

Policy 6.01 Governance

| | |
|---------------------|---|
| Directorate | Organisational Development and Governance |
| Responsible Officer | Executive Manager |

Scope

This policy prescribes the processes associated with developing, implementing, monitoring and reviewing all Bega Valley Shire Council (BVSC) policies and procedures.

Purpose

- To document the scope and limitations of BVSC policies and to state Council's protocols for adopting and managing policy.

Definitions

Nil

Legislative requirements

Local Government Act 1993

Policy Statement

Bega Valley Shire Council will address the matter of 'governance' in a systematic manner by:

- Setting policy that is consistent with legal obligations mandated by NSW and Federal (Australian) Government Acts of Parliament.
- Considering the policy recommendations of the Local Government NSW in formulating all its policies.
- Being responsible for setting all policies used in administering the activities and business of Council.
- Ensuring only policies that have been adopted by Council Resolution and have not been revoked are implemented.
- Ensuring all policies deal with the principles underpinning the actions and procedures that must be carried out by Councillors and Council officers in serving the public and fulfilling their statutory obligations.
- Ensuring all policies are recorded in the template format outlined in Procedure 5.01.1 – Policy and Procedure Creation or Amendment.
- Ensuring all BVSC policies are publicly available on Council's website.
- Enabling all BVSC officers to be aware of the policies that direct and support their work and act in accordance with those policies.

Policy Version Control

| Policy title | Governance |
|---------------------|--|
| Policy No.: | 6.01 |
| Directorate | Organisational Development and Governance |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs |
| Responsible Officer | Executive Manager |
| Version | 5 |
| Adopted | |
| Next revision | March 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|------------------------------------|
| 6.02 | Behaviour of Councillors and Staff |
| 6.03 | Risk Management and Insurance |
| 6.11 | Records Management |
| 6.12 | Access to Information |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.02 Behaviour of Councillors and Staff

| | |
|---------------------|-----------------|
| Department | Executive |
| Responsible Officer | General Manager |

Scope

This policy and procedure manual encompasses the guidelines for the behaviour of Councillors and staff of the Bega Valley Shire Council in all of its operations and deliberations, both internally and externally.

Purpose

- To ensure Councillors and staff maintain an appropriate level of professional conduct, behaviour and ethical standards at all times.

Definitions

Nil

Legislative requirements

Local Government Act 1993

Local Government (General) Regulation 2005

DLG Guidelines and Circulars

Model Code of Conduct

ICAC Guidelines

Policy Statement

Bega Valley Shire Council will address the matter of 'Councillor and staff behaviour' in a systematic manner by:

- Ensuring that Councillors and staff carry out their various duties in accordance with all relevant legislation, policies, guidelines, professional standards and BVSC's own adopted codes of meeting practice and conduct.
- Promoting the Mayor, Deputy Mayor or General Manager as the official spokesperson for Council in all official matters. Enabling both Councillors and staff, through their behaviour, to enhance the community's perception and reputation of local government at all times.
- Publically recording, in a timely manner any recognition or reimbursement to Councillors or staff by way of certificate, gift or financial payment. Providing guidelines for the provision of facilities for Councillors, the Mayor and Deputy Mayor to assist them in discharging the duties and functions of their civic office are clearly identified and available to Councillors, staff and the public.
- Ensuring that Councillors adhere to policy 5.11 – Records management, and 5.12 – Access to information, in relation to record keeping and documentation – documents of Councillors are documents of Council copies of which can be requested by the public.
- Producing all Council documents, policies and procedures using applicable templates that comply with corporate identity, formats and standards (see BVSC Style Guide).
- Ensuring all reported breaches of this policy are subject to the relevant assessment and conduct management procedures.
- Dealing with all complaints expeditiously and in accordance with the relevant procedure

Policy Version Control

| Policy title | Governance |
|---------------------|--|
| Policy No.: | 6.02 |
| Directorate | Organisational Development and Governance |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs |
| Responsible Officer | General Manager |
| Version | 3 |
| Adopted | |
| Next revision | March 2021 |

Related BVSC Policies

| Policy No.: | Title |
|-------------|-------------------------------|
| 6.01 | Governance |
| 6.03 | Risk Management and Insurance |
| 6.13 | Customer Service |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.03 Risk Management and Insurance

| | |
|---------------------|---|
| Directorate | Organisational Development and Governance |
| Responsible Officer | Executive Manager |

Scope

This policy prescribes the processes implemented to manage risk and insurance for Bega Valley Shire Council's (BVSC) operations and specifies the requirements for collecting information about incidents that may increase risk to the organisation.

Purpose

- To provide a safe environment for people in the Bega Valley Shire.
- To manage, mitigate and minimise risk and its cost as an integral part of the BVSC.
- To embed a culture of risk management into BVSC systems, processes and people through training and continuous improvement.

Definitions

Nil

Legislative frameworks include:

State Records Act 1998

Local Government Act 1993

Environmental Planning & Assessment Act 1979

Swimming Pools Act 1992

Civil Liabilities Act 2002

(NSW) Roads Act 1993

Protection of the Environment Operations Act 1997

NSW Industrial Relations Act 1996

Policy Statement

Bega Valley Shire Council will address the matter of 'risk management and insurance' in a systematic manner by:

- Ensuring its risk exposure is covered by adequate insurance arrangements wherever possible.
- Committing and managing risk to meet its fiscal, environmental, infrastructure and social responsibilities.
- Ensuring risk management is an integral part of the Council's governance process and is used in all decision making to minimise potential harm to: people; the environment; disruption to operations; and damage to property.
- Assessing and managing all risk within one framework with all areas being responsible for implementing their own risk management plans based on specific needs.
- Implementing all risk management practices consistent with the Australian and New Zealand Risk Management Standard AS/NZ4360.
- Regularly measuring and reporting on risk management performance and participating in independent audits

- Participating in strategic alliances and council cooperatives regarding risk and safety management
- Conducting regular reviews of strategies, policies, procedures and practices

Policy Version Control

| Policy title | Risk Management and Insurance |
|---------------------|---|
| Policy No.: | 6.03 |
| Directorate | Organisational Development and Governance |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council 2. Our Council is financially sustainable and services and facilities meet community needs |
| Responsible Officer | Executive Manager |
| Version | 5 |
| Adopted | |
| Next revision | March 2021 |

Related BVSC Policies

| Policy No.: | Title |
|-------------|--------------------------|
| 6.01 | Governance |
| 6.04 | Conditions of Employment |
| 6.05 | Work Health & Safety |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.04 Conditions of Employment

| | |
|---------------------|---|
| Directorate | Organisational Development and Governance |
| Responsible Officer | Executive Manager |

Scope

This policy highlights the principles of conditions of employment adhered to across the Bega Valley Shire Council (BVSC), for both indoor and outdoor officers (staff); ranging from recruitment and selection to discipline and post-employment.

Purpose

- To provide a workplace free of discrimination with fair and equitable conditions of employment that attract and retain appropriately skilled staff and promote learning, transparency and a high level of ethics.

Definitions

Nil

Legislative requirements

Equal Employment Opportunity Act 1987

Local Government Act 1993

Anti-discrimination Act 1997

NSW Industrial Relations Act 1996

NSW Work Health & Safety Act 2011

Local Government (State) Award 2010

Local Government (Electricians) State Award 2007

Workers Compensation Act 1987

Workplace Injury Management and Workers Compensation Act 1998

Fair Work Act 2009

Policy Statement

Bega Valley Shire Council will address the matter of 'Employment Conditions' in a systematic manner by:

- Ensuring the recruitment and selection of staff is based on merit with proper regard for the principles and objectives of equal employment opportunity.
- Maintaining an effective salary system that achieves maximum internal equity between positions, rewards the acquisition of skills and performance and, at the same time, ensures salary levels attract and retain skilled staff.
- Encouraging programs to promote Aboriginal and Torres Strait Islander employment opportunities.
- Providing organisational development programs that contribute to achieving corporate objectives.
- Providing a consistent procedural basis for all employment related issues to be considered.
- Instilling a high level of ethics and transparency into all service delivery activities and decision-making.
- Maintaining programs that meet all statutory employment requirements.

Policy Version Control

| Policy title | Conditions of Employment |
|---------------------|---|
| Policy No.: | 6.04 |
| Directorate | Organisational Development and Governance |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council 2. Our Council is financially sustainable and services and facilities meet community needs |
| Responsible Officer | Executive Manager |
| Version | 6 |
| Adopted | |
| Next revision | March 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|------------------------------------|
| 6.01 | Governance |
| 6.02 | Behaviour of Councillors and staff |
| 6.05 | Work Health and Safety |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.05 Work Health and Safety

| | |
|---------------------|---|
| Directorate | Organisational Development and Governance |
| Responsible Officer | Executive Manager |

Scope

This policy prescribes the workplace health and safety processes implemented across all Bega Valley Shire Council (BVSC) services and operations and is relevant to all officers (staff), contractors, volunteers and visitors of the BVSC.

Purpose

- To provide a safe and healthy workplace and fully comply with all related legislative requirements.

Definitions

Workplace

A place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be while at work.

Legislative requirements

NSW WHS Act 2011

NSW WHS Regulation 2011

Policy Statement

Bega Valley Shire Council will address the matter of 'Workplace Health and Safety' (WHS) in a systematic manner by:

- Promoting risk management and legislative compliance as a prime focus of Council's approach to WHS.
- Implementing its WHS procedures based on the AS4801 and AS4804, as well as WorkSafe NSW risk management and consultation practices
- Ensuring the Mayor, General Manager, Directors/Executive Manager, Managers, Supervisors and employees are responsible for the implementation of and compliance with this Policy. Reviewing this policy on a regular pre-determined basis.
- Coordinating an annual external audit in order to ascertain the compliance and implementation capacity of this Policy.
- Enabling each employee, contractor and volunteer to be responsible and accountable for their cooperation and compliance with this policy and WHS program/s to ensure risk minimisation in the workplace.
- Ensuring all contractors and sub-contractors are engaged to perform work on BVSC premises or locations and observe all terms of their contract on health and safety and any related directions from designated officers of council as part of their contract. Non-compliance will be considered grounds for termination under the terms of all contracts.
- Conducting its activities and providing a work environment which:
 - a. protects the health, safety and welfare of all people affected by our workplace activities

Policy Version Control

| Policy title | Work Health and Safety |
|---------------------|---|
| Policy No.: | 6.05 |
| Department | Organisational Development and Governance |
| Outcome Areas | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Executive Manager |
| Version | 4 |
| Adopted | |
| Next revision | March 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|------------------------------------|
| 6.01 | Governance |
| 6.02 | Behaviour of Councillors and Staff |
| 6.03 | Risk management and insurance |
| 6.04 | Conditions of Employment |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.06 Financial Management

| | |
|---------------------|--------------------------------|
| Directorate | Strategy and Business Services |
| Responsible Officer | Finance Manager |

Scope

This policy and procedure manual encompasses the financial management strategies and processes implemented by BVSC to facilitate the financial management of operations – both in the short-term and long-term.

Purpose

- To provide transparency and accuracy in all BVSC financial activities and compliance with all mandated financial reporting requirements.
- To comply with the *NSW Local Government Act (1993)*, including but not limited to subsection 8B which reads;

8B Principles of sound financial management

The following principles of sound financial management apply to councils:

- a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
 - b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
 - c) Councils should have effective financial and asset management, including sound policies and processes for the following:
 - i. performance management and reporting
 - ii. asset maintenance and enhancement
 - iii. funding decisions
 - iv. risk management practices.
 - d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
 - i. policy decisions are made after considering their financial effects on future generations,
 - ii. the current generation funds the cost of its services.
- To comply with the NSW Local Government (General) Regulations 2005.
 - To comply with the International Financial Reporting Standards.
 - To comply with the NSW Local Government Code of Accounting Practice and any other mandated standards.

Legislative Requirements

Local Government Act 1993

Local Government Code of Accounting Practice

Policy Statement

Sound financial management is the efficient and effective management of financial resources in such a manner as to accomplish the objectives of the organisation.

Bega Valley Shire Council will ensure sound Financial Management of its operations and the communities assets through a range of actions including but not limited to;

Financial Governance

Council will ensure that systems, processes and controls are comprehensively embedded into the organisation to make certain the financial resources of the Council are properly managed, with a view to maintaining the ongoing financial sustainability of the Council.

The NSW *Local Government Act 1993* provides the statutory framework for which Council must comply. Specifically, Part 3 of the Act pertains to Financial Management, of which the following divisions directly relate to Financial Management:

- Division 1: Funds
- Division 2: Accounting Records, Financial Reports and Auditing
- Division 2A: Other Audit Functions
- Division 3: Auditors
- Division 4: Annual Reports

The NSW Local Government (General) Regulations 2005 specify several regulations pertaining to Financial Management Councils are required to comply with. Specifically, Part 9 of the regulations deals with Management and Accountability, of which the following divisions directly relate to Financial Management:

- Division 3: Budgeting by Councils
- Division 4: Councils Funds
- Division 5: Accounting Records and Accounting Practises
- Division 6: Annual Financial Statements
- Division 7: Annual Reports
- Division 9: Miscellaneous (Auditing)

While these specific divisions of the Act and Regulations deal directly with Financial Management, there are numerous sections and sub-sections in both the Act and the Regulation that also prescribe statutory obligations relating to Financial Management. The following policy statements assume all elements of the Act and the associated Regulations are specifically complied with as a matter of normal business.

Financial Reporting

The annual financial statements must be prepared in accordance with:

- the *Local Government Act 1993* and the regulations made there under
- the Australian equivalent to International Financial Reporting Standards
- the Local Government Code of Accounting Practice and Financial Reporting; and
- the Local Government Asset Accounting Manual.

Adequate systems, processes and controls must be in place to ensure the timely preparation of annual financial statements without the need to apply for extensions of time except where there are extenuating circumstances.

Financial Systems

Adequate systems, processes and controls must be in place to ensure the accurate capture of financial information at all stages of the organisations operations. Ongoing consideration must be given to the adequacy of all Financial Information Systems and their associated business processes to ensure a modern and compliant method of data capture, process and reporting is maintained into the future.

Financial Auditing and Controls

The General Manager will implement a comprehensive program of Internal and External audits that will probe, test and analyse Councils financial controls to ensure that adequate business practises are in effect to minimise or mitigate financial risks.

Council will work with the NSW Auditor General and its respective Audit firm to provide high quality, accurate and reliable financial data for the annual Financial Audit each financial year. Council's goal is to always obtain an unqualified audit from its external audit provider.

Budgeting and Internal Reporting

Council utilises a comprehensive Budgeting system that budgets for both Operating and Capital transactions. A zero-based budget ensures that all funds are identified during the budget development process. Council must ensure that there are adequate systems, processes and controls in place to guarantee the accurate development of the Councils budget but also the ability to maintain and report against the progress of that budget. The budget systems and reporting must be applied in a manner that allows for effective business decision making by both Council management and the elected Council.

Financial Resources

Council will ensure that adequately qualified and experienced staff will be employed in positions responsible for the management of Councils financial operations. Council also prescribes that sufficient human, infrastructure, and financial resources are allocated to meet the terms of this policy and thereby supporting the financial sustainability and good governance of the Councils assets and operations.

Integrated Planning and Reporting

Section 8C of the Local Government Act (1993) prescribes the principles of IPR as it relates to NSW Councils. Council will ensure that there are adequate capturing and reporting systems in place to allow for the IPR program to report as prescribed by Council in its Delivery Plan and associated plans. Specifically, ongoing consideration needs to be given to the Resourcing Strategy which outlines and forecasts how the organisation intends to implement the Councils Delivery Plan. The Resourcing Strategy is made up of three key principles;

1. Asset Management
2. Long-term Financial Planning
3. Workforce Planning

Council will ensure that adequate systems are in place to provide accurate and reliable information to be used and integrated into the IPR suite of documents, specifically the Resourcing Strategy.

Long-term Financial Planning

Develop, implement and maintain long-term financial strategies in accordance with best practice. The Long-term Financial Plan must also consider the operational area of Councils activities and consider any growth or reductions forecast. It must illustrate how the Council can meet the goals of its community while at the same time ensure the ongoing financial sustainability of the Council into the future.

Asset Management

Develop, implement and maintain long-term asset strategies with underlying implementation plans that balances the wants and needs of the Community alongside the financial realities of the Council in accordance with best practise and industry standards. Considerations to be given to the intergenerational aspect of asset management and the basic asset philosophy that whoever consumes the asset should fund the asset.

Workforce Management

Develop, implement and maintain detailed long-term plans for the resourcing of the organisation into the future considering the demographics of the current resourcing, the planned workforce demand, and the regional isolation of the Council. Considerations must be given to the long-term viability and sustainability of Council workforce into the future.

Financial Strategy

Council will develop, adopt, implement and maintain a detailed financial strategy that will articulate its position of a range of financial management principles including but not limited to;

- Performance Management and Reporting: The application of financial benchmarks to be considered and reported to Council.
- Funding Decisions: The level of autonomy surrounding financial decisions that Council delegates to the organisation under the direction of the General Manager.
- Risk Management: The level of risk appetite that the Council currently has, as well as mitigation plans and associated risks management strategies.
- Funding Principles: The high-level setting of funding objectives, including policy positions on priorities (for example, asset management over service delivery) and associated funding priorities (for example, borrowings over new taxes).

Council will use those principles in the development of Financial Management Policies that will provide guidance to staff and the community as to how this Council intends to manage its financial operations. These policies include;

- Zero-Sum Financing
- Priority of Funding
- Cost Containment
- Productivity
- Working Capital
- Contract Management
- Budgeting
- Asset Management
- Headline Projects

-
- Fit for Future Ratio's
 - Financial Reporting
 - Attribution of Expenditure
 - Purchasing
 - Asset Management
 - Surplus Land
 - Return on Investment
 - Investments
 - Borrowings

These policies are then used to inform the respective procedures of Council which are then duly implemented.

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Policy version control

| Policy title | Financial Management |
|---------------------|--|
| Policy No.: | 6.06 |
| Directorate | Strategy and Business Services |
| Outcome area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs |
| Responsible Officer | Finance Manager |
| Version | 4 |
| Adopted | |
| Next revision | May 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|------------------------------------|
| 6.07 | Investments |
| 6.08 | Procurement of assets and services |
| 6.15 | Requests for Assistance |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website www.begavalley.nsw.gov.au

Policy 6.07 Investments

| | |
|---------------------|--------------------------------|
| Directorate | Strategy and Business Services |
| Responsible Officer | Director |

Scope

This policy and associated procedures encompass the processes implemented by Bega Valley Shire Council to facilitate the sound financial management of investments by Council officers with delegated authority to make decisions regarding investments for the Bega Valley Shire.

Purpose

- To facilitate the management of the BVSC investment portfolio in order to maximize return within agreed risk parameters.

Definitions

Nil

Legislative requirements

Local Government Act 1993

Policy Statement

Bega Valley Shire Council will address the matter of 'Investments' in a systematic manner by:

- Ensuring all investments comply with the (Local Government Act 1993) and other mandated and adopted investment strategies nominated in Procedure 6.07.1 – Legally mandated and adopted investment requirements.
- Implementing clear guidelines that specify the authority of the General Manager, Director of Strategy and Business Services, the Finance Manager and their delegates to invest surplus funds.
- Making investment decisions regarding the selection of investment financial institutions, terms of investment and any variances according to Procedure 6.07.2 – Investment reports to Council
- Compiling a monthly report to Council on current investments and supply the details specified in Procedure 6.07.2 – Investment reports to Council.

Policy Version Control

| Policy title | Investments |
|---------------------|---|
| Policy No.: | 6.07 |
| Directorate | Strategy and Business Services |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Director |
| Version | 3 |
| Adopted | |
| Next revision | May 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|------------------------------------|
| 6.06 | Financial Management |
| 6.08 | Procurement of assets and services |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.08 Procurement of Assets and Services

| | |
|---------------------|--------------------------------|
| Directorate | Strategy and Business Services |
| Responsible Officer | Director |

Scope

This policy and associated procedures encompass the processes implemented to manage the procurement of Council assets and services transparently, efficiently and effectively. In doing so, Council is committed to obtaining the best possible value for ratepayers, whilst endeavouring to support local suppliers and community and social enterprises where possible.

Purpose

Council recognises its role as a purchaser of significant quantities of assets and services for the community. Given that role, and complying with relevant legislative requirements, Council will strive to:

- achieve value for money and continuous improvements in the provision of assets and services for our Shire;
- provide direction in achieving high standards of fairness, transparency, probity, consistency, risk management and accountability;
- implement procurement best practice to ensure cost effective expenditure throughout Council;
- encourage stimulation of the local economy through the engagement of local suppliers where practical.

Legislative Requirements

Local Government (General) Regulation 2005

Local Government Act 1993

Department of Local Government (DLG) Tendering Guidelines for NSW Local Government

Policy Statement

Council recognises that the procurement function provides a central link for all Council Directorates, connecting the organisations asset and service needs with the best outcome from our supplier base. Therefore, Bega Valley Shire Council will:

- Encourage competitive procurement of assets and services to maximise value for money.
- Strive for cooperation and understanding with suppliers by encouraging open engagement and demonstrating consistent and regulated procurement practices.
- Promote and ensure a sustainable approach to decisions around community, environment and financial aspects of procurement.
- Seek to maximise overall community benefit through encouragement, support and opportunity for local suppliers, and
- Refine, implement and monitor efficient and effective procurement procedures which all staff adhere to.

Definitions

| Term | Definition |
|-----------------|--|
| Probity | Ethical behaviour incorporating complete transparency, integrity and honesty of processes and business dealings. |
| Value for Money | <p>The optimum combination of quality, quantity, risk, timeliness and cost on a whole-of-life (assets) and whole-of-contract (services) basis.</p> <p>Value for money in procurement is selecting assets and services while taking into account both cost and non-cost factors including:</p> <ul style="list-style-type: none"> • contribution to the advancement of Council's priorities; • non-cost factors such as quality, fitness for purpose, risk exposure level, service and support; and • cost related factors including whole-of-life costs and transaction • costs associated with acquiring, using, holding, maintenance and disposal. |
| Local Supplier | A resident, independent business that operates permanently from premises within the Bega Valley Local Government Area, and has operated from that premises for a minimum period of six (6) months. |
| Local Purchase | A local purchase is determined to have taken place if purchased from a supplier that meets the above criteria. |
| Local Outcomes | Where the nature of a particular procurement activity deems that approaching a broader market is warranted, local outcomes are those commitments (by both local and external suppliers bidding) which recognise the benefits of their appointment including demonstration of support for local business and community enterprise throughout the duration of their appointment. |

Policy Version Control

| Policy title | Procurement of Assets and Services |
|---------------------|--|
| Policy No.: | 6.08 |
| Directorate | Strategy and Business Services |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community need. |
| Responsible Officer | Director |
| Version | 2 |
| Adopted | |
| Next revision | May 2021 |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.09 Information Technology

| | |
|---------------------|--------------------------------|
| Directorate | Strategy and Business Services |
| Responsible Officer | Director |

Scope

This policy prescribes the processes implemented to oversee the appropriate use of information technology resources within all of Council's operations.

Purpose

- To ensure that staff and Councillors have access to the necessary technology resources (within budgetary limitation) for the delivery of services, while maintaining security, minimising risks to privacy and safeguarding Council's investment in software and hardware.

Definitions

Nil

Legislative requirements

State Records Act 1988

Policy Statement

Bega Valley Shire Council will address the matter of 'Information Technology management' in a systematic manner by:

- Ensuring all staff and Councillors sign an Internet, Intranet, and E-mail Usage Agreement, a Mobile Usage Agreement, and a Hardware/Software Usage Agreement before they are granted access to these resources.
- Ensuring that staff's use of IT complies with the requirements of the Communications Strategy implemented by Council.
- Removing any user's access to technology, who are deemed by the General Manager to have disregarded the conditions of these agreements.
- Implementing Procedure 6.04.10 – Disciplinary Action, in the event that any person breaches the agreements mentioned above.
- Ensuring confidential information is not to be transmitted electronically. No personal information may be electronically transmitted without the consent of the individual(s) concerned.
- Only providing technology to staff and Councillors with identified and authorised business requirements.
- Monitoring and controlling the cases of abuse, neglect or carelessness.
- Enabling staff to make reasonable efforts to safeguard Council equipment.

Policy Version Control

| Policy title | Information Technology |
|---------------------|---|
| Policy No.: | 6.09 |
| Directorate | Strategy and Business Services |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Director |
| Version | 3 |
| Adopted | |
| Next revision | May 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|------------------------------------|
| 6.02 | Behaviour of Councillors and Staff |
| 6.12 | Access to Information |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.10 Communications

| | |
|---------------------|----------------------------------|
| Directorate | Community, Relations and Leisure |
| Responsible Officer | Director |

Scope

This policy ensures all appropriate processes implemented to facilitate and encourage communication and engagement between Council and its stakeholders; both internal and external.

Purpose

- To provide the community with accurate information about BVSC activities by using a range of approved mediums
- To deliver timely and consistent messaging that is appropriate to the chosen medium.
- To ensure professionalism and consistency is applied when liaising with the media.
- To facilitate community engagement through provision of accurate and timely information to the community via traditional, digital and emerging media.

Definitions

| Term | Definition |
|----------------------|--|
| Communications | The delivery of external and internal information to generate discussion and engagement. |
| Community engagement | The act of seeking feedback and information based on delivered information. |

Legislative requirements

NSW State Records Act

Policy Statement

Bega Valley Shire Council will address the matter of 'Communication' in a systematic manner by:

- Delivering information for the benefit of the whole community using a medium appropriate to the message.
- If a media release is to be issued, this will be distributed to all relevant media outlets, published on Council's website and shared on social media.
- Responding to all media enquiries in a timely manner. All enquiries should be directed to Council's Communication Coordinator who will then liaise with the relevant manager, executive manager, director or the General Manager.
- Providing thoughtful and informative comments to the media from a central point of contact through the Communications Coordinator.

- Ensuring staff do not provide comment or information to the media, or on social media, with the intention of contesting or undermining Council policy or casting Council, Councillors, or Council staff in a negative light.
- Promoting specific Council projects and initiatives and assisting the delivery of accurate information to the community.
- Providing information using the appropriate means to correct wrong information being circulated by traditional or on social media.

Policy Version Control

| Policy title | Communications |
|---------------------|--|
| Policy No.: | 6.10 |
| Directorate | Community, Relations and Leisure |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community need. |
| Responsible Officer | Director |
| Version | 3 |
| Adopted | |
| Next revision | March 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|-----------------------------------|
| 6.02 | Behaviour of Councillor and Staff |
| 6.11 | Records Management |
| 6.12 | Access to Information |
| 6.13 | Customer Service |
| 6.17 | Community engagement |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.11 Records Management

| | |
|---------------------|---|
| Directorate | Organisational Development and Governance |
| Responsible Officer | Executive Manager |

Scope

This policy prescribes the processes implemented to record, manage and ensure timely access to information across all sections of Bega Valley Shire Council (BVSC).

Purpose

- To effectively record, manage and enable access to information stored in both physical and electronic formats in accordance with statutory requirements.

Definitions

Nil

Legislative requirements

NSW State Records Act 1988

Policy Statement

Bega Valley Shire Council will address the matter of 'Record Management' in a systematic manner by:

- Implementing records practices that capture information from electronic sources and documents.
- Maintain records that provide appropriate and adequate evidence of the conduct of BVSC's business and affairs.
- Ensure records are maintained, complete, accurate and authentic so that they can have integrity and are accessible and usable.
- Maintain permanent records in accordance with section 12(1) of the *NSW Records Act 1988* and the related procedures and guidelines included in the procedures below.
- Keeping full and accurate records of the activities and decisions of the Councillors in the course of their official duties.
- Managing records in accordance with organisational needs and accountability requirements.
- Enabling staff to effectively and efficiently maintain records through the implementation of appropriate records management systems.

Policy Version Control

| Policy title | Records Management |
|---------------------|---|
| Policy No.: | 6.11 |
| Directorate | Organisational Development and Governance |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Executive Manager |
| Version | 3 |
| Adopted | |
| Next revision | March 2021 |

Related Council Policies

| Policy No.: | Title |
|-------------|------------------------|
| 6.09 | Information Technology |
| 6.12 | Access to Information |
| 6.13 | Customer Service |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.12 Access to Information

| | |
|---------------------|---|
| Directorate | Organisational Development and Governance |
| Responsible Officer | Public Officer |

Scope

This policy prescribes the processes implemented to facilitate and manage the processing of requests for access to government and personal information across all functions of Bega Valley Shire Council (BVSC).

Purpose

- To provide a consistent, open and transparent means of providing timely access to information held by BVSC, taking into account the privacy rights of individuals and the constraints and obligations prescribed by applicable legislation.

Definitions

N/A

Legislative requirements

Government Information Public Access (GIPA) Act 2009
Privacy and Personal Information Protection (PPIP) Act 1998
Health Records and Information Privacy Act (HRIP) 2002
NSW State Records Act 1988
Copyright

Policy Statement

Bega Valley Shire Council will address the matter of 'Access to Information' in a systematic manner by:

- Routinely and proactively releasing information to the public via its physical outlets as well as on BVSC's website.
- Publishing all information classified as "public access" on BVSC's website free of charge.
- Allowing public inspection of Council documents, free of charge where permitted by legislation or at the lowest reasonable cost.
- Providing avenues for formal applications to access information using Procedure 6.12.2 – GIPA Act Guidelines.
- Providing access to information according to the attached procedures, taking into account Council's obligations under the *Government Information Public Access (GIPA) Act 2009*, the *Privacy and Personal Information Protection (PPIP) Act 1998*, and other relevant legislation.

Policy Version Control

| Policy title | Access to Information |
|---------------------|--|
| Policy No.: | 6.12 |
| Directorate | Governance, Risk and Employee Support |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Public Officer |
| Version | 4 |
| Adopted | |
| Next revision | March 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|------------------------------------|
| 4.09 | Families and children |
| 6.02 | Behaviour of Councillors and staff |
| 6.11 | Records Management |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.13 Customer Service

| | |
|---------------------|---|
| Directorate | Community Relations and Leisure |
| Responsible Officer | Community Culture and Information Manager |

Scope

This policy prescribes the processes implemented to provide effective, efficient and professional customer service and information sharing to the public across all functions of Council.

Purpose

- To meet the needs of ratepayers, residents and clients in a professional and ethical manner with courteous and efficient service by providing a centralised point of reliable information for all Council functions and services.
- To improve customer satisfaction through provision of relevant information used to generate discussion, feedback and engagement.

Definitions

Nil

Legislative requirements

Local Government Act 1993

Policy Statement

Bega Valley Shire Council will address the matter of 'Customer Service and Information Sharing' in a systematic manner by:

- Enabling staff to strive to meet the needs of customers in a professional and ethical manner with courteous and efficient service.
- Listening attentively to what customers have to say and record their service needs in accordance with Procedure 6.13.1 – Recording Customer Requests.
- Maintaining consistent opening and closing times of Council offices; from Monday to Friday, opening at 9am and closing at 4.30pm.
- Providing public access to information and contact points with the community at its libraries (Bega, Merimbula, Bermagui, and Eden), as well as at its main office building, at Zingel Place in Bega.
- Providing reliable and accurate advice to customers in the first instance. Lodgments and questions of a technical nature may need to be directed to specific Council officer who specialise in the matter.
- Responding to all requests and inquiries using Procedure 6.13.2 – Customer Service Commitment and Standards of Service.
- Advising affected owners and/or occupants of works and adverse conditions that will affect access to their property according to the time outlined in Procedure 6.13.3 – Advise to Residents (work/road conditions).

Policy Version Control

| Policy title | Customer Service |
|---------------------|--|
| Policy No.: | 6.13 |
| Directorate | Community, Relations and Leisure |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community need. |
| Responsible Officer | Manager Community, Culture and Information |
| Version | 3 |
| Adopted | |
| Next revision | May 2021 |

Related Council policies

| Policy No.: | Title |
|-------------|-----------------------------------|
| 6.02 | Behaviour of Councillor and Staff |
| 6.10 | Communications |
| 6.11 | Records Management |
| 6.12 | Access to Information |
| 6.17 | Community Engagement |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.14 Use of Council Seal

| | |
|---------------------|---|
| Directorate | Organisational Development and Governance |
| Responsible Officer | Executive Manager |

Scope

This policy helps ensure legal compliance is maintained when using the Bega Valley Shire Council's (BVSC) Seal to officially sign contractual documents and applies to all Council Officers with delegated authority to use the Council Seal.

Purpose

- The seal is the official stamp (Seal) of BVSC, indicating Council's formal acceptance of the contractual document/s. This Policy sets out the circumstances under which the BVSC Seal may be affixed to documents.

Definitions

Nil

Legislative requirements

Local Government Act 1993

Policy Statement

Bega Valley Shire Council will address the matter of 'use of company seal' in a systematic manner by:

- Ensuring the Seal can only be affixed to documents relating to the business of the BVSC that have been the subject of a Resolution of Council.
- Ensuring the BVSC Seal is not affixed to a document unless the document relates to the business of the BVSC and the BVSC has resolved the Seal is to be affixed. A document which is a reference or certificate of service for an employee of the BVSC does not relate to the business of the BVSC.
- The Mayor and General Manager are responsible for ensuring they do not affix the seal to documents for which a Resolution has not been adopted relating to the affixing of the Seal.

Policy Version Control

| Policy title | Use of Council Seal |
|---------------------|---|
| Policy No.: | 6.14 |
| Directorate | Organisational Development and Governance |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Executive Manager |
| Version | 2 |
| Adopted | |
| Next revision | March 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|------------------------------------|
| 6.08 | Procurement of assets and services |
| 6.11 | Records Management |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.15 Requests for Assistance

| | |
|---------------------|--------------------------------|
| Directorate | Strategy and Business Services |
| Responsible Officer | Director |

Scope

This policy prescribes the processes implemented to facilitate and manage requests for assistance by members of the public, financial and non-financial, programmed and unprogrammed, across all sections of Council.

Purpose

- To ensure that community access to BVSC assistance is consistent, transparent, and subject to common assessment criteria.
- To assist and support positive community outcomes and participation within resource limitations.

Definitions

Nil

Legislative requirements

Nil

Policy Statement

Bega Valley Shire Council will address the matter of 'Requests for Assistance' in a systematic manner by:

- Providing programmed financial assistance to the community through its annual involvement in the Community Development Support Exchange (CDSE) scheme, the Mumbulla Foundation grants program and other identified and budgeted projects/programs.
- Providing a limited number of opportunities for the community to apply for unprogrammed assistance. Applications that meet the adopted assessment criteria and are within budget limitations will be considered.
- Providing support for individuals selected as National and NSW State representatives.
- Providing a process for individuals and groups to seek, at either no cost or at a subsidised rate, access to BVSC resources.
- Considering auspicing funding requests from community groups or to provide written support for an application. All participants for non-financial assistance will be assessed against adopted assessment criteria

Policy Version Control

| Policy title | Requests for Assistance |
|---------------------|---|
| Policy No.: | 6.15 |
| Directorate | Strategy and Business Services |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Director |
| Version | 5 |
| Adopted | |
| Next revision | May 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|----------------------------------|
| 3.01 | Development Administration |
| 4.10 | Lands under Council jurisdiction |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website www.begavalley.nsw.gov.au

Policy 6.16 Interstate and Overseas travel

| | |
|---------------------|---|
| Directorate | Organisational Development and Governance |
| Responsible Officer | Executive Manager |

Scope

This policy ensures the processes implemented to monitor the Interstate and Overseas travel of Council representatives are carefully managed across all functions of Council.

Purpose

- To ensure there is an identifiable benefit to the Bega Valley Shire Council for all interstate and overseas travel by Councillors and Council officers (staff). The purpose and results of all such travel will be available to the community.

Definitions

Nil

Legislative requirements

Local Government Act 1993

Policy Statement

Bega Valley Shire Council shall address the matter of 'Interstate and Overseas travel' in a systematic manner by:

- Ensuring all proposals for interstate (excluding the ACT) and overseas travel are approved by the General Manager and be documented in the annual report.
- Adhering to Independent Commission Against Corruption (ICAC) Guidelines and reporting structures outlined in Procedure 6.02.1(a) – Code of Conduct if travel is to be sponsored by private enterprise. Providing a detailed report to Council if the cost of any travel is expected to exceed \$1,500 per person.
- Supplying details of the travel request to the General Manager to approve where exceptional cases arise and travel must be undertaken at short notice before it can be approved by Council. A detailed report must be submitted to the Council meeting following the completion of the travel.
- Providing a report on the outcomes, costs, and attendance details of overseas and sponsored travel undertaken in the first Annual Report issues after the travel takes place

Policy Version Control

| Policy title | Interstate and overseas travel |
|---------------------|---|
| Policy No.: | 6.16 |
| Directorate | Organisational Development and Governance |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Executive Manager |
| Version | 4 |
| Adopted | |
| Next revision | March 2021 |

Related policies

| Policy No.: | Title |
|-------------|------------------------------------|
| 6.02 | Behaviour of Councillors and Staff |
| 6.04 | Conditions of employment |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.17 Community Engagement

| | |
|----------------------------|---|
| Department | Community Relations and Leisure |
| Responsible Officer | Manager Community Culture and Information |

Scope

This policy prescribes the processes implemented to facilitate and enhance the level of and satisfaction with Bega Valley Shire Council's community engagement practices across the shire.

Purpose

- To outline Council's commitment to engage with the community in a respectful, effective and transparent manner.
- To better understand, value and include the views of the community in Council's decision making

Definitions

Community engagement is defined as the range of opportunities for community involvement in Council decision making, relationship building and community strengthening.

Community engagement is achieved when the community is and feels part of a process.

Legislative requirements

Local Government Amendment (Planning and Reporting) Act 2009

Local Government Act 1993

Environment Planning and Assessment Act 1979

Policy Statement

Bega Valley Shire Council will engage with the community by:

- Providing the community with consistent, meaningful opportunities to participate in, and contribute to, Council decisions.
- Aligning Council's engagement processes to reflect the adopted values of the organisation.
- Utilising a range of engagement strategies to enable all members of the community who are affected by, or interested in, a decision to have the opportunity to contribute.
- Providing relevant and timely information about the planning, implementation and management of Council programs, services and facilities.
- Ensuring that engagement strategies are accessible and culturally appropriate
- Meeting or exceeding all statutory advertising and public exhibition periods for Council related matters

The level of community input will be determined by the decision to be made and guided by the IAP2 model of engagement:

a. Informing

To provide the community with balanced and objective information to help them understand a problem, alternatives, opportunities and/or solutions.

- b. Consulting
To obtain community feedback on alternatives and/or decisions
- c. Involving
To work directly with the community throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
- d. Collaborating
To partner with the community in each aspect of the decision making process including the development of alternatives and identification of the preferred solution.

Policy Version Control

| Policy title | Community Engagement |
|---------------------|--|
| Policy No.: | 6.17 |
| Directorate | Community, Relations and Leisure |
| Outcome Area | Strong Consultative Leadership |
| Key theme area | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs |
| Responsible Officer | Manager Community, Culture and Information |
| Version | 2 |
| Adopted | |
| Next revision | May 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|-----------------------|
| 6.10 | Communications |
| 6.11 | Records Management |
| 6.12 | Access to Information |
| 6.13 | Customer Service |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.18 Integrated Planning and Reporting

| | |
|---------------------|--------------------------------|
| Directorate | Strategy and Business Services |
| Responsible Officer | Director |

Scope

This policy prescribes the process implemented by Council to facilitate the development, implementation and reporting requirements of the Integrated Planning and Reporting framework.

Purpose

- To provide local governments a framework for establishing local priorities with their community and establishing the operational activities and roles of council. The specific aims of the Integrated Planning and Reporting framework are to:
 - a. improve integration of various statutory planning and reporting processes undertaken by councils as required by the *Local Government Act 1993*
 - b. strengthen councils' strategic focus
 - c. streamline reporting processes
 - d. support a strategic and integrated approach to planning and reporting by local councils

Definitions

Nil

Legislative requirements

NSW Local Government Act 1993

Local Government Amendment (Governance and Planning) Act 2016

Policy Statement

The Integrated Planning and Reporting process is about identifying the community aspirations, need and priorities for the future and outlining Council's strategies to achieve this vision.

Council will work together with the community, non-government organisations, and agencies to create a Shire that reflects changing needs while preserving local identity and planning for a more sustainable future.

Bega Valley Shire Council will meet the following planning requirements:

- Development and implementation of the Community Engagement Strategy which will be based on social justice principles for engagement with the local community.
- Development and implementation of the Community Strategic Plan which identifies the main priorities and aspirations for the future of the shire. The Community Strategic Plan will cover a minimum period of 10 years and will be reviewed and endorsed every four years by June 30 following a Council election
- Development and implementation of the Long Term Financial Plan which will cover a minimum period of 10 years. This will be updated annually when developing the Operational Plan.

-
- Development and implementation of the Workforce Management Plan which will cover a minimum period of 4 years.
 - Development and implementation of Asset Management Strategy and Plan/s to cover a minimum period of 10 years.
 - Development and implementation of the Delivery Plan which details the principal activities to be undertaken by council to implement strategies by the Community Strategic Plan. To cover a four year duration.
 - Development and implementation of the annual Operational Plan which details the activities to be engaged in by council during the year and annual budget. This is an annual sub-plan of the Delivery Plan and requires 28 business days public exhibition with adoption prior to beginning of financial year.

Bega Valley Shire Council will meet the following reporting requirements:

- Annual report – to be delivered within 5 months of the end of each financial year. This will include a copy of council's audited financial reports and must be posted on council's website.
- End of term report – to be included in the Annual report due 30 November in year in which an ordinary election is held.
- State of the Environment Report – this reports on environmental issues relevant to the objectives for the environment established by the Community Strategic Plan. To be included in annual report due 30 November in year in which an ordinary election is held.
- Progress reports on Delivery Plan – reports on principle activities detailed in the Delivery Plan – reported every 6 months with dates to be determined by Council.

Policy Version Control

| Policy title | Integrated Planning and Reporting |
|---------------------|---|
| Policy No.: | 6.18 |
| Directorate | Strategy and Business Services |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Director |
| Version | 2 |
| Adopted | |
| Next revision | May 2021 |

Related BVSC policies

All

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website www.begavalley.nsw.gov.au

Policy 6.19 Fraud and Corruption Prevention

| | |
|---------------------|---|
| Directorate | Organisational Development and Governance |
| Responsible Officer | General Manager |

Scope

This policy ensures relevant processes are implemented to help prevent fraud and corruption within Bega Valley Shire Council. This Policy is applicable to Elected Officials, employees, contractors and delegates.

Purpose

This policy is designed to help protect public funds and assets, protect the integrity, security and reputation of the Council by ensuring a transparent and high quality service is provided to the Bega Valley Shire community. Applying to all Elected Officials, employees, contractors, and volunteers, this Policy document and its subsequent procedures comply with the *Public Interest Disclosure Act 1994* and are intended to prevent, detect and investigate fraudulent and/or corrupt activities in a local government workplace.

Policy Statement

Bega Valley Shire Council will address the matter of fraud and corruption prevention in a systematic manner by:

- Developing and implementing relevant workplace protocols which facilitate the timely, accurate and transparent collection, recording and reporting of business operations.
- Working in conjunction with internal and external auditors to assess the timeliness, accuracy and transparency of Council's operations.
- Ensuring Council's fraud control framework is reviewed on a regular basis, with changes implemented accordingly.
- Fostering a leadership style which reflects the standards expected of all council representatives in relation to fraud and corruption prevention and control.
- Minimising the likelihood of an individual engaging in fraudulent or corrupt conduct by developing a workplace culture based on respect for both the individual and the systems and processes which Council operates.
- Managing any disclosure of alleged fraud in accordance with the *Public Interest Disclosures Act (1994)*.
- Reviewing this policy every two years or on a needs basis.

Legislative requirements

Independent Commission Against Corruption Act (1988)

Public Interest Disclosures Act (1994)

Definitions

| Term | Definition |
|------------------|--|
| Fraud | <p>'Fraud' does not have to be directly associated with monetary benefits. The term 'fraud' can be defined as a deliberate and premeditated turn of events involving the use of deception for the purpose of gaining some kind of benefit from being in a position of trust and authority.</p> <p>The types of fraudulent behaviour typically include:</p> <ul style="list-style-type: none"> • Acts of deliberate omission • Theft • Making false statements • Evasion • Manipulation of information, and • Deception <p>According to Section 8(2)(e) of the <i>Independent Commission Against Corruption Act (1988)</i>, fraud is regarded as corrupt conduct.</p> |
| Corrupt conduct | Any conduct of any person (whether or not a public official) adversely affecting, directly or indirectly, the exercise of official functions by any public official, any group or body of public officials or any public authority and which could involve fraud. |
| Public official | Any individual having public official functions or acting in a public official capacity, and includes any of the following: <ul style="list-style-type: none"> • An individual who is a member of a public authority. • A person in the service of the Crown or of a public authority. |
| Public Authority | May include a local government authority. |

Policy Version Control

| Policy title | |
|---------------------|---|
| Policy No.: | 6.19 |
| Directorate | Organisational Development and Governance |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | General Manager |
| Version | 1 |
| Adopted | 28 June 2017 |
| Next revision | March 2021 |

Policy 6.20 Closed Circuit Television (CCTV)

| | |
|---------------------|---|
| Directorate | Organisational Development and Governance |
| Responsible Officer | Executive Manager |

Scope

The Closed Circuit Television (CCTV) policy deals with CCTV installed in public areas within the Bega Valley Shire. Locations for CCTV may include public reserves, public roads, bridges, wharfs, or road-ferries and car parks. The policy does not relate to any privately owned or operated surveillance systems, or CCTV installations made by Council for the purposes of facility management.

Purpose

The Closed Circuit Television (CCTV) policy specifies the commitment and processes involved in the implementation of video surveillance cameras in identified public places within the Bega Valley Shire.

Legislative requirements

Workplace Video Surveillance Act 1998

Privacy and Personal Information Protection Act 1998

Local Government Act 1993

Policy Statement

This policy is based on the principles included in the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Close Circuit Television (CCTV) in Public Places.

Bega Valley Shire Council will address the matter of crime prevention at a local level by designing, implementing, monitoring and reviewing a holistic approach to public safety which includes the use of Closed Circuit Television (CCTV).

In order to maintain the privacy and civil rights of the community, Council will:

- Engage in consultation with the community with regard to the establishment and maintenance of CCTV. Feedback will pertain to relevant concerns of all parties, including the location of cameras and the maintaining of privacy.
- Set clear objectives for the purpose of CCTV including its design, implementation, management and review of the scheme.
- Clearly identify through this policy and procedures, who is the responsible officer for managing CCTV protocols.
- Work in collaboration with other relevant agencies including by not limited to the NSW Police Force, local Chambers of Commerce, and community interest groups.
- Develop standard operating procedures to outline the program's communication and liaison protocol.
- Link this policy to already established complaints handling protocols.
- Assess the validity and accuracy of this policy and its associated procedures using the appropriate State and Local Government guidelines for the use of CCTV.

Definitions

| Term | Definition |
|---------------------------|--|
| Public Place | Refers to public reserves, public bathing reserves, swimming pools, public roads, bridges, wharfs or road-ferries, with the addition of public transport and car parks. |
| Closed circuit television | A television system which transmits images on a 'closed loop' basis. Images are only available to those directly connected to the transmission system. The transmission of closed circuit television images may involve the use of coaxial cable, fibre-optic cable, telephone lines, infra-red and radio transmission systems. |
| Video surveillance | Surveillance by closed circuit television systems for direct visual monitoring and/or recording of activities on premises or in a place. |
| Camera | An electronic device capable of monitoring or recording visual images of activities in public places. |
| Employee | A person working for Bega Valley Shire Council. |
| Law enforcement agency | Means any of the following: <ul style="list-style-type: none"> • NSW Police Force • A police force or police service of another State or Territory • The Australia Federal Police • The Police Integrity Commission • The Independent Commission Against Corruption • The NSW Crime Commission • The Australian Crime Commission • The Department of Corrective Services • The Department of Juvenile Justice |
| Street safety cameras | A Closed Circuit Television (CCTV) system operating in public places. |
| Unlawful activity | An act of omission that constitutes an offence against a law of this State or of the Commonwealth |

Policy Version Control

| Item | Description |
|---------------------|---|
| Policy No.: | 6.20 |
| Directorate | Governance, Risk and Employee Support |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Executive Manager |
| Version | 1 |
| Adopted | 28 June 2017 |
| Next revision | March 2017 |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.21 Related Party Disclosures

| | |
|---------------------|--------------------------------|
| Directorate | Strategy and Business Services |
| Responsible Officer | Director |

Scope

This Related Party Disclosures policy will be applied to:

- Identify related party relationships, as well as relationships identifying ordinary citizen transactions which concern key management personnel, their close family members and entities controlled or jointly controlled by any of them.
- Identify information about the related party transactions for disclosure.
- Establish systems which capture and record the related party transactions and relevant information.
- Identify the circumstances in which *disclosure* of the items in points (i) and (ii) is required.
- Determine the disclosures to be made in the general purpose financial statements for the purpose of complying with AASB124.

Purpose

The purpose of this Policy is to help Council comply with disclosure requirements under the *Australian Accounting Standard AASB124 Related Party Disclosures* and the *Australian implementation guidance for not-for-profit public sector entities (AASB.124)*, the *Privacy and Personal Information Protection Act [PPIP] (1998)*, and the *Government Information Public Access Act [GIPA] (2009)*.

The disclosures of interest within this Policy pertain to Councillors; key management personnel; their close family members; as well as any entity controlled or jointly controlled by any of them.

Policy Statement

In order to comply with AASB.124, Council will:

- Identify related party relationships, related party transactions and ordinary citizen transactions;
- Identify information about the related party transaction for disclosure;
- Capture and record the related party transactions and information about those transactions as specified in Procedure 6.21.1 Related Party Disclosures.
- Identify the circumstances in which disclosure regarding related party relationships, related party transactions' and ordinary citizen transactions; as well as information about the related party transaction itself is required; and
- Determine the disclosure(s) to be made about the items in the General Purpose Financial Statements in order to comply with AASB 124.

Definitions

| Term | Definition |
|--------------------------------|---|
| Arm's length terms | Terms between parties that are reasonable in the circumstances of the transaction that would result from: <ol style="list-style-type: none"> Neither party bearing the other any special duty or obligation, and The parties being unrelated and uninfluenced by the other, and Each party having acted in its own interest |
| Associate | In relation to any entity (the first entity), an entity over which the first entity has significant influence. |
| Close family members | In relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in the dealings with Council. This will include: <ol style="list-style-type: none"> That person's children and spouse or domestic partner Children of that person's spouse or domestic partner Dependants of that person or that person's spouse or domestic partner. <p>Close family members may also include extended members of family (including siblings, grandparents, uncles/aunts or cousins, and potentially even good friends). This is the case if any of these individuals could be expected to influence, or be influenced by, the key management person in their dealings with Council.</p> |
| Control | Relates to the "control" of an entity where there is: <ol style="list-style-type: none"> Power over the entity, and Exposure or rights to variable returns from involvement with the entity, and The ability to use power over the entity to affect the amount of returns received |
| Joint Control | The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control. |
| Joint Venture | An arrangement of which 2 or more parties have joint control and have the right to the net assets of the arrangement. |
| Joint Venturer | A party to a joint venture that has joint control of that joint venture. |
| Key Management Personnel (KMP) | Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Key management personnel include (but are not limited to): <ol style="list-style-type: none"> The Mayor Councillors General Manager Directors/Executive Manager Any other staff required to complete a Pecuniary Interests Return |
| Ordinary citizens transactions | Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's-length terms and in the ordinary course of carrying out Council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature are: <ol style="list-style-type: none"> Paying rates and water/sewer charges Using Council's public facilities after paying the corresponding fees. |
| Related party | A person or entity that is related to Council pursuant to the definition contained in AASB124, paragraph 9. Examples of related parties of Council are: <ol style="list-style-type: none"> Key management personnel Close family members of key management personnel Entities that are controlled or jointly controlled by key management personnel or their |

| Term | Definition |
|--|---|
| | close family members d. Council subsidiaries |
| Related party transaction | A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged. Examples of related party transactions are: <ul style="list-style-type: none"> a. Purchases or sales of goods b. Purchases or sales of property and other assets c. Rendering or receiving of services d. Rendering or receiving of goods e. Leases f. Transfers under licence agreements g. Transfers under finance arrangements (example, loans) h. Provision of guarantees (given or received) i. Commitments to do something if a particular event occurs or does not occur in the future j. Settlement of liabilities on behalf of Council or by Council on behalf of that related party |
| Related party transactions return (RPT Return) | Council form entitled Related Party Transactions Return provided by Key Management Personnel as set out in Attachment A |
| Significant Influence | The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those entities as determined in accordance with AASB128 Investments in Associates and Joint Ventures, paragraphs 3, 5 and 6. |

Legislative requirements

Local Government Act 1993

Local Government Regulation (2005)

Privacy and Personal Information Protection Act [PPIP] (1998)

Government Information Public Access Act [GIPA] (2009).

Australian Accounting Standards

Policy Version Control

| Policy title | |
|---------------------|--|
| Policy No.: | 6.21 |
| Directorate | Strategy and Business Services |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community need. |
| Responsible Officer | Director |
| Version | 1 |
| Adopted | 28 June 2017 |
| Next revision | March 2021 |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.22 Public Private Partnership

| | |
|---------------------|--------------------------------|
| Directorate | Strategy and Business Services |
| Responsible Officer | Director |

Scope

This policy and associated procedures provide guidelines for Council's dealings with private persons in regard to partnership arrangements that provide benefit to the local community.

Purpose

- To ensure the delivery cost efficient, quality facilities and services that meet specifically identified needs of the local community
- To demonstrate compliance with all relevant Public Private Partnership legislation and guidelines.

Definitions

| Term | Definition |
|----------------------------------|---|
| Public Private Partnership (PPP) | The <i>NSW Local Government Act (1993)</i> defines a PPP as "an arrangement between Council and a private person for the purpose of providing public infrastructure on facilities (being infrastructure on facilities in respect of which the Council has an interest, liability or responsibility under the arrangement), or delivering services in accordance with the arrangement or both. |

Legislative requirements

Local Government Act 1993

Local Government Regulations 2003

Local Government Amendment (public private partnerships) Act 2004

Policy Statement

Bega Valley Shire Council will explore opportunities to finance, construct or operate public infrastructure and facilities, or commercial developments on council land, through 'Public Private Partnerships' in a systematic manner by:

- Acknowledging that Public Private Partnerships (PPP) can be entered as one model that can deliver community services or facilities.
- Complying with relevant legislative guidelines which facilitate the management, risk minimisation and rigorous adhesion to critical elements of any PPP entered into.
- Conducting an assessment of other services or facility delivery models prior to entering into any PPP.
- Only entering into a PPP upon the resolution of Council.
- Considering commercial development opportunities on Council property and infrastructure as identified in Council's Land Investment Strategy.

Policy Version Control

| Policy title | Public Private Partnerships |
|---------------------|---|
| Policy No.: | 6.22 |
| Directorate | Strategy and Business Services |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <ol style="list-style-type: none"> 1. We are an informed and engaged community with a transparent, consultative and responsive Council. 2. Our Council is financially sustainable and services and facilities meet community needs. |
| Responsible Officer | Director |
| Version | 3 |
| Adopted | |
| Next revision | May 2021 |

Related Council Policies

| Policy No.: | Title |
|-------------|------------------------------------|
| 6.08 | Procurement of assets and services |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au

Policy 6.23 Business Incentives

| | |
|---------------------|--------------------------------|
| Directorate | Strategy and Business Services |
| Responsible Officer | Director |

Scope

This policy provides guidelines for Council's dealings with developers, businesses and community organisations within the Bega Valley Shire, in regard to rates and charges and development applications.

Purpose

- To strengthen the local economy and improve employment opportunities by stimulating business developments suitable to the environment and community of the Bega Valley Shire.

Definitions

Nil

Legislative requirements

Nil

Policy Statement

Bega Valley Shire Council will consider 'Business Incentives' in a systematic manner by:

- Offering incentives to new or expanding businesses that comply with policy guidelines in the form of rate concessions. The two incentives that are available under this policy are:
 - deferred payment of rates and
 - postponement of development charges payable under Section 94 of the Environmental Planning and Assessment Act and water/sewer headwork charges under s64 of the Local Government Act with reference to their respective Contribution Plans.
- There are four categories of development that may qualify for consideration under this policy:
 - new and expanding commercial developments
 - new and expanding industrial developments
 - new and expanding tourism businesses including tourist accommodation, and
 - developments providing additional accommodation for the elderly.
- Supporting economic development in the Shire's regional villages where it can.

Policy Version Control

| Policy title | Business Incentives |
|---------------------|--|
| Policy No.: | 6.23 |
| Directorate | Strategy and Business Services |
| Outcome Area | Strong Consultative Leadership |
| Goal(s) | <p>§ We are an informed and engaged community with a transparent, consultative and responsive Council.</p> <p>§ Our Council is financially sustainable and services and facilities meet community needs.</p> |
| Responsible Officer | Director |
| Version | 3 |
| Adopted | |
| Next revision | May 2021 |

Related BVSC policies

| Policy No.: | Title |
|-------------|-----------------------------|
| 6.22 | Public Private Partnerships |
| 2.02 | Live, work, invest |
| 2.03 | Digital economy |
| 2.04 | Traditional Industries |
| 3.01 | Development Administration |
| 5.01 | Asset Management |
| 6.15 | Request for Assistance |

Note: Policy details may change prior to review date due to legislative changes. For the most up-to-date version please refer to Council's website
www.begavalley.nsw.gov.au