

CENTRAL TABLELANDS *Water*



Business Paper

Ordinary Meeting of Central Tablelands Water

10th April 2013

Blayney



4 April 2013

Notice to Members

Your attendance is requested at an Ordinary Meeting of Council to be held at the Blayney Shire Council on Wednesday, 10 April 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 13.02.13
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 –Molong - 12th June 2013

Yours faithfully

A. Perry
General Manager

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HELD ON WEDNESDAY 10 APRIL 2013

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01) Integrated Planning & Reporting 2013/2014 Management Plan (FM.PL.1)

(Tony Perry)

RECOMMENDATION:

1. That council endorses the draft:
 - a. Delivery Plan 2013 – 2017
 - b. Operational Plan 2013 - 2014 – Part 1 & 2
 - c. Workforce management Plan 2012 – 2016
 - d. Asset Management Strategy and Plans
 - e. Long Term Financial PlanTo be placed on public display for a period of 28 days.
2. That the CTW Community Strategic Plan be adopted by Council.

REPORT

In accordance with the legislative requirements for Integrated Planning and Reporting, at its June 2012 meeting, Council considered and adopted the following Plans:

- a. Delivery Plan 2012–2016
- b. Operational Plan 2012–2013 – Part 1 & 2
- c. Workforce Management Plan 2012–2016
- d. Asset Management Strategy and Plans
- e. Long Term Financial Plan

Following the local government elections in September 2012, these Plans need to be re-submitted to the new Council for endorsement or amendment.

Accordingly, the Plans have been reviewed by staff and, together with the 2013/2014 Operational Plan – Part 1 & 2 (incorporating the 2013/2014 budget) are now presented in draft for Council's consideration prior to being placed on public exhibition.

Council considers that its pricing is cost effective, however, due to significant decrease in water sales as a result of the continued above average rainfall in the region, reduction in interest earnings from investments, and increased depreciation costs due to revaluation of assets Council had net operating deficits of \$1.12 million and \$0.865 million in 2010/2011 and 2011/2012 respectively. It is estimated that 2012/2013 will result in an operating surplus of \$94,466.

The 2013/2014 Operational Plan estimates an operating surplus of \$1,829 after providing for a depreciation expense of \$1,849,161.

Council resolved in 2006/2007 to effect an annual increase of 8% on consumption charges in order to self-fund an extensive capital works programme (\$52.84 million in

2010 \$ terms) over the next 30 years without the need for loan borrowings or government subsidies. In 2013/2014, Council is not planning to increase the annual availability charge of \$200.00 for a standard 20mm service, however, consumption charges are planned to increase by 8% from \$1.99 to \$2.15.

In 2013/2014, Council's Section 64 Developer Charge will decrease from \$8,732 per ET (equivalent tenement) to \$8,333 per ET in accordance with the adopted 2012 Developer Servicing Plan. The Capital Contribution Plan for in-fill blocks will increase from \$3,776/ET to \$3,870/ET.

The following minor capital works are planned in 2013/2014:

<input type="checkbox"/>	Plant & Vehicle Replacements (Net cost)	\$ 97,553.00
<input type="checkbox"/>	Meter & Services Replacement	\$131,266.00
<input type="checkbox"/>	Provision for Pump Replacements	\$ 44,545.00
<input type="checkbox"/>	Trunk Main Relocation – Gooloogong Bridge	\$ 60,000.00
<input type="checkbox"/>	IT Radio Link Upgrade (BSC to CTW)	\$ 10,000.00
<input type="checkbox"/>	Administration Building Refurbishment	\$ 40,000.00

Council's major capital works programme is scheduled to commence in 2014/2015.

Council has a dedicated focus on consumer expectations and, through its pricing policy, consumers are receiving a water supply of high quality and reliability and this is wholly attributable to the pricing policy being able to fund an ongoing programme of infrastructure renewal and upgrade.

Council has embraced Best Practice Pricing of Local Water Utility services as outlined in the NSW Office of Water Best Practice Management of Water Supply and Sewerage Guidelines. In summary, the following pricing regime exists for Central Tablelands Water:

1. A two part pricing policy of an availability (access) charge, determined on the diameter of the meter, and a consumption charge,
2. Residential and rural consumers are subject to a 50% increase in the usage charge for consumption in excess of 450 kL per annum,
3. There are no non-residential cross subsidies.

Fees and Charges for 13/14 are detailed in the attached Operational Plan – Part 2.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

02) 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 28 February 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 as at 28 February 2013:

Investment	Interest Rate	Above BBSW	Call Date	Maturity Date	Interest Paid	Face Value	Current % value	Current Value
Aphex (Glenelg AA-)	4.8400%	1.87%	22/06/2009	22/12/2014	Quarterly	50,000	53.96	26,980
MAS (Parkes AA-)	N/A	N/A	20/12/2009	20/06/2015	Quarterly	300,000	N/A	N/A
Total						\$350,000	7.71	\$26,980

On the 26 February 2013 Council’s Zircon CDO investments Coolangatta and Miami were redeemed with a total amount of \$300,984.99 being received. This was a net increase of \$984.99 with the original face value of the investments being \$300,000. This was a great result for Council as coupons on these investments have not been paid for a number of years. The funds received from this redemption have been reinvested in a term deposit in accordance with Council’s Investment Policy.

The value of the remaining CDO investments acquired through Lehman’s have a current valuation as at 28 February 2013, of \$26,980. The Valuations are now valued at 7.71% of par value.

As reported at the October, December and February Council Meetings, the class action by a significant number of councils against Lehman Australia has finally been completed and the Federal Court has ruled in favour of the councils. Council’s solicitors Piper Alderman are now in the process of reconciling the holdings of Council to ensure that any final settlement amount agreed with the Liquidators or any judgment amount in favour of Council accurately reflects Council’s holdings and/or crystallised losses. Council is still awaiting the outcome of this reconciliation process.

Whilst Council’s CDO investments are currently well below par value, Council’s remaining investment portfolio of approximately \$3.25 million is all capital guaranteed, primarily in term deposits.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

1 Bank Reconciliation February 2013 1 Page

**CENTRAL TABLELANDS COUNTY COUNCIL
STATEMENT OF BANK BALANCES AS AT 28 FEBRUARY 2013**

GENERAL FUND

(a) Cash Book Balance	\$ 444,422.79
(b) Bank Balance	\$ 453,792.87
(c) Limit of Overdraft (Bank)	Nil
(d) Limit of Overdraft (Statutory)	\$ 1,130,000.00

BANK RECONCILIATION

Balance as per Bank Statement	\$453,792.87
Add: Outstanding deposits	-\$ 9,082.31
	<u>\$444,710.56</u>
Less: Outstanding Cheques	\$ 287.77
	<u>\$444,422.79</u>

FUNDS INVESTED AS AT 28 FEBRUARY 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 (Gieleg AA-)	\$ 50,000.00	4.84%	2.97%
(2) Floating Rate CDO	Managed ACES SPC (Parkes AA-)	\$ 300,000.00	N/A	2.97%
		<u>\$ 350,000.00</u>		
(3) Term Deposit	ING Direct Bank (180 Days)	\$ 500,000.00	4.42%	2.97%
(4) Term Deposit	ING Direct Bank (180 Days)	\$ 500,000.00	5.13%	2.97%
(5) Term Deposit	Rabo Direct Bank (180 Days)	\$ 500,000.00	4.35%	2.97%
(6) Term Deposit	National Australia Bank (180 Days)	\$ 500,000.00	4.58%	2.97%
(7) Term Deposit	National Australia Bank (90 Days)	\$ 300,000.00	4.56%	2.97%
(8) Term Deposit	Reliance Credit Union (180 Days)	\$ 500,000.00	4.40%	2.97%
		<u>\$ 3,150,000.00</u>		
(9) Cheque Account	Reliance Credit Union	\$ 12.31	3.00%	2.97%
(10) Cheque Account	Commonwealth Bank	\$ 132,804.12	2.95%	2.97%
(11) Business On-line Saver	Commonwealth Bank	\$ 320,976.44	3.30%	2.97%
		<u>\$ 3,603,792.87</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 28 February 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

03) Natural Disaster Funding (CM.CI.1)

(Tony Perry)

RECOMMENDATION:

1. That the information be noted.

REPORT

Council has received a letter from the President of the former Shires' Association, Cr Ray Donald, advising that further to Council's submission to the 2012 Shires' Conference on Natural Disaster Funding for NSW Local Water Utilities, he made representations to the appropriate Minister and received the same negative response that Council had received following the direct contact and submissions of the General Manager.

A copy of Cr Donald's letter is attached for Council's information.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 Letter from Shires Association regarding resolution 1 Page

Shires Association of NSW



Our ref: R11/0016 Out-21130

13 February 2013

Cr John Farr
Chair
Central Tablelands County Council
PO Box 61
BLAYNEY NSW 2799

Dear Cr Farr

CM.CI.1



For April Council
Meeting resolution.

I write regarding a resolution from the 2012 Shires Association Conference sponsored by your council.

The resolution read as follows:

54 – Natural Disaster Funding

That the Shires Association of NSW make urgent representation to the NSW State Government for the removal of the "Trading Undertaking" classification applied to all NSW Local Water Utilities (LWU) which currently is an impediment to any LWU in accessing emergency disaster funding where Natural Disaster Declarations have been made in the Local Government Areas covered by the LWU.

I made representations to the appropriate Minister immediately following the Conference.

The Minister for Police and Emergency Services responded on 8 February 2013 noting that "under the Commonwealth NDRRA and the NSW Disaster Assistance Guidelines, Local Water Utilities are determined to be a 'Trading Undertaking' as they charge a fee for service. I understand that there are no plans at this time to change this."

If you wish to pursue this matter further please do not hesitate to contact me or our Director, Policy Noel Baum on 9242 4014 or noel.baum@lgsa.org.au

Yours sincerely

Cr Ray Donald
President

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04) New Model Code of Conduct (GO.PR.1)

(Tony Perry)

RECOMMENDATION:

That Council:

1. Note the information, endorse the appointment of Mr Gavin Rhodes as Council's complaints coordinator and Mr Darrell Sligar as alternate complaints coordinator.
2. Endorse the appointment of the Conduct Review Panel as recommended for appointment by the Executive Manager of the WBC Alliance.
3. Allow the appointment of a panel member from a formally selected panel of any other Centroc Council in the instance where the nominated panel members are unavailable or unable due to conflict or policy restriction to assess the code of conduct item

REPORT

The General Manager reported to the February 2013 Council Meeting on the introduction of the New Model Code of Conduct and Model Procedures for the Administration of the Model Code issued by the Division of Local Government (DLG) for implementation by 1 March 2013.

At that meeting, Council resolved to adopt the new Model Code and Model Procedures and to incorporate them into Council's policy register.

In his report, the General Manager stated as follows:

"The DLG advised that Councils should make the following administrative arrangements in preparation for commencement of the Code:

- Adopt the New Model Code and Procedures by 1 March 2013.*
- Appoint members of staff other than the General Manager to act as a complaints coordinator and alternate complaints coordinator before 1 March 2013.*
- Ensure panels of conduct reviewers, appointed using the selection process prescribed under the new procedures, are in place by 30 September 2013.*

The General Manager will report to the April 2013 Council Meeting recommending appointments for the positions of complaints coordinator and alternate complaints coordinator as well a recommendation for the appointment of a panel of conduct reviewers."

Accordingly, the General Manager is recommending that Council's Manager Finance & Corporate Services, Gavin Rhodes, be appointed as complaints coordinator and Council's Manager Operations & Technical Services, Darrell Sligar, be appointed as alternate complaints coordinator.

In respect to the appointment of a conduct review panel, which has to be in place by 30 September 2013, the WBC Alliance has advertised for expressions of interest for appointment to a joint panel to represent each of the four (4) alliance councils. Applications received were considered on Wednesday 3 April 2013. The following advice was received from the Executive Manager of the WBC Alliance:

“The Directors Corporate Services from each of the member Councils and the Manager Finance & Corporate Services CTW, completed a selection process on 3 April and have recommended the following people be appointed to the panel:

- Kath Roach – Sincolutions (Sydney)
- Jennifer Conn – Solicitor (Wellington)
- Andrew Fletcher - LG Consultant (Bathurst)
- Greg Wright – LG Consultant (Picton)”

Since the February Meeting, a further Circular has been received from the DLG in regards to “*Model Code of Conduct 2013 – Commencement and Key Resources*”. General Managers have been requested to ensure that a copy of this Circular is tabled at the next Council Meeting. Accordingly, a copy is **attached** for Councillor’s information.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 DLG circular regarding Model Code of Conduct 4 Pages



Premier & Cabinet
Division of Local Government

Circular to Councils

Circular No. 13-06
Date 1 March 2013
Doc ID. A313805

Contact Council Governance Team
(02) 4428 4100

MODEL CODE OF CONDUCT 2013 – COMMENCEMENT AND KEY RESOURCES

Purpose

The purpose of this Circular is to:

- remind councils that the new Model Code Framework commences on 1 March 2013;
- promote the Model Code Summary as a simple guide to the standards of behaviour required by council officials; and
- inform councils of the availability of the Division of Local Government's Model Code of Conduct 2013 webpage, featuring key resources to support implementation of the new code.

Issue

- The new Model Code of Conduct framework commences on 1 March 2013.
- To assist councils with the implementation of the new code the Division has developed a series of resources that are available on the Division's web site. These resources include:
 - FAQs on the implementation of the new framework
 - The Model Code of Conduct, Model Code summary and Model Code Procedures
 - Standalone versions of the Model Code targeted at different types of council officials containing only those standards relevant to those officials
 - Guides to Model Code procedures for general managers, Mayors and complaints coordinators, containing easy to understand summaries of their roles in the complaints management process
 - Guides to Model Code procedures for complainants and people the subject of investigation. The prescribed procedures require that persons being investigated be provided with information about the investigation process.
- Additional resources and information will be added to the webpage over time.
- The Model Code of Conduct 2013 webpage may be accessed from the Division's website at www.dlg.nsw.gov.au.

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2

- A copy of the Model Code summary is attached to this Circular (Attachment A). Councils officials are encouraged to familiarise themselves with this and the new Model Code.

Action

General Managers should ensure that a copy of this Circular is tabled at the next council meeting, including the Model Code Summary. The assistance of General Managers in promoting the Model Code 2013 webpage and its resources to all council officials would be appreciated.



Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet



Premier & Cabinet
Division of Local Government

STANDARDS OF CONDUCT FOR COUNCIL OFFICIALS

Council officials play a vital role in serving local communities

To do this effectively, you will want to uphold the highest standards of behaviour to ensure communities have trust and confidence in local government.

What are the expected standards of behaviour?

The standards of behaviour are described in detail in the Model Code of Conduct. The Code is a legal document that all officials are obliged to understand and follow. The Model Code forms the basis of each council's code of conduct. Highlighted below are the expected standards of behaviour for all council officials.

You must:

- conduct yourself in a manner that will not bring council into disrepute
- act lawfully and honestly, and exercise due care
- treat others with respect and not harass or discriminate against them, or support others who do so
- consider issues consistently, promptly and fairly
- ensure development decisions are properly made and deal fairly with all parties involved
- disclose and appropriately manage conflicts of interests including, in the case of councillors, from reportable political donations
- use and secure information appropriately and not disclose confidential information
- use council resources ethically, effectively and efficiently.

In addition, staff must ensure the efficient and effective operation of council's organisation and implement decisions of council without delay.

You must not:

- accept money or gifts of value and avoid situations that may appear to secure favourable treatment
- make complaints improperly, take detrimental action in response to complaints, or disclose information about code of conduct matters.

In addition, councillors must not:

- direct or influence council staff in the exercise of their role
- participate in binding caucus votes, except for nominations.



What happens if the standards are not met?

The small number of cases where a council official fails to follow the Code will be dealt with in accordance with the Model Code Procedures.

Breaches of these standards may be reported to the general manager or, in the case of a breach by the general manager, to the Mayor. Serious complaints that cannot be resolved informally may be investigated by an independent conduct reviewer.

Councillors

Breaches by councillors may result in:

- censure
- requirement for training
- counselling
- requirement to apologise
- findings of inappropriate conduct being made public
- referral to the Division of Local Government for disciplinary action, including suspension for up to three months
- referral by the Division to the Pecuniary Interest and Disciplinary Tribunal for suspension for up to six months or disqualification from holding civic office.

General managers

Breaches by general managers may result in:

- requirement for training
- counselling
- requirement to apologise
- findings of inappropriate conduct being made public
- other actions specified under the general manager's contract.

Council staff

Breaches by council staff may result in disciplinary action, termination or, in the case of non-senior staff, other penalties permitted under the relevant industrial award.

Delegates or council committee members

Breaches by delegates or council committee members may result in:

- censure
- requirement to apologise
- prosecution
- removal or restriction of delegations.



05) Developer Servicing Plan (DB.LA.1)

(Tony Perry)

RECOMMENDATION:

That:

1. Council adopt the 2012 draft Developer Servicing Plan (DSP) for Lake Rowlands and Quandialla supply areas;
2. Council adopt the following developer charges, as calculated in the DSP, for all subdivision developments within the Lake Rowlands and Quandialla DSP areas:
 - (a) Lake Rowlands \$ 8,333.00
 - (b) Quandialla \$15,088.00
3. The capital contribution charge for all vacant unbuilt upon land within the existing village of Quandialla remain in accordance with the adopted annual fees and charges.

REPORT

At the February 2013 Council meeting Council resolved as follows:

1. *That Council endorse the 2012 draft Developer Servicing Plan (DSP) for Lake Rowlands and Quandialla supply areas;*
2. *Council endorse the following developer charges, as calculated in the DSP, for all subdivision developments within the Lake Rowlands and Quandialla DSP areas:*
 - (a) *Lake Rowlands \$ 8,333.00*
 - (b) *Quandialla \$15,088.00*
3. *Resolve that the capital contribution charge for all vacant unbuilt upon land within the existing village of Quandialla remain in accordance with the adopted annual fees and charges;*
4. *the DSP for Lake Rowlands and Quandialla supply areas be placed on public exhibition for a period of 30 working days with the intention of adopting the DSP at the April 2013 Council Meeting to commence on 1 July 2013.*

As the 2012 draft DSP has been on public exhibition for the required period of 30 days, Council can now proceed to adopt the DSP to commence on 1 July 2013.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

06) Councillor Expenses and Facilities Policy (GO.CO.1)

(Tony Perry)

RECOMMENDATION:

1. That Council adopt the draft Councillor Expenses and Facilities Policies.

REPORT

Following a report from the General Manager to the October 2012 meeting of Council and in accordance with Sec. 252 of the LG Act 1993, Council resolved to:

“Endorse the draft Councillor Expenses and Facilities Policies as presented in the General Manager’s Report, with the addition of the provision of a Council blazer and tie, and place them on public display for a period of 28 days with a view to adoption at the February 2013 meeting of Council.”

The draft Councillor Expenses and Facilities Policies was placed on public exhibition for the required period of 30 days late last year but, due to an oversight by the General Manager, it was not placed before the February 2013 meeting for adoption.

Council can now proceed to adopt the draft Councillor Expenses and Facilities Policies.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

07) WBC Alliance - Project Officer'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 Officers Report 4 Pages



WBC Alliance Report for Council meeting March 2013 (Prepared by the Executive Manager, WBC Alliance)

Independent Review of Local Government.

The WBC Board met on 6th February for an extraordinary meeting, primarily to discuss the review into local government to assist in forming a response to the Independent Review Panel. The Board meeting was a very good opportunity to discuss the needs and aspirations of the individual member councils and to identify ways in which the alliance, or a modification to the Alliance, can continue to support collaborative outcomes for the member councils.

The Board agreed to adopt the following position:

“Building on the strength of the WBC Strategic Alliance the member councils are keen to further investigate innovative change such as Shared Service models and would be prepared to work with government to develop a model that could be replicated across local government, particularly for smaller rural councils.”

The Board also agreed to the following recommendations:

1. That the WBC Board discuss options for the future and make recommendations for the next priorities for the Alliance.
2. That the WBC Board request for funding to support business case development of new initiatives and change process to be presented to Ross Woodward, Director-General DLG and the Independent Local Government Review Panel.
3. That the WBC Board seek to meet with the Independent Local Government Review Panel following their meeting with CENTROC on 28/2/13.
4. That the WBC Executive Manager prepare a response on behalf of the Alliance to the Independent Local Government Review Panel due by 22 March outlining the position of the Alliance for the future.

Further to this arrangements were made by the WBC EM to meet with Professor Graham Sansom, Chair of the Independent Review Panel in Wellington on 28th February following his presentation to the full Centroc Board. This meeting was attended by the Mayors (or their delegate) and GM's plus 4 Wellington Councillors also participated. Professor Sansom was

WBC Executive Manager Report to March 2013 Council Meeting

generous with his time and met with us for about 45 minutes during which time we discussed the submission from the Alliance (copy attached for your information)

In the presentation given by Professor Sansom structural options were discussed. The following is an excerpt from his power point presentation:

- *Panel is considering a range of options for future local government structures:*
 - *No one-size-fits-all*
 - *Goal is a stronger system with productive State-local relations*
 - *Structures must be robust for planning, advocacy and service delivery*
- *Options include:*
 - *County Councils with mandatory functions (eg water, roads, waste, strategic planning, libraries, NRM)*
 - *County Councils or merged councils with 'local boards'*
 - *Amalgamated councils with wards/precinct committees*
 - *Binding contractual partnerships*
 - *For a number of councils, no change or only boundary adjustment*

Professor Sansom did raise the question about whether we should be having a conversation with our larger neighbours around collaborations or partnerships such as those being proposed in the submission. The Board need to discuss how to respond to this issue.

In relation to the current Alliance position it was positive to note:

- The Independent Panel are considering county council shared service options which is in line with what the Alliance had in our proposal
- That the Alliance is viewed credibly by the Panel and the State Government and there may be opportunities in the future to continue to develop and/or implement a more formalised shared service arrangement
- That Professor Sansom was able to give our Councils that much of his time to discuss our proposal

The next key milestone will be the release of the next positions paper by the panel which is due in late April.

The scheduled meeting of the Board for 6th March was cancelled.

Fleet Management Review Project:

A very comprehensive report has been completed following an audit on our fleet management practices including 26 recommendations for improving the way we manage one of our largest assets. The Project Team will meet on 14th March to scrutinise each of

WBC Executive Manager Report to March 2013 Council Meeting

the recommendations and make decisions about which ones could be implemented and which ones may require funding or significant effort and leadership.

One of the findings of note was that despite a “feeling” held by many in the alliance over the years there are few savings to be achieved through the collective purchase of vehicles. The report states:

“...there would be no advantage in buying power by the Councils purchasing light fleet under a single entity. The councils already have access to the buying power of local government procurement which enables purchase of vehicles direct from local dealers at government contract fleet pricing”

If anyone would like a copy of the full Audit report please contact Donna Galvin, WBC Executive Manager on 0419 611 204 or donna.galvin@cabonne.nsw.gov.au

Food Shop Inspection Project:

I had previously reported that the Alliance was developing an Expression of Interest document to be advertised in early 2013 seeking to engage suitably qualified consultants on a fee for service basis to complete food shop inspections.

Since then Blayney have created a new position of Environmental Health Services officer that will be responsible for food shop inspections amongst other things. It is expected that there will be capacity in the position to complete inspections on a fee for service basis for other councils.

It was therefore agreed not to continue with this project.

IT systems Implementation:

As previously reported the councils of Blayney, CTW and Cabonne have been implementing further modules to the Synergysoft system during February. This has been a very busy time for some staff but overall implementation has been smooth.

There are now only 2 modules left for implementation – Assets and Customer Request. This will be implemented later in the year. We are nearing the end of the largest and longest running project the Alliance has completed!

Professional Team meeting Outcomes:

The Professional teams meet on 21st February as part of the annual program of meetings. The Professional Teams includes the Directors and General Managers from all Alliance councils, as well as the Manager Finance and Corporate Services and the Manager Operations from Central Tablelands Water. The purpose of these meetings is to:

- Share information practice and experience
- Update and report on current collaborative projects or initiatives
- Professional development
- Identify opportunities for collaboration

WBC Executive Manager Report to March 2013 Council Meeting

At these meetings the "Action Status Report" is updated. This report lists all current Alliance projects and initiatives – a **copy of this is attached for your information.**

Business Process Improvement Programs:

Cabonne and Wellington are just commencing a new program supported and delivered by the WBCEM on business process improvement. The key outcomes of the project are to:

- Analyse current business practices and identify opportunities for improvement (through the use of Business Process Mapping methodology).
- Improve staff understanding and competence in managing projects.
- Provide staff with skills to promote innovation and manage change.

The overall aim of the programs are:

- Improving the customer experience and journey;
- Identifying, mitigating and/or adapting to risk;
- Improving efficiencies.

Blayney and CTW will join in the program on an as needs basis. Blayney have already completed a review of most of their business processes.

Code of Conduct Committee:

As required under the new Model Code of Conduct councils are required to form a panel of reviewers to undertake investigations into alleged breaches of the code. The Alliance is coordinating this to establish a joint panel. Expressions of Interest will be open until 28th March with the aim of making recommendation of appointment at the April Council meeting.

Up Coming Dates/Events

13th March	- BPI program – Cabonne – Review of Induction processes workshop
14 March	- Fleet Management Project team meeting
21 March	- BPI Program – Cabonne – Customer Request process workshop
28 March	- EOI for Code of Conduct Panel close
3 April	- Review and selection of review panel applicants

RECOMMENDATION

THAT the information be noted.

WBC Executive Manager Report to March 2013 Council Meeting

08) Annual Staff Picnic (PE.AR.1)

(Tony Perry)

RECOMMENDATION:

1. That approval be given for the closing of Council's administration office on Friday 10th May 2013 for the occasion of the Annual Award Staff Picnic Day.

REPORT

Council's Annual Staff Picnic Day has been scheduled for Friday 10th May 2013 in Blayney. Councillors will be advised of the venue, time, activities and all other details and are invited to attend and participate in whatever is organised.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

09) Bogolong Dam (WS.SP.7)

(Darrell Sligar)

RECOMMENDATION:

1. That Council endorse to General Manager's offer to transfer Bogolong Dam and its internal infrastructure to Weddin Shire Council for the nominal price of \$1.00 and authorise the General Manager to place Council's Common Seal on the transfer documentation.
2. That Council agree to the points of agreement as outlined in the acceptance letter from Weddin Shire Council, dated 2 April 2013.

REPORT

Following consideration of a report from the General Manager to the October 2006 meeting, Council resolved as follows:

"That, in light of the results of the recent Dambreak Study of Bogolong Dam conducted by the NSW Department of Commerce, the General Manager write to Weddin Shire Council and once again offer to hand over full control of the dam to the Council."

Weddin Shire Council considered CTW's offer at its November 2006 meeting but advised that Council had resolved to decline the offer.

Subsequently, on 15 December 2006, Council was notified in writing from the NSW Dam Safety Committee (DSC) that, following consideration of the recently completed Dambreak Study for Bogolong Dam, which classified the dam as of low consequence for flooding, the Committee had de-prescribed the dam and had no further requirements unless there was further development downstream which would upgrade the Consequence Category of the dam.

The General Manager presented a further report to the February 2007 meeting advising of Weddin Shire Council's resolution and the advice from the DSC. At that meeting Council resolved to erect a man-proof fence around the emergency spillway and leave the dam empty pending a further report to be presented to Council on the legal aspects of allowing volunteers to de-silt the dam.

In April 2007, the General Manager reported on the negative and public liability issues in regards to volunteers being allowed to de-silt Bogolong Dam and, following lengthy consideration, Council resolved to complete the erection of the man-proof fencing and close the outlet from the dam and allow the dam to refill.

Since 2007, Council has received a number of requests for Council to consider allowing Bogolong Dam to be taken over or sold in order to provide recreational water activities, the most recent being from the Bogolong Aquatic Club in September 2011.

As a result of these requests, Council resolved at the October 2011 meeting to place an advertisement in the Grenfell Record calling for expressions of interest in the purchase of Bogolong Dam.

As a result of that advertisement, Council received three (3) written submissions and one (1) verbal enquiry and these were reported to the December 2011 Council meeting.

All three of the private EOI's expressed the view that they would prefer Bogolong Dam to be acquired by the community but, if that was not to occur, they are interested in being in contention for the dams purchase.

The letter from Weddin Shire requested that Council defer any action on this matter pending negotiations between them. The Weddin Council resolution reads as follows:

- 1) *Council request Central Tablelands Water to defer any action on the expressions of interest pending negotiations with this council'*
- 2) *The Executive be delegated to negotiate with Central Tablelands Water for the acquisition of the property,*
- 3) *A letter of support be provided to the proposed Bogolong Aquatic Club, in the event that Council decides not to proceed to acquire.*

Following consideration of the General Manager's report, Council resolved to defer consideration of any expression of interest in Bogolong Dam pending negotiations with Weddin Shire Council (WSC).

The General Manager can now report that, together with the Deputy Chairman, he met with the Mayor, General Manager and a number of Councillors from WSC and discussed all the issues with Bogolong Dam, advised them of the DSC's current advice that the dam has been de-prescribed and that the 2006 resolution of Council to offer the dam to WSC has never been rescinded. The General Manager advised WSC that Council would be prepared to transfer title of the dam site and internal infrastructure at a nominal transfer price of \$1.00.

The General Manager of WSC has advised that his Council has formally resolved to purchase Bogolong Dam from CTW for the nominal price of \$1.00.

A copy of the acceptance letter from Weddin Shire Council is attached.

The General Manager advises that following the transfer of Bogolong Dam to WSC there will need to be a write down of the current valuation of \$228,000.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 Letter from Weddin Shire Council 1 Page



To Avoid Delay when
Replying or Telephoning

Please Quote:

Your Ref:

TVL:LB:E3.6.4

WEDDIN SHIRE COUNCIL

All Correspondence to be addressed to
The General Manager
Camp Street or P.O. Box 125
GRENFELL NSW 2810

Tel: (02) 6343 1212
Fax: (02) 6343 1203
Email: mail@weddin.nsw.gov.au
website: weddin.local-e.nsw.gov.au
A.B.N. 73 819 323 291

2 April 2013

Mr Tony Perry
General Manager
Central Tablelands Water
30 Church Street
Blayney NSW 2799



Dear Tony

SUBJECT: BOGOLONG DAM

Please be advised that Council resolved at its February Meeting as follows:


"that Council meet with Central Tablelands Water to negotiate to purchase Bogolong Dam for \$1" (Resolution 297)

This meeting took place on 27 March 2013 where the following in principle agreement was reached:

- Central Tablelands Water to transfer Bogolong Dam to Weddin Shire Council for the amount of \$1.
- Central Tablelands Water to transfer the current water licence to Weddin Shire Council.
- Central Tablelands Water to close off the existing water main from Lake Rowlands, leaving open the option of purchasing water in the future if required.

It would be appreciated if you would advise your Council's acceptance of this agreement in due course.

Yours faithfully


T V LOBB
GENERAL MANAGER

0117

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

(Darrell Sligar)

RECOMMENDATION:

1. That the information be noted.

REPORT**a) *Meter Replacement/Service Replacement Program***

Council staff replaced four full services and sixty two partial services in Manildra during the past two months.

b) *Hydrant/Valve Maintenance*

Hydrant and valve maintenance continued throughout the County area over the past two months. Three new valves have been installed in Manildra.

c) *Reticulation Flushing*

All dead ends were flushed in the low pressure areas of Canowindra over the last two months.

d) *Pump Station Maintenance*

The Williams Crossing service pump at Quandialla was stripped down with bearings and seals being replaced.

e) *Filtration Plant Maintenance*

A power surge on the 17th February 2013 damaged a servomotor on the chlorinator unit motherboard on the final water meter and the auto dialler. All have been replaced or repaired during February/March.

f) *TM'H' Cowra Shire*

A new 100mm bypass meter and pressure reducing valve have been installed, with all costs borne by Cowra Shire Council.

g) *Water Bottle Filling Stations*

Two water filling stations have been installed over the past two months, the first in Canowindra, the second in Manildra.

h) *Flood Damage*

A 100 metre section of 280mm water main has been replaced under Emu Creek at Canowindra.

i) *Flood Damage*

A 100 metre section of 280mm water main has been replaced under Emu Creek at Canowindra.

j) *Main Replacement*

A 250 metre section of 50mm polyethylene main has been replaced at Trajere. The original section of main was very shallow and constantly damaged by machinery.

A 100 metre section of 180mm water main has been replaced under State Rail lines at Manildra. This relocation was required as part of the upgrade of boom gates at the Boree crossing. Central Tablelands Water and John Holland Rail shared the costs 50/50. The main was 50 years old and to get John Holland Rail to pay 50% of the costs was a good result for Central Tablelands Water.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

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

(Darrell Sligar)

RECOMMENDATION:

1. That the information be noted.

REPORT

k) Main breaks

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

Location		Date	Size	Comment
Cudal	Flood Street	01.03.13	100mm	DNR
Canowindra	Tilga Street	05.02.13	80mm	DNR
Nyrang Creek	Walls Reservoir	01.02.13	100mm	DNR
Nyrang Creek	Walls Reservoir	04.02.13	100mm	DNR
Nyrang Creek	Tip Reservoir	26.02.13	80mm	DNR
TM'C'	Rivers Rd Canowindra	25.02.13	200mm	Spilt Length
TM'D'	Mid Western Hwy Carcoar	25.02.13	200mm	Split Length
TM'F'	Nyes Gate Road Millthorpe	08.03.13	150mm	Split Length
TM'L'	Nanami, Eugowra	04.03.13	50mm	Excavator

l) Reservoir Levels

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

m) Service Complaints and Requests

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

Location	Complaint/Request	Total
Blayney	Hydrant Leaking	1
	Leaking Meter	4
	Leaking Service	1
	Main Inspection	1
	Meter Maintenance	2
	Meter Burst	1
	Meter not Shutting Off	2
	No Water	2
Canowindra	Dirty Water	1

	Leaking Meter	1
	Leaking Service	1
	Main Break	3
	Meter Maintenance	2
	Meter not Shutting Off	1
Cargo	Leaking Meter	2
	Low pressure	1
	No Water	1
Cudal	Leaking Meter	1
	No Water	2
Eugowra	Customer Damaged Main	1
Grenfell	Dirty Water	1
	Disconnection of Supply	1
	Leaking meter	1
	Meter New/Replacement	1
Lyndhurst	Leaking Meter	1
Mandurama	Main Break	1
Manildra	Leaking Meter	1
Quandialla	Hydrant leaking	1

n) *Lake Rowlands*

The level of Lake Rowlands has decreased from 88% to present level of 78% as at 3rd April 2013

o) *New Water Services*

During the past two months there have been 7 new water services connected to Councils mains:

5 x 20mm Manildra

1 x 20mm Grenfell

1 x 20mm Blayney

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

- 12) Water Leakage – Account 1426000004 (CR.EQ.1)
Water Leakage – Account 6372900008 (CR.EQ.1)
Water Leakage – Account 6371000009 (CR.EQ.1)
Water Leakage – Account 1954010003 (CR.EQ.1)
Water Leakage – Account 9101100007 (CR.EQ.1)
Water Leakage – Account 9471010000 (CR.EQ.1)
Water Leakage – Account 1716000003 (CR.EQ.1)

(Tony Perry)

RECOMMENDATION:

1. That, as these matters deal 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

13) Questions on Notice

(Tony Perry)

No questions on notice were received.

ATTACHMENTS

Nil

14) 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

15) 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 Weddin
Shire Council, on Wednesday, 13 February 2013,
commencing at 10.30am**

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

APOLOGIES

13/126 RESOLVED:

That a leave of absence be granted to Cr. Durkin following receipt of his apology for non-attendance.

(Cr. Griffiths/Cr. McClelland)

CONFIRMATION OF MINUTES

13/127 RESOLVED:

That the Minutes of the Ordinary Meeting of Central Tablelands Water, held on 12 December 2012, being minute numbers 12/128 to 12/129 inclusive, be confirmed.

(Cr. McClelland/Cr. Somerville)

CHAIRMAN'S MINUTE

The Chairman stated that he didn't have a Chairman's minute other than to make mention that local government reform and the future of the WBC Alliance had been high on the agenda and that he had attended an extraordinary WBC board meeting the previous week and that the Executive Manager of the WBC Alliance is here at this meeting today to report to Council on the outcomes of that meeting.

01) FINANCIAL MATTERS (4)

13/128 RESOLVED:

That the information be noted.

(Cr. Walker/Cr. Somerville)

02) BUDGET REVIEW STATEMENT - 31 DECEMBER 2012 (15)

13/129 RESOLVED:

That the Quarterly Budget Review for the quarter ended 31 December 2012 be accepted and the variations therein be adopted.

(Cr. McClelland/Cr. Griffiths)

03) LOCAL GOVERNMENT INDEPENDENT REVIEW PANEL (351)

Proceedings in brief:

The Executive Manager of the WBC, Mrs Donna Galvin addressed Council and reported on the outcome of the WBC extraordinary board meeting and the approach being taken by WBC in its submission to the LG Independent Review Panel.

13/130 RESOLVED:

1. That Council endorse the WBC Alliance submission to the second Local Government Independent Review Panel (IRP) consultation paper titled *“Better Stronger Local Government – The Case for Sustainable Change”*
2. That the General Manager prepare a separate Council submission to the IRP to be circulated to each Councillor for endorsement prior to lodgement.

(Cr. Somerville/Cr. McClelland)

04) DECADE OF DECENTRALISATION REVIEW (226)

13/131 RESOLVED:

That Council note the information

(Cr. Walker/Cr. Somerville)

05) NEW MODEL CODE OF CONDUCT (128)

13/132 RESOLVED:

That Council adopt the new Model Code of Conduct and Model Procedures for Administration of the Model Code of Conduct, as issued by the Department of Local Government, and incorporate them into council's policy register.

(Cr. Somerville/Cr. McClelland)

06) WATER BOTTLE FILLING STATIONS (361)

13/133 RESOLVED:

That Council note the information.

(Cr. Walker/Cr. Somerville)

07) WORKERS COMPENSATION & OHS PERFORMANCE REPORT (12)

13/134 RESOLVED:

That Council note the information

(Cr. McClelland/Cr. Walker)

08) DEVELOPER SERVICING PLAN (340)

13/135 RESOLVED:

1. That Council endorse the 2012 draft Developer Servicing Plan (DSP) for Lake Rowlands and Quandialla supply areas;
2. Council endorse the following developer charges, as calculated in the DSP, for all subdivision developments within the Lake Rowlands and Quandialla DSP areas:

(a) Lake Rowlands	\$ 8,333.00
(b) Quandialla	\$15,088.00
3. Resolve that the capital contribution charge for all vacant unbuilt upon land within the existing village of Quandialla remain in accordance with the adopted annual fees and charges;
4. the DSP for Lake Rowlands and Quandialla supply areas be placed on public exhibition for a period of 30 working days with the intention of adopting the DSP at the April 2013 Council Meeting to commence on 1 July 2013.

(Cr. Walker/Cr. Somerville)

09) LENGTH OF SERVICE - DARRELL SLIGAR (349)

13/136 RESOLVED:

That Council issue a letter of appreciation and congratulations to the Manager of Operations & Technical Services, Mr Darrell Sligar, on the anniversary of his forty years of exemplary and dedicated service to Central Tablelands County Council.

(Cr. Braddon/Cr. McClelland)

10) WBC ALLIANCE - PROJECT OFFICER'S REPORT (356)

13/137 RESOLVED:

That the information be noted.

(Cr. Walker/Cr. Griffiths)

11) MAINTENANCE OF COUNCIL'S SYSTEMS (105)

13/138 RESOLVED:

That the information be noted.

(Cr. McClelland/Cr. Griffiths)

12) PERFORMANCE OF COUNCIL'S SYSTEMS (105)

13/139 RESOLVED:

That the information be noted.

(Cr. Walker/Cr. Somerville)

13) WATER LEAKAGE – ACCOUNT 20905000004 (298)

13/140 RESOLVED:

That, as these matters deal 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. McClelland/Cr. Walker)

14) GENERAL MANAGER - EMPLOYMENT CONTRACT (261)

13/141 RESOLVED:

That, as these matters deal 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. McClelland/Cr. Walker)

15) QUESTIONS ON NOTICE

No questions on notice were received.

16) PROCEED TO COMMITTEE OF THE WHOLE

13/142 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. Walker/Cr. Griffiths)

17) REPORT OF THE COMMITTEE OF THE WHOLE

WATER LEAKAGE – ACCOUNT 20905000004 (298)

RECOMMENDATION:

That Council grant the consumer a one off concession of 50% of the consumption charge as recorded on the November 2012 water account.

(Cr. McClelland/Cr. Walker)

GENERAL MANAGER – EMPLOYMENT CONTRACT (261)

RECOMMENDATION:

That the General Manager, at the completion of his current contract on 12 August 2013, be offered a renewal of his contract for a period of 12 months to 12 August 2014.

(Cr. Walker/Cr. McClelland)

RECOMMENDATION:

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

(Cr. McClelland/Cr. Griffiths)

18) REPORT OF THE COMMITTEE OF THE WHOLE

13/143 RESOLVED:

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

(Cr. McClelland/Cr. Walker)

Next Meeting: The next meeting of Central Tablelands Water will be held in Blayney on Wednesday 10th April 2013.

There being no further business, the Chairman declared the meeting closed at 12:20pm.