

2017

Central Tablelands Water



Agency Information Guide

Prepared in accordance with the provisions
of Section 20 of the Government
Information (Public Access) Act 2009.

Table of Contents

OPEN ACCESS INFORMATION.....	3
AGENCY INFORMATION GUIDE – CENTRAL TABLELANDS WATER	3
ABOUT COUNCIL.....	3
COUNCIL STRUCTURE & OBJECTIVES	3
EFFECT THAT COUNCIL FUNCTIONS HAVE ON THE PUBLIC	5
DECISION MAKING– PUBLIC PARTICIPATION	6
WHAT INFORMATION IS HELD BY COUNCIL?	6
WHAT INFORMATION IS PUBLICLY AVAILABLE?.....	6
HOW IS COUNCIL INFORMATION ACCESSED?.....	6
DOCUMENTS ABOUT COUNCIL THAT HAVE BEEN TABLED IN PARLIAMENT	7
COUNCIL’S POLICY DOCUMENTS	7
COUNCIL’S DISCLOSURE LOG OF FORMAL ACCESS APPLICATIONS	7
COUNCIL’S RECORD OF ANY OPEN ACCESS INFORMATION THAT HAS NOT BEEN DISCLOSED BECAUSE OF AN OVERRIDING PUBLIC INTEREST	7
COUNCIL’S REGISTER OF GOVERNMENT CONTRACTS	8
CONTACT INFORMATION – THE INFORMATION AND PRIVACY COMMISSION NEW SOUTH WALES	8
Appendix 1	9
1 INFORMATION ABOUT LOCAL AUTHORITY	9
Appendix 2	10
MANAGEMENT STRUCTURE – CENTRAL TABLELANDS WATER.....	10

OPEN ACCESS INFORMATION

AGENCY INFORMATION GUIDE – CENTRAL TABLELANDS WATER

ABOUT COUNCIL

Central Tablelands County Council (Trading as Central Tablelands Water), a water supply authority constituted under the Local Government Act 1993, was first proclaimed in 1944. The county area embraces the Shires of Blayney, Cabonne and Weddin. Bulk water is also supplied to Cowra Shire Council to service the villages of Woodstock, Gooloogong and Pearces Rural Scheme.

COUNCIL STRUCTURE & OBJECTIVES

Central Tablelands Water is a constituency of three local government areas, namely Blayney Shire, Cabonne Shire and Weddin Shire. The Council comprises two delegates each elected by their constituent council for a four-year term. The Chairman and Deputy Chairman are elected each year by the Councillors.

Operational aspects of the Council are run by the General Manager with a structure of 2 departments, each with its own Director. Refer to Council's Management Structure at Appendix 2 for a listing of functions within each department.

Council's five (5) Future Directions and corresponding strategic outcomes are as follows:

1. ECONOMIC DEVELOPMENT

- Adequate water resources and supply services are available to support regional economic development;
- Existing water supply infrastructure is optimized through infill development;
- Industries and public areas make the best use of alternative water sources; and
- The capacity of Lake Rowlands is increased through the construction of an enlarged downstream dam.

2. SECURE, QUALITY AND EFFICIENT WATER SUPPLIES

- Potable water services are extended to unserved urban, rural residential and industrial areas on a user pays basis;
- Water supplies meet quality and health requirements;
- Water is conserved and used wisely by the community; and
- System losses are progressively minimized.

3. A HEALTHY, NATURAL ENVIRONMENT AND ECOLOGY

- There are no environmentally adverse consequences from water treatment and supply operations;
- Catchment areas are protected and re-vegetated with native plants;
- The potential effects of climate change on water supply are identified, planned for and managed;
- Energy costs and usage are reduced through the utilization of alternative renewable energy sources and system innovations;
- An up-to-date drought management plan is in place and understood; and
- The community understands the environmental advantages of tap water over bottled water.

4. A COMMERCIAL, EQUITABLE, EFFICIENT AND CUSTOMER FOCUSED ORGANISATION

- A safe, healthy and risk free work environment exists for employees and the community;
- An equitable pricing policy supports current and future service provision and encourages efficient water use on full cost recovery and user pays basis to maximize revenue;
- Customer service satisfaction is built and maintained by providing services and information in a professional and efficient manner;
- The community is engaged and meaningfully consulted on the delivery of water supply services prior to major decisions being taken;
- Employees are trained to do their work and can advance their career;
- A long-term financial plan determines revenues needed to meet service levels, capital requirements and manage cash flow;
- Continuous improvement is assisted by current and future technologies; and
- Compliance with all relevant legislation.

5. RELIABLE WATER SUPPLY INFRASTRUCTURE THAT ECONOMICALLY MEETS SERVICE LEVELS

- System maintenance based on asset management planning is undertaken regularly;
- Operating costs of the water supply system are progressively reduced;
- An asset management plan provides information and guides future capital investment decisions and the capital works program;
- A capital works program is planned and undertaken; and
- Disruptions to supply are managed through contingency planning.

Council endeavors to achieve these future directions through its Integrated Planning and Reporting (IP&R) Delivery and Operational Plans.

EFFECT THAT COUNCIL FUNCTIONS HAVE ON THE PUBLIC

The Council's functions are directed towards meeting the needs and expectations of the public, which it serves, and to fulfil legislative and regulatory requirements. In fulfilling these requirements, Council makes decisions that impact the public. These include determining:

- Council's role and responsibilities within the CTW Strategic Business Plan;
- Fees and charges levied by Council; and,
- Policies and procedures in the provision of services.

DECISION MAKING– PUBLIC PARTICIPATION

Council comprises its councillors who as elected representatives of the community provide strategic and policy guidance to benefit the community. Council meets regularly to determine recommendations from Council staff in relation to its functions. Meetings of the Council are open to the members of the public and all are welcome to attend (except those sessions closed to the public as stated by the Local Government Act). The opportunity is also offered to members of the public to address Council on matters that are within its jurisdiction. Prior arrangements should be made with the General Manager.

Council also holds Community Consultation meetings; receives input from the Community and can be approached directly. All Council and Community Consultation meetings are advertised on Council's website and local newspapers prior to the meetings being held.

WHAT INFORMATION IS HELD BY COUNCIL?

Council holds information relating to its various functions. The information covers a wide range including: files, policy documents, general documents and legal documents.

WHAT INFORMATION IS PUBLICLY AVAILABLE?

The type of information that is available and may be accessed includes but is not limited to:

- Integrated Planning & Reporting (IP&R) Documents (Strategic Business Plan, Operational Plan; Delivery Plan, Long Term Financial Plan, Workforce Management Plan, Asset Management Plan)
- Strategic Business Plan;
- Council's Business Papers;
- Annual Reports;
- Drought Management Plan;
- Developer Servicing Plan;
- Demand Management Plan; and,
- Council Policies.

HOW IS COUNCIL INFORMATION ACCESSED?

Under the Government Information (Public Access) Act 2009 (the GIPA Act) there are four ways that Council held information may be accessed:

1. Mandatory release

State and local government agencies are required to publish specific open access information on their website, free of charge. For example, these could include a register of government contracts, policies, media releases and annual reports. Please refer to Appendix 1 for a list of open access information available to the public. This list is progressively being added to Council's website; however it can be requested from Council's Right to Information Officer at any time.

2. Proactive release

Council seeks to make as much other information as possible publicly available in an appropriate manner, including on the internet. The information is usually available free of charge or at the lowest reasonable cost e.g. Council may charge photocopying fees for hardcopy (paper) documents. Frequently requested information or information of public interest may be made readily available.

3. Informal release

Council is authorised to release other information in response to an informal request, subject to any reasonable conditions Council imposes. For example, such information could include requests for personal information by the individual concerned. In some instances an Access to Council Information – Informal Release Request may be required and will need to be submitted. In other instances the information will simply be handed over or be made available for viewing or be provided electronically or by way of a paper copy. Access to photocopying may be made available at the requestor's expense.

4. Formal release

Council may release information in response to a formal access application. This is the last resort, if the information is not available in any other way. A Government Information (Public Access) Act 2009 ACCESS APPLICATION will need to be submitted with an accompanying fee.

DOCUMENTS ABOUT COUNCIL THAT HAVE BEEN TABLED IN PARLIAMENT

No documents have yet been tabled in Parliament by or on behalf of Central Tablelands Water. Should this occur Council will publish links to these documents here.

COUNCIL'S POLICY DOCUMENTS

Council's policies are available from Council's website: www.ctw.nsw.gov.au
For enquiries please contact Council's Right to Information Officer, Raelene Mulligan by:
Phone: 02 6391 7200
E-mail: water@ctw.nsw.gov.au
Fax: 02 6368 2451
Mail: PO Box 61 Blayney NSW 2799

The GIPA Act defines "policy documents" as documents used by Council in connection with the exercise of those functions of Council that affect or are likely to affect rights, privileges or other benefits, or obligations, penalties or other detriments, to which members of the public are or may become entitled, eligible, liable or subject.

COUNCIL'S DISCLOSURE LOG OF FORMAL ACCESS APPLICATIONS

Council has not received any formal access applications under the GIPA Act 2009. However, if in future Council does receive formal access applications under the GIPA Act 2009 relevant information will be entered into Council's Disclosure Log of Formal Access Applications.

COUNCIL'S RECORD OF ANY OPEN ACCESS INFORMATION THAT HAS NOT BEEN DISCLOSED BECAUSE OF AN OVERRIDING PUBLIC INTEREST

Council has not received any formal access applications under the GIPA Act 2009 and as a result, there has not been an occurrence of not disclosing information because of an overriding public interest.

COUNCIL'S REGISTER OF GOVERNMENT CONTRACTS

Under the GIPA Act 2009 Council is required to provide a register for all contracts over \$150,000 where the contractor undertakes a specific project, the contractor agrees to provide specific goods or services or which involves the transfer or lease of real property. Council at this stage does not have any contracts over \$150,000. However, if in future Council does enter into contracts over \$150,000 relevant information will be entered into Council's Register of Government Contracts and placed on Council's website.

CONTACT INFORMATION – THE INFORMATION AND PRIVACY COMMISSION NEW SOUTH WALES

If you require any other advice or assistance about access to information you may contact the Information and Privacy Commission New South Wales by the following methods:

The Information and Privacy Commission NSW

Level 11, 1 Castlereagh Street

Sydney NSW 2000

GPO Box 7011

Sydney NSW 2001

Free call: **1800 IPC NSW** (1800 472 679)

Website: www.ipc.nsw.gov.au

Email: ipcinfo@ipc.nsw.gov.au

Appendix 1

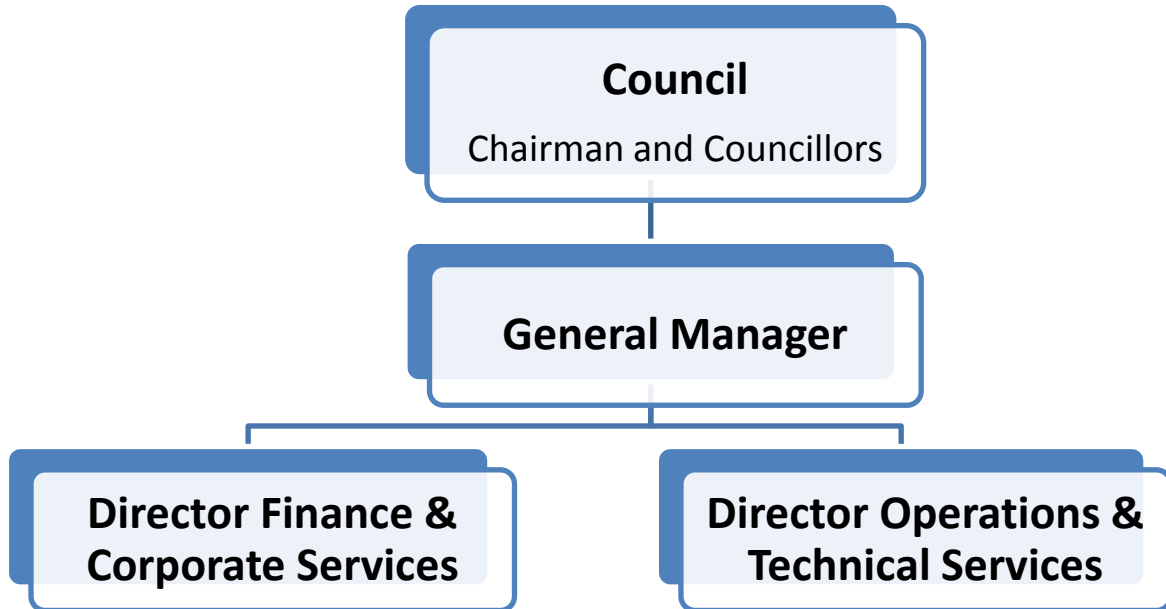
1 INFORMATION ABOUT LOCAL AUTHORITY

- (1) Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
 - a) the model code prescribed under section 440 (1) of the LGA and the code of conduct adopted under section 440 (3) of the LGA,
 - b) code of meeting practice;
 - c) annual report;
 - d) annual financial reports;
 - e) auditor's report; and,
 - f) IP&R documents.

- (2) Information contained in the following records is prescribed as open access information:
 - a) agendas and business papers for any meeting of the local authority or any committee of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public),
 - b) minutes of any meeting of the local authority or any committee of the local authority, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting,
 - c) Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA.

Appendix 2

MANAGEMENT STRUCTURE – CENTRAL TABLELANDS WATER



Key Functions

Financial Management
Administration
Creditors
Debtors
Payroll
Water Billing
Customer Service
Records Management
Internal Audit
Insurance
Human Resource Management
WH&S Management
Information Technology

Key Functions

Water Supply
Water Supply Infrastructure
Water Supply Maintenance
Asset/Plant Management
Depot Management
WH&S Management