



# SUPPORTING INFORMATION

**for respective items considered at**

**Coordination Committee Meeting**

**5 March 2019**

***SUPPORTING INFORMATION***

**Ref: A16609320 & A17832695**

The following list of supporting information is provided for:

**ITEM 1.3  
ADOPTION OF COUNCIL POLICIES - REGIONAL**

***#1 Policy 2150-103 - Divisional Newsletters***

***#2 Policy 2150-091 - Unauthorised Recording***

ITEM 1.3 ADOPTION OF COUNCIL POLICIES - REGIONAL - (Cont.)

**#1 Policy 2150-103 - Divisional Newsletters**



Policy: 2150-103

**Divisional Newsletters**

**Head of Power**

*Local Government Act 2009*  
Local Government Regulation

**Objective**

The objective of this policy is to establish parameters for the publication of divisional newsletters.

**Definitions**

**CEO** means the Council's Chief Executive Officer.

**Councillor** means the Mayor and all Councillors.

**Employee** means all employees of Council, whether employed on a permanent, temporary or part-time basis and includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.

**Law** includes Council policies and directives.

**Application**

This policy applies to all newsletters specific to a Councillor's division that are funded and published by Council for the purpose of informing the community about Council services, facilities, events and projects within the division and across the region.

**Policy Statement**

Council is committed to informing the community in an accurate and timely manner about its services, facilities, events and projects through the publication of divisional newsletters.

A total of six divisional newsletters per financial year may be published and distributed, except in a Council election year. A total of four divisional newsletters may be published and distributed during a Council election year.

As Council elections generally occur in March, Councillors may publish and distribute up to three divisional newsletters prior to a Council election (July to January), and one divisional newsletter following a Council election (May or June).

The back page of each divisional newsletter must be dedicated to informing the community about regional services, facilities, events and projects. It may also include a message from the Mayor. The content of the back page of each divisional newsletter will be managed by Council's Corporate Communications department in consultation with the Mayor's office.

Divisional newsletters must be approved and published by Council's Corporate Communications department in consultation with the divisional Councillor.

The Corporate Communications department will also be responsible for facilitating the distribution of divisional newsletters to residents.

ITEM 1.3 ADOPTION OF COUNCIL POLICIES - REGIONAL - (Cont.)



**Policy: 2150-103 - Divisional Newsletters**

Information contained in divisional newsletters must be consistent with the Code of Conduct for Councillors in Queensland, Council's Corporate Plan and other relevant Council policies. For example, information that will generally be considered acceptable for inclusion in a newsletter may include:

- information on a new, continuing or changing service, facility, event or project provided by Council;
- raising awareness of new, existing, or amended laws;
- scheduled meeting times, dates and places; and
- information about community and sporting organisations, activities and events.

Divisional newsletters must not contain information that directly promotes a Councillor (such as election campaign material) or is a matter of particular political sensitivity.

Any information considered inappropriate for publication in a divisional newsletter by the Corporate Communications department will be provided to the CEO for review.

Should the CEO determine that the information is inappropriate for publication, the CEO will discuss the matter with the relevant Councillor to determine the most appropriate action with the CEO's final approval.

**Related Documents**

This policy complements and is to be implemented in conjunction with other Council policies, directives and relevant documents published by other agencies including, but not limited to:

Policy 2150-002 - Advertising Expenditure

**Review Triggers**

This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least once every two years.

**Responsibility**

This Policy is to be:

- (1) implemented by the CEO; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the CEO.

<b>Policy: 2150-103</b>		<b>Official Version: Atba</b>	
Divisional Newsletters			
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	DRAFT	xx.xx.2019	A17832695

ITEM 1.3 ADOPTION OF COUNCIL POLICIES - REGIONAL - (Cont.)

**#2 Policy 2150-091 - Unauthorised Recording**



Policy: 2150-091

**Unauthorised Recording**

**Head of Power**

*Local Government Act 2009*

**Related Legislation**

Local Government Regulation 2012

**Objective**

To protect employees from unauthorised recordings and to promote honest and ethical standards of behaviour in the workplace.

**Definitions**

**Employee** means all employees of Council, whether employed on a permanent, temporary, or part-time basis and includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.

**Recording** means the use of any work or personal device to capture images or voices, regardless of whether in person, by telephone or by other means.

**Unauthorised** means without the consent of the person/s being recorded or otherwise without, or inconsistent with, a direction from the Chief Executive Officer or respective Director.

**Application**

This Policy applies to all employees.

**Policy Statement**

Council is committed to ensuring that the conduct of all employees is beyond reproach and seeks to minimise behaviour in the workplace that is inconsistent with ethical and local government legislative principles as outlined in Council's Employee Code of Conduct.

Council recognises that unauthorised recording in the workplace does not promote honest and ethical standards of behaviour.

Council prohibits the unauthorised recording of employees, regardless of the circumstances. Unauthorised recording in the workplace is considered workplace harassment and is in breach of Council's Employee Code of Conduct.

**Related Documents**

This policy complements and is to be implemented in conjunction with other Council policies, directives and relevant documents published by other agencies including, but not limited to:

Moreton Bay Regional Council Employee Code of Conduct.

ITEM 1.3 ADOPTION OF COUNCIL POLICIES - REGIONAL - (Cont.)



Policy: 2150-091 - Unauthorised Recording

**Review Triggers**

This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least once every two years.

**Responsibility**

This Policy is to be:

- (1) implemented by Directors and Managers; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Manager Human Resources.

**Policy: 2150-091**

**Official Version: A12316298**

**Unauthorised Recording**

**Document Control**

<b>Version / Reviewed</b>	<b>Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)</b>	<b>Date</b>	<b>Word version reference</b>
Version 1	Coordination Committee (16/1565)	2.8.2016	A13996083
Version 2	DRAFT	xx.xx.2019	A16609320

**SUPPORTING INFORMATION**

**Ref: [A17904937](#)**

The following list of supporting information is provided for:

**ITEM 5.1**

**NEW LEASE - BRIBIE ISLAND AND DISTRICTS JUNIOR RUGBY LEAGUE INCORPORATED -  
DIVISION 1**

***#1 Bribie Island and Districts Junior Rugby League Incorporated - Proposed lease area***

ITEM 5.1 - NEW LEASE - BRIBIE ISLAND AND DISTRICTS JUNIOR RUGBY LEAGUE INCORPORATED (Cont.)

**#1 Bribie Island and Districts Junior Rugby League Incorporated - Proposed lease area**

