

CENTRAL TABLELANDS *Water*



Business Paper

Ordinary Meeting of Central Tablelands Water

11th December 2013

Molong



3 December 2013

Notice to Members

Your attendance is requested at an Ordinary Meeting of Council to be held at Cabonne Council on Wednesday, 11 December 2013 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 16.10.13
- Special Meeting held on 12.11.13
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 – Grenfell – 12th February 2014

Yours faithfully

A. Perry
General Manager

INDEX OF REPORTS
OF THE ORDINARY MEETING OF CENTRAL TABLELANDS WATER
HELD ON WEDNESDAY 11 DECEMBER 2013

CORPORATE & FINANCIAL SERVICES REPORTS	3
01 Financial Matters (FM.BA.1)	3
02 Government Information Public Access Act 2009 (GIPA) - Agency Information Guide - Review (IM.CO.1).....	6
03 Councillor Expenses and Facilities Policy (CM.PO.1).....	18
04 Capital Contribution for In-fill Blocks (DB.LA.1)	21
05 Closing of Office over Christmas - New Year (CM.ME.1)	24
06 WBC Alliance - Executive Manager's Report (CM.AG.6).....	25
ENGINEERING & OPERATIONS SERVICES REPORTS	29
07 Maintenance of Council's Systems (WS.MO.4)	29
08 Performance of Council's Systems (WS.MO.4)	31
COMMITTEE REPORTS	34
09 Questions on Notice	34
10 WBC Alliance - Shared Services Project (CM.AG.6)	35
11 Water Leakage - Account 74000001 (CR.EQ.1).....	36
12 Proceed to Committee of the Whole	37
13 Report of the Committee of the Whole.....	38

01) Financial Matters (FM.BA.1)

(Gavin Rhodes)

RECOMMENDATION:

1. That the information be noted.

REPORT

Details of all payments made to creditors in the preceding two months are available for inspection at the Blayney office.

The Bank Reconciliation, as at 31st October 2013, together with a Statement of Funds Invested, is attached to the business paper.

Council's Petty Cash Book and the Warrant Listing will be **tabled** on meeting day.

As required by Council, the following table details the status of Council's investments through Lehman Bros at 31st October 2013:

Investment	Interest Rate	Above BBSW	Call Date	Maturity Date	Interest Paid	Face Value	Current % value	Current Value
Aphex (Glenelg AA-)	4.2783%	1.92%	22/06/2009	22/12/2014	Quarterly	50,000	87.65	43,825
MAS (Parkes AA-)	N/A	N/A	20/12/2009	20/06/2015	Quarterly	300,000	N/A	N/A
Total						\$350,000	12.52	\$43,825

The value of the CDO investments acquired through Lehman's have a current valuation as at 31st October 2013, of \$43,825. This is an increase of \$2,635 from the last reported valuation of \$41,190 as at 30 September 2013. The CDO investments are now valued at 12.52% of par value.

The MAS Parkes investment of \$300,000 shown in the above table was previously written-off in the 2011/2012 Financial Year. As reported to previous meetings, legal action is continuing with no final result at this stage. Any recovery from this investment will be written-back and will be reflected as an improvement in Council's financial performance at that time.

Council's remaining investment portfolio, other than CDO's of approximately \$4.25 million is all capital guaranteed, primarily in term deposits.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 Bank Reconciliation October 2013 1 Page

**CENTRAL TABLELANDS COUNTY COUNCIL
STATEMENT OF BANK BALANCES AS AT 31ST OCTOBER 2013**

GENERAL FUND

(a) Cash Book Balance	\$ 253,329.51
(b) Bank Balance	\$ 257,522.41
(c) Limit of Overdraft (Bank)	Nil
(d) Limit of Overdraft (Statutory)	\$ 1,130,000.00

BANK RECONCILIATION

Balance as per Bank Statement	\$257,522.41
Add: Outstanding deposits	\$ 619.96
	<u>\$258,142.37</u>
Less: Outstanding Cheques	\$ 4,812.86
Less: Deposits not processed	
Balance as per Cash Book	<u>\$253,329.51</u>

FUNDS INVESTED AS AT 31 OCTOBER 2013

<u>Form of Investment</u>	<u>Institution</u>	<u>Amount</u>	<u>Rate of Interest</u>	<u>Bank Bill Swap Rate</u>
(1) Floating Rate CDO	Aphex Pacific Capital (Gleleg AA-)	\$ 50,000.00	4.27%	2.60%
(2) Floating Rate CDO	Managed ACES SPC (Parkes AA-)	\$ 300,000.00	N/A	2.60%
(3) Term Deposit	ING Direct Bank (180 Days)	\$ 350,000.00	3.75%	2.60%
(4) Term Deposit	ING Direct Bank (180 Days)	\$ 500,000.00	3.75%	2.60%
(5) Term Deposit	Rabo Direct Bank (180 Days)	\$ 500,000.00	3.95%	2.60%
(6) Term Deposit	National Australia Bank (180 Days)	\$ 500,000.00	3.71%	2.60%
(7) Term Deposit	National Australia Bank (90 Days)	\$ 500,000.00	3.65%	2.60%
(8) Term Deposit	Reliance Credit Union (180 Days)	\$ 500,000.00	3.93%	2.60%
(9) Term Deposit	Reliance Credit Union (180 Days)	\$ 500,000.00	3.85%	2.60%
(10) Term Deposit	Reliance Credit Union (180 Days)	\$ 500,000.00	3.85%	2.60%
(11) Cheque Account	Reliance Credit Union	\$ 4,350,000.00		2.60%
(12) Cheque Account	Commonwealth Bank	\$ 23.26	0.00%	2.60%
(13) Business On-line Saver	Commonwealth Bank	\$ 32,140.44	2.45%	2.60%
		<u>\$ 225,358.71</u>		2.60%
		<u>\$ 4,607,522.41</u>		

In accordance with the Local Government (Finance Regulations) 1993 (Part 4, Cl. 19), I hereby certify:

The above Investment Summary represents Council's total investments as at 31 October 2013 and that the investments have been made in accordance with the Act, the regulations and Council's investment policies.



Gavin Rhodes
Manager Finance & Corporate Services

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

(Gavin Rhodes)

RECOMMENDATION:

1. That Council adopt the Draft Agency Information Guide 2014 in accordance with the Government Information Public Access Act 2009 (GIPA).

REPORT

Council adopted its Publication Guide as required under Section 21 of the GIPA Act at its February 2011 Council Meeting.

Amendments to the GIPA Act passed by Parliament came into effect on 19 March 2012 and included renaming the Publication Guide to the “Agency Information Guide” (AIG).

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 2014 is attached to this report.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 Draft Agency Information Guide - Central Tablelands Water 10 Pages

2014

Central Tablelands Water



Draft Agency Information Guide

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

Table of Contents

OPEN ACCESS INFORMATION.....	3
AGENCY INFORMATION GUIDE – CENTRAL TABLELANDS WATER	3
ABOUT COUNCIL.....	3
COUNCIL STRUCTURE & OBJECTIVES	3
EFFECT THAT COUNCIL FUNCTIONS HAVE ON THE PUBLIC	5
DECISION MAKING– PUBLIC PARTICIPATION	6
WHAT INFORMATION IS HELD BY COUNCIL?	6
WHAT INFORMATION IS PUBLICLY AVAILABLE?.....	6
HOW IS COUNCIL INFORMATION ACCESSED?.....	6
DOCUMENTS ABOUT COUNCIL THAT HAVE BEEN TABLED IN PARLIAMENT	7
COUNCIL'S POLICY DOCUMENTS	7
COUNCIL'S DISCLOSURE LOG OF FORMAL ACCESS APPLICATIONS	7
COUNCIL'S RECORD OF ANY OPEN ACCESS INFORMATION THAT HAS NOT BEEN DISCLOSED BECAUSE OF AN OVERRIDING PUBLIC INTEREST	7
COUNCIL'S REGISTER OF GOVERNMENT CONTRACTS	8
CONTACT INFORMATION – THE INFORMATION AND PRIVACY COMMISSION NEW SOUTH WALES	8
Appendix 1	9
1 INFORMATION ABOUT LOCAL AUTHORITY	9
Appendix 2	10
MANAGEMENT STRUCTURE – CENTRAL TABLELANDS WATER.....	10

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, Gavin Rhodes 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

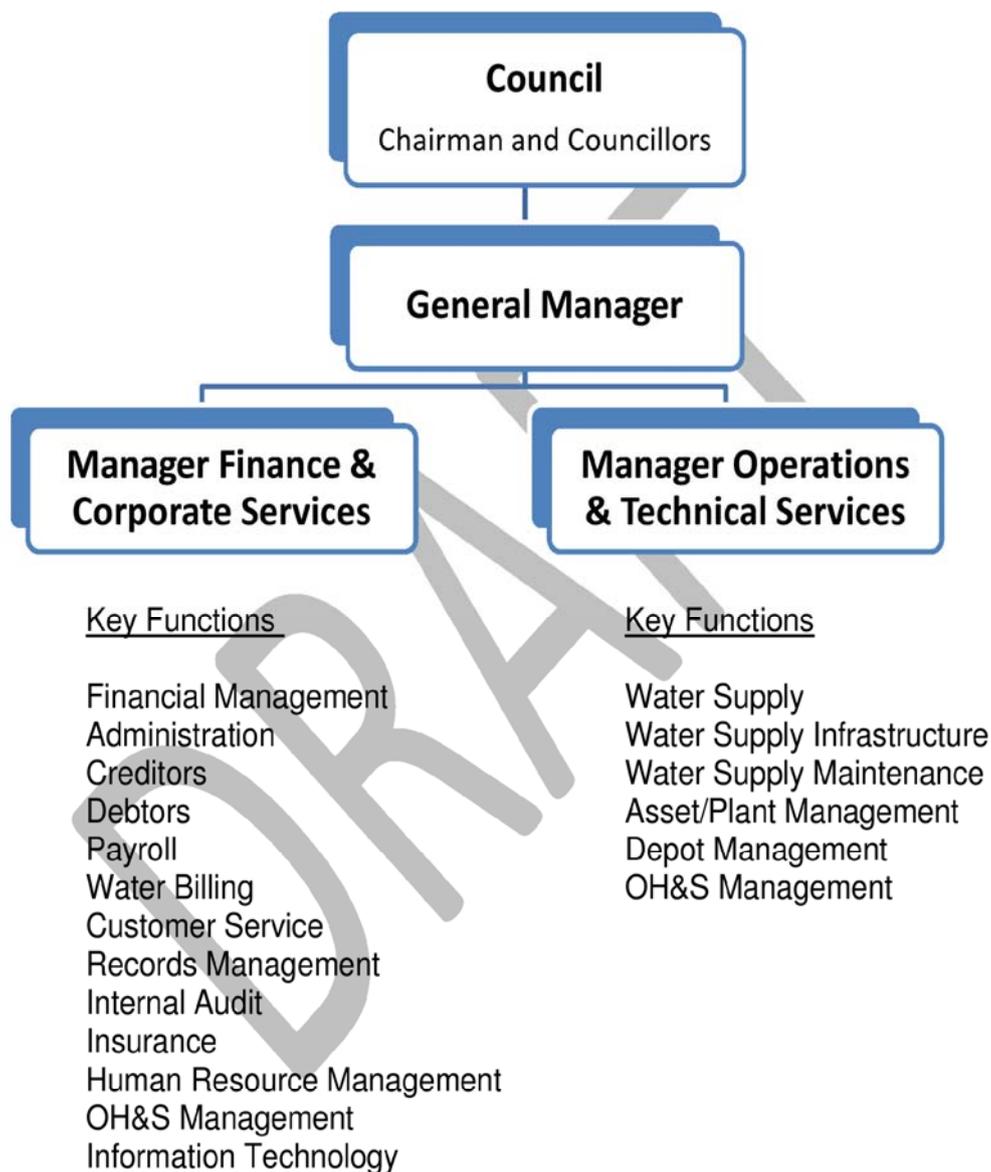
Appendix 1

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



03) Councillor Expenses and Facilities Policy (CM.PO.1)

(Tony Perry)

RECOMMENDATION:

1. That Council endorse the draft Councillor Expenses and Facilities Policies as presented in the General Manager's Report and place them on public display for a period of 28 days with a view to adoption at the February 2014 meeting of Council.

REPORT

Council is reminded in Circular 11-27 from the Division of Local Government that Council must annually adopt a councillor expenses and facilities policy by 30 November each year but must give 28 days public notice prior to adoption in order that submissions may be received.

Whilst Council adopted its full Policy Register at the August 2013 meeting, a separate resolution and public notice is required for the expenses and facilities policy.

Accordingly, Council may wish to review the current policies as listed below and resolve to place them on public display for 28 days and, subject to any submissions received, adopt the policies at the February 2014 meeting of Council.

Draft Policy on Payment of Fees to Members: (CM.PO.1)

That:

- (a) Council pay councillors an annual fee based on the maximum fee as determined by the Local Government Remuneration Tribunal;
 - i. In addition to the annual fee, Council reimburse actual expenses incurred to any councillor who:
 - ii. attends a meeting of any committee of Council,
 - iii. attends an inspection within the area in compliance with a resolution of the Council,
- (b) undertakes business of the Council outside of the area in compliance with a resolution of Council.
- (c) Council recompense councillors for travelling expenses at the rates per kilometre allowed at the time by the Australian Taxation Office, for all travelling associated with attendance at Council meetings or other business as specified in (b) above.
- (d) Council allow councillors any reasonable use of facilities to assist in their carrying out of business on behalf of the Council, such use being entirely at the discretion of the General Manager.

Draft Use of Facilities Policy: (CM.PO.1)

That Council will provide:

1. The Chairman with the following facilities:
 - a. An office in the Council's Administrative Building;
 - b. Access to telephone, facsimile, computer tablet and photocopy facilities for Council business purposes;
 - c. Secretarial services for Council business as required;
 - d. Identification badge bearing Council's crest;
 - e. Payment of conference/seminar/workshop registration fees for attendance authorised by Council; and,
 - f. Arrangement and payment of travel in respect of Council commitments.
2. Council will provide the Councillors with the following facilities:
 - a. Access to computer tablet (i-pad), telephone, facsimile, computer tablet and photocopy facilities for Council business as required;
 - b. Secretarial services for Council business as required;
 - c. Identification badge bearing Council's crest;
 - d. Payment of conference/seminar/workshop registration fees for attendance authorised by Council; and,
 - e. Arrangement and payment of travel in respect of Council commitments.
3. Meals and refreshments will be provided to the Chairman and Councillors in conjunction with Council/Committee meetings and other functions/meetings as appropriate.
4. Expenses incurred whilst on approved travel outside the Council area will attract reimbursement according to the following guidelines:
 - a. Meals – where meals are not provided, the total bill for meals should not exceed \$100 per day.
 - b. Accommodation – where travel involves an overnight stay away from home the acceptable maximum expenditure on accommodation is:
 - i. metropolitan areas - \$300.00 per night
 - ii. country areas - \$170.00 per nightprovided that all accommodation is approved prior to travelling, where practicable.
 - c. Other expenditure items:
 - i. taxis, trains and other transport – transport costs necessarily incurred will be met. Hire cars are only to be used if prior approval has been granted.

- ii. Entertainment – these costs would not normally be reimbursable.
 - iii. Other costs – all costs necessarily incurred will be met. Receipts or other evidence of payment should be produced if seeking reimbursement.
- 5. Where possible prepayment of expenses will be made and cash advances may be made, if preferred, to offset out-of-pocket expenditure.
 - 6. All claims for reimbursement of expenses incurred are to be submitted on the standard claim form.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

04) Capital Contribution for In-fill Blocks (DB.LA.1)

(Tony Perry)

RECOMMENDATION:

1. For Council's consideration and determination.

REPORT

At the October 2013 Council meeting, Councillors considered a rescission motion to rescind a 2006 resolution of Council to increase, on 1 July 2014, the capital contribution charge for in-fill blocks to the equivalent of a full Section 64 developer charge.

Following consideration of this matter, Council resolved to defer this matter until the December 2013 Council meeting and that the General Manager present a report to the December meeting giving details as to how other councils in NSW charge for water connections to developments on in-fill blocks.

Through the NSW Water Directorate electronic communication forum, the General Manager was able to broadcast a question seeking clarification as to how all other water utilities in NSW charge for water connections to in-fill blocks. There was minimal response which led the General Manager to make one to one contact with a few local councils. Responses received are as follows:

Parkes Shire Council:

All our un-developed blocks within the reticulation area that aren't current charged annual water charges have the same developer charges applied as other development.

Dubbo City Council:

What we do is have two headworks charge. One is the S64 charge worked out in accordance with the NOW guidelines. The other is a headworks charge that is equal to the S64 charge but levied in situations where the S64 charge cannot be legally levied, such as cases where there is no development, including supplying water to infill blocks for the first time. The authority for the second charge is simply that Council has approved it in the Revenue Policy. It is charged when someone wants a water connection to the lot, so we have a directness and immediacy that is often not there with a S64 charge which appears more like a tax to people who have to pay them.

Forbes Shire Council:

Our infill blocks that have potential access to water pay availability charges whether they are connected or not. When they go to connect to water we only charge them a standard connection fee, which is a standard charge for a 20mm connection or at cost for larger water connections. If there is a larger connection (there would need to be a reason for that) council would probably charge headworks charges based on the capacity above a 20mm connection.

Clarence Valley Council:

At CVC the water connection charges for properties which were not paying an availability charge as at the date the Development Servicing Plans water were adopted include a capital component equivalent to the Section 64 charges. While this has been in the fees and charges since the DSPs were adopted a few years ago Council also formally adopted a supporting policy.

Orange City Council:

Developer charges are not applied if the unconnected blocks have been paying access (availability) charges.

Cowra Shire Council:

Developer charges are not applied to in-fill blocks that are within 225 metres of a water main, as they are charged the full quarterly access (availability) charge.

No other responses were received.

As the General Manager has previously reported, water charges for unconnected/unbuilt upon in-fill blocks were removed when Council changed from land valuation rates to user pay pricing in 1994. Whilst Council has power under Section 552 of the Local Government Act to charge rates or charges on "*land that is situated within 225 metres of a water pipe of the council whether the land has a frontage or not to the public road (if any) in which the water pipe is laid, and although the land is not actually supplied with water from any water pipe of the council*", Council elected in 1994 not to do so.

BUDGET IMPLICATIONS

Nil in 2013/2014

POLICY IMPLICATIONS

Reversal of current policy

ATTACHMENTS

Nil

05) Closing of Office over Christmas - New Year (CM.ME.1)

(Tony Perry)

RECOMMENDATION:

1. That Council approve and advertise the closure of the administration office during the period 23 December 2013 to the 3 January 2014 inclusive, and that the administration staff be granted three days leave in lieu of overtime and that the staff be required to take the remaining days as annual leave.

REPORT

Council has resolved in past years to close the office during the Christmas-New Year period. This closure normally involves three working days and the administration staff have been granted leave for this period in lieu of overtime worked during the previous 12 months.

Under this arrangement, the office would close at 5pm on 24 December and re-open on 2 January. The administration staff have requested that consideration be given to closing the office from 23 December 2013 to 3 January 2014, inclusive, with the administration staff being granted three days leave in lieu of overtime and the remaining days required to be taken as annual leave.

As has been the practice in previous years, operational staff work as normal and are rostered on-call over the public holidays to attend to any emergency. Emergency numbers for all locations will be advertised in the local press, on Council's web page and on the front door of Council's office during the month of December and until the office re-opens on 6 January 2014.

Closing the office has not caused any problems in previous years and there does not appear to be any reason not to continue this practice. The General Manager has confirmed that the offices at Blayney Shire Council will also be closed for this Christmas close down period.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

06) WBC Alliance - Executive Manager's Report (CM.AG.6)

(Donna Galvin)

RECOMMENDATION:

1. That the information be noted.

REPORT

Report attached.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 WBC Executive Managers Report to Council 3 Pages



WBC Alliance Report for Council meeting December 2013

(Prepared by the Executive Manager, WBC Alliance)

ALLIANCE CELEBRATES 10 YEARS

This year marks the 10 year anniversary of the WBC Alliance. As part of our celebrations this years annual Staff and councillor forum was held on the 14th November in Molong. 52 staff and councillors were able to attend. We were very fortunate to have speakers from Parkes, City of Sydney, Port Stephens councils who shared their experience and expertise around IPR, Special Rate Variation and Business Excellence. Additionally Stephen Blackadder who was on the Review Panel for the Local Government Act was able to update – as best he could – the status of the reform process. Both the papers from the Independent Review Panel and the Acts Review Taskforce have been handed to the Minister and the outcomes of this are currently cabinet in confidence.

We also heard from John Neish, ex GM Parramatta council and now consulting on alternative models of delivery. We finished off the day with a session provided by TAFE on Change management. Feedback on the day has been very positive.

As this was our 10th Anniversary we invited back past councillors and General Managers. John Farr, ex Mayor of Cabonne and Graeme Fleming, ex GM Cabonne gave short speeches and Scott Ferguson, current Mayor Blayney and Chairman of the WBC Board presented each of the Mayors with a commemorative certificate. Other guests included Peter Veenstra David Hyde Bob Dowling (all ex Cabonne), and Jenny Bennett from Centroc. Anne Jones from Wellington was acknowledged also as one of the original Mayors of the WBC Board.

We also announced the winner of the **Alliance Challenge** which is an initiative to reward project teams (with a small prize) for their commitment and effort to achieve outcomes for the Alliance. This year we had two nominations:

The winner was the Road Reseal Tender which was a joint tender for road emulsion which generated \$420k saving over 2 years due to the combined purchase power and the savings of conducting only one tender, not three. The staff involved in this project were:

Nick Skelly	Operations Manager, Blayney
Nick Havyatt	Operations Manager, Wellington
Jason Theakstone	Design Manager, Cabonne
Bob Cohen	Operations Manager, Cabonne

WBC Executive Manager Report to December 2013 Council Meeting

The other project awarded Highly Commended was the Development Control Plan project which resulted in the development of generic DCP's that was able to then be modified to the individual councils needs. The team members on that project were:

Name	Council
Erin Strong (Project Team)	Wellington Shire
Darren Honnery	Wellington Shire
Heather Nicholls	Cabonne Shire
Andrew Napier	WBC Alliance
Leon Rodwell	Blayney Shire
Patsy Moppett	Blayney Shire
Claire Johnstone	Blayney Shire



(l to r) David Somerville, Deputy Chair, CTW, Ian Gosper , Mayor Cabonne, John Farr, ex Mayor and retired Councillor, Cabonne, Rod Buhr, Mayor Wellington and Scott Griffiths, Mayor Blayney



Winners of the Alliance Challenge – (l to r) Bob Cohen, Cabonne, Nick Havyatt, Wellington, Nathan Skelly, Blayney and Clr Scott Ferguson. (missing – Jason Theakstone, Cabonne)

A **BIG THANKS to** Robyn Little (Cabonne) and Raelene Mulligan (CTW) for helping plan and coordinate the forum.

WBC Executive Manager Report to December 2013 Council Meeting



SHARED SERVICES PROJECT:

As another agenda item on the December meetings there is a report to update Councils on the shared services project and I will be attending the meeting with to provide a more detailed presentation. (with the exception of Wellington). This project is progressing well and we continue to work hard to position the Alliance and member councils in a positive position to respond to whatever the final recommendations are from the State Government about reform. The General Managers Blayney, CTW and Cabonne and I were fortunate to have a meeting with Ross Woodward CEO DLG on 27th November to discuss the project and to continue to keep the Alliance initiative relevant.

End of year:

AS this is my last report for 2013 I would like to take this opportunity to thank the member councils for their ongoing support and commitment to the Alliance and in my role. Its been a challenging year – rather unsettling for all councils with the reform agenda firmly in place. I hope that the New Year will bring some direction from State Government so we can move forward with the Alliance work.

I will be away for the first two weeks of January. I wish you and your families a safe and happy holiday time.

RECOMMENDATION

THAT the information be noted.

WBC Executive Manager Report to December 2013 Council Meeting

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

(Darrell Sligar)

RECOMMENDATION:

1. That the information be noted.

REPORT*a) Meter Reading*

Meter reading commenced 11th October 2013 with Blayney Shire Commercials, and was finalised with Trunk Main 'C' rurals on 30th October 2013.

b) Meter Replacement/Service Replacement Program

Council staff replaced 9 full services and 168 partial services during the past two months in Manildra and Cargo.

c) Hydrant and Valve Replacement

Hydrant and valve maintenance was carried out in the following towns and villages over the past two months: Blayney, Millthorpe, Cudal, Moorbel and Grenfell.

Two new sluice valves were installed in South Canowindra replacing faulty units.

d) Master Meter Replacements

Two master meters have been removed and repaired, one on Trunk Main 'U' to Manildra, the other at Cudal.

e) Pump Station Maintenance

Cleaning at pump stations has taken place at Newry Downs, Sugarloaf Road, Browns Creek, Blayney, Trunk Main 'L' Eugowra, Canomodine, Cudal and Grenfell.

f) Bore Maintenance

Sealing of leaks in the floor of the Gooloogong Bore has been carried out. A new ladder has been fabricated and installed at the same location.

g) Reservoir Maintenance

A faulty 50mm tank filling valve was replaced on Manildra Reservoir.

h) Trunk Main Inspections

Inspections have been carried out on the following trunk mains: Trunk Main 'A' Lake Rowlands to Carcoar Filtration Plant, Trunk Main 'X' Lake Rowlands to Blayney Filtration Plant and Trunk Main 'C' Gooloogong to Eugowra.

One new air valve was installed on Trunk Main 'L' and one on Trunk Main 'U' on the Cudal Common.

i) Sludge Lagoons

Four sludge lagoons were cleaned and placed back into service at Carcoar Filtration Plant.

j) Filtration Plant Maintenance

Four faulty P.H meters and two turbidity meters were replaced at Carcoar Filtration Plant.

k) New Chlorination Units

Two new chlorinators were installed, one at Trunk Main 'L' booster new Eugowra, the second at Booster 11 on Trunk Main 'F' Millthorpe.

l) Tree Planting Program

1600 trees have been planted on "Wallaby" at Blayney Filtration Plant for the 2013/2014 program.

m) Staff Training

Staff training was carried out in the following areas over the past two months: Five staff members have completed a renewal course for traffic control blue cards.

n) New Hydrant

A new 150mm hydrant was installed in Marshalls Lane Blayney, a request from a developer. All costs associated with the installation were borne by the developer.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

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

(Darrell Sligar)

RECOMMENDATION:

1. That the information be noted.

REPORT

o) Main breaks

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

Location		Date	Size	Comment
Manildra	Cartys Lane	08.10.13	100mm	DNR
	Ganoo Street	27.10.13	100mm	DNR
Canowindra	Rodd St North	24.10.13	100mm	DNR
Rural Schemes	North Canowindra	22.10.13	80mm	DNR
	Nyrang Creek	X 6	Various	Split PVC

p) Reservoir Levels

All reservoir levels have been maintained at or near 100% of capacity.

q) Service Complaints and Requests

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

TOWN & COMPLAINT/REQUEST	Count of Service
BLAYNEY	7
HYDRANT LEAKING	1
LEAKING METER	3
MAINTENANCE - GENERAL	1
METER NEW/REPLACEMENT	1
PATHCOCK FAILURE	1
CANOWINDRA	13
LEAKING METER	4
LEAKING SERVICE	2
MAIN BREAK	2
MAINTENANCE - GENERAL	2
METER NOT SHUTTING OFF	1
PATHCOCK FAILURE	2

Town & Complaint/Request	Count of Service
CARCOAR	1
LOW PRESSURE COMPLAINT	1
CARGO	1
LOW PRESSURE COMPLAINT	1
CUDAL	2
HYDRANT LEAKING	1
LEAKING METER	1
EUGOWRA	1
LEAKING SERVICE	1
GRENFELL	4
LEAKING METER	1
LEAKING SERVICE	1
MAIN BREAK	1
METER NOT SHUTTING OFF	1
MANDURAMA	1
LOW PRESSURE COMPLAINT	1
MANILDRA	3
LEAKING SERVICE	2
MAIN BREAK	1
MILLTHORPE	3
LEAKING SERVICE	1
LOW PRESSURE COMPLAINT	1
NO WATER COMPLAINT	1
QUANDIALLA	2
LEAKING SERVICE	1
MAINTENANCE - GENERAL	1
Grand Total	38

r) *Lake Rowlands*

The level of Lake Rowlands has decreased from 89% to its present level of 82% as at 2nd December 2013.

s) *New Water Services*

During the past two months there have been two new water services connected to Councils mains:

2 x 20mm residential connections at Millthorpe

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

09) Questions on Notice

(Tony Perry)

No questions on notice were received.

ATTACHMENTS

Nil

10) WBC Alliance - Shared Services Project (CM.AG.6)

(Donna Galvin)

RECOMMENDATION:

1. That, as this matter is considered to be confidential under Section 10A(2) (c) of the Local Government Act, as it deals with information that would, if disclosed confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business, Council consider it in Committee of the Whole and that the press and the public be excluded from the meeting of the Committee of the Whole.

ATTACHMENTS

Nil

11) **Water Leakage - Account 74000001 (CR.EQ.1)**

(Tony Perry)

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

(Tony Perry)

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

(Tony Perry)

RECOMMENDATION:

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

ATTACHMENTS

Nil

**Minutes of the Ordinary Meeting of Central Tablelands Water held at Blayney
Shire Community Centre, on Wednesday, 16 October 2013,
commencing at 10.30am**

<u>Present</u>	Cr. Geoff Braddon OAM	(Chairman)	Blayney
	Cr. Geoffrey McClelland	(Deputy Chairman)	Weddin
	Cr. Anthony Durkin		Cabonne
	Cr. Kevin Walker		Cabonne
	Cr. David Somerville		Blayney
	Cr. Alan Griffiths		Weddin
	Tony Perry	(General Manager)	
	Darrell Sligar	(Manager Technical & Operational Services)	
	Gavin Rhodes	(Manager Finance & Corporate Services)	

APOLOGIES

Nil

CONFIRMATION OF MINUTES

13/080 RESOLVED:

That the Minutes of the Ordinary Meeting of Central Tablelands Water, held on 14 August 2013, being minute numbers 13/056 to 13/079 inclusive, be confirmed.

(Cr. McClelland/Cr. Walker)

CHAIRMAN'S MINUTE

During the past two months I attended the WBC Annual General Meeting and Board meeting in Molong and have had a number of meetings and discussions with the General Manager on issues affecting this Council.

This year the WBC Alliance marks its 10th year anniversary and it can be really proud of what it has achieved since 2003. The highlights of the Alliance achievements are spelt out in its Annual Report that has been provided to you with your business paper. I encourage all Councillors to read the Report to see what can be achieved with close collaboration amongst like-minded Councils.

As noted in the business paper, the annual WBC staff and councillor Forum will be held in Molong on 14 November and a formal lunch will be held on that day to recognise the 10th anniversary of the Alliance. Past mayors, councillors and staff involved with the Alliance over the past 10 years will be invited to the lunch.

The Local Government Independent Review Panel is due to hand in its final report to the Minister at the end of this month and regional collaboration is certainly an option that is being very much encouraged. The Minister is continuing to stress that his Government will not be pursuing forced amalgamations.

I have recently received a letter from the Minister in which Council is commended for actively considering local government reform options, in particular proposed new structural arrangements being considered for Blayney Shire Council, Cabonne Council and CTW. The Minister indicated that he is keen to support councils to implement any changes. I have circulated a copy of this letter to you today.

Finally, we have our annual elections today for the positions of Chairman and Deputy Chairman and I have once again nominated for the position of Chairman. It has been a privilege and honour to have held this position over the past 12 months.

13/081 RESOLVED:

That the Chairman's Minute, as read, be accepted and the contents therein be noted and endorsed.

(Cr. McClelland/Cr. Walker)

COUNCILLOR REPRESENTATION

Cr Somerville reported that he had represented Council at the recent LG NSW Conference in Sydney.

Cr Durkin reported that he had represented Council at the LG Water Management Conference held in Terrigal NSW between 8 and 10 September 2013.

01) RESCISSION MOTION - CAPITAL CONTRIBUTION FOR IN-FILL BLOCKS (DB.LA.1)

13/082 RESOLVED:

That this matter be deferred until the December 2013 Council meeting and that the General Manager present a report to the December meeting giving details as to how other councils in NSW charge for water connections to developments on in-fill blocks.

(Cr. McClelland/Cr. Somerville)

02) ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN (GO.CO.2)

Proceedings in Brief:

The General Manager advised that he had received one nomination for the position of Chairman, namely Cr. Geoff Braddon, and called for any further nominations. No further nominations were received.

Cr. G Braddon OAM was declared duly elected as Chairman.

The General Manager advised that he had received one nomination for the position of Deputy Chairman, namely Cr David Somerville, and called for any further nominations. No further nominations were received.

Cr. D Somerville was declared duly elected as Deputy Chairman.

03) COUNCIL COMMITTEES (GO.CO.2)

13/083 RESOLVED:

That Council confirm the Audit Committee comprise of the Chairman (or delegate), two (2) external independents, the General Manager as an observer, and the Manager of Finance and Corporate Services assuming the role of Secretariat to the Audit Committee (responsible for the

coordination of the audit committee, functions and processes).

(Cr. Walker/Cr. Durkin)

04) MEETING TIMES AND DATES (GO.CO.2)

13/084 RESOLVED:

1. That Council hold its ordinary meetings on the 2nd Wednesday of alternate months, as follows:

Wednesday	11 th December 2013	-	Molong
Wednesday	12 th February 2014	-	Grenfell
Wednesday	9 th April 2014	-	Blayney
Wednesday	11 th June 2014	-	Canowindra
Wednesday	13 th August 2014	-	Grenfell
Wednesday	8 th October 2014	-	Blayney

2. Council consider the Draft Operational Plan and Budget at the April ordinary meeting each year.

(Cr. Walker/Cr. Durkin)

05) ANNUAL FINANCIAL STATEMENTS - 30/06/2013 (FM.FR.1)

13/085 RESOLVED:

That the audited financial reports for the year ended 30 June 2013, together with the auditor's report, be received and noted.

(Cr. Walker/Cr. McClelland)

06) BUDGET REVIEW STATEMENT - 30TH SEPTEMBER 2013 (FM.FR.1)

13/086 RESOLVED:

That the budget review statement for the quarter ended 30th September 2013 be accepted, and the variations therein be adopted.

(Cr. Durkin/Cr. McClelland)

07) FINANCIAL MATTERS (FM.BA.1)

13/087 RESOLVED:

That the information be noted.

(Cr. Walker/Cr. Somerville)

08) AUDIT COMMITTEE - AUGUST 2013 MEETING MINUTES (CM.AU.4)

13/088 RESOLVED:

That Council receive and note the August 2013 Audit Committee Meeting Minutes.

(Cr. Walker/Cr. Somerville)

09) AUDIT COMMITTEE - APPOINTMENT OF INDEPENDENT EXTERNAL MEMBER (CM.AU.4)

13/089 RESOLVED:

That Council approve the appointment of Mr Phillip Burgett FCA as an independent external member of Central Tablelands Water (CTW) Audit Committee.

(Cr. McClelland/Cr. Somervaille)

10) LOCAL GOVERNMENT REFORM UPDATE (GR.LR.5)

13/090 RESOLVED:

That the information be noted.

(Cr. McClelland/Cr. Griffiths)

11) WATER SECURITY - CENTRAL WEST NSW (WS.SP.4)

13/091 RESOLVED:

That the information be noted.

(Cr. McClelland/Cr. Griffiths)

12) NSW DECENTRALISATION TASKFORCE REPORT (GR.SL.3)

13/092 RESOLVED:

That the information be noted.

(Cr. Somervaille/Cr. Griffiths)

13) WBC ALLIANCE - EXECUTIVE OFFICER'S REPORT (CM.AG.6)

13/093 RESOLVED:

That the information be noted.

(Cr. Walker/Cr. McClelland)

14) WBC ALLIANCE FORUM 2013 (CM.AG.6)

13/094 RESOLVED:

That the information be noted.

(Cr. McClelland/Cr. Durkin)

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

13/095 RESOLVED:

That the information be noted.

(Cr. McClelland/Cr. Walker)

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

13/096 RESOLVED:

That the information be noted.

(Cr. Durkin/Cr. Walker)

17) QUESTIONS ON NOTICE

Cr Walker questioned why Council meetings were not held in Canowindra. It was agreed that the meeting scheduled for 11 June 2014 would be held at the Services Club in Canowindra.

The General Manager undertook to seek an update from the NSW Office of Water on the issue of the transfer of Bogolong Dam.

**18) WATER LEAKAGE - ACCOUNT 1716040009 (CR.EQ.1)
WATER LEAKAGE – ACCOUNT 21201000003 (CR.EQ.1)**

13/097 RESOLVED:

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.

(Cr. Walker/Cr. Durkin)

19) PROCEED TO COMMITTEE OF THE WHOLE

13/098 RESOLVED:

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.

(Cr. Somerville/Cr. Durkin)

REPORT OF THE COMMITTEE OF THE WHOLE

WATER LEAKAGE – ACCOUNT 1716040009 (CR.EQ.1)

RECOMMENDATION:

That Council adhere to its policy of no concession for water leakage.

(Cr. Walker/Cr. Durkin)

WATER LEAKAGE – ACCOUNT 21201000003 (CR.EQ.1)

RECOMMENDATION:

That Council adhere to its policy of no concession for water leakage.

(Cr. Walker/Cr. Griffiths)

RECOMMENDATION:

That as the deliberation of the Committee is concluded, the Council reconvene the Ordinary Meeting.

(Cr. Walker/Cr. Durkin)

20) REPORT OF THE COMMITTEE OF THE WHOLE

13/099 RESOLVED:

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

(Cr. Somerville/Cr. Durkin)

Next Meeting: The next meeting of Central Tablelands Water will be held in Molong on 11th December 2013.

There being no further business, the Chairman declared the meeting closed at 12.25pm