

# CENTRAL TABLELANDS *Water*



**Business Paper**

**Ordinary Meeting of Central Tablelands *Water***

**10<sup>th</sup> August 2016**

**Grenfell**





4 August 2016

## Notice to Members

Your attendance is requested at an Ordinary Meeting of Council to be held at Weddin Shire Council on Wednesday, 10<sup>th</sup> August 2016 at 10.30am. Morning tea will be served at 10.00am.

### Agenda

1. Public Forum
2. Apologies for non-attendance
3. Leaves of absence granted
4. Confirmation of Minutes - Ordinary Meeting held on 15.06.16
5. Chairman's Minute
6. Councillor Representation
7. Notices of Motion
8. Reports of Staff
9. Adjourn Meeting and proceed into Committee of the Whole
10. Resume Ordinary Meeting & Report of Committee of the Whole
11. Next Meeting – Blayney 12<sup>th</sup> October 2016

Yours faithfully

G. Rhodes  
**General Manager**



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**HELD ON WEDNESDAY 10 AUGUST 2016**

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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 2016 be completed.
2. That Intentus Chartered Accountants be invited (in accordance with regulations) to complete the audit for the financial year ending 30<sup>th</sup> June 2016.

**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 2016 Meeting of Council.

A copy of the draft Financial Reports have been provided with the business paper for Councillors information.

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

- 1 Financial Statements - Statement by Council 2 Pages

## Central Tablelands Water

### General Purpose Financial Statements for the year ended 30 June 2016

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

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

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

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

- present fairly the Council's operating result and financial position 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 10 August 2016.**

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David Somerville  
Mayor

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Kevin Walker  
Councillor

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Gavin Rhodes  
General manager

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Raelene Mulligan  
Responsible accounting officer



## Central Tablelands Water

### Special Purpose Financial Statements for the year ended 30 June 2016

#### Statement by Councillors and Management

made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

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

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

**To the best of our knowledge and belief, these 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 10 August 2016.**

\_\_\_\_\_  
David Somerville  
Mayor

\_\_\_\_\_  
Kevin Walker  
Councillor

\_\_\_\_\_  
Gavin Rhodes  
General manager

\_\_\_\_\_  
Raelene Mulligan  
Responsible accounting officer

**02) FINANCIAL MATTERS (FM.BA.1)**

(Raelene Mulligan)

**RECOMMENDATION:**

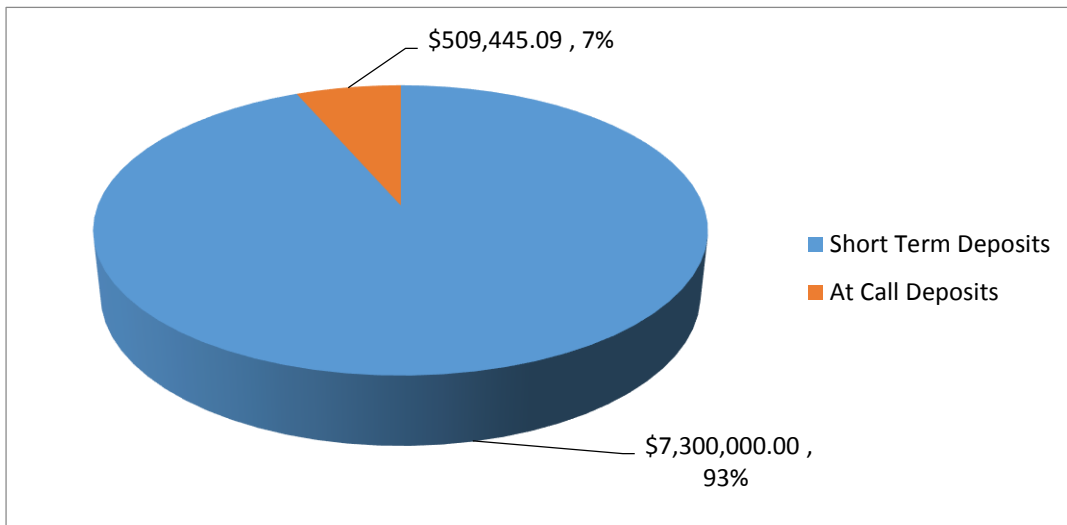
1. That the information be noted.

**REPORT**

The below investment summary represents Councils total investments as at 31<sup>st</sup> July 2016 in accordance with clause 212 of the Local Government (General) Regulation 2005.

		<b>Term (Days)</b>	<b>Rate</b>	<b>Maturity Date</b>	<b>% of Portfolio</b>
<b>Short Term Deposits</b>	<b>\$ 7,300,000.00</b>				<b>93.48%</b>
AMP - Curve Securities	500,000	183	3.00%	2/08/16	6.40%
Reliance Credit Union	500,000	180	2.95%	2/08/16	6.40%
BOQ - Curve Securities	500,000	181	3.05%	8/08/16	6.40%
Reliance Credit Union	500,000	180	2.95%	26/08/16	6.40%
Reliance Credit Union	500,000	180	2.95%	12/09/16	6.40%
RimSec - NAB	500,000	182	3.07%	13/09/16	6.40%
NAB Term Deposit - NAB Orange	800,000	215	3.08%	24/10/16	10.24%
BOQ - Curve Securities	500,000	181	3.10%	24/10/16	6.40%
AMP - Curve Securities	500,000	181	3.00%	21/11/16	6.40%
AMP - Curve Securities	500,000	181	3.00%	5/12/16	6.40%
RimSec - NAB	500,000	182	2.92%	13/12/16	6.40%
NAB Term Deposit - NAB Orange	700,000	217	2.85%	30/01/17	8.96%
BOQ - Curve Securities	800,000	182	2.85%	23/01/17	10.24%
<b>At Call Deposits</b>	<b>\$ 509,445.09</b>				<b>6.52%</b>
Commonwealth Bank Cheque Account	\$ 53,510.72	At Call	1.85%	N/A	
Commonwealth Bank - BOS Accounts	\$ 455,909.06	At Call	1.90%	N/A	
Reliance Credit Union - Cheque Account	\$ 25.31	At Call	2.00%	N/A	
<b>Total Value of Investment Funds</b>	<b>\$ 7,809,445.09</b>				<b>100%</b>

**Cash and Investments By Type**



**Bank Reconciliation as at 31<sup>st</sup> July 2016**

**BANK RECONCILIATION**

Balance as per Bank Statement	\$	509,445.09
Less: Outstanding Cheques	-\$	80.00
Add: Outstanding Deposits	\$	70.00
Balance as per Cash Book	\$	509,435.09

**GENERAL FUND**

(a) Cash Book Balance	\$	509,435.09
(b) Bank Balance	\$	509,445.09

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) GOVERNMENT INFORMATION PUBLIC ACCESS ACT 2009 (GIPA) –  
AGENCY INFORMATION GUIDE (IM.CO.1)**

(Raelene Mulligan)

**RECOMMENDATION:**

1. That Council adopt the Draft Agency Information Guide 2017 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 2017 is attached to this report.

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

1 Draft Agency Information Guide 10 Pages

2017

# 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](http://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](mailto:water@ctw.nsw.gov.au)  
Fax: 02 6368 2451  
Mail: PO Box 61 Blayney NSW 2799

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

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

Council 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](http://www.ipc.nsw.gov.au)  
Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

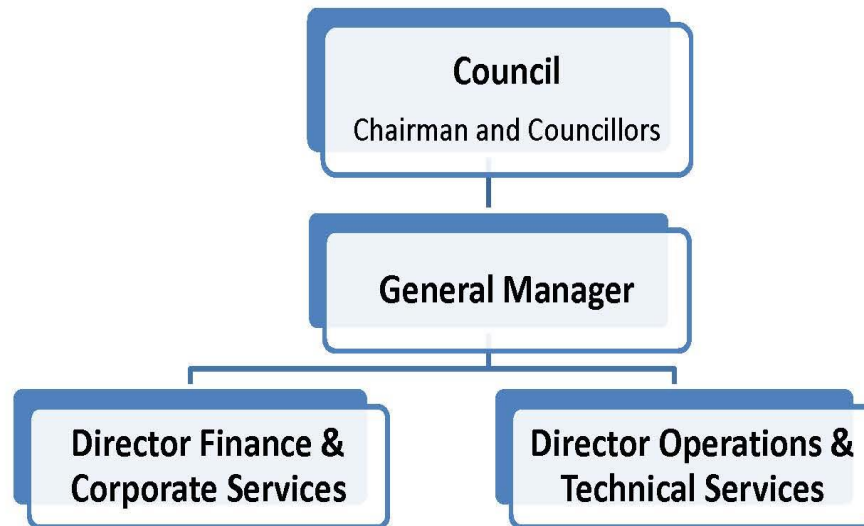
## Appendix 1

### 1 INFORMATION ABOUT LOCAL AUTHORITY

- (1) Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
  - a) the model code prescribed under section 440 (1) of the LGA and the code of conduct adopted under section 440 (3) of the LGA,
  - b) code of meeting practice;
  - c) annual report;
  - d) annual financial reports;
  - e) auditor's report; and,
  - f) IP&R documents.
  
- (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



Key Functions

Financial Management  
 Administration  
 Creditors  
 Debtors  
 Payroll  
 Water Billing  
 Customer Service  
 Records Management  
 Internal Audit  
 Insurance  
 Human Resource Management  
 WH&S Management  
 Information Technology

Key Functions

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



**04) DISCLOSURE OF INTERESTS (GO.CO.3)**

(Gavin Rhodes)

**RECOMMENDATION:**

1. That Council note the report.

**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

**05) 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 2016 Local Government NSW Conference in Wollongong, from Sunday 16 October 2016 to Tuesday 18 October 2016, 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 Wollongong from Sunday 16 October 2016 to Tuesday 18 October 2016.

Central Tablelands Water is a member of Local Government NSW (LGNSW). LGNSW is the peak industry association that represents the interests of all 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:

*“As you are aware, the Conference is the premier event for the local government sector in NSW. It is where issues are debated and delegates vote on motions which determine the priorities for LGNSW's work for the year ahead.*

*LGNSW has delivered another outstanding line-up of conference sessions this year to accompany what I anticipate will be very productive and lively debate about motions and other business matters for the sector.”*

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 2016 conference of LGNSW.

Early bird registrations for this Conference close on 31 August 2016 so the General Manager will be seeking an indication at this meeting as to who is wishing to attend.

A draft program of the conference is attached for information.

**BUDGET IMPLICATIONS**

FY16/17 Budget provides for attendance by the Chairman, General Manager and one other Councillor.

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Draft\_Program\_LGNSW\_Annual\_Conference\_2016



## Local Government NSW Annual Conference 2016

**Sunday 16 – Tuesday 18 October 2016**

Main conference venue is WIN Entertainment Centre, Crown and Harbour Streets, Wollongong, 2500

This program is correct at the time of publication; speakers and program details may have changed due to unforeseen circumstances.

**DRAFT PROGRAM (as of 18 July 2016)**

SUNDAY 16 OCTOBER	
1.00pm – 4.45pm	Bump in sponsors to WIN Entertainment Centre Foyer
1.00pm – 4.00pm	Registration opens in WIN Entertainment Centre Foyer
2.00pm – 4.45pm	Councillor training sessions in Winners Room 1, Winners Room 2, Victory Room <ul style="list-style-type: none"> <li>- Understanding changes to the Local Government Act</li> <li>- Know your planning</li> <li>- Principles of good governance</li> </ul>
2.00pm – 4.45pm	LGNSW briefing for General Managers and Interim General Managers in Premiers Room. This briefing will give progress on negotiation for a new 2017 Local Government (State) Award and workplace reform.
3.00pm – 3.30pm	Afternoon Tea meet the sponsors in trade exhibition next to Premiers Room
4.45pm – 5.00pm	Pre-booked local transfer buses from WIN to Lagoon Seafood Restaurant, Stuart Park, George Hanley Drive, North Wollongong
5.00pm – 7.00pm	President's Opening Reception in Lagoon Seafood Restaurant <ul style="list-style-type: none"> <li>- Welcome To Country</li> <li>- Welcome from <b>Cr Gordon Bradbery OAM</b>, Lord Mayor of Wollongong City Council</li> <li>- Opening from <b>Cr Keith Rhoades AFSM</b>, President, LGNSW</li> </ul>
7.00pm	Pre-booked local transfer buses will drop off back to WIN Entertainment Centre
MONDAY 17 OCTOBER – Business Session Day 1 Chaired by Cr Keith Rhoades AFSM, WIN Entertainment Centre	
7.00am – 5.00pm	Registration opens in Box Office of foyer WIN Entertainment Centre Distribution of voting materials and electronic handsets
7.30am – 8.45am	NSW Reconciliation Council Breakfast, Winners Room 1 <ul style="list-style-type: none"> <li>- Welcome from the Hon Leslie Williams MP, Minister for Aboriginal Affairs</li> <li>- Address from <b>Mick Gooda</b>, Aboriginal and Torres Strait Islander Social Justice Commissioner</li> <li>- Address from <b>Stan Grant</b>, journalist, author, and Referendum Councillor</li> </ul> Supported by NSWALC and sponsored by Aboriginal Affairs NSW
8.15am -9.00am	Trade exhibition opens in WIN Entertainment Centre Foyer
9.00am – 9.30am	Address from <b>The Hon Mike Baird MP</b> , Premier of New South Wales

9.30am – 10.00am	Address from <b>Cr Keith Rhoades AFSM</b> , President, LGNSW
10.00am – 11.00am	Opening of the Federal Conference, chaired by <b>Cr Keith Rhoades AFSM</b> including demonstration of voting units, adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members. Business session and consideration of motions.  Opening of the State Conference, chaired by <b>Cr Keith Rhoades AFSM</b> including adoption of standing orders, business session and consideration of motions
11.00am - 11.30am	Morning tea in trade exhibition sponsored by LG Super
11.30am – 1.00pm	Consideration of Conference business continued, chaired by the President
1.00pm – 2.00pm	Lunch in trade exhibition sponsored by LG Super General Managers Lunch: StateCover, LG Super, LGP, LGNSW Member Services and councils: Building Mutually Beneficial Partnerships, Winners Room 1 and 2
2.00pm – 3.30pm	Consideration of Conference business continued, chaired by the President
3.30pm – 4.00pm	Afternoon tea in trade exhibition
4.00pm – 5.30pm	Consideration of Conference business continued, chaired by the President Collection of all electronic handsets and voting cards  Conference business session closes
5.30pm – 6.30pm	Delegate networking function in trade exhibition
6.30pm	Trade exhibition closes. Free night for delegates
<b>TUESDAY 18 OCTOBER – Business Session Day 2 WIN Entertainment Centre</b>	
7.00am – 5.00pm	Registration opens in WIN Entertainment Centre Foyer
7.30am – 8.45am	Australian Local Government Women's Association (ALGWA) Breakfast Winners Room 1: <b>Tracy Howe</b> , Chief Executive Officer, NSW Council of Social Service (NCOSS) Anti-Poverty Week 'Fighting Poverty Together', Room 1
8.00am – 5.30pm	Trade exhibition opens in WIN Entertainment Centre Foyer
9.00am – 9.15am	Introduction by Master of Ceremonies, <b>Tracey Spicer</b>
9.15am – 9.30am 9.30am – 9.45am	Address from <b>The Hon Paul Toole MP</b> , Minister for Local Government Facilitated questions from the conference to the Minister
9.45am – 10.00am	<b>Launch of NSW Workforce Development Strategy</b>
10.00am – 10.05am	Premier Sponsor Meridian IT Company Update
10.05am – 10.30am	Morning tea in trade exhibition sponsored by EPA
10.30am – 10.45am	Address from <b>The Hon Peter Primrose MLC</b> , Shadow Minister for Local Government
10.45am – 11.00am	Facilitated questions from the conference to the Shadow Minister

11.00am – 11.45am	<b>Keynote:</b> Rethinking the role of Local Government, <b>Peter McKinlay</b> , Executive Director, McKinlay Douglas Ltd.
11.45am – 12.30pm	<b>Tracey Spicer</b> facilitates a Local Government Reform Panel: Challenges and Achievements. Panellists: <ul style="list-style-type: none"> <li>- <b>Jane Mills</b>, Chief Operating Officer, City of Parramatta Council</li> <li>- <b>Luke Johnson</b>, General Manager, Wollondilly Shire Council</li> </ul>
12.30pm – 12.45pm	Address on Association business from <b>Cr Keith Rhoades AFSM, President, LGNSW</b>
12.45pm – 1.00pm	Treasurer's Report
1.00pm – 1.45pm	<a href="#">Lunch in the trade exhibition WIN Entertainment Centre sponsored by EPA</a>
<b>1.45pm – 3.00pm</b>	<b>MOVE TO CONCURRENT SESSIONS</b>
1.45pm – 3.00pm	<b>CONCURRENT SESSION 1 - Natural Resources and Environment Stream</b> Facilitated by <b>Barry Buffier</b> , Chair and Chief Executive Officer, NSW Environment Protection Agency
1.45pm – 2.30pm	Working Together to Keep our Environment Clean, with presentations on litter prevention by <b>Steve Beaman</b> , Executive Director Waste and Resource Recovery Developing sound planning decisions, and underground petroleum storage systems presented by <b>Justin Turk</b> , Operations Officer, Hazardous Incidents and Environmental Health
2.30pm – 2.50pm	Crown Lands Review Update, <b>David Clarke</b> , Group Director Governance & Strategy, NSW Department of Primary Industries – Lands
<b>1.45pm – 3.00pm</b>	<b>CONCURRENT SESSION 2 - Infrastructure and Planning</b>
1.45pm – 2.10pm	Fixing Country Roads, <b>Fredric Horst</b> , Principal Manager for Freight Strategy and Investment, Transport NSW
2.10pm – 2.30pm	Engaging councils in the process of allowing access to local roads for heavy vehicles, <b>Sal Petroccitto</b> , Chief Executive Officer, National Heavy Vehicle Regulator
2.30pm – 2.50pm	Councils investment in Human and Cultural Infrastructure /Sporting Facilities, <b>Paul Doorn</b> , Executive Director – Sport Infrastructure, NSW Office of Sport
<b>1.45pm – 3.00pm</b>	<b>CONCURRENT SESSION 3 - Capacity Building and Diversity</b> Facilitated Sarah Artist, Senior Manager, Innovation and Capacity, LGNSW
1.45pm – 2.05pm	Designing a Capability Framework for NSW Local Government – towards an integrated package for job design, recruitment, performance management and capacity building, <b>Jo Grisard</b> , Principal, Grisard Consulting (invited)
2.05pm – 2.30pm	Developing Council's Workforce: Case Studies from Wollongong and Port Stephens Councils presented by <b>David Farmer</b> , General Manager, Wollongong Council and <b>Wayne Wallis</b> , General Manager, Port Stephens Council (invited)
2.30pm – 2.50pm	Change – Fit for Purpose presented by <b>Nigel Ward</b> , Chief Executive Officer and Director, Australian Business Lawyers & Advisors

3.00pm – 3.15pm	<b>RETURN TO PLENARY SESSION AND CLOSE OF CONFERENCE</b>
3.30pm – 4.00pm	Final Keynote: TBC
4.00pm – 4.30pm	Afternoon tea and delegate networking function in trade exhibition
<b>7.30pm – 11.00pm</b>	<b>CONFERENCE DINNER WIN Entertainment Centre (within the conference room)</b>
7.30pm	Doors Open
7.45pm	Delegates seated and entrée served
8.00pm	LGNSW President introduces Elite Sponsor, StateCover Mutual Limited
8.10pm	LGNSW President and Elite Sponsor present the Outstanding Service Awards
8.30pm	LGNSW Chief Executive and Bluett Trustees present A R Bluett Awards
9.00pm	Main Course served
	Entertainment and dancing
11.00pm	Function finishes
<b>CLOSE OF CONFERENCE</b>	

**06) WBC STRATEGIC ALLIANCE (CM.AG.6)**

(Gavin Rhodes)

**RECOMMENDATION:**

1. That the minutes of the WBC Alliance Board Meeting, held Monday 22 June 2016, be received.
2. That Council endorse and adopt the following recommendations from the WBC Alliance Board:
  - a. Blayney and Cabonne Councils will be responsible for 40% each and Central Tablelands Water 20% of the ongoing costs (inclusive of all oncosts) of the WBC Alliance effective for the operational year 2016/17 commencing 1 July 2016;
  - b. In the event that Blayney and Cabonne cease to exist and are merged into a new council area that any potential future costs regarding redundancy of the WBC Executive Manager be covered 50/50 by Blayney and Cabonne;
  - c. In the event that Blayney and Cabonne cease to exist as individual entities the WBC Alliance will be terminated as at the date of proclamation pursuant to Clause (L) of the WBC Strategic Alliance Agreement dated 29 August 2003 notwithstanding the absence of requisite notice.

**REPORT**

As Council are aware Wellington Council formally withdrew from the WBC Alliance in December 2015. At that time the WBC Board agreed, that with the withdrawal of Wellington Council as a financial member of the WBC Alliance, that Cabonne, Blayney and Central Tablelands Water split the additional cost of \$29,963 for the period 1 January 2016 – 30 June 2106 equally on a one third each basis and that this be by special agreement for this period only.

It was resolved that the future funding of the WBC Alliance be revisited in 2016 pending the outcomes of the State Government reform process. At the most recent meeting of the WBC Alliance Board held on 22 June 2016 the operational funding of the Alliance was further discussed and it was recommended that:

Blayney and Cabonne Councils will be responsible for 40% each and Central Tablelands Water 20% of the ongoing costs (inclusive of all oncosts) of the WBC Alliance effective for the operational year 2016/17 commencing 1 July 2016.

1. In the event that Blayney and Cabonne cease to exist and are merged into a new council area that any potential future costs regarding redundancy of the WBC Executive Manager be covered 50/50 by Blayney and Cabonne.



2. In the event that Blayney and Cabonne cease to exist as individual entities the WBC Alliance will be terminated as at the date of proclamation pursuant to Clause (L) of the WBC Strategic Alliance Agreement dated 29 August 2003 notwithstanding the absence of requisite notice.

### **BUDGET IMPLICATIONS**

Central Tablelands Water has adopted the Operational Plan 2016/17 which includes a budget allocation of \$26,000 for the WBC Alliance. This allocation will be reviewed during the September 2016 Budget Review Statement (BRS) process to ensure there is adequate funding available for the recommended sharing of 20% of expenses for the financial year. The Executive Manager of the WBC Alliance is an employee of Cabonne Council, and therefore protected under the provisions of the NSW Local Government Award (2012). All associated employee costs, including any potential redundancy payment will become the responsibility of the new entity if the proposed merger between Blayney, Cabonne and Orange Councils proceeds.

### **POLICY IMPLICATIONS**

Nil

### **ATTACHMENTS**

Minutes WBC Board meeting 22 June 2016



**MINUTES of the WBC BOARD MEETING**

**Held on WEDNESDAY 22 JUNE 2016**

**At CABONNE COUNCIL MOLONG**

**MEETING OPEN:**

The Chair Cllr Scott Ferguson opened the meeting at 10.00am

**PRESENT:**

Cllr Ian Gosper (Mayor Cabonne), Andrew Hopkins (General Manager Cabonne), Cllr Scott Ferguson (Mayor Blayney), Rebecca Ryan (General Manager Blayney), Cllr David Somerville (Chair Central Tablelands Water) and Gavin Rhodes (General Manager Central Tablelands Water).

Cllr MacSmith arrived at the meeting from 11am.

**ATTENDING:**

Donna Galvin (WBC Executive Manager)

**APOLOGIES:**

RESOLVED THAT the apologies on behalf of Cllr Allan Ewin and Cllr Ian Walker are accepted.

(Gosper/Somerville)

**CONFIRMATION OF MINUTES:**

RESOLVED that the Minutes of the WBC Board Meeting of 2 December 2015 be accepted as a true and accurate record.

(Somerville/Rhodes)

**WBC EXECUTIVE MANAGER'S REPORT:**

RESOLVED that the report be received and noted for information.

(Hopkins/Rhodes)

**WBC ALLIANCE OPERATION AND FUNDING:**

RESOLVED that:

1. Blayney Shire and Cabonne Councils will be responsible for 40% each and Central Tablelands Water 20% of the ongoing costs (inclusive of all on-costs) of the WBC Alliance operations effective for 2016/17 commencing 1 July 2016.

2. In the event that Blayney and Cabonne cease to exist and are merged into a new council area that any potential future costs regarding redundancy of the WBC Executive Manager be covered 50/50 by Blayney and Cabonne.  
(Gosper/Ferguson)

**COUNCIL UPDATES:**

General discussion was held from each council and the current court action regarding the proposed merger of Blayney, Cabonne and Blayney.

RESOLVED that:

1. That a reference be provided to the WBC Executive Manager
2. In the event that Blayney and Cabonne cease to exist as individual entities the WBC Alliance will be terminated as at the date of proclamation pursuant to Clause (L) of the WBC Strategic Alliance Agreement dated 29 August 2003 notwithstanding the absence of requisite notice.

(Somerville/MacSmith)

**NEXT BOARD MEETING:**

To be confirmed

**MEETING CLOSE:**

There being no further business, the meeting was declared closed at 12:10 pm.

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

(Leonie Freeth)

**RECOMMENDATION:**

1. That the information be noted.

**REPORT***a) Service Replacement Program*

Council staff completed fourteen full and eighty eight partial replacements during the past two months.

*b) Hydrant/Valve Maintenance*

Valves replaced at Rivers Road, Canowindra, improving flow control on Trunk Main C to Trunk Main K and Trunk Main L. Hydrant maintenance undertaken at Grenfell and Canowindra.

*c) Pump Station Maintenance*

All pump stations cleaned thoroughly during periods of wet weather.

*d) Filtration Plant Maintenance*

Floor coverings were replaced at the Blayney Water Filtration Plant Office and Filter control room.

Two breaks on the large stainless steel DAFF lines were repaired at Carcoar Water Filtration Plant. A replacement compressor at Carcoar Water Filtration Plant has been installed. Two sludge lagoons cleaned at Carcoar Water Filtration Plant.

*e) Trunk Main Maintenance*

Trunk main maintenance has included trunk main location & marking and repair of leaks.

*f) WH&S*

Council's WH&S representative has conducted internal safety audits at Blayney and Carcoar Water Filtration Plants, as well as Canowindra and Grenfell depots with only minor safety issues being recorded. At every Audit, the WH&S representative demonstrates the usage of BA (Breathing Apparatus) Units to staff.

*g) Meters*

Reading of meters commenced in Blayney on the 14<sup>th</sup> July and was completed with the reading of Cowra Shire rural connections on the 4<sup>th</sup> August 2016.

Six meters were replaced in the last two months due to age and condition.

*h) Capital Works*

Preliminary works for Trunk Main 'K' replacement has been completed, which has included construction of a number access gates along the Trunk Main K alignment

as well as purchase of valves in readiness for construction to commence in November 2016.

Earthworks for the new office/amenities building at Blayney Filtration Plant has been completed, however, construction has been further delayed owing to additional Blayney Shire Council requirements on Development Approval, which was originally submitted in October 2015.

*i) Flood Damage*

On 21<sup>st</sup> July 2016, a break on the trunk main running from Carcoar Water Filtration Plant and Carcoar township was caused by a log knocking the trunk main at the river crossing in floodwaters. A temporary repair was completed in HDPE.

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

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

(Leonie Freeth)

**RECOMMENDATION:**

1. That the information be noted.

**REPORT***j) Main Breaks*

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

Location		Date	Size	Comment
Blayney	Adelaide Street	15/6/16	100mm	DNR
	Queen St	29/6/16	100mm	DNR
Canowindra	Green Gully Stud, Mandurama Rd	6/6/16	200mm	DNR
Carcoar	Coombing River Crossing	21/7/16	200mm	Flood Damage
Cudal	Main St	11/7/16	100mm	DNR
Eugowra	Trajere & Pyes Gap	29/7/16	150mm	Leaking Collar
Millthorpe	Nyes Gate Rd	16/6/16	150mm	Leaking Gibault

*k) Service Complaints and Requests*

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

<b>BLAYNEY</b>	<b>14</b>
DIRTY WATER COMPLAINT	1
LEAKING METER	3
LEAKING SERVICE	6
MAIN BREAK	2
METER NOT SHUTTING OFF	1
NO WATER COMPLAINT	1
<b>CANOWINDRA</b>	<b>11</b>
BURST METER	1
LEAKING METER	3
LEAKING SERVICE	2
LOW PRESSURE COMPLAINT	1
MAIN BREAK	1
PATHCOCK FAILURE	1
PRV ISSUE/MAINTENANCE	1

TRUNK MAIN ADJUSTMENT	1
<b>CARCOAR</b>	<b>2</b>
METER NOT SHUTTING OFF	1
MAIN BREAK	1
<b>CARGO</b>	<b>3</b>
LEAKING SERVICE	2
NO WATER COMPLAINT	1
<b>CUDAL</b>	<b>3</b>
LEAKING METER	1
LEAKING SERVICE	1
MAIN BREAK	1
<b>EUGOWRA</b>	<b>5</b>
BURST METER	1
LEAKING METER	1
LEAKING SERVICE	1
MAIN BREAK	1
METER NOT SHUTTING OFF	1
<b>GRENFELL</b>	<b>10</b>
CHECK METER READING	1
LEAKING METER	3
LEAKING SERVICE	3
MAINTENANCE - GENERAL	1
METER - SPECIAL READING	1
METER NOT SHUTTING OFF	1
<b>MANILDRA</b>	<b>3</b>
LEAKING METER	2
LEAKING SERVICE	1
<b>MILLTHORPE</b>	<b>4</b>
LEAKING SERVICE	2
MAIN BREAK	1
NO WATER COMPLAINT	1
<b>Grand Total</b>	<b>55</b>

*l) Lake Rowlands*

The level of Lake Rowlands has increased from 84% (8.06.2016) to its present level of 109% (2.08.2016).

The catchment has had significant rainfall, which has delivered outflows from Lake Rowlands of 9,467 ML in June and 18,902 ML in July 2016, totalling 28,369 ML over the last two months. This is equivalent to filling Lake Rowlands six times over or filling Cacoar Dam which has a full storage capacity of 34,000 ML to 84% capacity.)

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil



**09) CENTRAL TABLELANDS REGIONAL WATER SECURITY PROJECT-  
STATUS UPDATE (WS.AM.1)**

(Leonie Freeth)

**RECOMMENDATION:**

3. That the information be noted.

**REPORT**

In 2015, Central Tablelands Water (CTW) agreed to proceed with the Regional Water Security Pipeline Project. The project aims to improve water security and contingency through the connection of CTW and Orange City Council (OCC) water systems.

The current status of various project elements are as follows:

- The Review of Environmental Factors has been approved on 7 June 2016.
- A draft contract has been prepared which includes preliminary concept design, technical specification and general conditions.
- An Expression of Interest (EOI) undertaken in April – May 2016, shortlisted seven companies, who will now be asked to tender for design and construction of Stage 1 works.
- The tender has been delayed by at least one month owing to quality control issues within the draft specification. The tender is expected to be awarded in late September 2016.
- Land matters have been progressively managed with no landholder issues to date. Private land valuations are complete and plans to acquire easements and pay associated costs are underway.
- A water quality risk assessment and pinch point analysis has been undertaken for both Carcoar Water Filtration Plant and Blayney Filtration Plant.
- A draft Stage 2 funding application has been prepared. The Advisory Committee Chair, Ms Alison Morgan (NSW Department of Premier & Cabinet) has written to Infrastructure NSW requesting advice on timing of infrastructure funding rounds.

In addition, CTW continues to attend the fortnightly Steering Committee meetings as well as the Advisory Committee meetings.

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**10) Questions on Notice**

(Gavin Rhodes)

No questions on notice were received.

**ATTACHMENTS**

Nil

**11) WATER LEAKAGE - ACCOUNT 20205000001 (CR.EQ.1)**

(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

**12) 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

**13) Report of the Committee of the Whole**

(Gavin Rhodes)

**RECOMMENDATION:**

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

**ATTACHMENTS**

Nil