



**Central
Tablelands
Water**

Business Paper

**Ordinary Meeting of
Central Tablelands Water**

16 October 2024

Grenfell



Friday, 11 October 2024

Notice to Members

Your attendance is requested at an Ordinary Meeting of Council to be held at the Weddin Shire Council Chambers, Grenfell on Wednesday, 16 October 2024 at 10am.

Agenda

1. Public Forum
2. Opening Meeting
3. Acknowledgement of Country
4. Recording of Meeting Statement
5. Apologies and Applications for a Leave of Absence by Members
6. Report of Staff
 - (12.1) Oath or Affirmation of Office by Councillors
 - (12.2) Election of Chairperson and Deputy Chairperson
 - (12.3) Meeting Times and Dates
7. Confirmation of Minutes from Previous Meeting(s)
8. Matters Arising from Previous Meetings
9. Disclosures of Interests
10. Councillor Representation
11. Notices of Motion
12. Reports of Staff
13. Questions on Notice
14. Confidential Matters
15. Late Reports
16. Conclusion of the Meeting

Yours faithfully

A handwritten signature in blue ink, appearing to be "Charlie Harris", written in a cursive style.

Charlie Harris
General Manager

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.

RECORDING OF MEETING STATEMENT

In accordance with the Central Tablelands Water Code of Meeting Practice, this meeting will be audio recorded and will be uploaded to Council's website within 2 weeks after the meeting. The audio recording will allow members of the public to listen to the proceedings of the Council meetings. The objective of this service is to eliminate geographic and other access barriers for the community wishing to learn more about Council's decision making processes. By speaking at the Council Meeting you agree to be audio recorded. Please ensure that if and when you speak at this Council Meeting that you ensure you are respectful to others and use appropriate language at all times. Whilst Council will make every effort to ensure that audio recordings are available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include, recording device failure or malfunction, or power outages. Audio recordings are a free public service and are not an official record of Council meetings. Recordings will be made of all Council meetings (excluding confidential items) and published within 2 weeks after the meeting. For a copy of the official public record, please refer to Council's Business Papers and Minutes page on Council's website. Council does not accept any responsibility for any verbal comments made during Council meetings which may be inaccurate, incorrect, defamatory, or contrary to law and does not warrant nor represent that the material or statements made during the meeting are complete, reliable, accurate or free from error. The audio recording is primarily set up to capture the proceedings of the Council meeting and members of the public attending a Council meeting need to be aware they may be recorded as part of the proceedings.

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HELD ON WEDNESDAY 16 OCTOBER 2024

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12.1) OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS (GO.CO.2)

Author: General Manager

IP&R Link: Strategic Priority 3: Regional leadership and collaboration – Strategic
Priority 2: An efficient, sustainable and customer focused organisation

RECOMMENDATION:

The General Manager will invite each Councillor to take the Oath or Affirmation of Office which will be recorded into the Council Meeting minutes.

REPORT

In accordance with Sec 233A of the amended Local Government Act 1993, Councillors are required to take an oath or affirmation of office. The oath or affirmation of office must be taken by each Councillor at or before the first meeting of a newly elected Council after being elected.

The General Manager will ask each Councillor to take the oath or affirmation. Councillors may choose one of the options which will be duly recorded in the minutes of the Council Meeting.

OATH

I (name of Councillor) swear that I will undertake the duties of the office of councillor in the best interests of the consumers of Central Tablelands Water and the Central Tablelands Water County Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

AFFIRMATION

I (name of Councillor) solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the consumers of Central Tablelands Water and the Central Tablelands Water County Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

As per s233A of the Local Government Act (1993), if a Councillor is unable to attend the first Council meeting, they may take the oath or affirmation of office at another location in the presence of the General Manager before an Australian legal practitioner or a Justice of the Peace (noting a council staff member should also be present). Note, Council must publicly record the taking of the oath or affirmation outside the Council meeting.

A Councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of office in accordance with this section is not entitled to attend a meeting as a

Councillor (other than the first meeting of the Council after being elected) until the Councillor has taken the oath or made the affirmation.

Any absence of a Councillor from an ordinary meeting of Council that the Councillor is not entitled to attend because of not taking the oath of making the affirmation is taken to be an absence without prior leave.

ATTACHMENTS

Nil.

12.2) ELECTION OF CHAIRPERSON (GO.CO.2)

Author: General Manager
IP&R Link: Strategic Priority 3: Regional leadership and collaboration

RECOMMENDATION:

1. Accept nomination(s) for position of Chairperson.
2. If more than one nomination is received for the position of Chairperson, election method is to be determined by using preferential ballot, ordinary ballot or open voting system for the election of Chairperson.

REPORT

The *Local Government (General) Regulations 2021* (Schedule 8 Parts 1&2) state that ‘an election for Chairperson of a County Council is to be held: (a) at the first meeting of the County Council after an ordinary election of members of the county council, and (b) at the first meeting of the county council after each anniversary of that ordinary election until the next ordinary election of members of the county council is held.’

The Chairperson holds office for 2 years, in accordance with Section 391 of the *Local Government Act 1993*.

The procedures for election of the Chairperson can be summarised as follows:

- The general manager of the county council in respect of which an election is being held (or a person appointed by the general manager) is the returning officer.
- A nomination is to be made in writing by 2 or more councillors, one of who may be the nominee.
- The nomination is to be delivered or sent to the Returning Officer.
- Nominations are to be announced and elections are to be conducted at the same council meeting.
- If only one Member is nominated, that Member is elected.
- If more than one Member is nominated, Council must resolve that the election proceed by preferential ballot, ordinary ballot or open voting.
- If two (2) or more candidates receive the same amount of votes, the Chairperson is to be the candidate whose name is chosen by lot.

Nomination forms will be circulated to all councillors. Nominations can be made at the meeting, prior to the conduct of elections.

Council has in the past opted to use the ordinary voting system for election of the Chairperson.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

The election of the Central Tablelands Water County Council Chairperson is being conducted in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

ATTACHMENTS

Nil.

12.3) ELECTION OF DEPUTY CHAIRPERSON (GO.CO.2)

Author: General Manager
IP&R Link: Strategic Priority 3: Regional leadership and collaboration

RECOMMENDATION:

1. That Council Elect a Deputy Chairperson for the same term of office of the Chairperson.
2. Note the nomination(s) for the position of Deputy Chairperson.
3. If more than one nomination is received for the position of Deputy Chairperson, election method is to be determined by using preferential ballot, ordinary ballot or open voting system for election Deputy Chairperson.

REPORT

As per section 231 of the *Local Government Act, 1993* the Deputy Chairperson may exercise any function of the Chairperson at the request of the Chairperson or if the Chairperson is prevented by illness, absence or otherwise from exercising the function, or if there is a casual vacancy in the office of Chairperson.

The Deputy Chairperson may be elected for the term of the Chairperson or a shorter term. Usually, the Deputy Chairperson of Central Tablelands Water County Council holds office for the same term as that of the Chairperson.

Nominations for the position of Deputy Chairperson of Central Tablelands Water County Council are now invited.

In accordance with Schedule 8, part 1 (4) of the *Local Government (General) Regulation, 2021* two (2) or more Councillors may nominate a Councillor (one of whom may be the nominee) for the position of Deputy Chairperson. Nominations must be in writing of the approved form and the nominee must consent to their nomination in writing. A Councillor may be nominated without notice for election as Deputy Mayor.

The procedures for election of the Deputy Chairperson can be summarised as follows:

- The general manager of the county council in respect of which an election is being held (or a person appointed by the general manager) is the returning officer.
- A nomination is to be made in writing by 2 or more councillors, one of who may be the nominee.
- The nomination is to be delivered or sent to the Returning Officer.
- Nominations are to be announced and elections are to be conducted at the same council meeting.
- If only one Member is nominated, that Member is elected.
- If more than one Member is nominated, Council must resolve that the election proceed by preferential ballot, ordinary ballot or open voting.
- If two (2) or more candidates receive the same amount of votes, the Deputy Chairperson is to be the candidate whose name is chosen by lot.

Nomination forms will be circulated to all councillors. Nominations can be made at the meeting, prior to the conduct of elections.

Council has in the past opted to use the ordinary voting system for election of the Deputy Chairperson.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

The election of the Central Tablelands Water County Council Deputy Chairperson is being conducted in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

ATTACHMENTS

Nil

12.4) LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2024 (CM.CF.1)

Author: General Manager
IP&R Link: Strategic Priority 3: Regional leadership and collaboration – 3.1: Regional collaboration and partnerships – 3.2: Regional Leadership in the Water Sector – 3.2.2: Continue to collaborate and build upon the strong relationship with the other water county councils and advocate collectively on water industry issues.

RECOMMENDATION:

That Council:

1. Give approval for the Chairperson, Deputy Chairperson, General Manager, or the chosen delegate to attend to attend the 2024 Local Government NSW Annual Conference in Tamworth, from 17 to 19 November 2024.
2. Confirm the Chairperson to be the voting Delegate for Central Tablelands Water at the 2024 Local Government NSW Annual Conference in Tamworth.

REPORT

The Local Government NSW Annual Conference is to be held at the Tamworth Regional Entertainment and Conference Centre from Sunday 17 November to Tuesday 19 November 2024.

Central Tablelands Water is an associate member of Local Government NSW (LGNSW). LGNSW is an independent organisation that exists to serve the interests of New South Wales general and special purpose councils.

LGNSW's objective is to strengthen and protect an effective, democratic system of Local Government across NSW by supporting and advocating on behalf of member councils and delivering a range of relevant, quality services.

This Conference is the annual policy-making event for NSW general-purpose councils, associate members and the NSW Aboriginal Land Council. It is the pre-eminent event of the local government year where local councillors come together to share ideas, debate issues, and work towards a better future in a post-COVID NSW.

All NSW councils, regional, country, metropolitan, and County Councils meet from across the state, inclusive of mayors, councillors, general managers, and senior staff.

The registrations to attend the Annual Conference and represent CTW was required to be made prior to the appointment of CTW Board members. Therefore, three registrations were made and is the basis of the recommendation. If either Chairperson or Deputy Chairperson cannot attend for any reason, it is proposed to fill these positions with another Councillor to represent CTW, to a maximum of 2 Councillors.

Should there be more than two Councillors requesting to attend the annual conference it is proposed the additional Councillors request to be elected to attend as representatives of their Constituent Councils.

Each year, LGNSW members submit a range of motions to the Annual Conference. These motions relate to strategic local government issues affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by conference delegates, with successful resolutions guiding LGNSW's advocacy priorities for the year ahead.

Members are encouraged to submit motions to the Annual Conference by Friday 16 August 2024 to allow for preparation of the Business Paper before the conference. Under the LGNSW Rules, the latest date motions can be accepted for inclusion in the business paper is Sunday 20 October 2024.

As attendees to past conferences will be aware, it is usually possible to consider a maximum of about 100 motions during conference debate. With 128 councils across NSW, as well as county councils and other related organisations, it can be challenging if members submit many motions. LGNSW is asking members to submit only their highest priority motions for debate.

It is not proposed that CTW submit any motions at this annual conference.

The LGNSW rules identify that CTW has one (1) voting entitlement for the 2024 Annual Conference. The recommendation asks Council to Endorse the Chairperson, or their delegate to exercise the voting entitlement on behalf of CTW.

The four County Councils propose to have a dinner with all delegates and General Managers at the Annual Conference with more details to be announced closer to the Conference.

More information on submitting motions is available on the LGNSW website.

Further information regarding the conference is available via the following web address:

<https://lgnswconference.org.au/>

BUDGET IMPLICATIONS

Operational Plan FY24/25.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil.

12.5) MEETING TIMES AND DATES (GO.CO.2)

Author: General Manager
IP&R Link: Strategic Priority 2: An efficient, sustainable and customer focused organisation

RECOMMENDATION:

1. That Council hold its ordinary meetings for the next 12 months on the following dates:

Wednesday	11 December 2024	Canowindra
Wednesday	19 February 2025	Blayney
Wednesday	16 April 2025	Grenfell
Wednesday	18 June 2025	Canowindra
Wednesday	20 August 2025	Blayney
Wednesday	15 October 2025	Grenfell

2. Council consider two workshops for development of Integrated Planning and Reporting as follows:
Strategic Planning - 5 February 2025 at Blayney.
Budget Planning – 26 March 2025 at Canowindra.

3. Council considers the Draft Integrated Planning & Reporting Plans at an extraordinary meeting to be held on 7 May 2025 at Canowindra.

REPORT

Section 396 of the *Local Government Act 1993*, requires county councils to meet at least 4 times per year.

Council has previously held six ordinary meetings on the 3rd Wednesday (except for December) of alternate months. On review, the following dates have been proposed for the next 12 months with the additional extraordinary meeting and Councillor workshops. These meetings and workshops will allow for adequate time to develop and exhibit draft Integrated Planning and Reporting (IP&R) Plans, the adoption of IP&R Plans, adoption of financial statement certificates and presentation of end of year financial statements:

11 December 2024	-	Canowindra
19 February 2025	-	Blayney
16 April 2025	-	Grenfell
18 June 2025	-	Canowindra
20 August 2025	-	Blayney
15 October 2025	-	Grenfell

Following a review there appears to be no conflict between constituent councils’ and CTW meeting dates proposed in this report.

Extraordinary Meetings

Section 366 of the *Local Government Act 1993*, states If the chairperson receives a request in writing, signed by at least two (2) members, the 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 members requesting the meeting.

An extraordinary meeting is proposed for the 7 May 2025 to consider the draft IP&R Plans.

Pre-meeting briefing session and Councillor workshops

Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief members 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.

Due to the legislation of IP&R and the timing to develop and implement these plans, it is appropriate that Council meet to review and discuss these elements of the business and how Council wish to inform the future direction of CTW. It is proposed to hold two Councillor workshops, to address strategic direction and budget planning.

The IP&R strategic workshop will review and inform updates to our Business Activity Strategic Plan, Delivery Plan, Operation Plan and Resource Strategy. The IP&R budget planning workshop will provide direction on the LTFFP to consider scenarios and implications for further development of the budget for adoption into our Delivery and Operational Plans. The proposed dates are:

- 5 February 2025 for the Strategy workshop and,
- 26 March 2025 for the Budget planning workshop.

BUDGET IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

ATTACHMENTS

Nil.

12.6) CLOSING OF OFFICE OVER CHRISTMAS - NEW YEAR PERIOD (CM.ME.1)

Author: Governance Executive Support Officer
IP&R Link: Strategic Priority 2: An efficient, sustainable and customer focused organisation – Strategic Priority 1: Provide a high quality and reliable drinking water supply

RECOMMENDATION:

That Council note the report.

REPORT

Council has resolved in past years to close the office during the Christmas-New Year period. This closure normally involves up to three working days, with the administration staff being granted leave for this period in lieu of overtime worked during the previous 12 months. Leave for this day will be granted in accordance with the Local Government (State) Award 2023.

Under this arrangement, the office will close this year at 12pm on 24 December 2024 and re-open on 6 January 2025. The General Manager has approved this request as it was resolved at the December 2013 Council Meeting that *'Reoccurring events be left to the discretion of the General Manager.'*

As has been the practice in previous years, operational staff work as normal and are rostered on-call over the public holidays to attend to any emergency. Emergency numbers for all locations will be advertised in the local newspapers, on Council's website, Facebook page and on the front door of Council's office during the month of December and until the office re-opens on 6 January 2025 for the public.

Closing the office has not caused any problems in previous years and there does not appear to be any reason not to continue this practice.

BUDGET IMPLICATIONS

Operational Plan 2024/25.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil.

12.7) DONATIONS AND SPONSORSHIP (GO.CO.2)

Author: General Manager
IP&R Link: Strategic Priority 2: An efficient, sustainable and customer focused organisation

RECOMMENDATION:

1. That Council Provide Delegated Authority to the General Manager to approve requests for Donations or Sponsorship to the value of \$500.
2. Adopt a criterion for assessment of the request for Donation as follows:
 - Request not be above \$500.
 - Request must be from an organisation that is within the service area of CTW.
 - Request must be from not-for-profit organisations.
 - Request must show a benefit to a collective of the population, no smaller than 10 persons.
 - Only one application per annum by any group or organisation is permissible.

REPORT

CTW receive several requests from schools and organisations running events to provide a donation or sponsorship in the form of a financial contribution. There are several requests that are recurring every year that historically have been approved by the Council to offer a donation, in-kind support or offset of fees.

This report is to provide information on how Council may provide efficiencies in dealing with this matter.

The *Local Government Act 1993, Section 356*, states the following:

356 Can a council financially assist others?

(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

(2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.

(3) However, public notice is not required if—

(a) the financial assistance is part of a specific program, and

(b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and

(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and

(d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.

Councils adopted operational plan includes a budget for *Donations & Contributions paid to Local & Regional Bodies*. This budget has been used to provide donations to various bodies in the previous years and aligns with Councils vision to be customer focused.

It is proposed that Council provide delegation to the General Manager to approve requests for donations and sponsorship based on a merit assessment of the request. It is proposed the minimum criterion to provide a financial contribution be:

- Request not be above \$500.
- Request must be from an organisation that is within the service area of CTW.
- Request must be from a not-for-profit organisation.
- Request must show a benefit to a collective of the population, no smaller than 10 persons.
- Only one application per annum by any group or organisation is permissible.

Applications that do not meet any of the criteria will be required to be presented to Council for consideration.

Donations by schools or other government bodies must be for a specific purpose or program and recognition of CTW for the donation provided.

Council will report 6 monthly on the value, organisation, purpose, and value of the donation.

BUDGET IMPLICATIONS

There is a current a budget of \$20,000 for Donations in Councils 24/25 Operational Plan. This budget includes \$15,000 for water concessions applied to charitable institutions (Council meeting 13-4-2014) and Section 558 of the *Local Government Act 1993*. The remaining \$5,000 may be used for other donations as approved by Council.

POLICY IMPLICATIONS

A draft policy will be presented to Council at its February 2025 Ordinary Council meeting.

ATTACHMENTS

Nil

12.8) COUNCILLOR CONDUCT AND MEETING PRACTICES (GO.CO.1)

Author: General Manager
IP&R Link: Strategic Priority 2: An efficient, sustainable and customer focused organisation

RECOMMENDATION:

1. That Council determine to make a submission to the Councillor Conduct and Meeting Practices Discussion Paper.

REPORT

The Councillor Conduct framework is under review with the aim to facilitate and support local decision making.

Effective local government comes when councillors are visibly in control of their councils. How councillors act and how appropriately and transparently decisions are made at meetings is critical in demonstrating to the community that their elected representatives understand the consequences of their decisions, and then make the best possible decisions they can for their community as a whole.

It is intended that the revised Framework will be based on the following principles of change:

- Council leadership and decision making is paramount
- Freedom of speech is fundamental
- Transparency and accountability are maintained
- Issues are dealt with at the most immediate or local level
- A strong and proportionate local government regulator
- Justice is timely and proportionate
- Significant penalties should only be imposed by a judicial or quasi-judicial body

The Office of Local Government (OLG) have prepared a Discussion Paper to seek the views of the community, key stakeholders and the local government sector about the proposed changes.

The attachment labelled “Councillor-Conduct-and-Meeting-Practices-Discussion-Paper” provides detail relating to the issues and proposed amendments.

Councillors are asked to read the discussion paper and determine if they wish to make a submission to the review. Page 18 – “banning briefing sessions” has caused an amount of concern amongst the industry due to lost opportunity for less informal, open discussions on matters, such as a review of strategic direction.

Submissions are due to the OLG by no later than close of business Friday 15 November 2024. Should Council wish to make a submission it is recommended that the General Manager provide opportunity for Councillors to make comment for collation and review by the Councillors prior to submission.

CTW’s existing Code of Meeting Practice is also currently being reviewed and updated in accordance with the Office of Local Governments’ latest Model Code of Meeting Practice for Local Councils. The Model Code of Meeting Practice comprises mandatory and non-mandatory provisions. Councils must adopt a code of meeting practice that incorporates the

mandatory provisions of the Model Code of Meeting Practice no later than 12 months after each ordinary council elections.

CTW's revised Code of Meeting Practice policy will be presented to Council for consideration at its April meeting.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Subject to the outcome of the review and resultant updates, future changes to the current model code of conduct and code of meeting practice are likely to be required.

ATTACHMENTS

- 1↓ Councillor Conduct and Meeting Practice Discussion Paper 20 Pages

Office of Local Government



Councillor conduct and meeting practices

A new framework

September 2024

olg.nsw.gov.au



Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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Councillor conduct and meeting practices

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More information

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The need for change – returning local democracy to councils

Strong and thriving communities need effective local government. No other level of government is as close to the issues and people.

Effective local government comes when councillors are visibly in control of their councils. How councillors act and how appropriately and transparently decisions are made at meetings is critical in demonstrating to the community that their elected representatives understand the consequences of their decisions, and then make the best possible decisions they can for their community as a whole.

Unfortunately, the existing councillor conduct framework is not delivering on the need for transparency or the necessary degree of respect in the community for the role that councillors have.

Closed council briefing sessions are being used to make decisions away from the public view. Council debates on issues are too often personal slanging matches, rather than forums for robust but respectful discussions on what is best for the community.

Similarly, we have seen a growth in the number of complaints, often over trivial issues. Data from the Office of Local Government (OLG) has shown there has been 4289 complaints over the last 3 years (2020/21 to 2022/23) through the code of conduct process. Overall:

- 420 were referred for preliminary enquiries and then discontinued
- 136 were investigated as potential pecuniary interest matters
- 102 were investigated as potential misconduct (not pecuniary interest)
- 36 related to public interest disclosures, and
- 2 related to political donations

But of these thousands of complaints, in the years since 2020/21 OLG has:

- taken action against 14 councillors by way of a suspension or reprimand
- referred 4 councillors to the NSW Civil and Administrative Tribunal (NCAT) for misconduct, and
- disqualified and dismissed one councillor on the basis of Independent Commission Against Corruption (ICAC) recommendations

The volume of frivolous complaints is crowding out the ability of the OLG and the sector to adequately deal with councillors who abuse their office or cause serious governance problems. It is critical the framework that governs both the behaviour and meeting practices of councillors ensures the community can observe and comment on the behaviour of councillors, instead of inhibiting the operation and function of local democracy.

The weaknesses of existing frameworks

The simple, but compelling premise is local councils should be accountable to their community with council staff being accountable to their councillors, through the General Manager. The best way to achieve this aim is for councils to provide strong and effective representation, leadership, planning and decision making. Unfortunately, this simple concept has been lost.

How councillors behave, how they deliberate and the responsibilities they hold should be modelled on how members of Parliament are expected to behave and act. As the governing body, councillors should act fairly, ethically and without bias in the interests of the local community, and they should be responsible employers and provide a consultative and supportive working environment for staff. A criticism made about the current framework for councillor conduct or meeting practices is that they do not reflect local government's status as an independent third tier of government: it allows an unelected State Government official to determine penalties and guilt thus undermining the status of local government.

While most local councils and local councillors do the right thing with the best intent, there are some councillors who are not so motivated. In these cases, the current councillor behavioural framework, as implemented in NSW, does not facilitate the best outcomes or resolve issues.

In relation to complaint management, it is not considered acceptable to create better complaint management pathways for the processing of code of conduct complaints. The current code of conduct simply enables too many complaints about councillors, all too often for political or vexatious reasons.

It is for this reason that the Government has embarked upon a new approach that refocuses the limited resources of the State on those concerns that matter most: serious misbehaviours and attempts by councillors to enrich themselves through their office.

Weaknesses of the current framework include:

- The councillor conduct framework distracts from, rather than enhances, robust democratic debate. Complaints are weaponised for political reasons, or to silence dissent from other elected representatives.
- Councillors and community members report dissatisfaction with the process for resolving code of conduct complaints – being expensive, overly legal, prone to political sparring and not timely, with average timeframes exceeding 12 months and more than 24 months if they are then referred to OLG for further investigation.
- Issues are not being addressed and resolved at the local level – instead complaints are escalated unnecessarily to the State Government to resolve because of the view that public censure from the local council is not a 'strong enough' punishment.
- Communities and councillors report that council decision making is not transparent – with decisions being seen as made behind closed doors, information not being provided or withheld, too much use of closed to the public briefings or councils going into closed sessions for no adequate rationale.
- Bad councillor behaviour is not considered to have been addressed quickly enough and when sanctions are imposed it is too late or of little consequence.
- There is a lack of clarity around OLG's role as the sector regulator – taking too long to resolve matters and not focussing on the important financial and government concerns in the sector, instead spending time focussed on individual councillor behaviour.
- OLG reports challenges in relying on the reports of council conduct reviewers – investigations into councillors need to be done afresh, the process is cumbersome with multiple feedback loops and serious sanctions can only come from suspensions handed down by NCAT.

With so much focus on the bad behaviour of a limited number of councillors there is not enough attention given to the good work that councillors do. The role of a councillor is a noble public service, and the local government behavioural framework should support those who seek to do the right thing and punish those that are not so motivated.

Options for a better approach

Improving the councillor conduct framework and the meeting practices of councils can be achieved but will require changes to the Local Government Act 1993 (the Local Government Act), as well as updating the various regulations, codes and policies that apply. Some of the work to update the regulations and codes can be done quickly, while others requiring legislative change will take some time.

This paper provides an overview of the proposed new approach to both the councillor conduct framework and meeting practices. The proposals are to:

- Make OLG directly responsible for dealing with pecuniary interest and significant non-pecuniary conflicts of interest, with sanctions (suspensions and loss of pay) being determined by an appropriate tribunal or body,
- Refer behavioural based concerns about councillor conduct to a State-wide panel of experienced councillors to judge their peers,
- Reset the code of conduct to be similar to Parliamentary Codes, making it clear the expected patterns of councillor behaviour,
- Ensure the community can observe local democratic processes by banning closed to the public briefing sessions, while at the same time restoring the dignity and prestige of the council chamber.

These changes are only proposed for councillors and there is no change proposed for the code of conduct for Local Government staff. Feedback from stakeholders is that the existing code of conduct of staff remains fit for purpose and is largely effective.

Seeking your views

This discussion paper has been prepared to seek the views of the community, key stakeholders and the local government sector about the proposed changes.

Submissions will be accepted to **COB Friday 15 November 2024**.

All input received through this consultation process **may be made publicly available**. Please let us know in your submission if you **do not want** your name and personal details published.

As part of the consultation process, we may need to share your information with people outside OLG, including other public authorities and government agencies. We may also use your email to send you notifications about further feedback opportunities or the outcome of the consultation.

There may also be circumstances when OLG is required by law to release information (for example, in accordance with the requirements of the Government Information (Public Access) Act 2009). There is a privacy policy located on OLG's website that explains how some data is automatically collected (such as your internet protocol (IP) address) whenever you visit OLG's website. The link to that policy is <https://www.olg.nsw.gov.au/about-us/privacy-policy/>.

Further information about how to make a submission is provided at section 7 of this paper.

What are the principles of change?

In preparing the proposed reforms the following principles have guided the discussion and the intent of the changes:

- **Council leadership and decision making is paramount** – it is critical that the sector, as the third tier of government, is given independence to make decisions in the best interests of the community
- **Freedom of speech** – as elected officials, councillors have the constitutional right and democratic responsibility to speak freely about issues affecting their local community and to advocate for the interests of that community
- **Transparency and accountability** – as a democracy councils need to hear, consider and debate issues in an open manner
- **Significant penalties should only be imposed by a judicial or quasi-judicial body** – to ensure procedural fairness and thorough testing of allegations, significant penalties should be given by bodies such as the NSW Civil and Administrative Tribunal
- **A strong and proportionate local government regulator** – the role of OLG should be to create the framework for local government, ensure councils, joint organisations (JOs), and county councils have the capacity to operate within the framework so that the regulator intervenes as rarely as needed
- **Subsidiarity** – decisions are made at the level closest to those impacted by those decisions
- **Justice is timely and proportionate** – where allegations are made, they should be heard, tested and dealt with as quickly as possible.

Question

Are we missing anything in the principles of change?

Potential changes to the code of conduct and oath of office

The key proposed reform for the councillor behavioural framework is to move to a streamlined, aspirational Code of Conduct. This is equivalent to the Code of Conduct framework for NSW Members of Parliament available [here](#) and [here](#).

The aspirational Code of Conduct would clearly and succinctly outline the behavioural expectations of local councillors (approximately 2-3 pages) in easy-to-understand language. It would then be supported by a clearer framework and definitions for misbehaviour of elected officials.

The aspirational Code of Conduct would not set out the definitions of misbehaviour as these would be legislated as explained in later sections of this discussion paper.

Separating the behavioural expectations in a Code of Conduct from definitions of misbehaviour reflects a positive approach to councillor behaviour. The separation also recognises that the majority of councillors want to do the right thing and they should have easy access to the standards expected of them.

The revamped Code of Conduct could also be aligned to the Oath of Office for local councillors ensuring that the behavioural standards and expectations are clear and understood when a councillor takes office. The existing framework can make it difficult to understand the behavioural expectations and standards upon councillors.

Importantly, the revamped Code of Conduct will not seek to restrain the ability of a councillor to speak publicly on matters pertaining to their council, even when that councillor is disagreeing with, or being critical of, the decisions of the majority.

It is proposed to make the new Code of Conduct an aspirational code of expected behaviours instead of enforceable for local councillors.

Question

What are the key elements of an aspirational Code of Conduct that should be enshrined?

Question

What are your views about aligning the Oath of Office to the revamped Code of Conduct?

Potential changes to the definitions and assessment of councillor misbehaviour

The current Local Government Act defines councillor misconduct as a breach of the Local Government Act or other regulatory provisions, which includes the Code of Conduct. This means that it is difficult for the average person to understand the definition of misconduct as they need to reference several other regulatory instruments and policy documents to determine what constitutes.

It is proposed in the revised framework that misbehaviour will be more clearly defined and articulated within the Local Government Act, with the reference to regulations and other statutory instruments only for further enunciation or explanation.

These definitions, which are described in later sections would cover:

- Pecuniary conflicts of interests, (for example decisions that financially benefit the councillor or a close associate),
- Significant non-pecuniary conflicts of interests (for example where a councillor participates in a decision and a direct advantage/disadvantage is created for a person or company the councillor is friendly with or associated with), and
- Councillor misbehaviour in public office (for example, poor conduct in meetings leading to exclusion by the Mayor or Chair of the Committee).

This will make clearer to all participants in the local government sector what is considered misbehaviour by a local councillor.

The definitions of misbehaviour do not change the other legislative requirements. Communities, residents, workers and fellow councillors expect their elected officials to act in an appropriate and ethical way, including observing workplace health and safety, environmental and criminal laws. If there is an offence or complaint under these other laws, people should

seek redress from the appropriate regulator including SafeWork, Independent Commission Against Corruption or the NSW Police.

The behavioural standards in the revamped Code of Conduct will reinforce the expectation that councillors are community leaders and therefore exemplars of good behaviour. As community leaders it is also expected councillors will meet legislative obligations. Therefore, misbehaviour only needs to be defined as those issues which go to the nature of councillors as elected officials, being conflicts of interest or misbehaviour in public office.

These are the expectations that are upon councillors because of the public trust that is placed in them as elected officials. In this way it more closely reflects, with appropriate adjustments the framework that applies to other elected officials in other levels of Government.

Conflicts of interest

The first proposed limb of the revised misbehaviour definition is a councillor's failure to manage a conflict of interest.

Management of conflicts of interest is important to ensure that councillors act and are seen to act in the public good, not for private benefit or personal gain. Conflicts of interest arise when there is a conflict, perception or potential of a conflict between an official's private interests and public duty.

The test for pecuniary interests is quite clear as it is an objective test; would a councillor or one of their close associates (spouse, family members), receive a financial benefit as a result of a decision. However, testing whether there is a non-pecuniary conflict of interest is more challenging.

Pecuniary interests

It is proposed to align the definition of pecuniary interests for NSW councillors with those that are utilised and defined for NSW members of parliament, requiring disclosure of the following interests:

- Real property – property in which councillors have an ‘interest’
- Sources of income – all income over \$500 other than salary of office
- Gifts – all gifts of cumulative value of more than \$500
- Contributions to travel – of value of more than \$250 (including flight upgrades)
- Interests and positions in corporations – eg stocks and shares, directorships
- Positions in unions and professional or business organisations
- Debts – of cumulative value of more than \$500, excluding home loans or debts for goods and services disposed of within a year
- Dispositions of property
- Engagement to provide a service involving use of a councillor’s position and
- Discretionary disclosures.

It is proposed that the interests for disclosure by the councillor are similarly extended to the interest of a spouse or de facto partner, relative, or partner or employer, or a company or other body of which the councillor, or their nominee, partner or employer, is a shareholder or member. This extends only to the extent the councillor is aware or should be aware of such interests.

It is proposed there remains an absolute prohibition on a councillor being involved in any matter before council where a pecuniary conflict of interest exists, unless otherwise determined via regulation.

It is also proposed to give extended investigation powers to OLG to investigate and request information on corporate structures such as trust or companies to

determine underlying beneficial ownership and interests.

OLG, as the agency responsible for investigating alleged breaches of pecuniary interests, needs clear powers to compel the production of information and/or records, to ensure that pecuniary interest returns are provided and made publicly available. If there is non-compliance with an OLG direction, which may include the requirement to make a declaration, remedies such as penalty infringement notices (PIN) should be available to ensure cooperation with investigative processes.

Question

Is the proposed pecuniary interest framework appropriate? Is anything missing?

Non-pecuniary interests

A conflict of interest does not necessarily have to be financial in nature. It could also arise from familial or personal relationships, affiliations or memberships. It is equally important that such conflicts are managed appropriately to ensure that decision making is seen to be transparent and remains in the public interest.

An interested and informed observer should be confident a decision made by a councillor is free from bias or a reasonable apprehension of bias. This means that any concerns about a potentially significant conflict of interest should be declared and appropriately managed.

The nature and breadth of non-pecuniary interests naturally means that the framework for management of such interests is more nuanced, with the management approach often dependent upon the individual circumstances of the case.

It is also important to recognise that councillors, as representatives of their community, reside within their community, so memberships of clubs, congregational

memberships etc should not automatically be seen as conflicts of interest.

If a decision of a councillor directly advantages (or disadvantages) a particular individual or organisation the councillor is friendly with or associates with, then that can be a conflict that should be publicly declared, if the councillor considered it of minor consequence, it wasn't controversial, or the councillor did not hold the casting vote.

Alternatively, if a decision of a councillor directly advantages (or disadvantages) a particular individual or organisation the councillor is friendly with or associates with, then that can be a conflict requiring the councillor to recuse themselves from being involved in the decision-making process if there was a major advantage or disadvantage (or potential for), if it was controversial or the vote of the councillor was critical.

The appropriate test for whether a non-pecuniary interest should be declared is based on an objective test, not in the mind of the individual who is subject to the conflict of interest. The test is whether a reasonable and informed person would perceive that the councillor could be influenced by a private interest when carrying out their official functions in relation to a matter.

Whether the councillor abstains themselves from a decision, or decides to participate, the continued and timely disclosure of interests is critical. Disclosure ensures the community is aware of any potential conflicts and how the councillor is managing and responding to the issue.

Councillors should remain as vigilant about disclosure of non-pecuniary interests as they are about pecuniary interests.

Question

Do you agree with the principles of what constitutes a significant or major non-pecuniary interest?

Property developers and real estate agents

The NSW Government has made a commitment to ensure the conflicts of interest that exist between a councillors' public duties to make decisions on behalf of communities and the private interests that exist in securing a profit as a developer or real estate agent are addressed. A simple change to ban developers or real estate agents from being councillors is not possible as it infringes the right to political free speech implied by the Australian Constitution.

Ordinarily conflicts of interest are managed through declarations and withdrawing from decision making. However, in the case of property development and real estate interests, where so much of what a council does is related to land and the potential for speculation in the changes of land value arising from planning, development and infrastructure decisions, it can be impossible to isolate the precise interests that would drive a councillor's decision.

Without some way of managing these conflicts, the community confidence that planning, development and infrastructure decisions are taken transparently in the public interest will erode. Given the importance of planning, development and infrastructure decisions to resolving the housing crisis, driving the move to net zero through the electrification of the economy and building community resilience to disasters, it is critical to restore confidence.

To address this concern, an alternative means of managing the inherent conflict of councillors undertaking real estate and development business activity is being considered which involves requiring councillors to divest themselves from real estate or development business activities and contractual obligations.

Legislation is being drafted that will:

- identify how developers and real estate agents are identified,
- create the obligation to divest and not enter into real estate or development business arrangements through contracts,
- establish the penalties, including disqualification, where a councillor engages in contractual arrangements with real estate agents or developers,
- ensure there are exemptions so councillors can buy and sell their own property using a real estate agent, and
- create transitional arrangements for the introduction of the new obligations.

Question

Are there any other specific features that should be included to address concerns about councillors undertaking real estate and development business activities?

Councillor misbehaviour in public office

The third proposed component of a revised definition of misconduct is misbehaviour in public office.

Misbehaviour in public office would cover behaviour which is inconsistent or outside of the norms of behaviour expected from a councillor, particularly given their role as a community leader. Given the discussion is about behaviour rather than action, there is a much greater degree of interpretation, and it is appropriate that councillors judge their fellow councillors on whether they could be considered to have misbehaved.

There would be three limbs to this proposed misbehaviour definition being conduct that:

- Is unbecoming of a councillor
- Brings council into disrepute; and/or
- Is assessed as being outside the norms and expectations of a sitting councillor.

The first two tests of this framework are established legal concepts with existing case law and precedents.

Unbecoming conduct means behaviour more serious than slight, and of a material and pronounced character. It means conduct morally unfitting and unworthy, rather than merely inappropriate or unsuitable, misbehaviour which is more than opposed to good taste or propriety. Conduct unbecoming refers to the conduct that is contrary to the public interests, or which harms his/her standing of the profession in the eyes of the public. Examples can be referenced in *Oei v The Australian Golf Club [2016] NSWSC 846*.

To bring something into disrepute is to lower the reputation of the profession or organisation in the eyes of ordinary members of the public to a significant extent. It is a higher threshold than the test of bringing an individual into disrepute - (*Zubkov v FINA (2007) CAS 2007/A/1291*).

The third limb of the misbehaviour definition allows consideration of behaviours and actions of a sitting councillor which are considered egregious or problematic that are otherwise not captured by the other elements of the definitions.

As this is a test of appropriate behaviour, the determination of whether the misbehaviour occurred would be undertaken by the peers of the councillor. This would involve the formation of an ‘Local Government Privileges Committee’ (Privileges Committee) of senior and experienced mayors and ex-mayors from across NSW to meet and assess the complaints made against councillors. The Privileges Committee would be supported by OLG, but decisions would be made by the mayors or ex-mayors on the Privileges Committee who would draw on their expertise as mayors, as well as having served at least two council terms as a councillor.

There would also be an opportunity to apply these principles to poor behaviour in meetings, particularly where a councillor has failed to comply with the directions given by the mayor or Privileges Committee Chair.

Question

Is this the appropriate threshold to face a Privileges Committee?

Question

How else can complaints be minimised?

Addressing inappropriate lobbying

A number of investigations by the Independent Commission Against Corruption (ICAC) has led to recommendations to put in place measures to address concerns about lobbying of councillors. ICAC has been concerned about councillors having relationships with development applicants that pose a conflict of interest, concerns with councillors meeting with development applicants in private settings to discuss their applications, and concerns about councillors receiving gifts and inducements as part of lobbying activities to improperly influence council decision-making.

Lobbying is an important feature of democratic representative government, and all councillors get lobbied by residents, businesses and community groups. However, inappropriate lobbying that isn’t declared presents certain risks and can lead to corrupt behaviour or improper decision-making. On the recommendation of ICAC to address these risks, OLG is developing lobbying guidelines and a model policy on lobbying for councils to adopt that will:

- address how professional lobbyists are identified and the obligations on councils and councillors if they met a professional lobbyist,
- set out inappropriate behaviours when being lobbied,
- identify steps to be taken to ensure transparency,
- require council officials to report inappropriate or corrupt lobbying behaviours to the councils general manager.

The development of lobbying guidelines and a model policy on lobbying will ensure councillors and councils understand these risks and have effective controls in place to address them.

Question

What key features should be included in lobbying guidelines and a model policy?

Dispute resolution and penalty framework

Consistent with the principles outlined earlier, it is proposed that there be a significant change to the dispute resolution and penalties framework for misbehaviour.

While the overall intent is to reduce the weaponisation of the complaints process and reduce the number of complaints, there is also a need for more timely resolution of matters and ensure that the limited investigation and regulator resources are directed to the more significant misbehaviour matters.

There is also an opportunity to bring the dispute resolution framework more into line with that used in other levels of government.

The approach being proposed is to create clear separation between the process for consideration of conflicts of interest and the processes for consideration of misbehaviour. This has the benefit of removing general managers from being central to the complaint process.

Under the reforms, the investigation of serious conflicts of interest would be put entirely into the hands of OLG. The approach also removes the existing ‘two step’ process of referrals to conduct reviewers and then OLG.

There would be no investigations of misbehaviour, instead councillors would be required to demonstrate to their peers why their actions, which may have led to the complaint, were appropriate to the circumstances.

To implement these new approaches, changes to the systems and structures of investigation and complaints handling are needed.

Abolishing the ‘two step process’

The existing process for complaints is set out in the Procedures for the Administration of the Model Code of Conduct.

In simple terms, the complaint process involves the general manager or the mayor receiving a complaint, determining whether the complaint is valid and referring the matter to a complaints coordinator within the council, who will in turn appoint an external conduct reviewer. Once the conduct reviewer investigates the issue, interviews the complainant and the subject of the complaint, as well as any other relevant people, provides a report to the council and the council makes a decision, many months can pass.

As it currently stands, if OLG, receives a referral following the council consideration of a complaint, they are then expected to rely on the investigation report of the conduct reviewer to make an assessment. However, investigation reports prepared by conduct reviewers may satisfy the evidentiary standard required for a councillor to be censured but may not satisfy the higher evidentiary standard required to support disciplinary action under the misbehaviour provisions under the Local Government Act, such as suspension or disqualification. OLG’s experience is that rarely can it rely on these reports and must instead recommence an investigation process if it decides to pursue the matter.

Instead of this existing two-step process:

- Complaints about conflict of interest matters would be made directly to OLG, and
- Complaints about misbehaviour would be made directly to the Local Government Privileges Committee via a dedicated webform.

Under the proposed approach, there would be no role for privately hired investigators to determine whether the Code of Conduct has been breached.

Giving OLG the power to issue penalty infringement notices

In order to ensure information is provided to OLG more effectively, it is proposed to enable OLG the discretion to issue penalty infringement notices (PINs) for minor or insignificant breaches of the conflicts of interest declarations. The PINs would be primarily utilised in circumstances where the breach is considered minor or administrative in nature – for example an inadvertent failure to lodge a return of interests.

This change to PINs is designed to allow a quick process for dealing with minor matters to free up limited regulatory resources while still ensuring that sanction for important matters is provided.

Like all other PIN provisions in other NSW legislations there would be the ability for the PIN to be appealed or special circumstances to be considered. Where the breach was considered more serious in nature then it can be referred to an appropriate tribunal or body for more significant punishment.

Question

What level of PIN is appropriate?

NSW Local Government Privileges Committee

Along with the PIN framework, it is also proposed to create a Local Government Privileges Committee (Privileges Committee) to examine all allegations of misbehaviour in public office. This would replace the existing code of conduct review framework and instead aim to provide a speedy process for resolution and assessment of behavioural complaints against councillors. It also allows for the sector to better govern itself. The Privileges Committee would only examine issues of misbehaviour, not conflicts of interest.

The Privileges Committee would be made up by a group of experienced mayors and ex-mayors from across NSW to ensure that a variety of perspectives and experiences are considered. The Privileges Committee would be supported by a small Secretariat from OLG who could be delegated the power by the Privileges Committee to dismiss matters that are vexatious, trivial, where the Privileges Committee lacks jurisdiction, or where there is an alternative remedy available.

The Privileges Committee process would be paid for by either individual councillors or their councils, dependent on the outcome.

Penalties that could be imposed by the Privileges Committee are as follows:

- Censure of the councillor
- Warning of the councillor
- Where referred following misbehaviour in a council meeting, a potential loss of sitting fees
- Referral to an appropriate tribunal or body for more serious sanction, including suspension or disallowance.

As noted above if the breach is deemed serious then the Privileges Committee would have the power to refer a matter to the OLG for preparation of a brief for an appropriate tribunal or body.

Question

Are the penalties proposed appropriate, and are there any further penalties that should be considered?

Referral of significant sanctions to appropriate tribunal or body

Under the existing processes for consideration of complaints, OLG, in particular the Departmental Chief Executive (or their delegate), can suspend a councillor for between 1-3 months with a consequential loss of sitting fees. This creates the situation where a public servant is sitting in judgement on an elected official. Where a greater suspension is appropriate, the Departmental Chief Executive may refer the matter to an appropriate tribunal or body.

To remedy the concerns about whether it is appropriate for an unelected official to stand in judgment on an elected councillor, it is proposed that any significant sanction, such as suspension, significant fine or disqualification from office, can only be undertaken by an appropriate tribunal or body.

This reduces the existing power of the Departmental Chief Executive to impose penalties. It reflects the principle that significant sanctions, including suspension, should only be imposed by a judicial or quasi-judicial body. It also removes the dual roles of the head of OLG, meaning OLG's focus is on preparing the brief of evidence for consideration by the appropriate tribunal or body.

The role of the appropriate tribunal or body would therefore be to look at all serious misconduct matters that have either been referred by the Privileges Committee, appeals from PINs or referrals of conflict of interest matters from the OLG.

Question

Are the existing sanctions available under the Local Government Act sufficient?

Question

Should decisions on sanctions for councillors be made by the Departmental Chief Executive or a formal tribunal with independent arbitrators and a hearing structure?

Restoring dignity to council meetings

A council chamber is a chamber of democracy, and the mayor as figurehead represents the authority of that council.

Unfortunately, many council meetings are conducted without the appropriate level of dignity or reverence for tradition that suggests the importance of the debate and the need for civility. Councillors are not expected to agree with each other, in fact debate is encouraged, but the debate should be fair and respectful.

A council meeting, and the council chamber itself, should see meetings conducted with dignity. Unfortunately, there are too many examples where the dignity of council meetings has been lost, either because councillors are not appropriately reverential and respectful, or the manner of debate is lowered by inappropriate chamber design or meeting practices.

Proposed reforms to the Model Code of Meeting Practice

To restore the prestige and dignity of the council chamber reforms to the meeting code of practice are being developed to support the mayor in exercising their statutory responsibility to preside at meetings and to ensure meetings are conducted in an orderly and dignified manner.

The proposed reforms will confer the power on mayors to expel councillors for acts of disorder and to remove the councillor’s entitlement to receive a fee for the month in which they have been expelled from a meeting.

As a further deterrent against disorderly conduct, councillors will also be required to apologise for an act of disorder at the meeting at which it occurs and, if they fail to comply at that meeting, at each subsequent meeting until they comply. Each failure to apologise becomes an act of misbehaviour and will see the councillor lose their entitlement to receive their fee for a further month.

To provide a check against misuse of the power of expulsion and subsequent loss of entitlement of a fee, councillors will be entitled to a right of review.

Councillors will also be expected to stand, where able to do so, when addressing a meeting and when the mayor enters the chamber.

The proposed reforms will also expand the grounds for mayors to expel members of the public from the chamber for acts of disorder and enable the issuing of a PIN where members of the public refuse to leave a meeting after being expelled.

Question

Are there any other powers that need to be granted to the mayor or chair of the relevant meeting to deal with disorderly behaviour?

Banning briefing sessions

A practice has recently developed in local government where councillors receive briefings from staff that are closed to the public.

As an example, development applications should be considered in the public domain. However, councillors receive private briefings from the council planners before they are dealt with in the public forum of a council or committee meeting. Consequently, members of the public impacted by the council's decision have no idea what the councillors have been told or what has been discussed.

To promote transparency and address the corruption risks identified by the Independent Commission Against Corruption (ICAC) that can arise from a lack of transparency, it is proposed that councils will no longer be permitted to hold pre-meeting briefing sessions in the absence of the public.

Any material provided to councillors, other than the mayor, that will affect or impact or be taken into account by councillors in their deliberations or decisions made on behalf of the community must be provided to them in either a committee meeting or council meeting. This restriction will not apply to mayors. As the leader of the organisation, the mayor needs to have candid conversations with the general manager outside of formal meetings.

To further promote transparency, the proposed reforms will also extend the period that recordings of council and committee meetings must be maintained on a council's website.

Question

Are there any other measures needed to improve transparency in councillor deliberations and decision making?

How to provide feedback?

This discussion paper has been released through the Office of Local Government's communication channels and on the Government's Have your Say Website.

You can make submissions on this proposed framework by **COB Friday 15 November 2024**. Further information is available on OLG website at <https://www.olg.nsw.gov.au/councils/misconduct-and-intervention/councillor-conduct-framework/>.

Submissions can be made online here - <https://www.olg.nsw.gov.au/councils/misconduct-and-intervention/councillor-conduct-framework/>

OR

in writing to: councillorconduct@olg.nsw.gov.au

OR

Locked Bag 3015 NOWRA NSW 2541

Submissions must be clearly labelled "Councillor Conduct Framework Review"

Please direct any inquiries to the OLG's Strategic Policy Unit at councillorconduct@olg.nsw.gov.au or on (02) 4428 4100.

Next Steps

Feedback from this consultation process will be carefully analysed and incorporated to finalise the revised councillor conduct framework.

OLG will then look to finalise necessary draft legislation, regulations and materials for implementation of the revised model over the coming year. Consultation will continue with the local government on the implementation of the revised framework.

Information about the progress of the Councillor Conduct Framework Review will be available on the [OLG website](#).

Office of Local Government

olg.nsw.gov.au



12.9) CENTRAL NSW JOINT ORGANISATION BOARD MEETING HELD 21 AUGUST 2024 (CM.CF.3)**Author:** General Manager**IP&R Link:** Strategic Priority 3: Regional leadership and collaboration**RECOMMENDATION:**

That Council receive and note the Mayoral Report (including Minutes) for the Central NSW Joint Organisation Board meeting held 21 August 2024 at Canberra, and the roundtable discussion with Commonwealth Ministers and their representatives on 22 August 2024 at Parliament House.

REPORT

A Central NSW Joint Organisation Board meeting was held on 21 August at Rydges Canberra followed the next day by roundtable discussions with various Commonwealth Ministers and their representatives at Parliament House on 21 and 22 August 2024. The Chairperson, Cr Rawson and Acting General Manager represented CTW at the meeting and roundtable discussions.

From a regional water security and productive water (including governance) perspective, the CNSWJO Board resolved as follows:

That the Board note the Regional Water Security and Productive Water report and:

- 1. Adopt the Regional Water Loss Management Hub Project Final Report.*

The Regional Security and Productive Water Report provide advice on:

- the Regional Water Loss Management Hub Project Final Report;
- work underway by Frontier Economics on the economic analysis of the value of water conservation for inland regional NSW;
- next steps in the rollout of water loss management programming;
- the status of work to raise the profile of using the existing Integrated Planning and Reporting (IP&R) framework for Local Water Utility strategic planning across regional NSW using the CNSWJO Practitioners Toolkit; and
- an update on consultation underway on the Fish River-Wywendy regional water strategy.

The Board also farewelled long serving mayors, Cr Craig Bembrick, Mayor of Weddin, Cr Jason Hambling Mayor of Orange and Cr Scott Ferguson, Mayor of Blayney. All three were recognised for their substantial service to not just the region but to regional communities in NSW more broadly.

A copy of the JO Report is attached for your information.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil.

12.10) FINANCIAL MATTERS - INVESTMENT REPORT AS AT 30 SEPTEMBER, 2024 (FM.BA.1)

Author: Director Finance & Corporate Services
IP&R Link: – 2.3.1: Manage the risk management framework including the risk register. – 2.2: Sound Financial management – 2.2.1: Review and update long term financial plan (LTFP).

RECOMMENDATION:

That the information in relation to Council's Cash and Investments as at 30 September ,2024.

REPORT

Cash and Investments

The investment summary below represents Council's total investments as of 30 September, 2024 in accordance with clause 212 of the Local Government (General) Regulation 2005 and Section 625 of the Local Government Act 1993.

The above investments have been made in accordance with the Local Government Act 1993, the Local Government General Regulation 2005 and Council's Investment Policy.



Peter McFarlane
Responsible Accounting Officer

INVESTMENT COMMENTARY

The most significant economic news that has impacted the interest rate market over the recent months has been:

- The monthly Consumer Price Index (CPI) figures indicated that whilst the headline inflation had reduced to 2.7% per annum (Aug 23 to Aug 24) , the underlying rate was still at 3.6%. The underlying rate of inflation is considered the most accurate measure as it excludes the one off price impacts of price reductions or increases. For instance, the Federal Government's energy rebate of \$75 per quarter had acted to reduce the CPI in the August 24 monthly figures. It is also important to note that the monthly CPI figures are not considered as reliable as the quarterly figures due to a larger basket of goods and services being used for sampling purposes.
- The June 24 Quarter Gross Domestic Product (GDP) figures came in at 0.2%. This is the lowest quarterly growth rate since 1991-92. The overall annual rate of growth in GDP was 1.5% for 2023-24. This slow rate of growth indicates the impact of higher interest rates and the low level of productivity in the economy. Per capita GDP figures (GDP adjusted for population growth) have continued to fall over last 15 months. This is sometimes referred to as a per capita recession.

The Reserve Bank of Australia using the above economic indicators, at their most recent meeting decided to keep the cash rate at its current level of 4.35%. This is primarily due to the underlying CPI remaining higher than the than the target rate range of to 2.0% to 3.0%. It

is notable that other Central Banks such as the US and the UK have started to cut interest rates in response to lower inflation data.

The RBA have indicated that future interest rate decisions will be driven by the most current economic data but is very unlikely to reduce interest rates until at least the first quarter of 2025 due to the continued high inflation number which is outside the RBA inflation target band.

In view of the RBA comments, rates on term deposits for terms greater than 6 months have seen a decline of 0.50% to 0.75%. The interest rate curve remains slightly inverted with longer term rates being at a level which is less than that for shorter term rates. This indicates that the market is expecting a cut in the cash rate in the short to medium term.

BUDGET IMPLICATIONS

Unless interest rates fall sharply, which is unlikely given the economic outlook, Council will make its budget for investment income for the 24/25 financial year.

POLICY IMPLICATIONS

Council's Investment Policy allows the flexibility to continue to operate effectively in the current market with minimal risk.

With interest rates on terms of 12 months and longer now falling in anticipation of future interest reductions, Council has looked at the interest rate curve to assess what term offers the best return. This has resulted in some deposits being taken out at a shorter period than 12 months with terms as short as 6 months being selected.

Council is always seeking the best return possible whilst following the risk parameters of the Investment Policy.

ATTACHMENTS

- 1 [↓](#) Cash at Bank and Investments at 30 September 2024

		Credit Rating	Term (Days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits	\$ 10,300,000.00					91.84%
Bank Vic - Curve Securites	600,000	BBB+	367	5.20%	16/06/25	5.35%
Bank of QLD - Curve Securitiies	500,000	A-	182	4.90%	11/03/25	4.46%
Bank of QLD - Curve Securitiies	500,000	A-	331	4.95%	31/01/25	4.46%
Reliance/Unity Bank	500,000	Unrated	365	5.15%	4/08/25	4.46%
ING - Curve Securites	500,000	A	365	5.20%	16/10/24	4.46%
ING - Curve Securites	500,000	A	365	5.11%	26/03/25	4.46%
ING - Curve Securites	500,000	A	367	5.48%	4/11/24	4.46%
NAB - Curve Securites	500,000	AA-	365	5.20%	4/10/24	4.46%
NAB - Curve Securites	500,000	AA-	364	4.90%	12/09/25	4.46%
ING - Curve Securites	500,000	A	365	5.14%	14/03/25	4.46%
Bank of QLD - Curve Securitiies	500,000	A-	270	5.00%	6/12/24	4.46%
Macquarie Bank - Curve Securites	200,000	A+		4.65%	At Call	1.78%
NAB - Curve Securites	500,000	AA-	365	4.95%	2/04/25	4.46%
ING - Curve Securites	500,000	A	365	5.25%	9/10/24	4.46%
Bank of QLD - Curve Securitiies	500,000	A-	181	4.95%	26/03/25	4.46%
NAB - Curve Securites	500,000	AA-	365	5.40%	2/07/25	4.46%
Bank Vic - Curve Securites	500,000	BBB+	368	5.20%	10/06/25	4.46%
MyState - Curve Securites	500,000	BBB+	365	5.00%	3/09/25	4.46%
AMP - Curve Securites	500,000	BBB+	300	5.02%	19/06/25	4.46%
Reliance/Unity Bank	500,000	Unrated	366	5.35%	14/07/25	4.46%
NAB - Curve Securites	500,000	AA-	180	4.95%	18/03/25	4.46%
At Call Deposits	\$ 915,011.81					8.16%
Commonwealth Bank - General Account	\$ 203,861.69	AA-	At Call	4.20%	N/A	
Commonwealth Bank - BOS Account	\$ 711,123.30	AA-	At Call	4.25%	N/A	
Reliance Credit Union - Cheque Account	\$ 26.82	Unrated	At Call	0.00%	N/A	
Total Value of Investment Funds	\$ 11,215,011.81					100%

Average Rate on Term Deposits

90 Day BBSW for September 2024	4.4341%
Average Rate on Term Deposits	5.1000%
Margin over 90 day BBSW	0.6659%

Average Term - Short Term Deposits (days) 332

Long Term Credit Rating

	Amount \$	%
AA-	\$ 3,414,984.99	30.45%
A+	\$ 200,000.00	1.79%
A	\$ 2,500,000.00	22.29%
A-	\$ 2,000,000.00	17.83%
BBB+	\$ 2,100,000.00	18.72%
Unrated	\$ 1,000,026.82	8.92%
Total	\$ 11,215,011.81	100.00%

BANK RECONCILIATION

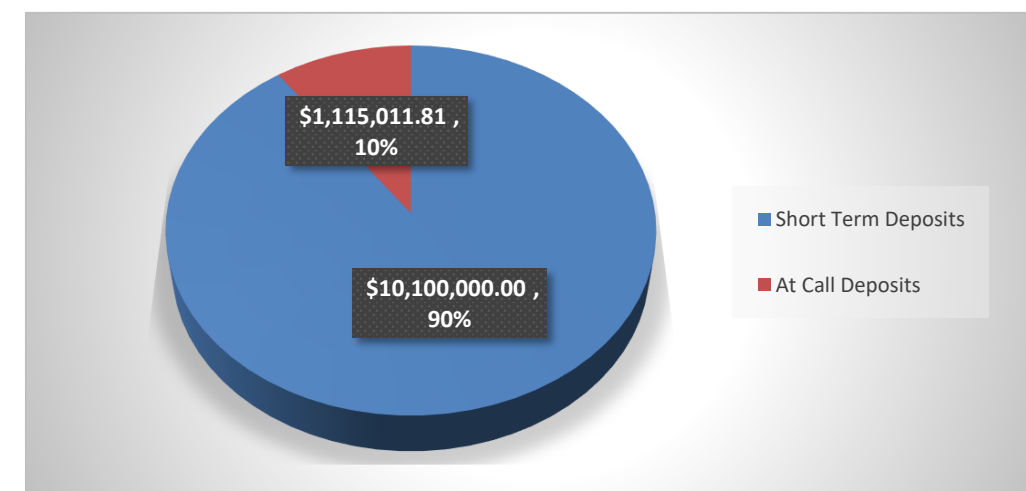
Balance as per Bank Statement	\$ 194,599.42
Add: Visa card purchases processed October 2024	\$ 8,788.62
Add: Cash receipting deposited 01.10.2024	\$ 73.65
Add: Eftpos receipting deposited 01.10.24	\$ 400.00

Balance as per Cash Book \$ 203,861.69

GENERAL FUND

(a) Cash Book Balance	\$ 915,011.81
(b) Bank Balance	\$ 915,011.81

Short Term Deposits	\$ 10,100,000.00
At Call Deposits	\$ 1,115,011.81



12.11) AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC) (CM.AU.1)

Author: Director Finance & Corporate Services
IP&R Link: – 2.3: Continuous Improvement Whilst Managing Risk – 2.3.1: Manage the risk management framework including the risk register.

RECOMMENDATION:

That Council appoint a Councillor as the non-voting Council representative of the Audit Risk and Improvement Committee for this term of Council.

REPORT

The next Audit Risk and Improvement Committee (ARIC) is scheduled for Thursday 14 November, 2024 at 11.00am. The Chairperson of the Committee has not yet advised whether the format of that meeting will be online or face to face.

The ARIC consists of three independent voting members together with the members of the Senior Management Team and Governance and Executive Support Officer as observers. In addition, Council may appoint an Councillor as an observer to the Committee.

Council is seeking to appoint a Councillor to fill the position as a non-voting Council representative on the committee. The key duties of that position are to:

- Be available to attend four meetings per year (plus any extraordinary meetings).
- Have an understanding of the responsibilities of ARIC including risk management.
- Have the capability to act as a link between the Council and ARIC when issues are discussed at Council.
- Note that the appointee cannot move or vote on recommendations at ARIC meetings.

This appointment will be for this term of Council which finishes in 2028.

It is noted that the ARIC meetings generally occur in the months of Feb, May, Aug and Nov each year. It should be noted that the meeting dates are subject to determination by the ARIC Chairperson and are not set by Council.

BUDGET IMPLICATIONS

The 24/25 draft budget allocation for the Internal Audit function is \$35,700 inclusive of ARIC meeting costs and members fees.

Members fees and reasonable travel expenses will be met from this budget. It also includes the completion of one internal audit engagement per year. Internal audits will be performed by external specialists who have the expertise to complete the assignment.

Committee secretarial support, councillor representation, and executive time will be met from other recurrent operational votes.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil.

12.12) POLICY REVIEWS - FRAUD CONTROL POLICY, INVESTMENT POLICY, COUNCILLOR EXPENSES AND FACILITIES POLICY (CM.PL.1)

Author: Director Finance & Corporate Services
IP&R Link: – 1.2: Compliance and Regulation

RECOMMENDATION:

That Council:

1. Note the report;
2. Endorse the draft Fraud & Corruption Control Policy and Plan, Investment policy and Councillor Payment of Expenses and Provision of Facilities Policy and place on public display for a period of 28 days, and
3. If no submissions are received during the public display period, the Fraud & Corruption Control Policy and Plan, Investment Policy and Councillor Payment of Expenses and Provision of Facilities Policy be adopted.

REPORT

There are three policies presented at this Council meeting, the Fraud & Corruption Control Policy and Plan, Investment policy and Councillor Payment of Expenses and Provision of Facilities Policy.

The Fraud & Corruption Control Policy and Plan is a review of the previous version of the fraud policy which includes the requirements from the internal audit recommendations. The policy and plan speak about what fraud and corruption are and how the Council can control this issue. The policy provides strategies grouped into fraud prevention, fraud detection, fraud response and fraud monitoring, reporting and evaluation. This policy overall plans to minimise the opportunity for fraudulent activity and to develop robust systems of detection to reduce the impact of any fraudulent actions upon the Council.

The Investment policy proposes to be that same as the existing version of the policy. The Council's investment policy is currently yielding good returns for Council with a minimum of risk. The policy is based upon a maximum term of 2 years with investments limits applied to both individual institutions and groups of institutions based upon the credit rating. With holdings at Financial institutions with higher ratings (lower risk) being permitted to be higher than those with lower ratings. (higher risk)

The Councillor Payment of Expenses and Provision of Facilities Policy provides guidance on the reimbursement of expenses incurred by councillors when conducting approved Council business. It is an updated version of the previous policy with changes as follows:

- a.) Clause 4 (a) Daily expenses for meals increased from \$120.00 to \$150.00 per day.
- b.) Clause 4 (b) (i) Metropolitan accommodation increased from \$350.00 to \$380.00 per day.
- c.) Clause 4 (b) (ii) Country area accommodation increased from \$220.00 to \$250.00 per day.

These changes are to reflect increased costs since the previous policy was adopted in 2022.

The policy is based on actual expenses incurred evidenced by receipts and tax invoices. Council as far possible will utilise its purchase order system and corporate credit cards to far

as possible ensure that Councillors rarely need to claim expenses paid by them directly. (see Clause 4 (c))

Whilst these changes to the Councillor expenses and facilities policy are not considered material, it is considered prudent to place this revised policy on public exhibition.

BUDGET IMPLICATIONS

Expenses paid under this policy are included in the 2024/25 Operational Plan.

POLICY IMPLICATIONS

As per the report.

ATTACHMENTS

- | | | |
|---------------------|--|----------|
| 1 ↓ | Fraud & Corruption Control Policy and Plan | 19 Pages |
| 2 ↓ | Investment policy | 7 Pages |
| 3 ↓ | Councillor Expense Policy | 7 Pages |



POLICY

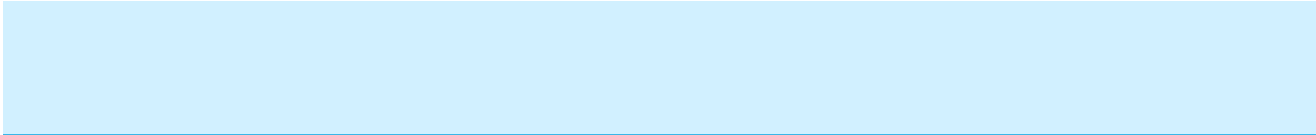


CENTRAL TABLELANDS WATER

DRAFT 4

**FRAUD
AND
CORRUPTION
CONTROL
POLICY AND PLAN**





DOCUMENT CONTROL

Document Title		Fraud and Corruption Policy and Plan			
Policy Number		CTW-PR039			
Responsible Officer		Director Finance and Corporate Services			
Reviewed by		Governance Executive Support Officer & Director Finance and Corporate Services			
Date Adopted					
Adopted by		Council			
Review Due Date					
Revision Number		2			
Previous Versions	Date	Description of Amendments	Author	Review/ Sign Off	Minute No: (if relevant)
1	14/10/2020		DFCS		20/095



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Introduction

Council is committed to preventing fraud at its origin and believes that an emphasis on prevention and detection is the best way to deal with fraud. The focus of Council's policy and plan on fraud control is to encourage the public and staff to understand that fraudulent acts against Council are unacceptable, may constitute a criminal offence and will be prosecuted.

This document sets out for Council for the strategic approach to be taken with regards to Fraud and Corruption by the organisation.

Purpose

The purpose of the plan is to:

- Describes how Central Tablelands Water (CTW) responds to the threat of, and to actual occurrences of, fraudulent and/or corrupt behaviour.
- Ensure appropriate levels of oversight of Council's funds and resources are protected.
- Provide an environment and organisational culture that supports the integrity, security, and reputation of CTW Staff.
- Ensure Council continues to provide the optimum service levels to the CTW network.

Scope

- This Policy applies to all persons employed at CTW, including Councillors, contractors, volunteers, and other officials.
- Persons wishing to report fraudulent or corrupt behaviour, or suspected behaviour, should refer firstly to the Public Disclosure Procedure, then to this policy and associated procedure.

The Policy

Council promotes an organisational culture that will not tolerate any act of fraud or corruption. Council is committed to preventing, detecting, and responding to fraud and corruption.

The identification of fraud and corruption risks as well as the appetite, tolerance, and treatment of these are managed by using the Enterprise Risk Management Framework (2024).

Fraud and corruption risks are managed through:

- Identification of business processes which are potentially at risk of exposure to fraud and corrupt conduct.
- Controls to mitigate the risk of exposure.
- Procedures to investigate allegations of fraudulent or corrupt conduct.
- Implementation of procedures to appropriately manage incidents of fraud and corrupt conduct.
- Provision of training, awareness, and enforcement of Codes of Conduct to ensure Councillors, managers, staff, contractors, and volunteers are aware of their responsibilities in the prevention and management of fraud and corrupt conduct.
- Ensuring an environment in which fraudulent or corrupt conduct is discouraged.

The accompanying Fraud and Corruption Prevention Plan is designed to put these principles into practice. The Council has an obligation to develop and maintain appropriate systems and procedures to minimise the opportunity for fraudulent activity and to develop robust systems of detection to reduce the impact of any fraudulent activity.

What is fraud and corruption?

Fraud and corruption can take many forms. The following are definitions with examples:

Fraud

TC18-02 NSW Fraud and Corruption Control Policy defines fraud as “dishonestly obtaining a benefit, or causing a loss, by deception or other means”. In practice, fraud carried out by a public sector employee in his or her official capacity will also be corrupt conduct. In addition, certain frauds perpetrated on the agency by external parties could be found to be corrupt under the ICAC Act.

Examples of the types of conduct that would fall within the definition of fraud include (but are not limited to):

- Theft of Council assets and monies
- Misuse of Council assets, equipment or facilities
- Misuse of Council credit cards
- Timesheet fraud
- Accounting fraud (false invoices, misappropriation etc.)
- Unlawful use of, or obtaining property, equipment, material or services
- Providing false or misleading information to Council
- Making, or using false and forged documents
- Wrongfully using Council information or intellectual property

Corruption

Corrupt conduct, as defined in the Independent Commission Against Corruption Act 1988 ("the ICAC Act"), is deliberate or intentional wrongdoing, not negligence or a mistake. It has to involve or affect an NSW public official or public sector organisation.

While it can take many forms, corrupt conduct occurs when:

- a public official improperly uses, or tries to improperly use, the knowledge, power or resources of their position for personal gain or the advantage of others
- a public official dishonestly exercises his or her official functions, or improperly exercises his or her official functions in a partial manner, breaches public trust or misuses information or material acquired during his or her official functions
- a member of the public influences, or tries to influence, a public official to use his or her position in a way that affects the probity of the public official's exercise of functions
- a member of the public engages in conduct that could involve one of the matters set out in section 8(2A) of the ICAC Act where such conduct impairs, or could impair, public confidence in public administration.

Examples of the types of conduct that would fall within the definition of corruption include (but are not limited to):

- Bribery, domestic or foreign – obtaining, offering or soliciting secret commissions, kickbacks or gratuities
- Fraud, forgery and embezzlement
- Theft or misappropriation of official assets
- Nepotism – preferential treatment of family members
- Cronyism – preferential treatment of friends
- Acting (or failing to act) in the presence of a conflict of interest

- Unlawful disclosure of Council information
- Blackmail
- Perverting the course of justice
- Colluding, conspiring with, or harbouring criminals
- Insider trading – misusing official information to gain an unfair private, commercial or market advantage for self or others
- Green-lighting – making official decisions that improperly favour a person or company, or disadvantage another.

Common examples of fraud and corruption in the Council

Type of Fraud	Examples of related risks
<p>Rate Revenue Fraud</p> <p>Fraudulent manipulation of rates to receive a self-benefit</p>	<p>Incorrectly claiming pensioner discounts to benefit employees, friends, family, and colleagues.</p> <p>Making changes to rates details to benefit employees, friends, family, and colleagues.</p>
<p>Service delivery fraud</p> <p>Frauds relating to the use of Council provided services to which the resident would normally not be entitled</p>	<p>Oversupplying goods or services to benefit third parties</p> <p>Undersupplying to ‘skim’ good or services (or time that would normally be devoted to the service)</p>
<p>Compensation fraud</p> <p>Frauds relating to falsely claiming Council responsibility for incidents and accidents and attempting to falsely claim compensation</p>	<p>Falsely claiming pedestrian accidents on footpaths or Council premises;</p> <p>Falsely claiming road quality-related accidents;</p> <p>Falsely claiming storm water or drainage related incidents.</p>
<p>Grants fraud</p> <p>Frauds relating to grant funds not being used for the intended service delivery objective.</p>	<p>Overpaying of grants, duplicating payments of grants or having grants claimed multiple times;</p> <p>Redirecting grant funds to personal accounts;</p> <p>Poor record keeping for grants, resulting in misstatement;</p> <p>Providing grants to individuals or organisations that do not meet the required criteria.</p>

Types of Council business functions susceptible to fraud risk includes:

Type of Fraud	Examples of related risks
<p>Procurement Fraud</p> <p>Frauds relating to the process of acquisition of goods, services and project delivery from third parties</p>	<p>Unauthorised use of corporate credit or fuel cards;</p> <p>Paying claims for goods or services that were not delivered;</p> <p>Receiving kickbacks or being involved in bribery, corruption or coercion related to manipulation of the procurement process</p>
<p>Travel and allowance fraud</p>	<p>Making claims for journeys not made or overstating distance</p> <p>Reimbursing expenses not related to Council business</p>

Frauds relating to falsely claiming reimbursement of costs of allowances for which there is no entitlement	
Payroll and salary fraud Frauds relating to claiming pay that does not match work performed or conditions of employment	Creating 'ghost' employees to receive additional pay Falsely claiming overtime
Employment fraud Fraud relating to applicants falsely claiming qualifications and skills above their ability	Misrepresenting skills, capabilities or qualifications to obtain employment Forgery of reference documents
Asset fraud Using Council assets for other than official purposes or gaining other personal benefit	Manipulation of asset value or fraudulent asset divestment process for personal gain Stealing assets Using Council assets or removing Council assets from premises without authorisation
Exploiting council information Using confidential or commercially sensitive information for personal gain.	Falsifying official records Providing confidential and sensitive information to others for personal gain Using confidential and sensitive information for personal benefit

Prevention Systems

The Council's prevention system consists of the following features: -

- Fraud Risk Assessments – as detailed in the Risk Framework;
- Fraud Control Plan;
- Ethical workforce – pre-employment screening to ensure staff employed are of the highest ethical behaviour;
- Separation of duties – to ensure no one staff member controls a process entirely;
- Delegations of authority – to ensure measures are in place to control activities;
- Position descriptions, Charters for Committees – limit the level of activity public officials can undertake.

Fraud and corruption control policy statement

CTW is committed to excellence in service performance and in meeting our statutory obligations. This includes maintaining a fraud and corruption prevention culture. We have zero tolerance for fraud and corruption.

We will deal appropriately with all allegations of fraud and corruption. All staff are encouraged to report suspected fraudulent and/or corrupt activities to their supervisor or manager or where appropriate, the General Manager, who will investigate and deal with the allegation. We will refer any instances of corrupt conduct to the NSW Independent Commission Against Corruption (ICAC), Office

of Local Government, the NSW Ombudsman and/or the New south Wales Police Service for investigation and possible prosecution. We will pursue the recovery of any losses incurred from fraud and corruption activities, after considering all relevant issues.

Fraud and Corruption Control Plan

The plan is comprised of three stages – prevention, detection and response, and following ten elements.

Fraud and Corruption Control Model

Element	Distribution across the 3 stages		
	Prevention	Detection	Response
1. Coordination mechanisms	√		
2. Risk management system	√	√	√
3. Internal controls	√	√	√
4. Reporting processes		√	√
5. Protections for disclosers		√	√
6. External Reporting			√
7. Investigation management processes		√	√
8. Code of conduct	√		
9. Organisational culture change	√	√	√
10. Client and community awareness program	√	√	

Responsibility Structure

The General Manager, Managers and Directors are authorised to receive reports of fraud. If the suspected fraud relates to the General Manager, then the matter can be reported to the Chairperson, as per the reporting mechanism for the Model Code of Conduct.

Reports regarding suspicious and/or illegal activities can also be reported directly to external agencies including:

- NSW Police Force
- Office of Local Government
- The NSW Independent Commission Against Corruption (ICAC)
- The NSW Ombudsman.

All staff are expected to report known or suspected fraud to the General Manager, Managers or Directors as soon as possible.

Positions	Responsibilities
Councillors	<p>As the decision-making body of Council, Councillors are responsible for ensuring that:</p> <ul style="list-style-type: none"> • Their conduct and behaviour conform with the local government principles and responsibilities of Councillors as detailed within the Local Government Act 1993 and Code of Conduct for Councillors. • Sufficient resources are allocated to enable the proactive mitigation of fraud and corruption risks.
The General Manager	<ul style="list-style-type: none"> • The General Manager will notify the chairperson of any suspected corrupt conduct at an appropriate time subject to the confidentiality and non-disclosure requirements and obligations imposed upon them at law or by ICAC or any other regulatory agency or body who may subsequently take up any investigation of the reported conduct and the intent of such obligations to maintain the effectiveness and integrity of any such investigation into the reported conduct. • Ensure appropriate resources are provided to implement the plan • Ensuring managers are aware of their fraud and corruption control responsibilities
Director Finance & Corporate Services	<ul style="list-style-type: none"> • Ensure finance procedures adequately address fraud and corruption risk. • Co-ordinates access to financial information to audit authorities. • Ensure procurement procedures adequately address fraud and corruption risk. • Ensure Council maintains appropriate insurance cover.
Managers and supervisors	<ul style="list-style-type: none"> • Review and update operational risk registers. • Set effective internal controls to detect fraudulent and corrupt activities. • Regularly review relevant control systems as part of the fraud and corruption risk assessment. • Establish adequate segregation of duties for all functions where the potential for fraud or corruption risk has been assessed as high. • Encourage the reporting of any suspected fraud, corrupt conduct or maladministration. • Immediately report all internally reported cases of suspected fraud and corruption to their Director.

<p>Council's Delegated Officers (including Managers and Directors)</p>	<ul style="list-style-type: none"> • Ensure employees, volunteers and contractors are aware of this policy • Participate in internal audit, fraud and corruption risk assessment activities, awareness raising activities and other relevant elements of the Fraud and Corruption Control Plan • Conform to relevant fraud and corruption risk control measures • Role model appropriate behaviours in regard to fraud and corruption
<p>Audit & Risk Improvement Committee</p>	<ul style="list-style-type: none"> • Endorse the Fraud and Corruption Control Plan • review and assess the effectiveness of Council's processes and controls for preventing, detecting, and responding to fraud and corruption. • Oversee the internal audit program • Monitor fraud and corruption risk control measures • Review management reports about actual or suspected instances of fraud or corruption and actions taken.
<p>Governance & Executive Support officer</p>	<ul style="list-style-type: none"> • Organise Fraud Awareness Training. • Assist Director Finance & Corporate Services to review and update the Fraud & Corruption control Policy.
<p>All Employees</p>	<ul style="list-style-type: none"> • Participate in fraud and corruption risk assessment activities, awareness raising activities and other relevant elements of the Fraud and Corruption Control Policy and Plan. • Ensure to notified fraudulent or corrupt behaviour, or suspected behaviour to General Manager or Directors, as soon as practicable. • Conform to Council's policies and procedures regarding fraud and corruption control, including but not limited to the Employee Code of Conduct.
<p>Internal Audit (Outsourced)</p>	<ul style="list-style-type: none"> • assist Council to manage fraud control by advising on the risk of fraud. • design and recommend adequacy on internal controls. • assist in detecting fraud by considering fraud risks as part of its audit planning and being alert to indicators that fraud may have occurred.

Preparation of a Fraud Control Plan

Fraud control requires the implementation of a number of key control strategies which contribute to an effective fraud control framework. These strategies are interdependent and subject to a cyclic process of review and enhancement. The strategies are grouped in four key themes:

- **Fraud prevention** involves those strategies designed to prevent fraud from occurring in the first instance;
- **Fraud detection** includes strategies to discover fraud as soon as possible after it has occurred;

- **Fraud response** covers the systems and processes that assist an organisation to respond appropriately to an alleged fraud when it is detected.
- **Fraud monitoring, reporting and evaluation** are strategies to provide assurance that legislative responsibilities are being met, as well as promoting accountability by providing information that demonstrates compliance with specific fraud control strategies.

Third Party Management Systems

The Council establishes appropriate controls, segregation of duties and delegations of authority to deal with third parties.

Review of Fraud & Corruption Control Policy and Plan

This policy will be reviewed each council term or more frequently in response to legislative change or changes in the control environment.

Acknowledgement

CTW would like to extend acknowledgement to the following organizations from which samples were taken to draft this policy.

- Riverina Water
- Blayney Shire Council
- Redland City Council

Fraud & Corruption Control Plan

1. Fraud Control Prevention

Fraud prevention strategies are the first line of defence and provide the most cost-effective method of controlling fraud within the organisation. To be effective, fraud prevention within an organisation requires several contributory elements, including an ethical organisational culture, a strong awareness of fraud among employees, suppliers and clients, and an effective internal control framework.

Key elements of effective fraud prevention include:

- A robust Fraud Policy and Code of Conduct;
- Sound fraud risk management processes;
- A comprehensive Fraud Control Plan;
- Prudent employees;
- Regular Fraud Awareness training;
- Fraud-related controls for activities with a high fraud risk exposure;
- System controls to ensure accurate and up-to-date data;
- Communication about investigation outcomes to demonstrate that allegations and incidences of fraud are serious and appropriately dealt with.

Preventative Measures

Code of Conduct - Employees

A robust Employee Code of Conduct is integral in establishing an ethical culture and Council's Code of Conduct reinforces the need for honest ethical behaviour. The induction process for new staff includes an understanding of the Code of Conduct and the behaviour expected of all Council employees. The Code of Conduct training is mandatory and required to be undertaken by all employees every two years.

Code of Conduct - Councillors

Councillors need to make difficult decisions that do not always have unanimous support in the community. In order to maintain confidence Councillors must ensure that these decisions are made in the ethical and impartial manner. The Model Code of Conduct provides a foundation for ethical decision making in local government.

The obligations of Council officials under the Model Code of Conduct are informed by eight key principles:

- Integrity
- Leadership
- Selflessness
- Impartiality
- Accountability
- Openness
- Honesty
- Respect

Councillors should exercise due care in undertaking their functions by acquainting themselves with the requirement of the Local Government ACT 1993, the Council's Code of Conduct, the detail of the matters they are dealing with, and any factors which may affect their involvement in decision-making.

Conflicts of Interest

The management of conflicts of interest is an integral part of establishing an ethical culture. The primary concern within a government organisation is the conflict between private and public interests, and the effective management of this issue. Council's Code of Conduct outlines the process to manage conflicts of interests.

Recruitment and Selection of employees

The screening of employees is an integral part of an organisation's Fraud Prevention Strategy. Practical steps are taken in the screening of new staff members (in high-risk areas) including:

- Verification of identity, identification is cited by the selection panel at the interview or via the criminal history checking process where there is a requirement for a driver's licence to be presented;
- National police criminal history checks are undertaken on most council roles;
- Reference checks, two recent reference checks are mandatory for appointments made by selection panels. It is always preferred to accept at least one of the references from a recent supervisor/manager;
- Consideration through interview and the selection panel can enquire as to any employment history gaps and reasons for those gaps.

Risk Profile Management

Certain processes or activities have a higher fraud exposure than others. These high-risk areas are analysed to determine whether they need to be the subject of specific fraud controls. It is important that the controls established to manage these high-risk areas are actively monitored and understood by relevant personnel. Examples of processes with a higher inherent fraud risk include accounts payable; cash handling; pre-payments; travel and subsistence payments; works contracts; and grant programs.

Examples of specific preventative fraud controls that can be applied to one or more identified fraud risks include:

- Segregation of duties
- Hard coded IT system controls (access restrictions and financial delegations on processing transactions)
- Effective procedural controls and management oversight where appropriate
- Physical access restrictions
- The deterrent effect of undertaking regular and random quality assurance checks by management to determine the existence of a service or goods procured
- Regular supplier reviews and the maintenance of a register of non-compliance/breaches of contractual conditions and reporting requirements

Fraud Awareness Training

All staff members should have a general awareness of fraud and corruption, how they should respond and Council's processes if this type of activity is detected or suspected within the workplace. Fraud Awareness training is an effective method of ensuring that all employees are aware of their responsibilities for fraud control and of expectations pertaining to ethical behaviour in the workplace. Council officers undertake mandatory Fraud and Corruption training.

2. Fraud Control – Detection

Measures to detect internal, external and complex fraud fall into two main categories, passive measures and active measures, as illustrated below:

The source of fraudulent activity may be:

Internal: perpetrated by an employee or contractor of an organisation;

External: perpetrated by a customer or an external service provider; or

Complex: involve collaboration between employees, contractors, and external service providers.

Measures to detect internal, external, and complex fraud fall into two main categories, passive measures and active measures:

Passive measures	Active measures
Include controls or activities that do not require the active and ongoing involvement of management but exist as a means by which fraud is detectable within an organisation.	Include controls that require the assertive involvement of management and by their nature are designed to detect or assist in detecting fraud within an organisation.

Passive Detection Measures

Effective Internal Controls

ELT must be alert to the potential for Fraud and Corruption to occur and remain wary of factors which may leave Council vulnerable to Fraud and Corrupt Conduct, including:

- changes to delegations
- implementation of cost cutting measures
- contracting out and outsourcing
- the impact of new technology, or
- change to risk management practices.

Considering warning signs

Awareness of warning signs (red flags) for possible fraud or corruption is a useful method of detection. Often fraud indicators are inter-related and, in some situations, evidence of one indicator may imply a potential risk but may not constitute fraud or corruption. The more inter-related indicators identified, the higher the risk of potential fraud or corruption.

Examples of Internal & External Fraud to be mindful of:

Internal fraud	External fraud
Unauthorised use of Council plant and equipment	Theft of money or goods from Council
Claiming un-worked hours on time sheets	Obtaining benefits by use of false identity or false qualifications

Theft of money or goods from Council or its customers	Supplying goods or services of a lower standard or quality than promised
Allowing contractors to not fully meet contract requirements	Invoices which look different to previous invoices issued by the same provider
Deliberate transfer or miscoding of financial transactions to achieve favourable reported budget outcomes in a performance bonus environment.	Expenditure has exceeded approved budgets for grant funding but there is not adequate information to explain the variance
	A high volume of transactions from one service provider, such as a registered training organisation, used to support a licence, may indicate collusion between applicants and the provider
	A high volume of attempts to obtain sensitive information such as usernames, passwords and credit card details (e.g. Phishing emails, whaling attacks).

Internal controls are an effective detector of fraud. Examples of detecting internal controls include:

- regular independent reconciliation of accounts;
- independent confirmation of service delivery where suppliers are paid in advance for services;
- management review.
- physical security for example:
 - security cameras
 - staff who know their jobs (people that are familiar with their jobs are more likely to be able to identify anomalies);
 - job rotation/mandatory leave;
 - comparisons between budgeted and actual figures and the follow-up on discrepancies;
 - audit trails and system access logs and the regular review of these;
 - exception reporting
 - quality assurance;
 - random audits;

The Process to Report Fraud Allegations

Allegations made by employees, contractors, and members of the public can often lead to the uncovering of fraud. One-way organisations can detect fraud is through encouraging employees, contractors, service providers and, where relevant, members of the public to report their suspicions of fraud through the Public Interest Disclosure protocols.

Allegations made by Employees

Fraud is a criminal offence and as such comes under the provisions of criminal law administered through the Police services. Where an employee has some evidence or suspicion of fraud there are several avenues for reporting.

Code of Conduct for employees

Where a matter particularly relates to an alleged breach of the Code of Conduct provision is made in that policy for employees to report the matter directly to their supervisor, Manager, the Ethics and Integrity Unit or where appropriate, the Chief Executive Officer.

Suspicion of Fraud

Where an employee suspects that a Council employee or contractor may be undertaking fraudulent activities, the matter should be raised with the employees' immediate supervisor or if that is not appropriate the next senior officer. Council's Ethics and Integrity Unit and People Solutions team is also available to provide advice and to assist where possible.

Allegations made against the Chief Executive Officer are dealt with under the Complaints Against a Public Official Policy.

Allegations made by External Parties

Members of the public (including Council's customers, suppliers and other stakeholders) can play a role in reporting suspected fraud. These parties may be aware of fraud occurring within Council or being committed against Council by an outside party.

Allegations made from external parties need to be in writing or translated into a written form as soon as reasonably practical. The contact officer for such allegations will be the Service Manager Ethics and Integrity. The exception being allegations made against the Chief Executive Officer which are dealt with under the Complaints Against a Public Official Policy.

Allegation made against the Chief Executive Officer

Allegations made against the Chief Executive Officer are to be directed to the CCC liaison in accordance with Council's Complaints Against a Public Official Policy.

Public Interest Disclosures

Council is committed to the disclosure, in the public interest, of information about wrongdoing in the public sector and to provide protection for those who make disclosures. Public Interest Disclosure Policy sets out all the relevant details associated with disclosure of reportable conduct including disclosure process, investigation and protection.

Active Detection Measures

Active fraud detection measures are controls or activities that require the assertive involvement of management. These measures can be broadly categorised as:

- monitoring and review activities, focused on employees and customers at risk;
- data mining and/or data matching

Monitoring and Review Activities

There are a number of “red flags” or early warning signs of fraud activity which can be used to help profile possible internal perpetrators. These early warning signs are summarised in the table below:

Early warning signs: people	Early warning signs: areas or activities
Unwillingness to share duties; refusal to take leave	Financial information reported is inconsistent with key performance indicators
Refusal to implement internal controls	Abnormally high and increasing costs in a specific cost centre function
The replacement of existing suppliers upon appointment to a position or unusually close association with a vendor or customer	Dubious record keeping
A lifestyle above apparent financial means; the provision of gifts to other staff members	High overheads
Failure to keep records and provide receipts	Bank reconciliations not up to date
Chronic shortage of cash or seeking salary advances	Inadequate segregation of duties
Past legal problems (including minor previous thefts)	Reconciliations not performed on a regular basis
Addiction problems (substance or gambling)	Small cash discrepancies over a period of time

3. Fraud Control – Response

It is not proposed to have a Fraud Control officer but rather the General Manager and Directors undertake tasks to support the Fraud & Corruption Control Plan.

Internal Reporting and Escalation

CTW has considered whether it should establish a fraud and corruption incident register.

It is considered that the size of the Council does not warrant such a register being established as there is already reporting requirements of the NSW Ombudsman, Independent Commission Against Corruption and the Minister for Local for the various levels of fraud detected.

External Reporting

CTW has a zero tolerance to fraud and corruption.

Where evidence is established of corruption and/or fraud, involving CTW, either internally or externally, it will be reported to the authority deemed appropriate in the circumstances, including, but not limited to, NSW Police, NSW Ombudsman and the Independent Commission Against Corruption.

Format for reports to law enforcement agencies

Should it become necessary, CTW will provide, as a minimum, the following items to the law enforcement agency in a manner required by the law enforcement agency to ensure minimal duplication of effort:

- a summary of the allegations.
- a list of witnesses and potential witnesses.
- a list of suspects and potential suspects.
- copies of all statements, depositions or affidavits obtained to that point including and in particular, any written statement made by the subject of the investigation.
- a copy of the transcript of any interview conducted with a person suspected of involvement in the matters alleged.
- a copy of any electronic media on which such interviews have been recorded.
- copies of all documentary evidence obtained to that point (ultimately the law enforcement agency will probably require the original documents, in which case copies should be retained by CTW).
- any charts or diagrammatical summaries of the allegations and evidence that CTW may have produced.

Civil action for recovery of losses – Policy for Recovery Action

Central Tablelands Water will initiate appropriate recovery action where there is clear evidence of fraud or corruption and where the likely benefits of such recovery will exceed the funds and resources invested in the recovery action.

4. Fraud Control – Monitoring, Evaluation and Reporting

Effective Monitoring and evaluation of Council's fraud control strategies can assist managers and other decision-makers to:

- Assess the continued relevance and priority of fraud strategies in the light of current and emerging risks;
- Test whether fraud strategies are targeting the desired high areas;
- Ascertain whether there are more cost-effective ways of combatting fraud.

Evaluations also have the capacity to establish casual links, and, over time, an Evaluation Strategy has the potential to provide insights into:

- The appropriate balance between fraud prevention and detection strategies;
- The relative weighting of incentives that focus on reducing the potential losses from fraud in the first instance, as opposed to discovering fraud after it has occurred.

Definitions

External Fraud	Fraud committed against Council by non-Council staff such as by customers, suppliers or contractors.
Internal Fraud	<p>Fraud that is also known as "workplace fraud". It is fraud that is committed by Council staff in the workplace of Council.</p> <p>Whilst internal fraud forms part of corrupt conduct, it is delineated here as a separate entity due to the fact that internal fraud can be perpetrated by an individual acting alone, also fraud in its own right occurs predominately when governance systems in place fail. i.e. that fraud is possible when systems in place are deficient and an organisation’s resistance to fraud is ultimately found within the structures of the organisation.</p>
Bribe or Bribery	<p>Offering, promising, giving, accepting or soliciting of an undue advantage of any value (which could be financial or non-financial), and irrespective of location(s), in violation of applicable law, as an inducement or reward for a person acting or refraining from acting in relation to the performance of that person’s duties.</p> <p>Note 1 entry: The above is a generic definition. The meaning of the term “bribery” is as defined by the anti-bribery law.</p>
Gifts, Benefits and Bribes	<p>Any gifts or benefits provided to, or any attempt to give a gift or benefit to, a Council officer, is managed by Council’s Gifts and Benefits Policy. The Policy prescribes when a gift may or not be accepted and relevant processes for dealing with such matters.</p> <p>Bribes are given to influence the way a recipient carries out their official functions. For example, not responding to or report any illegal or unauthorised activity or procure goods and services from a specific person or company.</p> <p>Higher risk areas for exposure to such behaviour includes:</p> <ul style="list-style-type: none"> – Officers who approve or can influence decisions – Officers who procure goods and services for Council – Regulatory and compliance staff – Staff who carry out work with the private sector



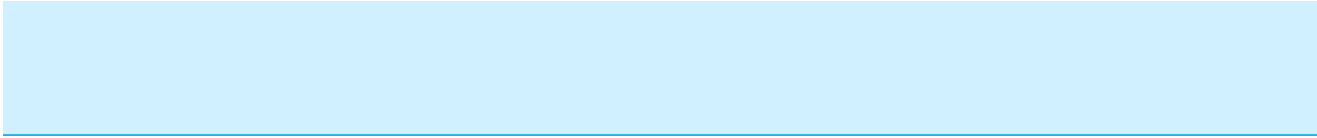
POLICY



CENTRAL TABLELANDS WATER

INVESTMENT POLICY





DOCUMENT CONTROL

Document Title		Investment Policy			
Policy Number		CTW-PR007			
Responsible Officer		Director Finance and Corporate Services			
Reviewed by		General Manager and Director Finance & Corporate Services			
Date Adopted					
Adopted by		Council			
Review Due Date					
Revision Number		4			
Previous Versions	Date	Description of Amendments	Author	Review /Sign Off	Minute No: (if relevant)
1	12/10/15				16/079
2	12/02/20		DFCS		20/011
3	15/02/23		DFCS		23/009

Objectives

- (a) To undertake investment of surplus funds, maximising earnings from authorised investments, whilst ensuring the security of Council Funds
- (b) To ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- (c) To ensure that capital invested is preserved and invested in accord with Council’s risk appetite.
- (d) To ensure that all restricted funds are backed by cash or investments.

Policy

Legislative Requirements

All investments are to be made in accordance with:

- (a) Local Government Act 1993;
- (b) Ministerial Investment Order;
- (c) Trustee Act 1925;
- (d) Local Government (General) Regulation 2005;
- (e) Local Government Code of Accounting Practice and Financial Reporting;
- (f) Australian Accounting Standards; and
- (g) Office of Local Government Circulars.

Delegation of Authority

Authorised Officer	Roles & Responsibilities
General Manager	Authority to invest surplus funds and authority to delegate this function.
Director Finance and Corporate Services	Authority to invest surplus funds.
Finance Officer	Authority to invest surplus funds

Authorised Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government dated 12 January 2011.

Council shall only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;

- (b) any debentures or securities issued by a council (within the meaning of the Local Government Act 1993 (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

All investment instruments (excluding short term discount instruments) referred to above include principal and investment income (interest).

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the Ministerial Order dated 31 July 2008 which was made in compliance with the previous Ministerial Order dated 15 July 2005, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the Ministerial Order dated 31 July 2008 and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

It is noted that Council no longer holds any investments of the type to which the transitional arrangements apply.

Prudent Person Standard

The investments shall be managed with care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

If engaged, independent advisors shall also be required to declare that they have no actual or perceived conflicts of interest.

Prohibited Investments

This Investment Policy prohibits any investment carried out for speculative purposes including:

- (a) Derivative based instruments;
- (b) Principal only investments or securities that provide potentially nil or negative cash flow;
- (c) Stand alone securities issued that have underlying futures, options, forward contracts and swaps of any kind; and
- (d) The use of leveraging (borrowing to invest) of any investment.

Risk Management Guidelines

Investments are to comply with the following criteria:

- (a) Preservation and return of capital - all reasonable measures are to be taken to prevent losses in portfolio value;
- (b) All investments will be made with Authorised Deposit Institutions (ADI). These consist of all financial institutions approved and regulated by the Australian Prudential Regulatory Authority (APRA)
- (c) Institutional Diversification:
 - a. Not less than three (3) quotations shall be obtained from authorised institutions when an investment is proposed with an investment time period of a minimum of 3 months to a maximum of 2 years.
 - b. Direct investments including cash at bank shall not exceed 50% with any single ADI rated “A” or higher by Standard and Poors , at any one time.
 - c. Direct investments with any single ADI rated lower than “A” by Standard and Poors shall not exceed 40% at any one time.
 - d. Direct investments with any unrated ADI shall not exceed 30% at any one time.
- (d) Maturity Risk - the investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Return to Maturity		
Portfolio % < 1 year	Min 50%	Max 100%
Portfolio % > 1 year	Min 0%	Max 50%
Portfolio % > 2 years	Min 0%	Max 0%

- (e) Market/Credit Risk - consideration shall be given to the risk that the fair value or the future cash flows of an investment will fluctuate due to changes in market prices, or the risk of failure to repay principal or pay interest of in investment;
- (f) Liquidity Risk -

- (i) Matching investments with cash flow requirements.
 - (ii) Ensure access is available within seven (7) days to at least \$500,000 or 5% of value of total investments, whichever is greater.
- (g) Counterparty Limits

The following counter party limits will apply under this policy:

Long Term Rating Range	Short Term Rating Range	Maximum Holding %
AAA	A-1+	100
AA	A-2	100
A	A-2	80
BBB	A-3	50
Unrated		30

For the purposes of determining the limits pursuant to this policy, the sum of the cash, cash equivalence (call accounts) and investments held at a point in time shall be considered.

Performance Benchmarks

The performance of the investment portfolio shall assessed against the industry standard of the 90 day Bank Bill Swap Rate (BBSW) rate for all investments.

Measurement

As Council holds term deposits only, the value of the investment will generally be its face value at the time of investment.

Reporting and Responsibilities of Council Officers

- (a) The Responsible Accounting Officer shall be responsible for reconciling the investment register on a monthly basis and ensuring sufficient records are maintained, including:
 - (i) the source and amount of money invested;
 - (ii) particulars of the security or form of investment in which the money was invested;
 - (iii) the term of the investment, and
 - (iv) If appropriate, the rate of interest to be paid, and the amount of money earned, in respect of money invested.
- (b) A monthly report shall be provided to Council, detailing the investment portfolio in terms of performance, investment institution and amount of each investment.

- (c) The report should also detail each average return percentage against the performance benchmark rates.
- (d) For audit purposes, certificates must be obtained from financial institution confirming the amounts of investment held on the council's behalf at 30th June each year.
- (e) The documentary evidence must provide Council legal title to the investment.

Investment Advisor

Should council engage an investment advisor, the advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

Council does not currently engage an independent adviser given that the selected investment type is short term deposits of up to 12 months duration. Council does utilise the services of finance brokers who are paid by commissions charged to financial institutions from time to time.

Review of Investment Policy

This policy shall be reviewed annually or if legislative or regulatory changes necessitate earlier amendment.



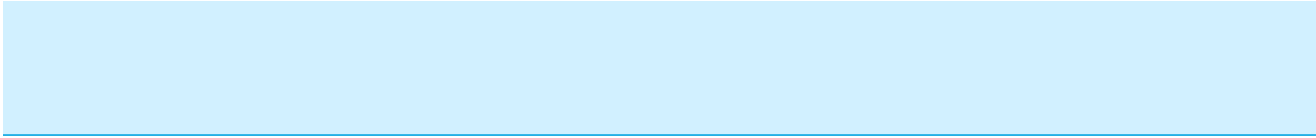
POLICY



CENTRAL TABLELANDS WATER

**COUNCILLOR
PAYMENT OF
EXPENSES
AND
PROVISION
OF
FACILITIES
POLICY**





DOCUMENT CONTROL

Document Title		Councillor Payment of Expenses and Provision of Facilities Policy			
Policy Number		CTW-PR032			
Responsible Officer		Director Finance and Corporate Services			
Reviewed by		General Manager and Director Finance & Corporate Services			
Date Adopted					
Adopted by		Council			
Review Due Date					
Revision Number		3			
Previous Versions	Date	Description of Amendments	Author	Review/ Sign Off	Minute No: (if relevant)
1	12/10/16				16/079
2	10/06/22	Review and update of policy in accordance with S252 & S253 of the Local Government Act 1993.			22/045

Purpose

- To provide reasonable reimbursement of expenses incurred by councillors when conducting approved Council business.
- To provide reasonable facilities to councillors in the carrying out of their duties as councillors of Central Tablelands Water.
- To ensure accountability and transparency in the reimbursement of expenses and provision of facilities to councillors.

Reporting Requirements

As part of Central Tablelands Water's Annual Report the following will be reported upon:

- Total amount spent on the provision of dedicated office equipment allocated to councillors;
- Total amount spent on telephone calls made by councillors;
- Total amount spent on the attendance of councillors at conferences and seminars;
- Total amount spent on training of councillors and provision of skill development;
- Total amount spent on interstate visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses;
- Total amount spent on overseas visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses;
- Total amount spent on the expenses of any spouse, partner or other person who accompanied a councillor, being expenses payable in accordance with the Guidelines, and
- Total amount spent on the expenses involved in the provision of care for a child or an immediate family member of a councillor.

Legislative Provisions

Section 252 Local Government Act 1993 – Central Tablelands Water must adopt/review its policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the chairperson and councillors in relation to discharging the functions of civic office within 12 months of each Local Government Election

Section 253 Local Government Act 1993 – Central Tablelands Water must:

- (1) Give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), Central Tablelands Water need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if it is of the opinion that the proposed amendment is not substantial.

Section 254 Local Government Act 1993 - Consideration of Policy must not be closed to public.

Section 23A Local Government Act 1993 – The Departmental Chief Executive of the Office of Local Government may from time to time prepare, adopt or vary guidelines relating to the exercise by a council of any of its functions.

Clause 217(1(a)) Local Government (General) Regulation 2021 – Central Tablelands Water must include in its annual report, details of overseas visits undertaken by councillors, Central Tablelands Water staff or other persons while representing Central Tablelands Water.

Clause 217(1(a1)) Local Government (General) Regulation 2021 – Central Tablelands Water must include in its annual report, the total cost during the year of the payment of expenses and the provision of facilities to the chairperson and councillors.

Section 18 Government Information (Public Access) Act 2009 – The Policy is required to be made publicly available.

Expenses:

- (a) Council pay councillors an annual fee based on the maximum fee as determined by the Local Government Remuneration Tribunal and superannuation at the rate as determined by the Superannuation Guarantee Act;

In addition to the annual fee including superannuation, Council reimburse actual expenses incurred to any councillor who:

- ii. attends a meeting of any committee of Council,
 - iii. attends an inspection within the area in compliance with a resolution of the Council,
- (b) undertakes business of the Council outside of the area in compliance with a resolution of Council.
- (c) Council recompense councillors for travelling expenses at the rates per kilometre allowed at the time by the Australian Taxation Office (ATO) for all travelling associated with attendance at Council meetings or other business as specified in (b) above.
- (d) Council allow councillors any reasonable use of facilities to assist in their carrying out of business on behalf of the Council, such use being entirely at the discretion of the General Manager.

Facilities:

Councillors are provided with access and use of the following to discharge their official duties:

- a. Access to a room suitably furnished for use by all councillors;
- b. Use of CTW's photocopier, telephones, computers, and associated equipment in the course of undertaking official business;

- c. Secretarial services for Council business as required;
 - d. Identification badge bearing Council's crest;
 - e. Payment of conference/seminar/workshop registration fees for attendance authorised by Council;
 - f. Arrangement and payment of travel in respect of Council commitments, and
 - g. Council approved clothing for use on Council business as determined by the General Manager.
3. Sustenance by way of food and drink will be provided to all councillors in conjunction with Council/Committee meetings and other functions/meetings as appropriate.
4. Expenses incurred whilst on approved travel outside the Council area will attract reimbursement according to the following guidelines:
- a. Meals – where meals are not provided, the total cost for meals should not exceed \$150.00 per day;
 - b. Accommodation – where travel involves an overnight stay away from home the acceptable maximum expenditure on accommodation is:
 - i. metropolitan areas - \$380.00 per night
 - ii. country areas - \$250.00 per nightprovided that all accommodation is approved prior to travelling, where practicable.
 - c. Other expenditure items:
 - i. taxis, trains and other transport – actual transport costs necessarily incurred will be met. Hire cars are only to be used if prior approval has been granted by the General Manager.
 - ii. Entertainment by way of food or drink – these costs would not normally be reimbursable.
 - iii. Other costs – all costs necessarily incurred will be met. Receipts or other evidence of actual payment should be produced when seeking reimbursement.

Council will where possible pay all expenses by purchase order (PO) or corporate credit card. Cash advances will not be provided for expenses but will be reimbursed based on actual expenses incurred. This includes all out of pocket expenses incurred whilst on council business. Any reimbursement claimed will be paid upon receipt of the supporting receipts and documentation.

The costs of accompanying persons travelling with a councillor on approved Council business will not be met by Council. The apportionment of those costs when costs are bundled together (eg: a single accommodation cost) will be on a basis that is considered fair and equitable by the General Manager.

5. Special Requirements and Carer Expenses

Council will reimburse pay up to 50% of the net (gross fees less government subsidies and rebates) for child care required for children up to the age of 16 of a councillor whilst undertaking official Council duties and where the carer is not a relative. Documentation in the form of receipts and invoices should be submitted to support the claim.

Where a councillor is caring for an adult, councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Council encourages wide participation and interest in the duties of civic office and will seek to ensure that premises and facilities where business is conducted, have regard for sight and hearing impaired councillors and those with other disabilities.

6. Legal Assistance

6.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a councillor defending an action arising from the performance in good faith of a function under the Local Government Act;
- a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act;
- a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.

6.2. In the case of a conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer or conduct review panel to make formal enquiries into that matter in accordance with Council's Code of Conduct.

6.3. Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of their functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done

during their term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.

6.4. Council will not meet the legal costs:

- of legal proceedings initiated by a councillor under any circumstances;
- of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation, or
- for legal proceedings that do not involve a councillor performing their role as a councillor.

6.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of resolution of Council.

7. All claims for reimbursement of expenses incurred are to be submitted on the standard claim form. Claims must be made within 3 months from the time expenses are incurred.

DRAFT

12.13) PERFORMANCE OF COUNCIL'S SYSTEMS (WS.MO.4)

Author: Director Operations & Technical Services
IP&R Link: Strategic Priority 1: Provide a high quality and reliable drinking water supply – Strategic Priority 2: An efficient, sustainable and customer focused organisation – 2.1.3: Review and update levels of service and report on performance.

RECOMMENDATION:

That Council note the information in the report.

REPORT

FROM 1/8/2024 to 30/9/2024

a) *Main Breaks*

Location		Date	Size / Type	Comment
Millthorpe	Nyes Gates Rd	01/08/2024	100mm AC	R&RP
Canowindra	Nyrang Creek System	15/08/2024	100mm PVC	R&RP
Blayney	Adelaide St	26/08/2024	100mm AC	R&RP



Notes:

CTW Mains (Trunk & Retic) Break score of 3/573km == 0.52 /100km.
 Rolling Value across 12mths = 5.93/100km which is lower than the 2022-23 NSW State Median benchmark of 12.56 breaks/100km.

b) *Service Activities and Requests*

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
BLAYNEY	6	9	14	13	0.86%	1514

BURST METER	0	0	0	0	0.00%	
CHECK METER READING	0	0	1	0	0.00%	
DIRTY WATER COMPLAINT	0	0	1	0	0.00%	
LEAKING HYDRANT	0	0	1	0	0.00%	
LEAKING METER	2	6	5	7	0.46%	
LEAKING SERVICE	1	2	1	3	0.20%	
LOW PRESSURE COMPLAINT	0	0	0	0	0.00%	
MAIN BREAK	1	0	1	0	0.00%	
MAINTENANCE - GENERAL	0	0	1	1	0.07%	
METER NEW / REPLACEMENT	2	0	1	0	0.00%	
METER NOT SHUTTING OFF	0	0	1	2	0.13%	
PATHCOCK FAILURE	0	1	0	0	0.00%	
RESTORATION WORK	0	0	1	0	0.00%	
QUALITY COMPLAINT	0	0	0	0	0.00%	
Total Complaints = 13						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
CANOWINDRA	14	12	14	15	1.95%	1154
BURST METER	0	0	0	0	0.00%	
CHECK METER READING	0	0	0	0	0.00%	
DIRTY WATER COMPLAINT	0	0	1	1	0.09%	
HYDRANT LEAKING	0	0	0	2	0.17%	
LEAKING METER	5	2	6	4	0.35%	
LEAKING SERVICE	4	2	2	5	0.43%	
LOW PRESSURE COMPLAINT	1	0	0	0	0.00%	
MAIN BREAK	2	1	0	1	0.09%	
MAINTENANCE - GENERAL	0	3	1	0	0.00%	
METER NEW / REPLACEMENT	1	0	0	0	0.00%	
METER NOT SHUTTING OFF	0	3	3	0	0.00%	
NO WATER COMPLAINT	1	1	1	1	0.09%	
PATHCOCK FAILURE	0	0	0	0	0.00%	
QUALITY COMPLAINT	0	0	0	1	0.74%	
RESTORATION WORK	0	0	0	0	0.00%	
Total Complaints = 15						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
CARCOAR	1	0	2	1	0.74%	136
HYDRANT LEAKING	0	0	0	0	0.00%	

LEAKING METER	0	0	0	1	0.74%	
LEAKING SERVICE	0	0	1	0	0.00%	
MAIN BREAK	1	0	0	0	0.00%	
MAINTENANCE - GENERAL	0	0	1	0	0.00%	
METER NOT SHUTTING OFF	0	0	0	0	0.00%	
METER - SPECIAL READING	0	0	0	0	0.00%	
QUALITY COMPLAINT	0	0	0	0	0.00%	
Total Complaints = 1						
ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
CARGO	3	1	0	0	0.00%	167
LEAKING SERVICE	1	1	0	0	0.00%	
METER NOT SHUTTING OFF	1	0	0	0	0.00%	
NO WATER COMPLAINT	1	0	0	0	0.00%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
CUDAL	2	5	5	3	1.24%	242
BURST METER	0	0	1	0	0.00%	
LEAKING METER	1	2	1	1	0.41%	
LEAKING SERVICE	1	2	0	2	0.83%	
HYDRANT LEAKING	0	1	0	0	0.00%	
MAINTENANCE – GENERAL	0	0	1	0	0.00%	
METER - SPECIAL READING	0	0	1	0	0.00%	
NO WATER COMPLAINT	0	0	1	0	0.00%	
PATHCOCK FAILURE	0	0	0	0	0.00%	
Total Complaints = 3						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
EUGOWRA	15	9	12	5	1.28%	390
BURST METER	0	0	1	0	0.00%	
CHECK METER READING	4	0	1	0	0.00%	
DIRTY WATER COMPLAINT	0	0	1	0	0.00%	
HYDRANT LEAKING	1	0	0	0	0.00%	
LEAKING METER	8	3	3	3	0.77%	
LEAKING SERVICE	1	2	4	2	0.51%	

MAIN BREAK	0	0	0	0	0.00%	
MAINTENANCE – GENERAL	0	3	2	0	0.00%	
METER NOT SHUTTING OFF	1	1	0	0	0.00%	
METER NEW / REPLACEMENT	0	0	0	0	0.00%	
Total Complaints = 5						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
GRENFELL	16	6	10	15	1.03%	1355
BURST METER	0	0	0	0	0.00%	
CHECK METER READING	4	0	1	2	0.15%	
CUSTOMER DAMAGED METER	0	0	0	1	0.07%	
DIRTY WATER COMPLAINT	0	0	1	0	0.00%	
LEAKING METER	6	3	3	3	0.22%	
LEAKING SERVICE	4	1	3	5	0.37%	
MAIN BREAK	0	0	0	0	0.00%	
MAINTENANCE – GENERAL	0	0	0	0	0.00%	
METER NEW / REPLACEMENT	0	0	1	0	0.00%	
METER NOT SHUTTING OFF	1	1	0	3	0.22%	
NO WATER COMPLAINT	1	1	1	0	0.00%	
PATHCOCK FAILURE	0	0	0	0	0.00%	
QUALITY COMPLAINT	0	0	0	0	0.00%	
RESTORATION WORK	0	0	0	1	0.07%	
Total Complaints = 15						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
LYNDHURST	2	0	0	0	0.00%	162
CHECK METER READING	0	0	0	0	0.00%	
LEAKING METER	1	0	0	0	0.00%	
LEAKING SERVICE	1	0	0	0	0.00%	
MAIN BREAK	0	0	0	0	0.00%	
MAINTENANCE – GENERAL	0	0	0	0	0.00%	
QUALITY COMPLAINT	0	0	0	0	0.00%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
MANDURAMA	1	2	1	0	0.00%	134

CHECK METER READING	0	0	0	0	0.00%	
HYDRANT LEAKING	0	0	0	0	0.00%	
LEAKING SERVICE	0	0	0	0	0.00%	
MAINTENANCE – GENERAL	0	1	0	0	0.00%	
NO WATER COMPLAINT	1	1	1	0	0.00%	
PRV ISSUE/MAINTENANCE	0	0	0	0	0.00%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
MANILDRA	2	4	3	5	2.99%	285
CHECK METER READING	0	0	1	0	0.00%	
DIRTY WATER COMPLAINT	0	0	1	1	0.75%	
HYDRANT LEAKING	1	0	0	0	0.00%	
LEAKING METER	0	1	0	0	0.00%	
LEAKING SERVICE	0	2	1	3	2.24%	
MAIN BREAK	0	1	0	0	0.00%	
MAITENANCE - GENERAL	0	0	0	0	0.00%	
METER NEW / REPLACEMENT	0	0	0	0	0.00%	
NO WATER COMPLAINT	1	0	0	0	0.00%	
STOP VALVE FAILURE	0	0	0	1	0.75%	
Total Complaints = 5						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
MILLTHORPE	1	4	5	8	1.73%	463
BURST METER	0	0	0	0	0.00%	
CHECK METER READING	1	1	0	1	0.22%	
DIRTY WATER COMPLAINT	0	0	0	1	0.22%	
HYDRANT LEAKING	0	0	1	0	0.00%	
LEAKING METER	0	0	1	1	0.22%	
LOW PRESSURE COMPLAINT	0	0	1	1	0.22%	
MAIN BREAK	0	0	1	1	0.22%	
LEAKING SERVICE	0	1	0	2	0.43%	
MAITENANCE - GENERAL	0	2	1	1	0.22%	
METER - SPECIAL READING	0	0	0	0	0.00%	
QUALITY COMPLAINT	0	0	0	0	0.00%	
RESTORATION WORK	0	0	0	0	0.00%	
Total Complaints = 8						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2021	2022	2023	2024	% of Total meters	
QUANDIALLA	3	4	3	1	0.98%	102
LEAKING METER	1	0	0	1	0.98%	
LEAKING SERVICE	1	0	1	0	0.00%	
MAINTENANCE – GENERAL	0	3	1	0	0.00%	
METER NOT SHUTTING OFF	1	1	1	0	0.00%	
Total Complaints = 1						
TOTAL ACROSS CTW TOWNSHIPS	66	56	69	66	0.92%	6104

Notes:

1. Comparison values listed each year use data from the period covering the same months of the year i.e. August and September.
2. Total Meters is the number of meters connected to properties.
3. CTW complaint rolling value score across 12mths == 7.37, which is lower than the 2022-23 NSW State median of 9.5 complaints/1000 connections.
4. CTW Total Service Activities and Requests score == 0.92%, which is below CTW benchmark of 5% across all townships.

c) *Lake Rowlands*

The current level of Lake Rowlands Dam is 102.4% (8-10-24) with the Dam’s scour valve closed.

d) *Water Services*

Between 1 August and 30 September there have been 9 new connections, 0 Reconnections & 1 disconnection.

Also 35 Elster meter changes & 7 smart/digital meter changes.

e) *Water transfer through CTW ⇔ OCC pipeline*

No water has been transferred to, or from, Orange using this pipeline.

BUDGET IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

ATTACHMENTS

Nil.

12.14) MAINTENANCE OF COUNCIL'S SYSTEMS (WS.MO.4)

Author: Director Operations & Technical Services
IP&R Link: Strategic Priority 1: Provide a high quality and reliable drinking water supply – 1.1.2: Review, update and implement existing maintenance program. – 1.1.4: Undertake regular water meter replacement program. – 1.5: Efficient use of water

RECOMMENDATION:

That Council note the information in the General Report.

REPORT**GENERAL REPORT**

- a) Meter Reading
Meter reading for the 2024-25 financial year continues in accordance with CTW's meter reading schedule.
- b) Meter Change Program
There have been Forty-Two (42) water meter changes since the previous reporting period.
- c) Water Filtration Plants & Associated Ancillary Plants
Blayney Water Treatment Plant (BWTP) and Carcoar Water Treatment Plant (CWTP) has maintained their full operational performance. BWTP and CWTP Fluoride package plants have maintained their full operational performance. BWTP and CWTP Chlorination package plants have maintained their full operational performance.
- d) Pump Stations
Cleaning of pump stations listed under general maintenance has continued throughout the supply network over the past months.
- e) Drinking Water Quality
There have been no reportable incidences of exceeding CTW's Critical Control Points for the delivery of drinking water from CTW's Water Treatment Plants.
- f) Trunk Mains
Ongoing telemetry monitoring of Trunk Mains continue as part of daily observations. Network Operator inspections continue to be hampered due to a combination of restricted staff resources and wet weather conditions.
- g) Hydrants
Ongoing inspections and maintenance requirements have continued throughout towns on the CTW supply network during the previous three months.
- h) Rural Scheme renewals
No renewals have been undertaken yet for 2024-25 financial year.

i) Reticulation main renewals

Reticulation mains renewal has continued in the Canowindra areas. Blayney areas are scheduled to commence in October.

BUDGET IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

ATTACHMENTS

Nil.

12.15) WATER LOSS MANAGEMENT INITIATIVE (WS.MO.4)

Author: Project Manager
IP&R Link: Strategic Priority 1: Provide a high quality and reliable drinking water supply – 1.5: Efficient use of water – 1.1: Service provision through fit for purpose infrastructure – 1.1.2: Review, update and implement existing maintenance program. – Strategic Priority 3: Regional leadership and collaboration – 3.1: Regional collaboration and partnerships – 3.1.1: Work closely with Central NSW Joint Organisation (CNSWJO) including the Water Utilities Alliance (CWUA) for the continued delivery of safe and secure quality drinking water for the region.

RECOMMENDATION:

That Council note the information in the report.

REPORT

Central Tablelands Water (CTW) has engaged with the Central NSW Joint Organisation (CNSWJO) to be part of a Water Loss Management Initiative Program, in which grant funding was used to assist with purchasing appropriate materials.

CTW has nominated a combination of high-pressure meter units (up to 3000kpa) that will be suitable for monitoring Trunk Main flows as well as lower pressure meter units (up to 1600kpa) that will be suitable for monitoring Reservoir outflows. All new meter units selected will integrate with CTW's telemetry system to provide values of instantaneous flowrates (litres/second), continuous quantity value (ML/KL) and daily total (ML/day).

CTW has taken possession of all high pressure and low-pressure meters.

Four (4) of the five (5) high pressure Trunk Main (TM) meters (TMC & TMU takeoff, TMC Bangaroo & TMU Canomodine), including the new Solar telemetry station at Jacks Creek (TMC & TMU take off), have been installed awaiting commissioning.

Installation of the fifth high pressure meter to monitor Trunk Main K (Gooloogong Bores) and the additional low pressure meters are programmed for completion prior to the end of the 2024 calendar year.

BUDGET IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil.

13. QUESTIONS ON NOTICE

(General Manager)

No questions on notice were received.

ATTACHMENTS

Nil