

CENTRAL TABLELANDS *Water*



Business Paper

Ordinary Meeting of Central Tablelands Water

19th August 2015

Grenfell



13 August 2015

Notice to Members

Your attendance is requested at an Ordinary Meeting of Council to be held at Weddin Shire Council on Wednesday, 19 August 2015 at 10.30am. Morning tea will be served at 10.00am.

Agenda

1. Public Forum
2. Presentation by Centroc Executive Manager Jenny Bennett & Cr Bill West
3. Apologies for non-attendance
4. Leaves of absence granted
5. Confirmation of Minutes - Ordinary Meeting held on 10.06.15
6. Chairman's Minute
7. Councillor Representation
8. Notices of Motion
9. Reports of Staff
10. Adjourn Meeting and proceed into Committee of the Whole
11. Resume Ordinary Meeting & Report of Committee of the Whole
12. Next Meeting – Blayney 14th October 2015

Yours faithfully

G. Rhodes
General Manager

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HELD ON WEDNESDAY 19 AUGUST 2015

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01) Financial Statement by Council (FM.FR.1)

(Raelene Mulligan)

RECOMMENDATION:

1. That the statement required by Section 413(2)(c) of the Local Government Act, 1993 in relation to Council's Financial Reports for the period ending 30 June 2015 be completed.
2. That Intentus Chartered Accountants be invited (in accordance with regulations) to complete the audit for the financial year ending 30th June 2015.

REPORT

Section 413(2)(c) of the Local Government Act 1993, requires Council to prepare Financial Reports and to refer those reports for audit within four (4) months after the end of the financial year (s416(1)).

As an attachment to the Financial Reports, Council is required to present a statement on its opinion on the reports. A copy of the Statement required is attached.

Once the auditor has completed the audit and has submitted their report, Council must fix a date for a meeting at which the auditor's report will be presented, and give public notice of the date. This date must be at least seven (7) days after the date on which notice is given, but not more than five (5) weeks after the auditor's reports are given to Council.

The auditor will be presenting their report to the October 2015 Meeting of Council.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

- 1 Financial Statements - Statement by Council 2 Pages

Central Tablelands Water

General Purpose Financial Statements for the financial year ended 30 June 2015

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

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

- The Local Government Act 1993 (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 Financial Statements:

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

We are not aware of any matter that would render the Reports false or misleading in any way.

Signed in accordance with a resolution of Council made on 19 August 2015.

David Somervaille
CHAIRMAN

Kevin Walker
DEPUTY CHAIRMAN

Gavin Rhodes
GENERAL MANAGER

Raelene Mulligan
RESPONSIBLE ACCOUNTING OFFICER

Central Tablelands Water

Special Purpose Financial Statements for the financial year ended 30 June 2015

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 & Costing for Council Businesses - A Guide to Competitive Neutrality".
- The Local Government Code of Accounting Practice and Financial Reporting.
- The NSW Office of Water (Department of Environment, Climate Change and Water) Guidelines - "Best Practice Management of Water and Sewerage".

To the best of our knowledge and belief, these Financial 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.

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 19 August 2015.

David Somerville
CHAIRMAN

Kevin Walker
DEPUTY CHAIRMAN

Gavin Rhodes
GENERAL MANAGER

Raelene Mulligan
RESPONSIBLE ACCOUNTING OFFICER

02) Financial Matters (FM.BA.1)

(Raelene Mulligan)

RECOMMENDATION:

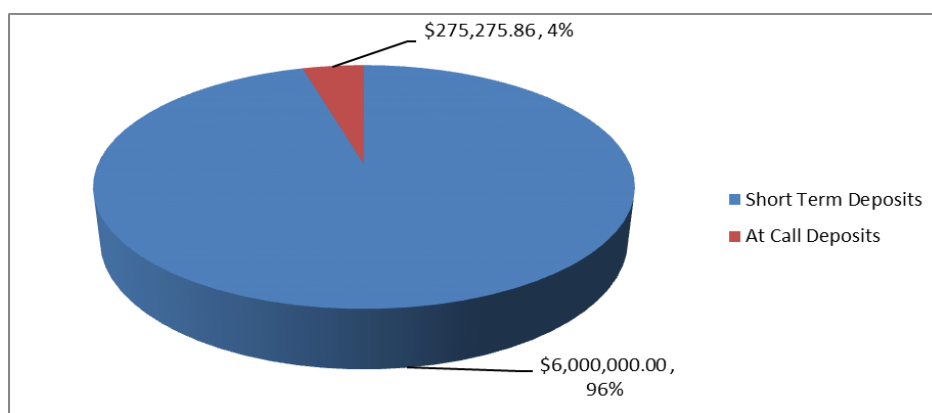
1. That the information be noted.

REPORT**Cash and Investments**

The below investment summary represents Councils total investments as at 31st July 2015 in accordance with clause 212 of the Local Government (General) Regulation 2005.

		Term (Days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits	\$ 6,000,000.00				95.61%
Reliance Credit Union	\$ 500,000.00	180	3.45%	2/08/2015	7.97%
Reliance Credit Union	\$ 500,000.00	180	3.20%	25/08/2015	7.97%
Reliance Credit Union	\$ 500,000.00	180	3.15%	12/09/2015	7.97%
Reliance Credit Union	\$ 500,000.00	184	3.15%	21/09/2015	7.97%
Reliance Credit Union	\$ 500,000.00	182	3.04%	8/09/2015	7.97%
ING Direct	\$ 500,000.00	188	3.02%	16/09/2015	7.97%
Bank of Queensland	\$ 500,000.00	225	2.95%	27/01/2016	7.97%
National Australia Bank	\$ 500,000.00	225	2.95%	26/01/2016	7.97%
National Australia Bank	\$ 500,000.00	180	2.90%	23/10/2015	7.97%
National Australia Bank	\$ 500,000.00	182	2.90%	27/10/2015	7.97%
National Australia Bank	\$ 500,000.00	182	2.88%	24/11/2015	7.97%
IMB Treasury	\$ 500,000.00	180	2.80%	7/12/2015	7.97%
CDO					
Floating Rate CDO Managed ACES SPC (Parkes AA-) (written off 2012/2013 subject to legal proceedings)	\$ 300,000.00	N/A			
At Call Deposits	\$ 275,275.86				4.39%
Commonwealth Bank Cheque Account	\$ 275,250.55	At Call	2.10%	N/A	
Commonwealth Bank - BOS Accounts	\$ -	At Call	2.00%	N/A	
Reliance Credit Union - Cheque Account	\$ 25.31	At Call	2.00%	N/A	
Total Value of Investment Funds	\$ 6,275,275.86				100%

Cash and Investments By Type



Bank Reconciliation as at 31st July 2015

BANK RECONCILIATION

Balance as per Bank Statement	\$ 275,275.86
Add: Outstanding deposits	\$ -
	\$ 275,275.86
Add: Outstanding Cheques	\$ 70.00
Less: Deposits not processed	-\$ 300.50
	\$ 275,506.36

GENERAL FUND

(a) Cash Book Balance	\$ 275,506.36
(b) Bank Balance	\$ 275,275.86

The above investments have been secured in accordance with the Act, regulations and Councils Investment Policy.

Raelene Mulligan

Raelene Mulligan
Director Finance & Corporate Services

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

Nil.

03) Audit Committee - Annual Report 2014/2015 and July 2015 Meeting Minutes

(Raelene Mulligan)

RECOMMENDATION:

1. That Council receive and note the Audit Committee Annual Report 2014/2015 and the July 2015 Audit Committee Meeting Minutes.

REPORT

The Audit Committee Charter adopted by Council requires that the Committee report at least annually on its activities. The Audit Committee Annual Report covers the period 1 January 2014 to 31st May 2015. The report provides a background to the establishment of the Audit Committee, its membership, operation during the period and areas for development in the year to come. This report is based on the annual reporting format suggested by the 2011 Victorian Local Government publication *Audit Committees - A Guide to Good Practice for Local Government*. Prior to its presentation to Council the report was reviewed and endorsed by the members of the Audit Committee.

A copy of the Audit Committee Annual Report 2014/2015 and the July 2015 Audit Committee Meeting Minutes are attached.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

- 1 Audit Committee Minutes - July 2015 3 Pages
- 2 Audit Committee Annual Report 2014-2015 5 Pages

**Minutes of the Audit Committee Meeting of Central Tablelands Water Held at
Blayney Community Centre on Wednesday 22nd July 2015,
Commencing at 11.07am**

PRESENT: Mr Steve Kent (Chair - Independent Member - voting)
Mr Phillip Burgett (Independent Member - voting)
Cr David Somerville (Independent Member - voting)

Gavin Rhodes (General Manager - Observer)
Raelene Mulligan (Director Finance & Corporate Services
- Secretariat)

1. Welcome

The Chair of the Committee Mr Steve Kent welcomed all attendees to the meeting which commenced at 11.07am.

2. Apologies for non-attendance

There were no apologies for non-attendance.

3. Declarations of any Conflicts of Interest

Members declared that they had no conflicts of interest.

4. Confirmation of Minutes – Audit Committee Meeting 18th February 2015

The Minutes of the Audit Committee Meeting of Central Tablelands Water (CTW), held on 18th February 2015 were confirmed by the Audit Committee.

5. Audit Committee Annual Report 2015

The Audit Committee Annual Report for 2014 was received by the Committee and will be tabled at the August 2015 Council Meeting for notation.

6. Risk Profiling Project Plan - update

The Director of Finance and Corporate Services presented an updated implementation schedule for the development of CTW's enterprise risk management framework. It was confirmed that the draft risk management plan was completed, and that the risk appetite was inadvertently overlooked and is to be incorporated into the draft risk management plan.

Overall the committee was pleased with the progress made with the enterprise risk management framework. The committee discussed the need for a Risk Management Committee to be established, with the General Manager confirming that he intended to formalise a joint WHS and Risk Management committee within the coming months.

This is Page No. 1 of the Minutes of the Central Tablelands Water Audit Committee Meeting held 18th February 2015

It is envisaged that the committee members will include the General Manager, Directors, Water Operations Manager and Water Quality Manager, along with Councils newly appointed WHS Officer.

7. Draft Risk Enterprise Risk Management Plan for review

The committee agreed that the draft risk management plan effectively outlines CTW's Commitment to risk management, pending an update to the draft incorporating Council's Risk Appetite Statement.

8. External Auditor's interim management letter and status of recommendations

A copy of Council's external interim audit management letter dated 9th June 2015 issued by Intentus Chartered Accountants was presented to the Audit Committee. The interim audit management letter stated the following, "*Generally, our audit confirmed that the financial management procedures and systems have been controlled effectively in a manner relevant to Council's structure and resources.*"

One internal control matter was raised in the interim audit as outlined in the audit memorandum, with the Director Finance and Corporate Services confirming that control measures were now in place.

9. Any major developments/issues since last meeting

Overall, the committee did not have any major developments or issues since the last meeting.

Cr. Somervaille provided the committee with an update on the Central West Joint Organisation Pilot Project, and the structure of County Councils within the pilot. Cr. Somervaille advised that he has been invited to present and be part of a discussion panel at the LGNSW Water Management Conference in August. The presentation will be on 'Water Utility Alliances – Joint Organisations and County Councils – Fit in the Future' and the panel discussion will focus on 'Structural and regulatory reform of local water utilities and Fit for the Future – Where should the sector go?'

The committee discussed the fit for the future submissions, and the risk to Council if any of their constituent Councils were to merge as part of this process.

The General Manager will keep the Audit Committee informed of any future developments regarding the Central West Pilot Joint Organisation.

10. Status of prior report recommendations - update

A status of prior report recommendations was presented to the Audit Committee for review. It was advised that the General Manager and Director Finance & Corporate services were reviewing a draft version of the IT Agreement with Blayney Shire Council. Council's external auditor as part of the interim audit process outlined the

This is Page No. 2 of the Minutes of the Central Tablelands Water Audit Committee Meeting held 18th February 2015

Audit Committee Meeting – 22nd July 2015

Page 3

requirement for an updated agreement, which they will be following up as part of the annual 2014-2015 audit. The General Manager confirmed that pending a number of additions, the agreement will be finalised within the coming weeks.

Further work will be undertaken to develop policies and procedures for procurement and purchasing activities, along with delegations and authorities.

11. Any other business

The Committee discussed the need for a Business Continuity Plan to be established, which further follows on from the establishment of the risk management framework.

Any future work on a Business Continuity Plan will be considered as a joint project between CTW and Blayney Shire Council.

12. Next meeting – Blayney – 22nd October 2015

There being no further business, the Chair of the Audit Committee declared the meeting closed at 11.50am.

This is Page No. 3 of the Minutes of the Central Tablelands Water Audit Committee Meeting held 18th February 2015



Central Tablelands Water - Audit Committee

Annual Report 2014-2015

Report dated May, 2015 from the Chairperson, Central Tablelands Water Audit Committee on the operations of the Audit Committee for the period 1 January 2014 to 31 May, 2015, as required under the Council's Audit Committee Charter.

Purpose of Report

The Audit Committee Charter adopted by Council requires that the Committee report at least annually on its activities. This report covers the period 1 January, 2014 to 31 May, 2015, the second period of operation of the Audit Committee. The report provides background to the Audit Committee's membership, operations during the period and areas for development in the year to come. This report is based on the previous report's annual reporting format suggested by the 2011 Victorian Local Government publication *Audit Committees - A Guide to Good Practice for Local Government*. Prior to its presentation to Council, the report was reviewed and endorsed by the Members of the Audit Committee.

Background / Introduction

Central Tablelands Water's Audit Committee inaugural meeting was held on 28 September 2011. Since then, the Committee has held regular meetings in accordance with its Charter that is based on guidelines issued by the Department of Premier & Cabinet, Division of Local Government in October 2008 and revised in 2010. The Audit Committee Charter is complemented by an Internal Audit Charter. The Audit Committee Charter sets out the roles and responsibilities of the Committee, its authority, membership and the tenure of its members, the operation of its meetings, how decisions are made and its reporting responsibilities. It is reviewed, and amended as necessary on an annual basis.

Membership of the Audit Committee comprises one Councillor and two Independent Members. The Independent Members of the Committee were selected following a request for interest process conducted by the WBC Alliance. To improve communication, co-ordination and co-operation across the three Councils of Blayney, Cabonne and Central Tablelands Water, the two Independent Audit Committee Members were appointed to all three Council Audit Committees.

There have been no changes in the Committee's Independent Members during the period covered by this Report.

A list of Committee meeting dates and attendances by Committee members is set out in Table 1 below.

Central Tablelands Water Audit Committee Annual Report 2014-2015

Audit Committee Membership

The Committee is currently comprised of the following members:

Independent members (voting):

- Mr Steve Kent (Current Chairperson) and
- Mr Phil Burgett

Councillor members (voting):

Councillor Geoff Braddon OAM was a member until he was replaced by Councillor David Somerville from the October 2014 meeting following Council election.

Mr Steve Kent is an experienced internal audit, risk management and consulting professional with considerable local and state government internal audit experience. He currently works as a Risk Advisory Principal for BDO.

Mr Phil Burgett is a highly experienced professional accountant and external auditor with considerable experience in local government. He retired approximately three years ago, after a lengthy career as a Partner with the Bathurst based professional accounting firm; Morse Group.

During the period, the Audit Committee was attended by and received support from:

- Council's former General Manager; Mr Tony Perry (retired during the year)
- Mr Gavin Rhodes, newly appointed General Manager and the former Director Finance & Corporate Services and,
- Mrs Raelene Mulligan, newly appointed Director Finance & Corporate Services

The Committee would like to acknowledge the support provided by the former General Manager; Tony Perry, Gavin Rhodes and Raelene Mulligan.

We would also thank Councillor Braddon for his contribution during his time on the Committee.

Meetings of the Committee

The Table below sets out the meetings of the Committee held during the reporting period and the attendance of Committee Members at these meetings.

Meeting Date	Mr Steve Kent	Phil Burgett	Councillor Geoff Braddon OAM	Councillor David Somerville
7/3/2014	✓	✓	✓	N/A

30/7/2014	Cancelled	N/A	N/A	N/A
15/10/2014	✓	✓	N/A	✓
18/2/2015	✓	✓	N/A	X

Role of the Committee

As highlighted in the previous report, the role of the Audit Committee can be summarised as being to oversight risk, compliance, external accountability and internal control in Council. It does this by:

- examining and commenting on Council's risk management framework and practices;
- reviewing internal control mechanisms;
- reviewing financial reporting and controls in Council including meeting with Council's external auditors;
- monitoring legislative compliance including compliance with policies and guidelines issued by the Division of Local Government;
- supporting an active program of internal audit by authorising an annual and strategic internal audit program, as well as overseeing progress with the implementation of the recommendations of completed internal audit reports.

Achievements During the Reporting Period

The third year of operation of the Audit Committee has been characterized by a number of key activities. These are separately commented on below:

Internal Audit

Council's current strategic three year internal audit plan is expiring on 30 June 2015. During the period to the date of this report, no internal audits have been undertaken. This is explained by CTW Management as being due to time constraints and recent staff movements. The last internal audit undertaken (by IAB Services) was the subject of the 2012/2013 Annual Report and related to a Health Check Review of Information Technology Strategy and Network Security Systems.

The Committee has agreed during the course of the period that the development of a formalised Risk Management Framework - RMF (including risk assessment) was of a much higher priority than completing internal audits, given that the former matter has been discussed over a considerable period. It was also accepted that once completed, the RMF will be used to inform the development of a new Strategic Internal Audit Plan from 1 July 2015, as soon as practicable.

Risk Management

The Committee has continued to promote the need for an RMF, including the completion of a risk register to assist Council's' decision making, risk mitigation and identifying areas for possible review / internal audit.

To date the Director Finance and Corporate Services has undergone risk management training and presented to the Committee an implementation schedule for the development of an RMF, with this project to be overseen by a yet to be formed combined Risk Management and WHS Committee.

In addition, it should be noted that as part of the RMF, Council has already developed and implemented a formal Risk Management Policy (after Council approval).

This particular area will continue to be closely monitored by the Committee and advice provided, where possible.

External Audit Management Letter / Annual Financial Statements

During the period under review, the Audit Committee has considered the external auditor's management letter for 2014 and Council management's responses. The Committee noted that there were no significant findings in the letter and decided it was not necessary to formally meet with Council's external auditor. A meeting with the external auditor will be reconsidered for 2015.

In addition, the 2014 Annual Financial Statements for Council were considered by the Committee and discussed with Intentus; External Auditor.

Committee Self - Assessment

A formal self - assessment of the Committee's performance was completed, noting that it had been deferred from the previous period.

The two main issues that arose out of the assessment were the Committee's concern at the delayed completion of an RMF and new Internal Audit Plan.

As indicated above, steps are being taken to correct the above situation which will be closely monitored by the Committee.

Status of Internal Audit Report Recommendations

The status of past internal audit report recommendations have been considered at each meeting, with satisfaction being expressed at the progress in implementation. There are only a small number of recommendations remaining outstanding and these should be closed out at the beginning of the next financial year.

Audit Committee Charter

The Charter was reviewed during the period with a small number of minor changes being recommended for adoption by Council .

Future Directions

The Audit Committee is well established and looking to making a future contribution in the following areas:

- The implementation of a robust and effective RMF and annual / strategic internal audit programs. As indicated above, this is a high priority and will continue to be closely monitored by the Committee. Where possible, support and guidance will be given by the Committee to Management.
- Enhancing the liaison and communication with Council's external auditor;
- Continuing to encourage the exchange of relevant risk and audit information between the member Councils of the Alliance;
- Seek to maintain and improve the timely flow of information from Council to the Committee. During the year, the information and explanations provided by Council have proven quite useful;
- Maintaining a watching brief over the possible changes to Council (WBC Alliance) structures / operations in regard to the Government's "Fit for the Future" Strategy and providing support / advice to Council, where possible.
- Reviewing the Audit Committee Charter on a periodic basis;

Recommendation: That Council receive and note this report.

Steve Kent

Chairperson Central Tablelands Water Audit Committee

04) Government Information Public Access Act 2009 (GIPA) - Agency Information Guide - Review (IM.CO.1)

(Raelene Mulligan)

RECOMMENDATION:

1. That Council adopt the Draft Agency Information Guide 2016 in accordance with the Government Information Public Access Act 2009 (GIPA).

REPORT

Council is required under Section 21 of the Government Information (Public Access) Act to adopt an Agency Information Guide.

Council must review, adopt and make its AIG available to the public online on an annual basis.

The “Agency Information Guide” is a guide that:

- a) describes the structure and functions of the Council;
- b) describes the ways in which the functions (including, in particular, the decision-making functions) of the Council affect members of the public;
- c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the Council’s policy and the exercise of the Council’s functions;
- d) identifies the various kinds of government information held by Council;
- e) identifies the types of government information held by the Council that the Council makes (or will make) publicly available;
- f) specifies the manner in which the Council makes (or will make) government information publicly available, and
- g) identifies the information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

Council must make government information publicly available as provided by its AIG. This is done via Council’s website.

A copy of Council’s Draft Agency Information Guide 2016 is attached to this report.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

- 1 Draft Agency Information Guide - CTW 10 Pages

2016

Central Tablelands Water



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 county area embraces the Shires of Blayney, Cabonne and Weddin. Bulk water is also supplied to Cowra Shire Council to service the villages of Woodstock, Gooloogong and Pearces Rural Scheme.

COUNCIL STRUCTURE & OBJECTIVES

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

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

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

1. ECONOMIC DEVELOPMENT

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

2. SECURE, QUALITY AND EFFICIENT WATER SUPPLIES

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

3. A HEALTHY, NATURAL ENVIRONMENT AND ECOLOGY

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

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

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

5. RELIABLE WATER SUPPLY INFRASTRUCTURE THAT ECONOMICALLY MEETS SERVICE LEVELS

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

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

EFFECT THAT COUNCIL FUNCTIONS HAVE ON THE PUBLIC

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

- Council's role and responsibilities within the local Community Strategic Plan – Central Tablelands Water 2025;
- Fees and charges levied by Council; and,
- Policies and procedures in the provision of services.

DECISION MAKING– PUBLIC PARTICIPATION

Council comprises its councillors who as elected representatives of the community provide strategic and policy guidance to benefit the community. Council meets regularly to determine recommendations from Council staff in relation to its functions. Meetings of the Council are open to the members of the public and all are welcome to attend (except those sessions closed to the public as stated by the Local Government Act). The opportunity is also offered to members of the public to address Council on matters that are within its jurisdiction. Prior arrangements should be made with the General Manager. Council also holds Community Consultation meetings; receives input from the Community and can be approached directly. All Council and Community Consultation meetings are advertised on Council's website and local newspapers prior to the meetings being held.

WHAT INFORMATION IS HELD BY COUNCIL?

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

WHAT INFORMATION IS PUBLICLY AVAILABLE?

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

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

HOW IS COUNCIL INFORMATION ACCESSED?

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

1. Mandatory release

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

2. Proactive release

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

3. Informal release

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

4. Formal release

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

DOCUMENTS ABOUT COUNCIL THAT HAVE BEEN TABLED IN PARLIAMENT

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

COUNCIL'S POLICY DOCUMENTS

Council's policies are available from Council's website: www.ctw.nsw.gov.au

For enquiries please contact Council's Right to Information Officer, Raelene Mulligan by:

Phone: 02 6391 7200

E-mail: water@ctw.nsw.gov.au

Fax: 02 6368 2451

Mail: PO Box 61 Blayney NSW 2799

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

COUNCIL'S DISCLOSURE LOG OF FORMAL ACCESS APPLICATIONS

Council has not received any formal access applications under the GIPA Act 2009.

However, if in future Council does receive formal access applications under the GIPA Act 2009 relevant information will be entered into Council's Disclosure Log of Formal Access Applications.

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

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

COUNCIL'S REGISTER OF GOVERNMENT CONTRACTS

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

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

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

The Information and Privacy Commission NSW

Level 11, 1 Castlereagh Street
Sydney NSW 2000
GPO Box 7011
Sydney NSW 2001
Free call: **1800 IPC NSW** (1800 472 679)
Website: www.ipc.nsw.gov.au
Email: ipcinfo@ipc.nsw.gov.au

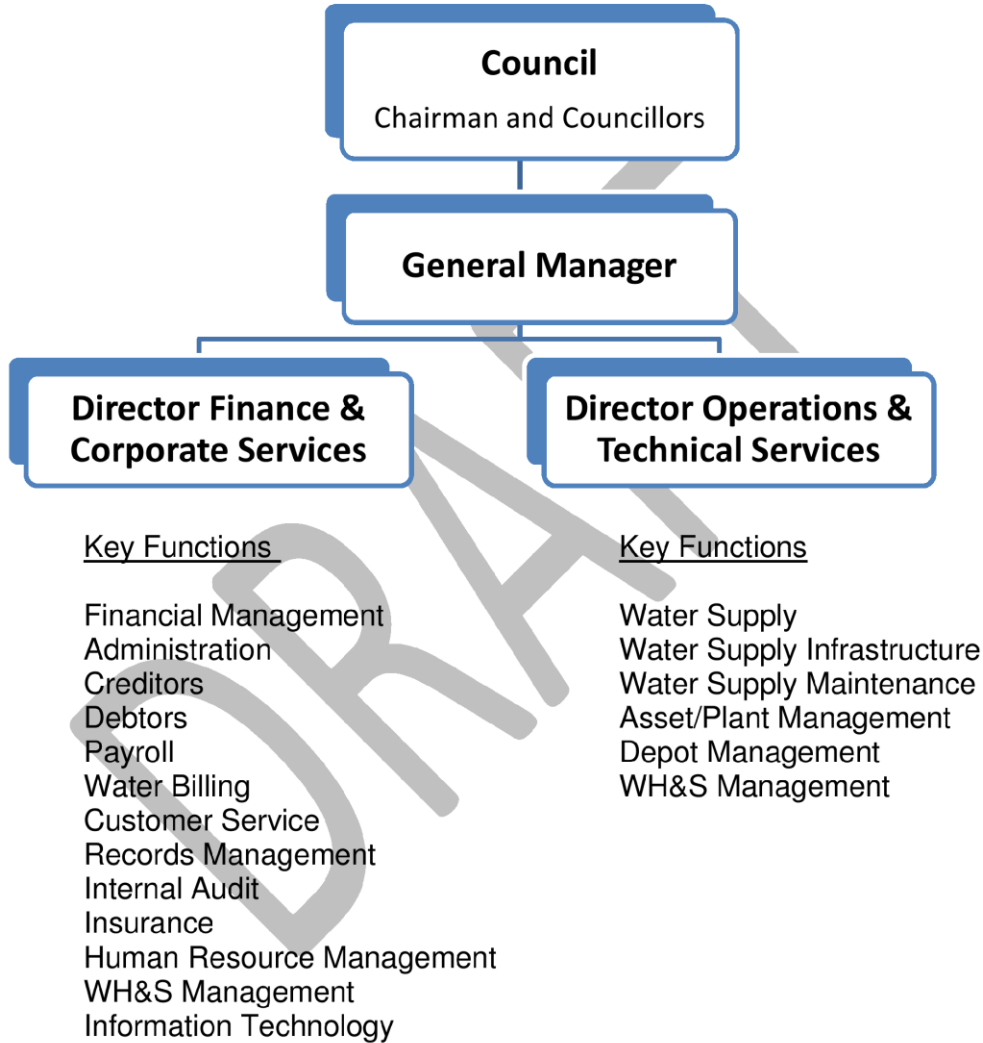
Appendix 1

1 INFORMATION ABOUT LOCAL AUTHORITY

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

Appendix 2

MANAGEMENT STRUCTURE – CENTRAL TABLELANDS WATER



05) Disclosure of Interests (GO.CO.3)

(Gavin Rhodes)

RECOMMENDATION:

1. That the information be noted.

REPORT

Section 449 (3) of the Local Government Act requires that:

“A councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager, within three months after that date, a return in the form prescribed by the Regulations.”

Current councillors (and senior staff) are required to submit returns by 30 September.

A copy of the Schedule 3 return was included with this business paper.

Councillors are respectfully requested to comply with the requirements of the Act by completing the return and lodging it with the General Manager either at this Council meeting or reasonably soon after.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

Nil

06) Strategic Business Plan (FM.PL.2)

(Gavin Rhodes)

RECOMMENDATION:

1. That Council endorse the draft Strategic Business Plan 2015 as presented and place it on public exhibition for a period of 28 days and, subject to any amendments that may result from submissions received, proceed to adopt the draft Plan at its meeting in October 2015.

REPORT

The Local Government Act 1993 requires Local Water Utilities and Water Supply Authorities to prepare Integrated Planning & Reporting (IP&R) documents under the NSW Office of Local Government (OLG) guidelines. These documents include an Operational Plan, Delivery Plan, Asset Management Plan, Workforce Management Plan, Long Term Financial Plan and Community Strategic Plan. There are legislated exemptions for County Councils in regards to the Community Strategic Plan, however a Strategic Business Plan (SBP) must be developed having due regard to the community strategic plans of the county council's constituent councils and in consultation with those councils. The NSW Office of Water (NOW) also require Local Water Utilities (LWU's) to prepare SBP's in accordance with the NSW Water and Sewerage Best Practice Strategic Business Planning Guidelines and updated every 8 years.

The SBP has a long-term strategic approach focussing on a review of the whole of the operating environment for that particular service. Typically the SBP looks at a minimum of twenty (20) years ahead while the Operational Plan and Long Term Financial Plan focuses on 3 and 10 years respectively. SBPs are considered desirable for all councils but specifically the NSW Office of Water has now made them a prerequisite for the provision of financial assistance. The SBP also communicates water supply scheme information to stakeholders and demonstrates that the scheme is being well managed.

On 29 July 2015, Central Tablelands Water (CTW) hosted a SBP workshop at the Blayney Shire Community Centre to review CTW's updated SBP which was last prepared in 2010. Attendees at the workshop included the full Council except Cr Durkin who was an apology, General Manager, Director Operations & Technical Services, Director Finance & Corporate Services, Blayney Shire Council General Manager, Blayney Shire Council Director Infrastructure Services, Blayney Shire Council Water & Waste Water Manager, Cabonne Council General Manager, Weddin Shire Council Acting Director Engineering, WBC Executive Manager and Mr Tony Perry as the workshop facilitator.

As a result of the workshop, various suggestions and comments were put forward by the participants which have been incorporated into the draft SBP. A copy of the revised draft SBP will be provided to all Councillors prior to being presented at its meeting on 19 August 2015 in Grenfell.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

Nil

07) Local Government NSW Conference (CM.CF.1)

(Gavin Rhodes)

RECOMMENDATION:

1. That Council give approval for the Chairman, General Manager and one other Councillor to attend the 2015 Local Government NSW Conference in Sydney, from Sunday 11 October 2015 to Tuesday 13 October 2015, and any Councillor interested in attending should contact the General Manager to arrange registration.

REPORT

The Local Government NSW Annual Conference is to be held in Sydney from Sunday 11 October 2015 to Tuesday 13 October 2015.

Central Tablelands Water is a member of Local Government NSW (LGNSW). LGNSW is the peak industry association that represents the interests of all 152 NSW general purpose councils, 12 special purpose councils and the NSW Aboriginal Land Council.

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

The LGNSW President, Cr Keith Rhoades AFSM, recently expressed the following regarding the upcoming LGNSW Annual Conference:

"This is a time of unprecedented change for NSW local councils with the Fit for the Future reform foremost on the agenda. Against this backdrop, we have scheduled what promises to be an interesting debate. We've invited political and thought leaders to take part in a discussion to be chaired by the well-known public affairs broadcaster and journalist, Ellen Fanning.

Our annual Conference is also about coming together as an industry sector to discuss the growing number of issues that affect us and developing appropriate solutions, as well as promoting policies for the coming year. In addition, it will be time to elect the Executive Board that will govern your association through a critical time of change. We welcome the involvement of councillors state-wide to represent the interests of different communities."

In past years, the Chairman, General Manager and, on occasions, another Councillor has attended the annual Local Government Conference and it is expected that Council would again be represented at the 2015 conference of LGNSW.

Early bird registrations for this Conference close on 31 August 2015 so the General Manager will be seeking an indication at this meeting as to who is wishing to attend.

BUDGET IMPLICATIONS

FY15/16 Budget provides for attendance by the Chairman, General Manager and one other Councillor.

POLICY IMPLICATIONS

Nil

Attachments

Nil

08) Proposal to reschedule date of October 2015 Council Meeting (GO.CO.2)

(Gavin Rhodes)

RECOMMENDATION:

1. That Council approve the rescheduling of the October Council Meeting from 14 October 2015 to 21 October 2015 due to the Chairman, General Manager and possibly one other Councillor being unavailable as they will be attending the LGNSW Annual Conference in Sydney.

REPORT

The Local Government NSW Annual Conference is to be held in Sydney from Sunday 11 October 2015 to Tuesday 13 October 2015. The official conference dinner which is included in the overall conference package is scheduled for Tuesday 13 October from 7pm – 11pm. At the dinner, LGNSW acknowledge and present Outstanding Service Medals, Emeritus Mayor Certificates and announce the new incoming board of the Association. It also allows excellent networking opportunities with State MPs and other Councils from across the state.

As a duty of care responsibility under Council's WH&S Policy, Council's conference attendees will stay in Sydney on 13 October and travel back to the Central West on Wednesday 14 October. It is therefore proposed that CTW's October Council Meeting be rescheduled to Wednesday 21 October 2015. The meeting would still be held at the Blayney Shire Community Centre.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

Nil

09) Motions for Local Government NSW Annual Conference 2015 (GR.LR.2)

(Gavin Rhodes)

RECOMMENDATION:

1. That Council resolve to support and put forward the following motion to the Local Government NSW Annual Conference 2015:

Motion:

That to strengthen the Local Government position on council owned and operated local water utilities (i.e. county councils or general purpose councils providing water supply and sewerage services), LGNSW adopts a revised policy that reads as follows:

1. *LGNSW strongly defends continued ownership and control of water supply and sewerage assets by Local Government, asserts county councils be full members of relevant joint organisations, and asserts joint organisations be flexible in working alongside regional groupings of local water utilities; and*
2. *LGNSW pursues this policy by making representation to the NSW Government requesting:*
 - a. *A commitment by the NSW Government, including as part of the review of the Local Government Act and any related legislation, that local water utilities remain in the ownership and management of Local Government where that is currently the case;*
 - b. *That the joint organisations model be established and implemented:*
 - i. *With county councils being full members of relevant joint organisations or having the flexibility of being full members of relevant joint organisations; and,*
 - ii. *With the flexibility for joint organisations to work alongside regional groupings of local water utilities (i.e. regional water and sewerage utilities alliances).*

REPORT

The motion listed above originated from the LGNSW Rural & Regional Issues Workshop held at Sydney in June 2015 as well as in consultation with the five (5) water county councils within the state being Riverina Water County Council, Goldenfields Water County Council, Rous Water County Council, MidCoast Water County Council and Central Tablelands Water County Council.

The main issues generated from the LGNSW Rural & Regional Workshop and County Council discussions were on the significant importance of Local Government retaining ownership of local water utilities, and on flexibility of Joint Organisations to accommodate appropriate regional groupings of local water utilities.

Note from Council:

Local Government should maintain responsibility for the operation and management of water supply and sewerage services and ownership of water supply and sewerage infrastructure. Councils are most effective in achieving whole-of-community outcomes and integrated water cycle management, utilise efficiency of economies of scope, and so allow for sustainable, locally appropriate long term strategic planning and service provision.

The provision of water supply and sewerage services is a significant responsibility often making up a quarter or more of councils' annual budget and employing a significant number of their workforce. Water supply and sewerage services are an important element of communities' understanding of and involvement in Local Government as a "one stop shop" to access essential services and deal with local issues. Local water utilities also have flow on effects on local and regional economies and employment.

Regional cooperation of local water utilities, such as regional water utility alliances, provide for a Local Government owned model to share professional resources; undertake catchment-based water supply and demand planning; and potentially plan, fund and deliver infrastructure necessary to provide secure, safe and efficient regional water supply and sewerage services over the long term.

County councils effectively and efficiently provide water supply and/or sewerage services in approximately 20% of councils in regional NSW (outside the area of operation of Sydney Water and Hunter Water).

The strengths of the county council model include:

1. Exists under the Local Government Act and has the authority of legislation within which it operates and is accountable;
2. Caters for regional collaboration and the coordination of initiatives with regional and local significance based on a prescribed level of constituent council participation;
3. Enables enhanced capacity in strategic and operational functions (including sharing knowledge and expertise) by optimising resources and effort across multiple local government and catchment areas;
4. Offers a flexible funding framework for a shared service delivery model where all constituent councils within a region benefit from the services or programs delivered, and
5. Enhances regional prospects of success in securing soft funding and provides leverage in procurement.

Noting the information provided in this report, the General Manager is seeking Council's support in submitting the proposed motion regarding local water utilities to the LGNSW Annual Conference 2015.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

Nil

10) WBC Alliance - Executive Officer's Report (CM.AG.6)

(Donna Galvin)

RECOMMENDATION:

1. That the information be noted.

REPORT***WBC EXECUTIVE MANAGER'S REPORT – August 2015 Council meeting*****Asbestos Management Planning:**

AS reported last month the Alliance Councils are working on a joint RFQ for asbestos management planning services. We have been approached by Weddin and Oberon Councils to be involved in this as well. The aim is to advertise the RFQ at the end of July.

Sewer Relining Contract

As reported last month Blayney and Cabonne are working on this together – aiming to advertise tender during August.

Bitumen Reseal Tender:

For the last few years the Alliance councils have gone to joint tender and engagement for the provision of bitumen reseal. In the 2013/14 period it is estimated the joint purchase of this secured around \$400k of discount to the member councils.

The tender is once again being advertised. Cabonne have taken coordinating role this time (Blayney did it last time). Wellington have opted out of this most recent tender.

Asset Management:

There are a number of opportunities that have come about recently that the Alliance Councils are discussing around asset management and ways that we can work together to improve our systems, processes and data.

1. Implementation of Asset Find software –

In late 2014 Blayney and Cabonne purchased this new software. For a variety of reasons implementation has been slow. Cabonne has just employed two new Assets Officers who will require training in the system. WE are currently discussing how we

can maximise the training opportunities and assist each other in implementation of the system.

2. Changes to auditing of Special Schedule 7

On 20 July OLG advised that from 2016 the data required and the audit process will change in regards to Special Schedule 7. OLG are encouraging Councils to:

- Undertake a self-assessment using the Asset management Audit Preparedness Assessment 2015 Workbook prior to auditors completing a more detailed assessment

This self-assessment is to be completed by **November 2015**.

The results of this inform Councils improvement strategies for asset management and there would likely be ongoing opportunities to work collaboratively to improve the systems and processes.

Consultancy firm Morrison Low (who worked with both Wellington and Cabonne on their FFF project) are holding a free webinar on 30 July to discuss this self-assessment process and representatives from our councils are participating.

Innovation Funds:

As part of the State Governments reform process Government announced last year that they would make available around \$4m for small to medium sized rural and remote councils for projects that “ promote the long-term sustainability of small communities”

Projects which would be considered include ones that focus on:

- Performance improvement
- Service delivery
- Improved governance
- Systems improvement
- Creative use of technology
- Innovative infrastructure
- Capacity building and sharing innovation

Funds include up to \$150k for individual councils or up to \$400k for projects involving one or more councils. (as long as one of the councils has a population of <10 000 – which Blayney does)

This is a fantastic opportunity to seek funding to support some of the initiatives outlined in our Councils Fit for the Future Improvement Plans. The General Managers and WBC Executive Manager are currently considering which projects could be proposed.

Applications do not open until November and will close in February 2016 but planning is already underway to capitalise on this opportunity.

Technology:

In the past month I have participated in two webinars demonstrating two new pieces of software technology that could be very beneficial to our Councils:

- Corporate Performance System – Board – which is being developed and promoted by our corporate IT provider, IT Vision. This software capability allows councils to set KPI's and track performance across a range of indicators linked directly to the IPR framework.

- RevuMap – a system that service and efficiency reviews, service analytics, benchmarking and business process mapping. During the FFF process it was more than evident that our councils lack this capability and both these systems would be very beneficial

The General Managers and I are considering if to implement these systems (they could form part of an application under the innovations funds).

Additionally Cabonne is in early stages of implementing electronic timesheets through Synergysfot (corporate system). Blayney and Central Tablelands Water may also benefit from this systems development as they are also on the same system as Cabonne.

Alliance acknowledged in Fit for the Future submission:

Ryde, Lane Cover and Hunters Hill Councils joined together in their response to Fit for the Future and are proposing an Alliance type model (which they are calling a Joint Arrangement). AS part of their response they commissioned 3 respected companies and academics to develop the model, prepare a business case and an implementation plan.

In their report on the business case SG Economics have used the WBC Alliance as an “outstanding example” of how Alliances can achieve significant benefits for member councils and is a viable alternative to amalgamation.

Council specific work:

I am also providing support to the individual councils on council specific activities:

Cabonne –

I am working with the General Manager to prepare and assist with facilitation on a **one day workshop with Councillors** to:

- reconnect post FFF and consider actions in the Improvement Plan
- consider the priorities for their last year of term of Council
- prepare for end of term reporting with IPR

Wellington Council

The Wellington General Manager has asked me to complete a **governance health check** for Wellington Council. This is similar to an internal self-assessment on what policies and procedures council is required to have and to identify any that are either out of date, or not in place. This work will be completed during August and should take about 3- 5 days. (includes onsite interviews with staff and research online)

Additionally I have been working with the General Manager and a small team of staff to develop new **communication strategies and meeting procedures** which will come into effect in August.

Blayney:

Coordinating and facilitating risk **management workshops** for managers and supervisors on Risk Management and Risk Register.

Central Tablelands Water:

I participated in their **Strategic Business Planning** workshop held on 29th July.

I will be also conducting a review on policies (similar to the Governance Health Check process for Wellington).

Additionally the work that I complete for Blayney regarding risk management format, process and register will be replicated and modified to suit CTW.

(all) OLG Comparative Data Report:

OLG provide councils an annual comparative analysis report across a range of indicators. This year they have provided data for the last 3 years. However the data is presented in excel spreadsheet and unfortunately the fields don't match from one year to the next, so it is time consuming to easily pull out reports that are accurate. I have been reworking the spreadsheet so that the fields match and councils then have a very useful set of data.

Future of the WBC Alliance

The General Managers and the WBC Executive Manager met on 30 July to discuss a range of issues including:

- Agree on the exit strategy for Wellington including the funding implications
- Prepare a work plan for the period July – Dec 2015 whilst Wellington are still a member council to ensure they still receive support services from WBCEM.
- Consider options for a new subregional Alliance complimentary to the new Joint Organisation including the purpose, membership and funding arrangements of such a new partnership/Alliance

There are a number of common strategies and actions in the FFF Improvement Plans that could be coordinated or managed on a collective way through the WBC. These include:

- Ongoing commitment to identifying opportunities for shared services
- Business improvement including service reviews to:
 - o Determine cost of service delivery
 - o Establishing agreed service levels with users
- IPR documentation all needs to be revised and revamped for outgoing council in Sept 2016
- Fleet management
- Procurement
- Asset management

Over the coming months the General Managers and WBC Executive Manager will scope out potential collaborative projects in line with the FFF Improvement Plans.

The next Board meeting is the Annual General Meeting and will be held in **Blayney on 29th September** (postponed from earlier in the month to allow for the completion of the Mayoral election process in September). The Chair and Secretariat roles will transfer to Blayney at the AGM.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

Nil.

11) **Henry Lawson Festival Committee and Coordinators letter of thanks (CR.SD.1)**

(Gavin Rhodes)

RECOMMENDATION:

1. That Council note the report.

REPORT

The General Manager received a letter from the Henry Lawson Festival Committee on 2 July 2015 conveying their sincere thanks and support for the commitment provided by Central Tablelands Water in making a contribution towards the 2015 Henry Lawson Festival. By all reports it was an outstanding success with official attendance estimated at around 8,000.

A copy of the letter from the Henry Lawson Festival Committee is attached to this report.

BUDGET IMPLICATIONS

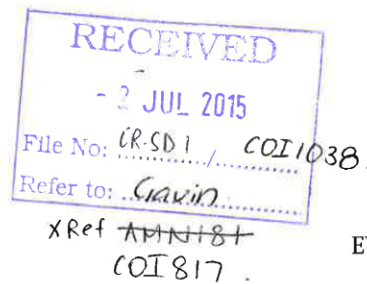
Nil

POLICY IMPLICATIONS

Nil

Attachments

- 1 Henry Lawson Festival Thanks You 1 Page



EVERY JUNE LONG WEEKEND

Gavin Rhodes
 Central Tablelands Water
 30 Church Street
 Blayney NSW 2799

D5
 Vol. 1

25 June 2015

Dear Gavin,

I am very pleased to announce that the 2015 Henry Lawson Festival was an outstanding success with official crowd numbers estimated to be around 8000.

The Festival relies almost fully on local sponsorship, local fundraising and the efforts of a long list of local volunteers along with their families and workplaces.

The Festival Committee and Coordinators sincerely thank you for your support and we look forward to your continued involvement for next year. Also, please pass this message of thanks to others in your sphere who may also have quietly contributed.

After a short break and AGM in October, the incoming Committee and coordinators will begin preparations for the 2016 Festival. The Festival encourages anyone who would like to become involved to 'step up' and join the team for 2016.

Yours Sincerely,

John Hunter

Festival President

www.henrylawsonfestival.com.au

e. info@henrylawsonfestival.com.au

p. P.O Box 77, Grenfell NSW 2810

12) Millthorpe Village Committee - Request to waive water supply connection fee (CR.SD.1)

(Gavin Rhodes)

RECOMMENDATION:

1. For Council's consideration and determination.

REPORT

Council resolved at its April 2015 Council Meeting to provide a letter of support to the Millthorpe Village Committee for a grant application the committee was submitting to Netwaste as a 'Village Waste Reduction Challenge – A Netwaste Initiative.' The grant application was based on a proposal to install a water bottle refilling station at Millthorpe in close proximity to the main street.

The Millthorpe Village Committee has since advised Council that their grant application was successful and requested a quotation from Council for a new water supply connection at Victoria Street, Millthorpe.

Council provided a quotation for the new water supply connection and has subsequently received a request from the Millthorpe Village Committee to waive the water supply connection fee of \$1,090. The main reasons for the request is that the water refilling station is a community project; and by saving money on the connection fees, a more durable water refilling station with an additional bubbler option will be able to be purchased.

The Millthorpe Village Committee has also advised of the environmental benefits that would be gained through the new water refilling station in the village of Millthorpe, which would encourage visitors and locals to refill their reusable water bottles, rather than having plastic water bottles littering the town and increasing landfill.

The letter from the Millthorpe Village Committee requesting the waiving of the new water supply connection fee is attached for Councillors information.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

- 1 Millthorpe Village Committee Letter & GM Reply Letter 2 Pages



P.O. Box 101
Millthorpe. 2798
11th July 2015
Reference: WS.AG.1

Central Tablelands Water
The General Manager
Dear Gavin

Re: Water Connection to Lot 1 DP 379214 34 Victoria St Millthorpe (Adjacent to)

Thank you for the quotation received from Darryl Sligar of \$1090.00 for the water connection to the above property, dated 24th June 2015. This connection is for the water bottle refilling station project for which the Millthorpe Village Committee (MVC) received funding from NetWaste, as part of their Village Waste Reduction Initiative.

The water refilling unit proposed by the MVC, is of stainless steel construction and therefore more expensive than the plastic versions available. The decision to opt for a stainless steel unit was made after consultation with members of CTW and their recommendation for a more damage resistant model.

As this is a community project, with the refilling station to be on public land, I am writing to request that Central Tablelands Water consider the waiver of the connection fee.

If this was to happen, it would mean the MVC would be in the position to include a bubbler attachment in the bottle refilling station unit. A bubbler would enable people who have no bottle to refill, to drink water without the need to purchase bottled water. We feel every plastic bottle that does not end up as litter or in landfill, is a bonus for our environment.

Yours faithfully

A handwritten signature in black ink, appearing to read "L. Harrison".

Lyndall Harrison
Member, Millthorpe Village Committee



Central Tablelands *Water*

Our Reference: CR.SD.1

Contact: Gavin Rhodes

17 July 2015

Ms Lyndall Harrison
Millthorpe Village Committee Member
P.O. Box 101
MILLTHORPE NSW 2798

Dear Ms Harrison,

Re: Water Connection to Lot 1 DP379214 34 Victoria St Millthorpe

Further to your letter dated 11th July 2015, I advise that Council has a policy of all requests for donations are considered by Council on application. Council has subsequently considered the case where an appeal for a donation is received between meetings and has decided that all appeals must still come before Council.

Therefore noting Council's policy, your letter will be submitted to Council at its next meeting on 19 August 2015 for consideration.

I will advise you further following Council's August meeting.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'G. Rhodes'.

G. Rhodes
General Manager

13) Filtration Plant Inspections March 2015 (WS.AG.1)

(Darrell Sligar)

RECOMMENDATION:

1. That the information be noted.

Report

Council has received the 2015 inspection reports from the Department of Primary Industries (Water) on the performance and operations of both Blayney and Carcoar filtration Plants.

The report advises that both plants are performing satisfactory and being kept tidy. The inspector noted slightly elevated aluminium residuals at both plants during the previous twelve months.

A copy of the letter from DPI (water) together with the report and analysis of the water sampled on the day are attached.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

1 Periodical Inspection Report Blayney & Carcoar WTP 9 Pages

Raelene Mulligan

From: Christopher Carlon <chris.carlon@dpi.nsw.gov.au>
Sent: Thursday, 25 June 2015 6:55 PM
To: CTWater
Subject: Reports for March 2015
Attachments: Blaney wtp March 2015.pdf; blaney water results.pdf; carcoar wtp.MARCH 2015.pdf; carcoar water results march 2015.pdf

The General Manager
Central Tablelands Water
P.O. Box 61
Blayney NSW 2799

Attention: Mr Darrell Sligor

Date: 25th June 2015

In accordance with the agreement between NSW Office of Water and the Local Government and Shires Association, periodical inspection reports by NSW Office of Water Regional Water and Sewerage Treatment Officers may be sent electronically (report attached). If you require a hard copy, please contact Mr C. Carlon, contact details appear below. Sorry for the delay in distributing these reports but it could not be avoided.

Regards

--

Christopher Carlon | Water and Sewerage Treatment Officer
NSW Department of Primary Industries | NSW Office of Water
181-187 | Anson Street | PO Box 53 Orange NSW 2800
T: 02 63638700 | F: 02 63613839 | M: 0419 624 576 E:chris.carlon@dpi.nsw.gov.au
W: www.dpi.nsw.gov.au | www.water.nsw.gov.au

This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender, and are not necessarily the views of their organisation.



Department of
Primary Industries
Office of Water



Contact: Chris Carlon
Mobile: 0419624576
Email: chris.carlon@dpi.nsw.gov.au

The General Manager
Central Tablelands Water
PO Box 61
Blaney NSW 2799

March 2015

Attention: Mr Darrell Sligor

Dear Sir

RE: Periodical Inspection of the Blaney WTP

The Blaney water treatment plant was inspected on the 12 March 2015 by Chris Carlon, Water and Wastewater Treatment Officer for NSW Office of Water. The inspection was in accordance with the statutory requirements of the Local Government Act 1993. He was accompanied by Mr Josh Sligor.

Works in General

At the time of the inspection the treatment plant was performing satisfactorily, and being kept tidy. Record keeping at the plant was up to date and readily available.

Inspection Results

The aluminium results are slightly outside the level recommended by the ADWG. This would indicate that the chemical dose rate at the plant may need adjusting or there is inadequate mixing occurring. I would suspect it would not be a pH problem because of the chemical being used. This is the second time the aluminium result for the plant has been outside the guidelines although only slightly.

Analysis results

Attached for your information are the analyst results of samples taken at the time of the inspection. The results indicate that the overall treatment process was working well except for the aluminium result.

If you would like any further clarification to the above report please contact Mr Chris Carlon – Regional Water & Sewerage Treatment Officer, South region on Ph 0419624576.

Yours Faithfully

For: Peter Ledwos
Regional Manager - South



Page : 3 of 3
 Work Order : CA1500996
 Client : NSW Office of Water
 Project : Blayney WTP

Analytical Results

Compound	Client sample ID		Unit	Result	Result	Result	Result
	CAS Number	LOR					
Sub-Matrix: WATER (Matrix: WATER)							
EA005: pH		0.01	pH Unit	7.19			
EA010: Conductivity Electrical Conductivity @ 25°C		2	µS/cm	225			
EA040: Colour (Apparent) Colour (Apparent)		1	PCU	2			
EA045: Turbidity Turbidity		0.1	NTU	0.4			
EA065: Total Hardness as CaCO3 Total Hardness as CaCO3		1	mg/L	66			
EA068: Calcium Hardness as CaCO3 Calcium Hardness as CaCO3		1	mg/L	33			
ED009: Anions Chloride	16887-00-6	0.1	mg/L	25.0			
ED037: Alkalinity Hydroxide Alkalinity as CaCO3	DMO-210-001	0.1	mg/L	<0.1			
Carbonate Alkalinity as CaCO3	3812-32-6	0.1	mg/L	<0.1			
Bicarbonate Alkalinity as CaCO3	71-52-3	0.1	mg/L	61.0			
Total Alkalinity as CaCO3		1	mg/L	61			
EG005F: Dissolved Metals by ICP-OES Calcium	7440-70-2	0.05	mg/L	13.3			
Magnesium	7439-95-4	0.05	mg/L	7.98			
EG005T: Total Metals by ICP-OES Aluminium	7429-90-5	0.02	mg/L	0.30			
Iron	7439-89-6	0.01	mg/L	0.01			
Manganese	7439-96-5	0.001	mg/L	0.003			
EP005: Total Organic Carbon (TOC) Total Organic Carbon (as NPOC)		1	mg/L	4			



CERTIFICATE OF ANALYSIS

Work Order : CA1500996
 Client : NSW Office of Water
 Contact : Mr Chris Carlton
 Address : PO Box 53
 Wollongong NSW 2520
 E-mail : chris.carlton@dpi.nsw.gov.au
 Telephone : 0419 624 576
 Facsimile : 02 6361 3839
 Project : Blaney WTP
 Order number : W4407-2
 C-O-C number : ---
 Sampler : ---
 Site : ---
 Quote number : ---

Page : 1 of 3
 Laboratory : ALS Water Resources Group
 Contact : Client Services
 Address : 18B Lithgow Street Fyshwick ACT Australia 2609
 E-mail : ecowisecustomerservice@alsglobal.com
 Telephone : +61 2 6202 5404
 Facsimile : ---
 QC Level : NEPM 2013 Schedule B(3) and ALS QCS3 requirement
 Date Samples Received : 17-Mar-2015 07:30
 Date Analysis Commenced : 17-Mar-2015
 Issue Date : 25-Mar-2015 14:42
 No. of samples received : 1
 No. of samples analysed : 1

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results



NATA Accredited Laboratory 992
 Accredited for compliance with
 ISO/IEC 17025.

Signatories

This document has been electronically signed by the authorized signatories indicated below. Electronic signing has been carried out in compliance with procedures specified in 21 CFR Part 11.

Signatories	Position	Accreditation Category
Chau Lethitran	Technical Officer	Inorganics
Geetha Ramasundara	Teamleader Wet Chem	Inorganics
Shane Reynolds	Lab Manager	Inorganics
Titus Vimalasiri	Teamleader Metals	Inorganics



Department of
Primary Industries
Office of Water

Contact: Chris Carlon
Mobile: 0419624576
Email: christopher.carlon@dpi.nsw.gov.au

The General Manager
Central Tablelands Water
PO Box 61
Blaney NSW 2799

March 2015

Attention: Mr Darrell Sligor

Dear Sir

RE: Periodical Inspection of the Carcoar WTP

The Carcoar water treatment plant was inspected on the 12 March 2015 by Chris Carlon, Water and Wastewater Treatment Officer for NSW Office of Water. The inspection was in accordance with the statutory requirements of the Local Government Act 1993. He was accompanied by Mr Corey Henry and Mr Joe Fuller.

Works in General

At the time of the inspection the treatment plant was performing satisfactorily, and being kept tidy. Record keeping at the plant was up to date and readily available.

Inspection Results

The samples I have taken from the plant indicate that the aluminium levels at the plant are good, however I have been informed there have been high levels in the health department samples. This needs to be closely monitored.

Analysis results

Attached for your information are the analyst results of samples taken at the time of the inspection. The results indicate that the overall treatment process was working well.

If you would like any further clarification to the above report please contact Mr Chris Carlon – Regional Water & Sewerage Treatment Officer, South region on Ph 0419624576. .

Yours Faithfully

A handwritten signature in black ink, appearing to read 'P Ledwos'.

For: Peter Ledwos
Regional Manager - South
Urban Water Branch



CERTIFICATE OF ANALYSIS

Work Order : CA1500995
Client : NSW Office of Water
Contact : Mr Chris Carlton
Address : PO Box 53
 Wollongong NSW 2520
 : chris.carlton@dpi.nsw.gov.au
E-mail : ecwisecustomerservice@alsglobal.com
Telephone : +61 2 6202 5404
Facsimile :
Project : NEPM 2013 Schedule B(3) and ALS QCS3 requirement
Order number : 17-Mar-2015 07:30
C-O-C number : 17-Mar-2015
Sampler : 25-Mar-2015 14:41
Site :
Quote number : 4
No. of samples received : 4
No. of samples analysed : 4

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results



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Signatories

This document has been electronically signed by the authorized signatories indicated below. Electronic signing has been carried out in compliance with procedures specified in 21 CFR Part 11.

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Geetha Ramasundara	Teamleader Wet Chem	Inorganics
Shane Reynolds	Lab Manager	Inorganics
Titus Vimalasiri	Teamleader Metals	Inorganics



Page : 3 of 3
 Work Order : CA1500995
 Client : NSW Office of Water
 Project : Carcoar WTP

Analytical Results

Sub-Matrix: WATER
 (Matrix: WATER)

Compound	CAS Number	LOR	Client sampling date / time		Unit	Client sample ID							
			Filtered - Carcoar WTP	Floted - Carcoar WTP		Raw - Carcoar WTP	Clear (FIN) - Carcoar WTP						
EA005: pH	---	0.01	[12-Mar-2015]	[12-Mar-2015]	pH Unit	CA1500995-001	CA1500995-002	CA1500995-003	CA1500995-004	Result	Result		
						Result	Result	Result	Result	7.52	7.58	7.62	7.19
EA010: Conductivity	---	2			µS/cm					207	207	202	214
EA040: Colour (Apparent)	---	1			PCU					9	14	34	3
EA045: Turbidity	---	0.1			NTU					1.1	1.5	2.1	0.6
EA065: Total Hardness as CaCO3	---	1			mg/L					64	65	65	66
EA066: Calcium Hardness as CaCO3	---	1			mg/L					30	30	30	30
ED009: Anions	16887-00-6	0.1			mg/L					12.9	12.9	9.3	17.4
ED037: Alkalinity	---	0.1			mg/L					<0.1	<0.1	<0.1	<0.1
ED038: Carbonate Alkalinity as CaCO3	---	0.1			mg/L					<0.1	<0.1	<0.1	<0.1
ED039: Bicarbonate Alkalinity as CaCO3	---	0.1			mg/L					80.0	79.9	84.1	70.0
ED040: Total Alkalinity as CaCO3	---	1			mg/L					80	80	84	70
EG005F: Dissolved Metals by ICP-OES													
Calcium	7440-70-2	0.05			mg/L					12.0	12.1	12.0	12.2
Magnesium	7439-95-4	0.05			mg/L					8.27	8.49	8.57	8.70
EG005T: Total Metals by ICP-OES													
Aluminium	7429-90-5	0.02			mg/L					---	---	0.02	0.08
Iron	7439-86-6	0.01			mg/L					---	---	0.22	<0.01
Manganese	7439-96-5	0.001			mg/L					---	---	0.158	0.003
EP005: Total Organic Carbon (TOC)													
Total Organic Carbon (as NPOC)	---	1			mg/L					6	6	11	6



Page : 2 of 3
Work Order : CA1500995
Client : NSW Office of Water
Project : Carcoar WTP

General Comments

The analytical procedures used by the Environmental Division have been developed from established internationally recognized procedures such as those published by the USEPA, APHA, AS and NEPM. In house developed procedures are employed in the absence of documented standards or by client request.

Where moisture determination has been performed, results are reported on a dry weight basis.

Where a reported result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.

Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

When sampling time information is not provided by the client, sampling dates are shown without a time component. In these instances, the time component has been assumed by the laboratory for processing purposes.

Key :

CAS Number = CAS registry number from database maintained by Chemical Abstracts Services. The Chemical Abstracts Service is a division of the American Chemical Society.

LOR = Limit of reporting

* = This result is computed from individual analyte detections at or above the level of reporting

g = ALS is not NATA accredited for these tests.



Page : 2 of 3
Work Order : CA1500996
Client : NSW Office of Water
Project : Blaney WTP

General Comments

The analytical procedures used by the Environmental Division have been developed from established internationally recognized procedures such as those published by the USEPA, APHA, AS and NEPM. In house developed procedures are employed in the absence of documented standards or by client request.

Where moisture determination has been performed, results are reported on a dry weight basis.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.

Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

When sampling time information is not provided by the client, sampling dates are shown without a time component. In these instances, the time component has been assumed by the laboratory for processing purposes.

Key :

CAS Number = CAS registry number from database maintained by Chemical Abstracts Services. The Chemical Abstracts Service is a division of the American Chemical Society.

LOR = Limit of reporting

▲ = This result is computed from individual analyte detections at or above the level of reporting

⊘ = ALS is not NATA accredited for these tests.

14) Maintenance of Council's Systems (WS.MO.4)

(Darrell Sligar)

RECOMMENDATION:

1. That the information be noted.

REPORT*a) Meter Reading*

The first meter read for the 2015/16 financial year commenced in Blayney on 10th July and was finalised in Grenfell on 30th July 2015. All dead metres have been replaced.

b) Meter Change Program

The meter change program continued throughout the county area with six domestic metres being replaced due to consumption and one 100mm meter at Moyne in Canowindra.

c) Service Replacement Program

Council staff replaced four full services and twenty eight partial services in Moorbel over the last two months.

d) Trunk Main Maintenance

Two scour valves have been replaced on trunk mains, one on TM'C' and one on TM'K'.

e) Pump Station Maintenance

A new electrical cabinet has been constructed and installed at North Street pump station at Grenfell after Essential Energy removed a power pole.

f) Valve Maintenance

Two new sluice valves have been installed replacing faulty units, one in Mandurama and one in Blayney.

g) Reservoir Maintenance

Pipework at two reservoirs has been rebuilt, Carcoar and Nyrang Creek No.1, with a new air valve installed at Greys Hill. Reservoir cleaning has been carried out on the following reservoirs: Carcoar, Millthorpe, Cargo, Greys Hill, Plumb Street, Lyndhurst, Grenfell North & Grenfell West.

h) Reticulation Flushing

Town flushing has been carried out in the following areas: Carcoar, Mandurama, Lyndhurst, Millthorpe, Cargo, Manildra, Eugowra, Canowindra, South Canowindra & Moorbel.

i) Filtration Plant Maintenance

Four sludge lagoons have been cleaned and placed back into operation at Carcoar.

j) Rural Metres

The meter technician has commenced GPS location of all rural metres, along with a backflow prevention register.

k) Capital Works

The replacement of 280 metres of ductile iron pipe and 200 metres of HDPE along with isolating valves and expansion joints has been installed on the Gooloogong Bridge over the Lachlan River.

l) Staff Training

All staff completed first aid refreshers during June, three staff completed chemical refreshers and one staff member completed confined spaces training.

m) Performance Reviews

All operations staff had performance reviews during June.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

Nil

15) Performance of Council's Systems (WS.MO.4)

(Darrell Sligar)

RECOMMENDATION:

1. That the information be noted.

REPORT*n) Main breaks*

The main failures recorded during the past two months are listed in the table below.

Location		Date	Size	Comment
Canowindra	Rodd Street	14.07.15	100mm	S/L
Trunk Main 'K'	Melyra	19.07.15	200mm	collar
Rural System	Nyrang Creek	01.07.15	65mm	Tree root

o) Service Complaints and Requests

A summary of service complaints and requests received for the last two months are as follows:

BLAYNEY	20
CHECK METER READING	1
DIRTY WATER COMPLAINT	1
DISCONNECTION OF WATER SUPPLY	1
LEAKING METER	4
LEAKING SERVICE	5
MAIN BREAK	1
METER - SPECIAL READING	1
METER NEW/REPLACEMENT	1
METER NOT SHUTTING OFF	4
RESERVOIR MAINTENANCE	1
CANOWINDRA	13
BURST METER	2
CHECK METER READING	1
LEAKING SERVICE	6
MAIN BREAK	1
METER NOT SHUTTING OFF	3
CARGO	3
LEAKING METER	2
LOW PRESSURE COMPLAINT	1
CUDAL	4
BURST METER	1

LEAKING METER	1
LEAKING SERVICE	2
EUGOWRA	6
LEAKING METER	1
LEAKING SERVICE	3
MAIN BREAK	1
METER NOT SHUTTING OFF	1
GRENFELL	4
CUSTOMER DAMAGED SERVICE	1
DIRTY WATER COMPLAINT	1
LEAKING METER	1
LEAKING SERVICE	1
MANDURAMA	1
HYDRANT LEAKING	1
MILLTHORPE	2
BURST METER	1
LEAKING SERVICE	1
QUANDIALLA	3
LEAKING SERVICE	1
NO WATER COMPLAINT	2
Grand Total	56

p) Lake Rowlands

The level of Lake Rowlands has increased from 75% to 100% back to 99% as at 31st July 2015. 2,517 megalitres was discharged from Lake Rowlands during July.

q) New Water Services

During the past two months there have been 8 new domestic water services connected to Councils mains.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

Nil

16) Questions on Notice

(Gavin Rhodes)

No questions on notice were received.

Attachments

Nil

- 17) **Water Leakage - Account 6191500006 (CR.EQ.1)**
Water Leakage - Account 20120007 (CR.EQ.1)
General Managers Contract (GO.CO.4)

(Gavin Rhodes)

RECOMMENDATION:

1. That, as this matter deals with items that are subject to the affairs of an individual, Council consider it in Committee of the Whole and that in terms of Section 10A (2) of the Local Government Act, the press and the public be excluded from the meeting of the Committee of the Whole.

Attachments

Nil

18) Proceed to Committee of the Whole

(Gavin Rhodes)

RECOMMENDATION:

1. That, as business for the Ordinary Meeting has now concluded, Council proceed into Committee of the Whole to discuss the items referred to in the report.

Council should exclude the press and public at this point, for confidential discussion on the items referred to Committee

Attachments

Nil

19) Report of the Committee of the Whole

(Gavin Rhodes)

RECOMMENDATION:

1. That the recommendations of the Committee of the Whole be adopted.

Attachments

Nil