



STORMWATER NEW SOUTH WALES

E-mail: admin@stormwatersw.asn.au

Secretariat

Ph: (02) 9744 5252

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Association

PO Box 1221

Burwood NSW 1805

ABN 13 151 464 564

Dear Member

Notice of 2024 Annual General Meeting

Stormwater NSW will hold its Annual General Meeting for all members on Thursday, 26th September from 9.00 am until 9.30 am via Microsoft Teams. The AGM will be followed by a mandatory Induction Session and Committee Meeting for all Committee members from 9.30 am until 11.30 am.

Stormwater NSW is an incorporated association registered in the state of NSW. The Association aims to be the peak organisation focusing on the promotion and advancement of stormwater management.

All financial members of the Stormwater NSW are invited to nominate for a position on the management committee for 2024/2025.

Stormwater NSW is seeking committee members who are eager and enthusiastic to advance the stormwater industry and who want to play an active role in setting the direction of the Association and its activities. Participation on the Committee is also of personal benefit, providing professional development and networking opportunities.

Each nominee should indicate if they wish to stand as an **Office Bearer (President, Vice President, Secretary or Treasurer)** - or as an **Ordinary Committee Member**. The office bearers will be elected at the first committee meeting following the AGM. The Association cannot accept more than three persons in any one industry category to serve on the committee and if there are more than three nominations within a category, then a ballot will be held at the AGM. This is to ensure there is a range of interests and disciplines are represented on the Committee.

Nominees should take note of the following:

1. The Stormwater New South Wales Constitution (available on our website), outlines the Rules of the Stormwater Industry Association of New South Wales Inc. Specifically the Special resolution 4 (page 37) that was approved at the 2011 AGM, addressing section 3.9.9. *'Any committee member must attend at least 80% of committee meetings called in each term at such place and times as the committee may determine. Not attending such meetings without consent from the committee, which consent shall not unreasonably be withheld by the committee, may invoke the powers under Rule 3.8 to any member not satisfying the attendance requirement.'*

Stormwater NSW Secretariat Office

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- a) Committee meetings are generally held on the third Thursday of every **second** month between 9.00am and 11.30am. Committee members are expected to attend 80% of general committee meetings.
 - b) All committee members are expected to play an active role in Association activities and will be required to undertake a specific role or task, including participation on a sub-committee. This will require attendance or involvement in virtual meetings outside the general committee meetings outlined above. Sub Committee meetings are typically held via Microsoft Teams and will be held around the third week of the month. Committee members are expected to attend 80% of subcommittee meetings.
 - c) Committee members must commit to a total of 4 hours per week working on Stormwater NSW business from February through November each year which includes attendance at meetings (general committee and sub committee meetings) and the completion of association related tasks allocated to the committee member during this time.
 - d) Committee members must agree to and sign the **Stormwater NSW Code of Conduct** to be submitted as part of this nomination (included at the end of this document).
2. All elected committee members for the 2024/2025 year, are required to attend an Induction Session and Committee Meeting to be held via Microsoft Teams following the AGM on Thursday, 26th September from 9.30 am to 11.30 am.
 3. All nominees who wish to apply for a position on the committee are required to:
 - Be a financial member of Stormwater NSW or Stormwater Australia for the 2024/2025 financial year. If your individual, corporate or sustaining membership is outstanding by the close of nominations, you will not be eligible to nominate for the committee. If you wish to verify your financial status please email admin@stormwaternewsw.asn.au
 - Submit a brief bio and a brief introduction explaining the reason for your nomination (maximum 100 words each) in their nomination form prior to the AGM.
 - Sign and return the Stormwater NSW Code of Conduct and return with your nomination form.

Nominations for the Stormwater NSW Committee for 2024/2025 must be completed and returned by 5pm on **Wednesday, 25th September 2024** to the Stormwater NSW Secretariat via email to admin@stormwaternewsw.asn.au. **No further nominations will be accepted after this time.** If you have queries regarding participation on the committee or the nomination process, please feel welcome to contact the Association Secretariat.

Regards

Dr Andrew Thomas

President, Stormwater NSW

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NOMINATION FOR OFFICE BEARER ON THE MANAGEMENT COMMITTEE

PLEASE EMAIL THIS FORM TO THE ASSOCIATION SECRETARIAT ON
admin@stormwaternewsw.asn.au

I, [Full name] hereby nominate for the position of
(please ✓ below)

- President:** to lead the Association as it's nominated representative and to provide broad policy guidance to achieve the Association's objectives
- Vice President:** assists the President with setting strategic direction of association and proxy for the President if they are unavailable at meetings and events
- Secretary:** liaises with the Secretariat with management of correspondence and intellectual property
- Treasurer:** responsibilities include liaising with the Secretariat on matters relating to Stormwater NSW's finances and preparing annual budget.
- Committee Member:** supports the convenor of one of the sub-committees

for Stormwater NSW for the 2024 – 2025 year and state I am a current financial member of the Association entitled to nominate for office.

Please indicate which category you represent (please ✓ the applicable box below)

- | | | | | | |
|-----------------------|--------------------------|----------------------|--------------------------|-----------------------|--------------------------|
| Engineer | <input type="checkbox"/> | Practitioner | <input type="checkbox"/> | Planner | <input type="checkbox"/> |
| Manufacturer Pipe | <input type="checkbox"/> | Manufacturer GPT | <input type="checkbox"/> | Utility Provider | <input type="checkbox"/> |
| Surveyor | <input type="checkbox"/> | Scientist | <input type="checkbox"/> | Tradesman | <input type="checkbox"/> |
| Environmental Officer | <input type="checkbox"/> | Landscape Architect | <input type="checkbox"/> | Other: Please Specify | <input type="checkbox"/> |
| Manufacturer Other | <input type="checkbox"/> | Government Authority | <input type="checkbox"/> | | |

Biography: (Max 100 words)

Biography should include (but not limited to) your place of current employment (including name, position and size of organisation), your profession/degree, time within the industry, areas of the industry that you interact with (design, flood modelling, construction, product supplier, maintenance, policy etc.), other associations you are involved with etc.



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Reason for Nominating for the Stormwater NSW Committee: (Max 100 words)

Reason for nominating should cover your passions, any vision that you have for SNSW and/or the industry and any expectations of what your involvement in the committee may provide you. If you are a current committee member you should include your contributions to the committee and the advancement of SNSW over the last year.

Attendance at Committee Meetings and Sub Committee Involvement

All Committee Members are expected to attend the majority of committee and sub committee meetings held throughout the year. Committee meetings dates and times will be determined after the Annual General Meeting.

Each committee member must nominate for at one sub committee only. Note that each sub committee will have several members, and that a sub committee chair will be appointed at the first committee meeting after the AGM to have a lead responsibility in tracking and reporting progress.

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Name	Nomination (minimum 1)	Description
Conference & Awards for Excellence	<input type="checkbox"/>	Assist with co-ordination of the Annual Conference & Awards for Excellence and provide assistance to the Conference Chair and the secretariat when required. Liaise with any partner organisations and provide assistance to the Conference Chair in the area of theme, speakers and program. It would be envisaged that all members of the State Conference Sub Committee would register and pay to attend the State Conference. Assist with co-ordinating any review awards criteria and update based on feedback from entrants and in discussion with other states. Organise judges, market the program & communicate event in liaison with Member Communications and the Secretariat.
Technical Events	<input type="checkbox"/>	Assist with co-ordination of seminars, workshops and other technical events throughout the year. Identify/organise theme/ speakers/ program. Liaise with other relevant organisations for joint events eg Blacktown Council, Sydney Water etc. Confirm budget and pricing requirements with President and Treasurer.
Membership and Communication	<input type="checkbox"/>	Assist in the development and application of a member recruitment strategy to increase the existing profile of Stormwater NSW. Coordinate website maintenance & updates with Secretariat, coordinate member communications including articles for 'Francly Speaking'
Advocacy and Strategic Direction	<input type="checkbox"/>	Aid in the preparation of and advocacy of policy positions for SNSW. Prepare responses and appear in workshops for policy responses from both state and local governments. Aid in a number of strategic direction projects, setting up the future direction of SNSW. Review and update policy statements and prepare fact sheets on Stormwater NSW policy for communication to members and other relevant stakeholders. Seek representation on policy working groups and identify opportunities to further promote Stormwater NSW ideals.
Social Media Coordinator	<input type="checkbox"/>	One position available. To be responsible for keeping all social media accounts up to date across multiple platforms.

Note: Special Project Sub Committees may be established from time to time at the discretion of the Stormwater NSW Executive.

Signature:

Dated: / / 2024

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PROPOSER AND SECONDER

I, of

being a current member of the Association hereby propose the nomination of the above named for election to the position/positions sought.

Signed:

Dated: / / 2024

I, of

being a current member of the Association hereby second the nomination.

Signed:

Dated: / / 2024

Closing date for nominations: 5pm on Wednesday, 25th September 2024.

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ANNUAL GENERAL MEETING AGENDA

The Stormwater NSW Annual General Meeting for all members on **Thursday, 26th September 2024** via Microsoft Teams from 9.00 am until 9.30 am.

Business:

1. Chairman's opening remarks
2. Apologies
3. Minutes of Annual General Meeting dated Wednesday, 30th August 2023
4. Business Arising from Minutes
5. Correspondence
6. President's Report
7. Treasurers Report and presentation of Audited Financial Statement
8. Election of Management Committee
9. Appointment of Auditor
10. General business
11. Date of Next Meeting
12. Meeting Close



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NOMINATION OF A PROXY FOR AND ON BEHALF OF A FINANCIAL MEMBER

Forms nominating a Proxy must be deposited with the Secretariat via email to admin@stormwaternewsw.asn.au by 5pm on Wednesday, 25th September, 2024.

I, (full name)

of (organisation)

being a member of the abovementioned association hereby appoint:

..... (name of Member)

of (organisation)

as my proxy to vote for me on my behalf at the Annual General Meeting of the Association, to be held on Thursday, 26th September 2024 and at any adjournment thereof.

Signed this / / 2024

..... (signature)

Stormwater NSW Code of Conduct

This document should be read, signed and returned with your nomination papers, by any member wishing to nominate for the 2024/2025 Stormwater NSW Committee

Code of Conduct

Stormwater NSW is the peak body for the NSW Stormwater Sector. All members, staff and contractors of Stormwater NSW are required to sign and adhere to the Stormwater NSW Code of Conduct (“Code”). By signing the Stormwater NSW Code of Conduct all signatories agree to conduct their activities with integrity, respect, transparency and accountability. This means they undertake to assist in the running of a well-managed organisation, to be financially transparent in all matters relating to Stormwater NSW, and to uphold the agreed set of values and principles in the work they undertake for and on behalf of Stormwater NSW. The Code aims to maintain and enhance standards throughout the Stormwater NSW community, ensuring public confidence in the integrity of individuals and organisations comprising the Stormwater NSW community and quality and effectiveness of all Stormwater NSW programs.

Stormwater NSW members, employees and contractors and contractors are required, under the Code, to behave at all times in a way that upholds the Stormwater NSW Values.

The Code requires that members and employees and contractors must:

- Behave honestly and with integrity in the course of Stormwater NSW membership or employment;
- Act with care and diligence in the course of Stormwater NSW membership or employment;
- When acting in the course of Stormwater NSW membership or employment, treat everyone with respect and courtesy, and without harassment;
- Seek to enhance gender equity;
- In all of its activities and particularly their communications to the public, members and staff will accord due respect to the dignity, values, history, religion, and culture of the people with whom they work consistent with principles of basic human rights and environmental protection.
- At all times seek to uphold a principle of fairness, to build on relationships that ensure fairness with regard to the common environment and life opportunities
- At all times seek to uphold a principle of care recognising that actions should be managed in a precautionary and responsible manner to protect the health and well-being of current and future generations and the environment.
- When acting in the course of Stormwater NSW membership or employment, comply with all applicable Australian laws;
- Maintain appropriate confidentiality about dealings that the member or employee has with any government or industry representatives

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- Members and staff will oppose and not be a willing party to wrongdoing, corruption, bribery, or other financial impropriety in any of their activities. They shall take prompt and firm corrective action whenever and wherever wrongdoing is found among the Stormwater NSW, paid staff, contractors, volunteers, and partner Organisations.
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with Stormwater NSW membership or employment;
- Use Stormwater NSW resources in a proper manner;
- Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the member or employee's Stormwater NSW membership or employment;
- Not make improper use of inside information, or the member or employee's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the member or employee or for any other person;
- At all times behave in a way that upholds the Stormwater NSW Values and the integrity and good reputation of the Stormwater NSW,
- While on duty, at all times behave in a way that upholds the good reputation of NSW and the Stormwater NSW as a peak NSW body;
- Comply with any other conduct requirement that is prescribed by the Stormwater NSW Constitution or any other Stormwater NSW policy

Confidentiality Policy

Background

This policy elaborates the requirements relating to Confidentiality and sets out the obligation to act appropriately when dealing with information that is confidential to Stormwater NSW and its constituents.

Confidential information may be inherent in the business and activities of the Stormwater NSW. This policy serves to protect the security of such information in accordance with legislation.

Any confidential information of the Stormwater NSW must remain absolutely confidential. Any party may not disclose confidential information without the prior written consent of the Stormwater NSW Committee. It will be the responsibility of Stormwater NSW members to ensure that its employees and contractors, officers, members and agents comply with these obligations of confidentiality.

Definition of Confidentiality

For the purposes of this policy, confidential information includes all privileged documents, minutes, policies, commercially valuable information in whatever form including marketing plans or proposals or results or market research or other information and materials which is not disclosed by the Stormwater NSW or is used for the purposes of confirmation and/or decision making.

Confidential information does not include information which the receiving party can prove is information which:

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- a) Is already in the public domain.
- b) After the date of disclosure becomes part of the public domain otherwise than as a result of an unauthorised disclosure by the receiving party or its representatives
- c) Is or becomes available to the receiving party from a third party lawfully in possession of that information and who has the lawful power to disclose such information to the receiving party on a non confidential basis
- d) Is rightfully known by the receiving party (as shown by its written record) prior to the date of disclosure; or
- e) Is developed independently by an employee of the receiving party who has no knowledge of the disclosure under this policy.

Application of Policy

This policy applies to all members and staff of the Stormwater NSW, and all recipients of confidential information from members or staff of the Stormwater NSW, whether the intended recipient or not.

Storage and Protection of Confidential Information

Confidential information shall be kept in a secure place. Confidential information is for the intended recipient only, and any recipient other than the intended should inform the Stormwater NSW immediately and destroy all copies of the document.

External Communications

All written external communication shall be signed with the following statement of confidentiality:

Attention:

The information in this document/e-mail and any attachments is confidential and is subject to the Stormwater NSW's Confidentiality Policy.

The information may be legally privileged.

The information is intended for the recipient identified in the document/e-mail only.

If you are not an intended recipient of this document/e-mail, please contact the Stormwater NSW immediately that you received this, either by return using the same mode of communication or by telephone on 02 9744 5252.

You should not review, print, re-send, distribute, store or take any action in reliance on information in this document/ e-mail or any attachments.

You should also destroy all copies of this document/e-mail and any attachments.

Failure to Maintain Confidentiality

- Misconduct or other disciplinary proceedings against the Stormwater NSW member.
- Action by agencies such as the audit office of NSW, ICAC, and ombudsman.
- Legal action against the individuals concerned.

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Conflict of Interest Policy

Background

This policy elaborates the requirements relating to Conflict of Interest and sets out the obligation to act appropriately when a conflict arises between a member or employee's own self-interest and their duty to the Stormwater Industry Association of New South Wales (Stormwater NSW). Where such conflict does or may arise, the issue shall be disclosed to an appropriate officer and, wherever feasible, the member or employee plays no role in decision-making that might be associated with that issue or contract.

Conflicts of interest may be inherent in the appointment and conditions of some categories of members or employees and contractors, where the relationship of the member or employee of Stormwater NSW as well as to their employer(s) may lead to a situation of differing interests which may, at times, be in conflict.

Preamble

The Independent Commission Against Corruption (ICAC) guidelines on Conflict of Interest state clearly 'there is nothing unusual or necessarily wrong in having a conflict of interest. How it is dealt with is the important thing'.

While conflicts of interest are not wrong in themselves, and indeed cannot always be avoided or prohibited, the potential for conflict of interest exists in all aspects of Stormwater NSW operations, including research, administration, and commercial activity. With increasing links between the Stormwater NSW and other organisations, companies, and institutions, it is important that there is no perception that a member or employee has benefited by using their association with the Stormwater NSW inappropriately or acting in any way contrary to the membership interests.

Because the complexity and diversity of relationships and perspectives at Stormwater NSW is extensive, the most effective means to address unavoidable conflicts of interest is to establish a system under which committee members, members or employees and contractors disclose and obtain evaluation of potential conflict. This system assumes that avoiding the conflict of interest is the best first strategy in dealing with conflicts of interest..

The purpose of this policy is to outline just such a system "Stormwater NSW's principles and procedures for the identification and management of actual, potential, or perceived conflicts of interest", and to assist in addressing conflict of interest issues.

Definition of Conflict of Interest

The ICAC has defined conflict of interest in the following terms, based on the OECD (Organisation for Economic Cooperation and Development) definition:

'A conflict of interest involves a conflict between the public duty and private interests of a public official, in which the public official has private interests which could improperly influence the performance of their official duties and responsibilities' (OECD guidelines, 2003, para10).

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More specifically, conflicts of interest can be actual, perceived, or potential:

- Actual: involves a direct conflict between current duties and responsibilities and existing private interests
- Perceived: conflict exists where it could be perceived, or appears, that private interests could improperly influence the performance of duties—whether this is in fact the case
- Potential: arises where private interests could conflict with official duties

A conflict of interest can be pecuniary (involving financial gain or loss) or non-pecuniary (based on enmity or amity). A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise.

Application of Policy

This policy applies to all members and employees and contractors of the Stormwater NSW.

Objective Key Test for Conflict of Interest

The test is: Whether an individual could be influenced, or appear to be influenced, by a private interest in carrying out their duties and responsibilities. This test should focus on the official role and the private relationships and interests of the person concerned, and whether a reasonable disinterested person would think these relationships and interests could conceivably conflict or appear to conflict with the person's Stormwater NSW role.

Material Conflict of Interest

A conflict of interest is considered 'material' if a reasonable disinterested person would consider it in exercising judgment or making a decision. Only material conflicts of interest (those conflicts of interest of sufficient dimension and significance) are within the scope of this policy.

Factors such as the following can increase the risk that a situation will have inherent potential for conflict of interest and that the conflict of interest will be material:

- Increasing magnitude of the personal benefit expected
- Increasing level of leadership or authority
- When a researcher holds equity in a company which may jeopardise research integrity

Examples of Conflicts of Interest Research

- In research, the term 'conflict of interest' refers especially to situations in which financial or other personal considerations may compromise, or may have the appearance of compromising, an investigator's professional judgment in conducting or reporting research. The bias can affect collection, analysis, and interpretation of data, hiring of staff, procurement of materials, sharing of results, choice of protocol, and the use of statistical methods.

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- In the peer review and publication process, a conflict of interest may arise where an author, reviewer, or editor allows personal conviction, financial interests, or personal relationships (of amity or enmity) to influence the work improperly.
- The supervision of research students presents an environment for potential conflict of interest because of the power relationship between supervisor and student and the extent to which the student may be dependent on the supervisor's support for the completion of their work.
- The use of human subjects in work by an investigator who has compensation from a company creates, for the human subjects, additional risk for adverse consequences.

Administration

- In administration, the term 'conflict of interest' refers especially to situations in which financial or other personal considerations may compromise, or may have the appearance of compromising, decisions made by administrators.

Outside work and/or commercial activity

- A conflict that arises in relation to the allocation of time, intellectual energy and primary professional commitment between Stormwater NSW responsibilities and external activities can constitute a conflict of interest.
- Conflict of interest can arise where a member, employee or contractor has multiple official roles (such as being an officer of the Stormwater NSW and serving as the Director of a company controlled by Stormwater NSW). Such conflicts may be difficult to identify, as personal interest may not be involved. In these situations, a person may use information obtained in exercising one role to the advantage or disadvantage of another organisation in an improper way.
- Conflict of interest may be particularly difficult to identify and manage in work environments characterised by complex commercial relationships, such as where there is a mix of Stormwater NSW as well as other externally funded centre, spin-off companies, and/or Stormwater NSW controlled entities.
- The following is a partial list of activities or actions that merit case-by-case examination to determine whether they create a material conflict of interest that should either be managed appropriately or eliminated.
 - Consulting
 - Engaging in contract research
 - Purchasing goods or services for the Stormwater NSW from businesses in which the member or employee or his or her close associates has a financial interest or benefit
 - Receiving gifts, gratuities, loans, or special favours (including trips or speaker's fees) from research sponsors or vendors
 - a member or employee or director on committees of committee members, committees, advisory groups (or similar bodies) of governmental, for-profit, or not-for-profit entities, including Stormwater NSW controlled entities and associated companies
 - Using information received as an Stormwater NSW employee for personal purposes
 - Serving on selection and promotions committees
 - Exercising financial delegations

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- Transferring allocations or expenses between accounts
- Holding of an ownership interest by the member or employee or their close associates in any real or personal property leased or purchased by the Stormwater NSW
- Holding of an equity, royalty, or debt instrument interest by the member or employee or their close associates in an entity providing financial support to the Stormwater NSW, including research or other support or services, when such support will benefit the member, employee, or persons supervised, directly or indirectly.
- Receiving directly cash, services, or equipment in support of the member or employee's Stormwater NSW activities from non-Stormwater NSW sources

Disclosure Review Committee

A Disclosure Review Committee (DRC) monitors conflict of interest compliance at Stormwater NSW. This committee could comprise of:

- The NSW President
- A person with legal expertise in a relevant field,
- A person with commercial expertise in a relevant field,
- The Committee may obtain advice from external or internal independent experts.

A register of situations and responses regarding the management of conflict of interest shall be kept. The responsibilities of the Disclosure Review Committee include:

- (a) Determination of conflict of interest management procedures, where these cannot be agreed between the member or employee and the committee.
- (b) At least an annual review of the types of disclosures and management strategies used, and evaluation of the effectiveness of chosen management strategies;
- (c) Suggestions on matters to be included in induction programs for new committee members, employees, contractors, managers and new staff and other forms of staff development.

Management of Conflicts of Interest

The following procedures are designed to manage situations that present conflicts of interest. The procedure to be applied will depend on assessment of the degree of risk in the situation, based on the key test for conflict of interest—whether a reasonable disinterested person would think these relationships and interests could conceivably conflict or appear to conflict with the person's public role.

The procedures for management fall into categories based on increasing levels of risk. These procedures are not all-inclusive and may require variation in particular circumstances.

- (a) An actual, perceived, or potential conflict of interest must always be disclosed. Information about the procedure for the disclosure of actual, perceived, or potential conflict of interest is set out below. The form of the disclosure must be sufficient to allow a decision to be made about its management. In most situations, compliance with the disclosure procedure will be the only management required.
- (b) In the case of multiple relationships by a committee member, member, contractor or employee with the same company or other external organisation, it may be necessary for the

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Stormwater NSW Committee to review the totality of the relationship between the member or employee and the company or organisation. This situation may arise where consulting arrangements and financial support for research are derived from the same source. It may also arise in a complex commercial environment, where a committee member, member, contractor or employee may have varying levels of commitment and opportunities for benefit.

- (c) Management procedures will escalate commensurate with the risk presented. This may include public disclosure of conflict of interest.

Disclosure of Procedure

Members and employees and contractors are required to complete a confidential Disclosure Statement as soon as they become aware that they may have an actual or potential conflict of interest.

A copy of the Disclosure Statement shall be completed and then either emailed or personally delivered to the Stormwater NSW committee for evaluation.

If a management procedure beyond disclosure is deemed to be required by the committee, this will be reported to the committee member, member, contractor or employee and, if appropriate, to other relevant officers of the Stormwater NSW. An appropriate procedure to manage or eliminate the conflict of interest will be agreed.

Any unresolved situation or disagreement will be referred to the Disclosure Review Committee (DRC) for a final decision.

A perceived, potential, or actual conflict of interest affecting an Stormwater NSW director shall be disclosed to the committee through the President. If the conflict disclosure is to be made by the President then disclosure shall be made through the Deputy President.

Confidentiality of Disclosure

The Stormwater NSW will seek to ensure that confidential disclosures are protected from misuse. Conflict of Interest disclosures will be treated as confidentially as possible, within the requirements of the law.

An authorised person in receipt of a disclosed conflict of interest will exercise his or her judgment about the level of confidentiality necessary to manage the conflict. If in doubt, the supervisor shall seek advice from the DRC.

The supervisor will inform the person disclosing the conflict of their decision on further disclosure, where this arises. If this is not agreed between the parties, the matter will be referred to the DRC.

Disclosure Forms

Disclosure only occurs when submitted in writing. The fact that a matter may be known by others, or is considered public knowledge, is not a substitute for disclosure.

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Whistle-Blowing

If a member or employee has knowledge that leads them to the assumption that a conflict of interest exists that may not be disclosed, they shall deal with this through notification of the Stormwater NSW committee or President.

Failure to avoid or Disclose Conflicts of Interest

Failure to avoid conflicts of interest, or failure to adequately disclose and manage unavoidable conflicts of interest, may result in:

- Resentment amongst members or employees and contractors who perceive others to be gaining unfair advantage;
- Stormwater NSW and individual's inability to respond to unfounded accusations of personal benefit;
- Damage to the reputation of the Stormwater NSW and the individual;
- Loss of public trust in the Stormwater NSW and its research, teaching, services, or management.

Failure to disclose actual or potential conflicts of interest can lead to:

- Misconduct or other disciplinary proceedings against the member or employee;
- Action by agencies such as the audit office of NSW, ICAC, and ombudsman;
- Legal action against the Stormwater NSW or the individuals concerned.

Occupational Health and Safety Policy

Policy Purpose and Company Commitment

The Stormwater Industry Association of New South Wales (Stormwater NSW) is the peak body for the Stormwater sector. The Stormwater Industry Association of New South Wales recognises its moral and legal responsibility, in particular to the *Occupational Health and Safety Act 2000 (NSW)*, to provide a safe and healthy work environment for employees and contractors, contractors, members and visitors. This commitment also extends to ensuring the organisation's operations do not place the local community at risk of injury or illness.

This document has been developed to provide all staff with access to the policies and procedures on Occupational Health and Safety. It is not intended to be a complete guide to safety issues, but to be an initial point of reference.

Policy Objectives

The policy aims to:

- Achieve an accident free workplace;
- Provide safe plant and systems of work;
- To ensure that health and safety is considered as an integral responsibility in all decision-making activities through effective planning, hazard identification and communication and implementation of written procedures and instructions;

Stormwater NSW Secretariat Office

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STORMWATER NEW SOUTH WALES

- Ensure compliance with legislative requirements and current “state of knowledge” standards;
- Provide employees and contractors, contractors and members with regular information, instruction, training and supervision to ensure their safety;
- To involve staff in decision-making processes through regular consultation, communication and education/ training; and
- Provide support mechanisms, which will assist employees and contractors with maintaining or improving their psychological and physical health.

Stormwater Responsibilities

The Stormwater Industry Association of New South Wales recognises that management will have the overall responsibility to provide a safe workplace. Each management representative will be held accountable for implementing this policy in their area of responsibility. These responsibilities include:

- Providing and maintaining the workplace in a safe condition;
- Ensuring all OH&S policies and procedures are implemented;
- Actively promoting and being involved in those policies and procedures;
- Providing the resources to meet the OH&S commitment; and
- Make decisions that eliminate activities that adversely impact on working conditions.

Employees and contractors will ensure that they:

- Follow all OH&S policies and procedures;
- Report all potential & actual hazards to their supervisor; and
- Complete the necessary OH&S documentation

Consultation Process & Review

The Stormwater Industry Association of New South Wales has a total commitment to encouraging consultation and co-operation between management and employees and contractors. It will formally involve elected employee health and safety representatives in any workplace change, which will affect the health and safety of employees and contractors in any workplace. The policy will be reviewed annually from the date of creation of this document.

Environmental Policy

Policy Purpose & Company Commitments

The Stormwater Industry Association of New South Wales Ltd (hereafter referred to as Stormwater NSW) recognises its moral and legal responsibility in respect of the environment, in particular to the NSW Protection of the Environment and Operations Act, 1997 and the NSW Environmental Planning and Assessment Act, 1995, and all associated regulations. Stormwater NSW recognises and is committed to environmental performance and beneficial environmental initiatives that extend far beyond mere legal compliance.

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STORMWATER NEW SOUTH WALES

Stormwater NSW is an organisation aiming to improve the quality of Stormwater runoff and increase the availability of recycled Stormwater runoff for the benefit of the public at large and the betterment of the state, national and global environment. Driven by the principles of Ecologically Sustainable Development (ESD), Stormwater NSW is striving to promote a distinct Stormwater market sector in Australia which will lead to improved waterway health while providing an alternative source of water for non potable (drinking) use.

The current key areas of interest to Stormwater NSW are:

- Increasing the use of appropriate Stormwater treatment and reuse systems.
- Increasing the availability of treated Stormwater to the community;
- Increasing the profile of Stormwater in the community;
- Reducing the amount of pollution entering waterways.
- Making more legitimate treatment systems available to the general public at reasonable prices

This document has been developed to provide all members of Stormwater NSW, staff, sub-contractors and visitors with access to the environmental policies of Stormwater NSW. The policy is not intended to be a complete guide to environmental issues, but to be an initial point of reference.

Policy Statement

The environmental policy of Stormwater NSW aims to:

- Promote environmental awareness and sensitivity among all members, staff, sub-contractors and visitors;
- Strive for best practice and continual improvement of environmental performance;
- Become an influential Stormwater promotion and awareness group;
- Strive to create a distinct Stormwater market sector within Australia;
- Be aware of, implement, monitor and review compliance with legislative obligations in relation to the environment;
- Be aware of the importance of a precautionary approach when necessary;
- Recognise obligations to present and future generations both locally and globally.

Consultation Process

Stormwater NSW has a total commitment to encouraging open consultation and co-operation between management, members, employees and contractors and sub-contractors, through the creation of environmental structures and responsibilities.

Review

The policy will be reviewed annually from the date of creation of this document.

I agree to abide by the Stormwater NSW Code of Conduct at all times during my tenure as a Stormwater NSW Committee Member:

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STORMWATER

NEW SOUTH WALES

Signed by committee member.

Name.....

Signature.....

Date.....