



EXTRAORDINARY MEETING

REPORTS FROM THE GENERAL MANAGER

EXTRAORDINARY MEETING OF COUNCIL 11 April 2017

Report from the General Manager

EXTRAORDINARY MEETING OF COUNCIL
REPORT FROM THE GENERAL MANAGER

TABLE OF CONTENTS

General Manager

Report 1	3
Proposed change to commencement of Council meetings	
Attachments:	
Nil	

General Manager

Report 2	5
National General Assembly of Local Government 2017	
Attachments:	
A. National General Assembly 2017 Program and Registration.....	7

General Manager

Report 3	
Public notification of recently adopted policies.....	23
Attachments:	
B. Payments to Councillors Policy.....	25
C. Water & Sewer Refund Policy.....	37
D. Related Parties Disclosure Policy.....	41



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	Andrew Hopkins
Reference:	Report 1
Subject:	Proposed change to commencement of Council meetings

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	A strong, accountable and representative Council.
Strategy:	Provide open, accountable and transparent decision making for the community.
Action:	Council meetings are conducted and open to the public..

REPORT:

At the 28th March Ordinary Council meeting new business pertaining to a change to the commencement time for Council meetings was introduced to proceedings.

However, *Part 10, Division 3, 241 Giving of Notice* of the Local Government (General) Regulation 2005 requires as follows:

- (1) *A council must not transact business at a meeting of the council:*
- (a) *unless a councillor has given notice of the business in writing within such time before the meeting as is fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the council, and*
 - (b) *unless notice of the business has been sent to the councillors in accordance with section 367 of the Act.*
- (2) *Subclause (1) does not apply to the consideration of business at a meeting if the business:*
- (a) *is already before, or directly relates to a matter that is already before, the council, or*
 - (b) *is the election of a chairperson to preside at the meeting as provided by clause 236 (1), or*
 - (c) *is a matter or topic put to the meeting by the chairperson in accordance with clause 243,*
- or
- (d) *is a motion for the adoption of recommendations of a committee of the council.*
- (3) *Despite subclause (1), business may be transacted at a meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:*
- (a) *a motion is passed to have the business transacted at the meeting, and*
 - (b) *the business proposed to be brought forward is ruled by the chairperson to be of great urgency.*
- Such a motion can be moved without notice.*
- (4) *Despite clause 250, only the mover of a motion referred to in subclause (3) can speak to the motion before it is put.*

Accordingly the proposed change to the commencement time for Council meetings from 1pm to 12:30pm is included herein for Council's consideration.

Should Council resolve to change the commencement time of meetings the change will need to be publicly notified.

OFFICER'S RECOMMENDATION:

That:

- 1. From and including the ordinary meeting of Wednesday 26th April, ordinary Council meetings will be held on the fourth Tuesday of the month commencing at 12:30pm, with the exception of December 2017 which will be held on the third Tuesday of the month.**

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**

Nil

- 2. Policy and Regulation**

Nil

- 3. Financial (LTFP)**

Nil

- 4. Asset Management (AMS)**

Nil

- 5. Workforce (WMS)**

Nil

- 6. Legal and Risk Management**

Nil

- 7. Performance Measures**

Nil

- 8. Project Management**

Nil

Prepared by staff member: Andrew Hopkins
TRIM Reference Number:
Approved/Reviewed by Manager: Andrew Hopkins
Department: General Manager
Attachments: Nil



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	Andrew Hopkins
Reference:	Report 2
Subject:	National General Assembly of Local Government 2017

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.1	A strong, accountable and representative Council.
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels.
Action:	4.1.4.1	Advocate the needs of the Shire to State and Federal Governments.

SUMMARY:

The National General Assembly of Local Government (NGA) Conference is to be held on Sunday 18 June to Wednesday 21 June 2017 in Canberra.

The NGA represents a unique opportunity for local government leaders to connect with over 800 delegates from councils across Australia. The conference incorporates a formal meeting of Australian Local Government Representatives whereat Uralla Shire Council has voting rights of one single vote per motion.

The theme at this years conference is 'Building Tomorrow's Communities', which is what local government is all about. Key presentations will address how councils are shaping the future and responding appropriately to the challenges ahead.

OFFICER'S RECOMMENDATION:

That Council be represented at the 2017 National General Assembly of Local Government by the Mayor, or his alternate delegate.

REPORT:

The NGA provides our Council representative with an opportunity to:

- Influence the national agenda
- Engage with state and federal politicians
- Shape policy and priorities of government
- Represent our council and community
- Have our say

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Ensures compliance with legislative provisions.
- 2. Policy and Regulation**
Ensures transparency of Council business.
- 3. Financial (LTFP)**
Nil
- 4. Asset Management (AMS)**
Nil
- 5. Workforce (WMS)**
Nil
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Nil
- 8. Project Management**
Nil

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager
Attachments:	nil

PARTNERS IN
AN INNOVATIVE
AND PROSPEROUS
AUSTRALIA

NGA16 PROGRAM & REGISTRATION

NATIONAL GENERAL ASSEMBLY
CANBERRA 19-22 JUNE 2016

REGISTER ONLINE
WWW.ALGA.ASN.AU



AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION

Extraordinary Council Meeting
11 April 2017 - Business Paper

PRESIDENT'S WELCOME

Key drivers of success for the councils of the future will include the ability to innovate and adapt to change. Today's councillors must be open to new ideas, innovative ways of engaging citizens and making interactions with councils simpler, faster and easier.

Under the theme **Partners in an Innovative and Prosperous Australia**, delegates at this year's National General Assembly of Local Government (NGA) will look at the many ways local government is being innovative both here and overseas. As a responsive, pragmatic and dynamic level of government, councils innovate with technology, with their resources and in practical ways within their organisations and communities. Through the NGA, delegates will be able to learn from the ideas and experiences of other councils and gain valuable ideas for their own councils.

Our theme also underlines the contribution local government makes to national economic prosperity and productivity, a contribution which often goes unacknowledged. We have a significant role to play in fostering

and enhancing the prosperity of our communities. Nationally, local government:

- employs 189,000 Australians (around 10 per cent of the total public sector);
- owns and manages non-financial assets with a replacement value of \$437 million;
- raises around 3.4 per cent of Australia's total taxation revenue per annum; and
- has annual operational expenditure of around \$33 billion, or just under 6 per cent of total public sector spending.

Local government plays a significant role in the national economy and councils play critical roles in their local economies. I encourage you to attend the NGA, and to work with myself and the ALGA Board, as we explore opportunities to strengthen the contribution that local government makes.

With a Federal election due this year, the NGA offers an opportunity to elevate local government issues to the Federal level. In the lead up to this election, ALGA, in conjunction with State and Territory Associations, will undertake a significant

advocacy program to ensure that the promises made by the major political parties address the needs of our councils and our communities. The influence of local government is reflected in the ongoing high level political engagement the NGA receives, and this year will be no different. I have invited the Prime Minister, Leader of the Opposition, Leader of the Australian Greens, Minister for Local Government and Shadow Minister for Local Government to address the NGA and to give you the opportunity to hear directly from them in the lead up to the election.

The NGA program this year features a number of preeminent speakers who will share their views and encourage our thinking on the two key areas of our theme: innovation and prosperity. We have panel sessions that allow for interaction with these presenters and other thought leaders, as well as breakout sessions to give you the maximum opportunity to gain insights which you can take back to your council.

I invite you to join me and your colleagues at this year's NGA held from 19-22 June in Canberra.



Mayor Troy Pickard
PRESIDENT

CONTENTS

President's welcome	2	Regional Cooperation & Development Forum 2016	8	Social functions	11
Provisional program	3	Key dates	9	Partner tours	12
Panel sessions	4	Motions for debate	9	Accommodation	12
Concurrent sessions	4	Voting procedures	9	Coach transfers	14
Associated events	5	Registration details	10	Car parking	14
Speaker profiles	6			Registration form	15

NGA16

NATIONAL GENERAL ASSEMBLY
CANBERRA 19-22 JUNE 2016

PROVISIONAL PROGRAM

PARTNERS IN AN INNOVATIVE AND PROSPEROUS AUSTRALIA

SUNDAY 19 JUNE

5.00-7.00pm Welcome Reception

MONDAY 20 JUNE

9.00 am Opening Ceremony

9.20 am Prime Minister, **the Hon Malcolm Turnbull MP** (invited)

10.00 am KEYNOTE SPEAKER
George Megalogenis

10.30 am MORNING TEA

11.00 am PANEL SESSION The future of Local Government

12.30 pm LUNCH

1.30 pm PANEL SESSION Surfing the wave of disruption

2.30 pm Leader of the Australian Greens, **Senator Dr Richard Di Natale**

3.00 pm AFTERNOON TEA

3.30 pm Debate on Motions

5.00 pm CLOSE

TUESDAY 21 JUNE

9.00 am Minister for Major Projects, Territories and Local Government, **the Hon Paul Fletcher MP** (invited)

9.30 am KEYNOTE SPEAKER
Pip Marlow, Managing Director, Microsoft

10.00 am Speaker Q&A

10.30 am MORNING TEA

11.00 am PANEL SESSION Digital transformation at the Local Government level

12.30 pm LUNCH

1.30 pm CONCURRENT SESSIONS

- New approaches to improve your business
- The infrastructure challenge
- Innovative approaches to the environment
- Northern Australia

3.00 pm AFTERNOON TEA

3.30 pm Leader of the Opposition, **the Hon Bill Shorten MP** (invited)

4.00 pm Debate on Motions

5.00 pm CLOSE

WEDNESDAY 22 JUNE

9.00 am Shadow Minister for Regional Development and Local Government, **the Hon Julie Collins MP** (invited)

9.30 am Debate on Motions

10.30 am MORNING TEA

11.00 am PANEL SESSION Local Government's role in facilitating prosperity

12.30 pm KEYNOTE SPEAKER
Robert de Castella AO MBE

1.00 pm LUNCH/CLOSE

SPONSORS



Australian Government
Department of Infrastructure
and Regional Development

PANEL SESSIONS

MONDAY 11.00-12.30PM

The future of Local Government

As the role of local government continues to change, anticipating the challenges of the next 20 years and determining how councils are best placed to respond is critical. As the level of government closest to Australians, local government must continue to provide high quality services and respond to the myriad of challenges faced by local communities. External factors such as rate capping, amalgamation processes, reductions in grant funding and changing expectations of local government's role are placing increasing pressure on councils' ability to perform. However, it is often under these conditions that innovation thrives as councils look to deliver more with less. How are councils responding to these challenges?

MONDAY 1.30-2.30PM

Surfing the wave of Disruption

Traditional service delivery and business models are changing - recently we've seen the rapid growth of AirBnB and Uber which are challenging how the hotel and the taxi industries operate. The capacity for organisations to accommodate change is increasingly becoming an important determinant of their success. As the pace of change increases and the length of time strategic planning activities can cover reduces, councils are being forced re-examine their planning processes, regulatory frameworks and their basic assumptions as well as their ability to respond to changes within the community.

TUESDAY 11.00-12.30PM

Digital transformation at the Local Government level

Local government has a long history of being an early-adopter of new technologies and of using its own resources to drive innovation based on local knowledge and expertise. Technology can improve collaboration between the public, private and the not-for profit sectors to drive innovation, solve complex problems, and enhance community engagement. How can technology be used to transform council businesses and enable innovation in your community?

WEDNESDAY 11.00-12.30PM

Local Government's role in facilitating prosperity

Strong leadership and the ability to access social and economic capital are crucial preconditions for prosperity. Local government strives, wherever possible, to assist communities to enhance their capacity to respond to challenges and identify opportunities to build resilience and increase overall prosperity. Being able to grow social capital, support entrepreneurs and attract investment are fundamental to the growth in local and regional productivity. What strategies can councils employ to foster prosperity in their community and region?

TUESDAY 1.30-3.00PM

CONCURRENT SESSIONS

New approaches to improve your business

Smart councils are required to use information and communication technologies to enhance quality services and infrastructure. The application of new information, data and knowledge generated through the application of new technologies will improve performance, interactivity with community and reduce costs. As our cities become smarter, councils need more careful consideration of three main areas: technologies; infrastructure and planning; and regulation and markets. In this session delegates will have the opportunity to explore the content covered in the Digital Transformation at the Local Government Level panel session and interact further with our highly experienced international colleagues from Boston.

The infrastructure challenge

Local government community infrastructure underpins and binds many communities. For many Australians, council managed facilities are where their club meets, their kids play and their families learn to swim. In addition to this it is well recognised that every journey starts and ends on a local road. In February Infrastructure Australia published the Australian Infrastructure Plan which sets out a blueprint for infrastructure development and priorities for the next 15 years. This session will provide the opportunity for delegates to explore the role of community infrastructure in supporting productivity, community development and in enhancing social cohesion. It will also examine the challenge we face in maintaining infrastructure at the local and national level.

NGA16

NATIONAL GENERAL ASSEMBLY
CANBERRA 19-22 JUNE 2016

Innovative approaches to the environment

Managing climate change and the environment are some of the most significant issues many councils are facing. Developing appropriate strategies to reduce emissions at a local government level will be critical if Australia is to meet the global commitments reached in Paris in 2015. Reduction of emissions from council and community activities, improved design of cities and towns, buildings and facilities, transport systems, and the management of water resources and municipal waste are important considerations in reducing carbon emissions. In this session delegates will have access to key leaders in the field to explore innovative approaches to addressing climate change and improving environmental management.

Northern Australia

Advancing sustainable economic outcomes for communities in Northern Australia through existing programs and services, knowledge sharing and new business development opportunities is important not only for Northern Australia but for all of Australia. The session will address some of the many issues regarding economic development and opportunity in Northern Australia. It will also draw on the recent report of the Council of Australian Government's investigation into issues of importance to Indigenous communities, especially land administration. The report, among other things, addresses how the Indigenous land administration systems could effectively support Indigenous land owners and native title holders to leverage their land assets for economic development. This session will provide delegates with the opportunity to discuss and explore key issues facing Northern Australian and Indigenous communities.

ASSOCIATED EVENTS



Australian Local Government Women's Association Breakfast

MONDAY 20 JUNE 2016

7:30am-8:30am

The ALGWA National President is pleased to invite members, friends and colleagues to the 5th Annual Networking Breakfast as part of the National General Assembly.

The Breakfast will be held in the Murray Room on Monday 20 June from 7:30-8:30 am.

Seating is strictly limited, so book early. More details on www.algwa.net.au



Regional Capitals Australia Networking Breakfast

WEDNESDAY 22 JUNE 2016

7:00 am-8:45 am

Regional Capitals Australia (RCA) is an alliance of local government associations and councils from around Australia. The alliance is working to create a strong network of regional capitals that are at the forefront of federal policy and the national identity.

RCA will be holding a networking breakfast on Wednesday 22 June at the National Convention Centre during the ALGA conference. RCA's annual networking breakfast is a chance for attendees to hear directly from government and engage with their regional capitals colleagues from across Australia.

To register for the event and for enquiries about RCA, please contact:
Email secretariat@regionalcapitalsaustralia.org
Phone (03) 9614 7302

Visit our website at www.regionalcapitalsaustralia.org

SPEAKER PROFILES



George Megalogenis

George Megalogenis is an author and journalist with three decades' experience in the media. His books include *The Australian Moment*, which won the 2013 Prime Minister's Literary Award for Non-fiction and the 2012 Walkley Award for Non-fiction, and formed the basis for the ABC documentary series *Making Australia Great*.

Annabel Crabb said "George Megalogenis is Australia's best explainer", David Marr posits "this man is perhaps the sanest journalist in Australia. He believes in facts and figures. He has a unique grasp of politics in all its messy detail. The result is this splendid account of the great reforms of the last 40 years that have made Australia".

George is also the author of *Faultlines*, *The Longest Decade* and *Quarterly Essay 40: Trivial Pursuit – Leadership and the End of the Reform Era*. His most recent book *Australia's Second Chance* was launched by Prime Minister Malcolm Turnbull.

This year George will publish *Quarterly Essay 61: Balancing Act: Australia Between Recession and Renewal*.

Pip Marlow

Managing Director, Microsoft Australia

As Managing Director, Pip Marlow is responsible for Microsoft's overall business in Australia. She ensures the company meets the needs of its customers and more than 11,000 partners and independent software vendors that sell or build on the Microsoft platform.

Pip began her 18-year career with Microsoft in 1995, working in the Australian Partner team on anti-piracy efforts, and the system builder channel and distribution strategy. She then moved

to Microsoft's head office in Seattle, US, where she held a succession of senior roles, including General Manager for US channel sales.

After eight years in the US, Pip returned to Microsoft Australia. She worked in various positions across the business, including as Director of Small and Medium Business Solutions, and Partners. Before being appointed Managing Director in January 2011, Pip held the joint role of Enterprise and Partner Group Director and Public Sector Director.

Robert de Castella AO MBE

Robert de Castella is recognised as one of Australia's greatest athletes after dominating the world in the gruelling event of the marathon. He was the first person to win the Commonwealth Games marathon twice and set the course record at the Boston Marathon.

Robert started running aged eleven at Xavier College in Melbourne, where one of his teachers was 1962 Commonwealth Games athlete Pat Clohessy. Pat continued as his coach throughout his career. Robert won the Canberra Pan Pacific Conference Games in 1977 over 10,000m and the 1978 Australian Cross-Country title. He finished 10th at the Moscow Olympics in 1980, then won Gold at the 1982 Commonwealth Games in a tight battle with Juma Ikgangaa from Tanzania. He soon won the Rotterdam marathon and the IAAF World Championships in Holland but finished in fifth place in the 1984 Olympics. In the 1988 Olympics he finished fourth, then at the 1992 Olympics finished in 26th place.

Robert became Director of the Australian Institute of Sport from 1990 to 1995, and has since continued his advocacy and support for athletics and marathon running in particular. He was awarded the Australian Sports Medal in 2000.

The Hon Malcolm Turnbull MP Prime Minister

Malcolm Turnbull was sworn in as the 29th Prime Minister of Australia on 15 September 2015.

Malcolm was a Cabinet Minister in the Howard and Abbott Governments. He served as Minister for the Environment and Water Resources in the Howard Government and Minister for Communications in the Abbott Government.

Malcolm also served as Leader of the Opposition from 2008 to 2009.

Malcolm was educated at Vaucluse Public School and Sydney Grammar School. Malcolm's high school education at Sydney Grammar was assisted by a scholarship. In later life Malcolm arranged for an additional means-tested scholarship to be established at Sydney Grammar in memory of his late father. Malcolm graduated from Sydney University with a BA LLB. He won a Rhodes Scholarship and completed a further law degree at Oxford.

After a successful career in journalism Malcolm began practicing law in 1980. He quickly established a reputation as an effective advocate, most notably when he successfully defended former MI5 agent Peter Wright against the British Government in the "Spycatcher" trial.

Malcolm left law for business in 1987 where he has since been responsible for the establishment and success of many Australian businesses. In particular he has been a determined supporter of Australian technology. He co-founded OzEmail in 1994. His software companies have won many awards for exporting Australian technology.

NGA16

NATIONAL GENERAL ASSEMBLY
CANBERRA 19-22 JUNE 2016



The Hon Bill Shorten MP

Leader of the Opposition

Bill Shorten is the Federal Member for Maribyrnong and was elected leader of the Australian Labor Party and Leader of the Opposition on 13 October 2013.

Mr Shorten completed a Bachelors degree in Arts and Law from Monash University, as well as an MBA from the Melbourne Business School.

Bill has since worked as a union organiser, union secretary, as a member of the ACTU executive, as a Member of Parliament and as a Minister in a Labor Government.

As a senior member of the Rudd/Gillard Labor Governments, Bill played a key role in securing a number of historic reforms including establishing the National Disability Insurance Scheme and increasing universal superannuation to 12 per cent.

As Minister for Workplace Relations, Bill continued the Labor Government's ongoing commitment to a fair and productive workplace relations system and during his time as Minister for Education helped secure the Better Schools reforms.

Prior to entering Parliament, Bill worked at the Australian Workers Union, holding key leadership positions including State Secretary of the AWU Victoria Branch from 1998 to 2006 and the National Secretary from 2001 to 2007.

Senator Dr Richard Di Natale

Leader of the Australian Greens

Dr Richard Di Natale is the leader of the Australian Greens. He was elected to the Federal Parliament in 2010 and is the Greens' first Victorian senator. His portfolios include health, multiculturalism, youth, gambling and sport.

Prior to entering parliament, Richard was a general practitioner and public health specialist. He worked in Aboriginal health in the Northern Territory, on HIV prevention in India and in the drug and alcohol sector. His key health priorities include preventative health, public dental care and responding to the health impacts of climate change.

Richard's achievements in parliament so far include securing almost \$5 billion towards Medicare-funded dentistry, winning a campaign to divest \$250 million worth of tobacco stocks from the Future Fund, and spearheading senate inquiries into many issues of public significance such as dying with dignity, superbugs, hospital funding, budget cuts, medicinal cannabis, air pollution, pharmaceutical transparency, sports science and gambling reform.

The Hon Paul Fletcher MP

Minister for Major Projects, Territories and Local Government

Paul Fletcher is the Minister for Territories, Local Government and Major Projects.

He entered parliament in December 2009 as the Member for Bradfield, was appointed Parliamentary Secretary to the Minister for Communications in September 2013, and was appointed to his present role in September 2015.

Before entering parliament, Paul was Director, Corporate and Regulatory Affairs at Optus for eight years; established a consulting firm serving the communications sector; and in 2009 his book about broadband, *Wired Brown Land* was published by UNSW Press.

Earlier in his career Paul was Chief of Staff to the Minister for Communications in the Howard Government, Senator Richard Alston.

He has dual first class honours degrees in law and economics from The University of Sydney and an MBA from Columbia University in New York where he was a Fulbright Scholar.

The Hon Julie Collins MP

Shadow Minister for Regional Development and Local Government

Julie Collins was born in Hobart. She was State Secretary of the Tasmanian Labor Party between 2006 and 2007.

Ms Collins was first elected the Member for Franklin in 2007. She successfully held her seat in the 2010 federal election and was sworn in as Parliamentary Secretary for Community Services on 14 September 2010 in the first Gillard Ministry. In 2011, Ms Collins became Minister for Community Services, Minister for Indigenous Employment and Economic Development, and Minister for the Status of Women in the second Gillard Ministry. In 2013, she gained additional responsibilities as the Minister for Housing and Homelessness and promoted to the Cabinet in the second Rudd Ministry.

Ms Collins now serves as Shadow Minister for Regional Development and Local Government and Shadow Minister for Employment Services.



REGIONAL COOPERATION & DEVELOPMENT FORUM 2016

Supporting a prosperous visitor economy

The 2016 Regional Forum is a vital opportunity for mayors, councillors and other decision-makers from regional councils to share their ideas, knowledge and experience and to work to further develop the capacity of regional Australia to adapt to the pressures of a rapidly changing global economy.

This year's State of the Regions Report investigates two critical yet interrelated issues relevant to all local governments around the country. One is the importance of ongoing financial commitment to local government through the Commonwealth Financial Assistance Grants and how the diverse investments by local government support the growing and increasingly important visitor economy.

The Forum will see the launch of the 2016-17 State of the Regions Report. The State of the Regions Report is commissioned by ALGA, prepared by National Economics and published with the support of Jardine Lloyd Thompson.

RCDF16

RCDF Program • SUNDAY 19 JUNE 2016

- 9:30 AM Welcome and Introduction: ALGA President, **Mayor Troy Pickard**
- 9:45 AM Keynote Address
- 10:15 AM Launch of the State of the Regions Report
- 10:45 AM **MORNING TEA**
- 11:15 AM Department of Infrastructure and Regional Australia - Policy and Programme Update
- 11:45 AM **The Hon Julie Collins MP** Shadow Minister for Regional Development and Local Government (invited)
- 12:15 PM Capacity Building Insights Project - Regional Australia Institute
- 12:45 PM **LUNCH**
- 1:30 PM Importance of Local Government - Australian Regional Tourism Network
- 2:00 PM Workshop Discussion: Leveraging the Visitor Economy - Challenges and Opportunities
- 2:45 PM **AFTERNOON TEA**
- 3:15 PM Panel Session: Tourism in my region
- 4:00 PM **The Hon Barnaby Joyce MP** Deputy Prime Minister and Minister for Agriculture and Water Resources (invited)
- 4:30 PM **CLOSE**

NGA16

NATIONAL GENERAL ASSEMBLY
CANBERRA 19-22 JUNE 2016

KEY DATES

- **Submission of Motions for Debate 22 April 2016**
- **Early bird registration on or before 6 May 2016**
- **Standard registration on or before 3 June 2016**
- **Late registration after 3 June 2016**

MOTIONS FOR DEBATE

The NGA is your opportunity to contribute to the development of national local government policy.

The ALGA Board is calling for motions for the 2016 NGA under the theme Partners in an Innovative and Prosperous Australia. To assist Councils in preparing motions a Discussion Paper has been prepared and is available via www.alga.asn.au.

To be eligible for inclusion in the NGA Business Papers motions must follow the principles:

1. be relevant to the work of local government nationally;
2. be consistent with the themes of the Assembly;
3. complement or build on the policy objectives of your state and territory local government association;
4. propose a clear action and outcome; and
5. not be advanced on behalf of external third parties which may seek to use the NGA to apply pressure to Board members, to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should be submitted electronically through the online form via www.alga.asn.au and should be received by ALGA no later than 11:59pm AEST, Friday 22 April 2016.

Motions submitted will be reviewed by a committee of the ALGA Board as well as by State and Territory Local Government Associations, to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Committee considers the importance and relevance of the issue to local government.

Please note that motions should not be prescriptive in directing how the matter should be pursued. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state/territory local government association, and will not be included in the Business Papers.

Motions that are agreed to at the National General Assembly become Resolutions. These Resolutions are then considered by the ALGA Board when setting national local government policy and when the Board is making representations to the Federal Government at Ministerial Councils, during meetings and in ALGA publications. The ALGA Board is not bound by any resolutions passed at the NGA.

VOTING PROCEDURES

Each council is entitled to one voting delegate in the debating session. Councils will need to determine who their voting delegate will be. Voting cards can be collected at the Assembly. Councils do not need to advise ALGA of the name of the voting delegate prior to collecting voting cards.

REGISTRATION DETAILS

General Assembly registration fees

EARLY BIRD REGISTRATION

🔗 **\$929**

Payment received by Friday 6 May 2016

STANDARD REGISTRATION

🔗 **\$1,029**

Payment received on or before Friday 3 June 2016

LATE REGISTRATION

🔗 **\$1,250**

Payment received on or after Friday 3 June 2016

General Assembly registration includes:

- Attendance at all General Assembly sessions
- Morning tea, lunch and afternoon tea as per the General Assembly program
- One ticket to the Welcome Drinks, Sunday
- General Assembly satchel and materials.

Day registration fees

MONDAY 20 JUNE 2016

🔗 **\$489**

TUESDAY 21 JUNE 2016

🔗 **\$489**

WEDNESDAY 22 JUNE 2016

🔗 **\$280**

Day registration includes:

- Attendance at all General Assembly sessions on the day of registration
- Morning tea, lunch and afternoon tea as per the General Assembly program on that day
- General Assembly satchel and materials.

Regional Development Forum

SUNDAY 19 JUNE 2016

FORUM ONLY

🔗 **\$425**

NGA DELEGATE

🔗 **\$225**

Accompanying partners registration fees

ACCOMPANYING PARTNERS
REGISTRATION FEE

🔗 **\$260**

Accompanying partners registration includes:

- 1 ticket to the Welcome Reception, Sunday 19 June
- Day tour Monday 20 June
- Day tour Tuesday 21 June
- Lunch with General Assembly delegates on Wednesday 22 June.

Payment procedures

Payment can be made by:

- Credit card – MasterCard, Visa
- Cheque made payable to ALGA
- Electronic funds transfer:
Bank: Commonwealth
Branch: Curtin BSB No: 062905
Account No: 10097760.

NOTE: If paying via EFT you must quote your transaction reference number on the registration form.

Cancellation policy

All alterations or cancellations to your registration must be made in writing and will be acknowledged by post, facsimile or email.

Notification should be sent to:

Conference Co-ordinators
PO Box 4994, Chisholm ACT 2905
Fax (02) 6292 9002
Email conference@confco.com.au

An administration charge of \$110 will be made to any participant cancelling before Friday 6 May 2016.

Cancellations received after Friday 6 May 2016 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

Privacy disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form. Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

NGA16

NATIONAL GENERAL ASSEMBLY
CANBERRA 19-22 JUNE 2016

SOCIAL FUNCTIONS

Photographs

During the National General Assembly there will be a contracted photographer, the photographer will take images during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image.

Images may be used for print and electronic publications.

Welcome reception and exhibition opening

SUNDAY 19 JUNE 2016

National Convention Centre

5:00–7:00 pm

\$50 per person for day delegates and guests.

No charge for full registered delegates.

No charge for registered accompanying partners.

DRESS CODE Smart casual.

Buffet dinner

MONDAY 20 JUNE 2016

The Ballroom, National Convention Centre

7:00–11:00 pm

\$100 per person.

DRESS CODE Smart casual.

Coaches will depart Assembly hotels (except Crowne Plaza) at approximately 6:45 pm with return shuttles commencing from 10:15 pm.

General Assembly dinner

TUESDAY 21 JUNE 2016

The Great Hall, Parliament House

7:00–11:00 pm

\$130 per person.

DRESS CODE Lounge suit/collar and tie for men and cocktail style for women.

Tickets to the prestigious General Assembly Annual Dinner at Parliament House are always highly sought after. Due to the size of the Great Hall, places are limited and therefore booking early is highly recommended to ensure your place. Coaches will depart all Assembly hotels at approximately 6:45pm with return shuttles commencing from 10:15 pm.

Note: Bookings are accepted in order of receipt.

Canberra weather in June

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12-15°C and temperatures do drop to 1°C on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights.

It is best to avoid early arrivals or departures in case of delays due to fog.

Venue and dress code

EXHIBITION OPENING AND WELCOME RECEPTION

VENUE National Convention Centre, Constitution Ave, Canberra City.

DRESS CODE Smart casual.

GENERAL ASSEMBLY BUSINESS SESSIONS

VENUE National Convention Centre, Constitution Ave, Canberra City.

All plenary sessions will be held in the Royal Theatre at the National Convention Centre.

DRESS CODE Smart casual.

EXHIBITION

VENUE National Convention Centre, Constitution Ave, Canberra City.

The exhibition is being held in the Exhibition Hall of the National Convention Centre.

DRESS CODE Smart casual.

BUFFET DINNER

VENUE The dinner is being held in the Ballroom at the National Convention Centre.

DRESS CODE Smart casual.

GENERAL ASSEMBLY DINNER

VENUE Parliament House.

The General Assembly Dinner is being held in the Great Hall.

DRESS CODE Lounge suit/collar and tie for men and cocktail style for women.

PARTNER TOURS

MONDAY 20 JUNE

Canberra Celebrates 2016

To commemorate the 50th anniversary of decimal currency in Australia we will visit the Royal Australian Mint. A guided tour will be offered and the opportunity to make your own \$1 coin.

A visit and lunch will be at Old Parliament House in anticipation of the upcoming Federal Election prior to visiting the National Portrait Gallery. At the Gallery guests will be able to see the 2016 National Photographic Portrait Prize Exhibition which features a large range of talented Australian photography.

TUESDAY 21 JUNE

Canberra Truffle Farm

Canberra is celebrating its annual eight-week truffle festival. Today you will travel to The Canberra Truffle Farm and enjoy a truffle cleaning demonstration, a short walk through some of the farm areas (weather permitting) and a truffle tasting. Produce from the farm will be available for purchase prior to departing.

The group will then venture to Bungendore for lunch with time to visit the well known Bungendore Wood Works.

ACCOMMODATION

To book your accommodation at the rates listed below complete the appropriate section of the registration form. Bookings are subject to availability and should be made prior to Friday 6 May 2016. All cancellations or amendments must be made in writing to Conference Co-ordinators and will be acknowledged by email. Please note your credit card details are required to guarantee your room. Neither Conference Co-ordinators nor the hotel will make any charges against your credit card unless you fail to give 21 days notice in writing of your cancellation. Full payment of your account will be required at the time of your departure.

Note: All Canberra hotels have a complete non-smoking policy.

CROWNE PLAZA

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district. Featuring a contemporary design, the Crowne Plaza provides guests with an outdoor pool, sauna, health/fitness centre, 24-hour reception, concierge, undercover parking and onsite dining at the RedSalt Restaurant. All rooms are non-smoking and include iron/ironing board, tea/coffee making facilities, hairdryer and room service is available.

Superior Room: **\$295** per night
single/twin/double

Deluxe Room: **\$345** per night
single/twin/double

AVENUE HOTEL

80 Northbourne Avenue, Canberra

A brand new property which recently opened in November 2014, the Avenue Hotel is Canberra's newest and only 5-star hotel in the CBD. The hotel has an onsite restaurant and bar, 24-hour reception and room service, gymnasium, undercover parking (charges apply per night) and guest lounge with free wifi. Offering hotel rooms, 1 and 2 bedroom apartments, all rooms have king size beds, rainfall showers, balconies and mini bar. The apartments also have full kitchen facilities, the Avenue is a 15-20 minute walk from the Convention Centre.

Hotel Room: **\$230** per night
single/twin/double

1 Bedroom Apartment: **\$280** per night
single/double

MANTRA

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located and approximately a 15-20 minute walk from the National Convention Centre. The hotel features a heated indoor pool, sauna, fully-equipped gymnasium and the Zipp restaurant bar onsite. All rooms offer voice mail, individually controlled air-conditioning, pay per view movies, mini bar, tea/coffee making facilities, hairdryer and complimentary toiletries. One and two bedroom apartments also offer a separate lounge and dining area, fully-equipped kitchen and a laundry with washing machine, dryer, iron and ironing board.

Hotel Room: **\$219** per night
single/twin/double

1 Bedroom Apartment: **\$259** per night
single/twin/double

NGA16

NATIONAL GENERAL ASSEMBLY
CANBERRA 19-22 JUNE 2016

MEDINA APARTMENT HOTEL JAMES COURT

74 Northbourne Avenue, Canberra

The Medina Apartments Hotel James Court is approximately a 15-20 minute walk from the National Convention Centre and is close to cafes, restaurants, gyms and shopping. The hotel offers reception, undercover parking, outdoor heated swimming pool, sauna, gymnasium and a restaurant delivery service. All rooms feature private balconies, climate controlled air conditioning, separate lounge/dining areas, broadband access (for a fee), spa bath, mini bar, fully equipped kitchen facilities and an in-room safe.

Note: Reception operates between the hours of 6.30am and 11.30pm.

1 Bedroom Apartment: **\$210** per night
single/twin/double

2 Bedroom Apartment: **\$260** per night
single/twin/double

NOVOTEL

65 Northbourne Avenue, Canberra

Located on Northbourne Avenue, one of Canberra's main thoroughfares, the Novotel is a 15 minute walk from the National Convention Centre. The hotel offers 24-hour reception and room service, an onsite restaurant and bar, gymnasium and undercover parking (charges apply per night). In-room facilities include mini bar, tea/coffee making facilities, broadband (for a fee), Fox Sports and News, pay per view movies, climate control airconditioning, hairdryer, iron and ironing board. Executive rooms have a king size bed.

Standard Room: **\$265** per night
single/twin/double

Executive Room: **\$295** per night
single/twin/double

PEPPERS GALLERY HOTEL

15 Edinburgh Place, Canberra

Peppers Gallery Hotel (formally Diamant Hotel, re-branded in 2014) is a boutique 80 room hotel located at the intersection of Marcus Clarke St and Edinburgh Ave, 15 minutes walk from the Convention Centre. Peppers Gallery Hotel features 24-hour reception, a restaurant and a bar. The rooms have a mini-bar, tea/coffee making facilities, plasma TVs, CD and DVD players, broadband (for a fee), and in-room safe.

Standard Room: **\$264** per night
single/twin/double

QT HOTEL

1 London Circuit, Canberra

Qt Hotel Canberra (formally Rydges Lakeside) has recently been renovated throughout the foyer and restaurants. The rooms have been updated and offer balconies and high speed internet (for a fee), pay per view movies, mini bar, hairdryer, iron and ironing board. The hotel is a 15 minute walk to the National Convention Centre and has 24-hour reception, room service, onsite restaurant and bar.

Standard Room: **\$249** per night
single/twin/double

WALDORF

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Waldorf is only a couple minutes walk from the National Convention Centre. This hotel has 24-hour reception and provides guests with a gymnasium, indoor heated lap pool and onsite dining at the Waldorf London Restaurant.

All rooms have kitchen and laundry facilities, in room safe, dining table and chairs, complimentary cable TV, pay per view movies, high speed internet service (for a fee) and room service is available. One bedroom apartments also offer a separate lounge/dining area.

Studio Room: **\$200** per night
single/twin/double

1 Bedroom Apartment: **\$220** per night
single twin/double



COACH TRANSFERS

Welcome Reception and Exhibition Opening

SUNDAY 19 JUNE 2016

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 4:45 pm. The return coaches will depart at 7:00 pm.

Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00 am and 8:30 am. Return shuttles will depart the National Convention Centre at 5:00 pm.

Buffet Dinner National Convention Centre

MONDAY 20 JUNE 2016

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 6:45 pm. A return shuttle service will commence at 10:15 pm.

General Assembly Annual Dinner Parliament House

TUESDAY 21 JUNE 2016

Coaches will collect delegates from all General Assembly hotels (including Crowne Plaza Canberra) at approximately 6:45 pm. A return shuttle service will operate between 10:15 pm and 11:15 pm.

CAR PARKING

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$18.00 per day. Alternative parking is available to the rear of Civic Pool at a cost of approximately \$14.90 per day. It is a seven minute walk from this location.

REGISTRATION FORM

REGISTER ONLINE WWW.ALGA.ASN.AU

Multiple delegates > photocopy form
Register online, download PDF or return this form to:

Conference Co-ordinators
PO Box 4994 Chisholm ACT 2905
Phone (02) 6292 9000 Fax (02) 6292 9002
Email nga@confca.com.au

By submitting your registration you agree to the terms and conditions of the cancellation policy

NGA16 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 19-22 JUNE 2016
Australian Local Government Association ABN 31 008 613 876

PERSONAL DETAILS

TITLE _____ NAME _____ SURNAME _____
(Cr/Ald/Mayor/Other)

POSITION _____

COUNCIL/ORGANISATION _____

ADDRESS _____

SUBURB _____ STATE _____ POSTCODE _____

PHONE _____ MOBILE _____ FAX _____

EMAIL _____

NAME FOR BADGE _____

How did you find out about the General Assembly? ALGA State/Territory Association Council Other: _____

PRIVACY DISCLOSURE I DO consent to my name appearing in the 2016 General Assembly List of Participants booklet (name, organisation and state only disclosed) as outlined in the privacy disclosure on page 10.
 I DO consent to ALGA disclosing my personal contact information as outlined in the privacy disclosure on page 10.

REGISTRATION FEES

GENERAL ASSEMBLY REGISTRATION FEES

Please note registration does NOT include attendance at the Regional Cooperation and Development Forum

EARLY BIRD REGISTRATION FEES (payment received on or before 6 May 2016) \$929.00
STANDARD REGISTRATION FEES (payment received on or before 3 June 2016) \$1,029.00
LATE REGISTRATION FEES (payment received after 3 June 2016) \$1,250.00
DAY REGISTRATION FEES Monday 20 June \$489.00 Tuesday 21 June \$489.00 Wednesday 22 June \$280.00

REGIONAL CO-OPERATION AND DEVELOPMENT FORUM REGISTRATION FEES

REGIONAL DEVELOPMENT FORUM ONLY Registration fee \$425.00
GENERAL ASSEMBLY DELEGATE Registration fee \$225.00
STATE OF THE REGIONS REPORT 2016-17 (Single licence) \$240.00
STATE OF THE REGIONS REPORT 2016-17 (Organisational licence) \$700.00

ACCOMPANYING PARTNERS REGISTRATION FEES

REGISTERED ACCOMPANYING PARTNER Name for lapel badge: _____ \$260.00

SOCIAL FUNCTIONS INCLUDED IN FEES

One ticket to each of the following functions is included in the full General Assembly registration and/or accompanying partners registration fee. Please confirm if you will be attending by placing a tick in the appropriate boxes. To purchase additional tickets to any of the following functions please indicate the number required and complete the total amount payable.

REGISTERED DELEGATES AND PARTNERS

WELCOME RECEPTION AND EXHIBITION OPENING (SUNDAY 19 JUNE 2016)

I/we will attend: Delegate Partner Number of additional tickets @ \$50.00 each Total \$

REGISTERED PARTNERS

Day 1 · Canberra Celebrates 2016 (Monday 20 June 2016)

I will attend: Partner Number of additional tickets @ \$110.00 each Total \$

Day 2 · Canberra Truffle Farm (Tuesday 21 June 2016)

I will attend: Partner Number of additional tickets @ \$110.00 each Total \$



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	Andrew Hopkins
Reference:	Report 3
Subject:	Public notification of recently adopted policies.

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Provide advice and direction in corporate governance.
Strategy:	Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.
Action:	Ensure compliance with regulatory and statutory requirements.

REPORT:

At recent Ordinary meetings of Council, the following policies have been adopted:

- 25th October 2016 - Payment of Fees and Expenses and the Provision of Facilities for Councillors Policy – copy, as presented to that meeting, attached.
- 28th February 2017 – Water and Sewer Charges Refund Policy – copy, as presented to that meeting, attached.
- 28th March 2017 – Related Party Disclosures Policy – copy, as presented to that meeting, attached.

Council now needs to resolve to publically notify these policies and to formally adopt them in the event there are no submissions from the public.

OFFICER'S RECOMMENDATION:

That Council

- 1) **Publically notify the following policies for a period of 28 days:**
 - a. **Payment of Fees and Expenses and the Provision of Facilities for Councillors Policy, as adopted at the 25th October 2016 ordinary meeting of Council.**
 - b. **Water and Sewer Charges Refund Policy, as adopted at the 28th February 2017 ordinary meeting of Council.**
 - c. **Related Party Disclosures Policy, as adopted at the 28th March 2017 ordinary meeting of council.**
- 2) **Delegate authority to the General Manager to formally adopt each policy about which no submissions from the public is received.**

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Ensures compliance with legislative provisions.
- 2. Policy and Regulation**
Ensures transparency of Council business.
- 3. Financial (LTFP)**
Nil
- 4. Asset Management (AMS)**
Nil
- 5. Workforce (WMS)**
Nil
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Nil
- 8. Project Management**
Nil

Prepared by staff member: Andrew Hopkins
TRIM Reference Number:
Approved/Reviewed by Manager: Andrew Hopkins
Department: General Manager
Attachments:

Attachment B - Payments to Councillors Policy
Attachment C - Water & Sewer Refund Policy
Attachment D - Related Parties Disclosures Policy

	Payment of Fees and Expenses and the Provision of Facilities for Councillors		
---	---	--	--

Policy Number	
Document Version	V1.0
Adoption Date	
Endorsed By	General Manager
Approved By	Council: Resolution No.
Minute Number	
Consultation Period	
Review Due Date	September 2017
Policy Custodian	Governance Manager
Superseded Documents	
Related Documents	N/A
Delegations of Authority	

Purpose and Scope

Uralla Shire Council is governed by the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*. The Act and accompanying Regulations requires local government to be responsible and accountable for its own governance requirements.

The purpose of this policy is to ensure that Councillors receive adequate and reasonable payment of expenses and the provision of facilities to enable them to carry out their civic duties. It ensures that these are provided in a consistent, accountable and transparent manner.

Legislation, Standards and Guidelines

- *NSW Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- Uralla Shire Council Operating Policies

Office of Local Government Publications

- Guidelines for the payment of expenses and the provision of facilities to Mayors and Councillors – issued 2009
- Circular 10/26 Misuse of Council Resources
- Circular 08/37 Council decision making prior to ordinary elections

- ICAC Publication – No excuse for misuse, preventing the misuse of Council resources
- Code of Conduct

Definitions

Official Business: For the purposes of this policy 'official business' includes Council and Committee and/or Workshop meetings, formal or social functions whilst representing Council, consultations with the Mayor, General Manager or staff, or other meetings involving the community where attendance is approved by the Mayor.

Expenses: Payments made by Council to reimburse Councillors for reasonable costs or charges incurred, or to be incurred, for discharging their civic functions. All expenses to be reimbursed must be outlined in this Policy and may be either reimbursed to a Councillor or paid directly by the Council to a third party. Expenses are separate and additional to annual fees paid to Councillors and the Mayor in accordance with the Act.

Facilities: Equipment and services provided by Council to Councillors to enable them to discharge their civic functions to a standard appropriate to their role.

Meeting: Meetings for which Councillors expenses will be reimbursed for attending include Ordinary and Extra-Ordinary meetings of Council within the meaning of the Act, and Standing Committee and/or Workshop meetings to which the Councillor is a delegate by resolution of Council.

Council event: A Council event for the purpose of this policy is one which the attending Councillors were authorised to attend by Council resolution, where appropriate, the authorisation of the Mayor and General Manager. These are in addition to Council's Ordinary and Extra-Ordinary meetings, and may include training and development events, civic events, conferences, dinners with visiting delegates and workshops. The purpose of this is to ensure that control exists over the number and type of events for which the Council may become exposed to expense claims and limits them to those which the attendee is a delegate or alternate appointed by Council resolution or at the request of the Mayor.

Local travel: Travel within the Uralla Shire Council Local Government Area.

Limits and standards: This policy sets out the monetary limits to be applied to reimbursement of expenses, and the standards for the provision of equipment of facilities as determined by Council in accordance with the Guidelines.

Policy Statement

The *Local Government Act 1993* requires that Council adopt a Policy on Councillor Expenses and the Provision of Facilities to Councillors within 12 months of the term of a new council (s.252 LGA).

Prior to adopting, or amending the policy, Council must give 28 days public notice of it and invite submissions on it during that period (although Council need not give notice of an amendment that, in the opinion of Council, is not substantial – s.253 LGA).

Key Principles

The Code of Conduct provides that:

- Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions;
- Council resources must be used ethically, effectively, efficiently and carefully, Council property including intellectual property, official services and facilities must not be misused for private benefit or gain;
- Councillors should avoid any action or situation that could create the appearance that Council resources are being inappropriately used;
- A person's re-election is considered to be a personal interest. Official Council material such as letterheads, publications, websites (including all other social media) as well as Council services and forums should not be used for re-election purposes;
- The fund raising activities of political parties, including political fundraising events, are considered to be personal interests.
- Council facilities provided to Councillors should not be used for personal benefit other than on an incidental basis. Where more substantial private use occurs, Council will require payment of a fee to cover this use.

Reimbursement of expenses

Section 252 of the Local Government Act 1993 and Clause 403 of the Local Government (General) Regulation 2005 requires that Council authorises payment of expenses and provide facilities to Councillors and the Mayor as follows:

- Councillors can only receive reimbursement for expenses and the use of facilities when these are clearly defined in this policy;
- Adequate provision must be made within the policy for Councillors and the Mayor to be reimbursed for actual expenses in the performance of the civic duties, including but not limited to:
 - Training and development, conferences and seminars, travel, childcare, legal expenses and insurance;

Councillors should not obtain private benefit from the provision of equipment and facilities, however it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to compensatory payment back to Council. Where private use does occur beyond incidental nature, the Act provides that Council must recover a payment from Councillors to cover that use.

Appropriate rates for reimbursement and standards for provision of facilities should be included within this policy. This will include reference to any relevant employment award rates and *Australian Taxation Office* determinations.

Allowances

Council will determine the amount of the Councillor and Mayoral allowances each year in open Council. Allowances are to be within the limits set for Uralla Shire Councillors by the *NSW Local Government Remuneration Tribunal*.

Expenses, Facilities and Equipment – General

Councillor expenses may not be used to support attendance by Councillors at political fund raising functions. Council facilities, equipment and services are not to be used by or for Councillors to produce election material or for any other political purposes.

A general allowance for expenses will not be paid. Council will not pay for any private benefits obtained by a Councillor. Councillors must also, in accordance with the Code of Conduct, avoid any action or situation that could create the appearance that Council resources are being used inappropriately.

Where practical and possible approval must be sought and gained prior to an expense being incurred.

Where appropriate and requested by a Councillor, and authorised by the Mayor and General Manager, or Deputy Mayor and General Manager in the case of the Mayor, Council will provide an advance payment for the cost of a service associated with discharging a function of civic office. This is to ensure that Councillors are able to fully participate in their civic duties without financial disadvantage. Advance payments must always be reconciled at a future date within 45 days of the expense being incurred, with any residual funds being returned to Council.

In circumstances where it is appropriate for Councillors to give a gift or benefit these gifts and benefits should be of a token value and in accordance with the relevant policies of Council. Clarification on what token gifts and benefits are can be sourced from Council's Code of Conduct.

Approval for discretionary trips, attendance at conferences and/or for other significant expenses and facilities will occur, where possible, as a full meeting of Council.

Reimbursement of payments made by the Mayor and Councillors will only be made following the completion of a form as set out in Appendix A: Expense claim form, and the provision of:

- a tax invoice in the case of expenditure greater than \$50.00; or
- a receipt or Statutory Declaration where a receipt cannot be obtained for expenditure less than \$50.00.

In accordance with requirements, Council has set monetary limits to all expense provisions in this policy, as well as standards for the provision of equipment and facilities. See Appendix B, Limits and Standards that prescribes a summary of the monetary limits and standards as determined under the policy to be applied.

In situations where private use by Councillors, greater than an incidental nature, arise from the provision of facilities Councillors will compensate Council in accordance with the appropriate method of reconciliation and reimbursement for that private use.

Facilities, equipment or services provided to a Councillor shall be returned to the Council, or terminated where applicable, when an individual ceases to be a Councillor or during an extended leave of absence. The

Councillor where practical, will be given the option to purchase the equipment provided at the greater of an agreed fair market price or written down value.

Items for the payment of expenses

Attendance at seminars and conferences

- (a) Requests for attending seminars and conferences must be in writing and outline the benefits of Council;
- (b) Where possible, requests must be considered and approved at a full meeting of Council prior to attendance. Where this is not possible, attendance should be authorised by the Mayor and General Manager;
- (c) After returning from the conference the Councillor/s should provide a written report to Council on the aspects of the seminar or conference relevant to Council business and / or the local community;
- (d) Council will pay all seminar or conference registration fees including the costs of related official lunches and dinners, and associated tours where they are relevant to the business and interests of Council;
- (e) Council will meet the reasonable cost of transportation, parking fees, road tolls, accommodation and meals associated with attendance at the conference when they are not included in conference fees, and they are in accordance with other policy provisions, approval processes and limits;
- (f) Associated costs for attendance by spouses, partners and accompanying persons will only be met in accordance with the relevant provisions of this policy.

Training and Development

- (a) Council will identify, plan and provide for training and development of Councillors to enable them to carry out their civic duties;
- (b) A separate provision will be made within the annual budget for the payment of training and development expenses of Councillors;
- (c) It is essential that where Council is paying these expenses that the training or educational course is directly related to the Councillor's civic functions and responsibilities;
- (d) Council will meet the reasonable cost of transportation, parking fees, road tolls, accommodation and meals associated with attendance at the training and development when they are not included in the training or course fees, and they are in accordance with other policy provisions, approval processes and limit.

Travel – General

- (a) All travel by Councillors will be undertaken utilising the most direct route and most practicable and economical mode of transport subject to any personal medical considerations;
- (b) Councillors will be responsible for any traffic or parking infringements incurred, whether it is related to their own vehicle or a Council vehicle in their control;
- (c) This will include the use of private vehicles in accordance with the rates advised by the Australian Taxation Office, as set out in Appendix B.

Travel – Local

- (a) Council will pay for or reimburse the reasonable local travel expenses, including use of a Councillor's own vehicle, public transport, hire cars and taxi fares of Councillors relating to carrying out their civic functions or attending a Council event as defined within this policy;

Travel – Intrastate

- (a) Travel expenses, including flights outside the Uralla Shire Council Local Government Area but within the State of NSW for Councillors carrying out their civic functions or attending a Council event as defined in this policy will be paid for or reimbursed in the same method as local travel, with the exception that they will require approval prior to travel, by the Mayor, Deputy Mayor and General Manager and where appropriate Council.

Travel – Interstate

- (a) Travel expenses including flights, outside the state of NSW for Councillors carrying out their civic functions or attending a Council event as defined in this policy will be paid for or reimbursed in the same method as local and intrastate travel, with the exception that interstate travel will require a request for approval to be considered and approved at a full meeting of Council prior to the travel being undertaken;
- (b) The request for approval of interstate travel should include full details of the travel, including itinerary, costs and reasons for the travel.

Travel – International

- (a) Councillors will not be reimbursed for any overseas travel.

Accommodation Costs

- (a) Accommodation standards to be restricted to a four star standard accommodation, unless it is impractical to do so, or the accommodation is included at a conference venue;
- (b) Should a Councillor elect to utilise a higher standard of accommodation, they shall reimburse Council prior to the stay for the difference in cost.
- (c) Any personal expenses (mini bar, additional nights not required for the civic business etc) must be met by the Councillor on checking out.

Incidental expenses

- (a) Reasonable out of pocket expenses or incidental expenses associated with Councillors attending conferences, seminars, training or development courses, other Council events and undertaking civic functions will be reimbursed provided that it can be demonstrated that the expenses were actually incurred and that appropriate reconciliation and procedures are followed as contained in this policy;
- (b) Incidental expenses which may be associated with Council business may include:
 - Telephone call costs; and
 - Internet charges.
- (c) A daily limit as set out in Appendix B will apply to all incidental expenses.

Legal expenses

- (a) Council will indemnify or reimburse a Councillor's reasonable legal costs properly incurred only where:
 - Legal proceedings are taken against a Councillor in defending an action arising from the performance in good faith of a function under the Local Government Act or defending an action in defamation, provided that the outcome of the legal proceedings is favourable to the

Councillor; or

- An inquiry, investigation or hearing is undertaken into a Councillor's conduct by an appropriate investigative or review body, subject to: it arising from the performance in good faith of a Councillor's functions under the Act, the matter having proceeded past any initial assessment phase to a formal investigation or review, and where the investigative or review body makes a finding that is not substantially unfavourable to the Councillor.
- (b) Circumstances where a matter does not proceed to a finding or in the case of a Councillor's conduct, the investigative or review body finding that an inadvertent minor technical breach has occurred will not necessarily be considered a substantially unfavourable outcome;
- (c) Approval must be sought and gained from the Mayor and General Manager, or Deputy Mayor and General Manager in the case of the Mayor prior to legal expenses being incurred;
- (d) Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstances;
- (e) Council will not meet the legal costs of a Councillor seeking advice in respect of a possible defamation matter, or in seeking a non-litigious remedy for possible defamation;
- (f) Legal costs will not be met for legal proceedings that do not involve a Councillor performing their role as a Councillor;
- (g) Council will not meet the legal costs in relation to any inquiry, investigation or hearing where the finding of the investigative or review body is substantially unfavourable to the Councillor;
- (h) Any information provided to a Councillor under this policy shall also be given to the Mayor and General Manager, and at the Mayor and General Manager's discretion be provided to all Councillors;
- (i) The coverage of legal expenses is limited as set out at Appendix B in respect of each Councillor during any one financial year.

Insurance expenses

- (a) Council provides cover under the Statewide Insurance Scheme under the Public Liability & Professional Indemnity Scheme and Statewide Councillors & Officers Liability Scheme. This cover provides insurance to Councillors for matters arising out of Councillor's performance of their civic duties and / or exercise of their Council functions.

Telecommunication and Internet expenses

- (a) Council will provide a mobile phone, where relevant or pay for, or reimburse the costs of the Mayor for his/her use of a personal mobile phone for Council business purposes on a monthly basis;
- (b) With the provision of other data devices, such as Tablets (iPads), Council will pay the costs of data plans to enable their use. The amount covered by Council will be limited to the amounts as set out in Appendix B, and any charges in excess of the established plan, be they private or business related, will be paid for or reimbursed to Council by the Councillor.

Personalised documents

- (a) Council will not cover the expenses of Councillors in relation to any production or dissemination of personalised pamphlets, newsletters or the like;
- (b) Council recognises that regardless of the intention of such activities, they may be perceived as using Council resources for private political benefit, and therefore contrary to the spirit of the Code of Conduct and *Local Government Act 1993*.

Attendance at Council events

- (a) Council will meet the costs of attendance of Councillors at Council events, within the definition of this policy, where the expenses are not of a private nature. The coverage of the costs is subject to the limits as set out for relevant expense categories in this policy in Appendix B for each individual Councillor on a monthly basis;
- (b) No payment will be made by Council for any attendance by a Councillor at any political fund raising event, donation to a political party, a candidate's electoral fund or such other private benefit.

Care and other related expenses

- (a) Council will make payment for or reimburse Councillors for reasonable costs incurred for care arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors in order to allow Councillors to undertake their Council duties as set out within this policy;
- (b) As outlined in the Guidelines, this is in accordance with the principles of participation, access and equity and is considered by the Division of Local Government to be a legitimate expense;
- (c) The payment for or reimbursement of these expenses are subject to the limits as set out in Appendix B.

Expenses for spouses, partners and accompanying persons

- (a) There will be limited occasions where Council will meet the costs of attendance for a Councillor's spouse, partner or accompanying person, as defined within this policy. Such occasions include:
 - Attendance at official Council functions that are of a formal and ceremonial nature and within the Uralla Shire Council Local Government Area were a spouse, partner or accompanying person could reasonably be expected to attend; such as Australia Day Award ceremonies, citizenship ceremonies and civic receptions;
 - Attendance at the Local Government NSW annual conference, but limited to official dinner costs. Any additional accommodation or tour costs will be met by the Councillor;
 - Where the spouse, partner or accompanying person is representing the Mayor, when they are called upon to attend an official function outside the Council area, but within NSW.
- (b) Any costs outside of those identified above will not be met by Council.

Provision of facilities, equipment and services

Council will supply Councillors with an appropriate tablet device (iPad) for Council business, data will be managed as per this policy.

Council will supply Council business cards, badges, ties, scarves, name tags and appropriate stationary to support Councillors in their civic duties and in the representation and promotion of Uralla Shire Council and its community.

Council will provide a Councillor with a non-dedicated vehicle for use related to their civic duties, or reimburse them in accordance with travel provisions within this policy for the use of their own vehicle. Any non-incident private use of a Council vehicle during its availability to a Councillor will be recorded by the Councillor and reimbursed at the rate of 15 cents per kilometre.

Council will provide Councillors with meals and refreshments in relation to meetings for Council business.

Council will provide Councillors with protective clothing where required in the carrying out of their civic duties.

Council will provide administrative support and service to the Councillors as required through the office of the General Manager, which enables them to appropriately carry out their civic duties. Council will not provide any support or assistance in relation to a Councillor's election or candidacy.

Council will provide for the Mayor's use in discharging his/her civic duties an appropriately furnished office, and any necessary office equipment.

Time limit for payment of fees and expenses

A reimbursement of expenses is to be claimed within 60 days of the expense being incurred unless the Council, by resolution, determines that special circumstances exist. In this situation, a claim would need to be submitted within 60 days of the decision of Council.

Approval and Dispute Resolution Process

Councillors are required to complete a claim for expenses incurred in the carrying out of their civic duties as set out in Appendix A.

Should there be a dispute on the claiming of expenses, this is to be initially determined by the General Manager and Mayor. If the dispute is unresolved, then a determination is to be made at a full meeting of Council.

Payment reimbursement

Payment of reimbursement to Councillors will be via direct deposit to their nominated bank account in the next available payment run.

Maintenance and return of facilities and equipment

All equipment listed in this policy is issued to Councillors on the basis that they agree to keep it in good condition while it is in their care and to promptly return it to Council either on request or when they cease to hold office.

If the equipment is not required by Council and is not held under lease at the cessation of their duties then Councillors may purchase their Council equipment from Council, at the higher of its market value and its written down value.

Reporting provisions

Section 428 of the Local Government Act 1993 requires Council to report the following in its Annual Report:

- The amount of money expended during the financial year on Councillor and Mayoral fees;
- A statement of the total amount expended during the year on the provision of facilities and the payment of expenses for each Councillor;
- The Councils policy for the payment of expenses and provision of facilities to Councillors; and
- Any other additional items that are identified as being in the public interest, from time to time.

Accountability, Roles and Responsibility

The Office of the General Manager is the custodian of the Councillors – Payment of Expenses and Provision of Facilities Policy, assisted by the Manager of Governance and Information. This includes management, review and implementation of the policy and reporting of outcomes as required.

Attachments

Appendix A

Appendix B

Version	Review Date	Reviewer	Approved
---------	-------------	----------	----------

MURALLA SHIRE COUNCIL CLAIM FORM

COUNCILLOR'S TRAVEL, ACCOMMODATION AND OTHER EXPENSES FOR THE MONTH OF

I hereby present a claim for official expenses incurred by me in carrying out my duties as a Councillor. Documents are attached to support my claim for accommodation and other expenses.

Name: Signed: Date:

DATE	ACTIVITY	DISTANCE TRAVELLED	VEHICLE ENGINE CAPACITY		TRAVEL, ACCOMMODATION AND OTHER EXPENSES
			<small>Please tick <input checked="" type="checkbox"/> appropriate column</small> Under 2.5 Litres .68cents/km	Over 2.5 Litres .78cents/km	
	 km = \$			
	 km = \$			
	 km = \$			
	 km = \$			
	 km = \$			
	 km = \$			
	 km = \$			
	 km = \$			

TOTAL \$.....

APPROVED FOR PAYMENT

.....


DATE:.....

GL:.....

(Councillors to provide details in full)

Appendix B

Item	Ext Reference	Limit/Standard
Travel using own vehicle <ul style="list-style-type: none"> - 1600cc (1.6L) or less - 1601cc (1.6-2.6L) - 2601cc (2.601L) and over 	ATO ATO ATO	63 cents per km 74 cents per km 75 cents per km As per www.ato.gov.au
Accommodation expenses <ul style="list-style-type: none"> - Metropolitan - Regional 		\$300.00 per night \$200.00 per night As per www.ato.gov.au
Travel incidentals <ul style="list-style-type: none"> - Meals (full day) - Breakfast only - Lunch only - Dinner only - Telephone calls 	ATO ATO ATO ATO ATO	\$130.00 per day \$30.00 per day \$40.00 per day \$60.00 per day \$5.00 per day As per www.ato.gov.au
Telecommunications Mobile phones / Internet <ul style="list-style-type: none"> - Mayor - Councillors 	\$40.00 \$30.00	
Tablet Devices – Data Plans	\$ N/A	Plans paid for by Council
Care related expenses Child care (per child)		\$10.00 incl GST per child per hour Any reimbursement shall be subject to the following limitations: <ul style="list-style-type: none"> - One or more of the Councillor’s children must be under the age of fifteen years; - The child care service is provided by a professional child care service; - A tax invoice must have been provided by the child care service; - Total payments are limited to \$1,500 incl. GST per annum.
Other carer payment		\$10.00 incl GST per hour Up to \$1500.00 per annum As per www.mychild.gov.au
Legal expenses		Up to \$1500.00 per annum
Conference fees and training and development		overall limit set by Council’s adopted budget

	Water and Sewer Charges Refund Policy		

Policy Number	
Document Version	V1.0
Adoption Date	
Endorsed By	
Approved By	
Minute Number	
Consultation Period	
Review Due Date	February 2017
Policy Custodian	Water and Sewer Charges Refund Policy
Superseded Documents	NA
Related Documents	
Delegations of Authority	

Purpose and Scope

This policy provides the means for Council to grant relief from water, and sewer charges for non residential urban customers, resulting from a leak in the private water service of a property. This policy will apply to all metered customer types which are provided with a Council water service. The Policy allows for one claim per property every ten years.

This policy at all times must be applied in line with S607 of the Local Government Act 1993 and S131 of the Local Government Regulation 2005.

Legislation, Standards and Guidelines

- *NSW Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Uralla Shire Community Strategic Plan*
- *Uralla Shire Council Operating Policies*

Definitions

Leak: water leaking from a private water service.

Reasonable period of time: the amount of time which is considered necessary to notice and fix a leak.

Sewer Charge: A sewer charge is levied on commercial/industrial properties that have a water meter; in addition these properties are liable for a volumetric charge based on the volume of water discharged into the sewerage system. The applicable fee is listed in the Fees and Charges of the relevant Operational Plan.

Water Consumption Charge: A charge for the consumption of water. Charged per kL and specified in the Fees and Charges of the relevant Operational Plan.

Water Service: all pipes, fixtures and fittings on the customers side of the meter (outlet side).

Policy Statement

- 1 Eligibility criteria and limits
 - a) The allowance applies to all customer types and is property based.
 - b) Responsibility for plumbing on the customer side of the water meter rests with the owner of each property.
 - c) Council will grant an allowance on water consumption charges for water lost through leak in the private water service of a customer provided:
 - i. The property owner notifies Council as soon as they become aware of the leak.
 - ii. The property owner demonstrates repairs of the leak within a reasonable period of time.
 - iii. The leak was not due to the neglect or obvious defects in the customer's water service.
 - iv. The service has been repaired to Council's satisfaction.
 - v. A new water meter reading has been taken within a reasonable period of time following repair of the leak.
 - d) The allowance will be determined by calculating the difference between the leak billing period and the average of the same period in the previous three (3) years.
 - e) A maximum claim of 300 kL for each property will be considered.
 - f) Where a sewer charge is involved a 100% allowance up to 300 kL, will be given for the increase in that charge due to a leak for the current billing quarter only. All other conditions of the policy are to be met before consideration of a further allowance is granted.
 - g) A customer may either repair the service themselves or engage the services of a licensed plumber.
 - h) The customer may claim an allowance for a leak detected and repaired within an earlier billing period. The allowance will be granted provided the above conditions are met and a submission is made in writing as per conditions outlined in Part 3.
 - i) Each property will be eligible for one claim every ten (10) years.
- 2 Making a Claim
 - a) A customer can request a re-read of their water meter.
 - b) If the meter is not faulty, water meter test fees and charges will be applied as per the fees and charges given in the relevant Operational Plan.
 - c) If the meter is faulty, Council will replace the faulty meter and charge as per the fees and Charges given in the relevant Operational Plan

- d) Where excessive charges have been applied due to an incorrect water meter reading, Council will reissue the account and waive the meter test fee.
- e) Claims for a refund of water/sewer charges due to a leak must be submitted in writing. The customer will need to advise:
 - The name of the owner and property address.
 - Property type.
 - How and when (the date) they became aware of the leak.
 - Possible cause of the leak.
 - The date the leak was repaired.
 - A copy of the plumbers invoice or a Statutory Declaration stating that the repairs have been undertaken.

3 Exceptional Financial Circumstances

- a) A residential property owner whose bill exceeds the limits set out in Clause 1 can request a review of their case based on Exceptional Financial Circumstances.
- b) Consideration of Exceptional Financial Circumstances will be given where financial hardship due to the burden associated with paying the additional water charges can be established.
- c) Issuing a refund or waiver of water charges under 'Exceptional Financial Circumstances' will require a resolution of Council.
- d) Any refund or waiver will be capped at 85% of the additional charges and a payment plan may be established for the balance of the bill.
- e) If granted the refund or waiver will be a 'one-off' exception for the property owner.

4 Review

This policy will be reviewed as required or once every four (4) years at a minimum.

5 Annual Report

Details of the amount of water/sewer charges refunded during the Financial Year will be included in the Annual Report.

Responsibility

The Revenue Coordinator and Manager Waste, Water and Sewer Services are responsible for the day to day management of the Water Charges Refund Policy and its Annual Review.

Full discretionary decision-making authority to approve a water account adjustment remains with the Director of Infrastructure and Regulation.

Accountability, Roles and Responsibility


The Water Charges Refund Policy provides for the transparent, consistent and equitable treatment of requests for a refund on water charges. It supports Council in ensuring that Council meets relevant Act, Regulations, standards and community expectations of probity, accountability and openness in local government.

Attachments

Nil

Version	Review Date	Reviewer	Approved

This document is only current as at date of printing 9 February 2017
Uralla Shire Council –Water and Sewer Charges Refund Policy– Page 4 of 4

	<h2>Related Party Disclosures Policy</h2>		

Policy Number	
Document Version	V1.0
Adoption Date	
Endorsed By	
Approved By	
Minute Number	
Consultation Period	
Review Due Date	March 2017
Policy Custodian	Chief Operating Officer
Superseded Documents	NA
Related Documents	
Delegations of Authority	

Purpose and Scope

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures. It is important to emphasise that AASB 124 Related Party Disclosures (AASB 124) is not designed to detect and report fraud.

This policy shall be applied by Uralla Shire Council (Council) in:

- a) identifying related party relationships and transactions;
- b) identifying outstanding balances, including commitments, between Council and its related parties;
- c) identifying the circumstances in which disclosure of the items in paragraphs (a) and (b) are required; and
- d) determining the disclosures to be made about the items in paragraphs (a) and (b).

This policy applies to Related Parties of Council and their Related Party Transactions with Council (as defined in the Definitions section of this policy).

Legislation, Standards and Guidelines

- *NSW Treasury Circular TC 16-12: Related party disclosures*
- *NSW Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *AASB 124 Related Party Disclosures*
- *AASB 10 Consolidated Financial Statements*
- *AASB 11 Joint Arrangements*
- *AASB 128 Investments in Associates and Joint Ventures*
- *Code of Conduct*
- *Uralla Shire Council Operating Policies*

Definitions

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

"Act" - means the NSW 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:

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

"Control" - is the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.

"Entity" - can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.

"Key management personnel" -are those persons having authority and responsibility for planning, directing and controlling the activities of the Council, directly or indirectly, including any director (whether executive or otherwise) of that Council.

"KMP Compensation" - means all forms of consideration paid, payable, or provided in exchange for services rendered to the Council, 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 or 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;
- Termination benefits; and
- Share-based payment.

"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 of Council's financial statements. 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 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 Party" - is a person or entity that is related to the Council (which is preparing its financial statements).

- (a) A person or a close member of that person's family is related to Council if that person:
 - (i) has control or joint control over the Council;
 - (ii) has significant influence over the Council; or
 - (iii) is a member of the key management personnel of the Council.
- (b) An entity is related to Council if any of the following conditions applies:
 - (i) The entity and the Council are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - (iii) Both entities are joint ventures of the same third party.
 - (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - (v) The entity is a post-employment benefit plan for the benefit of employees of either the

Council or an entity related to the Council. If the reporting entity is itself such a plan, the sponsoring employers are also related to the Council.

(vi) The entity is controlled or jointly controlled by a person identified in (a).

(vii) A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

“Related party transaction” - is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged. In considering each possible related party relationship, attention is directed to the substance of the relationship and not merely the legal form.

Policy Statement

Related party relationships are a normal feature of commerce and can affect the profit or loss and financial position of an entity. Related parties may enter into transactions that unrelated parties would not. For example, an entity that sells goods to its parent at cost might not sell on those terms to another customer. Therefore, knowledge of an entity's transactions, outstanding balances (including commitments, and relationships with related parties) may affect assessments of its operations by users of the financial statements.

In addition, the profit or loss and financial position of an entity may be affected by a related party relationship even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the entity with other parties.

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

Identification of Key Management Personnel (KMP)

KMP's for the Council are considered to include:

- Councillors (including the Mayor);
- General Manager;
- Senior Executive Officers (including Directors and the General Manager)
- Public Officer;
- Responsible Accounting Officer; and
- Any other person that may fall within the definition of KMP.

Identification of Related Parties

For the purposes of this Policy, related parties of Council are considered to include:

- Entities related to Council;
- Key Management Personnel (KMP) of Council
- Close family members of KMP;
- Possible close family members of KMP's;
- Entities or persons that are controlled or jointly controlled by KMP, or their close family members,

- or their possible close family members; and
- o Any other entity that would fall within the definition of related party.

Systems for Identification of KMP's and Related Parties

Council management shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. A review of related parties will be undertaken at twelve monthly intervals or sooner if required. KMP have a responsibility to identify and report any changes to their related parties as they occur. Prior to the commencement of this policy taking effect an initial identification process will be undertaken and recorded.

Disclosures

in accordance with AASB 124 – Related Party Disclosures Council shall, in its financial statements disclose:

a) Key management personnel compensation in total and for each of the following categories:

- Short-term employee benefits;
- Post-employment benefits;
- Other long-term benefits;
- Termination benefits; and

b) Where Council has related party transactions it shall disclose the nature of the related party relationship as well as information about those transactions and outstanding balances, including commitments. As a minimum the disclosures shall include:

- The amount of the transactions;
- 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 settlements;
- Details of any guarantees given or received;
- Provisions 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.

c) Disclosures made under (b) shall be made separately for each of the following categories:

- Subsidiaries of Council;
- Associates of Council;

- Joint ventures in which Council is a joint venturer;
- Key management personnel; and
- Other related parties.

d) Items of a similar nature shall be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of Council.

e) Transactions not considered material (as defined in AASB 101 Presentation of Financial Statements, 101.7) shall not be disclosed. Assessing transactions for materiality shall be undertaken in conjunction with Council's external auditor and audit committee.

Identification and Recording of Related Party Transactions

Council management shall identify suitable methodology and procedures for identifying and reporting on related party transactions. Identification and reporting methods shall consider;

- Transactions occurring via Council's accounting and electronic records management systems;
- Other transactions not passing through Council's electronic accounting / management systems; and
- The identification of the associated terms and conditions of the related party transactions.

If any elected member or employee believes a transaction may constitute a related party transaction they must notify the General Manager who will, in consultation with the Chief Financial Officer, make a determination on the matter.

Ordinary Citizen Transactions (OCT)

Transactions with related parties of Council which are of a nature that any ordinary citizen would undertake will not be captured and reported. These transactions are not material transactions because of their nature. However, if the OCT occurs on terms and conditions that are different to those offered to the general public the transaction may become material and subsequently disclosed.

Ordinary Citizen Transactions shall include:

- Use of Council facilities, equipment and services in accordance with Council's fees, charges and policies;
- Payment of rates and charges;
- Attendance at Council functions and activities that are open to the public;
- Payment of fines and other penalties on normal terms and conditions; and
- Related party transactions occurring during the course of delivering Council's public service objectives and which occur on no different terms to that of the general public.

Amendments to transactions classified as Ordinary Citizen Transactions may be identified from time to time and this policy will be amended accordingly.

Privacy

Collection and storage of personal information is governed by the Privacy Act 1988 and the Privacy and Personal Information Protection Act 1998. Information provided by Council's Key Management Personnel and other related parties shall be held for the purpose of compliance with Council's legal obligations and shall be disclosed where required for compliance or legal reasons only.

Responsibility

The Chief Financial Officer is responsible for the day to day management of the Related Party Disclosures Policy.

Accountability, Roles and Responsibility

It is important that Key Management Personnel of the Council are subject to a high level of accountability, including appropriate disclosure of their transactions with the Council in the annual financial statements in accordance with AASB 124.

Attachments

Nil

Version	Review Date	Reviewer	Approved

This document is only current as at date of printing 22 February 2017
Uralla Shire Council –Related Party Disclosures Policy– Page 7 of 7