

Policies (to be placed on exhibition)

- Land Investment Policy
- Fiscal Responsibility Policy
- Records Management Policy

POLICY

Policy name	Land Investment
Responsible manager(s)	Director Corporate and Commercial Services
Contact officer(s)	Director Corporate and Commercial Services
Directorate	Corporate and Commercial Services
Approval date	

Purpose

Council will invest in land to develop revenue streams that may be used to finance community infrastructure and other objectives determined by Council.

This policy is designed to ensure that the Finance Strategy will use existing land holdings to create revenue that will be made available to:

- Finance significant community infrastructure.
- Purchase strategic land holdings; and
- Finance other objectives as determined by Council.

Policy statement

1	Application This policy applies to all land investments of Eurobodalla Shire Council.
2	Legislation Eurobodalla Shire Council will comply with Section 625 of the <i>Local Government Act (NSW) 1993</i> ; <i>The Trustee Amendment (Discretionary Investments) Act (NSW) 1997</i> section 14A(2); <i>Local Government Code of Accounting Practice and Financial Reporting and Investment Policy Guidelines</i> dated May 2010 (issued by the Office of Local Government); and Chapter 12, Part 6 LGA – <i>Public-Private Partnerships</i> .
3	Audit, Risk and Improvement Committee The Audit, Risk and Improvement Committee will provide governance and probity oversight of Council's land investment activities. The Audit, Risk and Improvement Committee where appropriate shall seek independent expert advice in relation to its consideration of land investment activities.
4	Business Plan Staff shall prepare a business plan to define its land investment activities for review by the Audit, Risk and Improvement Committee. It is acknowledged that elements of the business plan are likely to be kept confidential due to their commercially sensitive nature.
5	Funding Council will aim for its land investment activities to be self-funding.

Implementation

Requirements		Responsibility
1	Code of Practice This policy will be implemented by following Council's Procurement Policy and related Code of Practice, which specifies in detail the plan, procedures and matters to be considered.	Council
2	Audit, Risk and Improvement Committee The Audit, Risk and Improvement Committee will provide governance and probity oversight of Council's land investment activities. This Audit, Risk and Improvement Committee where appropriate shall seek independent expert advice in relation to its consideration of land investment activities.	Finance Committee
3	Staff Under supervision, applicable council staff will be responsible for ensuring that policies are implemented appropriately within their work area, after they have received relevant training to do so.	Council Officers
4	Concerns Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council Officers
6	Consultation This policy has been developed in consultation with Finance and Property Managers, referring to legislation and industry best practice.	Council Officers

Review

The policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless council revokes it sooner. **Note:** *Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2020.*

This policy may also be reviewed and updated as necessary when legislation requires it; or council's functions, structure or activities change; or when technological advances or new systems change the way that council manages Land Investment.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Customer Concerns	Council records
Value of Sales	Council records
Internal or external review	Audit

Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

Related legislation and policies

Name	Link
Procurement Policy	http://www.esc.nsw.gov.au/inside-council/council/council-policies/policies/Procurement-Policy.pdf
Local Government Act 1993	www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/
Trustee Amendment (Discretionary Investments) Act 1997	www.legislation.nsw.gov.au/sessionalview/sessional/act/1997-102.pdf
Ministerial Investment Order 12 January 2011	www.olg.nsw.gov.au/news/11-01-revised-ministerial-investment-order
OLG Local Government Code of Accounting Practice and Financial Reporting	www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/accounting-practice
OLG Investment Policy Guidelines	www.olg.nsw.gov.au/sites/default/files/Investment-Policy-Guidelines-May-2010.pdf

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au/

Supporting documents

Name	Link
OLG Circular re: Revised Ministerial Order (17 Feb 2011)	www.olg.nsw.gov.au/sites/default/files/11-01_0.pdf

Change history

Version	Approval date	Approved by	Minute No	File No	Change
1	24 Nov 2009	Council	09/369	E09.3418	Policy reviewed and updated G09/99.
2	27 Aug 2013	Council	13/246	E13.7095	Updated Template, review date, references and links. O13/131.
3	TBA 2017	Council			Minor formatting updates

Internal use

Responsible officer	CFO	Approved by	Council
Min no		Report no	
File No		Review date	
		Pages	3

POLICY

Policy name	Fiscal Responsibility
Responsible manager(s)	Director Corporate and Commercial Services
Contact officer(s)	Director Corporate and Commercial Services
Directorate	Corporate and Commercial Services
Approval date	

Purpose

To provide guidance and targets for budgeting and financial results.

Eurobodalla Shire Council's policy is designed to ensure that reasonable financial health and sustainability is maintained.

The policy aims to Guide Financial Responsibility and the policy covers the following areas:

1. Statement of Financial Performance
2. Asset Management Planning
3. Integrated Planning and Reporting
4. Liquidity/Cash
5. Fees and Charges
6. Rates and Charges
7. Reserves
8. Borrowing and Debt Services
9. Annual Financial Statements
10. Revotes
11. Budgetary Control
12. Risk Management

Policy statement

1	Statement of Financial Performance a) Council will aim for surpluses in the budgeted and actual overall Statement of Financial Performance. Ideally it will achieve surpluses before revenue for capital purposes. b) Budgeted deficits may occur however will be acceptable if it is compensated by previous actual and future budgeted surpluses as part of a long term strategic financial strategy. c) Council will aim for a surplus for the Consolidated entity and in each major fund including; General (which includes the Environment and Waste funds), Water, and Sewer.
2	Asset Management Planning Long term financial strategies are to be informed and align with robust Asset Management Plans and Strategic Business Plans. These are to be maintained in accordance with best practice requirements and other applicable legislative requirements.
3	Integrated Planning and Reporting Annually, an Operational Plan including detailed budgets for the following year and a delivery program budget for a four year period will be developed/and or reviewed.

	These documents will inform the Long Term Financial Plan which covers a minimum 10 year time frame per the Integrated Planning and Reporting framework. This will test long term community aspirations against Financial parameters.
4	Liquidity/ Cash Council aims to achieve an unrestricted current ratio of 1:5:1 (the Office of Local Government (OLG) benchmark) for the Consolidated entity and in each major fund including; General (which includes the Environment and Waste funds), Water, and Sewer. All other liquidity ratios will aim to be positive including unrestricted cash.
5	Fees and Charges All non-statutory fees and charges be generally increased by the greater of the IPART Local Government Cost Index (rate peg) percentage or the relevant CPI. These are comprehensively reviewed annually. Regular review of pricing is to be used to ensure that appropriate cost recoveries are achieved taking into account Community obligations and market factors.
6	Rates and Charges a) The mix of the rating categories share of the General Rate levy will be reviewed at least in conjunction with each revaluation ie: every three years. b) The General Rate and associated charges will be increased by the maximum rate pegged percentage fixed annually by IPART, as a minimum. c) The maximum amount of interest per annum on overdue rates and associated charges nominated by the State Government will be adopted. d) Rates outstanding, compared to collectible, will be less than 3% and other debtors outstanding levels meet LGMA health check benchmarks.
7	Reserves Council will restrict funds for external purposes based on OLG, legislative, policy or other prescribed requirements (externally restricted). Council may also resolve to restrict funds for other specific purposes (internally restricted). Reserves will be monitored to ensure that they are utilised for their intended purpose and reserve balances monitored.
8	Borrowing and Debt Servicing Refer to separate Borrowing Policy (borrowing and debt servicing ratios to be prudent, legal and in accordance with the borrowing policy).
9	Annual Financial Statements a) Council will prepare Financial Statements annually in accordance with legislative requirements and the Code of Accounting Practice and Financial Reporting (issued by the OLG) and generally accepted Accounting Standards. b) The auditor will be invited to make a public presentation to the Council annually in conjunction with Council's consideration of its annual audited Financial Statements. c) The Council will aim to, at least, meet statutory deadlines for financial reporting.
10	Revotes Revotes be minimised by undertaking achievable programs and furthermore identifying likely non achievement at the December Quarterly budget review to enable reconsideration in conjunction with the following Delivery Program (4 years) and Long Term Financial Plan (10 years) and borrowing program.
11	Budgetary Control Net operating and capital expenditure will remain within overall approved budget.

12	Risk Management The Council will aim to budget for the mean expected outcome ensuring there are appropriate reserves and contingency to reasonably cover likely risks from the strategy adopted.
	Legislation Eurobodalla Shire Council will comply with <u>NSW Local Government Act 1993</u>

Implementation

Requirements		Responsibility
1	Code of Practice This policy will be implemented by following Council's Fiscal Responsibility Code of Practice, which specifies in detail the plan, procedures and matters to be considered.	Director Corporate and Commercial Services
2	Coordination Director Corporate and Commercial Services will coordinate. General Manager, Divisional Manager Finance, Managers and key staff will guide the Council to achieve its targets.	Director Corporate and Commercial Services
3	Concerns Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handles in accordance with Council's Customer Service or Complaints policy. These records will be used to determine and follow-up actions and analyse the history of reported public concerns.	Council Officers
5	Consultation Consultation regarding this policy will occur as relevant with key stakeholders and may include legislative bodies, other relevant legislation, industry guidelines, and public comment. Public submissions regarding this policy will be considered during the exhibition period.	As required

Review

The policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless council revokes it sooner. **Note:** *Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2020.*

This policy may also be reviewed and updated as necessary when legislation requires it; or council's functions, structure or activities change; or when technological advances or new systems change the way that council manages its Fiscal Responsibility.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Measurement	Measurements are included in the Annual Financial Statement Ratios and benchmarks, Auditors reports and presentation. For the

	General Fund the Fit for the Future Framework will be applied.
Internal or external review	Audit

Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

Related legislation and policies

Name	Link
Code of Practice	www.esc.nsw.gov.au
Local Government Act 1993	www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au/

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	22 Sep 2009	Council	09/291	E09.3418	Policy adopted (G09/99 Council Policy Review)
2	10 Sep 2013	Council	13/272	E13.7095	Updated Template, review date, references and links
3	TBA 2017	Council			

Internal use

Responsible officer	CFO & Business Development	Approved by	Council
Min No		Report no	
File No		Review date	
		Effective date	
		Pages	

Policy title	Records Management
Responsible manager(s)	Divisional Manager Governance and Administrative Services
Contact officer(s)	Coordinator Customer Service and Information
Directorate	Corporate and Commercial Services
Approval date	
Focus area	Support Services
Delivery Program link	SS1.2 Maintain a sound governance framework within which Council operates
Operational Plan link	SS1.2.2 Ensure transparency in council dealings

Purpose

Eurobodalla Shire Council's Records Management Policy provides records and information management guidance to deliver effective records and information management which in turn supports and facilitates good business across all operating environments.

The policy also ensures that Eurobodalla Shire Council records management meets legislative requirements in relation to capture, control, use, maintenance, disposal, sentencing and archiving.

Policy aims

Eurobodalla Shire Council Records Management Policy aims to:

- Capture and create full and accurate records
- Protect, maintain and control Council records
- Appropriately use and provide access to its records
- Maintain a records management system and securely store records
- Ensure records are appraised and disposed of appropriately
- Follow and utilise the regulations and services of State Archives and Records for training, state archiving and compliance.

Policy details

1	Application This policy applies to all external and internal records, which are handled, received or generated by Eurobodalla Shire Council, regardless of their physical format or media type. All records made or received by Eurobodalla Shire Council or an individual staff member during the course of Eurobodalla Shire Council's business, are corporately owned by Eurobodalla Shire Council and are therefore subject to the record-keeping policy and procedures of Eurobodalla Shire Council. Any information or data which is not required to be compiled, recorded or stored by Council is not a record for the purposes of this policy.
2	Legislation This policy ensures Eurobodalla Shire Council's compliance with:

	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • <i>Government Information (Public Access) Act 2009</i> • <i>Privacy and Personal Information Protection Act, 1998</i> • <i>State Records Act 1998</i> • <i>General retention and disposal authority: local government records GA39</i> • <i>Health Records and Information Privacy Act 2002</i> • <i>Model Code of Conduct for Local Councils in NSW, November 2015</i> • <i>Evidence Act 1995</i> <ul style="list-style-type: none"> - Electronic copies can be introduced to court as evidence – original document rule is removed and copies, including digital, are acceptable. • <i>Electronic Transactions Act 2000</i> <ul style="list-style-type: none"> - Digital communication is deemed to have equivalence to paper versions in most situations.
3	<p>Creation and capture</p> <p>Records are to be created in the normal course of conducting business to provide evidence and facilitate business. They are to be created automatically as part of a business transaction or consciously created to document business or activity that has been done.</p> <p>It is the responsibility of the sender to capture correspondence they send externally and internally. Incoming correspondence from an external source is to be captured by the initial recipient of the correspondence.</p>
3.1	<p>Records management system</p> <p>All Eurobodalla Shire Council records are required to be captured within Council's record-keeping system. Electronic records and paperless systems of storage and retrieval are used in preference to hardcopy.</p> <p>Council's electronic and hardcopy incoming mail are to be captured in the Council Records Management System in a timely manner upon arrival and distributed through registration to enable efficient and effective response from staff and Councillors.</p> <p>Outgoing correspondence and business records are to be stored electronically in the Records Management System by the respondent or Council representative dealing with the item of business.</p>
3.2	<p>Record identification</p> <p>Records are to be registered into the corporate Records Management System as soon as they are received or created to enable immediate identification and location. All electronic documents are to be allocated a document number when stored in the electronic storage system.</p>
3.3	<p>Record location</p> <p>The location of physical records are to be maintained in a recording system that ensures that physical items can be located as required. All staff are responsible for keeping this system up to date and accurate.</p> <p>Electronic records are to be located in Eurobodalla Shire Council's Record Management System.</p>

4	<p>Registration, control and protect</p> <p>All incoming correspondence is to be assessed and categorised according to its content, intent and actions required. Records are then to be registered into the Eurobodalla Shire Council Record Management System and assigned for information or action to an appropriate person or persons within the Council and stored according to its category and level of sensitivity. The Eurobodalla Shire Council's Record Management System is to be adequately secured and protected from violation, and unauthorised access or destruction.</p> <p>Records will be kept in accordance with the necessary retrieval, preservation and storage requirements as determined by the <i>State Records Act 1998</i>.</p>
4.1	<p>Registration and control</p> <p>Registration and keying of an electronic record involves creating the meta data and identifiers of the record:</p> <ul style="list-style-type: none"> • Reading and assessing the record • Application of a unique identifying number • Application of a title and date • Linking to related records • Application of a descriptor of the record • Classifying the record • Applying security or access levels • Assignment to a person or persons for information or action.
4.1	<p>Record Classification</p> <p>Eurobodalla Shire Council will classify its records using a thesaurus classification scheme of State Records Authority of NSW - 'Key words for Councils'.</p> <p>This classification system provides a consistent method across local government and covers terminology common to business functions and activities undertaken by councils and records created or received by councils in the course of its business.</p>
4.2	<p>Record Security</p> <p>Registration of records in to the Records Management System at Eurobodalla Shire Council will apply access and security settings to all electronic records in line with organisational functions, activities, transactions to provide security and confidentiality.</p> <p>Hard copy records are to be recorded, controlled and tracked through the Records Management System and stored in locked storage systems that are accessed only by authorised personal.</p>
5	Use and access to records
5.1	<p>Public access to records</p> <p>Public access to Eurobodalla Shire Council's records will be dealt with in accordance with the <i>Government Information (Public Access) Act 2009</i>, <i>Privacy and Personal Information Protection Act 1998</i>, <i>Copyright Act 1968</i> and Council policy.</p>
5.2	<p>Access by elected members</p> <p>Access to Eurobodalla Shire Council's records by elected members will be via the General Manager and Public Officer in accordance with the <i>Local Government Act 1993</i> and the</p>

	current version of the Office of Local Government NSW <i>Model Code of Conduct for Local Councils in NSW</i> .
5.3	<p>Access to records by employees and contractors</p> <p>Access to and use of Eurobodalla Shire Council's records by employees and contractors will be in accordance with the designated access and security classifications.</p> <p>When records are removed from storage, the staff member using the file will be responsible for its security. The Records Management System is to record file movement out of storage and between officers.</p> <p>Records will not leave Eurobodalla Shire Council premises unless it is for the purposes of property inspections or movement between offices. If possible, a copy of relevant documents should be taken to meetings etc. outside Council premises.</p> <p>Staff will not take record files home. If it is necessary to work on a file at home, a copy of relevant documents should only be used.</p>
6	<p>Store and maintain records</p> <p>Eurobodalla Shire Council will ensure the safe custody and proper preservation for the records it has control of.</p> <p>When hard copy records are identified as State Archives and are no longer required for use by an organisation, custody will be transferred to the State Records Authority.</p>
6.1	<p>Paper based records</p> <p>Eurobodalla Shire Council will store its archive, paper based records in a clean, secure environment, within an accessible distance from the Council Administration Centre. Records are labelled and packaged and a system is to be used to track and locate records.</p>
6.2	<p>Digital records</p> <p>Eurobodalla Shire Council stores its digital records in a corporate system. Meta data is to be applied to all digital records. The system must capture, maintain and provide access to the electronic records and have security access levels for authorised users.</p>
6.3	<p>Transfer of State Records</p> <p>The Government Records Repository (GRR) manages records storage services for semi-active records created by NSW public sector bodies, including Government agencies, local councils, public hospitals and universities. Eurobodalla Shire Council will transfer appraised hard-copy state archives to the GRR.</p>
7	<p>Disposal of records</p> <p>All records kept by Eurobodalla Shire Council will undergo appraisal before being disposed of in accordance with the <i>General retention and disposal authority: local government records</i>, produced by the State Records Authority of New South Wales and approved under section 21(2)(c) of the <i>State Records Act 1998</i>.</p>
8	<p>Disaster recovery/business continuity</p> <p>All reasonable steps are to be taken to ensure that Council's records are at minimal risk of damage or loss due to accident or disaster.</p>

	<p>Council will develop and maintain a disaster recovery plan or business continuity plan which details all procedures to be followed in the event of a disaster. The plan will include all information necessary to implement the procedures.</p> <p>In the event of an accident or disaster Council will take all reasonable steps to ensure records are conserved according to current best practice.</p>
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Implementation

Requirements		Responsibility
1	<p>Councillors</p> <p>All elected Councillors are to create and maintain records relating to their role in line with legislation and state policies and procedures for the management of records. Political and personal records of Councillors are exempt.</p> <p>Access to Eurobodalla Shire Council's records by elected councillors will be via the General Manager and Public Officer in accordance with the <i>Local Government Act 1993</i>.</p>	Councillors
2	<p>General Manager</p> <p>In accordance with section 5.41 of the <i>Local Government Act 1993</i>, the General Manager is to "Ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law".</p>	General Manager
3	<p>Divisional Managers</p> <p>All managers are to ensure that there are records management processes established to manage the records under their control. They are also to ensure that all new staff are inducted as to their record keeping responsibilities.</p>	Divisional Managers
4	<p>Staff</p> <p>All staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.</p>	Council officers
5	<p>Divisional Manager Governance and Information</p> <p>The Divisional Manager Governance and Information is responsible for providing a records management service which complies with Eurobodalla Shire Council Records Management Policy and procedures, and NSW State Records Office requirements.</p>	Divisional Manager Governance and Information
6	<p>Consultation</p> <p>Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this policy are invited for consideration during the exhibition period.</p>	As applicable

Review

The policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council revokes it sooner.

Note: Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2020.

This policy may also be reviewed and updated as necessary when legislation requires it; or Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages its Records.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Delivery Program/Operational Plan outcomes achieved	Council reporting
Concerns or complaints registered	Council records
Customer feedback, survey responses	Surveys
Internal or external review	Audit

Definitions

Term/ Phrase	Definition
Archives	<p>Archives are records that are appraised as having continuing value (i.e. They need to be kept permanently). They may have continuing value because they meet an ongoing legal or evidential requirements, or because they meet a research need for an organisation or community. Archives can be in any format, including digital. Archives provide:</p> <ul style="list-style-type: none"> • 'Long term memory' enabling better planning, decision making, access to past experience, expertise, knowledge and historical perspective. • Evidence of continuing rights, entitlements and obligations • Instruments of power, legitimacy and accountability. • A source of understanding and identification • A vehicle for communicating political, social and cultural values.
Appraisal	<p>Appraisal is the process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations.</p>
General Disposal Authority (GA39)	<p>The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.</p>

Government Record	A record created or received by a government organisation or a government organisation employee in the course of their work for the organisation.
Record	Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (<i>State Records Act 1998</i> Section 3).
Records Disposal	Disposal is by way of depositing records in the State Archives, managing the records as designated by State Archives, or by destruction in accordance with policy.
Significant Records	Significant records contain information, which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They describe an issue, record who was involved, why a decision was made, and may include actual guidelines.
State Archive	Records that are appraised as having continuing value and have been selected for permanent preservation.
Digital record	Records that have been manipulated, transmitted or processed by a computer. It is digital information, captured at a specific point in time that is kept as evidence of business activity. Digital records include: <ol style="list-style-type: none"> 1. Records that are 'born digital' such as email, web pages, digital photographs, and GIS files or data base records. Mobile Phone recording does not constitute a digital record. 2. Scanned versions of paper records that have been digitised in business processes.

Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

Related legislation and policies

Name	Link
Related Council Policy or Code of Practice	www.esc.nsw.gov.au/inside-council/council/council-policies
<i>Local Government Act 1993</i>	www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N
<i>Government Information (Public Access) Act 2009</i>	Government Information (Public Access) Act 2009
<i>Privacy and Personal Information protection Act, 1998</i>	www.legislation.nsw.gov.au/#/view/act/1998/133
<i>State Records Act 1998</i>	www.legislation.nsw.gov.au/inforce/0af9a3e2-72ac-ef57-83b5-9bd797f62f37/1998-17.pdf

<i>General retention and disposal authority: local government records GA39</i>	State Archives and Records NSW The State Archives and Records Management Authority of New South Wales
<i>Health Records and Information Privacy Act 2002</i>	www.legislation.nsw.gov.au/#/view/act/2002/71
<i>Evidence Act 1995</i>	www.legislation.nsw.gov.au/inforce/b92c458e-5431-61a4-f9e6-873447438d99/1995-25.pdf
<i>Electronic Transactions Act 2000</i>	www.legislation.nsw.gov.au/inforce/235adf26-6085-6179-8cbd-d0ddf6bbdab4/2000-8.pdf

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
State Archives and Records	Archives State Archives and Records NSW

Supporting documents

Name	Link
Public Access to Information at Eurobodalla Shire Council	Public access to information - Eurobodalla Shire Council

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	22 Sep 2009	Council	09/291	06.0378 E09.3418	Policy reviewed and adopted.
2	10 Sep 2013	Council	13/272	E13.7095	Updated to new Policy Template, updated review date, updated references and links, extensively revised and expanded
3	dd mmm 2017	Council	TBA	E16.0297 See list	Reviewed and updated (start of new Council term)

Internal use

Responsible officer		Director Finance & Business Development		Approved by	Council
Minute	TBA	Report	TBA	Effective date	TBA
File	See list E16.0297	Review date	Sep 2020	Pages	8