

CENTRAL TABLELANDS *Water*



Business Paper

Ordinary Meeting of Central Tablelands *Water*

13 February 2019

Blayney



8 February 2019

Notice to Members

Your attendance is requested at an Ordinary Meeting of Council to be held at the Blayney Water Filtration Plant, Blayney on Wednesday, 13 February 2019 at 10.30am. Morning tea will be served at 10.00am.

Agenda

1. Public Forum
2. Apologies for non-attendance
3. Confirmation of Minutes - Ordinary Meeting held on 12 December 2018
4. Disclosures of interests
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 – 17 April 2019

Yours faithfully

G. Rhodes
General Manager

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OF THE ORDINARY MEETING OF CENTRAL TABLELANDS WATER
HELD ON WEDNESDAY 13 FEBRUARY 2019

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01) HENRY LAWSON FETIVAL GRENFELL (CR.SD.1)

Author: General Manager

IP&R Link: Strategic Priority 3 – Regional leadership and collaboration

RECOMMENDATION:

That Council contribute \$250.00 towards the 2019 Henry Lawson Festival at Grenfell.

REPORT

The Arts & Tourism Officer of Weddin Shire Council, Ms Claire McCann has written to Council seeking support by way of sponsorship for the 2019 Henry Lawson Festival at Grenfell, which is held annually for five days over the June Long Weekend.

Council donated \$250 towards the Henry Lawson Festival in 2018.

The General Manager advises that a sponsorship contribution of \$250.00 can be accommodated within Council's current vote for donations and contributions.

A copy of the sponsorship request is provided as an attachment to this report.

BUDGET IMPLICATIONS

Funding available in the 2018/19 Operational Budget

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- | | | |
|---|---|--------|
| 1 | Henry Lawson festival sponsorship request | 1 Page |
| 2 | GM Reply Letter | 1 Page |

COI2287
RECEIVED
18 JAN 2019

BY: *GAVIN*
CR-SD-1

*Refer to
Feb Council
meeting.*



EVERY JUNE LONG WEEKEND

Central Tablelands Water
Gavin Rhodes
30 Church Street
Blayney NSW 2799

Friday 11th January 2019

Dear Gavin,

We are currently in the process of gathering sponsorship for the 2019 Henry Lawson Festival and I am contacting previous sponsors to see whether they would like to support the Festival again this year.

We appreciate all the support given to the Festival over the previous years from both businesses and individuals with generous donations.

Last year you were kind enough to donate **\$250** towards the Festival. If you feel you would like to contribute again this year we would be most grateful. I have attached the sponsorship form and if you wish to sponsor again please return it the form by Friday 15th February 2019.

If you have any questions please do not hesitate to contact me on the details below.

Once again thank you for your past support and we look forward to your continued support with the 62nd Henry Lawson Festival of Arts in 2019.

Yours Sincerely,

Claire McCann
Arts & Tourism Officer
Weddin Shire Council

P.O Box 77, Grenfell NSW 2810
E: claire@grenfell.org.au
P: (02) 6343 2059



Central Tablelands *Water*

Our Reference: COI2287

File Reference: CR.SD.1

Contact: Gavin Rhodes

7 February 2019

Ms Claire McCann
Arts & Tourism Officer
Weddin Shire Council
PO Box 77
GRENFELL NSW 2810

Dear Ms McCann,

Re: Sponsorship for the 2019 Henry Lawson Festival

Further to your letter dated 11 January 2019, I advise that Council has a policy of all requests for donations are considered by Council on application. Council has subsequently considered the case where an appeal for a donation is received between meetings and has decided that all appeals must still come before Council.

Therefore noting Council's policy, your letter will be submitted to Council at its next meeting on 13 February 2019 for consideration.

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'G. Rhodes'.

G. Rhodes
General Manager

02) CENTRAL TABLELANDS WATER REBRANDING PROJECT (GO.CO.1)

Author: General Manager

IP&R Link: Strategic Priority 2 – An efficient, sustainable and customer focussed organisation – 2.3.6 - Complete a strategic futures review of the operating model of CTW to maximise independence and relevance.

RECOMMENDATION:

1. That Council note the report, and
2. Council approve additional funding of \$20,000 to progress with rebranding of Central Tablelands Water (Brand Development) and consider new signage when entering towns and villages throughout the supply network as a separate project during 2019/20 budget process.

REPORT

In August 2018 Council resolved as follows:

“That Council approve funding of \$7,000 for Stage 1 (Market Research) to include an estimate of cost for the overall branding project.”

The market research stage has now been completed by Adloyalty with the brand report to be tabled at the meeting. The Brand Report has been developed based on the following:

- Project briefing
- Brand review
- Environmental scan
- Brand audit
- Brand workshop

The estimated overall cost to rebrand is \$20,000. This includes development of the new logo, re-skin of website, marketing collateral (water accounts, stationery, name tags), signage (design and supply), and media/advertising (launching of new brand).

Based on the insights gained from the market research phase of the rebranding project, the next stage is brand development. During this stage a new logo will be developed and brand identity determined.

It is recommended that new signage when entering the towns and villages in the CTW supply area be considered as a separate project during the 2019/20 budget process.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

03) HUMAN RESOURCES PROJECTS – ORGANISATION STRUCTURE (PE.EC.1)

Authors: General Manager and Director Finance & Corporate Services

IP&R Link: Strategy Priority 2 – An efficient, sustainable and customer focussed organisation – 2.4.1 Conduct a review of organisation structure including review of position statements and skills gap analysis.

RECOMMENDATION:

1. That the report on the process of the Organisational Structure and Salary System Review be noted.
2. That the changes in the Operational Budget resulting from these reviews be considered as part of the December 2018 Quarterly Budget Review.

REPORT

This report provides an update of these projects which were outlined in the Council report to the 8 August, 2018 meeting.

The purpose of the review was to:

1. Review existing HR practices and procedures in relation to annual performance appraisals, position descriptions, evaluations, salary framework and administration.
2. Improve workforce capability through identification of skill gaps to more effectively target staff training programs.
3. Ensure that contemporary practices and frameworks continue to align with the Local Government (State) Award requirements.
4. Ensure CTW has the best structure, capability and capacity in its workforce to continue making CTW a capable and efficient organisation.
5. Develop a salary system framework that is comparable with industry standards that makes CTW an employer of choice.

Salary System

A detailed review of all position descriptions (PD) was undertaken in conjunction with all staff. This resulted in a co-designed PD that was reviewed by staff and was then evaluated based upon the bands and levels that exist within the Local Government (State) Award. PDs for any new positions were prepared based upon the agreed duties and accountabilities of those new positions. Those positions were then evaluated against the bands and levels in the Local Government (State) Award.

Overall, based upon the CTW staff PDs, there was a salary system developed with seven grades and seven salary steps each with a 3% step progression based upon the entry level for that grade. It was agreed to have a 21% range above the award entry level for each grade. This was above the industry range of 12% to 16% as this was consistent with the goal of making CTW a preferred employer of choice and aligned more closely to the previous salary system range.

The evaluation process indicated that 50% of award staff were being paid in excess of the top step for their evaluated grade. That is, the pay rate was in excess of 21% above the entry level for that grade. This means that those positions were considered to be current occupants only, (COO), as the current pay rate exceeded the top step (Step 7). This means that the current pay rate would continue to apply until the incumbent in that position terminates. A COO continues to receive all the benefits associated with the annual changes in the Award, however, there are no further steps that can be achieved for that grade.

Council's Senior Management Team met with each employee during December, 2018 to discuss the outcome of each position's evaluation and assessment process. Each employee was notified of their grade and step within each grade. Any staff that were classified as a COO were also advised of that status.

All staff were advised of their pay rate that applied under the new salary system. The new salary system was introduced during the first full pay period commencing after 1 January, 2019 (being WE 11/1/2019). All new pay rates including references to each grade and level in the new system have been entered into the system.

It should be emphasised that no employee suffered a reduction in pay as part of the development of the new salary system. Whilst many employee pay rates were unchanged (COOs), a small number received small increases to align them with the evaluated step for their grade.

There remains to be some further work done in relation to evaluation of the Directors positions, progression rules through the new salary system and finalisation of the framework for the annual appraisal process. The HR Consultant overseeing the project will be onsite on the 20 February, 2019 to assist with the completion of these tasks.

Organisation Structure Review

Operations Department

After detailed consultation with the operational staff and consideration by the Senior Management Team, there were no significant changes proposed to the structure of this department.

It was noted that a restructure within the operations department was undertaken in 2015 whereby two senior management positions were added into the structure. These roles were the Water Quality Manager and Water Network Manager positions. These two positions will remain in the new structure and report directly to the Director of Operations and Technical Services.

In 2017, a new position of Technical Services Officer (assets) was recruited and reports directly to the Director of Operations and Technical Services.

Corporate Services Department

There has not been a major restructure in the Corporate Services department for many years and it was made clear to the Senior Management Team in consultation with staff, that changes were required to address resourcing and skills gaps. This was also flagged during the employee satisfaction survey. In addition, with the increasing compliance requirements now being demanded of Local Government, that to remain a sustainable entity, Central Tablelands Water had to address these resourcing and compliance gaps.

At a workshop held with Corporate Staff, the HR Consultant and members of the Senior Management Team on the 30 October, 2018 an extensive list of resourcing gaps were identified. The major resourcing gaps identified by staff were as follows:

1. Water Billing, Debtors and Debt Collection
2. Executive Support
3. Finance Support
4. Governance Support
5. Records Management
6. Payroll Support
7. Accounts Payable Support
8. Risk Management
9. Media and Communications

It was noted that in July 2014 a minor restructure was undertaken in the CTW Corporate Services Department whereby the existing position of Office Coordinator was removed from the structure (the incumbent was recruited as the Director Finance and Corporate Services) and a new position of Assistant Revenue Officer was created.

The duties of this position was to back up the revenue officer position by assisting with water billing, overseeing the debtors function, assist with debt collection, assist with processing section 603 certificates , property transfers. The position was also to assist with providing executive support, produce and distribute Business Papers and Minutes, provide administrative support to the Director of Operations and Technical Services and oversee Council's records and customer request system.

To address the resourcing gaps, staff in conjunction with the Senior Management Team assessed the best way forward. It was decided that to strengthen the Corporate Services Department, that two new positions would be added (1.6 FTE).

The first new position will be a full time finance officer whose duties will be to back up the revenue, payroll, accounts receivable, payroll officer and in addition it will support the Director with the discharge of the finance functions.

The second position will be a part time executive support and governance officer based upon 3 days per week. This position will provide executive support to the Senior

Management Team, and undertake a governance role incorporating policy and legislative compliance, risk management incorporating the maintenance of the risk register and creation of a detailed legislative compliance register. This position will format, prepare and distribute the business paper, maintain the minutes and deal with media issues such as press releases and posts to the CTW facebook and web page. The workload of this position will be reviewed after the position is recruited to assess if the position may need to be full time.

Following consideration by the Corporate Services staff and Senior Management of the duties and accountabilities of the new positions, it was apparent that one position would no longer be required in the new structure.

When the decision was made, the Senior Management Team decided that the incumbent in that position be offered two options being:

- Redeployment in a 3 day per week job share position in the new structure as a Customer Service Officer (this is a job share role with an existing PT CSO).

OR

- Voluntary redundancy as their substantive position was no longer required in the structure. The duties of that position are now being incorporated into the new positions of Finance Officer and Executive/Governance Officer.

The United Services Union and LGNSW Industrial Relations were also advised of the proposed structural changes as well as the options presented to the incumbent officer.

Council was notified that the voluntary redundancy option was accepted in January 2019. The offer of redeployment as a Part time Customer Service Officer was therefore declined.

Council will look to recruit a permanent part time 3 day per week Customer Service Officer at the same time the new positions of Finance Officer and Executive/Governance Officer are being recruited.

BUDGET IMPLICATIONS

The 2018/19 Operational Budget included a 30K vote to complete these projects. The overall cost of this consultancy may come in slightly over budget.

The estimated additional costs in 2018/19 of \$38,840 have been included in the December 2018 QBRs.

The annualised additional cost of \$51,704 represents approximately 2.5% of Council's estimated annual employee costs.

In 2018/19, the implementation of the new salary system is estimated to add \$4,194 to employee costs whilst the restructure is estimated to add \$34,646 to annual employee costs. These additional costs have been incorporated into the December, 2018 QBRs.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

04) SAFE & SECURE WATER PROGRAM UPDATE (GR.SL.2)

Author: General Manager

IP&R Link: Strategic Priority 2 – An efficient, sustainable and customer focussed organisation – 2.2.7 – Secure grant funding where available to support delivery and development of services and infrastructure.

Strategic Priority 3 – Regional leadership and collaboration – 3.1.1 Work closely with Central West JO (through Water Alliance) for regional water security – 3.1.2 – Participate in opportunities for resource, expertise and knowledge sharing with Central West JO – 3.1.4 – Develop a regional water security strategy.

RECOMMENDATION:

That Council note the report.

REPORT

As previously reported, the NSW Government announced in June 2017 the Safe and Secure Water Program (SSWP) targeting water and sewerage projects in regional NSW to ensure infrastructure meets contemporary standards for water security, public health, environmental and safety outcomes into the future. The SSWP provides co-funding to successful applicants for water and sewerage infrastructure.

12 ML Carcoar Water Treatment Plant Reservoir and Trunk Main K

The Senior Management Team (SMT) resubmitted the 12 ML reservoir application on 3 December 2018 for consideration at the next SSWP Technical Review Panel (TRP) meeting. The application included further reservoir sizing information aligning with CTW's strategic infrastructure planning framework.

A detailed submission for the Trunk Main K (Stage 3) was also submitted to the SSWP on 3 December 2018 for consideration by the TRP.

Further operational and maintenance costings were requested in late January by the TRP independent economic analysers for the Trunk Main K application. There have been no further requests for information regarding the 12ML reservoir application.

CTW now awaits the recommendations of the SSWP TRP for both applications. It is understood that the next SSWP TRP meeting is scheduled for 21 February 2019.

Scoping Study - Lithgow to Kings Plains Water Transfer Pipeline

A steering committee is currently being established for this important regional water security project.

The General Manager has received written confirmation from the SSWP Chair that even though the project has been unsuccessful in receiving scoping study funding, it will not preclude CTW from submitting an application for funding of latter project stages, such as business case funding or design and construction funding if CTW decide to proceed with the project.

The SMT has also sought clarification from the SSWP contact officer regarding the upcoming funding program guideline changes and if this project will be affected by those changes.

Preliminary work has commenced on this scoping study by Geolyse. It is estimated that 9% of the scoping study is now complete.

Feasibility Study - Caragabal Water Supply

Due to the prolonged drought and the current dire water supply issues at Caragabal, CTW are continuing to advocate for government funding to undertake a feasibility study to potentially provide a reliable potable water supply to the village of Caragabal.

This advocacy is being undertaken in collaboration with Ms Steph Cooke (Member for Cootamundra), Weddin Shire Council, and Caragabal community members.

BUDGET IMPLICATIONS

Operational Plan 2018/19

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

05) COUNCIL RESOLUTIONS UPDATE REPORT (GO.CO.1)

Author: General Manager

IP&R Link: Strategy Priority 2 – An efficient, sustainable and customer focussed organisation – 2.5.5 Good governance in place with timely management of council meetings.

RECOMMENDATION:

That Council note the Council Resolutions Update Report to December 2018.

REPORT

The General Manager is responsible for ensuring that Council's resolutions, policies and decisions are implemented in a timely and efficient manner, progress monitored and variances reported.

The General Manager provides the management oversight in relation to all information progressing from appropriate staff to Council for consideration via the Business Paper.

After a Council meeting, each resolution is allocated to the General Manager or responsible officer to action in accordance with the Council resolution. The Senior Management Team (SMT) then discuss the progress of these resolutions at fortnightly SMT meetings.

Council have requested a Resolutions Update Report at each Council meeting.

The Council Resolutions Update Report includes Council Resolutions to December 2018.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 Council Resolutions Update table 4 Pages

COUNCIL RESOLUTIONS UPDATE

Council Resolutions Update – Meeting held 13 February 2019					
Resolution Ref.	Date of Meeting	Subject	Responsible Officer	Decision	Action Taken/Status
17/046	14/6/17	Innovation Fund	GM	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the Blayney Alliance Regional Renewable Energy Action Plan Project application developed by Blayney Shire Council in partnership with Central Tablelands Water and submitted under Round 2 of the NSW Government's Innovation Fund, and; 2. Approve the financial co-contribution of \$20,000 towards the Blayney Alliance Regional Renewable Energy Action Plan Project if the funding application is successful. 	<p>Letter sent to Blayney Shire Council on 14/6/17 advising BSC of Councils' resolution to partner and contribute towards the Energy Renewable application for the Innovation Fund.</p> <p>The funding application was successful in receiving partial funding. CTW's contribution was revised to \$13k in total with \$23k being allocated towards energy efficient projects. CTW have undertaken an Energy Audit of all CTW's sites with the report expected by the end of April 2018. Ref 18/007.</p> <p>1/6/18 - Skillset Environment to present Energy Audit presentation at CTW Council meeting 13/6/18. 3/8/18 – Energy Audit Report received from Skillset Environment. The report will be presented to Council at the October meeting. 10/10/18 – Renewable Energy Action Plan to be tabled at Oct Council meeting. SMT to meet with Skillset Environment on 18 Oct to further discuss potential energy saving options for CTW. 27/11/18 – SMT are considering a proposal from Skillset Environment to</p>

					assist with the potential installation of on-site energy generation at the CTW sites of Lake Rowlands, Carcoar Water Filtration Plant and Blayney Water Filtration Plant.
17/052	14/6/17	Late Item – NBN Co Ltd – Amended Lease Agreement – Carcoar Reservoir	GM/DOTS	That Council authorise the Chairman and General Manager to sign and execute under Council’s Common Seal the amended lease agreement between Council and the NBN Co Ltd for the telecommunications facility on the roof of Carcoar Reservoir, in a form satisfactory to Senior Council staff.	13/2/18 - Awaiting final lease agreement from solicitors containing “third party infrastructure” conditions as per the NSW Water Directorate recommendation. 31/5/18 & 17/7/18 – Follow up emails sent to solicitor regarding progress of lease. 19/7/18 - GM spoke with solicitor’s secretary to follow up. 8/8/18 – Solicitor emailed seeking final review of third party infrastructure checklist points to be included in lease. GM and DOTS are reviewing. 5/12/18 – GM met with solicitor to discuss outstanding legal matters. The lease and pipeline project property easements are expected to be completed by the end of the year. 7/2/19 – Third party infrastructure requirements sent to solicitor to finalise NBN Lease.
17/088	18/10/17	Proposed Boundary Readjustment	DOTS/GM	<ol style="list-style-type: none"> 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 	13/11/17 – DOTS advised Mr Whitehead of Council’s resolution. 14/12/17 – Mr Whitehead replied to DOTS accepting Council’s in principle support to the boundary adjustment. 15/12/17 – DOTS resigned from CTW. New DOTS appointed in February 2018, commenced March 2018.

				<p>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.</p>	<p>27/4/18 – GM & DOTS liaising with Mr Whitehead regarding proposed boundary adjustment. 10/8/18 – DOTS is continuing to liaise with Mr Whitehead regarding boundary adjustment. 7/12/18 – DOTS is following up on this matter as a priority now that a major capital works project is nearing final completion.</p>
18/057	8/8/2018	Central Tablelands Water Rebranding Project	GM	<p>That Council approve funding of \$7,000 for Stage 1 (Market Research) to include an estimate of cost for the overall branding project.</p>	<p>25/9/18 – The Chairman & SMT attended Rebranding Briefing meeting at CTW office facilitated by Adloyalty. A Branding Workshop is scheduled for 17 Oct with constituent councils invited to attend. 7/12/18 – Awaiting branding costing estimate. 13/2/19 – Report being presented to February Council meeting for consideration.</p>
18/079	10/10/2018	Safe & Secure Water Program Update	GM SMT	<p>3. General Manager be given delegated authority to establish a steering committee for the Lithgow to Kings Plains Water Transfer Pipeline scoping study, and 4. That Council support CTW Senior Management in preparing and submitting an expression of interest and detailed application for a water supply feasibility study at Caragabal, under the Safe & Secure Water Program in consultation with Weddin Shire Council, Caragabal Water Scheme Incorporated and the Caragabal community.</p>	<p>7/12/18 – GM is finalising Terms of Reference for the steering committee. 8/2/19 – Preliminary work has commenced on the scoping study by Geolyse. 7/12/18 – SMT are currently developing the EOI and detailed submission. 11/2/19 – Advocacy meeting to be held with WSC, CTW, Caragabal community members and DOI Regional Water manager at Caragabal.</p>

18/098	12/12/2018	75 Year Silver Jubilee of Central Tablelands County Council	GM	That Council authorise the General Manager to plan an official function to commemorate the 75 Year Jubilee of the proclamation of Central Tablelands County Council in 2019.	13/12/2018 – GM has commenced initial planning of the official function with SMT and administration staff.
18/102	12/12/2018	Demand Management Report	GM	Council move to Level 2 water restrictions on 1 January 2019, with the discretion of the General Manager to determine deferment of the commencement date depending on net inflows into Lake Rowlands.	Dec18-Jan&Feb 19 - Media releases, newspaper public notices, social media messages, website notices, household letter drops and account newsletters distributed throughout the water supply network. Action completed.

06) FINANCIAL MATTERS (FM.BA.1)

Author: Director Finance and Corporate Services

IP&R Link: Strategic Priority 2 – An efficient, sustainable and customer focussed organisation – 2.3.1 monitoring of organisational and operational performance is regular, accessible and understandable

RECOMMENDATION:

That the information be noted.

REPORT

Cash and Investments

The investment summary on the following page represents Council's total investments as at 31 December 2018 in accordance with clause 212 of the Local Government (General) Regulation 2005 and Section 625 of the Local Government Act 1993.

		Credit Rating	Term (Days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits	\$ 6,000,000.00					81.71%
ME Bank - Curve Securities	500,000	BBB+	183	2.70%	21/05/19	6.81%
BOQ - Curve Securities	500,000	BBB+	182	2.73%	23/05/19	6.81%
BOQ - Curve Securities	700,000	BBB+	182	2.75%	4/06/19	9.53%
Commonwealth Bank	500,000	AA-	218	2.72%	29/01/19	6.81%
Reliance Bank	500,000	Unrated	182	2.75%	8/02/19	6.81%
AMP - Curve Securities	500,000	A	212	2.80%	27/02/19	6.81%
Reliance Bank	500,000	Unrated	213	2.75%	4/03/19	6.81%
Reliance Bank	500,000	Unrated	183	2.70%	13/03/19	6.81%
NAB - Rim Securities	500,000	AA-	273	2.75%	25/03/19	6.81%
AMP - Curve Securities	500,000	A	212	2.80%	4/04/19	6.81%
BOQ - Curve Securities	800,000	BBB+	182	2.68%	23/04/19	10.89%

At Call Deposits	\$ 1,343,177.92					18.29%
Commonwealth Bank General Account	\$ 354,313.63	AA-	At Call	1.30%	N/A	
Commonwealth Bank - BOS Account	\$ 988,807.47	AA-	At Call	1.40%	N/A	
Reliance Credit Union - Cheque Account	\$ 56.82	Unrated	At Call	0.00%	N/A	

Total Value of Investment Funds **\$ 7,343,177.92** **100%**

90 Day BBSW for August 2018 2.09%
 Average Rate on Term Deposits 2.74%
 Margin over 90 day BBSW 0.65%

Average Term - Short Term Deposits (days) 202

Portfolio by Credit Rating	Amount \$	%
AA-	\$ 2,343,121.10	31.91%
A	\$ 1,000,000.00	13.62%
BBB+	\$ 2,500,000.00	34.04%
Unrated	\$ 1,500,056.82	20.43%
Total	\$ 7,343,177.92	100.00%

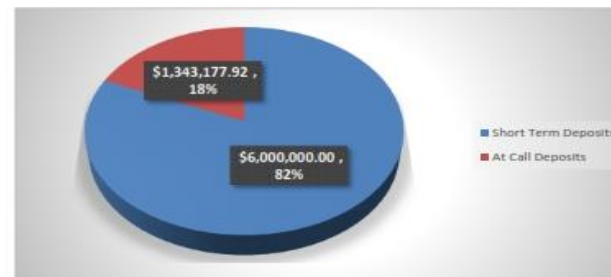
BANK RECONCILIATION

Balance as per Bank Statement	\$	352,815.04
Less: Outstanding Cheque	\$	-
Add: Outstanding Deposit	\$	1,498.59
Balance as per Cash Book	\$	<u>354,313.63</u>

GENERAL FUND

(a) Cash Book Balance	\$	1,343,177.92
(b) Bank Balance	\$	1,343,177.92

Short Term Deposits	\$ 6,000,000.00
At Call Deposits	\$ 1,343,177.92



Cash and Investments

The investment summary below represents Council's total investments as at 31 December, 2018 in accordance with clause 212 of the Local Government (General) Regulation 2005 and Section 625 of the Local Government Act 1993.

The above investments have been made in accordance with the Local Government Act 1993, the Local Government General Regulation 2005 and Councils Investment Policy.



Peter McFarlane
Responsible Accounting Officer

Investment Commentary

The official cash interest rate set by the Reserve Bank has remained unchanged at 1.5%. This rate has now been unchanged for 2 ½ years. The most recent Reserve Bank statement also indicated that it is no longer certain that the next change in interest rates will be upward.

It is notable that the major banks have looked to raise home lending rates in the absence of any change in the cash rate. These increases to date have been modest and have arisen due to the increasing cost of funds on offshore markets (any fall in the Australian dollar also increases the funding cost).

The recent release of the Royal Commission report into the banking system has made a number of recommendations regarding the conduct of banks. It is not anticipated that these recommendations, will, if implemented lead to any significant change in interest rates. It is notable however that the increased regulatory environment will lead to increased costs and it is likely that these will be passed on to consumers in the form of increased fees or changes in borrowing and deposit interest rates.

Term deposit rates have been continued to be fairly stable over the past 2 months with investment maturities generally able to be rolled at similar rates to the maturing investment. This is expected to continue particularly at the short term end of the market, where Council generally operates.

Council has continued to maintain a high level of liquidity particularly in the Business Overnight Account (BOS) in anticipation of the large cash outflows associated particularly with the Stage 3 Trunk Main K construction (remaining 14kms) and plant replacement with 5 fleet vehicles being considered for replacement over the next 3 months. The final contribution of \$100,000 for the Orange to Carcoar Pipeline also remains outstanding as it is yet to be invoiced by Orange City Council.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

07) QUARTERLY BUDGET REVIEW STATEMENT – 31 DECEMBER 2018
(FM.FR.1)

Author: Director Finance and Corporate Services

IP&R Link: Strategy Priority 2 – An efficient, sustainable and customer focussed organisation – 2.2 Financial management – 2.2.2 – Complete and report on quarterly budget reviews.

RECOMMENDATION:

That the budget review statement for the quarter ended 31 December 2018 be accepted, and the variations therein be voted.

REPORT

The Quarterly Budget Review Statement (QBRS) for the period ended 31 December 2018 is submitted for consideration by Council in accordance with clause 203 of the Local Government (General) Regulation 2005.

It is estimated that the 30 September, 2018, forecast operating budget surplus after capital amounts for 2018/2019 of \$890,522 is now estimated to decrease to \$874,682.

This movement of \$15,840 was attributable to \$23,000 due to Council from Blayney Shire Council for grant funds received under the joint Blayney Alliance Renewable Energy Project and an additional \$10,000 in estimated private installation revenue offset by an estimated additional \$38,840 in employee costs associated with the review of the salary system and organisation structure (details have been provided in a separate report) and a further \$10,000 of private installation costs.

Water user charges are tracking slightly above the actual level for the similar period last year. The introduction of level 2 water restrictions across the CTW network from 1 January, 2019 will make it difficult to achieve the level of water sales achieved in 2017/18. However, if hot and dry conditions persist into the autumn period, the budget estimate may be met. For these reasons the estimate has not been revised at this review.

The major variations to the operational budget are detailed in the December, 2018 QBRS report, and are summarised as attached.

There have been no variations to the capital budget during this quarter. The progression of construction of stage 3 of trunk main K (remaining 14 kms) has not commenced as a decision regarding funding under the Safe and Secure Water funding program is yet to be made.

The overall cash surplus of \$622,142 is an improvement on the previous quarter which was \$614,242 following the transfer of an additional \$23,740 from the Employee Leave Entitlement Restriction. (ELE)

BUDGET IMPLICATIONS

As outlined in the report.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 Quarterly Budget Review Statement – 31 December, 2018 9 Pages

Central Tablelands Water

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

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Central Tablelands Water

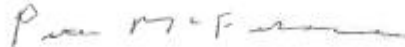
Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Central Tablelands Water for the quarter ended 31/12/18 indicates that Council's projected financial position at 30/6/19 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



Date:

7/02/2019

Peter McFarlane
Responsible Accounting Officer

Budget Review Statement as at 31 December, 2018

Council's Revised Income and Expenditure for the year 2018/2019

Original Budget	Operating Revenue	Revised Budget	
1,473,921	Availability Charges	1,473,921	
4,696,852	Water Charges	4,696,852	
105,000	Interest	125,000	
63,349	Other Revenues	253,349	
650,510	Grants & Subsidies	650,510	
52,071	Developer and Capital Contributions	75,071	
57,000	Gains on Disposal of Assets	57,000	
<u>7,098,703</u>			7,331,703
	Operating Expenses		
2,136,692	Employee Costs	2,140,532	
114,437	Borrowing Costs	114,437	
983,780	Materials & Contracts	1,028,780	
8,000	Legal Costs	8,000	
110,000	Consultants	159,400	
1,000,300	Other Expenses	1,000,300	
0	Loss on Sale of Assets	0	
2,005,572	Depreciation and Impairment	2,005,572	
<u>6,358,781</u>			<u>6,457,021</u>
739,922	Operating Result for Period After Capital	Surplus/(Deficit)	874,682
	Less Non-Operating Expenditure		
4,364,301	Aquisitions of Assets	4,646,126	
466,219	Repayment of Loans	466,219	
0	Transfer to Reserves - S64 Developer Charges	0	
667,941	Transfer to Reserves - Renewal Reserves	667,941	
0	Transfer to Reserves - ELE	0	
193,428	Water Pricing Increase @ 5%	193,428	
594,242	Transfer Estimated Budget Surplus/(Deficit)	622,142	
178,134	Transfer to Reserves - Plant	178,134	
61,680	Transfer to Reserves - DA	61,680	
<u>6,525,945</u>		<u>1,723,325</u>	<u>6,835,670</u>
(5,786,023)			(5,960,988)
	Add Non-Operating Revenue		
246,614	Book Value of Assets Sold	246,614	
-	Loan Funds Raised	-	
172,946	Transfer from Reserves - Plant	202,946	
-	Transfer from Consultancy Reserve	49,400	
28,150	Transfer from Reserves - ELE	51,890	
3,332,741	Transfer from Reserves - Capital	3,404,566	
<u>3,780,451</u>			<u>3,955,416</u>
(2,005,572)			(2,005,572)
	Add Expenses not Involving Flow of Funds		
2,005,572	Depreciation	2,005,572	
<u>\$ -</u>	Budget (Cash) Result Surplus/(Deficit)	<u>\$ -</u>	

Central Tablelands Water

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2018

Income & Expenses - Water Fund

	Original Budget 2018/19	Approved Changes			Revised Budget 2018/19	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRS	Sep QBRS	Dec QBRS					
Income									
Rates and Annual Charges	1,473,921				1,473,921	-		1,473,921	730,260
User Charges and Fees	4,696,852				4,696,852	-	1(a)	4,696,852	2,028,710
Interest and Investment Revenues	105,000		20,000	-	125,000		1(b)	125,000	72,339
Other Revenues	63,349		180,000	-	243,349	10,000	1(c)	253,349	147,844
Grants & Contributions - Operating	52,071				52,071	23,000	1(d)	75,071	26,974
Grants & Contributions - Capital	650,510			-	650,510	-		650,510	106,156
Net gain from disposal of assets	57,000				57,000	-		57,000	12,784
Total Income from Continuing Operations	7,098,703	-	200,000	-	7,298,703	33,000		7,331,703	3,125,067
Expenses									
Employee Costs	2,136,692		(35,000)		2,101,692	38,840	2(a)	2,140,532	931,917
Borrowing Costs	114,437				114,437			114,437	61,500
Materials & Contracts	983,780		35,000	-	1,018,780	10,000	2(b)	1,028,780	345,992
Depreciation	2,005,572		-		2,005,572	-		2,005,572	1,002,786
Impairment	0		-		-			-	-
Legal Costs	8,000		-		8,000			8,000	-
Consultants	110,000		49,400	-	159,400		2(c)	159,400	54,867
Other Expenses	1,000,300		-	-	1,000,300		2(d)	1,000,300	405,454
Interest & Investment Losses	0				-			-	-
Net Loss from disposal of assets					-			-	-
Total Expenses from Continuing Operations	6,358,781	-	49,400	-	6,408,181	48,840		6,457,021	2,802,516
Net Operating Result from Continuing Operations	739,922	-	150,600	-	890,522	(15,840)		874,682	322,551
Discontinued Operations									
Net Operating Result from All Operations	739,922	-	150,600	-	890,522	(15,840)		874,682	322,551
Net Operating Result before Capital Items	89,412	-	150,600	-	240,012	(15,840)		224,172	216,395

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/3/2018 and should be read in conjunction with the total QBRS report

Page 4

Central Tablelands Water

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

1 (c) Additional service installation revenue - \$10,000

1(d) Council's share of Blayney Alliance Regional Renewable Energy Strategy Project Grant
\$23,000

2 (a) Voluntary Redundancy Accepted - Organisation Restructure - \$23,740.
Corporate Salaries - New Salary System - \$2,959
Operational Salaries - New Salary System - \$1,235
Corporate Services - Position Changes - \$10,906
Total - \$38,840

2 (b) Additional service installation expenditure - \$10,000

Central Tablelands Water

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2018
Capital Budget - Water Fund

	Original Budget 2018/19	Approved Changes			Revised Budget 2018/19	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBR5	Sep QBR5	Dec QBR5					
Capital Expenditure									
New Assets									
- Plant & Equipment	10,000		30,000	40,000		1 (B)	40,000	4,099	
- Land & Buildings	-		-	-			-	-	
- Asset Management System	-	12,175	12,825	25,000		4 (B)	25,000	22,875	
- Office Equipment	10,000		23,000	33,000		1 (C)	33,000	18,123	
- Smart Metering	40,000		-	40,000			40,000	28,590	
- Telemetry	20,000		-	20,000			20,000	11,430	
- Energy Audit Initiatives	40,000		-	40,000			40,000	11,702	
	-			-			-	-	
	-			-			-	-	
Renewal Assets (Replacement)									
- Vehicle Replacement	465,560		-	465,560			465,560	51,836	
- Blayney Office - Indoor Refurbishment	40,000		-	40,000			40,000	8,662	
- Blayney Office - Outdoor Refurbishment	10,000		-	10,000			10,000	-	
- Blayney Depot - Refurbishment	40,000		-	40,000			40,000	-	
- Land & Buildings	-		-	-			-	-	
- Water Supply Network	-		-	-			-	-	
- Trunk Main 'P' - 'C' to Somers	120,000		-	120,000			120,000	-	
- Trunk Main 'K' Renewal	2,900,000	500,000	-	3,400,000			3,400,000	403,734	
- Carcarr to Orange Pipeline	-	100,000	30,000	130,000		4 (B)	130,000	54,900	
- Trunk Main A - 300mtrs (Grant)	556,000		-	556,000			556,000	-	
- Pump replacements	47,741		(30,000)	17,741		4 (B)	17,741	-	
- Bore Renewals	30,000		30,000	60,000		4 (B)	30,000	17,250	
- Canowindra Reservoir Roof	-		150,000	150,000		4 (B)	150,000	-	
- CWFP - Renew Submersible Pump	-		36,000	36,000		1 (B)	36,000	35,718	
- BWFP - Access Road and Carpark	25,000		-	25,000			25,000	-	
- BWFP - Equipment Renewals	40,000		-	40,000			40,000	-	
- Loan Repayments (Principal)	436,725		-	436,725			436,725	228,829	
Total Capital Expenditure	4,801,026	612,175	281,825	5,695,026			5,695,026	897,778	
Capital Funding									
- User Fees & Charges Funding	436,725		-	436,725			436,725	228,829	
- Other Revenue	-		180,000	180,000		4 (C)	180,000	147,844	
- Capital Grants & Contributions	-		-	-			-	-	
- Reserves:									
- External Restrictions/Reserves	-		-	-			-	-	
- Internal Restrictions/Reserves	6,842,864	612,175	-	7,455,039		4 (C)	7,455,039	440,023	
- New Loans	-		-	-			-	-	
- Receipts from Sale of Assets	-		-	-			-	-	
- Plant & Equipment	346,000		-	346,000			346,000	81,082	
- Land & Buildings	-		-	-			-	-	
Total Capital Funding	7,625,589	612,175	180,000	8,417,764			8,417,764	897,778	
Net Capital Funding	2,824,563	-	(101,825)	2,722,738			2,722,738	-	

This statement forms part of Council's Quarterly Budget Review Statement (QBR5) for the quarter ended 31/12/2018 and should be read in conjunction with the total QBR5 report.

Central Tablelands Water

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes **Details**

There are no variations to the Capital Budget for this quarter

Central Tablelands Water

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Leakage Allowances Granted - Financial Year to Date

	<u>No of Applications</u> <u>Granted</u>	<u>Total Allowance KIs</u>	<u>Total Allowance Granted \$</u>
Sept Qtr			
Residential	4	581.89	1,699.12
Non Residential	2	404.50	1,181.13
Total	6	986.39	2,880.25
	<u>No of Applications</u> <u>Granted</u>	<u>Total Allowance KIs</u>	<u>Total Allowance Granted \$</u>
Dec Qtr			
Residential	Nil	0	0
Non Residential	Nil	0	0
Total	0	0	0

There were one applications received during the quarter that has been referred to Council for determination.

Note: Council's undetected water leaks policy provides for an allowance to be granted if certain conditions are met as per leakage policy
The granting of a leakage allowance is at the absolute discretion of Council based upon individual circumstances.
Property owners are responsible for the maintenance of water infrastructure on their properties.

Central Tablelands Water

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2018
Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
There were no reportable contracts entered into during the quarter.						

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended 30/09/18 and should be read in conjunction with the total QBR report.

08) GOVERNMENT INFORMATION PUBLIC ACCESS ACT 2009 (IM.CO.1)

Author: Director Finance and Corporate Services

IP&R Link: Strategy Priority 2 – An efficient, sustainable and customer focussed organisation – 2.5.5 Efficient Business Operations – Good Governance in place.

RECOMMENDATION:

That Council adopt the Draft Agency Information Guide 2019 in accordance with the Government Information Public Access Act 2009 (GIPA)..

REPORT

The Government Information (Public Access) Amendment Act 2018 commenced on 28th November 2018. These amendments impact on how agencies fulfil their obligations under the GIPA Act

Council is required under Section 21 of the Government Information (Public Access) Act to adopt a new Agency Information Guide (AIG) and Access Application form that incorporate the latest amendments.

The main changes are in respect of Section 41 of GIPA Act and some additional requirements are now included:

1. Sec 41 (1) (d) requires that a valid access application must include the name of the applicant and a postal or email address.
2. Sec 41 (1A) requires that an applicant declare if they have applied for access to substantially the same information from another agency. They must also name the agency. However, an application will not be invalid if this disclosure is not provided.
3. Sec 41 (2) provides an opportunity for an agency to provide additional facilities for the making of an access application (by email or direct on a website) and providing additional payment methods (direct transfer or credit card).
4. Sec 60 (3A) of the Act has been changed to make it more difficult for an agency to refuse to deal with an application on the basis that it involves and substantial and unreasonable diversion of resources.
5. Sec 60 (3B) now requires an agency to consider when applying Sec 60 (3A) whether there is a general public interest in favour of disclosure and the “demonstrable” importance of the information to the applicant. This change will make it more difficult for agencies to refuse to deal with applications that may require substantial time and resources.

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

The “Agency Information Guide” (AIG) 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 can be done via Council's website.

A copy of Council's Draft Agency Information Guide 2019 and Access Application form are attached to the report.

BUDGET IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

ATTACHMENTS

Council's Draft Agency Information Guide 2019 and Access Application form - 12 pages

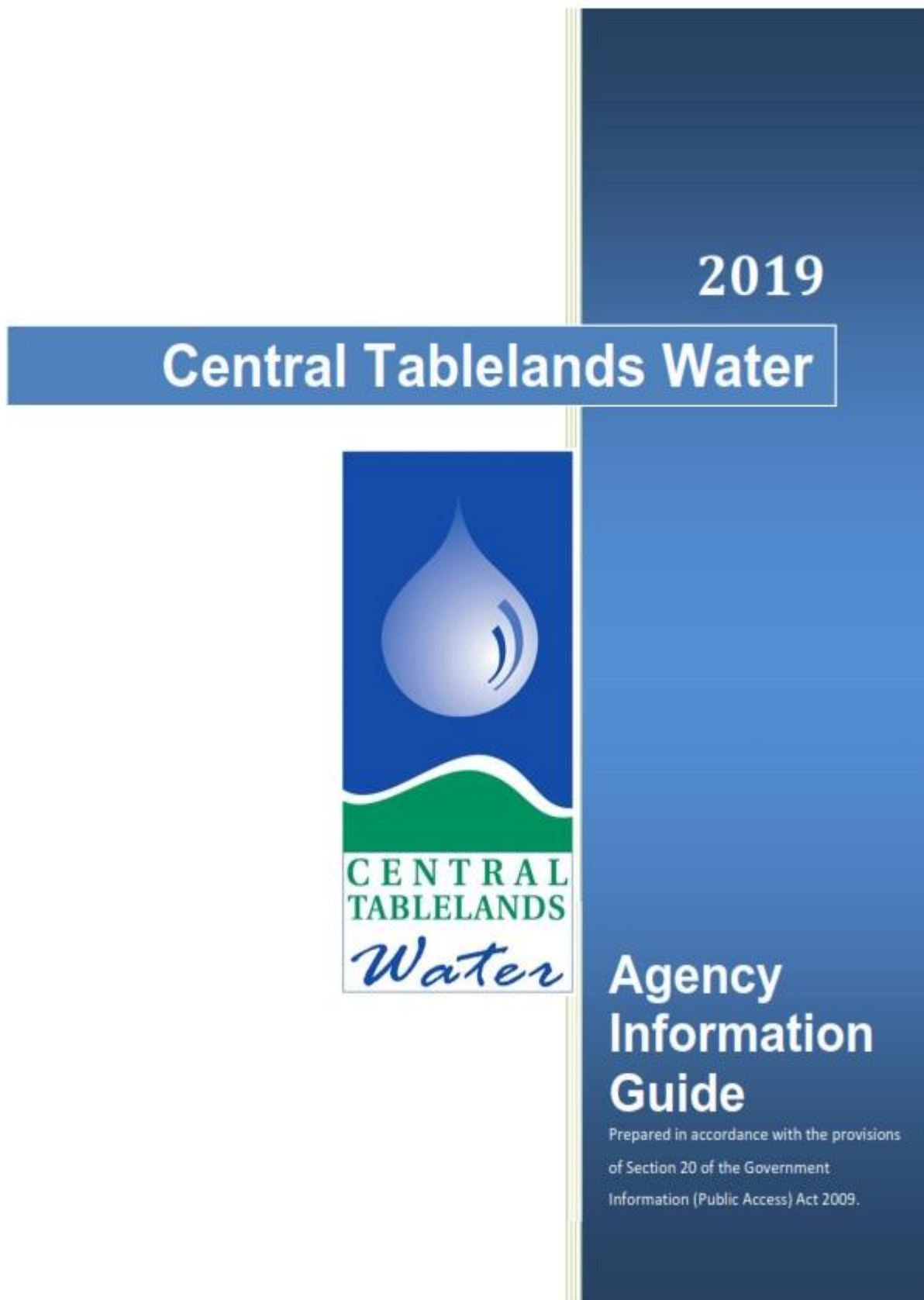


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OPEN ACCESS INFORMATION

AGENCY INFORMATION GUIDE – CENTRAL TABLELANDS WATER

ABOUT COUNCIL

Central Tablelands County Council (Trading as Central Tablelands Water), a water supply authority constituted under the Local Government Act 1993, was first proclaimed in 1944. The council area includes the Shires of Blayney, Cabonne and Weddin. Bulk water is also supplied to Cowra Shire Council to service the villages of Woodstock, Gooloogong and Pearce's Rural Scheme. Council also provides reticulated water to the township of Quandialla.

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 Councillor's.

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

Council's Vision, Mission and corresponding strategic directions and outcomes are listed in Council's [Strategic Business Plan](#), [Delivery Program](#) and [Operational Plan](#).

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 CTW Strategic Business Plan;
- Fees and charges levied by Council; and,
- Policies and procedures in the provision of services.

DECISION MAKING– PUBLIC PARTICIPATION

Council comprises its councillor's who as elected representatives of the community provide strategic and policy guidance to benefit the community. Council meets regularly (six times per year) 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 (Strategic Business Plan, Operational Plan; Delivery Plan, Long Term Financial Plan, Workforce Management Plan, Asset Management Plan)
- Strategic Business Plan;
- Council's Business Papers;
- Annual Reports;
- Financial Reports
- Drought Management Plan;
- Developer Servicing Plan;
- Demand Management Plan; and,
- Council Policies.
- Disclosure Log of Formal Access Applications
- Register of Contracts

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. Council's proactive procedure will be reviewed every 12 months.

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:
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's Disclosure Log of Formal Access Applications will be made available on the website www.ctw.nsw.gov.au.

Council received its first formal application in 2018. These details will be placed on a disclosure log on the website by 30 June, 2019.

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

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's Register of Contracts over \$150,000 in value will be placed on the Council website by 30 June, 2019.

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:

Information and Privacy Commission NSW

Level 17, 201 Elizabeth 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

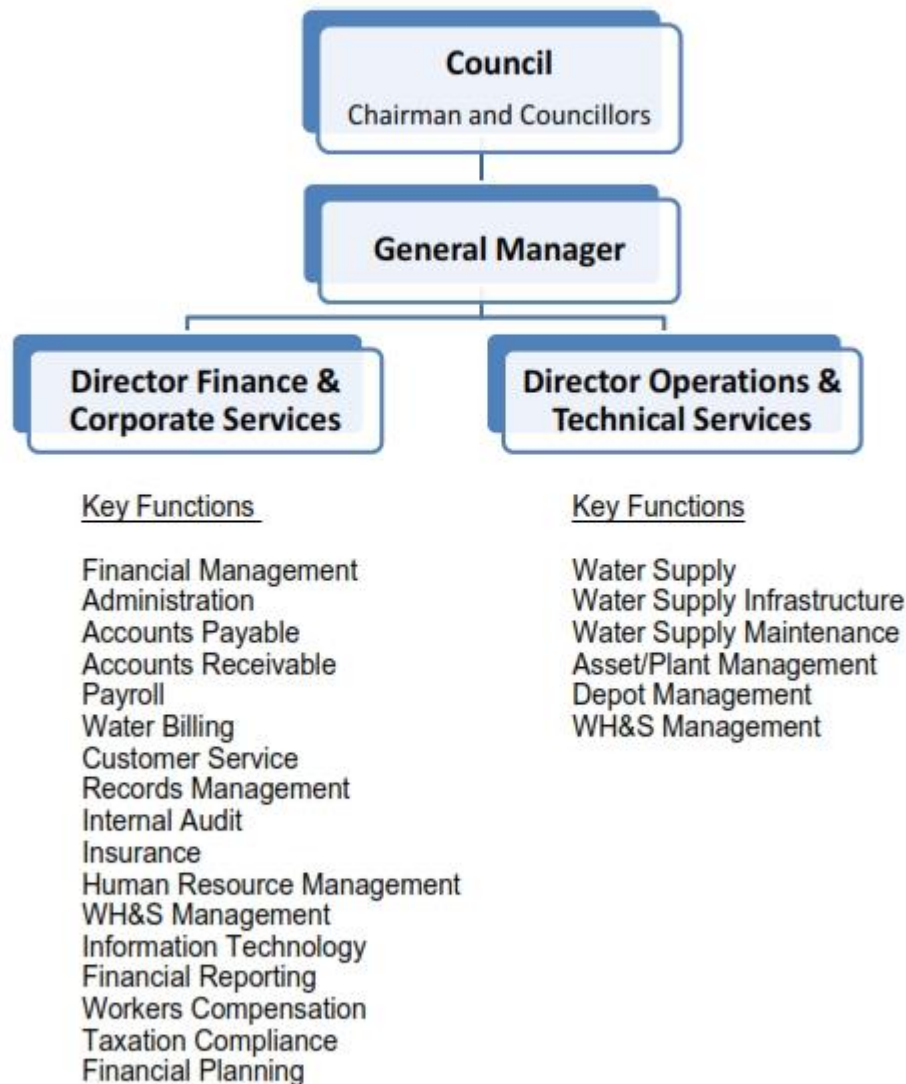
1 INFORMATION ABOUT LOCAL AUTHORITY

- (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.
 - g) Disclosure log of formal access applications
 - h) Contracts Register

- (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

ORGANISATION STRUCTURE – CENTRAL TABLELANDS WATER





Central Tablelands Water

**Government Information (Public Access) Act 2009
ACCESS APPLICATION**

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact the Right to Information Officer on 02 63917200 or visit our website at www.ctw.nsw.gov.au

1. Your details

Surname: **Title:** Mr / Ms
Other names:
Postal address: **Postcode:**
Day-time telephone: **Facsimile:**
Email:

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application:
.....
.....

I agree to receive correspondence at the above email address.

2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, you must provide proof of identity in the form of a certified copy of any one of the following documents:

- Australian driver's licence with photograph, signature and current address
- Current Australian passport
- Other proof of signature and current address details

Government Information (Public Access) Act 2009

ACCESS APPLICATION FORM

3. Government Information

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

.....
.....
.....
.....
.....
.....
.....
.....

Are you seeking personal information? **Yes / No** (circle one)

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency

4. Form of access

How do you wish to access the information?

Inspect the document(s) A copy of the document(s)
 Access in another way (please specify).....
.....

5. Application Fee

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

6. Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, the IPC may be required to consult with third parties before deciding your application. The purpose of this consultation is for the IPC to determine whether the third party has an objection to disclosure of some or all of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

Do you object to this? **Yes / No** (circle one)

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only

Date application received:

File reference:

7. Disclosure log

If the information sought is released to you and we consider it may be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on our website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research that has been, or is being, or is intended to be , carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

Do you object to this? **Yes / No** (circle one)

Please note: if an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

8. Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why below:

.....
.....

Your signature:

Date:

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only

Date application received:

File reference:

Government Information (Public Access) Act 2009

ACCESS APPLICATION FORM

Please post this form or lodge it at: By post or in person

Central Tablelands Water
30 Church Street
BLAYNEY NSW 2799

By email:

water@ctw.nsw.nsw.gov

Please mark to:

Attention: Right of Information Officer

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only

Date application received:

File reference:

4

09) JARDINE LLOYD THOMPSON (JLT) LOCAL COUNCIL CLASS ACTION (RM.CM.1)

Author: Director Finance and Corporate Services

IP&R Link: Strategy Priority 2 – An efficient, sustainable and customer focussed organisation – 2.3.2 Manage the risk management framework including a risk register.

RECOMMENDATION:

That Council not join the Jardine Local Council Class Action (NSW) at this time.

REPORT

During December, 2018 a firm known as Quinn Emanuel filed a class action against JLT alleging that the vast majority of local councils have been overpaying for their insurance over the last 9 years.

The NSW class action alleges that JLT breached general law and contractual obligations, as well as fiduciary duties, it owed to local councils in NSW, in placing those councils in the Insurance Schemes. JLT is the manager of the State Wide Mutual insurance scheme of which Central Tablelands Water has been a member for many years.

This scheme provides multiple insurance covers to Council including property and public liability insurance. The scheme provides not only insurance cover but also a wide range of support and administrative services to assist with risk management, compliance and claims management.

Council has also enjoyed the benefits of membership of the mutual in forms of rebates on policy premiums and incentives paid due to good claims history.

Council has strong relationship with State Wide Mutual and JLT over many years and this is expected to continue.

A number of local councils have joined the class action including Parkes, Orange and Mid-Western Regional Council. Many other local councils including Cabonne, Bathurst, Dubbo, Cowra and Hilltops Council have resolved not join the class action at this time.

JLT have advised that the action will be vigorously defended. JLT have also indicated to all member councils of Statewide Mutual that this action will not impact or affect the financial viability of the Mutual.

Further information regarding the class action can be obtained at <http://www.jltclassaction.com.au/>

BUDGET IMPLICATIONS

This is Page No. 47 of the Agenda presented to the Ordinary Meeting of Central Tablelands County Council held at the Blayney Water Filtration Plant, Blayney on 13 February 2019

Nil.

POLICY IMPLICATIONS

Nil.

ATTACHMENTS

Nil.

10) REGIONAL WATER SECURITY PIPELINE PROJECT UPDATE (WS.AM.1)

Author: Director Operations & Technical Services

IP&R Link: Strategy Priority 1 – Providing a high quality and reliable drinking water supply – 1.1.1 Deliver capital works program based on asset management data.

RECOMMENDATION:

That the information be noted.

REPORT

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

The commissioning phase of the pipeline commenced mid October and ran through to the end November 2018. The Principal has engaged Hunter H2O, as a third party independent, to determine whether to grant Practical Completion.

The contractor has given permission to both CTW and OCC to operate the pipeline and its infrastructure whilst determination of Practical Completion is undertaken.

Practical Completion has been granted to the contractor as at 30th November 2018.

CTW has limited its operation of the new pipeline until the majority of known defects have been rectified. The Contractor has given assurances these known defects will be completed by end of February 2019.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

11) TRUNK MAIN K RENEWAL (WS.AM.1)

Author: Director Operations & Technical Services

IP&R Link: Strategy Priority 1 – Providing a high quality and reliable drinking water supply – 1.1.1 Deliver capital works program based on asset management data.

RECOMMENDATION:

That the information be noted.

REPORT

Trunk Main K supplies Grenfell with water from the Central Tablelands Water (CTW) system. Built in 1946, Trunk Main K stretches across 34 kilometres from Gooloogong to Grenfell. The pipeline is cast iron, and while the main has reliably delivered water to the town of Grenfell for the last 70 years, there are some areas of the pipeline that are beginning to fail. The Capital Works budget for replacement of Trunk Main K is \$6,182,364 extending across the 2015/16 – 2018/19 financial years.

Stage 1 construction of 12.6km pipeline between McDonald's Lane pump station and Grenfell North reservoir, was completed in June 2017.

Stage 2 construction 7.2km of the Trunk Main K Project was completed in May 2018.

Stage 2a construction of 2.8km of the Trunk Main K Project pipeline was completed in Dec 2018. This completes the PVC Class 20 section of the pipeline.

Flushing and disinfecting of the new sections of pipeline into Grenfell North reservoir has been placed on-hold due to Level 2 Water restrictions being applied across the CTW supply network.

BUDGET IMPLICATIONS

Capital Budget 2018/19

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

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

Author: Director Operations & Technical Services

IP&R Link: Strategy Priority 1 – Providing a high quality and reliable drinking water supply – 1.1.2 Develop and deliver maintenance program. 1.1.4 Undertake regular water meter replacement program.

RECOMMENDATION:

That the information be noted.

REPORT

a) *Meter Reading*

The third meter read for the 2018/19 financial year was completed as per the meter reading schedule. The addition of two handhelds has greatly assisted in meeting our meter reading scheduling.

b) *Meter Change Program*

There have been 12 meter changes undertaken since the previous reporting period.

c) *Water Filtration Plants*

Both Blayney and Carcoar Water Treatments Plants operations had been impacted by electrical storms during the previous two months. Repairs to electrical and instrumentation equipment resulting from lightning strikes did not impact on our customers.

d) *Pump Stations*

Cleaning of Pump Stations listed under general maintenance has continued throughout our network over the past 3 months.

e) *Gooloogong Bore, McDonald Lane & Quandialla Pump Stations*

The above sites had been impacted by numerous power outages due to electrical storms over the previous two months. CTW staff worked tirelessly throughout these periods to ensure our network provided water to our customer base.

f) *Drinking Water Quality*

There has been no reportable incidences of exceeding our Critical Control Points for delivery of drinking water from our Water Treatment Plants during the period.

g) *Trunk Mains*

Ongoing inspections continue to be carried out on Trunk Mains and Rural supplies during the previous two months.

h) *Hydrants*

Ongoing inspections and maintenance requirements have continued to be carried out on hydrants throughout all towns (including Quandialla) on the CTW supply network during the previous two months.

i) *Rural Scheme renewals*

Nil undertaken since previous report.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

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

Author: Director Operations & Technical Services

IP&R Link: Strategy Priority 1 – Providing a high quality and reliable drinking water supply – Strategy Priority 2 – An efficient, sustainable and customer focussed organisation – 2.1.4 Establish service levels and monitor and report on performance.

RECOMMENDATION:

That the information be noted.

REPORT

a) Main Breaks

Location		Date	Size / Type	Comment
Blayney	Frape St	18/12/2018	100mm AC	R&RP
Blayney	Burton St	27/12/2018	100mm AC	R&RP
Blayney	Frape St	29/12/2018	100mm AC	R&RP
Blayney	Binstead St	24/1/2019	80mm CI	DNR
Carcoar	Naylor St	13/1/2019	100mm Gal	DNR
Carcoar	Naylor St	17/1/2019	100mm Gal	DNR
Canowindra	Rodd St	13/12/2018	100mm AC	DNR
Canowindra	Rivers Rd	02/01/2019	200mm Steel	DNR
Canowindra	Eugowra Rd	08/01/2019	75mm PVC	DNR
Cudal	The Escort Way	17/12/2018	58mm PVC	DNR
Millthorpe	Park St	31/1/2019	100mm AC	DNR

b) Service Requests

A summary of reported service requests and activities undertaken since last business paper, including the same period of the previous three years, is tabled below:

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
BLAYNEY	1420	20	17	25	29	2.04%
CUSTOMER DAMAGED METER		1	1	0	0	0.00%
DIRTY WATER COMPLAINT		1	0	0	1	0.07%
HYDRANT LEAKING		2	1	0	2	0.14%
LEAKING METER		7	10	14	13	0.92%

LEAKING SERVICE		3	4	4	4	0.28%
LOW PRESSURE COMPLAINT		0	0	0	2	0.14%
MAIN BREAK		1	0	4	4	0.28%
MAINTENANCE - GENERAL		1	0	0	1	0.07%
METER NOT SHUTTING OFF		4	1	3	0	0.00%
NO WATER COMPLAINT		0	0	0	2	0.14%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
CANOWINDRA	1106	18	12	18	12	1.08%
LEAKING METER		5	3	4	2	0.18%
LEAKING SERVICE		7	3	8	5	0.45%
LOW PRESSURE COMPLAINT		0	0	1	0	0.00%
MAIN BREAK		3	3	1	3	0.27%
MAINTENANCE - GENERAL		1	2	1	1	0.09%
NO WATER COMPLAINT		0	1	1	1	0.09%
PATHCOCK FAILURE		1	0	1	0	0.00%
QUALITY COMPLAINT		1	0	1	0	0.00%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
CARCOAR	135	1	0	2	0	0.00%
CHECK METER READING		0	0	0	0	0.00%
LEAKING METER		0	0	0	0	0.00%
HYDRANT LEAKING		0	0	1	0	0.00%
MAIN BREAK		1	0	1	0	0.00%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
CARGO	159	0	2	0	5	3.14%
LEAKING METER		0	1	0	1	0.63%
LEAKING SERVICE		0	1	0	0	0.00%
LOW PRESSURE COMPLAINT		0	0	0	3	1.89%
MAIN BREAK		0	0	0	0	0.00%
PATHCOCK FAILURE		0	0	0	1	0.63%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
CUDAL	222	4	2	3	4	1.80%
LEAKING METER		1	1	1	1	0.45%
LEAKING SERVICE		2	1	2	2	0.90%
MAIN BREAK		1	0	0	1	0.45%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
EUGOWRA	381	6	6	5	4	1.05%
HYDRANT LEAKING		0	1	0	0	0.00%
LEAKING METER		0	3	2	4	1.05%
LEAKING SERVICE		1	1	3	0	0.00%
MAIN BREAK		2	0	0	0	0.00%
NO WATER COMPLAINT		3	1	0	0	0.00%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
GRENFELL	1299	13	6	5	13	1.00%
CHECK METER READING		0	0	0	1	0.08%
CUSTOMER DAMAGED METER		0	0	0	1	0.08%
DIRTY WATER COMPLAINT		0	0	0	3	0.23%
HYDRANT LEAKING		0	1	0	0	0.00%
LEAKING METER		4	3	1	2	0.15%
LEAKING SERVICE		3	0	3	1	0.08%
LOW PRESSURE COMPLAINT		1	0	0	2	0.15%
MAIN BREAK		2	0	0	0	0.00%
METER NOT SHUTTING OFF		1	2	1	1	0.08%
NO WATER COMPLAINT		2	0	0	0	0.00%
PATHCOCK FAILURE		0	0	0	0	0.00%
QUALITY COMPLAINT		0	0	0	2	0.15%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
LYNDHURST	164	1	3	1	0	0.00%
LEAKING METER		1	2	0	0	0.00%
METER NOT SHUTTING OFF		0	0	1	0	0.00%
NO WATER COMPLAINT		0	1	0	0	0.00%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
MANDURAMA	111	1	2	3	1	0.90%
LEAKING METER		0	1	0	0	0.00%
LEAKING SERVICE		0	1	0	1	0.90%
MAIN BREAK		1	0	3	0	0.00%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
MANILDRA	283	2	1	1	0	0.00%

HYDRANT LEAKING		0	0	1	0	0.00%
LEAKING SERVICE		2	1	0	0	0.00%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
MILLTHORPE	463	2	3	4	4	0.86%
CUSTOMER DAMAGED METER		0	1	0	0	0.00%
LEAKING METER		1	0	1	2	0.43%
LEAKING SERVICE		0	0	0	1	0.22%
MAIN BREAK		1	0	2	0	0.00%
MAINTENANCE - GENERAL		0	1	0	1	0.22%
METER NOT SHUTTING OFF		0	1	1	0	0.00%

ACTIVITIES	Total Meters	PREVIOUS YEARS			THIS PERIOD	
		2016	2017	2018	2019	% of Total meters
QUANDIALLA	97	2	0	1	2	2.06%
DIRTY WATER COMPLAINT		0	0	0	1	1.03%
LEAKING METER		0	0	1	1	1.03%
LEAKING SERVICE		1	0	0	0	0.00%
NO WATER COMPLAINT		1	0	0	0	0.00%

TOTAL ACROSS CTW TOWNSHIPS	5840	70	54	68	74	1.27%
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c) Lake Rowlands

The level of Lake Rowlands Dam is currently **67%** (06.02.19). This is a reduction of **1%** since the previous council meeting report (06.12.18).

d) New Water Services

Since 6th December 2018 there have been four (4) new domestic water services connected to CTW’s network.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

14) QUESTIONS ON NOTICE

(General Manager)

No questions on notice were received.

ATTACHMENTS

Nil

16) WEDDIN SHIRE COUNCIL – SALE OF LAND FOR UNPAID RATES (FM.DB.1)
WATER LEAKAGE – ACCOUNT 440600002 (CR.EQ.1)
REQUEST TO WAIVE AVAILABILITY CHARGES – ACCOUNT 430000000
(CR.EQ.1)
PROPOSAL TO NAME BLAYNEY WATER FILTRATION PLANT BUILDING
(WS.SP.6)
GENERAL MANAGER’S CONTRACT (GO.CO.4)

(General Manager)

RECOMMENDATION:

1. That, as these matters deal with items that are subject to the affairs of an individual, Council consider those matters in the 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

16) PROCEED TO COMMITTEE OF THE WHOLE

(General Manager)

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

17) **REPORT OF THE COMMITTEE OF THE WHOLE**

(General Manager)

RECOMMENDATION:

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

ATTACHMENTS

Nil