

**Minutes of the Ordinary Meeting of Central Tablelands Water held at
Central Tablelands Water Filtration Plant, Hills Lane, Blayney on Wednesday,
18th October 2017, commencing at 10.30am.**

| | | | |
|-----------------------|----------------------|-------------------|---------|
| <u>Present</u> | Cr. David Somerville | (Chairman) | Blayney |
| | Cr. John Newstead | | Blayney |
| | Cr. Paul Best | | Weddin |
| | Cr. Craig Bembrick | | Weddin |
| | Cr. Kevin Walker | (Deputy Chairman) | Cabonne |

Gavin Rhodes (General Manager)
Leonie Freeth (Director Operations & Technical Services)
Peter McFarlane (Director Finance & Corporate Services)

Ms Jenny Bennett, the Executive Officer of Centroc, presented a comprehensive overview of the activities of Centroc. Ms Bennett also advised Council of the NSW Government funding opportunities that are currently available.

PUBLIC FORUM

Mr Nick Links-Fisher addressed Council regarding his residential property development in Canowindra. Mr Links-Fisher advised Council of the significant costs associated with the development and sought further advice from Council regarding existing policy on Section 64 Developer Charges and mains extension contributions.

The General Manager advised that he would follow up with Mr Links-Fisher regarding Council's Development Servicing Plans for Water Supply and associated mains extension policy.

01) ELECTION OF CHAIRMAN & DEPUTY CHAIRMAN (GO.CO.2)

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

Cr. David Somerville was declared duly elected as Chairman.

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

Cr. Kevin Walker was declared duly elected as Deputy Chairman.

APOLOGIES**17/070 RESOLVED:**

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

(Cr. Best/Cr. Newstead)

CONFIRMATION OF MINUTES**17/071 RESOLVED:**

That the Minutes of the Ordinary Meeting of Central Tablelands Water, held on 9th August 2017, being minute numbers 17/056 to 17/069 inclusive, be confirmed.

(Cr. Bembrick/Cr. Walker)

MATTERS ARISING FROM PREVIOUS MINUTES

The General Manager advised Council that Item 17/060 (2) was not undertaken due to staff resources being fully utilised on the Carcoar to Orange Pipeline Project. A report is to be presented to the December 2017 Council meeting in relation to preferred operations and management arrangements of any potential pipeline linkage.

CHAIRMAN'S MINUTE

Although there was no official Chairman's Minute, the Chairman welcomed Cr John Newstead as a new delegate of Central Tablelands Water and Mr Peter McFarlane as the recently appointed Director Finance & Corporate Services.

COUNCILLOR REPRESENTATION

Cr. Somerville represented CTW at the Centroc Board meeting, Parliament House Canberra 10 August 2017.

Cr. Durkin represented CTW at the LGNSW Water Conference, Dubbo 4-6 September 2017.

Cr. Bembrick represented CTW at a meeting with the Caragabal Water Scheme Incorporated, Caragabal Public School 17 October 2017.

02) OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS (GO.CO.2)**17/072 RESOLVED:**

That the Oath or Affirmation of Office by Councillors be conducted.

(Cr. Newstead/Cr. Walker)

Cr Walker, Cr Newstead, Cr Somerville and Cr Bembrick took the Oath and Cr Best took the Affirmation of Office.

As Cr Durkin was unable to attend the first council meeting, he may take

the oath or affirmation of office at another location in the presence of the General Manager. The taking of the oath or affirmation outside a council meeting must be publicly recorded by the council. Where an oath or affirmation is taken outside a council meeting, a council staff member should also be present to ensure that an accurate record can be kept by the council.

03) COUNCIL COMMITTEES (GO.CO.2)

17/073 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 Director 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. Best/Cr. Bembrick)

***Proceedings in brief:** Council were supportive of a Central Tablelands Water Consultative Committee being formed in accordance with the Local Government (State) Award 2017, that is inclusive of all CTW staff members.*

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

17/074 RESOLVED:

That Council hold its ordinary meetings on the 2nd Wednesday of alternate months, except for April as follows:

| | | | |
|-----------|--------------------------------|---|------------|
| Wednesday | 13 th December 2017 | - | Canowindra |
| Wednesday | 14 th February 2018 | - | Blayney |
| Wednesday | 18 th April 2018 | - | Grenfell |
| Wednesday | 13 th June 2018 | - | Canowindra |
| Wednesday | 8 th August 2018 | - | Blayney |
| Wednesday | 10 th October 2018 | - | Grenfell |

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

(Cr. Walker/Cr. Bembrick)

05) RESPONSIBLE ACCOUNTING OFFICER (CM.ME.1)

17/075 RESOLVED:

That Council endorse the appointment of Mr Peter McFarlane as Council's Responsible Accounting Officer.

(Cr. Newstead/Cr. Best)

06) FINANCIAL STATEMENT BY COUNCIL (FM.FR.1)**17/076 RESOLVED:**

1. That Council's Financial Reports be referred to audit in accordance with Section 413(1) of the Local Government Act 1993;
2. That Council notes that the General Purpose Financial Reports have been compiled in accordance with:
 - a) The Local Government Act 1993 (as amended) and the regulations made thereunder;
 - b) The Australian Accounting Standards and Professional pronouncements; and
 - c) The Local Government Code of Accounting Practice and Financial Reporting.
3. That Council, in accordance with Section 413(2) (c) of the Local Government Act 1993 authorises the Chairman, the Deputy Chairman, the General Manager and the Responsible Accounting Officer to sign the required Statements relating to the General Purpose Financial Report and the Special Purpose Financial Report, and
4. That Council delegates to the General Manager the authority to issue the Financial Statements upon receipt of the Auditor's Reports.

(Cr. Best/Cr. Bembrick)

07) LOCAL GOVERNMENT NSW CONFERENCE (CM.CF.1)**17/077 RESOLVED:**

That Council give approval for the Chairman, Deputy Chairman and General Manager to attend the 2017 Local Government NSW Conference in Sydney, from Monday 4 December 2017 to Wednesday 6 December 2017.

(Cr. Newstead/Cr. Bembrick)

08) AUDIT OFFICE OF NSW – INTERIM AUDIT MANAGEMENT LETTER YE 30/06/2017 (CM.AU.1)**17/078 RESOLVED:**

That the information be noted.

(Cr. Bembrick/Cr. Walker)

09) FINANCIAL MATTERS (FM.BA.1)

17/079 RESOLVED:

That the information be noted.

(Cr. Walker/Cr. Newstead)

10) DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS (GO.CO.3)

17/080 RESOLVED:

That the “Disclosures by Councillors and Designated Persons” Returns for the period ending 30 June 2017, as tabled be received.

(Cr. Newstead/Cr. Best)

11) HENRY LAWSON FESTIVAL (CR.SD.1)

17/081 RESOLVED:

That Council contribute \$250.00 towards the 2018 Henry Lawson Festival at Grenfell.

(Cr. Walker/Cr. Newstead)

12) CENTROC BOARD MEETING HELD 10 AUGUST 2017 (CM.CF.3)

17/082 RESOLVED:

That Council note the report, Centroc Mayoral Report and associated minutes of the Centroc Board Meeting held 10 August 2017.

(Cr. Best/Cr. Newstead)

13) MAINTENANCE OF COUNCILS SYSTEMS (WS.MO.1)

17/083 RESOLVED:

That the information be noted.

(Cr. Walker/Cr. Newstead)

14) PERFORMANCE OF COUNCILS SYSTEMS (WS.MO.1)

17/084 RESOLVED:

That the information be noted.

(Cr. Bembrick/Cr. Best)

15) TRUNK MAIN 'K' RENEWAL PROGRESS REPORT (WS.AM.1)

17/085 RESOLVED:

That the information be noted.

(Cr. Bembrick/Cr. Walker)

16) DRAFT BACKFLOW PREVENTION POLICY (WS.SP.1)

17/086 RESOLVED:

That Council endorse the draft Backflow Prevention Policy as presented and place on public display for a period of 28 days with a view to adoption at the December 2017 meeting of Council.

(Cr. Best/Cr. Newstead)

17) DRAFT CLOSED CIRCUIT TELEVISION (CCTV) POLICY (RM.PO.1)

17/087 RESOLVED:

That Council endorse the draft Closed Circuit Television (CCTV) Policy as presented and place on public display for a period of 28 days with a view to adoption at the December 2017 meeting of Council.

(Cr. Walker/Cr. Bembrick)

18) PROPOSED BOUNDARY READJUSTMENT (WS.SP.4)

17/088 RESOLVED:

1. That Council approve the proposed boundary readjustment in principle;
2. That a plan of the proposed boundary readjustment be reported to Council once completed, for endorsement, and
3. Council to contribute \$3,000 towards the cost of the boundary adjustment and Mr Whitehead to contribute \$3,000 for the cost of the land.

(Cr. Best/Cr. Newstead)

19) QUESTIONS ON NOTICE

No Questions on notice were received

**20) REGIONAL WATER SECURITY PIPELINE (WS.AM.1)
WATER LEAKAGE – ACCOUNT 9155000004 (CR.EQ.1)
WATER LEAKAGE – ACCOUNT 2719000008 (CR.EQ.1)
WATER LEAKAGE – ACCOUNT 9494010003 (CR.EQ.1)
WATER LEAKAGE – ACCOUNT 3803000003 (CR.EQ.1)**

17/089 RESOLVED:

That, Council adjourn into a Closed Meeting and the press and the public be excluded from the meeting of the Committee of the Whole, as these matters are considered to be confidential under Section 10A(2) of the Local Government Act, for the following reasons:

- a. commercial information of a confidential nature that would, if disclosed:
 - i. confer a commercial advantage on a competitor of the council, or
- b. personal matters concerning particular individuals (other than councillors).

(Cr. Best/Cr. Bembrick)

21) PROCEED TO THE COMMITTEE OF THE WHOLE

17/090 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. Newstead/Cr. Best)

REPORT OF THE COMMITTEE OF THE WHOLE

REGIONAL WATER SECURITY PIPELINE (WS.AM.1)

RECOMMENDATION:

That the information be noted.

(Cr. Walker/Cr. Best)

WATER LEAKAGE – ACCOUNT 9155000004 (CR.EQ.1)

RECOMMENDATION:

That Council decline the request for an undetected water leakage allowance concession.

(Cr Best/Cr. Newstead)

WATER LEAKAGE – ACCOUNT 2719000008 (CR.EQ.1)

RECOMMENDATION:

That Council grant a one-off concession of 50% off the consumption as recorded on the July 2017 water account.

(Cr. Best/Cr. Newstead)

WATER LEAKAGE – ACCOUNT 9494010003 (CR.EQ.1)

RECOMMENDATION:

That Council decline the request for a concession as it is not covered by Council's Undetected Water Leakage Allowance Policy.

(Cr. Walker/Cr. Bembrick)

WATER LEAKAGE – ACCOUNT 3803000003 (CR.EQ.1)

RECOMMENDATION:

That Council:

1. decline the request for a water leakage allowance concession, and
2. offer a suitable payment plan to the property owner.

(Cr Walker/Cr Bembrick)

RECOMMENDATION:

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

(Cr Best/Cr Newstead)

22) REPORT OF THE COMMITTEE OF THE WHOLE

17/091 RESOLVED:

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

(Cr. Newstead/Cr. Bembrick)

Next Meeting: The next meeting of Central Tablelands Water will be held in Canowindra on 13th December 2017.

There being no further business, the Chairman declared the meeting closed at 2.10pm.