

1. LEAVE OF ABSENCE/APOLOGIES
2. WEBCASTING OF COUNCIL MEETINGS
3. STATEMENT OF ETHICAL OBLIGATIONS
4. ACKNOWLEDGEMENT OF COUNTRY
5. PRESENTATIONS
6. DECLARATION OF PECUNIARY INTERESTS
7. DECLARATION OF NON-PECUNIARY INTERESTS
8. CONFIRMATION OF MINUTES
9. BUSINESS ARISING FROM MINUTES
10. CORRESPONDENCE
11. MATTERS OF URGENCY
12. NOTICES OF MOTION/RESCISSION MOTIONS
13. CHAIRPERSONS MINUTE
14. PUBLIC PARTICIPATION – CONFIDENTIAL SESSION
15. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION
 - 15.1. MATTERS SUBMITTED BY ENGINEERING MANAGER
 - 15.1.1. [Wyalong Pipeline Material Supply Contract](#)
16. MATTERS TO BE SUBMITTED TO OPEN COUNCIL
 - 16.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER
 - 16.1.1. [Council Cash and Investments](#)
 - 16.1.2. [Progress Report Capital Expenditure](#)
 - 16.1.3. [Quarterly Budget Review 31 March 2022](#)
 - 16.1.4. [Payment of Councillor Superannuation](#)
 - 16.1.5. [Request To Waive Developer Infrastructure Contribution](#)
 - 16.2. MATTERS SUBMITTED BY OPERATIONS MANAGER
 - 16.2.1. [Plant Purchasing](#)

16.3. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

16.3.1. Water Production Report

16.3.2. Oura Water Treatment Plant High Voltage Upgrade

16.4. MATTERS SUBMITTED BY ENGINEERING MANAGER

16.4.1. Addressing Illegal Use of Council Hydrants

16.5. MATTERS SUBMITTED BY THE GENERAL MANAGER

16.5.1. Chairperson Term of Office

16.5.2. Business Activity Strategic Plan

16.5.3. Delivery Program / Operational Plan

16.5.4. PP031 Code of Conduct

16.5.5. PP019 Code of Meeting Practice

17. NEXT MEETING

18. CLOSE OF BUSINESS

LEAVE OF ABSENCE/APOLOGIES

At the time of preparation of the business paper no apologies have been received.

WEBCASTING OF COUNCIL MEETINGS

Attendees of this meeting are reminded that:

- a) The meeting is being recorded and made publicly available on Council's website, and
- b) Persons attending the meeting should refrain from making any defamatory statements.

STATEMENT OF ETHICAL OBLIGATIONS

Councillors are reminded of the oath or affirmation of office they have taken under section 233A of the Act.

The governing body of a county council is responsible for managing the affairs of the county council. Each Councillor as a member of the governing body has a responsibility to make considered and well-informed decisions to ensure that the exercise of the functions of Goldenfields Water are performed to benefit the whole of the area of operations of Goldenfields Water.

In addition Councillors are reminded of their obligations under council's code of conduct to disclose and appropriately manage conflicts of interest.

ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present.

PRESENTATIONS

No presentations are scheduled for this meeting.

DECLARATION OF PECUNIARY INTERESTS

Declaration of Interest

Councillors and senior staff are reminded of their obligation to declare their pecuniary interest in any matters listed before them.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

DECLARATION OF NON PECUNIARY INTERESTS

Declaration of non Pecuniary Interest

Councillors and senior staff are reminded of their obligation to declare their interest in any matters listed before them.

In considering your interest you are reminded to include non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

CONFIRMATION OF MINUTES

It is recommended that the minutes of the meeting held 24 February 2022 having been circulated to members be confirmed as a true and accurate record.

BUSINESS ARISING FROM MINUTES

At the time of preparation of the business paper no business was arising from minutes.

CORRESPONDENCE

At the time of preparation of the business paper no relevant correspondence had been received for inclusion.

MATTERS OF URGENCY

In accordance with clause 9.3 of Councils Code of Meeting Practice, business may be transacted at a meeting without due notice only if:

- a) A motion is passed to have the business transacted at the meeting, and
- b) The business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

NOTICES OF MOTION/RESCISSION MOTIONS

At the time of preparation of the Business Paper no Notices of Motion or Rescission Motions have been received.

CHAIRPERSONS MINUTE

At the time of preparation of the Business Paper the Chairperson had not issued a report for publication.

PUBLIC PARTICIPATION - CONFIDENTIAL SESSION

In accordance with the Local Government Act 1993 and the Local Government (General) Regulations 2021, in the opinion of the General Manager the following business is of a kind as referred to in section 10A(2) of the Act and should be dealt with in part of the meeting closed to the media and public.

It is recommended that Council move into CONFIDENTIAL SESSION.

WYALONG PIPELINE MATERIAL SUPPLY CONTRACT

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:*

- d) Commercial information of a confidential matter that would, if disclosed:*
 - (i) Prejudice the commercial position of the person who supplied it, or*

EXITING CONFIDENTIAL

There being no further confidential items it is recommended that Council revert back to Open Session and that the resolutions made in Confidential Session be made public.

The General Manager is to read out any resolutions made in Confidential Session.

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

COUNCIL CASH AND INVESTMENTS

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Cash and Investments as at 31st March 2022 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

A report on Council's Investments is required to be presented for Council's consideration in accordance with Clause 212 of the Local Government (General) Regulation 2021.

REPORT

Council's cash and investment portfolio decreased by \$1,529,800 from \$45,439,794 as at 31st January 2022 to \$43,909,994 as at 31st March 2022.

Cash and Investment Portfolio

Type	Rating	SP Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	BBB-	A3	Judo Bank	Annual	30/03/2021	28/04/2022	394	0.87	0.08	\$4,000,000
TD	BBB+	A2	ME Bank	At Maturity	27/05/2021	27/05/2022	365	0.48	0.08	\$4,000,000
TD	NR	NR	Illawarra Credit U	At Maturity	9/06/2021	9/06/2022	365	0.55	0.08	\$1,000,000
TD	BBB+	A2	BOQ	Annual	12/07/2018	12/07/2022	1461	3.50	0.08	\$1,000,000
TD	AA-	A1+	Westpac	Quarterly	13/07/2020	13/07/2022	730	0.96	0.08	\$3,000,000
TD	BBB+	A2	BOQ	Annual	23/06/2020	20/07/2022	757	1.23	0.08	\$1,000,000
TD	BBB-	A3	Judo Bank	Annual	16/03/2022	17/08/2022	154	0.83	0.08	\$2,000,000
TD	AA-	A1+	Westpac	Quarterly	5/08/2020	7/09/2022	763	0.90	0.08	\$3,000,000
TD	BBB+	A2	ME Bank	At Maturity	9/06/2021	12/10/2022	490	0.48	0.08	\$1,000,000
NOTICE	BBB	A2	AMP Bank	At Maturity	29/07/2021	1/11/2022	460	0.55	0.08	\$1,000,000
TD	BBB-	A3	Judo Bank	At Maturity	29/10/2021	2/11/2022	369	1.01	0.08	\$2,000,000
TD	A+	A1	Macquarie Bank	At Maturity	29/10/2021	2/11/2022	369	0.55	0.08	\$1,000,000
TD	BBB	A2	AMP Bank	Annual	17/11/2021	17/11/2022	365	1.00	0.08	\$3,000,000
NOTICE	BBB	A2	AMP Bank	At Maturity	12/01/2021	11/12/2022	698	1.00	0.08	\$2,000,000
NOTICE	BBB	A2	AMP Bank	At Maturity	12/01/2021	11/01/2023	729	1.00	0.08	\$2,050,000
NOTICE	BBB	A2	AMP Bank	At Maturity	16/02/2021	7/02/2023	721	1.00	0.08	\$2,000,000
TD	A+	A1	Macquarie Bank	At Maturity	16/03/2022	15/02/2023	336	1.15	0.08	\$3,000,000
TD	AA-	NR	NT Treasury	Annual	10/09/2020	15/12/2023	1191	1.00	0.08	\$2,000,000
TD	AA-	NR	NT Treasury	Annual	28/09/2020	15/12/2024	1539	1.10	0.08	\$1,000,000
CASH	A+	A1	Macquarie Bank	Monthly				0.55	0.10	\$4,759,232
CASH	AA-	A1+	CBA	Monthly				0.10	0.10	\$50,000
CASH	AA-	A1+	CBA	N/A				0.00	0.10	\$50,762
TOTAL:										\$43,909,994.00

*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

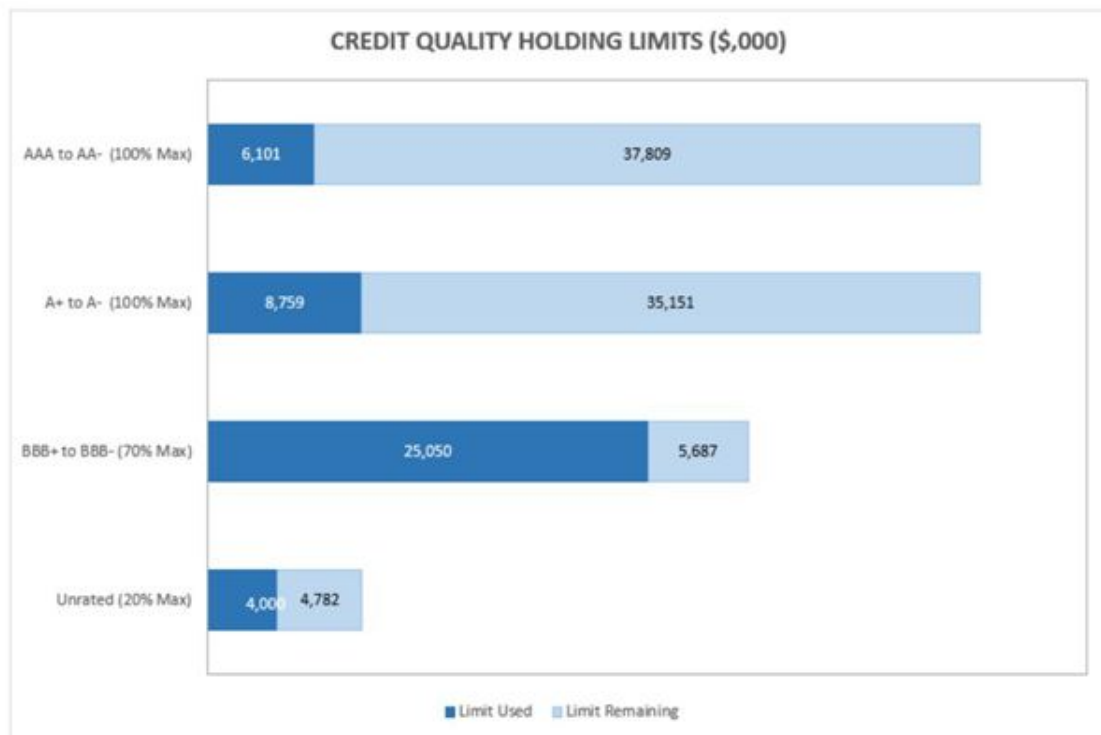
Performance

Goldenfields Water County Council’s investment portfolio outperformed the relevant BBSW Index benchmark by 994%. The average weighted yield for March was 0.89%, over an average weighted term of 146 days, with a benchmark of 0.08%.

Total Cost 43,909,994	Yearly Interest Received 152,655	Weighted Average Term 146 Days
Total Value 43,909,994	Monthly Interest Received 4,489	Weighted Average Yield 0.89%

Credit Quality Compliance

Council’s investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.

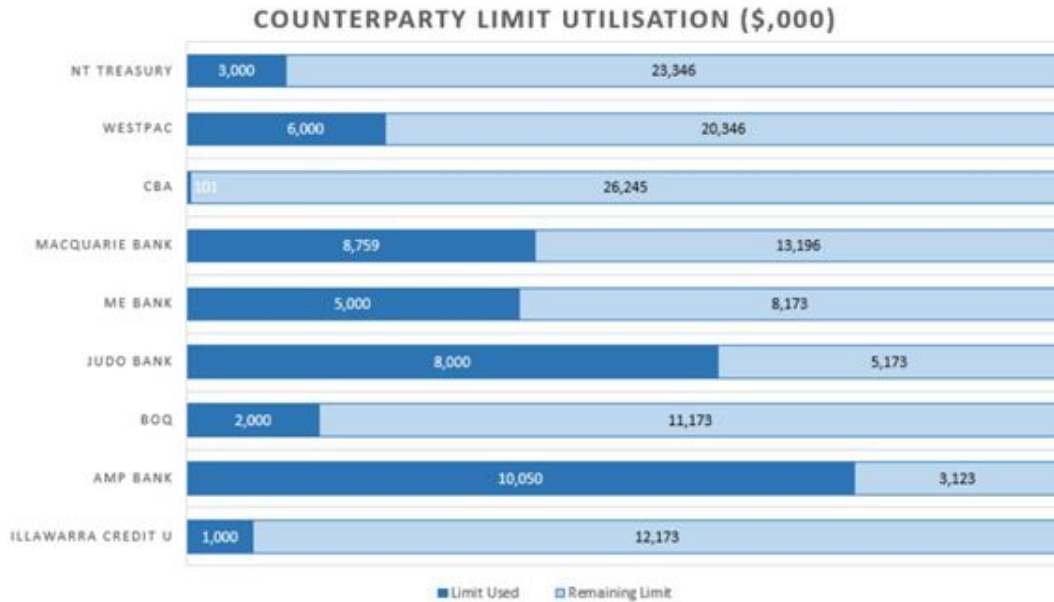


GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

Counter Party Compliance

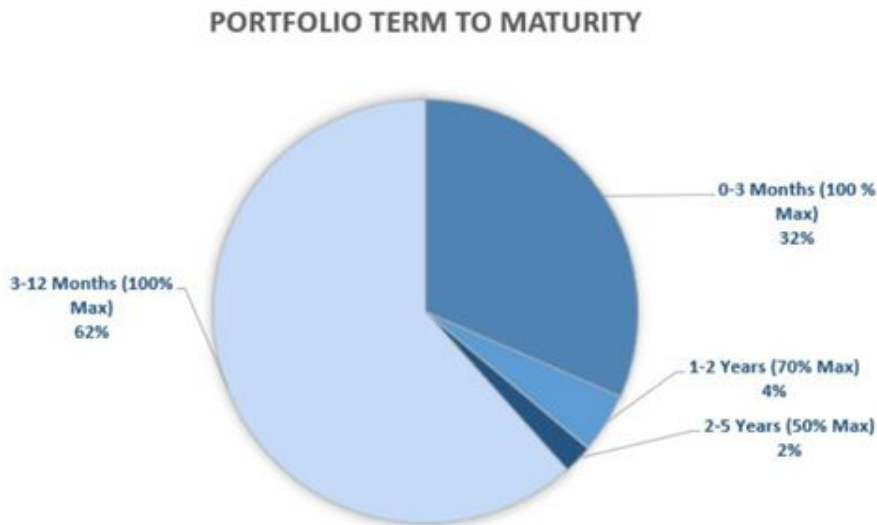
As at the end of March, Council was compliant with policy in terms of individual financial institution capacity limits. It is worth noting that capacity limits are affected by changes in the on-call account balance compared to the total portfolio balance.

Overall, the portfolio is diversified across a variety of credit ratings, including some exposure to unrated ADIs.



Term to Maturity

Council’s investment portfolio maturities shown graphically below were also compliant with policy requirements.



GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

Application of Investment Funds

The table below details the allocation of cash balances in terms of restricted funds, noting restrictions are all internal rather than external.

Restricted Funds:	
Plant & Vehicle Replacement	2,148,190
Infrastructure Replacement	15,970,725
Employee Leave Entitlement	2,248,385
Sales Fluctuation Reserve	0
Property Reserve	0
Unrestricted Funds:	23,542,694
TOTAL	43,909,994

Declaration

I hereby certify that investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy PP004.

Signed



Michele Curran
Responsible Accounting Officer

FINANCIAL IMPACT STATEMENT

Council's cash and investment portfolio decreased by \$1,529,800 from \$45,439,794 as at 31st January 2022 to \$43,909,994 as at 31st March 2022.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

PROGRESS REPORT – CAPITAL WORKS EXPENDITURE

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council's Capital Works Program as at 31 March 2022 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Capital Works represents a significant part of Councils activities and expenditure. This report details progress year to date on programmed and emergent capital works.

REPORT

This report is presented for information on the Capital Works Program year to date progress as at 31 March 2022.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Capital Works Progress Report as at 31 March 2022

TABLED ITEMS: Nil

PUBLIC - Goldenfields Water County Council Agenda - 28 April 2022 - MATTERS TO BE SUBMITTED TO OPEN COUNCIL

Goldenfields Water County Council											
CAPITAL WORKS PROGRESS											
AS AT 31 March 2022	ORIGINAL BUDGET 2021/22	2020/21 CARRYOVERS & REVOTES	QBR SEP 2021	QBR DEC 2021	QBR MAR 2022	REVISED BUDGET 2021/22	ACTUAL YTD	COMMITTED YTD	TOTAL ACTUAL & COMMITTED YTD	VARIANCE YTD	% ACTUAL & COMMITMENT TO BUDGET
CAPITAL INCOME:	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	%
Asset Sales	(567,500)	-	-	-	-	(567,500)	(577,551)	-	(577,551)		102%
Capital Contributions	(1,050,000)	-	-	(450,000)	-	(1,500,000)	(1,020,738)	-	(1,020,738)		68%
TOTAL CAPITAL INCOME:	(1,617,500)	-	-	(450,000)	-	(2,067,500)	(1,598,289)	-	(1,598,289)	(469,211)	77%
CAPITAL EXPENDITURE											
NEW SYSTEM ASSETS:	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	%
Land & Buildings	100,000	-	-	-	-	100,000	8,327	86,300	94,627	5,374	95%
Mains - Developer Paid	40,000	111,000	-	-	152,000	303,000	36,133	13,315	49,448	253,552	16%
Mains - Trunk	-	-	-	165,000	-	165,000	98,430	65,540	163,970	1,030	99%
Mains - Reticulation	125,000	-	-	500,000	-	625,000	515,217	175,310	690,528	(65,528)	110%
Mains - Rural	1,800,000	-	(1,000,000)	(470,000)	-	330,000	315,353	3,398	318,751	11,249	97%
Microwave Network	800,000	230,000	-	-	-	1,030,000	638,096	339,112	977,207	52,793	95%
TOTAL NEW SYSTEM ASSETS:	2,865,000	341,000	(1,000,000)	195,000	152,000	2,553,000	1,611,556	682,975	2,294,531	4,917	90%
RENEWALS:	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	%
Plant & Equipment	1,445,000	30,000	-	310,000	-	1,785,000	926,930	393,575	1,320,505	464,495	74%
Information Technology	70,000	-	-	-	-	70,000	4,608	10,925	15,533	54,467	22%
Furniture and Office Equipment	5,000	-	-	-	-	5,000	4,050	-	4,050	950	81%
Land & Buildings	170,000	-	-	-	-	170,000	86,985	3,800	90,785	79,215	53%
Mains - Trunk	3,880,000	20,000	300,000	-	-	4,200,000	2,588,204	956,805	3,545,009	654,991	84%
Mains - Reticulation	1,000,000	510,000	-	(909,000)	185,000	786,000	132,303	3,000	135,303	650,697	17%
Mains - Rural	817,200	-	-	-	180,000	997,200	-	-	-	997,200	0%
Pump Stations and Bores	1,830,000	480,000	(880,000)	800,000	(310,000)	1,920,000	1,190,229	520,700	1,710,929	209,071	89%
Reservoir Sites	1,780,000	50,000	(170,000)	(370,000)	5,000	1,295,000	149,272	359,875	509,147	785,853	39%
Treatment Plant	6,700,000	30,000	1,750,000	-	-	8,480,000	5,471,947	6,453,690	11,925,637	(3,445,637)	141%
Emergency Works	200,000	-	-	-	(170,000)	30,000	-	27,273	27,273	2,727	91%
TOTAL RENEWALS ASSETS:	17,897,200	1,120,000	1,000,000	(169,000)	(110,000)	19,738,200	10,554,528	8,729,643	19,284,171	454,029	98%
TOTAL CAPITAL EXPENDITURE:	20,762,200	1,461,000	-	26,000	42,000	22,291,200	12,166,084	9,412,617	21,578,701	712,499	97%

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

QUARTERLY BUDGET REVIEW 31 MARCH 2022

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board receives and adopts the Quarterly Budget Review for the period ended 31 March 2022.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

The Quarterly Budget Review Statement is presented to Council in accordance with Clause 203(2) of the Local Government (General) Regulations 2021, for the purpose of periodically reviewing and revising estimates of income and expenditure.

REPORT

The Quarterly Review of Council's Budget for the period ended 31 March 2022 is submitted for examination by Council.

The anticipated Operating Result for 2021/22 is a deficit of \$1,221,000. The anticipated Operating Result as adopted in the December 2021 quarterly review was a deficit of \$1,431,000. Proposed adjustments are detailed below.

The Capital Works expenditure is not included in the Operating Result and is an additional outlay. Further detail about capital works can be found in the Capital Works Progress Report item of the business paper.

Proposed March 2022 quarterly review adjustments:

Operational Expenditure

- (\$210,000) decrease in electricity

Capital Expenditure

- \$61,000 Developer Paid Mains – Accommodation Village West Wyalong
- \$91,000 Developer Paid Mains – Dustin Rose Estate
- (\$17,000) Coolamon Dead Ends Project
- \$17,000 Mirroll Town Mains Extension
- \$185,000 Urban Meter & Taggle Renewals brought forward to 2022
- \$180,000 Rural Meter & Taggle Renewals brought forward to 2022
- (\$600,000) Rosehill Pump Station
- (\$141,000) Pump Station Renewals
- \$431,000 Oura Bore 4 Emergency Works
- \$5,000 Wombat BT Renewal
- (\$170,000) Emergency Works

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

FINANCIAL IMPACT STATEMENT

The recommendation increases Council's Operating Result by \$210,000 and increases Capital Works Expenditure by \$42,000.

ATTACHMENTS: Quarterly Budget Review 31-03-22.

TABLED ITEMS: Nil

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Table of Contents	page
1. Responsible Accounting Officer's Statement	1
2. Income & Expenses Budget Review Statement's	
Income & Expenses Budget Review	2
Variation Detail	3
3. Capital Budget Review Statement	
Capital Budget Review	4
Variation Detail	5
4. Cash & Investments Budget Review Statement	
Cash & Investments Budget Review	6
Variation Detail	7
5. Key Performance Indicator (KPI) Budget Review Statement	
a. Industry KPI's	8 & 9
6. Contracts & Other Expenses Budget Review Statement	10
7. Additional Statements	
Legal & Consultancy Expenses	11

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Goldenfields Water County Council for the quarter ended 31/03/22 indicates that Council's projected financial position at 30/6/22 will be Satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



Signed: _____

Date: 11/04/2022

Michele Curran
Corporate Services Manager

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2022

Income & Expenses

(\$000's)	Original Budget	Approved	Revised Budget	Variations for this		Projected Year End	Actual YTD
	2021/22	Dec QBR	2021/22	Mar	Qtr	Result	figures
Income							
Rates and Annual Charges	5,585	-	5,585		-	5,585	3,214
User Charges and Fees	16,750	(2,403)	14,347			14,347	7,540
Interest and Investment Revenues	540	(120)	420			420	228
Other Revenues	127	-	127		-	127	184
Grants & Contributions - Operating	85	-	85		-	85	41
Grants & Contributions - Capital	1,050	450	1,500			1,500	1,023
Total Income from Continuing Operations	24,137	(2,073)	22,064		-	22,064	12,230
Expenses							
Employee Costs	6,997	-	6,997		-	6,997	6,020
Materials & Contracts	8,148	(250)	7,898		(210)	7,688	4,489
Depreciation	8,300	-	8,300		-	8,300	6,225
Other Expenses	300	-	300		-	300	134
Total Expenses from Continuing Operations	23,745	(250)	23,495		(210)	23,285	16,868
Net Operating Result from Continuing Operations	392	(1,823)	(1,431)		210	(1,221)	(4,638)
Net Operating Result from All Operations	392	(1,823)	(1,431)		210	(1,221)	(4,638)
Net Operating Result before Capital Items	(658)	(2,273)	(2,931)		210	(2,721)	(5,661)

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details	\$000
2.1	Decrease in electricity usage due to lower water production over summer	(210)

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Capital Budget Review Statement

Budget review for the quarter ended 31 March 2022

Capital Budget

(\$000's)	Original Budget	Approved Changes		Revised Budget	Variations for this		Notes	Projected Year End	Actual YTD
		2021/22	Carry Forwards		Dec QBR	2021/22			
Capital Expenditure								Result	figures
New Assets									
- Land & Buildings	100	-	-	100	-	-		100	8
- Water Supply Infrastructure	2,765	341	195	3,301	152	3.1		3,453	1,603
Renewal Assets (Replacement)									
- IT Equipment	70	-	-	70	-	-		70	5
- Office Equipment	5	-	-	5	-	-		5	4
- Plant & Equipment	1,445	30	310	1,785	-	-		1,785	927
- Land & Buildings	170	90	-	260	-	-		260	87
- Water Supply Infrastructure	16,207	1,000	(479)	16,728	(110)	3.2		16,618	9,821
Total Capital Expenditure	20,762	1,461	26	22,249	42			22,291	12,455
Capital Funding									
Fees, Charges & Other Untied Funding	2,937	-	(450)	2,487	-	-		2,487	591
Capital Grants & Contributions	1,050	-	450	1,500	-	-		1,500	1,020
Proceeds from Sale - IPP&E	568	-	-	568	-	-		568	577
Internal Restrictions/Reserves	16,207	1,461	26	17,694	42	-		17,736	10,267
Total Capital Funding	20,762	1,461	26	22,249	42			22,291	12,455
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-			-	-

Goldenfields Water County Council

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

**Capital Budget Review Statement
Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details	\$000
	Refer to Capital Works Progress report for more detail on Capital Projects	
3.1	Developer Paid Mains - Accommodation Village West Wyalong	61
	Developer Paid Mains - Dustin Rose Estate	91
	Coolamon Dead Ends	(17)
	Mirroll Town Mains Extension	17
3.2	Urban Meter & Taggle Renewals	185
	Rural Meter & Taggle Renewals	180
	Rosehill Pump Station	(600)
	Pump Station Renewals	(141)
	Oura Bore 4 - Emergency Reline	431
	Wombat BT Renewal	5
	Emergency Works Budget	(170)

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 March 2022

Cash & Investments

(\$000's)	Original Budget	Approved Changes	Variations for this		Notes	Projected Year End	Actual YTD
	2021/22	Dec QBR	Mar	Qtr		Result	figures
Internally Restricted ⁽²⁾							
Plant & Vehicle Replacement	1,761	-	-	-		1,761	2,148
Infrastructure Replacement	24,482	-	-	-		24,482	15,971
Employees Leave Entitlement	2,248	-	-	-		2,248	2,248
Sales Fluctuation Reserve	-	-	-	-		-	-
Property Reserve	-	-	-	-		-	-
Total Internally Restricted	28,491	-	-	-		28,491	20,367
(2) Funds that Council has earmarked for a specific purpose							
Unrestricted (ie. available after the above Restrictions)	10,365	(1,849)		168	4.1	8,684	23,591
Total Cash & Investments	38,856	(1,849)		168		37,175	43,958

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Cash & Investments Budget Review Statement

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/03/22

The YTD Cash & Investment figure reconciles to the actual balances held as follows: **\$ 000's**

Cash at Bank (as per bank statements)		51
Investments on Hand		43,859
less: Unpresented Cheques	(Timing Difference)	(1)
add: Undeposited Funds	(Timing Difference)	49
Less: receipts not yet updated	(Timing Difference)	-

Reconciled Cash at Bank & Investments		43,958
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Balance as per Review Statement:		43,958
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Difference:		-
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Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details	\$000
4.1	Decrease in electricity usage due to lower demand over summer	210
	Capital expenditure adjustments	(42)

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 31 March 2022

(\$000's)	Current Projection		Original Budget 21/22	Actuals Prior Periods	
	Amounts	Indicator		20/21	19/20
	21/22	21/22			

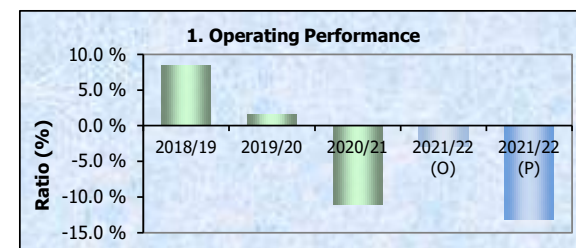
NSW Local Government Industry Key Performance Indicators (OLG):

1. Operating Performance

Operating Revenue (excl Capital) - Operating Expenses	-2,721	-13.2 %	-2.9 %	-11.0 %	1.6 %
Operating Revenue (excl Capital Grants & Contributions)	20,564				

This ratio measures Council's achievement of containing operating expenditure within operating revenue. A positive result indicates a surplus. Operating deficits cannot be sustained in the long term.

Benchmark >0%

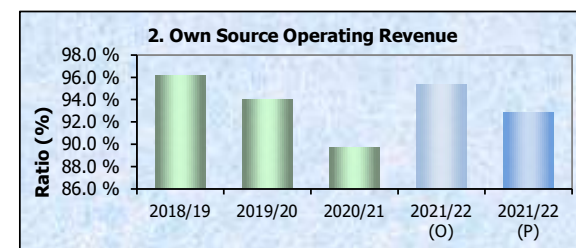


2. Own Source Operating Revenue

Operating Revenue (excl all Grants & Contributions)	20,479	92.8 %	95.3 %	89.7 %	94.0 %
Total Continuing Operating Revenue	22,064				

This ratio measures Council's dependence on external funding sources such as operating grants & contributions.

Benchmark >60%

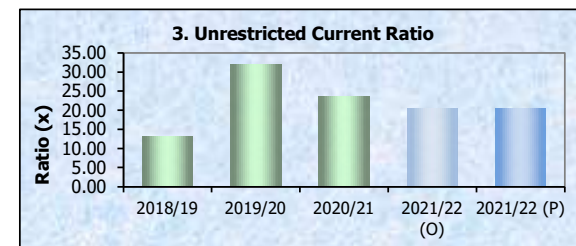


3. Unrestricted Current Ratio

Current Assets less all External Restrictions	38,856	20.47	20.47	23.68	32.03
Current Liabilities less Specific Purpose Liabilities	1,898				

This measures Council's ability to pay existing liabilities in the next 12 months from unrestricted activities of Council.

Benchmark >1.5x



Goldenfields Water County Council

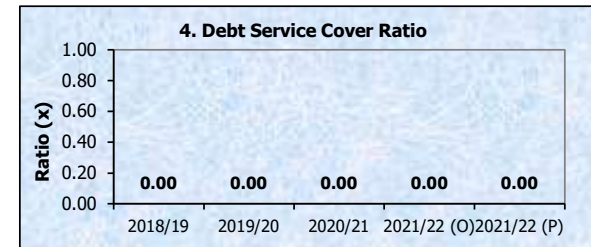
Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 31 March 2022

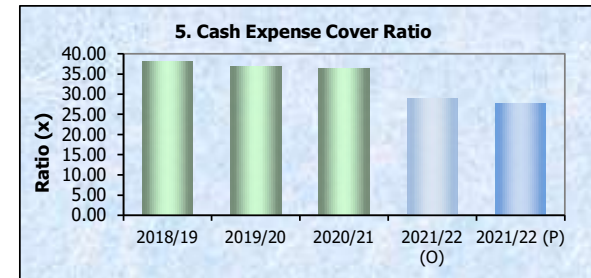
(\$000's)	Current Projection		Original Budget 21/22	Actuals Prior Periods	
	Amounts	Indicator		20/21	19/20
	21/22	21/22			
4. Debt Service Cover Ratio					
Operating Result before Capital (excl Interest & Depn)	5,579	0.00	0.00	0.00	0.00
Principal Repayments + Borrowing Interest Costs	0				

This ratio measures Council's ability to service debt, including interest and principal payments.
Benchmark >2x



5. Cash Expense Cover Ratio					
Current Year's Cash & Cash Equivalents (incl. Term Deposits)	37,175				
Monthly payments from cash flow of operating and financing activities	1,344	27.66	28.91	36.29	36.90
		mths	mths	mths	mths

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.
Benchmark >3mths



Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Contracts Budget Review Statement

Budget review for the quarter ended 31 March 2022

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
RIC Electrics Pty Ltd	Oura WTP Electrical Installation Works	\$862,596	10/02/22	4 months	Y	
Van Mal Group Construction Pty Ltd	Jugiong WTP Switch Room and Civil Works	\$2,133,080	18/01/22	15 months	Y	

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	161,771	Y
Legal Expenses	62,680	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

N/A

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

PAYMENT OF COUNCILLOR SUPERANNUATION

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board resolves to make superannuation contribution payments for Councillors from the financial year commencing 1 July 2022.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Following an amendment to the Local Government Act 1993 in 2021, Councils may make payments as a contribution to a superannuation account nominated by their Councillors, starting from the financial year commencing on 1 July 2022. The making of superannuation contribution payments for Councillors is optional and at the Council's discretion.

REPORT

The amendment to the Local Government Act 1993 gives Council the discretion to make superannuation contribution payments for Councillors from financial year ending 1 July 2022. This report is provided to Council for discussion and resolution as to whether superannuation contributions will be made.

Payment amounts are to be the amount required under the Commonwealth Superannuation Guarantee (Administration) Act 1992. As of the 1 July 2022 the rate will be 10.5%. This rate will increase by half a percent each year until 1 July 2025 when it is 12%. For the 2022/23 financial year, Councillor superannuation payments would total approximately \$15,000.

Guidance on superannuation requirements for Councils from the Office of Local Government is as follows:

- To exercise the option of making superannuation contribution payments for their councillors, councils must first resolve at an open meeting to make superannuation contribution payments for the councillors.
- Where a council resolves to make superannuation contribution payments for its councillors, the amount of the payment is to be the amount the council would have been required to contribute under the *Commonwealth Superannuation Guarantee (Administration) Act 1992* as superannuation if the councillors were employees of the council.
- As of 1 July 2022, the superannuation guarantee rate will be 10.5%. The rate will increase by half a percent each year until 1 July 2025 when it reaches 12%.
- The superannuation contribution payment is to be paid at the same intervals as the annual fee is paid to councillors.
- To receive a superannuation contribution payment, each councillor must first nominate a superannuation account for the payment before the end of the month to which the payment relates. The superannuation account nominated by councillors must be an account for superannuation or retirement benefits from a scheme or fund to which the Commonwealth Superannuation Guarantee (Administration) Act applies.

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

- Councils **must not** make a superannuation contribution payment for a councillor if the councillor fails to nominate an eligible superannuation account for the payment before the end of the month to which the payment relates.
- Individual councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments. Councillors must do so in writing.
- Councils must not make superannuation contribution payments for councillors during any period in which they are suspended from their civic office or their right to be paid any fee or other remuneration, or expense, is suspended under the Act.
- Councillors are also not entitled to receive a superannuation contribution payment during any period in which they are not entitled to receive their fee under section 254A of the Act because they are absent.

FINANCIAL IMPACT STATEMENT

The recommendation increases Council's Operating Expenditure by approximately \$15,000 per annum from the 2022/23 financial year.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

REQUEST TO WAIVE DEVELOPER INFRASTRUCTURE CONTRIBUTION

Report prepared by Administration Coordinator

COUNCIL OFFICER RECOMMENDATION

That Council decline the request to waive the Developer Infrastructure Charge

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

In early March Goldenfields Water received a water service application for a dual occupancy development in Young. There is presently an informal process where Hilltops Council is directing their applicants to apply directly to Goldenfields Water for new or amended water services. Hilltops Council have their own Developer Infrastructure Charges for Water and Sewer.

There is no precedent to waive Developer Infrastructure Charges for individuals and or companies / incorporations.

Periodically Goldenfields Water have made a Community Service Contribution equal to the Developer Infrastructure Charge to constituent Councils specifically for a significant community water service connection.

It is not known if Hilltops Council would deem this development significant and agree to waive their Charges or would be making a Community Service Contribution equal to the Developer Infrastructure Charge.

REPORT

The Applicant was issued with a Letter of Offer for the additional water supply demand, that is one half of one equivalent Tenement (ET) of Developer Infrastructure Charges of \$3,567.00 consistent with our policy and procedure.

The applicant has now submitted a request for assistance to waive the Goldenfields Water Charge.

FINANCIAL IMPACT STATEMENT

To agree to the request will expose Council to similar future request's that may further limit Developer Infrastructure Charge Contributions.

ATTACHMENTS: Margaret House correspondence

TABLED ITEMS: Nil



25th March, 2022



Goldenfields Water
PO Box 220
TEMORA NSW 2666

Dear Mr Carr

Ref: FY8-05 Water Connection Application, Margaret House Refuge Inc – request to Waive Fee

Thank you for your letter dated 23rd March 2022 regarding the approval of the water connection application to the additional dwelling at Margaret House Refuge.

Margaret House Refuge Inc. (MHR) is a local community run charity, providing emergency accommodation for women and children fleeing from domestic violence or who are homeless. We service Young, Temora, Cootamundra, Harden, Boorowa and Grenfell and all areas in between. Unfortunately, our service over the last two years has been under greater demand than ever, because of the Covid pandemic and the growing affordable housing crisis in the region.

It is out of necessity that we have had to expand our service to provide extra accommodation for women aged 16 + fleeing from DV. This forms part of the Margaret House Refuge Hub, which is already existing in Young, with existing water connection.

Every cent raised at MHR goes towards providing care for women and children who are victims of DV or who are homeless. There are no administration costs and money is raised through fundraising and community support. This last project has been funded by a grant received from the Covid 19 – Sexual, Domestic and Family Violence Infrastructure Grant. Our budget for this grant did not cover this unforeseen cost of \$3,567.00 for a Developer Infrastructure Charge for water connection, as we did not see this as a new development, but an expansion of the services we already offer.

We understand Goldenfields Water are doing due diligence to issue the Certificate of Compliance for the water connection and we thank you for your help. We were also hopeful that this letter could be taken to the Board at Goldenfields Water to see if there is any way that the company could waive this fee as part of your commitment to helping the community that you work in.



Margaret House Refuge Incorporated (INC0880214)
Charity ABN 82863460787

PO Box 546, Young NSW 2694
margarethouseyoung@gmail.com



MHR would be very grateful for this, as this money can then be directly channelled back to helping our most vulnerable in the community find a safe place to sleep when they are fleeing from domestic violence.

Thank you again for helping us with the Water Connection Application. We hope you will consider waiving the Developer Infrastructure Charge of \$3,567.00 to Margaret House Refuge Inc. It would mean so much to us and would be greatly appreciated. Please contact me directly if you would like any more information about Margaret House Refuge.

Yours sincerely



Margaret House Refuge Incorporated (INC0880214)
Charity ABN 82863460787

PO Box 546, Young NSW 2694
margarethouseyoung@gmail.com

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

PLANT PURCHASING

Report prepared by Operations Manager

COUNCIL OFFICER RECOMMENDATION

That the Board approve \$350,000 for plant purchases for the 2022/2023 Financial Year.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

REPORT

Permission is sought from the Board to commit \$350,000 now for plant purchases (commercial vehicles) for the 2022/2023 Financial Year, so that orders can be placed in the system.

In the current environment it is extremely difficult to source commercial vehicles due to manufacturing disruptions around the world. As such it is recommended to order plant now due to lengthy delays in supply.

Dealers have been contacted within our supply area and as far afield as Dubbo, Canberra and Sydney. Dealers have stated that they are unsure when supply would recover and that an indicative time frame from placing an order to delivery is approximately 6-8 months

FINANCIAL IMPAST STATEMENT

The recommendation does not impact on Councils financial position

ATTACHMENTS: Nil

TABLES ITEMS: Nil

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

WATER PRODUCTION REPORT

Report prepared by Production and Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Water Production Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

Goldenfields Water provides the essential water requirements of about 40,000 people spread over an area in excess of 20,000 square kilometres between the Lachlan & Murrumbidgee Rivers in the South West of NSW.

Goldenfields Waters' supply system consists of five separate water schemes, Jugiong, Oura, Mt Arthur, Mt Daylight and Hylands Bridge. Goldenfields Water carries out water supply functions within the Local Government areas of Bland, Coolamon, Cootamundra, Hilltops, Junee, Temora, and parts of Narrandera and Wagga Wagga.

Hilltops Shire Council, Cootamundra Gundagai Shire Council and Riverina Water County Council are retailers, who purchase bulk water from Goldenfields and supply the water to retail customers in their respective local government areas.

REPORT

Jugiong drinking Water Scheme

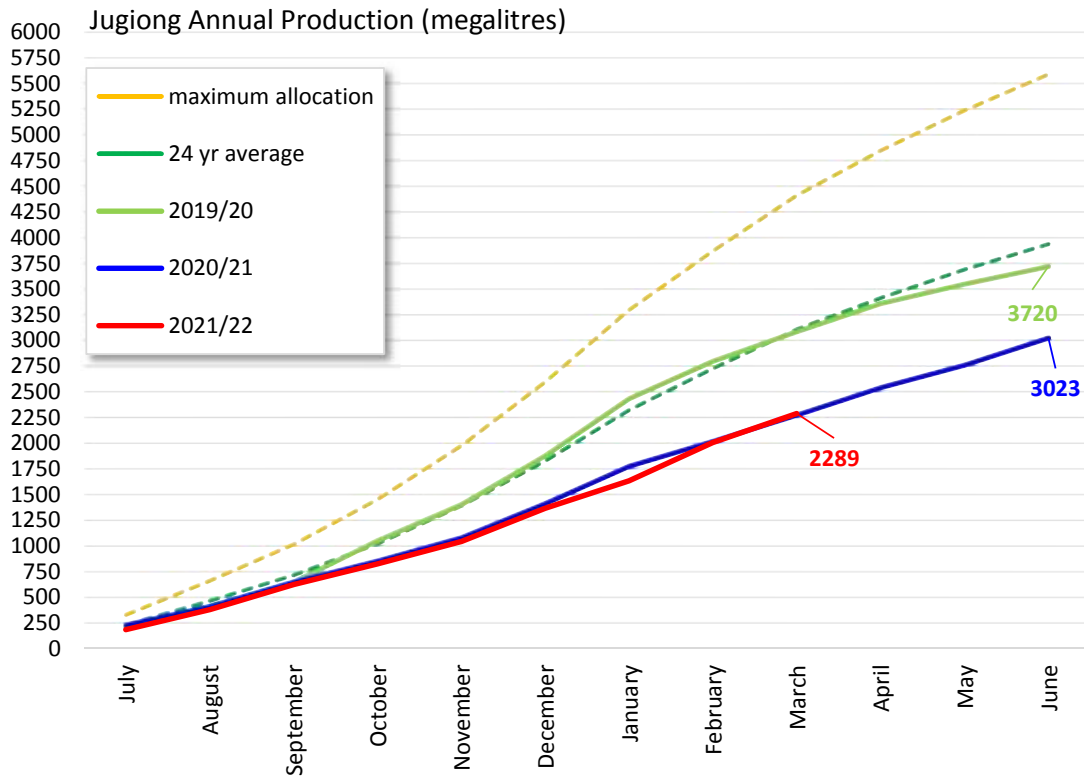
The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence entitlement of 5590ML per annum. Water from the Murrumbidgee River is treated through a 40ML/day, conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration, Disinfection and Fluoridation.

The Jugiong Scheme has 14 sets of reservoirs and 8 pumping stations. The Jugiong Scheme supplies bulk water to the Hilltops and Cootamundra-Gundagai Regional Councils for supply to the townships of Cootamundra, Harden and Young with a population of approximately 6800, 2200 and 8000 respectively.

Goldenfields Water also provides additional retail supply to approximately 600 customers in the villages of Stockinbingal, Wallendbeen and Springdale.

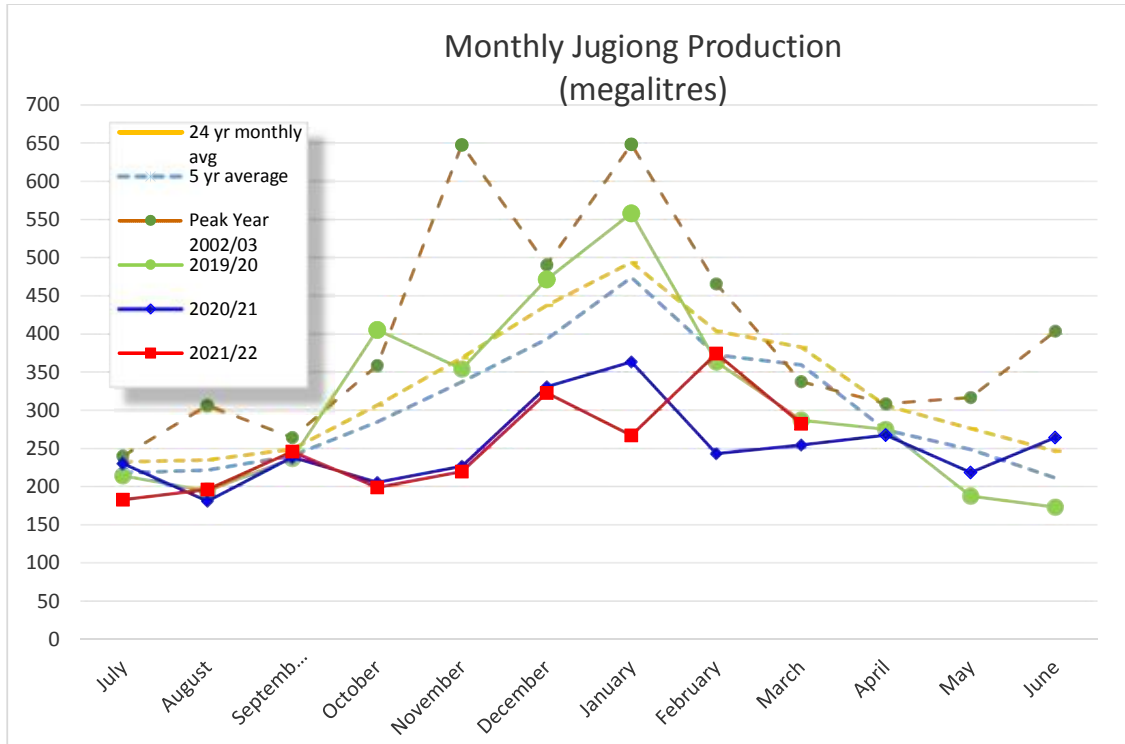
GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

For the first 9 months of the 2021/22 financial year, 2289ML of water had been extracted from the Murrumbidgee River and processed at the Jugiong Water Treatment plant. This is slightly higher than for the same period last FY where 2273ML was extracted. This is illustrated in the graph below.



GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

Jugiong monthly production started slowly in July with only 183ML extracted and treated for the month. Production has followed a similar trend to the previous year until January 2022 where a decrease in production is evident. This is followed by a steep increase in production for the month of January 2022 before another decrease in March. These inconsistencies can be attributed to unseasonal weather during in January before a return to hotter drier weather in February.



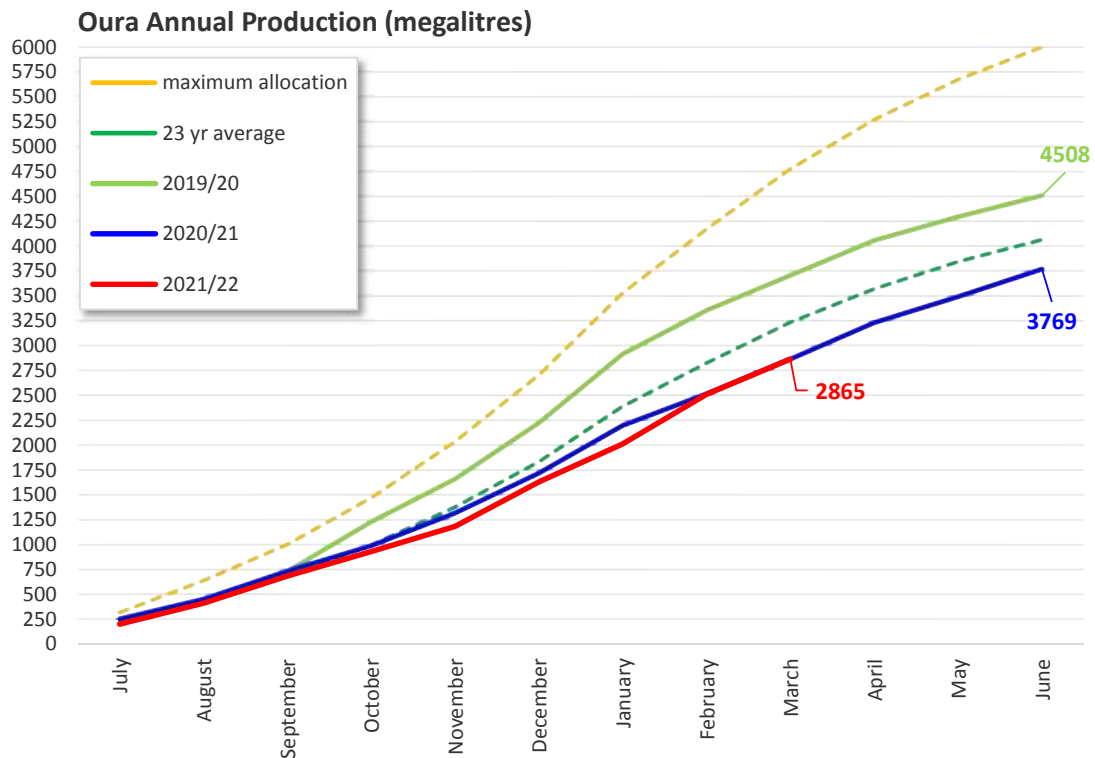
GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

Oura Drinking Water Scheme

The water source at Oura is the Murrumbidgee inland alluvial aquifer, this water is extracted from 4 bores namely: Bores 2, 3, 4 and 6. The raw water then goes through a treatment process at the Oura Water Treatment Plant that includes Aeration, Disinfection and Fluoridation.

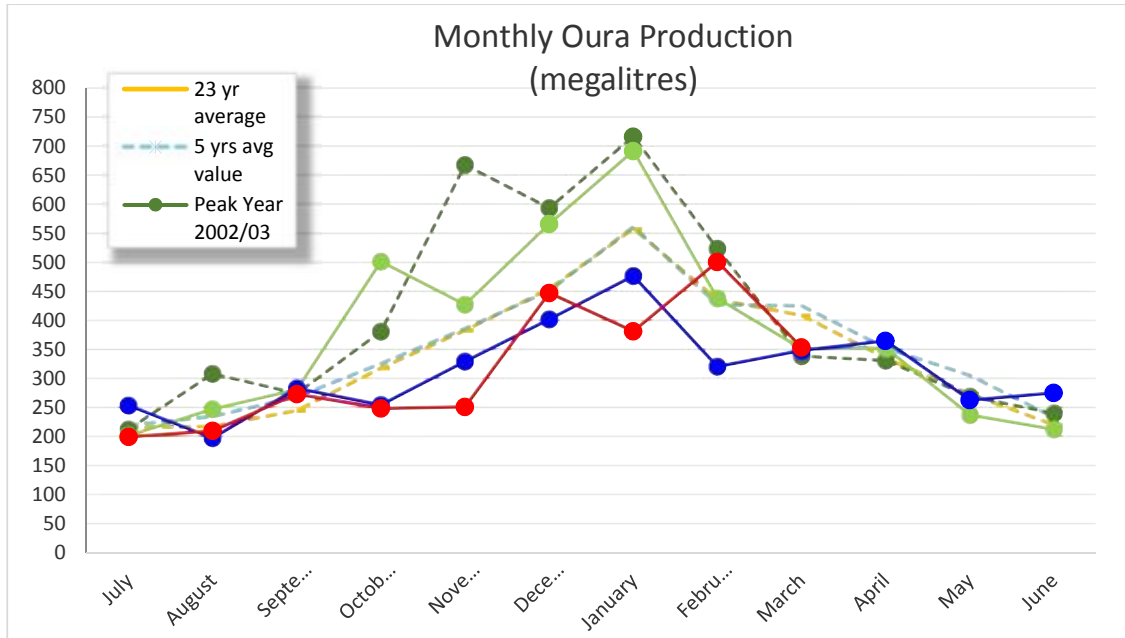
The Oura scheme has 33 sets of reservoirs and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

For the first 9 months of the 2021/22 financial year, 2865ML of water has been extracted from the Oura Borefield and processed at the Oura Water Treatment Plant. This is a similar production than for the same period last FY where 2866ML was extracted. This is depicted in the graph below.



GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

Oura monthly water production has started slowly due to the wet cold weather. For July 200ML was extracted from the Oura bores. Production trend has followed a similar trend to last FY with a decrease in production for November 251ML and January 381ML with a slight increase in production in December 447ML compared to last FY. Production has increased in February (500ML) and decreased again in March (354ML) with the early on set of cooler weather.



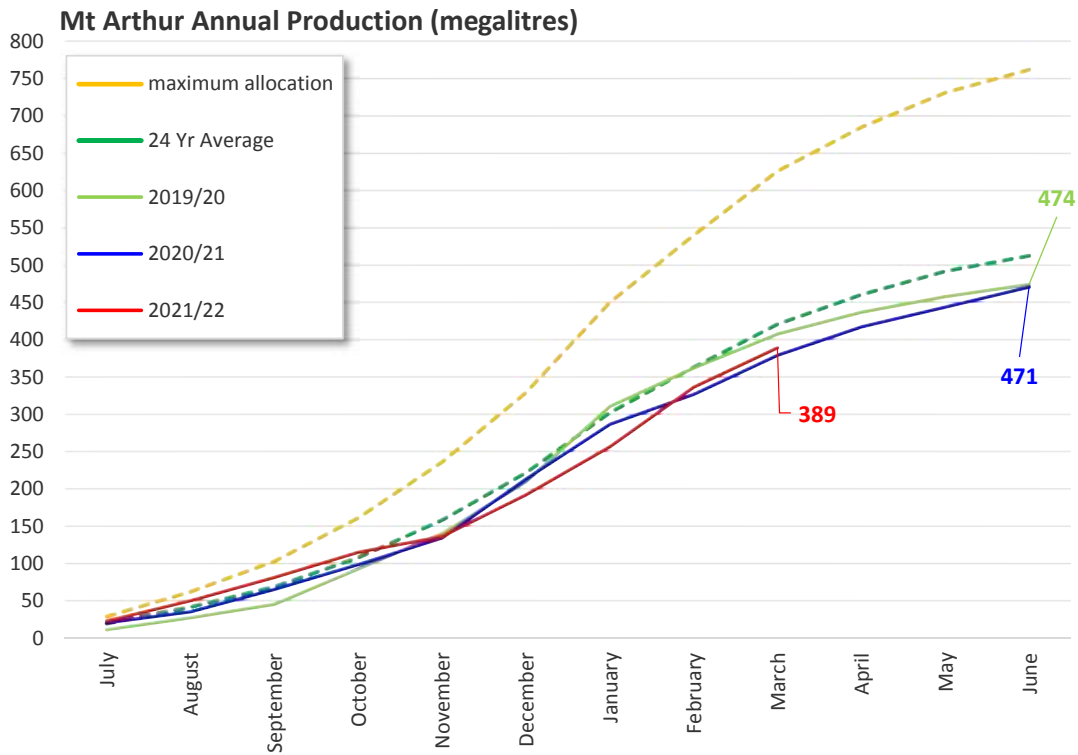
GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

Mount Arthur Drinking Water Scheme

The Mount Arthur Water Source is from the Lachlan Fold belt Aquifer System. The water is extracted via two bores, bores 1 and 2 located in the Wagga Wagga City Council area South of Matong. The water is disinfected before distribution through 9 sets of reservoirs supplying approximately 2400 people with water in the Coolamon shire.

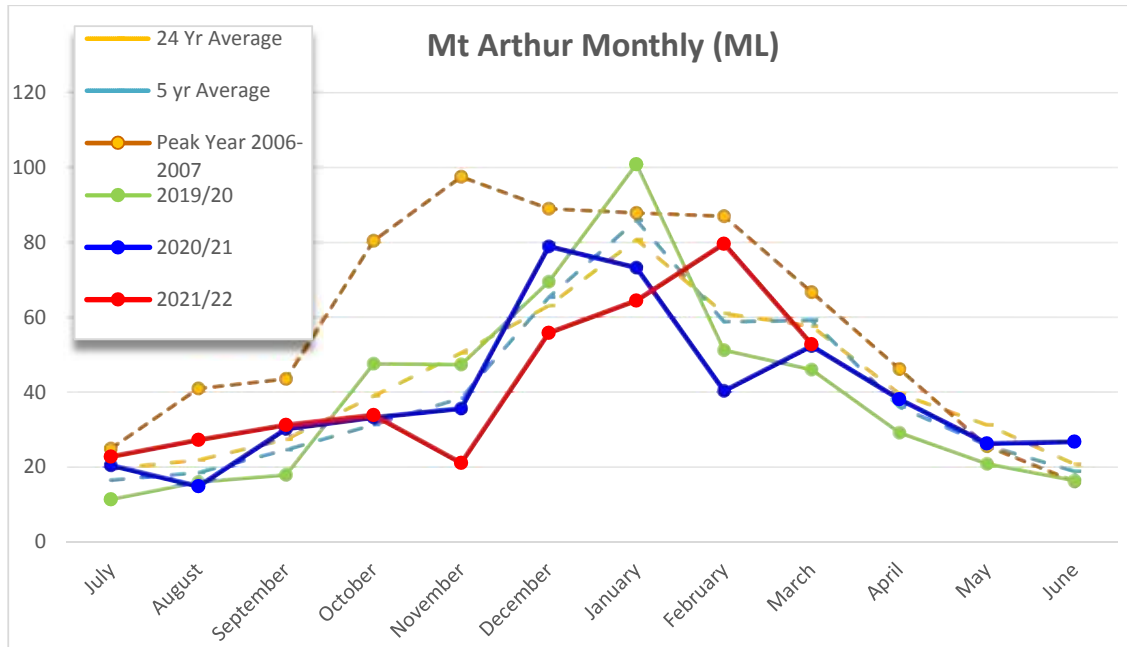
It should be noted that a new Bore 1 is currently being developed to replace the existing Bore site and associated assets. Upon completion, testing and commissioning of the new Bore 1, the old bore will be decommissioned and removed. Water quality and hydraulic capacity requirements appear to be positive at this stage; however actual confirmation of this cannot be known until full commissioning of the bore occurs.

For the first 9 months of the 2021/22 financial year, 389ML of water has been extracted from the Mt Arthur Borefield. This is a increase compared to the same period last year where 379ML was extracted from the Mt Arthur bores. As can be seen in the graph below trending in a similar fashion to historical years.



GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

Mt Arthur monthly water production for the 2021/22 financial year has been consistent with a gradual increase from month to month for the first 4 months as the weather warms up. For July 23ML has been extracted, August seen a slight increase to 27ML and September also seen a slight increase with 31ML and October 34ML being extracted from the Mt Arthur bores. Before a wet November seen a decrease in production seen only 21ML extracted. Before a warmer summer period see 56ML extracted in December and 64ML in January. A further increase is evident in February 80ML before a decrease in March 53ML due to cooler climatic conditions as we move into Autumn

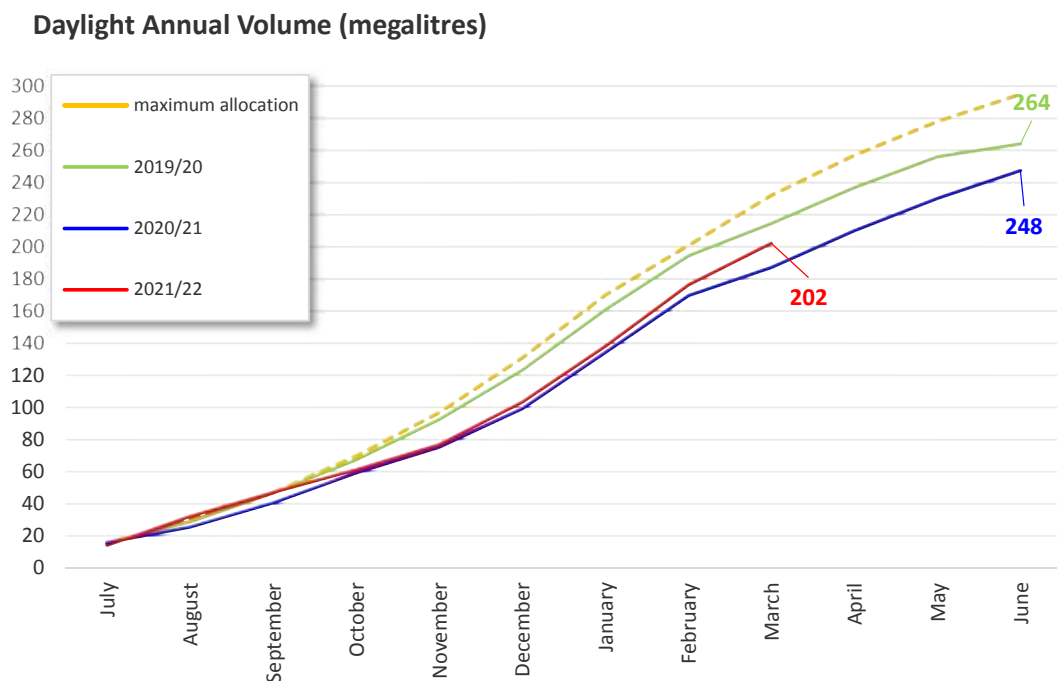


GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

Mount Daylight Drinking Water Scheme

The Mount Daylight water source is from the Lower Lachlan alluvium aquifer. The Mount Daylight bores are jointly operated with Carathool Shire Council. Carathool Shire Council is responsible for bore management. There are 7 sets of reservoirs in the Mt Daylight scheme. Mt Daylight supplies water to approximately 125 people in the villages of Naradhan, Weethalle and Tallimba which is located within the Bland Shire.

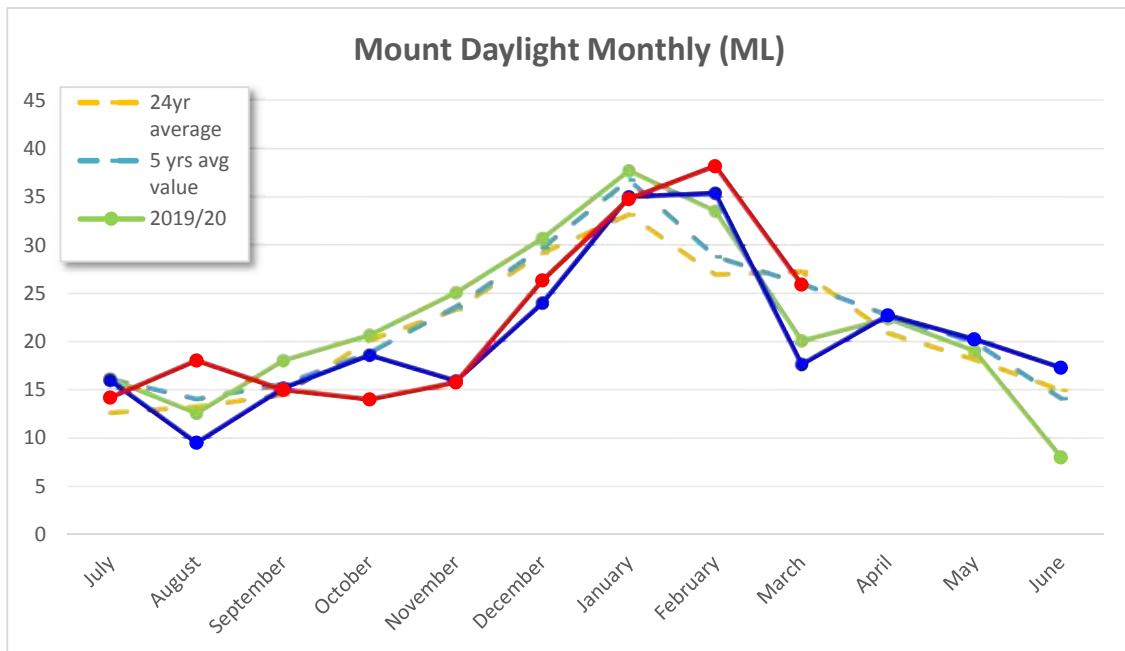
For the first 9 months of the 2021/22 financial year, 202ML of water has been extracted from the Mt Daylight Borefield. This is an increase in volume of 15ML compared to the same period for 2020/21 where 187ML was produced. As can be seen in the graph below trending in a similar fashion to historical years.



GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

The monthly extraction totals for the Mt Daylight bores are not consistent to previous years, this can be seen from the graph below, July was a slow month with only 14ML extracted from the Mt Daylight Bores before a slight increase in August where 18ML was extracted before again reducing production for September to 15ML. This decrease in production continued in October with 14ML extracted, before a slight increase in November 16ML extracted, production then increased as the weather became warmer in December 26ML and January 35ML a further increase is evident in February 38ML before a decrease in March 26ML as we move into the cooler Autumn months.

The increased usage during August correlates with some Bore yield studies being undertaken by Carrathool Shire which may have been the cause for this increased usage compared to previous years. It was also determined that a break in the line during this time added to the increase in production in August

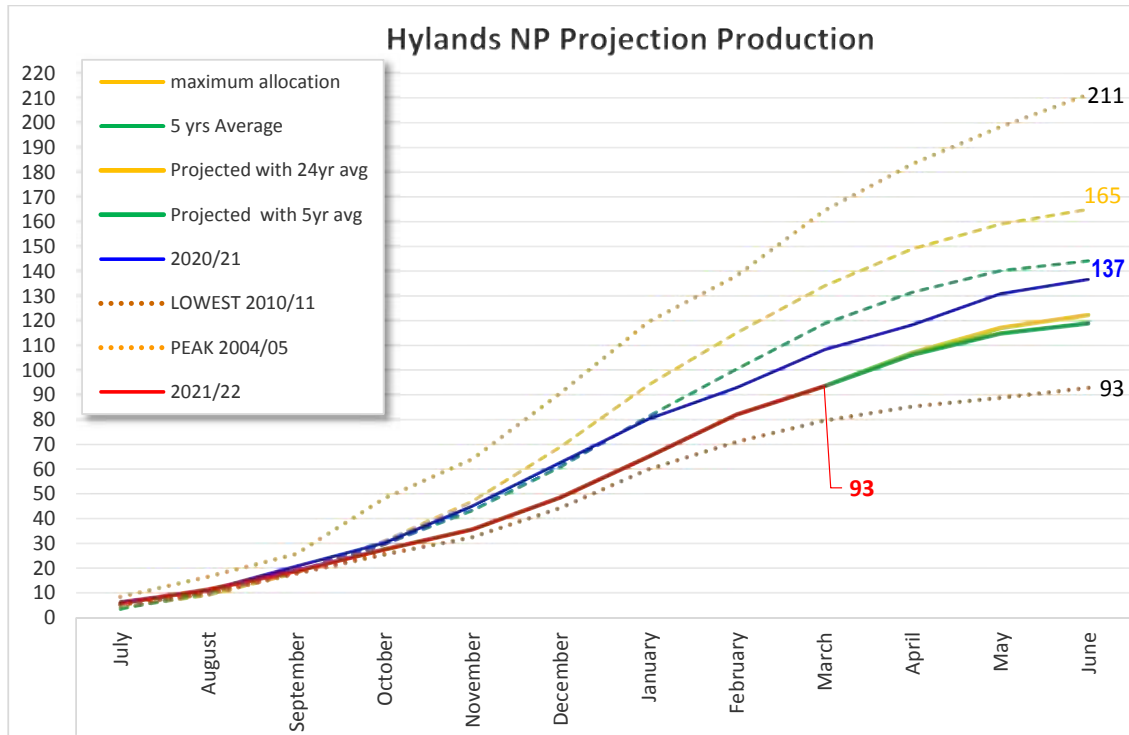


GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

Hylands Bridge - Non Potable

Hylands Bridge supplies Non Potable water to Barellan and Binya. The water is sourced through the Murrumbidgee Irrigation Area where Goldenfields Water holds 165ML shareholding for water entitlement.

For the first 9 months of the 2021/22 financial year, 93ML of water has been extracted from the Hylands Bridge Raw Water scheme. As can be seen in the graph below trending in a similar fashion to historical years.



FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council’s financial position.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

OURA WATER TREATMENT PLANT HIGH VOLTAGE UPGRADE

Report prepared by Production & Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board note and accept the Oura Water Treatment Plant high voltage upgrade report.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

Oura pump station is located at Gumly Gumly Island on the northern side of the Murrumbidgee River, just east of Wagga. The water is extracted using 4 bores and is then treated by way of aeration, chlorination and fluoridation before pumping to balance tanks at Junee for distribution.

The pump station is located directly adjacent to the Essential Energy Oura substation. GWCC currently has an 11kV Point of Attachment to the Essential Energy Substation. GWCC then has two power transformers that provide 3.3kV for the three high voltage motors (driving the three clear water pumps) and 415V transformer for pump station light and power.

The Oura pump station was built in 1975. The power transformers, protection and control and the associated power cables are 42 years old, which is end of life.

GWCC has been progressing the replacement of the HV Assets and Oura WPS since mid-2020 with Construction commencing in April 2021. This work has included the:

- Civil and electrical design
- Civil and building works
- Purchase of the HV equipment
- Purchase of the standby generator
- Purchase of the LV equipment, (LV Main Switchboard, Generator Connection Boxes, Revenue Meter Panels, and PLC Cabinet)
- Development of the SCADA and PLC code
- Supply and installation of the communications cabinet
- Approval from Essential Energy for a second Point of Connection
- Preparation of Oura bores to be supplied from an LV connection rather than an existing HV one and
- Electrical installation works

The project was originally scheduled for commissioning and completion in March 2022. Due to delays, the commissioning / completion date is now pushed back to September 2022.

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

REPORT

There have been a number of delays experienced during the implementation of scheduled works. The largest contributor to delays has been the impact of COVID on the supply chain for our electrical installation contractor (RIC) and Low Voltage switchboard manufacturer (JRC – Wodonga Switchboards).

Access to specialised equipment for the supply, installation and commissioning of the low voltage assets has pushed this phase of the project back around two months due to the contractor failing to purchase the equipment upfront at the time of contract commencement.

These supply chain issues have also meant that our High Voltage Equipment supplier (Schneider) has experienced resourcing issues with their site installation and testing crews, due to resources not being able to freely move around Australia at the time of project scheduling. These delays have resulted in scheduling constraints with Schneider's Variable Speed Drive testing personnel as a result of COVID restrictions (they are based in WA).

As our project scheduling is unable to be achieved, we are then rescheduled at a time where contractors are again available. This has pushed the timing of the project back an additional 3 months due to these delays occurring multiple times throughout the project life.

Essential Energy are also experiencing similar delays for their substation works which are required to facilitate connection of our new switchgear which provides an additional new point of connection for our Oura site.

The nett result is a 5-month delay since the commencement of the project – with commissioning now scheduled for September 2022.

The revised high level project schedule is:

No	Task	Date
1	Electrical Installation works complete - RIC	August 2022
2	Essential Energy substation works complete – Essential Energy	August 2022
3	SCADA and PLC programming complete - SafeGroup	August 2022
4	GWCC detailed commissioning sheet approved - GWCC	August 2022
5	Site Testing complete – RIC / SafeGroup / Schneider	September 2022
6	Ready to Liven Certificate Issued - GWCC	September 2022
7	Commissioning and Practical Completion achieved	September 2022
8	Project Documentation and Closeout Complete	December 2022

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position. Delays have not yet incurred any additional costs as part of the current contractual arrangements.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

ADDRESSING ILLEGAL USE OF COUNCIL HYDRANTS

Report prepared by Engineering Manager

COUNCIL OFFICER RECOMMENDATION

That the Board note the information provided within the report

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

01 Excellence in Service Provision

BACKGROUND

S142(1) of the Local Government Regulation requires Councils to install hydrants in its water mains at such convenience distances, and at such places, as may be necessary for the ready supply of water to extinguish fires. GWCC locate fire hydrants within urban townships at approximately 60m spacing.

Under s68(1) of the Local Government Act 1993, a person may only draw water from a County Council water supply or a standpipe with the prior approval of the Council. Goldenfields Water currently provides its constituent councils with a metered portable standpipe for use by council staff only in conducting council business.

Goldenfields Water currently provides four bulk fill stations located in West Wyalong, Barmedman, Ardlethan and Temora as well as 23 permanent community standpipes spread across our schemes to provide community and contractor access to bulk water.

REPORT

Goldenfields Water has had ongoing issues over the years with illegal use of Council hydrants. This is typically experienced by contractors using a portable standpipe to access water from hydrants without approval from Council. This issue appears to be widespread with other Councils noting similar issues.

Issues arising from illegal use of hydrants:

- Improper use of hydrants often results in damage to the hydrant valves as well as creating shocks through the adjacent pipelines causing bursts
- The fast removal of water from the system typically results in discoloured water for nearby residents
- Potential contamination of the water supply without correct contamination prevention devices
- Theft of water

In order to combat the illegal use of Council's hydrants Council intends to carry out the following:

- Use media platforms to publicise the issue, the possible penalties imposed and to direct the public to the appropriate refill locations
- Install two additional bulk fill stations located in Coolamon and Junee spread over the following two financial years
- Develop a standard information letter for staff to hand out if they encounter an offence

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

- Develop a register of known offences and impose penalty (see below) for repeat offenders who have been provided with adequate information regarding the offence
- Write to constituent Councils to clarify the intended use of the portable metered standpipes and develop a procedure for the constituent Council's to notify Goldenfields Water of a time and location for using the portable metered standpipes prior to use

Potential penalties for illegal use of a Council hydrant:

- issuing a penalty notice for \$220.00 to a person who commits an offence of wilfully or negligently wasting or misusing water from a public water supply, or causing any such water to be wasted (LG Act, ss 637(1), 679; LG Reg, s398 and Sch.12),
- approving a fee for the cost of water drawn from a hydrant without authorisation recoverable by the County Council from the person who draws water without authorisation (see LG Act, s608),
- approving a fee for repairing a hydrant recoverable by the County Council from a person who damages a hydrant while drawing water from a hydrant without authorisation (see LG Act, s608(1)).
- where the use of a hydrant involves a repeated or otherwise serious breach of the LG Act, bringing proceedings in the Land and Environment Court for an order to remedy or restrain the breach

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

CHAIRPERSON TERM OF OFFICE

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board;

1. Acknowledge the advice received from LGNSW in relation to the term of office of Chairperson
2. Endorse the extension of the Chairperson term until January 2024
3. Endorse the alignment of the Deputy Chairperson term to that of the Chairperson until January 2024

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Chairperson elections are generally held at the October meeting of Council directly following the ordinary September Local Government elections.

The Chairperson holds office for 2 years (unless there is a casual vacancy) as per Section 391(2) of the Act.

REPORT

Chairperson and Deputy Chairperson Elections were held at the January 2022 Council Meeting. It was resolved at the meeting that the elected Chairperson would hold office until the ordinary October 2023 Council Meeting. This recommendation was based on information contained within the post-election guide provided by the Office of Local Government (OLG), which advised that due to the postponement of the ordinary council elections in December 2021, mayors elected by councillors would have a shorter term of office with mayoral elections to be held again in September 2023.

Council officers endeavoured to seek clear advice from the OLG prior to the January meeting as to where this legislation applied to chairpersons of County Councils. However, the advice was not confirmed in time for the January meeting and council officers expected that the Chairperson term align with that of mayors and thus the recommendation was for the Chairpersons tenure to expire at the October 2023 council meeting.

Following the meeting conclusive advice was received from LGNSW as follows:

'The provisions of the Local Government Act 1993 prescribing the terms of office of chairpersons of county councils operate differently to those that apply to mayors elected by councillors.'

I can confirm that under the Act, the term of office of the chairperson elected at the Council's meeting on 27 January 2022 will be for two years (ie until January 2024). The chairperson elected then will serve until September 2024 when their civic office expires on the polling day of the ordinary election of their member council.'

Based on this advice the next Goldenfields chairperson election should occur in January 2024.

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

Council reviews and resolves its meeting schedule annually. A report to resolve council meeting dates for 2024 will be brought to the December 2023 council meeting with the first meeting of 2024 proposed to be held in late January which will facilitate the chairperson election and avoid a period of vacancy in the office of the chairperson.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

BUSINESS ACTIVITY STRATEGIC PLAN

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council adopt the finalised Business Activity Strategic Plan and incorporate into operational controls.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

01 Excellence in Service Provision

BACKGROUND

In accordance with Section 402 of the Local Government Act 1993 and Section 219 of the Local Government (General) Regulation 2021, Goldenfields Water County Council is required to have a Business Activity Strategic Plan (BASP) that identifies the main priorities for the Council for a period of at least 10 years from endorsement.

REPORT

The board considered the draft Business activity strategic plan at its general February meeting. At this meeting, the board resolved to place the draft plan on public exhibition for a period of 28 days.

During this time, One (1) submission was made by the public, as well as several internal submissions.

These submissions were considered and incorporated into the final document which is provided to the board for adoption.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: 2022-2032 Business Activity Strategic Plan

TABLED ITEMS: Submission in response to draft Business Activity Strategic Plan 2022-32



BUSINESS ACTIVITY STRATEGIC PLAN

2022-2032



INTRODUCTION

PROFILE

Goldenfields Water is a single-purpose county council that has been providing water supply services in the South West Slopes and Riverina regions of NSW since 1997.

As a county council Goldenfields Water is a unique organisation, especially given it is made up of seven different councils that depend on it to deliver vital drinking water for their communities.

Its seven constituent councils are:

- Bland Shire Council
- Coolamon Shire Council
- Junee Shire Council
- Temora Shire Council
- Cootamundra-Gundagai Regional Council
- Narrandera Shire Council
- Hilltops Council

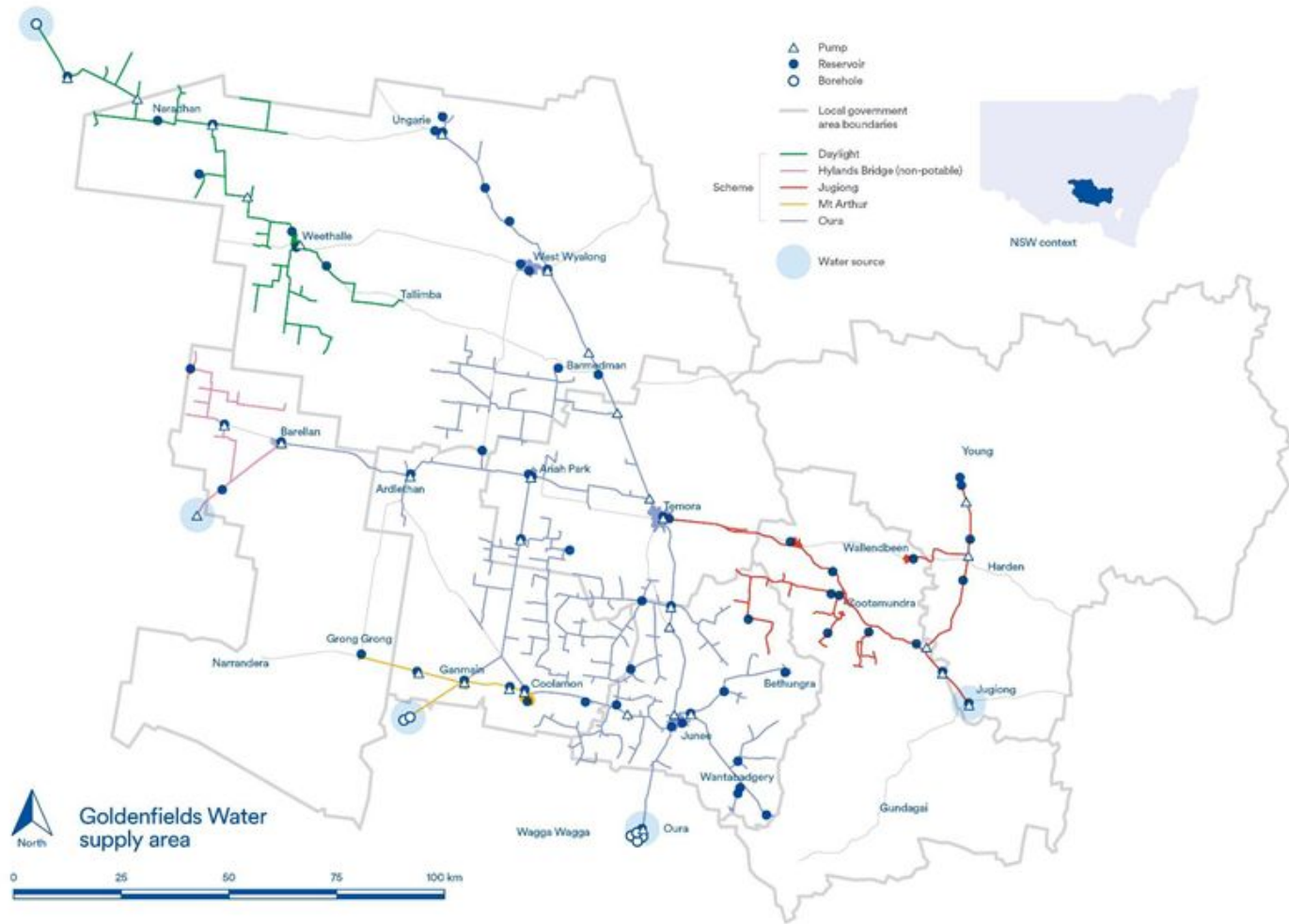
Currently, Goldenfields Water supplies drinking water directly to almost 11,000 rural, residential, commercial, and other properties in the local government areas of Bland, Coolamon, Junee, Temora, and parts of Cootamundra-Gundagai and Narrandera.

It also supplies:

- Non-potable water (untreated water for non-drinking purposes) directly to 250 rural, residential, commercial and other properties from the Hylands Bridge Scheme.
- Water in bulk to Cootamundra-Gundagai and Hilltops councils, which then distribute water directly to their residents (except those supplied directly by Goldenfields Water in parts of Cootamundra-Gundagai).
- Water in bulk to Riverina Water County Council.

Goldenfields Water's supply system sources its water from Jugiong, Oura, Mt Arthur, Mt Daylight and Hylands Bridge. Overall, the supply system – including water mains, pump stations and treatment plants – covers around 22,000 square kilometres and services over 45,000 people and includes more than 2400 kilometres of water main.

OUR NETWORK





MISSION & VISION

MISSION STATEMENT

To provide regional economic opportunity and lifestyle choices through provision of a quality water supply by innovative leadership showing environmental responsibility in cooperation with the community, constituent councils and governments.

VISION

To be innovative leaders in the supply and distribution of water through regional efficiency, technical excellence and customer service.

OUR VALUES

INTEGRITY



- We act in the best interest of the communities we serve.
- We promote equality and apply rules consistently.
- We are honest, ethical and take ownership of our actions by learning from our mistakes.

TRUST



- We rely on each other to work towards success.
- We support open discussions and are transparent in the process of making decisions.
- We value each other and empower one another to succeed.

RESPECT



- We listen, consider and value the views of others.
- We treat others with courtesy, empathy, professionalism politeness, and kindness.
- We recognise the contributions of all staff.

TEAMWORK



- We work collaboratively and support each other to achieve our goals.
- We communicate openly and positively.
- We build strong teams who are proactive, share their knowledge, skills, and experience.

CONTINUOUS IMPROVEMENT



- We actively monitor and review our operations.
- We are open and acknowledge our shortfalls.
- We make ourselves accountable and share ideas to develop better ways of doing things.

IP&R FRAMEWORK

As a NSW county council, the Integrated Planning and Reporting framework for NSW local Government applies to Goldenfields Water.

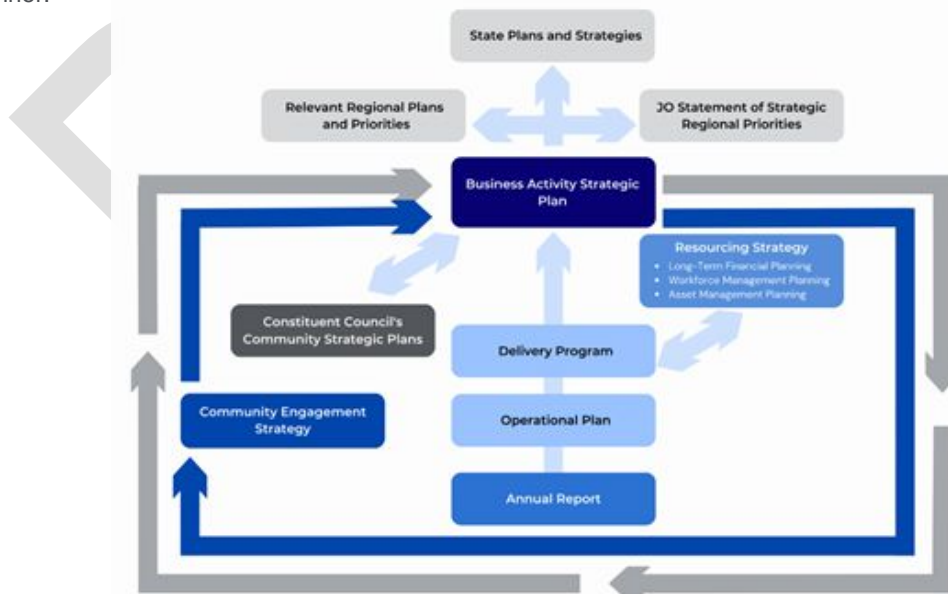
However, Goldenfields Water is not required to prepare a Community Strategic Plan under the framework because this work is already undertaken by each of its seven constituent councils. Instead, it is required to prepare a Business Activity Strategic Plan (BASP).

The BASP:

- Identifies Goldenfields Water’s main business activity priorities over a period of at least 10 years.
- Establishes Goldenfields Water’s strategic objectives and the strategies for achieving those objectives.
- Must be developed with due regard to the community strategic plans of Goldenfields Water’s constituent councils and in consultation with these councils.

Every four years, following an ordinary election of councillors for its constituent councils, Goldenfields Water must review the BASP. As part of this review, it has the option to endorse the existing BASP, endorse amendments to the existing BASP, or endorse a new BASP.

Council’s previous Business Activity Strategic Plan 2013 – 2023 (reviewed in 2017) was originally adopted in 2013 as a blueprint to guide Goldenfields Water over the 10-year period. As part of the IP&R process continual improvement is required. With recent consultation with the constituent Councils and results from the Community Surveys the priorities for Council have been directed into a more focussed direction. The priorities developed in the BASP 2022-2023 are set around delivery of quality water service in a cost effective and efficient manner.



ADDITIONAL IP&R DOCUMENTS

Goldenfields Water's BASP should be read in conjunction with the other Integrated Planning and Reporting documents outlined below.

COMMUNITY STRATEGIC PLAN

Each of Goldenfields Water's seven constituent councils must produce a Community Strategic Plan that identifies the main, long-term priorities and aspirations of their communities.

RESOURCING STRATEGY

Goldenfields Water's Resourcing Strategy is its long-term strategy for providing the resources required to implement the strategies established by the BASP. It includes long-term financial, workforce management and asset management planning.

DELIVERY PROGRAM

Every four years, to align with the council electoral cycle, Goldenfields Water must produce a Delivery Program. The Delivery Program identifies the key activities Goldenfields Water has committed to undertake to meet the objectives of the BASP and community strategic plans of each of its seven constituent councils.

OPERATIONAL PLAN

Each year Goldenfields Water must produce an Operational Plan. It identifies the individual projects, programs and actions that Goldenfields Water will complete in a specific year to achieve the commitments in its Delivery Program.

PROGRESS REPORT

At least every six months, a progress report must be produced that provides information to the community about Goldenfields Water's progress with respect to the principle activities detailed in its Delivery Program.

ANNUAL REPORT

At the end of each financial year, an annual report must be produced that provides information to the community about Goldenfields Water's achievements in implementing its Delivery Program and the effectiveness of the principal activities in meeting the objectives of the BASP and community strategic plans of each of its constituent councils.

CONSTITUENT COUNCIL PRIORITIES

As required, Goldenfields Water's BASP has been developed with due regard to priorities of its constituent councils.

Following consultation between Goldenfields water and its constituent councils, the following general themes were highlights from their preliminary work and community engagement as part of the development of their new BASP suite.

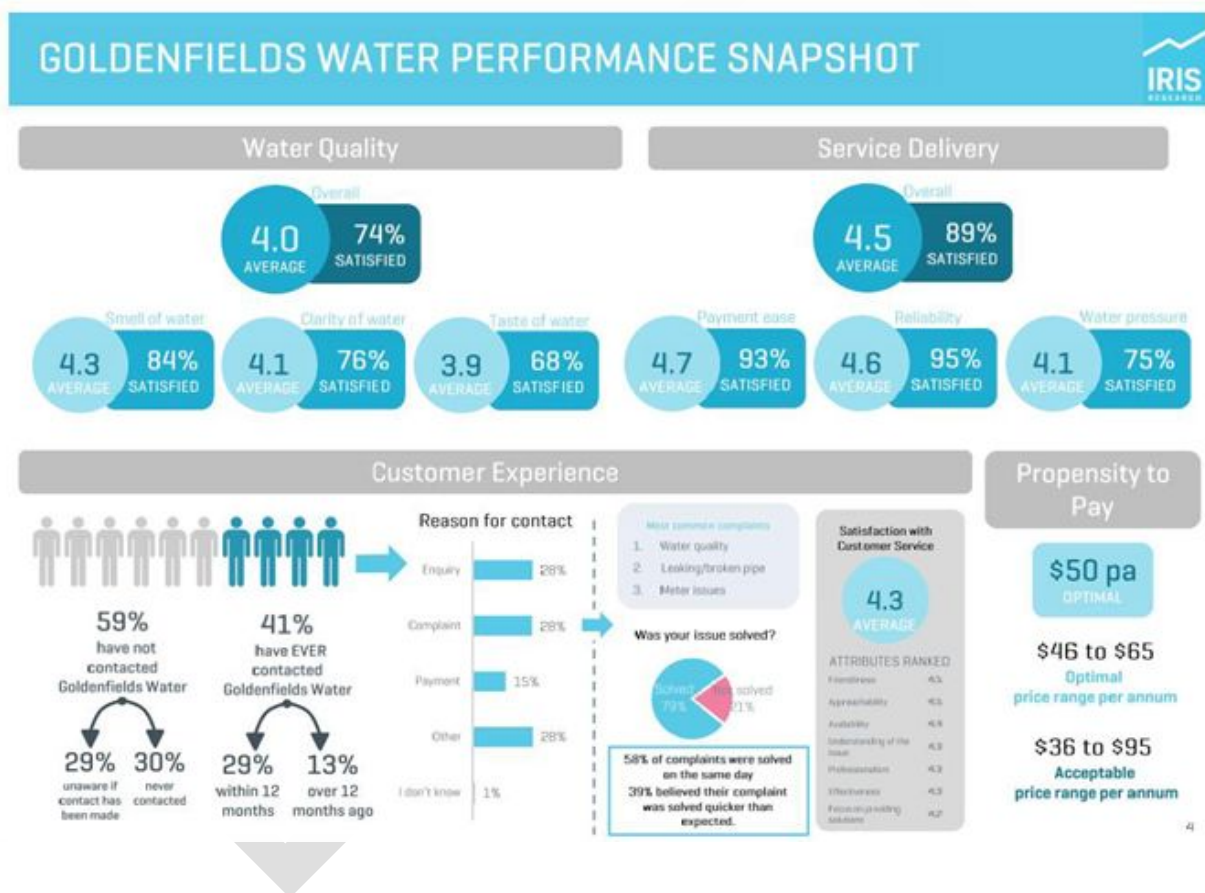
CONSTITUENT COUNCIL	PRIORITIES	PRIORITIES THAT CONNECT US
Bland Shire Council	<ul style="list-style-type: none"> Rectification of low pressure in parts of West Wyalong Future water security to accommodate projected growth 	Priority 1 High Quality, Secure and Efficient Water Supplies
Coolamon Shire Council	<ul style="list-style-type: none"> Critical water infrastructure to support expected significant growth 	Priority 1 High Quality, Secure and Efficient Water Supplies
Cootamundra – Gundagai Regional Council	<ul style="list-style-type: none"> Increased population due to new abattoir and Inland Rail Nangus Water Supply 	Priority 1 High Quality, Secure and Efficient Water Supplies
Hilltops Council	<ul style="list-style-type: none"> Boorowa Water Security Potential future development and associated increase in water demand 	Priority 1 High Quality, Secure and Efficient Water Supplies
Junee Shire Council	<ul style="list-style-type: none"> Pressure improvements to new development growth areas 	Priority 1 High Quality, Secure and Efficient Water Supplies
Temora Shire Council	<ul style="list-style-type: none"> Water availability for predicted residential growth 	Priority 1 High Quality, Secure and Efficient Water Supplies
Narrandera Shire Council	<ul style="list-style-type: none"> Increased water usage in Barellan due to mains sewer connection Potential increased industrial usage 	Priority 1 High Quality, Secure and Efficient Water Supplies

ANNUAL CUSTOMER SURVEY

Goldenfields also undertakes an annual customer survey of its users. In 2020 GWCC engaged Iris research to identify Goldenfields Water's Priorities for the future and gauge customer expectations.

Major themes that have come out of this survey are related to provision of quality water being

- Taste
- Colour
- Pressure





PLANNING PRINCIPLES

The BASP is based on the guiding principles of social justice and sustainability.

SOCIAL JUSTICE PRINCIPLES

EQUITY



There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.

ACCESS



Everyone should have fair access to services, resources, and opportunities to improve their quality of life.

PARTICIPATION



Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives.

RIGHTS



Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

SUSTAINABILITY PRINCIPLES

SOCIAL



Infrastructure and policies should improve quality of life, access, and well-being to create an inclusive and society.

ECONOMIC



Infrastructure and policies should grow productivity, the Australian economy and allow equitable access to economic and growth opportunities, while efficiently using financial resources.

ENVIRONMENTAL



Infrastructure and policies should protect environmental outcomes by reducing pollution, balancing resource consumption, conserving natural ecosystems and resources, and supporting climate mitigation and adaptation.

GOVERNANCE



Infrastructure and policies should build trust in governance and institutions through transparent, accountable, and inclusive decision making.



BUSINESS ACTIVITY PRIORITIES

Main business activity priorities, strategic objectives, and strategies.

Priority 1 High Quality, Secure & Efficient Water Supplies

BASP No	Strategic Outcome
1.1	Potable Water Supplies Meet Australian Drinking Water Guidelines and Public Health requirements
1.2	Future Growth is planned for and managed
1.3	Water Supply is reliable and efficient
1.4	Our Assets are managed & renewed in accordance with Council's Asset management systems

Performance measures:

- Water supplies available for future growth
- Compliance with Australian drinking water standards
- Drinking water management system reviewed
- Planned and unplanned outages managed and public notifications
- Asset management system developed, monitored and utilised to inform capital works program
- Maintenance management system developed and implemented
- Network extensions assessed utilising feasibility modelling and business case analysis.
- NSW Best practice Management Framework implemented and utilised to inform pricing and developer charging regimes

Priority 2 Customer Service Focus

BASP No	Strategic Outcome
2.1	Well trained highly motivated workforce
2.2	Safe healthy and risk managed working environment exists for staff and the community
2.3	Community satisfaction is built and maintained through provision of services and information
2.4	Financial Management
2.5	Improving Performance and Managing Risk
2.6	Regional collaboration

Performance Measures:

- WHS Statistics
- Staff training
- Employee turnover monitored
- Active and responsive ARIC committee

- Customer complaints trends and responsiveness
- Customer satisfaction surveys
- Fees and charges equitable across the region developed according to Best practice
- Membership RivJO
- Efficient organisation structure

Priority 3 A Healthy Natural Environment

BASP No	Strategic Outcome
3.1	Energy costs and usage are monitored and reduced through utilisation of alternative technologies and system innovations
3.2	Environmentally adverse consequences are minimised from operations including water extraction, capital works and day to day operations
3.3	Potential effect of climate change on water supply is identified, planned, and managed
3.4	Water is used wisely with system losses minimised and accounted for

Performance Measures:

- Water leakage monitoring / reduction
- Energy use and costs monitoring / reduction
- Drought management plan update
- Environmental initiatives/ compliance
- Annual consumption usage trends monitored

QUADRUPLE BOTTOM LINE

The BASP needs to adequately address Social, Environmental, Economic and Civic Leadership.

The following table shows the relationship of the strategic priorities to the quadruple bottom line framework.

Future Direction	Social	Environmental	Economic	Civic Leadership
Priority 1 High Quality, Secure and Efficient Water Supplies	X		X	
Priority 2 Customer Service Focus	X		X	X
Priority 3 A Healthy Natural Environment		X		X

STATE & REGIONAL PLANS

This Plan has been prepared considering the broader State & Regional Strategic Plans.

RELATED DOCUMENT	PRIORITIES	PRIORITIES THAT CONNECT US
NSW 2021 Strategies	<ul style="list-style-type: none"> • Rebuild the economy • Return Quality Services • Renovate Infrastructure • Strengthen our Local Environment & communities • Restore accountability to Government 	<ul style="list-style-type: none"> • Priority 1 High Quality, Secure and Efficient Water Supplies • Priority 3 A Healthy Natural Environment • Priority 2 Customer Service Focus
State Infrastructure Strategy 2018-2038	<ul style="list-style-type: none"> • Ensure water supply & wastewater treatment to enable industry & population growth • Support the growth, productivity, & liveability of metro & regional communities by ensuring that water security, quality & wastewater services protect public health & the environment 	<ul style="list-style-type: none"> • Priority 1 High Quality, Secure and Efficient Water Supplies
NSW Water Strategy	<ul style="list-style-type: none"> • Priority 5 Support economic growth & resilient industries within a capped system • Priority 6 Support resilient, prosperous & liveable towns • Priority 7 Enable a future-focused, capable & innovative water sector 	<ul style="list-style-type: none"> • Priority 1 High Quality, Secure and Efficient Water Supplies
Riverina Murray Regional Plan	<ul style="list-style-type: none"> • Direction 10 Sustainably managed water resources for economic opportunity • Direction 21 Align & protect utility infrastructure investment 	<ul style="list-style-type: none"> • Priority 1 High Quality, Secure and Efficient Water Supplies
Net Zero Plan Stage 1		<ul style="list-style-type: none"> • Priority 3 A Healthy Natural Environment
Riverina Joint Organisation Strategic Priorities	<ul style="list-style-type: none"> • Support planning for upgrades to water & sewer infrastructure to meet identified future demand 	<ul style="list-style-type: none"> • Priority 1 High Quality, Secure and Efficient Water Supplies

Version: DRAFT
Created: 03.02.2022
Review Year: 2022
Adopted: TBC



GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

DELIVERY PROGRAM / OPERATIONAL PLAN

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council endorse the combined Delivery Program 2022 to 2026 and Operational Plan 2022/23 (incorporating the 2022/2023 budget and annual fees and charges) and place the plan on public exhibition for 28 days.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

01 Excellence in Service Provision

BACKGROUND

In accordance with Chapter 13, Part 2 of the Local Government Act 1993 and Section 196A of the Local Government (General) Regulation 2021, Goldenfields Water County Council is required to have a Delivery Program and Operational Plan.

REPORT

The delivery program is a statement of commitment to the community from the newly elected board based on the priorities set out in the Business Activity Strategic Plan (BASP). It is designed as a single point of reference for all principle activities undertaken by the council for a four (4) year period). Supporting the Delivery Program is an annual Operational plan, this plan sets out the details of the program and the individual items that will be undertaken each year to achieve the commitments of the Delivery Program.

To support the ability to deliver the priorities and activities set out in the BASP, Delivery Program and the Operating plan, Council has also developed a resourcing strategy. The resourcing strategy outlines the resources (time, money, assets and people) that Council require to achieve the goals as set out in the various plans.

Goldenfields Resourcing strategy consists of three (3) components:

- Long term Financial Plan (LTFP)
- Workforce Management Plan
- Asset Management Strategy

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Combined Delivery Program 2022/26 Operational Plan 2022/23

TABLED ITEMS: Nil



DELIVERY PROGRAM

2022-2026

OPERATIONAL PLAN

2022-2023



CONTENTS

Message From The Chair	1
Mission & Vision	2
Our Values	3
About Us	4
IP&R Framework	7
<i>Delivery Program</i>	8
<i>What Is This Document</i>	8
<i>Resourcing Strategy</i>	8
Section 1	9
Delivery Program	9
<i>Objective 1: High Quality, Secure and Efficient Water Supplies</i>	10
<i>Objective 2: Customer Focus</i>	13
<i>Objective 3: A Healthy Natural Environment</i>	17
Section 2	18
Operational Plan	18
<i>1: High Quality, Secure & Efficient Water Supplies</i>	19
<i>2: Customer Service Focus</i>	23
<i>3: A Healthy Natural Environment</i>	29
Statement Of Revenue Policy	31
Council Budget Report 2022-23	333
Fees & Charges	42
Section 3	54
Resourcing Strategy	54
Long Term Financial Plan	55
<i>Funding The Delivery Program</i>	55
<i>10 Year Budget Estimates & Financial Planning</i>	57
Workforce Management Plan 2022-2026	60
Asset Management Strategy 2022-2032	73

MESSAGE FROM THE CHAIR

Goldenfields Water County Council is an organisation focussed on the supply of exceptional water services to the communities of approximately 46,000 people across the seven local government areas.

The strategic priorities for Goldenfields are aimed at supporting these communities through the provision of water supplies to these communities.

Council has commenced a major asset renewal program based on asset management principals to renew and maintain the existing network infrastructure while aiming to improve the levels of service provided to the communities.

With dedicated staff and a board with a regional focus, Goldenfields prides itself on its long-term financial sustainability as well as the provision of exceptional water services to the communities. The priorities and actions outlined in the Delivery program support the continuation of this service and setting up Goldenfields as a superior asset custodian into the future.

My fellow board members and I are confident that this four-year delivery program supported by the positive long term financial plan will enable Goldenfields water to continue provision of excellent service into the future with a sustainable network and quality water supplies.

Matthew Stadtmiller

Chairperson
Goldenfields Water County Council



MISSION & VISION

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CONTINUOUS IMPROVEMENT



- We actively monitor and review our operations.
- We are open and acknowledge our shortfalls.
- We make ourselves accountable and share ideas to develop better ways of doing things.



ABOUT US

We supply drinking water to approximately 46,000 customers across an area of 22,526 square kilometres in parts of NSW's South West Slopes and Riverina regions

PROFILE

Goldenfields Water is a single-purpose county council that has been providing water supply services in the South West Slopes and Riverina regions of NSW since 1997.

As a county council Goldenfields Water is a unique organisation, especially given it is made up of seven different councils that depend on it to deliver vital drinking water for their communities.

Its seven constituent councils are:

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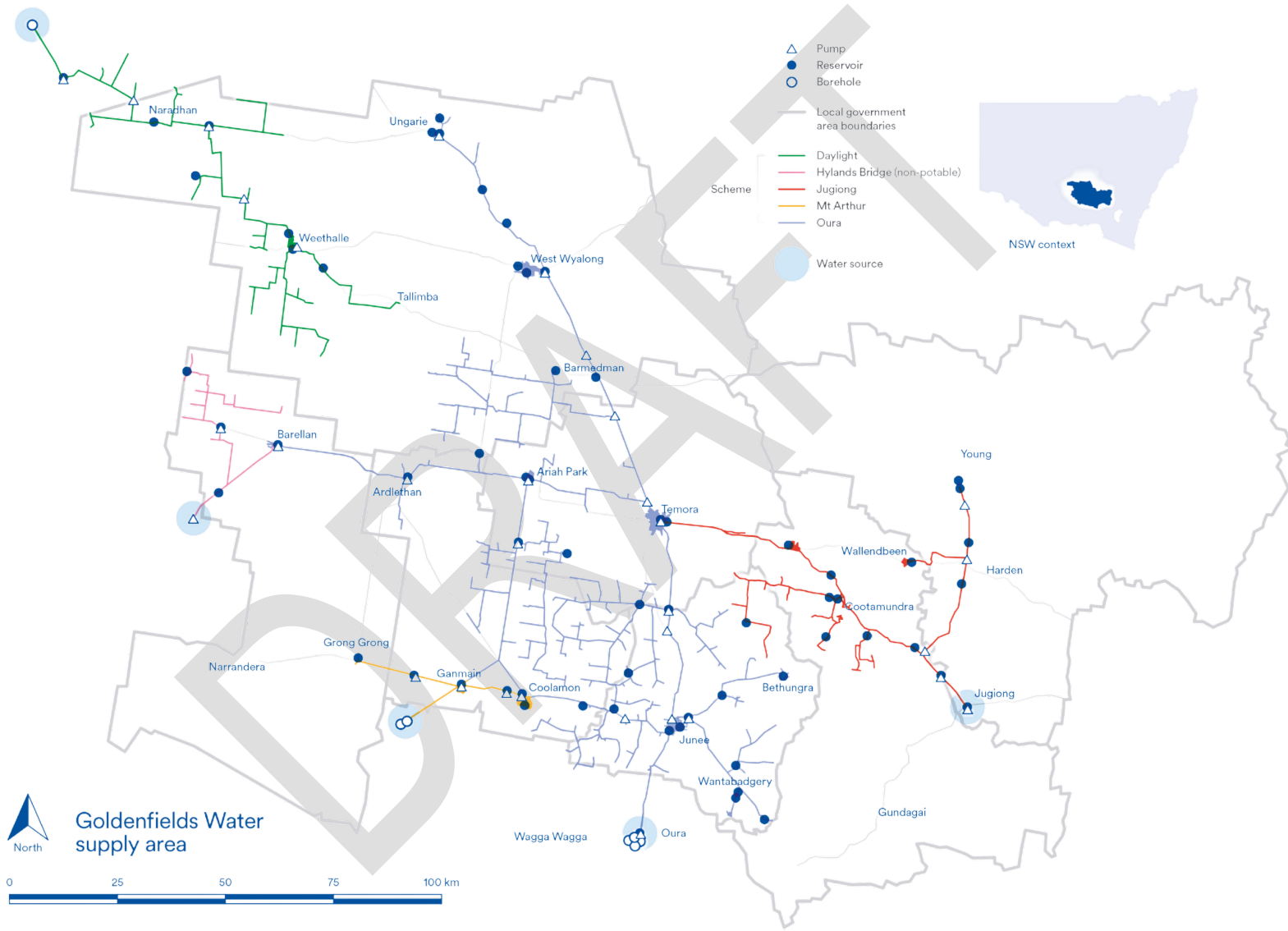
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OUR NETWORK





IP&R FRAMEWORK

In 2016, the Local Government Act 1993 (The Act) was amended with a new set of operating principles to address the way local government leads, plans for, and makes decisions about services and resources.

All councils are required under the Act to develop long term, medium term, and short-term plans as part of the NSW Integrated Planning and Reporting Framework.

Goldenfields integrated planning documents include the following

- Business Activity Strategic Plan – 2022 – 2032
- Delivery Program 2022 - 2026
- Operational Plan 2022/23
- Resourcing Strategy
 - Long Term Financial Plan
 - Asset Management Strategy
 - Workforce Management Plan

DELIVERY PROGRAM

The Delivery Program is the document that translates the strategic goals as set out in the Business Activity Strategic Plan (BASP) into actions.

The Delivery Program is a statement of commitment to the Goldenfields community from the newly elected board to deliver the priorities as set out in the BASP over the 4-year term of the board.

The Delivery Program is also linked to the Resourcing Strategy documents and most closely to the 4-year Workforce plan and 4-year financial forecasts.

A one-year operational plan outlines the activities Council will carry out to achieve the Delivery Program and the long-term vision identified in the Business Activity Strategic Plan (BASP)

WHAT IS THIS DOCUMENT

The Goldenfields Water County Council Combined Delivery Program and Operational Plan detail those actions Council will take to delivery the Business Activity Strategic Plan (BASP).

RESOURCING STRATEGY

In order to meet service levels and deliver the projects and commitments outlined in this document, Council needs to allocate its resources. Council's resourcing strategy (provided as a separate document) provides details of how this will be done through its finances, people, and assets. The three elements of a resourcing strategy are the following:

Long Term Financial Plan (LTFP)

Council's LTFP outlines the high-level budgeting scenarios over the next 10 years. The LTFP is part of Council's resourcing strategy that is used to provide an understanding of Council's financial position and financial ability to deliver the outcomes from the BASP.

Workforce Management Plan

Council's Workforce Management Plan provides strategic direction to create a sustainable workforce. The focus is in the alignment of the workforce with the goals, values and objectives of the organisation and enable us to deliver the community expectations into the future.

Asset Management Strategy

Council's infrastructure assets – its pipes, pumps, reservoirs, buildings, and land, have a replacement value of around \$500 M. Council's Asset Management Strategy is how Council will achieve the objectives of provision of the best possible value from its assets to support the delivery of quality and efficient services to the community.

DELIVERY PROGRAM



OBJECTIVE 1

High Quality, Secure and Efficient Water Supplies

Delivery Program 2022-2026							
Code	Desired Outcome	Key Activities	Responsibility	22/23	23/24	24/25	25/26
1.1 Potable Water Supplies Meet Australian Drinking Water Guidelines and Public Health requirements							
1.1.1	Drinking Water management System is implemented	Drinking water management system annual reporting is completed	Production Services	✓	✓	✓	✓
1.1.2	Backflow prevention is in place for high-risk connections	Low pressure areas – investigate and develop options for effective backflow prevention.	Engineering Manager	✓			
1.1.3	Goldenfields Water adheres to NSW Government Best Practice Management (BPM)	Develop and Implement Integrated Water Cycle Management Strategy	Engineering Manager	✓	✓	✓	✓

Delivery Program 2022-2026							
Code	Desired Outcome	Key Activities	Responsibility	22/23	23/24	24/25	25/26
1.2 Future Growth is planned for and managed							
1.2.1	Growth opportunities are considered through business planning	Economically viable extensions to the network are factored into the Capital Works Program	Engineering Manager	✓	✓	✓	✓
1.3 Water Supply is reliable and efficient							
1.3.1	Disruptions to supply are planned for and managed	Written notifications and social media is utilised to provide notice of planned outages	Operations Manager	✓	✓	✓	✓
		Unplanned outages are responded to within Goldenfields Levels of Service	Operations Manager	✓	✓	✓	✓
		Develop system to monitor outages and the effect on the system	Operations Manager				✓
1.3.2	New Temora Depot to support reticulation renewals and construction program	Capital Expenditure Review undertaken	Engineering Manager	✓			

Delivery Program 2022-2026							
Code	Desired Outcome	Key Activities	Responsibility	22/23	23/24	24/25	25/26
1.4 Our assets are managed and renewed in accordance with Council's asset management systems							
1.4.1	Strategic asset management documents and systems are adopted and updated to maintain validity and relevance	Finalise and adopt asset class management plans	Engineering Manager	✓			
1.4.2	Assets are renewed in accordance with the requirements of the Asset Management plans	Council's Capital works program is generated from the asset management system	Engineering Manager	✓	✓	✓	✓
		Projects are identified and planned in accordance with Council's asset management system	Engineering Manager	✓	✓	✓	✓
		Asset capacity is determined to meet long term demands	Engineering Manager	✓	✓	✓	✓
1.4.3	Maintenance Programs are developed and implemented	Annual maintenance programs Mains flushing Valves inspections Reservoir inspections	Operations Manager	✓	✓	✓	✓

OBJECTIVE 2

Customer Focus

Delivery Program 2022-2026							
Code	Desired Outcome	Key Activities	Responsibility	22/23	23/24	24/25	25/26
2.1 Well trained highly motivated workforce							
2.1.1	Workforce strategy	Developed and updated	HR Coordinator				✓
2.1.2	Staff professional development opportunities	Staff Development Plan process incorporates employee development through informal and formal professional development and training opportunities	HR Coordinator	✓	✓	✓	✓
2.1.3	Build a diverse workforce	Action items from Goldenfields Water's EEO Management 2021-2025 implemented	HR Coordinator	✓	✓	✓	
2.1.4	Measure and improve employee engagement	Develop, implement, and monitor organisation-wide training plan to ensure available funds for required training focusing on skills gaps and leadership.	HR Coordinator	✓	✓	✓	✓
		Staff survey undertaken	HR Coordinator	✓		✓	

Delivery Program 2022-2026							
Code	Desired Outcome	Key Activities	Responsibility	22/23	23/24	24/25	25/26
2.2 Safe, healthy and risk managed working environment exists for staff and the community							
2.2.1	Integrated approach to safety risk management in the workplace	MANEX team informed of WHS performance and accountable for continual improvement in workplace safety	WHS Coordinator	✓	✓	✓	✓
		Review of safe working practices and procedures	WHS Coordinator	✓	✓	✓	✓
2.2.2	Implement WHS Program	Wellness program undertaken	HR Coordinator	✓	✓	✓	✓

Delivery Program 2022-2026							
Code	Desired Outcome	Key Activities	Responsibility	22/23	23/24	24/25	25/26
2.3 Community satisfaction is built and maintained through provision of services and information							
2.3.1	Inform our customers about projects, programs, issues etc	Social media utilised for promotion of projects, outages, and upcoming works	Community Education and Engagement Officer	✓	✓	✓	✓
2.3.2	Undertake customer survey	Survey completed and feedback considered to inform performance improvements	General Manager	✓	✓	✓	✓
2.3.3	Develop a customer engagement strategy	Develop a customer engagement strategy	Community Education and Engagement Officer				✓

Delivery Program 2022-2026							
Code	Desired Outcome	Key Activities	Responsibility	22/23	23/24	24/25	25/26
2.4 Financial Management							
2.4.1	Long Term Financial Plan reviewed and updated regularly	Long Term Financial Plan reviewed and updated annually	Corporate Services Manager	✓	✓	✓	✓
2.4.2	Review and determine fees and charges consistent with the Long-Term Financial Plan	Develop a long-term pricing path Review and determine fees and charges annually	Corporate Services Manager	✓	✓	✓	✓
2.4.3	Plant Replacement program maintained to ensure safe and fit for purpose fleet	Prepare and review annual plant replacement program	Corporate Services Manager	✓	✓	✓	✓
2.5 Improving Performance and Risk							
2.5.1	Review and update Business Continuity plan	Review Business continuity Plan and undertake scenario training every two (2) years	Corporate Services manager	✓		✓	
2.5.2	Audit Risk & Improvement Committee function complies with Framework, regular meetings are held, and internal audits undertaken	Hold meetings at least quarterly	Corporate Services Manager	✓	✓	✓	✓
2.5.3	Prepare statutory financial reports within required timeframes	Prepare Annual Financial Statements Prepare Quarterly Budget Reviews	Corporate Services Manager	✓	✓	✓	✓
2.5.4	Maintain an up-to-date ICT infrastructure to ensure organisational efficiency	Develop annual ICT project plan	Corporate Services Manager	✓	✓	✓	✓

Delivery Program 2022-2026							
Code	Desired Outcome	Key Activities	Responsibility	22/23	23/24	24/25	25/26
2.6 Regional Collaboration							
2.6.1	Membership RivJO / REROC	Active role in RivJO / REROC initiatives	General Manager	✓	✓	✓	✓
2.6.2	Work with constituent Councils	Integrate Constituent Council's requirements in long term planning ie future development	General Manager	✓	✓	✓	✓
		Facilitate regular meetings with constituent councils	General Manager	✓	✓	✓	✓
		Review and update SLA with bulk councils	General Manager	✓			

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OBJECTIVE 3

A Healthy Natural Environment

Delivery Program 2022-2026							
Code	Desired Outcome	Key Activities	Responsibility	22/23	23/24	24/25	25/26
3.1 Energy Costs and usage are monitored and reduced through utilisation of alternative technologies and system innovations							
3.1.1	Energy efficiency considered in infrastructure design and benefit cost assessments.	Energy usage reduced where possible considering levels of service provisions	Engineering Manager	✓	✓	✓	✓
3.1.2	Council maintains an energy management system	Staff review annual energy consumption data to inform future requirements	Production Services Manager	✓	✓	✓	✓
3.2 Environmentally adverse consequences are minimised from operations including water extraction, capital works and day to day operations							
3.2.1	All construction and maintenance work undertaken to minimise impact to the natural environment	Environmental impacts considered for each project through production of Review Environmental Factors	Operations Manager	✓	✓	✓	✓
3.3 Potential effect of climate change on water supply is identified, planned, and managed							
3.3.1	IWCM strategy to consider climate change affects in modelling	Climate change considered in demand and supply figures in development of IWCM	Engineering Manager	✓	✓		
3.4 Water is used wisely with system losses minimised and accounted for							
3.4.1	Non-revenue water is minimised and accounted for	Production and bulk meters are compared to identify losses within the system	Production Services Manager	✓	✓	✓	✓

OPERATIONAL PLAN



1: HIGH QUALITY, SECURE & EFFICIENT WATER SUPPLIES

1.1: Potable water supplies meet Australian Drinking Water Guidelines and Public Health requirements

1.1.1: Drinking Water Management System is implemented

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.1.1.1	Drinking Water Management System Annual Reporting is completed	Drinking Water Management System annual reporting	Annual report developed and submitted to council by December prior to submission to NSW health	Production & Services Manager		X		

1.1.2: Backflow prevention is in place for high risk connections

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.1.2.1	Low pressure areas - investigate and develop options for effective backflow prevention.	Backflow Prevention is in place for high-risk connections	Low Pressure Areas - investigate and develop options for effective backflow prevention	Engineering Manager			X	

1.1.3: Goldenfields adheres to NSW Government Best Practice Management

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.1.3.1	Develop and implement Integrated Water Cycle Management Strategy	Goldenfields Water adheres to NSW Government Best Practice Management	IWCM Strategy developed to 80%	Engineering Manager				X

1.2: Future growth is planned for and managed

1.2.1: Growth opportunities are considered through business planning

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.2.1.1	Economically viable extensions to the network are factored into Capital Works Program	Rosehill to Young strategy is implemented to improve operation and allow for future growth (including supply to Boorowa)	Rosehill Pump Station Pipeline section construction completed	Engineering Manager	X	X	X	X
		West Wyalong Water Reliability Project	70% construction completed	Engineering Manager				X

1.3: Water supply is reliable and efficient

1.3.1: Disruptions to supply are planned for and managed

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.3.1.1	Written notifications and social media is utilised to provide notice of planned outages	Disruptions to supply are planned for and managed	Report on number of planned and unplanned disruptions for quarter	Operations Manager	X	X	X	X
1.3.1.2	Unplanned outages are responded to within Goldenfields Levels of Service	New Temora Depot to support reticulation renewals and construction program	Capital expenditure review developed	Engineering Manager				X

1.4: Our assets are managed and renewed in accordance with Council's Asset management systems

1.4.1: Strategic asset management documents and systems are adopted and updated to maintain validity and relevance

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.4.1.1	Continual update of asset financial data	Water network asset class plans developed	Water network asset class plans developed	Engineering Manager				X

1.4.2: Assets are renewed in accordance with the requirements of the Asset Management Plans

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.4.2.1	Councils Capital Works Program is generated from the asset management system	Assets are renewed in accordance with the requirements of the asset management plans	Capital works program is generated from the asset management system	Engineering Manager				X
1.4.2.2	Projects are identified and planned in accordance with Council's asset management system	Ariah Park pump station is renewed	Progress	Engineering Manager				X
		Minimum 10km of rural renewals completed	Km undertaken	Operations Manager				X
		Minimum 10km of urban reticulation renewals completed	Km undertaken	Operations Manager				X
		Minimum 5km trunk renewals completed (excluding Thanowring Road)	Progress report	Operations Manager				X
		Thanowring Road pipeline upgrade minimum 10km constructed	Progress report	Operations Manager	X	X	X	X

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.4.2.3	Asset capacity is determined to meet long term demands	Oura reservoir and aerator renewal construction commences this 2022/23 FY due for completion 2023/24 FY	Commence construction with 50% completed	Engineering Manager				X
		Jugiong high voltage electrical renewal	Completion of new switch room, electrical design and installation and HV install	Production & Services Manager				X
		Oura bore 4 relining and pump upgrade	Completed and bore operational	Engineering Manager	X			
		Oura Water Plant HV Upgrade	Completion and commissioning	Production & Services Manager				X

1.4.3: Maintenance programs are developed and implemented

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.4.3.1	Annual maintenance programs - mains flushing, valves inspections, Reservoir inspections	Routine Mains Maintenance Program	Minimum 30km of mains flushing undertaken	Operations Manager				X

2: CUSTOMER SERVICE FOCUS

2.1: Well trained and highly motivated workforce

2.1.1: Workforce Strategy

2.1.2: Staff professional development opportunities

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.1.2.1	Staff Development Plan process incorporates employee development through informal and formal professional development and training opportunities	Staff professional development opportunities	Staff Development Plan process incorporates employee development through informal and formal professional development and training opportunities	HR Coordinator			X	

2.1.3: Build a diverse workforce

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.1.3.1	Action items from Goldenfields Water's EEO Management 2021-2025 implemented.	Build a diverse workforce	Action items from Goldenfields Water's EEO Management 2021-2025 implemented.	HR Coordinator				X

2.1.4: Measure and improve employee engagement

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.1.4.1	Develop, implement, and monitor organisation-wide training plan to ensure available funds for required training focusing on skills gaps and leadership	Measure and improve employee engagement	Staff survey undertaken	HR Coordinator				
			Develop, implement and monitor organisation-wide training plan to ensure available funds for required training focusing on skills gaps and leadership					

2.2: Safe, healthy, and risk managed working environment exists for staff and the community

2.2.1: Integrated approach to safety risk management in the workplace

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.2.1.1	MANEX team informed of WHS performance and accountable for continual improvement in workplace safety	Integrated approach to risk management in the workplace	MANEX team informed of WHS performance and accountable for continual improvement in workplace safety	WHS Coordinator	X	X	X	X
			Review of safe working practices and procedures					

2.2.2: Implement WHS Program

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.2.2.1	Wellness program undertaken	Implement WHS Program	Health and Wellbeing Strategy implemented	HR Coordinator			X	

2.3: Community satisfaction is built and maintained through provision of services and information**2.3.1: Inform our customers about projects, programs, issues etc.**

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.3.1.1	Social media utilised for promotion of projects, outages and upcoming works	Social Media utilised for promotion of projects, outages and upcoming works	Social media statistics Social media posts, subscribers change, visitors to website, social media pages.	Community Engagement Officer	X	X	X	X

2.3.2: Undertake Customer Survey

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.3.2.1	Survey completed and results considered in relation to future planning	Customer survey undertaken	Results reported to Board	Community Engagement Officer			X	

2.3.3: Develop and implement a customer engagement strategy

2.4: Financial Management

2.4.1: Long term financial plan reviewed and updated regularly

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.4.1.1	Long term financial plan reviewed and updated annually	Review and update Long Term Financial Plan	Review and update Long Term Financial Plan	Corporate Services Manager				X

2.4.2: Review and determine fees and charges consistent with the Long Term Financial Plan

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.4.2.1	Develop a long term pricing path. Review and determine fees and charges annually	Develop a long term pricing path. Review and determine fees and charges annually	Review and determine fees and charges annually	Corporate Services Manager				X

2.4.3: Plant replacement program maintained to ensure safe and fit for purpose fleet

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.4.3.1	Prepare and review annual plant replacement program	Plant replacement program maintained to ensure safe and fit for purpose fleet	Prepare annual plant replacement program	Corporate Services Manager				X

2.5: Improving performance and managing risk

2.5.1: Review and update Business Continuity Plan

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.5.1.1	Review and update Business Continuity Plan and undertake scenario training 2 yearly	Review and update Business Continuity Plan	Undertake scenario training	Corporate Services Manager			X	

2.5.2: Audit Risk and Improvement Committee function complies with Framework, regular meetings are held and internal audits undertaken

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.5.2.1	Hold ARIC meetings at least quarterly	Audit Risk & Improvement Committee function complies with Framework, regular meetings are held and internal audits undertaken	Review framework requirements at least annually Hold meetings at least quarterly Undertake internal audits in accordance with Strategic Internal Audit Plan	Corporate Services Manager	X	X	X	X

2.5.3: Prepare statutory financial reports within required timeframes

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.5.3.1	Prepare annual financial statements	Prepare statutory financial reports within required timeframes	Prepare Annual Financial Statements	Corporate Services Manager	X			

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.5.3.2	Prepare Quarterly Budget Reviews	Prepare quarterly budget reviews	Prepare quarterly budget reviews	Corporate Services Manager	X	X	X	X

2.5.4: Maintain an up-to-date ICT infrastructure to ensure organisational efficiency

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.5.4.1	Develop annual ICT project plan	Maintain an up to date ICT infrastructure to ensure organisational efficiency	Develop annual ICT project plan	Corporate Services Manager			X	

2.6: Regional Collaboration

2.6.1: Membership Joint Organisation

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.6.1.1	Active role in Joint Organisation initiatives	Membership RivJo and REROC	Goldenfields participates in projects with a joint interest	General Manager	X	X	X	X

2.6.2: Work with Constituent Councils

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.6.2.2	Facilitate regular meetings with Constituent Councils	Regular meetings with Constituent Councils	Meeting with General Managers annually or as necessary	General Manager				X
2.6.2.3	Review and update SLA with bulk councils	Update SLA with Bulk Councils	New SLA developed and signed off between each Bulk Council and GWCC	General Manager				X

3: A HEALTHY NATURAL ENVIRONMENT

3.1: Energy costs and usage are monitored and reduced through utilisation of alternative technologies and system innovations

3.1.1: Energy efficiency considered in infrastructure design and benefit cost assessments

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
3.1.1.1	Energy usage reduced where possible considering levels of service provisions	Energy usage records kept and monitored	Energy trends monitored for inclusion in future upgrades of facilities	Production & Services Manager				X

3.1.2: Council Maintains an energy management system

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
3.1.2.1	Staff review annual energy consumption data	Council maintains an energy management system	Staff review annual consumption data to inform future upgrades and replacement requirements	Production & Services Manager				X

3.2: Environmentally adverse consequences are minimised from operations including water extraction, capital works and day to day operations

3.2.1: All construction and maintenance work undertaken to minimise impact to the natural environment

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
3.2.1.1	Environmental impacts considered for each project through production of Review Environmental Factors	All construction and maintenance work undertaken to minimise impact to the natural environment	Environmental impacts considered for each capital project through production of Review Environmental Factors	Operations Manager	X	X	X	X

3.3: Potential effect of climate change on water supply is identified, planned, and managed

3.3.1: IWCM strategy to consider climate change affects in modelling

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
3.3.1.1	Climate change considered in demand and supply figures in development of IWCM	IWCM Strategy to consider climate change affects	Climate change considered in demand and supply figures	Engineering Manager				X

3.4: Water is used wisely with systems losses with systems losses minimised and accounted for

3.4.1: Non-revenue water is minimised and accounted for

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
3.4.1.1	Production and bulk meters are compared to identify losses within the system	Non-revenue water is minimised and accounted for	Production and bulk meters are compared to identify losses within the system	Production & Services Manager				X

STATEMENT OF REVENUE POLICY

Council obtains its income from the following sources:

Water Access and User Charges

Council has adopted a two-part water charge for each of its customer categories, consisting of an access charge based on service connection sizing and a user charge based on the water consumed. As part of its Delivery Program, Council has set its access and usage charges for the 2022/2023 year.

Council levies interest on overdue charges. The interest rate is maximum allowable – 6% for 2022/2023.

Interest on Investments

Council invests surplus funds in accordance with its Investment Policy.

Fees

Council charges appropriate fees for service. These fees are based on actual costs and ensure that those who benefit from the service pay for it.

Private works

Occasionally Council carries out private works. Any such works are undertaken at a cost to the applicant.

Grants and subsidies

Council will receive the Pensioner Rebate Subsidy provided by the State Government in 2022/2023. This subsidy offsets 55% of the total rebate provided.

Developer Contributions

Developers are required to pay the cost of providing the assets that they require. These costs usually fall into two categories:

The reticulated pipes which a developer is required to pay in full; and

A contribution towards the provision of infrastructure (headworks-e.g. treatment plants, major pipelines etc)

Loan Borrowings

New capital infrastructure projects can be funded from borrowings. Council would normally expect that such borrowing approvals to be granted.

Council has not provided for any specific borrowings for 2022/2023.

Access and Usage Charges Statement

The following is a brief explanation of how Council categorises its customer base.

Residential

Customers are categorised as residential if:

The connection is within the Council's urbanized areas serviced by a reservoir via a reticulated distribution network and the main use is for residential accommodation (but not as a hotel, motel, guesthouse, boarding house, lodging house or nursing home).

It is a vacant land within this Council's urbanized areas serviced by a reservoir via a reticulated distribution network.

Non-Residential Rural

Customers are categorised as non-residential rural if:

The connection is located outside this Council urbanized areas, is serviced directly from a main and the main use is for stock and domestic.

Non-residential Other

Customers are categorised as non-residential other if:

The connection is within this Council's urbanized areas serviced by a reservoir via a reticulated distribution network and the main use is for commercial, industrial, community or institutional.

Other remote and direct connections to mains outside of this Council's urbanized areas where there is no commercial rural activity.

Non-Residential High Volume Monthly

Customers are categorised as non-residential high volume monthly if:

The main use is for commercial, industrial, community or institutional and the customer uses over 50,000kl pa.

Non-Residential Bulk Councils

Hilltops Council and Cootamundra Gundagai Regional Council together with water supplied to Riverina Water consumers are categorised as non-residential Bulk Councils.

Council's Annual Access and Usage charges, Interest, Fees, Private Works, and/or Developer Contributions are levied and or charged under various sections on the NSW Local Government Act including but not limited to sections 501, 502, 552, 566 section 64 and its cross reference to water Management Act section 305-307 and NSW Local Government Act Chapter 15, Part 10 Division 3

COUNCIL BUDGET REPORT 2022-23



Goldenfields
Water

COUNCIL BUDGET REPORT 2022-23

GOLDENFIELDS WATER COUNTY COUNCIL											
INCOME STATEMENT	Current Year	Projected Years									
	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
Income from Continuing Operations											
Rates & Annual Charges	5,585	5,478	5,642	5,812	5,986	6,166	6,351	6,541	6,737	6,939	7,148
User Charges & Fees	14,347	15,725	16,195	16,680	17,179	17,693	18,222	18,767	19,328	19,907	20,502
Other Revenues	126	145	148	151	154	157	160	163	167	170	173
Grants & Contributions provided by Operating Purposes	85	85	85	85	85	85	85	85	85	85	85
Grants & Contributions provided for Capital Purposes	1,500	6,225	3,563	1,576	1,615	1,656	1,697	1,740	1,783	1,828	1,873
Interest & Investment Revenue	420	390	210	140	140	140	140	140	140	140	140
Total Income from Continuing Operations	22,064	28,048	25,843	24,443	25,159	25,896	26,655	27,436	28,240	29,069	29,921
Expenses from Continuing Operations											
Employee Benefits & On-Costs	6,885	6,876	6,788	6,986	7,190	7,399	7,615	7,837	8,066	8,301	8,543
Materials & Contracts	7,800	8,015	8,212	8,413	8,620	8,832	9,049	9,272	9,500	9,733	9,973
Depreciation & Amortisation	8,300	8,370	8,537	8,708	8,882	9,060	9,241	9,426	9,614	9,807	10,003
Other Expenses	300	300	306	313	319	325	332	338	345	352	359
Total Expenses from Continuing Operations	23,285	23,561	23,843	24,420	25,011	25,617	26,237	26,873	27,525	28,193	28,878
Net Operating Result for the Year	(1,221)	4,487	2,000	23	148	279	417	563	715	875	1,043
Net Operating Result before Grants and Contributions provided for Capital Purposes	(2,721)	(1,783)	(1,563)	1,553	(1,467)	(1,376)	(1,280)	(1,177)	(1,068)	(952)	(830)

GOLDENFIELDS WATER COUNTY COUNCIL											
BALANCE SHEET	Current Year	Projected Years									
	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
ASSETS											
Current Assets											
Cash & Cash Equivalents	500	500	500	500	500	500	1,000	1,000	1,000	1,000	1,000
Investments	17,453	11,373	6,620	5,834	4,483	2,456	2,561	2,781	3,513	4,269	5,550
Receivables	5,780	7,869	6,811	6,150	6,307	6,446	6,640	6,837	7,050	7,269	7,505
Inventories	623	640	656	672	689	706	723	741	759	778	797
Other	11	12	12	12	13	13	13	13	14	14	14
Total Current Assets	24,367	20,394	14,599	13,168	11,991	10,120	10,938	11,372	12,336	13,330	14,866
Non-Current Assets											
Investments	17,453	11,373	6,620	5,834	4,483	2,456	2,561	2,781	3,513	4,269	5,550
Infrastructure, Property & Plant Equipment	291,537	306,082	318,655	320,937	323,654	327,874	327,413	327,367	326,433	325,606	323,883
Total Non-Current Assets	308,990	317,456	325,275	326,770	328,137	330,330	329,975	330,148	329,946	329,875	329,433
TOTAL ASSETS	333,358	337,850	339,874	339,938	340,128	340,451	340,912	341,521	342,283	343,206	344,299
LIABILITIES											
Current Liabilities											
Payables	1,533	1,538	1,562	1,603	1,645	1,688	1,732	1,778	1,824	1,872	1,921
Provisions	2,603	2,603	2,603	2,603	2,603	2,603	2,603	2,603	2,603	2,603	2,603
Total Current Liabilities	4,136	4,141	4,165	4,206	4,248	4,291	4,335	4,380	4,427	4,475	4,524
Non-Current Liabilities											
Payables	8	8	8	8	8	9	9	9	9	9	9
Provisions	101	101	101	101	101	101	101	101	101	101	101
Total Non-Current Liabilities	109	109	109	109	109	110	110	110	110	110	110
TOTAL LIABILITIES	4,245	4,250	4,274	4,315	4,357	4,401	4,445	4,491	4,537	4,586	4,635
Net Assets	308,990	317,456	325,275	326,770	328,137	330,330	329,975	330,148	329,946	329,875	329,433
EQUITY											
Retained Earnings	93,955	98,422	100,442	100,465	100,613	100,892	101,309	101,872	102,587	103,462	104,506
Revaluation Reserves	235,158	235,158	235,158	235,158	235,158	235,158	235,158	235,158	235,158	235,158	235,158
Total Equity	329,113	333,600	335,600	335,623	335,771	336,050	336,467	337,030	337,745	338,620	339,664
Total Cash & Investments	35,406	23,247	13,740	12,167	9,466	5,412	6,123	6,562	8,027	9,539	12,099

GOLDENFIELDS WATER COUNTY COUNCIL											
CASH FLOW STATEMENT	Current Year	Projected Years									
	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
Cash Flows from Operating Activities											
Receipts:											
Rates & Annual Charges	5,394	5,499	5,610	5,778	5,951	6,130	6,341	6,503	6,698	6,899	7,106
User Charges & Fees	14,134	15,438	16,097	16,579	17,075	17,585	18,111	18,653	19,211	19,786	20,378
Investment & Interest Revenue Received	326	495	338	149	157	179	129	132	122	121	110
Grants & Contributions	1,735	4,452	4,694	2,442	1,685	1,725	1,766	1,808	1,851	1,895	1,940
Other	384	68	173	168	147	150	153	156	159	162	165
Payments:											
Employee Benefits & On-Costs	(6,800)	(6,880)	(6,793)	(6,981)	(7,185)	(7,394)	(7,610)	(7,832)	(8,060)	(8,295)	(8,537)
Materials & Contracts	(7,212)	(8,020)	(8,216)	(8,418)	(8,625)	(8,837)	(9,054)	(9,277)	(9,505)	(9,739)	(9,978)
Other	(623)	(296)	(300)	(300)	(305)	(312)	(318)	(324)	(330)	(337)	(344)
Net Cash provided (or used in) Operating Activities	7,338	10,756	11,603	9,417	8,899	9,226	9,491	9,819	10,145	10,438	10,840
Cash Flows from Investing Activities											
Receipts:											
Sale of Investment Securities	11,115	12,159	9,507	1,573	2,701	4,054	-	-	-	-	-
Payments:											
Purchase of Infrastructure, Property, Plant & Equipment	(22,291)	(22,915)	(21,110)	(10,990)	(11,600)	(13,280)	(8,780)	(9,380)	(8,680)	(8,980)	(8,280)
Net Cash provided (or used in) Investing Activities	(11,176)	(10,756)	(11,603)	(9,417)	(8,899)	(9,226)	(8,991)	(9,819)	(10,145)	(10,492)	(10,840)
Cash Flows from Financing Activities											
Receipts:											
Proceeds from Borrowings & Advances	-	-	-	-	-	-	-	-	-	-	-
Payments:											
Repayments of Borrowings & Advances	-	-	-	-	-	-	-	-	-	-	-
Net Cash Flow provided (used in) Financing Activities	-	-	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease) in Cash & Cash Equivalents	(3,838)	0	0	-	0	0	500	-	0	0	-
plus: Cash & Cash Equivalents - beginning of year	4,338	500	500	500	500	500	500	1,000	1,000	1,000	1,000
Cash & Cash Equivalents - end of the year	500	500	500	500	500	500	500	1,000	1,000	1,000	1,000
Cash & Cash Equivalents - end of year	500	500	500	500	500	500	500	1,000	1,000	1,000	1,000
Investments - end of year	34,906	22,747	13,240	11,667	8,966	4,912	5,123	5,562	7,027	8,539	11,099
Cash, Cash Equivalents & Investments - end of year	35,406	23,247	13,740	12,167	9,466	5,412	6,123	6,562	8,027	9,539	12,099

GOLDENFIELDS WATER BUDGET RESULT 2022/23			
	Operating Activities (\$'000)	Capital Activities (\$'000)	Net Result (\$'000)
1. FISCAL BUDGET RESULT			
Operating Revenues	28,048		
Operating Expenses (incl Depreciation)	23,561		
Operating Result	4,487	0	4,487
<i>add back</i>			
Depreciation Expense	8,370		
Capex Program		22,915	
Asset Sales/Trade Ins		(738)	
RESULT Surplus/(Deficit)	12,857	(22,177)	(9,320)
<i>RESULT - a deficit will need to be funded as shown below</i>			
2. FUNDING BUDGET RESULT			
Fiscal Budget Result (Above)	12,857	(22,177)	
<i>Internal Reserve Funding</i>			
Net Trf from/(to) Employee Leave Entitlements	60		
Net Trf from/(to) Plant & Vehicle Replacement		283	
Net Trf from/(to) Infrastructure Replacement		9,037	
Net Trf from/(to) Property Asset Reserve		0	
Net Trf from/(to) Sales Fluctuation	-		
RESULT Surplus/(Deficit)	12,917	(12,857)	60
<i>RESULT - a surplus will increase Available Working Capital</i>			

Customer Categories	\$'000	% Within Category	% of Total
Residential	6,229		29.7%
Access Charges	1,744	28%	
Usage Charges	4,485	72%	
Non-Residential Rural	4,832		23.0%
Access Charges	1,590	33%	
Usage Charges	3,242	67%	
Non-Residential Other	2,780		13.2%
Access Charges	1,010	36%	
Usage Charges	1,770	64%	
Non-Residential High Volume Monthly	1,340		6.4%
Access Charges	44	3%	
Usage Charges	1,296	97%	
Non-Residential Bulk Council	5,817		27.7%
Access Charges	1,260	22%	
Usage Charges	4,557	78%	
TOTAL PROJECTED YIELD	20,998		100%

GOLDENFIELDS WATER COUNTY COUNCIL		
2022/23 BUDGETED CASH POSITION	Current Year 2021/22 \$'000	Projected 2022/23 \$'000
Reconciliation of Cash Position		
Change in net assets from continuing operations	3,294	4,487
Add back Non Cash Expenses		
Depreciation	8,300	8,370
Add Cashflows from Financing Activities		
Proceeds from Sale of Assets	567	738
Less Cashflows from Investing Activities		
Purchase of Infrastructure, Property, Plant & Equipment	(22,249)	(22,915)
Cash Surplus/(Deficit)	(10,088)	(9,320)
Equity Movements		
Reserve Funds - Increase/(Decrease)	(10,088)	(9,320)

GOLDENFIELDS WATER COUNTY COUNCIL		
2022/23 CAPITAL BUDGET SUMMARY	Current Year 2021/22 \$'000	Projected 2022/23 \$'000
Capital Budget		
Income		
Capital Funding		
Capital Grants & Contributions	2,388	6,225
Proceeds from sale - Infrastructure, Property, Plant & Equipment	567	738
Internal Restrictions	22,225	17,690
Operating Revenue	(2,931)	(1,738)
Total Capital Funding	22,249	22,915
Capital Expenditure		
New Assets		
Water Supply Infrastructure	2,301	290
Plant & Equipment	-	-
IT/Office Equipment	-	-
Land & Buildings	100	-
Renewal Assets		
Water Supply Infrastructure	17,818	20,895
Plant & Equipment	1,785	1,615
IT/Office Equipment	70	60
Furniture & Fittings	5	5
Land & Buildings	170	50
Total Capital Expenditure	22,249	22,915

GOLDENFIELDS WATER BUDGET RESULT 2022/23					
CAPITAL WORKS BUDGET 2023 - 2026	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	
CAPITAL INCOME	\$	\$	\$	\$	
Asset Sales		738,000	794,000	500,000	500,000
Capital Grants and Contributions		28,048		1,260,751	1,292,270
TOTAL CAPITAL INCOME:		6,963,000	4,049,000	1,760,751	1,792,270
CAPITAL EXPENDITURE					
NEW SYSTEM ASSETS:	\$	\$	\$	\$	
Land & Buildings		-	1,500,000	1,500,000	-
Mains - Developer Paid		40,000	40,000	40,000	40,000
Mains - Reticulation		-	75,000	-	-
Microwave Network		250,000	-	-	-
TOTAL NEW SYSTEM ASSETS		290,000	1,615,000	1,540,000	40,000
RENEWALS:	\$	\$	\$	\$	
Plant & Equipment		1,615,000	1,310,000	1,200,000	1,200,000
Information Technology		60,000	80,000	80,000	80,000
Furniture & Office Equipment		5,000	10,000	10,000	10,000
Land & Buildings		50,000	50,000	50,000	50,000
Mains - Trunk		3,330,000	3,480,000	1,680,000	2,480,000
Mains - Reticulation		5,635,000	6,000,000	3,500,000	2,530,000
Mains - Rural		780,000	430,000	430,000	430,000
Pump Stations and Bores		1,195,000	3,450,000	720,000	3,100,000
Reservoir Sites		5,725,000	4,455,000	1,550,000	1,450,000
Treatment Plant		4,030,000	30,000	30,000	30,000
Emergency Works		200,000	200,000	200,000	200,000
TOTAL RENEWALS ASSETS:		22,625,000	19,495,000	9,450,000	11,560,000
TOTAL CAPITAL EXPENDITURE:		22,915,000	21,110,000	10,990,000	1,600,000

FEES & CHARGES



Goldenfields
Water

Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
GOLDENFIELDS WATER COUNTY COUNCIL				
Access Charges (Annual)				
Residential				
20mm Connection Quarterly Charge: \$53.00	\$206.00	\$212.00	Local Government Act 1993 Section 501	N
25mm Connection Quarterly Charge: \$83.00	\$322.00	\$332.00	Local Government Act 1993 Section 501	N
32mm Connection Quarterly Charge: \$136.00	\$528.00	\$544.00	Local Government Act 1993 Section 501	N
40mm Connection Quarterly Charge: \$212.00	\$824.00	\$848.00	Local Government Act 1993 Section 501	N
50mm Connection Quarterly Charge: \$332.00	\$1,290.00	\$1,328.00	Local Government Act 1993 Section 501	N
80mm Connection Quarterly Charge: \$848.50	\$3,296.00	\$3,394.00	Local Government Act 1993 Section 501	N
Non-Residential - Rural				
20mm Connection Quarterly Charge: \$170.00	\$660.00	\$680.00	Local Government Act 1993 Section 501	N
25mm Connection Quarterly Charge: \$265.00	\$1,030.00	\$1,060.00	Local Government Act 1993 Section 501	N
Continued on next page...				

Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
32mm Connection Quarterly Charge: \$435.00	\$1,690.00	\$1,740.00	Local Government Act 1993 Section 501	N
40mm Connection Quarterly Charge: \$679.00	\$2,636.00	\$2,716.00	Local Government Act 1993 Section 501	N
50mm Connection Quarterly Charge: \$1,061.00	\$4,120.00	\$4,244.00	Local Government Act 1993 Section 501	N
80mm Connection Quarterly Charge: \$2,716.00	\$10,548.00	\$10,864.00	Local Government Act 1993 Section 501	N
20mm Connection - Trunk Main Consumers Transferred from RWCC Quarterly Charge: \$83.00	\$0.00	\$332.00	Local Government Act 1993 Section 501	N
25mm Connection - Trunk Main Consumers Transferred from RWCC Quarterly Charge: \$129.50	\$0.00	\$518.00	Local Government Act 1993 Section 501	N
Non-Residential - Other				
Includes: Commercial, Industrial, Institutional, Community, Direct and Remote				
20mm Connection Quarterly Charge: \$93.00	\$362.00	\$372.00	Local Government Act 1993 Section 501	N
25mm Connection Quarterly Charge: \$145.00	\$564.00	\$580.00	Local Government Act 1993 Section 501	N
32mm Connection Quarterly Charge: \$239.00	\$928.00	\$956.00	Local Government Act 1993 Section 501	N

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Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
40mm Connection Quarterly Charge: \$371.50	\$1,442.00	\$1,486.00	Local Government Act 1993 Section 501	N
50mm Connection Quarterly Charge: \$583.50	\$2,266.00	\$2,334.00	Local Government Act 1993 Section 501	N
80mm Connection Quarterly Charge: \$1,496.00	\$5,810.00	\$5,984.00	Local Government Act 1993 Section 501	N
100mm Connection Quarterly Charge: \$2,334.00	\$9,064.00	\$9,336.00	Local Government Act 1993 Section 501	N
Non-Residential - High Volume (Monthly)				
20mm Connection Monthly Charge: \$26.50	\$309.00	\$318.00	Local Government Act 1993 Section 501	N
25mm Connection Monthly Charge: \$41.50	\$483.00	\$498.00	Local Government Act 1993 Section 501	N
32mm Connection Monthly Charge: \$68.00	\$792.00	\$816.00	Local Government Act 1993 Section 501	N
40mm Connection Monthly Charge: \$106.00	\$1,236.00	\$1,272.00	Local Government Act 1993 Section 501	N
50mm Connection Monthly Charge: \$166.00	\$1,932.00	\$1,992.00	Local Government Act 1993 Section 501	N

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Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
80mm Connection Monthly Charge: \$424.00	\$4,944.00	\$5,088.00	Local Government Act 1993 Section 501	N
100mm Connection Monthly Charge: \$663.00	\$7,728.00	\$7,956.00	Local Government Act 1993 Section 501	N
150mm Connection Monthly Charge: \$1,491.00	\$17,376.00	\$17,892.00	Local Government Act 1993 Section 501	N
Non-Residential - Bulk Councils				
Applied per equivalent no.of 20mm connections	\$140.00	\$144.00	Local Government Act 1993 Section 501	N
Vacant Unconnected Properties				
20mm Connection (applied to new subdivisions after 1/07/2011) Quarterly Charge: \$53.00	\$206.00	\$212.00	Local Government Act 1993 Section 552	N
25mm Connection (applied to new subdivisions after 1/07/2011) Quarterly Charge: \$80.25	\$312.00	\$321.00	Local Government Act 1993 Section 552	N
<u>Consumption Charges (per kilolitre)</u>				
* Excess Charges apply when allocated volumes exceeded				
Residential Charge - all consumption	\$2.52	\$2.60	Local Government Act 1993 Section 502	N
Non-Residential Rural - all consumption*	\$1.81	\$1.93	Local Government Act 1993 Section 502	N

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Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
Non-Residential Rural - Mandamah consumption*	\$2.52	\$2.60	Local Government Act 1993 Section 502 and Section 552	N
Non-Residential Rural - Trunk Main Consumers Transferred from RWCC*	\$0.00	\$1.66	Local Government Act 1993 Section 502	N
Non-Residential Other - all consumption*	\$2.10	\$2.16	Local Government Act 1993 Section 502	N
Non-Residential High Volume Monthly consumption*	\$2.28	\$2.35	Local Government Act 1993 Section 502	N
Non-Residential Bulk Council - all consumption	\$1.72	\$1.77	Local Government Act 1993 Section 502	N
*Excess Charges	\$3.86	\$4.00	Local Government Act 1993 Section 502	N

Water Filling Stations & Temporary Water Supply Charges

Water Filling Station Charges

AvData Key Deposit	\$50.00	\$50.00	Local Government Act 1993 Section 608	N
Minimum AvData when purchased at Goldenfields Water Office	\$61.80	\$60.00	Local Government Act 1993 Section 608	N

Standpipe / Temporary Water Supply Charges

Deposit for Non-Local Customer	\$1,000.00	\$1,000.00	Local Government Act 1993 Section 608	N
Short Term Hire (per week or part thereof)	\$85.00	\$90.00	Local Government Act 1993 Section 608	N
Annual Hire (per annum of part thereof - nil consumption allow)	\$340.00	\$350.00	Local Government Act 1993 Section 501	N
All Portable Standpipe Water Sales - per kilolitre - Commercial, Portable & Temporary	\$3.86	\$4.00	Local Government Act 1993 Section 502	N
Maximum Retail Charge - per kilolitre - Standpipe / Filling Station Water Sales	\$5.15	\$5.30	Local Government Act 1993 Section 502	N

Connection & Developer Charges

Water Connection & Development Proposals

Assess development proposals (incl subdivision, strata & community/neighbourhood plans - per connection) incl site inspection
Continued on next page...

Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
Single connection	\$305.00	\$315.00	Local Government Act 1993 Section 608	N
Up to 5 connections	\$240.00	\$245.00	Local Government Act 1993 Section 608	N
6 to 15 connections	\$215.00	\$220.00	Local Government Act 1993 Section 608	N
16 to 30 connections	\$185.00	\$190.00	Local Government Act 1993 Section 608	N
> 30 connections		POA	Local Government Act 1993 Section 608	N

Infrastructure Charges

Equivalent Tenement (ET) = 250 kilolitres per annum

Retail DSP areas (per ET)	\$7,800.00	\$7,800.00	Local Government Act 1993 (Water Management Act 2000) Section 64 (Section 306 WMA)/Section 608	N
Bulk Council DSP areas (per ET)	\$7,134.00	\$7,134.00	Local Government Act 1993 (Water Management Act 2000) Section 64 (Section 306 WMA)/Section 608	N

Augmentation Charges - Tapping, Service and Meter Charges

Downsizing a Connection: half the regular cost of the resultant connection size

Augmentations: additional charges may apply where Dial Before You Dig indicates other services that require external location

20mm Connection	\$1,854.00	\$1,900.00	Local Government Act 1993 (Water Management Act 2000) Section 64 (Section 306 WMA)/Section 608	N
25mm Connection	\$2,060.00	\$2,100.00	Local Government Act 1993 (Water Management Act 2000) Section 64 (Section 306 WMA)/Section 608	N
32mm Connection	\$2,678.00	\$2,750.00	Local Government Act 1993 (Water Management Act 2000) Section 64 (Section 306 WMA)/Section 608	N

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Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
40mm Connection	\$3,090.00	\$3,200.00	Local Government Act 1993 (Water Management Act 2000) Section 64 (Section 306 WMA)/Section 608	N
50mm Connection	\$3,656.00	\$3,750.00	Local Government Act 1993 (Water Management Act 2000) Section 64 (Section 306 WMA)/Section 608	N
> 50mm Connection		At Cost	Local Government Act 1993 (Water Management Act 2000) Section 64 (Section 306 WMA)/Section 608	N
20mm Connection where service pipe has already been laid	\$370.00	\$380.00	Local Government Act 1993 (Water Management Act 2000) Section 64 (Section 306 WMA)/Section 608	N
25mm Connection where service pipe has already been laid	\$470.00	\$480.00	Local Government Act 1993 (Water Management Act 2000) Section 64 (Section 306 WMA)/Section 608	N
NR Rural - Mandamah Annual Augmentation Charge (per Entity) - Stage 1 Quarterly Charge: \$132.75	\$513.07	\$531.00	Local Government Act 1993 Section 552	N
NR Rural - Mandamah Annual Augmentation Charge (per Entity) - Stage 2 Quarterly Charge: \$130.25	\$504.00	\$521.00	Local Government Act 1993 Section 552	N
NR Rural - Mandamah Annual Augmentation Charge (per Entity) - Stage 3 Quarterly Charge: \$127.75	\$0.00	\$511.00	Local Government Act 1993 Section 552	N
NR Rural - Mandamah Annual Augmentation Charge (per Entity) - Stage 4 Quarterly Charge: \$125.00	\$0.00	\$500.00	Local Government Act 1993 Section 552	N

Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
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Customer Services

Bulk Customer Charges

Bulk Customer - Backflow Device Testing (per device) plus additional hourly rates may apply	\$345.00	\$355.00	Local Government Act 1993 Section 608	N
Bulk Customer - Backflow Installation	\$1,854.00	\$1,910.00	Local Government Act 1993 Section 608	N
Bulk Customer - Trunk Main New Connection	\$13,338.00	\$13,738.00	Local Government Act 1993 Section 608	N
Bulk Customer - Trunk Main Relocation During Construction Fee	\$6,128.00	\$6,312.00	Local Government Act 1993 Section 608	N

Backflow Prevention

*Charges apply to 20mm installation. Larger sizes charged at cost.

Installation of RPZD device (incl cost of device)*	\$1,000.00	\$1,030.00	Local Government Act 1993 Section 608	N
Inspection & Testing of Backflow Prevention Device (per device) plus additional hourly charges may apply	\$345.00	\$355.00	Local Government Act 1993 Section 608	N
Installation of Double Check Valve*	\$273.00	\$281.00	Local Government Act 1993 Section 608	N
Yearly Servicing of Double Check Valve	\$67.00	\$69.00	Local Government Act 1993 Section 608	N

Pipe Locations

Locate Only (min 1 Hour)	At Cost (min \$160/hr) Last year fee At Cost (min \$155/hr)		Local Government Act 1993 Section 608	N
Locate and Expose (min 24 hours' notice) (min 1 Hour)	At Cost (min \$160/hr) Last year fee At Cost (min \$155/hr)		Local Government Act 1993 Section 608	N

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Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
Engineering Services				
Site Inspections (per visit)	\$310.00	\$320.00	Local Government Act 1993 Section 608	N
Pressure and Flow Test	\$350.00	\$360.00		N
Pressure Testing of New Mains	\$850.00	\$875.00	Local Government Act 1993 Section 608	N
Chlorination / Disinfection of New Mains (per service)	\$850.00	\$875.00	Local Government Act 1993 Section 608	N
Cutting in of New Mains		At Cost	Local Government Act 1993 Section 608	N
Attend Bursts or Emergency Repairs - during developer defect liability period		At Cost	Local Government Act 1993 Section 608	N
Site Survey (per day)	\$930.00	\$960.00	Local Government Act 1993 Section 608	N
Design and Drafting including Plans (per day)	\$1,020.00	\$1,050.00	Local Government Act 1993 Section 608	N
Review Developer Designs and Documentation		At Cost	Local Government Act 1993 Section 608	N
Engineering Consult per hour (min 1 hour)	\$155.00	\$160.00	Local Government Act 1993 Section 608	N
Private Works				
Private Works Admin Fee		10% (Max \$500)	Local Government Act 1993 Section 608	Y
Hire rates for Labour, Plant & Equipment		POA	Local Government Act 1993 Section 608	Y
Other Charges				
Administrative Fees				
Administration				
S603 Certificate - Search Enquiry Certificate Fee (State Govt scheduled fee) - per property	\$85.00	\$90.00	Local Government Act 1993 Section 603	N
S603 Certificate Urgency Fee - process in less than three working days (incl Certificate)	\$175.00	\$180.00	Local Government Act 1993 Section 603 and Section 608	N
Restriction / Disconnection Attendance Fee - Permanent or Temporary (non-payment of account or at customer request)	\$155.00	\$160.00	Local Government Act 1993 Section 608	N
Reconnection Fee after Temporary Restriction / Disconnection	\$155.00	\$160.00	Local Government Act 1993 Section 608	N
Debt Recovery Attendance Fee (serving notices)	\$155.00	\$160.00	Local Government Act 1993 Section 608	N

Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
Meter Test Deposit				
Non-refundable if meter registers less than 4% more than the correct quantity				
20 or 25mm meter	\$150.00	\$154.00	Local Government Act 1993 Section 608	N
32 or 40mm meter	\$227.00	\$234.00	Local Government Act 1993 Section 608	N
50 or 80mm meter	\$250.00	\$258.00	Local Government Act 1993 Section 608	N
> 80mm meter	\$300.00	\$310.00	Local Government Act 1993 Section 608	N
Special Meter Reading				
Refundable if routine reading by Council is in error				
Routine service (min 48 hours notice)	\$90.00	\$93.00	Local Government Act 1993 Section 608	N
Same Day Service	\$155.00	\$160.00	Local Government Act 1993 Section 608	N
Special Enquiry/Certificate/Attendance Fee per hour (min 1 hour)	\$155.00	\$160.00	Local Government Act 1993 Section 608	N
Other				
Interest on Overdue Accounts (State Govt scheduled rate)		6%	Local Government Act 1993 Section 566	N
Processing of Dishonoured Cheques	\$55.00	\$55.00	Local Government Act 1993 Section 608	N
Processing of Dishonoured Direct Debit (initial \$0, each subsequent dishonour)	\$25.00	\$25.00	Local Government Act 1993 Section 608	N
Reallocate Electronic Payment of Water Account	\$10.00	\$10.00	Local Government Act 1993 Section 608	N
Copy of Documents (per copy) when freely available from website	\$34.00	\$35.00	Local Government Act 1993 Section 608	N
Printing / Photocopying - A4 Black & White	\$0.50	\$0.50	Local Government Act 1993 Section 608	N
Printing / Photocopying - A4 Colour	\$2.00	\$2.00	Local Government Act 1993 Section 608	N
Printing / Photocopying - A3 Black & White	\$1.00	\$1.00	Local Government Act 1993 Section 608	N
Printing / Photocopying - A3 Colour	\$3.00	\$3.00	Local Government Act 1993 Section 608	N
Copy - Water Notice	\$10.00	\$10.00	Local Government Act 1993 Section 608	N
Copy - Water Account Financial Data	\$10.00	\$10.00	Local Government Act 1993 Section 608	N
Copy - S603 Certificate	\$10.00	\$10.00	Local Government Act 1993 Section 608	N

Name	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (incl. GST)	Legislation	GST
Government Information (Public Access) Act 2009 Requests				
Application Fee	\$30.00	\$30.00	Government Information (Public Access) Act 2009 Section 41	N
Processing Charge (/hr after first 20hrs)	\$30.00	\$30.00	Government Information (Public Access) Act 2009 Section 41	N
Internal Review	\$40.00	\$40.00	Government Information (Public Access) Act 2009 Section 41	N
Amendment to Records		No Cost		N

DRAFT

RESOURCING STRATEGY





LONG TERM FINANCIAL PLAN

LONG TERM FINANCIAL PLAN

FUNDING THE DELIVERY PROGRAM

Council has prepared a Long Term Financial Plan (LTFP) to inform decision making and demonstrates how the objectives of the Business Activity Strategic Plan (BASP) and the commitments made in the Delivery Program and Operational Plan will be resourced and funded.

The LTFP captures the financial implications of asset management and workforce planning by identifying how Council's assets will be renewed, upgraded or increased and provisions for maintenance of required service levels.

The LTFP has been developed for a period of 10 years and is based on the required capital upgrades as set out in the Asset Management Strategy and Asset Class plans, as well as potential asset acquisitions required due to service level improvements identified such as the West Wyalong pressure improvements and potential new developments.

Planning assumptions:

- Conservative average water sales projections of 7,250ML per annum
- 3% per annum price increases
- 3% per annum increase in employee costs
- 2.5% per annum increase in other operational expenditure
- Capital Work program based on 10 year asset plan developed by engineering staff

Financial modelling:

The main source of potential budget variance in Council's financial modelling is related to water sales, which is the primary source of Council's operating income. This is due to water sales being dependent on weather conditions – that is, during wet years, demand for water sales will naturally be lower, and during drought or dry conditions, demand for water will be higher. Weather conditions generally run in cycles where there are approximately two years of extremely wet weather conditions out of every seven to ten years, the remaining years are generally average or dry conditions.

In modelling Council's long term financial plan, water sales projections have been modelled on conservative average water sales, to average out the cycles in weather that will occur over the ten year period. Scenarios have been produced which show the results of a wet and also a dry year. During a wet year, it would be anticipated that water sales would be approximately \$1.5 million lower than budget, which reduces the operating result as well as cash and investment balances by this amount. During dry years, water sales could be anywhere up to \$3 million higher than budget, increasing the operating result and cash and investment balances by this amount.

Operating expenditure is stable and does not vary substantially, other than by standard indexation.

Capital expenditure is projected to have a baseline \$8 million of annual expenditure, with some years having additional projects based on Council's asset planning requirements.

10 YEAR BUDGET ESTIMATES & FINANCIAL PLANNING

Scenario 1

GOLDENFIELDS WATER COUNTY COUNCIL											
INCOME STATEMENT	Current Year	Projected Years									
	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
Income from Continuing Operations											
Rates & Annual Charges	5,585	5,478	5,642	5,812	5,986	6,166	6,351	6,541	6,737	6,939	7,148
User Charges & Fees	14,347	15,725	16,195	16,680	17,179	17,693	18,222	18,767	19,328	19,907	20,502
Other Revenues	126	145	148	151	154	157	160	163	167	170	173
Grants & Contributions provided by Operating Purposes	85	85	85	85	85	85	85	85	85	85	85
Grants & Contributions provided for Capital Purposes	1,500	6,225	3,563	1,576	1,615	1,656	1,697	1,740	1,783	1,828	1,873
Interest & Investment Revenue	420	390	210	140	140	140	140	140	140	140	140
Total Income from Continuing Operations	22,064	28,048	25,843	24,443	25,159	25,896	26,655	27,436	28,240	29,069	29,921
Expenses from Continuing Operations											
Employee Benefits & On-Costs	6,885	6,876	6,788	6,986	7,190	7,399	7,615	7,837	8,066	8,301	8,543
Materials & Contracts	7,800	8,015	8,212	8,413	8,620	8,832	9,049	9,272	9,500	9,733	9,973
Depreciation & Amortisation	8,300	8,370	8,537	8,708	8,882	9,060	9,241	9,426	9,614	9,807	10,003
Other Expenses	300	300	306	313	319	325	332	338	345	352	359
Total Expenses from Continuing Operations	23,285	23,561	23,843	24,420	25,011	25,617	26,237	26,873	27,525	28,193	28,878
Net Operating Result for the Year	(1,221)	4,487	2,000	23	148	279	417	563	715	875	1,043
Net Operating Result before Grants and Contributions provided for Capital Purposes	(2,721)	(1,783)	(1,563)	(1,553)	(1,467)	(1,376)	(1,280)	(1,177)	(1,068)	(952)	(830)

10 Year LTFP based on average water sales

Scenario 2

GOLDENFIELDS WATER COUNTY COUNCIL											
INCOME STATEMENT	Current Year	Projected Years									
	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
Income from Continuing Operations											
Rates & Annual Charges	5,585	5,478	5,642	5,812	5,986	6,166	6,351	6,541	6,737	6,939	7,148
User Charges & Fees	14,347	14,258	16,195	16,680	17,179	17,693	18,222	18,767	19,328	19,907	20,502
Other Revenues	126	145	148	151	154	157	160	163	167	170	173
Grants & Contributions provided by Operating Purposes	85	85	85	85	85	85	85	85	85	85	85
Grants & Contributions provided for Capital Purposes	1,500	6,225	3,563	1,576	1,615	1,656	1,697	1,740	1,783	1,828	1,873
Interest & Investment Revenue	420	390	210	140	140	140	140	140	140	140	140
Total Income from Continuing Operations	22,064	26,581	25,843	24,443	25,159	25,896	26,655	27,436	28,240	29,069	29,921
Expenses from Continuing Operations											
Employee Benefits & On-Costs	6,885	6,876	6,788	6,986	7,190	7,399	7,615	7,837	8,066	8,301	8,543
Materials & Contracts	7,800	8,015	8,212	8,413	8,620	8,832	9,049	9,272	9,500	9,733	9,973
Depreciation & Amortisation	8,300	8,370	8,537	8,708	8,882	9,060	9,241	9,426	9,614	9,807	10,003
Other Expenses	300	300	306	313	319	325	332	338	345	352	359
Total Expenses from Continuing Operations	23,285	23,561	23,843	24,420	25,011	25,617	26,237	26,873	27,525	28,193	28,878
Net Operating Result for the Year	(1,221)	3,020	2,000	23	148	279	417	563	715	875	1,043
Net Operating Result before Grants and Contributions provided for Capital Purposes	(2,721)	(3,205)	(1,563)	(1,553)	(1,467)	(1,376)	(1,280)	(1,177)	(1,068)	(952)	(830)

10 Year LTFP based on Low water sales for 2022 / 2023 year

Scenario 3

GOLDENFIELDS WATER COUNTY COUNCIL											
INCOME STATEMENT	Current Year	Projected Years									
	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
Income from Continuing Operations											
Rates & Annual Charges	5,585	5,478	5,642	5,812	5,986	6,166	6,351	6,541	6,737	6,939	7,148
User Charges & Fees	14,347	18,915	16,195	16,680	17,179	17,693	18,222	18,767	19,328	19,907	20,502
Other Revenues	126	145	148	151	154	157	160	163	167	170	173
Grants & Contributions provided by Operating Purposes	85	85	85	85	85	85	85	85	85	85	85
Grants & Contributions provided for Capital Purposes	1,500	6,225	3,563	1,576	1,615	1,656	1,697	1,740	1,783	1,828	1,873
Interest & Investment Revenue	420	390	210	140	140	140	140	140	140	140	140
Total Income from Continuing Operations	22,064	31,238	25,843	24,443	25,159	25,896	26,655	27,436	28,240	29,069	29,921
Expenses from Continuing Operations											
Employee Benefits & On-Costs	6,885	6,876	6,788	6,986	7,190	7,399	7,615	7,837	8,066	8,301	8,543
Materials & Contracts	7,800	8,015	8,212	8,413	8,620	8,832	9,049	9,272	9,500	9,733	9,973
Depreciation & Amortisation	8,300	8,370	8,537	8,708	8,882	9,060	9,241	9,426	9,614	9,807	10,003
Other Expenses	300	300	306	313	319	325	332	338	345	352	359
Total Expenses from Continuing Operations	23,285	23,561	23,843	24,420	25,011	25,617	26,237	26,873	27,525	28,193	28,878
Net Operating Result for the Year	(1,221)	7,677	2,000	23	148	279	417	563	715	875	1,043
Net Operating Result before Grants and Contributions provided for Capital Purposes	(2,721)	1,452	(1,563)	(1,553)	(1,467)	(1,376)	(1,280)	(1,177)	(1,068)	(952)	(830)

10 Year LTFP based on Higher than Average water sales for 2022 / 2023 year



WORKFORCE MANAGEMENT PLAN

2022-2026

CONTENTS

What Is The Workforce Plan?	61
Strategy Development	62
Organisational Structure	63
Our Workforce	64
Workforce Profile	64
Workforce Analysis	67
Equal Employment Opportunity	67
Challenges Expected	68
Ageing Workforce	68
Changing Nature Of Work	68
Skill Shortages	68
Employee Engagement & Development	69
Health & Wellbeing	69
Workforce Management Strategies	60
Implementation & Monitoring	72

WHAT IS THE WORKFORCE PLAN?

Goldenfields Water's Workforce Plan 2022-2026 (the Plan) maximises the capacity of Council's workforce resources to meet the objectives of the Business Activity Strategic Plan (BASP). The Plan complies with the Office of Local Government's Integrated Planning and Reporting requirements and is an integral to ensuring that Goldenfields Water has the right people in the right roles, at the right time to continue to deliver a quality water supply to our customers and constituent councils.

STRATEGY DEVELOPMENT

The key steps in developing this workforce plan:

1. Where are we now?

Initially Goldenfields Water's current workforce profile was documented and analysed. This analysis enabled Council to identify the risks associated with the current structure of the business, and opportunities to optimise the use of current resources to ensure organisational efficiencies and operational effectiveness.

2. Where do we need to be?

Following this, an analysis of the items set out in Council's Delivery Program and Operational Plan was conducted in conjunction with workforce projections as determined by management. This information was then used to gauge the future needs of Council to ensure that our strategic goals could be met in consideration of the Long-Term Financial Plan. The gaps within our current workforce were identified, along with the strategies and potential actions to reduce these issues.

3. How do we get there?

The development of strategies as outlined in this document will ensure that Council has the right people in the right jobs at the right time. Implementation of these strategies will be undertaken over a 4-year period. To ensure relativity and continuous improvement to the identified strategies, and the success of each strategy; this document will be monitored and reviewed on an on-going basis.

ORGANISATIONAL STRUCTURE

Goldenfields Water strives to deliver quality water supply and associated services to our community in line with directives set out in our BASP.

Goldenfields Water's organisational structure as shown below, operates under the direction of our Elected Council who represent our constituent communities, along with five business units being the General Manager's Office, Production & Services, Engineering, Corporate Services and operations.

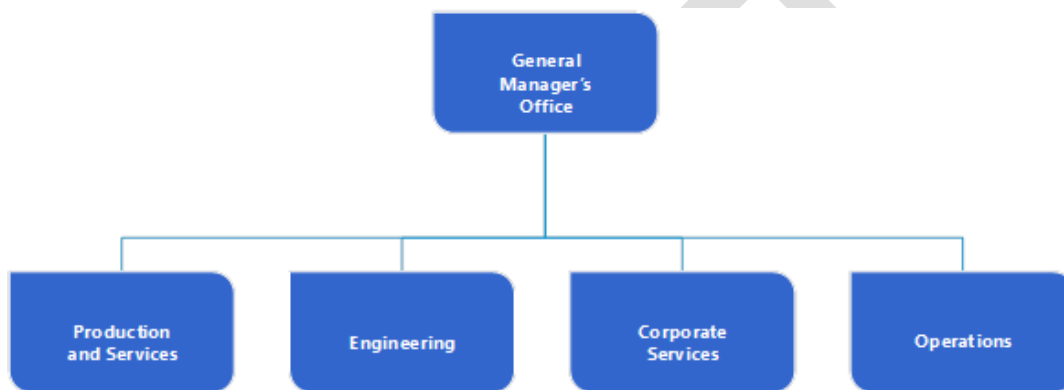


Figure 2: Goldenfields Water Organisational Chart.

OUR WORKFORCE

WORKFORCE PROFILE

As at 30 March 2022, Goldenfields Water has a headcount of 73 staff members. The figures below visualise the current make-up of our workforce.

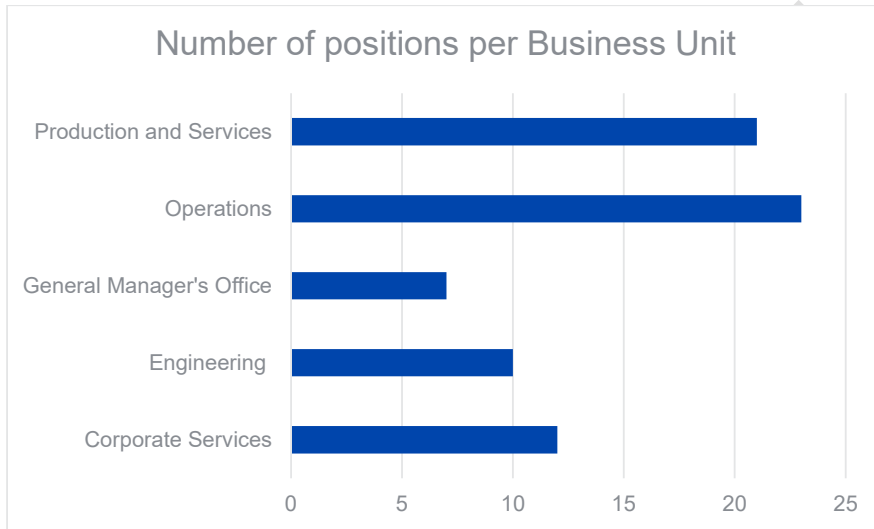


Figure 3: Number of positions per Business Unit.

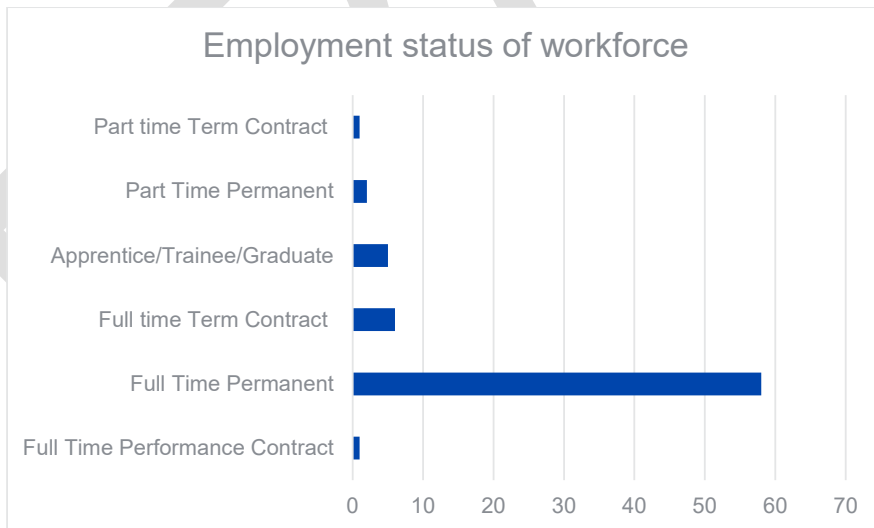


Figure 4: Employment status of workforce.

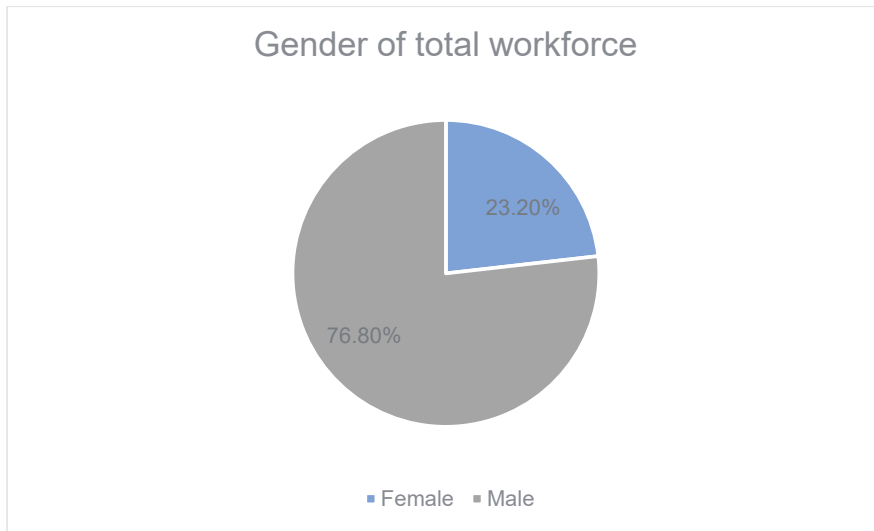


Figure 5: Gender of total workforce.

CORPORATE POSITION	Male	Female	TOTAL
Executive	1	0	1
Manager	2	2	4
Coordinator	7	2	9
Team Leader (Other supervisory)	2	1	3

Gender distribution by position type.

Figure 6:

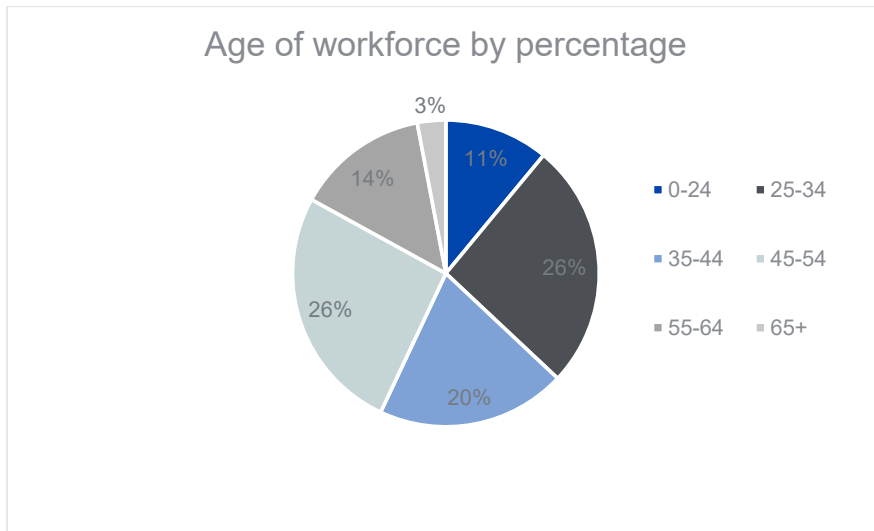


Figure 8: Age of workforce by percentage.

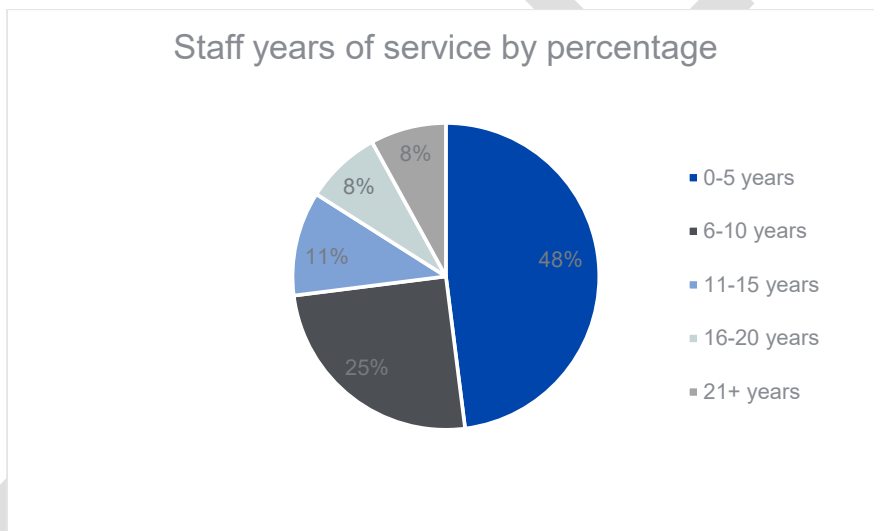


Figure 9: Staff years of service to Goldenfields Water by percentage.

WORKFORCE ANALYSIS

Analysis of the above figures draws a number of broad conclusions:

- Goldenfields Water's current workforce comprises of a total of 73 staff members; 80% of which are employed on a full-time, permanent basis.
- 7% of Goldenfields Water's workforce is made up of trainee/apprentice/cadet positions, making evident Goldenfields Water's commitment to providing learning opportunities to the residents within our constituent communities.

GENDER

- Goldenfields Water's workforce is male dominated with only 23.2% of total employees being female, however further analysis of the types of roles within Goldenfields Water determines that 70% of positions within the organisation are typically 'male dominated' (i.e. roles within Operations, Production & Services and Engineering).
- With the removal of the gender biased roles, women make up approximately half of Goldenfields Water's workforce.
-

AGE & YEARS OF SERVICE OF WORKFORCE

- In contrast to a large majority of local government organisations, Goldenfields Water's workforce is relatively young. The equally largest proportion of the workforce is aged between 25-34 years (26%), with 37% of the total workforce being under the age of 34.
- The youth of Goldenfields Water's workforce is also reflected in the years of service within the workforce where 48% of Goldenfields Water's employees hold less than five years' service and only 8% of employees having exceeded twenty-one years of service.
- 11% of the workforce are anticipated to retire in the next five years. The majority of people whom Goldenfields Water expect to lose as a result of retirement are amongst those who have contributed the most extensive lengths of service to Goldenfields Water.

EQUAL EMPLOYMENT OPPORTUNITY

In accordance with our Equal Employment Opportunity (EEO) Policy, Goldenfields Water is committed to ensuring our status as an EEO Employer.

We recognise the value of a diverse workforce and prohibit discrimination of any form within our workplace. This is supported through a number of workplace policies and procedures, together with embedded practices to ensure that our processes and systems are fair, equitable and do not disadvantage people because they belong or identify to a particular group and/or groups.

Goldenfields Water's Employment Opportunity Policy can be viewed [here](#).

CHALLENGES EXPECTED

Goldenfields Water will face a number of challenges over the coming four-year period that this strategy covers.

The challenges likely to impact Goldenfields Water are set out below:

AGEING WORKFORCE

Whilst the majority of Goldenfields Water's workforce does not fall into age brackets considered to be ageing at the time this document was written, it is noted that throughout the term of this plan a further 11% per cent of our workforce will creep into the 45-54 age bracket, largely shifting our current age distribution as pictured at Figure 8. In addition, approximately 10% of Goldenfields Water's workforce is expected to retire in the next five years. The biggest risk associated with these facts is the loss of critical organisational knowledge. As a result of this, there is a need for Goldenfields Water to focus on transferring key knowledge and skills to our more recently appointed staff to ensure that valuable business knowledge is not lost in transition.

CHANGING NATURE OF WORK

With the progress of Goldenfields Asset management maturity, an increase in the Capital Works program to catch-up on the asset backlog has been essential. In the Financial years 2022/23 and 2023/24 the Capital works program is budgeted at between \$21M and \$23M, with a sudden drop to around \$11M in 2024/25 then \$8.5M by 2027/28.

To achieve this massive increase in the Capital program for the limited period short term Council needs to look at options to increase the staffing levels. The sudden reduction in Capital budgets will then require a comparable reduction in staffing numbers as Goldenfields will no longer be able to support the extra staffing levels. A more reasonable option would be for Goldenfields to engage staff on short term contracts during the higher Capital expenditure periods only. The contracted staff will include the need for specialist contract management and engineering staff, as well as short term contracted labour to assist in delivery.

SKILL SHORTAGES

The National Skills Commission (NSC) produces the Priority List (SPL) annually to review the national skills needs of Australia. The SPL provides a current labour market rating and a future demand rating for occupations nationally. Current labour market ratings are available for occupations at a state and territory level. The future demand rating is a proportional measure that expresses the prospects for an occupation relative to that occupation's size.

Based on the 2021 SPL, areas to undergo skills shortages that may have potential impacts on the operation of Goldenfields Water include:

- Engineering;
- Accounting/Finance Management; and
- Information & Communications Technology.

As a result of the Goldenfields Water's rural location, this challenge will continue to be amplified in comparison to other like organisations in coastal and metropolitan areas. This challenge is driven by a difficulty to attract and maintain skilled personnel to our regional area.

EMPLOYEE ENGAGEMENT & DEVELOPMENT

With over 50% of Goldenfields Water's workforce currently made up of Generation Z (aged from 10 to 25) and Millennials (aged from 26 to 41), it is imperative that our organisation provides training and development opportunities. This is to ensure that our staff are highly skilled in their relevant fields to maintain and promote staff engagement. Equally, it is vital that supervisory staff are competent in the fields of performance management, target setting and driving innovation to ensure that our emerging workforce remains engaged and driven to succeed.

As a result of Goldenfields Water's regional location, it has proven to be difficult for staff to access training and professional development opportunities in a cost-effective way. Being a smaller organisation, the opportunities for staff to act in higher grade roles to attain such development opportunities can be limited. Further, the opportunity to network can also be greatly restricted. As a result of this, Goldenfields Water ought to find more unique ways to ensure staff engagement and loyalty.

HEALTH & WELLBEING

Mentally healthy workplaces are positive and productive. They are environments where people want to come to work. Goldenfields Water is committed to the provision of a safe workplace for all our staff. The growing knowledge surrounding the link between employee health and well-being and employee performance has resulted in the need for Goldenfields Water to invest in the health of our staff. Evidence shows that that this brings about a multitude of benefits to both the organisation and the employee including enhanced performance and productivity, reduced staff-related costs, positive workplace culture and improved wellbeing. Goldenfields Water must ensure that our workforce management encompass health and wellbeing initiatives.



WORKFORCE MANAGEMENT STRATEGIES

Goldenfields Water will implement a number of initiatives, actions and strategies over the next four years to ensure effective workplace planning and efficient resourcing. These initiatives are divided in to two broad areas which link to the BASP.

These are:

1. Well trained and highly motivated workforce
2. Safe healthy and risk managed working environment exists for staff and the community.

Action	Performance target	Measure	Responsibility	22/23	23/24	24/25	25/26
2.1 Well trained highly motivated workforce	Staff professional development opportunities	Staff Development Plan process incorporates employee development through informal and formal professional development and training opportunities.	HR Coordinator	X	X	X	X
	Build a diverse workforce	Action items from Goldenfields Water's EEO Management 2021-2025 implemented	HR Coordinator	X	X	X	X
	Measure and improve employee engagement	Develop, implement, and monitor organisation-wide training plan to ensure available funds for required training focusing on skills gaps and leadership	HR Coordinator	X	X	X	X
		Staff survey undertaken.	HR Coordinator	X		X	
2.2 Safe healthy and risk managed working environment exists for staff and the community	Implement WHS Program	Health and Wellbeing Strategy implemented	HR Coordinator	X	X	X	X

IMPLEMENTATION & MONITORING

Implementation of the Plan is directly aligned with the goals and objectives of the BASP. It is the responsibility of all staff to support and engage in ensuring the Plan is implemented.

The Plan will be coordinated by the Human Resources Coordinator and monitored by Goldenfields Water's management team (MANEX).



ASSET MANAGEMENT STRATEGY

2022-2032

CONTENTS

Introduction	76
Purpose of this plan.....	76
Goldenfields Water Total Asset Management.....	76
Assets Overview.....	76
<i>Water Infrastructure</i>	76
<i>Plant and equipment</i>	76
<i>Other</i>	76
Goldenfields Water Supply.....	77
Key Messages	78
Water Infrastructure	78
Water Infrastructure Assets.....	78
Water Infrastructure Financial overview.....	78
Water Infrastructure Condition.....	80
Water Infrastructure Levels of Service.....	81
<i>Supply</i>	81
<i>Customer Service</i>	82
Plant and Equipment	82
Plant and Equipment Assets.....	82
Plant and Equipment Condition.....	83
Plant and Equipment Levels of Service.....	83
Other	83
Other Assets.....	83
Other Levels of Service.....	83
Capital Works Program	84
Capital Works Program Development.....	84
Capital Works Program.....	84
Financial Summary	87
Backlog Ratio.....	87
Level of Service Ratio.....	87
Operating costs.....	87
Financial Position.....	88
Asset Management Strategies	89

Required Actions	90
Actions	90
<i>Long term financial plan</i>	90
<i>Best Practice Management – IWCM Strategy</i>	90
<i>Renewal of critical infrastructure</i>	90
<i>Renewal of network</i>	91
Resourcing	91
Asset Management Improvement Plan	92

INTRODUCTION

PURPOSE OF THIS PLAN

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

This plan provides an overview of existing assets, capital works program and asset management strategies for a 30 year planning period. Assets covered in this plan are water infrastructure assets, plant and equipment assets and other.

GOLDENFIELDS WATER TOTAL ASSET MANAGEMENT

Goldenfields Water maintains a suite of strategic asset management documents and systems that informs the way we capture, store and utilise asset information. These include:

- Asset knowledge documents and systems used to collate and store asset information and includes but is not limited to condition manual, asset register, financial system, GIS etc. This information is fed into the strategic systems.
- Strategic management documents and systems that deal with the management of assets and set the strategic direction for the Council. These include this plan, the asset class management plans, asset management framework and asset management policy
- Project delivery documents and systems are used to identify, prioritise, stage, plan and execute projects and include project prioritisation model, staging and investment model project planning and project reporting.

The strategic asset management documents inform the Long Term Financial Plan and the Capital Works Program.

ASSETS OVERVIEW

Water Infrastructure

Water infrastructure is broken down into the following four asset classes; network (pipelines and valves), pump stations, reservoirs and treatment.

Plant and equipment

Goldenfields Water owns and maintains plant and equipment including passenger vehicles, heavy plant and machinery required to undertake business activities.

Other

Other assets include items required for the business to function which aren't water infrastructure or plant. These include items such as administration and depot buildings, stores and communications network.

GOLDENFIELDS WATER SUPPLY

The purpose of the Water Network asset class is to transport water between assets from source to meter.

Goldenfields Water operates 5 schemes which are supplied from differing sources as follows:

- Jugiong – supplied from surface water (Murrumbidgee River)
- Oura – supplied from a bore field (Bore field located within the Wagga Wagga Alluvial Ground Water Source)
- Mt Arthur – supplied from a bore field (Bore field located within the Mid Murrumbidgee Zone 3 Alluvial Ground Water Source)
- Daylight – supplied from a bore field (Bore field located within the Lachlan Alluvial ground Water Source). Note the supply infrastructure is shared with Carrathool Shire Council
- Hylands Bridge – supplied from surface water (Supplied by Murrumbidgee Irrigation). Note this scheme supplies non-potable water

These schemes are best represented via the scheme map in figure 1.

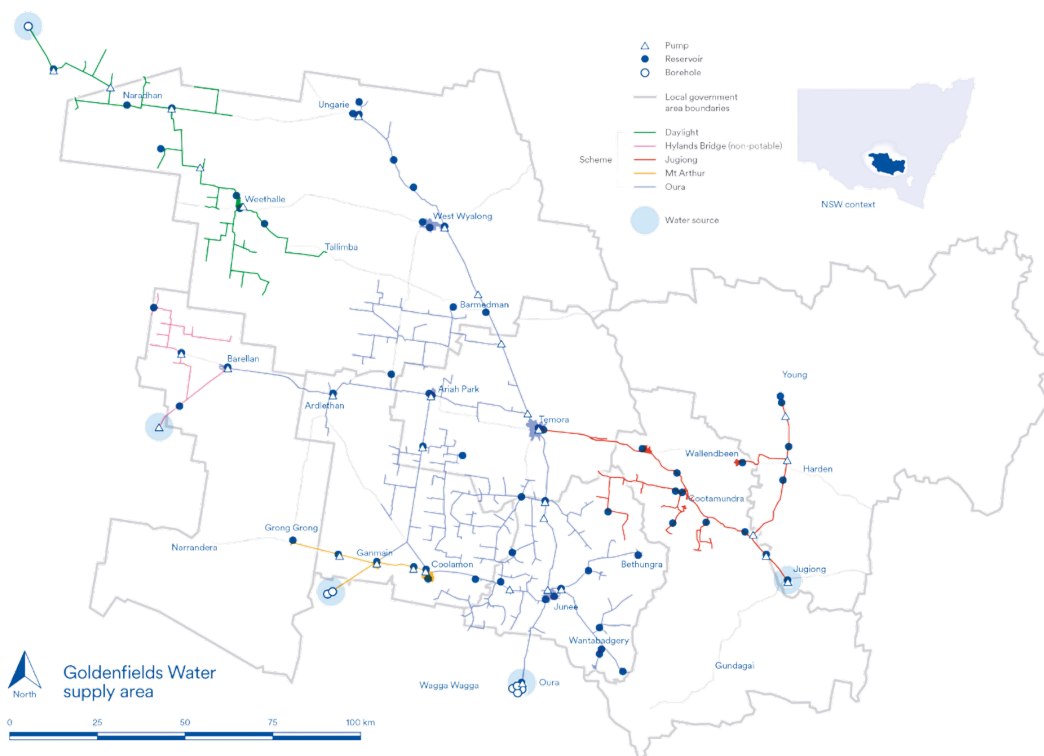


Figure 1: GWCC Supply Network

Goldenfields Water supplies water directly to approximately 11,000 rural, residential, commercial and other properties within the following local government areas:

- Junee Shire Council
- Temora Shire Council
- Bland Shire Council
- Coolamon Shire Council
- Cootamundra Gundagai Regional Council (excluding the township of Cootamundra)
- Parts of Narrandera Shire Council (Barellan and Binya)

Bulk water is also supplied to the following Councils who operate their own reticulation system:

- Cootamundra-Gundagai Council
- Hilltops Council
- Riverina Water County Council

KEY MESSAGES

The key messages to be taken from this document are as follows:

- There is currently a concerning amount of assets in very poor and poor condition which present a high risk of failures, unplanned service interruptions and increased operating costs
- In order to address both the current backlog of works and those that will fall due over the 30 year planning horizon, it is imperative for Goldenfields Water to prioritise their resources to undertaking asset renewals.
- Undertaking projects that aim to improve pressure or water quality are likely to negatively impact the resource availability to deliver the required asset renewals.
- Projects to increase Goldenfields Water's current supply area (not including general developments) need to undertake a business case to determine long term costs and benefits.
- It is recommended that projects aimed to improve current service levels or extend our service area should consider alternate funding paths such as grant funding, borrowing or increasing rates. These projects should only be delivered if unlikely to affect staff ability to deliver the required renewals and are unlikely to negatively impact future operation and maintenance costs

WATER INFRASTRUCTURE

WATER INFRASTRUCTURE ASSETS

Water infrastructure refers to the physical assets required for the extraction, treatment, storage, conveyance and supply of water from source to customer.

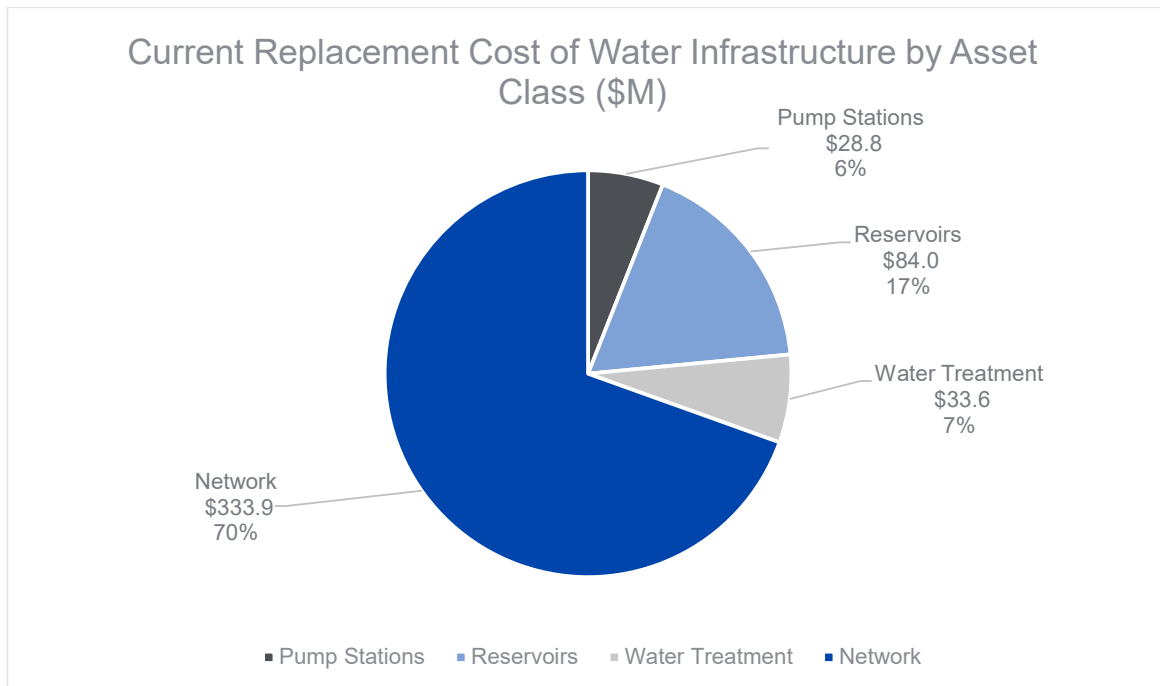
The water infrastructure assets are broken down into the following asset classes:

- Water networks – pipes and nodes (valves) which are further broken down into:
 - Trunk – transport mains that typically transport large volumes of water from one location to another
 - Urban – reticulation mains within a township. These are typically fed by a town reservoir
 - Rural – reticulation mains in rural areas
- Reservoirs – Includes the reservoir structures, ancillary structures such as ladders, platforms etc and the pipework and nodes located within the reservoir boundary
- Pump stations and bores – includes pump and supporting components such as bore casings, buildings, motors, electrical components, pipes and nodes located within the pump station boundary
- Water treatment plants – Considers water treatment assets including treatment plant, buildings, filters, hoppers, chemical dosing, rechlorination points, treatment pumps such as chemical dosing pumps but excludes water transport pumps such as raw water pumps and pumping treated water from the plant to the network.

WATER INFRASTRUCTURE FINANCIAL OVERVIEW

As of the 30 June 2021 the Current Replacement Cost of water infrastructure assets was valued at approximately \$480 million. The following pie chart shows the breakdown per asset class. As can be seen below the water network (pipes and valves) accounts for 70% of the water infrastructure assets.

Figure 2: Pie Chart of Water Infrastructure Asset Classes



The following table provides additional financial data of the asset classes. On average the assets are approximately 50% depreciated. The annual depreciation of water infrastructure assets (shown below as \$6.8M) is often perceived as the average annual capital spend required to maintain the existing levels of service through the renewal of existing assets. Goldenfields Water’s 30 year capital works program (refer to section 6 below) exceeds this average in order to address the current backlog of works.

Table 1: Water Infrastructure Asset Classes Financial Information

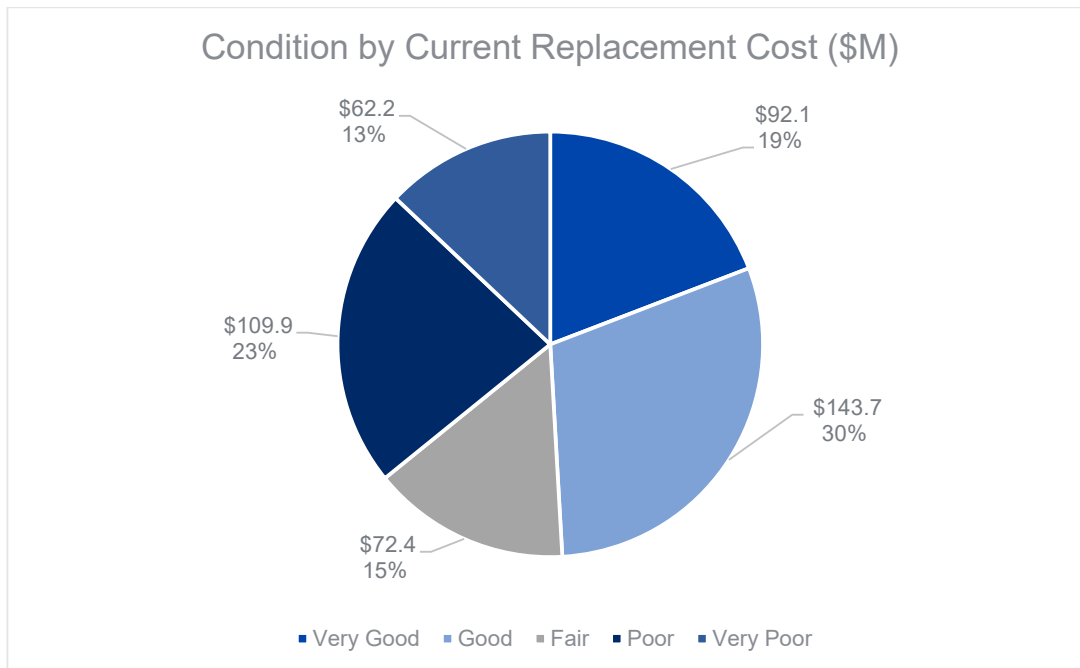
Asset Class	Current Replacement Cost (\$M)	Annual Depreciation (\$M)	Written Down Value (\$M)
Water Network	\$333.9	\$4.4	\$167.2
Pump Stations	\$28.8	\$0.7	\$16.5
Reservoirs	\$84.0	\$1.1	\$47.9
Treatment	\$33.6	\$0.6	\$17.3
Total	\$480.2	\$6.8	\$248.8

*As valued at 30 June 2021

WATER INFRASTRUCTURE CONDITION

The following graph shows the condition of water infrastructure assets as a function of current replacement cost and provides an overview of the current condition of our water infrastructure assets.

Figure 3: Water Infrastructure Condition Rating



Overall, the water infrastructure assets are in a reasonable position with nearly 50% of our assets rated as very good and good. However, the amount of assets in very poor condition indicates a high backlog of works and the need to undertake significant renewals in the upcoming years to maintain current service levels.

Assets in very poor condition present a high risk of failure resulting in:

- Unplanned service outages,
- Increased operational costs to attend failures,
- Typically, increased capital costs to renew items in short timeframes,
- Disrupts Council's planned delivery program; and
- Negatively impacts Goldenfields Water's reputation.

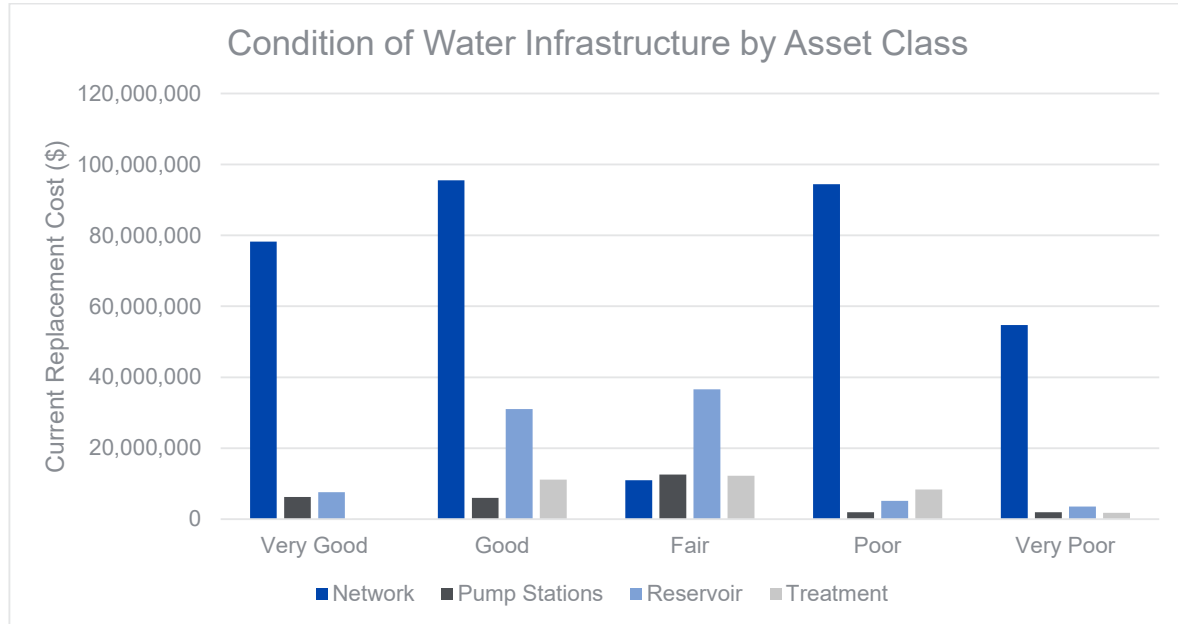
In order to be able to both effectively utilise assets to their end of useful life and also maintain a manageable portion of assets identified for renewal, Goldenfields Water must set goals for maintaining a maximum amount of assets in very poor condition. By maintaining CRC (current replacement cost) of assets in very poor condition at less than 3 x the annual depreciation it allows staff to:

- Prioritise high criticality renewals
- Undertake renewal planning and staging
- Have flexibility for addressing early failures or unexpected projects
- Allow for suitable resource planning for undertaking renewal projects

As of 30 June 2021, 3 x the annual depreciation equates to \$20.4M. This is significantly less than the current estimated CRC of assets in very poor condition which is shown above to be \$62.2M.

The following graph shows the condition ratings broken into asset classes. As can be seen below the bulk of assets in poor and very poor condition are the network assets. Over the 30 year planning period considered in this management plan, it is expected that the network assets in poor condition will transfer to very poor condition.

Figure 4: Condition of Water Infrastructure by asset classes



It is interesting to note that part of the reason for the large volume of pipeline assets in poor and very poor condition is due to the ceased production of asbestos cement pipes which resulted in the widespread use of PVC pipelines. The early versions of PVC pipelines (commonly referred to as white PVC) have a shorter 50 year useful life in comparison to the asbestos cement (100 year useful life) pipelines resulting in a significant portion of both older and newer pipelines being due for renewal at the same time. Changes in PVC pipeline production now provide PVC pipelines with an estimated 80 year useful life.

WATER INFRASTRUCTURE LEVELS OF SERVICE

The water infrastructure levels of service are as follows:

Supply

- Supply area: All urban areas of towns and villages within the GWCC area of responsibility. It will also be available to non-urban areas where adequate supply lines already exist or can be laid at a practical and economically recoverable cost
- Water quantity: Annual demand: 250 kL/ET, Peak day demand 4 kL/ET/d
- Water storage: Town reservoirs to have 3 days storage
- Water quality: Potable water should meet ADWG. Nonpotable water is not supplied for human consumption

- Reticulated connections acceptable pressure range: 12 - 90 m head per standard 20 mm connection
- Rural connections pressure: Equivalent to reticulated connections as a target but may not be achieved in all circumstances. It is a condition of supply that new connections will be required to have a minimum 3 day average water or 20,000 litres storage whichever is greater.
- GWCC trunk connections: Equivalent to reticulated connections as a target but may not be achieved in all circumstances. It is a condition of supply that new connections will be required to have a minimum 3 day average water or 20,000 litres storage whichever is greater.
- Bulk supply offtakes: As per service level agreements with bulk customers
- Non-GWCC trunk connections: No agreed service levels
- Timeframes for acknowledgement and a response to be actioned to address reported supply failures, leaks, complaints etc (note this is not the time in which the issue must be resolved)
 - Priority 1 – 15 min (supply to a large number of customers at a critical time)
 - Priority 2 – 30 min (supply to a small number of customers at a non-critical time)
 - Priority 3 – same day (supply to a single customer)
 - Priority 4 – within 1 week (minor problem or complaint)
 - Immediate – in case of emergency or catastrophe

Customer Service

- Notice of planned interruptions (written notice): Minimum 24 hours for residential and rural connections. Minimum 3 working days for commercial/industrial connections
- Unplanned interruptions to reticulated connections: – Maximum of 2 times per year for outages lasting up to 12 hours and maximum of 5 times a year for outages lasting up to 5 hours
- Unplanned interruptions to non reticulated connections: May experience interruptions without prior notice
- Response time to complaints: 10 working days to written complaints, 24 hours to phoned complaints
- Target number for complaints: Less than 2 complaints per 1,000 properties
- Response to inquiries: Respond to 95% of written inquiries within 10 working days Respond to 95% of phoned inquiries within 2 working days

PLANT AND EQUIPMENT

PLANT AND EQUIPMENT ASSETS

As of 30 June 2021, the written down value of Plant and Equipment assets was valued at \$5,250,000.

Plant and Equipment assets include the following:

- Fleet vehicles
- Construction plant such as excavators, trucks, trencher
- Trailers
- Major equipment eg lathe, milling machine, brake press etc

PLANT AND EQUIPMENT CONDITION

Plant and equipment are maintained in suitable operating condition through regular maintenance and servicing. Fleet vehicles are replaced regularly depending on the vehicle type and use. Plant and equipment found to be in unsuitable condition are tagged out of service until repairs or replacement can occur.

PLANT AND EQUIPMENT LEVELS OF SERVICE

The required levels of service for plant depend on it's intended use. A cost analysis is used to determine what size plant and quantity is required.

OTHER

OTHER ASSETS

Other assets include:

- Buildings (non specialised) - Administration office, depot buildings and residential buildings
- Furniture and minor equipment
- Land owned by Goldenfields Water
- Stores
- Communications network
- IT

OTHER LEVELS OF SERVICE

Assets	Levels of Service Required
Buildings	Building are to be safe and fit for purpose
Furniture and minor equipment	Furniture and minor equipment is to be suitable for the needs of staff to enable work to be carried out in a efficient and effective manner
Land	It is preferable for Goldenfields Water to own land where permanent above ground infrastructure exists.
Stores	Stores to house critical items to reduce potential outages, PPE equipment and store often used items in stock to allow enable staff to carry out work in an efficient and effective manner
Communications network	Communications network assets are required to provide secure, fast and effective remote communication and operation to occur.
IT	IT assets and systems are to be available to staff to enable Council to carry out it's function efficiently and effectively. IT systems are to be protected from external access.

CAPITAL WORKS PROGRAM

CAPITAL WORKS PROGRAM DEVELOPMENT

Asset renewals need to be undertaken in a structured manner in accordance with Goldenfields Water's project development documentation to ensure that projects are appropriately scoped, planned and staged to enable the most cost effective and efficient delivery.

To deliver the required works in a cost-effective manner projects need to be delivered through a combination of internal labour and external consultants and contractors. Projects delivered externally still require internal labour through appropriate project management.

The capital works program needs to be developed in a manner that to enables projects to be appropriately resourced with some availability and flexibility for staff to address reactive works as required. Failure to do so will result in an unachievable program and likely an increase in errors and oversights during delivery.

Therefore, in order to address both the current backlog of works and those that will fall due over the 30-year planning horizon, it is imperative for Goldenfields Water to prioritise asset renewals.

CAPITAL WORKS PROGRAM

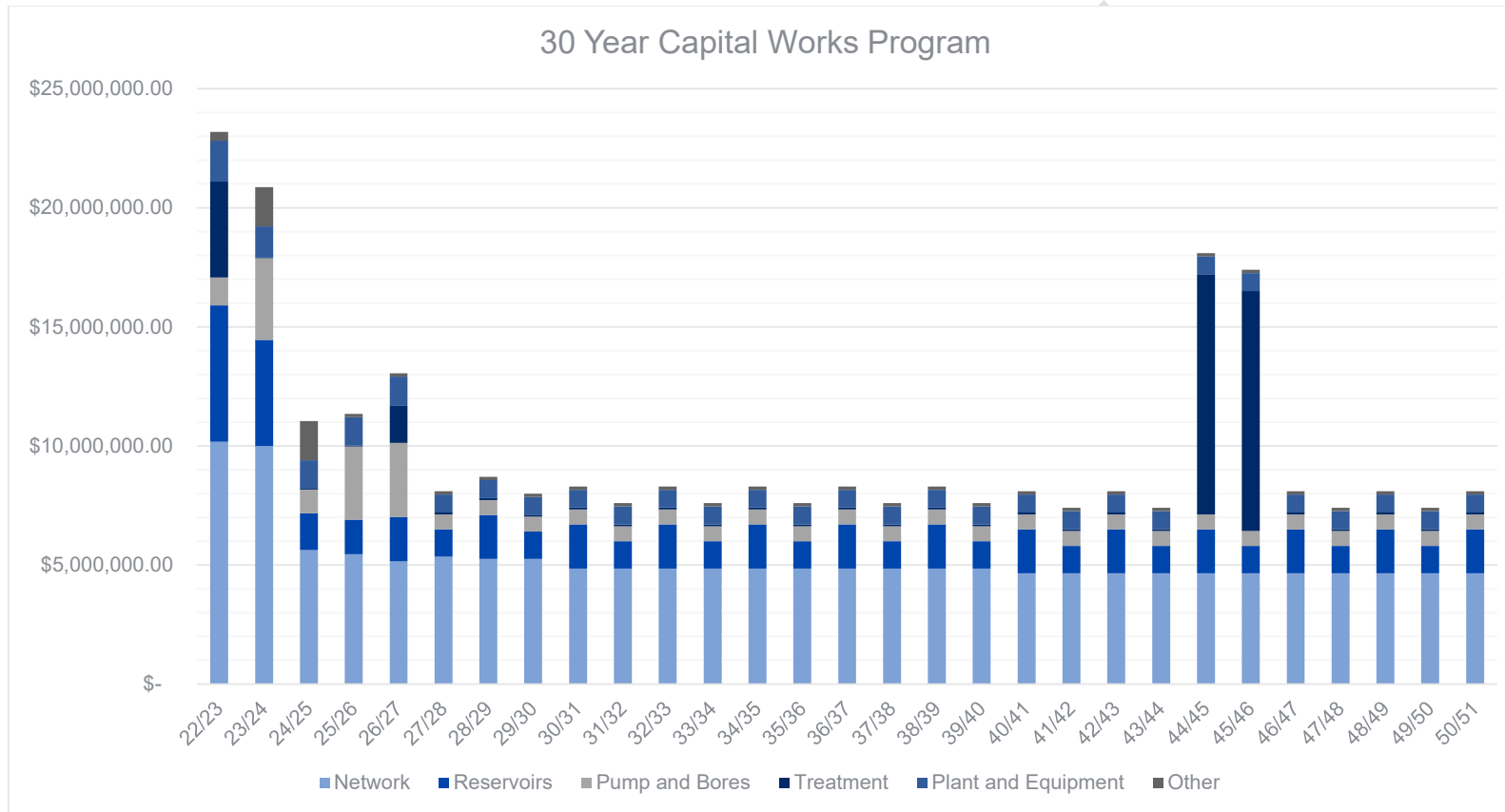
The following capital works program has been developed to address the backlog of works over a 30-year planning period. The program is driven by asset condition and estimate required renewals spend across the 30 years which is then further detailed into specific projects across a 5-year horizon.

The 30-year program is likely to increase slightly in cost (estimated up to 10%). This is expected to arise due to some renewals being upgraded to increase in capacity as they are assessed against future demand needs.

Table 2: 10 Year Capital Works Program

Capital Expenditure \$'000	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
Networks	\$10,175	\$10,000	\$5,625	\$5,455	\$5,155	\$5,315	\$5,215	\$5,215	\$4,815	\$4,815
Pump Station	\$1,170	\$3,425	\$995	\$3,075	\$3,125	\$625	\$625	\$625	\$625	\$625
Reservoir	\$5,725	\$4,455	\$1,550	\$1,450	\$1,850	\$1,150	\$1,850	\$1,150	\$1,850	\$1,850
Treatment	\$4,030	\$30	\$30	\$30	\$1,580	\$80	\$80	\$80	\$80	\$80
Plant and Equipment	\$1,715	\$1,310	\$1,200	\$1,200	\$1,200	\$750	\$750	\$750	\$750	\$750
Other	\$365	\$1,640	\$1,640	\$140	\$140	\$140	\$140	\$140	\$140	\$140
Emergency	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Total	\$23,380	\$21,060	\$11,240	\$11,550	\$13,250	\$8,260	\$8,860	\$8,160	\$8,460	\$8,460

Figure 5: 30 Year Capital Works Program



FINANCIAL SUMMARY

BACKLOG RATIO

Under Special Schedule 7 of Council's Annual Financial Statements Council is required to report a backlog ratio. The backlog ratio for water infrastructure only is calculated as follows

$$\text{Backlog Ratio} = \frac{\text{Estimated cost to bring assets to a satisfactory condition}}{\text{Written down value of the assets}}$$

$$\text{Backlog Ratio} = \frac{\$54,493,944}{\$248,814,960}$$

Backlog Ratio = 21.90% as of 30 June 2021.

The Office of Local Government prescribes a benchmark for the ratio to be less than 2% however it is noted that general purpose councils have infrastructure that can be partially renewed to bring back to satisfactory eg resealing roads noting that roads tend to make up over 50% of a general purpose councils assets. In comparison, network assets which make up 70% of Goldenfields Water's assets are required to be replaced with a new asset when the condition deteriorates. This results in a significantly higher backlog ratio.

LEVEL OF SERVICE RATIO

Council is also required to report on a level of service ratio. The level of service ratio for water infrastructure only is calculated as follows:

$$\text{Level of service ratio} = \frac{\text{estimated cost to bring assets to an agreed level of service}}{\text{gross replacement cost}}$$

$$\text{Level of service ratio} = \frac{\$54,493,944}{\$480,187,710}$$

Level of service ratio = 11.35% as of 30 June 2021.

Note the Office of Local Government does not prescribe a benchmark for this ratio.

OPERATING COSTS

The operational expenditure for assets is listed below

Operating Expenditure \$'000 for 2020/21 financial year	21/22
Networks	\$1,888
Pump Station	\$1,443
Reservoir	\$691
Treatment	\$2,529
Plant and Equipment	\$741
Buildings	\$475

FINANCIAL POSITION

As part of the Integrated Planning and Reporting and Integrated Water Cycle Management a long term financial plan will be generated based on the above capital works program which will inform Council's financial position.

However, it should be noted that despite Goldenfields Water's current reserves, the forecasted capital works program suggests that Council may need to consider alternate options for funding some of the program such as:

- Grant funding applications
- Borrowing
- Rates increase

Given the backlog of works and potential funding constraints it is imperative Goldenfields Water focuses their resources on undertaking renewals in order to maintain current service levels over undertaking projects that look to increase service levels or extend the existing scheme.

Undertaking projects that aim to improve pressure or water quality are likely to negatively impact the resource availability (both cost a staff resources) to deliver the required asset renewals.

Projects to increase Goldenfields Water's current supply area (not including general developments) need to undertake a business case to determine long term costs and benefits.

It is recommended that projects aimed to improve current service levels or extend our service area should consider alternate funding paths such as grant funding, borrowing, or increasing rates. These projects should only be delivered if unlikely to affect staff ability to deliver the required renewals.

Communication with stakeholders is important to enable understanding of the potential cost impacts of increasing service levels and/or servicing additional areas.

ASSET MANAGEMENT STRATEGIES

The following asset management strategies have been adopted.

No	Strategy	Benefit
1	Prioritise asset renewals to address backlog and maintain current levels of service. Reduce CRC (current replacement cost) of assets in very poor condition to less than 3 x annual depreciation	Existing customers continue to receive and secure and reliable water supply
2	Continuous improvement of asset data and asset management tools	Improved understanding and management of Council assets ensures Councils funds are allocated in the most appropriate area
3	Council undertakes options assessments of systems to determine most appropriate solutions to address future demand and operation	Assets are constructed to meet the long term needs of the organisation
4	Project needs are assessed, prioritised, and planned	Funding is allocated to the highest priority projects. Projects are well planned.
5	Staff and equipment resourcing optimises asset costs, construction costs and renewals costs over the long term.	Asset renewals are undertaken in a cost-effective manner
6	Investigate and implement measures to optimise the operation of our assets	Costs are reduced by altering the operation of assets
7	Seek funding opportunities to enable improved levels of service	Improve levels of service to the community with minimised impact to the renewals program
8	Continued stakeholder engagement and levels of service communication	The community understands current levels of service and potential cost impacts if increased levels of service

REQUIRED ACTIONS

ACTIONS

Long term financial plan

A long term financial plan is required to inform Council's financial position and determine whether additional funding pathways will be required to undertake the required works. Goldenfields Water is currently in the process of developing two long term financial plans to meet the needs of regulatory reporting as follows:

- Integrated Planning and Reporting required by the Office of Local Government to consider a 10-year planning horizon
- Integrated Water Cycle Management (IWCM) required by the NSW Government and considers a 30-year planning horizon

Best Practice Management – IWCM Strategy

A consultant has been engaged to develop the IWCM Strategy. Included in this works is the following:

- Updating Goldenfields Water's hydraulic model
- Use the model to assess Goldenfields Water's current assets ability to supply peak demand periods, demand growth over 15 and 30 years and recovery after supply interruptions
- Assessing scenarios to address the issues identified in the IWCM Issues Paper using a TBL approach
- Long term financial plan including sensitivity analysis
- IWCM Strategy
- Development Servicing Plan
- Stakeholder and community consultation

Renewal of critical infrastructure

Goldenfields Water are currently undertaking investigation, planning and renewal works on critical infrastructure as follows:

- Oura water treatment plant:
 - 30-year asset renewal plan was developed to inform the future needs of the critical infrastructure at the production of the scheme. (complete)
 - Renewal of Oura's high voltage electrical assets (underway)
 - Detailed design of Oura reservoir and pump station renewals and upgrades (underway)
 - Construction of Oura reservoir and pump station renewals (not yet started)
- Jugiong water treatment plant:
 - 30-year asset renewal plan was developed to inform the future needs of the critical infrastructure at the production of the scheme. (complete)
 - Renewal of Jugiong high voltage assets (underway)
 - Detailed design and construction of Jugiong water treatment plant reservoir and pump stations (not yet started)
- Rosehill to Young:

- Asset renewal plan developed to determine an optimised asset renewal and operation of the scheme
- Construction of 11km of pipeline renewal (nearly completed)
- Renewal of pump and reservoir infrastructure detailed design and construction (not yet started)

Renewal of network

Network renewals need to be prioritised in order to address both the current backlog and upcoming renewals.

Network assets are categorised into the following three categories all of which require attention as follows:

- Trunk (transport mains) – Trunk renewals are typically required due to deteriorating infrastructure and/or upsizing due to increased demand. Renewals of trunk mains over DN300 are typically done via consultants and contractors split into investigation, design, and construction stages.
- Urban (reticulation within townships) – Urban townships typically experience less bursts per km than in rural settings, however asset data shows a large volume of these assets are exceeding their estimated useful life which will likely result in an increase of bursts in the near future. Urban renewal construction is more costly and time consuming to undertake when compared to rural renewals due to the need to construct around existing assets.
- Rural (reticulation in rural areas) – rural reticulation accounts for the majority of pipelines in terms of kms. A significant portion was constructed of the early version of PVC (white PVC) which is experiencing a short asset life. These assets are brittle and account for the most bursts within our systems.

Goldenfields Water internal construction provides significantly better unit rate for renewals in rural settings compared to contractors. This is partly due to the lack of contractors in regional areas which require contractors to have additional travel and accommodation costs for plant and staff. It is anticipated the same will be true for urban renewals (past urban renewals have only addressed short sections making an internal renewal rate difficult to determine). As such Goldenfields Water aims to undertake urban and rural renewals in house.

RESOURCING

To enable the above actions to take place additional resources are required as follows:

- An additional construction team and associated plant to enable majority of urban and rural network renewals to be undertaken internally
- Engineering support officer is engaged short term to assist the engineers with project administration tasks enabling engineering staff to focus on project delivery
- External consultants and contractors are used to undertake design and construction of trunk mains above 300mm in diameter, highly critical infrastructure or infrastructure requiring specific expertise
- External project managers are engaged for projects requiring specific expertise such as projects involving high voltage equipment.

ASSET MANAGEMENT

IMPROVEMENT PLAN

Goldenfields Water is committed to continuous improvement of their asset management documents and systems to enable Council to make informed capital works and budgeting decisions.

Goldenfields Water undertakes a revaluation of their water infrastructure assets each year. This readily allows for Goldenfields Water to undertake and implement continuous improvement of their asset knowledge.

Table 3: Improvement Plan

Task No	Task	Benefit	Timeframe
1	Integration of the asset register, GIS and financial system	Integration of the three systems will improve efficiency of the systems and reduce opportunities for errors	June 2023
2	Continual update of asset financial data	Reviewing and updating the unit rates and useful lives of the assets improves the financial data and planned management and renewals of the assets	Each EOFY
3	Improved network condition rating	Network assets are currently condition rated by install date and expected useful life of the assets. Reviewing condition rating through burst reports and visual inspections will improve condition reliability and provide a strategic renewal program	Ongoing
4	Finalise and adopt Class Asset Management Plans	Class asset management plans consider the operation, service levels, maintenance, criticality, and risk assessment of each asset class	Dec 2022
5	Finalise updating the hydraulic model	Current operation and potential alterations can be accurately modelled to inform operation optimisation and asset renewals	Dec 2022
6	Stakeholder engagement to communicate asset portfolio, renewal requirements and financial impacts	Stakeholders are informed of decision-making influences	Ongoing



GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

PP031 CODE OF CONDUCT

Report prepared by Human Resources Coordinator

COUNCIL OFFICER RECOMMENDATION

That the Board adopt PP031 Code of Conduct

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Section 440 (7) of the Local Government Act requires a council, within 12 months of an ordinary election, to review its adopted Code of Conduct.

REPORT

PP031 Code of Conduct is consistent with the Office of Local Governments Model Code of Conduct which was reviewed and updated in 2021. No further changes are recommended to ensure consistency is maintained with the Model document.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: PP031 Code of Conduct

TABLED ITEMS: Nil



Policy No. PP031

DRAFT Code of Conduct Policy



Code of Conduct Policy

1 INFORMATION ABOUT THIS POLICY

POLICY INFORMATION

Date Adopted by Board 25 February 2016	Resolution No. 19/059, 21/017
Policy Responsibility General Manager	
Review Timeframe 4 yearly	
Last Review 04/2022	Next Scheduled Review 2026

DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
PP031	2021	Amendments in response to the decision by the Supreme Court in the matter of <i>Cornish v Secretary, Department of Planning, Industry and Environment</i> [2019] NSWSC 1134.
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	

FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation	
Related Policies	P019 Administrative procedures for the Code of Conduct
Related Procedures, Protocols, Statements and Documents	



2 TABLE OF CONTENTS

1	INFORMATION ABOUT THIS POLICY.....	2
2	TABLE OF CONTENTS.....	3
3	INTRODUCTION.....	4
4	DEFINITIONS.....	5
5	GENERAL CONDUCT OBLIGATIONS.....	7
6	PECUNIARY INTERESTS.....	10
7	NON-PECUNIARY CONFLICTS OF INTEREST.....	15
8	PERSONAL BENEFIT.....	19
9	RELATIONSHIPS BETWEEN COUNCIL OFFICIALS.....	21
10	ACCESS TO INFORMATION AND COUNCIL RESOURCES.....	23
11	MAINTAINING THE INTEGRITY OF THIS CODE.....	26

DRAFT

3 INTRODUCTION

This *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”) is made under section 440 of the *Local Government Act 1993* (“LGA”) and the *Local Government (General) Regulation 2005* (“the Regulation”).

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council’s adopted code of conduct applies to, must comply with the applicable provisions of their council’s code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council’s code of conduct may give rise to disciplinary action.

4 DEFINITIONS

In the Code of Conduct the following definitions apply:

The Act - the *Local Government Act 1993*

Act of disorder - see the definition in clause 256 of the Local Government (General) Regulation 2005

Administrator - an administrator of a council appointed under the Act other than an administrator appointed under section 66.

Chief Executive - Chief Executive of the Division of Local Government, Department of Premier and Cabinet

Committee - a council committee

Conflict of interest - a conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty

Council committee - a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee

Council committee member - a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee

Council official - includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council

Councillor - a person elected or appointed to civic office and includes a Chairperson

Delegate of council - a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated

Designated person - see the definition in Section 441 of the Act

Election campaign - includes council, State and Federal election campaigns

Personal information - information or an opinion about a person whose identity is apparent, or can be ascertained from the information or opinion

The Regulation - the Local Government (General) Regulation 2005

The term "you" used in the Code of Conduct refers to council officials.



Code of Conduct Policy

The phrase "this code" used in the Code of Conduct refers also to the procedures for the administration of the Code of Conduct prescribed under the Local Government (General) Regulation 2005

DRAFT

5 GENERAL CONDUCT OBLIGATIONS

General conduct

- 5.1 You must not conduct yourself in a manner that:
- is likely to bring the council or other council officials into disrepute
 - is contrary to statutory requirements or the council's administrative requirements or policies
 - is improper or unethical
 - is an abuse of power
 - causes, comprises or involves intimidation or verbal abuse
 - involves the misuse of your position to obtain a private benefit
 - constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 5.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (*section 439*).

Fairness and equity

- 5.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 5.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 5.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 5.3 or 5.4.

Harassment and discrimination

- 5.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 5.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- is not wanted by the person
 - offends, humiliates or intimidates the person, and
 - creates a hostile environment.

Bullying

- 5.8 You must not engage in bullying behaviour towards others.
- 5.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
- a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons and
 - the behaviour creates a risk to health and safety.
- 5.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- aggressive, threatening or intimidating conduct
 - belittling or humiliating comments
 - spreading malicious rumours
 - teasing, practical jokes or 'initiation ceremonies'
 - exclusion from work-related events
 - unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
 - displaying offensive material

- h) pressure to behave in an inappropriate manner.
- 5.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:
- a) performance management processes
 - b) disciplinary action for misconduct
 - c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
 - d) directing a worker to perform duties in keeping with their job
 - e) maintaining reasonable workplace goals and standards
 - f) legitimately exercising a regulatory function
 - g) legitimately implementing a council policy or administrative processes.

Work health and safety

- 5.12 All council officials, including councillors, owe statutory duties under the Work Health and Safety Act 2011 (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
- a) take reasonable care for your own health and safety
 - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
 - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
 - d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
 - e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
 - f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

- 5.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 5.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Binding caucus votes

- 5.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 5.16 For the purposes of clause 5.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the

personal views of individual members of the group on the merits of the matter before the council or committee.

- 5.17 Clause 5.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 5.18 Clause 5.15 does not apply to a decision to elect the Chairperson or deputy Chairperson, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

Obligations in relation to meetings

- 5.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 5.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 5.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.
- 5.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
 - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
 - c) Deliberately seek to impede the consideration of business at a meeting.

6 PECUNIARY INTERESTS

What is a pecuniary interest?

- 6.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 6.3.
- 6.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 6.6.
- 6.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 6.4 For the purposes of clause 6.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 6.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 6.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 6.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector
 - (b) your interest as a ratepayer or person liable to pay a charge
 - (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
 - (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
 - (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
 - (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other

community or special interest group, if you have been appointed to represent the organisation or group on the council committee

- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - (j) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - (k) security for damage to footpaths or roads
 - (l) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (m) an interest relating to the payment of fees to councillors (including the Chairperson and deputy Chairperson)
- (n) an interest relating to the payment of expenses and the provision of facilities to councillors (including the Chairperson and deputy Chairperson) in accordance with a policy under section 252 of the LGA,
- (o) an interest relating to an election to the office of Chairperson arising from the fact that a fee for the following 12 months has been determined for the office of Chairperson
- (p) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (q) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- (r) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

- 6.7 For the purposes of clause 6.6, "relative" has the same meaning as in clause 6.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

- 6.8 Designated persons include:

- (a) the general manager
- (b) other senior staff of the council for the purposes of section 332 of the LGA
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve

the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

- 6.9 A designated person:
- (a) must prepare and submit written returns of interests in accordance with clauses 6.21, and
 - (b) must disclose pecuniary interests in accordance with clause 6.10.
- 6.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 6.11 Clause 6.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.
- 6.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.
- 6.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council staff other than designated persons?

- 6.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.
- 6.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 6.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council advisers?

- 6.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 6.17 A person does not breach clause 6.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a council committee member?

- 6.18 A council committee member must disclose pecuniary interests in accordance with clause 6.28 and comply with clause 6.29.
- 6.19 For the purposes of clause 6.18, a "council committee member" includes a member of staff of council who is a member of the committee.

What disclosures must be made by a councillor?

- 6.20 A councillor:
- (a) must prepare and submit written returns of interests in accordance with clause 6.21, and

- (b) must disclose pecuniary interests in accordance with clause 6.28 and comply with clause 6.29 where it is applicable.

Disclosure of interests in written returns

- 6.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a councillor or designated person, and
 - (b) 30 June of each year, and
 - (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 6.22 A person need not make and lodge a return under clause 6.21, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a councillor or designated person in the preceding 3 months.
- 6.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 6.24 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 6.25 Returns required to be lodged with the general manager under clause 6.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 6.26 Returns required to be lodged with the general manager under clause 6.21(c) must be tabled at the next council meeting after the return is lodged.
- 6.27 Information contained in returns made and lodged under clause 6.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 6.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 6.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 6.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 6.28 and 6.29 where they participate in the meeting by telephone or other electronic means.
- 6.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 6.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

- 6.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 6.6.
- 6.34 A person does not breach clauses 6.28 or 6.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 6.35 Despite clause 6.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 6.36 Clause 6.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
- (a) the matter is a proposal relating to:
 - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
 - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
 - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 6.3) in that person's principal place of residence, and
 - (c) the councillor made a special disclosure under clause 6.37 in relation to the interest before the commencement of the meeting.
- 6.37 A special disclosure of a pecuniary interest made for the purposes of clause 6.36(c) must:
- (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
 - (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.
- 6.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
 - (b) that it is in the interests of the electors for the area to do so.
- 6.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 6.38, must still disclose the interest they have in the matter in accordance with clause 6.28.

7 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 7.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 6.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 7.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 7.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 7.2.
- 7.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 7.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 7.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 7.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the Chairperson.
- 7.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 7.6.
- 7.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 7.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 6.1, but it involves:
 - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 6.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
 - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
 - c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.

- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
 - e) a financial interest (other than an interest of a type referred to in clause 6.6) that is not a pecuniary interest for the purposes of clause 6.1
 - f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 7.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 6.28 and 6.29.
- 7.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 7.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the Chairperson.
- 7.13 Despite clause 7.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 7.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

Political donations

- 7.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.
- 7.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) the major political donor has a matter before council,
- you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 6.28 and 6.29. A disclosure made under this clause must be recorded in the minutes of the meeting.
- 7.17 For the purposes of this Part:
- a) a "reportable political donation" has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
 - b) "major political donor" has the same meaning as it has in the *Electoral Funding Act 2018*.

- 7.18 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 7.9 and take the appropriate action to manage them.
- 7.19 Despite clause 7.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum as a result of compliance with this Part

- 7.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:
- a) the matter is a proposal relating to:
 - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council’s area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council’s area, and
 - b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person’s principal place of residence, and
 - c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 7.6.
- 7.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
 - b) that it is in the interests of the electors for the area to do so.
- 7.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 7.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 7.6.

Other business or employment

- 7.23 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.
- 7.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member’s council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.
- 7.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of

the council that relates to the business of the council, or that might conflict with the staff member's council duties.

- 7.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.
- 7.27 Members of staff must ensure that any outside employment, work or business they engage in will not:
- a) conflict with their official duties
 - b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
 - c) require them to work while on council duty
 - d) discredit or disadvantage the council
 - e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

Personal dealings with council

- 7.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 7.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

8 PERSONAL BENEFIT

- 8.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 8.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less
 - b) a political donation for the purposes of the *Electoral Funding Act 2018*
 - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
 - d) a benefit or facility provided by the council to an employee or councillor
 - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
 - f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business
 - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

- 8.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 8.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 8.5 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) subject to clause 8.7, accept any gift or benefit of more than token value as defined by clause 8.9
 - e) accept an offer of cash or a cash-like gift as defined by clause 8.13, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer-supplier relationship with the competition organiser
 - g) personally benefit from reward points programs when purchasing on behalf of the council.
- 8.6 Where you receive a gift or benefit of any value other than one referred to in clause 8.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
- a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and

- d) the date on which the gift or benefit was received.
- 8.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 8.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
 - b) gifts of alcohol that do not exceed a value of \$100
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 8.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 8.5(d) and, subject to clause 8.7, must not be accepted.
- 8.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 8.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 8.12 For the purpose of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

- 8.13 For the purposes of clause 8.5(e), “cash-like gifts” include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 8.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 8.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

9 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

- 9.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 9.2 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the Chairperson or administrator exercising their functions under section 226 of the LGA
 - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
 - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
 - d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the Chairperson or administrator exercising their functions under section 226 of the LGA.
- 9.3 Despite clause 9.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

Obligations of staff

- 9.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the Chairperson and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 9.5 Members of staff of council must:
- a) give their attention to the business of the council while on duty
 - b) ensure that their work is carried out ethically, efficiently, economically and effectively
 - c) carry out reasonable and lawful directions given by any person having authority to give such directions
 - d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
 - e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Inappropriate interactions

- 9.6 You must not engage in any of the following inappropriate interactions:
- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
 - b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters

- c) subject to clause 10.6, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor has a right to be heard by the panel at the meeting
- f) councillors and administrators being overbearing or threatening to council staff
- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the Chairperson or administrator, unless they are exercising their functions under section 226 of the LGA.

10 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 10.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the Government Information (Public Access) Act 2009 (the GIPA Act).
- 10.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 10.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 10.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 10.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 10.6 Despite clause 10.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

Councillors and administrators to properly examine and consider information

- 10.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

Refusal of access to information

- 10.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 10.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 10.6). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 10.9 In regard to information obtained in your capacity as a council official, you must:
- a) subject to clause 10.14, only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
 - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 10.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 10.11 In addition to your general obligations relating to the use of council information, you must:
- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
 - b) protect confidential information
 - c) only release confidential information if you have authority to do so
 - d) only use confidential information for the purpose for which it is intended to be used
 - e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
 - g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

- 10.12 When dealing with personal information you must comply with:
- a) the *Privacy and Personal Information Protection Act 1998*
 - b) the *Health Records and Information Privacy Act 2002*
 - c) the Information Protection Principles and Health Privacy Principles
 - d) the council's privacy management plan
 - e) the Privacy Code of Practice for Local Government

Use of council resources

- 10.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.
- 10.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters
 - b) the representation of employees with respect to grievances and disputes
 - c) functions associated with the role of the local consultative committee.
- 10.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 10.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 10.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 10.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.

10.19 You must not convert any property of the council to your own use unless properly authorised.

Internet access

10.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

Council record keeping

10.21 You must comply with the requirements of the State Records Act 1998 and the council's records management policy.

10.22 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the State Records Act 1998 and the council's approved records management policies and practices.

10.23 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.

10.24 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the State Records Act 1998.

Councillor access to council buildings

10.25 Councillors and administrators are entitled to have access to the council chamber, committee room, Chairperson's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.

10.26 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.

10.27 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

11 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 11.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 11.2 For the purposes of clause 11.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 11.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 11.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 11.5 For the purposes of clauses 11.3 and 11.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 11.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 11.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 11.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

- 11.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 11.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 11.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 11.12 You must not disclose information about a complaint you have made alleging a breach of this code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 11.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the Public Interest Disclosures Act 1994.

Complaints alleging a breach of this Part

- 11.14 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.
- 11.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 6.21

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 6.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 6.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 6.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 6.21 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

Gifts

9. A person making a return under clause 6.21 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 6.21 of this code must disclose:
 - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
 - a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or

- b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 6.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 6.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 6.21 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

Dispositions of real property

23. A person making a return under clause 6.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 6.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

Sources of income

26. A person making a return under clause 6.21 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.

30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 6.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
 - e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously



Code of Conduct Policy

failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]
[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas



Code of Conduct Policy

undertaken by me at any time since 30 June	countries in which travel was undertaken
--	--

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.





Code of Conduct Policy

Special disclosure of pecuniary interests by *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at a meeting of the *[name of council or council committee (as the case requires)]*

to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.



Code of Conduct Policy

Effect of proposed change of zone/planning control on councillor or associated person <i>[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]</i>	
---	--

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

DRAFT

GOLDENFIELDS WATER COUNTY COUNCIL – APRIL 2022

CODE OF MEETING PRACTICE

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board endorse the draft Code of Meeting Practice to be placed on public display for a period of 28 days and provide members of the community at least 42 days in which to comment on the draft code.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

The Office of Local Government issued a draft Model Code of Meeting Practice for Local Councils in New South Wales on 29 October 2021.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the Local Government Elections.

REPORT

Council has prepared a draft Code of Meeting Practice in accordance with the Local Government Act requirements, including all mandatory provisions and some non-mandatory, including those provisions previously adopted in Councils current Code of Meeting Practice.

In addition, and of note, the draft includes the non-mandatory provisions that allow council to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies.

Under section 361 of the Local Government Act 1993, before adopting a new Code of Meeting Practice, councils must first exhibit a draft for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: PP019 Draft Code of Meeting Practice

TABLED ITEMS: Nil



Policy No. PP019

DRAFT Code of Meeting Practice



Code of Meeting Practice

INFORMATION ABOUT THIS POLICY

POLICY INFORMATION

Date Adopted by Board:	Board Resolution No. 17/043. 19/073
Policy Responsibility: General Manager	
Review Timeframe: 4 yearly	
Last Review 22/04/2022	Next Scheduled Review: 04/2026

DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	27 June 2019	Fully updated in line with Office of Local Governments amendments.
	28 April 2022	Fully updated in line with Office of Local Government amendments.
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	

FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation	Model Code of Conduct Local Government Act 1993 Local Government Regulations 2021
Related Policies	Code of Conduct
Related Procedures, Protocols, Statements and Documents	



Code of Meeting Practice

TABLE OF CONTENTS

1 INTRODUCTION 4

2 MEETING PRINCIPLES 4

3 BEFORE THE MEETING..... 4

4 PUBLIC FORUMS 10

5 COMING TOGETHER 12

6 THE CHAIRPERSON..... 17

7 MODES OF ADDRESS..... 18

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS..... 18

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS..... 19

10 RULES OF DEBATE 21

11 VOTING 24

12 COMMITTEE OF THE WHOLE..... 26

13 DEALING WITH ITEMS BY EXCEPTION..... 26

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC 27

15 KEEPING ORDER AT MEETINGS..... 31

16 CONFLICTS OF INTEREST..... 34

17 DECISIONS OF THE COUNCIL..... 35

18 TIME LIMITS ON COUNCIL MEETINGS..... 36

19 AFTER THE MEETING 36

20 COUNCIL COMMITTEES..... 38

21 IRREGULARITIES 41

22 DEFINITIONS..... 41

1 INTRODUCTION

This Code of Meeting Practice is to be referred to as the Goldenfields Water Code of Meeting Practice ('the Code') and is prescribed under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2005 (the Regulation).

The code applies to all meetings of council and committees of council of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

3.1 Not adopted - Superseded by 3.2.

3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Council has resolved to meet on the fourth Thursday of every second month.

In October of each year Council will adopt a calendar (schedule) for meeting dates.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Extraordinary meetings

- 3.3 If the chairperson receives a request in writing, signed by at least two (2) councillors, chairperson must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The chairperson can be one of the two councillors requesting the meeting.

Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted 7 business days before the meeting is to be held.

Code of Meeting Practice

- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the Chairperson is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.

- 3.19 Nothing in clause 3.18 limits the powers of the Chairperson to put a Chairpersons minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**
- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.23 reflects section 9(2) and (4) of the Act.

- 3.25 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Code of Meeting Practice

Note: Clause 3.24 reflects section 9(2A)(b) of the Act.

3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.26 reflects section 9(3) of the Act.

3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

Note: Clause 3.27 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.28 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.29 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

3.30 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.

3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.

3.34 Pre-meeting briefing sessions are to be held in the absence of the public.

3.35 Pre-meeting sessions may be held by audio-visual link.

3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.

3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

- 3.38 Councillors (including the Chairperson) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

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4 PUBLIC FORUMS

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Not adopted
- 4.3 Public forums are to be chaired by the chairperson or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by 3 business days before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than 2 items of business on the agenda of the council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than 2 speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the chairperson or the chairperson's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than 3 days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed 5 minutes to address the council. One extension of one minute may be granted at the discretion of the General Manager and Chairperson. This time is to be strictly enforced by the chairperson.

Code of Meeting Practice

- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to 1 minute.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to 5 minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the Chairperson) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

5 COMING TOGETHER

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.3 Not adopted.

5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.7 reflects section 234(1)(d) of the Act.

5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

5.11 A meeting of the council must be adjourned if a quorum is not present:

- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- (b) within half an hour after the time designated for the holding of the meeting, or
- (c) at any time during the meeting.

5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:

- (a) by the chairperson, or
- (b) in the chairperson's absence, by the majority of the councillors present, or
- (c) failing that, by the general manager.

5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

Code of Meeting Practice

5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.

5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.

5.22 The council must comply with the Health Privacy Principles prescribed under the Health Records and Information Privacy Act 2002 when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:

Code of Meeting Practice

- (a) the meetings the resolution applies to, and
- (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.28 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.30 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

5.31 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.31 reflects section 10(1) of the Act.

- 5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.33 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.33 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

- 5.34 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.35 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.36 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
 - (b) as soon as practicable after the meeting.
- 5.37 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.38 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.34 – 5.38 reflect section 236 of the Regulation.

- 5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

5.40 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.40 reflects section 376(1) of the Act.

5.41 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.41 reflects section 376(2) of the Act.

5.42 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.42 reflects section 376(3) of the Act.

5.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

5.44 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

6 THE CHAIRPERSON

The chairperson at meetings

6.1 The Chairperson, or at the request of or in the absence of the Chairperson, the deputy Chairperson (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the Chairperson and the deputy Chairperson (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the Chairperson and deputy Chairperson

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or

(b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

Code of Meeting Practice

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 Not adopted. Superseded by 8.2.
- 8.2 The general order of business for an ordinary meeting of the council shall be:
1. Leave of Absence / Apologies
 2. Webcasting of Council Meetings
 3. Statement of Ethical Obligations
 4. Acknowledgement of Country
 5. Presentations
 6. Declaration of Pecuniary Interests
 7. Declaration of Non-Pecuniary Interests
 8. Confirmation of Minutes
 9. Business Arising from Minutes
 10. Correspondence

11. Matters of Urgency
12. Notices of Motion / Rescission Motions
13. Chairperson Minute
14. Public Participation – Confidential Session
15. Matters to be submitted to Confidential Session
 - 15.1. Matters submitted by Corporate Services Manager
 - 15.2. Matters submitted by Operations Manager
 - 15.3. Matters submitted by Production and Services Manager
 - 15.4 Matters submitted by Engineering Manager
 - 15.5. Matters submitted by the General Manager
16. Matters to be submitted to Open council
 - 16.1. Matters submitted by Corporate Services Manager
 - 16.2. Matters submitted by Operations Manager
 - 16.3. Matters submitted by Production and Services Manager
 - 16.4 Matters submitted by Engineering Manager
 - 16.5. Matters submitted by the General Manager
17. Next Meeting
18. Close of Business

Note: Councils must use either clause 8.1 or 8.2.

- 8.3 The order of business as fixed under clause 8.2 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:

- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
- (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

- 9.2 Clause 9.1 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, or
- (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a chairpersons minute, or
- (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

Code of Meeting Practice

- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Chairpersons minutes

- 9.6 Subject to clause 9.9, if the chairperson is the chairperson at a meeting of the council, the chairperson may, by minute signed by the chairperson, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A chairpersons minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the Chairperson) may move the adoption of a chairpersons minute without the motion being seconded.
- 9.8 A recommendation made in a chairpersons minute put by the chairperson is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A chairpersons minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a chairpersons minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the chairpersons minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

Code of Meeting Practice

- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

11.4 Not adopted.

Voting at council meetings

11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.7 The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

Code of Meeting Practice

- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for chairperson or deputy chairperson is to be by secret ballot.
- 11.11 Not adopted.

Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.12–11.15 reflect section 375A of the Act.

Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:

- (i) should not be deferred (because of the urgency of the matter), and
- (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10A A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by 3 business days before the meeting at which the matter is to be considered.

14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

14.13 No more than 2 speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

14.15 The general manager (or their delegate) is to determine the order of speakers.

14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than 2 speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed 5 minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

Code of Meeting Practice

14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act, the Regulation or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

15.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or (e), or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.14 Not adopted.

15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.14 or clause 15.15.

15.16 Clause 15.15, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.17 reflects section 233(2) of the Regulation.

15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.22 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

Note: Clause 17.5 reflects section 372(3) of the Act.

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.10 Not adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Not adopted.

17.13 Not adopted.

17.14 Not adopted.

Recommitting resolutions to correct an error

17.15 Not adopted

17.16 Not adopted

17.17 Not adopted

17.18 Not adopted

17.19 Not adopted

17.20 Not adopted

18 TIME LIMITS ON COUNCIL MEETINGS

Not adopted.

19 AFTER THE MEETING

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the chairperson and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

20.8 A committee member (other than the chairperson) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

- (a) the chairperson, or
- (b) if the chairperson does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.17 Not adopted.

20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link.
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

20.24 Not adopted.

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

The Act: means the Local Government Act 1993

Act of disorder: means an act of disorder as defined in clause 15.11 of this code

Amendment: in relation to an original motion, means a motion moving an amendment to that motion

Audio recorder: any device capable of recording speech

Audio-visual link: means a facility that enables audio and visual communication between persons at different places

Business day: means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales

Chairperson: in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code

This code: means the council's adopted code of meeting practice

Committee of the council: means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1

Council official: has the same meaning it has in the Model Code of Conduct for Local Councils in NSW

Day: means calendar day

Division: means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion

Foreshadowed amendment: means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment

Foreshadowed motion: means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion

Open voting: means voting on the voices or by a show of hands or by a visible electronic voting system or similar means

Planning decision: means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979 including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act

Performance improvement order: means an order issued under section 438A of the Act

Quorum: means the minimum number of councillors or committee members necessary to conduct a meeting

The Regulation: means the Local Government (General) Regulation 2021

Webcast: a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time

Year: means the period beginning 1 July and ending the following 30 June

NEXT MEETING

The next ordinary meeting of Council is scheduled to be held on Thursday 23 June 2022 at 10.00am

CLOSE OF BUSINESS

There being no further business requiring the attention of Council the meeting may be declared closed.