	12.1 food/premises	23.4 heritage	32.3 stormwater	42.5 records	52.1 Public/Privacy office
	25 disabled	12.2 cemetery	23.5 public amenities	33.1 sewer operations/recycling	42.6 telecoms	52.2 Code and Complaint
	26 community development		23.6 community/land	33.2 sewer infrastructure	43.1 accounting	52.3 Meetings
	27 engagement		24.1 NRM/biodiversity	34.1 waste operations	43.2 revenue	52.4 Legal
	31 library		24.2 catchment	34.2 waste infrastructure	43.3 reporting	52.5 Governance
	32 knowledge		24.3 vegetation	35.1 buildings	43.4 procurement/store	52.6 Elections
	33 by laws		24.4 environ health	35.2 energy	43.5 grants	52.7 Councilors
	34 animals		25.1 education	35.3 security	43.6 budget	52.8 CBO/O
	41 indoor sports		25.2 climate	35.4 sustainability	44.1 business excellence	
	42 aquatic		25.3 monitoring and reporting	36.1 design/support	44.2 business analysis	
	43 events		25.4 sustainability projects	36.2 asset planning	44.3 business reporting	
			26.1 landuse	36.3 emergency	44.4 quality assurance	
			26.2 profiling	36.4 plant/feet/workshop	44.5 red tape reduction	
			26.3 spatial/US/naming	36.5 RM6 contract	44.6 projects	
			26.4 certificates	36.6 projects	45.1 risk	
				36.7 private works	45.2 insurances	
					45.3 audit	
					45.4 business continuity	
					46.1 office	
Staff FTE					46.2 depot	
					46.3 administration	
Asset \$m						
Budget \$m						

Activity Cost Attribution and Distribution of Governance Policy

POLICY:-	
Policy No:	
Policy Title:	Activity Cost Attribution and Distribution of Governance
Date Policy was adopted by Council:	25 January 2017
Resolution Number:	
Previous Policy Review Date:	
Next Policy Review Date:	
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	
RECORDS:-	
Container Reference in TRIM: Policy	
Container Reference in TRIM: Procedure	
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Intranet (linked to TRIM Container)
DELEGATION (if any):-	
RESPONSIBILITY:-	
Draft Policy developed by:	
Committees (if any) consulted in the development of the Draft Policy:	
Responsibility for Implementation:	
Responsibility for Review of Policy:	
INTEGRATED PLANNING FRAMEWORK:	
Strategic Direction (CSP):	
Service:	
Program:	

Senior Authorising Officer	Position General Manager	Signature/Date (Signed and dated)
-----------------------------------	------------------------------------	---

Activity Cost Attribution and Distribution of Governance Policy

ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME



This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.