

2019

# Central Tablelands Water



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## Agency Information Guide

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

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## OPEN ACCESS INFORMATION

### AGENCY INFORMATION GUIDE – CENTRAL TABLELANDS WATER

#### ABOUT COUNCIL

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

#### COUNCIL STRUCTURE & OBJECTIVES

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

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

Council's Vision, Mission and corresponding strategic directions and outcomes are listed in Council's [Strategic Business Plan](#), [Delivery Program](#) and [Operational Plan](#).

#### EFFECT THAT COUNCIL FUNCTIONS HAVE ON THE PUBLIC

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

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

## **DECISION MAKING– PUBLIC PARTICIPATION**

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

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

## **WHAT INFORMATION IS HELD BY COUNCIL?**

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

## **WHAT INFORMATION IS PUBLICLY AVAILABLE?**

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

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

## **HOW IS COUNCIL INFORMATION ACCESSED?**

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

### **1. Mandatory release**

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

### **2. Proactive release**

Council seeks to make as much other information as possible publicly available in an appropriate manner, including on the internet. The information is usually available free of charge or at the lowest reasonable cost e.g. Council may charge photocopying fees for hardcopy (paper) documents. Frequently requested information or information of public interest may be made readily available. Council's proactive procedure will be reviewed every 12 months.

### **3. Informal release**

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

### **4. Formal release**

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

## **DOCUMENTS ABOUT COUNCIL THAT HAVE BEEN TABLED IN PARLIAMENT**

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

## **COUNCIL'S POLICY DOCUMENTS**

Council's policies are available from Council's website: [www.ctw.nsw.gov.au](http://www.ctw.nsw.gov.au)

For enquiries please contact Council's Right to Information Officer:

Phone: 02 6391 7200

E-mail: [water@ctw.nsw.gov.au](mailto:water@ctw.nsw.gov.au)

Fax: 02 6368 2451

Mail: PO Box 61 Blayney NSW 2799

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

## **COUNCIL'S DISCLOSURE LOG OF FORMAL ACCESS APPLICATIONS**

Council's Disclosure Log of Formal Access Applications will be made available on the website [www.ctw.nsw.gov.au](http://www.ctw.nsw.gov.au).

Council received its first formal application in 2018. These details will be placed on a disclosure log on the website by 30 June, 2019.

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

There has not been an occurrence of not disclosing information because of an overriding public interest.

## **COUNCIL'S REGISTER OF GOVERNMENT CONTRACTS**

Under the GIPA Act 2009 Council is required to provide a register for all contracts over \$150,000 where the contractor undertakes a specific project, the contractor agrees to provide specific goods or services or which involves the transfer or lease of real property.

Council's Register of Contracts over \$150,000 in value will be placed on the Council website by 30 June, 2019.

## **CONTACT INFORMATION – THE INFORMATION AND PRIVACY COMMISSION NEW SOUTH WALES**

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

### **Information and Privacy Commission NSW**

Level 17, 201 Elizabeth Street

Sydney NSW 2000

GPO Box 7011

Sydney NSW 2001

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

Website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

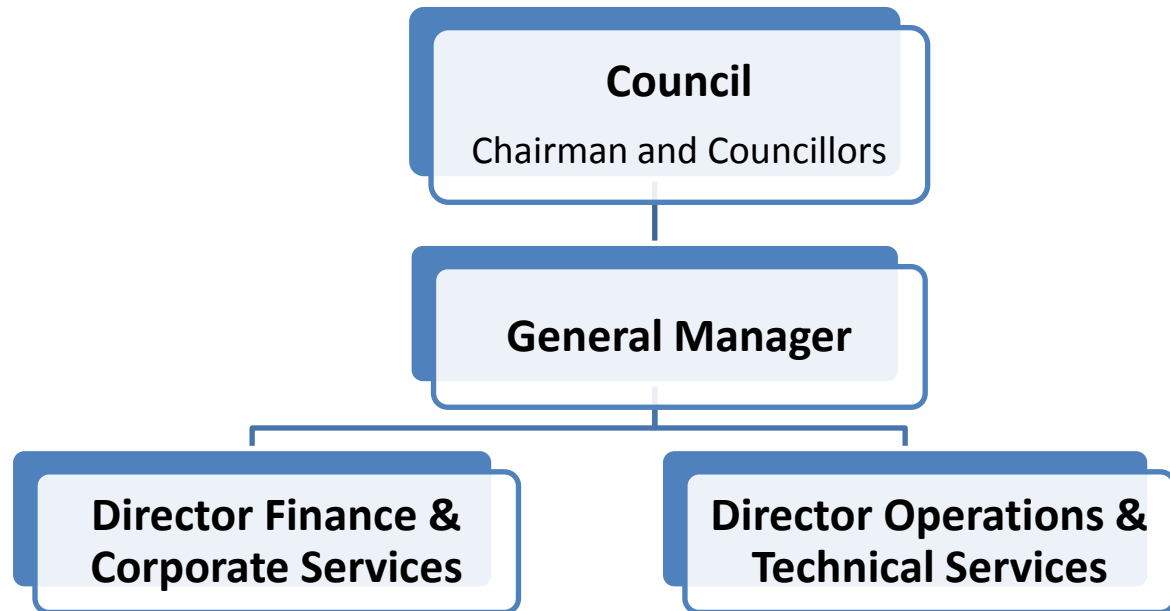
## Appendix 1

### 1 INFORMATION ABOUT LOCAL AUTHORITY

- (1) Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
  - a) the model code prescribed under section 440 (1) of the LGA and the code of conduct adopted under section 440 (3) of the LGA,
  - b) code of meeting practice;
  - c) annual report;
  - d) annual financial reports;
  - e) auditor's report; and,
  - f) IP&R documents.
  - g) Disclosure log of formal access applications
  - h) Contracts Register
  
- (2) Information contained in the following records is prescribed as open access information:
  - a) agendas and business papers for any meeting of the local authority or any committee of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public),
  - b) minutes of any meeting of the local authority or any committee of the local authority, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting,
  - c) Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA.

## Appendix 2

### ORGANISATION STRUCTURE – CENTRAL TABLELANDS WATER



#### Key Functions

Financial Management  
Administration  
Accounts Payable  
Accounts Receivable  
Payroll  
Water Billing  
Customer Service  
Records Management  
Internal Audit  
Insurance  
Human Resource Management  
WH&S Management  
Information Technology  
Financial Reporting  
Workers Compensation  
Taxation Compliance  
Financial Planning

#### Key Functions

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