

## **1.0 Objectives**

- 1.1 To protect the information, organisational practice, technology and intellectual property of Delta Electricity that if revealed may lessen the commercial position of the corporation in the competitive electricity market.
- 1.2 To protect people, plant and the community from potential security related incidents.

## **2.0 Policy**

- 2.1 Delta Electricity assesses specific requests, including from contractors, manufacturers and utility people, to visit sites and carry out discussions on operations and practices. The merit and nature of a visit is established prior to granting approval.
- 2.2 In order to safeguard Delta's, site visits including by overseas delegations to a Delta Electricity establishment where there is not a pre-established relationship or assessment follow the guidelines detailed in Attachment 1.

## **3.0 Standards and Procedures**

- 3.1 This policy is supported by the following Delta Electricity Policy:
  - (i) Security - DEP SE 001

## **4.0 Accountability**

The General Manager, Production, is responsible for :

- 4.1 Establishing the nature of the visit, number of representatives and areas for discussion, visitation and alternative timing proposals;
  - (i) nominating an officer to conduct the visit; and

- (ii) seeking approval of the Chief Executive for a visit to proceed when there is either any known or potential contentious issue which may arise from the visit.

4.2 Nominated officers are responsible for:

- (i) conducting the visit in terms agreed by the General Manager/Production.
- (ii) ensuring the safety of the visitors.

**Chief Executive**

## ATTACHMENT

### ***GUIDELINES FOR VISITS TO DELTA ELECTRICITY ESTABLISHMENTS***

#### Visit Risk Assessment

- All requests to visit sites must be in writing and identify the person and company requesting the visit.
- The written request is to advise the names and companies of all visitors and the topic(s) for discussion.
- For overseas delegations, the request for the visit and any supporting documentation will be forwarded to the Office of Protocol and Special Events in the Premiers Department for advice.

#### Visit Approval Criteria

- Operation of the plant will not be compromised.
- Reasonable opportunity to establish arrangements of mutual benefit.
- Visitors agree to abide by various safety, security and other instructions.
- For overseas visits, advice received from Office of Protocol and Special Events in the Premiers Department.

#### Conduct of Visits

- Upon agreeing to the manner in which a visit is to proceed, it is important that officers who will participate are fully briefed on the approach and areas to be inspected.
- All business visitors should be accompanied at all times by the nominated officer.
- Business visitors should be notified that cameras are not permitted in the immediate site area, unless agreed to as part of the visit request.