



Ordinary Meeting of Council

18 December 2024

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 9.10 TO 9.14

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

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.10 APPOINTMENT OF ADVISORY COMMITTEES DELEGATES

ATTACHMENT 1 TERMS OF REFERENCE - QUEANBEYAN SHOWGROUND
ADVISORY COMMITTEE



QUEANBEYAN SHOWGROUND ADVISORY COMMITTEE TERMS OF REFERENCE

1. Background

The Queanbeyan Showground Advisory Committee was established in accordance with the Crown Lands Management Act 2016. Queanbeyan-Palerang Regional Council are the current land managers of the Queanbeyan Showground Reserve. The Reserve has been dedicated for a public showground, public recreation and community purposes.

2. Role

The Queanbeyan Showground Advisory Committee has been established:

- To provide a forum to enable users of the Showground to have input into Showground usage and development.
- Review of the Plans of Management and its implementation.
- This Committee will be in existence until the new Plan of Management is endorsed. Following this, the Committee will be disbanded as an Advisory Committee of Council and may take form as a Working Group.

3. Membership

Membership of the Committee comprises:

- Two Councillors
- Two representatives of the Queanbeyan Show Society
- One member of the Heritage Advisory Committee Plus User Groups

Representatives consisting of:

- Queanbeyan and District Historical Society (one member)
- User representatives
- Aboriginal Representation (one member)

4. Meetings and Minutes

- Meetings will be held on a quarterly basis.
- Minutes are presented to Council for endorsement only. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

5. Secretarial Support

The Manager Urban Landscapes or their delegate will provide secretarial support to the Committee.

6. Quorum

A quorum for the Committee will be four members.

Queanbeyan Showground Advisory Committee

7. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.10 APPOINTMENT OF ADVISORY COMMITTEES DELEGATES

ATTACHMENT 2 TERMS OF REFERENCE - FLOODPLAIN RISK MANAGEMENT
COMMITTEES



FLOOD RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE

1. Background

The establishment of Flood Risk Management (FRM) Committees is a key measure in establishing sustainable governance and consultation arrangements in developing balanced FRM Studies and Plans.

The Flood Risk Management (FRM) committee enables input into the FRM process. Whilst Council is primarily responsible (with support from the NSW Government) for FRM within our LGA, the Committee provides advice on impact, priorities and local knowledge within the work that is being reviewed.

2. Role

The Committee acts as a forum to discuss technical, social, economic, environmental and cultural issues to distil differing viewpoints on issues in the FRM process. Once Council has adopted a body of work (Studies, Designs or Plans), the Council typically leads the implementation with support from other relevant authorities. The Flood Risk Management Manual (DPE) is the policy and manual that guides the management of flood liable land.

3. Membership

Membership of the FRM committee should include a balanced representation of stakeholders such as agencies, groups and/or individuals affecting, affected by or coordinating FRM. It should be flexible to ensure the right mix of interests are represented. It may draw on expertise and membership from a variety of sources, including:

- Councillors,
- Council staff
- Local community representatives, – this may include:
 - representatives of First Nations people,
 - local flood affected landholders (residential and business),
 - relevant industry bodies (for example, the chamber of commerce), and
 - environmental groups,
- other key stakeholders, such as owners or managers of infrastructure or land that may influence flood behaviour,
- Government or Staff representatives from the lead agencies for:
 - Flood Risk Management,
 - Flood combat agencies and other emergency management or relevant agencies,
- Specialist consultants may inform the committee and attend meetings if invited.

4. Meetings and Minutes

The Committees are generally only active when studies and plans are being reviewed and developed. Committee meetings are held at critical points in the project stages. Minutes are

Flood Risk Management Committee

presented to Council for endorsement only. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

5. Secretarial Support

The Director Infrastructure Services or their delegate team will provide secretarial support to the Committee

6. Quorum

No quorum given the flexible membership of the Committee

7. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.

Currently active FRM Committees and associated projects:

Location	Project	Project Description
Queanbeyan	Floodplain Risk Management Strategy for the Queanbeyan CBD	A comprehensive floodplain risk management strategy is required for the Queanbeyan CBD as recommended by the recently completed Queanbeyan FRMS&P. This would address issues such as the suitability of "shelter-in-place" as a flood risk management strategy, the management of overland flow and gradual infill development, and the suitability of improvements to the flood warning system in the Queanbeyan CBD.
Bungendore	Review of Bungendore Floodplain Risk Management Study and Plan	This project involves a review of the Bungendore Floodplain Risk Management Study and Plan (FRMS&P) completed in 2014. An update of the Bungendore FRMS&P is required to include land identified in the recently adopted Bungendore Structure Plan which is being investigated for future urban uses beyond the current town boundary. The Bungendore FRMS&P will also be updated to comply with recently revised national guidelines for flood estimation.
Braidwood	Braidwood Major Overland Flow Investigation	The project aims to address the overland flow issue in Braidwood by investigating and defining the nature of major overland flow in the urbanised parts of Braidwood and provide an assessment of potential mitigation measures.



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.10 APPOINTMENT OF ADVISORY COMMITTEES DELEGATES

ATTACHMENT 3 TERMS OF REFERENCE - YOUTH ADVISORY COMMITTEE



YOUTH ADVISORY COMMITTEE TERMS OF REFERENCE

1. Role

To build capacity, both of young people and of Council to improve opportunities for young people to participate in local decision making and youth activities.

2. Committee Operation

A Council staff representative will be responsible for taking and distributing minutes, coordinating the agenda, inviting relevant Council officers to attend in relation to agenda items, arranging the meeting venue and refreshments and coordinating any assistance required by members to participate.

Minutes of the Committee will be reported to Council.

Membership of the Committee will be made by expression of interest via public advertisement. Expressions of interest can be received by the Committee at any time through the year.

3. Membership of the Committee:

- Will consist of up to 12 community members between the ages of 12 - 25, including members of high schools, youth groups and similar associations from across the Queanbeyan-Palerang LGA.
- Members under the age of 18 will require permission from a parent/carer to join the Committee.
- The membership of the Committee includes one Councillor delegate and one alternate.
- Community membership of the Committee will be reviewed at the start of each calendar year.

4. Meetings and Minutes

Meetings will be held quarterly or as required to comment or present on Council strategies and plans.

Minutes are presented to Council for endorsement only. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

5. Secretarial Support

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Youth Advisory Committee

The Coordinator Community or their delegate will provide secretarial support to the Committee.

6. Quorum

A quorum for the meeting will be four.

7. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.10 APPOINTMENT OF ADVISORY COMMITTEES DELEGATES

ATTACHMENT 4 TERMS OF REFERENCE - SPORTING GALLERY ADVISORY
COMMITTEE



SPORTING GALLERY ADVISORY COMMITTEE TERMS OF REFERENCE

1. Role

To monitor sporting achievers across the region and to consider their induction into the Queanbeyan Sporting Gallery.

2. Membership

The Membership of the Committee comprises:

- The Mayor or delegated Councillor
- Three community representatives invited by Council

The Mayor or delegated Councillor will be the Chair of the Queanbeyan Sporting Gallery Committee.

3. Meetings and Minutes

- Meetings will be on an as required basis
- Minutes are presented to Council for endorsement only. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

4. Secretarial Support

The Manager Community and Recreation or their delegate will provide secretarial support to the Committee.

5. Quorum

A quorum for the Committee will be two members.

6. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.10 APPOINTMENT OF ADVISORY COMMITTEES DELEGATES

ATTACHMENT 5 TERMS OF REFERENCE - SPORTS COUNCIL



SPORTS COUNCIL TERMS OF REFERENCE

1. Role

The role of the QPRC Sports Council is to make recommendations for the development and/or improvements to sporting facilities and recreational needs, including input into the works programs and consider the allocation of sports fields across the LGA prior to the commencement of each winter and summer sporting season.

2. Membership

Three councillors and a member from each sporting code or club in Queanbeyan-Palerang local government area. The Chair of the Sports Council to rotate between the councillor delegates.

3. Meetings and Minutes

Meetings will be on a quarterly basis four times per year on the first Monday of February, May, August and November.
Minutes are presented to Council for endorsement only. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

4. Secretarial Support

The Manager Community and Recreation or their delegate will provide secretarial support to the Committee.

5. Quorum

A quorum for the Committee will be two members.

6. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.10 APPOINTMENT OF ADVISORY COMMITTEES DELEGATES

ATTACHMENT 6 TERMS OF REFERENCE - ACCESS COMMITTEE



QPRC
ACCESS COMMITTEE
TERMS OF REFERENCE



1. Background

At the Council meeting of 24 May 2017, Council adopted a Disability Inclusion Action Plan. One of the Key Actions identified in this Plan was to 'establish an Access Committee'.

The purpose of the Access Committee is to provide informed advice to Council on the development, implementation, monitoring and review of policy, strategies and plans to advance the accessibility of the area and the inclusion of people living with disability.

2. Role

The role of the committee is to:

- Provide input into the development of strategies and the implementation and review of actions identified in QPRC's Disability Inclusion Action Plan 2022 - 2026.
- Assist the Council to identify and remove barriers preventing the participation of people living with disability in the Queanbeyan-Palerang LGA.
- Identify issues of concern and impacts relating to people living with disability in Queanbeyan-Palerang.
- Provide advice to relevant sections of Council on matters of access and inclusion of people with disability.
- Advise and make recommendations to Council on matters relating to access for people with disabilities to Council facilities and services within the community generally.

3. Committee Operation

Staff from the Community and Recreation team will be responsible for taking and distributing minutes, coordinating the agenda, inviting relevant Council officers to attend in relation to agenda items, arranging the meeting venue and refreshments and coordinating any assistance required by members to participate.

Members are appointed in an individual capacity based on their skills and experience and not as representatives of a particular group.

4. Membership and Minutes

- The membership of the Committee includes one Councillor delegate and one alternate.
- People living and/or working with disability within the Queanbeyan-Palerang LGA.
- Family members of those living with disability within the Queanbeyan-Palerang LGA.
- Representatives of local agencies providing services to people living with disability within the LGA.

Access Committee

- Membership of the committee will be reviewed every two years.

Membership of the Committee will be made by expression of interest via public advertisement. Applicants will be asked to outline their lived and/or professional experience, interest, and expertise in relation to taking part in this committee.

Areas of interest or expertise may include:

- Built environment and urban planning including public domain, public amenities and services
- Information, media and communications
- Economic participation
- Housing
- Transport
- Arts and culture
- Recreation
- Civic participation
- Events and festivals
- Legislation underpinning access and inclusion (including the DDA and UN CRPD).

Skills and experience are especially valued in areas such as:

- Strategic planning
- Change management
- Policy development (including disability policy reforms)
- Consultation
- Community education

Minutes are presented to Council for endorsement only. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

5. Meetings

Meetings will be held quarterly or as required to comment or present on Council strategies and plans.

6. Quorum

A quorum for the meeting will be four.

7. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.10 APPOINTMENT OF ADVISORY COMMITTEES DELEGATES

ATTACHMENT 7 TERMS OF REFERENCE - ARTS AND CULTURAL
DEVELOPMENT ADVISORY COMMITTEE



ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE TERMS OF REFERENCE

1. Background

Queanbeyan-Palerang Regional Council has a strong commitment to support and promote the development of arts, culture and heritage in its local government area.

An arts-focused Council advisory group has been established in the region since before amalgamation, with its most recent form being the Cultural Development and Public Art Advisory Committee.

2. Role

- To advise and support Council's development and implementation of current or future cultural policies or plans.
- To advise and provide recommendations to Council on proposed public art initiatives in the Queanbeyan-Palerang Region
- To advise and provide recommendations to Council on proposed art and cultural heritage donations and gifts to council.
- To act as a conduit to Council from the arts and cultural organisations and individuals within our LGA
- To promote art and culture across our local government area as an essential component for a healthy vibrant community;
- To support community engagement strategies with a focus on community participation and capacity building in cultural and art initiatives sponsored or managed by Council;
- To advise Council in relation to art and cultural initiatives provided by Council for the local Queanbeyan-Palerang community across a variety of art genres.

3. Membership

The Advisory Committee will consist of:

A: Council Representatives

- One elected member as Chair of the Arts and Cultural Development Advisory Committee; and
- One elected member as alternate Chair.

B: Community Representatives

The Advisory Committee will consist of a minimum of six and a maximum of eight community members, including at least two practicing artists who live or work within the community.

Community members from the Queanbeyan-Palerang area with significant expertise in one or more of the following areas are invited to nominate for membership on the Advisory Committee:

- Public art;

Arts and Cultural Development Advisory Committee

- Community or professional arts involvement in any art genre, with national or international experience;
- Have roles within agencies or organisations that deliver arts and cultural outcomes in the local community
- Management of local community or business initiatives associated with the arts; and/or
- Be a practicing artist in any genre.

C: Council Staff

The following staff members will attend meetings as observers without voting rights. They will serve as conveners, provide secretariat support, and/or offer informational assistance.

- Director – Community, Arts and Recreation
- Manager – Economy, Place and Arts
- Team Leader – Arts and Heritage
- Artistic Director - Performing Arts

Other staff may be invited as required.

The Community Representatives will be appointed for the term of the elected council. Membership of the Committee is voluntary, and members do not receive any remuneration or benefit from Council.

5. Meetings

The Advisory Committee will convene at least four times per year, with meeting times and locations determined by majority agreement of the Committee once established. Additional meetings may be scheduled as needed at the discretion of the Chair in consultation with the Manager Economy, Place and Arts and/or Director Community, Arts and Recreation.

Quorum will be half plus one of full voting membership.

Minutes of the meetings will be presented to the next ordinary Council meeting (agenda permitting) for endorsement. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

6. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.

Arts and Cultural Development Advisory Committee



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.10 APPOINTMENT OF ADVISORY COMMITTEES DELEGATES

ATTACHMENT 8 TERMS OF REFERENCE - SUSTAINABILITY AND CLIMATE
CHANGE ADVISORY COMMITTEE



SUSTAINABILITY AND CLIMATE CHANGE ADVISORY COMMITTEE TERMS OF REFERENCE

1. Role

- To provide comments and feedback on the implementation of Council's Operations Climate Change Action Plan, including projects and work associated with achieving Council's emission reduction targets.
- To provide comments and feedback on Council's Net Zero Pathway Plan.
- To provide comments and feedback on Council's Community Climate Change Action Plan and suggest ways to improve community engagement with the plan.
- To provide comment and feedback during the annual review of the above three plans.
- To provide comment and feedback relating to Council's internal strategies relating to climate change, environment and sustainability, as referred to the Committee in accordance with the work program.
- To bring issues relating to any of the above plans, strategies or policies to the Committee through placement on the agenda for discussion or advice through "Members Reports".

2. Membership

Voting Members: Six community representatives (who may be individuals or representatives of community groups).

Elected Officials: Up to two Councillors, one of whom shall be the Chair.

The community representatives will be appointed by calling for expressions of interest through the local media.

Selection will generally be based on the following criteria:

- Whether they are residents of the Queanbeyan-Palerang Regional Council area.
- A demonstrated interest and expertise in environmental issues with a particular interest in climate change action and mitigation.
- Community contacts and participation.
- Personal interest in the local government area's environmental issues.

Eligible nominees will be assessed by Council Officers and the Committee, and a recommendation made to Council about proposed appointment to the Committee.

Committee members are to serve for a maximum period of two years, after which time they can apply to renominate.

Should the Chair or additional Councillor not be available, the Director Development and Environment will chair the meeting.

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Sustainability and Climate Change Advisory Committee

Non-Voting Attendees: Officers of Council to include: Director Development and Environment; Manager Environment and Compliance; Administration Officer; other officers where the agenda items relate to work area; invited guests as notified, and others as necessary.

3. Meetings and Minutes

The Committee will meet at least every two months on the third Wednesday of the month from 4.00-5.30pm, or at other times as required. Meeting venue will be Queanbeyan with remote attendance (e.g. via MS Teams) facilitated where required.

Proponents of agenda items are to supply documentation to the administration officer at least 10 working days before the meeting. The agenda will be circulated no later than Friday before the meeting to enable Committee members to give consideration beforehand.

Minutes are presented to Council for endorsement only. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

4. Quorum

A quorum shall consist of four voting members whose positions are filled at the time of the meeting.

5. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

The Committee is bound by all Council Policies as members of the Committee are considered volunteers of Council.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.10 APPOINTMENT OF ADVISORY COMMITTEES DELEGATES

ATTACHMENT 9 TERMS OF REFERENCE - HERITAGE ADVISORY COMMITTEE



HERITAGE ADVISORY COMMITTEE TERMS OF REFERENCE

1. Role

The role of the Queanbeyan-Palerang Heritage Advisory Committee is to:

- Promote and celebrate heritage.
- Provide a community-based committee to comment and recommend on heritage matters of a strategic nature within the Queanbeyan-Palerang local government area. This will include structure plans, local environmental plans, development control plans and other plans of a strategic nature.
- Provide a community-based committee to comment and recommend on development applications referred to the committee by officers, in line with the referral pathway.
- Raise community awareness of heritage issues particularly in relation to grants.
- Provide comment on Local Heritage Grants and Awards

2. Membership of the Committee:

The following members have voting rights:

- The Councillor who is the Chairperson
- Maximum of 8 community representatives and minimum of 5 community representatives, with at least one being a resident of Braidwood, at least one being a resident of Bungendore and at least one being a resident of Queanbeyan with the other members being residents of the Queanbeyan-Palerang local government area.

The following members do not have voting rights:

- Council's Heritage Advisor
- The Director Development and Environment or their nominee, other staff in attendance.

The delegated Councillor will be the Chair of the Committee. When the Chair of the Committee has a conflict of interest, the meeting shall be Chaired by a nominated community representative.

3. Meetings and Minutes

The Heritage Advisory Committee does not take decisions in relation to planning matters. The Committee has no delegations from the Council.

The Committee Members shall declare conflicts of interest prior to the business of the meeting and leave the room while those items are discussed.

The Heritage Advisory Committee does not direct officer resources or those of the Heritage Advisor.

Heritage Advisory Committee

The Director of Development & Environment will consider requests for site visits and where appropriate make such arrangements. In the main sites will be able to be viewed from the public road or footpath removing the necessity for organised site visits.

The Heritage Advisory Committee are not to use sensitive information for any reason other than the business of the Committee.

The agenda and documents will be distributed electronically with one hard copy being available for the scheduled meeting.

Meetings will be held every 6 weeks on a Thursday afternoon at 4.30pm.

The agenda will be distributed the Thursday prior to the scheduled meeting.

Meetings will be held in venues where there is IT capability for virtual attendance. Venues will rotate between the Council Building at Braidwood, the Council Building at Bungendore and the Council Building at Queanbeyan or elsewhere as decided by the Committee.

Hybrid meetings will be offered to enable virtual attendance by staff and Committee members.

Extraordinary meetings may be held as required, particularly in support of the Local Heritage Grants and Awards.

The minutes of the Heritage Advisory Committee will be reported to Council for endorsement only at the first available meeting after a meeting of the Committee and subsequently become publicly available. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

4. Secretarial Support

A member of the Land-Use Planning team will provide secretarial support to the Committee.

5. Quorum

A quorum required is half + one.

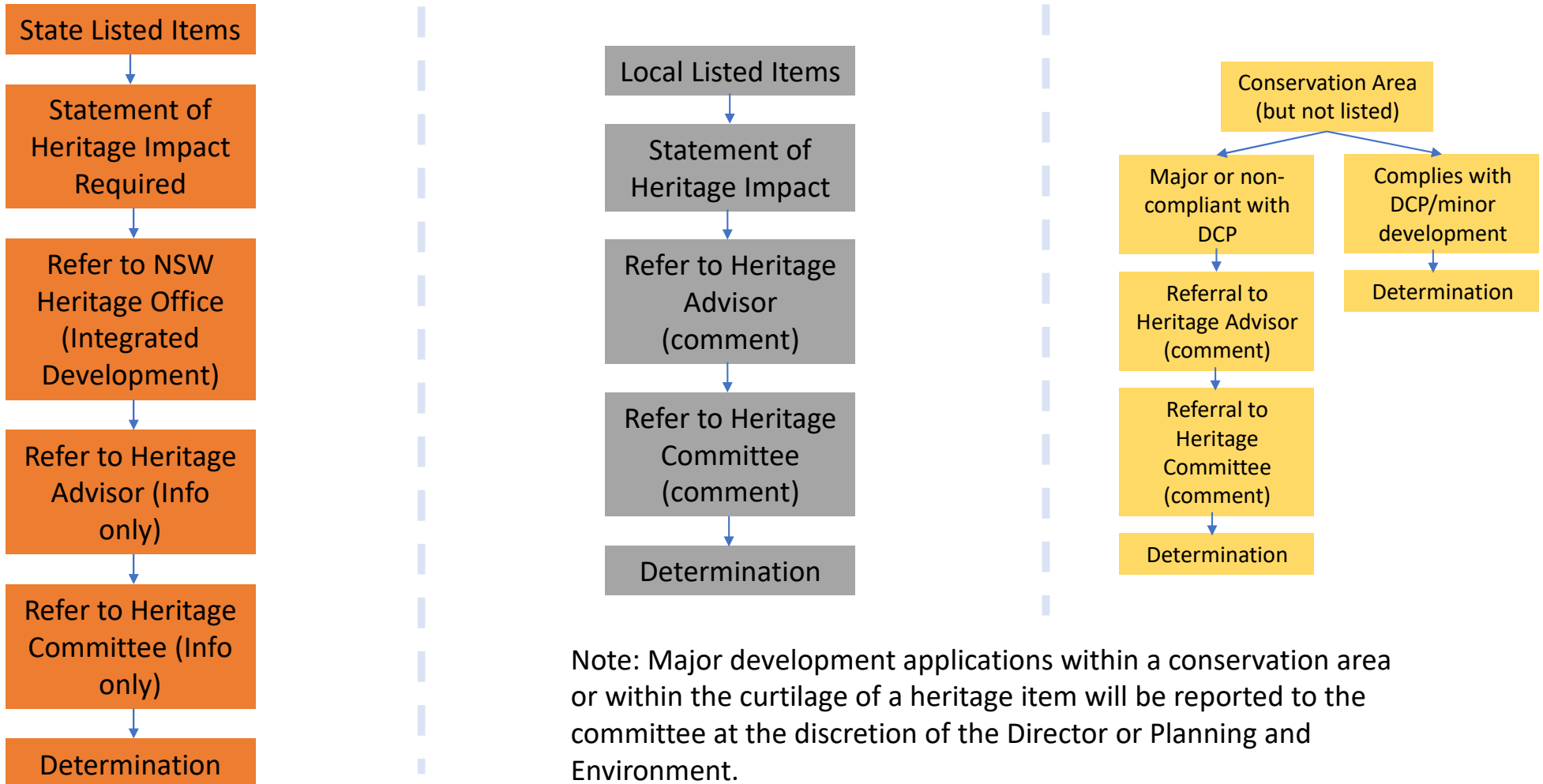
6. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

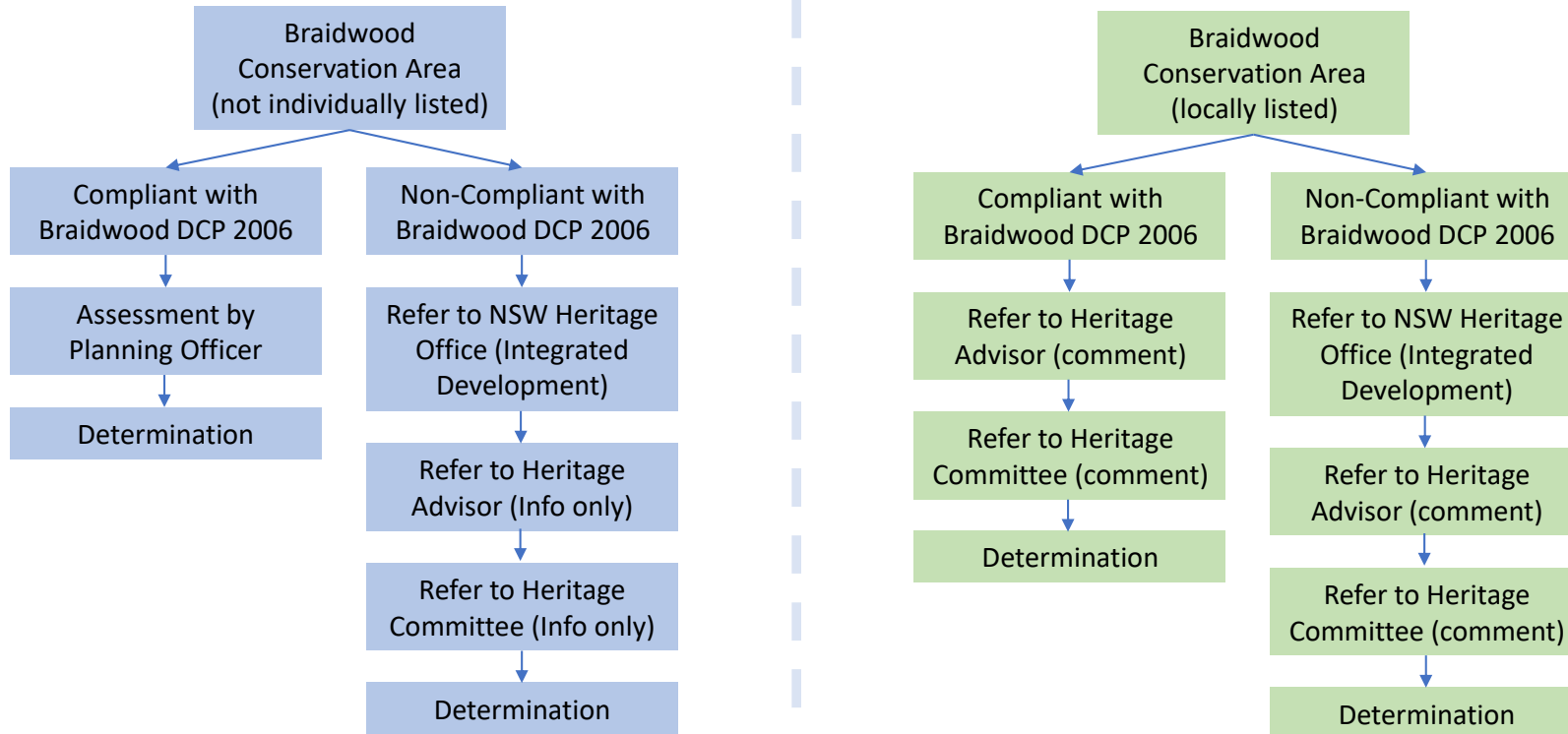
The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.

Heritage assessment and referrals flowchart



Note: Major development applications within a conservation area or within the curtilage of a heritage item will be reported to the committee at the discretion of the Director or Planning and Environment.

Heritage assessment and referrals flowchart



Note: Major development applications within a conservation area or within the curtilage of a heritage item will be reported to the committee at the discretion of the Director or Planning and Environment.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.11 APPOINTMENT OF GM PERFORMANCE REVIEW DELEGATE

ATTACHMENT 1 GM'S PERFORMANCE REVIEW TERMS OF REFERENCE



Terms of Reference

QPRC General Manager's Performance Review Panel

1. Role

The Performance Review Panel's role includes:

- Conducting performance reviews;
- Reporting the findings and recommendations of those reviews to Council, and
- Development of the performance agreement.

2. Membership

Membership of the Panel comprises:

- The Mayor;
- Deputy Mayor;
- A Councillor nominated by Council, and
- A Councillor nominated by the General Manager.

3. Independent Facilitator

An independent person with relevant local government skills and experience will be invited to act as Facilitator on the Panel as a non-voting member. This person will be selected by the Mayor in consultation with the Panel.

4. Responsibilities

The Panel is responsible for the management of all matters associated with the General Manager's performance including the conduct of performance reviews.

All Councillors on the Panel, should receive training on the undertaking of Performance Reviews, establishment of the Performance Agreement and Oversight of the General Manager prior to the Panel convening.

The purpose of the Panel is to concentrate on constructive dialogue about the General Manager's performance against all sections of the current Performance Agreement.

All Councillors not on the Panel can contribute to the process by providing feedback to the Mayor on the General Manager's performance. All Councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations.

5. Meetings

Meetings will be held at least twice yearly to be arranged by the Mayor. Meeting outcomes and recommendations will be reported to Council in Closed Session.

6. Reference Resource

The Office of Local Government issued a S23A guideline to assist with the recruitment, oversight and performance management of General Managers. Guidelines issued under S23A of the Act must be taken into consideration by Councils. The Guideline may be found at the link below:

<https://www.olg.nsw.gov.au/wp-content/uploads/Guidelines-for-the-Appointment-and-Oversight-of-General-Managers.pdf>

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.12 POLICY REVIEW

ATTACHMENT 1 COUNCILLOR AND STAFF INTERACTION POLICY



Councillor and Staff Interaction Policy

Date policy was adopted:	
Resolution number:	
Next Policy review date:	
Reference number:	
Strategic Pillar	
Responsible Branch	

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Councillor and Staff Interaction Policy

1 OUTCOMES

- 1.1 Interactions between Councillors and staff are necessary to enable well-informed decision- making and provide a high standard of Council services to the QPRC community.
- 1.2 This Policy sets out the obligations of Councillors in exercising their civic duties by specifically addressing their ability to interact and receive advice from authorised staff.

2 POLICY

- 2.1 In accordance with Council's Code of Conduct, Councillors, Administrators and staff are expected to conduct their interactions with each other respectfully, professionally, objectively, honestly and ethically.
- 2.2 All access to staff other than the General Manager (GM) by Councillors is to be authorised by the GM.
- 2.3 Only those staff nominated by the GM can provide information and advice to Councillors.
- 2.4 Contact by Councillors with staff other than authorised staff should be through the GM in the first instance and with the approval of the relevant Director.

3 SCOPE OF THE POLICY

- 3.1 This Policy applies to the Mayor or Administrator, Councillors and Council employees, including contract and casual employees engaged by Council.

4 DEFINITIONS

Authorised staff – Staff authorised by the GM to interact with or provide advice to Councillors, namely the Executive staff (Directors), Manager Governance, Legal and Risk, Communications staff and Executive Assistant to Mayor and General Manager.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- NSW Local Government Act 1993 (sections 226 and 232)
- NSW Local Government (General) Regulation 2021
- NSW Government Information (Public Access) Act 2009
- NSW Privacy and Personal Information Protection Act 1998
- Code of Conduct
- Code of Meeting Practice

6 CONTENT

6.1 Obligations of Councillors

6.1.1 Councillors or administrators must not:

- (a) Direct Council staff other than by giving appropriate direction to the GM in the performance of Council's functions by way of Council resolution, or by the Mayor or Administrator exercising their power under section 226 of the Local Government Act 1993.
- (b) In any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff or a delegate of the Council in the exercise of the functions of the member or delegate.

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Councillor and Staff Interaction Policy

- (c) Contact a member of the staff of the Council on Council-related business unless in accordance with the policy and procedures governing the interaction of Councillors and Council staff that have been authorised by the Council and GM.
- (d) Contact of issue instructions to any of Council's contractors or tenderers, including Council's legal advisors, unless by the Mayor or Administrator exercising their power under section 226 of the Act. This does not apply to the Chair of Council's Audit, Risk and Improvement Committee who may be provided with any information by individual Councillors reasonably necessary for the Committee to effectively perform its functions.
- (e) Councillors must not take advantage of their official position to improperly influence other Councillors or members of Council staff in the performance of their civic or professional duties for the purpose of securing private benefit for themselves or for another person.

6.2 Obligations of Staff

6.2.1 Members of staff of Council must:

- (a) Carry out lawful directions given by any person having authority to give such directions.
- (b) Give effect to the lawful decisions, policies, and procedures of the Council, whether or not the staff member agrees with or approves of them.

6.2.2 In circumstances where staff are unsure whether or not they should provide information to, or respond to a request from a Councillor, they should refer the matter to their relevant Director or to the GM, or request that the Councillor make the request through the GM.

6.2.3 Information provided by authorised staff to any Councillor must be provided to all Councillors.

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

18 DECEMBER 2024

ITEM 9.12 POLICY REVIEW

ATTACHMENT 2 COUNCILLOR EXPENSES AND FACILITIES POLICY



Councillor Expenses and Facilities Policy

Date policy was adopted:	
Resolution number:	
Next Policy review date:	
Reference number:	
Strategic Pillar	
Responsible Branch	

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Councillor Expenses and Facilities Policy

POLICY SUMMARY

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to mayors and councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	Reasonable expenses will be reimbursed per Councillor for official business in NSW and ACT. Cap of \$1,000 per Councillor for ancillary costs (see Clause 8.2)	Per year
Interstate, overseas and long-distance intrastate travel expenses	\$10,000 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development, conferences and seminars	\$8,000 per Councillor	Per year
ICT expenses	\$4,000 per Councillor (1 smartphone, 1 laptop per term)	Per term
Carer expenses	\$5,000 per Councillor	Per year
Home office expenses	\$1,000 per Councillor	Per year
Access to facilities in the Councillors' Room	Provided to all Councillors	N/A
Council vehicle and fuel card	Provided to the Mayor	N/A
Reserved parking space at Council's offices	Provided to the Mayor	N/A
Furnished office	Provided to the Mayor	N/A
Number of exclusive staff supporting Mayor and Councillors	One provided to the Mayor and Councillors	N/A

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor, and may be claimed on their income tax returns.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Councillor Expenses and Facilities Policy

Detailed reports on the provision of expenses and facilities to Councillors, and their training record will be tabled in open session at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillors and as a total for all Councillors.

PART A - INTRODUCTION

1. OUTCOMES

- 1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Queanbeyan-Palerang Regional Council (QPRC).
- 1.2 The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3 The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4 Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5 Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per s.241 of the *Local Government Act 1993*, and are reviewed annually. Council must adopt its annual fees within this set range.

2. POLICY OBJECTIVES

- 2.1 To enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
- 2.2 To enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties.
- 2.3 To ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
- 2.4 To ensure facilities and expenses provided to Councillors meet community expectations.
- 2.5 To support a diversity of representation.
- 2.6 To fulfil Council's statutory responsibilities.

3. DEFINITIONS

Accompanying person — a spouse, partner or de facto, or other person who has a close personal relationship with or provides carer support to a Councillor.

Appropriate refreshments — food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business.

Act — the *NSW Local Government Act 1993*.

General Manager — the General Manager (GM) of Council, and includes their delegate or authorised representative.

Clause — unless stated otherwise, a reference to a clause is a reference to a clause of this policy.

Councillor Expenses and Facilities Policy

Code of Conduct — the Code of Conduct adopted by Council.

Councillor — a person elected or appointed to civic office as a member of the governing body of Council, who is not suspended, and including the Mayor.

Expenses — payments made by Council to reimburse Councillors for reasonable costs or charges incurred or to be incurred for discharging their civic duties. Expenses may be reimbursed to a Councillor or paid directly by Council for a cost that is deemed to be a necessary expense to enable Councillors to perform their civic duties.

Facilities — equipment and services that are provided by Council to Councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.

Incidental personal use — use that is infrequent and brief and does not breach this policy or the Code of Conduct.

Long distance intrastate travel — travel to other parts of New South Wales (NSW) of more than three hours' duration by private vehicle. (*Note:* For the purposes of this policy, the Australian Capital Territory (ACT) is regarded as being within NSW).

Maximum limit — the maximum limit for an expense or facility provided in this policy.

Official business — functions that the Mayor or Councillors are required or invited to attend to fulfill their legislated role and responsibilities for Council, or that result in a direct benefit for Council and/or for the local government area, and includes:

- meetings of Council and Committees of the Whole;
- meetings of committees facilitated by Council;
- civic receptions hosted or sponsored by Council;
- meetings, functions, workshops and other events for which attendance by a Councillor has been requested or approved by Council.

Professional development — a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor.

Regulation — the *NSW Local Government (General) Regulation 2005*.

Year — the financial year, that is, the 12-months' period commencing on 1 July each year.

4. RELATED LEGISLATION, GUIDANCE AND POLICIES

- the *NSW Local Government Act 1993*, Sections 252 and 253
- the *NSW Local Government (General) Regulation 2021* Clauses 217 and 403
- the Independent Commission Against Corruption's publication "*No Excuse for Misuse*"
- Guidelines for the payments of expenses and the provision of facilities for Mayors and Councillors in NSW 2009
- Local Government Circular 05-08 - Legal assistance for Councillors and Council employees
- QPRC Code of Conduct

Councillor Expenses and Facilities Policy

5. COMMITMENT TO PRINCIPLES

5.1 Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- **Participation and access:** enabling people from diverse backgrounds, under-represented groups, those in carer roles and those with special needs to serve as a Councillor.
- **Equity:** there must be equitable access to expenses and facilities for all Councillors.
- **Appropriate use of resources:** providing a clear direction on the appropriate use of Council's resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

6. PRIVATE OR POLITICAL BENEFIT

6.1 Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

6.2 Private use of Council equipment and facilities by Councillors may occur from time to time, for example, telephoning home to advise that a Council meeting will run later than expected.

6.3 Such incidental private use does not require a compensatory payment back to Council.

6.4 Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.

6.5 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign.

- production and distribution of election material
- use of Council resources and equipment for campaigning
- use of official Council letterhead, publications, websites or services for political benefit
- fundraising activities of political parties or individuals, including political fundraising events.

Councillor Expenses and Facilities Policy

PART B – EXPENSES

7. GENERAL EXPENSES

- 7.1 All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 7.2 Expenses not explicitly addressed in this policy will not be paid or reimbursed.

8. SPECIFIC EXPENSES

General travel arrangements and expenses

- 8.1 All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport, including the use of a Council pool car, if one is available, as the preferred first option.
- 8.2 Each Councillor may be reimbursed reasonable travel expenses incurred while undertaking official business or professional development, or attending approved conferences and seminars within NSW and ACT. Reimbursement for other costs will be capped at \$1,000 per year for each Councillor for:
- public transport and taxi
 - parking costs
 - tolls
 - ride-share programs.
- 8.3 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the current Local Government (State) Award.
- 8.4 Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 8.5 Given QPRC's location on the border of the ACT, travel to the ACT will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 8.1 – 8.4.
- 8.6 In accordance with Section 6, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister cities and friendship cities.
- 8.7 Total interstate, overseas and long distance intrastate travel expenses for all Councillors will be capped at a maximum of \$10,000 per year. This amount will be set aside in Council's annual budget.
- 8.8 Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the GM prior to travel.
- 8.9 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.

Councillor Expenses and Facilities Policy

- 8.10 The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
 - who is to take part in the travel
 - duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 8.11 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 8.12 For interstate journeys by air of more than three hours, the class of air travel may be premium economy if provided by the airline.
- 8.13 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 8.14 Bookings for approved air travel are to be made through the GM's office.
- 8.15 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program as this is considered a private benefit.

Travel expenses not paid by Council

- 8.16 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 8.17 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the GM. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the travel involved would exceed one hour.
- 8.18 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the ACT region.
- 8.19 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2023, as adjusted annually (**see Schedule 1**).
- 8.20 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the GM.
- 8.21 Where a spouse/partner accompanies a Councillor who is attending a function on official business, all costs incurred for the spouse/partner are to be the responsibility of the Councillor.
- 8.22 Councillors will not be reimbursed for alcoholic beverages.

Councillor Expenses and Facilities Policy

Refreshments for Council-related meetings

- 8.23 Appropriate refreshments will be available for Council meetings, Council Committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the GM.
- 8.24 As an indicative guide for the standard of refreshments to be provided at Council-related meetings, the GM must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2023, as adjusted annually (see **Schedule 1**).

Professional Development

- 8.25 Council will set aside \$8,000 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies, and attendance at approved conferences.
- 8.26 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors based on guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 8.27 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties; the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 8.28 Approval for professional development activities is subject to a prior written request to the GM, outlining the:
- details of the proposed professional development
 - relevance to Council's priorities and business
 - relevance to the exercise of the Councillor's civic duties.
- 8.29 In assessing a Councillor's request for a professional development activity, the GM must consider the factors set out in Clause 8.27, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 8.30 Council is committed to ensuring its Councillors are up-to-date with contemporary issues facing Council, the community, and local government in NSW.
- 8.31 Council will set aside a total amount of \$80,000 annually in its budget to facilitate Councillor attendances at training, conferences and seminars (per Clause 8.25). This allocation is for all Councillors. The GM will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 8.32 The Mayor (or Deputy Mayor in their absence) is authorised to attend the LGNSW Annual Conference and the Australian Local Government Association National General Assembly, and be Council's voting delegate for all debating sessions.
- 8.33 For all other conferences and seminars, approval to attend is subject to a written request to the GM. In assessing a Councillor's request, the GM must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
 - cost of the conference or seminar in relation to the total remaining budget.

Councillor Expenses and Facilities Policy

- 8.34 Council will meet the reasonable cost of registration fees, transport and accommodation associated with attendance at conferences approved by the GM. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 8.18 – 8.21.

Information and communications technology (ICT) expenses

- 8.35 Council will provide appropriate ICT devices and services to each Councillor. This includes a mobile phone and laptop, mobile phone and laptop services and data, and access to a secure portal.
- 8.36 Training in the use of Microsoft Teams and Microsoft Outlook will be provided for each Councillor.

Special requirement and carer expenses

- 8.37 Council encourages wide participation and interest in civic office. It will seek to ensure that Council's premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 8.38 Transport provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 8.39 In addition to the provisions above, the GM may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 8.40 A Councillor who is the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$5,000 per annum for attendance at official business, plus reasonable travel from their principal place of residence.
- 8.41 Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 8.42 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the GM that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 8.43 Each Councillor may claim to be reimbursed up to \$1,000 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

9. INSURANCES

- 9.1 In accordance with Section 382 of the *Local Government Act 1993*, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this policy.
- 9.2 Insurance protection is only provided if a claim arises out of, or in connection with, the Councillor's performance of their civic duties, or exercise of their functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 9.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

Councillor Expenses and Facilities Policy

9.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

10. LEGAL ASSISTANCE

10.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the *Local Government Act 1993*, provided that the outcome of the legal proceedings is favourable to the Councillor
- a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review, and the investigative or review body makes a finding substantially favourable to the Councillor.

10.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the GM to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor. The Councillor should formally request in writing to the GM consideration of reimbursement of legal expenses before committing to seek legal advice to enable reimbursement of reasonable expenses, should the finding be favourable to the Councillor.

10.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of their functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during their term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

10.4 Council will not meet the legal costs:

- of legal proceedings initiated by a Councillor under any circumstances
- of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a Councillor performing their role as a Councillor.

10.5 Reimbursement of expenses for reasonable legal expenses must have Council's approval by way of a resolution at a Council meeting prior to costs being incurred.

PART C – FACILITIES

11. GENERAL FACILITIES FOR ALL COUNCILLORS

Facilities

- 11.1 Council will provide the following facilities to Councillors to assist them to discharge their civic duties effectively:
- a Councillor room appropriately furnished to include telephone, photocopier, shredder, printer, desk, computer terminals, pigeon holes;
 - the GM's meeting room for meetings between Councillors and constituents. Councillors should book this room in advance through the Executive Assistant to the GM.
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 11.2 Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or other specified staff member.
- 11.3 The provision of facilities will be of a standard deemed by the GM to be appropriate for the purpose.

Stationery

- 11.4 Council will provide the following stationery to Councillors each year:
- letterhead, to be used only for correspondence associated with civic duties
 - business cards

Administrative support

- 11.5 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's Governance staff as arranged by the GM or their delegate.
- 11.6 As per Section 6, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

12. ADDITIONAL FACILITIES FOR THE MAYOR

- 12.1 Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the Mayor's office.
- 12.2 The Mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to Council on a monthly basis.
- 12.3 The Mayoral Allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.
- 12.4 A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.

Councillor Expenses and Facilities Policy

- 12.5 Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 12.6 In performing their civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the GM.
- 12.7 The number of exclusive staff provided to support the Mayor and Councillors will not exceed two full-time equivalents.
- 12.8 As per Section 6, staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

PART D – PROCESSES

13. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS

- 13.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 13.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 13.3 Approval up to the maximum limits specified in this policy may be sought for the following, after the expense has been incurred:
 - local travel relating to the conduct of official business
 - carer costs.
- 13.4 Claims for reimbursement of travel costs must be made on the prescribed form (see **Schedule 2**). Claims for care-related expenses must be made on the prescribed form (see **Schedule 3**).
- 13.5 Final approval for payments made under this policy will be granted by the GM or their delegate.

Direct payment

- 13.6 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Manager Governance, Legal and Risk for assessment against this policy using the prescribed form (see **Schedule 4**), with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 13.7 All claims for reimbursement of expenses other than travel incurred must be made on the prescribed form (see **Schedule 5**), supported by appropriate receipts and/or tax invoices and be submitted to the Manager Governance, Legal and Risk.
- 13.8 If no receipts are attached to the claim, no reimbursement will be made.

Advance payment

- 13.9 Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 13.10 The maximum value of a cash advance is \$300 per day of the conference, seminar or professional development to a maximum of \$1,500.
- 13.11 Requests for advance payment must be submitted to the Manager Governance, Legal and Risk for assessment against this policy using the prescribed form (see **Schedule 6**) with sufficient information and time to allow for the claim to be assessed and processed.

Councillor Expenses and Facilities Policy

13.12 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. The prescribed form must be used (**see Schedule 7**) and should include providing to Council:

- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
- reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

13.13 If a claim is approved, Council will make payment directly or reimburse the Councillors through Accounts Payable.

13.14 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

13.15 If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use, or is not provided for in this policy:

- Council will invoice the Councillor for the expense
- the Councillor will reimburse Council for that expense within 14 days of the invoice date.

13.16 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the GM. The GM may elect to deduct the amount from the Councillor's monthly allowance.

Timeframe for reimbursement

13.17 Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

14. DISPUTES

14.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the GM.

14.2 If the Councillor and the GM cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

15. RETURN OR RETENTION OF FACILITIES

15.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

15.2 Should a Councillor wish to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the GM to purchase any such equipment. The GM will determine an agreed fair market price or written-down value for the item of equipment.

15.3 The prices for all equipment purchased by Councillors under Clause 15.2 will be recorded in Council's annual report.

Councillor Expenses and Facilities Policy

16. PUBLICATION

16.1 This policy will be published on Council's website.

17. REPORTING

17.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

17.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillors and as a total for all Councillors.

18. AUDITING

18.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

19. BREACHES

19.1 Suspected breaches of this policy are to be reported to the GM.

19.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

Councillor Expenses and Facilities Policy

Schedule 1

Allowances under the Local Government (State) Award 2023

Meal Allowances	Per Day
Breakfast	\$33.90
Lunch	\$38.10
Dinner	\$64.95
Incidental Expenses	Per Day
	\$23.95
Vehicle Allowances	
Vehicle Size	Per Km
Under 2.5 litre	83 cents
Over 2.5 litre	98 cents
Hybrid	64 cents
Electric	44 cents

COUNCILLOR EXPENSES AND FACILITIES POLICY

Schedule 2
Prescribed form for reimbursement of travel expenses incurred by Councillors



Councillors' Travel Expenses Claim Form

Please Note: Travel claims may only be made for meetings that are held outside your town of residence.

NAME: *(please print)* _____

DATE	MEETING - TYPE/LOCATION	TRAVEL FROM/TO - FROM/TO	DISTANCE	ENGINE

CERTIFICATION

I hereby certify that in accordance with the provisions of Section 252 of the *Local Government Act 1993* and Council's Policy for the "Payment of Expenses and Provision of Facilities for the Mayor and Councillors" these expenses were incurred in the conduct of approved Council business and are claimed for the dates shown above.

Signed _____

Date/...../.....

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COUNCILLOR EXPENSES AND FACILITIES POLICY

Schedule 3



CARE-RELATED EXPENSES REQUEST FORM

1. Councillor's name (please print).....

2. Is the Councillor the subject of the application? Yes No

If yes, does the application relate to a Councillor with a disability as defined under the Federal *Disability Discrimination Act 1992*? Yes No

3. Is the application being made under the NSW *Carer Recognition Act 2010*? Yes No

If yes, are there extenuating circumstances (please tick all that apply)

- unavailability of usual carer
- unscheduled meeting
- short notice period (< 7 days)
- Council-required travel
- other (please specify)

.....

.....

4. What type of meeting/forum does the request relate to? (please tick)

- Council's Ordinary meeting
- Council's extraordinary meeting
- scheduled s.355 or locality committee meeting
- Council's workshop/briefing/site visit
- training
- other (please specify)

.....

5. Is overnight travel of one or more nights required to facilitate attendance? Yes No

6. What was the notice period for this meeting?

7. What is the period for which care is requested?

8. What is the cost incurred or the anticipated future cost? \$.....

9. Please summarise the circumstances and basis for the application

.....

.....

Signed.....

Date/...../.....



Schedule 4

Prescribed form for requesting direct payment by Council of expenses incurred by Councillors



DIRECT PAYMENT REQUEST FORM

Councillor's name (please print).....

Conference/Event.....

.....

To be held at (name of venue and address).....

.....

Date/s of conference.....

Payment due by.....

In accordance with QPRC Councillor Expenses and Facilities Policy under s.252 of the *Local Government Act 1993*, I hereby request Council's direct payment of the following expenses associated with my attendance at the above conference/event:

Registration at conference/dinner: \$.....

Accommodation and parking (if separate from conference registration) at

.....

.....for

the following dates.....

Total amount requested: \$.....

I hereby certify that Council or the CEO has approved my attendance at the conference/event.

Signed.....

Date/...../.....



COUNCILLOR EXPENSES AND FACILITIES POLICY

Schedule 5

Prescribed form for claims for reimbursement of general expenses



Meeting/Conference/Workshop/Training Expenses Claim Form

Please Note: All receipts MUST be attached to this claim form.

COUNCILLOR NAME: *(please print)* _____
EVENT (meeting/conference/workshop/training etc) _____
 held at _____ Date (start/finish) _____

CLAIM	Date/...../.....	Date/...../.....	Date/...../.....	Date/...../.....
Breakfast				
Lunch				
Dinner				
Taxi fare				
Parking				
Road Toll				
Refreshment				
Accommodation at:				
Childcare				
Other (please provide details)				
TOTAL				

CERTIFICATION

I hereby certify that in accordance with the provisions of Section 252 of the *Local Government Act 1993* and Council's Policy for the "Payment of Expenses and Provision of Facilities for the Mayor and Councillors", these expenses were incurred in the conduct of approved Council business and are claimed for the dates shown above. **I accept that, if no receipts are attached for any claim, reimbursement will NOT be made.**

Signed Date/...../.....



COUNCILLOR EXPENSES AND FACILITY POLICY

Schedule 6

Prescribed form for requesting an advance payment



ADVANCE PAYMENT REQUEST FORM

Councillor's name (please print).....
Conference.....

.....

To be held at.....

Date/s of conference.....

In accordance with QPRC Councillor Expenses and Facilities Policy under s.252 of the *Local Government Act 1993*, I hereby apply for an advance payment of \$..... for expenses likely to be incurred in connection with my attendance at the above conference.

Signed.....

Date/...../.....



COUNCILLOR EXPENSES AND FACILITY POLICY

Schedule 7

Prescribed form for reconciliation against the cost of the advance payment



RECONCILIATION OF INCIDENTAL EXPENSES PAID IN ADVANCE

Amount received from Council in advance:
\$.....

Expenses as itemised below with docketts:

Item	Amount

Total amount of items spent: \$.....

Reimbursement due to Council: \$.....

Reimbursement due to Councillor: \$.....

Name (please print).....

Signature.....

Date



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.12 POLICY REVIEW

ATTACHMENT 3 COUNCILLOR INDUCTION AND PROFESSIONAL
DEVELOPMENT POLICY



Councillor Induction and Professional Development Policy

Date policy was adopted:	
Resolution number:	
Next Policy review date:	
Reference number:	
Strategic Pillar	
Responsible Branch	

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Councillor Induction and Professional Development Policy

1 OUTCOMES

- 1.1 To demonstrate Queanbeyan-Palerang Regional Council's (QPRC) commitment to ensuring that the Mayor and Councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993*.

2 POLICY

- 2.1 QPRC is committed to developing an induction and ongoing professional development program for the Mayor and Councillors to ensure they can fulfil their statutory roles and responsibilities.

As part of this program, the Mayor and each Councillor will have a professional development plan that identifies specific gaps in their capabilities and identify professional development activities to build these capabilities.

3 SCOPE OF THE POLICY

- 3.1 This policy applies to the Mayor and all Councillors of QPRC.

4 DEFINITIONS

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

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 Local Government Act 1993 as amended by the Local Government Amendment (Governance and Planning) Act 2016.
- 5.2 The Office of Local Government's Councillor Induction and Professional Development Guidelines 2018.

6 CONTENT

- 6.1 Council will develop an induction program for new and returning Councillors as well as a supplementary program for the Mayor to ensure they are provided with all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. The induction program will cover:

- an orientation to council facilities and the local government area
- an overview of the key issues and tasks for the new Council including Council's Community Strategic Plan, Delivery Program, Operational Plan, Resourcing Strategy and Community Engagement Plan
- the legislation, rules, principles and political context under which Councils operate
- the roles and responsibilities of councillors and the mayor
- Council's organisational structure, workforce management strategy and the roles and responsibilities of the CEO/General Manager and Council staff
- what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council

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Councillor Induction and Professional Development Policy

- key Council policies and procedures with which Councillors must comply including the Code of Conduct
 - the role of Council meetings and how to participate effectively in them
 - the support available to the mayor and councillors and where they can find more information or assistance, and
 - information on the process for taking the Oath of Office and electing the Mayor at the first Council meeting (where applicable).
- 6.2 In the case of the mayor, the program will also cover:
- how to be an effective leader of the governing body and the Council
 - the role of the Chair and how to chair Council meetings
 - the Mayor's role in integrated planning and reporting
 - the Mayor's role and responsibilities under the Code of Conduct
 - the Mayor's role and responsibilities in relation to the CEO/General Manager's employment
 - the Mayor's role at regional and other representative bodies, and
 - the Mayor's civic and ceremonial role.
- 6.3 The Mayor and Councillors must have a working knowledge and understanding of these areas by the end of the induction program.
- 6.4 The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure mayors and councillors:
- identify how they would like to work together as a team and identify a common vision for the governing body
 - build relationships with each other based on trust and mutual respect that facilitate collaboration
 - contribute to a positive and ethical culture within the governing body
 - work towards consensus as members of the governing body for the benefit of the community
 - develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships
 - understand what supports or undermines the effective functioning of the governing body
 - respect the diversity of skills and experiences on the governing body, and
 - communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.
- 6.5 Activities should also help the Mayor, as the leader of the governing body, to:
- act as a stabilising influence and show leadership, and
 - promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.

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Councillor Induction and Professional Development Policy

- 6.6 The Mayor and Councillors, including those re-elected to office, must attend all induction sessions.
- 6.7 QPRC will evaluate the induction program at the end of each council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.
- 6.8 An individual ongoing professional development plan will be developed for the Mayor and each Councillor to address any gaps in the capabilities (i.e. the knowledge, skills and attributes) needed to effectively fulfil their role.
- 6.9 Each professional development plan will span the Council's term, and identify professional development activities in which the Mayor or Councillor will participate.
- 6.10 Professional development activities will be prioritised according to need and approved by the General Manager where Council funds are required in accordance with the QPRC Expenses and Facilities for the Mayor and Councillors Policy.
- 6.11 The Mayor and Councillors are expected to complete all the activities included in their professional development plan.
- 6.12 Professional development activities will, wherever possible, follow the 70/20/10 principle.
- 6.13 The 70/20/10 principle requires that:
- 70% of learning activities are provided via learning and developing from experience, for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
 - 20% of learning activities are provided via learning and training through others, for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
 - 10% of learning activities are provided via learning and developing through structured programs, for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the Council, external training providers or industry bodies.
- 6.14 The timing of professional development activities for the mayor and councillors will be designed in such a way so as to not overload councillors with learning activities in the early part of the Council's term.
- 6.15 The timing will reflect what knowledge and skills the Mayor and Councillors need at various points in Council's term to undertake their roles.
- 6.16 The Mayor and Councillors will be provided with as much notice as possible for upcoming induction and professional development activities.
- 7 RESPONSIBILITIES**
- 7.1 The Mayor and each Councillor are responsible for making themselves available to attend any development activities identified in their professional development plan.
- 7.2 The Mayor and all Councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the Council.

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Councillor Induction and Professional Development Policy

- 7.3 Council's Manager Governance, Legal and Risk is responsible for planning, scheduling and facilitating induction and professional development activities for the Mayor and Councillors in consultation with the General Manager.
- 7.4 The General Manager has overall responsibility for QPRC's induction and professional development program.
- 7.5 Professional development activities that require Council's funds are to be approved by the General Manager in accordance with QPRC's Expenses and Facilities for the Mayor and Councillors Policy.

8 EVALUATION

- 8.1 Council will evaluate the professional development program at the end of each Council term to assess whether it was effective in assisting the Mayor and Councillors to develop the capabilities required to fulfil their civic roles.

9 REPORTING

- 9.1 The General Manager will publicly report each year in Council's annual report:
- The name of the Mayor and each individual Councillor who completed Council's induction program (where an induction program has been delivered during the relevant year).
 - The name of the Mayor and each Councillor who participated in any ongoing professional development program during the year.
 - The number of training and other activities provided to the Mayor and Councillors during the year as part of a professional development program.
 - The total cost of induction and professional development activities and any other training provided to the Mayor and Councillors during the relevant year.

10 REVIEW

- 10.1 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

18 DECEMBER 2024

ITEM 9.12 POLICY REVIEW

ATTACHMENT 4 DEVELOPMENT ADJACENT TO WATER, SEWER AND
STORMWATER MAINS POLICY



Development Adjacent to Water, Sewer and Stormwater Mains Policy

Date policy was adopted:	
Resolution number:	
Next Policy review date:	
Reference number:	
Strategic Pillar	
Responsible Branch	

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Development Adjacent to Water, Sewer and Stormwater Mains Policy

1 OUTCOMES

- 1.1 Council water supply (including recycled water), sewerage and/or stormwater drainage works are protected from damage.
- 1.2 Future maintenance and operation of Council water supply (including recycled water), sewerage and/or stormwater drainage works is considered.

2 POLICY

- 2.1 Unless specifically stated in this Policy, construction of any type will not be permitted within an easement for water supply (including recycled water), sewerage and/or stormwater drainage works or an implied easement under s59A of the *Local Government Act 1993*.
- 2.2 Unless specifically stated in this Policy, construction of any type will not be permitted where the zone of influence of the works imposes a load onto a water supply (including recycled water), sewerage and/or stormwater drainage works.

3 SCOPE OF THE POLICY

- 3.1 This Policy applies to all land within the Queanbeyan-Palerang Regional Council local government area.

4 DEFINITIONS

- 4.1 Impacted asset – a water, sewer, stormwater or recycled water asset owned by Council that is impacted directly or indirectly by proposed works
- 4.2 Easement – an easement shown on a certificate of title and related to water supply, sewerage and/or stormwater drainage works
- 4.3 Implied easement – an authority granted under s59A of the *Local Government Act* arising from the existence of water supply (including recycled water), sewerage and/or stormwater drainage works being a minimum of 3.0m wide and centred above the existing water supply, sewerage or stormwater drainage works
- 4.4 Zone of Influence – the area below a structure subject to load from the structure, measured at a 45° downward angle from the base of the structure or from the base of the pier if the structure is supported by a pier and beam footing. (Refer to Figure 1)
- 4.5 AEP – annual exceedance interval as defined in Australian Rainfall and Runoff 2016 Commonwealth of Australia (Geoscience Australia) 2019

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 This policy has been developed to meet industry best practice and legislation, including:
 - 5.1.1 *Local Government Act 1993*

6 CONTENT

- 6.1 General Requirements
 - 6.1.1 Construction of any type (including landscaping) within an easement or implied easement will not be permitted unless it is specifically allowed in this Policy.
 - 6.1.2 Construction of any type will not be permitted unless the impacted asset is located beyond the zone of influence of the structure.

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Development Adjacent to Water, Sewer and Stormwater Mains Policy

- 6.1.3 Construction of any type (including landscaping) will not be permitted unless a minimum horizontal clearance of 1.0m and a minimum vertical clearance of 2.5m is maintained around any surface structures
- 6.1.4 Construction of any type (including landscaping) will not be permitted unless a minimum 1.5m clear access is provided to reach any surface structure.
- 6.1.5 It is the responsibility of the Applicant to undertake necessary investigations to ascertain the depth of an impact asset(s). Council will provide information it holds on request but the information must be confirmed by the Applicant.
- 6.1.6 Notwithstanding that a proposed construction work is listed as permissible in this Policy, Council reserves the right to decline to permit the construction work if it is considered that the works will adversely impact Council operations, the safety of any person (including workers and residents of the subject property) or any other detrimental impact to the community that cannot be appropriately mitigated.
- 6.2 Permitted construction

Table 1: Permitted construction types and requirements

Construction	Requirements
Retaining Walls	<ul style="list-style-type: none"> • Must comply with Section 6.1 of this Policy. • Must not cross the impacted asset at an angle greater than 15° from perpendicular to the impacted asset • Must include a footing for the width of the easement to provide bridging of the main, with support piers constructed for the footing to the depth of the main • Must not restrict, reduce or impede a drainage path, whether natural or constructed.
Fencing	<ul style="list-style-type: none"> • Must comply with Section 6.1 of this Policy. • Must cross an impacted asset by the shortest path • Lightweight fencing materials used (such as palings, colorbond, post and rail or post and wire) • Members crossing the impacted asset allow for easy disassembly • Must not restrict, reduce or impede a drainage path, whether natural or constructed. Materials that allow for the flow of water through the fence are permitted.
Paved areas, driveways, kerb & gutter, car parking areas	<ul style="list-style-type: none"> • Minimum covers listed under Earthworks are maintained
Earthworks (Cut or Fill) impacting water or recycled water assets	<ul style="list-style-type: none"> • Not permitted
Earthworks (Cut) impacting stormwater and sewerage assets	<ul style="list-style-type: none"> • Minimum cover maintained (refer Table 2) • Hydraulic capacity of the asset not reduced • Pits and access chambers adjusted to match new levels • Stormwater not re-directed onto adjoining properties or public land
Earthworks (Fill) impacting	<ul style="list-style-type: none"> • Final depth over the main does not exceed the recommended maximum cover for the type of pipe / class/ bedding / cover

Development Adjacent to Water, Sewer and Stormwater Mains Policy

Construction	Requirements
stormwater and sewerage assets	<ul style="list-style-type: none"> • Access chambers are raised to maintain at least 150 mm height above the adjacent fill level • Where a sewer main property junction on a vacant lot is within the fill area, the connection point shall be raised to maintain a maximum depth to the connection of 2 metres; • For a stormwater main, an overland flow path can be provided that: <ul style="list-style-type: none"> ○ Can safely accommodate flow in a 1% AEP event; ○ Is dedicated as an easement for the drainage of water in Councils favour on the certificate of title; and ○ Is free-flowing and free of permanent and temporary obstructions (e.g. an internal road);
Trees and Vegetation	<ul style="list-style-type: none"> • Maximum height of vegetation is less than 1.5 metres • Species not listed on the Sydney Water “Trees you should avoid planting” list available at https://www.sydneywater.com.au/plumbing-building-developing/plumbing/wastewater-blockages.html
Temporary works to facilitate other construction works	<ul style="list-style-type: none"> • Superimposed loads are transferred beyond the zone of influence of the impacted asset for the duration of the works • On-going operations and maintenance works are accommodated for the duration of the works

Table 2: Minimum covers for earthworks

Area	Normal Minimum	Absolute Minimum
Non-trafficable	600mm	450mm [^]
Trafficable	750mm	600mm [^]
[^] Subject to:		
<ul style="list-style-type: none"> • Sewer – replacement of existing sewer mains with DI/CL main • Stormwater – replacement of existing stormwater main with appropriate class RCP main 		

6.3 Restoration of private property following Council works

6.3.1 All care will be taken to protect private property during routine or emergency maintenance works or other operations

6.3.2 Restoration by Council of construction works approved under this Policy, or any similar preceding policy, is not required to match the construction works. In the event of disturbance to private property, Council will discuss restoration prior to undertaking the works unless it is emergency works.

6.3.3 Except in the event of negligence, Council will not be liable for rectification of damage to construction works approved under this Policy caused by maintenance and renewal works to or any other planned or unplanned works on Council assets.

6.3.4 Council will act in good faith in dealing with property owners.

6.4 Design Criteria

6.4.1 The following information shall be submitted with any application:

- a) Footing/foundation design:
 - i) Comprising pier and beam footing construction
 - ii) Showing that superimposed loads are not transferred onto the impacted asset
 - iii) Designed to support the structure without lateral support to permit excavation of the main

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Development Adjacent to Water, Sewer and Stormwater Mains Policy

- iv) Designed and certified by a practicing structural engineer
 - b) A plan showing that the minimum clearances for future maintenance activities are provided
 - c) Any damage to the main caused by the developer/applicant or their agent during the execution of works to comply with the requirements of this policy must be repaired at the developer/applicant's expense.
- 6.5 Documentation
- 6.5.1 Full engineering details shall be submitted to Council for assessment and approval prior to the commencement of construction.
- 6.5.2 A certified works as executed plan shall be submitted upon completion of construction.
- 6.5.3 A statement from the proponent acknowledging that the proponent shall maintain the structure in good repair at their own expense.

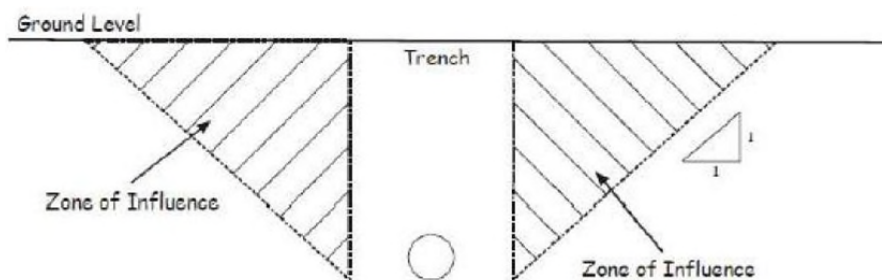


Figure 1: Zone of Influence Diagram

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


18 DECEMBER 2024

ITEM 9.12 POLICY REVIEW

ATTACHMENT 5 RECORDS POLICY



Records Policy

Date policy was adopted:	24 June 2020	CEO Signature and date 
Resolution number:	171/20	
Next Policy review date:	2024	
Reference number:	52.5.4	
Strategic Pillar	Community Choice	
Responsible Branch	Community and Education	25 June 2020

Records Policy

1. OUTCOMES

- 1.1 Ensure all Councillors and staff, including contractors, meet their record keeping requirements as required by NSW legislation.

2. POLICY

- 2.1 Council is committed to meeting its record management responsibilities as required by the *State Records Act 1998*.
- 2.2 Council must ensure that full and accurate records of all its activities and decisions are created, managed and retained or disposed of appropriately, and in accordance with the requirements of NSW legislation.

3. SCOPE OF THE POLICY

- 3.1 This policy applies to all Council Officials which includes Council Staff and Councillors who deal with corporate records and anyone who performs work on Council's behalf including casuals, volunteers, contractors and consultants.
- 3.2 This policy applies to all Council records in any format, created, received or maintained by Council for official business.

4. DEFINITIONS

Council official — includes councillors, members of staff of a council, administrators, council committee members and delegates of council.

Recordkeeping — making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Recordkeeping requirements — requirements arising from regulatory sources, business needs and community expectations that identify the types of records that should be created and the management framework needed in order to have, and accountably manage, all the business information that is necessary for an organisation.

Recordkeeping systems — business information systems capable of capturing, maintaining and providing access to records over time.

Records — information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. AS ISO 15489 Part 1 Clause 3.15. Record means any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (*NSW State Records Act 1998*). [NOTE: This can also include personal/private information generated by Council officials on Council owned systems and hardware].

Records management — field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposal of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records AS ISO 15489 Part 1 Clause 3.16.

Records management program — encompasses the management framework, the people and the systems required within an organisation to manage full and accurate records over time.

Records Policy

This includes the identification and protection of records with longer-term value that may be required as State archives.

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- *NSW State Records Act 1998*
- *NSW Local Government Act 1993*
- *NSW Government Information (Public Access) Act 2009*
- *Copyright Act 1968*
- *Environmental Planning & Assessment Act 1979*
- *NSW Privacy & Personal Information Act 1998*
- International Standard on Records Management AS ISO 15489-2017
- QPRC Information Management Strategic Plan 2019
- QPRC Code of Conduct

6. CONTENT

6.1 *Purpose of this Policy*

6.1.1 The purpose of this Records Policy is to ensure that full and accurate records of all activities and decisions of the Council are created, managed and retained or disposed of appropriately, and in accordance with relevant legislation. This will:

- (a) Enable the Council to achieve information accessibility, business enhancement and improvement.
- (b) Allow Council to meet its obligations for accountability while ensuring that it protects the rights and interest of the Council.
- (c) Ensure that Council is complying with NSW legislative requirements in respect of record management.

6.2 *Application of this policy*

6.2.1 All Council Officials must comply with the policy, and associated Records Management Directive and Business Rules, in their conduct of official business for the Council. This policy applies to records in all formats.

6.3 It is the responsibility of Council Officials to ensure that records created by them in the performance of their duties are properly preserved in Council's Record Management System (ECM).

6.4 All records and documents (regardless of format) created and/or received by Council Officials on Council-owned systems/hardware belong to QPRC and as such are assets for the use of Council and the community where appropriate.

6.5 It is the responsibility of Council Officials to comply with Council's record management processes to ensure they meet their record keeping responsibilities and that the records they create are full and accurate and saved into Council's Record Management System (ECM).

6.6 In particular, Council Officials have an obligation to:

- (a) Make records to support the conduct of their business activities
- (b) Make file notes to record verbal advice provided to customers in face-to-face meetings or on the telephone
- (c) Register records into Council's Records Management System (ECM)

Records Policy

- (d) Learn how and where records are kept within Council
- (e) Not dispose of or destroy records (see Cl.6.7)
- (f) Not lose records (if in hardcopy format)
- (g) Meet their training requirements for 'good record management'.

6.7 **Disposal of Records**

6.7.1 The disposal of Council records is only to be carried out by authorised QPRC Council staff in accordance with the State Records General Disposal Authorities (GA39, GA45) and in consultation with the Team Leader Records.

6.8 Council Officials are obliged to attend Records Management education and training courses to ensure their compliance with recordkeeping requirements as set out in this policy and the Information Management Strategic Plan 2019.

6.9 Council Officials need to understand their general conduct obligations as set out in the QPRC Code of Conduct which requires them to '*act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out [their] functions...*' This requirement applies directly to the obligations as set out in Clause 6.6 of this 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

18 DECEMBER 2024

ITEM 9.13 AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER

ATTACHMENT 1 MAPPING DOCUMENT - OLG MODEL

Model terms of reference for local government audit, risk and improvement committees

Reference to section of draft ARIC Charter

- 1.2 [Council/joint organisation] has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*.
- 2.1 These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

- 3.1 - Purpose The objective of [council's/joint organisation's] audit, risk and improvement committee is to provide independent assurance to [council/joint organisation] by monitoring, reviewing and providing advice about the [council's/joint organisation's] governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

Independence

- 9.5 The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide [council/joint organisation] with robust, objective and unbiased advice and assurance.
- 5.1 The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the [council/joint organisation]. The committee will provide independent advice to the [council/joint organisation] that is informed by the [council's/joint organisation's] internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.
- 11.2 The committee must always ensure it maintains a direct reporting line to and from the [council's/joint organisation's] internal audit function and act as a mechanism for internal audit to report to the governing body and the [general manager/executive officer] on matters affecting the performance of the internal audit function.

Authority

[Council/joint organisation] authorises the committee, for the purposes of exercising its responsibilities, to:

- 5.1
- access any information it needs from the [council/joint organisation]
 - use any [council/joint organisation] resources it needs
 - have direct and unrestricted access to the [general manager/executive officer] and senior management of the [council/joint organisation]
 - seek the [general manager's/executive officer's] permission to meet with any other [council/joint organisation] staff member or contractor
 - discuss any matters with the external auditor or other external parties
 - request the attendance of any employee at committee meetings, and
 - obtain external legal or other professional advice in line with councils' procurement policies. [Detail any prior approval needed or pre-determined budget for costs].
- 5.3
- Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release [council/joint organisation] information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the [general manager/executive officer], except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention. [amend if documentation is to be made available to the public].

Composition and tenure

- 6.1
- The committee consists of an independent chairperson and [two] independent members who have voting rights and [one non-voting councillor/board member], as required under the *Local Government (General) Regulation 2021*.

The governing body is to appoint the chairperson and members of the committee. Current committee members are:

[name]	Independent chairperson (voting)
[name]	Independent member (voting)
[name]	Independent member (voting)
[name]	[Councillor/board] member (non-voting) (if applicable) [cannot be the mayor]

6.4 All committee members must meet the independence and eligibility criteria prescribed under the *Local Government (General) Regulation 2021*.

7.2 Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chairperson of the committee. Members who have served an eight-year term (either as a member or as chairperson) must have a two-year break from serving on the committee before being appointed again. To preserve the committee's knowledge of the [council/joint organisation], ideally, no more than one member should retire from the committee because of rotation in any one year.

7.3 The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

9.3 Prior to approving the reappointment or extension of the chairperson's or an independent member's term, the governing body is to undertake an assessment of the chairperson's or committee member's performance.

7.4 Reappointment of the chairperson or a committee member is also to be subject to that person still meeting the independence and eligibility requirements prescribed under the *Local Government (General) Regulation 2021*.

6.9 Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the [council/joint organisation], the environment in which the [council/joint organisation] operates, and the contribution that the committee makes to the [council/joint organisation].

6.10 At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the [council's/joint organisation's] financial reporting responsibilities to be able to contribute to the committee's consideration of the [council's/joint organisation's] annual financial statements.

[Add any relevant details about shared arrangements, if applicable].

Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice to the [council/joint organisation] regarding the following aspects of the [council's/joint organisation's] operations:

- 2.1 4.1 → compliance
- 4.2 → risk management
- 2.1 → fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the [council/joint organisation], and
- internal audit.

2.1 The committee must also provide information to the [council/joint organisation] for the purpose of improving the [council's/joint organisation's] performance of its functions.

3.1 The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to these terms of reference.

4.1

4.1 The committee will act as a forum for consideration of the [council's/joint organisation's] internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

4.2

11.2

4.2 The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

3.1 The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the [council/joint organisation] rests with the governing body and the [general manager/executive officer].

5.1

9.2

11.1

11.3

11.4

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

Responsibilities of members

4.1	Independent members	
Section 9		The chairperson and members of the committee are expected to understand and observe the requirements of the Office of Local Government's <i>Guidelines for risk management and internal audit for local government in NSW</i> . Members are also expected to:
6.4		
Council's Code of Conduct		→ make themselves available as required to attend and participate in meetings → contribute the time needed to review and understand information provided to it
Requirement of application during recruitment		→ apply good analytical skills, objectivity and judgement → act in the best interests of the [council/joint organisation] → have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
Eligibility requirements		→ maintain effective working relationships with the [council/joint organisation] → have strong leadership qualities (chairperson)
Part of letter of appointment		→ lead effective committee meetings (chairperson), and → oversee the [council's/joint organisation's] internal audit function (chairperson).

[Councillor/board] members (if applicable)

6.5		To preserve the independence of the committee, the [councillor/board] member of the committee is a non-voting member. Their role is to: → relay to the committee any concerns the governing body may have regarding the [council/joint organisation] and issues being considered by the committee → provide insights into local issues and the strategic priorities of the [council/joint organisation] that would add value to the committee's consideration of agenda items → advise the governing body (as necessary) of the work of the committee and any issues arising from it, and → assist the governing body to review the performance of the committee.
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Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

Code of Conduct – clause 3

Note: Refer to comment under role and schedule 1.

6.5		The [councillor/board] member of the committee must conduct themselves in a non-partisan and professional manner. The [councillor/board] member of the
-----	--	--

Section 13 committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the [councillor/board] member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chairperson of the committee may recommend to the [council/joint organisation], that the [councillor/board] member be removed from membership of the committee. Where the [council/joint organisation] does not agree to the committee chairperson's recommendation, the [council/joint organisation] must give reasons for its decision in writing to the chairperson.

Conduct

Section 9
13.2 Independent committee members are required to comply with the [council's/joint organisation's] code of conduct.

Complaints alleging breaches of the [council's/joint organisation's] code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The [general manager/executive officer] must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the [council's/joint organisation's] code of conduct.

Conflicts of interest

9.5 Once a year, committee members must provide written declarations to the [council/joint organisation] stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the [council's/joint organisation's] code of conduct and must also complete and submit returns of their interests.

9.5 Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing

issued by the Institute of Internal Auditors and [current Australian risk management standard], where applicable.

Work plans

- 10.2 The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

- 10.2 The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

Assurance reporting

- Section 11 The committee must regularly report to the [council/joint organisation] to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the [council/joint organisation] or the achievement of the [council's/joint organisation's] goals and objectives.

- 5.3 The committee will provide an update to the governing body and the [general manager/executive officer] of its activities and opinions after every committee meeting.

- 10.5 The committee will provide an annual assessment to the governing body and the [general manager/executive officer] on the committee's work and its opinion on how the [council/joint organisation] is performing.

- 11.5 The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the [general manager/executive officer].
- 11.4 The committee may at any time report to the governing body or the [general manager/executive officer] on any other matter it deems of sufficient importance to warrant their attention. The [mayor/chairperson] and the chairperson of the committee may also meet at any time to discuss issues relating to the work of the committee.
- 5.4 Should the governing body require additional information, a request for the information may be made to the chairperson by resolution. The chairperson is only required to provide the information requested by the governing body where the chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual [councillors/board members] are not entitled to request or receive information from the committee.

Administrative arrangements

Meetings

- 10.1 The committee will meet at least [number (minimum of 4)] times per year, [including a special meeting to review the [council's/joint organisation's financial statements]].
- 10.1 The committee can hold additional meetings when significant unexpected issues arise, or if the chairperson is asked to hold an additional meeting by a committee member, the [general manager/executive officer] or the governing body.
- 10.1 Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.
- 8.1 A quorum will consist of a majority of independent voting members. Where the vote is tied, the chairperson has the casting vote.
- 10.5 The chairperson of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.
- 6.6 The [[mayor/chairperson], [general manager/executive officer] and the [internal audit coordinator] should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chairperson can request the [council's/joint organisation's] [chief finance officer or equivalent], [head of risk management function or equivalent], [senior managers or equivalent], any

[councillors/board members], any employee/contractor of the council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chairperson at any time.

10.3 The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

10.3 The committee must meet separately with the [internal audit coordinator] and the [council's/joint organisation's] external auditor at least once each year.

Dispute resolution

9.2 Members of the committee and the [council's/joint organisation's] management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

10.4 In the event of a disagreement between the committee and the [general manager/executive officer] or other senior managers, the dispute is to be resolved by the governing body.

10.4 Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

Secretariat

10.5 The [general manager/executive officer] will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chairperson at least [number] weeks before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chairperson and circulated within [agreed timeframe] of the meeting to each member.

Section 13 Resignation and dismissal of members

13.1 Where the chairperson or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give [agreed timeframe] notice to the chairperson and the governing body prior to their resignation to allow the [council/joint organisation] to ensure a smooth transition to a new chairperson or committee member.

The governing body can, by resolution, terminate the appointment of the chairperson or an independent committee member before the expiry of their term where that person has:

- 13.2
- breached the council's code of conduct
 - performed unsatisfactorily or not to expectations
 - declared, or is found to be in, a position of a conflict of interest which is unresolvable
 - been declared bankrupt or found to be insolvent
 - experienced an adverse change in business status
 - been charged with a serious criminal offence
 - been proven to be in serious breach of their obligations under any legislation, or
 - experienced an adverse change in capacity or capability.

13.3 The position of a [councillor/board] member on the committee can be terminated at any time by the governing body by resolution.

Review arrangements

Section 12 (to be removed)
6.5

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

Section 14

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Further information

For further information on [council's/joint organisation's] audit, risk and improvement committee, contact [name] on [email address] or by phone [phone number].

Section 15

Reviewed by chairperson of the audit, risk and improvement committee

Endorsed

[signed]

[date]

Section 15

Reviewed by [council/joint organisation] in accordance with a resolution of the governing body.

Approved

[signed]

[date]

[resolution reference]

Added

Next review date: [date]

Schedule 1 – Audit, risk and improvement committee responsibilities

[Note: each council/joint organisation is to determine the responsibilities of its committee related to each matter listed in section 428A of the Local Government Act 1993 and list them in Schedule 1 to the committee's terms of reference. Suggested responsibilities are provided below and further detailed in core requirement 1 and Appendix 2 of the Guidelines for Risk Management and Internal Audit for Local Government in NSW.]

Audit

Internal audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, [general manager/executive officer], senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise the [council/joint organisation]:
 - on whether the [council/joint organisation] is providing the resources necessary to successfully deliver the internal audit function
 - if the [council/joint organisation] is complying with internal audit requirements, including conformance with the International Professional Practices Framework
 - if the [council's/joint organisation's] internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the [council/joint organisation] are suitable
 - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the [council's/joint organisation's] internal audit function
 - if the [council's/joint organisation's] internal audit activities are effective, including the performance of the internal audit coordinator and the internal audit function
 - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
 - of the implementation by the [council/joint organisation] of these corrective actions
 - on the appointment of the internal audit coordinator and external providers, and
 - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

External audit

- Act as a forum for communication between the governing body, [general manager/executive officer], senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations

- Provide advice to the governing body and/or [general manager/executive officer] on action taken on significant issues raised in relevant external audit reports and better practice guides

Risk

Risk management

Review and advise the [council/joint organisation]:

- if the [council's/joint organisation's] has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the [council/joint organisation] is providing the resources necessary to successfully implement its risk management framework
- whether the [council's/joint organisation's] risk management framework is adequate and effective for identifying and managing the risks the [council/joint organisation] faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the [council/joint organisation] and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the [council's/joint organisation's] risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the [council/joint organisation] has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the [council/joint organisation] and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the [council's/joint organisation's] risk management approach impacts on the [council's/joint organisation's] insurance arrangements
- of the effectiveness of the [council's/joint organisation's] management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise the [council/joint organisation]:

- whether the [council's/joint organisation's] approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the [council/joint organisation] has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with

- if the [council's/joint organisation's] monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise the [council/joint organisation] of the adequacy and effectiveness of the [council's/joint organisation's] compliance framework, including:

- if the [council/joint organisation] has appropriately considered legal and compliance risks as part of the [council's/joint organisation's] risk management framework
- how the [council/joint organisation] manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise the [council/joint organisation] of the adequacy and effectiveness of the [council's/joint organisation's] fraud and corruption prevention framework and activities, including whether the [council/joint organisation] has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise the [council/joint organisation]:

- if the [council/joint organisation] is complying with accounting standards and external accountability requirements
- of the appropriateness of the [council's/joint organisation's] accounting policies and disclosures
- of the implications for the [council/joint organisation] of the findings of external audits and performance audits and the [council's/joint organisation's] responses and implementation of recommendations
- whether the [council's/joint organisation's] financial statement preparation procedures and timelines are sound
- the accuracy of the [council's/joint organisation's] annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the [council/joint organisation] to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the [council's/joint organisation's] annual report is consistent with signed financial statements
- if the [council's/joint organisation's] financial management processes are adequate
- the adequacy of cash management policies and procedures

- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the [council/joint organisation] are adequate
- if the [council's/joint organisation's] grants and tied funding policies and procedures are sound.

Governance

Review and advise the [council/joint organisation] regarding its governance framework, including the [council's/joint organisation's]:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

Improvement

Strategic planning

Review and advise the [council/joint organisation]:

- of the adequacy and effectiveness of the [council's/joint organisation's] integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the [council/joint organisation] is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the [council/joint organisation]:
 - If the [council/joint organisation] has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance

- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the [council/joint organisation] can improve its service delivery and the [council's/joint organisation's] performance of its business and functions generally

Performance data and measurement

Review and advise the [council/joint organisation]:

- if the [council/joint organisation] has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the [council/joint organisation] uses are effective, and
- of the adequacy of performance data collection and reporting.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.13 AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER

ATTACHMENT 2 DRAFT ARIC CHARTER 2024



Queanbeyan–Palering Regional Council

DRAFT
Audit Risk and Improvement
Committee Charter

Adopted: [council meeting date]
Resolution: [council resolution]

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1. Introduction

- 1.1 The Audit Risk and Improvement Committee (Committee) plays an important role in providing oversight of Queanbeyan–Palerang Regional Council governance, risk management, compliance and control practices. The Committee also serves to provide confidence in the integrity of practices to enable the achievement of Council's strategic objectives.
- 1.2 This charter provides the framework for performance of Committee activities.

2. Mandate

- 2.1 The mandate for establishment of the Committee is derived from Part 428A of the *Local Government Act 1993 No 30* (NSW) and the *Local Government (General) Regulation 2021* (NSW). This requires Committee coverage to include:
 - Compliance.
 - Risk management.
 - Fraud control.
 - Financial management.
 - Governance.
 - Implementation of the strategic plan, delivery program and strategies.
 - Service reviews.
 - Providing information to the Council for the purpose of improving the Council's performance of its functions.
 - Any other matter prescribed by the regulations

3. Purpose

- 3.1 The purpose of the Committee is to provide independent assurance to QPRC by monitoring, reviewing, and providing advice about Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

4. Role

- 4.1 The Committee fulfills its responsibilities under section 428A of the Act and supports the Council by:
 - Reviewing effectiveness of governance, risk management, compliance, and control.
 - Reviewing the financial statements and performance reporting.
 - Promoting improved economy, efficiency, effectiveness, and ethical culture.
 - Reviewing reliability of management information.
 - Monitoring and evaluating internal audit performance.
 - Reviewing effectiveness of fraud control measures.
 - Monitoring compliance with laws, regulations, standards, and good practice.
- 4.2 This requires Committee oversight to encompass the broad range of functions and activities related to governance and assurance including, but not limited to:
 - Governance.
 - Risk management.
 - Controls.

- Financial management, accounting policies, financial statements and annual reporting.
- External audit.
- Internal audit.
- Compliance.
- Implementation of audit recommendations.
- Ethics and organisation culture.
- External accountability.
- Fraud and corruption control.
- Business continuity management including ICT disaster recovery arrangements.
- Security including physical security, cybersecurity and ICT security.
- Legal issues.
- Complaint management.
- Organisation performance and management reporting.
- Work health and safety.
- Environmental management.
- Major projects and business initiatives.
- Regulator activities.
- Response to significant government enquiries.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

5. Authority

- 5.1 The authority of the Committee to perform its role is established within the scope of this charter. In discharging its responsibilities, the Committee shall have:
- No executive powers delegated financial responsibility or management functions.
 - Direct and unrestricted access to the General Manager, Directors, and Managers.
 - Seek the General Manager or relevant director's permission to meet with any other staff member or contractor.
 - Access to records, data, and reports, subject to any legal information protection or privacy requirements.
 - Authority to discuss any matters with the external auditor or other external parties, subject to confidentiality considerations.
 - The right to request attendance of management at Committee meetings.
 - The right to obtain external legal or other professional advice, subject to prior approval of the Council.
- 5.2 The Committee may engage independent advisers to assist with its duties if agreed by the General Manager.
- 5.3 Information and documents pertaining to the Committee are confidential and are not to be made publicly available, except for Committee minutes. Information may be considered being made publicly available as determined on a case-by-case basis in accordance with relevant legislation.
- 5.4 If the governing body requires additional information a request for the information may be made to the Chair by resolution. The Chair is only required to provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the *Local Government Act 1993* as

amended. Individual councillors are not entitled to request or receive information from the committee.

- 5.5 The Committee may release information to external parties that are assisting the Committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigator or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

6. Committee Composition

- 6.1 Committee membership comprises:

- An independent Chair external to the organisation (voting)
- A maximum of two independent members external to the organisation (voting)
- A non-voting councillor member (excluding the Mayor).

~~6.2 The Chair and members are appointed by the Council.~~

- 6.3 The Chair should be appointed on the selection panel for the recruitment of new voting members.

- 6.4 All members (voting and non-voting) must meet the minimum eligibility criteria set by the Office of Local Government as prescribed in the Guidelines for risk management and internal audit for local government in NSW.

- 6.5 The role of a non-voting governing body elected representative on the committee is to:

- Relay to the committee any concerns the governing body may have regarding the council and issues being considered by the committee
- Provide insights into local issues and the strategic priorities of the council that would add value to the committee's consideration of agenda items
- Advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
- Assist the governing body to review the performance of the committee.
- Act in a non-partisan and professional manner and to not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

- 6.6 The Committee is supported by a representative/s from the contracted internal audit and external audit function service provider. These representatives attend as independent observers. The Chair can request any councillor, employee or contractor of council, or any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the Chair at any time. The Committee can also hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members present.

- 6.7 The Mayor and Councillors not serving on the Committee may attend Committee meetings as observers and to contribute insights to assist Committee deliberations.

- 6.8 The Chair may invite visitors to meetings as necessary to address matters on the agenda.

- 6.9 The Committee is a skill-based governance committee. Members should collectively possess sufficient knowledge of governance, assurance, audit, finance, information

technology, legislation, risk management, compliance and control in addition to any special attributes relevant to the Council or its industry.

- 6.10 As the responsibilities of the Committee evolve in response to regulatory, economic and reporting developments, it is important that member competencies and the overall balance of skills on the Committee be periodically evaluated to respond to emerging needs.

7. Terms of Appointment

- 7.1 Committee appointments will be made by the Council.
- 7.2 Appointments to the Committee may be for an initial period of up to four years, however, membership will be staggered to enable continuity of knowledge, with the exception of non-voting members whose term ends at the end of the council term.
- 7.3 Terms and conditions of appointment for voting members will be set out in a letter of appointment.
- 7.4 Members are eligible to be reappointed, based on performance and as approved by the Council. However, the total period of continuous membership cannot exceed eight years (including any terms as Chair of the Committee).
- 7.5 Voting members who have served an eight-year term must have a two-year break from serving on the Committee before being appointed again, provided the minimum eligibility criteria is met.
- 7.6 The Council will appoint one independent member to be the Chair and one independent member to be deputy Chair of the Committee. Independent members must be external to the Council.
- ~~7.7 Committee membership will be periodically reviewed in line with the policy for Council and sub-committee appointments.~~
- 7.8 Membership of the Committee comprises personal membership—proxies are not permitted.

8. Quorum

- 8.1 The quorum for the Committee shall be a majority of voting members at the relevant time.

9. Operational Principles

- 9.1 Committee values

Committee members will conduct themselves in accordance with the Council Code of Conduct.

- 9.2 Communications

All communication with management and staff, as well as with any advisers, will be direct, open and complete. The Chair will be the Committee link to the Council.

It is important the Committee Chair and members develop, establish and maintain an effective working relationship with the Council and executive management.

Any concerns or differences should be resolved by way of open negotiation, with the final arbiter being the Council.

9.3 Induction

New Committee members will receive information and briefings on the work of the Committee to assist them in meeting their responsibilities. Inductions for new Committee members will be arranged by the secretariat.

9.4 Preparation and attendance

Committee members have an obligation to prepare for and actively participate in Committee meetings. This requires members to contribute the time needed to study and understand the papers provided for meetings. Members are expected to apply good analytical skills, objectivity and judgment, express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

9.5 Conflicts of interest

Committee members will provide written declarations to Council stating that they do not have any conflicts of interest that would preclude them from being members of the Committee on an annual basis.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest that they may have at the start of each meeting, before discussion of the relevant agenda item or issue, and when the issue arises.

Where committee members and observers are deemed to have a pecuniary or a significant non-pecuniary conflict of interest, they are to remove themselves from Committee deliberations on the issue. Details of any conflicts of interest should also be appropriately minuted.

A conflict of interest relates to any actual, potential or perceived conflict of interest.

A register of interests of Committee members will be maintained by QPRC to demonstrate transparency.

10. Operational Procedures

10.1 Meetings

The Committee shall meet at least four times each financial year and more frequently if the Council deems it necessary. A special meeting may be convened to review the financial statements or external audit management letter and opinion, or if a significant unexpected issue arises.

Meetings may be held in person, by teleconference or by videoconference.

10.2 Committee work plan

A forward work plan, including meeting dates and agenda items that ensure the Committee achieves all of its functions, will be agreed by the Committee at the beginning of each financial year.

10.3 In camera sessions

The Committee will meet privately:

- at least twice each financial year with the Risk and Internal Audit Coordinator;
- at least twice each financial year with the internal auditor; and
- at least once each financial year with the external auditor.

10.4 Dispute resolution

In the event of a disagreement between the Committee and the General Manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

10.5 Secretariat services

Council will provide secretariat services for the Committee. The meeting agenda and supporting papers will be approved for distribution by the Chair and distributed by the secretariat at least five working days before each meeting. Meeting minutes will be prepared and distributed within 10 working days of each meeting.

11. Committee Reporting

11.1 The Committee through the Chair reports directly to the Council.

11.2 The Committee must ensure it maintains a direct functional reporting line for the internal auditor.

11.3 The Chair will meet with the Council on Committee outcomes at least annually.

11.4 The Committee through the Chair may report to the Council on any matters at any time it deems of sufficient importance to do so, with a process established to allow an individual Committee member to request a meeting with the Council should the member consider it warranted.

11.5 The Committee will provide the Council with an annual report at conclusion of each financial year on its operations, activities, outcomes and achievements, together with focus areas for the coming financial year.

~~12. Evaluation of Performance~~

~~12.1 Committee performance will be evaluated at least every two years, with results reported to the Council.~~

~~12.2 The method for Committee performance evaluation will be at the discretion of the Council.~~

13. Resignation and dismissal of members

13.1 Where the Chair or a Committee member is unable to complete their term, or does not intend to seek reappointment after the expiry of their term, they should give at least two meetings' notice to the Chair and Council prior to their resignation to enable Council to ensure a smooth transition to a new committee member, unless there are extenuating circumstances.

13.2 Council may terminate via resolution the engagement of any Chair or independent committee member before the expiry of their term where the individual has:

- breached Council's Code of Conduct
- performed unsatisfactorily or not to expectations
- been declared bankrupt or found to be insolvent
- experienced an adverse change in capacity or capability

- been proven to be in serious breach of their obligations under any legislation, or
- declare, or is found to be in a position of conflict of interest, which is unresolvable.

13.3 Any position of a Councillor member on the Committee can be terminated at any time by resolution of Council.

13.4 The Chair of the committee may recommend the removal of an elected representative committee member. Where Council does not agree with the Chair's recommendation, the reasons for this decision must be provided in writing to the Chair.

14. Review of the Charter

14.1 The Committee will review its Charter each financial year to incorporate any amendments deemed appropriate.

15. Approval of the Charter

Endorsed: QPRC Audit, Risk and Improvement Committee
Committee meeting held 9 September 2024

Approved: Queanbeyan–Palerang Regional Council
Ordinary meeting of Council held xxxx

Next Review Date: September 2025

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.13 AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER

ATTACHMENT 3 ARIC WORK PLAN - REQUIREMENTS

9.13 Audit, Risk and Improvement Committee Charter
Attachment 3 - ARIC Work Plan - Requirements (Continued)

Charter Ref	LG Act S428A	Responsibility Area	Responsibility Task	Frequency	Quarterly Meeting			
					Aug	Nov	Feb	May
1. Audit								
1.1 Internal Audit								
1.1.1.	(2)(i)	Strategic Oversight	Provide overall strategic oversight of internal audit activities	Quarterly	●	●		
1.1.2.	(2)(i)	Forum of Communication	Act as a forum for communication between the Governing Body, GM, senior management, the internal audit function and external audit	Quarterly	●	●		
1.1.3.	(2)(i)	Work Programs	Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions	As required				
1.1.4.a	(2)(i)	Internal Audit Resources	Review and advise whether Council is providing the resources necessary to successfully deliver the internal audit function	Annually				
1.1.4.b	(2)(i)	Conformance with Standards	Review and advise whether Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework	Annually				
1.1.4.c	(2)(i)	Internal Audit Charter & Policies	Review and advise whether Council's internal audit charter is appropriate and whether the internal audit policies and procedures, and audit and risk methodologies used by Council are suitable	Annually				
1.1.4.d	(2)(i)	Audit Work Plans	Review and advise the strategic four (4) year work plan and annual work plan of internal audits to be undertaken by Council's internal audit function	Annually				
1.1.4.e	(2)(i)	Assessment of Internal Audit Function	Review and advise whether Council's internal audit activities are effective, including the performance of the internal audit coordinator and the internal audit function generally	Annually				
1.1.4.i	(2)(i)	Internal Audit Resources	Review and advise whether the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities	Annually				
1.1.4.f	(2)(i)	Audit Findings and Recommendations	Review and advise the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised	Quarterly		●		
1.1.4.g	(2)(i)	Implementation of Recommendations	Monitor the implementation by Council of any corrective actions / internal audit recommendations	Quarterly		●		
1.1.4.h	(2)(i)	Appointments	Review and advise the appointment of the internal audit coordinator (s216P Regulations) function and any external providers	As required				
1.2 External Audit (Audit Office)								
1.2.1	(2)(d)	Forum of Communication	Act as a forum for communication between the Governing Body, GM, senior management, the internal audit function and external audit	Every meeting	●	●		
1.2.2	(2)(d)	Work Programs	Coordinate as far as is practicable, the work programs of internal audit and external audit	Annually				
1.2.3	(2)(d)	Financial Audit Coverage	Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided	Annually	●			
1.2.4	(2)(d)	External Plans and Reports	Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations	Quarterly	●	●		
1.2.5	(2)(d)	Advice on Significant Issues	Provide advice to the Governing Body and/or GM on action taken on significant issues raised in relevant external audit reports and better practice guides	As required	●	●		

9.13 Audit, Risk and Improvement Committee Charter
Attachment 3 - ARIC Work Plan - Requirements (Continued)

Charter Ref	LG Act S428A	Responsibility Area	Responsibility Task	Frequency	Quarterly Meeting			
					Aug	Nov	Feb	May
2. Risk								
2.1 Compliance								
2.1.1	(2)(a)	Legal and Compliance Risks	Determine whether Council has appropriately considered legal and compliance risks as part of Council's risk management framework.	Annually				
2.1.2	(2)(a)	Compliance - Law, Regulations etc	Review how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements	Annually				
2.1.3	(2)(a)	Compliance Assessment	Determine whether appropriate processes are in place to assess compliance.	Annually				
2.2 Risk Management Framework								
2.2.1	(2)(b)	Enterprise Risk Management Framework (ERMF)	Review whether Council has in place a current and appropriate risk management framework that is consistent with the Australian Risk Management Standard	Annually				
2.2.2	(2)(b)	Risk Management Resources	Determine whether Council is providing the resources necessary to successfully implement its risk management framework	Annually				
2.2.3	(2)(b)	Adequacy and Effectiveness of ERMF	Determine whether Council's risk management framework is adequate and effective for identifying and managing the risks Council faces, including those associated with individual projects, programs and other activities	Quarterly		•		
2.2.4	(2)(b)	Risk Management Integration	Determine whether risk management is integrated across all levels of Council and across all processes, operations, services, decision-making functions and reporting	Annually				
2.2.5	(2)(b)	Risk Reports and Documentation	Assess the adequacy of risk reports and documentation, for example, Council's risk register and risk profile	Annually				
2.2.6	(2)(b)	Major Projects or Undertakings	Determine whether a sound approach has been followed in developing risk management plans for major projects or undertakings	Annually				
2.2.8	(2)(b)	Ethical Culture Assessment	Assess whether Council has taken steps to embed a culture which is committed to ethical and lawful behaviour	Annually				
2.2.9	(2)(b)	Risk Culture Assessment	Assess whether there is a positive risk culture within Council and strong leadership that supports effective risk management	Annually				
2.2.10	(2)(b)	Risk Staff Training	Assess the adequacy of staff training and induction in risk management	Annually				
2.2.11	(2)(b)	Insurance Arrangements	Review how Council's risk management approach impacts on Council's insurance arrangements	Annually				
2.2.12	(2)(b)	Asset Management	Review the effectiveness of Council's management of its assets	Annually				
2.2.13	(2)(b)	BCP	Assess the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans	Annually				
2.2.a Internal Control Framework								
2.2.a.1	(2)(i)	Effectiveness of Internal Control Framework	Review whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective	Annually				
2.2.a.2	(2)(i)	Policies and Procedures	Review and advise whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated	Annually				
2.2.a.3, 2.2.7	(2)(i)	Delegations	Review and advise whether appropriate policies and procedures are in place for the management and exercise of delegations	Annually				
2.2.a.4	(2)(i)	Staff Implementation of Controls	Review and advise whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with	Annually				
2.2.a.5	(2)(i)	Monitoring of Controls	Review and advise whether Council's monitoring and review of controls is sufficient	Annually				
2.2.a.6	(2)(i)	Implementation of Audit Recommendations	Review and advise whether internal and external audit recommendations to correct internal control weaknesses are implemented appropriately	Quarterly		•		
2.3 Fraud Controls								
2.3	(2)(c)	Effectiveness of Framework	Review and advise Council of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information	Annually				

9.13 Audit, Risk and Improvement Committee Charter
Attachment 3 - ARIC Work Plan - Requirements (Continued)

Charter Ref	LG Act S428A	Responsibility Area	Responsibility Task	Frequency	Quarterly Meeting			
					Aug	Nov	Feb	May
2.4 Financial Management								
2.4.1	(2)(d)	Accounting Standards	Review and advise whether Council is complying with accounting standards and external accountability requirements	Annually	●			
2.4.2	(2)(d)	Accounting Policies and Disclosures	Review and advise the appropriateness of Council's accounting policies and disclosures	Annually	●			
2.4.3	(2)(d)	External Audit Recommendations	Review and advise the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations	Quarterly		●		
2.4.4	(2)(d)	Financial Statement Preparation	Review and advise whether Council's financial statement preparation procedures and timelines are sound	Annually	●			
2.4.5	(2)(d)	Accuracy of Financial Statements	Review and advise the accuracy of Council's annual financial statements prior to external audit, including: a. management compliance/representations; b. significant accounting and reporting issues; c. the methods used by Council to account for significant or unusual transactions and areas of significant estimates or judgements; and d. appropriate management signoff on the statements	Annually	●			
2.4.6	(2)(d)	Consistency Process Review	Review and advise whether effective processes are in place to ensure financial information included in Council's annual report is consistent with signed financial statements	Annually	●			
2.4.7	(2)(d)	Financial Management Processes	Review and advise whether Council's financial management processes are adequate	Annually				
2.4.8	(2)(d)	Cash Management	Review and advise the adequacy of cash management policies and procedures	Annually				
2.4.9	(2)(d)	Controls over Financial Processes	Review and advise whether there are adequate controls over financial processes, for example: a. appropriate authorisation and approval of payments and transactions; b. adequate segregation of duties; c. timely reconciliation of accounts and balances; and d. review of unusual and high value purchases	Annually				
2.4.10	(2)(d)	Policies for Management Review	Review and advise whether policies and procedures for management review and consideration of the financial position and performance of Council are adequate	Annually				
2.4.11	(2)(d)	Grants Policies	Review and advise whether Council's grants and tied funding policies and procedures are sound	Annually				
2.5 Governance								
	(2)(e)	Governance Oversight	Review and advise Council regarding:					
2.5.1	(2)(e)		Decision-making processes	Annually				
2.5.2	(2)(e)		Implementation of governance policies and procedures	Annually		●		
2.5.3	(2)(e)		Reporting lines and accountability	Annually				
2.5.4	(2)(e)		Assignment of key roles and responsibilities	Annually				
2.5.5	(2)(e)		Committee structure	Annually				
2.5.6	(2)(e)		Management oversight responsibilities	Annually				
2.5.7	(2)(e)		Human resources and performance management activities	Annually				
2.5.8	(2)(e)		Reporting and communication activities	Annually				
2.5.9	(2)(e)		Information and communications technology governance	Annually				
2.5.10	(2)(e)		Management and governance of the use of data, information and knowledge	Annually				

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

18 DECEMBER 2024

ITEM 9.14 INVESTMENT REPORT - NOVEMBER 2024

ATTACHMENT 1 INVESTMENT REPORT PACK - NOVEMBER 2024



Investment Report Pack

Queanbeyan-Palerang Regional Council

As At 30 November 2024



Contents

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

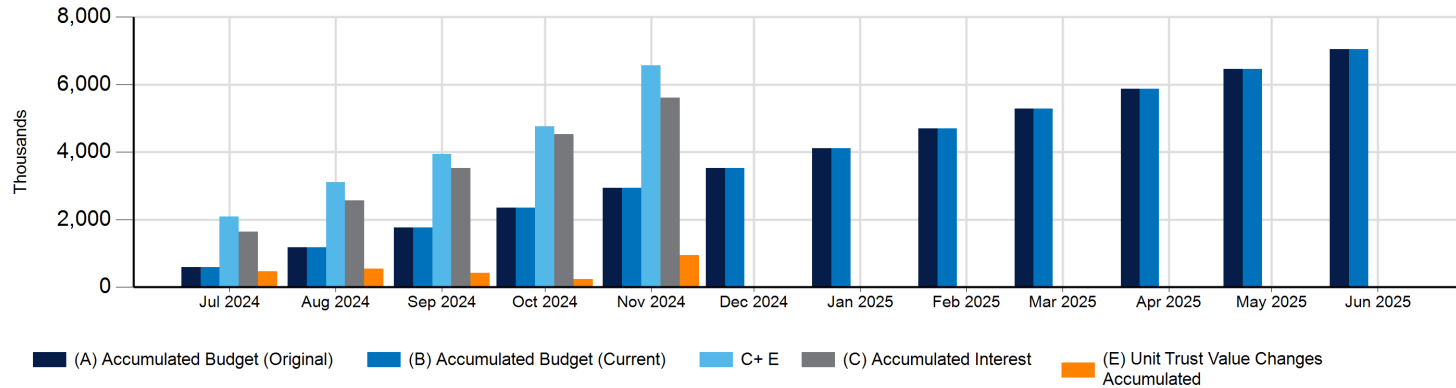


1. Budget vs Actual Interest Income 1 July 2024 to 30 June 2025

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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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		5,609,570.19		(55,780.00)		951,063.83		6,560,634.02

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 30 November 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		947,865.99	1.00000000	947,865.99	100.000	0.000			947,865.99	0.31%	5.20%	
			947,865.99		947,865.99					947,865.99	0.31%		5.20%
At Call Deposit													
AMP QPRC At Call	S&P ST A2		54.18	1.00000000	54.18	100.000	0.000			54.18	0.00%	3.00%	
BENAU transaction At Call	Moodys A3		91,505.57	1.00000000	91,505.57	100.000	0.000			91,505.57	0.03%	0.00%	
NAB At Call	S&P AA-		25,183,609.60	1.00000000	25,183,609.60	100.000	0.000			25,183,609.60	8.31%	4.65%	
NAB General At Call	S&P AA-		6,103,084.43	1.00000000	6,103,084.43	100.000	0.000			6,103,084.43	2.01%	4.35%	
NAB Links At Call	S&P AA-		884,180.67	1.00000000	884,180.67	100.000	0.000			884,180.67	0.29%	4.35%	
Westpac At Call	S&P AA-		101,570.23	1.00000000	101,570.23	100.000	0.000			101,570.23	0.03%	0.00%	
			32,364,004.68		32,364,004.68					32,364,004.68	10.68%		4.56%
Covered Floating Bond													
BENAU 1.15 16 Jun 2028 COVEREDFLO	Moodys Aaa	AU3FN0078846	6,000,000.00	1.00000000	6,000,000.00	101.168	1.144			6,138,720.00	2.03%	5.54%	
ING 0.98 08 Dec 2025 COVEREDFLO	Moodys Aaa	AU3FN0074175	3,500,000.00	1.00000000	3,500,000.00	100.577	1.210			3,562,545.00	1.18%	5.39%	
			9,500,000.00		9,500,000.00					9,701,265.00	3.20%		5.48%
Fixed Rate Bond													
ANZ 4.95 11 Sep 2028 Fixed	S&P AA-	AU3CB0302404	3,000,000.00	1.00000000	3,000,000.00	100.949	1.094			3,061,290.00	1.01%	4.97%	
BOQ 4.29 Oct 2025 Fixed	S&P A-	AU3CB0288843	2,840,000.00	1.00000000	2,840,000.00	99.176	0.352			2,826,595.20	0.93%	4.11%	
BOQ 4.7 27 Jan 2027 Fixed	S&P A-	AU3CB0296168	5,000,000.00	1.00000000	5,000,000.00	99.594	1.609			5,060,150.00	1.67%	4.76%	
BOQ 5.3 30 Apr 2029 Fixed	S&P A-	AU3CB0308955	5,000,000.00	1.00000000	5,000,000.00	101.165	0.451			5,080,800.00	1.68%	5.30%	
MACQ 1.7 12 Feb 2025 Fixed	S&P A+	AU3CB0270387	6,000,000.00	1.00000000	6,000,000.00	99.379	0.508			5,993,220.00	1.98%	1.66%	
NTTC 1.1 15 Dec 2024 - Issued 16 Sep 2020 Fixed	Moodys Aa3		3,000,000.00	1.00000000	3,000,000.00	100.000	1.058			3,031,740.00	1.00%	1.10%	
NTTC 1.1 15 Jun 2025 - Issued 16 Mar 2021 - Queanbeyan Regional Council Fixed	Moodys Aa3		5,000,000.00	1.00000000	5,000,000.00	100.000	0.506			5,025,300.00	1.66%	1.10%	
SunBank 2.5 25 Jan 2027 Fixed	S&P A+	AU3CB0285955	5,000,000.00	1.00000000	5,000,000.00	95.612	0.870			4,824,100.00	1.59%	2.66%	
SunBank 4.8 14 Dec 2027 Fixed	S&P A+	AU3CB0294957	3,000,000.00	1.00000000	3,000,000.00	100.172	2.216			3,071,640.00	1.01%	4.88%	
UBS Aust 5.12 May 2028 Fixed	S&P A+	AU3CB0299378	3,000,000.00	1.00000000	3,000,000.00	100.901	0.249			3,034,500.00	1.00%	5.01%	
			40,840,000.00		40,840,000.00					41,009,335.20	13.53%		3.39%
Floating Rate Note													
Auswide 1.5 17 Mar 2026 FRN	Moodys Baa2	AU3FN0076352	2,000,000.00	1.00000000	2,000,000.00	100.412	1.200			2,032,240.00	0.67%	5.90%	
BAL 1.55 22 Feb 2027 FRN	S&P BBB+	AU3FN0075461	4,000,000.00	1.00000000	4,000,000.00	101.015	0.131			4,045,840.00	1.34%	5.94%	
BAL 1.7 21 Feb 2028 FRN	S&P BBB+	AU3FN0085031	11,500,000.00	1.00000000	11,500,000.00	101.411	0.151			11,679,630.00	3.85%	6.07%	
BOQ 1.35 27 Jan 2027 FRN	S&P A-	AU3FN0074662	3,000,000.00	1.00000000	3,000,000.00	101.103	0.519			3,048,660.00	1.01%	5.71%	
BENAU 1.35 27 Jan 2027 FRN	S&P A-	AU3FN0074563	5,000,000.00	1.00000000	5,000,000.00	101.267	0.519			5,089,300.00	1.68%	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
CBA 1.15 13 Jan 2028 FRN	S&P AA-	AU3FN0074514	3,500,000.00	1.00000000	3,500,000.00	101.275	0.717			3,569,720.00	1.18%	5.57%	
CBA 0.95 17 Aug 2028 FRN	Moodys Aa3	AU3FN0080396	3,750,000.00	1.00000000	3,750,000.00	100.713	0.177			3,783,375.00	1.25%	5.38%	
RABOCOOP 1.15 21 Nov 2028 FRN	S&P A+	AU3FN0083119	3,750,000.00	1.00000000	3,750,000.00	101.247	0.137			3,801,900.00	1.25%	5.57%	
PCCU 1.6 08 Feb 2027 FRN	Moodys Baa1	AU3FN0084794	2,500,000.00	1.00000000	2,500,000.00	101.346	0.363			2,542,725.00	0.84%	5.97%	
HSBCSyd 1.1 25 Aug 2027 FRN	Moodys Aa3	AU3FN0071015	3,750,000.00	1.00000000	3,750,000.00	101.019	0.076			3,791,062.50	1.25%	5.52%	
HSBCSyd 1.05 03 Mar 2028 FRN	Moodys Aa3	AU3FN0075792	5,000,000.00	1.00000000	5,000,000.00	100.871	1.314			5,109,250.00	1.69%	5.45%	
MACQ 0.84 12 Feb 2025 FRN	S&P A+	AU3FN0052908	3,000,000.00	1.00000000	3,000,000.00	100.100	0.259			3,010,770.00	0.99%	5.26%	
MACQ 0.48 09 Dec 2025 FRN	S&P A+	AU3FN0057709	2,000,000.00	1.00000000	2,000,000.00	100.010	1.098			2,022,160.00	0.67%	4.89%	
NAB 1.2 25 Nov 2027 FRN	S&P AA-	AU3FN0073896	4,400,000.00	1.00000000	4,400,000.00	101.412	0.077			4,465,516.00	1.47%	5.62%	
NAB 1 12 May 2028 FRN	S&P AA-	AU3FN0077830	6,300,000.00	1.00000000	6,300,000.00	100.856	0.267			6,370,749.00	2.10%	5.42%	
NPBS 1.85 14 Feb 2029 FRN	S&P BBB+	AU3FN0085023	4,000,000.00	1.00000000	4,000,000.00	102.488	0.275			4,110,520.00	1.36%	6.19%	
PCU 1.5 21 Nov 2025 FRN	S&P BBB	AU3FN0073581	3,000,000.00	1.00000000	3,000,000.00	100.730	0.146			3,026,280.00	1.00%	5.89%	
PCU 1.55 17 Nov 2026 FRN	S&P BBB+	AU3FN0083028	3,000,000.00	1.00000000	3,000,000.00	100.783	0.196			3,029,370.00	1.00%	5.93%	
SunBank 0.93 22 Aug 2025 FRN	S&P A+	AU3FN0070892	2,200,000.00	1.00000000	2,200,000.00	100.402	0.117			2,211,418.00	0.73%	5.35%	
SunBank 0.48 15 Sep 2026 FRN	S&P AA-	AU3FN0062964	2,000,000.00	1.00000000	2,000,000.00	99.841	1.006			2,016,940.00	0.67%	4.90%	
SunBank 0.78 25 Jan 2027 FRN	S&P AA-	AU3FN0065694	5,000,000.00	1.00000000	5,000,000.00	100.312	0.509			5,041,050.00	1.66%	5.16%	
SunBank 1.25 14 Dec 2027 FRN	S&P A+	AU3FN0074241	2,850,000.00	1.00000000	2,850,000.00	101.472	1.164			2,925,126.00	0.97%	5.67%	
UBS Aust 1.55 12 May 2028 FRN	S&P A+	AU3FN0077970	5,000,000.00	1.00000000	5,000,000.00	102.277	0.294			5,128,550.00	1.69%	5.88%	
UBS Aust 1.45 24 Nov 2028 FRN	Moodys Aa3	AU3FN0083168	3,000,000.00	1.00000000	3,000,000.00	102.083	0.080			3,064,890.00	1.01%	5.81%	
			93,500,000.00		93,500,000.00					94,917,041.50	31.33%		5.64%
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	3.832			5,191,616.45	1.71%	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	1.946			5,097,287.65	1.68%	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	2.116			5,105,780.80	1.69%	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	0.070			2,001,397.26	0.66%	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	0.122			7,008,561.07	2.31%	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	3.915			5,195,773.95	1.71%	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	3.824			2,595,592.48	0.86%	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	3.003			10,300,252.10	3.40%	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	1.096			5,054,794.50	1.67%	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	2.460			2,049,191.78	0.68%	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	2.280			6,136,783.56	2.03%	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	2.240			10,223,972.60	3.37%	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	1.288			3,038,630.13	1.00%	5.00%	
NAB 4.9 02 Oct 2025 365DAY TD	S&P ST A1+		3,000,000.00	1.00000000	3,000,000.00	100.000	0.792			3,023,761.65	1.00%	4.90%	
NAB 5.05 07 Nov 2025 365DAY TD	S&P ST A1+		10,000.00	1.00000000	10,000.00	100.000	0.318			10,031.82	0.00%	5.05%	



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
Westpac 5.29 30 Apr 2025 366DAY TD	S&P ST A1+		4,000,000.00	1.00000000	4,000,000.00	100.000	0.449			4,017,971.52	1.33%	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	0.238			5,011,876.70	1.65%	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	1.058			10,105,791.80	3.34%	4.49%	
			89,510,000.00		89,510,000.00					91,169,067.82	30.09%		5.13%
Unit Trust													
NSWTC Long Term Growth Fund UT	S&P AA+		20,242,150.21		20,242,150.21			1.1199	18,074,316.6698	20,242,150.21	6.68%		
NSWTC Medium Term Growth Fund UT	S&P AA+		12,644,122.17		12,644,122.17			1.0288	12,289,807.0312	12,644,122.17	4.17%		
			32,886,272.38		32,886,272.38					32,886,272.38	10.85%		
Portfolio Total			299,548,143.05		299,548,143.05					302,994,852.57	100.00%		4.99%

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 30 November 2024

Short Term Issuer/Security Rating Group	Market Value	% Total Value
A2	30,291,980.92	10.00%
A1+	45,575,575.33	15.04%
Portfolio Total	75,867,556.25	25.04%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
BBB+ to BBB-	36,610,244.94	12.08%
A+ to A-	57,220,394.77	18.88%
AA+ to AA-	123,595,391.61	40.79%
AAA	9,701,265.00	3.20%
Portfolio Total	227,127,296.32	74.96%

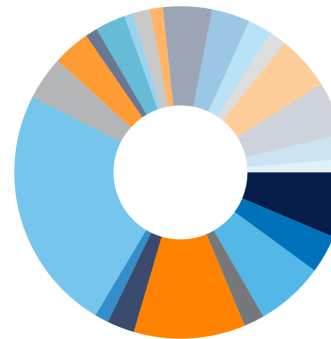
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	947,920.17	0.31%
ANZ Banking Group Ltd	3,061,290.00	1.01%
Auswide Bank Limited	7,223,856.45	2.38%
Bank Australia Limited	15,725,470.00	5.19%
Bank of Queensland Ltd	16,016,205.20	5.29%
Bank of us t/as B&E Ltd	5,097,287.65	1.68%
BankVic	7,107,178.06	2.35%
Bendigo & Adelaide Bank Ltd	11,319,525.57	3.74%
Commonwealth Bank of Australia Ltd	14,361,656.07	4.74%
Cooperatieve Rabobank U.A Australia Branch	3,801,900.00	1.25%
Defence Bank Ltd	5,195,773.95	1.71%
Heritage and People's Choice Limited t/as People's Choice Credit Union	2,542,725.00	0.84%
HSBC Sydney Branch	8,900,312.50	2.94%
ING Bank Australia Limited	3,562,545.00	1.18%
Macquarie Bank Ltd	11,026,150.00	3.64%
MyState Bank Ltd	12,895,844.58	4.26%
National Australia Bank Ltd	72,544,305.74	23.94%
Newcastle Greater Mutual Group Ltd	4,110,520.00	1.36%
Northern Territory Treasury Corporation	8,057,040.00	2.66%
NSW Treasury Corporation	32,886,272.38	10.85%
Police Bank Ltd	6,055,650.00	2.00%
Suncorp Bank (Norfina Ltd) - Subsidiary of ANZ	20,090,274.00	6.63%
UBS Australia Ltd	11,227,940.00	3.71%
Westpac Banking Corporation Ltd	19,237,210.25	6.35%
Portfolio Total	302,994,852.57	100.00%

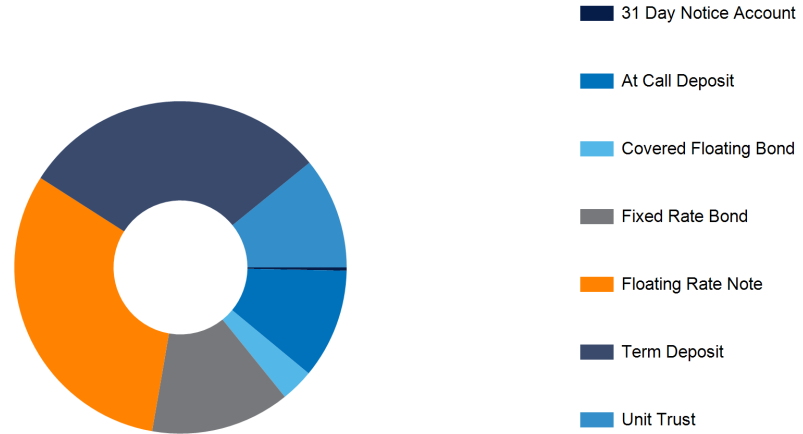
Market Value by Issuer





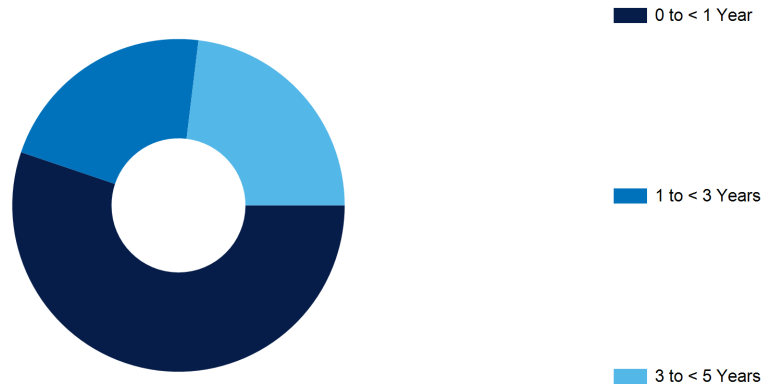
Security Type	Market Value	% Total Value
31 Day Notice Account	947,865.99	0.31%
At Call Deposit	32,364,004.68	10.68%
Covered Floating Bond	9,701,265.00	3.20%
Fixed Rate Bond	41,009,335.20	13.53%
Floating Rate Note	94,917,041.50	31.33%
Term Deposit	91,169,067.82	30.09%
Unit Trust	32,886,272.38	10.85%
Portfolio Total	302,994,852.57	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 30 November 2024

Trading Book	1 Month	3 Month	12 Month	Since Inception
Queanbeyan-Palerang Regional Council				
Portfolio Return (1)	0.62%	1.17%	6.12%	2.95%
Performance Index (2)	0.36%	1.10%	4.46%	1.87%
Excess Performance (3)	0.26%	0.07%	1.66%	1.08%

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	4.99



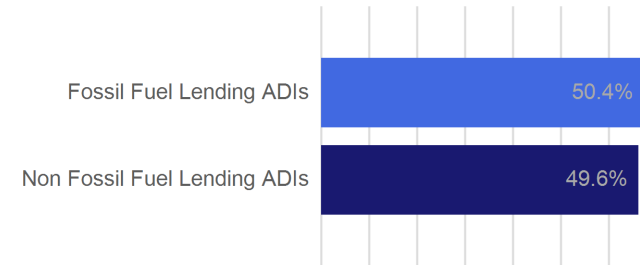
5. Portfolio Fossil Fuel Summary For Period Ending 30 November 2024

Portfolio Summaries As At 30 November 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	1.1%	3,000,000.00	1.2%	3,000,000.00
Bank of Queensland Ltd	3.0%	8,000,000.00	3.1%	8,000,000.00
Commonwealth Bank of Australia Ltd	5.3%	14,250,000.00	5.6%	14,250,000.00
HSBC Sydney Branch	3.3%	8,750,000.00	3.4%	8,750,000.00
ING Bank Australia Limited	1.3%	3,500,000.00	1.4%	3,500,000.00
Macquarie Bank Ltd	4.1%	11,000,000.00	4.3%	11,000,000.00
National Australia Bank Ltd	27.0%	71,880,874.70	26.0%	66,639,461.25
Westpac Banking Corporation Ltd	5.3%	14,101,570.23	5.5%	14,179,531.75
	50.4%	134,482,444.93	50.4%	129,318,993.00
Non Fossil Fuel Lending ADIs				
AMP Bank Ltd	0.4%	947,920.17	0.4%	943,752.25
Auswide Bank Limited	2.6%	7,000,000.00	3.5%	9,000,000.00
Bank Australia Limited	5.8%	15,500,000.00	6.0%	15,500,000.00
Bank of Queensland Ltd	2.9%	7,840,000.00	3.1%	7,840,000.00
Bank of us t/as B&E Ltd	1.9%	5,000,000.00	2.0%	5,000,000.00
BankVic	2.6%	7,000,000.00	2.0%	5,000,000.00
Bendigo & Adelaide Bank Ltd	4.2%	11,091,505.57	4.3%	11,035,506.04
Cooperatieve Rabobank U.A Australia Branch	1.4%	3,750,000.00	1.5%	3,750,000.00
Defence Bank Ltd	1.9%	5,000,000.00	2.0%	5,000,000.00
Heritage and People's Choice Limited t/as People's Choice Credit Union	0.9%	2,500,000.00	1.0%	2,500,000.00
MyState Bank Ltd	4.7%	12,500,000.00	4.9%	12,500,000.00
Newcastle Greater Mutual Group Ltd	1.5%	4,000,000.00	1.6%	4,000,000.00
Northern Territory Treasury Corporation	3.0%	8,000,000.00	3.1%	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	7.5%	20,050,000.00	7.8%	20,050,000.00
UBS Australia Ltd	4.1%	11,000,000.00	4.3%	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	0.0%	0.00
	49.6%	132,179,425.74	49.6%	127,119,258.29
Total Portfolio		266,661,870.67		256,438,251.29

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.



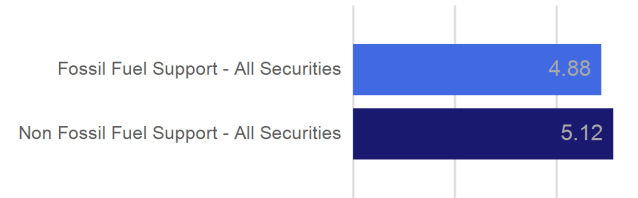


Running Yields by Fossil Fuel and Ethical Ratings As At 30 November 2024

Trading Book	Weighted Average Running Yield
Queanbeyan-Palerang Regional Council	4.99
Fossil Fuel Support - Simple Interest Only	5.05
Non Fossil Fuel Support - Simple Interest Only	5.23
Fossil Fuel Support - All Securities	4.88
Non Fossil Fuel Support - All Securities	5.12

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.

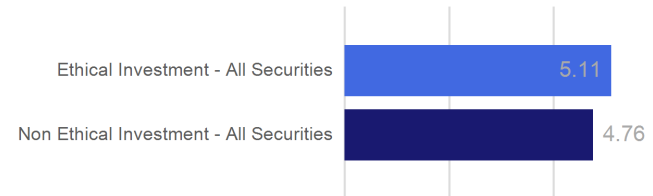
Fossil Fuel vs Non Fossil Fuel Running Total



Trading Book	Weighted Average Running Yield
Queanbeyan-Palerang Regional Council	4.99
Ethical Investment - Simple Interest Only	5.12
Non Ethical Investment - Simple Interest Only	5.15
Ethical Investment - All Securities	5.11
Non Ethical Investment - All Securities	4.76

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: 30 Nov 2024
Prior As At Date: 31 Oct 2024
Trading Entity: Queanbeyan-Palerang Regional Council
Trading Book: Queanbeyan-Palerang Regional Council
Settlement Date Base
FI Holdings Only
Print Time: 1:51:36 PM



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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: 30 Nov 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