



**ATTACHMENTS TO REPORTS OF THE BLAYNEY SHIRE COUNCIL MEETING
HELD ON MONDAY 19 FEBRUARY 2018**

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Payment of Expenses and the provision of Facilities to the Mayor and Councillors Policy

Policy	1A
Officer Responsible	Director Corporate Services
Last Review Date	19/02/2018

Strategic Policy

1. OBJECTIVE OF POLICY

Section 252 (1) of the Local Government Act 1993 requires Council to adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor and other councillors (including Administrators) in relation to discharging the functions of civic office.

The purpose of this policy is to ensure that councillors receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties and that there is accountability and transparency in the payment of expenses incurred, or to be incurred by Councillors (including Administrators). The overriding principle to be addressed in the development of this policy is that the provisions of the policy meet the expectations of the local community.

This policy does not deal with matters associated with the setting and payment of annual fees to the Mayor and Councillors, which are determined by the Local Government Remuneration Tribunal.

Any reference hereon in this policy to Councillors will encompass Administrators.

2. STATUS OF THE POLICY

This policy has been prepared in accordance with the "Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW" as issued by the Office of Local Government, Department of Premier and Cabinet dated 7 October 2009 (Circular 09-36).

3. PAYMENT OF EXPENSES

3.1. CONFERENCES AND SEMINARS

Requests for attending conferences shall be in writing outlining the benefits for Council. A written report shall be furnished to Council from the Councillor or staff accompanying the Councillor on the aspects of the conference relevant to council business and / or the community. No written report shall be required for the Local Government NSW Annual Conference.

Council will meet the following expenses for Councillors attending conferences and seminars which have been authorised by Council resolution or by the Mayor under delegated authority.

3.1.1. Registration Fees

- i) Payment of registration fees for attendance at conference / seminar sessions.
- ii) Payment of official conference / seminar lunches and dinners, and associated tours where they are relevant to the business and interests of Council, if not covered by the registration cost.

3.1.2. Accommodation

Payment of accommodation costs on the following basis:

- i) Accommodation selected by the Council or General Manager on the basis of cost and convenience of location to the conference. A Councillor may choose accommodation at a different location but which is the same cost or less.
- ii) The number of accommodation days provided under this policy shall be limited to:
 - a. Registration day;
 - b. Each day on which official sessions of the conference / seminar are held, as well as the night preceding the conference / seminar where travelling schedules reasonably require such accommodation; and
 - c. Each day on which a Councillor is required to be accommodated en route to and from the conference / seminar.
- iii) Any additional accommodation costs incurred as a result of the attendance of partners and/or children shall be borne by the Councillor.

3.1.3. Car Parking Fees

Council shall meet the cost of the following car parking fees.

- i) Hotel / Motel parking – additional car parking fees not included in accommodation costs.
- ii) Airport parking – costs incurred in the parking of a Councillor's private vehicle at an airport for the duration of a conference / seminar, subject to the vehicle being parked in the most economical airport car park.

Reimbursement for parking expenses shall be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim form. Claim for such expenses shall be made within two (2) months of the date of return from the conference / seminar.

The driver is personally liable for all traffic infringements and parking fines incurred while travelling in private or Council vehicles. Claims for reimbursement or payment of expenses shall be refused.

TRAINING AND PROFESSIONAL DEVELOPMENT

Council shall meet the expenses for Councillors attending training and professional development which have been authorised by Council resolution or by the Mayor under delegated authority, where the training or educational course is directly related to Councillors civic functions and responsibilities.

The specific expense items met by Council are the same as those applicable to "Conferences and Seminars", as listed at clause 3.1.

3.2. REIMBURSEMENT AND RECONCILIATION OF EXPENSES

Councillors seeking reimbursement of costs and expenses, incurred in accordance with the requirements of this Policy, shall only be approved upon the production of appropriate receipts and tax invoices, and the completion of the required claim form.

Claims for reimbursement of costs and expenses shall be made within two (2) months of the costs and/or expenses being incurred, unless otherwise specified within this policy.

3.3. CLAIM FORM

Provided as an attachment (Attachment A) to this Policy, is the prescribed Claim Form which shall be completed by any Councillor seeking reimbursement of their costs and expenses.

It is the responsibility of the Councillor to ensure that the Claim Form is submitted accurately and complete, and within the prescribed timeframe as required by this Policy.

Incomplete claim forms may result in costs and expenses not being reimbursed.

3.4. PAYMENTS IN ADVANCE

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors may also request an advance payment for the cost of any other service or facility covered by this Policy. However, Councillors shall fully reconcile all expenses against the cost of the advance within fourteen (14) days of their return.

Note: No general allowance type payment shall be made under any circumstances.

3.5. PAYMENT OF EXPENSES FOR SPOUSES, PARTNERS AND ACCOMPANYING PERSONS

Where the business of Council includes an invitation to a Councillor's spouse, partner or accompanying person, Council shall meet all reasonable costs associated with the spouse, partner or accompanying person attending that function.

In circumstances where an invitation is not extended to a Councillor's spouse, partner or accompanying person, that spouse, partner or accompanying person may accompany the Councillor on the business of Council, at the expense of the Councillor.

Attendance at the Local Government NSW Annual Conference shall be regarded as business of the Council and, as permitted by the Office of Local Government Guidelines, registration and official conference dinner costs be met by Council.

An accompanying person is a person who has a close personal relationship with the councillor and/or provides carer support to the councillor.

3.6. INCIDENTAL EXPENSES

Claims for reimbursement of reasonable out-of-pocket or incidental expenses incurred by a Councillor whilst attending conferences, seminars or training courses shall only be approved upon presentation of receipts and the completion of the prescribed claim form. Payments of general expense allowances shall not be permitted under this policy.

Incidental expenses will be paid in accordance with the annual Taxation Determination issued by the Australian Taxation Office titled: *Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the xxxx-xx income year?* Amounts claimed shall not exceed amounts specified in the Taxation Determination.

3.7. INSURANCE

Council shall effect an appropriate level of insurance for Councillors in the following areas:

- i) Public Liability – for matters arising out of a Councillor's performance of their civic duties and/or exercise of their Council functions.
- ii) Professional Indemnity – for matters arising out of a Councillor's performance of their civic duties and/or exercise of their Council functions.
- iii) Personal Accident – coverage of Councillor and/or spouse while on Council business.
- iv) Defamation – excluding Councillor to Councillor, Councillor to Staff and Staff to Councillor.
- v) Travel – for approved travel on Council business.

Council shall meet any excess applicable under a policy for:

- Councillor and Officers – in relation to a Councillor performing their civic duties or Council functions;
- Other Insurances – in specific instances when considered necessary by the General Manager (e.g. travel insurance).

3.8. LEGAL EXPENSES

Council may indemnify or reimburse the reasonable legal expenses of:-

- i) A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act 1993 (refer Section 731), provided that the outcome of the legal proceedings is favourable to the Councillor.
- ii) A Councillor defending an action in defamation, provided that the outcome of the legal proceedings is favourable to the Councillor.
- iii) A Councillor involved in the event of:
 - An inquiry, investigation or hearing into a Councillor's conduct by any of the following:
 - o Independent Commission Against Corruption
 - o Office of the NSW Ombudsman
 - o Office of Local Government, Department of Premier and Cabinet
 - o NSW Police Force
 - o Director of Public Prosecutions
 - o Local Government Pecuniary Interest Tribunal
 - o Council's Conduct Review Committee / Reviewer

This is provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a councillor's functions under the Local Government Act 1993 and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a councillor, legal costs shall only be made available where a matter has been referred by the General Manager to the conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs shall only be made available where a formal investigation has been commenced by the Office of Local Government.

In addition, legal costs shall only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the councillor. This may include circumstances in which a matter does not proceed to a finding. In relation to a councillor's conduct, a finding by an investigative or review body that an inadvertent minor technical breach had occurred may not necessarily be considered a substantially unfavourable outcome.

Council shall not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.

Council shall not meet the legal costs of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Legal costs shall not be met for legal proceedings that do not involve a councillor performing their role as a councillor.

Council may lawfully obtain insurance cover against the risk of having to meet the reasonable legal costs of a councillor, or to reimburse those costs, provided that the costs or reimbursements are ones that it is authorised to meet.

Council may reimburse such Councillor, after the conclusion of the inquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonable incurred, given the nature of the inquiry, investigation, hearing or proceeding, on a solicitor / client basis. Such determination shall be by resolution of Council.

3.9. CARER'S PROVISIONS

3.9.1. Carer's Expenses

Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member shall be entitled to reimbursement of carer's expenses up to a maximum of \$1,000 per annum for attendance at Council and Committee meetings and other official civic functions noted below, plus reasonable travel from their principal place of residence. Child care expenses may be claimed for children up to and including the age of 16 years. Reimbursement of carer's expenses shall be made after submission of receipts and tax invoices and completion of the prescribed claim form. Claims for such expenses shall be made within one (1) month of the expense being incurred. Official civic functions may include:

- Attendance at Ordinary and Extraordinary meetings of Council.
- Attendance at Council Committee meetings of which the Councillor is a member.
- Attendance at Ordinary, Committee and Sub-Committee meetings of an organisation where the Councillor has, by Council resolution, been duly elected as a Council delegate.
- Attendance at inspections, within or outside the area as authorised by Council resolution or by the Mayor under delegated authority.
- Attendance at official Council functions as authorised as Council business by a resolution of Council.
- Attendance at conferences or seminars approved by Council resolution or by the Mayor under delegated authority.
- Attendance at training or professional development approved by Council resolution or by the Mayor under delegated authority.
- Attendance at functions to which the Mayor has been invited, which are attended at the request of the Mayor.

Councillors shall provide suitable evidence to the General Manager that reimbursement is applicable, such as advice from a medical practitioner in the event of caring for an adult person.

3.9.2. Expenses and Facilities for Councillors with Disabilities

In addition to the provisions of 3.10.1, for any councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, in order to allow that Councillor to perform their civic duties.

4. CONSIDERATION OF SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS

4.1. GENERAL TRAVEL ARRANGEMENTS

All travel by Councillors shall be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Note: The driver is personally responsible for all traffic infringements and parking fines incurred while travelling in private or council vehicles on Council business.

4.2. LOCAL TRAVEL ARRANGEMENTS AND EXPENSES

For the purposes of this Policy, Local Travel will include travel conducted within the following Local Government Areas:-

- Blayney
- Cowra
- Bathurst
- Orange
- Cabonne
- **Dubbo Wellington**

For the purposes of this Policy, where Council Delegates attend meetings of the Lachlan Regional Transport Committee Inc, Local Travel will include travel conducted within, and transiting to, the Local Government Areas of the members to this Committee.

Travelling expenses within these Local Government Areas shall be paid to Councillors upon submission of the completed claim form for:

- Attendance at Council or Committee meetings;
- Undertaking approved business of the Council.

Councillors are encouraged to pool vehicles where practicable.

4.3. NON-LOCAL AND OTHER TRAVEL ARRANGEMENTS AND EXPENSES

Payment of travelling expenses for all other travel outside of the "local area" as defined above shall be submitted to Council for consideration, and shall only be paid if approved.

All non-local and other travel should be advised to the General Manager in advance for coordination of accommodation and travel arrangements (if required). Such advice shall be on a travel authority and submitted in time for approval by Council as attached to this policy. For risk minimisation Councillors are to pool vehicles where practicable. All travel by vehicle shall be by the following priority:

- a. Council vehicle (if available)
- b. Councillor vehicle
- c. Hire vehicle

Claims for expenses incurred shall be submitted on the approved claim form as attached to this Policy, and each claim shall clearly state the purpose of the travel.

4.4. TRAVELLING EXPENSES PER KILOMETRE RATE

Approved claims for payment of travelling expenses shall be fixed at the rate per kilometre for vehicles *in excess of 3 litre capacity, per the cents per kilometre method* as determined by the Australian Taxation Office, *effective from the 1st July of that financial year.*

4.5. OTHER EXPENSES

Councillor claims for payment of "Other Expenses" not specifically covered by this Policy shall be presented in a report to Council for consideration, and shall only be paid if approved.

5. PROVISION OF FACILITIES

5.1. GENERAL PRINCIPLES

The provision of facilities, equipment and services to the Mayor and Councillors shall be used by the Mayor and Councillors only for the purposes of fulfilling their civic duties and functions. However, Council acknowledges that infrequent private use of the facilities and equipment may occur.

Council facilities, equipment and services shall not be used to produce and disseminate election material, personalised pamphlets or newsletters (and the like) or material for any other political purpose.

5.2. TELEPHONE LINE

At Council's expense a separate telephone direct line shall be connected to all Councillors' residences for Council business upon receipt of a written request from each respective Councillor. All costs associated with the operation of this line shall be paid by Council.

In circumstances where a Councillor elects not to have a separate telephone line connected, and instead utilises their own private telephone line, Council shall reimburse only the call costs identified by the Councillor as relating to council business. Claims for this reimbursement shall be accompanied by a copy of the telephone account for this line with each council business call highlighted.

5.3. TECHNOLOGY EQUIPMENT

5.3.1. Mobile Devices

At the expense of Council, each Councillor shall be provided with Technology equipment, the provision of a **mobile device tablet technology** (i.e., **iPad or similar tablet or phone**). Such equipment will be provided with required applications for Councillors to undertake their duties. Any additional applications at Council expense must be made in writing with substantiation of need. **Where a phone is provided Council shall not be responsible for phone charges.**

Councillors shall be provided a \$100 itunes card on commencement of each Council term for purchase, update or replacement of applications.

Council will not be responsible for purchase, update or replacement of applications not purchased through Council in the event of equipment failure.

5.3.2. Data Allowance

Tablet devices shall include a data plan allowance of 1 gigabyte per month. Councillors shall be eligible to claim a data allowance of up to 50% reimbursement of data charges associated with home internet and telephone up to a maximum value determined by Council annually.

5.4. APPAREL

At the expense of Council, each Councillor shall be provided with the following apparel each term:

- ~~**One (1) corporate blazer or jacket of Council;**~~
- Two (2) ties or scarves;
- Two Corporate Polo shirts; and
- Protective clothing as deemed required by the General Manager.

Any apparel purchased under this section shall carry the Council logo.

5.5. OTHER FACILITIES

Councillors are to receive the benefit of:

- Provision and use of business cards and name badges;
- Postage of official correspondence - all mail is to be directed through the Council's own mailing systems;
- Meals/refreshments at Council, Committee, Sub-Committee Meetings and Working Parties, or at any other time deemed appropriate by the Mayor or General Manager whilst on Council business;

5.6. RETURN OF FACILITIES

Councillors shall return any equipment or other facilities to Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.

Where a separate sim card / telephone had been established, this line shall be disconnected at Council's expense. However, should the Councillor wish to retain the use of this line, then at Council's expense, the line shall be transferred into the name of the Councillor.

Councillors will also have the option of purchasing the equipment previously allocated at an agreed fair market price or written down price value.

6. PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYORS

6.1. SECRETARIAL SUPPORT

Secretarial support facilities are available to the mayor during normal office hours, through the General Manager.

6.2. CREDIT CARD

- i) The Mayor will be provided with a Corporate Credit Card to facilitate payment of incidental expenses such as attendance at functions, accommodation, parking and entertainment in conjunction with discharging the functions of the Mayoral Office.
- ii) The credit card will have a limit of \$2,000 personally issued to the Mayor. The application form is to be signed by the Mayor.
- iii) The credit card is to be used for Council-related business expenditure only.
- iv) The credit card must not be used for obtaining cash advances.
- v) Upon completion of the Mayoral term, the credit card is to be returned to the General Manager on or prior to the date the term ceases.

- vi) Ongoing use of the credit card by the Mayor will be in accordance with and subject to any other policy relating to the use of such credit facilities adopted by Council from time to time.

ATTACHMENT B – TRAVEL AUTHORITY

**BLAYNEY SHIRE COUNCIL
COUNCILLOR TRAVEL AUTHORITY
FOR NON-LOCAL AND OTHER TRAVEL**

Pursuant to the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy the following application is submitted:			
Name of Councillor: _____			
Purpose of Travel: _____			
Date(s): _____		Time from / to: _____	
Location: _____			
Venue: _____			
Mode of Transport: (please circle)			
Air	Council Vehicle	Councillor Vehicle	Hire Vehicle
Accommodation (if required):			
Single Room: _____ Double Room: _____ Other: _____			
Motel preference: _____			
Please provide other relevant details (e.g. special requirements): _____ _____			
SIGNATURE: _____ DATE: _____			
(Authority should be lodged with sufficient time for Council report for approval to be submitted.)			
Office Use Only			
Council meeting date: _____		Minute No.: _____	
Transport: _____		Order No.: _____	
Motel: _____		Order No.: _____	

	Date	Minute No.
First Adopted:	20/9/1999	592
Last Reviewed:	13/08/2001	388
	12/02/2007	7
	14/05/2007	07/094
	12/05/2008	08/105
	29/09/2008	08/231
	08/02/2010	1002/010
	09/05/2011	1105/007
	12/09/2011	1109/022
	10/12/2012	1212/005
	09/09/2013	1309/009
	16/09/2014	1409/010
	14/09/2015	1509/006
	19/09/2016	1609/009
	19/02/2018	
Next Review:	15/03/2021	

Yingli Green Energy Australia Pty Ltd
Level 10, 210 Clarence Street
Sydney, NSW, 2000



19th December 2017

Mr Anton Franze
Director Corporate Services
Blayney Shire Council
PO Box 62
Blayney
NSW 2799

RE: Information to support rental determination of land and review of proposed lease arrangement

Dear Anton,

Thank you for your email of the 18th of December requesting information on solar PV projects and also the topic of land rehabilitation.

Traditionally Solar PV in an Australian context was confined to residential and commercial roof tops. Over the past 5 years Yingli has supplied over 100 MW of Solar PV into the Australian, New Zealand and Pacific market. A selection of case studies are attached for your reference.

In 2009 the Federal Government implemented a program to encourage large scale Solar PV which are ground mounted. This ultimately led to the first large scale solar projects being developed around 5 years ago in NSW. Another round of Federal funding within the last 2 years ago has led to a number of additional large scale projects most of which are now under construction.

In regards to projects Yingli has been involved in, the largest to date in Australia was the supply of 13.3 MW of Solar PV Modules for the Gullen Solar Farm. Yingli's 1500 Volt Solar PV modules were installed between April and July 2017. The Gullen Solar Farm is located approximately 25 km from Goulburn, NSW. This 13.3 MW DC project was partly funded through a Federal grant. The Joint Venture EPC partners for this project were Balance Group and ASX listed Decmil. This system has been generating power since early August 2017.

Large scale Solar PV outside Australia has a longer history and please find attached a number of Yingli case studies from around the world. The oldest project in this case study selection was completed nearly 10 years ago.

Solar PV modules have a generation warranty of 25 years and generally Solar Farms have an investment life of between 20 to 25 years. As there is significant investment required to plan, approve and build a network connection to the grid it is likely that the Solar Farm would be re-developed after the end of its initial investment life. This would involve investing in new solar technologies at the site which would then extend the plant life for a further 20 to 25 years.

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We appreciate the Blayney Council needs to manage risk and would like to enter in further discussion regarding the issues concerning land rehabilitation. As we have mentioned in previous discussions with the Council there will be 100% investor equity for this project. As such we believe the financial risks of this site are minimal.

It is also highly likely there would be further investment to extend the working life of the solar farm at the Blayney site.

Kind Regards

Mark Kibby
Managing Director
Yingli Green Energy Australia Pty Ltd. (NYSE: YGE)
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SUCCESS STORY

HUERTO SOLAR VILLAR DE CAÑAS II

Villar de Cañas, Spain



INSTALLATION	
Customer	CYMI Control y Montajes Industriales, S. A.
Name	Huerto Solar Villar de Cañas II
Location	Villar de Cañas (Cuenca)
Size	9.8 MWp
Module Type	Yingli YL 175
Connected	2008/03/01
Operator	PROSOLCAM
Energy Company	Iberdrola
TECHNICAL SPECIFICATIONS	
Rated System Power	9.8 MWp
Number and Module Type	56,180 units YL 175
Inverter	90 SIEMENS Sinvert-100kW
Orientation	South
Annual energy yield	14,400,000 kWh
FIT/kWh	44 cents
Cash-In per annum	EUR 6,336,000

FROM FARMING TO SOLAR POWER

In the past the area around Cuenca, a region roughly 130 kilometres south of Madrid, was used mainly for farming. However, when PROSOLCAM, the investor, bought the 22-hectare site there were no protests from the locals. After all, the rumours had already spread that the use of land for solar power stations was a sustainable economic option and the municipality was proud to show that it was committed to active environmental protection. For CYMI, the engineering and construction company responsible for the solar power station, this project was a good opportunity to reinforce its position as one of the most important system integrators for solar power in Spain with more than 30 MWp of power already installed. When this new 9.5 MWp of solar generated electricity is fed into the grid the investor expects an energy output of almost 15 million kilowatt hours per annum. As a comparison, this corresponds to the amount of electricity used by roughly 7,000 4-person households. CYMI's decision to use Yingli solar modules was taken because of Yingli's strong history of good results in Germany and Spain and also because of the excellent price/performance ratio, which is key in order to get the best returns on the invested capital.

Solar power stations are the way of the future

“ We recognised the opportunities of the solar industry at an early stage. After numerous smaller projects PROSOLCAM approached us and we were proud to carry out this project for the company. In addition to our work in civil engineering, building and infrastructure the construction of solar power stations has opened up a new and promising business area for us.”

– Carlos Palli, CYMI



THE MOST IMPORTANT BENEFITS OF THE SYSTEM

- One of the largest solar power stations in the region
- Very efficient installation time of just six months
- 100% of the generated solar power is fed into the grid
- Financial security for the solar power station through the choice of financially stable and secure companies
- Continuous system monitoring has demonstrated consistently much higher yields than originally expected
- Yingli modules have a very good price/performance ratio and higher energy yield



YINGLISOLAR.COM | [NYSE:YGE](https://www.nyse.com/quote/NYSE:YGE)

yingli@yinglisolar.com

SUCCESS STORY

CENTINELA SOLAR ENERGY FACILITY

Imperial County, California



YINGLI INSTALLATION	
Project	Centinela Solar Energy Facility
Location	Imperial County, Califor
Size	200 MW dc
Module Type	YGE-U 72 Cell Series
Number of Modules	Approx. 700,000
Installer	Fluor Corporation
System Owner	Centinela Solar Energy,
Date of Operation	Mid-2014
TECHNICAL SPECIFICATIONS	
Rated System Power	170 MW ac
Orientation	Portrait
Mounting Type	Single-axis tracking sys
CO2-savings p.a. approx.	Approx. 324,000 metri
Number of Homes Powered	Approx. 60,000

YINGLI SOLAR'S LARGEST PROJECT IS POWERED BY CALIFORNIA SUNSHINE

The 200 MW Centinela Solar Energy Facility, the largest project in Yingli's history, covers over 1,600 acres of desert terrain in southern California's Imperial County. It consists of approximately 700,000 large-format YGE-U Series modules, which are fully compatible with most tracking and mounting systems. Specifically engineered for large-scale applications, the modules' highly durable and weather-resistant backsheets contain DuPont™ Tedlar® PVF film. Given this facility's size and significance, it was imperative to Fluor Corporation, the EPC (engineering, procurement, and construction) provider, to be able to guarantee system performance. That's why Yingli's engineers worked closely with Fluor to develop a project-specific performance guarantee based on highly accurate energy forecasts and module performance projections tested against real-life field conditions. With the project already in operation, it is estimated that the electricity generated by the system powers over 60,000 homes. The system will power the local utility grid for the next 20 years since the facility's owner, Centinela Solar Energy, LLC, secured a long-term Power Purchase Agreement to supply clean energy throughout Imperial County and the nearby city of San Diego.

YINGLISOLAR.COM | Yingli Solar

The clean energy produced by the Centinela Solar Energy Facility will help California fulfill its 33% renewable energy requirement by 2020.

“We confidently selected Yingli Americas to be our module supplier for this significant project because they proved their commitment to reliability with competitive warranty terms.”

– John King
Executive Vice President of LS Power



All project photos courtesy of Centinela Solar Energy, LLC.

DuPont™ and Tedlar® are registered trademarks of E.I. du Pont de Nemours and company or its affiliates.

DETAILS ABOUT THE SYSTEM

- The Centinela project's YGE-U 72 Cell Series modules contain DuPont™ Tedlar® PVF film-based backsheets to ensure superior all-weather performance and long-term durability.
- Clean solar energy from the Centinela project reaches thousands of households in Southern California through the Sunrise Powerlink Transmission Line.
- Approximately 324,000 metric tons of CO₂ would be released into the atmosphere annually if the electricity generated by the Centinela Solar Energy Facility came from traditional, non-renewable sources.
- The project's clean energy output is equal to removing nearly 68,000 cars from the road each year.

YINGLISOLAR.COM | info@yingliamericas.com



SUCCESS STORY

8MW KOMPLEKS HIJAU SOLAR FARM

Hang Tuah Jaya, Ayer Keroh
Malacca, Malaysia



INSTALLATION	
Project	Kompleks Hijau Solar
Capacity	8MWp
Type of Module	Yingli PANDA Monocrystalline 60 Cell Series
Date of Completion	Mid December 2014
Owner	Gading Kencana Sdn
TECHNICAL SPECIFICATION	
Quantity	29,092
Annual Energy Yield	10,120MWh
FIT/kWh	USD \$0.20/kWh

SOLAR FARM BOOST MALAYSIA'S RENEWABLE ENERGY SUPPLY

Hang Tuah Jaya is a gazette green zone located in the state of Malacca, Malaysia and its territory is also reserved for institutional development. Solar photovoltaic currently contributes to 67% of the 270MW of renewable energy generated in the country and the latest 8MW Kompleks Hijau Solar farm has started feeding solar power into the national grid in mid December 2014.

The project is developed and operated by Gading Kencana Sdn Bhd, a leading energy service company in Malaysia using 29,092 Yingli PANDA Monocrystalline 60 Cell Series Panels which generates enough energy to power 1,800 house daily. Company Managing Director Dato Guntor Tobeng shares that the 8MWp of panels installed produce about 10,120 MWh per year, avoiding the carbon emission of 136,700 tonnes over 21 years (the duration of the FiT scheme). "This is equivalent to what is emitted by 30 jets flying everyday from Kuala Lumpur to London and back for five and a half years."

YINGLISOLAR.COM/AS

Proven long-term performance of Yingli Monocrystalline Panels ensures ongoing high energy yields.

“ We are delighted to cooperate with Yingli Solar, a global leader with a strong brand and reputation. Malaysia has high solar generating potential throughout the year, so cooperating with companies like Yingli will grow our country’s solar PV capacity makes good economic sense. We believe that the combination of our two companies’ strength will help us to provide the best quality of service to our clients and to local communities. ”

– Dato Ir. Guntor Tobeng
Managing Director,
Gading Kencana Sdn Bhd



29,092 Yingli PANDA Monocrystalline 60 Cell Series Panels sit atop Hang Tuah Jaya, Melacca, Malaysia

Gading Kencana’s decision to use Yingli solar modules was taken because of Yingli’s strong history of good results in Europe, America, Japan, China and South East Asia and also because of the excellent price/performance ratio, which is a key in order to get the best return on invested capital.



KEY BENEFITS OF THE SYSTEM

- One of the largest Solar Park installation in Malaysia.
- The 8MW solar plant will be able to generate approximately 10,120 MWh of clean electricity which is equivalent to the average electricity consumption of approximately 1,800 typical residential homes in Malaysia.
- Very efficient installation time of just 6 months.
- 100% of the generated power is fed into the grid.
- Proven long-term performance of Yingli monocrystalline panels ensures ongoing high energy yields.
- Yingli panels’ unique ability to perform well in varying temperature, high humidity and cloudy conditions.
- Yingli modules have an outstanding price/performance rate and a higher output power than expected.



Media Spokesperson

Policy	2B
Officer Responsible	Director Corporate Services
Last Review Date	19/02/2018

Strategic Policy

1. Purpose

The Media Spokesperson Policy details the respective roles that the Mayor, Deputy Mayor, Councillors, **and** General Manager **and delegated staff** have in relation to **being Council's media spokesperson providing media comment** for the Blayney Shire Council.

2. General Principles

As representatives of the community, in addition to being responsive to community views, Councillors will need to communicate the decisions and policies of the Council. While there may be occasions where a Councillor, as an individual, disagrees with a majority decision of the Council and wishes the community to be aware of this, While being representatives of the community and being responsive to community views, Councillors will need to communicate the decisions or policy for the Council. There will be occasions where a Councillor as an individual, disagrees with a majority decision of the Council and wishes for the community to be made aware of this.

Councillors need to acknowledge that:

- as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority;
- **they provide an overriding balance an overriding concern in achieving a balance** in matters that are communicated and striving to achieve an outcome that presents the Council as well-informed and effective;
- effective media communication of a Council decision or policy is best achieved by adherence to the spokesperson role detailed below;
 - information of a confidential nature must not be communicated until such time it is no longer required to be treated as confidential;
 - where the official spokesperson disagrees with a particular decision, they may nominate an appropriate alternative spokesperson **to accurately communicate the decision without unnecessary personal bias**; and
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

Councillors are entitled to speak to the media on any topic but are not acting as an authorised official spokesperson for Blayney Shire Council except in circumstances as outlined in the media spokesperson policy. **When a Councillor is acting as an authorised spokesperson for Blayney Shire Council, he or she will avoid expressing personal views. Councillors will not express personal views when acting as an authorised spokesperson for the Council**

As a courtesy and to ensure 'no surprises' for Council staff, Councillors should inform the General Manager of their media comments in advance of publication/ broadcast to provide adequate advance warning of when comments will be publicised. This will enable Blayney Shire Council to prepare key messages, responses and positions to manage potential reputation risk.

Overall, Councillors and the Blayney Shire Council will ensure a coordinated, consistent and aligned organisational approach to media relations and external communications to proactively build media and stakeholder relationships.

3. Role of Mayor

The Mayor:

- is the primary spokesperson for Blayney Shire Council and may speak on behalf of Blayney Shire Council on any issue, other than administrative and management issues;
- may ask another Councillor to act as a spokesperson; and
- will be the primary spokesperson on major issues, such as major Government announcements, significant Council projects, events and highly controversial and high profile issues.

4. Role of Deputy Mayor

In line with the Mayoral role **As** the Acting Mayor, the Deputy Mayor may be the spokesperson on any issues in the absence or at the request of the Mayor.

5. Role of Councillors as Committee Chairs

A Committee Chair will, having regard to the above guidelines, be the authorised spokesperson on issues concerning the operations, deliberations and decisions of that Committee based on the agreed areas of portfolio responsibility. This will generally involve announcements or the issuing of statements following a Committee meeting about decisions or recommendations of that Committee. The Committee Chair will be asked to act as the spokesperson in relation to a media **inquiries enquiries** on a **committee** matter.

6. Role of General Manager

The General Manager may act as the authorised spokesperson in appropriate circumstances and for all administrative and management issues. The General Manager may authorise a nominated member of management to speak on matters on a case-by-case basis.

Where there is a dispute as to the appropriate spokesperson, the matter shall be referred to the General Manager or Mayor for a decision.

End of Policy

	Date	Minute
Adopted:	12/08/1996	655
Last Reviewed:	16/11/2009	0911/007
	12/11/2012	1211/014
	19/02/2018	
Next Review:	16/11/2020	



Public Interest Disclosures: Internal Reporting Policy

Policy	2D
Officer Responsible	Director Corporate Services
Last Review Date	16/02/2018

Strategic Policy

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INTERNAL REPORTING POLICY

PUBLIC INTEREST DISCLOSURES ACT 1994

DEFINITIONS

Three key concepts in the internal reporting system are “corrupt conduct”, “maladministration” and “serious and substantial waste of public money”. Definitions of these concepts are outlined below.

(1) Corrupt conduct

“Corrupt conduct” is defined in the Independent Commission Against Corruption Act 1988 (sections 8 and 9). The definition used in the Act is intentionally quite broad - corrupt conduct is defined to include the dishonest or partial exercise of official functions by a public official. Conduct of a person who is not a public official, when it adversely affects the impartial or honest exercise of official functions by a public official, also comes within the definition.

Corrupt conduct can take many forms, i.e. taking or offering bribes, public officials dishonestly using influence, blackmail, fraud, election bribery and illegal gambling are some examples.

(2) Maladministration

“Maladministration” is defined in the Public Interest Disclosures Act as conduct that involves action or inaction of a **SERIOUS NATURE** that is:

◆ **contrary to law** (s.11(2)(a)) - for example:

- ◆ decisions or actions contrary to the law or ultra vires
- ◆ decisions or actions contrary to lawful and reasonable orders from persons or body’s with authority to make or give such orders
- ◆ a breach of natural justice/procedural fairness
- ◆ unauthorised disclosure of confidential information

◆ **unreasonable** (s.11(2)(b)) - for example:

- ◆ decisions or actions:
 - ◆ inconsistent with adopted guidelines or policy
 - ◆ made or taken without obvious relationship to the facts or circumstances
 - ◆ so unreasonable that no reasonable person could so decide or act (i.e. irrational)
- ◆ relevant considerations not taken into account or irrelevant considerations taken into account
- ◆ serious delay
- ◆ wrong, inaccurate or misleading advice leading to detriment

- ◆ means used not reasonably proportional to ends to be achieved (i.e. excessive use of authority)
- ◆ failure to rectify identified mistakes, errors, oversights or improprieties
- ◆ **unjust** (s.11(2)(b)) - for example:
 - ◆ decisions or actions not justified by any evidence, so unreasonable that no reasonable person could so decide to act (i.e. irrational), or unconscionable
 - ◆ partial, unfair or inequitable decisions or actions
 - ◆ abuse of power
- ◆ **oppressive** (s.11(2)(b)) - for example:
 - ◆ unconscionable decisions or actions
 - ◆ abuse of power, intimidation or harassment
 - ◆ punitive, harsh, cruel or offensive decisions or actions
- ◆ **improperly discriminatory** (s.11(2)(b)) - for example:
 - ◆ inconsistent application of laws, policies or practices when there is no reasonable, justifiable or appropriate reason to do so
 - ◆ distinctions applied not authorised by law, or failure to make a distinction which is authorised or required by law
 - ◆ failure to perform duties impartially and equitably
- ◆ **based wholly or partially on improper motives** (s.11(2)(c)) - for example:
 - ◆ decisions or actions for a purpose other than that for which power was conferred
 - ◆ decisions or actions for personal advantage
 - ◆ bad faith

1. PURPOSE AND CONTEXT OF THE POLICY

The purpose of the Public Interest Disclosures Act (PID) 1994 is:

1. To encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration and serious and substantial waste in the public sector; and
2. To ensure that any public official who wishes to make a disclosure receives legal protection from reprisals, and that the matters raised in any disclosure are properly investigated.

The Act aims to encourage and facilitate the disclosure - in the public interest - of corrupt conduct, maladministration and serious and substantial waste in the public sector. This is achieved by:

- enhancing and augmenting established procedures for making disclosures concerning such matters;
- protecting persons from reprisals that might otherwise be inflicted on them because of these disclosures; and
- providing for those disclosures to be properly investigated and dealt with.

This policy seeks to:

1. To establish an internal reporting system for the reporting of disclosures of corrupt conduct, maladministration or serious and substantial waste of public money by Blayney Shire Council, members of Council staff and Councillors. This enables protected disclosures to be made to the Disclosure Coordinator, a nominated Disclosures Officer, the Mayor, or the General Manager.
2. To complement the normal means of communication between managers and members of Council staff. (Members of Council staff are encouraged to continue to raise appropriate matters at any time with their managers but they also have the right to make protected disclosures in accordance with this policy.)
3. To ensure that Council will take all reasonable steps to protect any Councillor or member of Council staff or Council contractor who makes a disclosure from any detrimental action in reprisal for making that disclosure.

2. ROLES AND RESPONSIBILITIES IN COUNCIL

This policy will apply to:

- Members of Council staff and Councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for Council.

The policy may also apply to other people who perform public official functions and their conduct and activities could be investigated by an investigating authority. This can include volunteers and those contracted to work for Council.

Members of Council staff are encouraged to support those who have made disclosures, as well as protect and maintain their confidentiality. Staff must not victimize or harass anyone who has made a disclosure.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to continue to raise appropriate matters at any time with their supervisors, but as an alternative have the option of making a protected disclosure in accordance with this policy.

3. COUNCIL COMMITMENT

Blayney Shire Council, as an ethical Council, is committed to acting in accordance with the spirit and letter of the PID Act by:

- creating a climate of trust, where Council staff are comfortable and confident about reporting wrongdoing
- encouraging staff to come forward if they have witnessed what they consider to be wrongdoing within the council
- keeping the identity of the staff member disclosing wrongdoing confidential, wherever possible and appropriate

- protecting staff who make disclosures from any adverse action motivated by their report
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keeping staff who make reports informed of their progress and the outcome
- encouraging staff to report wrongdoing within Council, but respecting any decision to disclose wrongdoing outside Council, provided that disclosure outside Council is made in accordance with the PID Act
- ensuring managers and supervisors at all levels in Council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing
- providing adequate resources, both financial and human, to:
 - encourage reports of wrongdoing
 - protect and support those who make them
 - provide training for key personnel
 - investigate allegations
 - properly manage any workplace issues that the allegations identify or create
 - correct any problem that is identified
 - reassess or review the policy each year to ensure it is still relevant and effective.

4. WHAT SHOULD BE REPORTED?

You should report any wrongdoing you see within the Blayney Shire Council. Reports about the four categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, and government information contravention – will be dealt with under the PID Act as protected disclosures and according to this policy.

a. Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a member of the public influencing or trying to influence a public official to use their position in a way that is dishonest, biased or breaches public trust.

For more information about corrupt conduct, see the NSW Ombudsman's guideline on [what can be reported](#).

b. Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant someone a licence for reasons that are not related to the merits of their application.

For more information about maladministration, see the NSW Ombudsman's guideline on [what can be reported](#).

c. Serious and substantial waste in local government

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of the council.

For example, this could include:

- poor project management practices leading to projects running over time
- having poor or no processes in place for a system involving large amounts of public funds.

For more information about serious and substantial waste, see the NSW Ombudsman's guideline on [what can be reported](#).

d. Government information contravention

A government information contravention is a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (GIPA Act).

For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

For more information about government information contravention, see the NSW Ombudsman's guideline on [what can be reported](#).

e. Other wrongdoing

Although reports about the previous four categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong.

For example, these could include:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of staff or the public.

These types of issues should be reported to a supervisor, in line with the Blayney Shire Council's policies.

Even if these reports are not dealt with as protected disclosures, the Blayney Shire Council will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.

5. WHEN WILL A REPORT BE PROTECTED?

The Blayney Shire Council will support any staff who report wrongdoing. For a report to be considered a protected disclosure, it has to meet all of the requirements under the PID Act. These requirements are:

- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing. (the Ombudsman Guidelines provides further detail on when a report will be protected).
- The report has to be made to one or more of the following:
 - a position nominated in this policy – see section 9 (b), (c) & (d) below
 - the General Manager
 - one of the investigating authorities nominated in the PID Act – see section 10 below

Reports by staff and councillors will not be considered to be protected disclosures if they:

- mostly question the merits of government policy, including the policy of the governing body of the council.
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

6. HOW TO MAKE A REPORT

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The staff member should keep a copy of this record.

If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

7. CAN A REPORT BE ANONYMOUS?

There will be some situations where you may not want to identify yourself when you make a report. Although the Blayney Shire Council will still deal with these reports, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified. If we do not know who made the report, it is very difficult for us to prevent any reprisal action.

8. MAINTAINING CONFIDENTIALITY

The Blayney Shire Council realises many staff will want their report to remain confidential. This can help to prevent any action being taken against you for reporting wrongdoing.

We are committed to keeping your identity, and the fact you have reported wrongdoing, confidential. However, there may be situations where this may not be possible or appropriate. We will discuss with you whether it is possible to keep your report confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan. You will also be told if your report will be dealt with under the council's code of conduct, as this may mean certain information will have to be tabled at a council meeting.

If you report wrongdoing, you should only discuss your report with those dealing with it. This will include the disclosures coordinator and the General Manager. If you discuss your report more broadly, you may affect the outcome of any investigation.

9. WHO CAN RECEIVE A REPORT WITHIN THE BLAYNEY SHIRE COUNCIL?

You are encouraged to report general wrongdoing to your supervisor. However, the PID Act requires that – for a report to be a protected disclosure – it must be made to a public official in accordance with the council's disclosure procedures. For the Blayney Shire Council, this means this policy and any supporting procedures.

Any supervisor who receives a report that they believe may be a protected disclosure must refer the staff member making the report to one of the positions listed below. The broader responsibilities of these positions will be outlined in the guidelines supporting this policy.

If you are council staff and your report involves a councillor, you should make it to the General Manager or the Mayor. If you are a councillor and your report is about another councillor, you should make it to the General Manager or the Mayor.

The following positions are the only staff within the Blayney Shire Council who can receive a protected disclosure.

a. General Manager

You can report wrongdoing directly to the General Manager. The General Manager is responsible for:

- deciding if a report is a protected disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.

The General Manager must make sure there are systems in place in the Blayney Shire Council to support and protect staff who report wrongdoing.

They are also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

The General Manager may be contacted on 02 6368 2104.

b. Mayor

If you are making a report about the General Manager, you should make your report to the Mayor. They are responsible for:

- deciding if a report is a protected disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.

The Mayor must make sure there are systems in place in the *Blayney Shire Council* to support and protect staff who report wrongdoing.

If the report is about the General Manager, the Mayor is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

The Mayor may be contacted on 02 6368 2104

c. Disclosures coordinator

The disclosures coordinator has a central role in dealing with reports made by staff. They receive them, assess them, and refer them to the people within the *Blayney Shire Council* who can deal with them appropriately.

The Disclosures Coordinator (Director Corporate Services) may be contacted on telephone 02 6368 2104.

d. Disclosures officers

Disclosures officers work with the disclosures coordinator, and are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy.

Council's Disclosures Officers may be contacted as follows:

- Director Infrastructure Services on telephone: 02 6368 2104
- Director Planning and Environmental Services on telephone: 02 6368 2104
- Manager Human Resources on telephone: 02 6368 2104

10. WHO CAN RECEIVE A REPORT OUTSIDE OF THE BLAYNEY SHIRE COUNCIL

Staff are encouraged to report wrongdoing within the Blayney Shire Council, but internal reporting is not your only option. If you follow the guidance below, your report can still be a protected disclosure.

You can choose to make your report to an investigating authority. You can do this first, or at any stage after your initial report to the Blayney Shire Council. If your report is about the General Manager or the Mayor, you should consider making it to an investigating authority.

You can also choose to make a report to a Member of Parliament or a journalist, but only in limited circumstances.

a. Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to council, these authorities are:

- the Independent Commission Against Corruption (ICAC) — for corrupt conduct
- the Ombudsman — for maladministration
- the Police Integrity Commission (PIC) — for police misconduct
- the PIC Inspector — for disclosures about the PIC or its staff
- the Division of Local Government, Department of Premier and Cabinet — for serious and substantial waste in local government (reports about serious and substantial waste in State government agencies should be made to the Auditor General)
- the ICAC Inspector — for disclosures about the ICAC or its staff
- the Information Commissioner — for disclosures about a government information contravention.

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely the investigating authority will discuss the case with the Blayney Shire Council. We will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to staff who report wrongdoing to an investigating authority.

b. *Members of Parliament or journalists*

To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy
- an investigating authority in accordance with the PID Act.

Also, the Blayney Shire Council or investigating authority that received the report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or Blayney Shire Council code of conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside the Blayney Shire Council, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

11. THE INVESTIGATION PROCESS

All disclosures will be promptly and thoroughly assessed. Decisions as to the most appropriate action to be taken on the disclosure will also be made promptly. The basis for these decisions will be properly documented.

If an internal investigation is to be conducted, terms of reference will be drawn up in order to clarify the key issues to be investigated. An investigation plan will be developed to ensure all relevant questions are addressed, the scale of the investigation plan is in proportion to the seriousness of the allegation(s) and sufficient resources are allocated.

An internal investigation will be authorised by the General Manager and the disclosure coordinator with an appropriate investigator appointed.

Strict security will be maintained during the investigative process. All information obtained will be secured to prevent unauthorised access.

All relevant witnesses will be interviewed and documents examined. Contemporaneous notes of all discussions, phone calls and interviews will be made. Where possible, interviews will be taped.

A report will be prepared when an investigation is complete. This report will include:

- the allegations;
- a statement of relevant facts and the evidence relied upon in reaching any conclusions;
- the conclusions reached and their basis; and
- recommendations to address any wrongdoing identified and any other matters arising during the investigation.

The principles of procedural fairness (natural justice) will be observed. In particular, where adverse comment about a person is to be included in the report, the person affected will be given an opportunity to comment beforehand and any comments will be considered before the report is finalised.

A flowchart of Blayney Shire Council's Internal Reporting System is annexed to this policy.

12. FEEDBACK TO STAFF WHO REPORT WRONGDOING

Staff who report wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- an acknowledgement that your disclosure has been received
- the timeframe for when you will receive further updates
- the name and contact details of the people who can tell you what is happening.

This information will be given to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available within Blayney Shire Council to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report.

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

13. PROTECTION AGAINST REPRISALS

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the protected disclosure.

The Blayney Shire Council will not tolerate any reprisal action against staff who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

a. Responding to reprisals

The Blayney Shire Council will act to protect staff who report wrongdoing from reprisals.

When a report is received, we will ensure that a thorough risk assessment is conducted. This will identify any risks to the member of staff who reported the wrongdoing, as well as strategies to deal with those risks.

If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, the disclosures coordinator or the General Manager immediately.

All supervisors must report any suspicions they have that reprisal action against a staff member is occurring, or any reports that are made to them, to the disclosures coordinator or the General Manager.

If the disclosures coordinator becomes aware of reprisal action against a person who has made a disclosure, they will:

- ensure a senior and experienced member of staff, who has not been involved in dealing with the initial disclosure, will investigate the suspected reprisal
- give the results of that investigation to the General Manager for a decision
- give the results of that investigation to the Mayor for a decision if the allegation of reprisal action is about the General Manager
- if it has been established that reprisal action is occurring against someone who has made a disclosure, take all steps possible to stop that activity and protect the member of staff who made the disclosure
- take appropriate disciplinary or criminal action against anyone proven to have taken or threatened any action in reprisal for making a disclosure.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.

The General Manager may issue specific directions to help protect against reprisals. If the allegation of reprisal action is about the General Manager, the Mayor may issue similar directions. These may include:

- issuing warnings to those alleged to have taken reprisal action against the member of staff who made the disclosure
- relocating the member of staff who made the disclosure or the subject officer within the current workplace

- transferring the member of staff who made the disclosure or the staff member who is the subject of the allegation to another position for which they are qualified
- granting the member of staff who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

These directions will only be taken if the member of staff who made the disclosure agrees to it. The disclosures coordinator will make it clear to other staff that this action was taken in consultation with the staff member and with management support – and it is not a punishment.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the Ombudsman or the ICAC – depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

b. Protection against legal action

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

14. SUPPORT FOR THOSE REPORTING WRONGDOING

The Blayney Shire Council will make sure that staff who have reported wrongdoing, regardless of whether they have made a protected disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

All staff who report wrongdoing will be supported, protected and their disclosures appropriately acted upon. No staff member who reports wrongdoing through the appropriate channels will suffer disciplinary action for having done so.

Staff within Blayney Shire Council who can receive an internal protected disclosure will also support those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those suffering any form of reprisal. Details of support officers appear in section 9 of this policy.

All supervisors must notify the disclosures coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

15. SANCTIONS FOR MAKING FALSE OR MISLEADING DISCLOSURES

It is important that all staff are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing.

16. SUPPORT FOR THE SUBJECT OF A REPORT

The Blayney Shire Council is committed to ensuring staff who are the subject of a report of wrongdoing are treated fairly and reasonably. If you are the subject of a report, you will be:

- treated fairly and impartially
- told your rights and obligations under our policies and procedures
- kept informed during any investigation
- given the opportunity to respond to any allegation made against you
- told the result of any investigation.

17. REVIEW

This policy will be reviewed by council every twelve/eighteen months. For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.

18. MORE INFORMATION

Staff can access advice and guidance about the PID Act from Blayney Shire Council Disclosures Coordinator (Director Corporate Services / Public Officer on telephone 6368 2104) and the NSW Ombudsman (for general advice on telephone 9286 1000 or toll free 1800 451 524) or its website at www.ombo.nsw.gov.au.

19. RESOURCES

The contact details for external investigating authorities that staff can make a protected disclosure to or seek advice from are listed below.

For disclosures about corrupt conduct:

Independent Commission Against Corruption (ICAC)
Phone: 02 8281 5999
Toll free: 1800 463 909
Tel. typewriter (TTY): 02 8281 5773
Facsimile: 02 9264 5364
Email: icac@icac.nsw.gov.au
Web: www.icac.nsw.gov.au
Address: Level 21, 133 Castlereagh Street,
Sydney NSW 2000

For disclosures about serious and substantial waste:

Auditor-General of the NSW Audit Office
Phone: 02 9275 7100
Facsimile: 02 9275 7200
Email: mail@audit.nsw.gov.au
Web: www.audit.nsw.gov.au
Address: Level 15, 1 Margaret Street,
Sydney NSW 2000

For disclosures about police misconduct:

Police Integrity Commission (PIC)
Phone: 02 9321 6700
Toll free: 1800 657 079
Facsimile: 02 9321 6799
Email: contactus@pic.nsw.gov.au
Web: www.pic.nsw.gov.au
Address: Level 3, 111 Elizabeth Street,
Sydney NSW 2000

For disclosures about maladministration:

NSW Ombudsman
Phone: 02 9286 1000
Toll free (outside Sydney metro): 1800 451 524
Tel. typewriter (TTY): 02 9264 8050
Facsimile: 02 9283 2911
Email: nswombo@ombo.nsw.gov.au
Web: www.ombo.nsw.gov.au
Address: Level 24, 580 George Street,
Sydney NSW 2000

For disclosures about serious and substantial waste in local government agencies:

Office of Local Government
Department of Premier and Cabinet
Phone: 02 4428 4100
Tel. typewriter (TTY): 02 4428 4209
Facsimile: 02 4428 4199
Email: dlg@dlg.nsw.gov.au
Web: www.dlg.nsw.gov.au
Address: 5 O'Keefe Avenue, Nowra,
NSW 2541

For disclosures about breaches of the GIPA Act:

Information Commissioner
Toll free: 1800 463 626
Facsimile: 02 8114 3756
Email: oinfo@oic.nsw.gov.au
Web: www.oic.nsw.gov.au
Address: Level 11, 1 Castlereagh Street,
Sydney NSW 2000

20. LEGISLATION AND REFERENCES

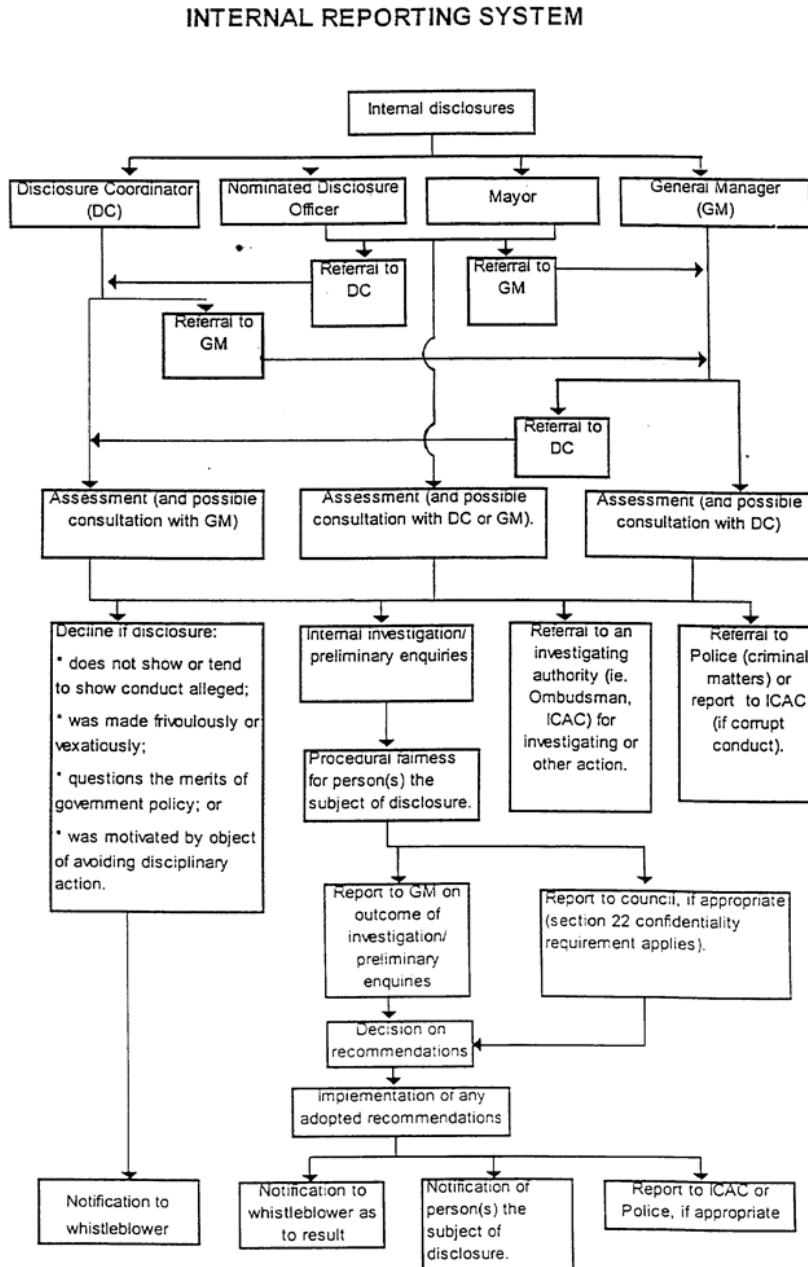
Blayney Shire Council references and relevant Codes & Policies

- 1B Code of Conduct
- 2C Complaints Management Policy
- 2F Fraud Control Policy
- 9A Occupational Health and Safety Policy
- 7P Grievance Handling Policy and Procedure

External References

- Independent Commission Against Corruption and the Local Government Managers Association of NSW: Governance Health Check 2004
- NSW Ombudsman: Changes to the public interest guidelines system – information for public authorities 2011
- NSW Ombudsman: Model internal reporting policy (local government) 2011
- NSW Ombudsman: Public Interest Disclosures Guidelines 2011
- NSW Ombudsman: What should be reported – [http://www.ombo.nsw.gov.au/publication/PDF/guidelines/PID_guideline_B2-What should be reported 6June2011.pdf](http://www.ombo.nsw.gov.au/publication/PDF/guidelines/PID_guideline_B2-What_should_be_reported_6June2011.pdf)

21. DIAGRAM: INTERNAL (PROTECTED DISCLOSURES) REPORTING SYSTEM



End of Policy

Adopted:	09/11/1998	725
Last Reviewed:	14/05/2007	07/094
	14/11/2011	1111/012
	10/12/2012	1212/004
	07/01/2015	Position titles updated
	16/02/2018	
Next Review:	16/11/2020	



Gifts & Benefits Policy

Policy	2E
Officer Responsible	Director Corporate Services
Last Review Date	19/02/2018

Strategic Policy

Purpose of the Gifts and Benefits Policy

- To provide clear guidelines for Councillors, staff members and other representatives of Council to enable them to deal with any offer of a gift or benefit;
- To protect Councillors, staff members and other representatives of Council from being compromised **and or** to avoid the public perception of bias;
- To provide a safe working environment by **removing reducing** situations which can cause undue stress and anxiety; and
- To demonstrate to suppliers, citizens and other agencies that Council will deal with all matters in an impartial, transparent and accountable manner.

Background

In carrying out their role as Councillor, staff member and other representative of Council of a local government body, individuals and/or groups **will may**, from time to time, be offered gifts to establish an amicable initial business relationship, to display appreciation or demonstrate good faith in an ongoing business relationship.

The acceptance of gifts and other benefits has the potential to compromise a Councillor's and Council employee's position by creating a sense of obligation in the receiver and so undermining their impartiality. The acceptance of a gift can also affect the public's perception of the integrity and independence of the Council and its employees.

To ensure propriety in all such dealings, it is essential that Council adopt a policy and procedure **on for** the acceptance of gifts and benefits, so **and** that all gifts and benefits **(other than token or nominal gifts and benefits)** are declared and recorded in a Gifts and Benefits Register.

This policy has been produced **to guide** to assist **in guiding** Councillors, staff members and other representatives of Council **who may be offered gifts and benefits** during the course of their official duties **upon being offered a gift or benefit**. The acceptance of gifts and benefits is a **potential** problem for many public officials. Deciding where to draw the line between the proper and improper acceptance of gifts **and or** benefits can be difficult.

For the purposes of this policy, reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Blayney Shire Council has a zero tolerance rule with respect to compliance with this policy.

Policy Statement

Council officials will act with integrity at all times. Acceptance of gifts and benefits has real and perceived opportunities for undermining integrity.

This Policy sets out the basis on which Blayney Shire Council will manage offers of gifts or benefits in accordance with the obligations set out in Council's Code of Conduct.

You must not:

- seek or accept a bribe or other improper inducement
- by virtue of your position acquire a personal profit or advantage, **real or perceived**, which has a monetary value, ~~other than one of a token value.~~

You must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence you to:

- act in a particular way (including making a particular decision);
- fail to act in a particular circumstance;
- otherwise deviate from the proper exercise of your official duties.

You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.

You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members include parents, spouses or de facto partners, children and siblings.

~~You may accept gifts or benefits of a nominal or token value that do not create a sense of obligation on your part.~~

Responsibilities

Councillors, Staff Members and Other representatives of Council

The obligation to disclose instances relating to this policy rests with Councillors, members of staff and other representatives of Council and should be in accordance with the gifts and benefits procedures.

Councillors, staff members and other representatives of Blayney Shire Council must comply at all times with this policy and Council's Code of Conduct.

Council staff members and other representatives of Council must complete, the electronic declaration form or the hardcopy declaration form (for those staff members who do not have computer access), for all offers of a gift or benefit **(other than token or nominal gifts and benefits)** and submit the declaration form to their Supervisor, or General Manager (in the case of a Councillor or Director), within two (2) weeks of receiving the offer.

Councillors, members of staff and other representatives of Council, who have prior notice of the receipt of a benefit or hospitality **(other than token or nominal hospitality and benefits)**, such as attendance at a sporting event, should receive prior written approval to attend. The recipient is to ensure their declaration is submitted and authorised by the Supervisor or General Manager.

Management

The General Manager, or ***his their*** delegate, will establish and maintain a Gifts and Benefits Register.

The Supervisor, or General Manager (in case of a Councillor and Directors), must authorise electronically, or sign/date paper copy declaration forms, scan and register the completed document in to Data works, and task to the Director of Corporate Services (as the General Manager's delegate), who will process the information into the Gifts and Benefits Register.

Procurement, Contracts and Tendering

All procurement activities are to be conducted in an ethical manner and in accordance with:-

- Policy 1B Code of Conduct
- Policy 3G Purchases of Goods and Services
- Policy 13A Tender Procedures

Council representatives involved in corporate purchasing or procurement must not accept any form of gift, benefit or hospitality **(of more than a token or nominal value)** from suppliers or potential suppliers.

Council representatives involved in evaluating contracts, expressions of interest, tenders or other proposals must not accept any form of gift, benefit or hospitality **(of more than a token or nominal value)** from contractors, potential contractors, tenderers or associated parties. Any offer of gifts must be declared in writing as part of the evaluation process.

The recipient of any gift, benefit or hospitality offered and/or received **(other than the token or nominal gifts and benefits)** must complete the electronic gift register form and submit it to the Director (or General Manager) for authorisation.

Circumstances where gifts or benefits may be acceptable

Gifts or other benefits not essentially token or inconsequential in kind (including moderate acts of hospitality) should only be accepted:

- **where they are not obtained by virtue of a public official's office or position**
- **where a gift is given to a public official in a public forum in appreciation for the work, assistance or involvement of the public official or an agency, and refusal to accept the gift would cause embarrassment or affront**
- **if there is no possibility that the recipient might be, or might appear to be, compromised in the process, or**
- **in circumstances generally approved by the principal officer of the agency, or on any other occasion with the formal written approval of the General Manager, preferably obtained beforehand.**

Approval of the General Manager should only be given where the acceptance of the gift is unlikely to be seen by a reasonable 'impartial observer' to create a conflict of interest, or influence the performance of duties or functions.

Gifts Benefits and Bribes

Gifts

For the purpose of this policy, "gifts" made to individuals in the course of a business relationship are usually given for commercial purposes, such as to create a feeling of obligation in the receiver.

Such examples of gifts may include (but are not limited to):-

- Money
- Alcohol
- Clothes
- Products
- Tickets

A councillor or employee should not accept an offer of cash or a cash-like gift, regardless of the amount. "Cash-like gifts" include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.

Benefits

For the purpose of this policy, the term "benefit" is used to refer to something which is believed to be of value to the receiver, such as a service. Some examples may include:-

- a. Tickets to major sporting events or other entertainment.
- b. Corporate hospitality at a corporate facility or sporting venue.
- c. A new job or promotion.
- d. Preferential treatment, such as queue jumping.

- e. Access to confidential or sensitive information.
- f. Discounted products for personal use.
- g. Frequent use of facilities such as a gymnasium or holiday home.
- h. Free or discounted travel, Frequent Flyer points and free training sessions.
- i. Free or subsidised lavish meals or hospitality etc.

Bribes

“Bribery” is defined as an inducement by offering any undue reward by, or to any person in public office in order to influence his or her behaviour in that office, and incline that person to act contrary to the known rules of honesty and integrity.

Councillors, members of staff and other representatives of Council must not offer or seek a bribe. Receiving or offering a bribe is an offence under both Common law and NSW legislation.

A person offered a bribe should refuse it and report the incident as soon as possible to their supervisor, or the General Manager. Council will take steps to report the matter to ICAC and the police immediately.

Token/*Nominal Value Gifts*

Token gifts and benefits of a nominal value usually do not create a sense of obligation on the receiver and are unlikely to influence, or appear to influence, in the exercise of his or her official duties.

Generally speaking, token gifts and benefits may include:

- ~~gifts of single bottles of reasonably priced alcohol to individual Council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)~~
- ~~free or subsidised meals, of a modest nature, and/or beverages provided infrequently (and/or reciprocally) that have been arranged primarily for, or in connection with, the discussion of official business~~
- ~~free meals, of a modest nature, and/or beverages provided to Council officials who formally represent their Council at work related events such as training, education sessions, workshops~~
- ~~refreshments, of a modest nature, provided at conferences where you are a speaker~~
- ~~ties, scarves, coasters, tie pins, diaries, chocolates, flowers and small amounts of beverages~~
- ~~invitations to appropriate out of hours “cocktail parties” or social functions organised by groups, such as, Council committees and community organisations.~~

Compliance and Exemptions

This policy applies to all staff and Councillors of Blayney Shire Council. Failure to comply with this policy could be considered a breach of the Code of Conduct and may lead to disciplinary action and/or other sanctions, including dismissal.

Blayney Shire Council has a zero tolerance rule with respect to compliance with this policy. Any applications for exemptions from the requirements of this policy are to be in writing to the General Manager. Exemptions are entirely at the General Manager's discretion and will be determined in writing with reasons given for any specific exemptions. In determining an exemption, the General Manager will also determine whether the gift in question is able to be kept by a particular staff member or whether it should be shared at the workplace.

The following are considered exempt:

- 1. Invitations to appropriate out of hours social functions organised by groups, such as, Council committees and community organisations**
- 2. Free meals, of a modest nature, and/or beverages provided to Council officials who formally represent their Council at work related events such as training, education sessions, workshops**
- 3. Free or subsidised meals, of a modest nature, and/or beverages provided infrequently (and/or reciprocally) that have been arranged primarily for, or in connection with, the discussion of official business**
- 4. Ceremonial gifts – from visiting delegations**
- 5. Ceremonial gifts – from sister cities**
- 6. Industry networking functions hosted by Industry Group at a major event e.g. NSW Tourism group function at Bathurst race event.**

Examples of the circumstances where exemptions MAY be approved by the General Manager, include:

- 7. Learn to swim staff of the CentrePoint Sport & Leisure Centre – for gifts of token value children who attend learn to swim classes as a Christmas gift or gift of thanks associated with their role.**
- 8. Ceremonial gifts – presented to staff members as thanks for presenting at conferences/seminars**
- 9. Ties, scarves, coasters, tie pins, diaries, chocolates, flowers and small amounts of beverages**

Any gifts approved through the General Manager exemption process will still be subject to the following requirements: Token value in relation to this clause is considered to be \$20.00. Any gifts with an estimated value of more than \$20.00 are not considered 'token' and should be rejected or returned.

The following gifts and benefits would normally fall below the token value of \$20.00:

- inexpensive pens or stationery
- chocolates
- flowers
- modest bottle of wine
- cup of coffee.

By contrast, the following gifts and benefits would be likely to be more than the token value:

- tickets to sporting events
- jewellery
- works of art
- discounted products for personal use
- use of facilities such as gyms.

Ceremonial gifts – an official gift from one agency to another agency. Such gifts are often provided to a host agency when conducting official business with delegates from another organisation or country. Although these gifts may sometimes be offered to express gratitude, the gratitude usually extends to the work of several people in the organisation, and therefore the gift is considered to be for the organisation, not a particular individual.

Where you have accepted a token gift or benefit from a person, you must not accept a further gift or benefit from the same person or another person associated with that person within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or a person associated with that person, during the same 12-month period would exceed \$50 in value.

Gifts and Benefits Register

All gifts, benefits and hospitality (~~other than of a nominal nature~~) must be declared and recorded in Council's publicly available Gifts and Benefits Register against the name of the recipient. The name of the person who offered the gift and their agency or organisation must also be included.

There must also be a record of the decision that was taken in relation to the gift or benefit, and by the authorising Supervisor, or General Manager (in the case of a Councillor or Director), so that it can be shown that the Council was open and transparent in dealing with the gift or benefit.

Councillors and Designated Persons lodging pecuniary interest returns under Section 449 of the local Government Act, 1993 (NSW) are not required under Schedule 3 of the Act to disclose gifts and benefits under the value of \$500, unless they are among gifts totalling more than \$500 made by the same person over a twelve (12) month period. In the interests of openness and transparency, Designated Persons are also required to declare and record the

offer and/or receipt of all gifts or benefits of more than token/nominal value in the Gifts and Benefits Register.

Procedures

- 1 ~~If you receive a gift, benefit, hospitality and you are unsure of the value, or have a doubt whether to accept it, you are to discuss this with your immediate Supervisor or Manager who will advise if it is a token gift or that approval of receipt is required by the Director or General Manager.~~
- 2 ~~If you are unable to discuss receipt of gift or benefit with your Manager and unable to refuse or return gift (other than a token or nominal gift) then you must complete electronic Gifts and Benefits Declaration Form and forward to your Supervisor for comment and recommendation, and Director or General Manager for approval of disposal within 2 weeks of receiving gift or benefit. (Attachment A – Declaration Form is for those who do not have access to a computer.)~~
- 3 ~~Gifts or benefits received that are not of token/nominal value as referred to in this policy become the property of the Council and will be recorded in the register and disposed of equitably.~~
- 4 Should you receive a gift or benefit, ~~it is recommended that~~ you **make must** notes immediately after the incident has occurred, detailing the date, time, location, discussion and any other comments that could assist you with your later recollections of the incident.
- 5 Obtain a copy of the Declaration Form, which is available through the **Councillor Portal or Council Intranet. Public Directory** ~~Public Gifts Register~~ **GIFTS AND BENEFITS DECLARATION FORM.doc.**
- 6 With regards to the paper copy,
 - They are to be scanned into **Dataworks Council's Corporate Records System**.
 - The authorising Supervisor (If they have access) is to record the entry into Council's electronic register.
 - In the event that the Supervisor does not have access, then the authorising director is required to electronically record.
- 7 All gifts and benefits that become the property of Council should be delivered to the General Manager's Office (or his delegate) for appropriate storage or disposal.
- 8 If you have been offered a bribe, you must inform your Director or the General Manager immediately and the General Manager must inform ICAC and the Police.

Related Legislation, Policies and Guidelines

Crimes Act 1900 (NSW) Section 249 of the Crimes Act 1900 (NSW) creates an offence if a Councillor or employee corruptly receives or solicits (or corruptly agrees to receive or solicit) from another person any benefit as an inducement to do, or not do, something in relation to their official duties. This

also pertains to receiving benefits for showing favour or disfavour to any person in relation to their official duties.

Local Government Act 1993 – Section 440 of the Act requires that Councils adopt a Code of Conduct. The section states that serious corrupt, of which bribery is an example, may lead to the dismissal or temporary suspension from office of a Councillor or of a staff member.

Local Government (General) Regulation 2005, clauses 184 & 185 – relating to gifts and contributions to travel pecuniary interests to be disclosed in Section 449 returns.

Blayney Shire Council's Code of Conduct

~~Gifts, Benefits or Just Plain Bribes – Guidelines for Public Sector Agencies and officials, published by Independent Commission Against Corruption (ICAC), June 1999.~~

Gifts and Benefits – Public Agencies Fact Sheet (NSW Ombudsman's Office), March 2012.



GIFTS AND BENEFITS DECLARATION FORM

DEPARTMENT

(Please tick)

- | | |
|---|---|
| <input type="checkbox"/> Corporate Services | <input type="checkbox"/> Engineering Services |
| <input type="checkbox"/> Environmental Services | <input type="checkbox"/> Executive Services |

YOUR DETAILS

Name: _____

Section
Title: _____

Office
Location: _____

Phone No (w): _____

DETAILS OF GIFT OR BENEFIT

Person who offered gift or benefit: _____

Company/Organisation: _____

Date gift or benefit offered: _____ / _____ / _____

Description of gift or benefit: _____

Estimated value of the gift or benefit: \$ _____

What did you do with the Gift or Benefit?

Signed: _____ Date: _____ / _____ / _____

Signed: _____ Date: _____ / _____ / _____
(General Manager / Director)

PLEASE FORWARD COMPLETED FORM TO YOUR SUPERVISOR FOR RECORDING INTO COUNCIL'S ELECTRONIC GIFTS REGISTER.

This form is to be only used when the staff member does not have access to the electronic gift register.

Adopted:	12/03/2008	08/048
Lasted Reviewed:	12/03/2008	08/048
	11/04/2011	1104/005
	12/11/2012	1211/014
	19/02/2018	
Next Review:	19/11/2020	



Corporate Credit Card Policy

Policy	4C
Officer Responsible	Chief Financial Officer
Last Review Date	19/02/2018

Strategic Policy

Objectives

The purpose of the Corporate Credit Card Policy is to identify employees who are entitled to a corporate card, outline the responsibilities of Corporate Card users and identify the permitted users of the cards.

Overview

Council has introduced Corporate Credit Cards with the aim to minimise administration expenses and time inefficiencies with purchases and to ensure effective control and accountability of certain Council purchases and payments.

The purpose of the Corporate Credit Card Policy is to identify employees who are entitled to a corporate card, outline the responsibilities of Corporate Card users and identify the permitted users of the cards.

Policy

The use of a Council Corporate Credit Card must be in accordance with the Corporate Credit Card Policy.

Scope

These Corporate Credit Card Policy apply to all users of Council's Corporate Credit Cards.

Responsibilities & Procedures

Corporate Credit Cardholders are responsible for:

- Signing the Corporate Card Acknowledgement and Conditions of Use form on receiving the Corporate Card.
- Ensuring the safe keeping of the Corporate Card and immediately reporting to the **Commonwealth** Bank and **Manager Financial Services Chief Financial Officer** if the Corporate Credit Card is lost, stolen, damaged or has suspected fraudulent transactions.
- Taking the appropriate measures to ensure the Corporate Card is not used by another person other than the approved cardholder.
- Exercising professional judgement with regards to Internet purchases in regards to the security of the site.
- Not using the Corporate Credit Card without having read and understood the Corporate Card Policy.

- Ensuring that the Corporate Credit Card is used in accordance with Council's **Procurement of Goods and Services policy and** other policies, as appropriate.
- Ensuring that expenditure is contained within available budget limits.
- Reimbursing Council for the cost of purchases deemed not to be for the use of Council, or Council related business within a reasonable period of time.
- Ensuring that a tax invoice, receipt, docket or similar source document is obtained for each transaction and given to the **Manager Financial Services Chief Financial Officer** with the completed **Commonwealth Bank** Cardholder Statement form.
- Completing and submitting the Corporate Credit Card Transaction Declaration form when the original source document for a transaction is lost, stolen, mislaid, damaged or not received.
- Completing the Corporate Card Termination of Use Advice form when forfeiting the Corporate Credit Card due to transferring to another position that does not require a Corporate Credit Card, terminating employment with Council, or any other reason that may warrant the forfeiture of the Corporate Credit Card. **A full acquittal of expenditure from previous statement date to termination date shall accompany advice.**

Restrictions on Use

The Credit Corporate Card cannot be used to obtain cash.

Purchases must only be for the use of Council, or Council related business, and not for private or personal use.

The Corporate Credit Card is not to be used for obtaining items which are available from Council's stores inventory **or where an account exists with the supplier e.g. Blayney Supermarket.** A lack of planning or organisation by the cardholder is not considered a reasonable explanation for not obtaining goods from stores inventory.

Card Application and Use

Entitlement to a Corporate Credit Card shall be determined by the General Manager.

The provision of a Council Corporate Credit Card is subject to the approval of the General Manager.

Controls on purchases

The use of the Corporate Credit Cards is subject to Council and **the Commonwealth** Bank controls, policies and procedures.

The Chief Financial Officer will perform random audits on individual Corporate Cardholder's Statements to ensure that the Corporate Credit Card Policy is being adhered to.

Failure to comply with the conditions as detailed within this Policy may result in the cardholder's entitlement to a Corporate Credit Card being revoked and disciplinary action being taken.

Termination of Use

In the event that a cardholder's entitlement to a Corporate Credit Card has been terminated for reasons such as:

- (i) termination of employment;
- (ii) re-assignment to another position within Council;
- (iii) failure to comply with the conditions of this Policy; or
- (iv) any other reasons as determined by the General Manager,

the Corporate Credit Card, together with all supporting documentation and other relevant documentation, with a completed Termination of Use Advice form, must be forwarded to the **Manager Financial Services Chief Financial Officer**.

Review

The Corporate Credit Card Policy will be reviewed on an annual basis **and referred to Council for amendment as required**.

The General Manager reserves the right to vary this Policy at twenty four (24) hours notice.

Adopted:	Date: 14/05/2007	Minute: 07/091
Lasted Reviewed:	14/05/2007	Minute: 07/091
	14/03/2011	Minute: 1103/011
	10/12/2012	Minute: 1212/004
	07/01/2016	Position title updated
	19/02/2018	
Next Reviewed:	16/11/2020	



Categorisation of Land as – Farmland for Rating Purposes

Policy	5C
Officer Responsible	Chief Financial Officer
Last Review Date	16/02/2018

Operational Policy

Objectives

To provide clear guidelines and procedures in relation to the assessment of rateable land parcels for the categorisations as farmland for rating purposes and to ensure that all farmland assessments are determined using consistent measures.

Guidelines for Assessment of Rateable Land Parcels for Categorisation as Farmland for Rating Purposes.

Legislation Background

For land to be categorised as farmland in terms of Section 515(1) of the local Government Act, 1993 as amended, it must be:

Land is to be categorised as 'farmland' if it is a parcel of rateable land valued as one assessment and its dominant use is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry or aquaculture within the meaning of the Fisheries Management Act 1994, or any combination of those businesses or industries) which:

- (a) has a significant and substantial commercial purpose or character, and*
- (b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).*

However, land is not to be categorised as farmland if it is 'rural residential land': section 515(2). Rural residential land is defined in the Dictionary at the end of the Act to mean land that:

- (a) is the site of a dwelling and is not less than 2 hectares and not more than 40 hectares in area; and*
- (b) is either:*
 - i. not zoned or otherwise designated for use under an environmental planning instrument; or*
 - ii. zoned or otherwise designated for use under such an instrument for non-urban purposes; and*
- (c) does not have a significant and substantial commercial purpose or character.*

It is recommended by the Department of Local Government that councils have an internal set of guidelines as to what factors will be used in determining categorisation as farmland for rating purposes.

Guidelines

Many parcels of land will readily be identifiable as farming land and will qualify for categorisation as farmland. The criterion for assessment of those lands is identified by:

1. What the land is used for; and
2. Area of the land.

For other properties which have not qualified there is a process identified for additional information to be supplied which may establish farmland categorisation with the opportunity for review.

Guidelines specific for Blayney Shire Council in relation to the determination of rateable land parcels for categorisation as farmland for rating purposes, are as follows:-

1. Where a parcel of rateable land valued as one assessment is used in conjunction with other parcels of rateable land valued as one assessment, then: the total of all the parcels are to be considered as one holding for the purposes of this policy.
2. As assessment is deemed to comply with the definition of farmland in terms of section 515(1) of the Local Government Act, 1993 as amended
“ the business or industry of grazing, animal feedlots, dairying, pig farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture.....”
3. The dominant use of the land is for farming.
4. The area of the rateable land is equal to or above 40 hectares.
5. Where an assessment does not meet the area requirements in (4.), it may still be deemed to comply with the definition of farmland where the land owners establishes that farming activities are being carried out and supported.
Council will require additional information to help determine the rate category for the assessment (See attached form).
The attached form is to be supported by appropriate documentation, such as **Livestock Health and Pest Authority Local Land Services** stock rate notices, taxation records and any other relevant information in support of the assessment. If necessary a site visit will be carried out.

Procedures for Assessment of Rateable Land Parcels for Categorisation as Farmland for Rating Purposes:-

Relevant sections of Chapter 15, Part 3 and Part 3A of the Local Government Act, 1993 as amended, must apply with qualifications in relation to procedures specific to Blayney Shire Council as follows:-

1. Assessment of dominant land use being farming as defined.
2. Assessment of rateable land parcels for categorisation as farmland for rating purposes:-
 - a. If an assessment's area is equal to or greater than the specified minimum area, then categorisation as Farmland for rating purposes is to be declared.
 - b. If an assessment's area is less than the specified minimum area, then categorisation as farmland for rating purpose is not to be declared.
3. The rateable person (or the agent or lessee) in the situation at 2 (b), is to be notified of the declaration in accordance with the Local Government Act, 1993, as amended, and is to be forwarded a form - *Request For Further Information In Support For Change Of Category Of Land to Farmland For Rating Purposes*, which may be completed at the discretion of the owner, (or the agent or Lessee) and returned to Council for further assessment.
4. Upon return to Council of the completed form, eligibility will be determined from the form and supporting documentation.
5. If clarification of information supplied to Council is required, then the rateable person (or the agent or lessee) is to be requested to supply additional information or may attend Council's Office for this purpose. A physical inspection of the property may be required to fully understand the farming activity be carried out.
6. Any Change of Category of Land to Farmland for Rating Purposes is to be approved by the General Manager.
7. The rateable person (or the agent or lessee) may seek a review of the declaration recommended at 2 (b) at any time.
8. If an appeal to the Land and Environment Court is lodged by the rateable person (or the agent or lessee), a review must be made by an independent person with expertise in the relevant provisions of the Local Government Act, 1993, as amended, to be nominated by the General Manager to ensure that any declaration and/or subsequent assessment were correct. If this is confirmed, Council will proceed to Court.

BLAYNEY SHIRE COUNCIL

Request for Further Information in Support for Change Of Category of Land to Farmland for Rating Purposes

The Form

This form has been developed to provide sufficient information for Council to determine if your property complies with legislation governing categorisation as FARMLAND for rating purposes (Local Government Act, 1993, as amended)

Categorisation for rating purposes has no correlation with the zoning of land. Zoning is for planning purposes (i.e. what types of developments can be undertaken on the land) whereas land is categorised purely for a rating purposes according to the actual use of land) Council is required to categorise all land as one or the other of the following categories; FARMLAND, RESIDENTIAL, BUSINESS or MINING.

To assist Council in making a fully informed decision concerning the categorisation of your property, it is recommended that the information requested in this document is completed in full with as much detail as possible.

The form consists of three parts:-

- a) Property Information
- b) Dominant use of Land
- c) Purpose of Profit on a Continuous basis.

WHAT IS FARMLAND?

For land to be categorised as farmland in terms of Section 515(1) of the local Government Act, 1993 as amended, it must be:

Categorised as 'farmland' if it is a parcel of rateable land valued as one assessment and its dominant use is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry or aquaculture within the meaning of the Fisheries Management Act 1994, or any combination of those businesses or industries) which:

- a) has a significant and substantial commercial purpose or character, and*
- b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).*

CONFIDENTIALITY

The information supplied in this document will be treated by Council as strictly confidential. Your completed application will only be made available to Council staff and/or representatives directly responsible for the determination of this application.

PART A) - PROPERTY INFORMATION

Property No.(s) _____

Property Owner(s) _____

Property Name/Address _____

Total Property Area _____ ha

Is any part of your property located in the adjoining Shire? **Y/N**

Is any part of the property not used as part of your farming enterprise?
Please provide details:

What year did you commence the farming activity on this property? _____

Is there a dwelling located on property? **Y/N**

Is the property used for tourist activities / accommodation? **Y/N**

Estimated carrying capacity (**D.E.S DSE**) of property
(As per **LHPA Local Land Services** rate notice.) _____ **D.S.E**

Is there any other land/property used as part of this Business (e.g. private lease, Agistment share farming etc.) Please provide details including land area.

PART B) - DOMINANT USE OF LAND

Information required in this section relates to the type of farming business being undertaken and the area of land dedicated to this production and/or number of livestock held.

(Use average figures for past five years)

There are two methods of supplying the information Council requires in this Section. Please either complete questions 1 to 4 below or provide a copy of the previous year's financial statements/tax return for the farming Enterprise and answer question 4 below.

1) Livestock Enterprises

Detailed description of enterprise

Type of Livestock	Number	Breed

2) Cropping Enterprises

Detailed description of enterprise

Type of Cropping	Area under Crop

3) Other Enterprises

Detailed description of enterprise

Type of Enterprise	No. Trees/Vines etc.	Area use for enterprise

4) Are there any extreme or unusual circumstances that have caused the above information to vary from 'normal' conditions/levels? If so, please indicate the degree of variation.

PART C) PURPOSE OF PROFIT ON A CONTINUOUS BASIS

Information required in this section relates to the commitment made by your business enterprise to the pursuit of profit on a continuous and repetitive basis.

1) Does your farming business have an ABND? Y/N

If yes, please supply no. number: _____

2) Is your farming business registered for GST? Y/N

3) Are separate full accounting records kept for your farming business? Y/N

4) Is your farming business certified as a "primary producer" by the Australian Taxation Office? Y/N

If yes. Please provide a copy of your latest certificate provided by your accountant.

5) Please provide details of infrastructure constructed on the property specifically for the purpose of your farming enterprise.

6) Please provide details of plant and equipment used as part of your farming enterprise. Please specify if this plant and equipment is owned or hired/leased/contracted.

I hereby certify that the information provided above is true and correct in every respect. I also consent to Council or its agent making a physical inspection of the above property, if required, in order to assist in the evaluation of this application. (Should an inspection be necessary, a mutually acceptable time will be arranged in advance).

Owners Name(s): _____

Telephone No: _____

Signature/s: _____

End of Policy

Adopted:	12/08/1996	664
Last Reviewed:	09/07/2007	07/145
	10/11/2011	1110/019
	09/12/2013	1211/014
	16/02/2018	
Next Review:	19/11/2020	



Pensioner and Hardship Assistance Policy

Policy	5E
Officer Responsible	Chief Financial Officer
Last Review Date	19/02/2018

Strategic Policy

Objectives

To provide a framework for responding in response to applications from owners/ratepayers property owners, ratepayers and customers experiencing genuine hardship with the in meeting their commitment to payment of their rates, annual charges and fees to Council.

Policy Statement

1. Council recognises that ratepayers may experience financial hardship in some circumstances in paying rates, annual charges, and fees. The Local Government Act 1993 provides for the following assistance to ratepayers and customers:
 - Periodical payment arrangements for overdue rates and charges [S. 564];
 - Writing off or reducing interest accrued on rates or charges [S. 564 & 567];
 - Waiving, reducing or deferring the payment of the increase in the amount of rate payable because of hardship resulting from general revaluation of land in the Local Government Area [S. 601];
 - Waiving, or reducing rates, charges and interest of eligible pensioners [S. 575, 582]
 - Waiving or reducing Council fees when the inability to pay is due to hardship [S. 610E]
2. Council will consider each application for assistance on its own merits. A ratepayer may be eligible for consideration for Hardship Assistance in the payment of overdue rates, annual charges, interest, and fees, where:
 - the person is unable to pay due rates, charges fees or accrued interest when due and payable for reasons beyond the persons' control; or
 - payment when due would cause the person hardship.
3. In determining eligibility Council require the request to be made in writing to the General Manager, providing reasonable proof of financial hardship. Council may also request details of assets, income and living expenses, and such other information required to make a valid assessment. It may also be requested Council may also request that the ratepayer attend an interview to assist Council in the understanding of the issues causing hardship.
4. The criteria for assessment will be, but is not limited to, the following:
 - the amount of any rate increase when compared to the average rate increase for the rate category,
 - income from all sources,
 - living expenses,
 - reason for financial hardship,
 - length of occupancy.

Assistance to Eligible Pensioners

1. Council will provide a rebate of rates to eligible pensioners who are granted a mandatory pensioner concession under Section 575 of the Local Government Act 1993.
2. Council will provide assistance to eligible pensioners who are experiencing financial difficulties, by offering alternative payment arrangements and reasonable extension to payment timetables. All payment arrangements must: pay the balance owing within a reasonable time frame, not exceeding two years from the date of the arrangement being made, and should include future rates and charges which will be levied during the arrangement period.
 - a. pay the balance owing within a reasonable time frame;
 - b. not exceeding two years from the date of the arrangement being made; and
 - c. include future rates and charges which will be levied during the arrangement period.
3. In order to avoid hardship under ~~Under~~ section 577 of the NSW Local Government Act 1993, ~~in order to avoid hardship,~~ Council may extend the pensioner concession to ratepayers who jointly occupy a dwelling and are jointly liable for rates and charges with an eligible pensioner, if it considers proper to do so.

Backdating of Pensioner Rebates

1. Backdating of pensioner rebate claims pursuant to Section 579 of the NSW Local Government Act 1993 is limited to one (1) previous rating year only, or part thereof.
2. Backdating is only to occur where adequate substantiation can be provided to satisfy the essential criteria of the granting of a rates and charges pensioner concession.
3. Claims made beyond one (1) previous rating year must be requested in writing and referred to Council.

Hardship Assistance by Periodical Payment Arrangements

1. Council may enter into a formal agreement with a ratepayer eligible for alternative periodical payment arrangements for due and payable rates, and charges. Council or the ratepayer may initiate a proposal for a periodical payment agreement. In accordance with section 568 of "the Act", payments will be applied towards the payment of rates and charges in the order in which they became due. Council will provide information on the amounts due and payable on relevant notices.

2. Council may also write off or reduce the accrued interest and costs on rates and charges if the person complies with the periodical agreement (section 542(2)). If the ratepayer fails to make the periodical payment in accordance with the agreement, the payment plan may be cancelled. Full payment of the amount outstanding will be due immediately.

Hardship Assistance by Writing off Accrued Interest and Costs

Council applies interest rates to the maximum allowable under section 566 of "the Act". However Council may write off accrued interest and costs on rates or charges payable by a person under Section 567 of "the Act" and the Local Government (General) Regulation 2005 where:

- the person was unable to pay the rates or charges when they became due for reasons beyond the person's control, or
- the person is unable to pay accrued interest for reasons beyond the person's control, or
- payment of the accrued interest would cause the person hardship.

Hardship Assistance Due to Certain Valuation Changes

Under Section 601 of "the Act", any ratepayer who incurs a rate increase following a new valuation of land values may apply to Council for rate relief, if the new rate payable causes the ratepayer to suffer substantial hardship. [Section 601 (1)]

Council will encourage aggrieved ratepayers to make an appropriate application under the appeal provisions of the NSW Valuation of Land Act 1916. Council may provide assistance, by offering alternative payment arrangements and reasonable extension to payment timetables.

All payment arrangements must pay the balance owing within a reasonable time frame, not exceeding two years from the date of the arrangement being made, and should include future rates and charges which will be levied during the arrangement period.

All payment arrangements must:

1. **pay the balance owing within a reasonable time frame;**
2. **not exceed two years from the date of the arrangement being made;**
and
3. **include future rates and charges which will be levied during the arrangement period.**

Hardship Assistance Due to Impact of Special Rate Variations

Any ratepayer who incurs a rate increase resulting from the implementation of a special rates variation can apply to Council for Hardship Assistance if the increase in the amount of rates payable would cause them substantial hardship.

Writing off of Rates, Charges and Interest

In the cases where Council determines to write off rates, charges or interest, the General Manager shall write off debts to the maximum amount allowable under Council delegation register. Any amount above that may only be approved by a Council resolution.

Privacy and Confidentiality

Council Officers will conduct themselves with courtesy and respect when dealing with ratepayers and shall maintain the privacy and confidentiality of all ratepayers' personal circumstances.

End of Policy

Adopted:	14/11/2011	1111/014
Last Reviewed:	14/11/2011	1111/014
	12/11/2012	1211/014
	14/04/2014	1404/005
	19/02/2018	
Next Review:	16/11/2020	



Public Liability Insurance Community Celebrations

Procedure	6B
Officer Responsible	Director Corporate Services
Last Review Date	16/02/2018

Operational Policy

That organisations intending to conduct community celebrations, be required to provide public liability insurance cover, before Council approval will be granted.

Minimum coverage of \$~~10,000,000~~ \$20,000,000.

End

	Date	Minute No.
Created:	10/12/2001	553 (2)
Lasted Reviewed:	09/07/2007	07/145
	16/02/2018	
Next Reviewed:	16/11/2020	



Package for Doctors Incentives for Retention/Attraction

Policy	6C
Officer Responsible	Director Corporate Services
Last Review Date	16/02/2018

Strategic Policy

Objectives

To offer an incentive to attract and maintain doctors to Blayney Shire.

Policy

That Council continue to negotiate in conjunction with the NSW Division of General Practitioners, to maintain and attract Doctors to the Blayney Shire, and further authorise the General Manager to offer an interest free two year loan, of up to \$40,000 to assist with the securing of a new GP to practice in the Blayney Shire.

End of Policy

Adopted:	12/03/2007	07/031
Last Reviewed:	12/11/2012	1211/014
	19/02/2018	
Next Review:	16/11/2020	



Mobile Device Usage Policy

Policy	7S
Officer Responsible	Manager Information Technology
Last Review Date	19/02/2018

Strategic Policy

Objective

Provide parameters for the use of corporate Mobile Devices used for access to Blayney Shire Council's corporate systems such as email/calendars, internet browsing and mobile applications used for Council related business.

Purpose

To provide Councillors and staff, referred hereon as "Users", with guidelines regarding the appropriate use of their Council supplied mobile device.

To provide users with mobile devices for use and to assist them in the performance of their duties.

To ensure that users are accessible, facilitate timeliness of responses to Council's customers and to enhance communications.

To facilitate the effective management and administration of costs of business calls relating to the Council's mobile device resources.

To encourage the standard for acceptable use of mobile device resources in the conduct of its business to safeguard users, protect Council assets and ensure compliance with appropriate legislation.

Definition

A "Mobile Device" for the purposes of this policy will be any device that is reliant on a carrier Mobile Network for the purpose of transmission of voice and/or data traffic. Mobile Devices include but shall not be limited to: Mobile Phones, Smart Phones, Laptops and Tablet devices.

Eligibility

A user will be eligible to have a mobile device if it is deemed necessary to their position, for example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work. All mobile devices are provided at the discretion of the department director or General Manager or in the case of Councillors, the Payment of Expenses and Provision of Facilities policy. Any current employee who requires a replacement mobile device will need to fill in the Mobile Device Application Form on Council's Intranet and then forwarded to their manager and director for approval.

Use

While mobile devices are approved on the basis of business benefits and usage, reasonable personal use of devices is acceptable but users must adhere to the following usage terms:

- The conditions of the Email and Internet Policy must be adhered to.
- The conditions of the Blayney Shire Council's Code of Conduct policy must be adhered to.

- The private usage of devices during business hours must not interfere with the employee's work performance or detract from the employee doing their normal duties.
- Monthly usage details will be accessible to the Information Technology (IT) and Finance sections for cost management: IT are entitled to query excessive usage costs for mobile devices.
- Loss or theft of the mobile device must be immediately reported to IT. A loan device (if available) will be issued until a permanent replacement is organized.
- Information stored on the mobile device is not backed up by Council systems, it is the responsibility of the user to backup personal data and to ensure that Council information is stored on council approved systems for security and backup. Council takes no responsibility for the loss of personal data.
- All mobile devices come with a Telstra 1GB data plan which has been deemed more than sufficient for Council use. If the usage is being exceeded for legitimate business use than an increase in data allowance will be considered.

Private Use

From time to time personal use of a device may be made, while on Council business, however private usage should be kept to a minimum. If it is found that a user is using his/her mobile device for personal use resulting in charges to Council, they must reimburse council for any charges for personal use made.

The approved user is required to make the necessary payments to Council for private or personal use e.g. phone charges or downloads, within 14 days of receiving a copy of their mobile telephone the account for their mobile device, or when the accumulated value of their private or personal phone mobile device charges exceed \$20.00 (whichever occurs later).

Council receives fully itemised records for all mobile phone devices. Council recognises the users' general rights of privacy, but Council reserves the right to monitor use of mobile devices where it is reasonably justified and/or there are legitimate reasons for doing so. Where Council has concerns, this matter will be referred to the relevant Director or General Manager.

Mobile Devices fitted with location tracking software and remote wipe/remote lock capability will be enabled. The disabling of such features by users may result in disciplinary action.

Hands Free Operation

The use of mobile devices, 'without hands free', whilst driving is unlawful and the incursion of any penalties and fines will be solely at the user's cost.

Responsibility of Users

Users accept full responsibility for using their Council mobile device in an honest, ethical, safe and legal manner and with regard to the rights and sensitivities of other people. Use must be in accordance with Council policies and all relevant federal and state legislation.

Staff are required to:

- Take good care of the mobile device
- Take all reasonable precautions to ensure that the device is not damaged, lost or stolen. Keep mobile devices clean, and in a serviceable condition to the best of their ability, and
- Report all irregularities in the operation of the mobile device immediately to the department director or general manager.

There are some standard procedures that the user should implement as part of their day-to-day operational use of the mobile device:

- Activate the keypad lock to avoid accidental use of the device
- Mobile devices must not be left in open view in unlocked or unattended vehicles.
- Damaged devices should be returned to the IT Department who will arrange for any repairs to be carried out.

Lost or Stolen Devices

- Must be reported to the General Manager or appropriate Director immediately and an outgoing service bar requested.
- Must be reported to the IT Department immediately after discovering the loss of the mobile device (business hours) or first thing the next business day if discovered after hours
- Will be remotely locked and wiped clean of all data if the device can be tracked.

Subject to the circumstances in which the mobile device was lost or damaged, Council will be responsible for replacing the device unless carelessness on the part of the user can be shown as the cause of the loss or damage. In circumstances where it has been shown that the user's carelessness contributed to the loss or damage of the device then the user may be required to contribute to the replacement cost.

Installation of Applications on Mobile Devices

Council currently has accounts for mobile applications devices. IT currently holds the passwords for these accounts. If the user of mobile device requires an application to be installed on the device it must be undertaken by IT and be for business purposes. Justification must also be provided in an email to the IT ~~Systems Administrator Manager~~ why the application is required. If the application will incur a cost, then this will be discussed with the user's director.

Council staff are permitted to login to the Mobile devices with personal app accounts but Council will not be responsible for any charges incurred or if the device becomes faulty and needs to be reset or replaced.

Councillors have personal iTunes accounts linked to their iPad and are responsible for the upkeep of those accounts. Council does not keep a record personal iTunes login details. Councillors will be provided with 1GB

Data plan for their iPad devices and \$100 iTunes credit for the duration of the council term.

Termination of Employment / Conclusion of Term

On termination of employment or conclusion of term of Council (resignation or where not re-elected), the user must return the mobile device to IT including associated any battery chargers or other accessories supplied by the Council for use with the mobile device.

The mobile device is to be issued to an employee where it is deemed necessary to their job position. When an employee subsequently changes job position within Council, authorisation by the relevant director must occur for the mobile device to remain with the employee. Approval will only be given in this circumstance where the use of the mobile device is deemed a necessary requirement of the employees new job position. If approval is not given the mobile device is to be returned to IT.

Related Policies

Policy 1B: Council Code of Conduct

Policy 1D: Communication between Councillors and Staff

Policy 11B: Records Management

Legislative Context

Local Government Act 1993

Local Government (General) Regulations 2005

Workplace Surveillance Act 2005 No 47

Workplace Surveillance Regulation 2012

Adopted:	Date: 08/12/2014	Minute: 1412/006
Lasted Reviewed:	08/12/2014	Minute: 1412/006
	19/02/2018	
Next Reviewed:	16/11/2020	



Social Media Policy

Policy	8B
Officer Responsible	Director Corporate Services
Last Review Date	19/02/2018

Strategic Policy

Objective

To provide the parameters for the use of social media, where it forms part of the employee's professional responsibilities; inform councillors and employees of their responsibilities, when using social media in a personal capacity and to manage risks associated with council's use of these tools.

Purpose

To provide guidance to employees and councillors of Blayney Shire Council, also referred hereon as users, about engaging in social media. All users are responsible for being aware of the policy and understanding their responsibilities around using social media in their professional and personal usage.

To provide guidance to employees, Councillors and other representatives of the Blayney Shire Council when using social media platforms. This policy will outline responsibilities and outline associated risks to Council in the use of social media in a professional environment and the potential impact of adverse personal use of social media on Council.

Definitions

Social media is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared over open digital networks.

Social media may include (although is not limited to):

- social networking sites (eg: Facebook, Twitter)
- video and photo sharing websites (eg: Flickr, Youtube)
- blogs, including corporate blogs and personal blogs
- wikis and online collaborations (eg: Wikipedia)
- forums, discussion boards and groups (eg: Google and Yahoo groups)
- podcasting

In this policy the following definitions apply:

Social media internet-based tools for sharing or discussing information. It relates to user-generated information, opinion or other content shared over open digital networks.

Social media may include (although is not limited to):

- social networking sites (eg: Facebook, Twitter)
- video and photo sharing websites (eg: Flickr, Youtube)

- *blogs, including corporate blogs and personal blogs*
- *Wikipedia and other online collaborations (e.g. wiki's)*
- *forums, discussion boards and groups (eg: Google and Yahoo groups)*
- *podcasting*

Public Domain *the state of belonging or being available to the public as a whole, especially through not being subject to council confidentiality, copyright or other legal restrictions.*

Authorised Representative *a person who is otherwise empowered under law or delegation to exercise any functions as an agent of or in the best interests of Council.*

PROFESSIONAL USE OF SOCIAL MEDIA

Becoming authorised to comment

- To be authorised to comment or be an authorised spokesperson, employees must have the explicit approval of the General Manager.
- To be authorised to comment or be an authorised spokesperson Councillors will be guided by Council's Media Spokesperson Policy.

RULES OF ENGAGEMENT

Authorised representatives must:

- Disclose that they are a councillor / employee / contractor of the council, and use only their own identity, unless authorised to use an approved official account
- Disclose and comment only on information classified as public domain information
- Ensure that all content published is accurate and not misleading and complies with all relevant council policies and other relevant requirements
- Ensure comments are respectful of the community in which they are interacting online
- Adhere to the terms of use for using the social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws.

Authorised representatives must not:

- Post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful

- Use or disclose any confidential or secure information
- Comment or post any material that might otherwise cause damage to council's reputation or bring it into disrepute.

PERSONAL USE OF SOCIAL MEDIA

This policy does not discourage nor unduly limit councillors or employees using social media for personal expression or other on-line activities in their personal life.

Users should be aware of and understand the potential risks and damage to council that can occur, either directly or indirectly from their personal use of social media and should comply with this policy to ensure that the risk is minimised.

Users are personally responsible for content published in their personal capacity on any form of social media platform. When in doubt, councillors or employees can seek guidance from council on how to comply with the following obligations.

To avoid breaching this policy councillors and employees must:

- Only disclose and discuss publicly available information
- Ensure that all content published is accurate and not misleading and complies with all relevant council policies
- Expressly state that stated views are personal and are not representative of council
- Behave politely and respectfully
- Adhere to the terms of use for using the social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws.

Councillors and employees must not:

- Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful
- Imply that they are authorised to speak as a representative of council, nor give the impression that the views expressed are those of council
- Use their council email address or logos or insignia that may give the impression of official support or endorsement of their personal comment
- Use or disclose any confidential information or personal information obtained in their capacity as an employee or contractor of council
- Post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another employee or contractor of council
- Comment or post any material that might otherwise cause damage to council's reputation or bring it into disrepute.

Reasonable and unreasonable personal use

- When accessing social media via the council's Internet, employees must do so in accordance with the council's Email and Internet Policy, which requires employees to use these resources 'reasonably', in a manner that does not interfere with work, and is not inappropriate or excessively accessed.
- Usage is acceptable during break times
- Council resources should not be used to access or post any material that is fraudulent, harassing, threatening, bullying, embarrassing, sexually explicit, profane, obscene, racist, sexist, intimidating, defamatory or otherwise inappropriate or unlawful.
- Employees should not use council's Internet and computer resources to provide comments to journalists, politicians and lobby groups other than as authorised in the course of their official duties.
- It is not acceptable to spend time using social media that is not related to your work unless it occurs in your own time (for example during meal breaks) or at times acceptable to your manager.

POLICY BREACHES

Breaches of this policy by employees, Councillors and other representatives will be dealt with under the Council's Code of Conduct.

Related Policies

Policy 1B: Council Code of Conduct
Policy 1D: Communication between Councillors and Staff
Policy 2B: Media Spokesperson Policy
Policy 11B: Records Management

Legislative Context

Local Government Act 1993
Local Government (General) Regulations 2005
State Records Act 1998 No 17
State Records Regulations 2010
Privacy and Personal Information Protection Act 1998 (NSW)
Privacy and Personal Information Protection Regulation 2005

Adopted:	Date: 08/12/2014	Minute: 1412/004
Last Reviewed:	19/02/2018	
Next Review:	16/11/2020	



Related Parties Disclosures

Policy	4D
Officer Responsible	Chief Financial Officer
Last Review Date	19/02/2017

Strategic Policy

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1. Purpose of the Related Parties Disclosures Policy

From 1 July 2016, Council is required to disclose Related Party Relationships and Key Management Personnel (KMP) compensation in its Annual Financial Statements.

The purpose of this policy is to define the parameters for Related Party Relationships and the level of disclosure and reporting required Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

2. Definitions

AASB 124 - means the Australian Accounting Standards Board, Related Party Disclosures Standard.

Act - means the Local Government Act 1993.

Close members of the family of a person - are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependants of that person or that person's spouse or domestic partner.

Entity can include companies, trusts, joint ventures, partnerships, incorporated association or unincorporated group or body and non-profit associations such as sporting clubs.

Key Management Personnel (KMP) - as defined under section 5 of this policy.

KMP Compensation - means all forms of consideration paid, payable, or provided in exchange for services provided, and may include:

- *Short-term employee benefits*, such as wages, salaries and social security contributions, paid annual leave and paid sick leave,
- profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees;
- *Post-employment benefits* such as pensions, other retirement benefits, post employment life insurance and post-employment medical care;
- *Other long-term employee benefits*, including long-service leave or sabbatical leave, jubilee or other long-service benefits,
- long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation; and
- *Termination benefits*.

Material (materiality) - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. Materiality does not refer to a dollar sum solely and the nature of the transaction may result in disclosure even if a small dollar value. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transaction - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

Possible (Possibly) Close members of the family of a person - are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- a. that person's brothers' and sisters';
- b. aunts', uncles', and cousins' of that person's spouse or domestic partner;
- c. dependants of those persons' or that person's spouse or domestic partner as stated in (b); and
- d. that person's or that person's spouse or domestic partners', parents' and grandparents'.

Related Parties - as defined under section 6 of this policy.

Related Party Transaction - is a transfer of resources, services or obligations between a Council and a related party, regardless of whether a price is charged.

Regulation - means the Local Government (General) Regulation 2005.

Significant (significance) - means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.

Remuneration means remuneration package and includes any money, consideration, benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a related party transaction.

3. Background

The Australian Accounting Standards Board (AASB) determined in AASB 124 that from 1 July 2016 related party disclosures will apply to government entities, including local governments (Councils).

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

- disclosure of any related party relationship;
 - must disclose in its Annual Financial Statements its relationship with any related parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period;
- Key Management Personnel (KMP) Compensation Disclosures;
 - must disclose in its Annual Financial Statements details for each of the categories of KMP compensation, as stated in the definitions of this Policy, in total.

4. Policy Statement

Council is committed to responsible corporate governance, including compliance with laws and regulations governing related party transactions.

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A Related Party relationship could influence the normal business operations of Council even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another—for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations.

AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances; including commitments, in its Annual Financial Statements. Generally, disclosure shall only be made where a transaction has occurred between council and a related party of council. In addition, the transaction must be material in nature or size, when considered individually or collectively.

When assessing whether such transactions are significant the following factors shall be taken into consideration:

- significance in terms of size;
- was it carried out on non-market terms;
- is it outside normal day-to-day council operations;
- was it subject to council approval;
- did it provide a financial benefit not available to the general public;
- was the transaction likely to influence decisions of users of the Annual Financial Statements.

Regard must also be given for transactions that are collectively, but not individually significant.

To enable Council to comply with AASB 124 Council's KMP, as defined within this Policy, are required to declare full details of any Related Parties and Related Party Transactions. Such information shall be retained and reported, where necessary, in Council's Annual Financial Statements.

5. Key Management Personnel

AASB 124 defines KMP's as "those persons having authority and responsibility, either directly or indirectly, for planning, directing and controlling the activities of the entity."

For Council purposes KMP include:

- the Mayor,
- Councillors,
- Administrators,
- the General Manager, and
- Directors.

6. Related Parties

For the purposes of this policy, related parties of Council are:

- entities related to Council;
- KMP of Council;
- close family members of KMP;
- possible close family members of KMP's; and entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.

In addition, a person or entity is a related party of Council if any of the following apply:

- they are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- they are an associate or belong to a joint venture of which Council is part of;
- they and Council are joint ventures of the same third party;
- they are part of a joint venture of a third party and council is an associate of the third party;
- they are part of a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council;

- they are controlled or jointly controlled by close members of the family of a person;
- they are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of Council; or
- they or any member of a group of which they are a part, provide KMP services to Council.

The following shall be considered as close family members of KMP:

- a) Children and dependents of the Mayor, Councillors, General Manager and Directors;
- b) Spouse/domestic partner of the Mayor, Councillors, General Manager and Directors;
- c) Children and dependents of a spouse/domestic partner of the Mayor, Councillors, General Manager and Directors;
- d) Other Family Members of a KMP that may be expected to influence, or be influenced by, that person in their dealings with Council.

Close family members shall be identified in the Related Party Declaration made by a KMP.

7. Related Party Transactions

Related Party Transactions are required to be disclosed regardless of whether a price is charged. Such transactions may include:

- compensation paid to KMP;
- purchase or sale of goods (finished or unfinished);
- purchase or sale of property and other assets;
- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under licence agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or in kind);
- provision of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised);
- quotations and/or tenders;
- commitments; and
- settlements of liabilities on behalf of Council or by Council on behalf of the related party.

8. Disclosure

AASB 124 provides that Council must disclose all material and significant Related Party Transactions in its Annual financial statements by aggregate or general description and include the following detail:

- the nature of the related party relationship; and

- relevant information about the transactions including:
 - the amount of the transaction;
 - the amount of outstanding balances, including commitments, and
 - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
 - details of any guarantee given or received;
 - provision for doubtful debts related to the amount of outstanding balances; and
 - the expense recognised during the period in respect of bad or doubtful debts due from related parties.

All transactions involving Related Parties shall be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions, and to determine the significance of each of the transactions.

Generally, transactions with amounts receivable from and payable to KMP or their related parties that occur within normal employee, customer or supplier relationships and at arm's length that are immaterial or insignificant shall be excluded from detailed disclosures. Such activity shall be disclosed in the financial statements by general description.

Disclosures that Related Party Transactions were made on terms equivalent to an arm's length transaction can only be made if such terms can be substantiated.

AASB requirements in this regard are available at Attachment A

9. Procedures

The method for identifying the close family members and associated entities of KMP shall be by KMP self-assessment. KMP have an ongoing responsibility to advise Council immediately of any Related Party Transactions.

It is not the responsibility of the KMP is to make an assessment as to whether they have any related party transactions or not. It is their responsibility to identify all their related parties. The determination of and assessment of transactions will be undertaken by relevant Council staff.

The preferred method of reporting is for KMP to provide details of Related Parties and Related Party Transactions, utilising the Reporting Templates (Attachment B), to the General Manager.

Information provided will be held on a centralised register. Access to the register shall be available to only those who may lawfully be granted access after consideration of matters of privacy and other legislative requirements.

The register shall be used as a basis for information for inclusion into Council's Annual Financial Statements to satisfy Related Party reporting requirements.

10. Related Parties Disclosure timetable

Disclosures of Related Parties and Transactions shall be required of Key Management Personnel at least **twice** annually.

The due dates for Disclosures will be **31 December** and 30 June annually.

Key Management Personnel should provide updates on Related Parties and Transactions as issues arise **or material changes occur** by submitting an updated Related Parties Disclosure Form at times other than the **two** collection dates listed above if their situation changes.

11. Privacy

Information provided by KMP and other related parties shall be held for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance or legal reasons only.

12. Review

This policy shall be reviewed at specified review intervals and may be reviewed if any of the following events occur:

- corporate restructure that impacts of the KMP's;
- the related legislation/documents or OLG Local Government Code of Accounting Practice that impact on application of the policy are amended or replaced; and
- other circumstances that may arise as determined by resolution of Council.

13. Related Legislation, Policies and Guidelines

Local Government Act 1993

Australian Accounting Board Standard – AASB124 Related Parties Disclosures

Local Government Act 1993

Local Government (General) Regulation 2005

Local Government Code of Accounting Practice

Blayney Shire Council Code of Conduct

Attachment A – AASB References

Reference	Reporting Requirements
<p>AASB124.17</p>	<p>The entity discloses key management personnel compensation in total and for each of the following categories:</p> <ul style="list-style-type: none"> a. short-term employee benefits; b. post-employment benefits; c. other long-term benefits; and d. termination benefits; <p>Key management personnel (KMP) are not named – disclosure on an aggregate basis only.</p> <p>Short-term employee benefits include non-monetary benefits.</p>
<p>AASB124.18</p>	<p>If there have been transactions between related parties, the entity discloses the nature of the relationship with the related party, as well as sufficient information about the transactions and outstanding balances, including commitments, necessary for users to understand the potential effect of the relationship on the financial statements.</p> <p>Types of Transactions:</p> <ul style="list-style-type: none"> a. purchases or sales of goods (finished or unfinished); b. purchases or sales of property and other assets; c. rendering or receiving of services; d. leases; e. transfers of research and development; f. transfers under licence agreements; g. transfers under finance arrangements (including loans and equity contributions in cash or in kind); h. provision of guarantees or collateral; i. commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and j. settlement of liabilities on behalf of the related party. <p>The following information, at a minimum, is disclosed:</p> <ul style="list-style-type: none"> i. the amount of the transactions; ii. the amount of outstanding balances, including commitments, and terms and iii. conditions (i.e. secured or unsecured) and the nature of consideration to be provided in settlement; and details of guarantees given or received; iv. provisions for doubtful debts related to the amount of outstanding balances; and v. the expense recognised during the period relating to bad or doubtful debts due from related parties.

Reference	Reporting Requirements
AASB124.19	The entity separately discloses all the information required by Paragraph 18 at the following levels: <ul style="list-style-type: none">a. subsidiaries;b. associates;c. joint ventures in which the entity is a joint venturer;d. key management personnel of the entity or its parent; ande. other related parties.
AASB124.24	The entity discloses items of a similar nature in aggregate, except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the entity.

Attachment B – Related Party Disclosure Form



Related Parties - Disclosure Form

Name of Key Management Personnel (KMP):

Related person <i>and / or</i> entity	Relationship of KMP with the person or entity

Notification

I _____,
(Full name)

(Position) notify that,

to the best of my knowledge, information and belief that as at the date of this notification, the above list includes all existing and potential related parties that may transact with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the above period.

I permit authorised Council Officers and other permitted recipients specified in Council's Related Parties Disclosure Policy to access the register of interests of me and persons related to me and to use the information for the purposes specified in that policy.

Signature of named KMP: _____

Dated: _____

Adopted:	18/04/2017	1704/010
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