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**LEAVE OF ABSENCE/APOLOGIES**

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**PRESENTATIONS**

No presentations are scheduled for this meeting.

## **DECLARATION OF PECUNIARY INTERESTS**

### **Declaration of Interest**

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

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

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

## **DECLARATION OF NON PECUNIARY INTERESTS**

### **Declaration of non Pecuniary Interest**

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

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

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

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

**CONFIRMATION OF MINUTES**

It is recommended that the minutes of the meeting held 27 June 2019 having been circulated to members be confirmed as a true and accurate record.



**BUSINESS ARISING FROM MINUTES**

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

**CORRESPONDENCE**

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

**ADMISSION OF LATE REPORTS**

In accordance with clause 241 (3) of the Local Government (General) Regulations 2005 business may be transacted at a meeting without due notice only if:

- a) A motion is passed to have the business transacted at the meeting, and
- b) The business is proposed to be brought forward is ruled by the chairperson to be of great urgency.

**NOTICES OF MOTION/RESCISSION MOTIONS**

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

**CHAIRPERSONS MINUTE**

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

## GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019

### COUNCIL INVESTMENTS

Report prepared by Corporate Services Manager

### COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Investments as at 31<sup>st</sup> July 2019 be received and noted.

### ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

### BACKGROUND

A report on Council's Investments is required to be presented for Council's consideration in accordance with Clause 212 of the Local Government (General) Regulation 2005.

### REPORT

Council's investment portfolio decreased by \$1,000,000 from \$51,250,000 as at 31st May 2019 to \$50,250,000 as at 31st July 2019.

### Investment Portfolio:

Type	Rating	Issuer	Allocation	Frequency	Principal	Purchase	Maturity	Rate
TD	A-	AMP Bank	GENERAL	Annual	\$1,000,000	20/03/2019	16/09/2019	2.75
TD	A-	AMP Bank	GENERAL	At Maturity	\$1,000,000	16/05/2019	12/11/2019	2.60
TD	A-	AMP Bank	GENERAL	At Maturity	\$2,000,000	16/05/2019	12/11/2019	2.60
TD	A	ING Direct	GENERAL	Annual	\$3,000,000	11/12/2017	9/12/2019	2.91
TD	A	ING Direct	GENERAL	Annual	\$3,000,000	20/12/2017	23/12/2019	2.87
TD	BBB+	Rural Bank	GENERAL	Annual	\$3,000,000	14/02/2018	14/02/2020	2.86
TD	A-	AMP Bank	GENERAL	At Maturity	\$1,000,000	26/02/2019	26/02/2020	2.75
TD	A-	AMP Bank	GENERAL	At Maturity	\$1,000,000	20/03/2019	19/03/2020	2.75
TD	NR	Police Credit Union SA	GENERAL	Annual	\$1,000,000	21/03/2018	23/03/2020	3.02
TD	A-	AMP Bank	GENERAL	Annual	\$1,000,000	16/05/2019	15/05/2020	2.35
FRTD	BBB	Newcastle Permanent	GENERAL	Quarterly	\$2,000,000	8/06/2017	9/06/2020	3.21
TD	BBB	Auswide Bank	GENERAL	At Maturity	\$1,000,000	20/06/2018	22/06/2020	3.00
TD	AA-	Westpac	GENERAL	Annual	\$2,000,000	12/07/2017	13/07/2020	3.01
TD	AA-	Westpac	GENERAL	Quarterly	\$1,000,000	25/09/2017	28/09/2020	3.06
TD	BBB+	BOQ	GENERAL	Annual	\$3,000,000	7/11/2017	9/11/2020	3.00
TD	BBB+	Rural Bank	GENERAL	Annual	\$3,000,000	6/12/2017	7/12/2020	2.95
TD	BBB+	Rural Bank	GENERAL	Annual	\$3,000,000	9/01/2018	11/01/2021	3.10
TD	NR	Police Credit Union SA	GENERAL	Annual	\$2,000,000	21/03/2018	22/03/2021	3.15
TD	NR	Australian Military Bank	GENERAL	Annual	\$1,000,000	29/03/2018	29/03/2021	3.20
TD	AA-	Westpac	GENERAL	Quarterly	\$3,000,000	24/04/2018	27/04/2021	3.13
TD	BBB	P&N Bank	GENERAL	Annual	\$3,000,000	27/06/2018	28/06/2021	3.15
TD	BOQ	BOQ	GENERAL	Annual	\$2,000,000	12/07/2017	12/07/2021	3.45
TD	BBB+	BOQ	GENERAL	Annual	\$3,000,000	29/10/2018	29/10/2021	3.00
TD	BBB+	BOQ	GENERAL	Annual	\$1,000,000	12/07/2018	12/07/2022	3.50
CASH	AA-	CBA	GENERAL	Monthly	\$3,250,000	30/06/2016		0.95
<b>TOTAL:</b>					<b>\$50,250,000</b>			

**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

For the month of July, the deposit portfolio provided a solid return of +0.25% (actual), outperforming the benchmark AusBond Bank Bill Index return by +0.13% (actual). The strong performance continues to be driven by those deposits still yielding above 3% p.a. However, some of these deposits are fast maturing and may be reinvested at lower prevailing rates unless a longer duration is maintained.

Over the past year, the deposit portfolio returned +3.03% p.a., strongly outperforming bank bills by 1.13% p.a., and triple the official cash rate. This is considered very strong given deposit rates reached their all-time lows and margins have generally contracted over the past 3 years.

As at the end of July 2019, Council’s deposit portfolio was yielding 2.97% p.a. (up 1bp from the previous month), with an average duration of around 427 days (~1.2 years).

**Term To Maturity**

The percentage of investments maturing over the next ten (10) years is detailed below:



**Counter Party Compliance**

As at the end of July, Council did not have an overweight position to any single ADI although BoQ (BBB+) and Bendigo (BBB+) remain close to capacity. The capacity limits are also dependent on the balances in the overnight cash accounts.

Overall, the portfolio is mainly diversified across the entire credit spectrum, including some exposure to unrated ADIs.

## GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	CBA	AA-	\$3,250,000	6.47%	45%	\$19,362,500
✓	WBC (St George)	AA-	\$6,000,000	11.94%	45%	\$16,612,500
✓	ING Bank	A	\$6,000,000	11.94%	40%	\$14,100,000
✓	AMP	A-	\$7,000,000	13.93%	40%	\$13,100,000
✓	BOQ	BBB+	\$9,000,000	17.91%	20%	\$1,050,000
✓	Bendigo	BBB+	\$9,000,000	17.91%	20%	\$1,050,000
✓	Auswide	BBB	\$1,000,000	1.99%	20%	\$9,050,000
✓	Newcastle PBS	BBB	\$2,000,000	3.98%	20%	\$8,050,000
✓	P&N Bank	BBB	\$3,000,000	5.97%	20%	\$7,050,000
✓	Australian Military	Unrated	\$1,000,000	1.99%	10%	\$4,025,000
✓	Police CU SA	Unrated	\$3,000,000	5.97%	10%	\$2,025,000
			<b>\$50,250,000</b>	<b>100.00%</b>		

### Credit Quality Compliance

The portfolio remains well diversified from a credit ratings perspective. The portfolio is predominately invested amongst the investment grade ADIs (rated BBB- or higher), with a smaller allocation to the unrated ADIs (~8.04%).

Council's adopted investment policy does not impose aggregate limits across the various ratings spectrum.

The table below is based on typical investment diversification by NSW local councils, as adopted as part of their policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AA Category	\$9,250,000	18.41%	100%	\$41,000,000
✓	A Category	\$13,000,000	25.87%	80%	\$27,200,000
✓	BBB Category	\$24,000,000	47.76%	60%	\$6,150,000
✓	Unrated ADIs	\$4,000,000	7.96%	10%	\$1,025,000
		<b>\$50,250,000</b>	<b>100.00%</b>		

### FINANCIAL IMPACT STATEMENT

Council's investment portfolio decreased by \$1,000,000 from \$51,250,000 as at 31st May 2019 to \$50,250,000 as at 31st July 2019.

**ATTACHMENTS:** Nil.

**TABLED ITEMS:** Nil.



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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**PROGRESS REPORT – CAPITAL WORKS EXPENDITURE**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the report detailing Council's Capital Works Program as at 30<sup>th</sup> June 2019 and 31<sup>st</sup> July 2019 be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

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

**REPORT**

This report is presented for information on the Capital Works Program full year progress as at 30<sup>th</sup> June 2019 and year to date progress as at 31<sup>st</sup> July 2019.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Capital Works Progress Report as at 30<sup>th</sup> June 2019; Capital Works Progress Report as at 31<sup>st</sup> July 2019.

**TABLED ITEMS:** Nil.

Goldenfields Water County Council CAPITAL WORKS PROGRESS									
AS AT 30th JUNE 2019	2018/19 BUDGET	2017/18 CARRYOVER	QBR's & AMENDMENTS	2018/19 TOTAL BUDGET	ACTUAL YTD	COMMITTED YTD	TOTAL ACTUAL & COMMITTED YTD	VARIANCE YTD	% ACTUAL TO BUDGET
<b>CAPITAL INCOME:</b>	\$	\$	\$	\$	\$	\$	\$	\$	%
Sale of Plant	(1,066,000)	-	-	(1,066,000)	(839,452)	-	(839,452)	(226,548)	
<b>Total Capital Income:</b>	<b>(1,066,000)</b>	-	-	<b>(1,066,000)</b>	<b>(839,452)</b>	-	<b>(839,452)</b>	<b>(226,548)</b>	<b>79%</b>
<b>CAPITAL EXPENDITURE</b>									
<b>NEW SYSTEM ASSETS:</b>	\$	\$	\$	\$	\$	\$	\$	\$	%
Plant & Equipment	170,000	300,000	22,000	492,000	435,064	-	435,064	56,936	88%
Future Capital Project Investigations	250,000	-	-	250,000	161,506	-	161,506	88,494	65%
Developer Paid Mains	40,000	-	-	40,000	178,608	1,328	179,936	(139,936)	450%
Capital Easement Compensation	20,000	-	-	20,000	-	-	-	20,000	0%
AutoCard Refilling Stations	120,000	-	60,000	180,000	147,307	10,452	157,759	22,241	88%
Nangus	175,000	-	-	175,000	-	-	-	175,000	0%
Boorowa	100,000	-	-	100,000	-	-	-	100,000	0%
Chlorine Analysers	75,000	-	-	75,000	135,126	-	135,126	(60,126)	180%
Matong Bore 1	300,000	-	(190,000)	110,000	66,083	217	66,300	43,700	60%
Mag Flow and Bulk Meters	150,000	-	(150,000)	-	-	-	-	-	0%
Backflow Devices	750,000	-	-	750,000	391,204	121,563	512,767	237,233	68%
Mandamah	1,800,000	1,605,000	(500,000)	2,905,000	2,610,709	485,199	3,095,908	(190,908)	107%
Intangibles	-	146,500	-	146,500	180,855	644	181,499	(34,999)	124%
Jugiong Filtration Turbidity Meters	-	-	120,000	120,000	64,972	52,339	117,311	2,689	98%
CIVICA	100,000	242,345	-	342,345	235,957	-	235,957	106,388	69%
<b>TOTAL NEW SYSTEM ASSETS:</b>	<b>4,050,000</b>	<b>2,293,845</b>	<b>(638,000)</b>	<b>5,705,845</b>	<b>4,607,391</b>	<b>671,742</b>	<b>5,279,133</b>	<b>426,712</b>	<b>93%</b>
<b>RENEWALS:</b>	\$	\$	\$	\$	\$	\$	\$	\$	%
Mains - Renewal	250,000	-	(250,000)	-	-	-	-	-	0%
Mains - Rehab- Uley Lane	-	498,100	(448,100)	50,000	-	-	-	50,000	0%
Mains - Replacement	375,000	-	440,000	815,000	717,845	57,142	774,987	40,013	95%
Pipeline - Thanowring Road	600,000	-	(550,000)	50,000	16,928	16,808	33,736	16,264	67%
Pipeline - Jugiong Road	1,000,000	-	(670,000)	330,000	157,274	12,273	169,547	160,453	51%

Goldenfields Water County Council CAPITAL WORKS PROGRESS									
AS AT 30th JUNE 2019	2018/19 BUDGET	2017/18 CARRYOVER	QBR's & AMENDMENTS	2018/19 TOTAL BUDGET	ACTUAL YTD	COMMITTED YTD	TOTAL ACTUAL & COMMITTED YTD	VARIANCE YTD	% ACTUAL TO BUDGET
Reservoir Rehab - Barellan Low Level	100,000	-	(50,000)	50,000	-	-	-	50,000	0%
Reservoir Recoating	1,010,000	304,000	(100,000)	1,214,000	1,164,644	1,560	1,166,204	47,796	96%
Reservoir Re-Roofing	100,000	-	-	100,000	95,046	-	95,046	4,954	95%
Pumps - Major Maintenance	250,000	-	-	250,000	234,486	3,615	238,101	11,899	95%
SCADA	1,000,000	-	(500,000)	500,000	531,451	31,837	563,288	(63,288)	113%
Pump Station Mech/Elec	500,000	11,050	-	511,050	454,055	10,829	464,884	46,166	91%
Meter and Taggle Renewal	100,000	-	-	100,000	66,132	-	66,132	33,868	66%
Service Renewals	45,000	-	40,000	85,000	118,916	1,876	120,792	(35,792)	142%
IT Equipment	100,000	-	-	100,000	22,660	-	22,660	77,340	23%
Plant	1,516,000	-	-	1,516,000	1,745,812	-	1,745,812	(229,812)	115%
Land & Buildings	50,000	18,360	(22,000)	46,360	13,765	-	13,765	32,595	30%
<b>TOTAL RENEWALS ASSETS:</b>	<b>6,996,000</b>	<b>831,510</b>	<b>(2,110,100)</b>	<b>5,717,410</b>	<b>5,339,014</b>	<b>135,940</b>	<b>5,474,954</b>	<b>242,456</b>	<b>96%</b>
<b>TOTAL CAPITAL EXPENDITURE:</b>	<b>11,046,000</b>	<b>3,125,355</b>	<b>(2,748,100)</b>	<b>11,423,255</b>	<b>9,946,405</b>	<b>807,682</b>	<b>10,754,087</b>	<b>669,168</b>	<b>94%</b>

Goldenfields Water County Council CAPITAL WORKS PROGRESS									
AS AT 31st JULY 2019	2019/20 BUDGET	2018/19 CARRYOVER	QBR's & AMENDMENTS	2019/20 TOTAL BUDGET	ACTUAL YTD	COMMITTED YTD	TOTAL ACTUAL & COMMITTED YTD	VARIANCE YTD	% ACTUAL TO BUDGET
<b>CAPITAL INCOME:</b>	\$	\$	\$	\$	\$	\$	\$	\$	%
<b>Total Capital Income:</b>	<b>(473,700)</b>	-	-	<b>(473,700)</b>	<b>(21,781)</b>	-	<b>(21,781)</b>	<b>(451,919)</b>	<b>5%</b>
<b>CAPITAL EXPENDITURE</b>									
<b>NEW SYSTEM ASSETS:</b>	\$	\$	\$	\$	\$	\$	\$	\$	%
Plant & Equipment	243,000	-	-	243,000	-	71,032	71,032	171,968	29%
IT Equipment	100,000	-	-	100,000	-	34,335	34,335	65,665	34%
Intangibles	100,000	-	-	100,000	1,361	-	1,361	98,639	1%
Land & Buildings	150,000	-	-	150,000	2,075	24,083	26,158	123,842	17%
Developer Paid Mains	40,000	-	-	40,000	2,490	420	2,910	37,090	7%
Mains	50,000	-	-	50,000	532	28,944	29,476	20,524	23%
Mandamah Stage 2 - 4	1,800,000	-	-	1,800,000	21,324	457,322	478,646	1,321,354	23%
Backflow Devices	750,000	-	-	750,000	13,047	148,835	161,882	588,118	22%
SCADA	-	-	-	-	4,167	3,036	7,203	(7,203)	0%
<b>TOTAL NEW SYSTEM ASSETS:</b>	<b>3,233,000</b>	-	-	<b>3,233,000</b>	<b>44,995</b>	<b>768,006</b>	<b>813,002</b>	<b>2,419,998</b>	<b>25%</b>
<b>RENEWALS:</b>	\$	\$	\$	\$	\$	\$	\$	\$	%
Future Capital Project Investigations	250,000	-	-	250,000	-	-	-	250,000	0%
Plant & Equipment	888,000	-	-	888,000	90,935	178,278	269,213	618,787	30%
IT Equipment	50,000	-	-	50,000	-	-	-	50,000	0%
Office Equipment	10,000	-	-	10,000	-	-	-	10,000	0%
Intangibles	50,000	-	-	50,000	9,200	-	9,200	40,800	18%
Land & Buildings	150,000	-	-	150,000	-	-	-	150,000	0%
Mains - Renewal & Replacement	1,300,000	-	-	1,300,000	127,731	51,184	178,915	1,121,085	14%
Thanowring Road Pipeline Investigation & Design	400,000	-	-	400,000	-	-	-	400,000	0%
Rosehill Pipeline Renewal	1,500,000	-	-	1,500,000	7,979	-	7,979	1,492,021	1%
Meter and Taggle Renewal	170,000	-	-	170,000	3,119	-	3,119	166,881	2%
Service Renewals	45,000	-	-	45,000	5,910	1,276	7,187	37,813	16%

Goldenfields Water County Council CAPITAL WORKS PROGRESS									
AS AT 31st JULY 2019	2019/20 BUDGET	2018/19 CARRYOVER	QBR's & AMENDMENTS	2019/20 TOTAL BUDGET	ACTUAL YTD	COMMITTED YTD	TOTAL ACTUAL & COMMITTED YTD	VARIANCE YTD	% ACTUAL TO BUDGET
Water Treatment Plant	1,000,000	-	-	1,000,000	-	145,395	145,395	854,605	15%
Pump Stations	1,725,000	-	-	1,725,000	26,217	46,586	72,803	1,652,197	4%
Reservoirs	365,000	-	-	365,000	11,396	1,560	12,956	352,044	4%
Bores	400,000	-	-	400,000	3,779	164	3,942	396,058	1%
Water Quality	50,000	-	-	50,000	-	-	-	50,000	0%
SCADA	1,100,000	-	-	1,100,000	5,191	564,940	570,131	529,869	52%
Emergency Works	200,000	-	-	200,000	-	-	-	200,000	0%
<b>TOTAL RENEWALS ASSETS:</b>	<b>9,653,000</b>	<b>-</b>	<b>-</b>	<b>9,653,000</b>	<b>291,457</b>	<b>989,383</b>	<b>1,280,840</b>	<b>8,372,160</b>	<b>13%</b>
<b>TOTAL CAPITAL EXPENDITURE:</b>	<b>12,886,000</b>	<b>-</b>	<b>-</b>	<b>12,886,000</b>	<b>336,452</b>	<b>1,757,389</b>	<b>2,093,841</b>	<b>10,792,159</b>	<b>16%</b>

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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**PROJECT BUDGET CARRY-OVERS - 2018/19**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board notes and endorses Management's recommendation that nil budget allocations be carried forward from 2018/19 to 2019/20.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

Project budget carry-overs are amounts from the previous financial year carried forward to the current year's budget.

**REPORT**

Annual approval is generally sought from the Board in relation to carrying forward budget allocations from the prior year into the current year. 2018/19 budgets items have been reviewed and management advises that projects have either been completed in 2018/19, or 2019/20 budget allocations are adequate for undertaking this year's works program.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Nil.

**TABLED ITEMS:** Nil.

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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**2018/19 DRAFT FINANCIAL STATEMENTS**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

1. The Financial Statements for the year ended 30<sup>th</sup> June 2019 be referred to Council's Auditor, Audit Office of New South Wales,
2. Council make a resolution in accordance with Section 413(2)(c) that the Financial Statements have been prepared in accordance with:
  - i. the *Local Government Act 1993* (NSW) (as amended) and the Regulations made there under
  - ii. the Australian Accounting Standards and professional pronouncements
  - iii. the *Local Government Code of Accounting Practice and Financial Reporting*
  - iv. presents fairly the Council's operating results and financial position for the year
  - v. accords with Council's accounting and other records
  - vi. that Council is not aware of any matter that would render these statements false or misleading in any way
3. That Council adopt the abovementioned Statement and that the Chairperson, Deputy Chairperson, General Manager and Responsible Accounting Officer be authorised to sign the 'Statement by Councillors and Management' in relation to Council's 2018/19 Financial Statements and Special Purpose Financial Reports and be attached thereto.
4. The General Manager be delegated the authority to issue the audited Financial Statements immediately upon receipt of the Auditor's Reports, subject to their being no material changes or audit issues.
5. Council present the final audited Financial Statements and Auditor's Report to the public at its ordinary meeting to be held on 24<sup>th</sup> October 2019.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

Under Section 413(1) of the Local Government Act 1993, Council is required to prepare financial reports and must refer them for audit.

**REPORT**

Council's draft Financial Statements for the year ended 30<sup>th</sup> June 2019 have been completed and are ready to be forwarded to Council's Auditors.

Under the provisions of Section 413(2)(c) of the Local Government Act 1993, the Financial Statements and Special Purpose Financial Statements shall be accompanied by a statement made in accordance with a resolution by Council, signed by two Councillors, General Manager and Responsible Accounting Officer.

Following receipt of the Auditor's Report, it will be necessary to give public notice for a period of at least seven (7) days prior to the adoption of the Financial Statements.

It is anticipated that the complete set of Financial Statements, including the Auditor's Report will be submitted to Council's Ordinary Meeting on 24 October 2019.

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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** 2018/19 Draft Primary Financial Statements; GPFS Statement by Councillors and Management; SPFS Statement by Councillors and Management.

**TABLED ITEMS:** Nil.



## Goldenfields Water County Council

Financial Statements 2019

## Income Statement

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Actual 2018 <sup>1</sup>	
<b>Income from continuing operations</b>					
<b>Revenue:</b>					
5,056		Rates and annual charges	3a	5,243	5,052
14,844		User charges and fees	3b	17,335	16,129
1,488		Interest and investment revenue	3c	1,447	1,500
106		Other revenues	3d	169	119
–		Grants and contributions provided for operating purposes	3e, 3f	30	134
1,885		Grants and contributions provided for capital purposes	3e, 3f	940	2,009
<b>23,379</b>		<b>Total income from continuing operations</b>		<b>25,164</b>	<b>24,943</b>
<b>Expenses from continuing operations</b>					
5,904		Employee benefits and on-costs	4a	6,587	7,028
2,501		Materials and contracts	4b	3,337	2,425
6,251		Depreciation and amortisation	4c	7,065	6,783
4,612		Other expenses	4d	4,903	4,716
–		Net losses from the disposal of assets	5	819	244
<b>19,268</b>		<b>Total expenses from continuing operations</b>		<b>22,711</b>	<b>21,196</b>
<b>4,111</b>		<b>Operating result from continuing operations</b>		<b>2,453</b>	<b>3,747</b>
<b>4,111</b>		<b>Net operating result for the year</b>		<b>2,453</b>	<b>3,747</b>
4,111		Net operating result attributable to council		2,453	3,747
<b>2,226</b>		<b>Net operating result for the year before grants and contributions provided for capital purposes</b>		<b>1,513</b>	<b>1,738</b>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Income Statement should be read in conjunction with the accompanying notes.

## Goldenfields Water County Council

Financial Statements 2019

Statement of Comprehensive Income  
for the year ended 30 June 2019

\$ '000	Notes	2019	2018 <sup>1</sup>
<b>Net operating result for the year (as per Income Statement)</b>		<b>2,453</b>	<b>3,747</b>
<b>Other comprehensive income:</b>			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of IPP&E	9	3,708	5,023
<b>Total items which will not be reclassified subsequently to the operating result</b>		<b>3,708</b>	<b>5,023</b>
<b>Total other comprehensive income for the year</b>		<b>3,708</b>	<b>5,023</b>
<b>Total comprehensive income for the year</b>		<b>6,161</b>	<b>8,770</b>
Total comprehensive income attributable to Council		6,161	8,770

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

## Goldenfields Water County Council

Financial Statements 2019

## Statement of Financial Position

as at 30 June 2019

\$ '000	Notes	2019	2018 <sup>1</sup>
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalent assets	6(a)	1,888	1,151
Investments	6(b)	22,000	12,000
Receivables	7	6,706	6,538
Inventories	8a	548	540
Other	8b	–	40
<b>Total current assets</b>		<u>31,142</u>	<u>20,269</u>
<b>Non-current assets</b>			
Investments	6(b)	27,000	36,000
Infrastructure, property, plant and equipment	9	264,678	259,936
<b>Total non-current assets</b>		<u>291,678</u>	<u>295,936</u>
<b>TOTAL ASSETS</b>		<u>322,820</u>	<u>316,205</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	10	1,348	1,113
Income received in advance	10	332	158
Borrowings	10	–	13
Provisions	11	1,797	1,801
<b>Total current liabilities</b>		<u>3,477</u>	<u>3,085</u>
<b>Non-current liabilities</b>			
Payables	10	7	2
Provisions	11	80	23
<b>Total non-current liabilities</b>		<u>87</u>	<u>25</u>
<b>TOTAL LIABILITIES</b>		<u>3,564</u>	<u>3,110</u>
<b>Net assets</b>		<u>319,256</u>	<u>313,095</u>
<b>EQUITY</b>			
Accumulated surplus	12	93,810	91,357
Revaluation reserves	12	225,446	221,738
<b>Council equity interest</b>		<u>319,256</u>	<u>313,095</u>
<b>Total equity</b>		<u>319,256</u>	<u>313,095</u>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

## Goldenfields Water County Council

Statement of Changes in Equity  
for the year ended 30 June 2019

	2019			2018 <sup>1</sup>		
	Accumulated surplus	IPP&E revaluation reserve	Total equity	Accumulated surplus	IPP&E revaluation reserve	Total equity
Opening balance	91,357	221,738	313,095	87,610	216,715	304,325
<b>Restated opening balance</b>	<b>91,357</b>	<b>221,738</b>	<b>313,095</b>	<b>87,610</b>	<b>216,715</b>	<b>304,325</b>
Net operating result for the year	2,453	–	2,453	3,747	–	3,747
<b>Restated net operating result for the period</b>	<b>2,453</b>	<b>–</b>	<b>2,453</b>	<b>3,747</b>	<b>–</b>	<b>3,747</b>
<b>Other comprehensive income</b>						
– Gain (loss) on revaluation of IPP&E	–	3,708	3,708	–	5,023	5,023
<b>Other comprehensive income</b>	<b>–</b>	<b>3,708</b>	<b>3,708</b>	<b>–</b>	<b>5,023</b>	<b>5,023</b>
<b>Total comprehensive income</b>	<b>2,453</b>	<b>3,708</b>	<b>6,161</b>	<b>3,747</b>	<b>5,023</b>	<b>8,770</b>
<b>Equity – balance at end of the reporting period</b>	<b>93,810</b>	<b>225,446</b>	<b>319,256</b>	<b>91,357</b>	<b>221,738</b>	<b>313,095</b>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 Financial Instruments: Recognition and Measurement

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

## Goldenfields Water County Council

Financial Statements 2019

## Statement of Cash Flows

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Actual 2018
<b>Cash flows from operating activities</b>				
<b>Receipts</b>				
5,056	Annual charges		5,126	5,036
14,844	User charges and fees		17,534	15,080
1,488	Investment and interest revenue received		1,421	1,404
1,885	Grants and contributions		985	2,222
–	Bonds, deposits and retention amounts received		–	20
106	Other		1,695	1,335
<b>Payments</b>				
(5,904)	Employee benefits and on-costs		(6,579)	(6,682)
(2,874)	Materials and contracts		(4,096)	(3,146)
–	Bonds, deposits and retention amounts refunded		(1)	–
(4,239)	Other		(5,417)	(5,218)
10,362	<b>Net cash provided (or used in) operating activities</b>	13b	10,668	10,051
<b>Cash flows from investing activities</b>				
<b>Receipts</b>				
–	Sale of investment securities		12,000	22,000
1,066	Sale of infrastructure, property, plant and equipment		839	781
<b>Payments</b>				
–	Purchase of investment securities		(13,000)	(29,000)
(11,046)	Purchase of infrastructure, property, plant and equipment		(9,757)	(8,823)
(9,980)	<b>Net cash provided (or used in) investing activities</b>		(9,918)	(15,042)
382	<b>Net increase/(decrease) in cash and cash equivalents</b>		750	(4,991)
1,500	Plus: cash and cash equivalents – beginning of year	13a	1,138	6,129
1,882	<b>Cash and cash equivalents – end of the year</b>	13a	1,888	1,138
Additional Information:				
46,500	plus: Investments on hand – end of year	6(b)	49,000	48,000
48,382	<b>Total cash, cash equivalents and investments</b>		50,888	49,138

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

## Goldenfields Water County Council

Financial Statements 2019

### General Purpose Financial Statements for the year ended 30 June 2019

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Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (NSW) (as amended)

**The attached General Purpose Financial Statements have been prepared in accordance with:**

- the *Local Government Act 1993* (NSW) (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and professional pronouncements, and
- the *Local Government Code of Accounting Practice and Financial Reporting*.

**To the best of our knowledge and belief, these statements:**

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

**We are not aware of any matter that would render these statements false or misleading in any way.**

**Signed in accordance with a resolution of Council made on 22 August 2019.**

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Dennis Palmer  
**Chairman**  
22 August 2019

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David McCann  
**Deputy Chairman**  
22 August 2019

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Aaron Drenovski  
**General Manager**  
22 August 2019

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Michele Curran  
**Responsible Accounting Officer**  
22 August 2019

## Goldenfields Water County Council

Special Purpose Financial Statements 2019

### Special Purpose Financial Statements for the year ended 30 June 2019

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#### Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

**The attached Special Purpose Financial Statements have been prepared in accordance with:**

- the NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- the Division of Local Government Guidelines '*Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

**To the best of our knowledge and belief, these statements:**

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records,
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

**We are not aware of any matter that would render these statements false or misleading in any way.**

**Signed in accordance with a resolution of Council made on 22 August 2019.**

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Dennis Palmer  
Chairman  
22 August 2019

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David McCann  
Deputy Chairman  
22 August 2019

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Aaron Drenovski  
General Manager  
22 August 2019

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Michele Curran  
Responsible Accounting Officer  
22 August 2019

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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**CONCEALED LEAK POLICY APPLICATIONS**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

1. Rebate water account 44077221 \$2,046.83 for water charges incurred due to a concealed leak
2. Rebate water account 44087394 \$2,099.80 for water charges incurred due to a concealed leak

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

Policy PP009 – Concealed Leak Detection was adopted 27 October 2016 and revised 27 June 2019. The policy was adopted to guide Council's decision making in relation to reducing customer water accounts, where property owners have received a high water account as a result of a concealed leak.

**REPORT**

Council received two applications in the last quarter under Policy PP009 – Concealed Leak Detection. Both customers are seeking relief from their water accounts due to an undetectable leak. Both customers have had a certified plumber inspect and repair their leaks as required under the policy.

In accordance with the policy, actual water usage for the period has been determined utilising Taggle Meter data. Average 12 month usage has been calculated for corresponding prior periods during which a leak was not occurring. The recommended compensation is the difference between these two amounts. This in effect results in the customer being charged for their anticipated average usage, had the leak not occurred.

Details of each claim are outlined below:

Account: 44077221 (June Residential Property)

Application Date: 23 May 2019

Actual water charges: \$3,479.70

Average water charges based on previous water usage: \$1,432.87

**Recommended compensation: \$2,046.83** (862KL reduction over 12 months)

Account: 44087394 (Stockinbingal Residential Property)

Application Date: 11 August 2019

Actual water charges: \$2,330.59

Average water charges based on previous water usage: \$230.79

**Recommended compensation: \$2,099.80** (874KL reduction over 6 months)

\* this claim was made after Council updated its policy, limiting water reduction to 6 months



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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**FINANCIAL IMPACT STATEMENT**

The recommendation reduces Council's water sales income by \$4,146.63.

**ATTACHMENTS:** Nil.

**TABLED ITEMS:** Nil.

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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**BOOTOOWA ROAD NARADHAN – WATER MAINS REPLACEMENT**

**Report prepared by Operations Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the progress report on Bootoowa Road Naradhan water mains renewal be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

01 Excellence in Service Provision

07 Efficient Operations

**BACKGROUND**

Bootoowa Road Naradhan pipeline renewal has been high on Councils priority list due to poor condition and age. This section of pipeline is also one of the highest problematic pipelines within our system.

The pipeline consists of approximately 4 kilometres of 80mm white PVC (poly vinyl chloride) and 4 kilometres of 50mm PVC and traverses private property, mainly crop land. The frequent pipeline breaks are a constant problem for the landholders, who suffer inconvenience and loss of revenue, especially during cropping season

**REPORT**

Resources were allocated in March 2019 to replace this pipeline whilst not disrupting the landholders sowing season.

The new section of pipeline consists of 4 kilometres of 100mm OPVC and 4 Kilometres of 63mm PE.

Construction commenced Monday 15<sup>th</sup> July and was successfully completed on Tuesday 30<sup>th</sup> July. All works were undertaken by Councils construction team.

Taking into consideration the NSW Reference Rates provided by the Department of Primary Industries, the initial estimated budget was \$450,000. Further consideration and detailed costing, taking into account Goldenfields internal history of construction reduced this budget to \$220,000 including 10% contingency. The project was delivered significantly under this budget with a total cost of \$115,129, which equates to \$15 per metre.

**FINANCIAL IMPACT STATEMENT**

Total cost for the project was \$115,129, which equates to \$15 per metre, whereas the NSW Reference Rate is \$95 per metre

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

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**GOLDENFIELDS WATER COUNTY COUNCIL – June 2019**

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**WATER PRODUCTION REPORT**

**Report prepared by Production and Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Water Production Report be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

03 Strategic Water Management

**BACKGROUND**

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

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

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

**REPORT**

**Jugiong drinking Water Scheme**

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

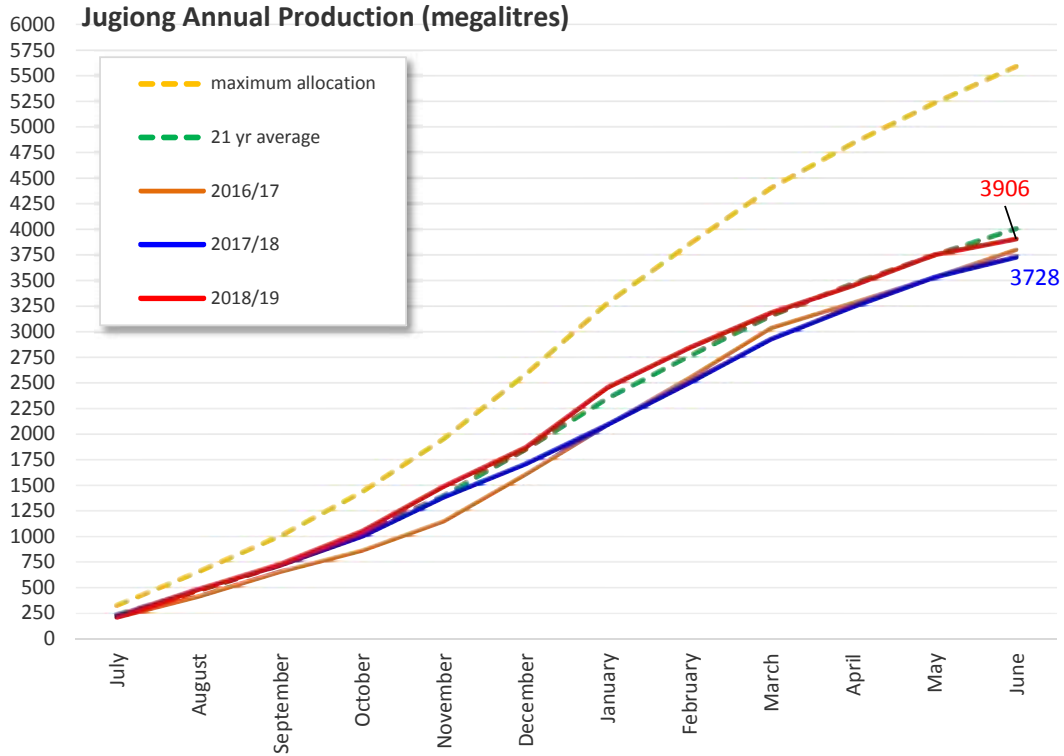
The Jugiong Scheme has 14 sets of reservoirs and 8 pumping stations. The Jugiong Scheme supplies bulk water to the Hilltops and Cootamundra-Gundagai Regional Councils for supply to the townships of Cootamundra, Harden and Young with a population of approximately 6800, 2200 and 8000 respectively.

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

**GOLDENFIELDS WATER COUNTY COUNCIL – June 2019**

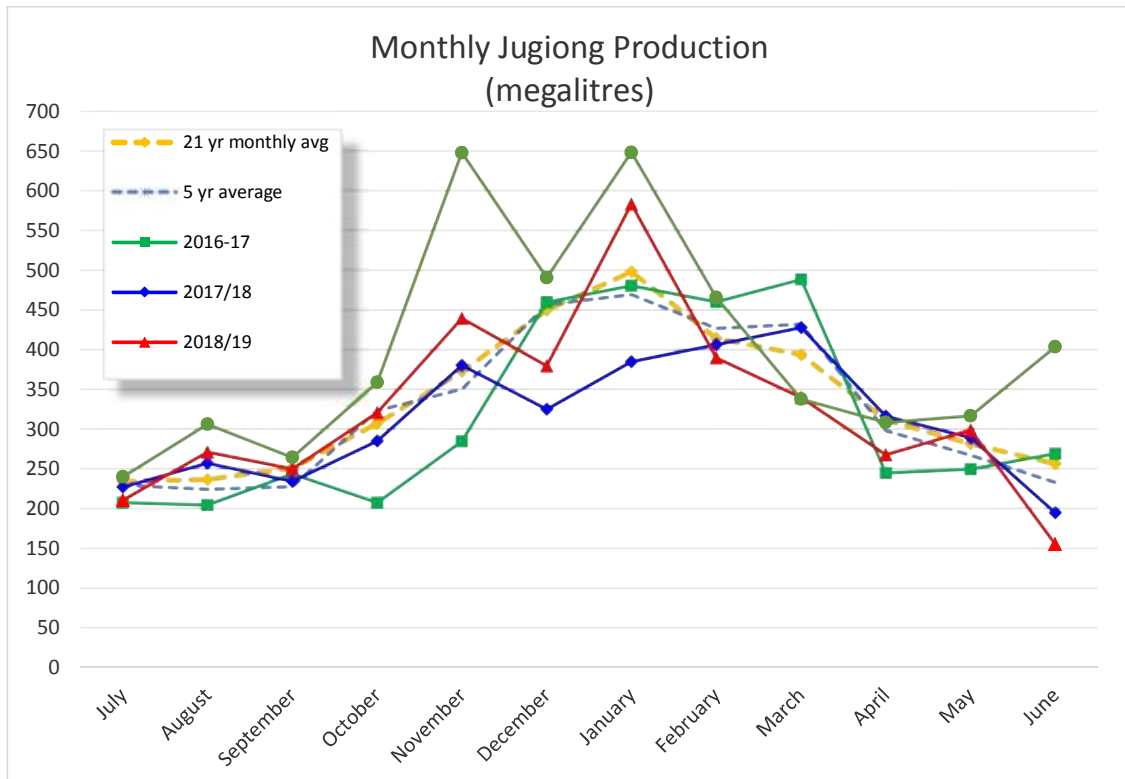
Jugiong annual water production is trending in a similar fashion to previous years.

Up until June 28<sup>th</sup> 2019, Water production was 3906 ML, this is 178 ML higher than the same period last year which was 3728ML. An increase of 4.77%.



**GOLDENFIELDS WATER COUNTY COUNCIL – June 2019**

Jugiong monthly water production for June was 155.35ML. This indicates a decrease of 39.35 ML compared to the same Month last year (194.7ML).



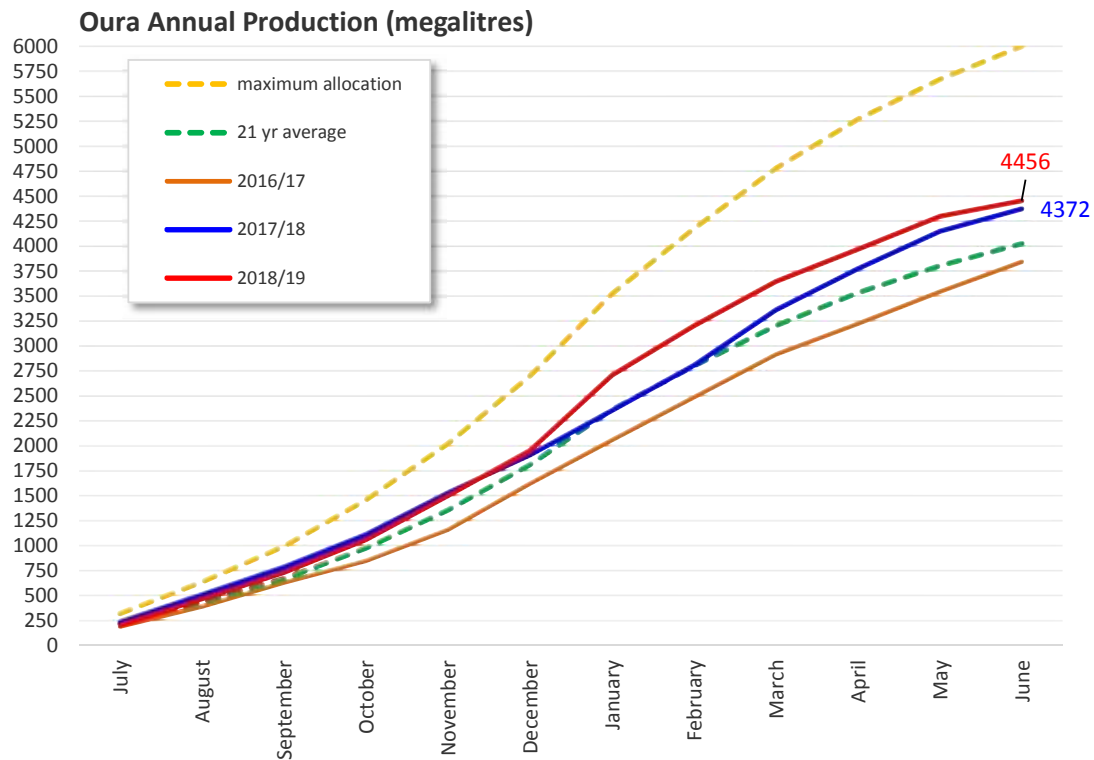
**GOLDENFIELDS WATER COUNTY COUNCIL – June 2019**

**Oura Drinking Water Scheme**

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

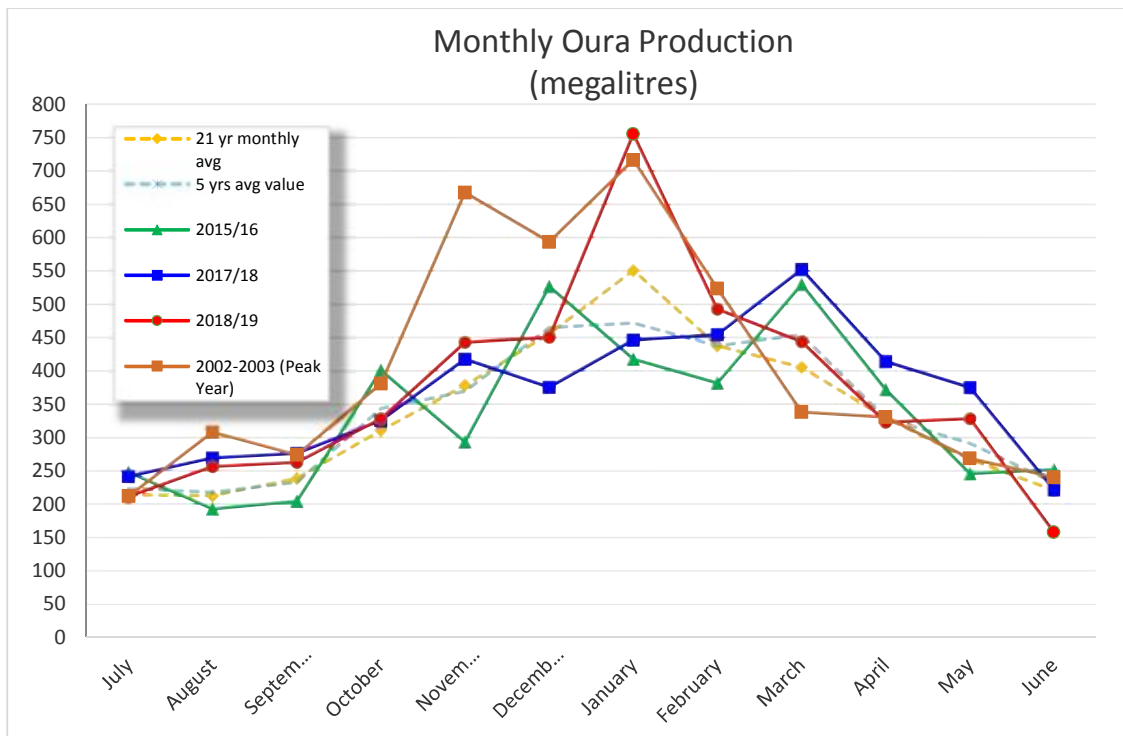
The Oura scheme has 33 sets of reservoirs and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

Up until the 28<sup>th</sup> June 2019. Water production from the Oura bores was 4456 ML, this is 84ML more, than for the same period last year (2017/18) which was 4372ML. An increase of 1.91%.



**GOLDENFIELDS WATER COUNTY COUNCIL – June 2019**

Oura production for June 2019 was 154ML a decrease of 68ML as compared to the period June in 2018, where production was 222ML.



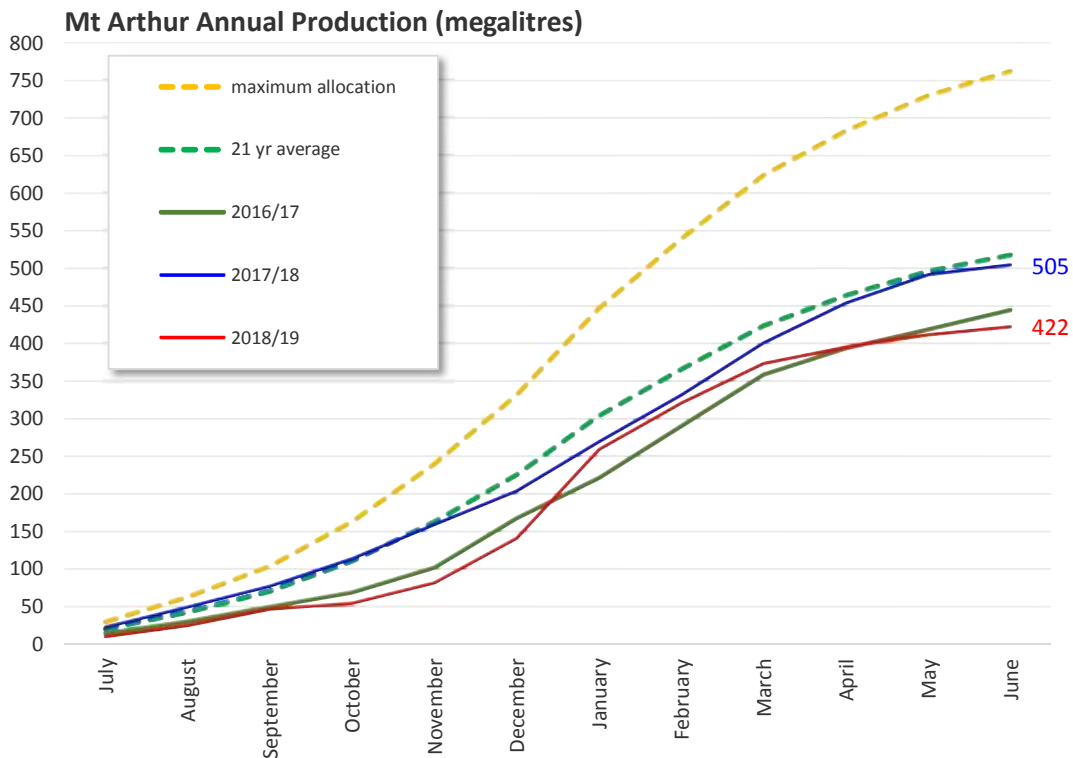
**GOLDENFIELDS WATER COUNTY COUNCIL – June 2019**

**Mount Arthur Drinking Water Scheme**

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

It should be noted that Staff have recognised that Bore 2 flow meter appears to be reading lower than expected. Initial investigations have identified that there is a potential decrease of 9l/s when compared to a portable ultrasonic meter that was utilised to validate flows. This means that there is an estimated 15% potential variation of production in Bore 2. The replacement of a new production meter and new pipeline arrangement will commence in the 2019/20 financial year.

To the end of June 2019, 422ML of water has been extracted from the Mt Arthur Bores this is fractionally lower than for the same period in 2017/18 (505ML). A decrease of 83ML for the year 2018/19.

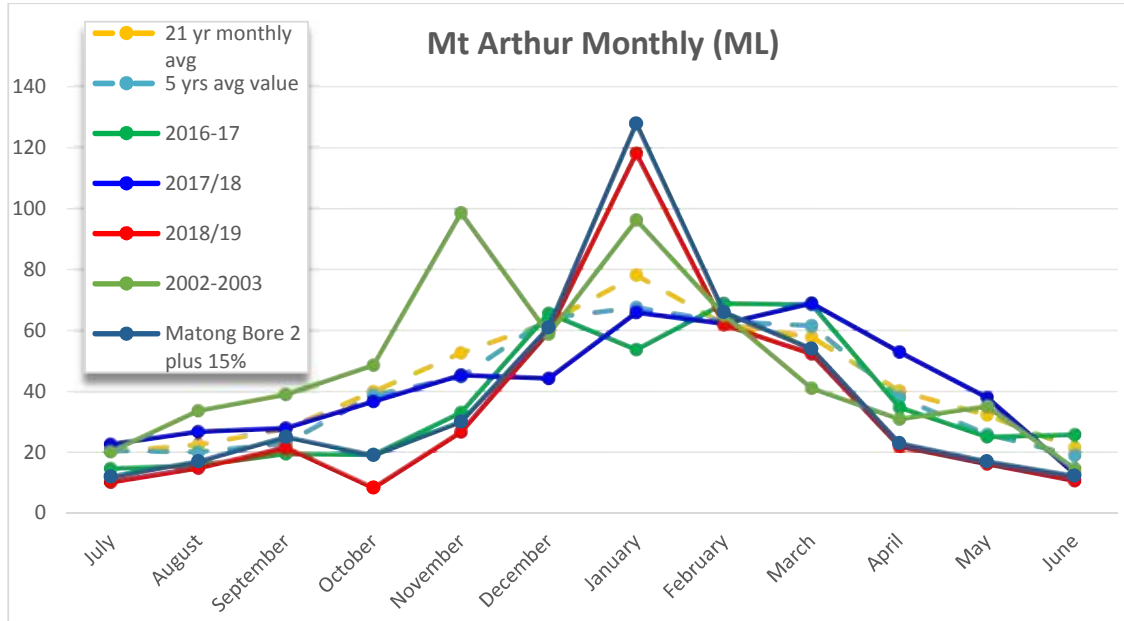




**GOLDENFIELDS WATER COUNTY COUNCIL – June 2019**

Mount Arthur monthly water production for June was 10.66ML compared to the same period June in 2018 where production was 13.05ML. A decrease of 2.39ML.

With the 15% variation Mount Arthur monthly water production for June 2019 was 12.26ML.

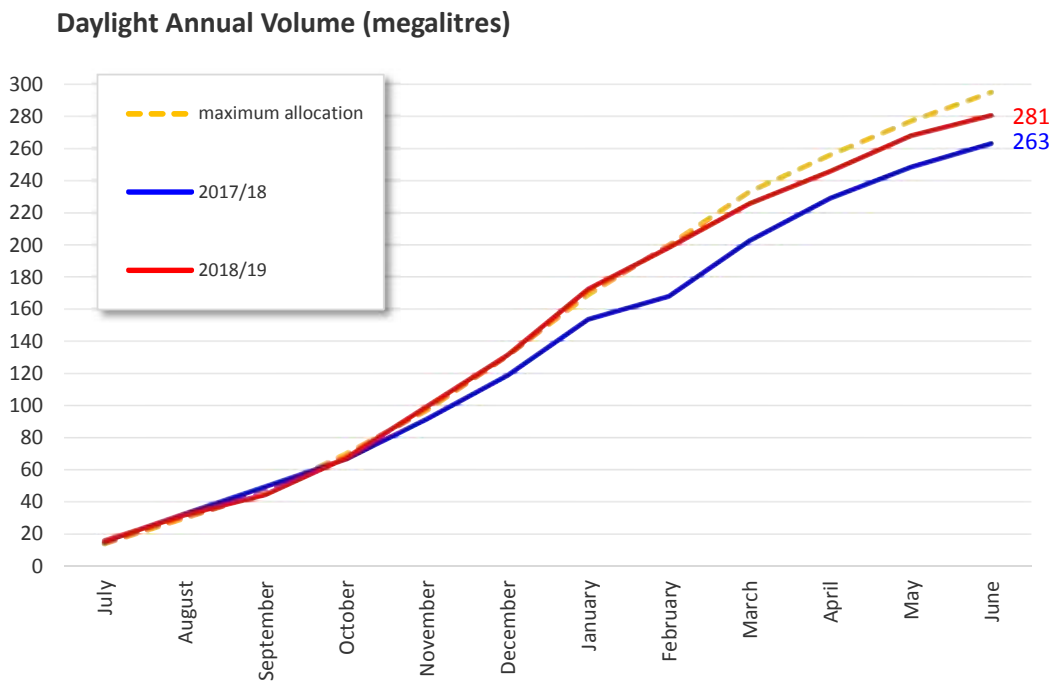


**GOLDENFIELDS WATER COUNTY COUNCIL – June 2019**

**Mount Daylight Drinking Water Scheme**

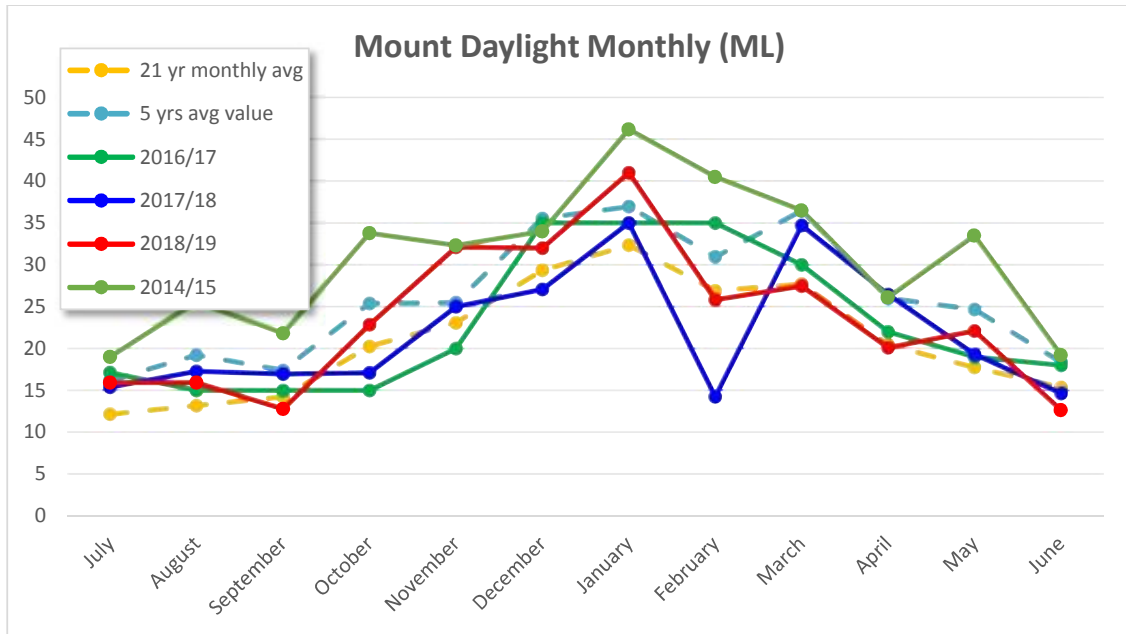
The Mount Daylight water source is from the Lower Lachlan alluvium aquifer. The Mount Daylight bores are jointly operated with Carathool Shire Council. Carathool Shire Council is responsible for bore management. There are 7 sets of reservoirs in the Mt Daylight scheme. Mt Daylight supplies water to approximately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

To the end of June 2019, 281ML of water has been extracted from the Mt Daylight Bores. This is higher than the same period in 2017/18 (263ML). Indicating an increase of 18ML for the 2018/19 year.



**GOLDENFIELDS WATER COUNTY COUNCIL – June 2019**

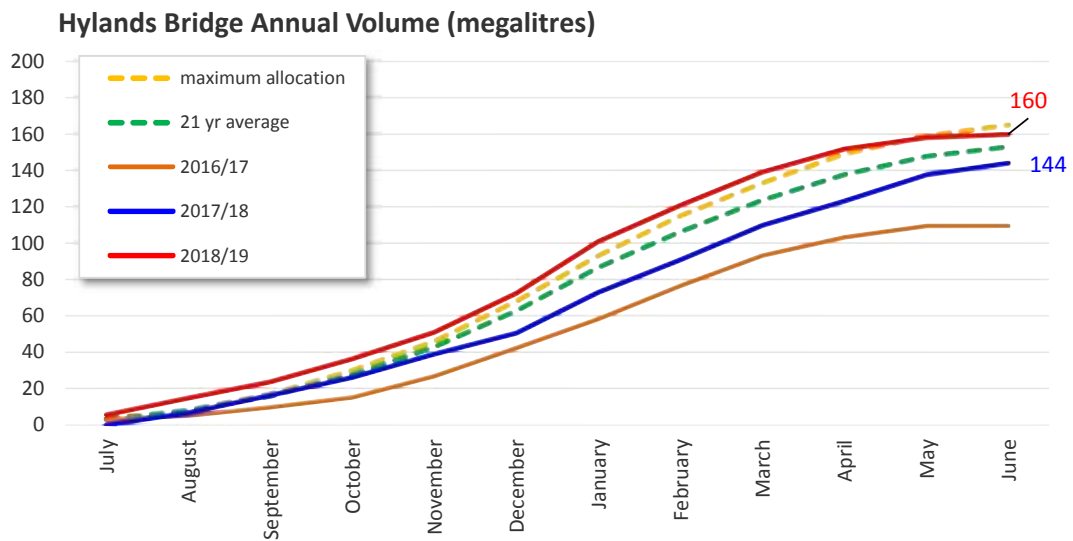
Mount Daylight monthly water production for June 2019 was 12.64ML. Production for June 2018 was 14.63ML, a decrease of 2ML.



**Hylands Bridge - Non Potable**

Hylands Bridge supplies Non Potable water to Barellan and Binya.

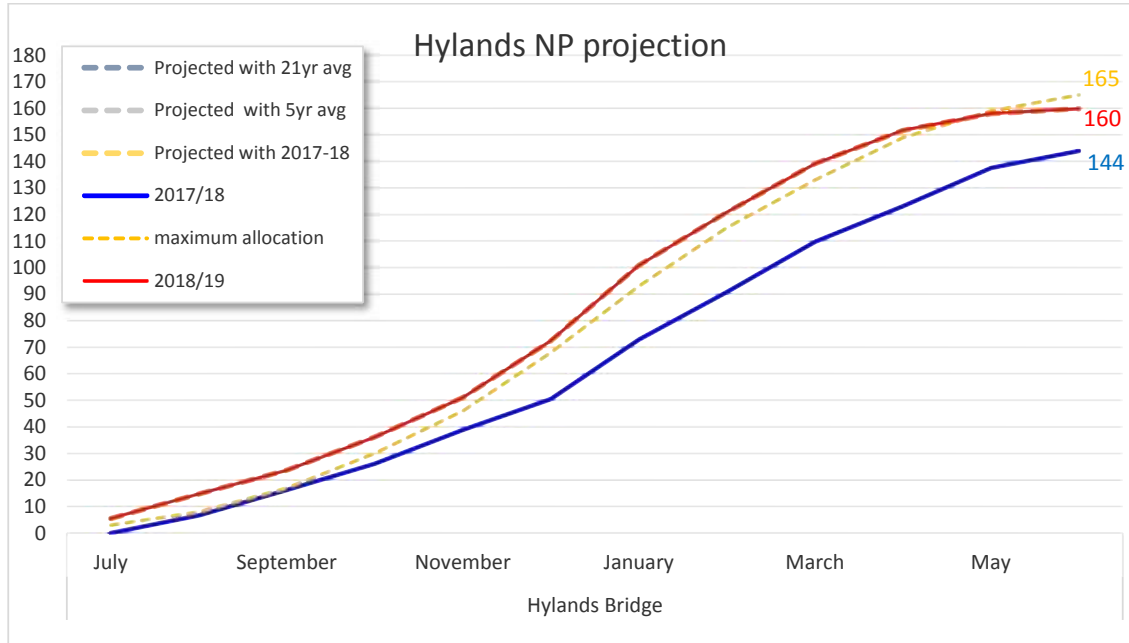
Up until June 28<sup>th</sup> 2019, 160ML of water has been extracted from Hylands Bridge scheme, this is higher than for the same period in 2017/18 (144ML). An increase in production of 16ML compared to the same period last year.



**GOLDENFIELDS WATER COUNTY COUNCIL – June 2019**

Hylands Bridge Projections are as per the graph below.

As the water production was trending towards exceeding our extraction limit for 2018/19 the scheme was turned off at the end of May utilising the storage available for the remaining period.



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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**DRAFT EASEMENT AND ACQUISITION POLICY**

**Report prepared by Acting Engineering Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board adopts the draft Easement and Acquisition Policy.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient Operations

**BACKGROUND**

Council owns and operates a significant amount of assets within private property. Historically not all assets are within an easement or on land owned by Goldenfields Water.

This purpose of this policy is to provide a definitive solution, ensuring all easements are dealt with consistently.

**REPORT**

In order to maintain access to infrastructure new and existing, staff have developed an Easement and Acquisition policy. The policy outlines requirements for acquiring land and/or easements for infrastructure.

Goldenfields Water do have right to access infrastructure under the Local Government Act 1993 and Water Management Act 2000. An easement gives further protection where conditions are put on the property title and outline what can and can't be done within the limits of the easement. The draft policy outlines easement conditions, of significance is the limitations on building within the easement which is not clearly defined in the above mentioned Acts.

Acquisition of land for reservoir and pump station assets, mitigates potential issues surrounding changes of ownership. Agreed access conditions and locations as well as operating procedures don't always transfer well with ownership. Land acquisition and access easements with their conditions, eliminate future problems.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's current financial position. Once adopted staff will include the associated costs in budget forecasts

**ATTACHMENTS:** Draft Easement and Acquisition Policy

**TABLED ITEMS:** Nil



Policy No. PP032

# Easement and Acquisition Policy

## Easement and Acquisition Policy

### 1 INFORMATION ABOUT THIS POLICY

#### POLICY INFORMATION

<b>Date Adopted by Board</b>	<b>Board Resolution No.</b>
<b>Policy Responsibility: General Manager</b>	
<b>Review Timeframe 4 Yearly</b>	
<b>Last Review</b> DD/MM/YYYY	<b>Next Scheduled Review</b> August 2023

#### DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	

#### FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	<b>Land Acquisition (Just Terms Compensation) Act 1991</b> <b>Local Government Act 1993</b> <b>Water Management Act 2000</b>
<b>Related Policies</b>	
<b>Related Procedures, Protocols, Statements and Documents</b>	

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## Easement and Acquisition Policy

### 3 PURPOSE

To ensure access to and protection of Goldenfields Water County Council's infrastructure by means of an easement.

### 4 SCOPE

This policy applies to all existing, new or renewed infrastructure owned and operated by GWCC.

### 5 DEFINITIONS

**Acquisition** – To acquire land from a landowner

**Burdened Lot** – A lot that is to be burdened by an easement in favour of the GWCC.

**Easement** – An easement is a legal right that attaches to land or a part of land (the Burdened Lot) and allows a benefiting party (GWCC) to use the land in a particular manner.

**GWCC** – Goldenfields Water County Council.

**Landowner** – The registered proprietor of the land

### 6 POLICY

#### 6.1 New or renewed infrastructure

Where GWCC constructs new infrastructure or renews existing infrastructure an easement or acquisition will be sought. Generally speaking land required for a structure such as a reservoirs and pump stations will seek to be acquired, whereas subsurface infrastructure such as pipelines will seek an easement.

##### 6.1.1 Landowner easement or land acquisition agreement

An agreement will be sought with the landowner prior to works taking place whereby the landowner consents to the acquisition and/or vesting of an easement for water pipeline under section 30 of the Land Acquisition (Just Terms Compensation) Act 1991. A plan of the works and intended easement or land acquisition will be provided prior to the works taking place but may be subject to change during construction.

##### 6.1.2 Easement or acquisition

After the completion of works an easement will be created or land acquired. GWCC will meet all reasonable legal costs associated with preparation and completion of this Agreement or of the granting or vesting of the easement (including stamp duty, registration fees and fees payable for obtaining any necessary consent).

##### 6.1.3 Compulsory acquisition

Compulsory acquisition should not be used unless acquisition by agreement has been rejected as being unsuitable, or has been unsuccessful in gaining agreement and it can be shown that the property need is site specific and essential. Prior to proceeding with compulsory acquisition GWCC should undertake all reasonable endeavours to negotiate agreement with the landowner.

## Easement and Acquisition Policy

A Board resolution will be required prior to staff commencing a compulsory acquisition process. The following information will be provided to the Board to enable the decision process:

- The reasons for the compulsory acquisition and should contain the
- Land description,
- Purpose for which it is being acquired,
- The benefit to the community/public,
- Any alternative land investigated and,
- Reasons why the land is preferred.

### 6.2 Existing infrastructure without an easement

Where existing infrastructure exists GWCC may or may not seek to gain an easement over the land in retrospect. Reasons to consider obtaining an easement for existing infrastructure include assets of high criticality, as part of development consent when development or subdivision of land occurs and other reasons considered reasonable and justifiable by staff.

Where an easement does not exist GWCC has right to access land and enter any premises to carry out water supply work on, above or below the surface of the land in accordance with the following legislation:

- Local Government Act 1993
- Water Management Act 2000

### 6.3 Compensation

Where appropriate, GWCC can provide compensation based on a land valuation. In some instances additional or alternate requests to monetary compensation can be considered such as relocation of within the lot to a more favourable location, fencing etc.

### 6.4 Terms of easement for pipeline and water supply

Full and free right title liberty and licence for Goldenfields Water County Council its successor and assigns to construct, lay, maintain, repair, renew, cleanse, inspect, replace and divert or alter the position of a water main or pipeline with apparatus and appurtenances thereof in or under the surface of such part of the land herein indicated as the servient tenement and to carry and convey water through the said water main or pipeline and for the purposes aforesaid or any of them by its officers servants and or contractors with or without motor or other vehicles, plant and machinery to enter upon and break open the surface of the servient tenement and to deposit soil temporarily on the servient tenement but subject to a liability to replace the soil and upon completion of the work restore the surface area of the said servient tenement to its former condition as far as reasonably practical. No building shall be erected nor any structures fences or improvements of any kind shall be placed over or under that part of the lot burdened as is affected by the easement for pipeline and water supply except with the prior consent in writing of Goldenfields Water County Council and expect in compliance with any conditions which Goldenfields Water County Council may specify in such consent.

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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**PROCUREMENT OF GOODS, SERVICES AND MATERIALS POLICY**

**Report prepared by WHS & Procurement Coordinator**

**COUNCIL OFFICER RECOMMENDATION**

That Council adopt the updated PP001 Procurement of Goods, Services and Materials Policy.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient Operations

**BACKGROUND**

The PP001 Procurement of Goods, Services and Materials Policy, was last adopted by Council at the meeting held on 21 December 2018 (Resolution 18/117) when amendments were made to remove the Credit Card details to create a standalone policy. The Local Government Amendment Act 2019 was passed by both houses on 19 June 2019 with assent on 25 June 2019. This act is to amend the Local Government Act 1993 with respect to rates, tendering requirements, election planning, mutual recognition of approvals and other regulatory matters, and for other purposes. Of which, tendering requirements relate directly to this policy.

The Local Government Act 1993 (including Local Government Amendment Act 2019), Section 55, Requirements for tendering, states:

(3) This section does not apply to the following contracts:

(n) A contract involving an estimated expenditure or receipt of an amount of:

- (i) Less than \$250,000 or another amount as may be prescribed by the regulations, or
- (ii) Less than \$150,000 or another amount as may be prescribed by the regulations for a contract involving the provision of services where those services are, at the time of entering the contract, being provided by employees of the council.

**REPORT**

Following the aforementioned changes to legislation, the quotation thresholds contained within PP001 Procurement of Goods, Services and Materials Policy have been amended to align with the Local Government Act 1993 Section 55, increasing the minimum threshold for tendering from \$150,000 to \$250,000.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** PP001 Procurement of Goods, Services and Materials Policy

**TABLED ITEMS:** Nil



Policy No. PP001

# Procurement of Goods, Services and Materials Policy

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Policy No. PP001

## Procurement of Goods, Services and Materials Policy

### 1 INFORMATION ABOUT THIS POLICY

#### POLICY INFORMATION

<b>Date Adopted by Board</b> 21 December 2018	<b>Resolution No.</b> 48/417
<b>Policy Responsibility</b> General Manager	
<b>Review Timeframe</b> 2 yearly	
<b>Last Review</b> 08/2019	<b>Next Scheduled Review</b> 08/2021

#### DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	24/08/2017	Board Resolution No.17/060
	05/09/2018	Update Quotation Threshold Values - Table 1
	21/12/2018	Board Resolution No.18/117
	01/08/2019	Update Related Legislation, Definition – Goldenfields Water area of operation, sections 7, 9 and Table 1 – Quotation Threshold

#### FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	NSW Local Government Act 1993 (in particular section 55) Local Government Amendment Bill 2019 (NSW) NSW Local Government General Regulation 2005 (in particular section 7) NSW Local Government Financial Regulation
<b>Related Policies</b>	Goldenfields Water Code of Conduct PP030 Corporate Credit Card Policy
<b>Related Procedures, Protocols, Statements and Documents</b>	P003 Procurement and Disposal of Goods, Services and Materials Procedure P011 Corporate Credit Card Procedure



Policy No. PP001

## Procurement of Goods, Services and Materials Policy

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Policy No. PP001

## Procurement of Goods, Services and Materials Policy

### 3 PURPOSE

Goldenfields Water is committed to implementing best practice procurement policy, principles and procedures for the procurement of goods, services and materials.

Goldenfields Water recognises that by conducting its procurement activities in a cost effective, socially responsible, sustainable, accountable and ethical manner we are ensuring value for money and best possible outcome for the community and the environment.

### 4 SCOPE

The requirements of this policy apply to tenders, quotations, and expressions of interest, lease agreements and contracts involving either expenditure or income. This policy does not apply to employment contracts or real estate property acquisitions and sales.

### 5 DEFINITIONS

**Goldenfields Water area of operation** - Local Government areas of Bland, Coolamon, Cootamundra-~~Gundagai~~, ~~Hilltops (Harden and Young)~~, Junee, ~~Temora and parts of Carrathool~~, Narrandera ~~and Wagga Wagga~~, ~~Temora and Young~~.

**Local Supplier** - A supplier of goods, services and materials that can effectively demonstrate that they are operating a business premises within the Goldenfields Water area of operation.

**Quotation** - The process of inviting offers to provide goods, services and materials. Generally not advertised and used for contracts that are not regulated.

**Regulated Contract** - A contract that is regulated by Section 55 of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

**Tender** - The process of inviting parties, from a predetermined list or via public advertisement submit an offer to provide goods, services and materials. Generally used for regulated contracts.

### 6 PROBITY AND CONFIDENTIALITY

All procurement activities are to be conducted in an ethical manner and in accordance with Goldenfields Water's Code of Conduct.

Goldenfields Water expects tenderers and suppliers to Goldenfields Water to conduct their business in an ethical manner. Canvassing of Board Members and Goldenfields Water employees at any stage up to and including the acceptance of Tenders, may disqualify the applicant.

Information in tenders and quotations, including the price, may be contained in the Business Agenda Paper, as well as on Goldenfields Water's website and therefore be a public record in accordance with Government Information (Public Access) Act 2009 (GIPA Act).



Policy No. PP001

## Procurement of Goods, Services and Materials Policy

### 7 REGULATED CONTRACTS

Regulated contracts refer to contracts involving either expenditure or income with an estimated total contract value greater than or equal to \$4250,000 (including GST if applicable). The estimated value must include the total amount payable to the service provider over the life of the contract, including any potential extensions, variations or contingencies. In addition to this policy, regulated contracts are subject to the requirements of the Local Government Act 1993 and the Local Government General Regulation 2005.

### 8 VALUE FOR MONEY

Value for money in procurement is about selecting the supply of goods, services and materials taking into account both cost and non-cost factors including:

- Cost-related factors including whole-of-life costs and transaction costs associated with the purchase, utilisation, maintenance and disposal of the goods, services and materials; and
- Non-cost factors such as fit for purpose, quality, service and support.

### 9 LOCAL SUPPLIERS

Goldenfields Water recognises that money spent within Goldenfields Water's area of operation will facilitate growth in local commerce and employment. It is in Goldenfields Water's interest to promote opportunities for local firms to compete for Goldenfields Water business and encourage active competition provided that the quality of goods, services or materials are not compromised.

Goldenfields Water will:

- Apply a discount of five percent in the price assessment of tenders (for value equal to or greater than \$4250,000), if the local supplier receives the same or better evaluation point score for non-price criteria; and
- Promote the utilisation of local suppliers across the organisation.

### 10 REGIONAL ORGANISATION OF COUNCILS

Goldenfields Water staff may participate with other Councils in regional agreements for the acquisitions of goods, services and materials.

### 11 PRESCRIBED AGENCIES

Section 55 of the Local Government Act 1993 provides Goldenfields Water with an exception from the requirement to call for tenders for the provision of goods, services and materials for value equal to or greater than \$4250,000 where such items are available under contract through agencies prescribed under the act.

### 12 REQUIREMENTS UNDER THE GIPA ACT

Pursuant to the GIPA Act, contracts over a prescribed monetary value will be entered into Goldenfields Water's contracts register. The register is available on the Goldenfields Water website.





Policy No. PP001

## Procurement of Goods, Services and Materials Policy

Furthermore, it is a condition of engagement that contractors, regardless of the value of the relevant contract, agree to Goldenfields Water requirements with respect to access to information contained in records held by the contractor in relation to the engagement.

### 13 TENDERING REQUIREMENTS

Tenders are to be called in accordance with Section 55 of the Local Government Act 1993, the Local Government General Regulation 2005 and procedures approved by the General Manager.

### 14 QUOTATION THRESHOLDS

Quotations are to be called where supply agreements are not regulated. The quotation thresholds are:

For order/agreement value (GST inclusive)	Minimum requirements
Less than \$1,000	Direct Purchase (Credit Card or P <del>A</del> O)
\$1,001 to \$5,000	<del>4</del> One quotation (verbal or written)
\$5,001 to \$25,000	<del>Two</del> 2 x written quotations
\$25,001 to \$ <del>4</del> 249,999	<del>Three</del> 3 x written quotations
Equal to, or greater than \$ <del>4</del> 250,000	Prescribed agency purchase or <del>t</del> ender in accordance with the Act and Regulation

Table 1 - Quotation Thresholds

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### 15 PROCEDURES

Procurement procedures that facilitate the application of this policy are to be implemented and approved by the General Manager.

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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**CODE OF MEETING PRACTICE**

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Code of Meeting Practice be adopted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient Operations

**BACKGROUND**

Amendments made to the Local Government Act 1993 (the Act) provide for a Model Code of Meeting Practice (the Model Code) to be prescribed by the Local Government (General) Regulation 2005 (the Regulation).

Council is required to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation. Councils adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.

Councils adopted meeting code may also incorporate the non-mandatory provisions of the Model Code and any other supplementary provisions adopted by Council.

Council and committees of council of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.

Councils draft Code of Meeting Practice was prepared in accordance with the Local Government Act requirements and presented at the June 2019 Council Meeting, where it was endorsed to be placed on Public Display.

**REPORT**

Council has met the requirements of section 361 of the act in relation to preparation, public notice and exhibition. The draft Code of Meeting Practice has been on Public Display for 28 days. The opportunity for comment on the draft code has been provided to members of the community for the required 42 day period.

No submissions have been received during this time.

The Draft Code of Meeting Practice is now re-presented to Council in its final format for endorsement.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Draft Code of Meeting Practice

**TABLED ITEMS:** Nil



Policy No. PP019

# Code of Meeting Practice

**INFORMATION ABOUT THIS POLICY**

## POLICY INFORMATION

<b>Date Adopted by Board: 22 June 2017</b>	<b>Board Resolution No. 17/043</b>
<b>Policy Responsibility: General Manager</b>	
<b>Review Timeframe: 4 yearly</b>	
<b>Last Review 22/06/2017</b>	<b>Next Scheduled Review June 2023</b>

## DOCUMENT HISTORY

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

## FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	<b>Model Code of Conduct Local Government Act 1993 Local Government Regulations 2009</b>
<b>Related Policies</b>	<b>Code of Conduct</b>
<b>Related Procedures, Protocols, Statements and Documents</b>	



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## 1 INTRODUCTION

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

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

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

## 2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

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

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

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

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

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

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

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

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

## 3 BEFORE THE MEETING

Timing of ordinary council meetings

3.1 Not adopted - Superseded by 3.2.

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

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

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

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

#### Extraordinary meetings

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

**Note: Clause 3.3 reflects section 366 of the Act.**

#### Notice to the public of council meetings

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

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

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

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

#### Notice to councillors of ordinary council meetings

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

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

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

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

#### Notice to councillors of extraordinary meetings

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

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

#### Giving notice of business to be considered at council meetings

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

## Code of Meeting Practice

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

### Questions with notice

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

### Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the Chairperson is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the Chairperson to put a Chairpersons minute to a meeting under clause 9.6.



## Code of Meeting Practice

- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**
- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

### Availability of the agenda and business papers to the public

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.
- Note: Clause 3.23 reflects section 9(2) and (4) of the Act.**
- 3.24 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.
- Note: Clause 3.24 reflects section 9(2A)(b) of the Act.**
- 3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.
- Note: Clause 3.25 reflects section 9(3) of the Act.**
- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.
- Note: Clause 3.26 reflects section 9(5) of the Act.**

### Agenda and business papers for extraordinary meetings

- 3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

#### Pre-meeting briefing sessions

- 3.32 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.35 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.36 Councillors (including the Chairperson) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

## 4 PUBLIC FORUMS

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

## Code of Meeting Practice

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

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

## 5 COMING TOGETHER

### Attendance by councillors at meetings

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

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

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.

5.3 Not adopted.

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

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

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

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

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

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

### The quorum for a meeting

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

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

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

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

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

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

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

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

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

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

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

Entitlement of the public to attend council meetings

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

**Note: Clause 5.16 reflects section 10(1) of the Act.**



- 5.17 Clause 5.16 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.18 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.18 reflects section 10(2) of the Act.**

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

#### Webcasting of meetings

- 5.19 All meetings of the council and committees of the council are to be webcast on the council's website. Audio recordings are to be uploaded to council's website within 3 weeks of the meeting.

**Note: Councils will be required to webcast meetings from 14 December 2019. Councils that do not currently webcast meetings should take steps to ensure that meetings are webcast by 14 December 2019.**

**Note: Councils must include supplementary provisions in their adopted codes of meeting practice that specify whether meetings are to be livestreamed or recordings of meetings uploaded on the council's website at a later time. The supplementary provisions must also specify whether the webcast is to comprise of an audio visual recording of the meeting or an audio recording of the meeting.**

- 5.20 Clause 5.19 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.21 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.
- 5.22 A recording of each meeting of the council and committee of the council is to be retained on the council's website for 12 months]. Recordings of meetings may be disposed of in accordance with the State Records Act 1998.

Attendance of the general manager and other staff at meetings

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

**Note: Clause 5.23 reflects section 376(1) of the Act.**

5.24 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.24 reflects section 376(2) of the Act.**

5.25 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.25 reflects section 376(3) of the Act.**

5.26 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

## 6 THE CHAIRPERSON

The chairperson at meetings

6.1 The Chairperson, or at the request of or in the absence of the Chairperson, the deputy Chairperson (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

6.2 If the Chairperson and the deputy Chairperson (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

Election of the chairperson in the absence of the Chairperson and deputy Chairperson

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or

(b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.



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- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

## 7 MODES OF ADDRESS

Not adopted.

## 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 Not adopted. Superseded by 8.2.
- 8.2 The general order of business for an ordinary meeting of the council shall be:
1. Leave of Absence / Apologies
  2. Acknowledgement of Country
  3. Presentations
  4. Declaration of Pecuniary Interests
  5. Declaration of Non-Pecuniary Interests
  6. Confirmation of Minutes
  7. Business Arising from Minutes
  8. Correspondence
  9. Matters of Urgency
  10. Notices of Motion / Rescission Motions
  11. Chairperson Minute
  12. Public Participation – Confidential Session
  13. Matters to be submitted to Confidential Session
    - 13.1. Matters submitted by Corporate Services Manager
    - 13.2. Matters submitted by Operations Manager
    - 13.3. Matters submitted by Production and Services Manager
    - 13.4 Matters submitted by Engineering Manager

- 13.5. Matters submitted by the General Manager
- 14. Matters to be submitted to Open council
- 14.1. Matters submitted by Corporate Services Manager
- 14.2. Matters submitted by Operations Manager
- 14.3. Matters submitted by Production and Services Manager
- 14.4 Matters submitted by Engineering Manager
- 14.5. Matters submitted by the General Manager
- 15. Next Meeting
- 16. Close of Business

**Note: Councils must use either clause 8.1 or 8.2.**

- 8.3 The order of business as fixed under clause 8.2 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: If adopted, Part 13 allows council to deal with items of business by exception.**

- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
  - (a) unless a councillor has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
  - (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a chairpersons minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
  - (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

**Code of Meeting Practice**

- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

## Chairpersons minutes

- 9.6 Subject to clause 9.9, if the chairperson is the chairperson at a meeting of the council, the chairperson may, by minute signed by the chairperson, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A chairpersons minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the Chairperson) may move the adoption of a chairpersons minute without the motion being seconded.
- 9.8 A recommendation made in a chairpersons minute put by the chairperson is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A chairpersons minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a chairpersons minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the chairpersons minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

## Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

## Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

### Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## 10 RULES OF DEBATE

### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

#### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

#### Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

#### Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

**Foreshadowed motions**

- 10.17A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

**Limitations on the number and duration of speeches**

- 10.20A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## 11 VOTING

### Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

11.4 Not adopted.

### Voting at council meetings

11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.7 The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for chairperson or deputy chairperson is to be by secret ballot.

11.11 Not adopted.



### Voting on planning decisions

11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

**Note: Clauses 11.12–11.15 reflect section 375A of the Act.**

**Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.**

## 12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.



**13 DEALING WITH ITEMS BY EXCEPTION**

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

**14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,

- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by 3 business days before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than 2 speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than 2 speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed 5 minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

#### Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.20 reflects section 10D of the Act.**

Resolutions passed at closed meetings to be made public

14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

## 15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

#### Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

#### Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

#### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act or any regulation in force under the Act or this code, or
  - (b) assaults or threatens to assault another councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
  - (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

15.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.14 Not adopted.

15.15 Not adopted

15.16 Not adopted

15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Use of mobile phones and the unauthorised recording of meetings



- 15.21 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.22 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.23 Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.24 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## 16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

## 17 DECISIONS OF THE COUNCIL

### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.**

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.



**Note: Clause 17.4 reflects section 372(2) of the Act.**

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.10 Not adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

17.12 Not adopted.

17.13 Not adopted.

17.14 Not adopted.

Recommitting resolutions to correct an error

17.15 Not adopted

17.16 Not adopted

17.17 Not adopted

17.18 Not adopted

17.19 Not adopted

17.20 Not adopted

## 18 TIME LIMITS ON COUNCIL MEETINGS

Not adopted.

## 19 AFTER THE MEETING

### Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) details of each motion moved at a council meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## 20 COUNCIL COMMITTEES

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the chairperson and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

## Code of Meeting Practice

20.8 A committee member (other than the chairperson) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11The chairperson of each committee of the council must be:

- (a) the chairperson, or
- (b) if the chairperson does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

#### Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Not adopted.
- 20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

#### Closure of committee meetings to the public

- 20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

#### Disorder in committee meetings

- 20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

#### Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) details of each motion moved at a meeting and of any amendments moved to it,
  - (b) the names of the mover and seconder of the motion or amendment,
  - (c) whether the motion or amendment was passed or lost, and

(d) such other matters specifically required under this code.

20.24 Not adopted.

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

**Note:** Clause 21.1 reflects section 374 of the Act.

## 22 DEFINITIONS

**The Act:** means the Local Government Act 1993

**Act of disorder:** means an act of disorder as defined in clause 15.11 of this code

**Amendment:** in relation to an original motion, means a motion moving an amendment to that motion

**Audio recorder:** any device capable of recording speech

**Business day:** means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales

**Chairperson:** in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code

**This code:** means the council's adopted code of meeting practice

**Committee of the council:** means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1

**Council official:** has the same meaning it has in the Model Code of Conduct for Local Councils in NSW

**Day:** means calendar day

**Division:** means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion

**Foreshadowed amendment:** means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment

**Foreshadowed motion:** means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion

**Open voting:** means voting on the voices or by a show of hands or by a visible electronic voting system or similar means

**Planning decision:** means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979 including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act

**Performance improvement order:** means an order issued under section 438A of the Act

**Quorum:** means the minimum number of councillors or committee members necessary to conduct a meeting

**The Regulation:** means the Local Government (General) Regulation 2005

**Webcast:** a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time

**Year:** means the period beginning 1 July and ending the following 30 June

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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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**MANDAMAH STAGE 1 OFFICIAL OPENING**

**Report prepared by Community Education and Engagement Officer**

**COUNCIL OFFICER RECOMMENDATION**

That the Mandamah stage 1 official opening report be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

05 Proactive Customer Relations

**BACKGROUND**

In early July 2019, farmers located in Stage 1 of the Mandamah Rural Water Supply Scheme were able to access their water supply.

To celebrate this historical event, Goldenfields Water hosted an official opening on Wednesday 14<sup>th</sup> August at the Mandamah Reservoirs.

Stage 1 was officially opened by Minister for Water, Property and Housing, The Hon. Melinda Pavey MP and Member for Cootamundra and Parliamentary Secretary for the Deputy Premier Steph Cooke.

**REPORT**

The official opening was attended by over 100 local Mandamah farmers, Goldenfields Water Board Members, Temora Shire and Bland Shire Councillors and Goldenfields Water Staff. Commencing at 2.30pm in the afternoon, the formalities included addresses by the following; Goldenfields Water Deputy Chairperson David McCann, Minister for Water, Property and Housing, The Hon Melinda Pavey MP, Member for Cootamundra Steph Cooke, Temora Shire Deputy Mayor and Goldenfields Water Councillor Graham Sinclair, Bland Shire Mayor Brian Monaghan, Goldenfields Operations Manager Tony Goodyer, and President of the Mandamah Water Association Geoff Tidd.

Other special guests acknowledged for the attendance at the event were Clover Pipelines representatives, Mr Mark Laws and Mr Ian Thrift and Hornicks Constructions representatives, Mr Paul Fowler and Mr Brendon Dionysius.

Cr McCann acknowledged in this speech that *“we celebrate the opening of Stage 1 Mandamah Rural Water Supply Scheme, the first of four stages that will help the region flourish, not only now, but for generations to come.*

*No longer does the Mandamah community have to rely on the skies or cart water to run their farms efficiently and to provide for their families livelihood. They can now turn on a tap and be greeted with a quality and reliable water source.*

*I commend the hard work of all those involved in the Mandamah Rural Water Supply Scheme. What started as a proposal at a Council meeting in 2002 has resulted in Goldenfields Water being able to deliver one of biggest undertakings in their recent history.*

*The collaboration and dedication displayed across all departments of Council, the Mandamah Water Association and Mandamah Farmers is what has brought us here today,*



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**GOLDENFIELDS WATER COUNTY COUNCIL – AUGUST 2019**

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*to celebrate the Stage 1 opening of this \$10.9 million dollar project, solely funded by Goldenfields Water County Council and the Mandamah Farmers.*

*I also acknowledge and sincerely thank past Goldenfields Water Chairperson's, Mr Peter Spiers and Mr Chris Manchester and past General Managers Mr Andrew Grant and Mr Phillip Rudd for their contribution towards the development of the scheme."*

Minister Pavey was very impressed with the delivery of the project, *commenting "it's about managing water, it's about understanding it, it's about getting it when you need it and where you need it."* Minister Pavey spent some time after the formalities discussing the operations and delivery of the project with Operations Manager Tony Goodyer.

Steph Cooke MP, Member for Cootamundra commended all of those involved *"I'd like to congratulate Goldenfields Water County Council for investing in infrastructure which will be of great benefit to the Mandamah community, and thank Minister for Water Melinda Pavey for officially turning on the tap for this fantastic project."*

Guests were invited to a delicious afternoon tea spread, provided by local catering company 'Red Hen Hospitality.' The afternoon was very much enjoyed by all as they mingled in the afternoon sun discussing the future stages of the scheme.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Opening Photos

**TABLED ITEMS:** Nil



**Minister Pavey's Address**



**Member for Cootamundra Steph Cooke addressing the crowd**



**Minister Pavey, Member for Cootamundra Steph Cooke and Goldenfields Chairperson Dennis Palmer officially turning the taps on with the help of the Mandamah Famers.**



**Unveiling of the plaque, Goldenfields Water Deputy Chairperson David McCann, Minister for Water, Property and Housing The Hon Melinda Pavey MP, Member for Cootamundra Steph Cooke and Goldenfields Water Chairperson Dennis Palmer.**

**NEXT MEETING**

The next ordinary meeting of Council is scheduled to be held on Thursday 24 October 2019 at 10.00am

**CLOSE OF BUSINESS**

There being no further business requiring the attention of Council the meeting may be declared closed.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
TEMORA OFFICE on 27 June 2019**

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The meeting commenced at 10.00am.

**PRESENT**

Cr D Palmer, Cr G Armstrong, Cr B Callow, Cr D McCann, Cr L McGlynn, Cr K Morris, Cr M Stadtmiller, Cr G Sinclair.

**ALSO IN ATTENDANCE**

Mr A Drenovski (General Manager), Mr G Veneris (Production and Services Manager), Mr T Goodyer (Operations Manager), Mr G Carr (Acting Corporate Services Manager) Miss S Jung (Engineering Manager), Mrs A Coleman (Executive Assistant).

**1. LEAVE OF ABSENCE/APOLOGIES**

Nil

**2. 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.

**3. PRESENTATIONS**

Nil

**4. DECLARATION OF PECUNIARY INTERESTS**

Nil

**5. DECLARATION OF NON PECUNIARY INTERESTS**

Nil

**6. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 2 May 2019.**

**BOARD RESOLUTION**

**19/040 RESOLVED** on the motion of Crs Armstrong and McCann that the minutes of the meetings held on the 02 May 2019, having been circulated and read by members be confirmed.

**7. BUSINESS ARISING FROM MINUTES**

Nil

**8. CORRESPONDENCE**

Nil

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This is Page 1 of the Minutes to the Goldenfields Water County Council meeting held on  
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General Manager.....Chairperson.....

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
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**9. ADMISSION OF LATE REPORTS**

Nil

**10. NOTICES OF MOTION / RESCISSION MOTIONS**

Nil

**11. CHAIRPERSON'S MINUTE**

Nil

**BOARD RESOLUTION**

**19/041 RESOLVED** on the motion of Crs Armstrong and Sinclair that Council move into Confidential Session.

**12. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION**

**12.1. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER**

**12.1.1. OURA HIGH VOLTAGE ELECTRICAL ASSET UPGRADE**

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

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

**BOARD RESOLUTION**

**19/042 RESOLVED** on the motion of Crs Armstrong and Callow that the Board:

- 1. Note the information provided within this report**
- 2. In accordance with Reg 178 of the Local Government (General) Regulation 2005, decline to accept any of the tenders.**
- 3. In accordance with Reg 178, of the Local Government (General) Regulation 2005, section (3), (a), cancel the current proposal for contract.**
- 4. Receive a further report upon completion of the design work.**

**BOARD RESOLUTION**

**19/043 RESOLVED** on the motion of Crs McCann and Callow that Council revert back to open session and the resolutions made in Confidential Session be made public.

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General Manager.....Chairperson.....

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**13. MATTERS TO BE SUBMITTED TO OPEN COUNCIL**

**13.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER**

**13.1.1. COUNCIL INVESTMENTS**

**BOARD RESOLUTION**

**19/044 RESOLVED on the motion of Crs McCann and Sinclair that the report detailing Council Investments as at 31st May 2019 be received and noted.**

**Report prepared by Accountant**

**COUNCIL OFFICER RECOMMENDATION**

That the report detailing Council Investments as at 31<sup>st</sup> May 2019 be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

A report on Council's Investments is required to be presented for Council's consideration in accordance with Clause 212 of the Local Government (General) Regulation 2005.

**REPORT**

This report is presented for information on Council Investments as at 31<sup>st</sup> May 2019.

Council's investment portfolio increased by \$2,500,000.00 from \$48,750,000.00 as at 31<sup>st</sup> March 2019 to \$51,250,000.00 as at 31<sup>st</sup> May 2019.

For the month of May, the deposit portfolio provided a solid return of +0.25% (actual), outperforming the benchmark AusBond Bank Bill Index return by +0.10% (actual). The strong performance continues to be driven by those deposits still yielding above 3% p.a. However, some of these deposits are fast maturing and may be reinvested at lower prevailing rates unless a longer duration is maintained.

Over the past year, the deposit portfolio returned +3.04% p.a., strongly outperforming bank bills by 1.05% p.a., and more than double the official cash rate. This is considered very strong given deposit rates reached their all-time lows and margins have generally contracted over the past 3 years.

As at the end of May 2019, Council's deposit portfolio was yielding 2.98% p.a. (down 5bp from the previous month), with an average duration of around 470 days (~1.3 years).

With an expected increase in Capital Expenditure, the portfolio will see an increase in short term investments, generally of 12 months at \$1,000,000. The intent is to have these investments maturing on a monthly basis.

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**FINANCIAL IMPACT STATEMENT**

Council's investment portfolio increased by \$2,500,000.00 from \$48,750,000.00 as at 31<sup>st</sup> March 2019 to \$51,250,000.00 as at 31<sup>st</sup> May 2019.

**ATTACHMENTS:** Council Investments Report as at 31<sup>st</sup> May 2019.

**TABLED ITEMS:** Nil.

**13.1.2. PROGRESS REPORT - CAPITAL WORKS EXPENDITURE**

**BOARD RESOLUTION**

**19/045 RESOLVED** on the motion of Crs Callow and Sinclair that the report detailing Council's Capital Works Program as at 31<sup>st</sup> May 2019 be received and noted.

Report prepared by Acting Corporate Services Manager

**COUNCIL OFFICER RECOMMENDATION**

That the report detailing Council's Capital Works Program as at 31<sup>st</sup> May 2019 be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

Capital Works represents an important part of Councils activities and expenditure. This report details progress year to date on programmed and emergent capital works. Water mains are a significant part of the annual program and are also reported in more detail.

**REPORT**

This report is presented for information on the progress of Council's Capital Works Program as at 31<sup>st</sup> May 2019.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Capital Works Progress Report as at 31<sup>st</sup> May 2019.

**TABLED ITEMS:** Nil.

**13.1.3. DEBT RECOVERY UPDATE**

**BOARD RESOLUTION**

**19/046 RESOLVED** on the motion of Crs Callow and McGlynn that the update on Goldenfields Water's debt recovery be received and noted.

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**Report prepared by Acting Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the update on Goldenfields Water's debt recovery be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

Goldenfields Water has been using Outstanding Collections to assist in the recovery of overdue monies in line with Council's Debt Recovery & Financial Hardship Policy. Legal action through our external debt collection agency is still utilised in a vacant property situation.

**REPORT**

Goldenfields issued 2049 reminder notices valued at \$1,474,411.39 on the 7<sup>th</sup> June 2019 which are a similar level of reminders notices as per previous quarterly billings.

These reminders were issued from the Civica Authority – Utility Billing module.

It is anticipated that Final Notices will be issued the week commencing 24<sup>th</sup> June 2019, after which the unpaid accounts will be assigned to the Authority Debt Recovery Module for action.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Nil.

**TABLED ITEMS:** Nil

**13.1.4. UTILITY BILLING UPDATE**

**BOARD RESOLUTION**

**19/047 RESOLVED on the motion of Crs McGlynn and Callow that the update on Goldenfields Water's Utility Billing Module be received and noted.**

**Report prepared by Acting Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the update on Goldenfields Water's Utility Billing Module be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

Goldenfields Water Financial Software was commissioned as of the 1 July 2018 utilising Civica Authority Version 7.0. However in late May 2018, Civica and Goldenfields agreed to postpone Utility Billing Module implementation as the software required some modifications.

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Subsequent postponements of Go-Live Dates in October 2018 and then again in January 2019 have hampered full implementation of the Authority Software.

This necessitated Goldenfields levying Water Accounts in its legacy system, while receipting payments in the new Financial System which required regular data transfers from new to old.

Goldenfields Water is also the first Council in New South Wales to operate Civica Authority's Utility Billing Module. Other users include one Victorian Water Utility and a Queensland Council operating its Gas business.

**REPORT**

The final Quarterly Billing for the period 1<sup>st</sup> January to 31 March 2019 was levied in our legacy software 2000Plus on Tuesday 9<sup>th</sup> April 2019. Successful Data conversion to Civica Authority Utility Billing Module occurred from Wednesday 10 April to Saturday 14<sup>th</sup> April 2019. The data conversion processes included validation between each system's water account trial balances.

Utility Billing's Go-Live occurred as programmed 9:00am Monday 15<sup>th</sup> April 2019.

Monthly water accounts for April and May have been completed using the new software as well as day to day water account adjustments, section 603 certificate creation and issue and property transfers. Reminder notices for the 1<sup>st</sup> January to 31<sup>st</sup> March 2019 quarter were also successfully processed in the new software.

Fourth quarter billing for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2019 is programmed for the week commencing 8<sup>th</sup> July 2019.

Customers will encounter a new eight digit water account number which is an unavoidable consequence of adopting the new software. This will have a dual function of also being the electronic payment reference number. This will be the only real change they will encounter with water accounts issued.

Direct payment facilities will also be progressively introduced. Firstly for debt recovery processes from late June, but it's expected that the first quarterly water accounts issued in mid-October 2019 that all customers will be offered direct payment facilities.

Like other Civica Authority programmes Utility Billing has seen significant changes to our day to day processes, achieved utilising our existing staff resources.

Concurrent to Utility Billing, is the Backflow Register which will be utilised in Goldenfields Rural Backflow Installation project. This register is progressing well, likely to become operational the week commencing 24 June 2019.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Nil.

**TABLED ITEMS:** Nil.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
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**13.1.5. COUNCILLORS AND CHAIRPERSON FEES FOR 2019/2020**

**BOARD RESOLUTION**

**19/048 RESOLVED** on the motion of Crs McGlynn and Morris that:

- 1. Councillors and Chairpersons Fees be increased by 2.5% for the 2019/2020 financial year as per the Local Government Remuneration Tribunal Determination dated 15 April 2019.**
- 2. The annual remuneration for 2019/2020 is: Councillor \$9,891.25 and Chairperson \$16,246.25.**

**Report prepared by Acting Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That:

1. Councillors and Chairpersons Fees be increased by 2.5% for the 2019/2020 financial year as per the Local Government Remuneration Tribunal Determination dated 15 April 2019.
2. The annual remuneration for 2019/2020 is: Councillor \$9,891.25 and Chairperson \$16,246.25.

**BACKGROUND**

The Local Government Remuneration Tribunal Determinations provide the minimum and maximum amounts of fees for Councillors and Chairpersons for the coming year. The determination is pursuant to s239 and s241, while the setting of the fees are contained within s248 and s249 of the Local Government Act 1993.

**REPORT**

The Local Government Remuneration Tribunal Annual Report and Determination dated 15 April 2019 determined an increase of 2.5% to mayoral and councillor fees for the 2019/20 financial year, with effect from 1 July 2019.

For **Table 3: County Councils** - Water the fees are as follows:

	<b>Minimum</b>	<b>Maximum</b>
Councillor	\$1,820	\$10,140
Chairperson-additional	\$3,920	\$16,660

The Board resolved at its June 2018 meeting (Minute 18/048) *“that Councillors and Chairpersons fees be retained at 2017/18 levels”*.

The table below sets out those fees:

	<b>2017/18</b>	<b>2018/19</b>
Councillor	\$9,650	\$9,650
Chairperson	\$15,850	\$15,850

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**FINANCIAL IMPACT STATEMENT**

Nil.

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

**13.1.6. STORES (INVENTORY) UPDATE**

**BOARD RESOLUTION**

**19/049 RESOLVED on the motion of Crs McGlynn and Callow that;**

- 1. The update on Goldenfields Water's stores (Inventory) be received and noted,**
- 2. That the Board authorise Capital Expenditure of \$25,000 for the purchase of additional pallet racking and multipurpose pallet cages.**

**Report prepared by Acting Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That;

1. The update on Goldenfields Water's stores (Inventory) be received and noted,
2. That the Board authorise Capital Expenditure of \$25,000 for the purchase of additional pallet racking and multipurpose pallet cages.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

Goldenfields Water now operates three Stores

- Temora Workshop Store
- Temora Critical Spares and
- Cootamundra Critical Spares

As of 27 June 2018 and just prior to the store's inventory data transfer from Goldenfields legacy 2000Plus into Civica Authority software, Goldenfields closed its previous stores at Coolamon, Junee, Temora and Wyalong Depots. Store item re-numbering and re-naming were also carried out during the 2018/19 data transfer. It was also intended that the 28<sup>th</sup> June 2018 stocktakes would be reconciled in Authority Inventory Module in the 2018/19 year.

**REPORT**

Firstly, in the preparation for the data transfer, a disparity was discovered between the Stores Master Table and the Stores Table which was isolated to data for the Temora Workshop Store. The Master Table was reporting \$20,599.54 more than the calculated total of the individual Stores Table. An adjustment should have occurred in the 2017/18 Financial Statements however this did not occur.

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Further, the 2017/18 stocktakes could not be reconciled in the new software, and once the 2017/18 balances were brought forward into Authority's General Ledger in May 2019, fresh stocktakes were carried out for the Temora Workshop and Cootamundra Critical Spares Stores.

With only very limited use, Temora Critical Spares Store did not warrant a review at this time.

The outcome of the adjustment for the 2017/18 Year and the results of the stocktakes of the Temora Workshop Store, and the Cootamundra Critical Spares Store is an overall increase in Inventory of \$6,484.87 assumed to have occurred as a result of capital items surplus to requirement being placed in store.

Total Inventory is presently \$524,403.76 as detailed below:

Trial Balance	Temora Workshop	Coota Critical Spares	Temora Critical Spares
11/06/2019	\$ 389,429.48	\$ 95,395.48	\$ 39,578.80

End of Financial Year stocktakes and reconciliation of all stores will be conducted in the last week of June 2019.

The stocktakes highlighted a significant improvement in item identification, however it also identified that additional resources are required to adequately separate store and non-store (Capital Project) items in the Temora Workshop Store where space is at a premium. Large diameter stores at our Cootamundra depot will also benefit with the use of multipurpose pallet cages allowing storage in the existing container.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Nil.

**TABLED ITEMS:** Nil.

**13.1.7. WRITE OFF OF SUNDRY DEBTOR CHARGES**

**BOARD RESOLUTION**

**19/050 RESOLVED on the motion of Crs Sinclair and McCann that the Board write-off \$1,497.00 of sundry debtor charges of August 2011 of sundry debtor account number 027 (previously number 0143).**

*Cr Armstrong queried if the sundry debtor account has sufficient funds to cover this. Mr Carr took the question on notice.*

**Report prepared by Acting Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board write-off \$1,497.00 of sundry debtor charges of August 2011 of sundry debtor account number 027 (previously number 0143).

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**BACKGROUND**

In moving the sundry debtor balances into the new Authority Financial System, a 2011 debt of \$1,497.00 came to attention. It had been understood that this should have been previously reported to the Board for their consideration to write-off the charges that were considered had been raised in error.

**REPORT**

The limited details are, that in late 2010 a letter of offer was issued for a new water service connection for a property in Marrar. A water main extension was required, which the owners arranged to construct at their expense. The owners paid a total of \$11,954.00, \$3,454.00 for contributions water main cut-ins, \$7,500.00 for developer infrastructure charges and \$1,000.00 tapping service and meter charge.

A new water account was created and become operational from 1 July 2011.

The sundry debtor record shows the \$1,497.00 were raised in August 2011 to contributions mains cut-ins.

With developer infrastructure contributions being required to be paid before a water service connection was completed lead to the conclusion that these charges at the time were raised in error.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

**13.2. MATTERS SUBMITTED BY OPERATIONS MANAGER**

**13.2.1. BUSSENSCHUTTS LANE MARRAR – MAINS REPLACEMENT**

**BOARD RESOLUTION**

**19/051 RESOLVED on the motion of Crs McGlynn and Callow that the progress report on the Bussenschutts lane mains renewal be received and noted**

**Report prepared by Operations Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the progress report on the Bussenschutts lane mains renewal be received and noted

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

01 Excellence in Service Provision  
07 Efficient Operations

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
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**BACKGROUND**

The Bussenschutts pipeline renewal has been high on Council's priority list due to poor condition and age. In 2018 there was 30 reported bursts equating to 6.5 bursts/km. This section of pipeline is one the highest problematic pipelines within our system.

The pipeline in this area traverses private property, mainly crop land. The frequent pipeline breaks are a constant problem for the landholders, who suffer inconvenience and loss of revenue, especially during cropping season

**REPORT**

Resources were allocated in March 2019 to replace this pipeline prior to landholders sowing. The pipeline renewal consists of 2.4 kilometers of 100mm OPVC and 3.4 kilometres of 63mm PE.

The job commenced on Tuesday 15<sup>th</sup> May 2019 and is on track and due for completion prior to 30<sup>th</sup> June 2019, weather permitting.

**FINANCIAL IMPACT STATEMENT**

As resolved at the May Council meeting, these works were funded by reallocating existing budget. The initial budget, including 10% contingency for this project was \$370,000 based on the NSW Reference Rates produced by the Department of Primary Industries. To this date the project is on time and significantly under budget with the final works expecting to cost below \$150,000. The implementation of Civica is providing improved cost tracking against projects, particularly those completed internally. This will provide valuable data for improving the cost estimation of future renewal projects.

**ATTACHMENTS:** Photos

**TABLED ITEMS:** Nil

**13.3. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER**

**13.3.1. WATER PRODUCTION REPORT**

<p><b>BOARD RESOLUTION</b></p> <p><b>19/052 RESOLVED on the motion of Crs Sinclair and Morris that the Water Production Report be received and noted.</b></p>
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**Report prepared by Production and Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Water Production Report be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

03 Strategic Water Management



**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
TEMORA OFFICE on 27 June 2019**

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**BACKGROUND**

Goldenfields Water provides the essential water requirements of about 46,000 people spread over an area of 22,500 square kilometres between the Lachlan & Murrumbidgee Rivers in the South West of NSW.

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

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

**REPORT**

**Jugiong Drinking Water Scheme**

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

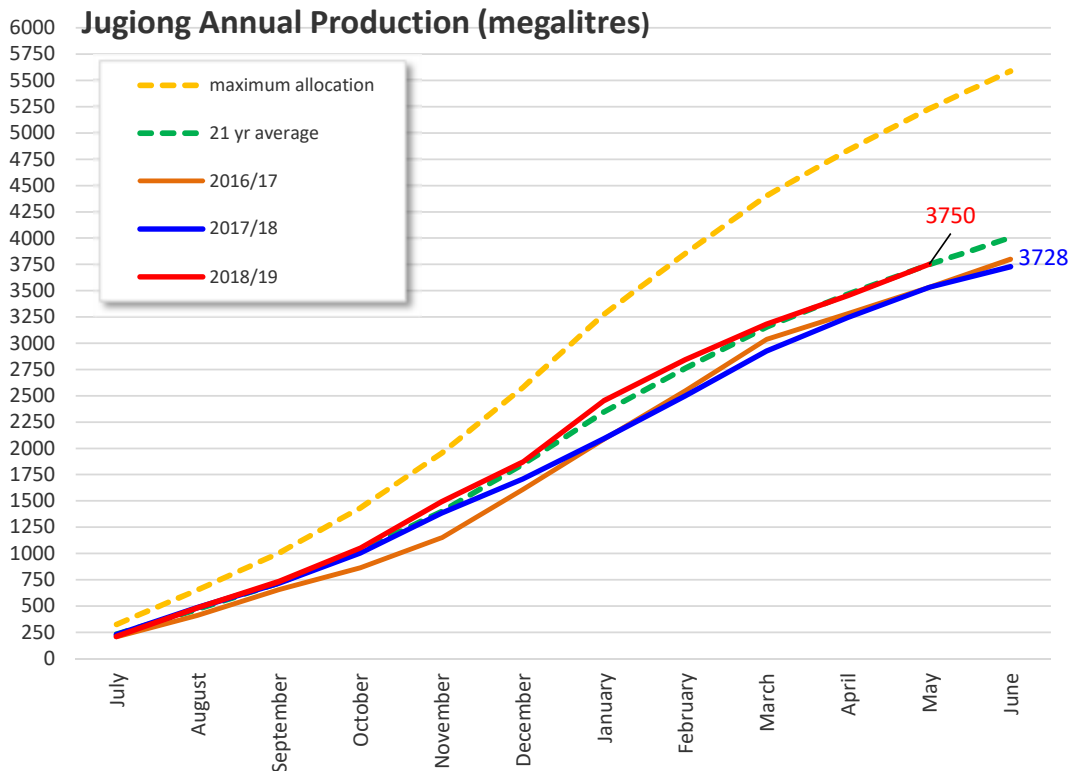
The Jugiong Scheme has 14 sets of reservoirs and 8 pumping stations. The Jugiong Scheme supplies bulk water to the Hilltops and Cootamundra-Gundagai Regional Councils for supply to the townships of Cootamundra, Harden and Young with a population of approximately 6800, 2200 and 8000 respectively.

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

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at TEMORA OFFICE on 27 June 2019**

Jugiong annual water production is trending in a similar fashion to previous years.

Up until May 28<sup>th</sup> 2019. Water production was 3750 ML, this is 217 ML higher than the same period last year which was 3533ML. An increase of 6.15%.



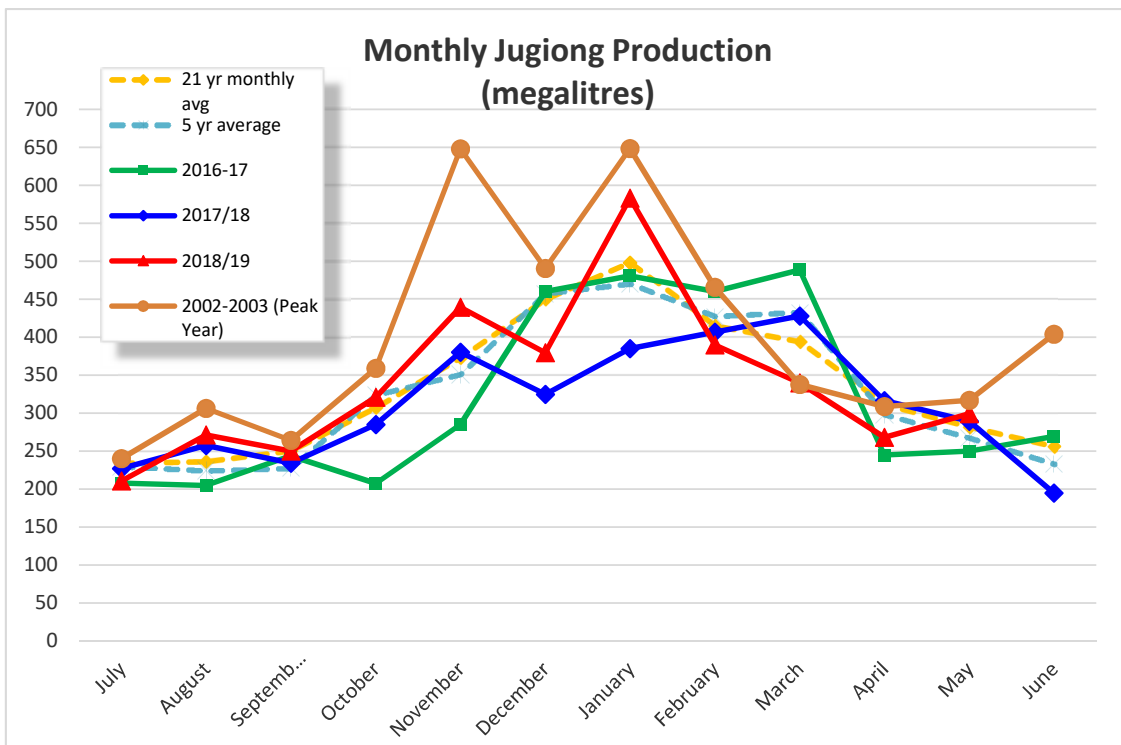
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Jugiong monthly water production for April was 267.78ML and for May was 299ML. A total of 566ML for the 2 month period. This indicates a decrease of 39 ML compared to the same period last year (605ML).



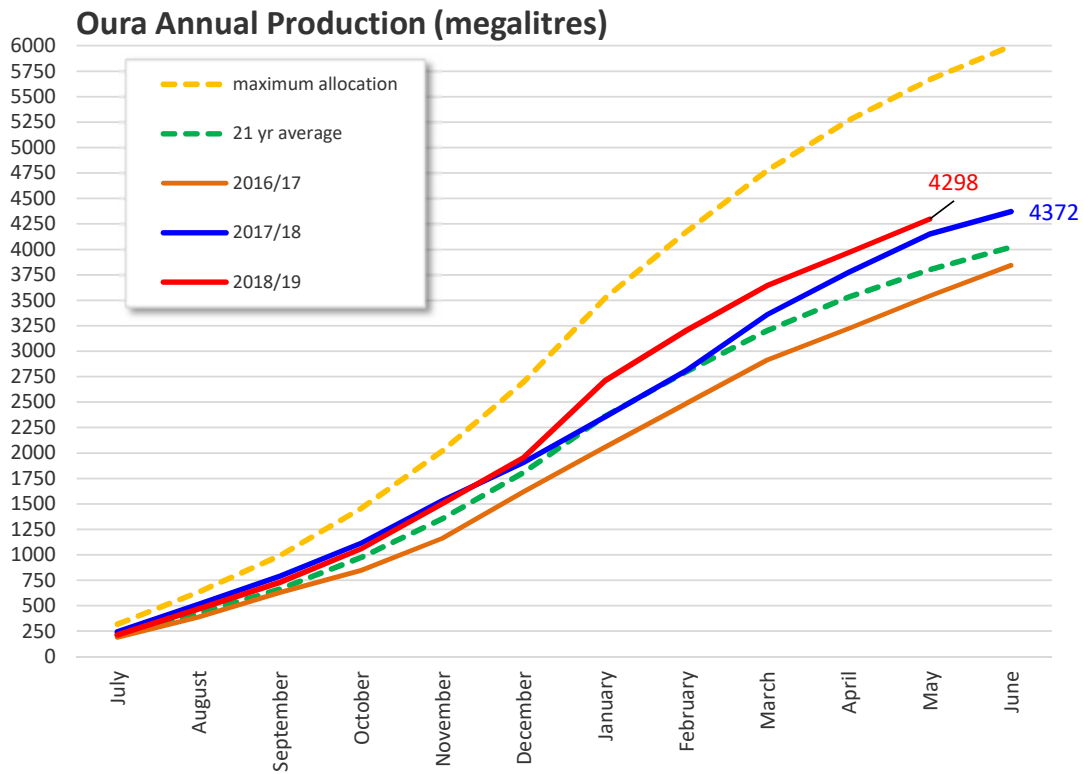
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**Oura Drinking Water Scheme**

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

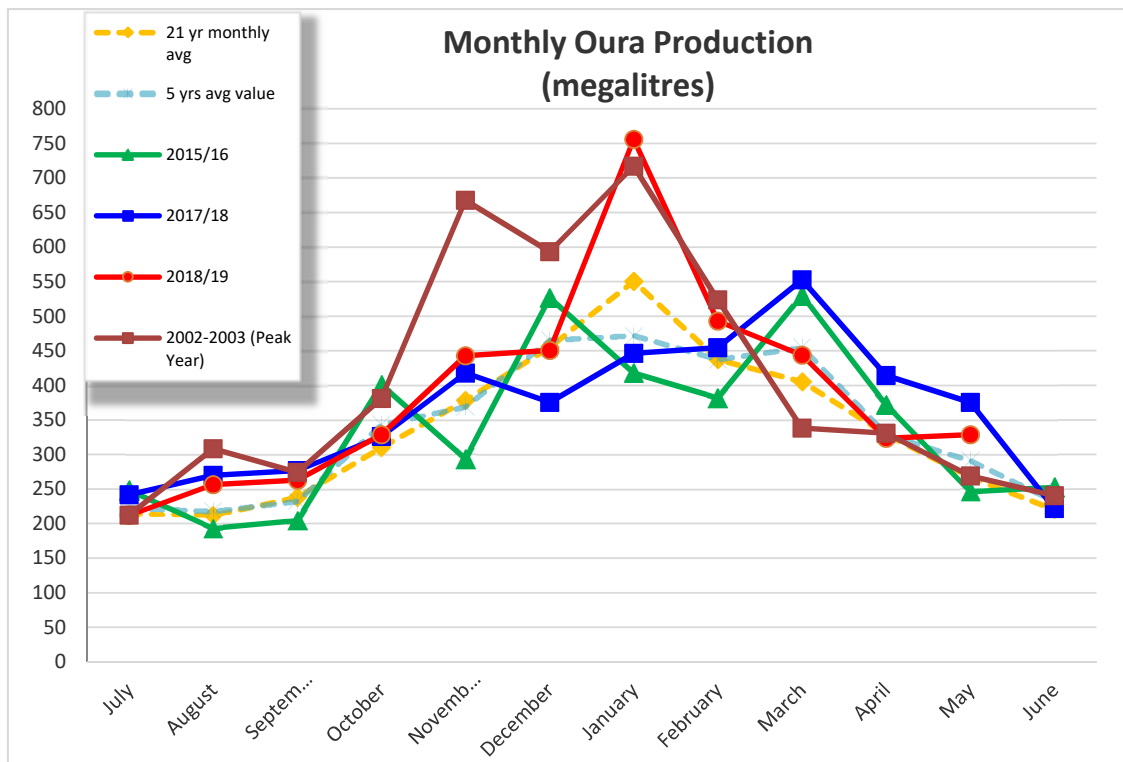
The Oura scheme has 33 sets of reservoirs and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

Up until the 28<sup>th</sup> May 2019. Water production from the Oura bores was 4298 ML, this is 148ML more, than the same period last year which was 4150ML. An increase of 3.55%.



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Oura monthly water production for the period April and May 2019. Production for April was 323ML and for May was 328ML a total of 651ML a decrease of 138ML as compared to the period (April/May) in 2018, where production was 789ML.



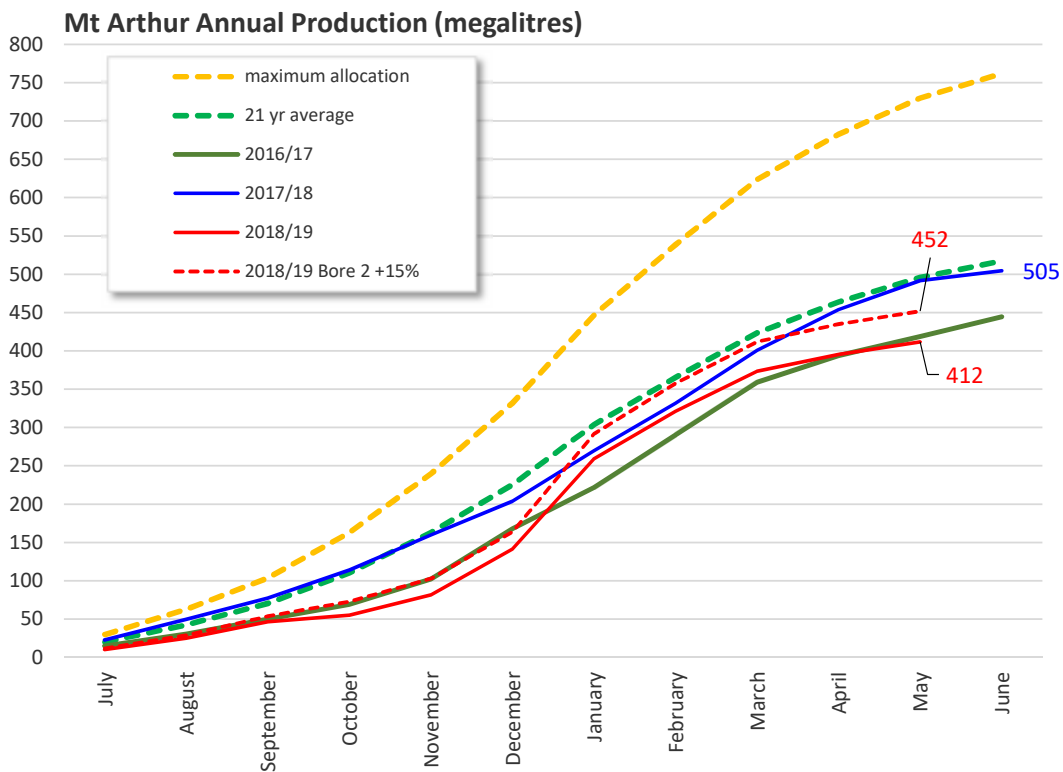
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**Mount Arthur Drinking Water Scheme**

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

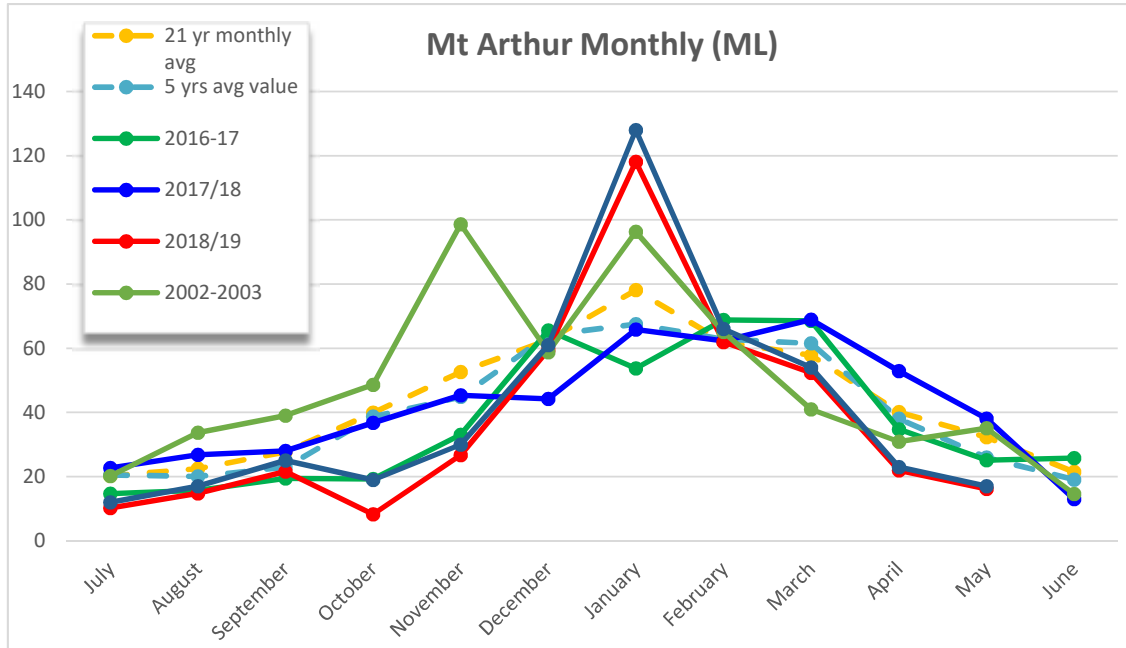
To the end of May 2019, 412ML of water has been extracted from the Mt Arthur Bores this is fractionally lower than for the same period in 2017/18 (492ML).

It should be noted that Staff have recognised that Bore 2 flow meter appears to be reading lower than expected. Initial investigations have identified that there is a potential decrease of 9l/s when compared to a portable ultrasonic meter that was utilised to validate flows. This means that there is an estimated 15% potential variation of production in Bore 2. The below graphs have included the differences in production for the same year as a comparison to previous year's production. The replacement of a new production meter and new pipeline arrangement will commence in the 2019/20 financial year.



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Mount Arthur monthly water production for the period April and May 2019 was 22ML and 16ML respectively, a total of 38 ML as compared to the same period (April/May) in 2018 where production was 91ML. A decrease of 53ML.



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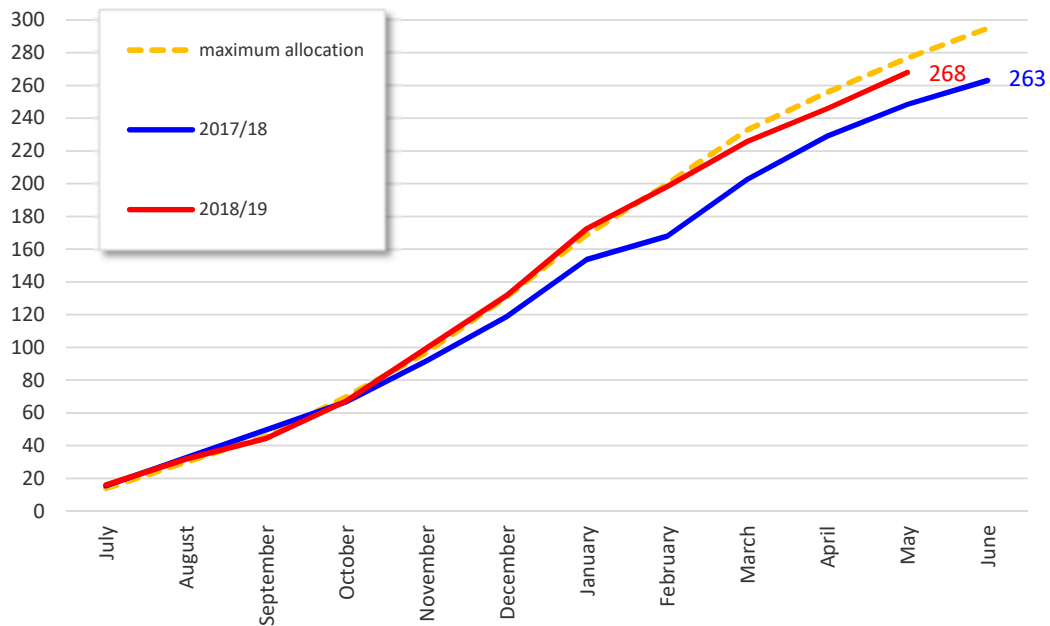
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**Mount Daylight Drinking Water Scheme**

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

To the end of May 2019, 268ML of water has been extracted from the Mt Daylight Bores. This is higher than the same period in 2017/18 (248ML). Indicating an increase of 20ML.

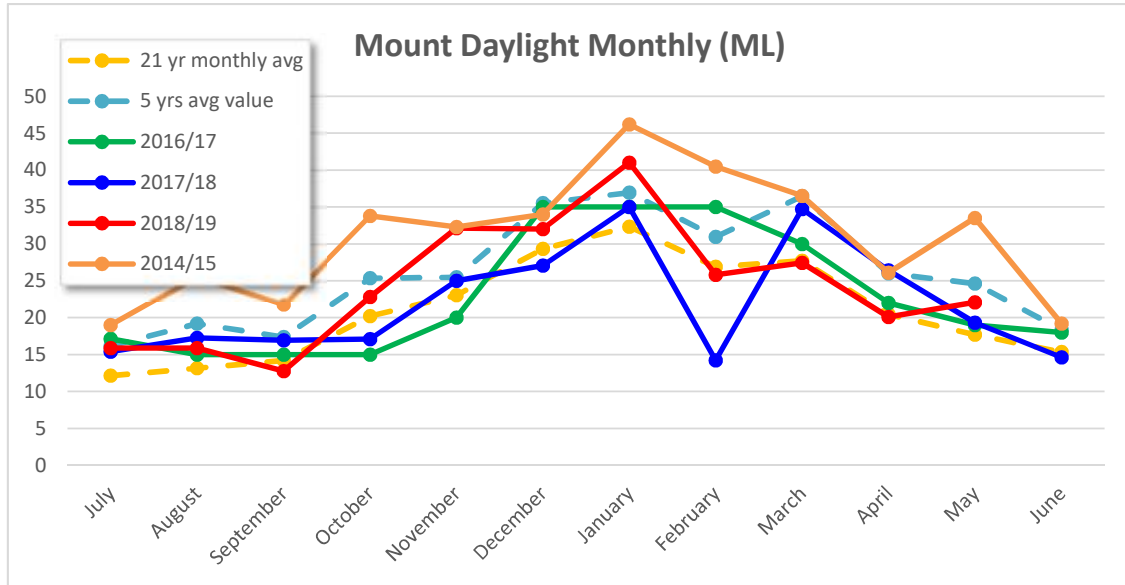
**Daylight Annual Volume (megalitres)**





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Mount Daylight monthly water production for April was 20ML and May was 22ML. Production for the period was 42ML, a decrease of 3ML compared to the same period in 2018 where production was 45ML.

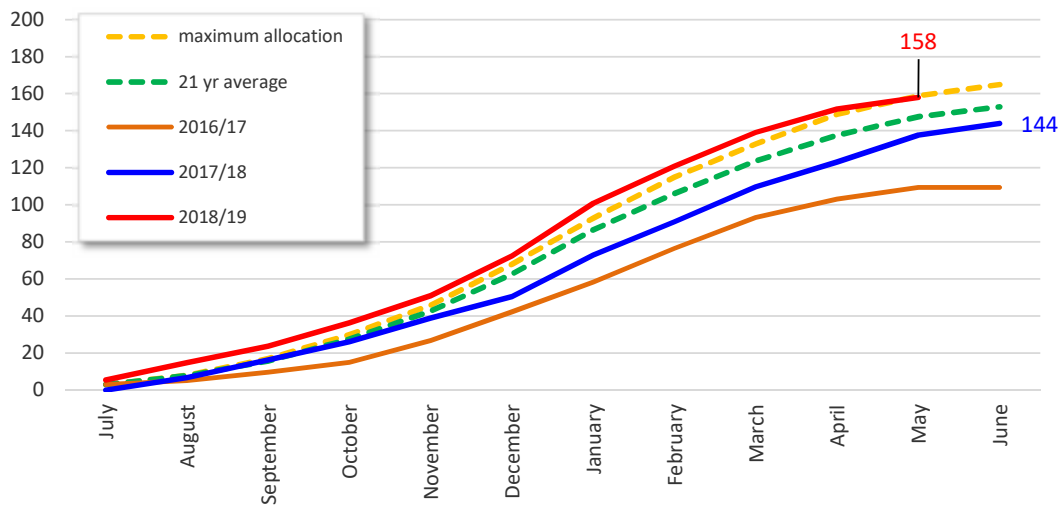


**Hylands Bridge - Non Potable**

Hylands Bridge supplies Non Potable water to Barellan and Binya.

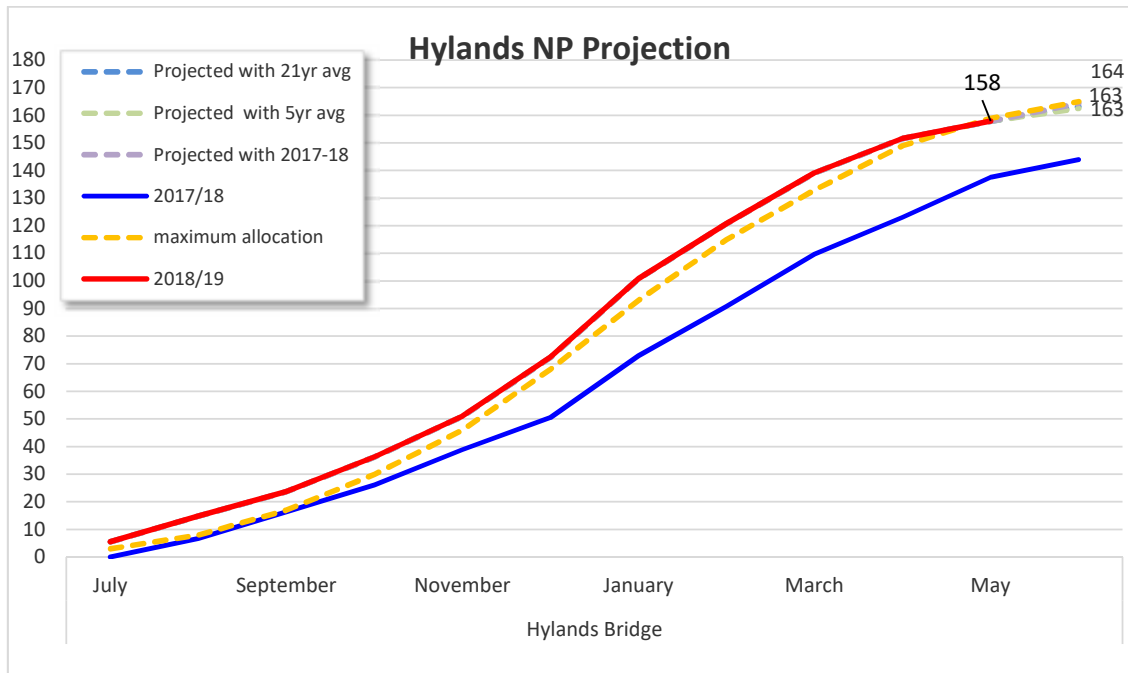
For the period April and May 2019, 158ML of water has been extracted from Hylands Bridge scheme, this is higher than for the same period in 2017/18 (138ML). An increase in production of 20ML compared to the same period last year.

**Hylands Bridge Annual Volume (megalitres)**



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Hylands Bridge projections are as per the graph below.



**13.3.2. MANDAMAH STAGES 2 - 4**

**BOARD RESOLUTION**

**19/053 RESOLVED** on the motion of Crs Morris and McGlynn that the Board:

- 1. Note the information provided within the report**
- 2. Approve the construction of stages 2-4**
- 3. Approve the General Manager or his delegate to formally notify customers who have not met the conditions of the agreement.**
- 4. Note that any future connection applications to Mandamah infrastructure will only be assessed upon commissioning of the scheme.**

**Report prepared by Production & Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board:

1. Note the information provided within the report
2. Approve the construction of stages 2-4
3. Approve the General Manager or his delegate to formally notify customers who have not met the conditions of the agreement.

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4. Note that any future connection applications to Mandamah infrastructure will only be assessed upon commissioning of the scheme.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

- 01 Excellence in Service Provision
- 02 Maximising Regional Water Supply
- 03 Strategic Water Management
- 04 Best Practice Pricing
- 09 Financially Sustainable

**BACKGROUND**

At Council's December 2017 Closed Session meeting, Council resolved to:

1. Note the information provided within this report
2. Accept commencement date of constructions as of 27<sup>th</sup> November 2017
3. Approve detailed designs for stages 2, 3 & 4
4. Approve staff to issue all remaining customers for stages 2, 3 & 4, land access and connection agreements with a requirement of 10% deposit as discussed within the body of the report.

**REPORT**

This report provides an update on the Mandamah Water Supply Scheme stages 2 to 4. The design contract has been awarded to Kellogg Brown & Root Pty Ltd (KBR), whom have completed the design of the pump station and preliminary designs for all remaining stages. The detailed designed stage has commenced (10% completed) with an expectation of completion for all stages by December 2019.

As previously resolved at the December 2017 Council meeting, all customers proposed for connection throughout stages 2-4 were issued with agreements and requested to pay a non-refundable deposit of 10% to secure the projects investment for the remaining stages.

Letters/agreements were issued to customers of stages 2-4 clearly outlining all charges and conditions of the connections. The letter required both a signed confirmation of agreement to the conditions and payment of the 10% deposit by the 13<sup>th</sup> August 2018.

A number of customers were late in meeting the deadline and as such, a follow up letter was issued to customers extending the timeframe to pay their deposit by the 12<sup>th</sup> of December 2018 and providing an option for customers to apply for financial hardship if they were unable to pay the deposit but still wanted to be included in the scheme.

This letter clearly stated that this was the final date for inclusion in the Mandamah scheme and that *"while future applications may be possible, there are no guarantees of either connection or of the contribution required."*

The following response has been received to date:

- Stage 2 – 20 customers have paid their deposit for a total 28 connections (4 unpaid)
- Stage 3 – 11 customers have paid their deposit for a total 12 connections (3 unpaid)
- Stage 4 – 3 customers have paid their deposit for a total 4 connections (0 unpaid)

**Total 34 customers paid their deposit for a total 44 connections (7 unpaid)**

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Of the unpaid deposits:

- One customer had not received their original offer and was only issued a letter of offer this year with a deadline of June 2019 to pay their 10% deposit.
- Three customers have expressed interest in applying for financial hardship; however no formal requests have been received to allow staff to enact on a review of this indication.
- One customer withdrew last year.
- Two customers have not provided any response

Construction of stages 2-4 is expected to commence in September 2019 provided the Board approve to continue with the stages 2-4, noting that 17% of the original customers identified in stages 2-4 have either withdrawn or failed to meet the agreement requirements.

Customers who have not paid their deposit or applied for hardship have been given ample opportunity to join the scheme. Staff recommend that the General Manager or his delegate formally write to each of the customers and advise them that they will be formally removed from the scheme as of 16<sup>th</sup> August 2019 if no deposit is paid by this date.

Staff recommend that the project continue with the construction of stages 2 – 4 on the basis that future opportunities for alternative landholders may apply for any spare capacity of the system through additional connection requests or increased demand requirements, allowing Goldenfields Water to maximise its investment.

Any future requests to connect will be subject to revised pricing requirements of both section 64 contributions and augmentation charges. These future requests will be submitted to Council for review prior to approval to connect.

Staff are recommending that no new connections will be considered for the scheme until such time that the project has been completed and commissioned. This will allow staff to validate the schemes performance and gain a greater understanding of any available capacity.

All remaining costs (around \$1.6m) for deposits will need to be paid prior to connections being provided to the land holders. The timing and invoicing for these remaining costs will occur progressively as the scheme is constructed.

**FINANCIAL IMPACT STATEMENT**

Currently around \$350,000 in customer contributions remain outstanding from the original expectation for commitments in stages 2–4. These outstanding costs may be reduced by any additional payments made prior to the 13<sup>th</sup> August 2019 date.

Thus far, GWCC has received:

- **Stage 1** - \$854,625 received \$0 outstanding
- **Stage 2** - \$190,740 received with around \$800,000 outstanding
- **Stage 3** - \$55,000 received with around \$645,000 outstanding
- **Stage 4** - \$15,000 received with around \$135,000 outstanding

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**ATTACHMENTS:** Nil

**TABLED ITEMS:**

1. Deposit Agreement
2. Follow up Letter

**13.4. MATTERS SUBMITTED BY ENGINEERING MANAGER**

**13.4.1. MANDAMAH RURAL WATER SUPPLY SCHEME PROGRESS REPORT**

**BOARD RESOLUTION**

**19/054 RESOLVED on the motion of Crs Callow and McGlynn that the progress report on the Mandamah Rural Water Supply Scheme be received and noted.**

**Report prepared by Engineering Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the progress report on the Mandamah Rural Water Supply Scheme be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

02 Maximising Regional Water Supply

**BACKGROUND**

Goldenfields Water is expanding its supply area by adding a new rural water supply scheme to its existing service area around the Mandamah region of NSW (west of the town of Barmedman). The scheme will have the capacity to supply water to approximately 100 connections and will include approximately 180km of pipe, two reservoirs and a pump station. The project is scheduled to be delivered by July 2023 with a total project budget of \$10.9m.

**REPORT**

Stage 1

The scheme has been broken up into four stages with stage one almost complete. Stage one included:

- Construction of two reservoirs completed in January 2019
- Construction of the pump station completed in May 2019
- Construction of approximately 66km of mains completed in June 2019
- Installation of meter assemblies is currently underway and due to be completed in June 2019

A breakdown of the costs for stage 1 as of 18 June 2019 are as follows:

<b>Stage 1 Total (18 June 2019)</b>	<b>Expenditure</b>
Design	\$285,143
Pipeline Construction	\$2,563,788

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Reservoir Construction	\$1,143,816
P/S construction	\$471,149
Project Management	\$25,126
<b>Total Stage 1</b>	<b>\$4,489,022</b>

The construction of the pipeline for all stages is being carried out by Goldenfields Water's internal construction crew. Stage 1 consisted of the following pipe diameters, materials and lengths:

- 33.8 km of DN200 OPVC
- 17.7 km of DN100 OPVC
- 8km of DN63 PE

It can be seen that Goldenfields Water internal construction crew are providing significant value for money when compared to the DPI NSW Reference Rates Manual which uses competitive contract rates obtained by NSW Public Works and other LWUs for water supply projects within NSW.

Stage 1 construction	DPI NSW reference rate \$/m	Goldenfields Water construction costs \$/m
Supply and construct only	\$102.73	\$38.96
Design, supply, construct and Project management	\$113.32	\$43.68

An opening ceremony to celebrate the completion of stage 1 is due to occur in July 2019.

**Stages 2-4**

- Preliminary designs for stages 2-4 were completed in March 2019
- Detailed design is currently underway for stages 2-4. The design of stage 2 has been prioritised and is due to be completed in September 2019
- Construction of stage 2 is expected to commence in September 2019

**Please note:** Preliminary route inspections of stages 2-4 show an increased amount of rock will be incurred in comparison to stage 1. This will likely increase the construction rates experienced in stage 1 but are still expected to remain well below the reference rates.

**FINANCIAL IMPACT STATEMENT**

A breakdown of works that occurred during this financial year as of 18 June 2019 is as follows:

2018/19 Financial Year (18 June 2019)	Expenditure
Pipeline construction	\$1,272,825
Reservoir construction	\$936,707
Pump Station construction	\$431,783
Stage 2-4 design	\$396,500
Project Management	\$25,126
<b>Total</b>	<b>\$3,062,941</b>

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The 2018/19 expenditure exceeds the current financial year budget of \$2,905,000. This is not due to overspending but rather due to a previous budget adjustment. The expenditure is well below the original budgeted amount of \$3,405,000.

**ATTACHMENTS:** Photos

**TABLED ITEMS:** Nil.

**13.5. MATTERS SUBMITTED BY THE GENERAL MANAGER**

**13.5.1. RELATED PARTY TRANSACTION NOTIFICATIONS**

**BOARD RESOLUTION**

**19/055 RESOLVED on the motion of Crs McGlynn and McCann that the Board note the tabling of the related party transaction notification**

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board note the tabling of the related party transaction notification

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient Operations

**BACKGROUND**

The Australian Accounting Standards Board (AASB) has determined that AASB 124 Related Party Disclosures apply to government entities, including local government.

Related parties include Council's key management personnel, their close family members, and any entities that they or any of their close family members control or jointly control. A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

In the annual financial statements councils must disclose related party relationship, transactions and outstanding balances, including commitments.

**REPORT**

Key Management Personnel – elected members, the general manager, directors and managers are required to complete related party transaction notifications disclosing any existing or potential related party transaction to assist Council in compliance with its statutory obligations.

Related party transaction notifications are tabled biannually to ensure the requirements are met.

**FINANCIAL IMPACT STATEMENT**

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

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**ATTACHMENTS:** Nil

**TABLED ITEMS:** Related party transaction notification – Matthew Stadtmiller

**13.5.2. CONCEALED LEAK DETECTION POLICY**

**BOARD RESOLUTION**

**19/056 RESOLVED on the motion of Crs Callow and Morris that the Concealed Leak Detection Policy be approved.**

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Concealed Leak Detection Policy be approved.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient Operations

**BACKGROUND**

Goldenfields developed a Concealed Leak Detection Policy in 2016 to assist Councillors in their deliberations when customers request a reduction in water due to concealed leaks.

**REPORT**

The Concealed Leak Detection Policy is now due for review.

In reviewing the policy, management have considered the time frame that claims will be considered for reduction.

Item 6.3 *Limitations and Exclusions* states:

*Any reduction in a water account as a result of a decision by Council, will be limited to twelve months of water consumed immediately prior to the date of the property owner's application, for a reduction in their water account, being received by Council.*

Management's suggestion is that a reduction in a water account under this policy, as a result of a decision by Council, should be limited to six (6) months of water consumed immediately prior to the date of the property owner's application, for a reduction in their water account, being received by Council.

Water bills are issued quarterly, any excessive water usage should be identified at least once within this time frame, allowing ample time for the leak to be located and restorative works to be completed. Goldenfields encourages customers to monitor their usage, and in addition the MyH2O technology is specifically designed to assist in active monitoring.

The Draft Concealed Leak Policy, incorporating the recommended change is attached for consideration.

**FINANCIAL IMPACT STATEMENT**

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

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**ATTACHMENTS:** Draft Concealed Leak Detection Policy

**TABLED ITEMS:** Nil

**13.5.3. ADOPTION OF 2019-2020 OPERATIONAL PLAN**

**BOARD RESOLUTION**

**19/057 RESOLVED** on the motion of Crs Morris and Sinclair that Council:

**Adopt the 2019-2020 Operational Plan incorporating 2019-2020 Fees and Charges and 2019-2020 Budget Summaries.**

**Make the following water charges for levying in 2019/20 in accordance with Sections 501, 502, 552, 566, 603, 64 or 608 of the Local Government Act 1993, as well as reflecting the requirements of NSW Governments - Best Practice Management of Water Supply and Sewerage Guidelines 2007. For clarity Quarterly and Monthly Charges are also shown.**

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<b>Access Charges (Annual)</b>	<b>Annual</b>	<b>Quarterly</b>
<b>Residential (Section 501)</b>	<b>Charge</b>	<b>Charge</b>
20mm Connection	\$ 200.00	\$ 50.00
25mm Connection	\$ 312.00	\$ 78.00
32mm Connection	\$ 512.00	\$ 128.00
40mm Connection	\$ 800.00	\$ 200.00
50mm Connection	\$ 1,252.00	\$ 313.00
80mm Connection	\$ 3,200.00	\$ 800.00
<b>Non-Residential-Rural (Section 501)</b>		
20mm Connection	\$ 640.00	\$ 160.00
25mm Connection	\$ 1,000.00	\$ 250.00
32mm Connection	\$ 1,640.00	\$ 410.00
40mm Connection	\$ 2,560.00	\$ 640.00
50mm Connection	\$ 4,000.00	\$ 1,000.00
80mm Connection	\$ 10,240.00	\$ 2,560.00
<b>Non-Residential-Other (Section 501)</b>		
(Includes:- Commercial, Industrial, Institutional, Community, Direct and Remote)		
20mm Connection	\$ 352.00	\$ 88.00
25mm Connection	\$ 548.00	\$ 137.00
32mm Connection	\$ 900.00	\$ 225.00
40mm Connection	\$ 1,400.00	\$ 350.00
50mm Connection	\$ 2,200.00	\$ 550.00
80mm Connection	\$ 5,640.00	\$ 1,410.00
100mm Connection	\$ 8,800.00	\$ 2,200.00
<b>Non-Residential-High Volume(Section 501)</b>		
	<b>Annual</b>	<b>Monthly</b>
	<b>Charge</b>	<b>Charge</b>
20mm Connection	\$ 300.00	\$ 25.00
25mm Connection	\$ 468.00	\$ 39.00
32mm Connection	\$ 768.00	\$ 64.00
40mm Connection	\$ 1,200.00	\$ 100.00
50mm Connection	\$ 1,872.00	\$ 156.00
80mm Connection	\$ 4,800.00	\$ 400.00
100mm Connection	\$ 7,500.00	\$ 625.00
150mm Connection	\$ 16,872.00	\$ 1,406.00

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<b>Access Charges (Annual)</b>		
	<b>Annual Charge</b>	<b>Monthly Charge</b>
<b>Non-Residential Bulk Councils (Section 502)</b>		
Per Connection 68% of 20mm Res charge ( X equivalent no. of 20mm connections)	\$ 136.00	\$ 11.33
	<b>Annual Charge</b>	<b>Quarterly Charge</b>
<b>Vacant Unconnected Properties (Section 552)</b>		
20mm Connection (applicable to new subdivisions after 1/07/11)	\$ 200.00	\$ 50.00
	<b>Annual Charge</b>	<b>Quarterly Charge</b>
<b>Special Water Supply Charge (Section 552)</b>		
NR Rural - Mandamah Annual Augmentation Charge (per Entity)	\$ 500.00	\$ 125.00
<b>Water Consumption Charges (Section 502) (per kilolitre)</b>		
NR Rural - Mandamah Consumption Charge *	\$ 1.69	
<b>Special Water Supply Charge (Section 552)(per kilolitre)</b>		
NR Rural - Mandamah Consumption Augmentation Charge *	\$ 0.76	
<b>Water Consumption Charges (Section 502) (per kilolitre)</b>		
Residential Charge all consumption	\$ 2.45	
Non-Residential Rural consumption *	\$ 1.69	
Non-Residential Other consumption * (Includes: Commercial, Industrial, Community, Direct and Remote)	\$ 2.04	
Non-Residential High Volume Monthly consumption*	\$ 2.21	
Non-Residential Bulk Council all consumption	\$ 1.67	
Standpipe Water Sales (Commercial, Portable, & Temporary)	\$ 4.50	
Maximum Retail Charge for Standpipe Water Sales	\$ 6.00	
Minimum AvData Purchase at Goldenfields Water (10kl)	\$ 60.00	
*Excess Charges apply at Standpipe Water Sales Rates		

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<b>Temporary Portable Metered Hydrant Charges (Section 502)</b>	
Deposit for Non Local Customer	\$ 1,000.00
Short Term Hire - each week or part thereof	\$ 80.00
Annual Hire per annum of part thereof (nil consumption allowance)	\$ 330.00
All Portable Standpipe Water Sales per kilolitre	\$ 4.50
<b>Water Connection Application (New or reconnection) (Section 608)</b>	
Water Connection Application Fee (including Site Inspection)	\$ 285.00
<b>Development Proposals (Section 608) (per connection)</b>	
Assess development proposals (incl subdivision, strata & community/neighbourhood plans)	
Up to 5 connections	\$ 230.00
6 to 15 connections	\$ 205.00
16 to 30 connections	\$ 175.00
> 30 connections	POA

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<b>Infrastructure Charges (Section 64 or Section 608)</b>	
Retail DSP areas - per equivalent tenement	\$ 7,800.00
Bulk Council DSP areas - per equivalent tenement	\$ 7,134.00
Equivalent Tenement (ET) = 250 Kilolitres per annum	
<b>Augmentation - Tapping, Service and Meter Charges (Section 64 or Section 608)</b>	
20mm Connection	\$ 1,750.00
25mm Connection	\$ 1,950.00
32mm Connection	\$ 2,550.00
40mm Connection	\$ 2,950.00
50mm Connection	\$ 3,450.00
> 50mm Connection	At Cost
20mm Connection where service pipe has already been laid	\$ 350.00
Downsizing a Connection: half the regular cost of the resultant connection size	
<b>Interest Charges (Section 566)</b>	
Interest on Overdue Accounts (unpaid > 28 days from posting)	7.50%
<b>Pipe Locations (Section 608)</b>	
Locate Only (Minimum 1 Hour)	\$145/hr
Locate & Expose (min 24 hours notice) (Minimum 1 Hour)	\$145/hr
<b>Backflow Prevention (Section 608)</b>	
Installation of RPZD device (incl cost of device)	\$ 950.00
Inspection & Testing of Backflow Prevention Device (per device) per hour	\$ 325.00
Installation of Double Check Valve	\$ 260.00
Yearly Servicing of Double Check Valve	\$ 63.00
<b>Engineering Services Section 608)</b>	
Site Inspections (per visit)	\$ 290.00
Pressure Testing of New Mains	\$ 725.00
Chlorination/Disinfection of New Mains	\$ 725.00
Cutting in of New Mains	At Cost
Site Survey (per day)	\$ 875.00
Design and Drafting including Plans (per day)	\$ 975.00
<b>Private Works Hire (Section 608)</b>	
Private Works Admin Fee (Maximum \$500.00)	10%
Hire rates for Labour, Plant & Equipment	POA

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<b>Administrative Fees (Section 603)</b>	
Search Inquiry Certificate Fee - s603 (per property)	\$ 85.00
Urgent Certificates - fee for provision of s603 certificate required in less than three working days after receipt of both a properly completed application form and the necessary payment (includes statutory State Govt fee)	\$ 170.00
<b>Administrative Fees (Section 608)</b>	
Disconnection Attendance Fee - Permanent or Temporary (Non-payment of account or at Customer Request)	\$ 145.00
Reconnection Fee after Temporary Disconnection	\$ 145.00
Debt Recovery Attendance Fee	\$ 145.00
Meter Test Deposit (non-refundable if meter registers less than 4% more than the correct quantity):-	
20 or 25mm meter	\$ 145.00
32 or 40mm meter	\$ 220.00
50 or 80mm meter	\$ 290.00
> 80mm meter	At Cost
Special Meter Reading (refundable if routine reading by Council proven to be in error):	
Routine service - minimum 48 hours notice	\$ 85.00
Same day service	\$ 145.00
Special Inquiry/Certificate/Attendance Fee per hour (min 1hr)	\$ 145.00
Installation of Remote Meter Reading Device	At Cost
Processing of Dishonoured Cheques	\$ 55.00
Processing of Dishonoured Direct Debit (initial \$0, subsequent)	\$ 25.00
Copy of documents (per copy) freely available from website	\$ 33.00
AvData Key Charge	\$ 50.00
<b>Request for information under the Government Information (Public Access) Act 2009:-</b>	
Access to records concerning personal affairs:-	
Application Fee	\$ 30.00
Processing Charge (/hr after first 20hrs)	\$ 30.00
Internal review	\$ 40.00
Amendment of records	No Cost

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That Council:

1. Adopt the 2019-2020 Operational Plan incorporating 2019-2020 Fees and Charges and 2019-2020 Budget Summaries.

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2. Make the following water charges for levying in 2019/20 in accordance with Sections 501, 502, 552, 566, 603, 64 or 608 of the Local Government Act 1993, as well as reflecting the requirements of NSW Governments - Best Practice Management of Water Supply and Sewerage Guidelines 2007. For clarity Quarterly and Monthly Charges are also shown.

<b>Access Charges (Annual) Residential (Section 501)</b>	<b>Annual Charge</b>	<b>Quarterly Charge</b>
20mm Connection	\$ 200.00	\$ 50.00
25mm Connection	\$ 312.00	\$ 78.00
32mm Connection	\$ 512.00	\$ 128.00
40mm Connection	\$ 800.00	\$ 200.00
50mm Connection	\$ 1,252.00	\$ 313.00
80mm Connection	\$ 3,200.00	\$ 800.00

**Non-Residential-Rural (Section 501)**

20mm Connection	\$ 640.00	\$ 160.00
25mm Connection	\$ 1,000.00	\$ 250.00
32mm Connection	\$ 1,640.00	\$ 410.00
40mm Connection	\$ 2,560.00	\$ 640.00
50mm Connection	\$ 4,000.00	\$ 1,000.00
80mm Connection	\$ 10,240.00	\$ 2,560.00

**Non-Residential-Other (Section 501)**

(Includes:- Commercial, Industrial, Institutional, Community, Direct and Remote)

20mm Connection	\$ 352.00	\$ 88.00
25mm Connection	\$ 548.00	\$ 137.00
32mm Connection	\$ 900.00	\$ 225.00
40mm Connection	\$ 1,400.00	\$ 350.00
50mm Connection	\$ 2,200.00	\$ 550.00
80mm Connection	\$ 5,640.00	\$ 1,410.00
100mm Connection	\$ 8,800.00	\$ 2,200.00

<b>Non-Residential-High Volume(Section 501)</b>	<b>Annual Charge</b>	<b>Monthly Charge</b>
20mm Connection	\$ 300.00	\$ 25.00
25mm Connection	\$ 468.00	\$ 39.00
32mm Connection	\$ 768.00	\$ 64.00
40mm Connection	\$ 1,200.00	\$ 100.00
50mm Connection	\$ 1,872.00	\$ 156.00
80mm Connection	\$ 4,800.00	\$ 400.00
100mm Connection	\$ 7,500.00	\$ 625.00
150mm Connection	\$ 16,872.00	\$ 1,406.00

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**Access Charges (Annual)**

	<b>Annual Charge</b>	<b>Monthly Charge</b>
<b>Non-Residential Bulk Councils (Section 502)</b>		
Per Connection 68% of 20mm Res charge ( X equivalent no. of 20mm connections)	\$ 136.00	\$ 11.33

	<b>Annual Charge</b>	<b>Quarterly Charge</b>
<b>Vacant Unconnected Properties (Section 552)</b>		
20mm Connection (applicable to new subdivisions after 1/07/11)	\$ 200.00	\$ 50.00

	<b>Annual Charge</b>	<b>Quarterly Charge</b>
<b>Special Water Supply Charge (Section 552)</b>		
NR Rural - Mandamah Annual Augmentation Charge (per Entity)	\$ 500.00	\$ 125.00

**Water Consumption Charges (Section 502) (per kilolitre)**

NR Rural - Mandamah Consumption Charge *	\$ 1.69
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**Special Water Supply Charge (Section 552)(per kilolitre)**

NR Rural - Mandamah Consumption Augmentation Charge *	\$ 0.76
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**Water Consumption Charges (Section 502) (per kilolitre)**

Residential Charge all consumption	\$ 2.45
Non-Residential Rural consumption *	\$ 1.69
Non-Residential Other consumption * (Includes: Commercial, Industrial, Community, Direct and Remote)	\$ 2.04
Non-Residential High Volume Monthly consumption*	\$ 2.21
Non-Residential Bulk Council all consumption	\$ 1.67
Standpipe Water Sales (Commercial, Portable, & Temporary)	\$ 4.50
Maximum Retail Charge for Standpipe Water Sales	\$ 6.00
Minimum AvData Purchase at Goldenfields Water (10kl)	\$ 60.00

\*Excess Charges apply at Standpipe Water Sales Rates

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**Temporary Portable Metered Hydrant Charges (Section 502)**

Deposit for Non Local Customer	\$ 1,000.00
Short Term Hire - each week or part thereof	\$ 80.00
Annual Hire per annum of part thereof (nil consumption allowance)	\$ 330.00
All Portable Standpipe Water Sales per kilolitre	\$ 4.50

**Water Connection Application (New or reconnection) (Section 608)**

Water Connection Application Fee (including Site Inspection)	\$ 285.00
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**Development Proposals (Section 608) (per connection)**

Assess development proposals (incl subdivision, strata &amp; community/neighbourhood plans)

Up to 5 connections	\$ 230.00
6 to 15 connections	\$ 205.00
16 to 30 connections	\$ 175.00
> 30 connections	POA

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**Infrastructure Charges (Section 64 or Section 608)**

Retail DSP areas - per equivalent tenement	\$ 7,800.00
Bulk Council DSP areas - per equivalent tenement	\$ 7,134.00

Equivalent Tenement (ET) = 250 Kilolitres per annum

**Augmentation - Tapping, Service and Meter Charges (Section 64 or Section 608)**

20mm Connection	\$ 1,750.00
25mm Connection	\$ 1,950.00
32mm Connection	\$ 2,550.00
40mm Connection	\$ 2,950.00
50mm Connection	\$ 3,450.00
> 50mm Connection	At Cost
20mm Connection where service pipe has already been laid	\$ 350.00

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

**Interest Charges (Section 566)**

Interest on Overdue Accounts (unpaid > 28 days from posting)	7.50%
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**Pipe Locations (Section 608)**

Locate Only (Minimum 1 Hour)	\$145/hr
Locate & Expose (min 24 hours notice) (Minimum 1 Hour)	\$145/hr

**Backflow Prevention (Section 608)**

Installation of RPZD device (incl cost of device)	\$ 950.00
Inspection & Testing of Backflow Prevention Device (per device) per hour	\$ 325.00
Installation of Double Check Valve	\$ 260.00
Yearly Servicing of Double Check Valve	\$ 63.00

**Engineering Services Section 608)**

Site Inspections (per visit)	\$ 290.00
Pressure Testing of New Mains	\$ 725.00
Chlorination/Disinfection of New Mains	\$ 725.00
Cutting in of New Mains	At Cost
Site Survey (per day)	\$ 875.00
Design and Drafting including Plans (per day)	\$ 975.00

**Private Works Hire (Section 608)**

Private Works Admin Fee (Maximum \$500.00)	10%
Hire rates for Labour, Plant & Equipment	POA

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**Administrative Fees (Section 603)**

Search Inquiry Certificate Fee - s603 (per property)	\$ 85.00
Urgent Certificates - fee for provision of s603 certificate required in less than three working days after receipt of both a properly completed application form and the necessary payment (includes statutory State Govt fee)	\$ 170.00

**Administrative Fees (Section 608)**

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**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient Operations

**BACKGROUND**

Section 405 of the Local Government Act 1993 requires an operational plan including an annual budget and annual fees and charges to be adopted before the beginning of each

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financial year and for the draft documents to be placed on public exhibition for a period of 28 days.

**REPORT**

In accordance with legislative requirements, the Draft 2019-2020 Operational Plan has been on public exhibition for 28 days. No submissions have been received.

The 2019-2020 Operational Plan is now re-presented to Council for adoption.

The 2019-2020 Operational Plan incorporates 2019-2020 Fees and Charges and 2019-2020 Budget Summaries.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Draft 2019-2020 Operational Plan

**TABLED ITEMS:** Nil

**13.5.4. CODE OF MEETING PRACTICE**

**BOARD RESOLUTION**

**19/058 RESOLVED on the motion of Crs Callow and McGlynn that Council endorses the draft Code of Meeting Practice to be placed on public display for a period of 28 days.**

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That Council endorses the draft Code of Meeting Practice to be placed on public display for a period of 28 days.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient Operations

**BACKGROUND**

Amendments made to the Local Government Act 1993 (the Act) provide for a Model Code of Meeting Practice (the Model Code) to be prescribed by the Local Government (General) Regulation 2005 (the Regulation).

Council is required to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation. Councils adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.

Councils adopted meeting code may also incorporate the non-mandatory provisions of the Model Code and any other supplementary provisions adopted by Council.

Council and committees of council of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.

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**REPORT**

Council has prepared a draft Code of Meeting Practice in accordance with the Local Government Act requirements.

Before adopting a new code of meeting practice, under section 361 of the Act, council is required to exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

Councils draft Code of Meeting Practice is presented with tracked changes to enable clear understanding of the mandatory provisions, non mandatory provisions, and supplementary provisions that are proposed for adoption or exclusion. Please refer to the legend located on the front page of the code of meeting practice attachment.

Once the Board has approved the suggested inclusions/exclusions, the document will be updated accordingly and placed on public display as per requirements.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Draft Code of Meeting Practice

**TABLED ITEMS:** Nil

**13.5.5. CODE OF CONDUCT**

**BOARD RESOLUTION**

**19/059 RESOLVED on the motion of Crs McCann and Callow that Council adopt the Code of Conduct and its administrative procedures.**

**Report prepared by Human Resources Coordinator**

**COUNCIL OFFICER RECOMMENDATION**

That Council adopt the Code of Conduct and its administrative procedures.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient operations

**BACKGROUND**

The 2018 Model Code of Conduct for Local Councils in NSW and the associated Procedures for the administration of the Model Code of Conduct for Local Councils in NSW were prescribed on 14 December 2018 by the Office of Local Government. Councils must adopt the new Model Code of Conduct and Procedures within 6 months of prescription.

**REPORT**

PP031 Code of Conduct and P019 Administrative Procedures for the Code of Conduct have been drafted in accordance with the Model documents.

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The key changes are:

- Inclusion of pecuniary interest provision. This was previously only included in the Local Government Act & Regulations.
- More prescriptive behavioural expectations than the previous version i.e. updated standards relating to discrimination, harassment, bullying, work health & safety and behaviour at meetings.
- Updated rules governing the acceptance of gifts and benefits.
- A new ongoing disclosure requirement for board members and designated persons requiring disclosure of new interests in returns of interests within three months of becoming aware of them.
- Board members will be required to disclose in their returns of interests whether they are a property developer or a close associate of a property developer.

All staff will be provided with training on the new Model Code of Conduct via an e-learning module to be provided by Local Government NSW. Board members will be offered the opportunity to undertake this training also.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:**

PP031 Code of Conduct

P019 Administrative procedures for the Code of Conduct

**TABLED ITEMS:** Nil

**13.5.6. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE**

**BOARD RESOLUTION**

**19/060 RESOLVED on the motion of Crs Callow and Armstrong That the Board:**

- 1. Endorse the Chairperson as Goldenfields Water's voting delegate for the LGNSW Annual Conference**
- 2. Approve the attendance of the General Manager and the Chairperson**
- 3. Nominate an additional Board member to attend if desired.**

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board:

1. Endorse the Chairperson as Goldenfields Water's voting delegate for the LGNSW Annual Conference
2. Approve the attendance of the General Manager and the Chairperson
3. Nominate an additional Board member to attend if desired.

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**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

03 Strategic Water Management

**BACKGROUND**

The Local Government NSW Annual Conference is the annual policy making event for NSW Councils and where councillors come together to share ideas and debate issues that shape the way their councils are governed.

**REPORT**

The LGNSW Annual Conference will be held at Warwick Farm from Monday 14 October 2019 to Wednesday 16 October 2019.

At the time of preparation of the business paper the draft program for the event was not available for inclusion.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

**13.5.7. LOCAL GOVERNMENT NSW WATER MANAGEMENT CONFERENCE**

**BOARD RESOLUTION**

**19/061 RESOLVED** on the motion of Crs Armstong and Callow that the Board:

- 1. Nominate attendees for the Local Government NSW Water Management Conference**
- 2. Approve the attendance of the General Manager**

Cr McCann will attend.

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board:

1. Nominate attendees for the Local Government NSW Water Management Conference
2. Approve the attendance of the General Manager

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

03 Strategic Water Management

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**BACKGROUND**

The annual Local Government NSW Water Management Conference presents a broad range of information from a local government perspective on water management, issues associated with water supply and sewerage services provided by water utilities.

**REPORT**

The Local Government NSW Water Management Conference will be held at Albury on Monday 2 September 2019 to Wednesday 4 September 2019.

At the time of preparing this report the program for the event had not been released.

Nominations for attendance are sought from the Board to allow registration and booking arrangements to be made.

In 2018 the General Manager and the Chairperson attended this event.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

**14. NEXT MEETING**

The next ordinary meeting of council is due to be held Thursday 27 June 2019 at 10.00am.

**15. CLOSE OF BUSINESS**

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There being no further items requiring the attention of Council the meeting was declared closed at 11.45 am

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