



AGENDA

ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE

20 NOVEMBER 2017

MEMBERSHIP: Councillors B Shields, J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker and J Ryan.

The meeting is scheduled to commence at _____ pm.

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EDBC17/18 ELECTRICITY CONTRACT FOR STREET LIGHTING AND CONTESTABLE (LARGE) SITES (ID17/1985)

The Committee had before it the report dated 13 November 2017 from the Director Corporate Services regarding Electricity Contract for Street Lighting and Contestable (Large) Sites.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

EDBC17/19 KESWICK STAGE 4 RELEASE 3B - SALE PRICES AND ADVERTISING SCHEDULE (ID17/1956)

The Committee had before it the report dated 1 November 2017 from the Manager Property Assets regarding Keswick Stage 4 Release 3B - Sale prices and advertising schedule.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).



**DUBBO REGIONAL
COUNCIL**

**Report of the Economic Development,
Business and Corporate Committee -
meeting 16 October 2017**

AUTHOR: Administration Officer - Governance
REPORT DATE: 10 November 2017

The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 16 October 2017.

RECOMMENDATION

That the report of the Economic Development, Business and Corporate Committee meeting held on 16 October 2017, be adopted.



REPORT
ECONOMIC DEVELOPMENT, BUSINESS AND
CORPORATE COMMITTEE
16 OCTOBER 2017

PRESENT: Councillors B Shields, J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker and J Ryan.

ALSO IN ATTENDANCE:

The General Manager, the Director Corporate Services, the Manager Governance and Risk, the Team Leader Governance, the Manager Financial Operations, the Director Economic Development and Business, the Manager Communications and Stakeholder Engagement, the Manager Business Services Economic Development and Business, the Manager Economic Development and Marketing, the Director Infrastructure and Operations, the Manager Infrastructure Strategy, the Manager Infrastructure Delivery, the Manager Fleet Services, the Manager Business Services Infrastructure and Operations, the Director Planning and Environment, the Manager Business Services Planning and Environment, the Director Community and Recreation and the Manager Business Services Community and Recreation.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.40pm.

EDBAC17/1 ELECTION OF CHAIRMAN (ID17/1788)

At this juncture, the Mayor invited nominations for the election of Chairman Economic Development, Business and Corporate Committee for the Mayoral term with the following nomination received:

Councillor G Mohr nominated by Councillor D Gumley and Councillor V Etheridge

Councillor G Mohr accepted his nomination.

The Mayor advised that as only one nomination was received for the position of the Chairman of Economic Development, Business and Corporate Committee that Councillor G Mohr be duly elected for the Mayoral term.

Councillor G Mohr assumed Chairmanship of the meeting.

**EDBAC17/2 2017/2018 OPERATIONAL PLAN - SEPTEMBER 2017 QUARTERLY REVIEW
(ID17/1684)**

The Committee had before it the report dated 5 October 2017 from the General Manager regarding 2017/2018 Operational Plan - September 2017 Quarterly Review.

Moved by Councillor A Jones and seconded by Councillor S Lawrence

MOTION

The Committee recommends:

- 1. That the Quarterly Operational Plan Review Statements as at 30 September 2017, as attached to the report of the General Manager dated 5 October 2017, be adopted and such sums voted for such purpose.**
- 2. That the performance review details for each function for the quarter ended 30 September 2017, be noted.**
- 3. That the Statement of the Responsible Accounting Officer that Council is in a satisfactory financial position at the end of the financial year, having regard to the changes herewith to the original budget, be noted.**
- 4. That the contracts, consultants, legal expenses and cash and investments information be noted.**

CARRIED

**EDBAC17/3 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT
(ID17/1760)**

The Committee had before it the report dated 11 September 2017 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act.

Moved by Councillor V Etheridge and seconded by Councillor D Gumley

MOTION

The Committee recommends that the information provided within the report of the Director Corporate Services, dated 11 September 2017 be noted.

CARRIED

Councillor K Parker declared a pecuniary, significant interest in the matter now before the Committee and left the room and was out of sight during Committee's consideration. The reason for such interest is that Councillor K Parker is the Manager of the Dubbo Branch of the Bank of Queensland, a bank that Council has funds invested with.

**EDBAC17/4 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT
(ID17/1777)**

The Committee had before it the report dated 9 October 2017 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act.

Moved by Councillor B Shields and seconded by Councillor J Ryan

MOTION

The Committee recommends that the information provided within the report of the Director Corporate Services, dated 9 October 2017 be noted.

CARRIED

Councillor K Parker declared a pecuniary, significant interest in the matter now before the Committee and left the room and was out of sight during Committee's consideration. The reason for such interest is that Councillor K Parker is the Manager of the Dubbo Branch of the Bank of Queensland, a bank that Council has funds invested with.

EDBAC17/5 CODE OF MEETING PRACTICE (ID17/1775)

The Committee had before it the report dated 9 October 2017 from the Manager Governance and Risk regarding Code of Meeting Practice.

Moved by Councillor V Etheridge and seconded by Councillor D Gumley

MOTION

The Committee recommends that the draft Code of Meeting Practice and Meeting Procedures as appended to this report be placed on public exhibition for 28 days with a further report being presented to Council following the submission period of 42 days.

CARRIED

**EDBAC17/6 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND
COUNCILLORS (ID17/1747)**

The Committee had before it the report dated 9 October 2017 from the Manager Governance and Risk regarding Payment of Expenses and Provision of Facilities for the Mayor and Councillors.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

The Committee recommends that the policy "Payment of Expenses and Provision of Facilities for the Mayor and Councillors" as attached as Appendix 1 to the report of the Manager Governance and Risk dated 9 October 2017, be adopted.

Moved by Councillor B Shields and seconded by Councillor D Gumley

AMENDMENT

The Committee recommends that:

1. The Committee recommends that the policy "Payment of Expenses and Provision of Facilities for the Mayor and Councillors" as attached as Appendix 1 to the report of the Manager Governance and Risk dated 9 October 2017, be adopted except with regard to the Conferences as listed in section 3.2 of such policy.
2. That section 3.2 of the Payment of Expenses and Provision of Facilities for the Mayor and Councillors Policy, relating to attendances at conferences will be amended to read as follows:

ORGANISATION	DELEGATES	OBSERVERS
Local Government NSW	Mayor, or his nominee, three other Councillors as delegates plus an alternate delegate (to act as delegate if required) and Councillors as determined by the Council	General Manager or Nominee and Councillors as determined by the Council
Australian Livestock Markets Association	Mayor, or his nominee, and Councillors as determined by the Council	General Manager or nominee and the Director Economic Development and Business
Australian Airport Association	Mayor, or his nominee, and Councillors as determined by the Council	General Manager or nominee and the Director Economic Development and Business
Local Government Women's Conference	Mayor, or his nominee, and Councillors as determined by the Council	General Manager or nominee
Local Government Aboriginal Network Conference	Mayor, or his nominee, and Councillors as determined by the Council	General Manager or nominee
Australian Local Government Association Conference	Mayor, or his nominee, and Councillors as determined by the Council	General Manager or nominee

The amendment on being put to the meeting was carried.

CARRIED

The amendment then became the motion and on being put to the meeting was carried.

CARRIED

**EDBAC17/7 PROVISION OF INFORMATION TO AND INTERACTION BETWEEN
COUNCILLORS AND STAFF POLICY (ID17/1750)**

The Committee had before it the report dated 5 October 2017 from the Manager Governance and Risk regarding Provision of Information to and Interaction Between Councillors and Staff Policy.

Moved by Councillor D Grant and seconded by Councillor J Diffey

MOTION

The Committee recommends that the draft Council policy titled “Provision of Information to and Interaction Between Councillors and Staff” as attached as Appendix 1 to the report of the Manager Governance and Risk dated 5 October 2017, be adopted.

CARRIED

EDBAC17/8 DISCLOSURE OF INTEREST RETURNS (ID17/1751)

The Committee had before it the report dated 5 October 2017 from the Manager Governance and Risk regarding Disclosure of Interest Returns.

Moved by Councillor J Diffey and seconded by Councillor D Gumley

MOTION

The Committee recommends that the tabling of the Disclosure of Interest Returns as detailed in the report be noted and the Office of Local Government be advised accordingly.

CARRIED

EDBAC17/9 RELATED PARTY DISCLOSURE POLICY (ID17/1754)

The Committee had before it the report dated 6 October 2017 from the Manager Governance and Risk regarding Related Party Disclosure Policy.

Moved by Councillor D Gumley and seconded by Councillor D Grant

MOTION

The Committee recommends that the draft Council policy titled “Related Party Disclosures” as attached as Appendix 1 to the report of the Manager Governance and Risk dated 6 October 2017, be adopted.

CARRIED

**EDBAC17/10 REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING 5
SEPTEMBER 2017 (ID17/1773)**

The Committee had before it the report of the Audit and Risk Management Committee meeting held 5 September 2017.

Moved by Councillor A Jones and seconded by Councillor S Lawrence

MOTION

The Committee recommends that the report of the Audit and Risk Management Committee meeting held on 5 September 2017, be adopted.

CARRIED

**EDBAC17/11 WELLINGTON DESTINATION BRAND CONSULTATION AND IMPLEMENTATION
(ID17/1740)**

The Committee had before it the report dated 29 September 2017 from the Manager Economic Development and Marketing regarding Wellington Destination Brand Consultation and Implementation. The Committee reports having met with Council's Manager Economic Development and Marketing regarding this matter.

Moved by Councillor D Grant seconded by Councillor B Shields

MOTION

The Committee recommends:

- 1. That the information contained within the report of the Manager Economic Development and Marketing dated 29 September 2017 be noted.**
- 2. That the proposed Wellington destination brand for full brand guideline development and integration into destination attraction marketing activity across visitation, investment and relocation markets be adopted.**

CARRIED

**EDBAC17/12 AUSTRALIAN AIRPORTS ASSOCIATION NATIONAL CONFERENCE - 2017
(ID17/1781)**

The Committee had before it the report dated 10 October 2017 from the Manager Business Services (EDB) regarding Australian Airports Association National Conference - 2017.

Moved by Councillor B Shields and seconded by Councillor D Gumley

MOTION

The Committee recommends:

- 1. That the attendance by Council representatives at the 2017 Australian Airport Association Conference to be held in Adelaide, South Australia, from 13-17 November 2017 be determined by the Council.**
- 2. That the General Manager approve attendance by staff at the 2017 Australian Airport Association Conference.**

CARRIED

EDBAC17/13 SALE OF 2 MOONUL STREET EUMUNGERIE BY PRIVATE TREATY (ID17/1758)

The Committee had before it the report dated 6 October 2017 from the Revenue Accountant regarding Sale of 2 Moonul Street Eumungerie by Private Treaty.

Moved by Councillor V Etheridge and seconded by Councillor B Shields

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CARRIED

Moved by Councillor B Shields and seconded by Councillor D Gumley

MOTION

- 1. That Council appoint Ray White Real Estate Dubbo to market and sell 2 Moonul Street Eumungerie by Private Treaty for the proposed sale price as contained within the body of this report.**
- 2. That should Council not receive an offer of the advertised sale price Council's General Manager be authorised to negotiate offers from any interested party and be authorised to accept an offer within the price range stated within this report.**
- 3. That Council instruct Ray White Real Estate Dubbo to advertise the property for sale on Ray White Real Estate's website and within the Local Domain Newspaper for a period of four consecutive weeks.**

4. That a proposed purchaser be required to sign a declaration that they are not a relative of a Councillor of Dubbo Regional Council, a member of staff of Dubbo Regional Council or a relative of a member of staff of Dubbo Regional Council.
5. That should the property fail to sell by Private Treaty within a period of six months, the property be withdrawn from sale and included in a future Sale of Land for Unpaid Rates and Charges.
6. That any necessary documents be executed under the Common Seal of the Council.
7. That the documents and considerations in regard to this matter remain confidential to Council.

CARRIED

The meeting closed at 6.00pm.

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CHAIRMAN



DUBBO REGIONAL
COUNCIL

REPORT: Investments Under Section 625 of the Local Government Act

AUTHOR: Director Corporate Services
REPORT DATE: 14 November 2017
TRIM REFERENCE: ID17/1988

EXECUTIVE SUMMARY

As required by Clause 212 of the Local Government (General) Regulation 2005, set out below are the details of all monies that Council has invested under Section 625 of the Local Government Act as at 31 October 2017.

Investments when placed have been done so in accordance with the Local Government Act, Local Government Regulations and Council's Investment Policy and Strategy. Interest on investments for the month of October 2017 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of October 2017.

ORGANISATIONAL VALUES

Customer Focused: The investment of Council funds is undertaken in accordance with Councils adopted Investment Policy and Strategy which seeks to maximise returns for the community based on a conservative approach to investing.

Integrity: All council investments are placed and managed in accordance with the adopted Investment Policy and Strategy.

One Team: Council's investments are managed under one portfolio.

FINANCIAL IMPLICATIONS

Interest earned on investments has been included within Council's 2017/2018 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$3,500,000.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information provided within the report of the Director Corporate Services, dated 14 November 2017 be noted.

Craig Giffin
Director Corporate Services

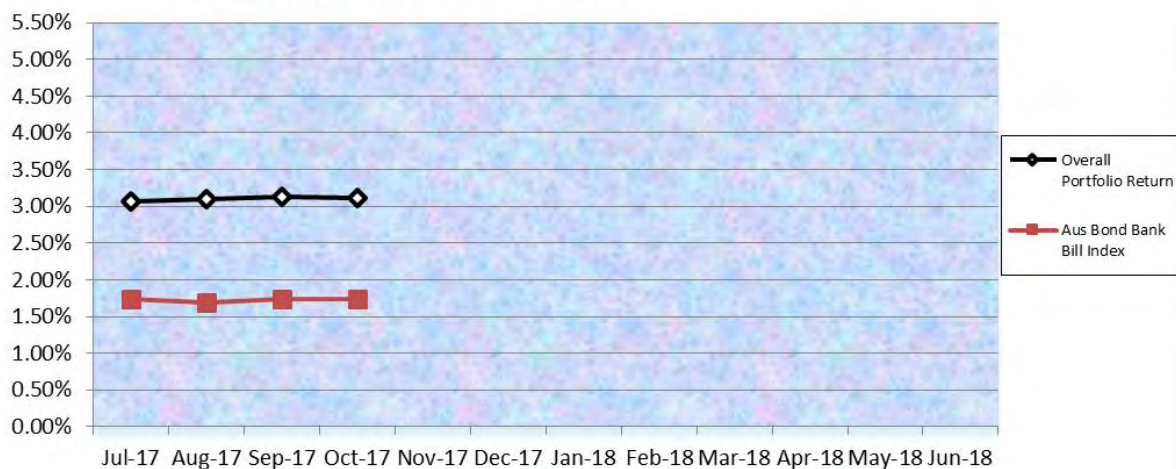
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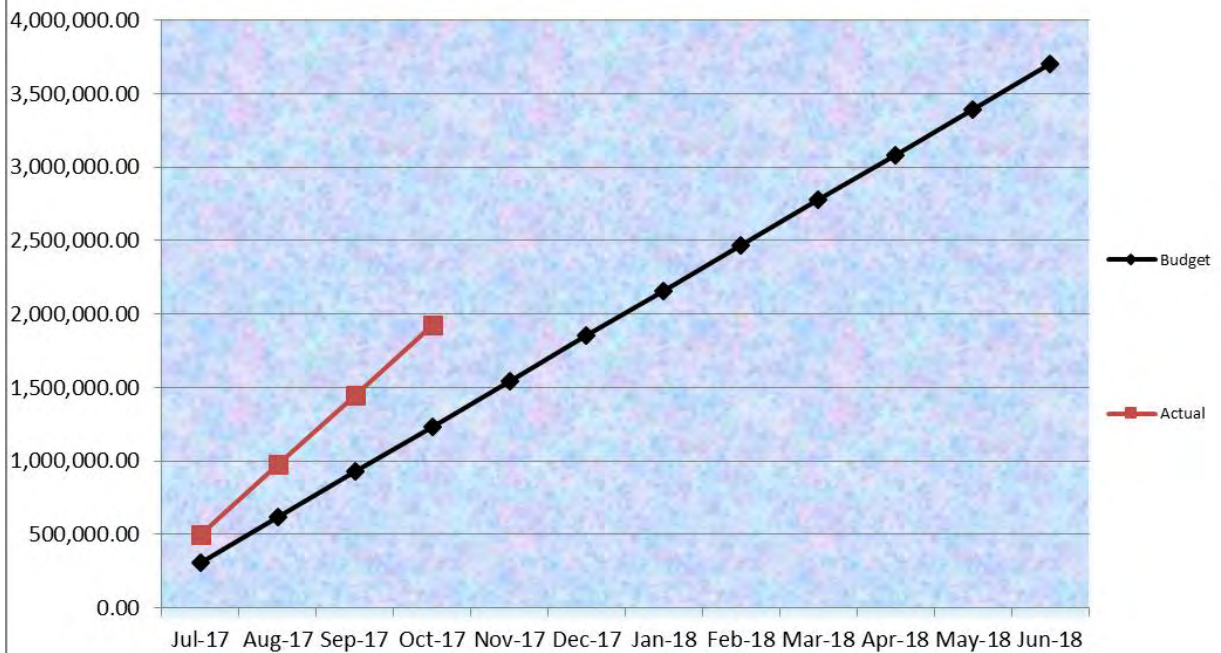
Investments	Notes	2017 Total	2018 Current Maturity By 30/06/2019	2018 Non-Current Maturity After 30/06/2019	2018 Total As at 31/10/2017
Cash & Cash Equivalents (Note 6a)					
Cash on Hand and at Bank		\$30,332.71	\$29,587.49	\$0.00	\$29,587.49
Cash-Equivalent Assets (1)					
- Deposits At Call		\$9,589,917.84	\$12,021,332.45	\$0.00	\$12,021,332.45
Total Cash & Cash Equivalents	6(a)	<u>\$9,620,250.55</u>	<u>\$12,050,919.94</u>	<u>\$0.00</u>	<u>\$12,050,919.94</u>
Investments (Note 6b)					
- Long Term Deposits > 3 Months		\$150,618,941.31	\$74,956,441.31	\$73,662,500.00	\$148,618,941.31
- NCD's and FRN's > 3 Months		\$21,251,398.88	\$6,250,000.00	\$15,001,360.02	\$21,251,360.02
- CDO's		\$0.00	\$0.00	\$0.00	\$0.00
Total Investments	6(b)	<u>\$171,870,340.19</u>	<u>\$81,206,441.31</u>	<u>\$88,663,860.02</u>	<u>\$169,870,301.33</u>
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS		<u>\$181,490,590.74</u>	<u>\$93,257,361.25</u>	<u>\$88,663,860.02</u>	<u>\$181,921,221.27</u>

(1) Those Investments where time to maturity (from date of purchase) is < 3 months

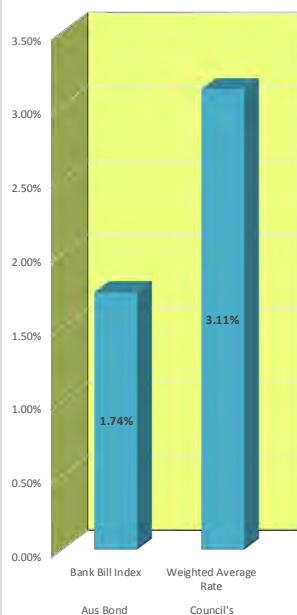
FYTD Overall Portfolio Return



Budget to Actual - Interest on Investments



Performance Benchmark as per Council Policy



Investment % Held as per Council Policy

Institution	\$ Invested	% Invested	% Allowable	\$ Allowable
<u>Cash on Hand and at Bank</u>				
CASH ON HAND AND AT BANK	29,587.49	0.02%		
<u>Direct Investments</u>				
AMP BANK	10,129,624.59	5.57%	20%	36,384,244
BANK OF QUEENSLAND	32,618,941.31	17.93%	10%	18,192,122
BENDIGO ADELAIDE BANK LIMITED	6,500,000.00	3.57%	10%	18,192,122
COMMONWEALTH BANK	19,000,000.00	10.44%	30%	54,576,366
HERITAGE BANK	2,000,000.00	1.10%	10%	18,192,122
MACQUARIE CREDIT UNION	1,000,000.00	0.55%	1%	1,819,212
NATIONAL AUSTRALIA BANK	20,141,707.86	11.07%	30%	54,576,366
ST GEORGE BANK	45,500,000.00	25.01%	30%	54,576,366
SUNCORP METWAY	7,001,360.02	3.85%	20%	36,384,244
WESTPAC BANK	34,000,000.00	18.69%	30%	54,576,366
TOTAL DIRECT INVESTMENTS	177,891,633.78	97.78%		
<u>Grandfathered Investments</u>				
NEWCASTLE PERMANENT BUILDING SOCIETY	3,000,000.00	1.65%		BBB
QLD TEACHERS MUTUAL BANK LTD	500,000.00	0.27%		BBB
TEACHERS MUTUAL BANK LTD	500,000.00	0.27%		BBB
TOTAL GRANDFATHERED INVESTMENTS	4,000,000.00	2.20%		
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS	181,921,221.27	100.00%		

SUMMARY

Dubbo Regional Council outperformed the 11am Official Cash Rate market benchmark of 1.50%, with an average annualised return of 1.9% for its At Call investments for the month of October 2017. Council also outperformed the Bloomberg AusBond Bank Bill Index of 1.74% for the month, with an average annualised return of 3.11% for its overall portfolio return, including an average annualised return on Term Deposits and Floating Rate Notes of 3.19%.



REPORT: Annual Report on Complaint Statistics Under Council's Code of Conduct

AUTHOR: Director Corporate Services
REPORT DATE: 8 November 2017
TRIM REFERENCE: ID17/1964

EXECUTIVE SUMMARY

In accordance with Part 12.1 of the Procedures for the Administration of the Model Code of Conduct as issued by the NSW Government Department of Premier and Cabinet, in my capacity as Complaints Coordinator, I am required to report to Council within 3 months of the end of September each year on complaint statistics under Council's Code of Conduct.

ORGANISATIONAL VALUES

Customer Focused: Publically reporting the statistics relating to Code of Conduct complaints against Councillors or the General Manager ensures transparency in this process.

Integrity: The information contained within this report is in accordance with clause 12.1 of the Procedures for the Administration of the Model Code of Conduct.

One Team: Not applicable

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained within the report of the Director Corporate Services dated 8 November 2017 be noted.

Craig Giffin
Director Corporate Services

REPORT

Part 12.1 of the Procedures for the Administration of the Model Code of Conduct as issued by the NSW Government Department of Premier and Cabinet, requires the Complaints Coordinator to report to Council within 3 months of the end of September each year on complaint statistics under Council's Code of Conduct as follows:

"PART 12 REPORTING ON COMPLAINTS STATISTICS

12.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

- a) the total number of code of conduct complaints made about councillors* and the general manager under the code of conduct in the year to September,*
- b) the number of code of conduct complaints referred to a conduct reviewer,*
- c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage and the outcome of those complaints,*
- d) the number of code of conduct complaints investigated by a conduct reviewer,*
- e) the number of code of conduct complaints investigated by a conduct review committee,*
- f) without identifying particular matters, the outcome of code of conduct complaints investigated by a conduct reviewer or conduct review committee under these procedures,*
- g) the number of matter reviewed by the Division and, without identifying particular matters, the outcome of the reviews, and*
- h) The total cost of dealing with code of conduct complaints made about councillors* and the general manager in the year to September, including staff costs."*

This report covers complaints received during the period from 1 October 2016 to 30 September 2017.

I advise that no complaints were received during the subject period. Accordingly, I report as follows:

- a) the total number of code of conduct complaints made about councillors* and the general manager under the code of conduct in the year to September – **no complaints received,**
- b) the number of code of conduct complaints referred to a conduct reviewer – **not applicable as no complaints received,**
- c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage and the outcome of those complaints – **not applicable as no complaints received,**
- d) the number of code of conduct complaints investigated by a conduct reviewer - **not applicable as no complaints received,**
- e) the number of code of conduct complaints investigated by a conduct review committee - **not applicable as no complaints received,**

- f) without identifying particular matters, the outcome of code of conduct complaints investigated by a conduct reviewer or conduct review committee under these procedures – **not applicable as no complaints received**,
- g) the number of matters reviewed by the Division and, without identifying particular matters, the outcome of the reviews - **not applicable as no complaints received**, and
- h) The total cost of dealing with code of conduct complaints made about councillors* and the general manager in the year to September, including staff costs - **\$0**.

* Note: Following the merger of the former Dubbo City and Wellington councils, Council was governed by an Administrator until 28 September 2017. Accordingly, the references to Councillors above also includes the Administrator.



DUBBO REGIONAL
COUNCIL

REPORT: Policy for Access to Councillor Email Messages

AUTHOR: Manager Governance and Risk
REPORT DATE: 8 November 2017
TRIM REFERENCE: ID17/1966

EXECUTIVE SUMMARY

Following the Local Government Election in September 2017 and the on-boarding program conducted for Councillors, concern was expressed by Councillors as to which staff members had access to the corporate email addresses provided to Councillors. It was requested that a policy be developed regarding access to Councillor email messages for the consideration of Council.

Accordingly, a draft policy has been developed and is provided here as **Appendix 1** for consideration of Council.

ORGANISATIONAL VALUES

Customer Focused: This policy provides assurance to Councillors that there will be no inappropriate access to their email messages received or sent in the performing of their duties as a Councillor.

Integrity: This policy defines the procedure for accessing Councillor email addresses where required.

One Team: Not applicable

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

Once adopted by Council this will become a Council Policy.

RECOMMENDATION

That the draft policy titled Access to Councillor Email Messages be adopted.

Michael Ferguson
Manager Governance and Risk

Appendices:

- 1 [↓](#) Draft Council Policy - Access to Councillor Email Messages



DUBBO
REGIONAL
COUNCIL

COUNCIL POLICY

Access to Councillor Email Messages

Date 1 November 2017
Council Resolution Date
Clause Number
Responsible Position Manager Information Systems
Branch Information Systems
Division Corporate Services
Version 1.0
TRIM Reference Number
Review Period 3 Years
Review Date November 2020
Consultation Relevant internal stakeholders

Document Revision History	
Description	Date
Draft prepared for Executive Leadership Team	October 2017
Notes	

POLICY

PURPOSE

The purpose of this policy is to define the process whereby a Councillor's email inbox or related email messages are accessed by Council staff. It is required to define a policy around this process to provide Councillors with confidence that no inappropriate access to email messages sent to Councillors in their duties as a Dubbo Regional Council Councillor occurs.

SCOPE

The scope of this policy relates specifically to email messages addressed to a Councillor's official corporate email address.

POLICY

Council provides a corporate email address for Councillors to enable them to undertake duties related to their position. It is acknowledged that these addresses are corporate addresses and accordingly must be managed in accordance with the NSW State Records Act 1998.

Staff from Council's Information Services branch provide an administrative role to all of Council's information systems, including the email system. This administrative role requires these technical staff to perform administrative tasks associated with all Council's email addresses including backing up and upgrading of mailboxes where required. As part of this administrative access, Information Services staff have full access to each of the mailboxes located on Council's email servers. It is important to recognise that *"any record made and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office"* is a state record as defined under section 3(1) of the State Records Act 1998. As such, Council's email system stores a copy of every email sent and received in an archive database.

Email messages that have been sent to, or by, Councillors in their duties of a Councillor, may only be accessed after the express permission of Council's General Manager has been granted. Councillors will be advised when access to their email messages has been granted and provided with the reason why the access was required.

RESPONSIBILITIES

The Manager Information Services is responsible for enacting this policy.